

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

December 12, 1978

BOARD MEMBERS PRESENT:

Mr. Ward R. Burke, Chairman
Judge Allen Sturrock, Vice-Chairman
Mr. V. B. Woods, Treasurer
Mr. George E. Gee
Dr. Nancy Speck
Mrs. Agnes Rhoder

BOARD MEMBERS ABSENT:

Mr. R. B. Hille, Secretary
Mr. Roy R. Woolley
Judge Emmett Lack

OTHERS PRESENT:

Dr. Wayne Lawrence, DETRMHMRS
Mr. Franklin Avant, "
Dr. Jack Martin, "
Mr. Russ Burbank, "
Mr. Jim McDermott, "
Mrs. Helen Anderson, "
Mrs. Linda Foley, "
Mr. Wells Wright, "
Ms. Nancy Jones "
Mrs. Jeanna Kimbrough, Axley & Rode
Mr. Lynn Montes, Axley & Rode
Mrs. Lois Gee, Jasper

The 64th meeting of the Board of Trustees was held in the Conference Room of the Day Treatment/Administration Facility, 4101 South Medford Drive, Lufkin, on Tuesday, December 12, 1978.

INVOCATION: Mr. George E. Gee, Member of the Board of Trustees, gave the Invocation.

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

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no additions or corrections to the Minutes of the November Board Meeting, on a motion by Mr. Woods, seconded by Dr. Speck, the Board approved the Minutes of the November 21, 1978 Board Meeting.

EXECUTIVE DIRECTOR'S REPORT: Dr. Lawrence's report was delayed until later in the Agenda, with the exception of a report by Ms. Nancy Jones, House Manager of the Nacogdoches County Halfway House, who was unable to remain for the entirety of the meeting. Ms. Jones reported on the current status of the Halfway House.

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. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Balance Sheet, Operating Statement, Budget Summaries of Receipts and Expenditures, and Cash Flow Statements for the month of November, 1978, be approved as submitted, and that copies of each report be attached to the permanent Minutes of this Board Meeting, (see Appendix #1).

Consideration of Voucher for Remainder of Grant-in-Aid for Second Quarter: On a motion by Mr. Woods, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the voucher in the amount of \$175,315.84 for State Grant-in-Aid for the months of January and February, 1979. Be it further RESOLVED that the Chairman be authorized to sign the voucher and that it be submitted to TDMHMR.

Consideration of First Quarter Expenditure Report: On a motion by Mr. Woods, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the First Quarter Expenditure Report for FY79, that the Chairman be authorized to sign the Transmittal Form and that the report be submitted to TDMHMR. Be it further RESOLVED that the Operating Budget for FY79 be revised in accordance with the Summary B/10 and B/14 as submitted, and that these revised amounts be reflected in the Second Quarter Expenditure Report.

Consideration of Fiscal Audit for FY78: On a motion by Mr. Woods, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the audit report for FY78 as submitted by the accounting firm of Axley & Rode, CPA, and that the Board Secretary and Board Chairman be authorized to sign the Certificate of Board page, and that copies of the audit be forwarded to TDMHMR.

Consideration of Bids for Vehicle Pool and Fairweather Lodge Van (In Two Parts):

Part 1: Consideration of Bids for Vehicle Pool: On a motion by Mr. Woods, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the bid in the amount of \$169.00 per month from Morrow Buick-Pontiac in Lufkin for the lease of five 1979 Pontiac LeMans automobiles for a period of two years, beginning March 1, 1979.

Part 2: Consideration of Bids for Fairweather Lodge Van and Trailer: On a motion by Mr. Woods, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the bid in the amount of \$9,323.20 from Village Chrysler-Dodge for the purchase of a van for the Fairweather Lodge. Be it further RESOLVED that the Board accept the bid in the amount of \$1,379.89 from Redland Fabricating and Welding for the purchase of a trailer to go with the van for the Fairweather Lodge.

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

Judge Sturrock presented the following items in Mr. Hille's absence.

Consideration of Proposed Contract for DWI Court Class Program: On a motion by Judge Sturrock, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the contract with the Traffic Safety Program in the amount of \$9,318.00 be approved as submitted and that the Executive Director be authorized to sign and submit the contract to the office of Traffic Safety.

Consideration of Proposed Contract for Transportation Services: On a motion by Judge Sturrock, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the proposed contracts for transportation with the Newton-Jasper County Co-Op be approved as submitted. Be it further RESOLVED that the Executive Director be authorized to sign the contracts.

Discussion of State School Admissions and Discharges: Discussion followed a report, by Dr. Lawrence, on State School Admissions and Discharge statistics.

Consideration of Proposed Revised Contract for Psychiatric Services: On a motion by Dr. Speck, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the revised contract with Dr. Max Himel be approved as submitted and that the Board Chairman be authorized to sign said contract. Be it further RESOLVED that the Executive Director be authorized to submit this contract to TDMHMR for approval and to expend the funds as outlined in the contract.

PERSONNEL AND PUBLIC EDUCATION COMMITTEE - Mr. George Gee, Chairman

Consideration of Proposed Board Policies (In Four Parts):

Part 1: Consideration of Proposed Revised Board Policy No. D74 Entitled Use of Center Lease Vehicles: On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the proposed revised Board Policy No. D74 entitled Use of Center Lease Vehicles be approved as submitted, and that this revised Policy be placed in the Board Policy Manual.

Part 2: Consideration of Proposed Revised Board Policy No. D3 Entitled Delinquent Accounts for Client Fees: On a motion by Mr. Gee, seconded by Mrs. Rhoder, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the proposed revised Board Policy No. D3 entitled Delinquent Accounts for Client Fees be approved as submitted, and that this revised Policy be placed in the Board Policy Manual.

Part 3: Consideration of Proposed Revised Board Policy No. D28 Entitled Service Areas: On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the proposed revised Board Policy No. D28 entitled Service Areas be approved as submitted, and that this revised policy be placed in the Board Policy Manual.

Part 4: Consideration of Proposed New Board Policy No. D76 Entitled Employee Recognition Programs: On a motion by Mr. Gee, seconded by Mrs. Rhoder, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the proposed new Board Policy entitled Employee Recognition Programs be approved as submitted, and that this be included in the Board Policy Manual as Policy No. D76.

Consideration of Proposed Copyrighting of Procedures Manual:
On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board authorize the Executive Director to submit an application for copyright registration to the Library of Congress for the Deep East Texas Regional MHMR Services Operations and Procedures Manual (OPM). Be it further RESOLVED that the copyrighting of the OPM be done on an annual basis.

Consideration of Proposed Workshop for County Judges: On a motion by Mr. Gee, seconded by Mrs. Rhoder, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board authorizes the staff to co-sponsor with the Deep East Texas Council of Governments a workshop for County Judges. Be it further RESOLVED that the workshop be held in the Conference Room of the Day Treatment/Administration Facility.

Consideration of Personnel Matters: Mr. Gee requested that the Board Chairman call an 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. Chairman Burke excused guests from the meeting room at 6:10 p.m., stating that no Board action would be taken until the meeting was reopened.

Executive Session

Mr. Burke reopened the meeting to the public at 6:40 p.m., and stated that there were no items requiring Board action.

EXECUTIVE DIRECTOR'S REPORT: Dr. Lawrence reported on the following items:

1. Reception for Dr. Pfeiffer at SFA - Dr. Johnson
2. Staff Christmas Parties - All Units, 2:30 p.m. on December 15th
3. Vacation - December 18th through January 1st
4. GETHSA - Possible Funding for Psychiatric Holding Facility
5. Correspondence to Representatives and Senators
6. Received Management Audit Team's Annual Report for FY78 for all Centers. Several interesting factors, including

the average number of Trustees present at Board meetings 6.5 (ours 6.2) and average % attendance rate 74.7 (ours 68%).

7. Called on Division Directors to report on activities since the last Board Meeting.

Mr. Avant, Business Division:

1. Local Funds Report
2. Situation on Social Security
3. Goals Report, (see Appendix #2).

Dr. Martin, Mental Health Division:

1. Attending NIMH Conference - January 15th - 19th
2. Status of Fairweather Lodge - Planning and Zoning Commission
3. Goals Report, (see Appendix #3).

Mr. Burbank, Mental Retardation Division:

1. Texas Association of Retarded Citizens Meeting - December 4th
2. Public Responsibility Committee Meeting - January 17th
3. Requests to Civic Clubs
4. Goals Report, (see Appendix #4).

Mr. McDermott, Program Support Services Division:

1. MHMR Center Workshop
2. Results of Police Officers' Seminar
3. Volunteer Recognition Banquet
4. Status of Annual Report
5. Attendance at GETHSA Meeting
6. Status of Medical Advisory Committee
7. Goals Report, (see Appendix #5).

INVITE COMMENTS FROM VISITORS: There were no comments from visitors.

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

The regular January Board Meeting was set for the fourth Tuesday, January 23, 1979. Committee meetings will begin at 4:30 p.m., with the Board Meeting starting at 5:00 p.m. in the Day Treatment/ Administration Facility Conference Room.

ADJOURN: There being no further items for discussion, the meeting was adjourned at 7:10 p.m.

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APPROVED:

Ward R. Burke
Ward R. Burke, Chairman

R. B. Hille
R. B. Hille, Secretary

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Appendix #1

BALANCE SHEET

First Quarter - FY 1979

	<u>GENERAL OPERATING FUND</u>	<u>GENERAL FIXED ASSETS FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Current Assets:			
Cash in Bank	\$221,776.87		\$ 221,776.87
Petty Cash	150.00		150.00
Accounts Receivable - Client Fees	57,674.39		57,674.39
Accounts Receivable - Other	95,660.12		95,660.12
<u>TOTAL CURRENT ASSETS</u>	<u>375,261.38</u>		<u>375,261.38</u>
Amount to be provided under capital lease agreement	<u>109,500.00</u>		<u>109,500.00</u>
General Fixed Assets - At Cost			
Equipment - Furniture/Fixtures		\$254,202.87	254,202.87
Vehicles		129,064.21	129,064.21
Land		119,400.00	119,400.00
Building		325,645.06	325,645.06
<u>TOTAL FIXED ASSETS</u>		<u>828,312.14</u>	<u>828,312.14</u>
<u>TOTAL ASSETS</u>	<u>\$484,761.38</u>	<u>\$828,312.14</u>	<u>\$1,313,073.52</u>

LIABILITIES, RESERVES & FUND BALANCE

Current Liabilities:			
Accounts Payable	196,997.65		196,997.65
Withholding Tax Payable	17,000.00		17,000.00
FICA Tax Payable	26,682.58		26,682.58
Employees Insurance Payable	6,618.23		6,618.23
Tax Sheltered Annuity Payable	805.36		805.36
Cancer Insurance Payable	298.60		298.60
Savings Bond Payable	118.75		118.75
Credit Union Payable	1,506.44		1,506.44
Sales Tax Payable	12.99		12.99
Retirement Payable	1,872.17		1,872.17
Obligation under capital lease agreement	<u>109,500.00</u>		<u>109,500.00</u>
<u>TOTAL LIABILITIES</u>	<u>361,412.77</u>		<u>361,412.77</u>
Reserve for investment in fixed assets		<u>828,312.14</u>	<u>828,312.14</u>
Fund Balance	<u>123,348.61</u>		<u>123,348.61</u>
<u>TOTAL LIABILITIES, RESERVES & FUND BALANCE</u>	<u>\$484,761.38</u>	<u>\$828,312.14</u>	<u>\$1,313,073.52</u>

CASH POSITION STATEMENT

Cash in Bank:		
Operating Account	\$ 44,874.88	
FICA Account	16,874.08	
Payroll Account	95.82	
Title I Account	4,144.64	
Senate Bill 230 Account	7,797.90	
HEW Operations Account	28,802.75	
Houston County TRC Account	-0-	
Hardin County TRC Account	6,779.17	
Treasury Bill	30,558.75	
Treasury Bill	10,000.00	
Certificate of Deposit	29,448.71	
Certificate of Deposit	30,412.50	
Land Account	11,987.67	
<u>TOTAL CASH IN BANK</u>	<u>221,776.87</u>	
Petty Cash	150.00	
<u>TOTAL CASH ON HAND</u>		<u>\$221,926.87</u>

OPERATING STATEMENT

First Quarter - FY 1979

<u>INCOME</u>	<u>RECEIPTS</u>	<u>RECEIVABLES</u>	<u>TOTAL</u>
Jasper County	\$ 1,741.66		\$ 1,741.66
Patient Fees	15,373.95		15,373.95
Senate Bill 230	30,230.00	\$ 9,065.00	39,295.00
Texas Rehabilitation Commission	698.38	5,090.25	5,788.63
National Living Centers	-0-	1,830.00	1,830.00
Workshop Production	11,143.29	1,204.99	12,348.28
Donations	253.00		253.00
Concessions	1,051.31		1,051.31
Miscellaneous Income	1,015.86		1,015.86
Interest Income	1,774.49		1,774.49
Grant-in-Aid	262,973.75		262,973.75
DDA-Mobile Evaluation Unit	14,819.00		14,819.00
HEW Operations	75,000.00	60,000.00	135,000.00
Title XX - Protective Services	1,866.32	1,966.90	3,833.22
Title XX - Services to Aged	2,225.19	2,607.34	4,832.53
Food Stamps	1,073.00		1,073.00
Memorial Fund	30.00		30.00
TCA	-0-	2,520.00	2,520.00
BSCHD	-0-	4,270.00	4,270.00
Liaison	.39	2,996.97	2,997.36
TOTAL INCOME	<u>\$421,269.59</u>	<u>\$91,551.45</u>	<u>\$512,821.04</u>

<u>EXPENDITURES</u>	<u>DISBURSEMENTS</u>	<u>ENCUMBRANCES</u>	<u>TOTAL</u>
Salaries	\$241,975.05	\$123,694.61	\$365,669.66
Salary & Merit Increase	210.00		210.00
FICA Taxes	13,297.19	6,560.04	19,857.23
Insurance - Hospitalization/Life	9,929.50	5,053.86	14,983.36
Retirement	3,959.22	1,872.17	5,831.39
Consultation & Prof. Fees - Other	1,504.35		1,504.35
Travel Expense	11,652.48		11,652.48
Drugs	3,256.34		3,256.34
Food	2,367.18	1,676.75	4,043.93
Supplies	2,528.83	16,614.52	19,143.35
Furniture and Equipment/Purchased	1,153.38	14,590.89	15,744.27
Furniture and Equipment/Rental	189.00	2,990.44	3,179.44
Furniture and Equipment/Rep. & Maint.	198.00	6,725.36	6,923.36
Building/Rent	26,819.00		26,819.00
Building/Remodeling and Renovation	-0-	3,562.57	3,562.57
Building/Repairs and Maintenance	1,084.00	1,458.46	2,542.46
Vehicles/Rental	1,667.46	833.73	2,501.19
Vehicles/Operation and Maintenance	1,462.83	4,019.22	5,482.05
Contracts	35,106.94	15,977.99	51,084.93
Postage	559.52	1,721.84	2,281.36
Laboratory Expense	20.62	110.55	131.17
Telephone	7,959.43	584.51	8,543.94
Insurance	3,503.44	1,352.92	4,856.36
Client Training Wages	12,131.92	2,349.62	14,481.54
Utilities	6,376.80	494.29	6,871.09
Concessions	173.63	738.51	912.14
Client Fringe Benefits	512.58	272.99	785.57
Miscellaneous Expense	2,208.92	214.60	2,423.52
Emolument	350.00	175.00	525.00
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TOTAL EXPENDITURES	\$392,157.61	\$213,645.44	\$605,803.05

Attachment to Item IV-A-1
12/12/78

BREAKDOWN OF ENCUMBRANCES

Travel: Sandy Payette - \$400.23, Clark Stanton - \$337.42, Allyn Wilson - \$400.09

Drugs: MH Division - \$288.00

Food: Shelby Co. SWS - \$727.51, Sunrise Manor - \$868.57

Supplies: Directions - \$386.00, Supply Room - Forms printed - \$550.58, Envelopes, letterheads, copy sheets, routing slips - \$442.24, Xerox paper - \$284.50, Charge tickets - \$430.90, Statements - \$290.25, Houston Co. SWS - paint, cleaner, scrub brushes, wax - \$272.43, Nacogdoches SWS - \$227.66, Nacogdoches Co. Halfway House - dishes, linens, cooking utensils, pillows, mops, brooms, cleaning supplies - \$759.20, Polk Co. SWS - Greenhouse seeds and supplies - \$304.82, Educational supplies and playground supplies - Hardin Co. Dev. Ctr. - \$2,163.20, Newton Co. Dev. Ctr. - \$2,163.20, Kirbyville Dev. Ctr. - \$2,065.35, San Jacinto Co. Dev. Ctr. - \$2,163.20

Equipment & Furniture Purchased: Electronic equipment, recorders, cameras, monitors, etc. MR Programs - \$6,900.00, Hardin Co. Dev. Ctr. - Cubbyhole storage units - \$255.90, Stacking chairs - \$377.85, Table saw, stand, and band saw - \$527.01, Lawn edger, vacuum, vice drill press, sander - \$525.00, Sewing machine - \$680.00, Folding tables, fire proof cabinet - \$1,207.05, Washer and air compressor - \$1,268.95, Riding mower - \$929.80, Aftercare and Services to Aged - Dictating equipment - \$498.00, Sofa - \$498.00, Accounting - Desk - \$453.41, Nacogdoches Co. Halfway House - Desk, file, bookcase chair - \$451.45, Dev. Ctrs. - Film - \$290.00, Kirbyville Dev. Ctr. - Cubbyhole storage cabinets - \$383.85, Newton Co. Dev. Ctr. - Cubbyhole storage cabinets - \$383.85, San Jacinto Co. Dev. Ctr. - Cubbyhole storage units - \$383.85, Newton Co. Dev. Ctr. - Water cooler - \$311.85, Hardin Co. Dev. Ctr. - Water cooler - \$311.85, Jasper Co. OPC and Trinity Co. OPC - Filing cabinets - \$259.06, Aftercare - calculator - \$359.10, Hardin Co. SWS - Audio Visual equipment - \$837.08

Rental - Equipment/Furniture: Region VII - Payroll checks - \$359.05, Xerox - \$2,573.15, 7 Canon Copiers (3 months) - \$2,957.67

Repair & Maintenances - Equipment/Furniture: Dictating Equipment - Maintenance Contract - \$3,497.67, IBM Typewriters Maintenance Contract - \$1,968.94, Royal Typewriters, Ricoh, Adler, and Victor calculators Maintenance Contract - \$1,040.00, 9 Canon calculators Maintenance Contract - \$256.50

Building - Remodeling and Renovation: Shelby Co. Halfway House - Ramp - \$402.85, San Jacinto Dev. Ctr. - Paneling - \$1,225.00, Ramp - \$550.00, Newton Dev. Ctr., Hardin Co. Dev. Ctr., Kirbyville Dev. Ctr., San Jacinto Dev. Ctr. - Carpet - 1,384.72

Building - Repair/Maintenance: C/A - Yard work - \$300.00, Shelby Co. Halfway House - Paint, materials, hot water heater - \$430.18

Vehicle Operation/Maintenance: Lease Vehicles, gasoline - \$515.52

Contracts: Genetics - \$800.66, Lufkin Workshop - \$14,033.33, Wilson McKewen Treatment Center - \$905.00, Memorial Hospital - \$300.00

Telephone: Public Communications Crisis Line - \$537.01

Insurance: Workmen's Comp - \$391.92, Dr. Higbee Professional - \$961.00

Concession: Polk Co. SWS - \$340.70

Building/Rent:

Nacogdoches Co. OPC	\$ 791.00
Angelina Co. OPC	1,200.00
Trinity Co. OPC	300.00
Tyler Co. OPC	267.00
Polk Co. CCC	300.00
Angelina Bldg.	1,489.00
Ervin Jackson	368.00
Central Administration	450.00
Sunrise Manor	450.00
Shelby Co. SWS	560.00
Nacogdoches Co. SWS	700.00
Houston Co. SWS	485.00
Hardin Co. SWS - Dev. Ctr.	250.00
Kirbyville Dev. Ctr.	300.00
Newton Co. Dev. Ctr.	265.00
Tyler Co. Dev. Ctr.	285.00
Nacogdoches Co. HH	725.00

Consultation: Professional consultation & Ed. - \$478.80

Food: Shelby Co. Halfway House - \$417.63

Supplies: Progress Notes - MH Division - \$1,080.50, Laboratory Reports - \$527.75

Rental - Equipment/Furniture: 7 Canon Copiers for MH Division Units - \$985.89

Building Repair & Maintenance: Cleaning, CA - \$395.00

Vehicles Rented: 5 Lease cars - \$833.75

Contracts: Shelby Co. School Board - \$12,942.00

Postage: Central Administration - \$500.00

Telephone: Central Administration - \$1,049.00, Angelina Bldg. - \$885.64,
Nacogdoches OPC - \$270.21, Crisis Line - \$368.00

Utilities: Shelby Co. SWS - Electricity - \$344.88, Central Administration -
Electricity - \$478.71

Deep East Texas Regional MHMR Services

NAME OF CENTER

November 15, 1978
DATE

LOCAL

1. Tax Funds Appro. to Center

- | | |
|----------------------|-------|
| a. City Government | (010) |
| b. County Government | (020) |
| c. School District | (030) |
| d. Hospital District | (040) |
| e. Other | (050) |

2. Patient Fees-Ins. Reimb.

- | | |
|------------------------------------|-------|
| a. Direct Patient Fees & Insurance | (070) |
| b. Title XX-Reimbursements | (071) |
| c. Title XX-Protective Ser. | (072) |
| d. Title XX-Services to Aged | (073) |
| e. SB 230 | (074) |
| f. TRC | (075) |
| g. Lufkin State School | (076) |
| h. National Living Centers | (077) |
| i. ICF-MR | (078) |

3. Other Income & Contributions

- | | |
|--------------------------------|-------|
| a. Workshop Production | (080) |
| b. Pineywoods ARC | (081) |
| c. Donations | (082) |
| d. Concessions | (083) |
| e. Miscellaneous | (084) |
| f. Jasper-Newton ARC | (085) |
| g. Interest Income | (086) |
| h. Food Stamps | (087) |
| i. Bureau of Pardons & Paroles | (088) |
| j. Memorial Fund | (089) |

STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR

- | | |
|--------------------------|-------|
| 1. Grant-in-Aid | (110) |
| 2. Suppl. Grant-in-Aid | (120) |
| 3. Special Grants-TDMHMR | (130) |

OTHER STATE FUNDS

- | | |
|---------------------------|-------|
| 1. Texas Comm. on Alcohol | (160) |
| 2. BSCHD | (161) |
| 3. _____ | (162) |
| 4. _____ | (163) |

FEDERAL FUNDS

1. Grants

- | | |
|-------------------------------|-------|
| a. Title I | (210) |
| b. Developmental Disabilities | (211) |
| c. P.L. 94-63 Grant | (212) |
| d. DHR Liaison | (213) |
| e. _____ | (214) |
| f. _____ | (215) |
| g. _____ | (216) |

GRAND TOTAL

MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
\$ 8,777	-0-	\$ 105,327	\$ 1,742	\$ 103,585
798	-0-	9,577	-0-	9,577
9,167	4,640	110,000	15,374	94,626
6,126	-0-	73,506	-0-	73,506
8,333	3,833	100,000	3,833	96,167
8,333	4,833	100,000	4,833	95,167
22,917	18,545	275,000	39,295	235,705
14,783	2,274	177,395	5,789	171,606
1,167	-0-	14,000	-0-	14,000
1,000	650	12,000	1,830	10,170
5,417	-0-	65,000	-0-	65,000
7,083	5,088	85,000	12,348	72,652
3,364	-0-	40,368	-0-	40,368
1,667	-0-	20,000	253	19,747
1,083	457	13,000	1,051	11,949
917	220	11,000	1,016	9,984
2,795	-0-	33,538	-0-	33,538
750	-0-	9,000	1,774	7,226
1,333	797	16,000	1,073	14,927
3,360	-0-	40,320	-0-	40,320
-0-	30	-0-	30	30
87,658	-0-	1,051,895	262,974	788,921
1,562	2,520	18,745	2,520	16,225
1,500	-0-	18,000	4,270	13,730
7,627	-0-	91,527	-0-	91,527
1,823	-0-	21,870	14,819	7,051
44,640	30,000	535,684	135,000	400,684
3,805	2,977	45,659	2,977	42,682
\$ 257,785	\$ 76,884	\$ 3,093,411	\$ 512,821	\$ 2,580,59

Deep East Texas Regional MHMR Services

NAME OF CENTER

November 15, 1978
DATE

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	\$ 140,871	\$ 123,695	\$ 1,690,456	\$ 365,670	\$ 1,324,786
b. Salary & Merit Incrs.	(011)	1,389	-0-	16,671	210	16,461
c. Fringe Benefits	(020)	18,596	13,486	223,147	40,672	182,475
d. Consultation & Prof. Fees						
1. Direct Pat. Servs.	(030)	440	-0-	5,287	-0-	5,287
2. Other	(040)	888	892	10,656	1,504	9,152
TRAVEL - STAFF & BOARD	(050)	7,184	2,980	86,204	11,652	74,552
CONSUMABLE ITEMS						
a. Drugs	(060)	6,421	-0-	77,055	3,256	73,799
b. Food	(070)	2,439	1,844	27,272	4,044	25,228
c. Other	(080)	6,333	546	76,001	19,143	56,858
EQUIPMENT & FURNITURE						
a. Purchase	(090)	2,922	1,827	35,065	15,744	19,321
b. Rental	(100)	1,079	< 293 >	12,953	3,179	9,774
c. Repair & Maintenance	(110)	929	730	11,148	6,923	4,225
BUILDING						
a. Rent	(120)	9,286	9,395	111,426	26,819	84,607
b. Remodel & Renovation	(130)	266	403	3,188	3,563	< 375
c. Repair & Maintenance	(140)	444	941	5,327	2,542	2,785
VEHICLE						
a. Purchase	(150)	-0-	-0-	-0-	-0-	-0-
b. Rental	(160)	1,499	834	17,988	2,501	15,487
c. Oper. & Maint. Cost	(170)	3,219	2,054	38,629	5,482	33,147
CONTRACTS-SERV. AGENCIES	(180)	27,446	28,401	339,353	51,085	278,268
OTHER						
a. Postage, Telephone	(190)	6,082	932	72,981	10,825	62,156
b. Laboratory Expense	(191)	-0-	121	-0-	131	< 131 >
c. Client Transportation	(192)	-0-	-0-	-0-	-0-	-0-
d. Annual Audit	(193)	1,084	-0-	13,022	-0-	13,022
e. Insurance	(194)	7,262	392	87,138	4,856	82,282
f. Client Wages	(195)	3,382	5,049	40,578	14,482	26,096
g. Utilities	(196)	4,571	2,139	54,850	6,871	47,979
h. Emolument	(197)	330	350	3,757	525	3,432
i. Concessions	(198)	196	449	2,355	912	1,443
j. Client Fringe	(199)	238	273	2,854	786	2,068
k. Miscellaneous	(200)	2,989	248	35,870	2,424	33,446
GRAND TOTAL		\$ 257,785	\$ 197,688	\$ 3,093,411	\$ 605,801	\$ 2,487,610

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/78 - 11/15/78
 AND THE MONTHLY BUDGET FOR THE PERIOD 11/15/78 - 12/31/78 BY COST CATEGORY

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Cost Category	Annual Budgeted Amount	Quarterly Budgeted Amount	Expended and/or Encumbered	Balance Annual Budget	Balance Quarterly Budget	Monthly Budget
Salaries and wages (010)	\$ 1,690,456	\$ 422,614	\$ 365,670	\$ 1,324,786	\$ 56,944	\$ 147,199
Salary and merit (011)	16,671	4,168	210	16,461	3,958	1,829
Fringe benefits (020)	223,147	55,787	40,672	182,475	15,115	20,275
Consultation & Prof. fees						
Direct Patient Ser. (030)	5,287	1,322	-0-	5,287	1,322	588
Other (040)	10,656	2,664	1,504	9,152	1,160	1,017
Travel-Staff & Board (050)	86,204	21,551	11,652	74,552	9,899	8,284
Consumable Items						
Drugs (060)	77,055	19,264	3,256	73,799	16,008	8,200
Food (070)	29,272	7,318	4,044	25,228	3,274	2,804
Other (Office, etc.) (080)	76,001	19,000	19,143	56,858	< 143 >	6,318
Equipment & Furniture						
Purchase (090)	35,065	8,767	15,744	19,321	< 6,977 >	2,147
Rental (100)	12,953	3,239	3,179	9,774	60	1,086
Repairs & Mainten. (110)	11,148	2,787	6,923	4,225	< 4,136 >	470
Building						
Rent (120)	111,426	27,857	26,819	84,607	1,032	9,401
Remodeling & Renov. (130)	3,188	797	3,563	< 375 >	< 2,766 >	-0-
Repairs & Mainten. (140)	5,327	1,332	2,542	2,785	< 1,210 >	310
Vehicle						
Purchase (150)	-0-	-0-	-0-	-0-	-0-	-0-
Rental (160)	17,988	4,497	2,501	15,487	1,976	1,720
Operating & Mainten. (170)	38,629	9,657	5,482	33,147	4,175	3,683
Contracts with Service Agencies (180)	329,353	82,339	51,085	278,268	31,354	30,719
Other						
Postage & Phone (190)	72,981	18,245	10,825	62,156	7,420	6,907
Laboratory Exp. (191)	-0-	-0-	131	< 131 >	< 131 >	-0-
Client Transport. (192)	-0-	-0-	-0-	-0-	-0-	-0-
Annual Audit (193)	13,002	3,250	-0-	13,002	3,250	1,445

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/78 - 11/15/78
 AND THE MONTHLY BUDGET FOR THE PERIOD 11/16/78 - 3/31/79 BY COST CATEGORY

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Cost Category	Annual Budgeted Amount	Quarterly Budgeted Amount	Expended and/or Encumbered	Balance Annual Budget	Balance Quarterly Budget	Monthly Budget
Other continued:						
Insurance (194)	\$ 87,138	\$ 21,784	\$ 4,856	\$ 82,282	\$ 16,928	\$ 9,143
Client Wages (195)	40,578	10,144	14,482	26,096	< 4338 >	2,900
Utilities (196)	54,850	13,712	6,871	47,979	6,841	5,331
Emoluments (197)	3,957	989	525	3,432	464	382
Concessions (198)	2,355	588	912	1,443	< 321 >	161
Client Fringe (199)	2,854	713	786	2,068	< 73 >	230
Miscellaneous (200)	35,870	8,967	2,424	33,446	6,513	3,717
Grand Total (300)	\$ 2,093,411	\$ 773,352	\$ 605,801	\$ 2,487,610	\$ 164,551	\$ 276,401

Note: The amounts shown for the monthly budget are derived by applying $\frac{1}{9}$ of the balance for each cost category.

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 11/16/78 - 8/31/79 AND THE MONTHLY BUDGET FOR THE PERIOD 11/16/78 - 8/31/79 BY DISABILITY CATEGORY

Disability Category	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
<u>Mental Health</u> (amount of budget allocated and expended to serve people with mental health problems)	\$ 1,305,993	\$ 252,210	\$ 1,053,783	\$ 117,087
<u>Mental Retardation</u> (amount of budget allocated and expended to serve people with mental retardation problems)	1,442,038	296,565	1,145,473	127,275
<u>Alcoholism</u> (amount of budget allocated and expended to serve people with alcoholism problems)	321,754	53,154	268,600	29,844
<u>Drug</u> (amount of budget allocated and expended to serve people with drug problems)	23,626	3,872	19,754	2,195
Grand Total	\$ 3,093,411	\$ 605,801	\$ 2,487,610	\$ 276,401

Note: The amounts shown for the monthly budget are derived by applying $\frac{1}{12}$ of the balance for each disability category. Costs pertaining to administration are prorated to the disability categories.

BUDGETED FUNDS RECEIVED FOR THE PERIOD 9/1/78-11/15/78 AND THE
 MONTHLY BUDGET FOR THE PERIOD 11/16/78-2/21/79 BY SOURCE OF FUNDS

SOURCE OF FUNDS	BUDGETED AMOUNT	AMOUNT RECEIVED	BALANCE	MONTHLY BUDGET
Local				
1. County Government	\$ 105,327	\$ 1,742	\$ 103,585	\$ 11,509
2. School District	9,577	-0-	9,577	1,064
3. Fees - Insurance	119,000	15,374	94,626	10,514
4. Title XX Reimbursement	73,506	-0-	73,506	8,167
5. Title XX Protective Ser.	100,000	3,833	96,167	10,685
6. Title XX Services to Aged	100,000	4,833	95,167	10,575
7. Senate Bill 230	275,000	39,295	235,705	26,189
8. TRC Reimbursements	177,395	5,789	171,606	19,067
9. Lufkin State School	14,000	-0-	14,000	1,555
10. National Living Centers	12,000	1,830	10,170	1,130
11. ICF - MR	65,000	-0-	65,000	7,222
12. Workshop Production	85,000	12,348	72,652	8,072
13. Pineywoods ARC	40,368	-0-	40,368	4,485
14. Donations	20,000	253	19,747	2,194
15. Concessions	13,000	1,051	11,949	1,327
16. Miscellaneous	11,000	1,016	9,984	1,109
17. Jasper/Newton ARC	33,538	-0-	33,538	3,726
18. Interest	9,000	1,774	7,226	802
19. Food Stamps	16,000	1,073	14,927	1,658
20. Bureau of Prisons and Paroles	40,320	-0-	40,320	4,480
21. Memorial Fund	-0-	30	< 30 >	-0-
State Grant-in-Aid	1,051,895	262,974	788,921	87,657
Supplemental Grant-in-Aid				
Other State				
1. Texas Comm. on Alcoholism	18,745	2,520	16,225	1,803
2. Beaumont State CHD	18,000	4,270	13,730	1,526
Federal				
1. Title I (89-313)	91,527	-0-	91,527	10,170
2. DDA	21,870	14,819	7,051	784
3. HEW (94-63)	535,684	135,000	400,684	44,521
4. Title XIX (Liaison)	45,659	2,771	42,888	4,711
TOTAL	\$ 3,093,411	\$ 512,821	\$ 2,580,590	\$ 286,732

Note: The amounts shown for the monthly budget are derived by applying 1/9 of the balance for each source of fund.

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BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/78 - 11/15/78
 AND THE MONTHLY BUDGET FOR THE PERIOD 11/16/78 - 2/21/79 BY ORGANIZATIONAL UNIT

O.U.#	Organizational Unit Name	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
101	Central Administration	\$ 78,633	\$ 15,882	\$ 62,751	\$ 6,972
102	Accounting	254,392	50,580	203,812	22,646
103	Personnel, Staff Dev. & Training	85,435	19,970	65,465	7,214
104	Research and Evaluation	26,085	4,363	21,722	2,414
201	Screening and Referral	139,339	25,746	113,593	12,621
202	MR Diagnostic & Evaluation Team	124,498	11,977	112,521	12,502
203	Consultation and Education	41,074	7,841	33,233	3,693
301	Angelina Co. OPC	295,564	53,605	241,959	26,884
302	Jasper Co. OPC	110,419	20,971	89,448	9,939
303	Nacogdoches Co. OPC	164,554	28,597	135,957	15,106
304	Polk Co. CCC	70,009	15,735	54,274	6,030
305	Trinity Co. OPC	88,053	15,875	72,178	8,020
306	Tyler Co. OPC	84,934	13,050	71,884	7,987
307	Services to the Aged	46,572	11,154	35,418	3,935
308	Children and Protective Services	60,928	9,020	51,908	5,768
309	Discharge Planning & Follow-up - MH	103,943	20,344	83,599	9,289

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BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/78 - 11/15/78
 AND THE MONTHLY BUDGET FOR THE PERIOD 11/16/78 - 8/31/79 BY ORGANIZATIONAL UNIT

O.U.#	Organizational Unit Name	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
310	Discharge Planning & Follow-up - MR	\$ 32,325	\$ 4,730	\$ 27,605	\$ 3,067
401	Excelsior (Shelby Co.) Dev. Ctr.	148,392	28,606	119,786	13,310
402	Hardin Co. Dev. Ctr.	52,116	10,854	41,262	4,585
403	Jasper Co. Dev. Ctr.	40,932	5,527	35,405	3,934
404	Kirbyville Dev. Ctr.	58,270	11,142	47,128	5,236
405	Newton Co. Dev. Ctr.	53,329	10,568	42,761	4,751
501	Hardin Co. SWS	67,180	13,975	53,205	5,912
502	Houston Co. SWS	75,686	18,458	57,228	6,359
503	Jasper-Newton Co. SWS	61,279	16,537	44,742	4,971
504	Lufkin Workshop & Oppor. Ctr.	90,327	22,369	67,958	7,551
505	Nacogdoches Co. SWS	72,076	19,502	52,574	5,842
506	Polk Co. SWS	59,036	13,826	45,210	5,023
507	Shelby Co. SWS	69,868	16,212	53,656	5,962
601	Angelina Co. Day Treat. Prog.	68,183	13,865	54,318	6,035
602	Tyler Co. Dev. Ctr.	40,498	10,015	30,483	3,387

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BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/78 - 11/15/78
 AND THE MONTHLY BUDGET FOR THE PERIOD 11/16/78 - 2/31/79 BY ORGANIZATIONAL UNIT

O.U.#	Organizational Unit Name	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
603	San Jacinto Co. Dev. Ctr.	\$ 38,776	\$ 13,761	\$ 25,015	\$ 2,779
701	Nacogdoches Co. HWH	62,839	7,856	54,983	6,109
702	Sunrise Manor	66,993	14,676	52,317	5,813
703	Shelby Co. HWH	113,364	24,933	88,431	9,826
704	Fairweather Lodge	-0-	3,446	< 3,446 >	-0-
801	Detoxification	4,350	-0-	4,350	483
802	Transitional Residential Care	3,000	60	2,940	326
803	Psychiatric Inpatient	40,150	173	39,977	4,441
	TOTAL	\$ 3,093,411	605,801	\$ 2,487,610	\$ 276,401

Note: The amounts shown for the monthly budget are derived by applying $\frac{1}{9}$ of the balance for each organizational unit.

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DEEP EAST TEXAS REGIONAL MHMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/78 - 11/15/78
AND THE MONTHLY BUDGET FOR THE PERIOD 11/16/78 - 2/21/79 BY SOURCE OF FUNDS

Source of Funds	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
Local	\$ 1,310,031	\$ 163,204	\$ 1,146,827	\$ 127,425
State Grant-in-Aid Supplemental G-I-A	1,051,895	262,974	788,921	87,657
Other State				
1. TCA	18,745	4,653	14,092	1,565
2. BSCHD	18,000	4,270	13,730	1,525
3. Rusk State Hospital		3,000	< 3,000 >	- -
Federal				
1. Title I (89-313)	91,527	42,518	49,009	5,445
2. DDA	21,870	12,550	9,320	1,035
3. HEW (94-63)	535,684	108,943	426,741	47,415
4. DHR Liaison	45,659	3,689	41,970	4,663
TOTALS	\$ 3,093,411	\$ 605,801	2,487,610	276,401

Note: The amounts shown for the monthly budget are derived by applying $\frac{1}{9}$ of the balance for each source of funds.

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BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/78-11/15/78 AND
THE MONTHLY BUDGET FOR THE PERIOD 11/16/78-8/31/79 BY PROGRAM CATEGORY

Program Category	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
Administration	\$ 444,545	\$ 90,795	\$ 353,750	\$ 39,306
Screening & Referral/Emergency	304,911	45,564	259,347	28,816
Outpatient/Clinic Services	1,057,311	193,081	864,230	96,025
Special Education Classes	353,039	66,697	286,342	31,816
Day/Evening Care	147,457	37,641	109,816	12,201
Sheltered Work Training	445,452	120,877	324,573	41,620
Alternate Residential Care	243,196	47,465	195,731	21,748
24-hour Residential Care	47,500	3,679	43,821	4,869
Totals	\$ 3,093,411	\$ 605,801	\$ 2,487,610	\$ 276,401

Note: The amounts shown for the monthly budget are derived by applying $\frac{1}{9}$ of the balance for each program category.

CASH RECEIPTS FOR THE PERIOD 9/1/78 - 11/15/78 AND
 PROJECTED CASH RECEIPTS FOR THE PERIOD 11/16/78 - 2/31/79

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SOURCE OF FUNDS	BUDGETED AMOUNT	RECEIPTS 9/1/78-11/15/78	BALANCE	PROJECTED CASH RECEIPTS						
				December	January	February	March	April	May/June	July/August
County										
Government	\$ 105,327	\$ 1,742	\$ 103,585	\$ 871	\$ 12,839	\$ 12,839	\$ 12,839	\$ 12,839	\$ 25,678	\$ 25,680
School Dist.	9,577	- 0 -	9,577	- 0 -	- 0 -	9,577	- 0 -	- 0 -	- 0 -	- 0 -
Direct Patient										
Fees-Ins.	110,000	15,314	94,686	10,514	10,514	10,514	10,514	10,514	21,028	21,028
Title XX-Reimb.	73,506	- 0 -	73,506	8,167	8,167	8,167	8,167	8,167	16,334	16,337
ICF-MR	65,000	- 0 -	65,000	3,500	3,500	5,000	8,833	8,833	17,667	17,667
Senate Bill 230	275,000	39,295	235,705	33,672	33,672	33,672	33,672	33,672	67,345	- 0 -
TRC-Reimb.	177,395	5,789	171,606	2,000	3,000	4,000	6,000	8,000	74,303	74,303
Title XX-Prot. Ser.	100,000	3,833	96,167	3,000	3,000	3,000	4,000	4,000	39,583	39,584
Lufkin St. School	14,000	- 0 -	14,000	500	1,000	1,000	1,000	1,500	4,500	4,500
Workshop Prod.	85,000	12,348	72,652	8,072	8,072	8,072	8,072	8,072	16,144	16,148
Donations	20,000	253	19,747	2,194	2,194	2,194	2,194	2,194	4,388	4,389
Concessions	13,000	1,051	11,949	1,327	1,327	1,327	1,327	1,327	2,654	2,660
Jasper/Newton ARC	33,538	- 0 -	33,538	- 0 -	8,384	- 0 -	8,384	- 0 -	8,384	8,386
Interest	9,000	1,774	7,226	1,806	- 0 -	- 0 -	1,806	- 0 -	1,806	1,808
Miscellaneous	11,000	1,016	9,984	1,109	1,109	1,109	1,109	1,109	2,218	2,221
Grant-in-Aid	1,051,895	262,974	788,921	262,974	- 0 -	87,657	175,316	- 0 -	87,658	175,316
Supplemental GIA	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Tex. Comm. Alc.	18,745	2,520	16,225	- 0 -	5,408	- 0 -	- 0 -	5,408	- 0 -	5,409
BSCHD	18,000	4,270	13,730	4,576	- 0 -	- 0 -	4,576	- 0 -	4,578	- 0 -
Title I	91,527	- 0 -	91,527	16,221	25,102	- 0 -	- 0 -	25,102	- 0 -	25,102
DDA	21,870	14,819	7,051	- 0 -	7,051	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
NEW 94-63	535,684	135,000	400,684	44,520	44,520	44,520	44,520	44,520	89,040	89,044
DMR Liaison	45,659	2,997	42,662	2,000	2,000	3,000	4,000	5,000	13,331	13,331
Natl. Liv. Ctrs.	12,000	1,830	10,170	1,130	1,130	1,130	1,130	1,130	2,260	2,260
Pineywoods ARC	40,368	- 0 -	40,368	13,456	- 0 -	- 0 -	13,456	- 0 -	13,456	- 0 -
Food Stamps	16,000	1,073	14,927	1,658	1,658	1,658	1,658	1,658	3,318	3,319
Title XX-Ser. to Aged	100,000	4,833	95,167	2,000	3,000	4,000	5,000	6,000	37,582	37,585
Bureau of Pardons & Paroles	40,320	- 0 -	40,320	- 0 -	5,040	5,040	5,040	5,040	10,080	10,080
Removal Fund		30	< 30 >	- 0 -	5,040	5,040	5,040	5,040	10,080	10,080
TOTALS	\$ 3,093,411	\$ 512,821	\$ 2,580,590	\$ 425,267	\$ 191,687	\$ 247,476	\$ 362,613	\$ 194,085	\$ 563,335	\$ 596,157

DEEP EAST TEXAS REGIONAL MHR SERVICES

EXPENDITURES AND/OR ENCUMBRANCES FOR THE PERIOD 9/1/78 - 11/15/78 AND
PROJECTED EXPENDITURES AND/OR ENCUMBRANCES FOR THE PERIOD 11/16/78 - 3/31/79

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COST CATEGORY	BUDGETED AMOUNT	EXPENDED AND/OR ENCUMBERED 9/1/78- 11/15/78	BALANCE	PROJECTED EXPENDITURES AND/OR ENCUMBRANCES						
				December	January	February	March	April	May / June	July / August
Salaries-Wages	\$1,690,456	\$365,670	\$1,324,786	\$147,198	\$147,198	\$147,198	\$147,198	\$147,198	\$294,396	\$294,400
Salary-Merit	16,671	210	16,461	1,829	1,829	1,829	1,829	1,829	3,658	3,658
Fringe Ben.	223,147	40,672	182,475	20,275	20,275	20,275	20,275	20,275	40,550	40,550
Consultation										
Direct	5287	-0-	5,287	587	587	587	587	587	1,176	1,176
Other	10,656	1,504	9,152	1,017	1,017	1,017	1,017	1,017	2,034	2,033
Travel	86,204	11,652	74,552	8,283	8,283	8,283	8,283	8,283	16,566	16,571
Drugs	47,055	3,256	73,799	8,200	8,200	8,200	8,200	8,200	16,400	16,399
Food	29,272	4,044	25,228	2,803	2,803	2,803	2,803	2,803	5,606	5,607
Supplies	76,001	19,143	56,858	6,317	6,317	6,317	6,317	6,317	12,634	12,639
Equip. & Furn.										
Purchase	35,065	15,744	19,321	1,602	1,602	1,600	1,602	1,602	3,204	3,209
Rental	12,953	3,179	9,774	1,086	1,086	1,086	1,086	1,086	2,172	2,172
Rep./Maint.	11,148	6,923	4,225	469	469	469	469	469	938	942
Building										
Rent	111,426	26,819	84,607	9,401	9,401	9,401	9,401	9,401	18,802	18,800
Rem./Renova.	3,188	3,563	< 375 >	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Rep./Maint.	5327	2,542	2,785	309	309	309	309	309	620	620
Vehicle										
Purchase	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Rental	17,988	2,501	15,487	1,721	1,721	1,721	1,721	1,721	3,442	3,440
Oper./Maint.	38,629	5,482	33,147	3,683	3,683	3,683	3,683	3,683	7,366	7,366
Cont. Ser. Agns.	329,353	51,085	278,268	38,162	38,162	38,162	38,162	38,162	76,324	11,134
Post. & Tele.	72,981	10,825	62,156	6,907	6,907	6,907	6,907	6,907	13,810	13,811
Lab. Expenses	-0-	131	< 131 >	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Annual Audit	13,002	-0-	13,002	-0-	-0-	-0-	-0-	-0-	-0-	13,002
Insurance	87,132	4,856	82,282	1,219	1,219	1,219	72,525	1,219	2,440	2,441
Client Wages	40,578	14,482	26,096	2,900	2,900	2,900	2,900	2,900	5,798	5,798
Utilities	54,850	6,871	47,979	4,500	4,500	4,500	4,500	4,500	12,740	12,739
Emoluments	3,957	525	3,432	175	175	175	175	175	1,278	1,277
Concessions	2,355	912	1,443	160	160	160	160	160	320	323
Client Fringe	2,854	786	2,068	230	230	230	230	230	460	458
Miscellaneous	25,870	2,421	33,446	3,716	3,716	3,716	3,716	3,716	7,432	7,434
TOTALS	\$3,093,411	\$605,801	\$2,487,610	\$272,749	\$272,749	\$277,647	\$344,055	\$272,749	\$550,166	\$498,001

Deep East Texas Regional
MHMR Services
NAME OF CENTER

November 15, 1978
DATE

STATE GRANT-IN-AID

PROGRAM CATEGORY

- 1. Administration
- 2. Screening, Referral and
Emergency
- 3. Outpatient Services
- 4. Special Education
- 5. Sheltered Work Training and
Day/Evening Care
- 6. Alternate Residential/
24-Hour Care

TOTALS

MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
\$ 19,453	-0-	\$ 233,434	\$ 58,359	\$ 175,075
3,867	-0-	46,404	11,601	34,803
19,935	-0-	239,225	59,806	179,419
10,956	-0-	131,465	32,867	98,598
23,469	-0-	281,628	43,425	238,203
9,978	-0-	119,939	56,916	62,823
\$ 87,658	-0-	\$ 1,051,895	\$ 262,974	\$ 788,921

Deep East Texas Regional
MHMR Services
NAME OF CENTER

November 15, 1978.
DATE

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PROGRAM CATEGORY

1. Administration

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Day/Evening Care

6. Alternate Residential/
24-Hour Care

TOTALS

MONTHLY BUDGET	MONTHLY EXPENSE	ANNUAL BUDGET	CUMULATIVE EXPENSE	BALANCE YTD
\$19,453	\$16,468	\$233,434	\$55,374	\$178,060
3,867	6,852	44,404	14,586	31,818
19,935	19,936	239,225	59,806	179,419
10,956	10,954	131,465	32,866	98,599
23,469	23,469	281,628	70,407	211,221
9,978	9,979	119,739	29,935	89,804
\$87,658	\$87,658	\$1,051,895	\$262,974	\$788,921

Appendix #2

DEEP EAST TEXAS MMR SERVICES

DIVISION GOALS AND OBJECTIVES (Non-Numerical Objectives)

Division BUSINESS
Report Month/Quarter NOVEMBER 1978

Monthly/Quarterly Report

Goals	Evaluation
<p>2. TO COMPLY WITH ALL OF THE FISCAL AUDITOR'S RECOMMENDATIONS MADE IN THE AUDIT REPORT FOR FY '78.</p>	<p>A REPORT ON THE FY '78 AUDIT WILL BE HEARD LATER ON TONIGHT'S AGENDA. THE BOARD WILL BE INFORMED PERIODICALLY ON OUR COMPLIANCE WITH THE RECOMMENDATIONS OFFERED IN THE AUDIT REPORT.</p>
<p>4. TO INSURE THAT CONTRACTS AND LEASE AGREEMENTS ARE NOT OVEREXPENDED.</p>	<p>RECEIVED REPORTS OF FUNDS BUDGETED, MONTHLY EXPENDITURES, YEAR-TO-DATE EXPENDITURES AND BALANCES FOR EACH CONTRACT AND LEASE AGREEMENT.</p>
<p>5. TO INSURE THAT ALL FUNDS RECEIVED ARE EXPENDED IN ACCORDANCE WITH THE TERMS SPECIFIED BY THE FUNDING SOURCE.</p>	<p>OBTAINED MONTHLY REPORTS WHICH REFLECTED BUDGETED AMOUNTS, MONTHLY EXPENDITURES, YEAR-TO-DATE EXPENDITURES AND BALANCES BY COST CATEGORY FOR EACH FUNDING SOURCE.</p>

Appendix #3

DIVISION GOALS/OBJECTIVES

Division MENTAL HEALTHReport of Month/Quarter NOVEMBER, 1978

GOALS	EVALUATION
1. TO PROVIDE PRESCREENING SERVICES TO 40% OF ALL INVOLUNTARY FIRST ADMISSIONS AND 56% OF ALL INVOLUNTARY READMISSIONS TO RSH.	A. <u>ADMISSIONS/READMISSIONS</u> * <u>% SCREENED</u> * FIRST ADMISSIONS - 17 59% (10) READMISSIONS - 19 63% (12) TOTAL - 36 61% (22) B. (1) NUMBER OF COURT REFERRALS TO CENTER: 28 (2) NUMBER AND PERCENT TREATED AND MAINTAINED IN CENTER PROGRAMS: 7 (25%) C. NUMBER ADMITTED TO CENTER INPATIENT PROGRAMS WHO WOULD OTHERWISE BE INSTITUTIONALIZED: 2
2. PROVIDE SERVICES TO 90% OF ALL RUSK STATE HOSPITAL CLIENTS DISCHARGED INTO THE CENTER'S CATCHMENT AREA WHO HAVE HAD A PREDISCHARGE PLAN DEVELOPED PRIOR TO THEIR RELEASE.	A. NUMBER OF CLIENTS DISCHARGED INTO CENTER'S CATCHMENT AREA WITH PREDISCHARGE PLAN DEVELOPED: 27 (1) NUMBER RECEIVING CENTER SERVICES: 18 (67%) (2) NUMBER NOT RECEIVING CENTER SERVICES: 9 (33%) (A) REFERRED TO RUSK OUTREACH: 5 (B) MOVED OR REFERRED OUT-OF-REGION: 0 (C) WHEREABOUTS UNKNOWN: 4 * THESE STATISTICS REFLECT ONLY ADMISSIONS/READMISSIONS FROM COUNTIES NOT SERVED BY RUSK STATE HOSPITAL OUTREACH CLINICS.

Appendix #4

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS/OBJECTIVES

Division MENTAL RETARDATIONReport of Month/Quarterly NOVEMBER, 1978

GOALS	EVALUATION
1. To ACHIEVE 821 UNIT ADMISSIONS THROUGH PROGRAMS IN THE MR DIVISION IN 1979.	1. CLIENT STATISTICS ARE NOT AVAILABLE DUE TO EARLY BOARD MEETING.
2. To SERVE A TOTAL OF 571 CLIENTS THROUGH PROGRAMS IN THE MR DIVISION IN 1979.	2. CLIENT STATISTICS ARE NOT AVAILABLE DUE TO EARLY BOARD MEETING.
3. To EXPAND AND IMPROVE PRESCREENING SERVICES THROUGHOUT THE REGION.	3. THERE WAS ONE APPLICATION PROCESSED FOR STATE SCHOOL ADMISSION IN NOVEMBER.
4. To PARTICIPATE IN PRE-DISCHARGE PLANNING FOR AT LEAST 14 CLIENTS FROM STATE SCHOOLS.	4. DURING NOVEMBER THERE WERE TWO CLIENTS DISCHARGED FROM LUFKIN STATE SCHOOL. WE PARTICIPATED IN THE PROCESS.

Appendix #5

PROGRAM SUPPORT SERVICES DIVISION

MONTHLY REPORT

NOVEMBER, 1978

PERSONNEL REPORT

	<u>MONTHLY</u>	<u>YEAR TO DATE</u>
1. POSITIONS IN ACTIVE RECRUITMENT	12	-
2. NUMBER OF COLLEGE RECRUITMENT TRIPS	0	3
3. NUMBER OF APPLICATIONS DISTRIBUTED	39	160
4. NUMBER OF APPLICANTS INTERVIEWED	20	93
5. NUMBER OF POSITIONS FILLED	10	23
6. NUMBER OF EMPLOYEE TERMINATIONS	4	13
7. EMPLOYEE TURNOVER RATE	2.96%	9.6%

CONSULTATION AND EDUCATION REPORT

	<u>MONTHLY</u>	<u>% OF GOAL</u>	<u>YEAR TO DATE</u>	<u>% OF GOAL</u>
1. NEWS RELEASES	140	140%	419	35%
2. PUBLIC SERVICE ADS	100	120%	300	30%
3. T. V. PROGRAMS	1	100%	2	17%
4. BROCHURES DISTRIBUTED	1,907	164%	3,332	24%
5. NEWSLETTERS	1,400	116%	4,200	29%
6. ADVISORY COUNCIL MEETINGS	6	163%	14	32%
7. CONSULTATION PROGRAMS			REPORTED QUARTERLY	
8. EDUCATION PROGRAMS			REPORTED QUARTERLY	
9. PUBLIC AWARENESS PROGRAMS			REPORTED QUARTERLY	

PROGRAM SUPPORT SERVICES DIVISION

MONTHLY REPORT

NOVEMBER, 1978

STAFF ORIENTATION AND DEVELOPMENT REPORT

	<u>MONTHLY</u>	<u>% OF GOAL</u>	<u>YEAR TO DATE</u>	<u>% OF GOAL</u>
1. EMPLOYEE ORIENTATION SESSIONS	1	100%	3	33%
2. SUPERVISOR ORIENTATION SESSIONS	0	-	1	25%
3. STAFF DEVELOPMENT SESSIONS	1	100%	3	27%
4. NUMBER OF STAFF TRAINING HOURS	576	96%	1,848	28%
5. UNIT TRAINING	1	100%	3	30%
6. NUMBER OF STAFF TRAINING HOURS	234	156%	675	45%
7. SPECIAL WORKSHOPS			REPORTED QUARTERLY	
8. NUMBER OF STAFF TRAINING HOURS			REPORTED QUARTERLY	
9. EXTERNAL STAFF TRAINING			REPORTED QUARTERLY	
10. NUMBER OF STAFF TRAINING HOURS			REPORTED QUARTERLY	

VOLUNTEER SERVICES REPORT

	<u>MONTHLY</u>	<u>% OF GOAL</u>	<u>YEAR TO DATE</u>	<u>% OF GOAL</u>
1. NUMBER OF VOLUNTEERS	115	100%	181	60%
2. NUMBER OF VOLUNTEER HOURS	2,782	190%	7,578	43%
3. NUMBER OF NEW VOLUNTEERS	40	-	-	-
4. % OF VOLUNTEER NEEDS MET			REPORTED QUARTERLY	

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division PROGRAM SUPPORT SERVICES

Report Month NOVEMBER, 1978

Identified Objectives for Year	Monthly Goal	Actual Performance for Month		Numerical Deviation $\pm$ Columns 1 & 2	Year to Date Cumulative			# Served This Month (if appropriate)
		Numerical	% of Goal		Actual No.	Goal No.	%	
RECRUITMENT ACTIVITIES								
POSITION IN ACTIVE RECRUITMENT		12						
UNITS NOTIFIED OF POSITION OPENING		28 (2)						
NEWSPAPER		0						
NUMBER OF ORGANIZATIONS NOTIFIED OF EACH PROFESSIONAL POSITION		75 (1)						

DIVISION GOALS AND OBJECTIVES (Numerical Objectives)

Monthly Report

Division PROGRAM SUPPORT SERVICES

Report Month NOVEMBER, 1978

Identified Objectives for Year	Monthly Goal	Actual Performance for Month		Numerical Deviation $\pm$ Columns 1 & 2	Year to Date Cumulative			# Served This Month (if appropriate)
		Numerical	% of Goal		Actual No.	Goal No.	%	
NUMBER OF RECRUITMENT VISITS TO COLLEGES AND UNIVERSITIES		3						
INTERVIEWS								
NUMBER OF APPLICATIONS DISTRIBUTED		39			160			
NUMBER OF APPLICANTS INTERVIEWED		20			93			
NUMBER OF POSITIONS FILLED		10			23			

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division PROGRAM SUPPORT SERVICESReport Month NOVEMBER, 1978

Quantified Objectives for Year	1.	2.		3.	4.	5.			6.	7.	8.
	Monthly Goal	Actual Performance for Month		Numerical Deviation $\pm$ Columns 1 & 2	Year to Date Cumulative			Actual No.	Goal No.	%	# Served This Month (if appropriate)
		Numerical	% of Goal								
TERMINATIONS:											
NUMBER OF EMPLOYEES TERMINATED											
TURNOVER RATE											