

**Tri-County Services
Board of Trustees
Meeting**

January 24, 2013



*Serving individuals with mental illness
and developmental disabilities*

Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, January 24, 2013. The Business Committee will convene at 8:30 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 1506 FM 2854, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:15 a.m.

AGENDA

I. Organizational Items

- A. Chairman Calls Meeting to Order
- B. Public Comment
- C. Quorum
- D. Review & Act on Requests for Excused Absence

II. Employee Recognition & Shining Star Awards

III. From the Heart Presentation

IV. Approve Minutes - December 13, 2012

V. Executive Director's Report - Cindy Sill

- A. DADS
 - 1. Annual Local Authority Review
 - 2. Texas Home Living Waiver Enrollments
- B. DSHS
 - 1. State Hospital Diversion Contract Beds
 - 2. Desk Reviews
- C. Medicaid 1115 Waiver Update
- D. Legislative Update
 - 1. Bills Filed
 - 2. Budget Forecast

VI. Chief Financial Officer's Report - Millie McDuffey

- A. Cost Accounting Methodology (CAM) Report
- B. FY 2010 Settle-up
- C. CFO Consortium
- D. FY 2013 Budget Revision
- E. Worker's Compensation Audit
- F. FEMA Audit

VII. Program Committee

Action Items

- A. Ratify Submission of the DSHS 2013 Substance Abuse Prevention Grant Application..... *Pages 10-11*

Information Items

- B. Community Resources Reports for November & December 2012..... *Pages 12-13*
- C. Consumer Services Reports for November & December 2012..... *Pages 14-16*
- D. Program Updates for November & December 2012..... *Pages 17-20*
- E. Year-to-Date FY 2013 Goals & Objectives Progress Report..... *Pages 21-25*
- F. 1st Quarter FY 2013 Corporate Compliance & Quality Management Report..... *Pages 26-27*
- G. 2nd Quarter FY 2013 Corporate Compliance Training..... *Pages 28-29*

VIII. Executive Committee

Action Items

- A. Ratify Contract with Next Executive Director, Evan Roberson..... *Page 30*

Information Items

- B. Personnel Report for December 2012..... *Pages 31-32*
C. Texas Council Quarterly Board Meeting Update..... *Page 33*

IX. Business Committee

Action Items

- A. Approve November 2012 Financial Statements..... *Pages 34-46*
B. Approve December 2012 Financial Statements..... *Pages 47-59*
C. Approve FY 2012 Independent Financial Audit..... *Page 60*
D. Approve Change in Authorized Signers for Financial Accounts..... *Pages 61-74*
E. Approve Lease Renewal Amendment for 300/302 Campbell St., Cleveland, Texas..... *Pages 75-77*
F. Approve Revised Employee Benefits Policy..... *Pages 78-87*
G. Approve Revised Retirement Plan Investment Policy Statement..... *Pages 88-93*
H. Approve Payment of Dues to the Health Information Partnership of Southeast Texas..... *Pages 94-98*
I. Authorize Loan of Funds to Montgomery Supported Housing, Inc..... *Page 99*

Information Items

- J. Review Tri-County's FY 2012 990 Tax Return..... *Page 100*
K. 1st Quarter FY 2013 Investment Report..... *Pages 101-105*
L. Board of Trustees' Unit Financial Statements for November & December 2012..... *Pages 106-108*

X. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney, Section 551.074, Personnel & Section 551.072, Real Property

Posted By:

Stephanie Eveland
Executive Assistant

Tri-County Services

P.O. Box 3067
Conroe, TX 77305

BOARD OF TRUSTEES MEETING

December 13, 2012

Board Members Present:

David Walker
Brad Browder
Tracy Sorensen
Patti Atkins
Morris Johnson
Cecil McKnight
Janet Qureshi

Board Members Absent:

Sharon Walker

Tri-County Staff Present:

Cindy Sill, Executive Director
Millie McDuffey, Chief Financial Officer
Evan Roberson, Director of Organizational Support
Don Teeler, Director of Operations
Sandy Kelly, Director of Administrative Support
Stephanie Eveland, Executive Assistant
Shane Burks, Coordinator of Community Resources
Jennifer Cooks, Administrative Assistant
Mary Lou Flynn-DuPart, Legal Counsel

Guests:

Individuals Served and Family Members

Call to Order: Chairman, David Walker, called the meeting to order at 10:01 a.m. at 1506 FM 2854, Conroe, TX.

Public Comment: There were no public comments.

Quorum: There being seven (7) members present, a quorum was established.

Resolution #12-12-01

Motion Made By: Patti Atkins

Seconded By: Morris Johnson, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Cecil McKnight and Janet Qureshi that it be...

Resolved:

That the Board excuse the absence of Sharon Walker.

Program Presentation – Huntsville Life Skills Christmas Carolers.

Awards were presented to the consumer Christmas card contest winners.

Resolution #12-12-02

Motion Made By: Morris Johnson

Seconded By: Patti Atkins, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Cecil McKnight and Janet Qureshi that it be...

Resolved:

That the Board approve the minutes of the October 25, 2012 meeting of the Board of Trustees.

Executive Director's Report:

The Executive Director's report is on file.

Chief Financial Officer's Report:

The Chief Financial Officer's report is on file.

PROGRAM COMMITTEE:

Resolution #12-12-03

Motion Made By: Tracy Sorensen

Seconded By: Janet Qureshi, with affirmative votes by David Walker, Brad Browder, Patti Atkins, Morris Johnson and Cecil McKnight that it be...

Resolved:

That the Board approve the DSHS Consolidated Local Service Plan for FY 2013-14.

Resolution #12-12-04

Motion Made By: Tracy Sorensen

Seconded By: Janet Qureshi, with affirmative votes by David Walker, Brad Browder, Patti Atkins, Morris Johnson and Cecil McKnight that it be...

Resolved:

That the Board approve the Mental Health Quality Management Plan for FY 2013-14.

The Community Resources Report for October 2012 was reviewed for information purposes only.

The Consumer Services Report for October 2012 was reviewed for information purposes only.

The Program Updates for October 2012 were reviewed for information purposes only.

EXECUTIVE COMMITTEE:

The Personnel Reports for October and November 2012 were reviewed for information purposes only.

Sharon Walker will provide a verbal update on the Texas Council quarterly meeting at the Board meeting on January 24, 2013.

BUSINESS COMMITTEE:

Resolution #12-12-05

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Patti Atkins and Janet Qureshi that it be...

Resolved:

That the Board approve the October 2012 financial statements.

Resolution #12-12-06

Motion Made By: Morris Johnson

Seconded By: Brad Browder, with affirmative votes by David Walker, Tracy Sorensen, Patti Atkins, Cecil McKnight and Janet Qureshi that it be...

Resolved:

That the Board approve the revised "Charter" Center Plan and authorize submission to DSHS and DADS.

Resolution #12-12-07

Motion Made By: Morris Johnson

Seconded By: Patti Atkins, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Cecil McKnight and Janet Qureshi that it be...

Resolved:

That the Board approve the easement of 117. N. College Ave., Cleveland, TX subject to inclusions and revisions and authorize the Executive Director to sign on behalf of the Center.

Resolution #12-12-08

Motion Made By: Morris Johnson

Seconded By: Janet Qureshi, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Patti Atkins and Cecil McKnight that it be...

Resolved:

That the Board authorize the Board Officers to execute HUD Firm Commitment documents for Independence Oaks Apartments, Cleveland, TX.

Resolution #12-12-09

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by David Walker, Brad Browder, Patti Atkins, Cecil McKnight and Janet Qureshi that it be...

Resolved:

That the Board approve the third payment of nonrefundable option money to the property owner for the Independence Oaks Apartments project site in Cleveland, TX.

Resolution #12-12-10

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by David Walker, Brad Browder, Patti Atkins, Cecil McKnight and Janet Qureshi that it be...

Resolved:

That the Board reappoint Leonard Peck, Barbara Duren and Len George to serve on the Independence Communities, Inc. Board of Directors for an additional two-year term expiring in January 2015.

Resolution #12-12-11

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Patti Atkins and Janet Qureshi that it be...

Resolved:

That the Board reappoint William Bonito and Sharon Walker to serve on the Montgomery Supported Housing, Inc. Board of Directors for an additional two-year term expiring in January 2015.

Resolution #12-12-12

Motion Made By: Morris Johnson

Seconded By: Patti Atkins, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Cecil McKnight and Janet Qureshi that it be...

Resolved:

That the Board reappoint David Walker, Margie Powell and Barbara Duren to serve on the Cleveland Supported Housing, Inc. Board of Directors for an additional two-year term expiring in January 2015.

The Board of Trustees' Unit Financial Statement for October 2012 was reviewed for information purposes only.

The Montgomery Supported Housing, Inc. Quarterly Update was reviewed for information purposes only.

The regular meeting of the Board of Trustees recessed at 11:39 a.m. to go into Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney, Section 551.074, Personnel and Section 551.072, Real Property.

The meeting of the Board of Trustees reconvened at 12:25 p.m. to go into regular session.

Resolution #12-12-13

Motion Made By: Patti Atkins

Seconded By: Janet Qureshi, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Morris Johnson and Cecil McKnight that it be...

Resolved:

That the Board approve the consultation contract with retiring Executive Director, Cindy Sill, as discussed.

Resolution #12-12-14

Motion Made By: Cecil McKnight

Seconded By: Morris Johnson, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Patti Atkins and Janet Qureshi that it be...

Resolved:

That the Board approve the selection of the new Executive Director, Evan Roberson, for Tri-County Services, effective February 1, 2013 and authorize the Chairmen, David Walker, to negotiate the new terms of the agreement with this individual subject to subsequent ratification at the Board meeting on January 24, 2013.

The regular meeting of the Board of Trustees adjourned at 12:29 p.m.

Adjournment:

[Redacted signature and date area]

David Walker
Chairman

Date

Attest:

[Redacted signature and date area]

Tracy Sorensen
Secretary

Date

Executive Director's Report
January 24, 2013

Information

- The next regularly scheduled Board meeting is February 28th.
- We have tentatively scheduled our legislative event in Austin for Tuesday, February 26th
- Presentations are scheduled at the Walker County Commissioners Court on February 25th, 9 a.m. and Liberty County Commissioners Court on March 12th, 9:00 a.m. Please make plans to attend in your respective counties.
- We are nominating Anadarko Petroleum for the Texas Council community Frank M. Adams award again this year.
- Mark your calendars -- the annual Texas Council Trustee and Staff conference is June 26-28th, Sheraton Dallas.

Operations

- Department of Aging and Disability Services (DADS) -- the annual local authority review is next week, January 29-31st. We have historically done very well on these reviews and we do not anticipate any significant findings.

Staff continue to assist individuals with their enrollment into the Texas Home Living (TxHmL) waiver program. Fifty-three (53) individuals were notified that they are eligible to receive these services and our staff must complete numerous enrollment documents and the person directed plans for those that chose to enroll. Several of these individuals have declined enrollment and are continuing to wait for the Home and Community Based (HCS)

waiver program. There are more than 62,000 individuals in Texas waiting for these services; there are more than 1540 individuals on the Tri-County HCS waiting list.

- Department of State Health Services (DSHS) -- The Rusk State Hospital diversion beds continue to be well utilized and we have reached an average daily census of slightly more than 5, our contracted number of beds. Transfers to Rusk State Hospital are only done for those individuals who are determined to need lengthy inpatient care.

The DSHS Substance Abuse Services division is conducting a series of statewide reviews and community stakeholder surveys that are very time consuming for our staff. Several discussions were held between the executive directors consortium and DSHS staff about these tasks because none of them are in the annual DSHS quality management plan. Centers were only successful in delaying the start and completion dates for these tasks.

- The Medicaid 1115 Transformation waiver plans continue to be reviewed by HHSC and that is leading to more revisions to the plans. Because Region 17 (Bryan College Station) submitted their plan prior to the due date, they have received significant feedback from HHSC already and we have made the necessary modifications to our plans. Region 2 (Galveston Beaumont) did not submit their plan until the December 31st due date so we have not received much feedback from them yet. There is great hope that this waiver will result in dramatic improvements in health care across the state and of course, we believe there will be dramatic expansion of services for individuals with mental illness, substance use disorders and intellectual/developmental disabilities.
- 83rd Legislative Session Update -- Several hundred bills have already been filed and the Texas Council is tracking 54 bills that could impact services provided by community centers. Two bills that

could have major impact on our services are SB7 and SB58, both by Senator Nelson. SB7 proposes to redesign the management and financing of Medicaid IDD services by integrating all services, including HCS, ICF and TxHmL, into managed care contracts. SB58 proposes to integrate all Medicaid behavioral health services, including psycho-social rehabilitation and case management, into the existing managed Medicaid contracts. Both of these bills would have significant impact upon center operations and financing of services and we and the Texas Council will provide input on both these bills as they are deliberated during the session.

The budget forecast for FY 2014-15 is much better than for the current biennium and Comptroller Susan Combs has estimated that \$101.4B is available. Early estimates also indicate that there may be about \$2B more funds for health and human services for the FY 2014-15. The forecast for the current biennium has also been increased so there may be sufficient funds to pay the current Medicaid "IOU" of \$4.7B that is needed to balance the budget this year.

The Texas Council Community Center system priorities for the session are attached for your information. For IDD services, the #1 priority is restoring the 26% reduction in funding and restoring the \$5.2M FY13 shortfall. For MH services, the priorities include supporting the base appropriations and several exceptional items to expand services.

There has been a great deal of talk at the Capitol about mental health services as a result of the Newtown tragedy and the other tragic massacres that have occurred over the last several months. As a result, the Legislature may be more inclined to provide additional funding for these services.



Texas Council
of Community Centers

83rd Texas Legislative Session Texas Council of Community Centers Legislative Priorities

General Platform

- Promote Texas Council proposal for *Redesigning the Publicly-Funded Mental Health System in Texas* to improve access to integrated care, retain local control of resources and important community decisions related to public mental health services.
- Promote role of Community Centers as IGT entity and Performing Provider in the 1115 Transformation Waiver—continuing to develop the local healthcare system for people with serious mental illness and substance use disorders.
- Explore, monitor and promote options to expand access to essential community-based services for people with intellectual and developmental disabilities, serious mental illness and substance use disorders.
- Promote rates necessary to deliver quality care across intellectual disability, mental health and substance use disorder services.



Texas Council
of Community Centers

83rd Texas Legislative Session Texas Council of Community Centers Legislative Priorities

Mental Health, Substance Use, and Veterans Services

Department of State Health Services: Base Funding

Support DSHS base appropriations (including increased funds for community hospitals), exceptional items and policy decisions necessary to ensure access to essential mental health and substance use disorder services that reduce demand on higher cost government systems, including state institutions, jails and prisons, as well as hospitals and other local health care systems.

Department of State Health Services: Exceptional Items

1. Promote housing supports and reduce substance use disorder services wait list (Exceptional Item #7: \$31 million – All Funds)
 - Fund housing support options for people with mental illness who are homeless or at risk of being homeless. Longer-term Rental/Housing Assistance for 600 individuals and Partial Rental Assistance, Short-Term Emergency Support for 271 individuals
 - Establish Supported Housing and Comprehensive Support Services for 106 individuals with extended stays in State Hospitals to be served in a Medicaid Home and Community Based Services (HCBS) 1915 (i) program
 - Establish and maintain supportive housing for people in substance abuse recovery - Oxford House Model
 - Fund the needs of the substance abuse wait list for 948 individuals
2. Promote funds to eliminate waiting lists for mental health adult (6,243) and child (286) services (Exceptional Item #10: \$28.6 million – GR)
3. Promote funds for State Hospital Facilities (Exceptional Item #1)
 - \$2 million GR medical residency stipends at state hospitals
 - \$3.6 million GR to renovate Victory Field campus at North Texas State Hospital-Vernon (NTSH-V) for an Adolescent Forensic Program
 - \$83 million GR for state hospital-patient safety and operations
4. Oppose 10% GR Reduction Proposal which would severely impact community safety net programs.
 - Mental Health Services for Adults (\$18,970,488) – approximately 13,745 individuals would be excluded from the adult level of care 1 – Medication only over the biennium;

- Mental Health Services for Children (\$8,145,589) – approximately 1,973 fewer children would be served over the biennium;
- Community Mental Health Crisis Services (\$16,495,385) – eliminates transitional services (approximately 20,634 people) and cuts Psychiatric Emergency Service Centers (PESCs) (549 people);
- State Hospitals (\$57, 597,471) – reductions result in 181 fewer beds, which results in 2,144 fewer persons served over the biennium. Beds would be reduced at ASH, Wichita Falls, SASH and TSH
- Mental Health Community Hospitals (\$10,396,944) – approximately 1,216 people impacted

Texas Juvenile Justice Department [Exceptional Items]

5. Promote funds for a continuum of community MH services (Exceptional Item #5: \$7.6 million - \$4 million for hiring licensed MH providers for local juvenile justice facilities & \$3.6 million to fund 48,000 hours of contracted mental health services.)

Veterans Initiatives

6. Promote funds included in SB 1796 First Report of the Texas Coordinating Council for Veterans Services:
 - Expansion of DSHS Military Veteran Peer – to – Peer Network.
 - Funding for Veteran One-Stop Resource Centers.
 - Expansion of Veteran Courts to each county with 5,000 veterans or more.

Policy Considerations

7. Monitor recommendations for updating the Texas Mental Health Code as reflected in the Mental Health Code Project report.
8. Promote initiatives and explore options that address the critical workforce shortage of mental health care professionals to include expanding the use of certified peer specialists.
9. Support change in state policy that promotes efficient reinstatement of Medicaid benefits subsequent to incarceration.



Texas Council
of Community Centers

83rd Texas Legislative Session Texas Council of Community Centers Legislative Priorities

Intellectual and Developmental Disability Services

Department of Aging and Disability Services

Support DADS base appropriations, exceptional items and policy decisions necessary to ensure essential community-based services are available for people with intellectual and developmental disabilities so each one can live close to family and friends in the community.

Promote Base Appropriations

1. IDD Local Authority functions
 - Restore \$5.2 million reduction in FY2013 GR Community Services
 - Promote increase of FY2014-15 GR Community Services baseline (\$69.8 million to \$79.1 million)
 - Support Intake and Access (Service Coordination and LA administration) FY2014-15 increased baseline (\$212.7 million AF) to serve 29,382 persons/year
2. Medicaid waiver services
 - Support Home and Community-Based Services FY2014-15 baseline (\$1.7 billion All Funds)
 - Support Texas Home Living Services FY2014-15 baseline (\$110.2 million All Funds)

Promote Exceptional Items

3. Maintain HCS caseload growth (Exceptional Item #1: \$22.7 million – All Funds)
4. Promoting Independence (Exception Item #3: \$79.9 million – All Funds)
 - 400 people moving from large ICFs and SSLCs
 - 192 children aging out of foster care
 - 300 people at imminent risk of admission to SSLCs
 - 360 people with IDD diverted from Nursing Facilities
5. Support Community Services Expansion (Exceptional Item #4: \$896.4 million – All Funds)
 - Total of \$223.7 million All Funds to serve 16,628 more people across existing DADS programs (includes \$7.7 million for IDD Community Services)

- Community First Choice \$371.4 million All Funds (includes 6% enhanced FMAP and \$35.8 million GR) to serve 11,902 persons with IDD.

Policy Considerations

6. Support additional behavioral health treatment, positive behavior supports and training (for families and staff) to strengthen capacity of community-based services for people with IDD
7. Support IDD System Redesign that incorporates IDD Local Authority role:
 - Comprehensive service coordination
 - Specialized program and clinical expertise
 - Crisis intervention and stabilization
 - Oversight to ensure choice and quality
 - Local planning to meet community need
8. Monitor Community First Choice (CFC) structure, the state option authorized by ACA (e.g., inclusion in STAR PLUS managed care or stand-alone state plan service)

CHIEF FINANCIAL OFFICER'S REPORT

January 24, 2013

Cost Accounting Methodology (CAM) Report – We have spent many hours working on the FY 2012 CAM report. We are sending the preliminary CAM report to DSHS on January 28, 2013. We still have a little work to do before the final report will be submitted to both DADS and DSHS at the end of February. We do not foresee any problem in meeting this deadline. After the final submission, our CAM team will be reviewing the cost data and comparing to prior years as well as state cost averages.

FY 2010 Settle-Up – We have received \$342,850 for FY 2010 Mental Health Targeted Case Management and Rehabilitation services. We are still expected to receive another \$35,325 for Intellectual Disabilities Service Coordination. We will have settle-up for FY 2011 but won't receive until probably this same time next year.

CFO Consortium - The quarterly CFO meeting will be in Austin on February 14th and 15th. During those days, we will have presentations from both DADS and DSHS and have discussions on various topics that affect all of the centers. Probably a big topic will be the 1115 Waiver and issues associated with the IGT transfer process.

FY 2013 Budget Revision - We have started work on our first budget revision for FY 2013. This revision will be mainly to adjust for any changes in trends that we have seen the first four months of the fiscal year as well as any new contracts or program changes that have happened since the beginning budget was put in place. We anticipate that the revision will be ready by the March board meeting.

Worker's Compensation Audit – We have not received a final report yet regarding the annual Worker's Compensation audit. We will continue to keep you updated if we receive a final report.

FEMA Audit – A Draft Findings Meeting was held on Tuesday of this week with Dorine Adams from Horne CPA's and Business Advisors who are conducting the reviews of Hurricane Ike claims. The findings were as follows:

- **Force Account Labor Verification \$ 334.16** – Unsupported Costs for 8 hours by an administrative staff.
- **Contract Verification \$ 26,514.58** – The procurement policy was followed for the Remediation costs, but the applicant did not provide documentation to verify existence of mold. FEMA requires evidence there is existence of a disaster-related mold prior to mold remediation.
- **Direct Administrative Verification \$ 672.00** – The applicant did not provide any documentation to support the direct administrative costs.

Tri-County will provide documentation to support costs listed above. A report from Rimkus Consulting Group, Inc. was completed that supported Mold Remediation as claimed for the Administration building. Also, a completion report was conducted that stated work was performed and successfully removed the mold.

<p>Agenda Item: Ratify Submission of the Department of State Health Services 2013 Substance Abuse Prevention Grant Application</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>Tri-County Services has been providing substance abuse prevention services through a Department of State Health Services (DSHS) Substance Abuse Prevention Services contract since 2009. Tri-County’s current contract expires in August 2013.</p> <p>DSHS has released a Request For Funding (RFP) to provide substance abuse prevention program funding starting September 1, 2013.</p> <p>The current DSHS contract has required the Substance Abuse Prevention program to enroll 400 children and youth per year. The program has gone beyond that number and has received requests to expand into more classrooms within our catchment area. For that reason, the Substance Abuse Prevention program wishes to reapply for this grant to continue its much needed services.</p> <p>To meet the projected needs of the communities within the Tri-County catchment area, we would be requesting funds to cover the costs of a third staff, required training, travel, equipment, and materials in the amount of \$201,881.</p> <p>This grant application was developed between the Board meeting in December and today’s meeting. The grant had to be submitted to DSHS by January 23rd, so Cindy Sill contacted the Board chair and he authorized her to submit the contract on the 23rd on behalf of Tri-County.</p>	
<p>Supporting Documentation:</p> <p>Grant Summary</p>	
<p>Recommended Action:</p> <p>Ratify Submission of the Department of State Health Services 2013 Substance Abuse Prevention Grant Application</p>	

DSHS Substance Abuse Prevention Service-Grant Application Summary

The Department of State Health Services (DSHS) Mental Health and Substance Abuse Division announced the availability of grant funds for the fiscal year (FY) 2014. They are soliciting proposals for funding to be awarded for planning, implementing, and evaluating evidence-based curriculum and related prevention strategies intended to address substance abuse prevention needs in Texas. The grant is renewable through FY 2019.

In 2009, Tri-County received an award of \$131,616 to provide substance abuse prevention programs to children and youth, ages 4-18, within the Tri-County service area of Region 6. Tri-County chose to provide evidenced-based curriculum under the Youth Prevention Selective (YPS) program. The program targets subgroups of the general population which are determined to be at-risk for substance abuse. Risk factors for this population may include children with a history of mental health treatment or a family with mental health issues. Also at risk are children of alcohol/drug addicted parents, children with domestic/family violence issues, parents in jail or prison, or children who may live in neighborhoods with a strong drug presence.

The strategies will be implemented with the purpose of preventing the onset of the use of alcohol, tobacco, and other drugs (ATOD) by youth, as well as the onset of related mental health disorders.

Curriculum:

Community-Based Group Services

Kids' Connection – elementary school

Youth Connection - high school

Current full-time staff (2) have met certifications required for each of their positions and have met the outcome measures expected of the contract and have actually enrolled more than the 400 students required by DSHS. To meet additional requests for the program from catchment area schools, this program will require additional staff and funds to meet the needs of the communities served.

To continue and grow the Substance Abuse Prevention program, Tri-County requested \$201,881 to cover the costs of a third staff, training, travel, equipment and materials.

Agenda Item: Community Resources Report for November and December 2012 Committee: Program	Board Meeting Date January 24, 2013
Background Information: None	
Supporting Documentation: Community Resources Report for November and December 2012	
Recommended Action: For Information Only	

Community Resources Report

Volunteer Hours:

Location	November	December
Conroe	106	130.5
Cleveland	9.5	9.5
Liberty	22	19
Huntsville	19	11.5
Total	156.5	170.5

COMMUNITY ACTIVITIES:

12/18/12	Montgomery County Community Resource Coordination Group	Conroe
12/18/12	Montgomery County Forensic Hospital Advisory Board Meeting	Conroe
12/19/12	Liberty/Dayton Chamber of Commerce Business Luncheon	Liberty
12/20/12	Roots of Change Coalition Meeting	Conroe
1/2/13	Leadership Montgomery County Board Meeting	Conroe
1/3/13	Walker County Community Resource Coordination Group	Huntsville
1/3/13	Cleveland Chamber of Commerce Luncheon	Cleveland
1/8/13	Montgomery County Homeless Coalition Board Retreat	Conroe
1/10/13	Huntsville Chamber of Commerce Breakfast	Huntsville
1/10/13	Liberty County Community Resource Coordination Group	Liberty
1/15/13	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
1/15/13	Montgomery County Forensic Hospital Advisory Board Meeting	Conroe
1/15/13	Montgomery County Community Resource Coordination Group	Conroe
1/16/13	Montgomery County Homeless Coalition Meeting	Conroe
1/17/13	Montgomery County Veterans Court Coordination Meeting	Conroe
1/17/13	Walker County Child Fatality Review	Huntsville

UPCOMING ACTIVITIES:

2/6/13	Liberty County Community Resource Coordination Group	Liberty
2/6/13	Hispanic Outreach Professional Enrichment Community Network	The Woodlands
2/7/13	Walker County Community Resource Coordination Group	Huntsville
2/7/13	Cleveland Chamber of Commerce Luncheon	Cleveland
2/12/13	Jail Diversion Working Group	Conroe
2/14/13	Huntsville Chamber of Commerce Breakfast	Huntsville
2/19/13	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
2/19/13	Montgomery County Forensic Hospital Advisory Board Meeting	Conroe
2/19/13	Montgomery County Community Resource Coordination Group	Conroe
2/20/13	Roots of Change Coalition Meeting	Conroe
2/26/13	Jail Diversion Executive Task Force Meeting	Conroe

Agenda Item: Consumer Services Report for November and December 2012	Board Meeting Date January 24, 2013
Committee: Program	
Background Information: None	
Supporting Documentation: Consumer Services Report for November and December 2012	
Recommended Action: For Information Only	

CONSUMER SERVICES REPORT - November 2012

	MONTGOMERY COUNTY	CLEVELAND	LIBERTY	WALKER COUNTY	TOTAL
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	594	49	22	39	704
Crisis and Transitional Services (SP 0, SP5)	87	5	12	6	110
Psychiatric Emergency Treatment Center (PETC) Served	50	5	4	3	62
Psychiatric Emergency Treatment Center (PETC) Bed Days	259	60	0	24	343
Contract Hospital Admissions	3	0	0	0	3
Diversion Admits	11	1	1	0	13
Total State Hospital Admissions	4	0	0	0	4
Routine Services, MH Adults/Children					
Adult Service Packages (SP 1-4)	700	87	82	115	984
Adult Medication Services	557	63	57	88	765
Child Service Packages (SP 1.1-4)	272	18	8	37	335
Child Medication Services	139	9	4	16	168
TCOOMMI (Adult Only)	103	4	5	15	127
Adult Jail Diversion Services	5	0	0	0	5
Juvenile Detention Diversion Services	3	0	0	0	3
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	1	0	0	1	2
Service Coordination	446	18	32	53	549
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living, TXHmL)	52	7	24	25	108
Contractor Provided ICF-MR	18	12	12	6	48
Substance Abuse Services					
Children and Youth Prevention Services	322	255	0	0	577
Youth Substance Abuse Treatment Services/COPSD	11	0	0	0	11
Adult Substance Abuse Treatment Services/COPSD	31	0	0	0	31
Waiting/Interest Lists as of Month End					
Department of State Health Services-Adults	155	14	17	5	191
Department of State Health Services-Children	17	0	0	0	17
Home and Community Based Services Interest List	1215	99	101	107	1522
Persons Served Outside of the State Contracts					
Benefit Package 3 Adult	31	14	8	1	54
November Served by County					
Adult Mental Health Services	1240	121	106	160	1627
Child Mental Health Services	293	18	6	42	359
Intellectual and Developmental Disabilities Services	502	48	58	61	669
Total Served by County	2035	187	170	263	2655
October Served by County					
Adult Mental Health Services	1239	137	116	170	1662
Child Mental Health Services	294	19	9	39	361
Intellectual and Developmental Disabilities Services	496	49	56	64	665
Total Served by County	2029	205	181	273	2688
September Served by County					
Adult Mental Health Services	1204	130	114	159	1607
Child Mental Health Services	278	20	6	35	339
Intellectual and Developmental Disabilities Services	493	48	62	64	667
Total Served by County	1975	198	182	258	2613

CONSUMER SERVICES REPORT - December 2012

	MONTGOMERY COUNTY	CLEVELAND	LIBERTY	WALKER COUNTY	TOTAL
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	582	40	27	39	688
Crisis and Transitional Services (SP 0, SP5)	62	3	6	7	78
Psychiatric Emergency Treatment Center (PETC) Served	33	4	1	3	41
Psychiatric Emergency Treatment Center (PETC) Bed Days	235	52	0	16	303
Contract Hospital Admissions	3	1	0	0	4
Diversion Admits	9	1	1	3	14
Total State Hospital Admissions	8	0	0	2	10
Routine Services, MH Adults/Children					
Adult Service Packages (SP 1-4)	704	81	73	105	963
Adult Medication Services	548	46	59	81	734
Child Service Packages (SP 1.1-4)	258	17	6	36	317
Child Medication Services	120	12	4	12	148
TCOOMMI (Adult Only)	102	5	3	13	123
Adult Jail Diversion Services	15	0	0	0	15
Juvenile Detention Diversion Services	3	0	0	0	3
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	2	0	1	1	4
Service Coordination	422	26	41	54	543
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living, TXHmL)	52	7	24	25	108
Contractor Provided ICF-MR	18	12	12	6	48
Substance Abuse Services					
Children and Youth Prevention Services	322	255	0	0	577
Youth Substance Abuse Treatment Services/COPSD	12	0	0	0	12
Adult Substance Abuse Treatment Services/COPSD	26	0	0	0	26
Waiting/Interest Lists as of Month End					
Department of State Health Services-Adults	150	17	19	6	192
Department of State Health Services-Children	22	0	0	0	22
Home and Community Based Services Interest List	1224	100	103	108	1535
Persons Served Outside of the State Contracts					
Benefit Package 3 Adult	34	10	9	5	58
December Served by County					
Adult Mental Health Services	1194	117	102	152	1565
Child Mental Health Services	296	21	7	35	359
Intellectual and Developmental Disabilities Services	485	45	59	64	653
Total Served by County	1975	183	168	251	2577
November Served by County					
Adult Mental Health Services	1240	121	106	160	1627
Child Mental Health Services	293	18	6	42	359
Intellectual and Developmental Disabilities Services	502	48	58	61	669
Total Served by County	2035	187	170	263	2655
October Served by County					
Adult Mental Health Services	1239	137	116	170	1662
Child Mental Health Services	294	19	9	39	361
Intellectual and Developmental Disabilities Services	496	49	56	64	665
Total Served by County	2029	205	181	273	2688

<p>Agenda Item: Program Updates for November and December 2012</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>None</p>	
<p>Supporting Documentation:</p> <p>Program Updates for November and December 2012</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Program Updates

November & December 2012

MH Crisis and Admission Services

A. Key Statistics:

1. Number of new admissions during the month: **Nov:** 119; **Dec:** 120
2. PETC average daily census: **Nov:** 13.46; **Dec:** 10.48

B. Program Comments:

1. We have been maximizing our contract inpatient beds for Rusk Diversion.
2. We are recruiting for an Evening Nurse Supervisor.
3. Our PETC daily census was reduced in December to accommodate holiday staff.

MH Adult Services

A. Key Statistics:

1. Number of adults served during the month: **Nov:** 1,614; **Dec:** 1,541
2. Number of adults served in Medication Services: **Nov:** 765; **Dec:** 734

B. Program Comments:

1. We have been actively addressing increased services in Supported Housing to meet DSHS target increases.
2. Supported Employment Services have increased in response to DSHS target increases.
3. We have filled our vacant Psychiatry position, and the scheduled start date is January 28, 2013.

MH Child Services

A. Key Statistics:

1. Number of children served during the month: **Nov:** 335; **Dec:** 356
2. Number of children served in Medication Services: **Nov:** 168; **Dec:** 148

B. Program Comments:

1. We have been meeting with local judges and the District Attorney to clarify DSHS performance contract requirements as it relates to referrals of children who reside in Juvenile Detention.
2. Rehabilitation Revenue is being significantly impacted by several staff on FML.
3. We have been very active in providing Family Partner Services and are well ahead of DSHS contract requirements.

Criminal Justice Services

A. Key Statistics:

1. Number of adults served through Texas Office on Offenders with Medical and Mental Impairments (TCOOMMI): **Nov:** 127; **Dec:** 123
2. Number of jail diversions: **Nov:** 5; **Dec:** 15

B. Program Comments:

1. We continue to seek referrals for our Outpatient Competency Restoration Program but are having difficulties achieving our target quota.
2. We have had an increase in probation referrals and our caseloads remain at capacity.
3. We have provided more services to Medicaid covered clients than projected, leading to more Medicaid revenue than budgeted.

Substance Abuse Services

A. Key Statistics:

1. Number of children served in Substance Abuse Prevention Services: **Nov:** 577; **Dec:** 577
2. Number of adults served in Substance Abuse/COPSD Treatment Services:
 - a. Substance Abuse Outpatient: **Nov:** 34; **Dec:** 26
 - b. COPSD: **Nov:** 13; **Dec:** 14
 - c. Total unique clients served: **Nov:** 31; **Dec:** 26
3. Number of children served in Substance Abuse Treatment Services: **Nov:** 11; **Dec:** 12

B. Program Comments:

1. Our Adult Substance Abuse Services has been very active and we emphasized increases in our Co-Occurring Outpatient Services.
2. We have hired a new Child Substance Abuse Team Leader and will begin evaluating possible expansion to other locations.
3. Substance Abuse Prevention is completing some training in Montgomery County and have new training scheduled for Huntsville in January.

IDD Services

A. Key Statistics:

1. Total number of admissions for the month: **Nov:** 2; **Dec:** 4
2. Total number enrolled in the Home and Community Based Services (HCS) and Texas Home Living (TxHmL) Provider Services for the month: HCS = **Nov:** 68; **Dec:** 68
TxHmL = **Nov:** 40; **Dec:** 40
3. Total number served within the department: HCS = **Nov:** 63; **Dec:** 51
TxHmL = **Nov:** 23; **Dec:** 18
4. Total number served in all IDD Services for the month: **Nov:** 669; **Dec:** 653

B. Program Comments:

1. We are actively preparing for a state review in January for IDD Authority Services.
2. We had numerous Christmas related activities in the Life Skills Program in December.
3. We continue to be very busy with TxHmL enrollments.

Support Information

A. Information Services:

1. An ETBHN video unit has been installed in the treatment room at Riverpoint so that ETBHN contract tele-psychiatrists can be used to cover vacancies if needed.
2. A new doctor note has been set up in Anasazi Live and will be available for use starting January 1st in response to Current Procedure Terminology changes by the Centers for Medicare and Medicaid Services.

B. Quality Management: The Administrator of Quality Management is working on the COPSD DSHS Survey process and has received a sample from DSHS in January to review justification for Substance Abuse assessment and diagnoses.

C. ETBHN/Regional Authorization: There will be a Regional Utilization Management (RUM) meeting on February 4th.

<p>Agenda Item: FY 2013 Goals and Objectives Progress Report</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>The Board of Trustees and Leadership Team met on July 28, 2012 for the annual strategic planning retreat and to develop the goals for FY 2013. Goals were discussed and a consensus was reached. Subsequently, the Leadership Team developed objectives for each of the goals. These goals are in addition to the contractual requirements of the Center’s contracts with the Department of State Health Services and the Department of Aging and Disability Services.</p> <p>The Board also requested that quarterly progress reports be presented as a “year-to-date summary”.</p> <p>This is the final “year-to-date” progress report of the FY 2012 Goals and Objectives which provides a summary from September 1, 2012 through November 30, 2012.</p>	
<p>Supporting Documentation:</p> <p>FY 2013 Goals and Objectives Progress Report</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Year-to-Date Progress Report

September 1, 2012 – November 30, 2012

Goal #1 – Technology

Make technology a more effective tool in Center business.

Objective #1

Implement changes necessary to meet Electronic Health Record (EHR) Phase II Meaningful Use requirements.

- A list of required changes to meet Phase II of Stage I of Meaningful use was developed. Processes, largely involving information captured by nurses and doctors, have been identified.
- Anasazi software promotion bulletins have been reviewed for Phase II changes and an assessment of software features which must be implemented has been developed.

Objective #2

Eliminate paper records for persons with mental illness who are currently receiving services.

- The process of scanning records for active clients with mental illness into Anasazi is approximately 85% complete.
- A list of items which are still being generated in paper has been created.
- Initial discussions are underway regarding system changes which will need to occur to address these paper processes.

Objective #3

Convert at least five (5) commonly used Center paper processes to electronic processes.

- Staff has reviewed organizational charts and flow processes for internal documents.
- Several paper processes which need to be converted first have been identified.

Objective #4

Implement an electronic centralized scheduling system for the individuals we serve.

- We continue to participate in the consultation process with Scott Lloyd, which involves centralized scheduling. ETBHN has expressed some interest in offering centralized scheduling for Member Centers, and we will be discussing that option with ETBHN.

Goal #2 – Funding

Strengthen the Center's financial health.

Objective #1

Increase donation receipts through fundraisers, gifts and in-kind contributions.

- The amount of donations and the number of unique group and/or individual adopters for the From the Heart Campaign increased this year. We have received \$8,454 in donations and 65 adoptions for the current year. At the end of the campaign last year, \$6,735 was received in donations and there were 43 adoptions.

Objective #2

Implement best strategies to sell vacant properties.

- Conroe properties have renewed listing agreements.

Objective #3

Write and submit at least eight (8) grant or contract proposals.

- Staff is currently working on the Substance Abuse Prevention grant.
- In addition, several grants for Cleveland Supported Housing, Inc. have been written and submitted.

Goal #3 – Education/Communication

Improve external communication.

Objective #1

Develop and market a Speaker's Bureau that includes staff and individuals receiving services.

- There is a coordinated effort involving Shane Burks and our service managers to develop a Speaker's Bureau. This has been a topic of MH department meetings and we are developing the names of both employees and clients/consumers as participants in this process. A MH department meeting is scheduled in January 2013 to develop more specific implementation plans.

Objective #2

Make presentations at each Commissioners' Court quarterly.

- A presentation is scheduled for the Montgomery County Commissioner's Court on January 28th. The next presentation for the Walker County and Liberty County Commissioner's Courts will be in February.

Objective #3

Have at least one (1) educational event with state elected officials and communicate throughout the session.

- Cindy Sill, Morris Johnson and Sharon Walker have meetings scheduled with state elected officials throughout the day on January 18th in Austin, TX. We are tentatively looking at February 26th to hold a legislative event.

Objective #4

Expand stakeholder contact list for the electronic newsletter.

- We have been adding additional names to our existing stakeholder contact list. Additionally, we have decided to more actively gather client/consumer e-mail information for newsletter distribution.

Goal #4 – Staff

Recruit and retain quality staff.

Objective #1

Develop and implement organizational fit questions for the interview process to identify staff that have the same values as Tri-County.

- The questions are being reviewed by the Leadership Team for implementation in the 2nd quarter.

Objective #2

Evaluate Computer Competency testing and make adjustments to ensure the hiring of competent staff.

- The test scores were reviewed and as a result, the typing score was increased as well as the Competency test score. The Basic Microsoft Outlook test remained the same. The test results will be reviewed again during the second quarter.

Objective #3

Assess the Computer Competency of current staff and determine a plan to address skill deficits.

- Discussion has taken place with regard to how to address the computer skill deficiencies of current staff, i.e., in-house staff training, outside classes, etc.
- Plans to revise the current competency test are underway.

Objective #4

Conduct feasibility study regarding staff compensation methods.

- This topic was the subject of a Leadership Team agenda item in November, and it was decided to focus our efforts initially on our Psychiatrists and Registered Nursing staff. Communication has been started with other Community MHMR Centers to gather information and we will attempt to gather information from local hospitals and mental health providers about this area.

Goal #5 – New and/or Expanded Services

Explore opportunities to diversify Center services.

Objective #1

Maximize new and expanded service development and implementation through Medicaid 1115 Transformation waiver funding.

- There have been numerous meetings and submission of information in this area. We expect to start implementation of some of the project details in January, based on additional feedback we expect to receive on materials already submitted.

Objective #2

Begin analyzing the service expansion that may be available through the Affordable Care Act as implemented in Texas.

- We are awaiting further information from the State of Texas regarding plans to implement the Affordable Care Act.

Objective #3

Consider the feasibility of expanding substance abuse treatment services.

- We have hired a Team Leader for our Youth Outpatient Substance Abuse Treatment Program. That individual will now begin conducting feasibility studies of expanding substance abuse treatment to other parts of our service area especially the Cleveland/Liberty County area, and other Montgomery County locations. As we identify potential expansion opportunities, we will evaluate what is involved in achieving licensure compliance in implementation of expanded service sites.

<p>Agenda Item: 1st Quarter FY 2013 Corporate Compliance and Quality Management Report</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>The Department of State Health Services' Performance Contract has a requirement that the Quality Management Department provide "routine" reports to the Board of Trustees about "Quality Management Program activities."</p> <p>Although Quality Management Program activities have been included in the program updates, it was determined that it might be appropriate, in light of this contract requirement, to provide more details regarding these activities.</p> <p>Since the Corporate Compliance Program and Quality Management Program activities are similar in nature, the decision was made to incorporate the Quality Management Program activities into the Quarterly Corporate Compliance Report to the Board and to format this item similar to the program updates. The Corporate Compliance and Quality Management Report for the 1st quarter of FY 2013 are included in this Board packet.</p>	
<p>Supporting Documentation:</p> <p>1st Quarter FY 2013 Corporate Compliance and Quality Management Report</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Corporate Compliance and Quality Management Report

1st Quarter, FY 2013

Corporate Compliance Activities

A. Key Statistics:

1. There is one (1) Corporate Compliance case currently underway, but it is not complete and no determination about payback has been made.
2. The revised Corporate Compliance training has been finalized and promoted in our Computer Based Training software.

B. Committee Activities

1. External audit activities were reviewed for the 4th quarter of FY 2012.
2. The Interim Service Code Master report was provided. The report was 'interim' because of changes associated with billing from CMS which went into effect on January 1, 2013.
3. Legal updates impacting compliance activities were discussed.

Quality Management Initiatives

A. Key Statistics:

1. Annual Mental Health Satisfaction Survey was conducted, results were positive.
2. Provided training to MCOT staff following DSHS site visit to review proper documentation of a Crisis Resolution Service.
3. The Quality Management Plan was revised.

B. Reviews/Audits:

1. UBH site visit conducted at PETC – 96%; Cleveland – 98%; Huntsville – 98%; Conroe – 98%, Liberty – 98%. Eleven (11) charts were requested for the review.
2. Four (4) Amerigroup Records Requests (Seven (7) charts requested, 1-3 years reviewed).

C. Internal Programs Reviewed by Quality Management:

1. IDD Service Coordination, Intake, COC, and Respite Program Review

D. Other Quality Management Activities

1. The TRR Workgroup has been convening on a monthly basis in order to prepare for the transition from RDM to TRR. The Quality Management Department has attended several trainings along with program staff to prepare for the new TRR curriculum implementation. The Workgroup has established a tentative timeline and is working to complete required trainings and ensure that all required changes are implemented prior to September 1, 2013.

<p>Agenda Item: 2nd Quarter FY 2013 Corporate Compliance Training</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>As part of the Center’s Corporate Compliance Program, training is developed each quarter for distribution to staff by their supervisors.</p> <p>This training is included in the packet for ongoing education of the Tri-County Board of Trustees on Corporate Compliance issues.</p>	
<p>Supporting Documentation:</p> <p>2nd Quarter FY 2013 Corporate Compliance Training</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Timely Entry of Service Data;

A key element of Corporate Compliance

Quarterly Corporate Compliance Education Information
2nd Quarter, FY 2013

Training Goal: To understand the necessity for timely data entry to avoid Corporate Compliance issues.

Timely Entry of Service Data; a key element of Corporate Compliance:

One issue that may potentially affect a Corporate Compliance program is the tardy entry of service data.

One of the reasons that timely entry of data is so important is the need for all staff and supervisors to know how the agency is progressing toward the many targets, performance measures and outcomes that programs must meet each month. Supervisors and Leadership Team members watch the service data that is batched to the Department of State Health Services' data warehouse each day and make decisions about what should be given greater emphasis to meet contract requirements. Timely data ensures that managers can prevent sanctions and penalties. As we prepare for the new Texas Resilience and Recovery (TRR) evidence-based practices and all new reporting requirements, it will be more important than ever that data is entered on time.

As a part of Tri-County's participation in the state-wide 'Project Access', several of our clinicians have been participating in a concurrent documentation pilot. Initial survey results support what has been seen in hundreds of trials before: in short, documenting concurrently is preferred by individuals we serve and clinicians. Concurrent documentation is the preferred way to ensure that data is timely.

Timely data is so important because it is much more likely to be accurate data. Occasionally, Community Center employees will save multiple days of data to enter at one time in the name of efficiency, only to find that the 'notes' they have are incomplete. One example of problems that develop from delayed data entry is when there are many contacts with the same consumer that occur within a few days; if data has not been entered concurrently or shortly after the service, data and billing can be lost. If data is entered concurrently or daily, the staff will either remember the forgotten piece of information or will be able to collect this information to ensure a complete record.

The Corporate Compliance Program acts to address operating issues that are most likely to be of greatest consequence to the Center's ongoing operations. Although data seems so routine to most staff, all of the individual data entry elements work together to form the largest and most important part of our system to measure quantitative and qualitative service provision. Timely data submission is the key to a compliant, healthy and properly functioning agency.

<p>Agenda Item: Ratify Contract with Next Executive Director, Evan Roberson</p> <p>Committee: Executive</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>At the December 13, 3012 meeting, the Board of Trustees approved Evan Roberson as the new Executive Director for Tri-County Services, effective February 1, 2013 and authorized the Chairmen, David Walker, to negotiate the terms of the new contract with him subject to subsequent ratification at the Board meeting on January 24, 2013.</p> <p>Mr. Walker has negotiated the terms of the contract and Mr. Roberson has agreed to those terms.</p>	
<p>Supporting Documentation:</p> <p>Copy of Contract Available at Board Meeting</p>	
<p>Recommended Action:</p> <p>Ratify Contract with Next Executive Director, Evan Roberson</p>	

Agenda Item: Personnel Report for December 2012 Committee: Executive	Board Meeting Date January 24, 2013
Background Information: None	
Supporting Documentation: Personnel Report for December 2012	
Recommended Action: For Information Only	

**TRI-COUNTY SERVICES
PERSONNEL BOARD REPORT
DECEMBER 2012**

STAFF CLASSIFICATIONS	NEW HIRES		SEPARATED		VOLUNTARY SEPARATION		INVOLUNTARY SEPARATION		BUDGETED POSITIONS	FILLED POSITIONS	MONTHLY TURNOVER PERCENT	YEARLY TURNOVER PERCENT
	MO.	YTD.	MO.	YTD.	MO.	YTD.	MO.	YTD.				
Bachelor's												
Qualified Mental Health Professionals	2	7		4		2		2	80	75	0%	5%
Qualified Developmental Disability Professionals (State Title)		2							15	15	0%	0%
Licensed Staff									18	15	0%	0%
Medical												
Physicians		1							7	5	0%	0%
Advanced Practice Nurses									2	2	0%	0%
RN's									11	10	0%	0%
LVN's		1							10	10	0%	0%
Techs/Aides												
MH	2	2		1		1			17	12	0%	8%
IDD	1	2							35	34	0%	0%
Supervisor/Manager												
MH									13	13	0%	0%
IDD									7	7	0%	0%
Program Support		3		1		1			41	38	0%	3%
Central Administration			1	1			1	1	19	17	6%	6%
Business Services									14	14	0%	0%
Maintenance/Janitorial/Lawn	1	2	2	2	2	2			23	20	10%	10%
GRAND TOTALS	6	20	3	9	2	6	1	3	312	287	1%	3%
Previous YTD											3%	6%

<p>Agenda Item: Texas Council Quarterly Board Meeting Update</p> <p>Committee: Executive</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>The Texas Council has requested that Center representatives give updates to Trustees regarding their quarterly Board meeting. A verbal update will be given by Sharon Walker.</p>	
<p>Supporting Documentation:</p> <p>None</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Agenda Item: Approve November 2012 Financial Statements	Board Meeting Date January 24, 2013
Committee: Business	
Background Information: None	
Supporting Documentation: November 2012 Financial Statements	
Recommended Action: Approve November 2012 Financial Statements	

November 2012 Financial Summary

Revenues for November 2012 were \$2,051,572 and operating expenses were \$1,969,097 resulting in a gain in operation of \$82,476. Capital Expenditures and Extraordinary Expenses for November were \$35,482 resulting in a gain of \$46,994. Total revenues were 101.15% of the monthly budgeted revenues and total expenses were 99.54% of the monthly budgeted expenses.

Year to date revenues are \$6,034,732 and operating expenses are \$5,577,104 leaving excess operating revenues of \$457,628. YTD Capital Expenditures and Extraordinary Expenses are \$106,446 resulting in a gain YTD of \$351,182. Total revenues are 101.53% of the YTD budgeted revenues and total expenses are 95.41% of the YTD budgeted expenses.

REVENUES

YTD Revenue items that are below the budget by more than \$10,000:

Revenue Source	YTD Revenue	YTD Budget	% of Budget	\$ Variance
No Items to report				

EXPENSES

YTD Individual line expense items that exceed the YTD budget by more than \$10,000:

Expense Source	YTD Expenses	YTD Budget	% of Budget	\$ Variance
No Items to report				

**TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of November 30, 2012**

	TOTALS COMBINED FUNDS November 2012	TOTALS COMBINED FUNDS October 2012	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	6,165	5,125	1,040
Cash on Deposit-General Fund	7,789,201	8,871,028	(1,081,827)
Cash on Deposit-Debt Fund	109,984	74,502	35,482
Accounts Receivable	1,317,881	1,313,107	4,773
Inventory	5,114	5,018	95
TOTAL CURRENT ASSETS	9,228,344	10,268,780	(1,040,436)
FIXED ASSETS	6,066,064	6,066,064	-
OTHER ASSETS	61,961	41,976	19,984
TOTAL ASSETS	15,356,369	16,376,820	(1,020,451)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	892,850	881,613	11,237
NOTES PAYABLE	409,597	409,597	-
DEFERRED REVENUE	1,011,124	2,098,014	(1,086,890)
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,330,003	1,374,008	(44,004)
Bond Series 2004	410,000	410,000	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	1,453,621	1,404,586	49,035
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(2,145,799)	(2,189,804)	44,004
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	-	-	-
COMMITTED			
Net Assets-Property and Equipment	6,066,064	6,066,064	-
Reserved for Board Policy Requirements	879,405	879,405	-
Reserved for Equipment Reserve	354,290	354,290	-
Reserved for Inventory Reserve	32,973	32,973	-
Reserved for Operations and Programs	2,000,000	2,000,000	-
ASSIGNED			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	18,498	12,332	6,166
Reserved for Insurance Deductibles	100,000	100,000	-
UNASSIGNED			
Unrestricted and Undesignated	1,039,334	1,039,334	-
TOTAL LIABILITIES/FUND BALANCE	15,356,369	16,376,820	(1,020,451)

**TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of November 30, 2012**

**TOTALS
Memorandum Only**

	<u>General Operating Funds</u>	<u>November 2012</u>	<u>Preliminary August 2012</u>
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	6,165	6,165	5,125
Cash on Deposit-General Fund	7,789,201	7,789,201	6,653,599
Cash on Deposit-Debt Fund	109,984	109,984	429,586
Accounts Receivable	1,317,881	1,317,881	1,234,694
Inventory	5,114	5,114	3,600
TOTAL CURRENT ASSETS	9,228,344	9,228,344	8,326,604
FIXED ASSETS	6,066,064	6,066,064	6,066,064
OTHER ASSETS	61,961	61,961	42,755
AMOUNT TO BE PROVIDED FOR THE RETIREMENT OF LONG TERM DEBT		-	
TOTAL ASSETS	<u>15,356,369</u>	<u>15,356,369</u>	<u>14,435,423</u>
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	892,850	892,850	1,195,517
NOTES PAYABLE	409,597	409,597	409,597
DEFERRED REVENUE	1,011,124	1,011,124	157,192
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,330,003	1,330,003	1,395,837
Bond Series 2004	410,000	410,000	820,000
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	1,453,621	1,453,621	1,102,439
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt service-Restricted	(2,145,799)	(2,145,799)	(2,621,633)
Reserved for Debt Retirement	1,230,000	1,230,000	1,230,000
Reserved for Debt Service	-	-	-
COMMITTED			
Net Assets-Property and Equipment-Committed	6,066,064	6,066,064	6,066,064
Reserved for Board Policy Requirements-Committed	879,405	879,405	879,405
Reserved for Equipment Reserve-Committed	354,290	354,290	354,290
Reserved for Inventory Reserve-Committed	32,973	32,973	32,973
Reserved for Operations and Programs -Committed	2,000,000	2,000,000	2,000,000
ASSIGNED			
Reserved for Workers' Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	18,498	18,498	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	100,000
UNASSIGNED			
Unrestricted and Undesignated	1,039,334	1,039,334	1,039,334
TOTAL LIABILITIES/FUND BALANCE	<u>15,356,369</u>	<u>15,356,369</u>	<u>14,435,423</u>

TRI-COUNTY SERVICES
Revenue and Expense Summary
For the Month Ended November 2012
and YTD as of November 2012

INCOME:	MONTH OF November 2012	YTD November 2012
	<u> </u>	<u> </u>
Local Revenue Sources	144,815	446,389
Earned Income	789,917	2,457,949
General Revenue-Contract	1,116,840	3,130,394
TOTAL INCOME	<u>2,051,572</u>	<u>6,034,732</u>
EXPENSES:		
Salaries	1,018,372	2,917,603
Employee Benefits	187,563	546,540
Medication Expense	34,984	78,810
Travel-Board/Staff	29,002	93,413
Building Rent/Maintenance	14,479	74,510
Consultants/Contracts	495,624	1,308,473
Other Operating Expenses	189,073	557,756
TOTAL EXPENSES	<u>1,969,097</u>	<u>5,577,104</u>
Excess(Deficiency) of Revenues over		
Expenses before Capital Expenditures	<u>82,476</u>	<u>457,628</u>
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	-	-
Capital Outlay-Debt Service Bonds	35,482	106,446
TOTAL CAPITAL EXPENDITURES	<u>35,482</u>	<u>106,446</u>
GRAND TOTAL EXPENDITURES	2,004,579	5,683,550
Excess (Deficiency) of Revenues and Expenses	<u>46,994</u>	<u>351,182</u>

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budgeted
Year to Date as of November 2012

	YTD November 2012	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	446,389	428,052	18,337
Earned Income	2,457,949	2,392,348	65,601
General Revenue-Contract	3,130,394	3,123,147	7,247
TOTAL INCOME	6,034,732	5,943,547	91,185
EXPENSES:			
Salaries	2,917,603	2,970,443	(52,840)
Employee Benefits	546,540	581,518	(34,978)
Medication Expense	78,810	84,642	(5,832)
Travel-Board/Staff	93,413	103,602	(10,189)
Building Rent/Maintenance	74,510	74,332	178
Consultants/Contracts	1,308,473	1,365,210	(56,737)
Other Operating Expenses	557,756	632,357	(74,601)
TOTAL EXPENSES	5,577,104	5,812,104	(235,000)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	457,628	131,443	326,185
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	-	38,066	(38,066)
Capital Outlay-Debt Service Bonds	106,446	106,411	35
TOTAL CAPITAL EXPENDITURES	106,446	144,477	(38,031)
GRAND TOTAL EXPENDITURES	5,683,550	5,956,581	(273,031)
Excess (Deficiency) of Revenues and Expenses	351,182	(13,034)	364,216
Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	106,446	106,411	35
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expenses:	106,446	106,411	35

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budget
For the Month Ended November 2012

INCOME:	MONTH OF November 2012	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	144,815	138,687	6,128
Earned Income	789,917	797,449	(7,532)
General Revenue-Contract	1,116,840	1,092,043	24,797
TOTAL INCOME	2,051,572	2,028,179	23,393
EXPENSES:			
Salaries	1,018,372	1,016,087	2,285
Employee Benefits	187,563	193,845	(6,282)
Medication Expense	34,984	28,214	6,770
Travel-Board/Staff	29,002	34,529	(5,527)
Building Rent/Maintenance	14,479	18,166	(3,687)
Consultants/Contracts	495,624	468,401	27,223
Other Operating Expenses	189,073	206,347	(17,274)
TOTAL EXPENSES	1,969,097	1,965,589	3,508
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	82,476	62,590	19,886
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	-	12,688	(12,688)
Capital Outlay-Debt Service Bonds	35,482	35,474	8
TOTAL CAPITAL EXPENDITURES	35,482	48,162	(12,680)
GRAND TOTAL EXPENDITURES	2,004,579	2,013,751	(9,172)
Excess (Deficiency) of Revenues and Expenses:	46,994	14,428	32,566

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	35,482	35,474	8
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expenses:	35,482	35,474	8

TRI-COUNTY SERVICES
Revenue and Expense Summary
With November 2011 Comparative Data
Year to Date as of November 2012

INCOME:	YTD November 2012	YTD November 2011	Increase (Decrease)
Local Revenue Sources	446,389	478,852	(32,463)
Earned Income	2,457,949	2,242,442	215,507
General Revenue-Contract	3,130,394	2,713,999	416,395
TOTAL INCOME	6,034,732	5,435,293	599,439
EXPENSES:			
Salaries	2,917,603	2,807,373	110,230
Employee Benefits	546,540	546,059	481
Medication Expense	78,810	72,336	6,474
Travel-Board/Staff	93,413	84,198	9,215
Building Rent/Maintenance	74,510	61,949	12,561
Consultants/Contracts	1,308,473	1,118,165	190,308
Other Operating Expenses	557,756	584,866	(27,110)
TOTAL EXPENSES	5,577,104	5,274,946	302,158
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	457,628	160,347	297,281
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	-	2,569	(2,569)
Capital Outlay-Debt Service Bonds	106,446	110,393	(3,947)
TOTAL CAPITAL EXPENDITURES	106,446	112,962	(6,516)
GRAND TOTAL EXPENDITURES	5,683,550	5,387,908	295,642
Excess (Deficiency) of Revenues and Expenses	351,182	47,385	303,797

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	106,446	110,393	(3,947)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	106,446	110,393	(3,947)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With November 2011 Comparative Data
For the Month November 2012

INCOME:	MONTH OF November 2012	MONTH OF November 2011	Increase (Decrease)
Local Revenue Sources	144,815	137,787	7,028
Earned Income	789,917	736,499	53,418
General Revenue-Contract	1,116,840	928,057	188,783
TOTAL INCOME	2,051,572	1,802,343	249,229
EXPENSES:			
Salaries	1,018,372	927,843	90,529
Employee Benefits	187,563	178,354	9,209
Medication Expense	34,984	25,067	9,917
Travel-Board/Staff	29,002	30,903	(1,901)
Building Rent/Maintenance	14,479	11,154	3,325
Consultants/Contracts	495,624	382,513	113,111
Other Operating Expenses	189,073	190,149	(1,076)
TOTAL EXPENSES	1,969,097	1,745,983	223,114
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	82,476	56,360	26,116
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	-	-	-
Capital Outlay-Debt Service Bonds	35,482	36,798	(1,316)
TOTAL CAPITAL EXPENDITURES	35,482	36,798	(1,316)
GRAND TOTAL EXPENDITURES	2,004,579	1,782,781	221,798
Excess (Deficiency) of Revenues and Expenses	46,994	19,562	27,432

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	35,482	36,798	(1,316)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	35,482	36,798	(1,316)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With October 2012 Comparative Data
As of November 2012

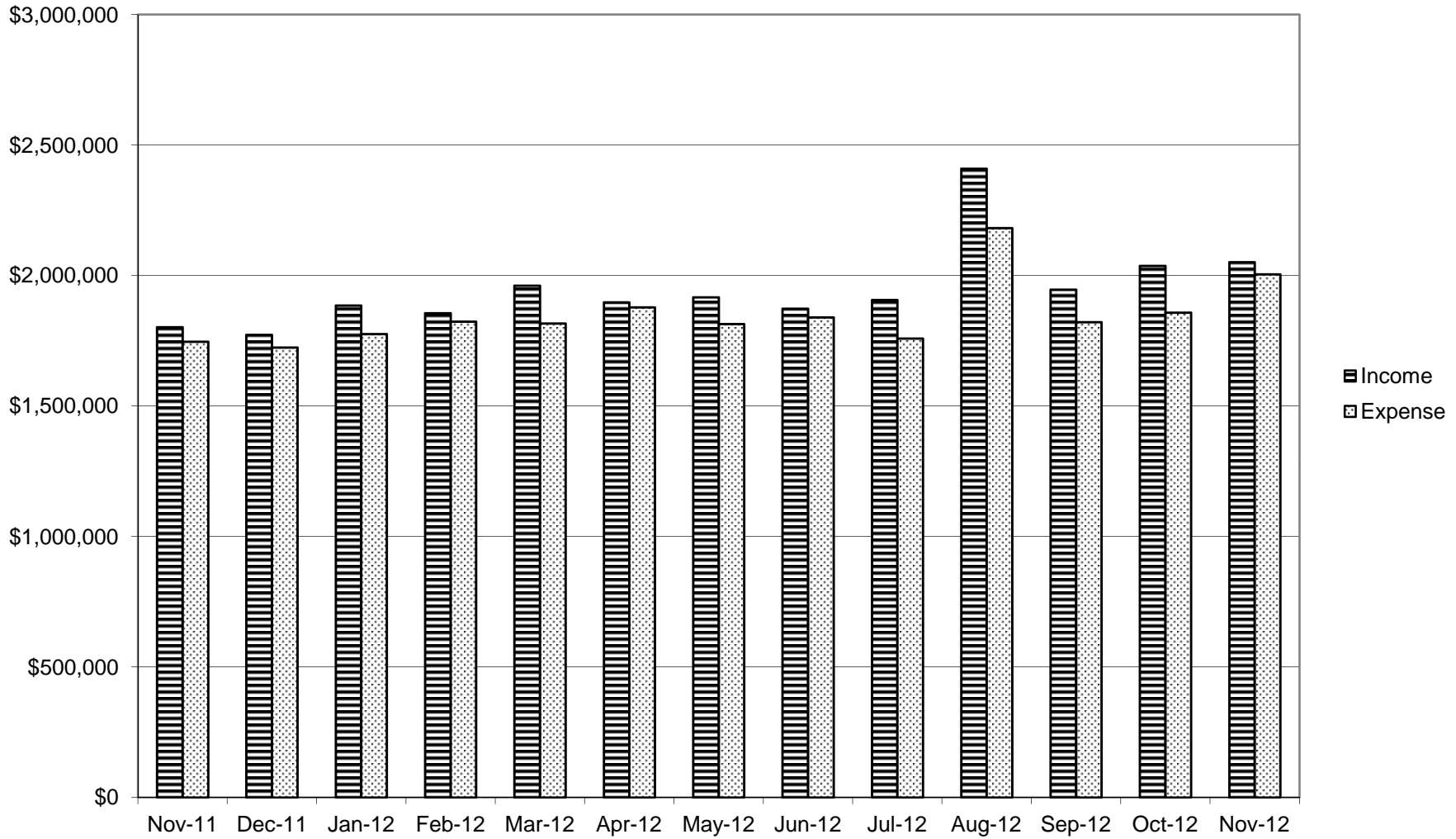
INCOME:	MONTH OF November 2012	MONTH OF October 2012	Increase (Decrease)
Local Revenue Sources	144,815	170,789	(25,974)
Earned Income	789,917	858,505	(68,587)
General Revenue-Contract	1,116,840	1,007,673	109,167
TOTAL INCOME	2,051,572	2,036,966	14,606
EXPENSES:			
Salaries	1,018,372	953,715	64,658
Employee Benefits	187,563	179,836	7,727
Medication Expense	34,984	25,936	9,048
Travel-Board/Staff	29,002	32,178	(3,176)
Building Rent/Maintenance	14,479	25,987	(11,508)
Consultants/Contracts	495,624	409,929	85,695
Other Operating Expenses	189,073	194,601	(5,528)
TOTAL EXPENSES	1,969,097	1,822,181	146,915
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	82,476	214,785	(132,309)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	-	(232)	232
Capital Outlay-Debt Service Bonds	35,482	35,482	-
TOTAL CAPITAL EXPENDITURES	35,482	35,250	232
GRAND TOTAL EXPENDITURES	2,004,579	1,857,432	147,147
Excess (Deficiency) of Revenues and Expenses	46,994	179,535	(132,541)

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	35,482	35,482	-
Bond Payments Disbursements			-
Interest Income			
Excess(Deficiency) of revenues over Expenses	35,482	35,482	-

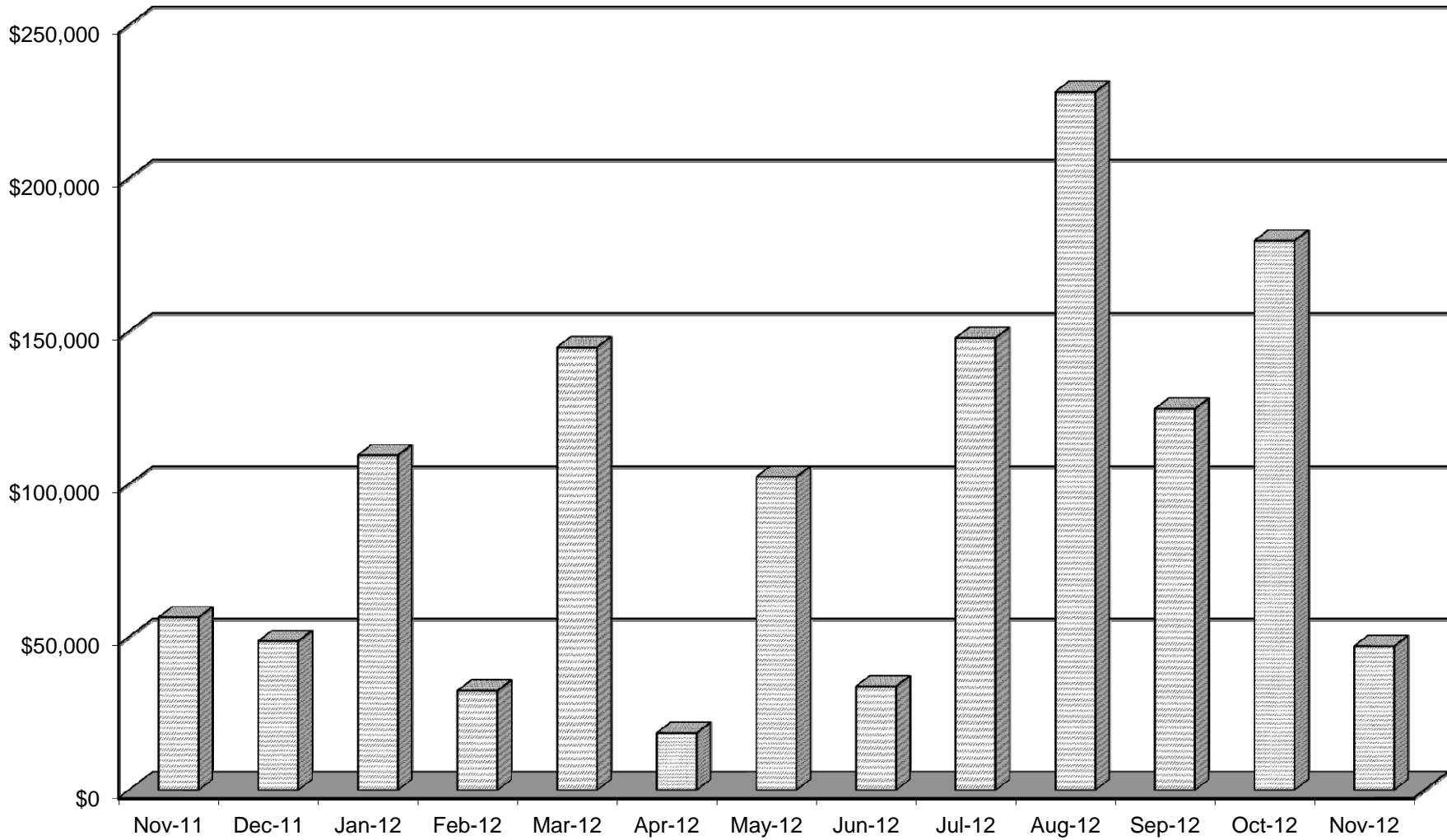
TRI-COUNTY SERVICES
Revenue and Expense Summary by Service Type
Compared to Budget
As of YTD Ended November 2012

	YTD Mental Health November 2012	YTD IDD November 2012	YTD Other Services November 2012	YTD Agency Total November 2012	YTD Approved Budget November 2012	Increase (Decrease)
INCOME:						
Local Revenue Sources	326,980	39,274	80,134	446,389	428,052	18,337
Earned Income	642,236	1,530,630	285,082	2,457,949	2,392,348	65,601
General Revenue-Contract	2,845,753	284,641	-	3,130,394	3,123,147	7,247
TOTAL INCOME	3,814,969	1,854,545	365,216	6,034,732	5,943,547	91,185
EXPENSES:						
Salaries	2,130,154	544,813	242,637	2,917,603	2,970,443	(52,840)
Employee Benefits	391,528	106,749	48,262	546,540	581,518	(34,978)
Medication Expense	76,363	-	2,448	78,810	84,642	(5,832)
Travel-Board/Staff	61,005	23,479	8,929	93,413	103,602	(10,189)
Building Rent/Maintenance	50,589	18,330	5,592	74,510	74,332	178
Consultants/Contracts	357,977	929,627	20,869	1,308,473	1,365,210	(56,737)
Other Operating Expenses	390,837	112,898	54,021	557,756	632,357	(74,601)
TOTAL EXPENSES	3,458,453	1,735,896	382,758	5,577,105	5,812,104	(234,999)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	356,516	118,649	(17,542)	457,627	131,443	326,184
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	-	-	-	-	38,066	(38,066)
Capital Outlay-Debt Service Bonds	67,246	27,844	11,356	106,446	106,411	35
TOTAL CAPITAL EXPENDITURES	67,246	27,844	11,356	106,446	144,477	(38,031)
GRAND TOTAL EXPENDITURES	3,525,699	1,763,740	394,114	5,683,550	5,956,581	(273,030)
Excess (Deficiency) of Revenues and Expenses	289,270	90,805	(28,898)	351,182	(13,034)	364,215
Debt Service and Fixed Asset Fund:						
Bond Payments Receipts	67,246	27,844	11,356	106,446	106,411	(39,165)
Bond Payments Disbursements	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Excess(Deficiency) of revenues over Expenses	67,246	27,844	11,356	106,446	106,411	(39,165)

TRI-COUNTY SERVICES Income and Expense



TRI-COUNTY SERVICES Income after Expense



Agenda Item: Approve December 2012 Financial Statements	Board Meeting Date January 24, 2013
Committee: Business	
Background Information: None	
Supporting Documentation: December 2012 Financial Statements	
Recommended Action: Approve December 2012 Financial Statements	

December 2012 Financial Summary

Revenues for December 2012 were \$1,951,140 and operating expenses were \$1,836,625 resulting in a gain in operation of \$114,515. Capital Expenditures and Extraordinary Expenses for December were \$58,142 resulting in a gain of \$56,373. Total revenues were 99.59% of the monthly budgeted revenues and total expenses were 97.45% of the monthly budgeted expenses.

Year to date revenues are \$7,985,872 and operating expenses are \$7,413,729 leaving excess operating revenues of \$572,143. YTD Capital Expenditures and Extraordinary Expenses are \$164,588 resulting in a gain YTD of \$407,555. Total revenues are 101.05% of the YTD budgeted revenues and total expenses are 95.92% of the YTD budgeted expenses.

REVENUES

YTD Revenue items that are below the budget by more than \$10,000:

Revenue Source	YTD Revenue	YTD Budget	% of Budget	\$ Variance
No Items to report				

EXPENSES

YTD Individual line expense items that exceed the YTD budget by more than \$10,000:

Expense Source	YTD Expenses	YTD Budget	% of Budget	\$ Variance
No Items to report				

**TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of December 31, 2012**

	TOTALS COMBINED FUNDS December 2012	TOTALS COMBINED FUNDS November 2012	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	5,225	6,165	(940)
Cash on Deposit-General Fund	10,639,778	7,789,201	2,850,577
Cash on Deposit-Debt Fund	180,948	109,984	70,964
Accounts Receivable	1,099,979	1,317,881	(217,902)
Inventory	4,956	5,114	(157)
TOTAL CURRENT ASSETS	11,930,886	9,228,344	2,702,542
FIXED ASSETS	6,066,064	6,066,064	-
OTHER ASSETS	54,696	61,961	(7,265)
TOTAL ASSETS	18,051,646	15,356,369	2,695,278
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,000,095	892,850	107,245
NOTES PAYABLE	409,597	409,597	-
DEFERRED REVENUE	3,536,617	1,011,124	2,525,493
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,307,804	1,330,003	(22,199)
Bond Series 2004	410,000	410,000	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	1,509,994	1,453,621	56,373
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(2,123,600)	(2,145,799)	22,199
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	-	-	-
COMMITTED			
Net Assets-Property and Equipment	6,066,064	6,066,064	-
Reserved for Board Policy Requirements	879,405	879,405	-
Reserved for Equipment Reserve	354,290	354,290	-
Reserved for Inventory Reserve	32,973	32,973	-
Reserved for Operations and Programs	2,000,000	2,000,000	-
ASSIGNED			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	24,664	18,498	6,166
Reserved for Insurance Deductibles	100,000	100,000	-
UNASSIGNED			
Unrestricted and Undesignated	1,039,334	1,039,334	-
TOTAL LIABILITIES/FUND BALANCE	18,051,646	15,356,369	2,695,277

**TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of December 31, 2012**

	TOTALS		
	General Operating Funds	Memorandum Only	
	December 2012	Preliminary August 2012	
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	5,225	5,225	5,125
Cash on Deposit-General Fund	10,639,778	10,639,778	6,653,599
Cash on Deposit-Debt Fund	180,948	180,948	429,586
Accounts Receivable	1,099,979	1,099,979	1,234,694
Inventory	4,956	4,956	3,600
TOTAL CURRENT ASSETS	11,930,886	11,930,886	8,326,604
FIXED ASSETS	6,066,064	6,066,064	6,066,064
OTHER ASSETS	54,696	54,696	42,755
AMOUNT TO BE PROVIDED FOR THE RETIREMENT OF LONG TERM DEBT		-	
TOTAL ASSETS	18,051,646	18,051,646	14,435,423
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,000,095	1,000,095	1,195,517
NOTES PAYABLE	409,597	409,597	409,597
DEFERRED REVENUE	3,536,617	3,536,617	157,192
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,307,804	1,307,804	1,395,837
Bond Series 2004	410,000	410,000	820,000
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	1,509,994	1,509,994	1,102,439
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt service-Restricted	(2,123,600)	(2,123,600)	(2,621,633)
Reserved for Debt Retirement	1,230,000	1,230,000	1,230,000
Reserved for Debt Service	-	-	-
COMMITTED			
Net Assets-Property and Equipment-Committed	6,066,064	6,066,064	6,066,064
Reserved for Board Policy Requirements-Committed	879,405	879,405	879,405
Reserved for Equipment Reserve-Committed	354,290	354,290	354,290
Reserved for Inventory Reserve-Committed	32,973	32,973	32,973
Reserved for Operations and Programs -Committed	2,000,000	2,000,000	2,000,000
ASSIGNED			
Reserved for Workers' Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	24,664	24,664	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	100,000
UNASSIGNED			
Unrestricted and Undesignated	1,039,334	1,039,334	1,039,334
TOTAL LIABILITIES/FUND BALANCE	18,051,646	18,051,646	14,435,423

TRI-COUNTY SERVICES
Revenue and Expense Summary
For the Month Ended December 2012
and YTD as of December 2012

INCOME:	MONTH OF December 2012	YTD December 2012
Local Revenue Sources	140,354	586,743
Earned Income	765,553	3,223,501
General Revenue-Contract	1,045,234	4,175,628
TOTAL INCOME	1,951,140	7,985,872
EXPENSES:		
Salaries	970,669	3,888,272
Employee Benefits	182,065	728,605
Medication Expense	14,856	93,666
Travel-Board/Staff	27,836	121,248
Building Rent/Maintenance	(8,987)	65,523
Consultants/Contracts	463,511	1,771,984
Other Operating Expenses	186,675	744,431
TOTAL EXPENSES	1,836,625	7,413,729
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	114,515	572,143
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	22,660	22,660
Capital Outlay-Debt Service Bonds	35,482	141,928
TOTAL CAPITAL EXPENDITURES	58,142	164,588
GRAND TOTAL EXPENDITURES	1,894,767	7,578,317
Excess (Deficiency) of Revenues and Expenses	56,373	407,555

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budgeted
Year to Date as of December 2012

	YTD December 2012	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	586,743	564,236	22,507
Earned Income	3,223,501	3,185,292	38,209
General Revenue-Contract	4,175,628	4,153,183	22,445
TOTAL INCOME	7,985,872	7,902,711	83,161
EXPENSES:			
Salaries	3,888,272	3,942,183	(53,911)
Employee Benefits	728,605	759,782	(31,177)
Medication Expense	93,666	112,855	(19,189)
Travel-Board/Staff	121,248	138,131	(16,883)
Building Rent/Maintenance	65,523	92,498	(26,975)
Consultants/Contracts	1,771,984	1,815,612	(43,628)
Other Operating Expenses	744,431	842,963	(98,532)
TOTAL EXPENSES	7,413,729	7,704,024	(290,295)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	572,143	198,687	373,456
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	22,660	55,090	(32,430)
Capital Outlay-Debt Service Bonds	141,928	141,888	40
TOTAL CAPITAL EXPENDITURES	164,588	196,978	(32,390)
GRAND TOTAL EXPENDITURES	7,578,317	7,901,002	(322,685)
Excess (Deficiency) of Revenues and Expenses	407,555	1,709	405,846
Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	141,928	141,888	40
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expenses	141,928	141,888	40

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budget
For the Month Ended December 2012

INCOME:	MONTH OF December 2012	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	140,354	136,184	4,170
Earned Income	765,553	792,944	(27,391)
General Revenue-Contract	1,045,234	1,030,036	15,198
TOTAL INCOME	1,951,140	1,959,164	(8,024)
EXPENSES:			
Salaries	970,669	971,740	(1,071)
Employee Benefits	182,065	178,264	3,801
Medication Expense	14,856	28,213	(13,357)
Travel-Board/Staff	27,836	34,529	(6,693)
Building Rent/Maintenance	(8,987)	18,166	(27,153)
Consultants/Contracts	463,511	450,402	13,109
Other Operating Expenses	186,675	210,606	(23,931)
TOTAL EXPENSES	1,836,625	1,891,920	(55,295)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	114,515	67,244	47,271
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	22,660	17,024	5,636
Capital Outlay-Debt Service Bonds	35,482	35,477	5
TOTAL CAPITAL EXPENDITURES	58,142	52,501	5,641
GRAND TOTAL EXPENDITURES	1,894,767	1,944,421	(49,654)
Excess (Deficiency) of Revenues and Expenses:	56,373	14,743	41,630

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	35,482	35,477	5
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expenses:	35,482	35,477	5

TRI-COUNTY SERVICES
Revenue and Expense Summary
With December 2011 Comparative Data
Year to Date as of December 2012

INCOME:	YTD December 2012	YTD December 2011	Increase (Decrease)
Local Revenue Sources	586,743	616,831	(30,088)
Earned Income	3,223,501	2,991,871	231,630
General Revenue-Contract	4,175,628	3,599,155	576,473
TOTAL INCOME	7,985,872	7,207,857	778,015
EXPENSES:			
Salaries	3,888,272	3,723,029	165,243
Employee Benefits	728,605	720,263	8,342
Medication Expense	93,666	91,699	1,967
Travel-Board/Staff	121,248	108,902	12,346
Building Rent/Maintenance	65,523	73,231	(7,708)
Consultants/Contracts	1,771,984	1,502,420	269,564
Other Operating Expenses	744,431	779,391	(34,960)
TOTAL EXPENSES	7,413,729	6,998,935	414,794
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	572,143	208,922	363,221
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	22,660	2,569	20,091
Capital Outlay-Debt Service Bonds	141,928	147,190	(5,262)
TOTAL CAPITAL EXPENDITURES	164,588	149,759	14,829
GRAND TOTAL EXPENDITURES	7,578,317	7,148,694	429,623
Excess (Deficiency) of Revenues and Expenses	407,555	59,163	348,392

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	141,928	147,190	(5,262)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	141,928	147,190	(5,262)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With December 2011 Comparative Data
For the Month December 2012

INCOME:	MONTH OF December 2012	MONTH OF December 2011	Increase (Decrease)
Local Revenue Sources	140,354	137,979	2,375
Earned Income	765,553	749,429	16,124
General Revenue-Contract	1,045,234	885,156	160,078
TOTAL INCOME	1,951,140	1,772,564	178,576
EXPENSES:			
Salaries	970,669	915,656	55,013
Employee Benefits	182,065	174,204	7,861
Medication Expense	14,856	19,363	(4,507)
Travel-Board/Staff	27,836	24,704	3,132
Building Rent/Maintenance	(8,987)	11,282	(20,269)
Consultants/Contracts	463,511	384,255	79,256
Other Operating Expenses	186,675	194,525	(7,850)
TOTAL EXPENSES	1,836,625	1,723,989	112,636
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	114,515	48,575	65,940
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	22,660	-	22,660
Capital Outlay-Debt Service Bonds	35,482	36,798	(1,316)
TOTAL CAPITAL EXPENDITURES	58,142	36,798	21,344
GRAND TOTAL EXPENDITURES	1,894,767	1,760,787	133,980
Excess (Deficiency) of Revenues and Expenses	56,373	11,777	44,596

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	35,482	36,798	(1,316)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	35,482	36,798	(1,316)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With November 2012 Comparative Data
As of December 2012

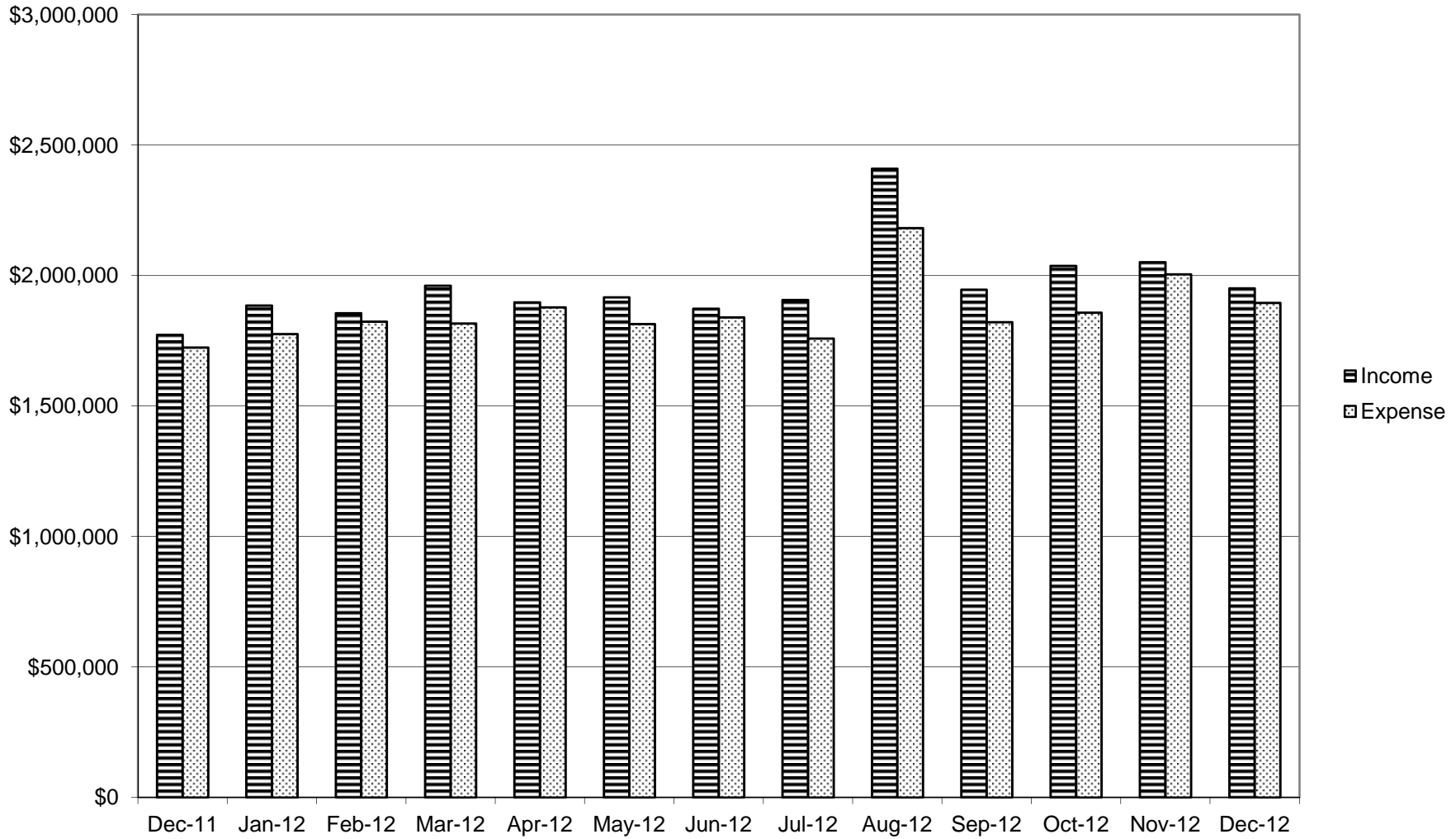
INCOME:	MONTH OF December 2012	MONTH OF November 2012	Increase (Decrease)
Local Revenue Sources	140,354	144,815	(4,461)
Earned Income	765,553	789,917	(24,365)
General Revenue-Contract	1,045,234	1,116,840	(71,606)
TOTAL INCOME	1,951,140	2,051,572	(100,432)
EXPENSES:			
Salaries	970,669	1,018,372	(47,703)
Employee Benefits	182,065	187,563	(5,498)
Medication Expense	14,856	34,984	(20,128)
Travel-Board/Staff	27,836	29,002	(1,166)
Building Rent/Maintenance	(8,987)	14,479	(23,466)
Consultants/Contracts	463,511	495,624	(32,113)
Other Operating Expenses	186,675	189,073	(2,398)
TOTAL EXPENSES	1,836,625	1,969,097	(132,471)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	114,515	82,476	32,039
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	22,660	-	22,660
Capital Outlay-Debt Service Bonds	35,482	35,482	-
TOTAL CAPITAL EXPENDITURES	58,142	35,482	22,660
GRAND TOTAL EXPENDITURES	1,894,767	2,004,579	(109,812)
Excess (Deficiency) of Revenues and Expenses	56,373	46,994	9,380

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	35,482	35,482	-
Bond Payments Disbursements			-
Interest Income			
Excess(Deficiency) of revenues over Expenses	35,482	35,482	-

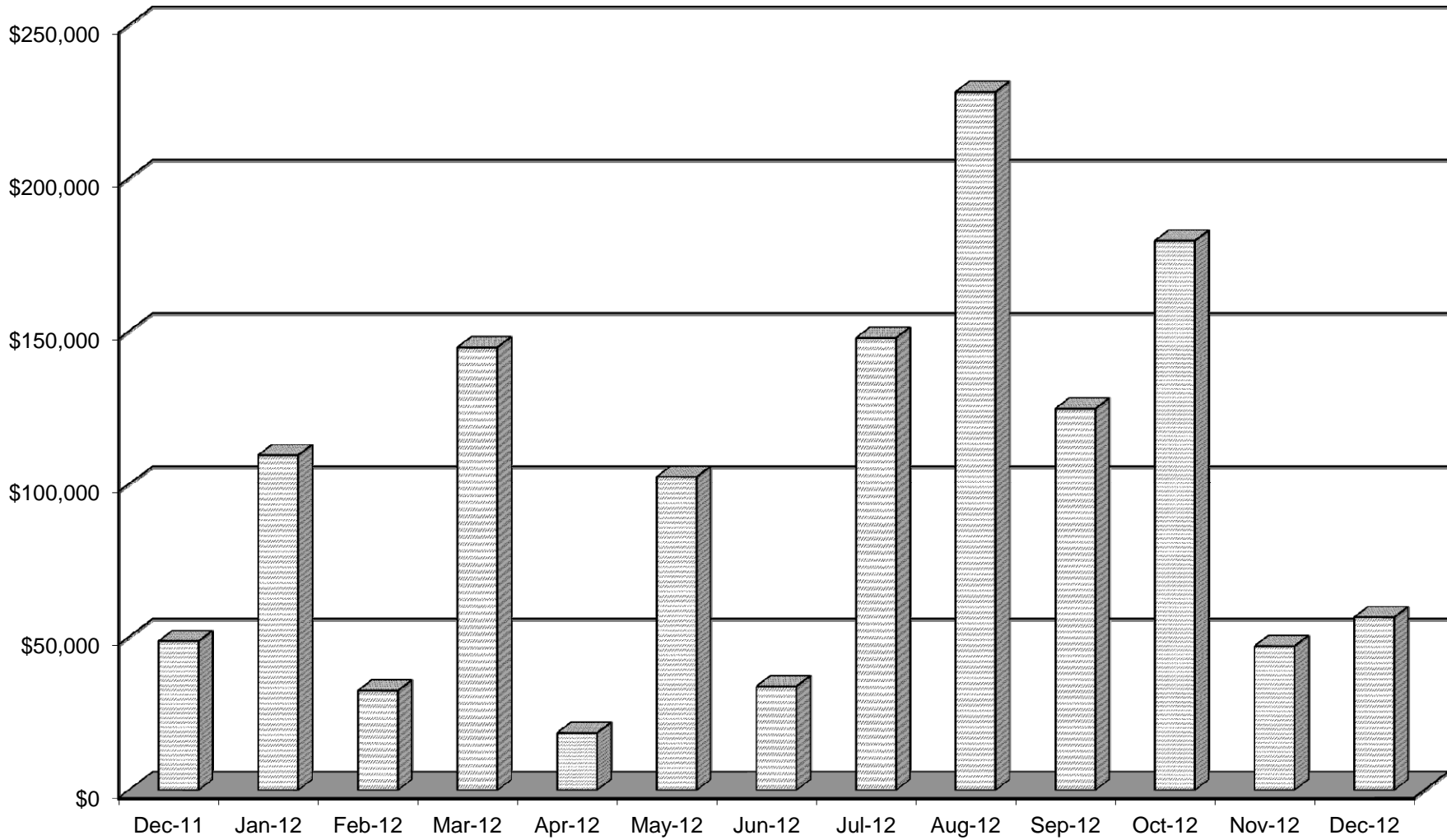
TRI-COUNTY SERVICES
Revenue and Expense Summary by Service Type
Compared to Budget
As of YTD Ended December 2012

	YTD Mental Health December 2012	YTD IDD December 2012	YTD Other Services December 2012	YTD Agency Total December 2012	YTD Approved Budget December 2012	Increase (Decrease)
INCOME:						
Local Revenue Sources	435,791	45,089	105,863	586,743	564,236	22,507
Earned Income	827,377	2,016,063	380,061	3,223,501	3,185,292	38,209
General Revenue-Contract	3,799,461	376,167	-	4,175,628	4,153,183	22,445
TOTAL INCOME	5,062,629	2,437,319	485,924	7,985,872	7,902,711	83,161
EXPENSES:						
Salaries	2,831,270	731,794	325,209	3,888,272	3,942,183	(53,911)
Employee Benefits	520,147	143,622	64,837	728,605	759,782	(31,177)
Medication Expense	90,301	-	3,365	93,666	112,855	(19,189)
Travel-Board/Staff	79,451	30,220	11,578	121,248	138,131	(16,883)
Building Rent/Maintenance	44,451	16,240	4,832	65,523	92,498	(26,975)
Consultants/Contracts	502,619	1,243,984	25,382	1,771,984	1,815,612	(43,628)
Other Operating Expenses	520,389	153,285	70,756	744,431	842,963	(98,532)
TOTAL EXPENSES	4,588,628	2,319,145	505,959	7,413,729	7,704,024	(290,295)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	474,001	118,174	(20,035)	572,143	198,687	373,456
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	16,237	4,710	1,713	22,660	55,090	(32,430)
Capital Outlay-Debt Service Bonds	89,663	37,127	15,139	141,928	141,888	40
TOTAL CAPITAL EXPENDITURES	105,900	41,837	16,852	164,587	196,978	(32,390)
GRAND TOTAL EXPENDITURES	4,694,528	2,360,982	522,811	7,578,316	7,901,002	(322,685)
Excess (Deficiency) of Revenues and Expenses	368,101	76,337	(36,887)	407,555	1,709	405,846
Debt Service and Fixed Asset Fund:						
Bond Payments Receipts	89,663	37,127	15,139	141,928	141,888	(52,225)
Bond Payments Disbursements	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Excess(Deficiency) of revenues over Expenses	89,663	37,127	15,139	141,928	141,888	(52,225)

TRI-COUNTY SERVICES Income and Expense



TRI-COUNTY SERVICES Income after Expense



<p>Agenda Item: Approve FY 2012 Independent Financial Audit</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>Carlos Taboada & Company, P.C. audited Tri-County's Financial Statements for the fiscal year ending August 31, 2012. There were no material findings related to the financial statements.</p>	
<p>Supporting Documentation:</p> <p>Copy of Preliminary Audited Financial Statements – Mailed Separately to Board Members</p>	
<p>Recommended Action:</p> <p>Approve FY 2012 Independent Financial Audit</p>	

<p>Agenda Item: Approve Change in Authorized Signers for Financial Accounts</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>Due to the retirement of Cindy Sill, it is necessary to replace Cindy Sill with Evan Roberson as Executive Director and therefore an authorized signer to all financial accounts as listed:</p> <ul style="list-style-type: none"> • Alliance Bank • American Bank • Citizens 1st Bank • First Liberty National Bank • JP Morgan Chase • Prosperity Bank • TexPool • Tradition Bank <p>**Weldon Whitt will bring Tradition Bank signature cards to the meeting.</p>	
<p>Supporting Documentation:</p> <p>JP Morgan Chase Signature Cards</p> <p>TexPool Resolution Amending Authorized Representatives Form</p> <p>Other Institutions will Provide Forms and/or Signature Cards upon Receipt of Approved Minutes</p>	
<p>Recommended Action:</p> <p>Approve Authorized Signers for Financial Accounts effective February 1st</p>	

January 2013

TRI-COUNTY MENTAL HEALTH AND MENTAL RETARDATION SERVICES
1506 OLD MONTGOMERY RD
CONROE, TX 77304
USA

Thank you for choosing JPMorgan Chase for your banking needs. The following page(s) list the documents contained in this package that pertain to the products and/or services you have requested, with instructions for each document.

In striving to deliver best-in-class service, we encourage you to complete and return any of the attached documentation requiring signature within **5 business days** from the day you receive this package. Please let us know if there is any way we can assist you. We understand that on occasion this timeline cannot be met due to other priorities, the complexity of requirements, and/or the availability of authorized signatories. In such cases we kindly ask that you advise us when we can anticipate receipt of the documentation or if there is any additional support we can provide. Timely receipt of the documents enables us to better complete your request in the desired timeframe.

For your protection, where documents in this package are being sent as e-mail attachments and have been pre-filled, the account and/or SSN/TIN number has been truncated to the last 4 digits, or the documents have been encrypted and may require a password to open.

We at JPMorgan Chase are fully committed to meeting your banking needs. We are happy to answer any questions you may have regarding the attached documents. If you need assistance, please do not hesitate to call.

Kind regards,

Trey Lane
713-216-1848
treylane@jpmorgan.com
712 Main Street
Houston, TX 770023201

	Document Name	ID	Instructions
<input checked="" type="checkbox"/>	CB Business Signature Card	1	Complete, Sign and Return
<input checked="" type="checkbox"/>	Certificate Regarding Accounts- CRA	2	Complete, Sign and Return.
<input checked="" type="checkbox"/>	Certificate of Incumbency	3	Complete, Sign and Return.



Business Signature Card

V2.0_10_22_12

CHECK ONE:	<input type="checkbox"/>	Signatures for New Account(s)	<input type="checkbox"/>	Additional Signatures for Account(s)	<input checked="" type="checkbox"/>	Replace All Signatures on Account(s)	Card <u> </u> of <u> </u>
Client Name/Account Holder: (For Sole Proprietor or Disregarded Entity, indicate the name of the owner.)		TRI-COUNTY MENTAL HEALTH AND MENTAL RETARDATION SERVICES					
Account Title:	TRI-COUNTY MENTAL HEALTH MENTAL RETARDATION SERVICES						
Address:	1506 OLD MONTGOMERY RD			City, State, Zip	CONROE, TX 77304 USA		
Account Number(s):	[REDACTED]			Telephone Number:	936-521-6100		
				Tax ID Number: (For Sole Proprietor or Disregarded Entity, indicate TIN of owner.)	760032662		

INSTRUCTIONS: Use **BLACK OR BLUE** ink. Place the **Manual or Facsimile signature** within the box boundaries only. **Do Not** overlap signatures. Indicate if the signature is Manual or a Facsimile in the "PRINT NAME" box. When providing a Facsimile Signature, provide a Manual Signature too. **For your security, cross out all unused signature boxes before signing the signature card below.**

PRINT NAME	TITLE	SIGNATURE
<input checked="" type="checkbox"/> Manual <input type="checkbox"/> Facsimile Evan Roberson	Executive Director	
E-MAIL ADDRESS	PHONE NUMBER	
EvanR@TriCountyServices.org	936-521-6100	
<input checked="" type="checkbox"/> Manual <input type="checkbox"/> Facsimile Millie McDuffey	Chief Financial Officer	
E-MAIL ADDRESS	PHONE NUMBER	
MillieM@TriCountyServices.org	936-521-6120	
<input checked="" type="checkbox"/> Manual <input type="checkbox"/> Facsimile David Walker	Board Chair	
E-MAIL ADDRESS	PHONE NUMBER	
AndreaJ.Walker@SuddenLink.net	936-522-8961	
<input checked="" type="checkbox"/> Manual <input type="checkbox"/> Facsimile Janet Qureshi	Board Member	
E-MAIL ADDRESS	PHONE NUMBER	
Janet.Qureshi@mail.house.gov	936-441-5700	

The undersigned, an authorized representative of the Account Holder, certifies that he/she has reviewed the information contained in this Signature Card, the Certificate Regarding Accounts, account authorization documents, and/or organizational documents of the Account Holder ("Authorized Documents"), and finds the information in this Signature Card accurate on this date and in accordance with the Authorization Documents. The Account Holder acknowledges receipt of, and agrees to be bound by, the terms and conditions governing the operation of accounts and services provided by JPMorgan Chase Bank, National Association, ("the Bank"), including the Account Terms and Service Terms, as may be amended or supplemented from time to time.

The undersigned is authorized to certify the names, titles, and signatures of authorized signers named in this Signature Card on this/these account(s) pursuant to the Authorization Documents. The undersigned certifies that the signatures presented on these pages are the signatures of persons authorized to sign and otherwise act on behalf of the Account Holder with respect to its account(s), banking transactions or services. The Bank is entitled to rely on the authority of the named person(s) until the Bank receives written revocation of such authority. No notice of revocation will be effective until the Bank has a reasonable opportunity to act on it.

Authorized Signature:	Title: Chief Financial Officer	Date: February 1, 2013
Authorized Signature:	Title: Executive Director	Date: February 1, 2013

INTERNAL USE ONLY		THE ABOVE INFORMATION AND SIGNATURE(S) WERE VERIFIED BY:
Print Name:	Initials:	
Completion Date:		



Client Name/Account Holder: TRI-COUNTY MENTAL HEALTH AND MENTAL RETARDATION SERVICES			
Account Title: TRI-COUNTY MENTAL HEALTH MENTAL RETARDATION SERVICES		Tax ID Number: 760032662	Card __ of __
Account Number(s):	707569943	Telephone Number: 936-521-6100	Date: February 1, 2013

ADDITIONAL SIGNATURES

PRINT NAME	TITLE	SIGNATURE
<input checked="" type="checkbox"/> Manual <input type="checkbox"/> Facsimile Sandra Kelly	Director of Administrative Support	
E-MAIL ADDRESS	PHONE NUMBER	
SandraK@TriCountyServices.org	936-521-6112	
<input type="checkbox"/> Manual <input type="checkbox"/> Facsimile		
E-MAIL ADDRESS	PHONE NUMBER	
<input type="checkbox"/> Manual <input type="checkbox"/> Facsimile		
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<input type="checkbox"/> Manual <input type="checkbox"/> Facsimile		
E-MAIL ADDRESS	PHONE NUMBER	



Certificate Regarding Accounts

V 1.5_09_27_10

Instructions: Complete all relevant spaces with the requested information as applicable to the type of organization. Obtain signature of certifying signer(s) at the conclusion of the Certificate.

HEADING

Customer Name: ("Customer")	TRI-COUNTY MENTAL HEALTH AND MENTAL RETARDATION SERVICES
Tax Identification Number: ("Client Entity")	760032662
Business Name: ("Business")	(Applicable only for Sole Proprietorship or business operating under an assumed name)
Jurisdiction of Organization:	TX
Type of Organization (Check One)	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust <input type="checkbox"/> Unincorporated Association <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership (including Limited Liability Partnership) <input type="checkbox"/> Business Trust (under Delaware or Massachusetts law only) <input type="checkbox"/> Joint Venture <input checked="" type="checkbox"/> Governmental Entity (specify type): _____ <input type="checkbox"/> Other: _____

A. DESIGNATION OF DEPOSITORY. This Certificate Regarding Accounts (this "Certificate") is provided to any bank subsidiary of **J.P. Morgan Chase & Co.** (collectively, "Bank") with respect to any and all deposit accounts, related products and all Treasury Services products or services, that Customer currently has or may open in the future with Bank (collectively, the "Accounts").

B. CERTIFICATION (as applicable to Type of Organization)

1. Corporation, Limited Liability Company, Partnership/LLP, Unincorporated Association, Business Trust. I am an officer, member, manager, director, or general partner (or person authorized to represent the member, manager, director or general partner), as applicable, of Customer. I certify to Bank that the governing body of Customer has adopted resolutions authorizing all actions and agreements described in this Certificate. Those resolutions were adopted in accordance with all requirements of law and of Customer's organizational documents, have been entered in the regular minute books of Customer, have not been rescinded, or modified, and are now in full force and effect.

2. Governmental Entity. I am either the custodian of the official records of Customer (the "Certifying Official"), or the public official authorized by law to establish and administer the financial accounts of Customer (the "Financial Officer"), and authorized to take all actions described in this Certificate.

Bank has been designated a depository for funds of Customer in the manner required by applicable law. I certify to Bank that the governing body of Customer, if any, has adopted resolutions authorizing all actions and agreements described in this Certificate. Those resolutions were adopted in accordance with all requirements of law and of Customer's organizing statutes, charter, by-laws, ordinances, or other applicable laws and documents, have been entered in the regular minute books of Customer, and are now in full force and effect.

3. Trust. (Other than a business trust) I am (we are) all of the duly appointed and acting trustee(s) of the trust. I (we) certify to Bank that Customer's trust agreement and all other governing documents authorize the trustees to take all actions and enter into all agreements described in this Certificate, and that such authorization is in accordance with all requirements of law now in full force and effect.

4. Joint Venture. We are all the joint venturers of Customer. We certify to Bank that the joint venturers of Customer have authorized all actions and agreements described in this Certificate, and that such authorization is now in full force and effect.



5. **Sole Proprietor.** I am the Customer, and I individually am the sole owner of the Business. The Business is not a corporation, partnership, limited liability company, or any other form of business entity. This Certificate constitutes a durable power of attorney appointing agents, each acting singly, to take any and all action authorized under this Certificate or any other document described in this Certificate. This power of attorney will survive my incompetence, incapacity, or disability. **"Attorney-in-Fact"** means any of the following listed persons, acting singly unless otherwise provided in this Certificate:
-

C. AUTHORIZATIONS (applicable to all Types of Organizations)

6. **Account Opening.**

Each Account Manager is authorized to open one or more Accounts from time to time with Bank. **"Account Manager"** means each person holding an officer title with Customer. If Customer is a limited liability company or partnership, "Account Manager" means any member, manager, general partner, or trustee (or authorized official of a member, manager, general partner, or trustee) of Customer. **However, if any names or titles are listed in the following line, "Account Manager" means only the following listed persons:**

If Customer is a sole proprietor, "Account Manager" means only Customer individually (i.e., the owner of the Business) or an Attorney-in-Fact, if designated by Customer. If Customer is a trust (other than a business trust), "Account Manager" means only each individual trustee and each person authorized to act on behalf of any entity trustee of Customer. If Customer is a joint venture, "Account Manager" means only each joint venturer and each person authorized to act on behalf of the joint venture. If Customer is a governmental entity whose financial affairs are directed by a Financial Officer, "Account Manager" means only the Financial Officer. If Customer is a governmental entity whose financial affairs are directed by a governmental body, "Account Manager" means only the Certifying Official. Opening any Account will constitute Customer's agreement to be bound by all of Bank's account terms, conditions, documents, and agreements (as they may be amended from time to time) executed or delivered in connection with the Account.

7. **Banking Services.**

"Authorized Person" means any Account Manager as designated above in **Section C6**. An Authorized Person may perform any or all of the functions listed below. Subject to any written agreement (and other forms applicable to the products and services), between Customer and Bank, any one Authorized Person is authorized to: (1) sign checks, drafts, notes, acceptances and other instruments (collectively referred to as **"Items"**); (2) take any action and/or give in instructions in writing, verbally, electronically or otherwise, (**"Instructions"**) as provided in the account terms, United States addendum to account terms or other agreement between Customer and Bank; and (3) identify, implement and contract with Bank for cash management product and services relating to an Account and/or other general banking services for the benefit of Customer, including without limitation electronic funds transfer services, electronic information services, automated clearinghouse services, lockbox services, fraud prevention services, and automated sweep investment services. Use of any such service will constitute Customer's agreement to Bank's standard agreements applicable to the products or services requested.

8. **Changes to Authorized Persons.**

The Secretary, any Assistant Secretary, or any Account Manager may instruct Bank to add, delete or otherwise make changes to Authorized Persons by a written notice to Bank (**"Change Notice"**). The Change Notice should identify all changes to Authorized Persons, including persons added or deleted, certify the name, title, and signature of each additional Authorized Person, and set forth any limitations to the authority of Authorized Persons.

9. **Deposits.**

Bank is authorized to accept for deposit, credit, collection, or any other purpose, items or electronic deposits payable to (1) Customer by any trade name or style used by Customer, or (2) any owner, shareholder, partner, member, manager, trustee, or venturer of Customer (**"Owner"**), or (3) more than one Owner, either jointly or in the alternative. All Items may be deposited to any Account with or without endorsement.

10. **Continued Effectiveness.**

This Certificate will continue in full force and effect until Bank actually receives written notice from Customer revoking or modifying this certificate and Bank has had a reasonable opportunity to act on it. Bank may conclusively presume that this Certificate is in effect and that the persons identified from time to time as Account Managers or Authorized Persons by this Certificate, any signature card, or any Change Notice have been duly elected or appointed and continue to hold such positions. Customer releases Bank from any liability and will indemnify Bank against any loss, liability, or expense arising from Bank's reliance on this Certificate or any other certification or instructions provided by the Secretary, any Assistant Secretary, or any Account Manager.

D. ADDITIONAL PROVISIONS (Only applicable to Trust or Governmental Entity)

11. **Delegation of Authority for Trusts.**

If Customer is a trust (**other than a business trust**), each of the trustees expressly represents that the delegation of authority provided in this Certificate is for the ministerial act of executing instruments payable by, providing instructions to, or making deposits in Bank with respect to trust assets in an Account, which are authorized by the trust instrument. Bank is entitled to rely on this representation in conducting any business relating to any Account of the trust.



12. Death, Resignation, or Inability of Trustee to Act.

If Customer is a trust (**other than a business trust**) and any trustee dies, resigns, declines to serve, or is unable to act as trustee, each surviving trustee or successor trustee is obligated to notify Bank and to provide Bank with a new Certificate authorizing Bank to act on the order or instruction of any newly appointed trustee.

13. Authority of Governmental Entity.

If Customer is a governmental entity and Bank at any time determines that Customer is not authorized, or may not be authorized, under applicable law or its organizational documents to open any Account or to engage in any transaction or purchase any services relating to the Accounts, Bank may demand conclusive evidence of Customer's authority. Notwithstanding any agreement to the contrary, if Customer fails to provide conclusive evidence of its authority upon demand, Bank may immediately and without prior notice terminate any Account or service provided to Customer, and Bank will not be liable to Customer for any damages in connection with that termination.

E. CERTIFYING SIGNATURES

1. Applicable to all Types of Organizations EXCEPT Governmental Entity

<p>X</p> <p>_____ Certifying Signature</p> <p>_____ Print Name:</p> <p>_____ Capacity/Title</p> <p>_____ E-Mail Address</p> <p>_____ Phone Number</p>	<p>X</p> <p>_____ Certifying Signature</p> <p>_____ Print Name:</p> <p>_____ Capacity/Title</p> <p>_____ E-Mail Address</p> <p>_____ Phone Number</p>
<p>Executed this _____ day of _____, _____.</p>	



2. Applicable ONLY to Governmental Entity

a) Certifying signer is: Financial Officer Certifying Official

X

Official's Signature

Millie McDuffey

Printed Name

Chief Financial Officer

Title

MillieM@TriCountyServices.org

E-Mail Address

936-521-6120

Phone Number

For a Governmental Entity certified by a Financial Officer, the following must also be completed by an official other than the Financial Officer:

I certify that the Financial Officer named above holds the office indicated in the foregoing Certificate, and is authorized by law to establish and administer the Accounts of Customer and to take all actions and enter into all agreements described in the foregoing Certificate. I further certify that the signature set forth above is the Financial Officer's signature.

X

Official's Signature

Evan Roberson

Printed Name

Executive Director

Title

EvanR@TriCountyServices.org

E-Mail Address

936-521-6100

Phone Number

Executed this ____ 1st ____ day of ____ February _____, ____ 2013 ____.



CRA Instruction Sheet

HEADING

1. **Jurisdiction of Organization** – This is the state, territory, or country where the entity was organized.
2. **Tax Identification Number** – Used by Internal Revenue Service (IRS) in the administration of tax laws.
3. **Business Trust** – A “business trust” as used in this Certificate (CRA) is a legal trust set up for the purpose of business in Delaware and Massachusetts. The purpose of a business trust is to operate a profit venture for the beneficiaries of the trust.
4. **Governmental Entity (specify type)** – Examples of governmental entities include municipality, county, state, government agency, school board, etc.

A. DESIGNATION OF DEPOSITORY

This is a statement regarding the purpose of this Certificate (CRA).

B. CERTIFICATION – By Entity Type

1. **Corporation, Limited Liability Company, Partnership/LLP, Unincorporated Association, or Business Trust** – The appropriate officer must certify that the governing body of the Customer has adopted resolutions authorizing the actions and agreements described in this Certificate (CRA). **After reading this paragraph, proceed to Section C.**
2. **Governmental Entity** – There are 2 types of officials who may make the certifications in this Certificate (CRA) for a governmental entity, either a Certifying Official, or a Financial Officer.
 - **Certifying Official** – This is a person who has been elected/appointed/charged with the responsibility for the official records of the governmental entity that they represent, and holds an office comparable to a corporate secretary, e.g., for example, the Town or County Clerk, the Secretary of the School Board
 - **Financial Officer** - This is used for persons holding a specific governmental office which has been authorized by law to establish and administer Accounts for the governmental entity they represent, e.g., State Treasurer.

After reading this paragraph, proceed to Section C.

3. **Trust** – (Other than a business trust) - The trustee or trustees must certify that all actions and agreements described in this Certificate (CRA) are in accordance with all requirements of law and of the Customer’s trust agreement and all other governing documents. **After reading this paragraph, proceed to Section C.**
4. **Joint Venture** – Each joint venturer must certify that all actions and agreements described in this Certificate (CRA) are authorized. **After reading this paragraph, proceed to Section C.**
5. **Sole Proprietor** – This section indicates who may take the actions described in this Certificate on behalf of the owner of the sole proprietorship. If any person will be authorized to act on the behalf of the sole proprietor, they must be designated in this Certificate (CRA). This person will be known as “Attorney-in-Fact”. A sole proprietor is not required to have an “Attorney-In-Fact”. **After reading and filling in this paragraph, if applicable, proceed to Section C.**

C. AUTHORIZATIONS (Applicable to all Types of Organizations)

6. **Account Opening** – This section identifies those persons (Account Managers) who will have authority to open Accounts for the entity described in this Certificate (CRA).

Entity Type	If this section is left blank, the following persons are “Account Managers” authorized to open accounts
Corporation, Unincorporated Association	Any person holding an officer title with Customer
LLC, Partnership, LLP	Any member, manager, general partner, or trustee, as applicable, of Customer
Sole Proprietor	The Customer individually (i.e., the owner of the Business) or an Attorney-in-Fact, if designated by the owner of the business
Trust (Other than a Business Trust)	Each individual trustee or as specified in the trust agreement
Joint Venture	Each joint venturer
Governmental Entity	<ul style="list-style-type: none"> • If Customer is a governmental entity whose financial affairs are directed by a Financial Officer, “Account Manager” means only the Financial Officer. • If Customer is a governmental entity whose financial affairs are directed by a governmental body, “Account Manager” means only the Certifying Official



CRA Instructions/Explanations

Account Opening, continued:

If paragraph 6 is filled in with one or more specific position titles/functions, such as “vice president or controller”, then only those persons holding that title and/or function will be allowed to open Accounts for Customer.

If paragraph 6 is filled in with names of specific individuals, then only those individuals will be allowed to open Accounts for Customer.

7. **Banking Services** – Describes persons who are authorized to perform banking transactions for Customer and what those transactions may entail. “Authorized Persons”/“Account Managers” are designated in section C6 of this Certificate (CRA).
8. **Changes to Authorized Persons** – Describes how changes, additions, or deletions to those who are named as Authorized Persons may be made.
9. **Deposits** – Describes what Customer is authorizing Bank to do with deposits made into its Accounts.
10. **Continued Effectiveness** – Describes the terms under which this Certificate (CRA) will remain in full force and effect.

D. ADDITIONAL PROVISIONS (Only applicable to Trust or Governmental Entity)

11. **Delegation of Authority for Trusts (Other than Business Trust)** – Declaration of the trustees as to the purpose of the delegation of authority described in this Certificate (CRA).
12. **Death, Resignation or Inability of Trustee to Act** – Describes the obligations of the trustees in the event that any trustee is unwilling or unable to perform his or her role.
13. **Authority of Governmental Entity** – Describes what actions Bank may take should Bank determine that Customer is not or may not be authorized to open Accounts or transact banking business.

E. CERTIFYING SIGNATURES (Who can sign the Certificate (CRA))

Entity Type	Certifying Signature must be:
Corporation, Limited Liability Company, Unincorporated Association, Business Trust	The CEO, CFO, COO, President, Vice President, Treasurer Secretary or Assistant Secretary of the organization or other equivalent officer <i>Only 1 signature is required, or as specified in the customer's organizational documents</i>
Partnership, Limited Liability Partnership	Managing Partner or each Partner, if a Managing Partner has not been designated
Trust (Other than Business Trust)	All trustee(s) or as specified in the trust agreement
Joint Venture	Joint Venturer(s) <i>Each Joint Venturer should sign</i>
Governmental Entity represented by a Financial Officer authorized by law as described in these instructions: page 1, section B2.	Financial Officer accompanied by a second official signer who certifies that the person signing holds the office indicated
Governmental Entity represented by a “Certifying Official” as described in these instructions: page 1, section B2.	Certifying Official
Sole Proprietorship	Owner



Certificate of Incumbency | JPMorgan Chase Bank, N.A.

V1.3_07_30_12

The undersigned certifies that: I am an authorized official of TRI-COUNTY MENTAL HEALTH AND MENTAL RETARDATION SERVICES , duly organized and existing under the laws of the State of TX, ("Organization"); that the information presented below is correct and the persons named below are presently holding the offices set forth opposite their respective signatures below; and each such signature is his or her genuine signature:

Table with 3 columns: Type or Print Name, Signatures (Please sign inside the box), and Phone and Fax. It lists five individuals: Evan Roberson, Millie McDuffey, Sandra Kelly, David Walker, and Janet Qureshi, with their respective titles and contact information.

In Witness Whereof, I have hereunto subscribed my name and affixed the seal of the Organization, if applicable, this 1st Day of February 2013.

By: [Signature line]
Signature
Millie McDuffey
[Print Name line]
Print Name
Chief Financial Officer
[Title line]
Title

By: [Signature line]
Signature
Evan Roberson
[Print Name line]
Print Name
Executive Director
[Title line]
Title



RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES

WHEREAS, Tri-County Mental Health Mental Retardation Services

(Participant Name & Location Number)

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool/ *Texpool Prime*"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / *TexPool Prime* and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / *TexPool Prime* account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representatives of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Name: Evan Roberson Title: Executive Director
 Phone/Fax/Email: 936-521-6100 / 936-760-2898 / EvanR@TriCountyServices.org
 Signature: _____

2. Name: Millie McDuffey Title: CFO
 Phone/Fax/Email: 936-521-6120 / 936-760-2898 / MillieM@TriCountyServices.org
 Signature: _____

ORIGINAL SIGNATURE AND DOCUMENT REQUIRED TEX – REP

3. Name: Sheryl Baldwin Title: Manager of Accounting
Phone/Fax/Email: 936-521-6105 / 936-760-2898 / SherylB@TriCountyServices.org
Signature: _____

4. Name: _____ Title: _____
Phone/Fax/Email: _____
Signature: _____

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name Evan Roberson

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot perform transactions. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

5. Name: Stella Montemayor Title: Administrative Assistant
Phone/Fax/Email: 936-521-6121 / 936-760-2898 / StellaM@TriCountyServices.org

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 24th day January, 2013.

NAME OF PARTICIPANT: Tri-County Mental Health Mental Retardation Services

BY: _____
Signature
David Walker
Printed Name
Board Chair
Title

ATTEST: _____
Signature
Tracy Sorensen
Printed Name
Board Secretary
Title

This document supersedes all prior Authorized Representative designations.

<p>Agenda Item: Approve Lease Renewal Amendment for 300/302 Campbell Street, Cleveland, Texas</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>January 24, 2012</p>
<p>Background Information:</p> <p>Tri-County currently leases the total space within our 300/302 Campbell Street, Cleveland, Texas property to the Department of State Health Services (DSHS). The current two (2) year lease expires April 30, 2013. A new proposed five (5) year lease extension and space reduction amendment is attached.</p>	
<p>Supporting Documentation:</p> <p>Copy of the Texas Facilities Commission Lease Renewal Extension and Space Reduction Amendment</p>	
<p>Recommended Action:</p> <p>Approve Lease Renewal Amendment for 300/302 Campbell Street, Cleveland, Texas with Texas Facilities Commission and Authorize Executive Director to Execute the Necessary Documents</p>	

Chair
Betty Reinbeck

Commissioners
William D. Darby
Douglas Hartman
Virginia Hermosa
Brant C. Ince
Mike Novak
Alvin Shaw



Executive Director
Terry Keel

Mailing address:
P. O. Box 13047
Austin, TX 78711-3047

(512) 463-3446
www.tfc.state.tx.us

LEASE EXTENSION AND SPACE REDUCTION AMENDMENT

Lease: 1665 Cleveland

Term: 05/01/1999 through 04/30/2013

This Agreement is made and entered into on this date, _____, by and between the LESSOR, TRI-COUNTY MENTAL HEALTH MENTAL RETARDATION, and LESSEE, STATE OF TEXAS, acting by and through the Texas Facilities Commission.

The occupying agency, the Department of State Health Services (DSHS), shall continue to occupy and remain in possession of a portion of the leased premises for a period of 60 months, from May 1, 2013 through April 30, 2018. This period pertains to 1,360 square feet of space at \$11.40 annual rate per square foot for a total of \$1,292.00 per month.

At Lessor's expense, the Lessor agrees to make the following upgrades to the lease space prior to May 1, 2013 in accordance with the attached space plan:

- Enclose the wall opening between the Waiting Room and Business Office #200.;
- Provide a lockable sliding glass window for the Receptionist between the Waiting Room and Business Office # 200; and
- Provide a counter at the Receptionist window on the Waiting Room side of the window;

All other terms and conditions of the lease agreement remain the same. This amendment is by mutual agreement between Lessee and Lessor.

TEXAS FACILITIES
COMMISSION APPROVED:

Approved By:

Michael J. Lacy, Deputy Executive
Director of Planning and Real Estate
Management Division

TRI-County Mental Health Mental
Retardation

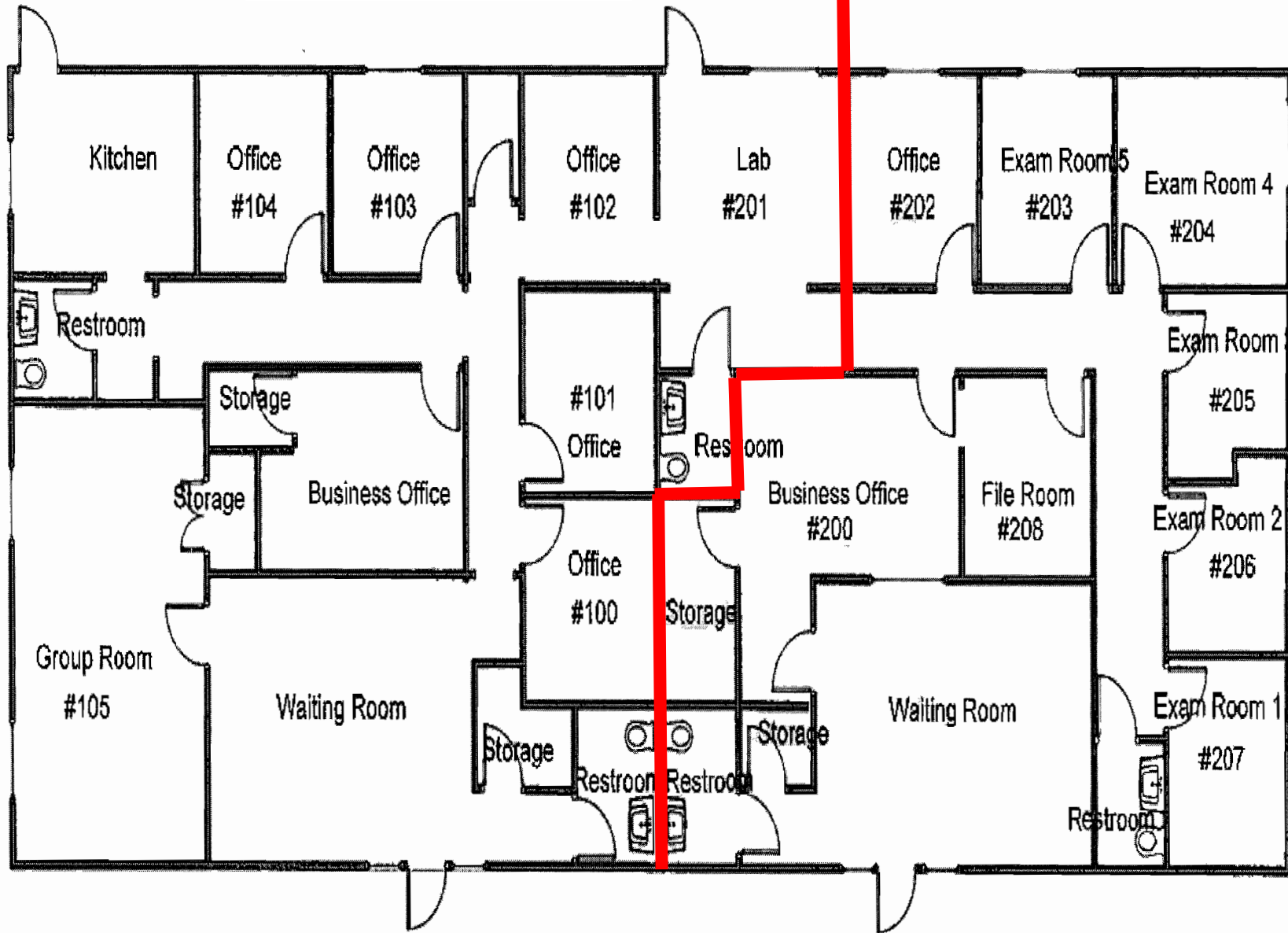
By: _____
Printed Name

cc: Jim Newman, Health and Human Services Commission
Ginna Harris, Texas Department of Licensing and Regulation
Regina Roberson, Texas Department of Insurance – Fire Safety Inspections, State Fire
Marshal's Office

bb/ee

To Be Rented to UTMB

Rented to DSHS



<p>Agenda Item: Revised Employee Benefits Policy</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>The Employee Benefits Policy is being updated to reflect recommended revisions to the Prior Extended Sick Leave (PESL) policy, the Extended Sick Leave (ESL) policy and the Leave Without Pay (LWOP) policy.</p>	
<p>Supporting Documentation:</p> <p>F.3 – Employee Benefits Policy (Revised)</p> <p>F.3 – Employee Benefits Policy</p>	
<p>Recommended Action:</p> <p>Approve Revised Employee Benefits Policy</p>	

TRI-COUNTY SERVICES

STATEMENT OF POLICY

~~Len George, Chairman~~

David K. Walker, Chairman

Date

ORIGINAL EFFECTIVE DATE: October 26, 1989

REVISION DATES: 3/91, 5/91, 9/91, 2/92, 6/93, 9/95, 1/96, 2/96, 8/96, 4/97, 5/99, 1/03, 2/05, 7/07, 1/1/12, 1/24/13

SUBJECT: Employee Benefits

It is the policy of the Board of Trustees to provide appropriate benefits to employees of Tri-County Services as are available to employees of the sponsoring bodies, which established Tri-County in Texas Statute 5547-203, Section 3.08, as amended.

Tri-County employees will be eligible for benefits as determined by his/her classification. Employee benefits are detailed in the following sections: Section I-General, and Section II-Leave.

I. GENERAL BENEFITS

- A. Worker's Compensation Insurance
- B. Professional Liability Insurance
- C. Unemployment Compensation
- D. Medicare Hospital Insurance Withholding Coverage
- E. Health/Life Insurance
- F. Long Term Disability Insurance
- G. Retirement Plan

II. LEAVE

- A. **PAID TIME OFF (PTO)** – PTO may be used, with supervisor approval, by any eligible employee for the purpose of receiving compensation during the time the employee is off due to illness, vacation, or to attend to personal needs or emergencies. Based on full-time employment, each employee classified as a regular employee will accrue PTO based on their continuous employment as follows:

Length of Employment	Hours Accrued Per Pay Period	Maximum PTO Hours Carried Over at 8/31
1 – 24 months	5 hours	80 hours
25 – 48 months	6.75 hours	120 hours
49 - 72 month	8 hours	160 hours
73 – 108 months	9 hours	180 hours
109 month or more	10 hours	180 hours

Note: Consultants, independent contractors, part-time hourly employees and temporary employees are not eligible for Paid Time Off.

- B. Employees with at least one year of service may elect to have the Center buy-out a portion of their excess PTO one time per year, depending on their accrual amount as of March 31st each year. Payment will be made by check on April 15th. Employees may be reimbursed for the number of hours they choose between ten (10) and the maximum for their tenure with the Center. No reimbursement will be made for fewer than ten (10) hours.

Through this plan employees will retain their Minimum PTO Balance after buy-out, minimizing the risk of having sufficient PTO in case of the need to be off for an extended period. The chart below details the buy-but of Excess PTO plan.

Minimum PTO Hour Balance After Buy-Out	Length of Employment	Hours Accrued Per Pay Period	Maximum PTO Hours Carried Over at 8/31	Maximum Buy-Out Hours
60	12-24 months	5 hours	80 hours	20
95	25-48 months	6.75 hours	120 hours	25-34
100-120	49-72 months	8 hours	160 hours	30-40
100-120	73-108 months	9 hours	180 hours	35-60
100-120	109 months or more	10 hours	180 hours	40-80

EXTENDED SICK LEAVE (ESL) – Hours in excess of the PTO “Maximum Accrual” will be automatically carried over to Extended Sick Leave (ESL) effective August 31 each year. Employees may access their ESL only for those qualifying events as determined by under the Family and Medical Leave Act (FMLA) of 1993 and as amended, or that last more than five (5) consecutive working days or (40) working hours. Additionally in accordance with the National Defense Authorization Act of 2008, eligible employees are entitled to FML for military leave for caregiver and necessity. Those FMLA events are as follows:

- The birth of a child;
- To care for child after birth;
- The adoption of a child;

- To care for a child after adoption;
- The placement of a foster child for foster care;
- To care for a spouse, child, or parent with a serious health condition;
- A serious health condition of the employee that makes the employee unable to perform his/her job duties;
- Military Caregiver Leave, or
- Military Exigency (Necessity) Leave

Employees may only use 84 days of ESL regardless of the amount accumulated unless the leave is for Military Caregiver Leave in which case the employee may use ESL up to the statutory maximum of 26 weeks total leave. ESL hours have no value unless used for authorized leave. Employees will not be compensated upon termination for any unused ESL hours accrued after February 29, 1996. ESL hours accrued prior to March 1, 1996 will be referred to as Prior Extended Sick Leave (PESL) and will be paid to employees on February 1, 2013 at termination of his/her employment at a rate of one (1) hour for each two (2) hours accrued under 520 hours. All PESL hours must be used prior to using ESL hours. After February 1, 2013, there will be no PESL time.

- C. JURY DUTY – Leave with full pay will be granted for days a “regular” employee is on active jury duty.
- D. MILITARY LEAVE – Leave will be granted to an employee who must be absent from work because of service in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act (USERRA) and all military leave will be provided according to the requirements of Title 38, United States Code, Sections 4301.4333 and the National Defense Authorization Act of 2008. In addition, an employee who must be absent from work because of service in the uniformed services will receive full pay for up to 15 working days.
- E. **LEAVE WITHOUT PAY (LWOP)** may be granted to an employee by the supervisor upon request for **no more than five (5) work days (40 hours)** during the first twelve (12) months of employment if the balance of all other appropriate paid leave has been exhausted. The LWOP may be granted for illness or to take care of family emergencies or problems. An exception to this request may be made for training extension requests as outlined in the Required Training procedure. The Executive Director may approve additional time for LWOP for critical personnel.

Employees who have been employed for more than one (1) year and who have exhausted all paid leave time may request up to an additional five (5) days of LWOP for illness or to take care of a family emergency or problem that does not qualify for FMLA. An exception to this request may be made for training extension requests as outlined in

~~the Required Training procedure. The Executive Director may approve additional time for LWOP for critical personnel.~~

- F. **HOLIDAYS** – Tri-County observes eight (8) holidays (64 hours) per year. Tri-County employees classified as “regular” unless otherwise specified in procedure, will receive eight (8) hours off or pay for the following holidays observed:
1. Labor Day
 2. Thanksgiving Day
 3. Day after Thanksgiving Day
 4. Christmas Eve
 5. Christmas Day
 6. New Year’s Day
 7. Memorial Day
 8. Independence Day

As a Performance Incentive award, the Executive Director may authorize an additional Center-wide paid day off if first quarter revenue exceeds expenses and service targets are met. This will be treated like a holiday in all respects (if it falls on a weekend, for those who work residential, for those who handle crises call, etc.)

- G. **VIP DAYS** will be earned by full-time employees classified as “regular”.
1. They will earn two (2) days or sixteen (16) hours on the first day of each fiscal year or date of hire if the date of hire is prior to January 1.
 2. Employees hired between January 1 and March 31 will earn one (1) day or eight (8) hours.
 3. Employees hired between April 1 and August 31 will not earn a VIP day.
 4. Employees who resign and are rehired during the same fiscal year will not earn additional VIP days.
 5. Employees will receive a maximum of two (2) VIP days per fiscal year, unless they are awarded additional days through drawings or other special recognition events.

- H. **ADMINISTRATIVE LEAVE** – Paid leave may be granted for the benefit of Tri-County. Such leave may include:
- Suspension with pay during the period of an investigation into potential wrong doing by an employee, or where a contraindication to continued employment is indicated.
 - Administrative Leave will not count against an employee’s leave balance or accruals.

- I. **COMPENSATORY LEAVE** – Paid leave may be given to an employee in lieu of overtime worked.

J. **FAMILY MEDICAL LEAVE** – Leave as provided by the Family and Medical Leave Act of 1993 will be provided according to the requirements of Public Law 103-3 (HR 1); February 5, 1993 for not more than twelve (12) weeks, except as provided under the National Defense Authorization Act of 2008. ~~Leave requested for more than twelve (12) weeks must be prior approved by the Executive Director or designee.~~ Employees may take this job-protected paid or unpaid leave for up to a total of 12 work weeks in any rolling 12 month period for any of the following qualifying event as defined by the FMLA or National Defense Authorization Act of 2008.

- ~~The birth of a child;~~
- ~~To care for a child after birth;~~
- ~~The adoption of a child;~~
- ~~To care for a child after adoption;~~
- ~~The placement of a foster child for foster care;~~
- ~~To care for a spouse, child, or parent with a serious health condition; or~~
- ~~A serious health condition of the employee that makes the employee unable to perform his/her job duties.~~
- ~~Military Caregiver Leave~~
- ~~Military Exigency (Necessity) Leave~~

- III. The Executive Director will be responsible for assuring that procedures for this policy are developed and implemented.
- IV. Employment At Will – Nothing in this policy shall be interpreted as implying an employment contract or agreement exists between Tri-County and any employee.

TRI-COUNTY SERVICES

STATEMENT OF POLICY

David K. Walker, Chairman

Date

ORIGINAL EFFECTIVE DATE: October 26, 1989

REVISION DATES: 3/91, 5/91, 9/91, 2/92, 6/93, 9/95, 1/96, 2/96, 8/96, 4/97, 5/99, 1/03,
2/05, 7/07, 1/1/12, 1/24/13

SUBJECT: Employee Benefits

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Tri-County employees will be eligible for benefits as determined by his/her classification. Employee benefits are detailed in the following sections: Section I-General, and Section II-Leave.

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- E. Health/Life Insurance
- F. Long Term Disability Insurance
- G. Retirement Plan

II. LEAVE

- A. **PAID TIME OFF (PTO)** – PTO may be used, with supervisor approval, by any eligible employee for the purpose of receiving compensation during the time the employee is off due to illness, vacation, or to attend to personal needs or emergencies. Based on full-time employment, each employee classified as a regular employee will accrue PTO based on their continuous employment as follows:

Length of Employment	Hours Accrued Per Pay Period	Maximum PTO Hours Carried Over at 8/31
1 – 24 months	5 hours	80 hours
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109 month or more	10 hours	180 hours

Note: Consultants, independent contractors, part-time hourly employees and temporary employees are not eligible for Paid Time Off.

- B. Employees with at least one year of service may elect to have the Center buy-out a portion of their excess PTO one time per year, depending on their accrual amount as of March 31st each year. Payment will be made by check on April 15th. Employees may be reimbursed for the number of hours they choose between ten (10) and the maximum for their tenure with the Center. No reimbursement will be made for fewer than ten (10) hours.

Through this plan employees will retain their Minimum PTO Balance after buy-out, minimizing the risk of having sufficient PTO in case of the need to be off for an extended period. The chart below details the buy-out of Excess PTO plan.

Minimum PTO Hour Balance After Buy-Out	Length of Employment	Hours Accrued Per Pay Period	Maximum PTO Hours Carried Over at 8/31	Maximum Buy-Out Hours
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100	49-72 months	8 hours	160 hours	40
100	73-108 months	9 hours	180 hours	60
100	109 months or more	10 hours	180 hours	80

EXTENDED SICK LEAVE (ESL) – Hours in excess of the PTO “Maximum Accrual” will be automatically carried over to Extended Sick Leave (ESL) effective August 31 each year. Employees may access their ESL for only for qualifying events under the Family and Medical Leave Act (FMLA) of 1993 and as amended, or in accordance with the National Defense Authorization Act of 2008 eligible employees are entitled to FML for military leave for caregiver and necessity.

Employees may only use 84 days of ESL regardless of the amount accumulated unless the leave is for Military Caregiver Leave in which case the employee may use ESL up to the statutory maximum of 26 weeks of total leave. ESL hours have no value unless used for authorized leave. Employees will not be compensated upon termination for any ESL

hours accrued after February 29, 1996. ESL hours accrued prior to March 1, 1996 will be referred to as Prior Extended Sick Leave (PESL) and will be paid to employees on February 1, 2013 at a rate of one (1) hour for each two (2) hours accrued under 520 hours. After February 1, 2013 there will be no PESL time.

- C. **JURY DUTY** – Leave with full pay will be granted for days a “regular” employee is on active jury duty.

- D. **MILITARY LEAVE** – Leave will be granted to an employee who must be absent from work because of service in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act (USERRA) and all military leave will be provided according to the requirements of Title 38, United States Code, Sections 4301.4333 and the National Defense Authorization Act of 2008. In addition, an employee who must be absent from work because of service in the uniformed services will receive full pay for up to 15 working days.

- E. **LEAVE WITHOUT PAY (LWOP)** may be granted to an employee by the supervisor upon request for **no more than five (5) work days (40 hours)** during the first twelve (12) months of employment if the balance of all other appropriate paid leave has been exhausted. The LWOP may be granted for illness or to take care of family emergencies or problems. Documentation must be provided for the LWOP.

- F. **HOLIDAYS** – Tri-County observes eight (8) holidays (64 hours) per year. Tri-County employees classified as “regular” unless otherwise specified in procedure, will receive eight (8) hours off or pay for the following observed holidays:
 - 1. Labor Day
 - 2. Thanksgiving Day
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 - 6. New Year’s Day
 - 7. Memorial Day
 - 8. Independence Day

As a Performance Incentive award, the Executive Director may authorize an additional Center-wide paid day off if first quarter revenue exceeds expenses and service targets are met. This will be treated like a holiday in all respects (if it falls on a weekend, for those who work residential, for those who handle crises call, etc.).

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 3. Employees hired between April 1 and August 31 will not earn a VIP day.
 4. Employees who resign and are rehired during the same fiscal year will not earn additional VIP days.
 5. Employees will receive a maximum of two (2) VIP days per fiscal year, unless they are awarded additional days through drawings or other special recognition events.
- H. **ADMINISTRATIVE LEAVE** – Paid leave may be granted for the benefit of Tri-County. Such leave may include:
- Suspension with pay during the period of an investigation into potential wrong doing by an employee, or where a contraindication to continued employment is indicated.
 - Administrative Leave will not count against an employee’s leave balance or accruals.
- I. **COMPENSATORY LEAVE** – Paid leave may be given to an employee in lieu of overtime worked.
- J. **FAMILY MEDICAL LEAVE** – Leave as provided by the Family and Medical Leave Act of 1993 will be provided according to the requirements of Public Law 103-3 (HR 1); February 5, 1993 for not more than twelve (12) weeks except as provided under the National Defense Authorization Act of 2008. Employees may take this job-protected paid or unpaid leave in any rolling 12 month period for any qualifying event as defined by the FMLA or National Defense Authorization Act of 2008.
- III. The Executive Director will be responsible for assuring that procedures for this policy are developed and implemented.
- IV. Employment At Will – Nothing in this policy shall be interpreted as implying an employment contract or agreement exists between Tri-County and any employee.

<p>Agenda Item: Revised Retirement Plan Investment Policy Statement</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>The Retirement Plan Investment Policy Statement for the Tri-County Services Retirement Plan has been revised to update the current investment process.</p>	
<p>Supporting Documentation:</p> <p>E.26.1 – Retirement Plan Investment Policy Statement (Revised)</p> <p>E.26.1 – Retirement Plan Investment Policy Statement</p>	
<p>Recommended Action:</p> <p>Approve Revised Retirement Plan Investment Policy Statement</p>	

TRI-COUNTY MENTAL HEALTH MENTAL RETARDATION SERVICES

STATEMENT OF POLICY

Donald Kraemer, Chairman
David K. Walker, Chairman

January 24, 2013
Date

Subject: **Retirement Plan Investment Policy Statement**

Original Effective Date: April 28, 2005

Revision Date: May 25, 2006, **January 24, 2013**

It is the policy of the Board of Trustees to provide a Retirement Plan to Tri-County MHMR Services employees. **The Center sponsors a 401(a) Retirement Plan in which the Center makes contributions on behalf of employees and the Center sponsors 457 and 403(b) plans accepting employees elective deferrals.**

SCOPE

This policy shall apply to the investment of funds in **the Center's 401(a) Retirement Plan** all of the **Center Sponsored Retirement Plans**.

OBJECTIVES

I. Center Investment Objectives

~~The Center's investment objectives will ensure that Plan funds are available to participants when they need them. The investment objects include:~~

- A. To maximize return within reasonable and prudent levels of risk.
- B. To maintain flexibility in determining the future level of contributions.
- C. To ensure diversification in the Plan's investment portfolio to protect against loss.
- D. To maintain a level of liquidity necessary to meet the needs of the participants.

II. **The responsibility for the amount of retirement benefits belongs, in part, to each participant. Eligible employees:**

- A. **Determine how much to contribute up to the allowable limit each year;**
- B. **Allocate their monies among the investment alternatives offered by the Plan (upon attainment of 100% vesting).**

III. DELEGATION OF AUTHORITY

- A. The Executive Director is responsible for assuring that procedures for this policy are developed and implemented to effectively supervise, monitor and evaluate the investment of Tri-County MHMR Services' Retirement Plan and Trust (Plan) assets. The Board of Trustees is empowered to select a Registered Investment Advisor (RIA) to assist in the selection, monitoring and evaluation of the investments in the Center's retirement plans.
- B. The Executive Director will appoint other members of the Center staff to serve on the Retirement Investment Committee to assist in the investment function.

IV. ELIGIBLE INVESTMENTS

The Board will approve asset classes and investment categories for the 401(a) Plan based on recommendations by the Retirement Plan Administrator. The current asset classes are:

Fixed Income	60%
Equity Investments	40%

The following assets have been deemed suitable for equity investments:

- High Yield Bond
- Large Cap Blend
- Large Cap Value
- Large Cap Growth
- Mid Cap Value
- Mid Cap Growth
- Small Cap Value
- Small Cap Growth
- International Value
- International Growth
- Real Estate

- A. The Plans recommended by the RIA will offer a selection of open-ended registered investment companies (i.e., mutual funds) or other similar investment vehicles, each of which consists of internally diversified portfolios within their targeted asset classes.

V. SECURITIES

- A. Letter stock and other unregistered securities and other registered securities, commodities or other commodity contracts, short sales or margin transactions are not authorized. Securities lending, options and futures are restricted.

VI. SECURITIES GUIDELINES

- A. All securities must be offered through a Registered Investment Company.

All equity holdings must be traded on a recognized stock exchange, and possess a corresponding "ticker" symbol. Equity holdings in any one company shall not exceed more than 10% of the Plan portfolio. No more than 25% of the portfolio shall be invested in one industry category.

The exposure of the portfolio to any one company, other than securities of the US Government, shall not exceed 10% of the market value of the portfolio.

VII. EMPLOYMENT AT WILL

- A. Nothing in this policy shall be interpreted as implying an employment contract or agreement exists between Tri-County Services and any employee.

TRI-COUNTY SERVICES

STATEMENT OF POLICY

David K. Walker, Chairman

January 24, 2013

Date

ORIGINAL EFFECTIVE DATE: April 28, 2005

REVISION DATES: May 25, 2006, January 24, 2013

SUBJECT: Retirement Plan Investment Policy Statement

It is the policy of the Board of Trustees to provide a Retirement Plan to Tri-County Services employees. The Center sponsors a 401(a) Retirement Plan in which the Center makes contributions on behalf of employees and the Center sponsors 457 and 403(b) plans accepting employee elective deferrals.

SCOPE

This policy shall apply to the investment of funds in all of the Center Sponsored Retirement Plans.

- I. Center Investment Objectives
 - A. To maximize return with a reasonable and prudent level of risk,
 - B. To maintain flexibility in determining the future level of contributions,
 - C. To ensure diversification in the Plan's investment portfolio to protect against loss, and
 - D. To maintain a level of liquidity necessary to meet the needs of the participants.

- II. The responsibility for the amount of retirement benefits belongs, in part, to each participant. Eligible employees:
 - A. Determine how much to contribute up to the allowable limit each year, and
 - B. Allocate their monies among the investment alternatives offered by the Plan (upon attainment of 100% vesting).

- III. Delegation of Authority
 - A. The Executive Director is responsible for assuring that the procedures for this policy are developed and implemented to effectively supervise, monitor and evaluate the investments in the Tri-County Services Retirement Plans. The Board of Trustees is empowered to select a Registered Investment Advisor (RIA) to assist in the selection, monitoring and evaluation of the investments in The Center's retirement plans.

- B. The Executive Director will appoint other members of the Center staff to serve on the Retirement Investment Committee to assist in the investment function.
- C. The authority to select and review investment alternatives resides with the RIA designated by the Board of Trustees.

IV. Eligible

- A. Investments The investments recommended by the RIA will offer a selection of open-ended registered investment companies (i.e., mutual funds) or other similar investment vehicles, each of which consists of internally diversified portfolios within their targeted asset classes.

V. Securities

- A. Letter stock and other unregistered securities and other registered securities, commodities or other commodity contracts, short sales or margin transactions are not authorized. Securities lending, options and futures are restricted.

VI. Securities Guidelines

- A. All securities must be offered through a Registered Investment Company.

VII. Employment at will

- A. Nothing in this policy shall be interpreted as implying an employment contract or agreement exists between Tri-County Services and any employee or RIA.

Agenda Item: Approve Payment of Membership Dues to the Health Information Partnership of Southeast Texas (HIPSET)

Board Meeting Date

January 24, 2013

Committee: Business

Background Information:

The Health Information Partnership of Southeast Texas (HIPSET) was formed to facilitate the creation and operation of a Health Information Exchange (HIE) with the objectives of increasing access to care, quality of care, and efficiency in providing care by sharing information between healthcare providers. Evan Roberson is a member of the HIPSET Board.

Funding for the organization has come through a grant from the Houston Endowment and funding from the Texas Health and Human Services Commission. The annual budget for FY 2013 is \$502,000.

For some time, the Executive Committee of the HIPSET Board has indicated that dues would be required of member organizations to satisfy the 'member buy-in' requirement of the Houston Endowment. The Executive Committee has set the annual membership dues for the member organizations (attached). In total, \$132,500 has been requested from the 10 participating organizations. Tri-County has been asked to pay \$5,000 in dues.

In the long term, Tri-County should see benefits to our consumer populations when our doctors are able to coordinate care using information entered into the HIE by other providers. Tri-County will eventually need to be able to share healthcare information with other providers to be in compliance with Federal Meaningful Use standards, but mechanisms other than an HIE may meet this requirement. It should be noted that the Montgomery County HIE design will need to change before it is in compliance with current Federal confidentiality statutes and standards for behavioral health providers like Tri-County.

Staff is recommending that we pay the membership dues because the dues will allow us to continue serving on the Board and will allow us to help shape the direction for the software. However, staff is recommending that the Board approve the payment of dues contingent on at least 50% (5) of the member organizations participating in this new requirement.

Supporting Documentation:

Breakdown of Annual Membership Dues

Health Information Exchange: Can We Afford To Be Without It?

Recommended Action:

Approve Payment of \$5,000 in Membership Dues to the Health Information Partnership of Southeast Texas (HIPSET) Contingent upon Participation of at least 50% (5) Current Member Organizations

ANNUAL MEMBERSHIP DUES

HOSPITALS

- » Memorial Hermann - The Woodlands
 - » CRMC
 - » St. Luke's - The Woodlands
 - » Huntsville Memorial
- Annual Dues Level: \$25,000 each

FQHCs

- » LoneStar (\$5,000 Annually)



BUSINESS

- » Gallagher Benefit Services
- » Seyfarth and Shaw

Annual Dues Level: \$5,000

OTHER HEALTHCARE

- » Tri-County Services (\$5,000 annually)
- » Interfaith Community Clinic(\$2,500 Annually)
- » MCHD (\$10,000 annually)

Health Information Exchange (HIE): Can We Afford To Be Without It?

Mission: HIPSET was formed to benefit the citizens of the state of Texas and promote the health of the Montgomery County and surrounding communities through facilitating the creation and operation of a Health Information Exchange (HIE) with the objective to increase access to care, quality of care, and efficiency in providing care, including for Medicaid, self-pay, and uninsured low income individuals.

Focus:

- Improve patient care through health information exchange across disparate healthcare providers
- Facilitate access to and retrieval of clinical data to provide safer, more timely, efficient, effective, equitable, patient-centered care.
- Enable healthcare providers to meet all requirements for meaningful use as set forth by CMS
- Institute a healthcare technology that can deliver on reducing costs and increasing patient care, which by consensus every stakeholder and care provider in Montgomery County is eager to do.

Intention: The HIE will:

- Tie the local hospitals together with patient information, including prior visits, medication, and lab results.
- Be used as a tool to address disease management outcomes with quantifiable results.
- Improve the continuity of care through expanding case management services.
- Deter repeated testing, emergency room visits, and inappropriate drug use.
- Enable EMS to better triage in the field.
- Enhance public health services, including disease surveillance and reporting.

Value:

- In 2008, over 26% of Montgomery County residents are under insured or uninsured, contributing to rapidly escalating uncompensated emergency room and hospital expenses.
- Conroe Regional Medical Center, St. Luke's Episcopal Hospital-the Woodlands, and Memorial Hermann Hospital-the Woodlands, wrote –off \$30 million per year in uncompensated care in 2008 with that dollar amount increasing each year.
- Based on return on investment analysis and health information exchanges across the United States, Montgomery County could readily save at least 10% of uncompensated care costs, resulting in a minimum savings of over \$3 million in one year. This is enough money to fully fund HIPSET's activities for over five years.
- Value to providers includes: Improved quality of patient care, Improved competitive market position, Ability to meet Meaningful Use requirements, Improved reimbursement rate, Improved customer service/patient loyalty.
- Value to Payers and Patients includes: No repeated testing or duplicated care, Avoided EMS trips and Emergency Room visits, Enhanced chronic disease management and identification of medical homes for the uninsured and underinsured, Improved regional health quality, Reduced expense in receiving care, Improved quality and care delivery, and Availability of data, including personal health records.

- Value to Mental Health Care Providers: In a 2009 study by the National Council for Community Behavioral Healthcare found that only 35.8% of patients suffering from depression and three or more chronic illnesses received an offer of treatment for depression during their office visit. Mental health patients often present unique challenges for primary care physicians and behavioral health specialists alike. By coordinating and combining knowledge through HIE and integrated care, providers can give these patients the best possible attention, enabling appropriate treatment and recovery, as well as improving their overall quality of life.
- Value to Public Health includes: Submission of data to state-funded immunization and disease registries, Support for navigation/ community health worker programs, Greater eligibility for federal and state grant opportunities, Measuring outcomes/ impact of public health programs.
- HIE should be valued because it is the right thing to do. It is better for people because it expands case management and removes “silo” care.

Sustainability:

- Sustainability of the HIE is Member-dependent during start-up as grants cannot be awarded to HIPSET without demonstrating Member buy-in through paid Membership dues. This is a requirement by both philanthropic funding organizations (Houston Endowment, Robert Wood Johnson, etc.) and the State (Health and Human Services Commission (HHSC)).
- Once interoperability between the HIE and the healthcare providers is operational, alternative funding sources will be enacted that will allow for membership dues to decrease or be terminated.
- Membership dues are currently set at the lowest levels of HIE support in the State at approximately 25% of total operating costs of the HIE.
- Start- Up / Short-Term: FY 2013-2015:
 - Grant funding: Houston Endowment (approximately 25% of annual budget)
 - Membership Dues: (approximately 25% of annual budget) *Please see HIPSET Annual Membership Dues sheet attached*
 - State funding: (approximately 50% of annual budget) *Includes HHSC local grant for FY2013 only & 1115 Medicaid Waiver*
- Long-Term: FY 2016 forward:
 - Service/Cost Sharing Fee Model: Fees charged or paid based on meeting certain milestones or cost savings for case management or coordination of care. This type of the model is only available to those HIEs with a Clinical Data Repository (CDR), as data is necessary to substantiate the Return on Investment (ROI) / projected cost savings.
 - Pay for Performance (P4P Model): HIE enables pay-for-performance models can be deployed in two ways: (1) through fees paid by insurers on per member basis, or (2) by insurers paying financial incentives to physicians and health systems for achieving certain healthcare related quality measures.
 - Vended Software: As HIPSET elected to build its own organic CDR technology, the HIE is in a unique position to sell their technology to other interested HIE-related organizations in partnership with the University of Texas Medical Branch (UTMB) as a source of income for sustainability of the HIE. In addition, any other developed software by HIPSET, such as ROI calculators, can be sold by HIPSET solely.
 - State Funding: This includes continued funding the 1115 Medicaid Waiver program as a sub-contractor to Conroe Regional Medical Center for the chronic disease management registry.

Where is HIPSET Now:

- 3 Full-Time Staff: Executive Director, Executive Administrative Assistant, Information Technology Officer
- Clinical Data Repository (CDR) Technology is fully developed and securely hosted with Amazon’s HIPAA compliant data services center.
- Clinical Care Document (CCD) format is fully developed per the latest HL7 requirements.
- Actively participating in community-based health programming with the Montgomery County United Way and Region 17 Regional Health Plan (1115 Medicaid Waiver).
- Building appropriate governance and policy infrastructure to coincide with interface development
- Ready to begin connecting to provider EMR systems

Timeline: HIPSET’s fiscal year is from January 1st thru December 31st each year

FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
<ul style="list-style-type: none"> • Build interfaces with four HIPSET member organizations: <ul style="list-style-type: none"> ➢ LoneStar Family Health Center ➢ Conroe Regional Medical Center ➢ Montgomery County Hospital District ➢ Interfaith Community Clinic • Build Business Associate Agreements with providers • Begin exchanging Clinical Care Documents (CCDs) among providers • Enact consumer engagement campaign • Begin ROI calculator software development • Secure grants for sustainability • Collect membership dues from HIPSET Member Organizations • Finalize governance and policy infrastructure for data exchange • 	<ul style="list-style-type: none"> • Build interfaces with remaining HIPSET member organizations and physician groups • Build Business Associate Agreements with providers • Exchange CCD documents among providers • Begin query-based analytics on CDR database and generate reports • Complete ROI calculator software development • Continue consumer engagement activities • Enact “HIP” Provider campaign • Secure / Manage grants for sustainability. • Collect membership dues from HIPSET Member Organizations 	<ul style="list-style-type: none"> • Continue to build interfaces with interested healthcare providers and/or systems. • Began interface development with the laboratories, pharmacies, imaging centers, and health benefit organizations • Build Business Associate Agreements with providers • Continue analytics reporting on the CDR database. • Exchange CCD documents among providers • Enable ROI calculator to generate reports of cost savings to Member Organizations • Continue “HIP” campaign • Continue consumer engagement campaign • Secure / Manage grants for sustainability • Collect membership dues from HIPSET Member Organizations 	<ul style="list-style-type: none"> • Continue to build interfaces with interested healthcare providers, systems, and/or ancillary services. • Build Business Associate Agreements with providers • Exchange CCD documents among providers • Continue to report on ROI /cost savings to Member Organizations • Enact Service/ Cost-Sharing Fee Model and Pay for Performance (P4P) Model for sustainability • Continue outreach efforts with providers and consumers • Manage grants for sustainability • Expand HIPSET operations as strategically needed. 	<ul style="list-style-type: none"> • Continue to build interfaces with interested healthcare providers, systems, and/or ancillary services. • Build Business Associate Agreements with providers • Exchange CCD documents among providers. • Continue to report on ROI/cost savings to Member Organizations • Manage grants for sustainability • Collect cost -sharing fees and P4P revenue • Expand HIPSET operations as strategically needed • Continue outreach efforts with providers and consumers

<p>Agenda Item: Authorize Loan of Funds to Montgomery Supported Housing, Inc. for Operating Deficits</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>The income from the Project Rental Assistance Contract (PRAC) and payments from residents of the Independence Place apartments has not been adequate to cover the costs of the first full year of operations.</p> <p>The primary area of cost overrun for the project has been legal fees related to a complaint to HUD by one resident and two evictions. The HUD complaint resolution is nearly complete and both residents who were undergoing eviction proceedings decided to move out instead. At this point, the project appears to be stabilizing and additional legal expense overruns are not expected.</p> <p>Staff is requesting that the Board authorize a loan of funds to Montgomery Supported Housing, Inc. to cover these operational deficits in the amount of \$7,063. This loan brings the total loan from Tri-County to MSHI to \$38,640. As a reference point, Independence Communities, Inc. required over \$43,000 to supplement the first year of operations.</p> <p>McDougal Property Management has requested a rent increase for the project. If HUD approves the rent increase, we would not expect any additional requests for operating funds in the foreseeable future.</p>	
<p>Supporting Documentation:</p> <p>None</p>	
<p>Recommended Action:</p> <p>Authorize Loan of \$7,063 to Montgomery Supported Housing, Inc. for Operating Deficits and Authorize that this Amount be included in the FY 2013 Budget</p>	

<p>Agenda Item: Review Tri-County's FY 2012 990 Tax Return Prepared by Carlos Taboada & Company, P.C.</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>Carlos Taboada & Company, P.C. has completed Tri-County's 990 Tax Return for FY 2012 for review by the Board. The due date for the 990 is April 15th.</p>	
<p>Supporting Documentation:</p> <p>Copy of Tri-County Services FY 2012 990 Tax Return – Mailed Separately to Board Members</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Agenda Item: 1 st Quarter FY 2013 Quarterly Investment Report Committee: Business	Board Meeting Date January 24, 2013
Background Information: This report is provided to the Board of Trustees of Tri-County Services in accordance with Board Policy on fiscal management and in compliance with Chapter 2256: Subchapter A of the Public Funds Investment Act.	
Supporting Documentation: Quarterly TexPool Investment Report Quarterly Interest Report	
Recommended Action: For Information Only	

QUARTERLY INVESTMENT REPORT TEXPOOL FUNDS

For the Period Ending November 30, 2012

GENERAL INFORMATION

This report is provided to the Board of Trustees of Tri-County Services in accordance with Board Policy on fiscal management and in compliance with Chapter 2256; Subchapter A of the Public Funds Investment Act.

Center funds for the period have been partially invested in the Texas Local Government Investment Pool (TexPool), organized in conformity with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and the Public Funds Investment Act, Chapter 2256 of the Texas Government Code. The Comptroller of Public Accounts is the sole officer, director, and shareholder of the Texas Treasury Safekeeping Trust Company which is authorized to operate TexPool. Pursuant to the TexPool Participation Agreement, administrative and investment services to TexPool are provided by Chase Bank of Texas National Association; its parent company, The Chase Manhattan Bank; and the First Southwest Asset Management, Inc. The Comptroller maintains oversight of the services provided. In addition, the TexPool Advisory Board, composed equally of participants in TexPool and other persons who do not have a business relationship with TexPool, advises on investment policy and approves fee increases.

TexPool investment policy restricts investment of the portfolio to the following types of investments:

Obligations of the United States Government or its agencies and instrumentalities with a maximum maturity of 13 months;

Fully collateralized repurchase agreements and reverse repurchase agreements with a defined termination date not to exceed 90 days, secured by any obligation of the United States, its agencies or its instrumentalities. These agreements may be placed only with primary government securities dealers, state or national banks doing business in the State of Texas.

No-load money market mutual funds are regulated by the Securities and Exchange Commission and rated AAA or equivalent by at least one nationally recognized rating service. The money market mutual fund must maintain a dollar-weighted average stated maturity of 60 days or less and include in its investment objectives the maintenance of a stable net asset value of \$1.00.

TexPool is governed by the following specific portfolio diversification limitations;

100% of the portfolio may be invested in obligations of the United States.

100% of the portfolio may be invested in direct repurchase agreements for liquidity purposes.

Reverse repurchase agreements will be used primarily to enhance portfolio return within a limitation of up to one-third (1/3) of total portfolio assets.

No more than 15% of the portfolio may be invested in approved money market mutual funds.

The weighted average maturity of TexPool cannot exceed 60 days and the maximum maturity for any individual security in the portfolio is limited to thirteen (13) months.

TexPool seeks to maintain a net asset value of \$1.00 and is designed to be used for investment of funds which may be needed at any time.

STATISTICAL INFORMATION

Market Value for the Period

Portfolio Summary	September	October	November
Uninvested Balance	\$362,470.24	(\$1,045,917.65)	\$204.37
Accrual of Interest Income	15,119,195.46	10,243,804.28	10,973,475.42
Interest and Management Fees Payable	(1,734,475.52)	(1,791,410.24)	(1,805,190.24)
Payable for Investments Purchased	0.00	0.00	(35,434,944.13)
Repurchase Agreements	8,188,963,275.00	8,566,242,375.00	8,335,472,800.00
Mutual Fund Investments	0.00	0.00	0.00
Government Securities	5,327,032,305.57	5,206,208,668.66	5,415,472,904.83
U.S. Treasury Bills	0.00	0.00	0.00
U.S. Treasury Notes	404,237,440.00	163,781,280.00	163,381,280.00
TOTAL	\$13,933,980,210.75	\$13,944,250,800.05	\$13,888,060,530.25

Book Value for the Period

Type of Asset	Beginning Balance	Ending Balance
Uninvested Balance	\$945.24	\$204.37
Accrual of Interest Income	8,851,455.26	10,973,475.42
Interest and Management Fees Payable	(1,578,420.75)	(1,805,190.24)
Payable for Investments Purchased	0.00	(35,434,944.13)
Repurchase Agreements	8,108,834,000.00	8,335,506,000.00
Mutual Fund Investments	0.00	0.00
Government Securities	5,426,624,750.13	5,414,763,610.82
U.S. Treasury Bills	0.00	0.00
U.S. Treasury Notes	100,046,380.34	163,377,259.78
TOTAL	\$13,642,779,110.22	\$13,887,380,416.02

Portfolio by Maturity as of November 30, 2012

1 to 7 days	8 to 90 day	91 to 180 days	181 + days
63.00%	18.4%	6.2%	12.4%

Portfolio by Type of Investments as of November 30, 2012

Agencies	Mutual Funds	Repurchase Agreements	Treasuries
38.9%	None	59.9%	1.2%

SUMMARY INFORMATION

On a simple daily basis, the monthly average yield was 0.16% for September, 0.17% for October and 0.16% for November.

As of the end of the reporting period, market value of collateral supporting the Repurchase Agreements was at least 102% of the Book Value.

The weighted average maturity of the fund as of November 30, 2012 was 50 days.

The net asset value as of November 30, 2012 was 1.00005.

The total amount of interest distributed to participants during the period was \$5,466,753.75.

This quarter TexPool interest rates exceeded the 90 Day T-Bill rates during the entire reporting period.

TexPool has a current money market fund rating of AAAM by Standard and Poor's.

During the reporting period, the total number of participants has increased to 2,277.

Funds assets are safe kept at the State Street Bank in the name of TexPool in a custodial account.

During the reporting period, the investment portfolio was in full compliance with Tri-County Services' Investment Policy and with the Public Funds Investment Act.

Submitted by:

[Redacted Signature]

Millie McDuffey
Chief Financial Officer / Investment Officer

[Redacted Date]

Date

[Redacted Signature]

Cindy Smith
Executive Director / Investment Officer

[Redacted Date]

Date

**TRI-COUNTY SERVICES
 QUARTERLY INTEREST EARNED REPORT
 FISCAL YEAR 2013
 AS OF NOVEMBER 2012**

BANK NAME	INTEREST EARNED				
	1st QTR.	2nd QTR.	3rd QTR.	4th QTR.	YTD TOTAL
Alliance Bank - Central Texas CD-3/29/12	\$ 658.19				\$ 658.19
Citizens 1st Bank CD-3/30/12	\$ 310.55				\$ 310.55
First Liberty National Bank	\$ 16.83				\$ 16.83
First Liberty National Bank CD-5/1/12	\$ 560.96				\$ 560.96
JP Morgan Chase (HBS)	\$ 1,604.42				\$ 1,604.42
Prosperity Bank	\$ 11.71				\$ 11.71
TexPool Participants	\$ 262.73				\$ 262.73
Tradition Bank	\$ 9,572.33				\$ 9,572.33
Total Earned	\$ 12,997.72	\$ -	\$ -	\$ -	\$ 12,997.72

<p>Agenda Item: Board of Trustees' Unit Financial Statements for November and December 2012</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>January 24, 2013</p>
<p>Background Information:</p> <p>None</p>	
<p>Supporting Documentation:</p> <p>Board of Trustees' Unit Financial Statements for November and December 2012</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Unit Financial Statement

FY 2013

	November 12 Actuals	November 12 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
80103998 Allocated Revenue	\$ 2,699.00	\$ 2,699.00	\$ -	\$ 8,097.00	\$ 8,097.00	\$ -	100.00%	\$ 32,395.00
Total Revenue	\$ 2,699.00	\$ 2,699.00	\$ -	\$ 8,097.00	\$ 8,097.00	\$ -	100.00%	\$ 32,395.00
Expenses								
80105030 Application Fees	\$ -	\$ 2.00	\$ (2.00)	\$ -	\$ 6.00	\$ (6.00)	0.00%	\$ 15.00
80105275 Food Items	\$ 154.83	\$ 184.00	\$ (29.17)	\$ 343.30	\$ 552.00	\$ (208.70)	62.19%	\$ 2,200.00
80105320 Insurance-Worker Compensation	\$ 11.37	\$ 19.00	\$ (7.63)	\$ 27.47	\$ 59.00	\$ (31.53)	46.56%	\$ 230.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 4,500.00	\$ 4,500.00	\$ -	100.00%	\$ 18,000.00
80105394 License Fees	\$ -	\$ 12.00	\$ (12.00)	\$ -	\$ 36.00	\$ (36.00)	0.00%	\$ 150.00
80105715 Supplies-Office	\$ 12.00	\$ -	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00		\$ -
80105750 Training	\$ -	\$ 250.00	\$ (250.00)	\$ -	\$ 750.00	\$ (750.00)	0.00%	\$ 3,000.00
80105755 Travel - Local	\$ 77.77	\$ 100.00	\$ (22.23)	\$ 233.31	\$ 300.00	\$ (66.69)	77.77%	\$ 1,200.00
80105757 Travel - Non-local Mileage/Air	\$ 148.32	\$ 166.00	\$ (17.68)	\$ 148.32	\$ 498.00	\$ (349.68)	29.78%	\$ 2,000.00
80105758 Travel - Non-local Hotel	\$ 99.00	\$ 384.00	\$ (285.00)	\$ 99.00	\$ 1,152.00	\$ (1,053.00)	8.59%	\$ 4,600.00
80105759 Travel - Meals	\$ 29.62	\$ 84.00	\$ (54.38)	\$ 29.62	\$ 252.00	\$ (222.38)	11.75%	\$ 1,000.00
Total Expenses	\$ 2,032.91	\$ 2,701.00	\$ (668.09)	\$ 5,393.02	\$ 8,105.00	\$ (2,711.98)	66.54%	\$ 32,395.00
Total Revenue minus Expenses	\$ 666.09	\$ (2.00)	\$ 668.09	\$ 2,703.98	\$ (8.00)	\$ 2,711.98	33.46%	\$ -

Unit Financial Statement

FY 2013

	December 12 Actuals	December 12 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
80103998 Allocated Revenue	\$ 2,699.00	\$ 2,699.00	\$ -	\$ 10,796.00	\$ 10,796.00	\$ -	100.00%	\$ 32,395.00
Total Revenue	\$ 2,699.00	\$ 2,699.00	\$ -	\$ 10,796.00	\$ 10,796.00	\$ -	100.00%	\$ 32,395.00
Expenses								
80105030 Application Fees	\$ -	\$ 1.00	\$ (1.00)	\$ -	\$ 7.00	\$ (7.00)	0.00%	\$ 15.00
80105199 Consultant - Other	\$ 7.11	\$ -	\$ 7.11	\$ 7.11	\$ -	\$ 7.11	0.00%	\$ -
80105210 Dues & Memberships	\$ 10.00	\$ -	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	0.00%	\$ -
80105275 Food Items	\$ 159.76	\$ 184.00	\$ (24.24)	\$ 503.06	\$ 736.00	\$ (232.94)	68.35%	\$ 2,200.00
80105320 Insurance-Worker Compensation	\$ 7.58	\$ 19.00	\$ (11.42)	\$ 35.05	\$ 78.00	\$ (42.95)	44.94%	\$ 230.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	100.00%	\$ 18,000.00
80105394 License Fees	\$ -	\$ 12.00	\$ (12.00)	\$ -	\$ 48.00	\$ (48.00)	0.00%	\$ 150.00
80105715 Supplies-Office	\$ -	\$ -	\$ -	\$ 12.00	\$ -	\$ 12.00	0.00%	\$ -
80105750 Training	\$ -	\$ 250.00	\$ (250.00)	\$ -	\$ 1,000.00	\$ (1,000.00)	0.00%	\$ 3,000.00
80105755 Travel - Local	\$ 77.77	\$ 100.00	\$ (22.23)	\$ 311.08	\$ 400.00	\$ (88.92)	77.77%	\$ 1,200.00
80105757 Travel - Non-local Mileage/Air	\$ -	\$ 166.00	\$ (166.00)	\$ 148.32	\$ 664.00	\$ (515.68)	22.34%	\$ 2,000.00
80105758 Travel - Non-local Hotel	\$ -	\$ 384.00	\$ (384.00)	\$ 99.00	\$ 1,536.00	\$ (1,437.00)	6.45%	\$ 4,600.00
80105759 Travel - Meals	\$ -	\$ 84.00	\$ (84.00)	\$ 29.62	\$ 336.00	\$ (306.38)	8.82%	\$ 1,000.00
Total Expenses	\$ 1,762.22	\$ 2,700.00	\$ (937.78)	\$ 7,155.24	\$ 10,805.00	\$ (3,649.76)	66.22%	\$ 32,395.00
Total Revenue minus Expenses	\$ 936.78	\$ (1.00)	\$ 937.78	\$ 3,640.76	\$ (9.00)	\$ 3,649.76	33.78%	\$ -

UPCOMING MEETINGS

February 28th, 2013 – Board Meeting

- Approve Minutes from January 24, 2013 Board Meeting
- Longevity Recognition Presentations – October 2012 through January 2013
- Community Resources Report for January 2013
- Consumer Services Reports for January 2013
- Program Updates for January 2013
- Program Presentation – Family Partner Services
- Personnel Report for January 2013
- Approve January 2013 Financial Statements
- 401(a) Retirement Plan Account Review
- Board of Trustees' Unit Financial Statement for January 2013
- Montgomery Supported Housing, Inc. Quarterly Update
- Cleveland Supported Housing, Inc. Quarterly Update
- Other Business Committee Issues

March 28th, 2013 – Board Meeting

- Approve Minutes from February 28, 2013 Board Meeting
- Community Resources Report for February 2013
- Consumer Services Report for February 2013
- Program Updates for February 2013
- Year-to-Date FY 2013 Goals & Objectives Progress Report
- 2nd Quarter FY 2013 Corporate Compliance & Quality Management Report
- 3rd Quarter FY 2013 Corporate Compliance Training
- Program Presentation – Rusk State Hospital Diversion Contract
- Personnel Report for February 2013
- Approve February 2013 Financial Statements
- 2nd Quarter FY 2013 Investment Report
- Board of Trustees' Unit Financial Statement for February 2013
- Other Business Committee Issues