

**Tri-County
Behavioral Healthcare
Board of Trustees
Meeting**

February 24, 2022



Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Behavioral Healthcare will be held on Thursday, February 24, 2022. The Business Committee will convene at 9:30 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 233 Sgt. Ed Holcomb Blvd. S., Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:05 a.m. In compliance with the Americans with Disabilities Act, Tri-County Behavioral Healthcare will provide for reasonable accommodations for persons attending the Board Meeting. To better serve you, a request should be received with 48 hours prior to the meeting. Please contact Tri-County Behavioral Healthcare at 936-521-6119.

AGENDA

- I. **Organizational Items**
 - A. Chair Calls Meeting to Order
 - B. Public Comment
 - C. Quorum
 - D. Review & Act on Requests for Excused Absence

- II. **Approve Minutes - January 27, 2022**

- III. **Program Presentation - Region 6 Outreach Specialist Stephanie Duer**

- IV. **Executive Director's Report - Evan Roberson**
 - A. Operational Updates
 - B. John S. Dunn Behavioral Sciences Center

- V. **Chief Financial Officer's Report - Millie McDuffey**
 - A. Desk Review for FY 2020 HSC Cost Report
 - B. Cost Accounting Methodology (CAM)
 - C. FY 2021 HCS and MEI Cost Reports
 - D. Directed Payment Program for Behavioral Health Services- DPP - BHS

- VI. **Program Committee**
Information Items
 - A. Community Resources Report..... 9-11
 - B. Consumer Services Report for January 2022..... 12-13
 - C. Program Updates..... 14-18

- VII. **Executive Committee**
Information Items
 - A. Personnel Report for January 2022..... 19-21
 - B. Texas Council Risk Management Fund Claims Summary as of January 2022..... 22-23

VIII. Business Committee

Action Items

- A. Approve January 2022 Financial Statements..... 24-38
- B. Approve FY 2022 Budget Revision..... 39-42
- C. Ratify Temporary Assistance for Needy Families (TANF) Pandemic Emergency Assistance Funds,
Contract No. HHS00112020013..... 43

Information Items

- D. Board of Trustees Unit Financial Statement for January 2022..... 44-45
- E. Construction Project Update - Liberty, Cleveland and Porter, TX Facilities..... 46

IX. Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney.

Posted By:

Ava Green
Executive Assistant

Tri-County Behavioral Healthcare

P.O. Box 3067
Conroe, TX 77305

BOARD OF TRUSTEES MEETING

January 27, 2022

Board Members Present:

Patti Atkins
Gail Page
Sharon Walker
Morris Johnson
Jacob Paschal
Tracy Sorensen

Board Members Absent:

Janet Qureshi
Richard Duren

Tri-County Staff Present:

Evan Roberson, Executive Director
Millie McDuffey, Chief Financial Officer
Tanya Bryant, Director of Quality Management and Support
Kathy Foster, Director of IDD Provider Services
Kelly Shropshire, Directory of IDD Authority Services
Kenneth Barfield, Director of Management Information Systems
Sara Bradfield, Director of Adult Behavioral Health
Melissa Zemencsik, Director of Child & Youth Behavioral Health
Amy Foerster, Chief Compliance Officer
Catherine Prestigiovanni, Director of Strategic Development
Darius Tuminas, Controller
Tabatha Abbott, Cost Accountant
Ava Green, Executive Assistant
Diane Terrell, Eide Bailly LLP

Legal Counsel Present:

Mary Lou Flynn-Dupart, Legal Counsel

Sheriff Representatives Present:

Lt. Keith DeHart, Walker County Sheriff's Office

Call to Order: Board Chair, Patti Atkins, called the meeting to order at 10:00 a.m.

Public Comment: There was no public comment.

Quorum: There being six (6) Board Members present, a quorum was established.

Resolution #01-27-01

Motion Made By: Gail Page

Seconded By: Morris Johnson, with affirmative votes by Sharon Walker, Tracy Sorensen and Jacob Paschal that it be...

Resolved:

That the Board excuse the absence of Janet Qureshi and Richard Duren.

Resolution #01-27-02

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Sharon Walker, Tracy Sorensen and Jacob Paschal that it be...

Resolved:

That the Board approve the minutes of the October 28, 2021 meeting of the Board of Trustees.

Program Presentation: Patti Atkins, Board Chair, suspended the Agenda at 10:05 a.m. to move to Business Committee Information Item VII-D, Approve FY 2021 Independent Financial Audit. Diane Terrell, with Eide Bailly LLP, presented the results from the audit.

Resolution #01-27-03

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Sharon Walker, Jacob Paschal, and Tracy Sorensen that it be...

Resolved:

That the Board approve the FY 2021 Independent Financial Audit.

Executive Director's Report:

The Executive Director's report is on file.

- Operational Updates
- Funding Updates
- Clinical Software RFP
- Facility Updates
- Individual Skills and Socialization
- IDD Audit
- 988
- Vaccine Mandate Updates

Chief Financial Officer's Report:

The Chief Financial Officer's report is on file.

- Budget Revision
- Cost Accounting Methodology (CAM)
- FY 2021 HCS and MEI Cost Reports
- Directed Payment Program for Behavioral Health Services – (DPP-BHS)
- Public Health Care – Charity Care Pool – (PHP-CCP)
- Banking Request for Proposal – (RFP)
- Provider Relief Funds

PROGRAM COMMITTEE:

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Reports for October, November and December 2021 were reviewed for information purposes only.

The Program Updates Report was reviewed for information purposes only.

The FY 2022 Goals and Objectives Progress Report was reviewed for information purposes only.

The 1st Quarter FY 2022 Corporate Compliance and Quality Management Report was reviewed for information purposes only.

The 2nd Quarter FY 2022 Corporate Compliance Training was reviewed for information purposes only.

The Medicaid 1115 Transformation Waiver Project Status Update was reviewed for information purposes only.

EXECUTIVE COMMITTEE:

The Personnel Reports for October, November and December 2021 were reviewed for information purposes only.

The Texas Council Risk Management Fund Claims Summary as of December 2021 was reviewed for information purposes only.

The Texas Council Quarterly Board Meeting Update was reviewed for information purposes only.

BUSINESS COMMITTEE:

Resolution #01-27-04

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Sharon Walker, Tracy Sorensen and Jacob Paschal that it be...

Resolved:

That the Board approve the October 2021 Financial Statements.

Resolution #01-27-05

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Sharon Walker, Tracy Sorensen and Jacob Paschal that it be...

Resolved:

That the Board approve the November 2021 Financial Statements.

Resolution #01-27-06

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Jacob Paschal, Tracy Sorensen and Sharon Walker that it be...

Resolved:

That the Board approve the December 2021 Financial Statements.

Resolution #01-27-07

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Jacob Paschal, Tracy Sorensen and Sharon Walker that it be...

Resolved:

That the Board ratify HHSC Contract No. HHS00110840037, Amendment No. 1, COVID-19 Supplemental Grant Program.

Resolution #01-27-08

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Jacob Paschal, Tracy Sorensen and Sharon Walker that it be...

Resolved:

That the Board ratify the FY 2022 Lifetime Homecare Services Contract.

Resolution #01-27-09

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Jacob Paschal, Tracy Sorensen and Sharon Walker that it be...

Resolved:

That the Board ratify HHSC Contract No. HHS000994900001, Amendment No. 1, IDD Authority Services.

Resolution #01-27-10

Motion Made By: Gail Page

Seconded By: Tracy Sorensen, with affirmative votes by Jacob Paschal, Morris Johnson and Sharon Walker that it be...

Resolved:

That the Board reappoint Mr. Morris Johnson to serve on the Independence Communities, Inc. Board of Directors for an additional two-year term expiring in January 2024.

Resolution #01-27-11

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Jacob Paschal, Tracy Sorensen and Sharon Walker that it be...

Resolved:

That the Board reappoint Mrs. Jane Fetterman and Mrs. Barbara Duren to serve on the Montgomery Supported Housing, Inc. Board of Directors for an additional two-year term expiring in January 2024.

Resolution #01-27-12

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by Jacob Paschal, Gail Page and Sharon Walker that it be...

Resolved:

That the Board reappoint Ms. Christine Shippey to serve on the Cleveland Supported Housing, Inc. Board of Directors for an additional two-year term expiring in January 2024.

The 1st Quarter FY 2022 Investment report was reviewed for information purposes only.

The Board of Trustees Unit Financial Statements for October, November and December 2021 were reviewed for information purposes only.

The HUD 811 Updates for Cleveland, Montgomery and Huntsville were reviewed for information purposes only.

The Tri-County Consumer Foundation Board Update was reviewed for information purposes only.

The regular meeting of the Board of Trustees adjourned at 11:50 a.m.

Adjournment:

Attest:

Patti Atkins
Chair

Date

Jacob Paschal
Secretary

Date

Agenda Item: Community Resources Report

Board Meeting Date:

February 24, 2022

Committee: Program

Background Information:

None

Supporting Documentation:

Community Resources Report

Recommended Action:

For Information Only

Community Resources Report

January 28, 2022 – February 24, 2022

Volunteer Hours:

Location	January
Conroe	290.25
Cleveland	0
Liberty	4.5
Huntsville	8.75
Total	303.50

COMMUNITY ACTIVITIES:

1/28/22	Walker County Juvenile Justice Staffing Meeting	Huntsville
2/1/22	Liberty/Dayton Chamber of Commerce Meeting	Liberty
2/2/22	Conroe Noon Lions Luncheon	Conroe
2/3/22	Cleveland Chamber of Commerce Luncheon	Cleveland
2/3/22	Behavioral Health Suicide Prevention Task Force Meeting – Trauma and Grief Workgroup - Virtual	Spring
2/5/22	Liberty County Veterans Breakfast	Cleveland
2/5/22	Veterans Spouse Resilience Group Part 1 – Virtual	Conroe
2/6/22	Veterans Spouse Resilience Group Part 2 – Virtual	Conroe
2/7/22	Conroe Homeless Coalition Meeting	Conroe
2/7/22	Veteran Mentor Training – Suicide Prevention	Liberty
2/8/22	Huntsville ISD Student Health Advisory Committee Meeting – Virtual	Huntsville
2/8/22	Assisting Victims Escape Trafficking (AVERT)	Conroe
2/8/22	Family and Community Coalition of Montgomery County – Virtual	Conroe
2/9/22	Conroe Noon Lions Club Luncheon	Conroe
2/9/22	Montgomery County Veterans Treatment Court – Virtual	Conroe
2/9/22	Youth Mental Health First Aid – Huntsville ISD	Huntsville
2/10/22	Operation Brown Bag Free Food Event	Conroe
2/10/22	San Jacinto Elementary Community Resource Event	Conroe
2/12/22	Veteran Wellness Workshop – “Visualizing Your Goals”	Conroe
2/15/22	Montgomery County Community Resource Coordination Group Meeting – Virtual	Conroe
2/16/22	Conroe Noon Lions Luncheon	Conroe
2/17/22	Mental Health First Aid – Veterans	Liberty
2/18/22	Youth Mental Health First Aid – Huntsville ISD	Huntsville
2/18/22	Behavioral Health Suicide Prevention Task Force – Military Connected Quarterly Meeting – Virtual	Conroe
2/18/22	Military Veteran Peer Network Quarterly Meeting	Conroe
2/19/22	Cleveland Santa Fe Community Resource Fair	Liberty

2/19/22	Veterans Spouse Resilience Group – Part 3 - Virtual	Conroe
2/20/22	Veterans Spouse Resilience Group – Part 4 - Virtual	Conroe
2/22/22	Walker County Community Resource Coordination Group Meeting – Virtual	Huntsville
2/23/22	Montgomery County Veterans Treatment Court – Virtual	Conroe
2/23/22	Conroe Noon Lions Club Luncheon	Conroe
2/23/22	Liberty County Community Resource Coordination Group Meeting – Virtual	Liberty
2/24/22	Texas Veterans Commission Monthly Meeting	Conroe
2/24/22	Veterans Mental Health First Aid	Liberty

UPCOMING ACTIVITIES:

2/25/22	Veterans Spouse Resiliency Family Group – Virtual	Conroe
2/25/22	Walker County Juvenile Justice Staffing	Huntsville
2/28/22	Sexual Assault Response Team (SART) Meeting	Conroe
3/1/22	Liberty/Dayton Chamber of Commerce Meeting	Liberty
3/3/22	Cleveland Chamber of Commerce Luncheon	Cleveland
3/15/22	Montgomery County Community Resource Coordination Group Meeting – Virtual	Conroe
3/22/22	Social Services Career Fair at Lamar University	Beaumont
3/25/22	Walker County Juvenile Justice Staffing	Huntsville
3/29/22	Walker County Community Resource Coordination Group Meeting	Huntsville

Agenda Item: Consumer Services Report for January 2022

Board Meeting Date:

February 24, 2022

Committee: Program

Background Information:

None

Supporting Documentation:

Consumer Services Report for January 2022

Recommended Action:

For Information Only

**Consumer Services Report
January 2022**

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	707	53	30	81	871
Transitional Services (LOC 5)	0	0	0	0	0
Psychiatric Emergency Treatment Center (PETC) Served	0	0	0	0	0
Psychiatric Emergency Treatment Center (PETC) Bed Days	0	0	0	0	0
Adult Contract Hospital Admissions	62	6	7	5	80
Child and Youth Contract Hospital Admissions	6	0	0	0	6
Total State Hospital Admissions	0	0	0	0	0
Routine Services, MH Adults/Children					
Adult Service Packages (LOC 1-4, FEP)	1205	188	112	54	1559
Adult Medication Services	940	108	63	115	1226
Child Service Packages (LOC 1-4, YC, YES, TAY, RTC, FEP)	547	68	19	66	700
Child Medication Services	276	21	8	20	325
TCOOMMI (Adult Only)	92	13	18	9	132
Adult Jail Diversions	0	0	0	0	0
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	3	0	0	0	3
Service Coordination	652	30	26	71	779
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living)	23	2	15	17	57
Substance Abuse Services					
Children and Youth Prevention Services	906	13	20	40	979
Youth Substance Abuse Treatment Services/COPSD	16	0	0	0	16
Adult Substance Abuse Treatment Services/COPSD	29	3	0	2	34
Waiting/Interest Lists as of Month End					
Home and Community Based Services Interest List	1656	127	149	191	2123
SAMHSA Grant Served by County					
SAMHSA CCBHC Served	62	11	1	0	74
SAMHSA CMHC Served	1	0	0	0	1
January Served by County					
Adult Mental Health Services	1645	156	105	196	2102
Child Mental Health Services	851	95	31	84	1061
Intellectual and Developmental Disabilities Services	742	41	49	78	910
Total Served by County	3238	292	185	358	4073
December Served by County					
Adult Mental Health Services	1532	147	97	196	1972
Child Mental Health Services	781	90	29	78	978
Intellectual and Developmental Disabilities Services	718	41	53	74	886
Total Served by County	3031	278	179	348	3836

Agenda Item: Program Updates

Board Meeting Date:

February 24, 2022

Committee: Program

Background Information:

None

Supporting Documentation:

Program Updates

Recommended Action:

For Information Only

Program Updates

January 28, 2022 – February 24, 2022

Crisis Services

1. The CSU has remained closed. We have researched the available options for re-opening the unit with different staffing requirements and various limitations on patient acuity but no decisions have yet been made. To operate the CSU as previously staffed, the Center would need an additional 1.6 Million dollars per year. The staff met with the Texas Council in February prior to scheduling a meeting with HHSC leadership.
2. Because we do not have the option of admitting clients to the CSU, our contract hospital expenses have significantly increased from last year.
 - We had 88 more admissions last year
 - We've used 170 more bed days this year
 - We've used 1065 more contract bed days with 155 more contract admissions without the CSU open
 - That is approximately \$639,000 more spent in contract dollars in the same time period
3. In all of FY 2021, we had 1579 persons brought into the PETC by Law Enforcement, 78.6% of whom were brought in involuntarily. Through January of 2022 (five months) we have already had 775 persons brought into the PETC by Law Enforcement and 82.1% of these persons have been involuntary. It should be noted that the early months in the FY are usually slower than summer months for crisis services, but are already on a pace to be 17% higher than FY 21.
4. We have had multiple PETC staff who were on quarantine protocol over the last month, some who were positive for COVID themselves or who had family members in their homes who were positive. Unless they were ill, staff were willing to work remotely providing assessments through tele-video, completing utilization reviews, and providing follow up calls to clients. Without this team work, PETC would have struggled to continue providing 24 hour service.

MH Adult Services

1. Supervisors across the Adult Behavioral Health team are focused on providing trauma informed supervision to support employees and promote staff wellness and retention.
2. Rural and Conroe clinics have combined staff meetings and trainings in order to increase collaboration among clinics and improve consistency in outpatient practices.
3. The Cleveland Clinic has been selected to pilot a program designed to reduce the no-show rate for scheduled services across the three rural clinics. This effort involves active management of an automated call report, which offers an appointment reminder to individuals scheduled for an office visit. While the pilot has not yielded significant results in reducing the show rate, it has provided important opportunities for actively engaging individuals in their treatment.

MH Child and Youth Services

1. Our Administrator of Child and Youth Behavioral Health in Liberty County is leaving Tri-County after almost six years in March. She has been working a hybrid in-person/remote schedule since transferring to the Austin area with her husband. She will also be leaving as chair of the Community Resource Collaboration Group for Liberty County.
2. We are having some recent success in hiring in C&Y, but still have significant staffing needs. We have hired our first bilingual Child and Youth Mental Health Specialist in a long time.
3. Our school-based team has been working very closely with the Crisis Department and school administrators recently due to the number of students being sent to the Psychiatric Emergency Treatment Center from our highest need school.

Criminal Justice Services

1. The Jail Liaison continues to provide screening and continuity of care to ensure appropriate treatment is provided to address mental health needs. In January, the Jail Liaison provided screening and discharge planning with 113 individuals, facilitating connections to needed treatment.
2. Due to effects on staffing related to the pandemic, the number of referrals received by the TCOOMMI program fell in January, resulting in caseloads that are below contracted requirements for numbers served. The program has requested a waiver and continues persistent communication with probation and parole to encourage awareness of the importance of behavioral health care and promote connection to treatment.
3. The Outpatient Competency Restoration program continues to work closely with the District Attorney to encourage referrals to the program.

Substance Use Disorder Services

1. In January, the Youth Substance Use Disorder treatment program experienced a significant increase in requests for services, with 40% more referrals compared to the same time last year. While the reason for this growth is unclear, the program is taking steps to ensure ongoing access to treatment as well as the provision of quality care.
2. Over the last year, the Substance Use Treatment programs have monitored treatment outcomes with a goal of understanding efficacy of treatment and determine where changes need to be made to enhance outcomes. At the conclusion of this study, it was found that 92% of adults and 84% of youth who engaged in the program report a reduction in substance use over the course of treatment.
3. We are experiencing some turnover on our prevention team, but are having success finding applicants due to attendance at recent job fairs. Prevention specialists do not have to meet QMHP credentials. Many individuals interested in prevention are college graduates who have a degree in Health Administration.
4. We have recently added prevention education groups in schools in Walker County. During the first semester of this school year, the schools were experiencing too many challenges with their schedules. Due to our collaboration with the administrators, we have finally found a way to make it work for them.

5. Despite the turnover they are experiencing as well as school scheduling issues, our Prevention Team continues to make great progress towards hitting contracted targets for prevention education groups. The feedback we are receiving from HHS Program Specialists is that very few prevention programs are doing this well.

IDD Services

1. IDD Services, both authority and provider, are preparing for the transition to Texas Medicaid & Healthcare Partnership "TMHP" effective March 1, 2022. This is a major transition for authorization of services and billing. We are hopeful for a smooth transition.
2. IDD Provider Services continues to have significant staff shortage. Salary increase has resulted in a couple of applications, but we are hoping for more.
3. As of January 31, 2022, IDD Authority has added 64 individuals to the HCS and TxHmL interest lists.
4. IDD Psychologists have assessed 117 individuals to determine eligibility for IDD services.

Support Services

1. Quality Management (QM):

- a. Quality Management and IDD Authority staff participated in the IDD Authority Audit February 7 – 11th. In addition to review of documentation of program services, HHSC reviewed the Center's IDD QM Plan, IDD Emergency Plan, complaints, Human Resources and Training information.
- b. Quality Management and Youth Empowerment Services (YES) Program staff participated in an audit by HHSC in mid-January and received the final report on January 28, 2022. While there were a few items requiring corrective action, there were many improvements made over this past year and the program did very well during this review. Staff are currently finalizing the corrective action plan which is due at the end of February.
- c. The Department currently has one vacancy for a Quality/Utilization Management Specialist.
- d. The Continuous Quality Improvement Committee met on January 28, 2022 to review data associated with FY 22 goals and discuss next steps.
- e. Staff prepared and submitted three records requests, one chart each, to various insurance companies dating back to January 2021.
- f. Staff prepared and submitted four charts for the biannual Superior Health Plan audit scheduled for March 3, 2022.

2. Utilization Management (UM):

- a. The Data Analyst has continued to actively review the Center's risk stratification data and make referrals to the Care Coordination team as appropriate. As a part of this process, case managers are also notified if a high need is identified.

3. **Training:**
 - a. The Clinical Trainer has begun providing Child and Adolescent Needs and Strengths Assessment (CANS)/Adult Needs and Strengths Assessment (ANSA) Superuser training to 40% of the Center’s users of this assessment as required by our HHSC performance contract.

4. **Veteran Services and Veterans Counseling/Crisis:**
 - a. Our veteran grants continue to reach many veterans and their family members by providing treatment for a wide range of different diagnoses. We have implemented a new Military Spouse Resiliency Group designated for active-duty partners of military members which meets weekly for 13 weeks. In the last few months we have also established the first Veteran Spouse Resiliency Group which produced positive results for veteran family members.
 - b. We have increased veteran peer support opportunities by offering bi-monthly social events for military and veteran spouses, partners, caregivers, family members, and individuals divorced or widowed from a service member or veteran.
 - c. We are growing in Liberty and now have 17 active peer mentors, we have a strong partnership with the Liberty VFW where we are holding our weekly veteran peer group.

5. **Planning and Network Advisory Committee(s) (MH and IDD PNACs):**
 - a. IDD PNAC Met on February 16, 2022 to review and discuss Center Updates. Committee Membership was discussed as the committee is seeking an individual served who may be interested in participating on the Committee.

Community Activities

1. The Mental Health First Aid Team will be facilitating 16 classes this month.
2. Conroe Coalition for the Homeless is collaborating with the Conroe Police Department in hopes of developing a Homeless Outreach Team (HOT) in an effort to bridge the gaps that exist between the police, the homeless, and the community providers. The goal is to decrease arrests of the homeless and increase the ability of the officers to make a referral to a more appropriate community resource.

Agenda Item: Personnel Report for January 2022

Board Meeting Date:

February 24, 2022

Committee: Executive

Background Information:

None

Supporting Documentation:

Personnel Report for January 2022

Recommended Action:

For Information Only

Personnel Report January 2022

Total Applications received in January = 160

Total New Hires for January = 7

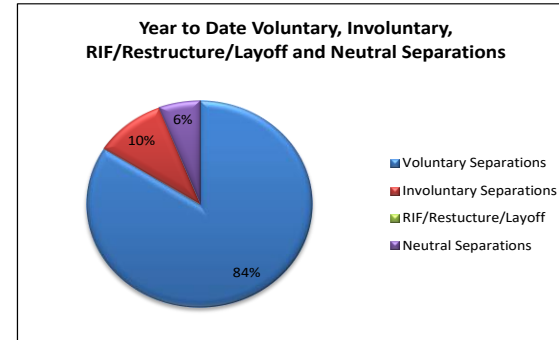
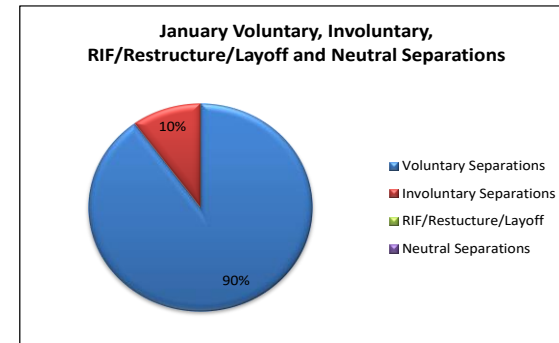
Total New Hires Year to Date = 34

Total Budgeted FTE Positions = 474.25

Vacant FTE Positions = 167.47

January Turnover - FY22 compared to FY21	FY22	FY21
Number of Active Employees	316	383
Number of Monthly Separations	10	5
Number of Separations YTD	69	38
Year to Date Turnover Rate	22%	10%
January Turnover Rate	3%	1%

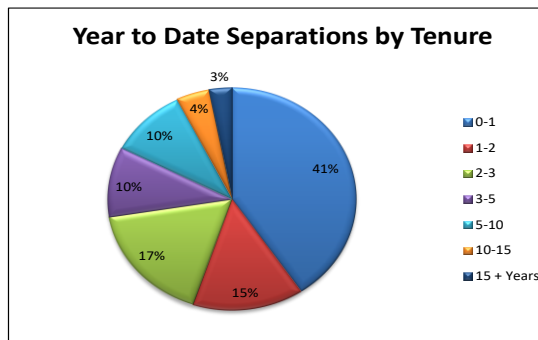
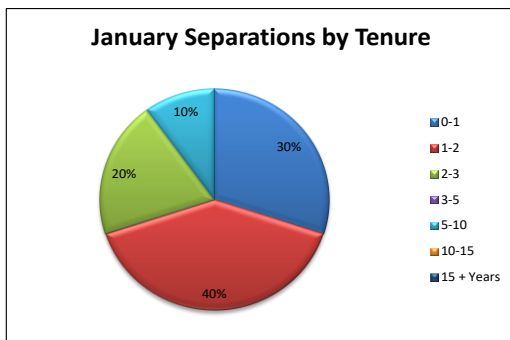
Separations by Reason	January Separations	FY22 YTD
Death	0	0
Dissatisfaction with Supervisor/Job	0	0
Family	1	4
Another job	5	32
Lack of Opportunity for Advancement	0	1
Relocating	0	5
Retirement	0	1
Return to School	1	7
Schedule	1	3
Uncomfortable with Job Duties	0	1
Health	1	4
RIF/Restructure/Layoff	0	0
Neutral Termination	0	4
Involuntarily Terminated	1	7
Total Separations	10	69



Management Team	# of Current Employees	January Separations	Year to Date Separations	% January	% Year to Date
Evan Roberson	32	1	6	3%	19%
Millie McDuffey	31	2	3	6%	10%
Amy Foerster	4	0	1	0%	25%
Tanya Bryant	9	0	1	0%	11%
Sara Bradfield	83	1	10	1%	12%
Melissa Zemencsik	61	0	17	0%	28%
Catherine Prestigiovanni	8	2	6	25%	75%
PETC	29	1	15	3%	52%
Kelly Shropshire	31	2	6	6%	19%
Kathy Foster	20	1	4	5%	20%
Kenneth Barfield	8	0	0	0%	0%
Total	316	10	69		

* COVID Grant Ended

Separation by EEO Category	# of Employees	January Separations	Year to Date Separations	% January	% Year to Date
Supervisors & Managers	28	0	3	0%	11%
Medical (MD,DO, LVN, RN, APN, PA, Psychologist)	35	1	13	3%	37%
Professionals (QMHP)	92	3	25	3%	27%
Professionals (QIDP)	21	2	6	10%	29%
Licensed Staff (LDCD, LPC...)	30	0	4	0%	13%
Business Services (Accounting)	12	0	0	0%	0%
Central Administration (HR, IT, Executive Director)	17	0	1	0%	6%
Program Support (Financial Counselors, QA, Training, Med. Records)	49	3	10	6%	20%
Nurse Technicians/Aides	11	0	5	0%	45%
Service/Maintenance	7	0	0	0%	0%
Direct Care (HCS, Respite, Life Skills)	14	1	2	7%	14%
Total	316	10	69		



Agenda Item: Texas Council Risk Management Fund Claims Summary as of January 2022

Board Meeting Date:

February 24, 2022

Committee: Executive

Background Information:

None

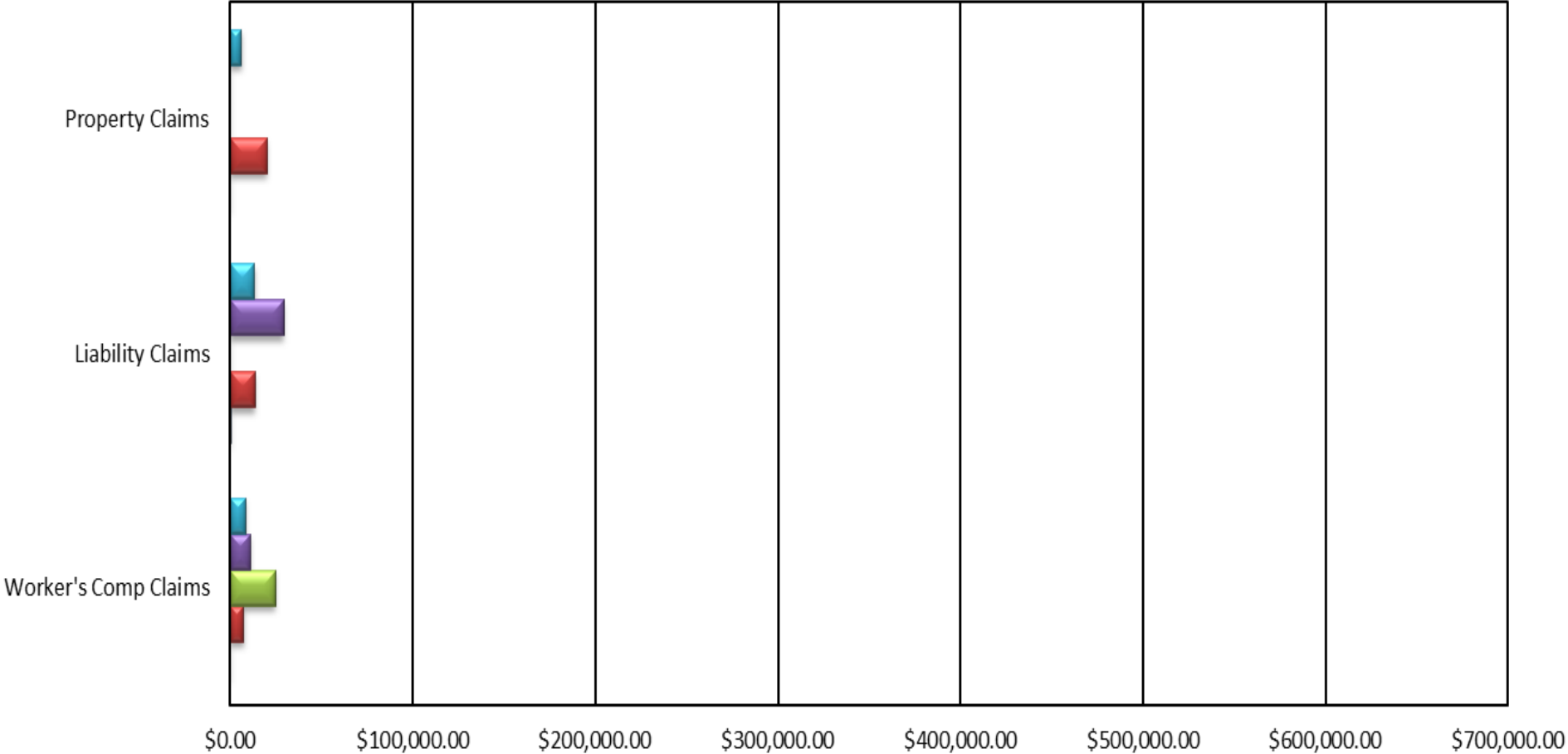
Supporting Documentation:

Texas Council Risk Management Fund Claims Summary as of January 2022

Recommended Action:

For Information Only

TCRMF Claims Summary January 2022



	Worker's Comp Claims	Liability Claims	Property Claims
■ 2018	\$8,202.00	\$13,108.00	\$6,126.00
■ 2019	\$10,826.00	\$29,330.00	\$0.00
■ 2020	\$24,836.00	\$0.00	\$0.00
■ 2021	\$7,366.00	\$13,434.00	\$20,074.00
■ 2022	\$0.00	\$182.00	\$0.00

Agenda Item: Approve January 2022 Financial Statements

Board Meeting Date

February 24, 2022

Committee: Business

Background Information:

None

Supporting Documentation:

January 2022 Financial Statements

Recommended Action:

Approve January 2022 Financial Statements

January 2022 Financial Summary

Revenues for January 2022 were \$3,411,734 and operating expenses were \$2,696,803 resulting in a gain in operation of \$714,931. Capital Expenditures and Extraordinary Expenses for January were \$676,908 resulting in a gain of \$38,023. Total revenues were 118.89% of the monthly budgeted revenues and total expenses were 117.57% of the monthly budgeted expenses (difference of 1.32%).

Year to date revenues are \$16,028,273 and operating expenses are \$14,491,286 leaving excess operating revenues of \$1,536,987. YTD Capital Expenditures and Extraordinary Expenses are \$1,050,179 resulting in a gain YTD of \$486,808. Total revenues are 109.09% of the YTD budgeted revenues and total expenses are 105.84% of the YTD budgeted expenses (difference of 3.26%).

REVENUES

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

Revenue Source	YTD Revenue	YTD Budget	% of Budget	\$ Variance
Medicaid - PASRR	24,319	59,940	40.57%	35,621
HHSC - COPSD	5,419	29,840	18.16%	24,421
DSHS Outpatient Competency Restoration	55,628	92,398	60.20%	36,770

Medicaid – PASRR – Since the beginning of COVID it has been difficult to provide PASRR services at nursing facilities and we have also had staff turnover that has affected the program revenue in this line item. We anticipate this trend will continue until the virus settles down.

HHSC – COPSD – As we have seen since COVID started, this program is mostly a face to face program and service delivery has been difficult to provide while COVID numbers have been high in our service area. We hope to see revenue numbers improve as COVID cases decrease.

DSHS Outpatient Competency Restoration – This program is a cost reimbursement program that has had a vacant position for over a year and we now have the Program Manager position open as well. The vacancies resulted in lower expenses, and therefore, revenue is also lower than budgeted.

EXPENSES

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

Expense Source	YTD Expenses	YTD Budget	% of Budget	\$ Variance
Contract – Non-Clinical	483,174	358,604	134.74%	124,570
Consultant – Other	191,744	113,750	168.57%	77,994
Fixed Asset – Building	479,356	0	0	479,356
Fixed Asset – Bldg. Improvement	160,442	0	0	160,442
Fixed Asset – Furniture & Equipment	62,044	4,162	14.91%	57,882
Payroll – ARPA Retention	639,909	0	0	639,909
TCBHC Retention Incentive	148,000	0	0	148,000

Contract – Non-Clinical – This line item includes expenses incurred for the SAMHSA – CMHC grant that was awarded after the start of the fiscal year as well as some other expenses related to the purchase of the new Porter facility that was approved to purchase at the October 28th Board meeting. This line item will be adjusted to include the new program and facility purchase on the first budget revision.

Consultant – Other – This line item will be adjusted in the budget revision for the expenses that are being booked for the new ARPA funded programs.

Fixed Asset Building – This line item reflects the down payment for the purchase of the Porter building. This was approved at the October 28th Board meeting and is offset by a transfer of reserves on the revenue side.

Fixed Asset Building Improvements - This line item reflects some facility modifications that were made to increase security for staff at the Cleveland and Liberty locations. These modifications were approved at the September 21st Board meeting and will be completed this fiscal year. This line item will be adjusted to include these expenses on the first budget revision.

Fixed Asset – Furn & Equip – This line item is the deposit for the purchase of the furniture ordered before the pricing went up for the Porter facility that was approved to purchase at the October 28th Board meeting.

Payroll – ARPA Retention Incentive – This is a new line item that continues from last month and was funded after the start of the fiscal year. This expense line is offset by the new revenue line for the funds awarded from Montgomery County from the American Rescue Plan Act. These funds pay for premium pay or recruitment incentives for essential workers to offer additional support to those who have and will continue to bear the greatest health risks because of their service in critical frontline positions to serve our clients. We will reflect these new lines in the next budget revision.

TCBHC Retention Incentive – This is the expense line for the essential workers in the rural counties that compare to the positions that were funded by the Montgomery County ARPA funds as listed above. We have recently received funding from the Walker County ARPA funds so this will be reduced going forward for positions located in that County. The remaining positions will be funded by agency lapse.

**TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended January 2022**

	TOTALS COMBINED FUNDS January 2022	TOTALS COMBINED FUNDS December 2021	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	1,750	1,748	2
Cash on Deposit - General Fund	9,452,924	9,485,453	(32,528)
Cash on Deposit - Debt Fund	-	-	-
Accounts Receivable	4,603,358	5,312,379	(709,021)
Inventory	2,843	2,843	-
TOTAL CURRENT ASSETS	14,060,875	14,802,423	(741,547)
FIXED ASSETS	18,541,959	18,541,959	-
OTHER ASSETS	175,911	222,997	(47,086)
TOTAL ASSETS	\$ 32,778,745	\$ 33,567,379	\$ (788,632)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,714,776	1,483,751	231,025
NOTES PAYABLE	738,448	738,448	-
DEFERRED REVENUE	2,681,173	3,266,737	(585,564)
LONG-TERM LIABILITIES FOR			
First Financial Conroe Building Loan	10,500,719	10,542,256	(41,536)
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	486,808	448,784	38,024
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(10,500,719)	(10,542,256)	41,536
Reserved for Debt Retirement			-
COMMITTED			
Net Assets - Property and Equipment	18,541,959	18,541,959	-
Reserved for Vehicles & Equipment Replacement	613,712	613,712	-
Reserved for Facility Improvement & Acquisitions	2,021,715	2,500,000	(478,285)
Reserved for Board Initiatives	1,500,000	1,500,000	-
Reserved for 1115 Waiver Programs	502,677	502,677	-
ASSIGNED			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	30,835	24,668	6,167
Reserved for Insurance Deductibles	100,000	100,000	-
Reserved for Accrued Paid Time Off	(738,448)	(738,448)	-
UNASSIGNED			
Unrestricted and Undesignated	4,310,682	4,310,682	(0)
TOTAL LIABILITIES/FUND BALANCE	\$ 32,778,745	\$ 33,567,379	\$ (788,633)

**TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended January 2022**

	General Operating Funds	Memorandum Only Final August 2021
ASSETS		
CURRENT ASSETS		
Imprest Cash Funds	1,750	2,850
Cash on Deposit - General Fund	9,452,924	8,111,466
Cash on Deposit - Debt Fund	-	-
Accounts Receivable	4,603,358	3,656,102
Inventory	2,843	2,918
TOTAL CURRENT ASSETS	14,060,875	11,773,337
FIXED ASSETS	18,541,959	18,541,959
OTHER ASSETS	175,911	164,343
	\$ 32,778,745	\$ 30,479,639
LIABILITIES, DEFERRED REVENUE, FUND BALANCES		
CURRENT LIABILITIES	1,714,776	1,489,380
NOTES PAYABLE	738,448	738,448
DEFERRED REVENUE	2,681,173	646,820
LONG-TERM LIABILITIES FOR		
First Financial Conroe Building Loan	10,500,719	10,709,095
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR		
General Fund	486,808	(188,629)
FUND EQUITY		
RESTRICTED		
Net Assets Reserved for Debt Service - Restricted	(10,500,719)	(10,709,095)
Reserved for Debt Retirement	-	-
COMMITTED		
Net Assets - Property and Equipment - Committed	18,541,959	18,541,959
Reserved for Vehicles & Equipment Replacement	613,712	613,712
Reserved for Facility Improvement & Acquisitions	2,021,715	2,500,000
Reserved for Board Initiatives	1,500,000	1,500,000
Reserved for 1115 Waiver Programs	502,677	502,677
ASSIGNED		
Reserved for Workers' Compensation - Assigned	274,409	274,409
Reserved for Current Year Budgeted Reserve - Assigned	30,835	-
Reserved for Insurance Deductibles - Assigned	100,000	100,000
Reserved for Accrued Paid Time Off	(738,448)	(738,448)
UNASSIGNED		
Unrestricted and Undesignated	4,310,682	4,499,309
TOTAL LIABILITIES/FUND BALANCE	\$ 32,778,745	\$ 30,479,638

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
For the Month Ended January 2022
and Year To Date as of January 2022

INCOME:	MONTH OF January 2022	YTD January 2022
	<u> </u>	<u> </u>
Local Revenue Sources	583,306	1,022,320
Earned Income	1,070,316	6,109,008
General Revenue - Contract	1,758,112	8,896,945
TOTAL INCOME	<u>\$ 3,411,734</u>	<u>\$ 16,028,273</u>
EXPENSES:		
Salaries	1,312,498	8,418,246
Employee Benefits	312,420	1,631,999
Medication Expense	44,640	239,737
Travel - Board/Staff	15,730	89,610
Building Rent/Maintenance	23,974	90,558
Consultants/Contracts	775,716	2,980,876
Other Operating Expenses	211,824	1,040,261
TOTAL EXPENSES	<u>\$ 2,696,803</u>	<u>\$ 14,491,286</u>
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	<u>\$ 714,931</u>	<u>\$ 1,536,987</u>
CAPITAL EXPENDITURES		
Capital Outlay - FF&E, Automobiles, Building	607,241	701,842
Capital Outlay - Debt Service	69,667	348,337
TOTAL CAPITAL EXPENDITURES	<u>\$ 676,908</u>	<u>\$ 1,050,179</u>
GRAND TOTAL EXPENDITURES	<u>\$ 3,373,711</u>	<u>\$ 15,541,465</u>
Excess (Deficiency) of Revenues and Expenses	<u>\$ 38,023</u>	<u>\$ 486,808</u>

Debt Service and Fixed Asset Fund:		
Debt Service	69,667	348,337
Excess (Deficiency) of Revenues over Expenses	<u>69,667</u>	<u>348,337</u>

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
Year to Date as of January 2022

	YTD January 2022	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	1,022,320	336,429	685,891
Earned Income	6,109,008	5,402,144	706,864
	8,896,945	8,953,988	(57,043)
TOTAL INCOME	\$ 16,028,273	\$ 14,692,561	\$ 1,335,712
EXPENSES:			
Salaries	8,418,246	8,243,561	174,685
Employee Benefits	1,631,999	1,719,986	(87,988)
Medication Expense	239,737	249,270	(9,533)
Travel - Board/Staff	89,610	122,759	(33,149)
Building Rent/Maintenance	90,558	84,395	6,163
Consultants/Contracts	2,980,876	2,840,046	140,829
Other Operating Expenses	1,040,261	1,067,730	(27,469)
TOTAL EXPENSES	\$ 14,491,286	\$ 14,327,747	\$ 163,539
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 1,536,987	\$ 364,814	\$ 1,172,173
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles, Building	701,842	8,464	693,378
Capital Outlay - Debt Service	348,337	348,345	(8)
TOTAL CAPITAL EXPENDITURES	\$ 1,050,179	\$ 356,809	\$ 693,370
GRAND TOTAL EXPENDITURES	\$ 15,541,465	\$ 14,684,556	\$ 856,909
Excess (Deficiency) of Revenues and Expenses	\$ 486,808	\$ 8,005	\$ 478,803

Debt Service and Fixed Asset Fund:			
Debt Service	348,337	348,345	(8)
Excess(Deficiency) of Revenues over Expenses	348,337	348,345	(8)

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
For the Month Ended January 2022

INCOME:	MONTH OF January 2022	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	583,306	73,433	509,873
Earned Income	1,070,316	1,027,636	42,680
General Revenue-Contract	1,758,112	1,768,611	(10,499)
TOTAL INCOME	\$ 3,411,734	\$ 2,869,680	\$ 542,054
EXPENSES:			
Salaries	1,312,498	1,494,675	(182,177)
Employee Benefits	312,420	339,430	(27,010)
Medication Expense	44,640	39,854	4,786
Travel - Board/Staff	15,730	23,894	(8,164)
Building Rent/Maintenance	23,974	16,879	7,095
Consultants/Contracts	775,716	655,659	120,057
Other Operating Expenses	211,824	221,604	(9,780)
TOTAL EXPENSES	\$ 2,696,803	\$ 2,791,995	\$ (95,192)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 714,931	\$ 77,685	\$ 637,246
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles, Building	607,241	7,832	599,409
Capital Outlay - Debt Service	69,667	69,669	(2)
TOTAL CAPITAL EXPENDITURES	\$ 676,908	\$ 77,501	\$ 599,407
GRAND TOTAL EXPENDITURES	\$ 3,373,711	\$ 2,869,496	\$ 504,215
Excess (Deficiency) of Revenues and Expenses	\$ 38,023	\$ 184	\$ 37,839

Debt Service and Fixed Asset Fund:			
Debt Service	69,667	69,669	(2)
Excess (Deficiency) of Revenues over Expenses	69,667	69,669	(2)

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With YTD January 2021 Comparative Data
Year to Date as of January 2022

INCOME:	<u>YTD January 2022</u>	<u>YTD January 2021</u>	<u>Increase (Decrease)</u>
Local Revenue Sources	1,022,320	1,321,038	(298,718)
Earned Income	6,109,008	5,439,437	669,571
General Revenue-Contract	8,896,945	7,994,163	902,782
TOTAL INCOME	\$ 16,028,273	\$ 14,754,638	\$ 1,273,635
EXPENSES:			
Salaries	8,418,246	8,319,839	98,407
Employee Benefits	1,631,999	1,731,799	(99,801)
Medication Expense	239,737	322,105	(82,368)
Travel - Board/Staff	89,610	48,901	40,709
Building Rent/Maintenance	90,558	102,449	(11,891)
Consultants/Contracts	2,980,876	2,086,484	894,392
Other Operating Expenses	1,040,261	1,020,811	19,450
TOTAL EXPENSES	\$ 14,491,286	\$ 13,632,386	\$ 858,898
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 1,536,987	\$ 1,122,252	\$ 414,737
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles, Building	701,842	516,152	185,690
Capital Outlay - Debt Service	348,337	348,350	(13)
TOTAL CAPITAL EXPENDITURES	\$ 1,050,179	\$ 864,502	\$ 185,677
GRAND TOTAL EXPENDITURES	\$ 15,541,465	\$ 14,496,888	\$ 1,044,577
Excess (Deficiency) of Revenues and Expenses	\$ 486,808	\$ 257,747	\$ 229,060

Debt Service and Fixed Asset Fund:			
Debt Service	348,337	348,350	(13)
Excess (Deficiency) of Revenues over Expenses	348,337	348,350	(13)

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With January 2021 Comparative Data
For the Month ending January 2022

INCOME:	MONTH OF January 2022	MONTH OF January 2021	Increase (Decrease)
Local Revenue Sources	583,306	94,681	488,625
Earned Income	1,070,316	1,064,156	6,160
General Revenue-Contract	1,758,112	1,510,068	248,044
TOTAL INCOME	\$ 3,411,734	\$ 2,668,905	\$ 742,829
Salaries	1,312,498	1,538,622	(226,124)
Employee Benefits	312,420	355,059	(42,639)
Medication Expense	44,640	64,436	(19,796)
Travel - Board/Staff	15,730	9,243	6,487
Building Rent/Maintenance	23,974	11,074	12,900
Consultants/Contracts	775,716	459,635	316,081
Other Operating Expenses	211,824	199,480	12,344
TOTAL EXPENSES	\$ 2,696,803	\$ 2,637,547	\$ 59,254
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 714,931	\$ 31,358	\$ 683,575
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles, Building	607,241	7,530	599,711
Capital Outlay - Debt Service	69,667	69,670	(3)
TOTAL CAPITAL EXPENDITURES	\$ 676,908	\$ 77,200	\$ 599,708
GRAND TOTAL EXPENDITURES	\$ 3,373,711	\$ 2,714,747	\$ 658,964
Excess (Deficiency) of Revenues and Expenses	\$ 38,023	\$ (45,845)	\$ 83,867

Debt Service and Fixed Asset Fund:

Debt Service	69,667	69,670	(3)
Excess (Deficiency) of Revenues over Expenses	69,667	69,670	(3)

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With December 2021 Comparative Data
For the Month Ended January 2022

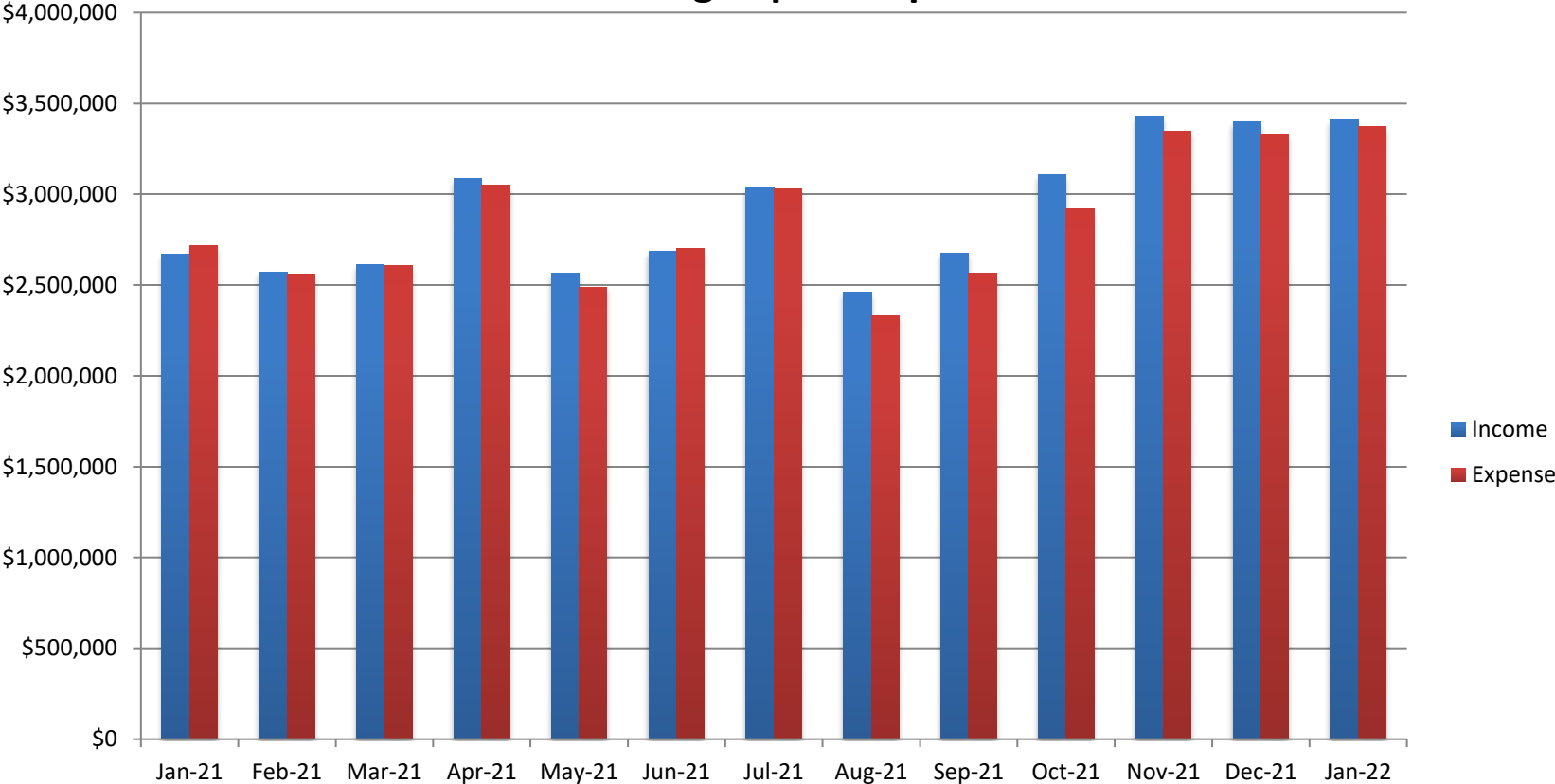
INCOME:	MONTH OF December 2021	MONTH OF December 2021	Increase (Decrease)
Local Revenue Sources	583,306	66,789	516,518
Earned Income	1,070,316	1,437,261	(366,945)
General Revenue-Contract	1,758,112	1,895,954	(137,842)
TOTAL INCOME	\$ 3,411,734	\$ 3,400,003	\$ 11,731
EXPENSES:			
Salaries	1,312,498	2,024,687	(712,189)
Employee Benefits	312,420	347,027	(34,607)
Medication Expense	44,640	45,935	(1,294)
Travel - Board/Staff	15,730	17,719	(1,989)
Building Rent/Maintenance	23,974	25,962	(1,988)
Consultants/Contracts	775,716	544,410	231,306
Other Operating Expenses	211,824	196,536	15,288
TOTAL EXPENSES	\$ 2,696,803	\$ 3,202,276	\$ (505,473)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 714,931	\$ 197,728	\$ 517,204
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles, Building	607,241	58,215	549,026
Capital Outlay - Debt Service	69,667	69,667	-
TOTAL CAPITAL EXPENDITURES	\$ 676,908	\$ 127,883	\$ 549,026
GRAND TOTAL EXPENDITURES	\$ 3,373,711	\$ 3,330,158	\$ 43,553
Excess (Deficiency) of Revenues and Expenses	\$ 38,023	\$ 69,845	\$ (31,822)

Debt Service and Fixed Asset Fund:			
Debt Service	69,667	69,667	-
Excess (Deficiency) of Revenues over Expenses	69,667	69,667	-

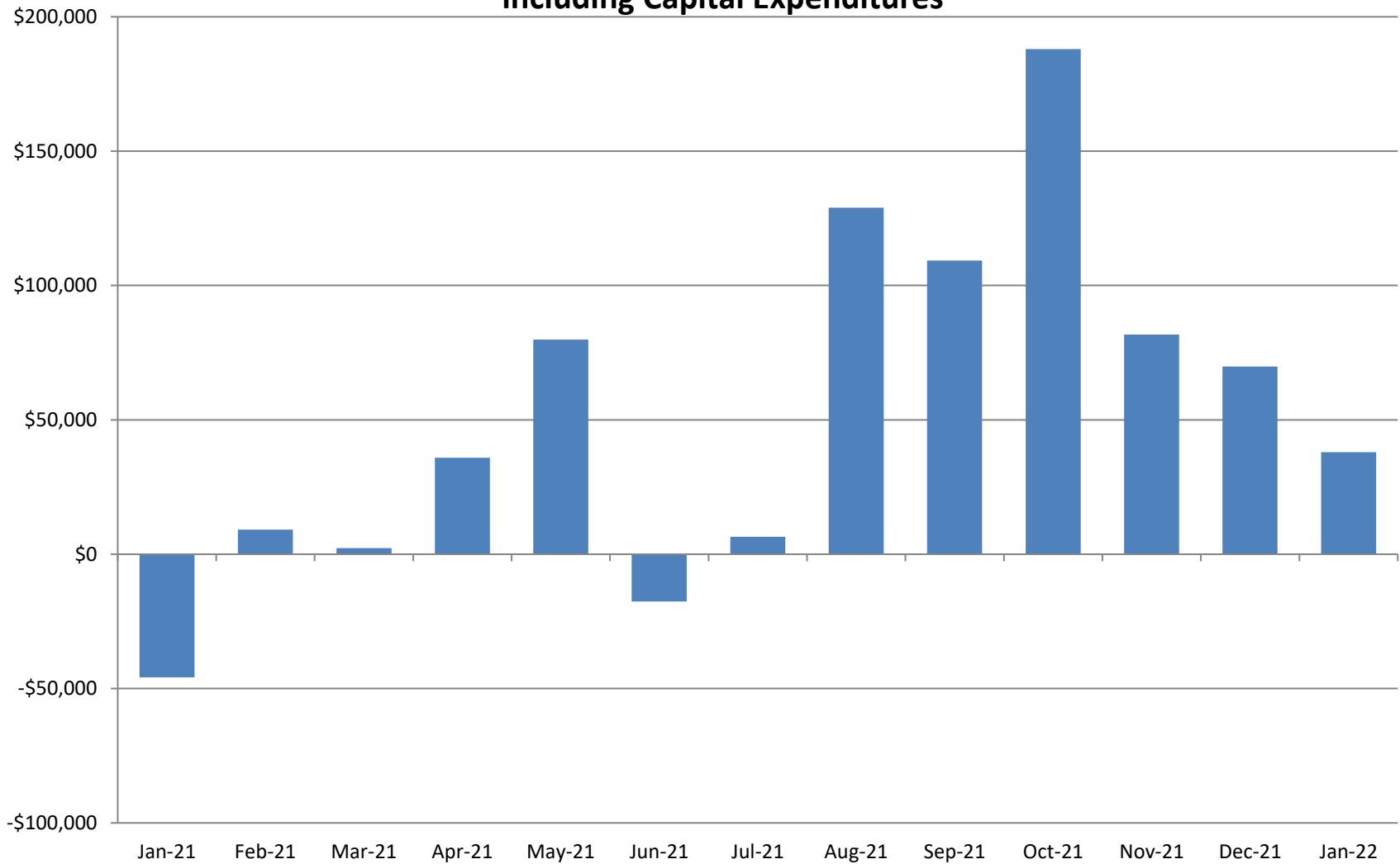
TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary by Service Type
Compared to Budget
Year To Date as of January 2022

	YTD Mental Health January 2022	YTD IDD January 2022	YTD Other Services January 2022	YTD Agency Total January 2022	YTD Approved Budget January 2022	Increase (Decrease)
INCOME:						
Local Revenue Sources	861,309	(83,220)	244,230	1,022,320	336,429	685,891
Earned Income	1,714,042	1,532,078	2,862,888	6,109,008	5,402,144	706,864
General Revenue-Contract	7,689,538	691,735	515,672	8,896,945	8,953,988	(57,043)
TOTAL INCOME	\$ 10,264,889	\$ 2,140,593	\$ 3,622,790	\$ 16,028,273	\$ 14,692,561	\$ 1,335,712
EXPENSES:						
Salaries	4,868,566	1,169,696	2,379,984	8,418,246	8,243,561	174,685
Employee Benefits	985,719	235,585	410,695	1,631,999	1,719,986	(87,987)
Medication Expense	200,309	-	39,428	239,737	249,270	(9,533)
Travel - Board/Staff	43,631	26,399	19,579	89,610	122,759	(33,149)
Building Rent/Maintenance	67,108	6,675	16,774	90,558	84,395	6,163
Consultants/Contracts	2,267,118	379,010	334,748	2,980,876	2,840,046	140,830
Other Operating Expenses	619,562	238,521	182,179	1,040,261	1,067,730	(27,469)
TOTAL EXPENSES	\$ 9,052,013	\$ 2,055,886	\$ 3,383,387	\$ 14,491,286	\$ 14,327,747	\$ 163,539
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 1,212,876	\$ 84,707	\$ 239,403	\$ 1,536,987	\$ 364,814	\$ 1,172,173
CAPITAL EXPENDITURES						
Capital Outlay - FF&E, Automobiles, Building	502,231	76,412	123,200	701,842	8,464	693,378
Capital Outlay - Debt Service	219,452	48,767	80,117	348,336	348,345	(9)
TOTAL CAPITAL EXPENDITURES	\$ 721,683	\$ 125,179	\$ 203,317	\$ 1,050,179	\$ 356,809	\$ 693,369
GRAND TOTAL EXPENDITURES	\$ 9,773,696	\$ 2,181,065	\$ 3,586,704	\$ 15,541,465	\$ 14,684,556	\$ 856,908
Excess (Deficiency) of Revenues and Expenses	\$ 491,193	\$ (40,472)	\$ 36,086	\$ 486,808	\$ 8,005	\$ 478,804
Debt Service and Fixed Asset Fund:						
Debt Service	219,452	48,767	80,117	348,336	348,345	(128,893)
Excess (Deficiency) of Revenues over Expenses	219,452	48,767	80,117	348,336	348,345	(128,893)

TRI-COUNTY BEHAVIORAL HEALTHCARE Income and Expense including Capital Expenditures



TRI-COUNTY BEHAVIORAL HEALTHCARE
Income after Expense
including Capital Expenditures



Agenda Item: Approve FY 2022 Budget Revision

Board Meeting Date

February 24, 2022

Committee: Business

Background Information:

Periodically, throughout the budget year, we adjust the budget for changes to funding or other scenarios that may have changed from the initial budget process.

This budget revision reflects new programs awarded after the beginning of fiscal year. This revision also shows adjustments made to revenue and expenses based on YTD trends and projections through the end of the fiscal year.

Supporting Documentation:

Summary

FY 2022 Budget Revision

Recommended Action:

Approve FY 2022 Budget Revision

**Tri-County Behavioral Healthcare
Proposed FY 2022 REVISED BUDGET Compared to
Current Approved FY 2022 Budget**

Explanation of line items that have material changes over \$10,000 from Proposed FY 2022 REVISED BUDGET compared to the Current Approved FY 2022 Budget.

REVENUES:

Local Revenue – This line item reflects an increase in a couple of different lines. First, we have a transfer from reserves for the down payment on the Porter building and also for the expansion of office space at the Liberty building. This line also reflects an increase in rental income from the space that is leased out at the Porter location. And we have received funds from the Phase 4 of the Provider Relief funds from U.S. Department of Health and Human Services, through the Health Resources and Services and Administration (HRSA).

Earned Income – This line item reflects both increases and decreases. On the increase side we have received ARPA funding from both Montgomery County and Walker County. This line also reflects an increase for a portion of the SAMHSA – CMHC grant. The balance of the SAMHSA funds will be in the next budget revision. And we also received an increase from the UTSA Veterans contract. Decreases in this line are in the programs that have had vacancies and been unable to earn the initial projected revenue. These programs include IDD Service Coordination, MH Case Management, Rehabilitation services and the Outpatient Competency Restoration.

General Revenue – This line is another mixed line. We adjusted this line to reflect the General Revenue as received on the last contract amendment. This line also has some decreases for programs that are cost reimbursement from HHSC such as First Episode Psychosis, COPSD and Supportive Housing. These programs had vacancies as well as difficulties in service delivery.

EXPENSES:

Salaries – This line item reflects an overall increase. As normal we have adjusted down for the year to date lapse for vacant positions. This line also reflects pay increases and ARPA pay for staff hiring and retention incentives.

Employee Benefits – This line item decreased based on the year to date trends of all the fringe benefits based on vacancies this fiscal year.

Travel – Board/Staff – This line item reflects the year to date trends of staff travel. We do expect that this line will be used more for the remaining part of the fiscal year as business gets back to a new normal.

Medication Expense – This line item reflects a decrease based on year to date trends.

Building Rent/Maintenance – This line item was adjusted just slightly based on year to date trends.

Consultants/Contracts – This line item reflects an increase mainly from the ARPA funds which have provided funds for a contract for creation of a Database and additional funds for Contract Hospital. We also have a contract as a part of the SAMHSA grant for contract evaluation.

Other Operating Expenses – This line item reflects an overall decrease for the year to date trends in usage of program supplies and computer air cards that are related to staff vacancies. This line also has some increases for some areas such as infection control cleaning and supplies,

software license fees, moving expenses paid for a new Doctor that was hired and also an increase in recruiting costs.

Capital Outlay-FF&E, Automobiles – This line item reflects an increase of fixed assets that include the down payment of the Porter building, the furniture and renovations for the same facility and the expansion of offices at the Liberty location.

Capital Outlay - Debt Service Bonds – This line item reflects the financing of the Porter facility that was purchased in January for the Children’s clinic that will be operated with ARPA funding from Montgomery County.

**TRI-COUNTY BEHAVIORAL HEALTHCARE
PROPOSED FY 2022 REVISED BUDGET COMPARED TO
CURRENT APPROVED FY 2022 BUDGET**

INCOME:	PROPOSED FY 2022 BEGINNING BUDGET	CURRENT APPROVED FY 2022 BUDGET	Increase (Decrease)
Local Revenue Sources	\$ 2,111,160	\$ 950,475	\$ 1,160,685
Earned Income	\$ 18,227,956	\$ 16,366,368	\$ 1,861,588
General Revenue	\$ 18,924,084	\$ 18,885,572	\$ 38,512
TOTAL INCOME	\$ 39,263,200	\$ 36,202,415	\$ 3,060,785
EXPENSES:			
Salaries	\$ 22,486,960	\$ 21,948,882	\$ 538,078
Employee Benefits	\$ 4,144,588	\$ 4,344,862	\$ (200,274)
Travel-Board/Staff	\$ 378,790	\$ 441,884	\$ (63,094)
Medication Expense	\$ 678,245	\$ 718,245	\$ (40,000)
Building Rent/Maintenance	\$ 179,250	\$ 189,250	\$ (10,000)
Consultants/Contracts	\$ 5,943,167	\$ 4,796,916	\$ 1,146,251
Other Operating Expenses	\$ 2,614,189	\$ 2,662,299	\$ (48,110)
TOTAL EXPENSES	\$ 36,425,189	\$ 35,102,337	\$ 1,322,852
Excess (Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 2,838,011	\$ 1,100,078	\$ 1,737,933
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles	\$ 1,428,898	\$ 264,050	\$ 1,164,848
Capital Outlay - Debt Services Bonds	\$ 919,113	\$ 836,028	\$ 83,085
TOTAL CAPITAL EXPENDITURES	\$ 2,348,011	\$ 1,100,078	\$ 1,247,933
GRAND TOTAL EXPENDITURES	\$ 38,773,200	\$ 36,202,415	\$ 2,570,785
Excess (Deficiency) of Revenues and Expenses	\$ 490,000	\$ -	\$ 490,000

Agenda Item: Ratify Temporary Assistance for Needy Families (TANF) Pandemic Emergency Assistance Funds, Contract No. HHS001120200013

Board Meeting Date

February 24, 2022

Committee: Business

Background Information:

The Federal Government has allocated Temporary Assistance for Needy Families funds to states as part of their response to the pandemic.

The purpose of this contract is to “address housing and ancillary needs of needy families in which dependent children have, or reside with a family member who has, a diagnosis of a mental health condition, intellectual or developmental disability (IDD), and/or substance use disorder and who have been impacted by the Coronavirus Disease 2019 (COVID-19) pandemic.”

Tri-County was awarded \$434,358.00 in funds which have to be expended by September 30, 2022.

Fund use includes:

- Rental Housing Support Services (up to four months);
- Housing Modifications (to make homes accessible and safe for dependent children);
- Emergency Housing and Hotel Vouchers (when a member of the household tests positive for COVID-19 to reduce chances of spreading the virus); and
- Ancillary expenses (short-term basic needs such as diapers, clothing, emergency food, burial assistance, etc.).

The Center must develop and implement written procedures outlining how we will stay in compliance with these TANF funds and oversight of the program must be included as part of the QM plan.

Supporting Documentation:

Contract will be available for review at the Board meeting.

Recommended Action:

Ratify Temporary Assistance for Needy Families (TANF) Pandemic Emergency Assistance Funds, Contract No. HHS001120200013

Agenda Item: Board of Trustees Unit Financial Statement as of January 2022

Board Meeting Date

February 24, 2022

Committee: Business

Background Information:

None

Supporting Documentation:

January 2022 Board of Trustees Unit Financial Statement

Recommended Action:

For Information Only

Unit Financial Statement

FY 2022

January 30, 2022

	January 2022 Actuals	January 2022 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
Allocated Revenue	\$ 2,029.00	\$ 2,029.00	\$ -	\$ 10,145.00	\$ 10,145.00	\$ -	100.00%	\$ 24,350.00
Total Revenue	\$ 2,029.00	\$ 2,029.00	\$ -	\$ 10,145.00	\$ 10,145.00	\$ -	100.00%	\$ 24,350.00
Expenses								
Insurance-Worker Compensation	\$ 3.93	\$ 13.00	\$ (9.07)	\$ 10.81	\$ 65.00	\$ (54.19)	16.63%	\$ 150.00
Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 7,500.00	\$ 7,500.00	\$ -	100.00%	\$ 18,000.00
Travel - Local	\$ -	\$ 42.00	\$ (42.00)	\$ -	\$ 210.00	\$ (210.00)	0.00%	\$ 500.00
Travel - Non-local mileage	\$ -	\$ 208.00	\$ (208.00)	\$ -	\$ 1,040.00	\$ (1,040.00)	0.00%	\$ 2,500.00
Travel - Non-local Hotel	\$ -	\$ 167.00	\$ (167.00)	\$ -	\$ 835.00	\$ (835.00)	0.00%	\$ 2,000.00
Travel - Meals	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 500.00	\$ (500.00)	0.00%	\$ 1,200.00
Total Expenses	\$ 1,503.93	\$ 2,030.00	\$ (526.07)	\$ 7,510.81	\$ 10,150.00	\$ (2,639.19)	74.00%	\$ 24,350.00
Total Revenue minus Expenses	\$ 525.07	\$ (1.00)	\$ 526.07	\$ 2,634.19	\$ (5.00)	\$ 2,639.19	26.00%	\$ -

Agenda Item: Construction Project Update – Liberty, Cleveland and Porter, TX Facilities

Board Meeting Date:

February 24, 2022

Committee: Business

Background Information:

Mike Duncum will present a current construction project update on the Liberty, Cleveland and Porter, TX facilities.

Supporting Documentation:

None

Recommended Action:

For Information Only

UPCOMING MEETINGS

March 24, 2022 – Board Meeting

- Approve Minutes from February 24, 2022 Board Meeting
- Community Resources Report
- Consumer Services Report for February 2022
- Program Updates
- FY 2022 Goals and Objectives Progress Report
- 2nd Quarter FY 2022 Investment Report
- 2nd Quarter FY 2022 Corporate Compliance and Quality Management Report
- 3rd Quarter FY 2022 Corporate Compliance Training
- Personnel Report for February 2022
- Texas Council Risk Management Fund Claims Summary as of February 2022
- Approve Financial Statements for February 2022
- Board of Trustees Unit Financial Statement as of February 2022
- HUD 811 Updates (Cleveland, Montgomery and Huntsville)
- 401(a) Retirement Plan Account Review

April 21, 2022– Board Meeting

- Approve Minutes from March 24, 2022 Board Meeting
- Community Resources Report
- Consumer Services Report for March 2022
- Program Updates
- Program Presentation – Annual Board and Management Team Training
- Medicaid 1115 Transformation Waiver Project Status Report
- Personnel Report for March 2022
- Texas Council Risk Management Fund Claims Summary as of March 2022
- Approve Financial Statements for March 2022
- Board of Trustees Unit Financial Statement as of March 2022
- Consider Selection of FY 2022 Auditor

Tri-County Behavioral Healthcare Acronyms

Acronym	Name
1115	Medicaid 1115 Transformation Waiver
AAIDD	American Association on Intellectual and Developmental Disabilities
AAS	American Association of Suicidology
ABA	Applied Behavioral Analysis
ACT	Assertive Community Treatment
ADA	Americans with Disabilities Act
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
ADL	Activities of Daily Living
ADRC	Aging and Disability Resource Center
AMH	Adult Mental Health
ANSA	Adult Needs and Strengths Assessment
AOP	Adult Outpatient
APM	Alternative Payment Model
APRN	Advanced Practice Registered Nurse
APS	Adult Protective Services
ARDS	Assignment Registration and Dismissal Services
ASH	Austin State Hospital
BCBA	Board Certified Behavior Analyst
BJA	Bureau of Justice Administration
BMI	Body Mass Index
C&Y	Child & Youth Services
CAM	Cost Accounting Methodology
CANS	Child and Adolescent Needs and Strengths Assessment
CARE	Client Assignment Registration & Enrollment
CBT	Computer Based Training & Cognitive Based Therapy
CC	Corporate Compliance
CCBHC	Certified Community Behavioral Health Clinic
CCP	Crisis Counseling Program
CDBG	Community Development Block Grant
CFC	Community First Choice
CFRT	Child Fatality Review Team
CHIP	Children's Health Insurance Program
CIRT	Crisis Intervention Response Team
CISM	Critical Incident Stress Management
CMH	Child Mental Health
CNA	Comprehensive Nursing Assessment
COC	Continuity of Care
COPSD	Co-Occurring Psychiatric and Substance Use Disorders
COVID-19	Novel Corona Virus Disease - 2019
CPS	Child Protective Services
CPT	Cognitive Processing Therapy
CRCG	Community Resource Coordination Group
CSC	Coordinated Specialty Care
CSHI	Cleveland Supported Housing, Inc.
CSU	Crisis Stabilization Unit
DADS	Department of Aging and Disability Services
DARS	Department of Assistive & Rehabilitation Services
DCP	Direct Care Provider
DEA	Drug Enforcement Agency
DFPS	Department of Family and Protective Services
DO	Doctor of Osteopathic Medicine
DOB	Date of Birth
DPP-BHS	Directed Payment Program - Behavioral Health Services
DRC	Disaster Recovery Center

DRPS	Department of Protective and Regulatory Services
DSHS	Department of State Health Services
DSM	Diagnostic and Statistical Manual of Mental Disorders
DSRIP	Delivery System Reform Incentive Payments
DUA	Data Use Agreement
Dx	Diagnosis
EBP	Evidence Based Practice
ECI	Early Childhood Intervention
EHR	Electronic Health Record
EOU	Extended Observation Unit
ETBHN	East Texas Behavioral Healthcare Network
EVV	Electronic Visit Verification
FDA	Federal Drug Enforcement Agency
FEMA	Federal Emergency Management Assistance
FEP	First Episode Psychosis
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
FTH	From the Heart
FY	Fiscal Year
HCBS-AMH	Home and Community Based Services - Adult Mental Health
HCS	Home and Community-based Services
HHSC	Health & Human Services Commission
HIPAA	Health Insurance Portability & Accountability Act
HR	Human Resources
HUD	Housing and Urban Development
ICAP	Inventory for Client and Agency Planning
ICF-IID	Intermediate Care Facility - for Individuals w/Intellectual Disabilities
ICI	Independence Communities, Inc.
ICM	Intensive Case Management
IDD	Intellectual and Developmental Disabilities
IDD PNAC	Intellectual and Developmental Disabilities Planning Network Advisory Committee
IHP	Individual Habilitation Plan
IMR	Illness Management and Recovery
IP	Implementation Plan
IPE	Initial Psychiatric Evaluation
IPP	Individual Program Plan
ITP	Individual Transition Planning (schools)
JDC	Juvenile Detention Center
JUM	Junior Utilization Management Committee
LAR	Legally Authorized Representative
LBHA	Local Behavioral Health Authority
LCDC	Licensed Chemical Dependency Counselor
LCSW	Licensed Clinical Social Worker
LIDDA	Local Intellectual & Developmental Disabilities Authority
LMC	Leadership Montgomery County
LMHA	Local Mental Health Authority
LMSW	Licensed Master Social Worker
LMFT	Licensed Marriage and Family Therapist
LOC	Level of Care (MH)
LOC-TAY	Level of Care - Transition Age Youth
LON	Level Of Need (IDD)
LOSS	Local Outreach for Suicide Survivors
LPHA	Licensed Practitioner of the Healing Arts
LPC	Licensed Professional Counselor
LPC-S	Licensed Professional Counselor-Supervisor
LPND	Local Planning and Network Development
LSFHC	Lone Star Family Health Center
LTD	Long Term Disability

LVN	Licensed Vocational Nurse
MAC	Medicaid Administrative Claiming
MAT	Medication Assisted Treatment
MCHC	Montgomery County Homeless Coalition
MCHD	Montgomery County Hospital District
MCO	Managed Care Organizations
MCOT	Mobile Crisis Outreach Team
MD	Medical Director/Doctor
MDCD	Medicaid
MDD	Major Depressive Disorder
MHFA	Mental Health First Aid
MIS	Management Information Services
MOU	Memorandum of Understanding
MSHI	Montgomery Supported Housing, Inc.
MTP	Master Treatment Plan
MVPN	Military Veteran Peer Network
NAMI	National Alliance on Mental Illness
NASW	National Association of Social Workers
NEO	New Employee Orientation
NGM	New Generation Medication
NGRI	Not Guilty by Reason of Insanity
NP	Nurse Practitioner
OCR	Outpatient Competency Restoration
OIG	Office of the Inspector General
OSAR	Outreach, Screening, Assessment and Referral (Substance Use Disorders)
PA	Physician's Assistant
PAP	Patient Assistance Program
PASRR	Pre-Admission Screening and Resident Review
PATH	Projects for Assistance in Transition from Homelessness (PATH)
PCIT	Parent Child Interaction Therapy
PCP	Primary Care Physician
PCRP	Person Centered Recovery Plan
PDP	Person Directed Plan
PETC	Psychiatric Emergency Treatment Center
PFA	Psychological First Aid
PHI	Protected Health Information
PHP-CCP	Public Health Providers - Charity Care Pool
PNAC	Planning Network Advisory Committee
PPB	Private Psychiatric Bed
PRS	Psychosocial Rehab Specialist
QIDP	Qualified Intellectual Disabilities Professional
QM	Quality Management
QMHP	Qualified Mental Health Professional
RAC	Routine Assessment and Counseling
RCF	Residential Care Facility
RCM	Routine Case Management
RFP	Request for Proposal
RN	Registered Nurse
ROC	Regional Oversight Committee - ETBHN Board
RPNAC	Regional Planning & Network Advisory Committee
RSH	Rusk State Hospital
RTC	Residential Treatment Center
SAMA	Satori Alternatives to Managing Aggression
SAMHSA	Substance Abuse and Mental Health Services Administration
SASH	San Antonio State Hospital
SH	Supported Housing
SHAC	School Health Advisory Committee
SOAR	SSI Outreach, Access and Recovery

SSA	Social Security Administration
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
SSLC	State Supported Living Center
STAR Kids	State of Texas Reform-Kids (Managed Medicaid)
SUD	Substance Use Disorder
SUMP	Substance Use and Misuse Prevention
TAC	Texas Administrative Code
TANF	Temporary Assistance for Needy Families
TAY	Transition Aged Youth
TCBHC	Tri-County Behavioral Healthcare
TF-CBT	Trauma Focused CBT - Cognitive Behavioral Therapy
TCCF	Tri-County Consumer Foundation
TCOOMMI	Texas Correction Office on Offenders with Medical & Mental Impairments
TCRMF	Texas Council Risk Management Fund
TDCJ	Texas Department of Criminal Justice
TEA	Texas Education Agency
TIC/TOC	Trauma Informed Care-Time for Organizational Change
TP	Treatment Plan
TRA	Treatment Adult Services (Substance Abuse)
TRR	Texas Resilience and Recovery
TxHmL	Texas Home Living
TRY	Treatment Youth Services (Substance Abuse)
TVC	Texas Veterans Commission
TWC	Texas Workforce Commission
UM	Utilization Management
UW	United Way of Greater Houston
WCHD	Walker County Hospital District
WSC	Waiver Survey & Certification
YES	Youth Empowerment Services
YMHFA	Youth Mental Health First Aid
YPS	Youth Prevention Services
YPU	Youth Prevention Selective

Updated 6/28/21