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MINUTES

OF

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

April 24, 1975

Crockett, Texas

BOARD MEMBERS PRESENT:	BOARD MEMBERS ABSENT:
Mr. Ward R. Burke, Chairman	Mr. Cleo Hines
Mr. W. J. Gentry, Vice Chairman	Judge Emmett Lack
Mr. R. B. Hille, Secretary	Judge Tom D. Mann
Mr. V. B. Woods, Treasurer	
Mr. George Gee	
Rev. Jerry Self	

OTHERS PRESENT:

Dr. Wayne Lawrence - DETRMHMRS
Russ Burbank "
Larry Davis "
Betty Ecker "
Lee Mayberry "
S. H. Morrison, Jr. "
May Beth Hailey, Houston Co. Developmental Center
Brenda Nichols "
J. T. Hicks, Chairman, Houston County Advisory Council
Ruth Dabney "
Howard Wooten "
Judy Lee, Regional Mental Health Advisory Committee
J. B. Sallas, Mayor of Crockett
Mrs. J. B. Sallas, Crockett
Mrs. Victoria Gentry "
Rev. E. P. Ramsey, Jr."
Sadie Reitch "
Bill Burnett, Editor, THE GROVETON NEWS
Lois Gee, Jasper
Mrs. Ward Burke, Lufkin
Patsy Lawrence, Lufkin
Dr. Bruce E. Bailey, SFAU Dept. of Psychology, Nacogdoches

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The 18th meeting of the Board of Trustees was held on Thursday, April 24, 1975, at 7:00 p.m. at the Community Center in Crockett, Texas.

INVOCATION: Rev. E. P. Ramsey, Jr., pastor of the First Baptist Church in Crockett, gave the Invocation.

Chairman Burke asked Vice Chairman Gentry to preside at the meeting.

Mr. Gentry introduced the Mayor of Crockett, J. B. Sallas, who made some welcoming remarks to the Board and guests.

Special guests in attendance were recognized including: J. T. Hicks, Ruth Dabney and Howard Wooten representing the Houston County Advisory Council; Judy Lee, Houston County representative on the Regional Mental Health Advisory Committee; Bill Burnett, Editor of the GROVETON NEWS; Dr. Bruce E. Bailey, SFAU Department of Psychology, Nacogdoches; and staff of DETRMHMRS.

Mr. Gentry introduced the Board members to the guests in attendance.

The Vice Chairman also thanked those responsible for the planning for the Board Meeting in Crockett.

CALL TO ORDER: There being a quorum present, Mr. Gentry called the meeting to order at 7:07 p.m.

APPROVAL OF MINUTES OF MARCH BOARD MEETING: There being no corrections or additions to the minutes of the March Board Meeting,

> Mr. Burke moved that the minutes of the March 20, 1975 meeting be approved as mailed. Mr. Hille seconded the motion, and the Board approved.

TREASURER'S REPORT: Mr. Woods expressed appreciation to Mr. Bill Burnett for the support and news coverage by the GROVETON NEWS of DETRMHMRS' programs.

Mr. Woods also mentioned that he had talked with a member of the Legislature recently regarding funding of DETRMHMRS for the next biennium. There was some criticism of Community MHMR Centers over the State, but the Legislator did say that DETRMHMRS was one of the "cleanest" Centers in the State.

Copies of the Operating Statement for the month ending March 31, 1975 (copy attached to these minutes) were distributed to the

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Board and guests. Mr. Woods assured guests that funds are well accounted for and the taxpayers' money is being well spent. He also mentioned that all deposits are fully insured.

Rev. Self moved, seconded by Mr. Gee, that the Treasurer's Report be approved. The Board approved the motion.

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

1. Since the last Board Meeting, Hardin County Commissioners Court made a commitment to participate in DETRMHMRS' programs by providing $9,657.00 in local match, which we will receive around July 1. This brings the total of committed funds to $94,138.00 and $54,221.61 has been received.

Sabine County doesn't feel it could financially afford to participate, and I am working with Judge Love to try to secure funds through the Human Service Delivery System (HSDS). DETRMHMRS will submit a request to HSDS for Sabine County, and if approved Sabine County will give this money to DETRMHMRS as its local match.

No further word has been received from San Augustine County, but I understand there are some citizens who may be interested in providing funds for that County.

2. Attended the Applications and Review Committee meeting on March 27. The DDA, TRC, and TCA grant applications were reviewed and received favorable comments which were passed on to the appropriate funding agency.

3. Visited with TDMHMR and the Texas Education Agency (TEA) staff this month, and found that DETRMHMRS is eligible for approximately $20,000 under Title I. We are in the process of preparing applications for Developmental Centers. TEA will place seven of our programs on their approved contracting list and we are now negotiating to increase this number by two more.

4. The DETRMHMRS staff participated in the "Career Day" at Angelina College on March 21. Attendance was low, but staff members passed out numerous brochures and answered questions.

5. The Regional Mental Health, Mental Retardation, and Chemical Dependency Advisory Committees met on April 22 in the Administrative Offices of DETRMHMRS. There was a joint session

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and then the different Committees had separate group meetings.

Dr. Peebles is planning a meeting of the Regional Medical Advisory Committee in the near future.

6. Open House is planned for Friday, May 23, from 10:00 a.m. until 3:00 p.m. Mr. Morrison will report on the planning, and Board members are urged to attend the Open Houses at the local programs.

7. We are beginning to reappear before the Commissioners Courts to provide up-to-date status reports. Met with the Tyler County Commissioners Court on April 14, and will meet with the Houston County Commissioners Court on April 28--Angelina and Nacogdoches counties are scheduled for May 12.

8. The "Continuity of Care" Conference is on Wednesday, April 30, at the Rusk State Hospital. Board Members are invited to attend.

9. We have been advised by TDMHMR that Dr. Edwin T. Cooke, a psychiatrist from San Antonio, has been appointed the Deputy Commissioner for Mental Health. Dr. Cooke will be responsible for mental health programs State-wide.

10. Mrs. Foley is checking into the possibility of securing a larger Post Office box, so our mailing address will probably change within the next couple of months.

11. No further word has been received about the Senate Finance Committee, but I don't believe they have voted on appropriations for Community MHMR Centers at the present time.

12. Dr. Lawrence asked the Program Directors to report on activities since the last Board meeting:

Mrs. Ecker:

1. Mr. Davis has been busy with public education in the region. He has been on KTRE-TV and radio station KSFA, and spoke to the Lovelady High School students on drug abuse. Mr. Davis also has served 24 clients and has a current caseload of 8 in Angelina County. He and Mr. Ross (DETCOG) jointly conducted a workshop on alcoholism in industry for a group from Angelina County this month.

2. Contracts have been secured with both Lufkin hospitals for the Inpatient/Emergency Psychiatric Services program. Since

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these hospitals do not have a Caseworker, the Chaplains have agreed to do intakes and weekly reporting of patient flow for us.

3. The program at the Nacogdoches Memorial Hospital has served 31 clients to date, with 14 this month. Two clients were referred to the Rusk State Hospital to date.

4. The total drug cost through the Outpatient Clinics to date is $3,648.45.

5. The grant application to the Texas Commission on Alcoholism (TCA) to fund the Community Counseling Centers for period from July 1 to December 31, 1975 has been reviewed by DETCOG with recommendations forwarded to TCA.

6. The Community Counseling Centers and Outpatient Clinics have received 121 new clients this month.

7. OUTPATIENT CLINICS:

Angelina Co. OPC: Since opening, served 172 clients.
Current caseload of 160 clients.
New clients this month - 32.

Newton Co. OPC: Since opening March 10, have served 24 clients
Current caseload of 22 clients.
New clients this month - 19.

Trinity Co. OPC: Served a total of 51 clients.
Current caseload of 45 clients.
New clients this month - 21.

Tyler Co. OPC: Since opening January 20, served 55 clients.
Current caseload of 46 clients
New clients this month - 27.

8. COMMUNITY COUNSELING CENTERS:

Polk Co. CCC: Mr. Braun has served 26 clients since January 1, and has a current caseload of 18. He also serves Houston County and is in Crockett on Thursdays, and utilizes the Developmental Center for his base of operation. The Polk Co. CCC changed addresses this month--the lease expired on the building and the City of Livingston moved the CCC office to 108 W. Church Street (across from the Courthouse).

Jasper Co. CCC: Has served 22 clients since January 1, and Mr. Bowman has a current caseload of 15. He transferred several clients to the Newton Co. OPC last month.

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Nacogdoches Co. CCC: Has served 34 clients and Mr. Smith has a current caseload of 15. He and Mr. Davis have two groups of persons involved in group therapy, and Mr. Smith also conducts a group at the Shelby Co. Halfway House in Center each Wednesday night.

9. We are contacting the Rusk Outreach Clinics regarding referrals and how they can utilize our Inpatient/Emergency services.

10. This month, Dave Garland, Miriam Goodrum and I met with Judge Burgess of Nacogdoches regarding a referral system. Judge Burgess has been most supportive of our programs, and has agreed to refer persons with emotional problems to the Rusk Outreach Clinic in Nacogdoches for evaluation, and to refer alcoholics to the Community Counseling Center in Nacogdoches for evaluation.

11. Spoke to a PTA group at the Herty Elementary School in Lufkin.

12. Held an orientation meeting for volunteers at the Trinity County Outpatient Clinic. Meetings for volunteers will be set at the Tyler County and Angelina County Outpatient Clinics next month.

13. Attended seven Advisory Council meetings in April of Trinity, Houston, Tyler, Hardin, Angelina, Newton and Jasper counties.

14. A total of 423 clients have been served in the mental health programs to date.

Mr. Larry Davis:

1. On April 2 and 3, the University of Houston's Department of Education sponsored an alcoholism seminar which was attended by the three Counselors and myself.

2. We are jointly sponsoring an alcoholism institute with DETCOG at SFA University in Nacogdoches on Tuesday, May 6. There will be a $5.00 registration fee which includes lunch. Board members and interested persons are invited to attend, and may contact me after the meeting for a registration blank.

Mr. Burbank:

1. Last month the mental retardation programs served 161 clients on a continuing basis, and 12 new clients were added.

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The staff processed a total of 39 existing clients including Psychologicals and Social Histories.

2. We are scheduling meetings at each program to determine which programs would be the most beneficial to the client. The parents are invited, and those that cannot attend are being visited, in order that they may be informed as to what they can do at home to help us.

3. The Houston County Developmental Center has moved to a new location in Crockett at 701 San Jacinto Street.

4. Today, Tom Watkins, Director of the Shelby County Sheltered Workshop in Center, went to Beaumont to pick up 2,000 coke cases to be repaired by our clients. We have a new contract with the Lufkin Coca-Cola Co.; Lufkin Telephone Exchange to clean telephones; and are setting up a contract to make pin cushions for a firm in Honey Grove. This will involve the Workshops in Livingston, Nacogdoches and Center.

5. During the month, clients from Jasper went to Beaumont to participate in the Special Olympics. They won 21 first place ribbons. The Nacogdoches Co. Sheltered Workshop sent five clients, and won seven ribbons. The smile of success on their faces more than repaid the staff for their time and efforts.

6. We are looking for property in Lufkin that meets the stringent zoning requirements to place a group home.

7. Our staff has been briefed on the Behavioral Characteristics Progression and Developmental Centers will begin next week assessing clients. Developmental Center and Sheltered Workshop staff will decide what strands they want to utilize. We are the first Community MHMR Center in Texas to utilize the program.

8. Attended the State Texas Association for Retarded Citizens Convention in Austin on April 3,4, and 5. The sessions were informative, and the one pertaining to establishing a group home was particularly helpful.

9. Traveled to Austin on Wednesday, April 23, to sign the final application to the Texas Highway Department for two 17-passenger maxi-vans. They will be air-conditioned with Citizens Band Radio, hydraulic life and extended doorways. DETRMHMRS' share will be $4,600 (20%) possibly minus $400 for contingencies.

S. H. Morrison, Jr.:

1. ALTERNATIVES: 17 Newspapers, 10 radio stations, 1 Cable,

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and 1 TV station have been personally contacted and all have agreed to run the ALTERNATIVES series.

2. Rev. Self, Mr. Bill Burnett, Mr. Burbank and Dr. Lawrence will represent DETRMHMRS on KTRE-TV's "Feedback" program to be aired on Sunday, May 11.

3. OPEN HOUSE PLANS: Advisory Councils are being asked to be present at the local programs to serve as hosts and register guests, etc. They will also help provide decorations and refreshments.

An invitation letter with a reply card will be sent to everyone on the newsletter mailing list.

A survey of churches in the area is being made securing the name of the church, pastor, phone number, membership and average attendance. Pastors will be asked to announce the Open House or place in the church bulletin.

The Lions, Kiwanis, Rotary, VFW and Pilot clubs in the region will be contacted to announce Open House at their meetings.

Area newspapers, radio and TV stations will be sent news releases one and two weeks before the Open House date.

All programs will have Open House except the Jasper and Livingston Community Counseling Centers and the hospital programs.

4. DETRMHMRS staff has made 65 speeches to civic clubs, agencies, etc. since April 1, 1974, averaging 8 to 10 per month the last three months.

5. Since the first of April, 10 Advisory Councils have met, and the San Jacinto Advisory Council will meet on April 30 to complete the circuit for Open House plans, ALTERNATIVES, clipping news articles, and the church survey.

6. It is proposed that DETRMHMRS secure billboard advertising on the major highways in the region. The cost is estimated at about $70 per month for each billboard, and it may be possible to get 8 - 10 civic clubs to sponsor a billboard for four months. This advertising is being investigated.

CONSIDERATION OF COOPERATIVE AGREEMENT WITH LUFKIN COUNCIL FOR RETARDED CHILDREN FOR TRANSPORTATION GRANT REQUEST: Dr. Lawrence reported that a grant request has been submitted to the Texas Highway Department through a cooperative agreement with the

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Lufkin Council for Retarded Children, Inc. The proposal had to be in Austin by April 3, so approval was secured from the Executive Committee to submit the grant with the understanding that action by the full Board was necessary. We have been notified that two maxi-vans will be available as early as July or as late as December. Dr. Lawrence said that DETRMHMRS plans to request that civic groups in the cities that these vans will serve contribute toward the local match portion that DETRMHMRS will have to pay.

> Mr. Burke moved that the full Board approve the grant application to the Texas Highway Department for the maxi-vans. Mr. Woods seconded the motion, and the Board approved.

CONSIDERATION OF PROGRAM EVALUATION AND ACCOUNTABILITY PROPOSAL: Dr. Bruce E. Bailey, Director of Community Psychology of the Stephen F. Austin State University, presented a proposal to the Board for an evaluation/accountability study of DETRMHMRS' programs.

Dr. Bailey proposed that four Master's level interns of SFA's Psychology Department be employed by DETRMHMRS from June 5 through August. He said the Hogg Foundation is funding him to develop this evaluation program. The interns would serve as "outside" evaluators under the direction of himself and the staff; and would provide an analysis of the program characteristics, accountability and effectiveness of DETRMHMRS with an evaluation manual to use for on-going evaluation procedures. Dr. Bailey requested that the Board consider providing $4,300.00 ($4,000 salaries and $300 travel expense) under the directorship of the Executive Director to initiate this comprehensive evaluation program.

Mr. Woods commented that he had been concerned about the amount of paper work involved in striving for accreditation, and this proposal would free some of the staff's time and be an objective study done by "outsiders."

> Rev. Self moved that funds be earmarked for this evaluation, and the Executive Director be authorized to proceed to plan the project with Dr. Bailey. Mr. Burke seconded the motion, and the Board approved.

DISCUSSION OF TENTATIVE BUDGET AND PROGRAM PLANS FOR FY 1976: Dr. Lawrence said that originally DETRMHMRS had hoped to receive $1.1 million of State Grant-In-Aid for FY 1976, but now it is not known how much will be received. He stated that there are two major points to be considered:

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1. That whatever amount is received it will not be possible to implement as many programs as has been done this fiscal year, and it will not be enough to meet the needs of every county in the 13-county Deep East Texas region. He hopes the Board will adopt a policy of concentrating on increasing the caseload in existing programs and increasing the professional staff to improve quality as much as possible.

2. The Board previously recommended that DETRMHMRS use the State salary schedule, and he hopes this can continue; however, DETRMHMRS is behind the State schedule because of the State raises in February. He said that the annual payroll for the existing staff is now $308,000 and if the Board adopts the State raises received in February, this will bring the annual payroll to $480,000 for existing staff, not including the fringe benefits. In terms of minimum needs for additional staffing for the next fiscal year, the payroll will be in excess of $800,000 for essential staff only.

DISCUSSION OF PROPOSED EMPLOYEE RETIREMENT SYSTEM PLAN: Mr. Morrison outlined a retirement plan that seemed to be the most appropriate and beneficial to employees. DETRMHMRS would participate at the rate of 2%, and employees (on a voluntary basis) could contribute up to 5% of their gross salary. It will be proposed that DETRMHMRS' contribution be retroactive to September 1, 1974, and also the contribution of employees may be retroactive to this date on a voluntary basis. The employee can retrieve 100% of his contribution at any time of termination. Length of employment will determine the agency's contribution (i.e., if an employee terminates after three years, he will receive 30% from DETRMHMRS and this will increase 10% thereafter for each year of employment with 100% at 10 years of employment). Several bids for such a plan will be submitted for the Board's review at the next Board Meeting.

DISCUSSION OF FEASIBILITY OF REGIONAL CRISIS LINE: Dr. Lawrence stated that since last September DETRMHMRS has had several requests for a "hot line" system. He said this has been investigated, and outlined a toll free system. It was recommended that Board action be delayed until August or September.

DISCUSSION OF POSTING RETAILER'S BOND CONCERNING SALES TAX PAYMENTS: Dr. Lawrence reported that according to HB 433, an agency applying for a sales tax permit after January 1, 1974 is required to put up a bond based on taxable sales, with the bond being at least $100. The alternative methods of pledging a security are as follows:

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1. Send $100 to the Comptroller;
2. Be bonded through an insurance agency (which would require a premium); or
3. Place $100 in a savings account which would earn interest with the interest being returned to DETRMHMRS.

Based on our estimated sales at the Sheltered Workshops, our bond would be $100 under alternative 3. This amount would be placed in a savings account and remain for two years. An assignment form (Form 95-2.71) will be taken to the bank with a check for $100. A representative of DETRMHMRS signs as "Assignor," and after the bank completes this form, it will be sent to the Nacogdoches branch office of the Comptroller of Public Accounts. Sales tax will be submitted to the Accountant each month, and a report and the sales tax will be sent to the Comptroller quarterly.

Mr. Gee moved that this bond be approved, that the Accountant (Mrs. Foley) be designated the "Assignor," and that the $100 bond be placed in a savings account at the Lovelady State Bank. Rev. Self gave the second, and the Board approved the motion.

DISCUSSION OF GRANT APPLICATION UNDER DEVELOPMENTAL DISABILITIES ACT: The DDA Grant for the Nacogdoches County Sheltered Workshop will complete its second year funding in November, 1975. The first year DDA provided 80% funding, the second year 50%, and if we apply for the third year DDA would only supply 20% funding. Dr. Lawrence recommended that DETRMHMRS not apply to DDA for the third year funding which would increase our chances of applying for and receiving another grant at 80% funding.

Mr. Woods moved, seconded by Mr. Hille, that DETRMHMRS not apply for the third year funding through DDA for the Nacogdoches County Sheltered Workshop. The Board approved the motion.

CONSIDERATION OF UTILIZING LEGAL SERVICES FOR REVIEW OF CONTRACTS, PURCHASE OF PROPERTY, ETC.: Dr. Lawrence requested Board approval for DETRMHMRS to utilize the services of a lawyer to review contracts, legal documents, etc. From investigation, $45 per hour of time consumed appears to be the rate for attorney's fees. It was suggested that the services of Mr. Walter Borgfeld be secured as he has been handling the legal business of the Lufkin Workshop & Opportunity Center, Inc. and is therefore familiar with programs such as ours.

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Mr. Gee moved that DETRMHMRS be authorized to secure the legal services of Mr. Walter Borgfeld when necessary. Mr. Burke seconded the motion which the Board approved.

DISCUSSION OF CHARGES FOR DEVELOPMENTAL CENTER SERVICES: Dr. Lawrence said that based on our Sliding Fee Scale, clients (or parents) in Developmental Centers are charged a maximum fee of $1.00 per day scaled on the basis of the family's income. DETRMHMRS is currently negotiating with the TEA and TDMHMR for Title I funding for the school year 1975-1976. In order to become eligible, fees cannot be charged for the "educational aspect" of these programs. Dr. Lawrence stated the Board has two options: either not charge at all for services; or charge for the pre- and post-school day care services from 7:45 a.m. until 9:00 a.m. and from 3:00 p.m. until 5:00 p.m. (the period from 9:00 a.m. until 3:00 p.m. would be special education).

After discussion, it was decided that some financial involvement on the part of the client is beneficial although it involves a great deal of time in records keeping.

Mr. Hille moved that clients in Developmental Center programs be charged for pre- and post-school day care services (time period from 7:45 a.m. until 9:00 a.m. and from 3:00 p.m. until 5:00 p.m.) at the rate of $1.00 per day based on the Sliding Fee Scale. Rev. Self seconded the motion and the Board approved.

CONSIDERATION OF LEASE/PURCHASE AGREEMENT FOR THE ACQUISITION OF PROPERTY (Executive Session):

An Executive Session was declared to discuss this item under Art. 6252-17, Sec. 2 (f) of the Open Meetings Law, and visitors were excused from the meeting room.

(Executive Session)

The meeting was reopened at 9:00 p.m.

Dr. Lawrence recommended that the proposed lease/purchase agreement with Mr. Calvin Pouland, owner of the building occupied by the Nacogdoches County Sheltered Workshop, be signed. Under the terms of the agreement, Mr. Pouland agrees to apply the payments received to the purchase price of the property described in the event the Board desires to purchase the property at a later date, pending State legislation authorizing Board of Trustees to purchase property.

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Mr. Burke moved that the Board enter into the lease/ purchase agreement with Mr. Calvin Pouland, and the matter turned over to an attorney in the event State law allows the purchase of property by Board of Trustees. Mr. Gee seconded the motion, and the Board approved.

OTHER BUSINESS:

Nominees for Local Advisory Councils: Mr. Gentry presented the following nominees to serve on the local Advisory Councils:

JASPER COUNTY ADVISORY COUNCIL

Fr. Jack Murray
1072 N. Bowie
Jasper, TX 75951
Phone: 384-3333

Mr. Ken Poston
1071 N. Bowie
Jasper, TX 75951
Phone: 384-8623

Fr. Tom Huhn
401 College Street
Jasper, TX 75951
Phone: 384-2447

Mr. Gee moved that the above-named persons be approved to serve on the Jasper County Advisory Council. Mr. Woods gave the second, and the Board approved.

TRINITY COUNTY ADVISORY COUNCIL

Mr. Joe N. Dean
County Attorney
Groveton, TX 75845
Phone: 642-1725

Mr. Woods moved, seconded by Mr. Hille, that Mr. Dean be approved to serve on the Trinity County Advisory Council. The Board approved the motion.

Mr. Burke submitted for the Board's approval the following nominees:

SHELBY COUNTY ADVISORY COUNCIL

Mr. Wallace J. Pate
Box 458
Joaquin, TX 75954
Phone: 269-3252

Mr. Marcellus White
Route 1, Box 88
Center, TX 75935
Phone: 598-3844

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HARDIN COUNTY ADVISORY COUNCIL

David C. Digmon
P. O. Box 3333
Lumberton, TX 77656
Phone: 755-1572

Buddy Moore
P. O. Box 159
Kountze, TX 77625
Phone: 246-3414

Tommie D. Easly
P. O. Box 98
Kountze, TX 77625
Phone: 246-3210

Mac Nichols
P. O. Box 972
Silsbee, TX 77656
Phone: 246-3412

T. S. Hooks
Box 68
Kountze, TX 77625
Phone: 246-3152

Houston Thompson
Box 38
Silsbee, TX 77656

Gladys Williams
Box 975
Kountze, TX 77625

Mr. Burke moved that the nominees for the Shelby County and Hardin County Advisory Councils be approved. Rev. Self seconded the motion, and the Board approved.

Nominees for Regional Advisory Committee: Mr. Gentry submitted the following nominee for the Board's consideration to serve on the Regional Mental Health Advisory Committee representing Trinity County to replace Mrs. Lucille Plane who resigned:

Mr. John W. Reynolds, Principal
Groveton High School
Groveton, TX 75845
Phone: 642-1128

Mr. Woods moved that Mr. Reynolds be approved to represent Trinity County on the Regional Mental Health Advisory Committee. Mr. Burke seconded the motion which carried.

Travel Rates and Regulations: Dr. Lawrence requested that the Board consider authorizing the prepayment of registration fees for staff and Board members attending conventions, conferences, meetings, etc. and that this be included as an item of the approved Travel Rates and Regulations (see copy attached).

Mr. Burke moved that the prepayment of registration fees be authorized retroactive to September 1, 1974. Mr. Gee seconded the motion, and the Board approved.

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Office Supplies Agreement: Dr. Lawrence stated that the present agreement expires in May, and requested Board authorization for staff to solicit bids for a six-month period (May - November) for office supplies.

> Mr. Woods moved that bids be solicited for office supplies for a six-month period and that the Executive Director be authorized to award the contract. Rev. Self seconded the motion which carried.

"Continuity of Care" Conference: Dr. Lawrence said that he had received a letter from the MHMR Regional Center of East Texas requesting that each Center participating in the "Continuity of Care" Conference on April 30 send them $25.00 for expenses. He stated he was certain the MHMR Regional Center of East Texas was out a good bit of money in preparing for this Conference, but that they should have set a registration fee. Dr. Lawrence said that this could be paid out of miscellaneous expense, but he felt we will eventually be criticized for this and the MHMR Regional Center of East Texas should have asked for a registration fee instead of asking the Centers for $25.00.

> Mr. Burke moved that DETRMHMRS pay the MHMR Regional Center of East Texas $25.00 for the "Continuity of Care" Conference expenses. Mr. Gee seconded the motion, and the Board approved.

Consideration of Agreement with National Living Centers, Inc.: Dr. Lawrence reported that a Contractural Agreement with the National Living Centers, Inc. had been received from Mr. Leon Evans who presented this proposal to the Board at its March meeting. Under the Contractural Agreement, the National Living Centers, Inc. agrees to pay DETRMHMRS a set fee of $20 for consultation and follow-up on any person referred to their facilities (in Center, Nacogdoches and San Augustine) located in our region.

> Rev. Self moved that the Chairman be authorized to sign the Contractural Agreement with National Living Centers, Inc. Mr. Gee seconded the motion, and the Board approved.

DESIGNATION OF DATE, TIME, AND LOCATION OF NEXT MEETING: Mr. Gee invited the Board to hold its May Board Meeting in Jasper. The meeting was set for Thursday, May 22, at 7:00 p.m. in the Jasper County Courthouse, Jasper, Texas.

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ADJOURN: There being no further items of business,

Mr. Woods moved, seconded by Mr. Burke, that the meeting be adjourned. The motion carried.

APPROVED:

Ward R. Burke
Ward R. Burke, Chairman

R B Hille
R. B. Hille, Secretary

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DEEP EAST TEXAS REGIONAL MHMR SERVICES
OPERATING STATEMENT
March, 1975

INCOME

Angelina County	$ 2,843.87
Jasper County	729.00
Tyler County	5,915.00
Workshop Production	808.68
Donations (Jasper County Outreach Program)	300.00
Concessions	78.81
Patient Fees	581.88
Grant-in-Aid--TDMHMR	114,913.00
Texas Commission on Alcoholism	12,500.00
TOTAL INCOME	138,670.24

EXPENSES

Fringe (Workman's Compensation Premium--3rd Qtr.)	698.00
FICA Taxes	1,631.12
Insurance	859.63
Travel	2,705.85
Drugs	1,564.83
Supplies	707.40
Concession Expense	144.40
Equipment/Purchase	1,802.31
Equipment/Rental	403.00
Rent/Building	905.00
Remodeling & Renovation/Building	94.84
Repairs & Maintenance/Building (Houston Co. Dev. Center)	15.50
Utilities/Postage/Telephone	1,706.67
Insurance (Liability--Turner/Bass)	5,518.00
Client Wages	915.29
Contract Materials	60.64
Miscellaneous	335.49
Housing	400.00
TOTAL EXPENSES	20,467.97
NET INCOME	118,202.27

BREAKDOWN OF MAJOR EXPENDITURES:

Equipment/Purchase: Two Transcribing & Dictation Machines-$868; Wollensak Tape Recorder, $180.36; Polaroid Camera-$51.97; Table for Nacogdoches Co. CCC-$53; Two Desks & Chairs for MR Psychologist and Caseworker-$354.48; Table for Newton Co. OPC-$41; Three File Cabinets for organizational units-$253.50.
EQUIPMENT/RENT: Newton Co. OPC, Table-$5.50; Nacogdoches Co. CCC, 3 Chairs-$24.50; Desk and Chair for Central Administration (2 months)-$61.50; Copier-$240.00; Typewriter Rental, Newton & Tyler Co. OPC (2 months)-$70.
RENT/BUILDING: Angelina Co. OPC-$275; Trinity Co. OPC-$100; Houston Co. Dev. Center (2 mos.) $40; Nacogdoches Co. CCC-$250.00; Tyler Co. OPC-$240.00.
REMODELING & RENOVATION/BUILDING: Nacogdoches Co. SWS-$79.84; Newton Co. OPC-$15.
MISCELLANEOUS: Career Day Booth at Angelina College-$15; Region VII for transparencies-$38.34; Registration Fees for conferences-$40; Signs for organizational units-$110.50; Printing of Directions-$54.70; Janitorial Service-$60.

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DEEP EAST TEXAS REGIONAL
MENTAL HEALTH MENTAL RETARDATION SERVICES

TRAVEL RATES AND REGULATIONS

The following travel regulations and reimbursement rates shall apply to all employees of the Deep East Texas Regional Mental Health Mental Retardation Services (DETRMHMRS) effective February 1, 1975. Travel Expense Statements shall be submitted in accordance with these provisions.

1. Reimbursement for travel by personally-owned automobile shall be at .16¢ per mile computed by the Accountant on the shortest route, including Farm-to-Market roads for in-State travel.

2. Reimbursement on commercial airlines shall be at the lowest fare available in carrying out official business. An employee claiming reimbursement for other than the lowest fare (i.e., first class) shall include on the Travel Expense Statement immediately above his signature, "LOWEST AVAILABLE AIRLINE FARE WAS NOT AVAILABLE."

3. Reimbursement for travel by public transportation can be made by detailing such costs on the Travel Expense Statement (i.e., taxi, bus).

4. Per diem rate for in-State travel will not exceed $22.00 per day. Per diem rate for out-of-State travel will not exceed $35.00 per day. When both in-State and out-of-State travel occur in the same calendar day, reimbursement will be on the out-of-State basis for all travel for that day.

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Schedule of In-State Per Diem Rates for
Day of Departure and Day of Return

Departure Time	Rate
12:01 a.m. thru 4:00 a.m.	$22.00
4:01 a.m. thru 10:00 a.m.	16.50
10:01 a.m. thru 4:00 p.m.	11.00
4:01 p.m. thru 10:00 p.m.	5.50
10:01 p.m. thru 12:00 p.m.	-0-

Return Time	
12:01 a.m. thru 2:00 a.m.	-0-
2:01 a.m. thru 8:00 a.m.	5.50
8:01 a.m. thru 2:00 p.m.	11.00
2:01 p.m. thru 8:00 p.m.	16.50
8:01 p.m. thru 12:00 p.m.	22.00

5. If an employee whose out-of-State destination is served by commercial airline elects, or is allowed by the Executive Director, to travel by personal automobile, he can be reimbused in an amount no greater than the cost of the lowest airline fare available to the point of his out-of-State destination plus (in the event his point of departure is not served by an airline) the expense of transportation to the nearest airport from his point of departure or headquarters. Also, added to this amount would be the per diem for the time which would have been allowed had he elected to travel by commercial airline. Such time allowed will be computed on the basis of an airline schedule which would have sufficed for the performance of his duties, i.e., the employee may designate any regularly-scheduled airline flight on the date prior to the date he needs to be at his out-of-State destination, and conversely may use any regularly-scheduled commercial flight returning from the out-of-State point. An employee whose duties require him to travel to a point outside the State which is not served by a commercial airline may travel in his personal automobile and would be reimbursed on the basis of actual mileage and expense as authorized. Such employee will have the alternative of flying to a point nearest his out-of-State destination, proceeding by other public transportation to his ultimate

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destination, and receive reimbursement for the cost of such transportation.

6. An employee returning to headquarters daily or on weekends must claim the lower of either the cost of such return or the amount of per diem he would have received had he remained at this post of duty.

7. When one employee provides transportation for another employee, each Travel Expense Statement must indicate this fact and the name of the other person involved. Each employee must indicate his means of transportation if it is other than by personal car.

8. An employee whose duties require travel for a period in excess of six (6) hours but do not require sleeping away from headquarters may claim a partial per diem not to exceed the following amount.

1.	Breakfast	7:30 a.m.	$2.50
2.	Lunch	12:00 noon	$3.00
3.	Dinner	6:00 p.m.	$4.50

To be entitled to reimbursement for the amount opposite each meal, the Travel Expense Statement must show that person as being on travel status (away from headquarters) at the time specified opposite each meal. The total reimbursement may not exceed $7.00.

9. Registration fees for conventions, conferences, meetings, etc. may be paid in advance with prior approval of the Executive Director.

10. Each trip must be briefly described by a definite statement of the purpose of travel on the Travel Expense Statement.

11. Travel Expense Statements are to be submitted to the Accountant three working days before the end of the month. Any travel thereafter should be recorded on the following month's Travel Expense Statement.

12. Mileage reimbursement for travel within the State will be determined by the "Official State Mileage Guide" published by Statistical Research Studies, Austin, Texas.