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MINUTES

OF

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

January 27, 1976

Lufkin, Texas

BOARD MEMBERS PRESENT:

Mr. Ward R. Burke, Chairman
Mr. W. J. Gentry, Vice Chairman
Mr. R. B. Hille, Secretary
Mr. V. B. Woods, Treasurer
Mr. George Gee
Judge Tom D. Mann
Rev. Jerry Self

BOARD MEMBERS ABSENT:

Mr. Cleo Hines
Judge Emmett Lack

OTHERS PRESENT:

Dr. Wayne Lawrence -	DETRMHMRS	
Russ Burbank	"	
Betty Ecker	"	
Paul Jackson	"	
Lee Mayberry	"	
S. H. Morrison, Jr.	"	
Felix Peebles, Jr., M.D.	"	(arrived late)
David Smith	"	
Betty Sue Mann, Colmesneil		
Tim Blocker, Crockett		
Victoria Gentry, Crockett		
Karl M. Johnson, Crockett		
Paul Stringer, Groveton		
Lois Gee, Jasper		
Judge Wayne Baker, Livingston		
Mrs. Ward Burke, Lufkin		
Lynn Dunlap, THE LUFKIN NEWS		
Rev. Morris House, Lufkin		
Patsy Lawrence, Lufkin		
Mae Peebles, Lufkin		

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OTHERS PRESENT - Continued

Gary Carpenter, SFASU
George K. Chihu "
Michael Fortson "
Kyle Foster "
Erika Olson "
Allen Wilcoxon "

The 28th meeting of the Board of Trustees was held on Tuesday, January 27, 1976, at 7:00 p.m. in the Harvest Room at Lufkin Federal Savings & Loan Association in Lufkin, Texas.

INVOCATION: Rev. Morris House, First United Methodist Church of Lufkin, gave the Invocation.

CALL TO ORDER: There being a quorum present, Chairman Burke called the meeting to order at 7:02 p.m. Mr. Burke welcomed guests to the meeting and introduced Judge Wayne Baker of Livingston, Mr. Paul Stringer of Groveton, and psychology students from SFASU.

Chairman Burke explained to those in attendance that Board Members are mailed supporting documents to the Agenda in advance of the meetings so that they may review the items before the meetings.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no additions or corrections to the Minutes of the December Board Meeting,

> Judge Mann moved, seconded by Mr. Gee, that the Minutes of the December 18, 1975 Board Meeting be approved. The Board approved the motion.

Mr. Hille said it had been brought to his attention that Mr. George Gee's name had been left off the list of Board Members Present in the Minutes of the October 29, 1975 Board Meeting, and that Mr. Gee was indeed present at that meeting. The permanent Board Minutes will be corrected and Board Members furnished with the corrected page.

TREASURER'S REPORT: Mr. Woods asked that copies of the Operating Statement for the month of December be distributed among the guests. He said Board Members were also furnished with detailed summaries of expenditures and receipts for December as suggested by the auditors (copies attached to these Minutes). Mr. Woods

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further commented that all funds on deposit are fully insured, and the Board is kept informed by the very capable Business Manager, Mrs. Linda Foley. There being no questions,

> Judge Mann moved that the Treasurer's Report be approved. Mr. Gee seconded the motion, and the Board approved.

Mr. Burke mentioned that Mrs. Foley was not at the meeting due to the death of her husband. The Board expressed its sympathy.

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

1. The amount of local match funds being received to date totals $10,145.16. Hardin and Sabine counties are not participating, and San Augustine County has not yet committed a pledge.

2. The Greater East Texas Health Systems Agency met on January 7 and 15. There will be a meeting in Woodville on February 5 to nominate members of the governing board. The Commissioner of TDMHMR requested me to act as a commentor and reviewer on this particular application, and I did say that if we have to have such an agency this one is as good as any.

3. Attended a meeting of Executive Directors in Austin to discuss distribution of State Grant-in-Aid. Most of the Centers in the State were represented at the meeting, and a variety of formulas had been submitted. These will be consolidated and sent to Boards of Trustees for review.

4. The appeal to the Texas Education Agency by Jasper County resulted in receiving a contract for six students in the amount of $8,838--the original request was for 25 students. This money will help finance the Jasper Co. Developmental Center.

5. We received a letter from Ms. Brenda Green of the Legislative Budget Board expressing appreciation to the Board and staff for cooperation received during the recent Site Visit.

6. Under P. L. 94-63 regarding Community Mental Health Centers, Community Centers can seek federal funds for operating expenses as well as staffing requirements.

7. We did receive authorization from the Texas Commission on Alcoholism to reallocate $2,182 from the Personnel category, and the typewriters, etc. have been ordered which the Board approved at the last Board Meeting.

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8. Mr. Burbank visited the Beaumont State Center for Human Development on January 16, and toured the new respite care facility.

9. Asked the Program Directors to report on activities in DETRMHMRS' programs:

Mrs. Ecker, Director of Mental Health Programs:

1. The MH staff has served 1,147 clients since the programs began, and 90 clients were added since the last Board Meeting. The Shelby County Halfway House has served 11 clients to date. The House Manager, Mr. Chester Orem, has resigned and Mr. H. M. Dykes has been employed to replace Mr. Orem. Mr. Dykes comes highly recommended and his last position was Assistant Manager of the Yoakum House in Houston.

2. The completion date for the new facility for the Angelina County Outpatient Clinic is the end of February, and the staff is anxiously anticipating this move.

3. The Tyler County Outpatient Clinic has planned an Open House at the new clinic on Tuesday, February 10, from 2:00 until 6:00 p.m.

4. Introduced Mr. David Smith, Counselor at the Polk Co. Community Counseling Center. Mr. Smith also serves San Jacinto and Trinity counties, and will assume Houston Co. next month.

5. Introduced Mr. Paul Jackson, Coordinator of the DWI Court Class program which was assumed by DETRMHMRS from DETCOG in January.

6. Mr. Larry Davis, Psychologist, resigned last week.

7. My secretary is moving to another position next month, and Mrs. Kathy Lewis has been employed to fill this vacancy.

Mr. Burbank, Director of Mental Retardation Programs:

1. On January 8, we appeared before the Planning and Zoning Commission on the Halfway House (Sunrise Manor). The Commission voted to recommend the zone change, and the City Commission will vote on it February 3.

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2. Meeting with staff of National Living Centers regarding establishment of a living center for the mentally retarded at a nursing home in San Augustine.

3. We have recently received the three vans funded by the Developmental Disabilities Council. One went to the San Jacinto Co. Developmental Center, one to the Polk Co. Sheltered Workshop, and the third van will go to the Shelby Co. Sheltered Workshop on Friday.

4. The Texas Highway Department has advised us that they are in the process of sending out bids on the vans with opening date February 18. Then any needed changes will be made and they will notify us of the status. It will probably be about four to six months before we get our two vans, and they will go to Houston and Tyler counties.

5. The Jasper Co. Developmental Center has moved to 455 N. Peachtree in Jasper. The owner of the property is doing a lot of work, and we feel it will be beneficial for the program to have its own building.

6. An article which appeared in the Editor's Column of the NACOGDOCHES DAILY SENTINEL on January 15, 1976 reads as follows:

> TRIBUTE: Our friends Al Warr and Brad Hallam of N-Tex Mobile Housing sent us this appreciated note...
>
> "We've probably all seen commercials on television about hiring the handicapped, and after a recent experience we've had, we're sold on the idea.
>
> "We hired a crew of workers from the Nacogdoches County Sheltered Workshop for a major clean-up job. They proved to be steady, hard workers who went about their job with cheerfulness and enthusiasm. It was good to be around people who really want to work and who take pride in what they do.
>
> "In '76 and years to follow, we'll use every opportunity to hire this group and urge other businessmen to take advantage of this fine service."

Rev. Self commented that the Director of the Workshop, Mr. Allen Micheletti, is doing a fine job.

Dr. Lawrence suggested that the Board consider having a retreat in the near future to discuss complexities of growth, upcoming budget priorities, and controversial issues that the Board will face.

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He said that there just isn't enough time to discuss these problems in detail at the monthly Board Meetings.

After further discussion, it was the opinion of the Board that such a retreat would be very beneficial. Dr. Lawrence was requested to set a time and place for this retreat and notify the Board.

Dr. Lawrence said that, of course, the usual Notice would be sent out and the meeting open to the public.

DISCUSSION OF POSSIBLE ASSUMPTION OF OUTREACH PROGRAMS: Dr. Lawrence said that at this time, the Lufkin State School operates four outreach programs within the region. These programs are located in Crockett, Kennard, Corrigan and San Augustine, and are developmental center type programs operated under contractural arrangements with the local school districts. The Lufkin State School Superintendent, Mr. Beaver, and I have communicated about the possibility of these four programs being assumed by DETRMHMRS. Assuming these outreach programs would have the advantage of placing all existing outreach MR services within our region under the DETRMHMRS' umbrella thereby reducing confusion among the general public. Even though this possibility would not cost us anything because of the contractural arrangement that exists with the school districts, it does have the disadvantage of continuing to increase the total percentage of our budget allocated to MR services.

Also, the Rusk State Hospital currently operates three outreach programs in our region. These programs are of an outpatient type operation, and are located in Nacogdoches, Center, and Kountze. I have communicated with Dr. Sheldon, Superintendent, concerning the possibility of DETRMHMRS assuming these programs. The possibility of assuming these outreach programs has the same advantages as those listed for the Lufkin State School, and also has the advantage of helping insure continuity of referral between our outpatient clinics and the Rusk State Hospital outreach centers. It does have the disadvantage of being a fairly expensive operation.

Dr. Lawrence said the time is rapidly approaching to prepare the proposed budget for FY 1977, and the possible assumption of these programs is a critical issue in the preparation of this budget. He suggested that the Board consider what percentage of the budget should be spent on MR programs in relation to MH programs. He said there is pressure to reduce the population of institutions and the only way to do that is through halfway houses. Also, the more programs DETRMHMRS assumes, the more difficult it will become to comply with JCAH standards.

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Mr. Burke commented an "MH side" and an "MR side" is a problem that gets people stirred up, and thinks this shouldn't be a major concern if the programs are justified and are within the area we cover.

The question was raised about assuming Rusk State Hospital's outreach clinic in Kountze. Dr. Lawrence replied that this program would not be assumed unless Hardin County participates with local match funds.

CONSIDERATION OF BOARD POLICY ON REALLOCATION OF BUDGETED FUNDS: Mr. Burke said that the following proposed policy on reallocation of budgeted funds generally follows the State Board's policy:

> It is the policy of the Board that the total annual budget should be expended in approximately four equal quarterly amounts. Total budget overexpenditure in any one quarter must have prior Board authorization. It is permissable for the staff to overexpend within a particular budget category (e.g., Travel) for a quarter with a maximum of 30% overexpenditure. This is true with the exception of the expense categories of PERSONNEL Salaries & Wages, and/or Fringe Benefits. The staff is not authorized to overexpend within these two categories. It is the position of the Board that the Center should not engage in deficit spending, and the staff should insure that at the end of a fiscal year a small surplus of local funds remain. This policy will help insure that the Center does not encounter a cash flow problem.

After some discussion,

> Rev. Self moved that the Board adopt the above policy regarding the reallocation of budgeted funds. Mr. Hille seconded the motion, and the Board approved.

DISCUSSION OF EXTENDING INSURANCE COVERAGE TO SPONSORING AGENCIES: Mr. Morrison said he had communicated with Turner-Bass, representatives of SAFECO about extending liability insurance to sponsoring agencies. SAFECO advised they would rather not provide this coverage, but that in some instances they had extended this coverage as "additional interest."

The Board requested that the staff investigate the possibility of extending liability insurance to sponsoring agencies, the costs involved, and inform the Board.

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DISCUSSION OF REGIONAL DWI COURT CLASS PROGRAM: Dr. Lawrence said that the DWI Court Class Program was transferred from the Council of Governments to our agency on January 2, 1976. In connection with this transfer, there appears to be several items which bear Board consideration:

1. Fees for clients - The staff feels that we should not charge fees to clients who are required by the judicial system to seek our services which is the case with the Court Class program. All of these clients are on probation or are required by the Court to attend the DWI Court Classes. Therefore, it is recommended that the Board authorize the staff to render this service at no charge.

   Mr. Woods moved that the Board adopt the policy of not charging fees to clients referred to the DWI Court Class program. Judge Mann seconded the motion, and the Board approved.

2. Delivering this service to residents of Hardin County - The Coordinator of this program, Mr. Paul Jackson, has previously provided this service to residents of Hardin County. However, I notified Judge Lack by telephone that as of January 2, 1976, this service would be temporarily suspended until the Board could discuss this matter in view of the fact that Hardin County is not providing financial support to DETRMHMRS. It is recommended that the Board continue with its past position that we not render a direct service within a county unless that county chooses to participate financially.

   Judge Mann moved that DETRMHMRS not render a direct service within a county which does not provide its share of local matching funds. Mr. Hille seconded the motion, which was approved.

3. Acceptance of property from the Deep East Texas Council of Governments - DETCOG purchased the following property under the terms of the TCA grant which funded this program until December 31, 1975:

   16 mm Color Film "ALCO BEAT"
   16 mm B&H Projector S/N 3-238538 (Used)
   35 mm Film Strip Projector S/N 3-27559 (Used)
   16 mm Color Film "ALCOHOL IN THE HUMAN BODY"
   Craig Model Cassett Recorder W/Tape

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BASF Model 3-900 Cassett Recorder W/Tape S/N 206997
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16 mm Color Film DWI Phoenix
30" x 60" Executive Desk
Executive Arm Chairm

It is recommended that the Board officially accept this property from DETCOG, and that we place this property in our inventory system.

Mr. Gee moved, seconded by Mr. Hille, that the Board accept the property from DETCOG for the DWI Court Class program, and that the equipment be placed in the inventory system. The Board approved the motion.

Mr. Paul Jackson, Coordinator of the DWI Court Class program reviewed the function of this program, commenting that he will begin serving Houston County in February. He said that he is preparing a schedule of classes for the year, and this will be available by the time of the next Board Meeting.

DISCUSSION CONCERNING THE TEXAS HEALTH FACILITIES COMMISSION: Dr. Lawrence reviewed the status of requests pending before the THFC. He said dating back to September, 1975, we submitted a total of 13 requests for Exemption Certificates, and as of this date none have been finalized. We have been notified that the Hearing Officer favorably recommended 11 applications, and I signed and sent in Waiver of Hearing forms on these.

We submitted an application for a Certificate of Exemption on the San Augustine Co. Developmental Center; but San Augustine County has not committed their local match funds, so we withdrew that application.

The Angelina Co. Halfway House (Sunrise Manor) was recommended favorably for a Certificate of Exemption.

The application on the Angelina Co. Day Treatment Program is still pending--we sent in further information to the THFC on December 19, 1975.

A Certificate of Need application was submitted on the Mobile Evaluation Unit.

DETCOG is working with us in the preparation of a construction grant application for an Administration and Day Treatment Program complex, and when completed we will submit a Certificate of Need on this.

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DISCUSSION OF TDMHMR SITE VISIT TEAM FINAL REPORT: This item was delayed for discussion as Board Members had not yet received the report from TDMHMR.

CONSIDERATION OF PROPOSED REVISIONS IN LIFE INSURANCE CATEGORIES AND LIMITS: Mr. Morrison said that at the November 25, 1975 Board Meeting, the Board approved the following coverage limits for group life insurance:

Salary	Life Insurance ($-Maximum)
Up to $12,000	$10,000
$12,000 to $15,000	$20,000
$15,000 to $17,000	$30,000
$17,500 to $22,500	$50,000
$22,500 and over	$100,000

Mr. Morrison stated that although this was tentatively approved by Bankers Life, we were later informed that the amount of a group life policy cannot exceed two times the employee's annual salary. Consequently, a new schedule is required. The limits listed below are legal and give each employee maximum coverage within the limits of this fringe benefits category. Therefore, the staff recommends that the following schedule be approved:

Salary	Coverage
Up to $12,000	$10,000
$12,000 to $16,000	$20,000
$16,001 to $21,000	$30,000
$21,001 to $25,000	$42,000
$25,001 to $29,000	$50,000
$29,001 to $40,000	$58,000
$40,001 and over	$80,000

Mr. Hille moved that the proposed schedule be adopted as presented and be effective as of January 1, 1976. Judge Mann seconded the motion, which the Board approved.

DISCUSSION OF POSSIBLE PARTICIPATION IN TRANSFER OF SURPLUS PROPERTY FROM TDMHMR:

Judge Mann moved, seconded by Mr. Gentry, that DETRMHMRS be authorized to participate in the TDMHMR program of transferring surplus property from its facilities to Community MHMR Centers. The Board approved the motion.

DISCUSSION OF MINISTERIAL SEMINAR: Mr. Morrison reported that a survey of the questionnaires received from area ministers that

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attended the last seminar indicated interest in future seminars. Another seminar for area ministers is planned for March 8 from 10:00 a.m. to 3:00 p.m. at the First Assembly of God Church facilities in Lufkin. DETRMHMRS' professional staff including Dr. Felix Peebles, Jr., Clinical Director, and Dr. Bob Vance, Therapy Coordinator, will conduct this seminar assisted by Dr. Jerry Self, Board Member. There will be no charge, and about 500 invitations to area ministers will be mailed out.

DISCUSSION OF MEETING SPONSORED BY TDMHMR AND THE HOGG FOUNDATION: Mr. Burke said that he had been asked to participate on a panel of Trustees discussing the role of Boards of Trustees of Community Centers and that he, Mr. Woods, and Dr. Lawrence plan to attend this conference.

STATUS REPORT ON TEXAS PHARMACEUTICAL EDUCATION AND RESEARCH FOUNDATION: Dr. Lawrence reviewed the quarterly report from TPERF for period of June, 1975 through October, 1975. Mr. Paul Stringer, an area pharmacist participating in the TPERF program, was present at the meeting and discussed the possible adoption of a sliding fee scale for participating pharmacies. The Board recommended that a two or three month study of the TPERF program be made and reported to the Board at a later date.

REPORT ON RESEARCH POLICY CONSIDERATIONS BY DR. SELF: Dr. Self presented the following guidelines regarding research proposals for the Board's consideration:

TO THOSE WHO WISH TO DO RESEARCH USING DETRMHMRS' CLIENTS:

DETRMHMRS Considers Cooperation with Educational Institutions Appropriate Procedure - DETRMHMRS recognizes that we have common goals with educational institutions training personnel in the helping professions. Research is recognized as a proper and helpful educational tool, and DETRMHMRS' programs benefit from research done elsewhere.

The Responsibility of DETRMHMRS has Limits - Demands on staff time and the budget funds leave no room for research. DETRMHMRS cannot fund or in any way underwrite research. The goals of community services in the areas of mental health, mental retardation, and chemical dependency for which DETRMHMRS was created do not include research. Other agencies within the State do have research as a part of their goals.

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It should be considered sufficient justification for declining a request for permission to do research if the staff reports to the Board that the project, however worthy, will divert staff time or budget funds from the proper goals of DETRMHMRS.

It would be proper to expect that any research allowed would enhance the conducting of DETRMHMRS' programs.

Proper Ethical Consideration of DETRMHMRS' Employees and Clients Needs Consideration - There are some fine statements on the ethics of research in print; therefore, there appears to be no need for Board policy. However, it would be reasonable to expect that applicants for research permission would make themselves aware of statements such as ETHICAL PRINCIPLES IN THE CONDUCT OF RESEARCH WITH HUMAN PARTICIPANTS published by the American Psychological Association.

A Paraphrase of the APA Ethical Principles:

The investigator is responsible for the ethical quality of his research.

Subjects have a right to be informed of any research which would require their willingness to participate.

Openness and honesty are essential.

Subjects have a right to decline participation.

Agreements between investigator and subjects should be clear.

The investigator is responsible to protect participants from discomfort, harm, or danger.

The investigator is responsible for the after-effects of research.

Respect for the confidentiality of research is essential.

Dr. Lawrence said that he agreed with these guidelines stating that paperwork is overwhelming, and it would be hard to justify more paperwork without adding additional staff. He recommended that the guidelines proposed by Dr. Self be incorporated in a procedure for DETRMHMRS' Operations and Procedures Manual. Then,

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as requests for research are presented, this procedure can be used as a guideline.

> Mr. Hille moved that the Executive Director prepare this procedure and that it be incorporated in DETRMHMRS' Operations and Procedures Manual. Rev. Self seconded the motion, which the Board approved.

DISCUSSION OF PURPOSE AND FUNCTION OF REGIONAL ADVISORY COMMITTEES: Dr. Lawrence stated that the Regional Advisory Committees for Mental Health, Mental Retardation, and Chemical Dependency were formed to gain professional input, but attendance at the meetings of these Committees has been poor. On January 20, a meeting of members of these Committees was held, and it was the opinion of those in attendance that these three Committees be restructured into one Regional Professional Advisory Committee--the Regional Medical Advisory Committee would still be a separate Committee.

Another issue discussed at this meeting was a Peer Review Committee to serve in a professional "quality control" capacity that would meet regularly to review DETRMHMRS' programs and submit an annual written report to the Board of Trustees. It was the feeling of those in attendance that it would be better for DETRMHMRS to contract for this type of service.

> Judge Mann moved that one Regional Professional Advisory Committee be formed to replace the three Committees for Mental Health, Mental Retardation, and Chemical Dependency, and the structure of this Committee be discussed at a later Board Meeting. Rev. Self seconded the motion, and the Board approved.

CONSIDERATION OF NOMINEES FOR REGIONAL VOLUNTEER SERVICES ADVISORY COMMITTEE: Dr. Lawrence said that in order to better structure our volunteer program efforts and, also, to aid in our efforts to comply with JCAH standards it is recommended that a 13-member Regional Volunteer Services Advisory Committee be formed. This Committee would serve in the same capacity as the other Advisory Committees in reference to volunteer functions and programs, and could advise the Board and staff about the utilization of volunteers in our programs as well as assist in the planning for future programs. Mr. Morrison is working with the local Advisory Councils in order to establish a Volunteer Chairman on each Council, and this person in turn might be considered for membership on the Regional Volunteer Services Advisory Committee.

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Mr. Woods said that two members of the Trinity County Advisory Council (Joe N. Dean and Ann Evans) resigned, and asked if the Board would consider nominations for replacements. Chairman Burke said he thought it appropriate to consider nominations under this item of the Agenda.

The following were nominated to serve on the Trinity County Advisory Council:

Mrs. Joan Ragland	Inella Callahan
Route 4, Box 356	Box 153
Kennard, TX 75847	Groveton, TX 75845
Ph: 831-2325 (Home)	Ph: 642-1839 (Home)

Mr. Woods moved that the above nominations be approved. Judge Mann seconded the motion, which was approved.

CONSIDERATION OF AUTHORIZATION FOR EQUIPMENT PURCHASE: Dr. Lawrence said that at the November 25, 1975 Board Meeting, the Board authorized the staff to employ a Secretary II person to coordinate all third party reimbursements. We plan to fill this position during the month of February, and request Board authorization to purchase the following equipment:

1 - IBM Model D Standard 16" Carriage Carbon Ribbon Typewriter - $553.50

Rev. Self moved, seconded by Mr. Woods, that the Board approve the purchase of the typewriter described above. The Board approved the motion.

CONSIDERATION OF PROPOSED BOARD POLICY ON DUPLICATING CHARGES: Dr. Lawrence stated that from time to time we are asked to provide copies of documents to various individuals and agencies. In view of the fact that over a period of time this could amount to a substantial expenditure of funds because of duplicating costs, it appears that a Board policy concerning charging for this service would be appropriate. Dr. Lawrence reviewed H.B. 6 as passed by the 63rd Legislature (Open Records Law) along with a memo from Dr. David Wade, previous Commissioner of TDMHMR concerning public records. He recommended that DETRMHMRS be consistent with the charges of TDMHMR and adopt the following cost figures:

Charges for noncertified reproductions of public records by using standard office copy machines shall be made as follows:

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1. 8½" x 11" or 8½ x 14" $ .55
2. Additional copies of same document $ .15

To the above charges will be added:
1. Sales Tax
2. If mailed, cost of postage

Dr. Lawrence said that while the above figures are more than the actual equipment costs, these figures would help defray overhead expenses such as staff time, utilities, paper goods, etc.

Dr. Lawrence also recommended that the Board policy include a statement that if a person submits a pauper's affidavit, that we supply the requested materials free of charge. If an individual requests a public document which is already prepared, bound, produced, etc. and does not require reproduction, we charge the individual our agency cost of the document plus 10% to cover overhead expenses.

Judge Mann moved that the above policies be adopted by the Board. Mr. Gee seconded the motion, which was approved.

CONSIDERATION OF CERTIFICATES OF APPRECIATION: Dr. Lawrence said that Judge Wayne Baker has been instrumental in obtaining office space for the Polk County Community Counseling Center as well as providing county funds to help renovate these offices.

Judge Mann moved that Judge Wayne Baker of Polk County be presented a Certificate of Appreciation. The motion was seconded by Mr. Gee, and the Board approved.

Also recommended for a Certificate was ALPHA PHI OMEGA of Stephen F. Austin State University in recognition of a donation to the Nacogdoches County Sheltered Workshop for athletic equipment and paint.

Rev. Self moved, seconded by Mr. Gentry, that a Certificate of Appreciation be presented to ALPHA PHI OMEGA of SFASU. The Board approved the motion.

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CONSIDERATION OF APPLICANT FOR POSITION OF PSYCHIATRIST II: Chairman Burke stated that under the Open Meetings Law, the Board would consider this item in Executive Session and that no action would be taken until the meeting reopened. Visitors were excused from the meeting room.

(Executive Session)

The meeting was reopened at 9:15 p.m. Chairman Burke said that the Board had reviewed the application of James E. Hamill, M.D. for the position of Psychiatrist II. He said a thorough investigation had been made of this application. Mr. Burke said this position will assist with the increasing caseload in the mental health programs; and that with an additional Psychiatrist, we may not need some of our contracts for outpatient services. He asked for a motion regarding the Board's decision.

> Mr. Gentry moved that the Board authorize the employment of Dr. James E. Hamill as a Psychiatrist II beginning on February 17, 1976, at the budgeted salary plus $1,000 per year for Board Certification; that the Board authorize the payment of Dr. Hamill's plane fare from and to California for his trip during the month of January; and that the Board also authorize the cancellation of any outpatient contract deemed necessary by the Executive Director. Judge Mann seconded this motion, and the Board approved.

Mr. Burke made available copies of Dr. Hamill's resume to anyone interested.

DISCUSSION OF PERSONNEL MATTERS: There was no action taken on this item.

DESIGNATION OF DATE, TIME, AND LOCATION OF NEXT BOARD MEETING: The next Board Meeting was set for Tuesday, February 24, 1976, at 5:00 p.m. in the City Hall at Diboll, Texas.

ADJOURN: There being no further items for discussion,

> Judge Mann moved, seconded by Mr. Gee, that the meeting be adjourned. The Board approved.

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

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OPERATING STATEMENT

DECEMBER 1975

INCOME

Jasper County	$ 870.83
Patient Fees	882.12
SB 230 ($8,194.91-Shelby County; $2,209.50-Shelbyville)	10,404.41
Miscellaneous Income	5.25
Workshop Production	503.37
Donations	102.79
Concessions	100.25
Interest Income (Savings Accounts - Lovelady State Bank)	714.41
Grant-In-Aid	59,488.50
Texas Rehabilitation Commission	345.00
DDA-Sunrise Manor	19,351.00
DDA-Mobile Evaluation Unit	31,710.00
TOTAL	$124,477.93

EXPENDITURES	DISBURSEMENTS	ENCUMBRANCES	TOTAL
Salaries	48,997.00		48,997.00
FICA	2,193.58		2,193.58
Retirement	914.58		914.58
Consultation/Professional	2,575.00		2,575.00
Travel	3,492.80		3,492.80
Drugs	4,822.09		4,822.09
Food	292.53	271.70	564.23
Consumable Supplies	1,413.57	627.51	2,041.08
Concession Expense	127.80	74.55	202.35
Equipment/Purchase	1,555.90	1,437.46	2,993.36
Equipment/Rental (Xerox)	460.85		460.85
Equipment/Repair	765.53		765.53
Rental/Building	2,527.00		2,527.00
Repair/Maintenance-Building	35.82		35.82
Vehicle/Maintenance & Repair	-0-	9.95	9.95
Contracts	13,262.68		13,262.68
Utilities/Postage/Telephone	1,971.95	252.33	2,224.28
Insurance	2,166.75		2,166.75
Client Wages	1,229.76	574.00	1,803.76
Contract Materials	225.20	342.99	568.19
Educational Supplies	208.72	86.70	295.42
Miscellaneous	902.32	28.90	931.22
Housing	175.00		175.00
Legal Fees	258.75		258.75
TOTAL			
TOTAL	$90,575.18	$3,706.09	$ 94,281.27

BREAKDOWN OF DISBURSEMENTS: Consultation/Professional: Dr. Grubb-$1,155.00 (Sept.-Nov.); Dr. Hale-$1,020.00; C. E. Carpenter (Title I)-$400; Equipment/Purchase: Heater, Polk Co. CCC-$19.88; Step Ladder, Polk Co. SWS-$23.50; Dictating & Recording Machines, Mobile Evaluation Unit, $741.95; Typewriter (Title I)-$562.50; 10 Tables, Tyler Co. Dev. Center-$118.25. Equipment/Repair: Saw Repair, Shelby Co. SWS-$6.16; IBM Typewriter Maintenance Contract-$147.00; Lanier Recorders & Transcribers Maintenance Contract-$558.37; Installation of water fountain, Shelby Co. SWS-$50.00. Rent/Building: Central Administration-$800; Houston Co. Dev. Cen.-$200; Angelina Co. OPC-$275; Nacogdoches Co. SWS-$160; San Jacinto Co. Dev. Cen.-$75; Shelby County Halfway House-$100; Tyler Co. Dev. Cen.-$125; Trinity Co. OPC-$200; Tyler Co. OPC-$267; Jasper Co. CCC-$75; Nacogdoches Co. CCC-$250. Contracts: Shelby County School Board (SB 230)-$7,804.68; Lufkin Workshop & Opportunity Center (December Grant-in-Aid)-$5,458. Miscellaneous: Texas Health Facilities, Placement on mailing list-$50; Newsletter-$88.70; Board Meeting refreshments-$18.90; Transparencies-$33.60; Collating Newsletter-$17.44; Janitorial Services: Angelina Co. OPC-$33.60; MR Offices-$25.20; Trinity Co. OPC-$6; Driver Training - $154.00 (Angelina College); Driver Training Certificates-$11; Employee Chauffeur Licenses-$33; Ad for Employment-$3.65 (Shelby County Halfway House); Posting of Notice of Board Meeting in Nacogdoches County-$3; Binding of Annual Budget-$295.15; Painting Center Name on Van-$120. Insurance: Employee Hospitalization & Life-$1,859.89; Workmen's Compensation Insurance Premium-$306.86. Educational Supplies: Developmental Centers.

BREAKDOWN OF ENCUMBRANCES: Supplies: Film Procurement-$30.05; Blankets for Shelby Co. Halfway House-$42.95; Printed Forms-$216.51; Literature-$12.50; Office Supplies-$317.20. Miscellaneous: Program Development-$28.90.

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DETRMHMRS
NAME OF CENTER

Summary
ORGANIZATIONAL UNIT

Dec 31, 1975
DATE

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	55345	48 997 00	664143	191,097.83	473 045.17
b. Fringe Benefits	(020)	4345	3,108.16	52,135	16,818.83	35,316.17
c. Consultation & Prof. Fees						
(1) Direct Patient Serv.	(030)	917	2575.00	11,000	3895.00	7 105.00
(2) Other	(040)	375		4500	290.00	4210.00
TRAVEL - STAFF & BOARD	(050)	3,202	3492.80	38,428	13 345.50	25082.50
CONSUMABLE ITEMS						
a. Drugs	(060)	1500	4822.09	18 000	8980.77	90 1923
b. Food	(070)	1720	292.53	20,640	594.07	20 045.93
c. Other	(080)	1392	1413.57	16,700	4819.28	11 880.72
d. Concession Expense	(084)		127.80		483.20	(483.20)
EQUIPMENT & FURNITURE						
a. Purchase	(090)	1111	1555.90	13,330	2604.13	10 725.87
b. Rental	(100)	350	460.85	4200	1712.26	2487.74
c. Repair & Maintenance	(110)	100	765.53	1,200	848.78	351.22
BUILDING						
a. Rent	(120)	3133	2527.00	37603	9114.16	28 488.84
b. Remodeling & Renovation	(130)	225		2,700	4096	2 659.04
c. Repair & Maintenance	(140)	129	35.82	1.550	401.06	1 148.94
VEHICLE						
a. Purchase	(150)	2,125		25500		25500.00
b. Rental	(160)	-0-		-0-		
c. Oper. & Maintenance Cost	(170)	1743		20 910		20910.00
CONTRACTS WITH SERVICE AGENCIES	(180)	18162	13262.68	217944	67390.07	150 553.93
OTHER						
a. Utilities, Postage & Tele.	(190)	2,205	1971.95	26,465	6596.74	19 868.26
b. Laboratory Expense	(191)	42		500	99.00	401.00
c. Client Transportation	(192)	-0-		-0-		
d. Annual Audit	(193)	518		6219		6219.00
e. Insurance	(194)	3957	2166.75	47,486	10,314.61	37,171.39
f. Client Wages	(195)	3,000	1229.76	36,000	7888.36	28 111.64
g. Client Fringe	(196)	150	-0-	1,800	1250.04	549.96
h. Contract Materials	(197)	-0-	225.20	-0-	706.70	(706.70)
j. Educational Materials	(198)	271	208.72	3,256	301.32	2 954.68
j. Miscellaneous	(199)	351	902.32	4210	2485.29	1 724.71
k. Emolument	(200)	175	175.00	2 100	700.00	1400.00
l. Legal Services	(201)	375	258.75	4500	258.75	4241.25
m. Therapeutic Recreation	(202)	50		600		600.00
n. _____	(203)					
o. _____	(204)					
p. _____	(205)					
GRAND TOTAL		106,968	90,575.18	1,283,619	353,036.71	930,582.29

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DETRMHMRS

NAME OF CENTER

December, 1975

DATE

		MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
I. L						
1. Tax Funds Appro. to Center						
a. City Government	(010)					
b. County Government	(020)	7,633	870.83	91,594	7565.49	84028.51
c. School District	(030)	715		8,577		8577.00
d. Hospital District	(040)					
e. Other (Itemize)	(050)					
2. Patient Fees-Ins.-Reimb.						
a. Direct Patient Fees & Insurance	(070)	1,870	882.12	22,438	3699.25	18738.75
b. Title XX	(071)	4,152		49,821		49821.00
c. S.B. 230	(072)	15,221	10404.41	182,652	53069.64	129582.36
d. Miscellaneous Income	(073)	153	5.25	1,840	1592.37	247.63
e. _____	(074)					
3. Other Income & Contributions						
a. Workshop Production	(080)	3,000	503.37	36,000	4625.40	31374.60
b. United Way	(081)	167	-0-	2000	500.00	1500.00
c. Donations	(082)	208	102.79	2,500	5243.79	(2743.79)
d. Concessions	(083)	100	100.25	1,200	504.82	695.18
e. _____	(084)					
f. _____	(085)					
g. _____	(086)					
h. Interest Income 089	~~(087)~~		714.41		1489.06	(1489.06)
STATE GRANT-IN-AID & SPECIAL GRANTS THRU TDMHMR						
1. Grant-in-Aid	(110)	56,376	59428.50	676,512	228616.50	447895.50
2. Supplemental Grant-in-Aid	(120)	3,112	-0-	37350	9337.50	28,012.50
3. Special Grants-TDMHMR	(130)					
OTHER STATE FUNDS						
1. Texas Rehabilitation Comm.	(160)	1,050	345.00	12,600	345.00	12255.00
2. Texas Comm. on Alcoholism	(161)	1733		20,800	12490.00	8310.00
3. _____	(162)					
4. _____	(163)					
5. _____	(164)					
FEDERAL FUNDS						
1. Grants						
a. Title I	(210)	3,620		43,435	13070.00	30365.00
b. DDA-Nacogdoches Wks.	(211)	308		3,700		3700.00
c. DDA-Mini-Vans	(212)	666		7993		7993.00
d. DDA-Sunrise Manor	(213)	2,472	19351.00	29,660	19351.00	10309.00
e. DDA-Mobile Eval. Unit	(214)	4412	31710.00	52,947	31710.00	21237.00
f. CETA-OJT	(215)				3728.61	(3728.61)
GRAND TOTAL		106,968	124,477.93	1,283,619	396938.43	886,680.57