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Piney Woods Mental Health, Inc.

Directors

John R. Winston, Jr.
President

George H. Henderson, Jr.
Vice President

H.J. Shands, Jr.
Secretary

Percy A. Simond
Member

Mrs. Murphy (Bettye) George
Member

Royce E. Read, M.D.
Member

Wayne Lawrence, Ph.D.
Chief Executive Officer

AGENDA

BOARD OF DIRECTORS

PINEYWOODS MENTAL HEALTH, INC.

Sunrise Manor Halfway House
1915 Old Mill Road
Keltys, Texas

March 4, 1982
12:00 Noon

I. Call to Order

II. Consideration of Minutes for September 24, 1981 Board Meeting

III. Consideration of Treasurer's Report (9/1/81 - 2/28/82)

IV. Status Report on Loan for Nacogdoches County Halfway House

V. Discussion of MHMR Budget Projections and Conversion of Sunrise Manor to Angelina County Halfway House

VI. Discussion of Proposed Future Projects

VII. Open Discussion

VIII. Adjourn

4101 South Medford Drive, Lufkin, Texas 75901, (713) 639-1141

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MINUTES OF THE REGULAR MEETING

OF

PINEYWOODS MENTAL HEALTH, INC.

A regular meeting of the Pineywoods Mental Health, Inc., a Texas non-profit corporation, was held at 12:00 noon on Thursday, March 4, 1982, at the Sunrise Manor Halfway House located at 1915 Old Mill Road, Keltys, Texas. Members present included: George Henderson, Jr., Vice-President, H. J. Shands, Jr., Secretary, and Mrs. Betty George. Also attending was Wayne Lawrence, Ph.D., Chief Executive Officer.

The meeting was convened by the Vice-President. In view of the fact that a quorum did not exist, no official action was taken. The Board discussed each item on the agenda in turn.

The minutes of the September 24, 1981 meeting were reviewed. They were considered to be in order.

The Treasurer's Reports for September, 1981 through February, 1982 were reviewed and considered to be in order.

The group discussed the status of the loan for the Nacogdoches County Halfway House. It was pointed out that there was a loan balance of $79,463.61 as of February 28, 1982. The payment schedule for this loan was also discussed. The Board was informed that the President had asked that all possible funds be applied to the payment of this note. It was, therefore, possible to pay as many as four payments per month.

A discussion of MHMR budget projections and the conversion of Sunrise Manor to the Angelina County Halfway House was conducted. The Board concluded that this conversion was necessary in light of the funding picture for the next fiscal year.

The Board conducted a discussion of possible projects for Pineywoods in the future and felt that in light of the current interest rates that it would not be feasible to embark on a major construction project at this time. The Board did ask the Chief Executive Officer to look into the feasibility of utilizing some of the old Woodland Heights Hospital for appropriate MHMR services.

H. J. Shands, Jr.
Secretary-Treasurer

Dated: 11/29/83

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AGENDA SUPPORTING DOCUMENTS

March 4, 1982

II. Consideration of Minutes for September 24, 1981 Board Meeting

Attached you will find a copy of the September 24, 1981 Board Minutes. These are distributed for your review and action.

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MINUTES OF THE REGULAR MEETING

OF

PINEYWOODS MENTAL HEALTH, INC.

A regular meeting of the Pineywoods Mental Health, Inc., a Texas non-profit corporation, was held at 12:00 o'clock noon on Thursday, September 24, 1981 at the Nacogdoches County Halfway House, located 2712 S. E. Stallings Drive, Nacogdoches, Texas. Members present and attending the meeting included: John R. Winston, Jr., President, George Henderson, Jr., Vice-President and Mr. Dick Gardemal, carrying the proxy of Mr. H. J. Shands, Jr. Also attending was Wayne Lawrence, Ph.D., Chief Executive Officer.

The meeting was called to order by the President and the agenda was begun.

The Minutes of the July 8, 1981 meeting were reviewed and upon motion duly made and seconded, approved without change.

Next followed a Treasurer's Report and after review and discussion on motion duly made and seconded, the reports from July, 1981 and August, 1981 were approved.

A discussion followed on the plans regarding the Open House ceremony to be held at the Nacogdoches County Halfway House. The plans presented by the Chief Executive Officer were approved as submitted with this event being scheduled for Thursday, October 29 at 11:00 a.m.

A discussion followed on the plans regarding the proposed Angelina County Halfway House. On a motion duly made and seconded, the President was authorized to proceed with efforts to acquire property on which to locate this facility.

The group expressed their sincere appreciation to Mr. Dick Gardemal of Gardemal Homes, Inc. for his efforts in remodeling the Nacogdoches County Halfway House as well as his pledge to donate $1,000.00 to the corporation.

There being no further business to come before the corporation, on a motion duly made and seconded and unanimously carried, the meeting was adjourned.

_____

H. J. Shands, Jr., Secretary-Treasurer

Dated: _____

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III. Consideration of Treasurer's Report

Attached you will find a copy of the Treasurer's Report for the period of time from September 1, 1981 through February 28, 1982. These are submitted for your review and action.

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PINEYWOODS MENTAL HEALTH, INC.

TREASURER'S REPORT

September 30, 1981

BEGINNING BALANCE - 9/1/81		$13,917.56
	MONTHLY TRANSACTIONS	
I. REVENUE:		
1. Lease Income	$3,750.00	
2. Interest Income	25.91	
TOTAL REVENUE	$3,775.91	
II. DISBURSEMENTS:		
1. Closing Costs - Nacogdoches Building	$1,956.58	
2. Board Meeting Dinners	45.00	
TOTAL DISBURSEMENTS	$2,001.58	
ENDING BALANCE - 9/30/81		$15,691.89

ACCOUNT BALANCES

Savings Account	$ 110.23
NOW Account	5,581.66
MMC	10,000.00
TOTAL	$15,691.89

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PINEYWOODS MENTAL HEALTH, INC.

TREASURER'S REPORT

October 31, 1981

BEGINNING BALANCE - 10/1/81		$15,691.89
	MONTHLY TRANSACTIONS	
I. REVENUE:		
1. Lease Income	$3,750.00	
2. Interest Income	29.82	
3. Refund on Overpayment of Owners Policy-Nacogdoches Building	305.00	
TOTAL REVENUE	$4,084.82	
II. DISBURSEMENTS:		
1. Loan Payment - Nacogdoches Building (2 Months)	$3,350.40	
2. Landscaping - Sodding Grass - Nacogdoches Building	382.50	
3. Landscaping - Plants and Shrubs - Nacogdoches Building	569.00	
TOTAL DISBURSEMENTS	$4,301.90	
ENDING BALANCE - 10/31/81		$15,474.81

ACCOUNT BALANCES	
Savings Account	$ 111.70
NOW Account	5,363.11
MMC	10,000.00
TOTAL	$15,474.81

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PINEYWOODS MENTAL HEALTH, INC.

TREASURER'S REPORT

November 30, 1981

BEGINNING BALANCE - 11/1/81		$15,474.81
	MONTHLY	TRANSACTIONS
I. REVENUE:		
1. Lease Income	$ 3,750.00	
2. Interest Income	27.49	
TOTAL REVENUE	$ 3,777.49	
II. DISBURSEMENTS:		
1. Loan Payment - Nacogdoches Building (2 Months)	$ 3,350.40	
2. Driveway - Nacogdoches Building	160.80	
TOTAL DISBURSEMENTS	$ 3,511.20	
ENDING BALANCE - 11/30/81		$15,741.10

ACCOUNT BALANCES	
Savings Account	$ 111.70
NOW Account	5,629.40
MMC	10,000.00
TOTAL	$15,741.10

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PINEYWOODS MENTAL HEALTH, INC.

TREASURER'S REPORT

December 31, 1981

BEGINNING BALANCE - 12/1/81		$15,741.10
	MONTHLY TRANSACTIONS	
I. REVENUE:		
1. Lease Income	$ 3,750.00	
2. Interest Income	859.08	
TOTAL REVENUE	$ 4,609.08	
II. DISBURSEMENTS:		
1. Loan Payment - Nacogdoches Building	$10,000.00	
2. Request for Zone Change	50.00	
3. Programs for Nacogdoches Building Open House	94.17	
4. Insurance - Nacogdoches Building	57.00	
TOTAL DISBURSEMENTS	$10,201.17	
ENDING BALANCE - 12/31/81		$10,149.01

ACCOUNT BALANCES

Savings Account	$ 113.19
NOW Account	10,035.82
TOTAL	$10,149.01

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PINEYWOODS MENTAL HEALTH, INC.

TREASURER'S REPORT

January 31, 1982

BEGINNING BALANCE - 1/1/82		$10,149.01
	MONTHLY TRANSACTIONS	
I. REVENUE:		
1. Donations	$ 100.00	
2. Lease Income	3,750.00	
3. Interest Income	44.55	
TOTAL REVENUE	$ 3,894.55	
II. DISBURSEMENTS:		
1. Loan Payment - Nacogdoches Building (Two Months)	$ 3,350.40	
2. Office Supplies	6.96	
3. Recording of Deed	5.00	
4. Insurance - Nacogdoches Building	112.00	
TOTAL DISBURSEMENTS	$ 3,474.36	
ENDING BALANCE - 1/31/82		$10,569.20

ACCOUNT BALANCES

Savings Account	$ 113.19
NOW Account	10,456.01
TOTAL	$10,569.20

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PINEYWOODS MENTAL HEALTH, INC.

TREASURER'S REPORT

February 28, 1982

BEGINNING BALANCE - 2/1/82		$10,569.20
	MONTHLY TRANSACTIONS	
I. REVENUE:		
1. Lease Income	$3,750.00	
2. Interest Income	39.21	
TOTAL REVENUE	$3,789.21	
II. DISBURSEMENTS:		
1. Loan Payment (Nacogdoches Building (4 Payments)	$6,700.80	
2. Insurance (Nacogdoches Building-- Partial Premium)	181.00	
3. Insurance (Lufkin Building)	673.00	
TOTAL DISBURSEMENTS	$7,554.80	
ENDING BALANCE - 2/28/82		$ 6,803.61

ACCOUNT BALANCES

Savings Account	$ 113.19
NOW Account	6,690.42
TOTAL	$6,803.61

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IV. Status Report on Loan for Nacogdoches County Halfway House

Attached you will find a copy of the loan statement for the above-referenced facility dated December 31, 1981. As you can see from reviewing this document, the loan balance was $87,218.16 in December. The principal on the note as of February 28, 1982 was $79,463.61. The amount of the monthly note due Lufkin Federal is $1,675.20. The monthly amount of lease income from MHMR to Pineywoods for Sunrise Manor is $2,500 and for Nacogdoches County Halfway House $1,250, totaling to $3,750 per month. Pineywoods is currently paying at least two note payments per month amounting to $3,350.40. Additionally, when surplus funds accumulate additional monthly payments are made at the earliest possible time. This payment schedule is, of course, minimizing the interest which Pineywoods is having to pay.

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LOAN STATEMENT

LUFKIN FEDERAL SVGS AND LOAN
P. O. DRAWER 4[illegible]
LUFKIN, TEXAS 7590[illegible]

12-31-81

LOAN BALANCE	ESCROW BALANCE	INTEREST PAID	TAXES PAID
87,218.16	.00	4,006.62	.00

PINEY WOODS MENTAL HEALTH, INC
4101 S. MEDFORD
LUFKIN, TEXAS
75901

41-01 107599-35 NEXT PAYMENT DUE 01-05-82 PAGE 1

41-01 107599-35 NEXT PAYMENT DUE 01-05-82 PAGE 1

DATE	ESC. CODE	ESCROW PAYMENTS	LATE CHARGES	TRAN. CODE	INTEREST	PRINCIPAL
010181		.00	BEGINNING		BALANCES	.00
090381		.00	.00	436	.00	100,000.00
090481		.00	.00	454	97.66	.00
100681		.00	.00	450	1,333.33	341.87-
100681		.00	.00	450	1,328.78	346.42-
110581		.00	.00	450	1,324.16	351.04-
110581		.00	.00	450	1,319.48	355.72-
120981		.00	.00	520	2,665.98-	.00
120981		.00	.00	554	.00	2,565.98-
121181		.00	.00	450	1,279.19	396.01-
121181		.00	.00	454	.00	8,224.80-
TOTALS		.00	.00		4,006.62	87,218.16
123123		.00	ENDING		BALANCES	87,218.16

ESCROW CODES

CODES 00 THRU 09 – TAX DISBURSEMENTS
CODES 10 THRU 50 – INSURANCE DISBURSEMENTS
CODES 51 THRU 90 – MISCELLANEOUS DISBURSEMENTS
CODES 91 THRU 97 – PREVIOUS YEARS TAX DISBURSEMENTS

TRANSACTION CODES

420 – ESCROW DISBURSEMENTS
436 – NEW ACCOUNT DISBURSEMENTS
450 – LOAN PAYMENT
454 – PRINCIPAL PAYMENTS
470 – ESCROW PAYMENT
520 – ESCROW DISBURSEMENT
528 – LATE CHARGE ASSESSED
536 – NEW ACCOUNT DISBURSEMENTS

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V. Discussion of MHMR Budget Projections and Conversion of Sunrise Manor to Angelina County Halfway House

Attached you will find the following three documents:

(1) Budget Projections for FY 83;

(2) Position Allocations from FY 75 through FY 83;

(3) Clients Served (FY 75 through FY 83).

A discussion of these documents will be conducted at the meeting.

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BUDGET PROJECTIONS

I.	Current Budget (FY 82)	$ 3,164,728
	Projected Increases Needed (9.5%)	+ 301,292
II.	Budget Needs (FY 83)	3,466,020
III.	Revenue Projected (FY 83)	-3,062,081
	Revenue Shortfall	403,939
IV.	Actions Taken or Contemplated to Correct Shortfall:	
	a) Delete vacant positions; reduce and/or eliminate contracts; reduce operating expense categories	- 153,292
		250,647
	b) Delete six additional positions	- 106,000
		144,647
	c) Eliminate five positions for Angelina County Halfway House and Convert Sunrise Manor	- 100,000
		44,647
	d) Reduce Lufkin Workshop Contract	- 22,000
		22,647
	e) Delete OPC Position	- 22,647
		-0-

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POSITION ALLOCATIONS

Fiscal Year	Budgeted Amount	Difference Previous Year	Positions	Difference Previous Year
1975	$ 623,275		40	
1976	1,283,619	+660,344	72	+32
1977	2,203,031	+919,412	119	+47
1978	2,448,336	+245,305	122	+ 3
1979	3,093,411	+645,075	142	+20
1980	3,061,505	- 31,906	124	-18
1981	2,974,250	- 87,255	123	- 1
1982	3,164,728	+190,478	112	-11
1983 (Projected)	3,062,081	-102,647	100	-12

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CLIENTS SERVED (FY 1975-FY 1983)

FY	Clients Served	Difference from Preceding Year	Percent Change
1975	941	NA	NA
1976	1953	1012	108%
1977	3193	1240	63%
1978	4181	988	31%
1979	4709	528	13%
1980	4678	(31)	(.65%)
1981	5443	765	16%
1982	4500*	(943)	(17%)
1983	3615*	(885)	(20%)

*Projections

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VI. Discussion of Proposed Future Projects

As previously indicated in Item IV, the loan for the Nacogdoches County Halfway House is being systematically reduced. Also as indicated in Item V, MHMR is, of course, in need of support from the private sector to offset the reductions in their budget because of status quo funding for the last several years. It would, therefore, seem to be appropriate for Pineywoods to consider assisting MHMR in some additional capacity.

Mr. H. J. Shands, Jr., Secretary-Treasurer, has initiated efforts to raise some funds to help with the conversion of Sunrise Manor to the Angelina County Halfway House (see attached correspondence dated February 5, 1982). A discussion of this item at the meeting would seem appropriate.

Listed below you will find a discussion of other possible projects which Pineywoods might consider:

I. MHMR currently leases space in Nacogdoches for the Nacogdoches County Outpatient Clinic located at 1329 North University Drive in Nacogdoches, and the Nacogdoches County Sheltered Workshop located at 302 South Mound in Nacogdoches. Both of these leases expire on August 31, 1982. It is anticipated that the owners of the facilities may ask for increases in lease payments when new leases are negotiated. The details of these leases are listed below:

A. Nacogdoches County Outpatient Clinic - 1,980 square feet - $819 per month rent - 41¢ per square foot.

B. Nacogdoches County Sheltered Workshop - 3,600 square feet - $825 per month rent - 23¢ per square foot.

It would appear to be feasible for Pineywoods to consider either buying or constructing a facility to house both of these programs in one building. If this could be possible with MHMR leasing the building from Pineywoods it would, of course, provide a permanent location for these programs.

II. Another possible project relates to the Angelina County Outpatient Clinic. The Angelina County Outpatient Clinic, which also houses the professional staff for all mental retardation programs, is currently located at 403 South Chestnut in

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Lufkin with the existing lease expiring on August 31, 1983. Details of this facility are listed below:

6,951 square feet - $2,800 per month rent - 40¢ per square foot.

If Pineywoods could obtain funds to construct a new facility, this building could be located adjacent to the Day Treatment/Administration Facility on Loop 287 in Lufkin. MHMR currently has three acres of land at this location so this building could be constructed with no land costs being involved.

A discussion of these possible projects would seem appropriate, realizing that interest rates are currently very high and may delay any possible project.

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M E M O R A N D U M

TO: H. J. Shands, Jr., Secretary-Treasurer
Pineywoods Mental Health, Inc.

FROM: Wayne Lawrence, Ph.D.
Executive Director

DATE: February 5, 1982

SUBJECT: Equipment Needs for Angelina County Halfway House

Listed below are the items and their approximate costs which are needed for the Angelina County Halfway House:

15 Passenger Van -	$15,000
Mini-blinds for windows at end of halls and at back door -	1,200
Replacement of floor covering in shower room -	250
1 Large Coffee Pot -	30
5 Twin Beds, Mattresses and Box Springs -	2,000
15 Bedspreads for Twin Beds -	400
30 Sets of Sheets for Twin Beds -	500
30 Towels and Wash Cloths -	360
5 Night Stands for Bedrooms -	550
1 Lawn Mower -	385
1 Edger for Yard Maintenance -	270
1 Refrigerator -	1,000
1 Vacuum Cleaner -	400
1 Console Television -	850
4 Chests of Drawers -	900
1 File Cabinet -	175
15 Blankets -	430
5 Lamps -	300
	$25,000

I sincerely appreciate your consideration and support in this matter and if further information is needed, please advise.

WL

Wayne Lawrence, Ph.D.

WL:sv

cc: John R. Winston, Jr., President