

BOARD OF TRUSTEES
The HARRIS CENTER for
MENTAL HEALTH *and* IDD
WEDNESDAY, JANUARY 27, 2021
9:30 A.M.

Steven B. Schnee Room 104
9401 Southwest Freeway
Houston, Texas 77074
(See Map or Call 713/970-3401)

A G E N D A

Teleconference Available

Teleconference: 1 (877) 422-8614

Extension – 1982338#

I. DECLARATION OF QUORUM

II. PUBLIC COMMENTS

III. APPROVAL OF MINUTES

- Approve Minutes of the Board of Trustees Meeting
Held on Wednesday, November 18, 2020

EXHIBIT F-1

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. COMMITTEE REPORTS AND ACTION

- A. Resource Committee Report and/or Action- G. Womack, Chair
 - i. FY'21 Year-to-Date Budget Report- November and December (Sean Kim)
- B. Quality Committee Report and/or Action- G. Santos, Chair
- C. Program Committee Report and/or Action- B. Hellums, Chair
- D. Audit Committee Report and/or Action- L. Moore, Chair
- E. Governance Committee Report and/or Action- S. Zakaria, Chair

VI. REVIEW AND COMMENT

- A. EPIC Implementation Status Report (Mustafa Cochinwala) **EXHIBIT F-2**
B. Proposed Committee and Board Meetings Calendar - 2021
(Wayne Young) **EXHIBIT F-3**

VII. CONSIDER AND RECOMMEND ACTION

- A. External Financial Audit Report (Whitley Penn) **EXHIBIT F-4**
B. NeuroPsychiatric Center Renovation (Wayne Young)

VIII. CONSENT AGENDA: CONSIDER AND TAKE ACTION ON ALL ITEMS BELOW:

- A. Approve FY'20 Year-to-Date Budget Report-
November and December (Sean Kim) **EXHIBIT F-5**
B. Covid-19 Fiscal Impact Report (Sean Kim) **EXHIBIT F-6**
C. FY'21- January New Contracts \$50k and more (Silvia Tiller) **EXHIBIT F-7**
D. FY'21- January Contract Renewals \$50k and more (Silvia Tiller) **EXHIBIT F-8**
E. FY'21- January Contract Amendments \$50k and more
(Silvia Tiller) **EXHIBIT F-9**
F. January 2021 Interlocal Agreements (Silvia Tiller) **EXHIBIT F-10**
G. January 2021 Ratifications Contracts over \$50k (Silvia Tiller) **EXHIBIT F-11**
H. Transfer January 2021 Enhanced FMAP Funds to COVID-19
eFMAP Reserve (Sean Kim) **EXHIBIT F-12**
I. Authorization to Purchase and Due Diligence for Enterprise
Security Technology (Mustafa Cochinwala) **EXHIBIT F-13**

IX. BOARD CHAIR'S REPORT

X. EXECUTIVE SESSION

- Pursuant to §551.071 of the Texas Government Code-Consultation with General Counsel regarding contemplated litigation-Notice of Medical Liability Claim on behalf of Henry G. Oviedo, Patricia E. Oviedo and Henry Jacob Oviedo. *Kendra Thomas, General Counsel and Paul Lamp, Karczewski/Bradshaw/Spalding*
- Pursuant to §551.071 of the Texas Government Code- Consultation with General Counsel regarding contemplated litigation-Civil Action No. 4:20-CV-00142, *Margaret Mitchell v. Community Health Choice Texas, Inc., et. al*
- Pursuant to §551.071 of the Texas Government Code- Consultation with General Counsel to seek the advice of its attorney on a contractual matter related to Recordkeeping services for the Employee Retirement plans in which the duty of the General Counsel under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act. -*Kendra Thomas, General Counsel, Ben Bates, Leafhouse, Scott Rule, Chief Business Officer & Wayne Young, Chief Executive Officer*
- In accordance with §551.072 of the Texas Government Code, Discussion about the purchase of real property to expand Southeast Clinic located at 5901 Long Drive, Houston, TX-*Silvia Tiller, Director of Contracts*

- In accordance with §551.072 of the Texas Government Code, Discussion about the purchase of real property for the replacement of Northeast Clinic located at 7200 North Loop East, Houston, TX-*Silvia Tiller, Director of Contracts*

XI. RECONVENE INTO OPEN SESSION

XII. CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION

XIII. CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION

XIV. INFORMATION

- A. Abbreviation List
- B. Attendance Record 2020

EXHIBIT F-14
EXHIBIT F-15

XV. ADJOURN

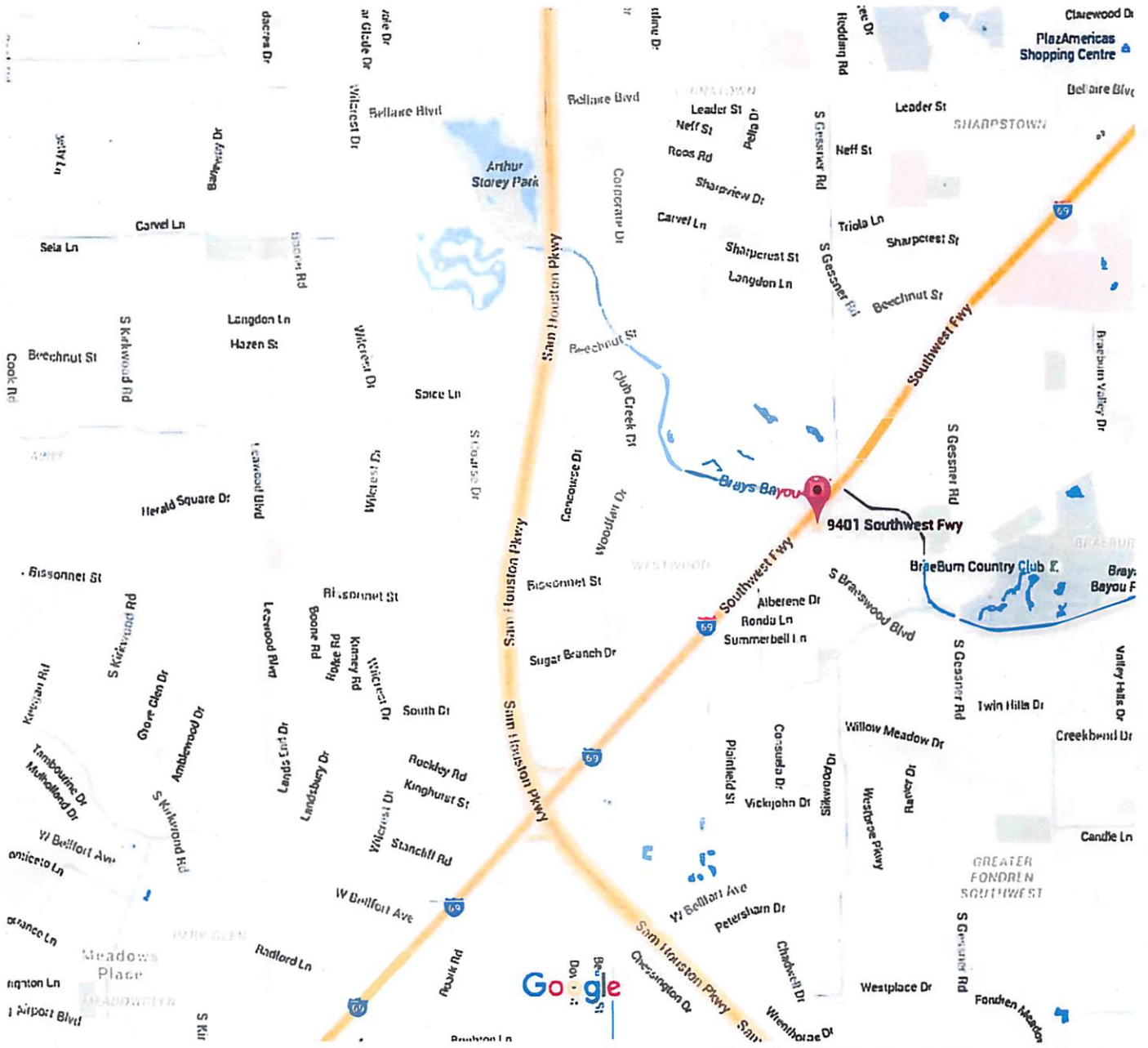


Khalliah K. Thomas

Khalliah K. Thomas, Board Liaison

Shaukat Zakaria, Chair, Board of Trustees
The HARRIS CENTER for
Mental Health and IDD

Google Maps 9401 Southwest Fwy



Map data ©2015 Google 2000 ft

EXHIBIT F-1

THE HARRIS CENTER *for*
Mental Health and IDD

MINUTES OF THE BOARD OF TRUSTEES MEETING

This is an official record of the Board of Trustees, The Harris Center for Mental Health and IDD, an Agency of the State, established by the Harris County Commissioners Court under provisions of Article 5547-203, Vernon's Civil Statutes of the State of Texas.

PLACE OF MEETING: Conference Room 104
9401 Southwest Freeway
Houston, Texas 77074

TYPE OF MEETING: Regular

DATE: November 18, 2020

**TRUSTEES
IN ATTENDANCE:** Dr. George Santos, Vice Chairperson
Dr. Lois Moore, Vice Chairperson
Mr. Shaukat Zakaria
Mr. Gerald Womack
Judge Bonnie Hellums
Dr. Robin Gearing
Mr. Jim Lykes

TRUSTEES ABSENT: Mr. Wesley Hunt
Sheriff Ed Gonzalez, Ex Officio
Mr. Taseer Badar

1. **Declaration of Quorum**
George Santos, Vice Chair, called the meeting to order at 9:43 a.m. noting that a quorum of the Board was in attendance.
2. **Public Comments**
George Santos announced the floor is open for public comments. There were no public comments made.
3. **Approval of Minutes**

MOTION BY: MOORE

SECOND: ZAKARIA

With unanimous affirmative votes

BE IT RESOLVED the Minutes of the Regular Board of Trustees meeting held on Wednesday, October 28, 2020 as presented under Exhibit F-1, are approved.

4. **Chief Executive Officer's Report** was provided by CEO Wayne Young
Mr. Young provided a Chief Executive Officer report to the Board.
5. **Committee Reports and Action were presented by the respective chairs:**
 - A. Resource Committee Report and/or Action- G. Womack, Chair
 - i. FY'21 Year-to-Date Budget Report- October (Sean Kim)
 - B. Quality Committee Report and/or Action- G. Santos, Chair
 - C. Program Committee Report and/or Action- B. Hellums, Chair
 - i. Texas Council Update (B. Hellums)
 - D. Audit Committee Report and/or Action- L. Moore, Chair
 - E. Governance Committee Report and/or Action- S. Zakaria, Chair
6. **Consider and Recommend Action**
 - A. 6160 South Loop Apartment Update

MOTION BY: GEARING
ABSTAIN: WOMACK

SECOND: LYKES

With unanimous affirmative votes

BE IT RESOLVED the CEO has been granted the authority to execute a contract with a contractor to complete the design and planning for the 6160 South Loop Apartments in an amount not to exceed \$489,000, approved by the majority.

B. Aptean Contract (Mustafa Cochinwala)

MOTION BY: MOORE

SECOND: ZAKARIA

With unanimous affirmative votes

BE IT RESOLVED the Aptean Contract is approved.

C. Due Diligence DNS/IP Security Purchase (Mustafa Cochinwala)

MOTION BY: MOORE

SECOND: SANTOS

With unanimous affirmative votes

BE IT RESOLVED the Due Diligence DNS/IP Security Purchase Contract, is approved.

- 7. Consent Agenda: Consider and Take Action on All Items Below**
- A. Approve FY'20 Year-to-Date Budget Report- October (Sean Kim)
 - B. Covid-19 Fiscal Impact Report (Sean Kim)
 - C. FY'21- November New Contracts \$50k and more (Silvia Tiller)
 - D. FY'21- November Contract Amendments \$50k and more (Silvia Tiller)
 - E. November 2020 Interlocal Agreements (Silvia Tiller)

Policies

- 1. Acquisition and Disposition of Real Property
- 2. Americans with Disabilities Act
- 3. Confidentiality and Disclosure of Patient Health Information
- 4. Consents and Authorization
- 5. Content of Patient Records
- 6. Correcting Documentation and Coding Errors
- 7. Reporting Allegations of Abuse, Neglect and Exploitation of Children, Elderly Persons and Persons with Disabilities
- 8. Employee Referral Bonus Program
- 9. Employment Eligibility Verification for worker in the United States
- 10. Family Medical Leave Act
- 11. Guidelines for Employee Counseling, Supervision, Progressive Discipline, and Termination
- 12. Incident Reporting
- 13. New Lease Space
- 14. Overtime Compensation
- 15. Patient Access to Medical Records
- 16. Patient Record Administration
- 17. Payment of Accrued Leave Upon Separation
- 18. Professional Behavior and Attire
- 19. Recording Employee Time Worked and Maintaining Leave Earned and Taken Records
- 20. Reporting Automobile Accidents
- 21. Reporting Burglaries or Thefts
- 22. Service Contract Monitoring
- 23. Shift Differential
- 24. Solicitation of/and Acceptance of Donations (Money, Goods or Services)
- 25. Transfers – Promotions – Demotions
- 26. Trauma Informed Practice

27. Vehicle Operation
28. Volunteer Program
29. Weapons
30. Investment

MOTION BY: MOORE

SECOND: HELLUMS

With unanimous affirmative votes

BE IT RESOLVED All items listed above have been approved with the exception of item number 12 which will be brought back to The Governance Committee, items number 3,7,11, 20, 21 and 28 are approved with the recommended amendments.

8. Board Chair's Report

Vice Chair George Santos provided the Board Chair report.

9. Executive Session- 11:11 A.M.

At 11:11 a.m. Vice Chair George Santos announced the Board would enter into Executive Session for the following reasons:

- In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters; Consideration of the Chief Executive Officer's Annual Performance Evaluation. *Vice Chair Dr. Lois Moore and Vice Chair Dr. George Santos*
- In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Nomination of Individual Board members as Board Officers and the proposed 2021-22 Slate of Officers. *Secretary Shaukat Zakaria and Vice Chair Dr. Lois Moore*

10. Reconvene into Open Session and Take Action

At 12:16 p.m., the Board of Trustees reconvened into open session.

11. Consider and Take Action as a Result of the Executive Session

Vote on 2021-22 Slate of Officers for the Harris Center Board of Trustees

Mrs. Hellums made a motion for The Board to accept the following elected slate of 2021 Board Officers: Mr. Zakaria is elected for the office of Board Chair, Dr. Moore and Dr. Santos are elected for the offices of Vice Chairs, and Mr. Womack elected for the office of Secretary.

MOTION BY: HELLUMS

SECOND BY: GEARING

With unanimous affirmative votes

Chief Executive Officer's Annual Performance Evaluation

Mrs. Hellums moved to approve a performance bonus for the Chief Executive Officer as outlined in the Chief Executive Officer's contract.

MOTION BY: HELLUMS

SECOND BY: GEARING

With unanimous affirmative votes

12. Adjournment- 12:19 p.m.

Respectfully submitted,

Khalliah K. Thomas, Board Liaison

Shaukat Zakaria, Secretary, Board of Trustees
The HARRIS CENTER for
Mental Health and IDD

EXHIBIT F-2



Epic EHR Implementation Project

Board Update- January 2021

Mustafa Cochinwala
Chief Information Officer

Jennifer Martin
Director IT EHR

 **The HARRIS
CENTER** *for*
Mental Health and IDD
Transforming Lives

Agenda



Transforming Lives

1. Project Overview
2. Project Activities Summary
3. Project Scorecard
4. Milestones/Schedule
5. Budget
6. What's Next
7. Questions

Project Overview



Transforming Lives

- **MH, CPEP, IDD and Forensic – 600+ Forms**
- **Revenue Cycle Management (Billing)**
- **State Reporting**

Project Overview



Transforming Lives

- Pharmacy
- Data Migrations
- Health Information Management (HIM)
- Telehealth
- PC upgrade (1600)
- Printing
- Interfaces (Labs, HIE, etc.)
- Reporting - Encounter data, operational
- Networking
- Security
- Welcome Kiosks
- Data Warehouse
- Analytics/BI
- Org Change Management
- MyChart
- Post Live Support
- Training

Project Teams



Transforming Lives

- **The Harris Center**
 - 128 agency staff (Subject Matter Experts and IT)
 - 275 Super Users
- **Harris Health Systems**
 - 26 staff and consultants
- **Epic Systems**
 - 20 staff, combination of full and part time

Project Phases



Transforming Lives

- **Pre-work**
 - Defined governance, 3rd party contracting, Hardware analysis, Legacy data collection
- **WFWT & Configuration**
 - Detailed demonstrations, Operations sessions/workgroups, Build foundation, Initial interface & connectivity testing
- **User & System Readiness**
 - Content configuration, Conversion testing, End user device deployment
- **Training & Go Live**
 - End user training, Go live readiness, System personalization
- **Post Live**
 - Support staff & teach efficiency, Begin optimization, Plan for future upgrades

Project Status



Transforming Lives

- Forms Inventory:
 - 600+ forms being reviewed with Anasazi replacement priority
 - Flowsheets and Smart Forms being configured
- Provider Schedule Template build:
 - 30 staff identified to be trained and are building templates for all staff
- Epic Immersion 1/12/2021:
 - Epic Research and Development staff onsite
- Super Users:
 - Approximately 275 staff by Department and Location
 - Knowledgeable, trusted, and critical to go-live for their peers
 - Provide “At the elbows” support at go-live
 - Leading, reinforcing, and validating standard workflows and best practices at go-live and beyond
- Lunch and Learn sessions - 20

Go Live Overview



- Go Live Readiness at 90, 60, 30 and 15 day
- Abstraction
- Cutover
- Go live 4/10/2021:
 - Anasazi moved to Read Only-exceptions for Revenue Management
 - Epic Command Center staffed by agency and Harris Health staff
 - Super User onsite support
- Optimization: Post go live development
 - Forms, Notes, and additional Clinical documentation
 - Medical Device Integration
 - Customer Relation Management
- Plan for future upgrades

Epic Training



- Registration Opens in Saba – January 4th (*Now Open*)
 - *50% registered as of 1/22*
- Registration Deadline – February 15th
- Training Starts – March 8th
- Epic Go-Live – April 10th



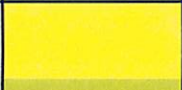

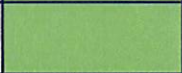



Epic Training Catalog

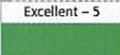
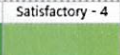
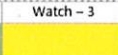
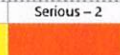
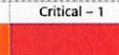

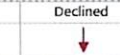


Transforming Lives

- 17 Courses related to Revenue Management & the Business Office
- 16 Courses for Direct Care Staff (non-prescriber)
- 7 Courses for HIM
- Self Directed Courses for Prescribers (MDs, DOs, APRNs, etc.)
- Divided by Unit and Role
- Some will need one (1) course, others multiple

Project Scorecard

	Current	Change from Previous	Comments
Overall			Project team is progressing with application build and testing; to move to green team needs to complete all items above without delay.
Project Scope			
Schedule/Milestone Dates			Team is on track to meet milestones, but need to complete all items on schedule.
Budget			
Resources			
Leadership/Sponsors			
Third Party Contracts (Test System Standup)			Team continues to work on Relay Health, Tkids, and Quest.
Operational Readiness			

Excellent - 5	Satisfactory - 4	Watch - 3	Serious - 2	Critical - 1	Improved	Declined
						

Milestones/Schedule



Transforming Lives

Legend: (#) = Payment Milestones; Phases = Contractual Milestones

Not Started	In Progress	Completed
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Milestones	Original Planned Start Date	Original Forecast Completion Date	Status
Third Party Contracts – contract amend only	05/28/19	03/01/21	In Progress
Strategic Meeting	TBD	TBD	Not Started
Pre-Kick off Readiness Items	03/01/20	05/15/20	Completed: 05/15/20
Project Kick off – The Harris Center (1)	04/02/20	04/02/20	Completed: 04/02/20
Phase 0: Pre-Work	03/23/20	06/12/20	Completed: 06/12/20
Analysis Complete (2)	06/12/20	06/12/20	Completed: 06/12/20
Phase 1: WFVT & Configuration	06/15/20	11/27/20 01/08/21	In Progress
Third Party Contracts – needed for testing	05/28/19	06/12/20 10/20/20 11/06/20 12/11/20 01/08/21	In Progress
Build Bucket 4 Completion	09/18/20	09/18/20	Completed: 09/25/20
Phase 2: User & System Readiness	08/24/20	03/05/21	In Progress
Training Materials Complete (3)	11/06/20	11/06/20 11/25/20 12/15/20	Completed: 12/15/20 HIM moved to 02/08/21
Testing Complete (4)	02/05/21	02/05/21	Not Started
Phase 3: Training	03/08/21	04/09/21	Not Started
First Day of Training (5)	03/08/21	03/08/21	Not Started
Phase 4: Go-Live	04/10/21	04/30/21	Not Started
Go-Live (6)	04/10/21	04/10/21	Not Started
Phase 5: Post-Live Optimization	05/03/21	07/23/21	Not Started
Project Close Out	08/06/21	08/06/21	Not Started

What's Next?

Project Timeline

January

- 1/13: 90 Day GLRA
- 1/15: Ensure Super Users slotted for all shifts
- 1/20: Super User kick off
- Week of 1/25: Technical Dress Rehearsal (TDR) training
- 1/29: Complete integrated testing
- Participate in readiness events

February

- 2/01: Begin pilot TDR
- 2/03: 60 Day GLRA
- 2/05: Complete all testing
- 2/08: Begin TDR
- 2/08 – 2/26: CT200
- 2/15: Full-scale conversion testing
- 2/16: Complete training registration
- Participate in readiness events

March

- 3/01: Super User training
- 3/03: 30 Day GLRA
- 3/08: End user training begins
- 3/10: PRD conversions
- 3/19: Build freeze
- 3/22: No-Go/Go decision
- 3/26: Appointment conversion
- Participate in readiness events

Budget – Approved FY2019



	Approved Expenditures	Amount
1	EPIC EHR Project – to Harris Health	\$ 5,230,724
2	IT Backfill/Consulting/HW/SW	\$ 1,355,591
	TOTAL	\$ 6,586,315

Budget – Spent

	Approved Expenditures	Amount
1	EPIC EHR Project	\$ 2,092,294
2	IT Backfill/Consulting/HW/SW	\$ 474,760
	Total	\$ 2,567,054

Budget – EPIC Systems to Harris Health



Transforming Lives

Total Project Cost:		\$ 15,928,623.00		
Funded by Harris County:		\$ 10,697,899.00		
Funded by The Harris Center:		\$ 5,230,724.00		
The Harris Center Payment Milestones/Schedule				
Payment No.	Payment Milestone	Milestone Date	Amount of Initial Fees Due	Payment Date
1	Project Kick-off	04/02/2020	\$ 1,046,144.80	04/24/2020
2	Analysis Completion	06/12/2020	\$ 1,046,144.80	08/31/2020
3	Training Materials Complete	TBD	\$ 784,608.60	TBD
4	Testing Complete	TBD	\$ 1,046,144.80	TBD
5	First Day of Training	TBD	\$ 261,536.20	TBD
6	Go-Live/Support	TBD	\$ 1,046,144.80	TBD

Budget – Approved and Planned FY2021



Transforming Lives

The Harris Center FY2021 Costs			
EPIC Costs	Projects to Support EHR	Amount	Scheduled Completion Date
1	PC Refresh – PC/Laptops	\$ 2,251,000	03/31/2021
2	PC Refresh Implementation Support	\$ 400,000	08/31/2021
3	Equipment Purchase – Firewalls	\$ 200,000	02/28/2021
	EPIC Hardware PC Project Total	\$ 2,851,000	

Budget – Harris Center Funded Budget



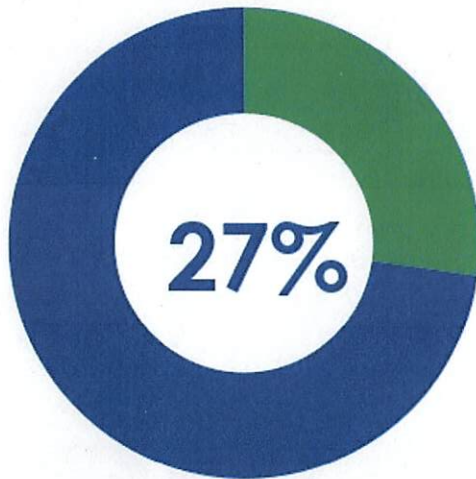
The Harris Center Costs			
EPIC Costs	Category		Amount
1	Harris Center Milestones		\$ 5,230,724
2	Equipment/Software		\$ 2,851,000
3	IT Backfill/Consulting/HW/SW		\$ 1,355,591
Funded by The Harris Center:			\$ 9,437,315

Budget – Harris Center Budget Overview



Summary

Percentage of Budget Spent



APPROVED HARRIS CENTER FUNDING

\$9,437,315

TOTAL PLANNED EXPENSES

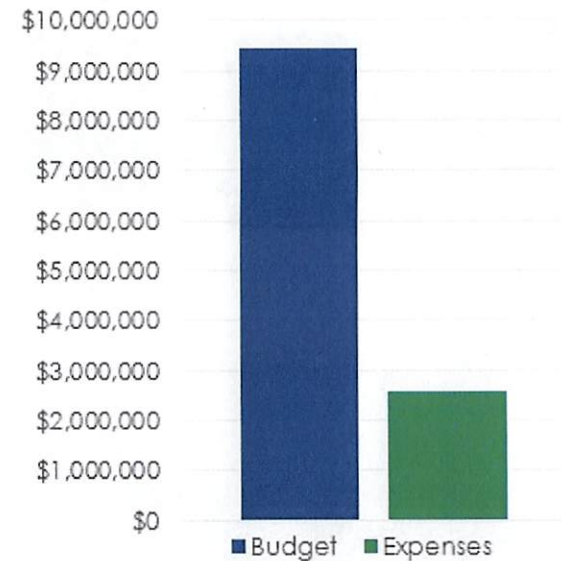
\$9,437,315

ACTUAL EXPENSES TO DATE

\$2,567,054

BALANCE

\$6,870,261



Questions?

Thank you for your support!



EXHIBIT F-3

(Silvia Tiller)*The* HARRIS CENTER for
Mental Health *and* IDD
Board of Trustees Proposed Meetings
2021

<u>JANUARY 2021</u>	<u>FEBRUARY 2021</u>	<u>MARCH 2021</u>	<u>APRIL 2021</u>	<u>MAY 2021</u>	<u>JUNE 2021</u>
19 – Resource Committee 19 – Program Committee 19– Audit Committee 19 – Quality Committee 27 – Governance (pending) 27 – Board Meeting	16 – Resource Committee 16 – Program Committee 16 – Quality Committee 24 – Governance (pending) 24 – Board Meeting	16 – Resource Committee 16 – Program Committee 16 – Quality Committee 24 – Governance (pending) 24 – Board Meeting	20 – Resource Committee 20 – Program Committee 20– Audit Committee 20 – Quality Committee 28 – Governance (pending) 28 – Board Meeting	18 – Resource Committee 18 – Program Committee 18 – Quality Committee 26 – Governance (pending) 26 – Board Meeting	15 – Resource Committee 15 – Program Committee 15 – Quality Committee 23 – Governance (pending) 23 – Board Meeting
<u>JULY 2021</u>	<u>AUGUST 2021</u>	<u>SEPTEMBER 2021</u>	<u>OCTOBER 2021</u>	<u>NOVEMBER 2021</u>	<u>DECEMBER 2021</u>
20 – Resource Committee 20 – Program Committee 20 – Quality Committee 20 – Audit Committee 28 – Governance (pending) 28 – Board Meeting	02 – Board Budget Meeting 17 – Resource Committee 17 – Program Committee 17 – Quality Committee 25 – Governance (pending) 25 – Board Meeting	21 – Resource Committee 21 – Program Committee 21 – Quality Committee 29 – Governance (pending) 29 – Board Meeting	19 – Resource Committee 19 – Program Committee 19 – Quality Committee 19 – Audit Committee 27 – Governance (pending) 27 – Board Meeting*	9 – Resource Committee 9 – Program Committee 9 – Quality Committee 9 – Nominating Committee 17 – Governance (pending) 17 – Board Meeting	15- Full Board (as needed)

The Resource Committee Meetings are normally held at, 8:30 a.m., Quality Committee Meetings are normally held at 10:00 a.m. and the Program Committee Meetings are normally held at 11:30 a.m. on the 3rd Tuesday

The Audit Committee Meetings are normally held at 12:30 p.m. on the 3rd Tuesday in January, April, July, and October.

The Governance Committee Meetings are normally held the 4th Wednesday as needed at 8:30 a.m.

Full Board Meetings are normally held the 4th Wednesday of each month at 9:30 a.m.

** The November Committees and Board and the December Board Meeting are usually moved up 1 week early due to the Holidays.

Meetings held in Conference Room (#104) at 9401 Southwest Freeway

EXHIBIT F-4

**The Harris Center for
Mental Health and IDD
(the “Center”)
Fiscal Year 2020
Audit Results**

Financial Statement Audit and
Federal and State Single Audits

Engagement Team



Donald Nguyen
Associate



Joey Killion
Senior Associate



**Ailene Comple
Makalintal**
*CPA CFE – Senior
Manager*



Celina Cereceres
*CPA – Engagement
Partner*



Tom Pedersen
*CPA – Engagement
Quality Control Partner*

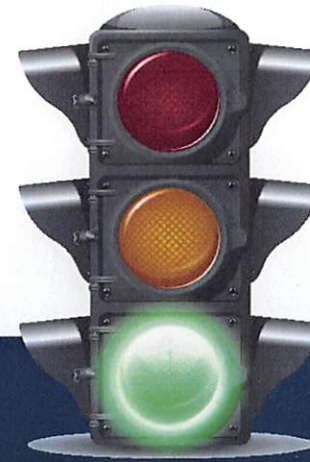
Purpose of the Audit – The Opinion on the Report



Disclaimer

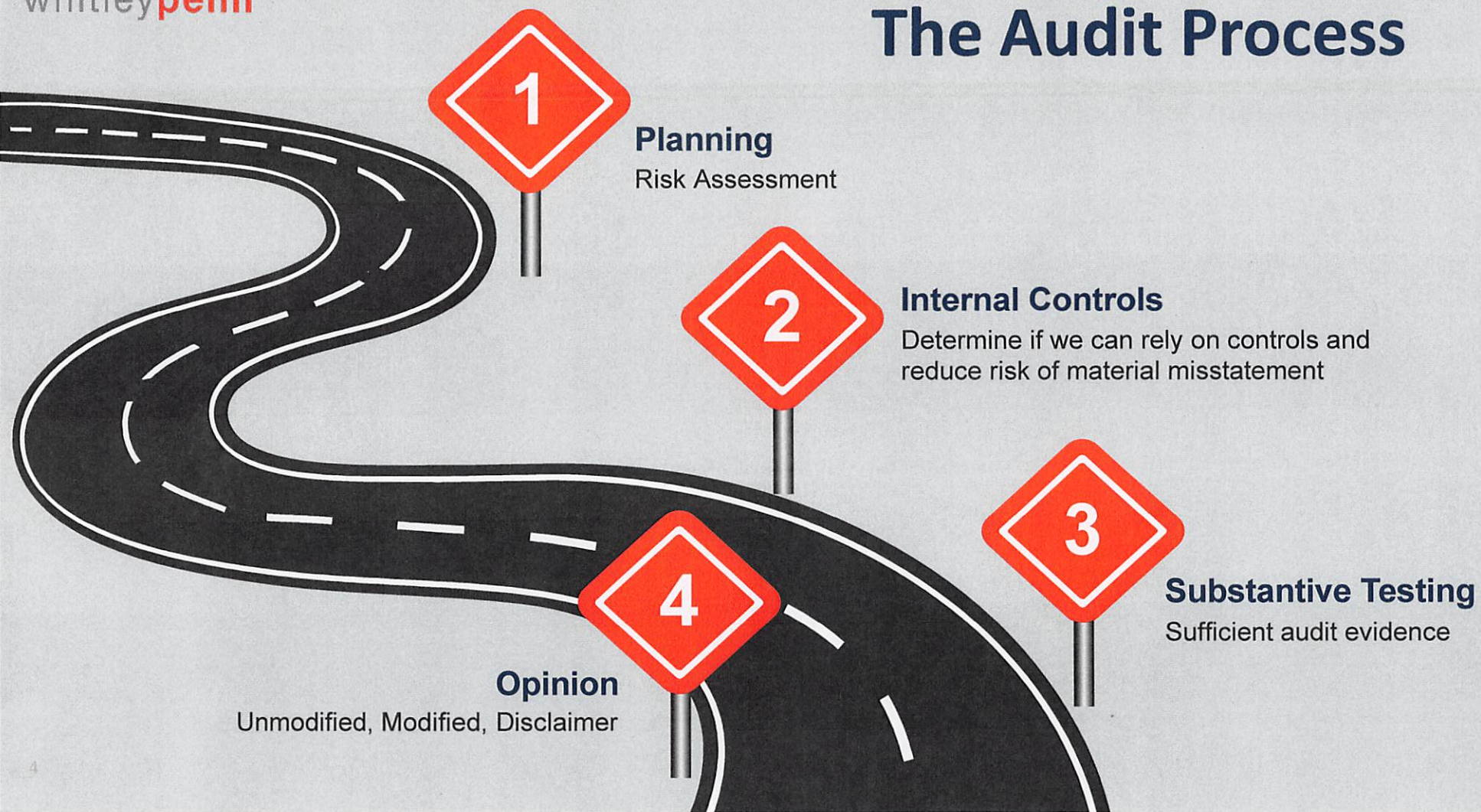


Qualification
(modification due to scope
limitation or departure from
GAAP)



Unmodified
(Clean Opinion)

The Audit Process



Internal Controls Over Critical Areas

- Human Resources
- Payroll
- Procurement
- Accounts Payable
- Federal & State Grants
- Internal Audit
- Information Technology

The Center's Audit Opinions

Clean Report



- **Unmodified opinion over financial statements**
- **No internal control findings related to financial reporting**
- **No findings related to compliance**

The Center's Audit Opinions

Clean Report



- **Major Federal Programs Selected for Testing FY 2020**
 - Mental Health Block Homeless PATH Grant (CFDA #93.150)
 - Medicaid Cluster (CFDA #93.778)
- **Major State Programs Selected for Testing FY 2020**
 - General Revenue Mental Health
 - General Revenue Psychiatric Hospitals
 - General Revenue Intellectual Development Disabilities
 - Early Childhood Intervention
- **Unmodified Opinion over each major federal and state program**
- **No internal control findings related to each major program**
- **No compliance findings**

Statement of Net Position

- **Total Assets: \$189.2 million**
 - Cash and investments: \$131.2 million
 - Capital assets, net of depreciation: \$33.6 million
- **Total Liabilities: \$42.6 million**
 - Accrued liabilities: \$10.9 million
 - Unearned revenue: \$18.5 million
 - Compensated absences: \$8.0 million
- **Net Position: \$146.6 million**

General Fund

- Actual revenues of \$286.9 were greater than budgeted amounts by \$26.9 million due to Delivery System Reform Incentive Payments
- Actual expenditures of \$262.3 million were under budget by \$13.3 million
- Fund balance increased by \$24.6 million
- Ending fund balance is \$120.6 million



Required Communications

Significant Accounting Policies

- The Center's accounting policies and methods are appropriate and in accordance with industry standards.

Accounting Estimates

- The preparation of the financial statements requires that certain estimates and judgments be made by management. These judgments and estimates include:
 - Allowances for uncollectable accounts receivable – 3rd Party/Patient Fees
 - Useful lives of capital assets
- We concluded that management has a reasonable basis for significant judgments and estimates that impact the financial statements.



Required Communications

Difficulties Encountered in Performing the Audit

- We encountered no difficulties in dealing with management in performing and completing our audit

Corrected or Uncorrected Misstatements

- There were no material misstatements that were identified by us that required management's correction

Disagreements with Management

- We had no disagreements with management over the application of accounting principles or management's judgments about accounting estimates.



Required Communications

Management Representations

- We have requested certain representations from management

Consultation with Other Accountants

- We are not aware of any situations in which management consulted with other accountants on accounting or financial reporting matters.

Major Issues Discussed with Management Prior to Retention

- We discussed the application of accounting principles and auditing standards, however, our responses were not a condition to our retention.



EXHIBIT F-5



The Harris Center for Mental Health and IDD

Financial Report

For the Third Month and Year to Date Ended November 30, 2020

Fiscal Year 2021

Presented to the Resource Committee of the Board of Trustees on January 19, 2021

The Harris Center for Mental Health & IDD

January 19, 2021

Resource Committee
Board of Trustees
The Harris Center for Mental Health and IDD

The monthly financial report for November 30, 2020 of The Harris Center for Mental Health and IDD ("The Center") is submitted herewith. This report was prepared by The Center's Accounting Department. Responsibility for both accuracy of the presented data and the completeness and fairness of the presentation rests with the Authority, the Chief Financial and Administrative Officer and the Accounting Department. We believe the data as presented is accurate in all material respects; that it is presented in a manner designed to fairly set forth the financial position and results of operations of the Center.

The Authority's accounting records for general operations are maintained on a modified accrual basis. Under this method, revenues are recognized in the period when they become measurable and available, and expenditures are recognized when the related fund liability is incurred, if measurable. The financial statement submitted herewith has not been audited by an independent auditor.



Sean Kim, CPA
Chief Financial and Administrative Officer

The Harris Center for Mental Health and IDD
Financial Summary
For the Third Month and Year to Date Ended November 30, 2020

Month (,000)			
	Actual	Budget	Variance
Revenues	\$ 20,265	\$ 20,860	\$ (596)
Expenditures	23,611	23,726	114
Excess of Revenues over (under) Expenditures before Other Sources	<u>\$ (3,347)</u>	<u>\$ (2,865)</u>	<u>\$ (481)</u>

Year-to-date (,000)			
	Actual	Budget	Variance
Excess of Revenues over (under) Expenditures after Other Sources	<u>\$ 7,637</u>	<u>\$ (311)</u>	<u>\$ 7,948</u>

The Harris Center for Mental Health and IDD
Comparison of Revenue and Expenses - Actual to Budget
For the Third Month and Year to Date Ended November 30, 2020

	Month Ended November 30, 2020					Three Months Ended November 30, 2020				
	Actual	Budget	Variance			Actual	Budget	Variance		
			Favorable or (Unfavorable)					Favorable or (Unfavorable)		
			\$	%			\$	%		
Total Revenues:										
Harris County and Local	\$ 4,625,153	\$ 4,315,497	\$ 309,656	c 7%	\$ 15,074,272	\$ 12,889,353	\$ 2,184,919	17%		
PAP / Samples	1,029,924	1,583,323	(553,399)	d -35%	3,877,453	4,749,969	(872,516)	-18%		
Interest	13,413	41,666	(28,253)	e -68%	53,986	124,998	(71,012)	-57%		
State General	9,585,606	9,642,311	(56,705)	f -1%	28,835,656	28,926,920	(91,264)	0%		
State Grants	465,044	920,531	(455,487)	g -49%	2,396,781	2,704,094	(307,313)	-11%		
Federal Grants	1,098,917	1,083,104	33,813	3%	8,359,998	3,189,313	5,170,683	162%		
3rd party billings	3,448,453	3,293,815	154,638	5%	9,677,943	9,881,455	(203,512)	-2%		
Total Revenue	20,264,510	20,860,247	(595,737)	h -3%	68,276,087	62,466,102	5,809,985	9%		
Total Expenses:										
Salaries and Fringe	16,236,352	15,919,918	(316,434)	j -2%	48,500,915	47,760,389	(740,526)	-2%		
Travel	43,775	133,163	89,388	67%	108,632	405,608	298,976	74%		
Contracts and Consultants	1,555,451	1,803,373	247,922	14%	4,725,592	5,410,406	684,814	13%		
HCPC Contract	2,418,243	2,389,794	(48,449)	-2%	7,157,831	7,109,382	(48,449)	-1%		
Supplies and Drugs	1,342,472	1,904,997	562,525	30%	4,646,289	5,710,160	1,063,871	19%		
Equipment (Purch, Rent, Maint)	398,475	377,672	(20,803)	k -6%	2,420,145	1,135,384	(1,284,761)	-113%		
Building (Purch, Rent, Maint)	685,145	283,157	(401,988)	l -142%	8,409,869	848,504	(7,561,365)	-891%		
Vehicle (Purch, Rent, Maint)	11,498	28,249	16,751	59%	40,873	84,747	43,874	52%		
Telephone and Utilities	192,864	222,975	30,111	14%	594,651	668,916	74,265	11%		
Insurance, Legal, Audit	189,855	137,776	(52,079)	m -38%	515,701	413,315	(102,386)	-25%		
Note Payments	-	-	-	N/A	-	-	-	N/A		
Other	410,482	477,079	66,617	14%	1,349,869	1,420,159	70,290	5%		
Claims Denials	56,512	67,531	11,019	16%	189,866	202,593	12,727	6%		
Reserve for Bad Debt	70,272	-	(70,272)	N/A	6,973	-	(6,973)	N/A		
Total Expenses	23,611,376	23,725,684	114,308	i 0%	78,665,206	71,169,563	(7,495,643)	-11%		
Excess of Revenues over (under)										
Expenditures before Other Sources	(3,346,866) a	(2,865,437)	(481,429)		(10,389,119)	(8,703,461)	(1,685,658)			
Funds from other sources:										
Use of fund balance - CapEx	231,769	-	231,769		1,439,408	-	1,439,408			
Use of fund balance - COVID-19	-	-	-		1,788,540	-	1,788,540			
Fund Balance DSRIP	630,078	630,079	(1)		1,890,234	1,890,234	-			
Waiver 1115 Revenues	2,167,491	2,167,491	-		6,502,473	6,502,458	15			
DSRIP Transition	1,809,411	-	1,809,411		5,428,234	-	5,428,234			
COVID-19 FMAP Allocation	-	-	-		-	-	-			
Insurance Proceeds	979,570	-	979,570		979,570	-	979,570			
Proceeds from Sale of Assets	-	-	-		-	-	-			
Unrealized Gain/(Loss) on Securities	-	-	-		-	-	-			
Excess of Revenues over (under)										
Expenditures after Other Sources	\$ 2,471,453	\$ (67,667)	\$ 2,539,320		\$ 7,637,338 b	\$ (310,769)	\$ 7,948,107			

The Harris Center for Mental Health and IDD
Comparison of Revenues and Expenses- Core Business and DSRIP
Management Use Only (Non-GAAP)
For The Month Ended November 30, 2020

Month Ended November 30, 2020						
Core Business		DSRIP			Capital Expenditures	
Actual	Budget	Actual	Budget	Actual	Budget	
Total Revenues:						
Local	\$ 5,666,719	\$ 5,935,678	\$ 1,771	\$ 4,808	\$ -	\$ -
State General Revenue	9,567,653	9,624,358	17,953	17,953	-	-
State Grants	465,044	920,531	-	-	-	-
Federal Grants	1,096,917	1,063,104	-	-	-	-
Federal Revenue - DSRIP	-	-	3,976,902	2,167,491	-	-
3rd party billings	3,346,525	3,196,884	101,928	96,931	-	-
Total Revenue	20,142,858	20,740,555	4,098,554	2,287,183	-	-
Total Expenses:						
Salaries and Fringe	14,889,967	14,503,009	1,346,385	1,416,909	-	-
Travel	41,964	121,430	1,811	11,733	-	-
Contracts and Consultant	1,408,870	1,685,835	146,581	117,538	-	-
HPCPC Contract	2,418,243	2,369,794	-	0	-	-
Supplies and Drugs	1,331,355	1,878,151	11,117	26,846	-	-
Equipment (Purch, Rent, Maint)	274,812	301,066	65,776	76,606	57,887	-
Building (Rent, Maint)	412,167	118,287	99,096	164,870	173,882	-
Vehicle (Purch, Rent, Maint)	6,212	16,539	5,286	11,710	-	-
Telephone and Utilities	192,609	178,986	255	43,989	-	-
Insurance, Legal, Audit	160,000	106,803	29,855	30,973	-	-
Note Payments	-	(30,098)	-	30,098	-	-
Other	397,235	476,584	13,227	495	-	-
Claims Denials	55,424	67,531	1,088	0	-	-
Reserve for Bad Debt	70,272	-	-	-	-	-
Total Expenses	21,659,130	21,793,917	1,720,477	1,931,767	231,769	-
Excess of Revenues over (under)						
Expenditures before Other Sources	(1,516,272)	(1,053,362)	2,378,077	355,416	(231,769)	-
Funds from other sources:						
Use of fund balance - CapEx	-	-	-	-	231,769	-
Use of fund balance - COVID-19	-	-	-	-	-	-
Fund Balance DSRIP	630,078	630,079	-	-	-	-
Insurance Proceeds	979,570	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-
Unrealized Gain/(Loss) on Securities	-	-	-	-	-	-
Excess of Revenues over (under)						
Expenditures after Other Sources	\$ 93,376	\$ (423,283)	\$ 2,378,077	\$ 355,416	\$ -	\$ -

The Harris Center for Mental Health and IDD
Comparison of Revenues and Expenses- Core Business and DSRIP
Management Use Only (Non-GAAP)
For the Year to Date Ended November 30, 2020

Three Months Ended November 30, 2020						
	Core Business		DSRIP		Capital Expenditures	
	Actual	Budget	Actual	Budget	Actual	Budget
Total Revenues:						
Local	\$ 19,000,367	\$ 17,754,704	\$ 5,344	\$ 9,616	\$ -	\$ -
State General Revenue	28,799,750	28,891,014	35,906	35,906	-	-
State Grants	2,396,781	2,704,094	-	-	-	-
Federal Grants	8,359,996	3,189,313	-	-	-	-
Federal Revenue - DSRIP	-	-	11,930,707	6,502,458	-	-
3rd party billings	9,474,832	9,687,593	203,111	193,862	-	-
Total Revenue	68,031,726	62,226,718	12,175,068	6,741,842	-	-
Total Expenses:						
Salaries and Fringe	45,987,059	44,978,133	2,513,856	2,782,256	-	-
Travel	105,821	382,112	811	23,496	-	-
Contracts and Consultant	4,672,907	5,175,330	52,685	235,076	-	-
HCPC Contract	7,157,831	7,109,382	-	-	-	-
Supplies and Drugs	4,625,417	5,656,261	20,872	53,899	-	-
Equipment (Purch, Rent, Maint)	1,053,026	984,888	147,437	150,496	1,219,682	-
Building (Rent, Maint)	7,928,323	473,113	261,823	375,391	219,723	-
Vehicle (Purch, Rent, Maint)	34,747	61,257	6,126	23,490	-	-
Telephone and Utilities	548,712	580,938	45,939	87,978	-	-
Insurance, Legal, Audit	456,245	357,951	59,456	55,364	-	-
Note Payments	-	-	-	-	-	-
Other	1,325,261	1,362,381	24,608	57,778	-	-
Claims Denials	187,869	201,603	1,997	990	-	-
Reserve for Bad Debt	6,973	-	-	-	-	-
Total Expenses	74,090,191	67,323,349	3,135,610	3,846,214	1,439,405	-
Excess of Revenues over (under)						
Expenditures before Other Sources	(6,058,465)	(5,096,631)	9,039,458	2,895,628	(1,439,405)	-
Funds from other sources:						
Use of fund balance - CapEx	-	-	-	-	1,439,406	-
Use of fund balance - COVID-19	1,786,540	-	-	-	-	-
Fund Balance DSRIP	1,890,234	1,890,234	-	-	-	-
Insurance Proceeds	979,570	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-
Unrealized Gain/(Loss) on Securities	-	-	-	-	-	-
Excess of Revenues over (under)						
Expenditures after Other Sources	\$ (1,402,121)	\$ (3,205,397)	\$ 9,039,458	\$ 2,895,628	\$ 1	\$ -

The Harris Center for Mental Health and IDD
Comparative Balance Sheet
As of November 30, 2020

	Ending Balance		Increase/(Decrease)	
	October 31, 2020	November 30, 2020	November	
Assets				
Cash and Cash Equivalents	\$ 133,682,651	\$ 125,759,197	\$ (7,923,454)	a
Inventory - includes RX	231,167	242,202	11,035	b
Prepaid Expenses	4,798,495	2,527,885	(2,270,610)	c
Deposits	3,290	3,290	-	
A/R Medicaid, Medicare, 3rd Party	5,235,456	5,535,109	299,653	
Less Bad Debt Reserve	(3,068,765)	(3,210,232)	(141,467)	
A/R Other	20,116,294	21,638,254	1,521,960	d
A/R DSRIP	11,830,787	15,907,690	3,976,903	e
Total Current Assets	172,929,375	168,403,395	(4,525,980)	
Land	5,028,114	5,028,114	-	
Building	25,773,792	25,773,792	-	
Building Improvements	20,663,609	20,663,609	-	
Furniture and Fixtures	9,885,236	9,885,236	-	
Vehicles	1,605,291	1,605,291	-	
Construction in Progress	4,366,105	4,597,875	231,770	
Total Property, Plant & Equipment	67,522,147	67,753,917	231,770	
TOTAL ASSETS	\$ 240,451,523	\$ 236,157,312	\$ (4,294,210)	
Liabilities and Fund Balance				
Unearned Income	\$ 33,982,729	\$ 24,245,090	\$ (9,737,639)	f
Accrued Payroll and Accounts Payables	21,095,687	24,131,133	3,035,445	g
Current Portion Long Term Debt	545,714	545,714	-	
Total Current Liabilities	55,624,130	48,921,937	(6,702,194)	
State Escheatment Payable	37,683	35,799	(1,884)	
Total Non Current Liabilities	37,683	35,799	(1,884)	
TOTAL LIABILITIES	55,661,813	48,957,736	(6,704,078)	
General Fund Balance	21,950,807	22,508,269	557,462	h
Nonspendable				
Investment in Inventories	231,167	242,202	11,035	
Investment in Fixed Assets	67,522,147	67,753,917	231,770	
Assigned:				
Current Capital Projects	30,260,690	30,028,920	(231,770)	i
Future Purchases of Real Property and IT Infrastructure	1,365,842	1,365,842	-	
Debt Repayment	-	-	-	
Self Insurance	2,000,000	2,000,000	-	
ECI Building Use	354,809	354,809	-	
Waiver 1115	47,359,825	46,729,847	(630,078)	
COVID-19 eFMAP Reserve	3,738,205	3,738,205	-	
Compensated Absences	4,840,228	4,840,228	-	
Total	179,623,820	179,562,238	(61,581)	
Year to Date Excess Revenues over (under) Expenditures	5,165,890	7,637,338	2,471,448	
TOTAL FUND BALANCE	184,789,710	187,199,576	2,409,867	
TOTAL LIABILITIES AND FUND BALANCE	\$ 240,451,523	\$ 236,157,312	\$ (4,294,211)	

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Reports
For Month and Year to Date Ended November 30, 2020

I. Comparison of Revenue and Expenses - Actual to Budget

- a. For the month of November 2020, the third month of the fiscal year, The Harris Center is reporting **Excess Expenditures over Revenues** of \$3,346,866.
- b. The year-to-date amount translates to **Excess Revenues over Expenditures** of \$7,637,338 after use of fund balance, fund balance CapEx, fund balance DSRIP, Waiver 1115 revenues, and DSRIP transition are considered.
- c. **Harris County and Local** is favorable to budget by \$309,656 due to recognition of revenue from build out of Respite, Rehab and Re-Entry facility.
- d. **PAP/Samples** is unfavorable to budget by \$553,399 as the bulk PAP inventory stock is depleting.
- e. **Interest** is unfavorable to budget by \$28,253 because of lower interest rates caused by Federal Reserve interest rate reductions in response to the economic downturn from the COVID-19 pandemic.
- f. **State General** is unfavorable to budget by \$56,705 due to lower than expected revenues from Jail Based Competency Restoration Pilot.
- g. **State Grants** is unfavorable to budget by \$455,487 due to timing of ECI revenues.

I. Comparison of Revenue and Expenses – Actual to Budget (continued)

- h. **Total Revenue**, therefore, is unfavorable to budget by \$595,737.
- i. **Total Expenses** are favorable to budget by \$114,308.
- j. **Salaries and Fringe** are unfavorable to budget by \$316,434 primarily from salary accruals for the month.
- k. **Equipment** is unfavorable to budget by \$20,803, primarily from Respite, Rehab and Re-entry expenses.
- l. **Building** is unfavorable to budget by \$401,988 related to the build out of the South Loop East facility.
- m. **Insurance, Legal and Audit** are unfavorable to budget by \$52,079 primarily from the timing of legal expenses.

II. Comparative Balance Sheet

- a. **Cash and Cash Equivalents** The agency considers cash and cash equivalents to be cash on hand, demand deposit accounts and short term investments with maturities of less than ninety days. Cash and cash equivalents increased from the prior month as a result of operations.

	Ending Balance		Increase/(Decrease)
	October 31, 2020	November 30, 2020	November
Cash - General Fund Bank Of America	\$ 1,098,184	\$ 1,095,708	\$ (2,476)
Cash - General Fund Chase	11,983,636	13,270,721	1,287,085
Cash - BOA ACH Vendor	229,017	686,506	457,489
Cash - FSA - Discovery	212,649	233,782	21,133
Petty Cash	9,300	9,300	-
Investments - Texpool General Fund	20,786,967	20,789,070	2,103
Investments - Texpool Self Insurance	2,288,140	2,288,371	231
Investments - Texas Class	97,074,757	87,385,738	(9,689,019)
Total Cash and Cash Equivalents	\$ 133,682,650	\$ 125,759,196	\$ (7,923,454)

II. Comparative Balance Sheet (continued)

- b. **Inventory** normally does not significantly change from month to month. The balance is normally only updated annually at the time of the year end physical inventory. PAP/Drug Samples are not included in inventory, as this inventory does not belong to the Center. Inventory consists of the following:

	Ending Balance		Increase/(Decrease)
	October 31, 2020	November 30, 2020	November
Inventory - Central Supplies	\$ 22,482	\$ 22,482	\$ -
Supplies Purchased	23,081	34,116	11,035
Supplies Used	(49,699)	(49,699)	-
Inventory - Drugs	235,303	235,303	-
Total Inventory	\$ 231,167	\$ 242,202	\$ 11,035

- c. **Prepaid Expenses** decreased because of HCPC activity.

II. Comparative Balance Sheet (continued)

d. Account Receivable Other increased in November.

	Ending Balance		Increase/(Decrease)
	October 31, 2020	November 30, 2020	November
Villas At Bayou Park	\$ 48,033	\$ 48,033	\$ -
Pear Grove	19,814	19,814	-
Pasadena Cottages	72,288	75,371	3,083
Employee	1,850	1,850	-
Acres Homes Garden	53,786	59,756	5,970
General Accounts Receivable	(948,215)	1,680,776	2,628,991
Building Rents	11,000	12,500	1,500
Harris County Juvenile Probation	445,080	566,751	121,671
Harris County Community Supervision & Correct	476,018	479,655	3,637
Harris County Sheriff Dept.	3,253,392	1,735,911	(1,517,481)
ICFMR	148,673	87,396	(61,277)
Medicaid Administrative Claiming	4,345,049	4,996,294	651,245
ECI Administrative Claiming	274,825	141,213	(133,612)
TCOOMMI -Special Needs	528,627	720,658	192,031
TDCJ - Parole	61,500	82,000	20,500
TDCJ - Substance Abuse	53,550	71,400	17,850
TCOOMMI- Juvenile	223,371	219,479	(3,892)
Jail Diversion	930,469	1,216,152	285,683
ECI	1,399,799	650,675	(749,124)
ECI Respite	90,128	107,727	17,599
ECI SNAP	1,316	(308)	(1,624)
HUD - Safe Havens	371,737	371,737	-
PATH - Mental Health Block	190,105	168,153	(21,952)
MH Block Grant	3,695,011	3,951,828	256,817
MH Block Grant - Coordinated Specialty Care	139,542	98,505	(41,037)

II. Comparative Balance Sheet (continued)

d. Account Receivable Other (continued)

	Ending Balance		Increase/(Decrease)
	October 31, 2020	November 30, 2020	November
Title XX Social Services	677,153	\$ 725,521	48,368
TANFF to Title XX Block Grant	86,029	\$ 128,683	42,654
DSHS SAPT Block Grant - SA/OSR	27,484	\$ 22,156	(5,328)
Enhanced Community Coordinator	1,972,826	\$ 2,113,743	140,917
DSHS Mental Health First Aid	111,585	\$ 54,659	(56,926)
HHSC ZEST - Zero Suicide	88,090	\$ 41,996	(46,094)
HCC Open Door	235,516	\$ 235,516	-
HCS	22,416	\$ 22,416	-
TX Home Living Waiver	(129,314)	\$ (131,745)	(2,431)
Federal DSHS Disaster Assistance	970,616	\$ 701,950	(268,666)
Helpline Contracts	51,816	\$ 81,494	29,678
City of Houston - CCSI	50,537	\$ 50,537	-
City of Houston - DMD	10,332	\$ 10,332	-
City of Houston - 911 CCD Amended	54,462	\$ 17,670	(36,792)
DARS - Autism	-	\$ -	-
	<u>\$ 20,116,296</u>	<u>\$ 21,638,254</u>	<u>\$ 1,521,958</u>

e. A/R DSRIP increased as the Center accrued for the semi-annual DSRIP payment.

- f. **Unearned Income** decreased as the Agency earned amounts received from State lump sum allocations.
- g. **Accrued Payroll and Accounts Payable** increased because of payment timing related to accounts payable, payroll, and employee fringe benefit liabilities.

II. Comparative Balance Sheet (continued)

- h. **Fund Balance** increased as a result of operations.
- i. **Current Capital Projects** decreased as a result of funding various Board approved capital projects for fiscal year 2021.
- j. **Days of Operation in Reserve for Total Agency** is 146 days and for **Core Business** is 92 days versus 147 and 91 days for the prior month, respectively.
- k. **Debt Service Coverage Ratio** is 48.59 to 1.00 (bank requirement is not less than 1.00 to 1.00).
- l. **Unrestricted Cash and Investments to Fund Debt Ratio** is 217.10 to 1.00 (bank requirement is not less than 1.00 to 1.00).

III. Investment Portfolio

- a. Total investments as of November 30, 2020 is \$110,463,180 of which 100% is in government pools (Texas Class 79% and Texpool 21%).
- b. Investments this month yielded interest income of \$13,413.

THE HARRIS CENTER FOR MENTAL HEALTH AND IDD
INVESTMENT PORTFOLIO
NOVEMBER 30, 2020

Issuer	CUSIP/ Security #	Book Value Cost	Transfer In Txpool/ TX Class	Transfer Out Tx pool/ TX Class	Interest Txpool/ TX Class	Allowance Unrealized G/L	Market Value Ending Balance	Market Value Beginning Balance	Portfolio %	Interest Accrual	Coupon Rate	Settlement Date	Maturity Date	Call
SECURITIES G/L 120500														
Subtotal Securities										-	0.00%			
GOVERNMENT POOLS														
TEXAS CLASS - GF G/L 120700		97,074,757	-	(9,700,000)	10,981		87,385,738		79.11%		0.1486%			
TEXPOOL ISF G/L 120610		2,288,140	-	-	232		2,288,372		9.92%		0.1231%			
TEXPOOL GF G/L 120600		20,786,967	-	-	2,103		20,789,070		90.08%		0.1231%			
Subtotal Texpool		23,075,107	-	-	2,335		23,077,442		20.89%					
Subtotal Government Pools		120,149,864	-	(9,700,000)	13,315		110,463,180		100.00%					
TOTAL INVESTMENTS		\$ 120,149,864	\$ -	\$ (9,700,000)	\$ 13,315	\$ -	\$ 110,463,180		100.00%					

Total Investment Interest G/L 409000 & 409005	13,315	3 Month Weighted Average Maturity (Days)	1.00
Depository Bank Interest G/L 409000	97	3 Month Weighted Average Yield	0.1731%
Total Interest	<u>\$ 13,413</u>	3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks)	0.0890%



The Harris Center for Mental Health and IDD

Financial Report

For the Fourth Month and Year to Date Ended December 31, 2020

Fiscal Year 2021

Presented to the Resource Committee of the Board of Trustees on January 19, 2021

The Harris Center for Mental Health & IDD

January 19, 2021

Resource Committee
Board of Trustees
The Harris Center for Mental Health and IDD

The monthly financial report for December 31, 2020 of The Harris Center for Mental Health and IDD ("The Center") is submitted herewith. This report was prepared by The Center's Accounting Department. Responsibility for both accuracy of the presented data and the completeness and fairness of the presentation rests with the Authority, the Chief Financial and Administrative Officer and the Accounting Department. We believe the data as presented is accurate in all material respects; that it is presented in a manner designed to fairly set forth the financial position and results of operations of the Center.

The Authority's accounting records for general operations are maintained on a modified accrual basis. Under this method, revenues are recognized in the period when they become measurable and available, and expenditures are recognized when the related fund liability is incurred, if measurable. The financial statement submitted herewith has not been audited by an independent auditor.



Sean Kim, CPA
Chief Financial and Administrative Officer

The Harris Center for Mental Health and IDD
Financial Summary
For the Fourth Month and Year to Date Ended December 31, 2020

Month (,000)			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Revenues	\$ 20,383	\$ 20,898	\$ (516)
Expenditures	22,221	24,335	2,113
Excess of Revenues over (under) Expenditures before Other Sources	<u>\$ (1,838)</u>	<u>\$ (3,436)</u>	<u>\$ 1,598</u>

Year-to-date (,000)			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Excess of Revenues over (under) Expenditures after Other Sources	<u>\$ 10,912</u>	<u>\$ (949)</u>	<u>\$ 11,861</u>

**The Harris Center for Mental Health and IDD
Comparison of Revenue and Expenses - Actual to Budget
For the Fourth Month and Year to Date Ended December 31, 2020**

	Month Ended December 31, 2020					Four Months Ended December 31, 2020				
	Actual	Budget	Variance			Actual	Budget	Variance		
			Favorable or (Unfavorable)					Favorable or (Unfavorable)		
			\$	%			\$	%		
Total Revenues:										
Harris County and Local	4,727,436	4,315,500	\$ 411,936	c 10%	19,801,709	17,204,852	\$ 2,596,857	15%		
PAP / Samples	1,225,865	1,583,323	(357,458)	d -23%	5,103,318	6,333,292	(1,229,974)	-19%		
Interest	12,455	41,666	(29,211)	e -70%	66,441	166,664	(100,223)	-60%		
State General	9,605,926	9,642,311	(36,385)	0%	38,441,582	38,569,231	(127,649)	0%		
State Grants	423,755	891,782	(468,027)	f -52%	2,820,536	3,595,876	(775,340)	-22%		
Federal Grants	1,299,301	1,063,104	236,197	22%	9,659,297	4,252,417	5,406,880	127%		
3rd party billings	3,088,135	3,380,801	(272,666)	-8%	12,766,078	13,242,258	(476,178)	-4%		
Total Revenue	20,382,873	20,898,487	(515,614)	g -2%	88,658,961	83,364,588	5,294,373	6%		
Total Expenses:										
Salaries and Fringe	15,325,097	15,955,547	630,450	4%	63,826,012	63,715,936	(110,076)	0%		
Travel	57,859	130,955	73,296	56%	164,291	536,564	372,273	69%		
Contracts and Consultants	1,587,863	1,803,661	215,798	12%	6,321,789	7,214,067	892,278	12%		
HGPC Contract	2,351,560	2,369,794	18,234	1%	9,509,391	9,479,176	(30,215)	0%		
Supplies and Drugs	1,661,642	1,905,176	243,534	13%	6,308,312	7,615,336	1,307,024	17%		
Equipment (Purch, Rent, Maint)	1,118,990	380,015	(738,975)	i -194%	2,768,273	1,515,400	(1,252,873)	-83%		
Building (Purch, Rent, Maint)	621,457	283,161	(338,296)	j -119%	8,747,324	1,131,665	(7,615,659)	-673%		
Vehicle (Purch, Rent, Maint)	11,454	28,249	16,795	59%	52,327	112,996	60,669	54%		
Telephone and Utilities	186,906	222,979	36,073	16%	781,556	891,895	110,339	12%		
Insurance, Legal, Audit	151,472	137,805	(13,667)	-10%	667,173	551,120	(116,053)	-21%		
Note Payments	552,424	588,597	36,173	6%	552,424	588,597	36,173	6%		
Other	348,535	461,117	112,582	24%	1,698,404	1,881,276	182,872	10%		
Claims Denials	49,119	67,531	18,412	27%	238,985	270,124	31,139	12%		
Reserve for Bad Debt	(1,803,056)	-	1,803,056		(1,796,083)	-	1,796,083			
Total Expenses	22,221,122	24,334,587	2,113,465	h 9%	99,840,178	95,504,152	(4,336,026)	-5%		
Excess of Revenues over (under)										
Expenditures before Other Sources	(1,838,249) a	(3,438,100)	1,597,851		(11,181,217)	(12,139,564)	958,347			
Funds from other sources:										
Use of fund balance - CapEx	503,979	-	503,979		897,240	-	897,240			
Use of fund balance - COVID-19	-	-	-		1,786,540	-	1,786,540			
Fund Balance DSRIP	630,078	630,079	(1)		2,520,312	2,520,316	(4)			
Waiver 1115 Revenues	2,167,491	2,167,486	5		8,669,957	8,669,944	13			
DSRIP Transition	1,809,411	-	1,809,411		7,237,646	-	7,237,646			
COVID-19 FMAP Allocation	-	-	-		-	-	-			
Insurance Proceeds	1,860	-	1,860		981,430	-	981,430			
Proceeds from Sale of Assets	-	-	-		-	-	-			
Unrealized Gain/(Loss) on Securities	-	-	-		-	-	-			
Excess of Revenues over (under)										
Expenditures after Other Sources	\$ 3,274,570	\$ (638,535)	\$ 3,913,105		\$ 10,911,908 b	\$ (949,304)	\$ 11,861,212			

**The Harris Center for Mental Health and IDD
Comparison of Revenues and Expenses- Core Business and DSRIP
Management Use Only (Non-GAAP)
For The Month Ended December 31, 2020**

Month Ended December 31, 2020						
Core Business		DSRIP		Capital Expenditures		
Actual	Budget	Actual	Budget	Actual	Budget	
Total Revenues:						
Local	\$ 5,958,605	\$ 5,935,681	7,151	\$ 4,808	\$ -	\$ -
State General Revenue	9,587,973	9,624,358	17,953	17,953	-	-
State Grants	423,755	891,782	-	-	-	-
Federal Grants	1,299,301	1,063,104	-	-	-	-
Federal Revenue - DSRIP	-	-	3,976,902	2,167,486	-	-
3rd party billings	2,984,864	3,263,870	103,271	96,931	-	-
Total Revenue	20,254,498	20,778,795	4,105,277	2,287,178	-	-
Total Expenses:						
Salaries and Fringe	14,161,927	14,538,638	1,163,170	1,416,909	-	-
Travel	56,662	119,222	997	11,733	-	-
Contracts and Consultant	1,541,065	1,686,123	46,798	117,538	-	-
HCPC Contract	2,351,560	2,369,794	-	-	-	-
Supplies and Drugs	1,642,838	1,878,330	18,804	26,846	-	-
Equipment (Purch, Rent, Maint)	588,588	303,409	63,455	76,606	466,947	-
Building (Rent, Maint)	439,617	118,291	148,989	164,870	32,851	-
Vehicle (Purch, Rent, Maint)	8,315	16,539	3,139	11,710	-	-
Telephone and Utilities	170,436	178,990	16,470	43,989	-	-
Insurance, Legal, Audit	121,743	106,832	29,729	30,973	-	-
Note Payments	-	558,499	552,424	30,098	-	-
Other	329,494	460,622	19,041	495	-	-
Claims Denials	48,474	67,531	645	-	-	-
Reserve for Bad Debt	(1,803,056)	-	-	-	-	-
Total Expenses	19,657,663	22,402,820	2,063,661	1,931,767	499,798	-
Excess of Revenues over (under)						
Expenditures before Other Sources	596,835	(1,624,025)	2,041,616	355,411	(499,798)	-
Funds from other sources:						
Use of fund balance - CapEx	4,181	-	-	-	499,798	-
Use of fund balance - COVID-19	-	-	-	-	-	-
Fund Balance DSRIP	630,078	630,079	-	-	-	-
Insurance Proceeds	1,860	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-
Unrealized Gain/(Loss) on Securities	-	-	-	-	-	-
Excess of Revenues over (under)						
Expenditures after Other Sources	\$ 1,232,954	\$ (993,946)	\$ 2,041,616	\$ 355,411	\$ -	\$ -
	=====	=====	=====	=====	=====	=====

**The Harris Center for Mental Health and IDD
Comparison of Revenues and Expenses- Core Business and DSRIP
Management Use Only (Non-GAAP)
For the Year to Date Ended December 31, 2020**

Four Months Ended December 31, 2020						
	Core Business		DSRIP		Capital Expenditures	
	Actual	Budget	Actual	Budget	Actual	Budget
Total Revenues:						
Local	\$ 24,957,203	\$ 23,685,576	14,265	19,232	\$ -	\$ -
State General Revenue	38,369,770	38,497,419	71,812	71,812	-	-
State Grants	2,820,536	3,595,876	-	-	-	-
Federal Grants	9,659,297	4,252,417	-	-	-	-
Federal Revenue - DSRIP	-	-	15,907,603	8,669,944	-	-
3rd party billings	12,357,768	12,854,377	408,310	387,879	-	-
Total Revenue	88,164,574	82,885,665	16,401,990	9,148,867	-	-
Total Expenses:						
Salaries and Fringe	58,802,600	58,079,401	5,023,412	5,636,535	-	-
Travel	160,672	489,589	3,619	46,975	-	-
Contracts and Consultant	6,075,726	6,743,915	246,063	470,152	-	-
HCPC Contract	9,509,391	9,479,176	-	-	-	-
Supplies and Drugs	6,257,519	7,508,971	50,793	106,365	-	-
Equipment (Purch, Rent, Maint)	1,851,121	1,208,976	276,668	306,424	640,484	-
Building (Rent, Maint)	7,984,840	498,294	509,909	633,371	252,575	-
Vehicle (Purch, Rent, Maint)	37,777	66,156	14,550	46,840	-	-
Telephone and Utilities	718,893	722,979	62,663	168,916	-	-
Insurance, Legal, Audit	548,133	430,582	119,040	120,538	-	-
Note Payments	552,424	588,597	-	-	-	-
Other	1,641,528	1,785,964	56,876	95,312	-	-
Claims Denials	235,255	268,144	3,730	1,980	-	-
Reserve for Bad Debt	(1,786,083)	-	-	-	-	-
Total Expenses	92,579,796	87,870,744	6,367,323	7,633,408	893,059	-
Excess of Revenues over (under)						
Expenditures before Other Sources	(4,415,222)	(4,985,079)	10,034,667	1,515,459	(893,059)	-
Funds from other sources:						
Use of fund balance - CapEx	4,181	-	-	-	893,059	-
Use of fund balance - COVID-19	1,786,540	-	-	-	-	-
Fund Balance DSRIP	2,520,312	2,520,316	-	-	-	-
Insurance Proceeds	981,430	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-
Unrealized Gain/(Loss) on Securities	-	-	-	-	-	-
Excess of Revenues over (under)						
Expenditures after Other Sources	\$ 877,241	\$ (2,464,763)	\$ 10,034,667	\$ 1,515,459	\$ -	\$ -

**The Harris Center for Mental Health and IDD
Comparative Balance Sheet
As of December 31, 2020**

	Ending Balance		Increase/(Decrease)
	November 30, 2020	December 31, 2020	December
Assets			
Cash and Cash Equivalents	\$ 125,759,197	\$ 140,031,391	\$ 14,272,194 a
Inventory - includes RX	242,202	259,512	17,310 b
Prepaid Expenses	2,527,885	104,696	(2,423,189) c
Deposits	3,290	3,290	-
A/R Medicaid, Medicare, 3rd Party	5,535,109	6,991,141	1,456,032
Less Bad Debt Reserve	(3,210,232)	(3,252,980)	(42,748)
A/R Other	21,638,254	21,584,757	(53,497) d
A/R DSRIP	15,907,690	19,884,585	3,976,895 e
Total Current Assets	168,403,395	185,606,392	17,202,997
Land	5,028,114	5,028,114	-
Building	25,773,792	25,773,792	-
Building Improvements	20,863,609	20,863,609	-
Furniture and Fixtures	9,885,236	9,885,236	-
Vehicles	1,605,291	1,605,291	-
Construction in Progress	4,597,875	5,101,854	503,979
Total Property, Plant & Equipment	67,753,917	68,257,896	503,979
TOTAL ASSETS	\$ 236,157,313	\$ 253,864,288	\$ 17,706,976
Liabilities and Fund Balance			
Unearned Income	\$ 24,245,090	\$ 47,774,372	\$ 23,529,282 f
Accrued Payroll and Accounts Payables	24,131,133	18,969,662	(5,161,472) g
Current Portion Long Term Debt	545,714	-	(545,714)
Total Current Liabilities	48,921,937	66,744,034	17,822,096
State Escheatment Payable	35,799	34,815	(984)
Total Non Current Liabilities	35,799	34,815	(984)
TOTAL LIABILITIES	48,957,736	66,778,849	17,821,112
General Fund Balance	22,508,269	19,718,204	(2,790,065) h
Nonspendable			
Investment in Inventories	242,202	259,512	17,310
Investment in Fixed Assets	67,753,917	68,257,896	503,979
Assigned:			
Current Capital Projects	30,028,920	29,524,941	(503,979) i
Future Purchases of Real Property and IT Infrastructure	1,365,842	1,365,842	-
Debt Repayment	-	-	-
Self Insurance	2,000,000	2,000,000	-
ECI Building Use	354,809	354,809	-
Waiver 1115	48,729,847	48,099,769	(630,078)
COVID-19 eFMAP Reserve	3,738,205	3,738,205	-
Compensated Absences	4,840,228	4,854,354	14,126
Total	179,562,239	176,173,531	(3,388,707)
Year to Date Excess Revenues over (under) Expenditures	7,637,338	10,911,908	3,274,570
TOTAL FUND BALANCE	187,199,577	187,085,439 h	(114,137) h
TOTAL LIABILITIES AND FUND BALANCE	\$ 236,157,313	\$ 253,864,288	\$ 17,706,975

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Reports
For Month and Year to Date Ended December 31, 2020

I. Comparison of Revenue and Expenses - Actual to Budget

- a. For the month of December 2020, the fourth month of the fiscal year, The Harris Center is reporting **Excess Expenditures over Revenues** of \$1,838,249.
- b. The year-to-date amount translates to **Excess Revenues over Expenditures** of \$10,911,908 after use of fund balance, fund balance CapEx, fund balance DSRIP, Waiver 1115 revenues, and DSRIP transition are considered.
- c. **Harris County and Local** is favorable to budget by \$411,936 primarily due to a phase 3 payment from the HHS Provider Relief Fund.
- d. **PAP/Samples** is unfavorable to budget by \$357,458 as the bulk PAP inventory stock is depleting.
- e. **Interest** is unfavorable to budget by \$29,211 because of lower interest rates caused by Federal Reserve interest rate reductions in response to the economic downturn from the COVID-19 pandemic.
- f. **State Grants** is unfavorable to budget by \$468,027 due to timing of ECI revenues.

I. Comparison of Revenue and Expenses – Actual to Budget (continued)

- g. **Total Revenue**, therefore, is unfavorable to budget by \$515,614.
- h. **Total Expenses** are favorable to budget by \$2,113,465.
- i. **Equipment** is unfavorable to budget by \$738,975 primarily from expenses related to the South Loop East facility and payments for software.
- j. **Building** is unfavorable to budget by \$338,296 due to expenses related to the build out of the South Loop East facility.

II. Comparative Balance Sheet

- a. **Cash and Cash Equivalents** The agency considers cash and cash equivalents to be cash on hand, demand deposit accounts and short term investments with maturities of less than ninety days. Cash and cash equivalents increased from the prior month as a result of operations.

	Ending Balance		Increase/(Decrease)
	November 30, 2020	December 31, 2020	December
Cash - General Fund Bank Of America	\$ 1,095,708	\$ 1,094,788	\$ (920)
Cash - General Fund Chase	13,270,722	19,350,699	6,079,977
Cash - BOA ACH Vendor	686,506	552,152	(134,354)
Cash - FSA - Discovery	233,782	248,915	15,133
Petty Cash	9,300	9,300	-
Investments - Texpool General Fund	20,789,070	1,001,412	(19,787,658)
Investments - Texpool Self Insurance	2,288,371	2,288,548	177
Investments - Texpool Prime	-	39,789,678	39,789,678
Investments - Texas Class	87,385,738	75,695,899	(11,689,839)
Total Cash and Cash Equivalents	\$ 125,759,197	\$ 140,031,391	\$ 14,272,194

II. Comparative Balance Sheet (continued)

- b. **Inventory** normally does not significantly change from month to month. The balance is normally only updated annually at the time of the year end physical inventory. PAP/Drug Samples are not included in inventory, as this inventory does not belong to the Center. Inventory consists of the following:

	Ending Balance		Increase/(Decrease)
	November 30, 2020	December 31, 2020	December
Inventory - Central Supplies	\$ 22,482	\$ 11,138	\$ (11,344.00)
Supplies Purchased	34,116	18,750	(15,366)
Supplies Used	(49,699)	(5,855)	43,844
Inventory - Drugs	235,303	235,479	176
Total Inventory	\$ 242,202	\$ 259,512	\$ 17,310

- c. **Prepaid Expenses** decreased because of HCPC activity.

II. Comparative Balance Sheet (continued)

d. Account Receivable Other decreased in December.

	Ending Balance		Increase/(Decrease)
	November 30, 2020	December 31, 2020	December
Villas At Bayou Park	\$ 48,033	\$ 48,033	-
Pear Grove	19,814	19,814	-
Pasadena Cottages	75,371	78,604	3,233
Employee	1,850	1,850	-
Acres Homes Garden	59,756	59,756	-
General Accounts Receivable	1,680,776	2,316,524	635,748
Building Rents	12,500	12,500	-
Harris County Juvenile Probation	566,751	335,766	(230,985)
Harris County Community Supervision & Correct	479,655	600,151	120,496
Harris County Sheriff Dept.	1,735,911	2,327,069	591,158
ICFMR	87,396	159,923	72,527
Medicaid Administrative Claiming	4,996,294	3,848,967	(1,147,327)
ECI Administrative Claiming	141,213	179,294	38,081
TCOOMMI -Special Needs	720,658	711,487	(9,171)
TDCJ - Parole	82,000	82,000	-
TDCJ - Substance Abuse	71,400	71,400	-
TCOOMMI- Juvenile	219,479	271,771	52,292
Jail Diversion	1,216,152	1,409,840	193,688
ECI	650,675	228,176	(422,499)
ECI Respite	107,727	37,971	(69,756)
ECI SNAP	(308)	(3,334)	(3,026)
HUD - Safe Havens	371,737	371,737	-
PATH - Mental Health Block	168,153	210,099	41,946
MH Block Grant	3,951,828	4,208,645	256,817
MH Block Grant - Coordinated Specialty Care	98,505	119,840	21,335

II. Comparative Balance Sheet (continued)

d. Account Receivable Other (continued)

	Ending Balance		Increase/(Decrease)
	November 30, 2020	December 31, 2020	December
Title XX Social Services	\$ 725,521	\$ 77,389	(648,132)
TANFF to Title XX Block Grant	\$ 128,683	\$ 102,814	(25,869)
DSHS SAPT Block Grant - SA/OSR	\$ 22,156	\$ 22,629	473
Enhanced Community Coordinator	\$ 2,113,743	\$ 2,254,660	140,917
DSHS Mental Health First Aid	\$ 54,659	\$ 41,589	(13,070)
HHSC ZEST - Zero Suicide	\$ 41,996	\$ 48,929	6,933
HCC Open Door	\$ 235,516	\$ 235,516	-
HCS	\$ 22,416	\$ 22,416	-
TX Home Living Waiver	\$ (131,745)	\$ (97,707)	34,038
Federal DSHS Disaster Assistance	\$ 701,950	\$ 1,027,238	325,288
Helpline Contracts	\$ 81,494	\$ 78,312	(3,182)
City of Houston - CCSI	\$ 50,537	\$ 25,268	(25,269)
City of Houston - DMD	\$ 10,332	\$ 10,332	
City of Houston - 911 CCD Amended	\$ 17,670	\$ 27,489	9,819
DARS - Autism	-	\$ -	-
	<u>\$ 21,638,254</u>	<u>\$ 21,584,757</u>	<u>\$ (53,497)</u>

e. A/R DSRIP increased as the Center accrued for the semi-annual DSRIP payment.

- f. **Unearned Income** increased as the Agency received the 2nd quarter installment of funds from DSHS.
- g. **Accrued Payroll and Accounts Payable** decreased because of payment timing related to accounts payable, payroll, and employee fringe benefit liabilities.
- h. **Fund Balance** decreased as a result of operations.
- i. **Current Capital Projects** decreased as a result of funding various Board approved capital projects for fiscal year 2021.
- j. **Days of Operation in Reserve for Total Agency** is 171 days and for **Core Business** is 110 days versus 146 and 92 days for the prior month, respectively.

III. Investment Portfolio

- a. Total investments as of December 31, 2020 is \$118,775,538 of which 100% is in government pools (Texas Class 64% and Texpool 36%).
- b. Investments this month yielded interest income of \$12,455.

THE HARRIS CENTER FOR MENTAL HEALTH AND IDD
 INVESTMENT PORTFOLIO
 DECEMBER 31, 2020

Issuer	CUSIP/ Security #	Book Value Cost	Transfer In Txpool/ TX Class	Transfer Out Tx pool/ TX Class	Interest Txpool/ TX Class	Allowance Unrealized G/L	Market Value Ending Balance	Market Value Beginning Balance	Portfolio %	Interest Accrual	Coupon Rate	Settlement Date
GOVERNMENT POOLS												
TEXAS CLASS - GF G/L 120700		87,385,738	28,000,000	(39,700,000)	10,161		75,695,899	63.73%	63.73%		0.1551%	
TEXPOOL ISF G/L 120610		2,288,372	-	-	177		2,288,549	1.93%	5.75%		0.0909%	
TEXPOOL GF G/L 120600		20,789,070	-	(19,789,070)	1,412		1,001,412	0.84%	2.33%		0.0909%	
TEXPOOL PRIME G/L 120620		-	39,789,070	-	608		39,789,678	33.50%	92.36%		0.1431%	
Subtotal Texpool		23,079,777	39,789,070	(19,789,070)	2,197		43,079,639		36.27%			
Subtotal Government Pools		110,465,515	67,789,070	(59,489,070)	12,358		118,775,538		100.00%			
TOTAL INVESTMENTS		\$ 110,465,515	\$ 67,789,070	\$ (59,489,070)	\$ 12,358	\$ -	\$ 118,775,538		100.00%			

Total Investment Interest G/L 409000 & 409005
 Depository Bank Interest G/L 409000
 Total Interest

12,358
96
<u>\$ 12,455</u>

3 Month Weighted Average Maturity (Days) 1.00
 3 Month Weighted Average Yield 0.1537%
 3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks) 0.0829%

EXHIBIT F-6



Highlights from HHSC COVID-19 Fiscal Impact Report

Update for the Resource Committee

January 19, 2021

Sean Kim
Chief Financial & Administrative Officer

December 2020 vs. FY2019 Monthly Average



Transforming Lives

Overview

- HHSC developed the COVID-19 Fiscal Impact Report to assess statewide financial impact of the pandemic
- Reports are due monthly for the duration of the pandemic
- Compares recent month Revenues/Expenses to FY2019 monthly average Revenues/Expenses
- Reports will inform decisions on the allocation of potential funding to offset costs/revenue losses

Revenue/Expense Categories with Material Variances

Revenue/Expense Category	FY2019 Ave Monthly	December 2020	Dec 2020 Variance	March to Dec Variance	Details
Employer Paid Time Off (EPTO)	\$ 0	\$ 31,660	(\$ 31,660)	(\$ 276,953)	• COVID-19 positive employees in High-Risk Units
Equipment	\$ 463,795	\$ 724,328	(\$ 260,533)	(\$ 862,286)	• Increased IT expenses in FY2021
Supplies	\$ 2,108,104	\$ 1,610,986	\$ 497,118	\$ 2,154,751	• Lower PPE prices, reduction in office supplies
3 rd Party Billing Revenue	\$ 3,226,189	\$ 3,088,135	(\$ 138,054)	(\$ 1,452,560)	• Reduced business days

TOTAL (\$ 437,048)

Looking Forward

- EPTO has generally trended downward from peak in July 2020
- Equipment/software expenses are expected to stabilize throughout FY2021 other than Epic equipment upgrade (FY2021 Capital)
- PPE purchases continue to maintain adequate reserve of masks, gloves, etc.

EXHIBIT F-7

January 2021

NEW CONTRACTS OVER 50k

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	ADMINISTRATION								
1	Ascend HR Corporation	Yes	Executive Search for Chief Medical Officer (CMO)		\$76,320.00	01/13/21- 08/31/21	GR	RFO	The Request for Qualification opened for the Executive Search for CMO on Tuesday, December 8, 2020 at 2:00pm. The Project Team consisted of the following members: Wayne Young, CEO, Scott Rule, CBO, Sean Kim, CFAO, Lesleigh Robertson, VP of HR and OD, Nina Cook, Director of Purchasing and Sharon Brauner, Purchasing Manager. Twenty (20) vendors were contacted. Two (2) vendors were HUBs. The specifications were posted on three (3) local newspapers, The Harris Center's website and the State of Texas Electronic State Business Daily website. Nine (9) responses and two (2) non-participations were received. Nine (9) responses were deemed responsive and evaluated by the project team. Two (2) responses were HUB vendors. The Team evaluated the responses and selected three firms for interviews: Robert Half, DHR International and Ascend HR Corporation-HUB. As result of the interview process, Ascend HR Corporation was selected based on the following: Local vendor, Best value, Innovation, HUB vendor, Connection with diverse candidate pool and Increasing brand awareness through network expansion. It was determined from their interview that the firm has a very good grasp of what is required to complete the task. The term of the agreement is made effective upon date of execution and may extend for a one (1) year term. The total NTE for one (1) year is \$76,320.00.
2	Critical Start	No	Access Management Software		\$211,043.43	11/12/20- 08/31/21	IT Infrastructure (1147)	Tag-On DIR-TSO-4288	A request from Information Technology to purchase Identity and Access Management Software licensing, implementation, and support services was received in November 2020. This is a FY21 budgeted project that will expand our IT Security footprint and help ensure that our user and patient data is kept safe and secure. This purchase will add to and improve our perimeter, endpoint, and cloud security program efficiency and effectiveness. Quotes were requested of three vendors that were available through tag on contracts. The vendors are Cloud Ingenuity, Critical Start and SHI Government Solutions. Two of the vendors, Cloud Ingenuity and SHI Government Solutions, are HUB certified. The quotes from the two HUB certified vendors were over \$100,000.00 more than the non-HUB quote. All three vendors provided quotes and were deemed responsive. IT decided to Contract with Critical Start due to past performance and lowest cost through DIR-TSO-4288.
	FORENSICS								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI								
	INTERLOCALS								
	LEASES								
	MENTAL HEALTH SERVICES								
	PROGRAM MANAGEMENT								
	CROSS FISCAL YEAR CONTRACT RENEWALS								
	ADMINISTRATION								

3	Dura Pier Facilities Services, LTD dba Facilities Sources	Yes	Asphalt Repairs/Striping	\$60,601.89	11/09/20- 12/31/20	Capital Funds FM21.1126.22	Tag-On JOB# 18/060JN-08	Purchasing received on November 3, 2020, a request from Facilities for the Asphalt Repairs/Striping at the 6160 South Loop East Location. Two (2) vendor quotes were provided: Dura Pier Facilities Sources, LTD dba Facilities Sources-Choice Partners 18/060JN-08/HUB and Virtue Construction Partners LLC. Both Vendors are Historically Underutilized Business (HUBs). Based on Facility Services recommendation and Purchasing's review, the recommendation is to award this contract to: Dura Pier Facilities Services, LTD dba Facilities Sources. NTE: \$55,601.89 Contingency: \$5,000.00 Total NTE: \$60,601.89 Funding Source: Build-Out Facilities Capital Projects: Unit 1126-556000/FM21.1126.22
	CRISIS SERVICES							
	FORENSICS							
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES							
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI							
	INTERLOCALS							
	LEASES							
	MENTAL HEALTH							
4	Texas Clinic Fulton MULTI-YEAR CONTRACTS	No	Integrated Family Planning Opioid Response Program	\$90,000.00	12/01/20- 11/30/21	Grant/County		Medications Assistant Treatment for Integrated Family Planning Opioid Response Program. Received funds from revenue contract with Harris County.
	ADMINISTRATION							
5	Future Com	No	IT Security Footprint	\$258,000.00	01/29/21- 01/28/24	IT21.1147.03- \$200,000.00 IT21.1147.04- \$58,000.00	Tag-On to DIR- TSO-4149	This is an FY2021 budgeted project that will expand our IT Security footprint and help ensure that our user and patient data is kept safe and secure. This purchase will add to and improve our perimeter, endpoint, and cloud security program efficiency and effectiveness. FY2021- \$258,000.00 FY2022- \$258,000.00 FY2023- \$258,000.00



Award Recommendation Executive Search for Chief Medical Officer (CMO) RFQ

The Request for Qualification opened for the Executive Search for CMO on Tuesday, December 8, 2020 at 2:00 P.M.

The Project Team consisted of the following members: Wayne Young, CEO, Scott Rule, CBO, Sean Kim, CFAO, Lesleigh Robertson, VP of HR and OD, Nina Cook, Director of Purchasing and Sharon Brauner, Purchasing Manager.

Twenty (20) vendors were contacted. Two (2) vendors were HUBs. The specifications were posted on three (3) local newspapers, The Harris Center's website and the State of Texas Electronic State Business Daily website.

Nine (9) responses and two (2) non-participations were received. Nine (9) responses were deemed responsive and evaluated by the project team. Two (2) responses were HUB vendors. The Team evaluated the responses and selected three firms for interviews:

Robert Half
DHR International
Ascend HR Corporation-HUB

As result of the interview process, Ascend HR Corporation was selected based on the following:

- Local vendor
- Best value
- Innovation
- HUB vendor
- Connection with diverse candidate pool
- Increasing brand awareness through network expansion

It was determined from their interview that the firm has a very good grasp of what is required to complete the task.

Recommended Vendor:
Ascend HR Corporation

The term of the agreement is made effective upon date of execution and may extend for a one (1) year term.

The total NTE (Not to Exceed) for one (1) year is \$76,320.00.

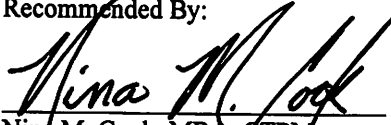
Funding Source: Unit# 1101, GL Code# 592000- Recruitment

Submitted By:



Sharon Brauner, C.P.M., A.P.P.
Purchasing Manager

Recommended By:



Nina M. Cook, MBA, CTPM
Director of Purchasing



Sean Kim, MBA, CPA
Chief Financial and Administrative Officer

**BOARD AUTHORIZATION TO PURCHASE and DUE DILIGENCE
ACCESS MANAGEMENT SOFTWARE**

A request from Information Technology (IT) to purchase Identity and Access Management software licensing, implementation, and support services was received in November 2020. This is an FY21 budgeted project that will expand our IT Security footprint and help ensure that our user and patient data is kept safe and secure. This purchase will add to and improve our perimeter, endpoint, and cloud security program efficiency and effectiveness.

Quotes were requested of three vendors that were available through tag on contracts. The vendors are Cloud Ingenuity, Critical Start and SHI Government Solutions. Two of the vendors, Cloud Ingenuity and SHI Government Solutions, are HUB certified. The quotes from the two HUB certified vendors were over \$100,000.00 more than the non-HUB quote. All three vendors provided quotes and were deemed responsive. IT decided to Contract with Critical Start due to past performance and lowest cost through DIR – TSO-4288.


Contract:

- **Vendor – Critical Start**
- Amount - \$ 211,043.43
- Funding Source – 1147 IT Infrastructure
- DIR Contract - DIR-TSO-4288
- NTE - \$ 211,043.43

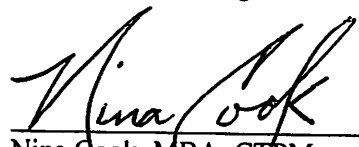
Vendor	Price Quotes
Cloud Ingenuity	\$347,393.60
Critical Start	\$211,043.43
SHI Government Solutions	\$330,659.00

The initial contract period is anticipated to begin upon award of contract for one (1) year. The contract shall commence with a tentative commencement date, and shall remain in effect unless terminated, canceled or extended.


The Fiscal Year 2021 budget is \$211,043.43, subject to the appropriation and availability of funds. The funding source is IT Infrastructure (1147). The project accounting codes are IT21.1147.09, IT21.1147.10 and IT21.1147.17.



Frances Otto, CTCD
Buyer II



Nina Cook, MBA, CTPM
Director of Purchasing



Sean Kim, MBA, CPA
Chief Financial and Administrative Office

Contract Section

Contractor *

Critical Start

Contract ID # *

NA

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

The Harris Center and Critical Start

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input checked="" type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other DIR-TSO-4288 |

Funding Information *

- New Contract Amendment

Contract Term Start Date * (?)

1/29/2021

Contract Term End Date * (?)

1/28/2022

If contract is off-cycle, specify the contract term (?)

Jan 29 2020 - January 28, 2022

Fiscal Year * (?)

2021

Amount * (?)

\$ 211,043.43

Funding Source *

General Revenue (GR)

Contract Description / Type * (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Budgeted FY21 IT project to expand IT Security footprint and help ensure user and patient data is kept safe and secure. This software will help IT manage user access for internal and external applications, making them more secure.

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

2017 - 2020

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

N/A

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

DIR-TSO-4288 Amendment 1.pdf	133.72KB
DIR-TSO-4288 Amendment 2.pdf	127.34KB
DIR-TSO-4288 Amendment 3.pdf	143.95KB
DIR-TSO-4288 Appendix A Standard Terms and Conditions (per Amendment 3).pdf	536.1KB
DIR-TSO-4288 Contract.pdf	175.92KB
DUE DILIGENCE ACCESS MANAGEMENT SOFTWARE.pdf	304.63KB
Project Request - Access Management Software.pdf	37.58KB
Q-05077.V3_The Harris Center for Mental Health - Okta_1YR_DIR-TSO-4288.pdf	21.8KB

Vendor/Contractor Contact Person

Name*

Jay McKinzie

Address*

Street Address
6100 Tennyson Parkway
Address Line 2
#200
City
Plano
Postal / Zip Code
75024-6101

State / Province / Region
TX
Country
US

Phone Number *

832-596-5023

Email *

jay.mckinzie@criticalstart.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1147	\$ 211,043.43	900020

Budget Manager

BROWN, ERICA S.

Secondary Budget Manager

CAMPBELL, RICARDO

Provide Rate and Rate Descriptions if applicable * (?)

Please see attached

Project WBS (Work Breakdown Structure * (?)

IT21.1147.09, IT21.1147.10,
IT21.1147.17

Requester Name

HURST, RICHARD B

Submission Date

12/2/2020

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

12/2/2020

Procurement Approval

Approved by

Sharon Brauner

Approval Date

12/3/2020

Contract Owner Approval

2c

Approved by

Mustafa Cochinnala

Approval Date

12/4/2020

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shaskyia Behu

Approval Date *

12/4/2020

Contract Section

Contractor *

Dura Pier Facilities Sourced, Ltd.

Contract ID # *

n/a

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

Dura Pier Facilities Sources, Ltd. and The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Funding Information *

- New Contract Amendment

Contract Term Start Date * (?)

11/9/2020

Contract Term End Date * (?)

12/31/2020

If contract is off-cycle, specify the contract term (?)

short term agreement for work at 6160 S Loop E

Fiscal Year * (?)

2021

Amount * (?)

\$ 60,601.89

Funding Source *

General Revenue (GR)

Contract Description / Type * (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Dura Pier Facilities Sources, Ltd is being contracted with to provide asphalt repairs/stripping at the 6160 South Loop East locations. They are a Choice Partner - we would like to tag on to that contract - TAG-ON# **CSP#171020CG**. \$55,601.89 from quote, \$5,000.00 in contingency for a total amount of \$60,601.89. **↳ for JOC-IDIA**

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

May 2020 to present for painting/stripping services

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide the HUB status*

WBE - Women owned business.

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

DuraPierFacilities Sources RFP 87-23300R - Harris Center - 6160 S	256.83KB
Loop E - Asphalt Repairs.pdf	
Dura Pier 2nd quote 6160 Harris Center Parking Lot Rehab.pdf	172.19KB

Vendor/Contractor Contact Person

Name*

Dura Pier Facilities Sources, Ltd. / Wayne Bryant

Address*

Street Address

13124 Player Street

Address Line 2

City

Houston

Postal / Zip Code

77045-3106

State / Province / Region

TX

Country

US

Phone Number*

7133375721

Email*

wayne@facilitiesources.com

Budget Section



Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1126	\$ 55,601.89	556000
Budget Manager BROWN, ERICA S.		Secondary Budget Manager BROWN, ERICA S.

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1126	\$ 5,000.00	556000
Budget Manager BROWN, ERICA S.		Secondary Budget Manager BROWN, ERICA S.

Provide Rate and Rate Descriptions if applicable * (?)

please see attached quote
\$55,601.89 from quote, \$5,000.00 in contingency for a total amount of \$60,601.89.

Project WBS (Work Breakdown Structure * (?)

FM21.1126.22

Requester Name	Submission Date
HARPER, SARAH A	10/27/2020

Budget Manager Approval(s)



Approved by	Approval Date
<i>Erica Brown</i>	10/28/2020

Procurement Approval



Approved by	Approval Date
<i>Sharon Brauner</i>	11/4/2020

Contract Owner Approval



Approved by	Approval Date
<i>Todd McCorquodale</i>	11/4/2020

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Staséyia Belm

Approval Date*

11/4/2020

Contract Section

Contractor *

Texas Clinic Fulton

Contract ID # *

2020-0016

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

Texas Clinic Fulton and The Harris Center for MH and IDD Services

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Funding Information *

- New Contract
- Amendment

Contract Term Start Date * (?)

12/1/2020

Contract Term End Date * (?)

11/30/2021

If contract is off-cycle, specify the contract term (?)

Fiscal Year * (?)

2021

Amount * (?)

\$ 90,000.00

Funding Source *

County

Contract Description / Type * (?)

4

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

New Integrated Family Planning Opioid Program; Harris County grant funds in the amount of \$90,000 for medications. Medication Assistant Treatment

Contract Owner*

Mike Downey

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Specify Name*

Texas Clinic Fulton

Supporting Documentation Upload (?)

Texas Clinic HCS Proposal to Harris Health for OBOT Svcs 11-20-2020 No.2.pdf 526.28KB

Vendor/Contractor Contact Person

Name*

Farrukh Shamsi

Address*

Street Address

6311 Fulton St

Address Line 2

City

Houston

Postal / Zip Code

77022

State / Province / Region

TX

Country

USA

Phone Number*

713-694-8100

Email*

info@texasclinic.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

4a

Budget Unit Number *

2705

Amount Charged to Unit *

\$ 90,000.00

Expense/GL Code No. *

000000

Budget Manager

SHELBY, DEBBIE C.

Secondary Budget Manager

LOERA, ANGELICA D

Provide Rate and Rate Descriptions if applicable * (?)

0.00

Project WBS (Work Breakdown Structure * (?)

0.00

Requester Name

SHELBY, DEBBIE C.

Submission Date

11/25/2020

Budget Manager Approval(s)



Approved by

Debbie Chambers Shelby

Approval Date

11/25/2020

Procurement Approval



Approved by

Sharon Brauner

Approval Date

11/25/2020

Contract Owner Approval



Approved by

Mike Donney

Approval Date

11/30/2020

Contracts Approval

Approve *

Yes

No, reject entire submission


Return for correction

Approved by *

Shaskyia Behu

Approval Date *

11/30/2020

Contract Section 

Contractor *

FutureCom

Contract ID # *

2020-0019

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

FutureCom, CheckPoint, The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input checked="" type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other <input type="text" value="DIR-TSO-4149"/> |

Funding Information *

- New Contract Amendment

Contract Term Start Date * (?)

1/29/2021

Contract Term End Date * (?)

1/28/2024

If contract is off-cycle, specify the contract term (?)

Fiscal Year * (?)

2021

Amount * (?)

\$ 258,000.00

Fiscal Year * (?)

2022

Amount * (?)

\$ 258,000.00

Fiscal Year* (?)

2023

Amount* (?)

\$ 258,000.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

This is an FY 2021 budgeted project that will expand our IT Security footprint and help ensure that our user and patient data is kept safe and secure. This purchase will add to and improve our perimeter, endpoint, and cloud security program efficiency and effectiveness.

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

2011 - 2021
Hardware Purchases
Professional Services
Software Purchases

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

NA

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

106641-Checkpoint-AAAQ4530-02.pdf	168.05KB
Compugen Check Point Infinity Quote Q1714 - DIR.pdf	71.9KB
DIR-TSO-4149 Amendment 1.pdf	183.44KB
DIR-TSO-4149 Contract.pdf	126.01KB
Future	
Com_The_Harris_Center_102220_CheckPoint_Infinity_3YR.pdf	111.3KB
Infinity Protection Agreement - The Harris Center for Mental Health and IDD 21.10.2020[1].docx	48.23KB
Project Request - Rick Hurst.pdf	38.88KB

Vendor/Contractor Contact Person



Name *

Bob Gomez

Address *

Street Address

3600 William D Tate Avenue

Address Line 2

Suite 300

City

Grapevine

Postal / Zip Code

76051-8722

State / Province / Region

TX

Country

US

Phone Number *

(817) 510-1160

Email *

bob.gomez@fcltd.net

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1147	\$ 258,000.00	900021

Budget Manager

BROWN, ERICA S.

Secondary Budget Manager

CAMPBELL, RICARDO

Provide Rate and Rate Descriptions if applicable * (?)

Year 1 FY2021 - Unit 1147 - \$258,000

Year 2 FY2022 - Unit 1130 - \$258,000

Year 3 FY2023 - Unit 1130 - \$258,000

Project WBS (Work Breakdown Structure * (?)

IT21.1147.03 - \$200,000

IT21.1147.04 - \$58,000

Requester Name

HURST, RICHARD B

Submission Date

12/2/2020

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

12/3/2020

Procurement Approval

Approved by

Sharon Brauner

Approval Date

12/3/2020

Contract Owner Approval



Approved by

Wendy Law

Approval Date

12/3/2020

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shaskya Behu

Approval Date *

12/3/2020

EXHIBIT F-8

January 2021
RENEWALS OVER 50k

CONTRACT RENEWALS *CROSS FISCAL YEAR CONTRACT RENEWALS *MULTI-YEAR CONTRACT RENEWALS										
CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	FY2020 NTE AMOUNT	FY2021 NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS		
ADMINISTRATION										
FORENSICS										
INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES										
INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI										
INTERLOCALS										
LEASES										
MENTAL HEALTH SERVICES										
PROGRAM MANAGEMENT										
<i>CROSS FISCAL YEAR CONTRACT RENEWALS</i>										
ADMINISTRATION										
1	Frost Insurance Agency, Inc.	No	Insurance Agent of Record Services for Property and Casulaty Insurance	\$75,000.00	\$75,000.00	01/01/21- 12/31/21	GR	Renewal for FY21/22		
2	Ultra Medical Cleaning and Environmental Services, Inc.	Yes	Agency Wide Janitorial Services	\$611,859.18	\$740,483.73	01/01/21- 12/31/21	GR	FY21 \$485,322.49 FY22 \$255,161.24		
CRISIS SERVICES										
FORENSICS										
INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES										
INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI										
INTERLOCALS										
LEASES										

**EVALUATION AND RENEWAL FORM
FY 2021/2022 CONTRACTS PROCESS**

The current FY20/21 information is provided below. Please evaluate the contractor's performance, and advise whether or not the contract is being renewed for the ensuing year. Please respond to the questions contained herein if applicable for FY2021/2022. In the event of non-renewal, please provide the reason.

A. FY 2020/2021 CONTRACT INFORMATION – NO CHANGES ARE ALLOWED IN THIS SECTION

Contract ID#:	N/A
New Database ID#:	7317
Contractor Name:	Frost Insurance Agency, Inc.
Service (brief description):	Insurance Agent of Record Services for Property and Casualty Insurance.
Contract NTE (your current budget):	\$75,000.00
Responsible Staff Person:	Eunice Davis
Rate(s)/Rate(s) Description:	N/A
Unit(s) Served:	1117
G/L Code(s):	579000
FY20 Purchase Order Number:	CT140007

B. EVALUATION OF FY20/21 PERFORMANCE:

1. Have there been any significant performance deficiencies within FY20/21? (Y)___ (N) N.
2. Were Services delivered as specified in the contract? (Y) Y (N) ____.
3. Did Contractor perform duties in a manner consistent with standards of the profession? (Y) Y (N) ____.
4. Did Contractor adhere to the contracted schedule (if applicable)? (Y) Y (N) ____.
5. Were reports, billing and/or invoices submitted in a timely manner? (Y) Y (N) ____.
6. Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency? (Y) Y (N) ____.
7. Did Contractor render services consistent with Agency policy and procedures? (Y) Y (N) ____.
8. Maintained legally required standards for certification, licensure, and/or training? (Y) Y (N) ____.

IF ANY RESPONSE IS NO, PLEASE PROVIDE THE REASON. ATTACH AN ADDITIONAL PAGE IF NECESSARY.

C. RENEWAL DETERMINATION:

1. Is the contract being renewed for FY2021/2022 with this Contractor? (Y) Y (N) ____.
2. REASON: _____

Please give a reason for any non-renewal, sign and return this form via email to the Contracts Services Department. [DO NOT ANSWER QUESTIONS IN SECTIONS D, E, and F.]

D. RENEWAL INFORMATION FOR FY2021/2022:

Please provide the NTE for FY21/22 \$75,000.

FY21/22 Rate(s) \$75,000 UNIT 1117 GL CODE 579000.

List all applicable Units/GL codes. Attach additional pages if necessary. [Please verify with Budget Manager].

FY 2021/2022 Not to Exceed Amount for Master Pooled Contracts: _____.

E. CONTRACT FUNDING SOURCE: GR [GR/STATE/FEDERAL/GRANT/PRIVATE/COUNTY]

F. CONTRACT CONTENT CHANGES:

1. Are there any required changes to the contract language? [i.e. Changes in law or updates to the Service standards] (Y)____ or (N) N
2. Will the scope of the Services change? (Y) ____ or (N) N
3. Is the payment deadline different than net (30)? If so, please provide the due date N [i.e. net 45, net 10].
4. Are there any changes in the Performance Targets change? (Y) ____ or (N) N
5. Are there any changes to the Submission deadlines for notes or supporting documentation? (Y) ____ or (N) N

IF YES, PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY.

G. RESPONSIBLE PARTY:

Please state the name of the Contract Owner and/or Department Chief/VP/Director for this contract Anthony Robinson.

Please state the name of the Responsible Party or Staff that will review and approve monthly invoices for this contract Eunice Davis.

APPROVALS:

Budget Manager: Ricardo Campbell (Printed Name)

Ricardo Campbell 12/16/2020 (Signature). REQUIRED

Contract Owner/Department Head: Anthony Robinson (Printed Name)

D. Anthony Robinson 12/16/2020 (Signature). REQUIRED

PLEASE RETURN COMPLETED FORM AND ATTACHMENTS TO shaskyia.behn@theharriscenter.org and contactservices@theharriscenter.org. Call Extension 7230 with any questions.

**EVALUATION AND RENEWAL FORM
FY 2021 CONTRACTS PROCESS**

The current FY20 information is provided below. Please evaluate the contractor's performance, and advise whether or not the contract is being renewed for the ensuing year. Please respond to the questions contained herein if applicable for FY2021. In the event of non-renewal, please provide the reason.

A. FY 2020 CONTRACT INFORMATION – NO CHANGES ARE ALLOWED IN THIS SECTION

Contract ID#:	6697
New Database ID#:	
Contractor Name:	Ultra Medical Cleaning and Environmental Services, Inc.
Service (brief description):	Agency wide janitorial services
Contract NTE (your current budget):	\$611,859.18
Responsible Staff Person:	Scott Rule <i>TODD McCorquodale</i>
Rate(s)/Rate(s) Description:	varies
Unit(s) Served:	1899/9403 / 2379
G/L Code(s):	569002
FY20 Purchase Order Number:	CT139649

B. EVALUATION OF FY20 PERFORMANCE:

1. Have there been any significant performance deficiencies within FY20? (Y) ___ (N) .
2. Were Services delivered as specified in the contract? (Y) (N) ___.
3. Did Contractor performe duties in a manner consistent with standards of the profession? (Y) (N) ___.
4. Did Contractor adhere to the contracted schedule (if applicable)? (Y) (N) ___.
5. Were reports, billing and/or invoices submitted in a timely manner? (Y) (N) ___.
6. Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency? (Y) (N) ___.
7. Did Contractor render services consistent with Agency policy and procedures? (Y) (N) ___.
8. Maintained legally required standards for certification, licensure, and/or training? (Y) (N) ___.

IF ANY RESPONSE IS NO, PLEASE PROVIDE THE REASON. ATTACH AN ADDITIONAL PAGE IF NECESSARY.

C. RENEWAL DETERMINATION:

1. Is the contract being renewed for FY2021 with this Contractor? (Y) (N) ___.
2. REASON:

Please give a reason for any non-renewal, sign and return this form via email to the Contracts Services Department. [DO NOT ANSWER QUESTIONS IN SECTIONS D, E, and F.]

D. RENEWAL INFORMATION FOR FY2021:

Please provide the NTE for FY21 \$485,322.49 FY21 Rate(s) see Attached UNIT _____ GL CODE _____
FY22 \$255,161.24

List all applicable Units/GL codes. Attach additional pages if necessary. [Please verify with Budget Manager].

FY 2021 Not to Exceed Amount for Master Pooled Contracts: N/A.

E. CONTRACT FUNDING SOURCE: GR (GR/STATE/FEDERAL/GRANT/PRIVATE/COUNTY)

F. CONTRACT CONTENT CHANGES:

1. Are there any required changes to the contract language? [i.e. Changes in law or updates to the Service standards] (Y) ___ or (N)
2. Will the scope of the Services change? (Y) ___ or (N)
3. Is the payment deadline different than net (30)? If so, please provide the due date no [i.e. net 45, net 10].
4. Are there any changes in the Performance Targets change? (Y) ___ or (N)
5. Are there any changes to the Submission deadlines for notes or supporting documentation? (Y) ___ or (N)

IF YES, PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY.

G. RESPONSIBLE PARTY:

Please state the name of the Contract Owner and/or Department Chief/VP/Director for this contract TODD McCORQUODALE

Please state the name of the Responsible Party or Staff that will review and approve monthly invoices for this contract LISA Cantu-Spinoza

APPROVALS:

Budget Manager: Erica Brown (Printed Name)

Erica Brown 12/16/2020 (Signature). REQUIRED Priscilla Ramirez [9403] Priscilla Ramirez

Ricardo Campbell 12/16/2020

Contract Owner/Department Head: TODD McCORQUODALE (Printed Name)

Todd McCorquodale (Signature). REQUIRED

PLEASE RETURN COMPLETED FORM AND ATTACHMENTS TO shaskyia.behn@theharriscenter.org and contactservices@theharriscenter.org. Call Extension 7230 with any questions.

EXHIBIT F-9

January 2021
AMENDMENTS OVER 50k

	FY20 AMENDMENTS	*CROSS FISCAL YEAR AMENDMENTS	*MULTI-YEAR AMENDMENTS							
	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	PREVIOUS NTE AMOUNT	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	ADMINISTRATION									
1	Allied Universal Security Services	No	Security Services	\$647,850.44	\$133,539.84	\$781,390.28	09/01/20- 08/31/21	GR	RFP	To amend the contract to provide security officer coverage for new independent living program housed at 1215 Dennis Street. Services to be provided will include will include escorting staff and patients in and out of building, alarm responses, deterrence against unwanted acts and behaviors in and around the property, and the other pertinent duties as determined by program need such as answering phones assisting with intakes and providing general customer service to individuals and staff served.
2	Carefusion Solutions, LLC	No	Pharmacy Equipment, Software License and Support Services	\$56,748.00	\$2,628.00	\$59,376.00	09/01/20- 08/31/21	State Funds	Tag-On	To amend the contract to add a Profile driven PYXIS on the back dock like the other areas in PES, as a best practice.
3	Everbridge	No	Safe Signal Monitoring Services	\$20,512.50	\$34,059.73	\$54,572.23	12/04/20- 08/31/21	GR	Tag-On	To add Safety Connection Base to our monitoring service. This is the replacement for Safe Signal that was used in the past.
4	Johnson Controls Fire Protection, LP	No	Life Safety Systems/Inspection Services Agency Wide	\$89,496.00	\$383.00	\$89,879.00	09/01/20- 08/31/21	GR	RFP	To amend the contract to include inspections at the following Agency facilities: 1855 Barbarella- Annual Backflow Inspection on (1) backflow on site. Annual Cost: \$202.00; 1849 Airline- Annual anti-freeze inspection on (1) system Annual Cost: \$181.00.
5	Virtue Construction Partners, LLC	Yes	Renovation Services	\$144,551.50	\$26,017.50	\$170,569.00	10/06/20- 08/31/21	FM21.1126.22	RFQ	Extending out the end of the contract date to 08/31/2021. Amending for work for eve cover behind building- \$7,893.90 Amending for millwork inside building- \$15,758.35 Contingency- \$2,365.25 Total NTE for additional work \$26,017.50
	CRISIS SERVICES									
6	Texas Medical Center Hospital Laundry Coop	No	Laundry Services at NPC Location	\$144,766.00	\$20,217.00	\$164,983.00	09/01/20- 08/31/21	GR		To amend the contract to add laundry services at the NPC location
	FORENSICS									
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES									
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI									
	INTERLOCALS									
	LEASES									
	MENTAL HEALTH SERVICES									

SNAPSHOT SUMMARY
CONTRACT AMENDMENTS
\$50,000.00 AND MORE

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	PREVIOUS NTE AMOUNT	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS

Contract Section

Contractor *

Allied Universal Security Services (Formerly Known as U.S. Security Associates)

Contract ID # *

7798

Presented To *

- Resource Committee
- Full Board

Date Presented *

2/16/2021

Parties * (?)

The Harris Center for Mental Health and IDD and Allied Universal Security Services

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input checked="" type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information *

- New Contract
- Amendment

Contract Term Start Date * (?)

9/1/2020

Contract Term End Date * (?)

8/31/2021

If contract is off-cycle, specify the contract term (?)

Current Contract Amount *

\$ 647,850.44

Increase Not to Exceed *

\$ 133,539.84

Revised Total Not to Exceed (NTE) *

\$ 781,390.28

Fiscal Year* (?)

2021

Amount* (?)

\$ 781,390.28

Funding Source *

General Revenue (GR)

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input checked="" type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other <input type="text"/> |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Provide security officer coverage for new independent living program housed at 1215 Dennis Street. Services to be provided will include escorting staff and patients in and out of building, alarm responses, deterrence against unwanted acts and behaviors in and around the property, and other pertinent duties as determined by program need such as answering phones assisting with intakes and providing general customer service to individuals and staff served.

Contract Owner*

Sean Kim

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

FY 2020

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

Vendor does not qualify as a HUB provider

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person



Name*

Kina Pierson Green

Address *

Street Address

11811 North Freeway Suite 810

Address Line 2

City

Houston

State / Province / Region

Texas

Postal / Zip Code

77060

Country

USA

Phone Number *

(281) 757-3293

Email *

Kina.PiersonGreen@AUS.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1820	\$ 133,539.84	583000
Budget Manager	Secondary Budget Manager	
BROWN, ERICA S.	CAMPBELL, RICARDO	

Provide Rate and Rate Descriptions if applicable * (?)

Billing rate per hour \$16.56

Project WBS (Work Breakdown Structure * (?)

Services to include patrols of the property and surrounding area as needed, escorting individuals and staff served in and out of the building, provide limited behavioral support by way of verbal deescalation with regard to aggressive behavior, provide tertiary services as needed by unit leadership such as answering phones, assisting with intake process and providing general customer service.

Requester Name

MCFARLAND, SEAN

Submission Date

1/4/2021

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

1/4/2021

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Sean Kim

Approval Date

1/4/2021

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shaskyia Belu

Approval Date*

1/5/2021

Contract Section



Contractor *

Carefusion Solutions, LLC

Contract ID # *

6048

Presented To *

- Resource Committee
- Full Board

Date Presented *

12/16/2020

Parties * (?)

Carefusion and The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input checked="" type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information *

- New Contract
- Amendment

Contract Term Start Date * (?)

9/1/2020

Contract Term End Date * (?)

8/31/2021

If contract is off-cycle, specify the contract term (?)

Current Contract Amount *

\$ 56,748.00

Increase Not to Exceed *

\$ 2,628.00

Revised Total Not to Exceed (NTE) *

\$ 59,376.00

Fiscal Year* (?)

Amount* (?)

2021

\$ 59,376.00

Funding Source *

State

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

During our interface testing phase for Epic and PYXIS, nursing and pharmacy have identified a safety issue for the back dock. Initially we thought the back dock did not need a profile driven machine, but as we started reviewing the workflows, we realized this was not a good solution. We are recommending addition of Profile driven PYXIS on the back dock like the other areas in PES.

Contract Owner *

Angela Babin

Previous History of Contracting with Vendor/Contractor *

Yes No Unknown

Please add previous contract dates and what services were provided *

9/1/2019 to 8/31/2020

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Pyxis Profile Upgrade for Harris Center ER.msg	281KB
Harris Center MHMRA Pyxis ES ER Profile add on 10232.pdf	48.29KB

Vendor/Contractor Contact Person

Name *

Jeff Brannon

Address *

Street Address
3750 Torrey View Court
Address Line 2

City

San Diego

Postal / Zip Code

92130-2622

State / Province / Region

CA

Country

US

2a

Phone Number *

6192185417

Email *

jeff.brannon2@bd.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
9205	\$ 2,628.00	552000

Budget Manager

OSHMAN, JODEL

Secondary Budget Manager

KORNMEYER, KIMBERLY A

Provide Rate and Rate Descriptions if applicable * (?)

For lease and service of Pyxis automation

Project WBS (Work Breakdown Structure) * (?)

For lease and service of Pyxis automation

Requester Name

BABIN, ANGELA W

Submission Date

10/26/2020

Budget Manager Approval(s)

Approved by

Jodel Oshman

Approval Date

10/26/2020

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

ANGELA BABIN

Approval Date

10/27/2020

Contracts Approval

Approve *

Yes

No, reject entire submission

Return for correction

25

Approved by*

Shaskyia Belm

Approval Date *

11/3/2020

Contract Section

Contractor *

Everbridge

Contract ID # *

2020-0021

Presented To *

Resource Committee

Full Board

Date Presented *

1/19/2021

Parties * (?)

Everbridge and The Harris Center

Agenda Item Submitted For: * (?)

Information Only (Total NTE Amount is Less than \$50,000.00)

Board Approval (Total NTE Amount is \$50,000.00+)

Grant Proposal

Revenue

Other

Procurement Method(s) *

Check all that Apply

Competitive Bid

Request for Proposal

Request for Application

Request for Quote

Interlocal

Not Applicable (If there are no funds required)

Competitive Proposal

Sole Source

Request for Qualification

Tag-On

Consumer Driven

Other

Funding Information *

New Contract Amendment

Contract Term Start Date * (?)

12/4/2020

Contract Term End Date * (?)

8/31/2021

If contract is off-cycle, specify the contract term (?)

Current Contract Amount *

\$ 20,512.50

Increase Not to Exceed *

\$ 34,059.73

Revised Total Not to Exceed (NTE) *

\$ 54,572.23

Fiscal Year * (?)	Amount * (?)
2021	\$ 54,572.23
Fiscal Year * (?)	Amount * (?)
2022	\$ 40,537.50
Fiscal Year * (?)	Amount * (?)
2023	\$ 40,537.50

Funding Source *

General Revenue (GR)

Contract Description / Type * (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input checked="" type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided * (?)

To add Safety Connection Base to our service. this is the replacement for Safe Signal that was used in the past.

Contract Owner *

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor *

Yes No Unknown

Please add previous contract dates and what services were provided *

FY2021 - Mass Texting

Vendor/Contractor a Historically Underutilized Business (HUB) * (?)

Yes No Unknown

Community Partnership * (?)

Yes No Unknown

Supporting Documentation Upload (?)

EverBridge - Safety Feature.pdf

92.15KB

Vendor/Contractor Contact Person

Name *

travis.scott@everbridge.com

Address *

Street Address

155 North Lake Avenue

Address Line 2

Suite 900

City

Pasadena

State / Province / Region

CA

Postal / Zip Code

91101-1835

Country

US

Phone Number *

818-275-5415

Email *

travis.scott@everbridge.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1130	\$ 34,059.73	553003
Budget Manager	Secondary Budget Manager	
CAMPBELL, RICARDO	BROWN, ERICA S.	

Provide Rate and Rate Descriptions if applicable * (?)

See attached

Project WBS (Work Breakdown Structure * (?)

N/A

Requester Name

HURST, RICHARD B

Submission Date

12/4/2020

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

12/4/2020

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Mustafa Cochinwala

Approval Date

12/4/2020

Contracts Approval

36

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Shashya Behm

Approval Date *

12/4/2020

Contract Section

Contractor *

Johnson Controls Fire Protection, LP

Contract ID # *

7213

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

Johnson Controls Fire Protection, LP and The Harris Center for MH and IDD

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input checked="" type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information *

- New Contract
- Amendment

Contract Term Start Date * (?)

9/1/2020

Contract Term End Date * (?)

8/31/2021

If contract is off-cycle, specify the contract term (?)

Current Contract Amount *

\$ 89,496.00

Increase Not to Exceed *

\$ 383.00

Revised Total Not to Exceed (NTE) *

\$ 89,879.00

Fiscal Year* (?)

2021

Amount* (?)

\$ 89,879.00

Funding Source *

General Revenue (GR)

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input checked="" type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input checked="" type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

To increase the Fire/Life Safety agreement to include inspections at the following facilities:
The Harris Center Bldg. 1855 Barbarella - Annual Backflow Inspection on (1) backflow on site. Annual Cost: \$202.00

The Harris Center 1849 Airline – Annual anti-freeze inspection on (1) system, Annual Cost: \$181.00

Contract Owner *

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor *

Yes No Unknown

Please add previous contract dates and what services were provided *

2003 to Present

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation *

Does not meet criteria

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

AMENDMENT - Add Inspections for Bldg 1855 and 1849.pdf 37.23KB

Vendor/Contractor Contact Person

Name *

Rachael Kundts, Johnson Controls

Address *

4a

Street Address

8323 North Eldridge Parkway

Address Line 2

City

Houston

State / Province / Region

Texas

Postal / Zip Code

77041

Country

US

Phone Number *

346-229-9471

Email *

Rachael.kundts@jci.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1899	\$ 383.00	569010
Budget Manager	Secondary Budget Manager	
BROWN, ERICA S.	CAMPBELL, RICARDO	

Provide Rate and Rate Descriptions if applicable * (?)

See Attached and current contract

Project WBS (Work Breakdown Structure * (?)

NA

Requester Name

CANTU-ESPINOZA, LISA A.

Submission Date

11/4/2020

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

11/4/2020

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

11/4/2020

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Shadejia Belu

Approval Date *

11/4/2020

Contract Section

Contractor *

Virtue Construction Partners, LLC

Contract ID # *

7864

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

Virtue Construction Partners, LLC and The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input checked="" type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information *

- New Contract
- Amendment

Contract Term Start Date * (?)

10/6/2020

Contract Term End Date * (?)

8/31/2021

If contract is off-cycle, specify the contract term (?)

short term agreement for work at 6160 S Loop E

Current Contract Amount *

\$ 144,551.50

Increase Not to Exceed *

\$ 26,017.50

Revised Total Not to Exceed (NTE) *

\$ 170,569.00

Fiscal Year* (?)

2021

Amount* (?)

\$ 170,569.00

Funding Source *

General Revenue (GR)

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input checked="" type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input checked="" type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other <input type="text"/> |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Extending out the end of contract date to 8/31/2021.
Amending for work for eve cover behind building - \$7893.90
Amending for millwork inside building - \$15758.35
contingency - \$2365.25
TOTAL AMOUNT added for additional work is \$26017.50

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

current contract started 10/6/2020

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide the HUB status*

WBE - Women owned business.

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Virtue 6160 amend additional quotes.pdf

993.66KB

Vendor/Contractor Contact Person



Name*

Virtue Construction Partners, LLC / Vicky Butler

Address *

Street Address

14655 Northwest Freeway, Ste.138

Address Line 2

City

Houston

State / Province / Region

TX

Postal / Zip Code

77040

Country

United States

Phone Number *

8328345576

Email *

vickyb@virtue-construction.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1126	\$ 26,017.50	556000
Budget Manager	Secondary Budget Manager	
BROWN, ERICA S.	CAMPBELL, RICARDO	

Provide Rate and Rate Descriptions if applicable * (?)

see attached quotes

Amending for work for eve cover behind building - \$7893.90
 Amending for millwork inside building - \$15758.35
 contingency - \$2365.25
 TOTAL AMOUNT added for additional work is \$26017.50

Project WBS (Work Breakdown Structure * (?)

FM21.1126.22

Requester Name

HARPER, SARAH A

Submission Date

12/22/2020

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

12/22/2020

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

12/22/2020

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Shaskyia Behm

Approval Date *

12/23/2020

Contract Section

Contractor *

Texas Medical Center Hospital Laundry Coop

Contract ID # *

7134

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

Texas Medical Center Hospital Laundry Coop & The Harris Center for Mental Health and IDD

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|---|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input checked="" type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information *

- New Contract Amendment

Contract Term Start Date * (?)

9/1/2020

Contract Term End Date * (?)

8/31/2021

If contract is off-cycle, specify the contract term (?)

Current Contract Amount *

\$ 144,766.00

Increase Not to Exceed *

\$ 20,217.00

Revised Total Not to Exceed (NTE) *

\$ 164,983.00

Fiscal Year* (?)

2021

Amount* (?)

\$ 164,983.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Laundry services for the NPC location.

Contract Owner*

Evelyn Locklin

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

FY20 Laundry services at the NPC

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

David Fox

Address*

Street Address

9494 Fannin St Bld. C

Address Line 2

City

Houston

Postal / Zip Code

77045-4561

State / Province / Region

TX

Country

United States

Phone Number*

7137955186

Email*

dfox@tmclaundry.org

6A

Budget Section



Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
9206	\$ 10,108.50	543032

Budget Manager	Secondary Budget Manager
OSHMAN, JODEL	KORNMAYER, KIMBERLY A

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
9209	\$ 10,108.50	543032

Budget Manager	Secondary Budget Manager
OSHMAN, JODEL	KORNMAYER, KIMBERLY A

Provide Rate and Rate Descriptions if applicable * (?)

NA

Project WBS (Work Breakdown Structure * (?)

NA

Requester Name	Submission Date
SINGH, PATRICIA R.	11/10/2020

Budget Manager Approval(s)



Approved by

Approval Date

Jodel Oshman

11/10/2020

Contract Owner Approval



Approved by

Approval Date

Evelyn U. Locklin

11/10/2020

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Approval Date *

Shaskyia Behn

11/17/2020

Contract Section

Contractor *

PDG Architects

Contract ID # *

7738

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

PDG Architects and The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input checked="" type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information *

- New Contract
- Amendment

Contract Term Start Date * (?)

5/19/2020

Contract Term End Date * (?)

5/19/2021

If contract is off-cycle, specify the contract term (?)

agreement to work on NPC Renovations

Current Contract Amount *

\$ 312,750.00

Increase Not to Exceed *

\$ 37,900.00

Revised Total Not to Exceed (NTE) *

\$ 350,650.00

Fiscal Year* (?)

2021

Amount* (?)

\$ 350,650.00

Funding Source *

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

PDG Architects is quoting \$34,900.00 to provide furniture designs and specifications, equipment planning and cost estimating for the first and second floor renovations at the NPC 1502 Taub Location.

PDG Architects is quoting \$3,000 to provide construction administration for the NPC Med Room portion of the renovation.

We are asking for the total of \$37,900.00 to be added to the current contract

Contract Owner *

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor *

Yes No Unknown

Please add previous contract dates and what services were provided *

09-01-2012 to present / architectural

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation *

does not meet criteria

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

PDG Ben Taub NPC Renovation_Add Serv 01.pdf	155.69KB
PDG NPC MED Room_Add Serv 01.pdf	153.96KB

Vendor/Contractor Contact Person

Name *

PDG Architects / Heath Ford

Address *

7a

Street Address

10000 Richmond Avenue, Ste. 100

Address Line 2

City

Houston

Postal / Zip Code

77042

State / Province / Region

TX

Country

US

Phone Number *

7136296100

Email *

hford@pdgarchitects.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1126	\$ 37,900.00	900040
Budget Manager		Secondary Budget Manager
BROWN, ERICA S.		BROWN, ERICA S.

Provide Rate and Rate Descriptions if applicable * (?)

see attached quotes

\$34900.00 for services for 1st/2nd floor reno

\$3000 for services for Med Room

Project WBS (Work Breakdown Structure * (?)

FM21.1126.02

Requester Name

HARPER, SARAH A

Submission Date

11/5/2020

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

11/5/2020

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

11/9/2020

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Shaskyia Behn

Approval Date *

11/10/2020

Contract Section

Contractor *

Raven Mechanical

Contract ID # *

6874

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

Raven Mechanical and The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input checked="" type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information *

- New Contract
- Amendment

Contract Term Start Date * (?)

9/1/2020

Contract Term End Date * (?)

12/31/2020

If contract is off-cycle, specify the contract term (?)

short term agreement for work at 6160 S Loop E

Current Contract Amount *

\$ 31,392.00

Increase Not to Exceed *

\$ 30,361.00

Revised Total Not to Exceed (NTE) *

\$ 61,753.00

Fiscal Year* (?)

2021

Amount* (?)

\$ 61,753.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Additional plumbing required to meet code and complete 6160 S Loop E project.

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

9-1-2012 to present / plumbing

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

does not meet criteria

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Raven 6160 S Loop East Quotes.pdf

2.57MB

Vendor/Contractor Contact Person

Name*

Raven Mechanical / Dustin Kelly

Address*

Street Address

1618 Buschong Street

Address Line 2

City

Houston

Postal / Zip Code

77039

State / Province / Region

TX

Country

United States

Phone Number*

8a

2819871618

Email*

dustin@ravenmechanical.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1126	\$ 30,361.00	556000
Budget Manager BROWN, ERICA S.	Secondary Budget Manager BROWN, ERICA S.	

Provide Rate and Rate Descriptions if applicable* (?)

see attached quotes and scope of work

Project WBS (Work Breakdown Structure* (?)

FM21.1126.22

Requester Name
HARPER, SARAH A

Submission Date
11/17/2020

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

11/17/2020

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

11/17/2020

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

26

Approved by*

Shaskyia Belu

Approval Date*

11/17/2020

Sc

Contract Section

Contractor *

Virtue Construction Partners, LLC

Contract ID # *

7864

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

Virtue Construction Partners, LLC and The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input checked="" type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information *

- New Contract
- Amendment

Contract Term Start Date * (?)

10/6/2020

Contract Term End Date * (?)

12/31/2020

If contract is off-cycle, specify the contract term (?)

short term agreement for work at 6160 S Loop E

Current Contract Amount *

\$ 124,448.30

Increase Not to Exceed *

\$ 20,103.20

Revised Total Not to Exceed (NTE) *

\$ 144,551.50

Fiscal Year* (?)

2021

Amount* (?)

\$ 144,551.50

Funding Source *

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

budget proposal to provide the necessary labor, material and equipment from Virtue Construction Patners, LLC to install FRP in 35 restrooms at 6160, mobilizing tools, materials and equipment and progress clean and final clean the affected areas

\$15,103.20 per quote of contract

\$5,000.00 for contingency

\$20,103.20 total dollar amount

Contract Owner *

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor *

Yes No Unknown

Please add previous contract dates and what services were provided *

10/6/2020 to present / general contracting services at 6160

S Loop E

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide the HUB status *

WBE - Women owned business.

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Virtue Harris Center 6160 South Loop E - FRP at Restrooms.pdf

156.55KB

Vendor/Contractor Contact Person

Name *

Virtue Construction Partners, LLC / Vicky Butler

Address *

Street Address

14655 Northwest Freeway, Ste.138

Address Line 2

City

Houston

Postal / Zip Code

77040

State / Province / Region

TX

Country

United States

Phone Number *

8328345576

Email *

vickyb@virtue-construction.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1126	\$ 15,103.20	556000

Budget Manager	Secondary Budget Manager
BROWN, ERICA S.	BROWN, ERICA S.

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1126	\$ 5,000.00	556000

Budget Manager	Secondary Budget Manager
BROWN, ERICA S.	BROWN, ERICA S.

Provide Rate and Rate Descriptions if applicable * (?)

see attached quote for \$15,103.20 plus \$5,000.00 contingency and a total amount of \$20,103.20

Project WBS (Work Breakdown Structure * (?)

FM21.1126.22

Requester Name

HARPER, SARAH A

Submission Date

11/11/2020

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

11/11/2020

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

11/12/2020

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shaskyia Behm

Approval Date *

11/12/2020

EXHIBIT F-10

January 2021
INTERLOCAL AGREEMENTS

Contract Section

Contractor *

Harris County Public Health

Contract ID # *

2020-0013

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

Harris County Public Health and The Harris Center for Mental Health and IDD

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input checked="" type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information *

- New Contract Amendment

Contract Term Start Date * (?)

12/1/2020

Contract Term End Date * (?)

11/30/2021

If contract is off-cycle, specify the contract term (?)

Fiscal Year * (?)

2021

Amount * (?)

\$ 309,434.00

Funding Source *

County

Contract Description / Type * (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

New Integrated Family Planning Opioid Response Program; Harris County grant funds in the amount of \$309,434.

Contract Owner*

Mike Downey

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Specify Name*

Harris County Public Health

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Radie Said, MBA

Address*

Street Address

2223 West Loop South

Address Line 2

City

Houston

Postal / Zip Code

77027

State / Province / Region

TX

Country

US

Phone Number*

832-927-7355

Email*

Radie.Said@phs.hctx.net

Budget Section

Budget Units and Amounts Charged to each Budget Unit

1a

Budget Unit Number *

2705

Amount Charged to Unit *

\$ 0.00

Expense/GL Code No. *

000000

Budget Manager

SHELBY, DEBBIE C.

Secondary Budget Manager

LOERA, ANGELICA D

Provide Rate and Rate Descriptions if applicable * (?)

0.0

Project WBS (Work Breakdown Structure * (?)

0.0

Requester Name

SHELBY, DEBBIE C.

Submission Date

11/20/2020

Budget Manager Approval(s)

Approved by

Debbie Chambers Shelby

Approval Date

11/20/2020

Procurement Approval

Approved by

Sharon Brauner

Approval Date

11/23/2020

Contract Owner Approval

Approved by

Mike Downey

Approval Date

11/23/2020

Contracts Approval

Approve *

Yes

No, reject entire submission

Return for correction

Approved by*

Shaskyia Behu

Approval Date *

11/23/2020

**CONTRACTOR REVENUE EVALUATION AND RENEWAL FORM
FY 2021/2022 CONTRACTS**

The current FY20/21 contract details information is provided below for your information but should not be revised on this document. Please evaluate the contractor's performance, and advise whether or not the contract should be renewed. If the contract is recommended for renewal provide the FY21/22 information where requested starting with Section "B".

A. FY 2020/2021 CONTRACT INFORMATION

Contract ID#:	7089
New Database ID#:	N/A
Interlocal Agreement:	Yes
Contractor Name/Party:	Houston Downtown Management District (HDMD)
Contract Term:	01/01/20 – 12/31/20
Service (brief description):	HDMD program provides intensive case management and care coordination to individuals experiencing chronic homelessness and mental illness located in the business district of Downtown Houston.
Responsible Staff Person:	Amber Honsinger
Rate(s)/Rate(s) Description:	N/A
Date Presented To:	January Resource Board (1/19/21)

B. EVALUATION OF FY20/21 PERFORMANCE

Contractor has made all payment(s) to Agency in accordance with the terms of the Contract?

YES NO

If not, please provide an explanation in the comments section below.

Comments/Other Concerns

IS THIS SERVICE REQUIRED FOR FY 2021/2022? Renewal Term: 01/01/21 -12/31/21.

YES NO

If NO, provide a reason for non-renewal, sign and return the form to the Contracts Services via email or internal routing envelopes.

C. COMPLETE THIS SECTION IF CONTRACT IS BEING RENEWED.

1. Renewal information for FY21/22. Should this contract be renewed with the rates and units as shown above for FY21/22?

YES _____ NO _____ NA X .

2. FY 21 "Not to Exceed Amount:" \$123,936.00 .

If NO, please complete the following for FY 21/22:

1. Period of contact if other than one full year (Agency fiscal year): FY2021/2022.
Contract begins on 01/01/2021 and will end on 12/31/2021 .

2. Should changes be made to contract terms or conditions?

YES _____ NO X . If, so what are the requested changes?

3. Will the scope of services change or remain the same? (X)

YES X NO ~~_____~~ (X) . If, so what are the changes?

REQUIRED APPROVALS:

(Staff Responsible for this contract in FY2021/2022)

Date: 12/31/2020

Signature: 

(The signature of the Budget Manager verifies that the financial information is correct.)
Division Budget Manager:

Date: 12-31-20

Signature: Jodel Oshman

Director, Division Vice President or Chief as applicable:

Date: 1/4/21

Signature: 

La

EXHIBIT F-11

January 2021
RATIFICATIONS
CONTRACTS OVER 50k

Contract Section

Contractor *

Knight Security Systems, LLC

Contract ID # *

6374

Presented To *

- Resource Committee
- Full Board

Date Presented *

1/19/2021

Parties * (?)

The Harris Center for Mental Health and IDD and Knight Security Systems, LLC

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input checked="" type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information *

- New Contract
- Amendment

Contract Term Start Date * (?)

9/1/2020

Contract Term End Date * (?)

8/31/2021

If contract is off-cycle, specify the contract term (?)

Current Contract Amount *

\$ 288,650.53

Increase Not to Exceed *

\$ 12,013.90

Revised Total Not to Exceed (NTE) *

\$ 300,664.43

Fiscal Year* (?)

Amount* (?)

2021

\$ 300,664.43

Funding Source*

County

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

To add and enhance security access in and around the kitchen area at 6160 South Loop East

Contract Owner*

Sean Kim

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

9/1/2015-8/31/2025

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

Contractor does not qualify as Historically Underutilized Business

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Knight_Security_Proposal.pdf

1.33MB

Vendor/Contractor Contact Person

Name*

Alfred Trevino

Address*

Street Address

500 Century Plaza Drive #120

Address Line 2

City

Houston

Postal / Zip Code

77073

State / Province / Region

TX

Country

US

Phone Number*

832-786-5800

Email*

ATrevino@KnightSecurity.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1126	\$ 12,013.90	553001
Budget Manager	Secondary Budget Manager	
MCCORQUODALE, TODD L	BROWN, ERICA S.	

Provide Rate and Rate Descriptions if applicable* (?)

Time and Material: \$10,573.90

Secure Plan Maintenance: \$1,440.00

Project WBS (Work Breakdown Structure* (?)

Project ID: FM21.1126.22

Requester Name

MCFARLAND, SEAN

Submission Date

12/15/2020

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

12/16/2020

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Sean Kim

Approval Date

12/16/2020

Contracts Approval

Approve*

Yes

No, reject entire submission

Return for correction

Approved by*

Shashyia Belm

Approval Date *

12/16/2020

Contract Section

Contractor*

REEF Parking

Contract ID #*

7717

Presented To*

- Resource Committee
- Full Board

Date Presented*

1/27/2021

Parties* (?)

REEF Parking and The Harris Center for MH and IDD Services

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input checked="" type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

1/1/2021

Contract Term End Date* (?)

8/31/2021

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 34,300.00

Increase Not to Exceed*

\$ 39,200.00

Revised Total Not to Exceed (NTE)*

\$ 73,500.00

Fiscal Year* (?)

2021

Amount* (?)

\$ 39,200.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

adding funding to existing contract for Jail personnel parking services

Contract Owner*

Monalisa Jiles

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

January 1,2020 - December 31, 2020 - Parking services

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Specify Name*

Harris County Sheriff Office

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person



Name*

REEF Parking

Address*

Street Address

1401 Congress Street

Address Line 2

Suite 1050

City

Houston

Postal / Zip Code

77056

State / Province / Region

TX

Country

United States

Phone Number*

713-225-1071

Email*

teariq.muhammad@reefparking.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
6202	\$ 39,200.00	544005
Budget Manager	Secondary Budget Manager	
WILLIAMS-WESLEY, SHEENIA L.	JILES, MONALISA	

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure* (?)

N/A

Requester Name

WILLIAMS-WESLEY, SHEENIA L.

Submission Date

12/21/2020

Budget Manager Approval(s)

Approved by

Sheenia Williams-Wesley

Approval Date

12/21/2020

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Monalisa Jiles

Approval Date

12/23/2020

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

12/29/2020

EXHIBIT F-12



January 19, 2021

Request for Board Approval
Transfer January 2021 Enhanced FMAP Funds to COVID-19 eFMAP Reserve

Background: The Families First Coronavirus Response Act (FFCRA) authorized an increase of 6.2% to the Federal Medical Assistance Percentage (FMAP).

The enhanced FMAP (eFMAP) increases the federal share in the Medicaid program and applies to The Harris Center's January 2021 DSRIP payments, resulting in \$489,313 of additional funding to be utilized for COVID-19 relief.

Board authorization is required to move funds from the DSRIP Fund to the COVID-19 eFMAP Reserve.

+ \$8.0 MM COVID-19 eFMAP Reserve established with Jan/Jul 2020 eFMAP Funds
(\$2.5 MM) FY2020 COVID-related expenses and 3rd party billing revenue impact
(\$1.8 MM) Continuous Care Performance Award
+ \$0.5 MM Jan 2021 eFMAP
= \$4.2 MM COVID eFMAP Reserve Fund Balance

FY2021 and Beyond: Remaining Balance of \$4.2 MM will be utilized for COVID-related relief. Authorization to pull funds out of the Reserve Fund must be granted by the Board.

Request Summary: Transfer \$489,313 related to the eFMAP portion of the January 2021 DSRIP payment to the COVID-19 eFMAP Reserve Fund to be utilized for COVID-19 relief during FY2021 and beyond.

Sean Kim, MBA, CPA
Chief Financial and Administrative Officer
The Harris Center for Mental Health and IDD

EXHIBIT F-13

**BOARD AUTHORIZATION TO PURCHASE and DUE DILIGENCE
ENTERPRISE SECURITY TECHNOLOGY**

A request from Information Technology (IT) to enter into an Enterprise Security Technology agreement to include a firewall hardware refresh and software licensing and support for endpoint security software and cloud environment security software was received in November 2020. This is an FY21 budgeted project that will expand our IT Security footprint and help ensure that our user and patient data is kept safe and secure. This purchase will add to and improve our perimeter, endpoint, and cloud security program efficiency and effectiveness.

Quotes were requested of three vendors that were available through tag on contracts. The vendors are Compugen, Future Com, and Set Solutions. None of the vendors are HUB certified. All three vendors provided quotes and were deemed responsive. IT decided to Contract with **Future Com** due to past performance and lowest cost. (DIR-TSO-4149)

The quotes are for three years each and the breakdown are as follows:

Vendor	Price Quote - FY21	Price Quote - FY22	Price Quote - FY23	Three Year Total
Compugen	\$432,702.00	\$432,702.00	\$432,702.00	\$1,298,106.00
Future Com	\$258,000.00	\$258,000.00	\$258,000.00	\$774,000.00
Set Solutions	\$405,000.00	\$405,000.00	\$405,000.00	\$1,215,000.00

The initial contract period is anticipated to begin upon award of contract for one (1) base year with two (2) optional annual renewals at the sole discretion of The Harris Center based upon satisfactory performance and annual budget appropriations, which will be reviewed on an annual basis. The contract shall commence with a tentative commencement date, and shall remain in effect unless terminated, canceled or extended. The first contract year will begin upon award of contract and end on August 31, 2021 subject to Fiscal Year 2021 budget approval.

The Fiscal Year 2021 budget is \$258,000.00, subject to the appropriation and availability of funds. The total NTE (Not to Exceed) for the three years is \$774,000.00 funded annually. The project accounting codes are IT21.1147.03 and IT21.1147.04.

The Funding Sources and Three (3) Year Breakdown:

FY21

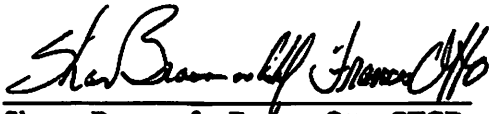
NTE - \$258,000.00 – 1147 – IT Infrastructure Project

FY22

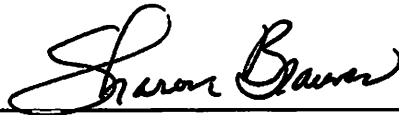
NTE - \$258,000.00 – 1130 – Computer Maintenance User Fee

FY23

NTE - \$258,000.00 – 1130 – Computer Maintenance User Fee



Sharon Brauner for Frances Otto, CTCD
Buyer II



Sharon Brauner, C.P.M., A.P.P.
Purchasing Manager



Sean Kim, MBA, CPA
Chief Financial and Administrative Office

EXHIBIT F-14

ABBREVIATION LIST

46B Not Competent to stand trial HCJ

A

ACT Assertive Community Treatment
ADL Activities of Daily Living
AFDC Aid to Families with Dependent Children
ALF Assisted Living facility
ANSA Adult Needs and Strengths Assessment
AOT Assisted out-patient treatment

APS Adult Protective Services
ARC Association for Retarded Citizens
AUDIT-C Alcohol Use Disorders Identification Test

B

BABY CANS Baby Child Assessment needs (3-5 years)
BHO Behavioral Health Organization
BDSS Brief Bipolar Disorder Symptom Scale
BNSA Brief Negative Symptom Assessment

C

CANS Child and Adolescent Needs and Strengths
CAPEs Child and Adolescent Psychiatric Emergency Services
CAPS Child and Adolescent Psychiatric Services
CARE Client Assessment and Registration
CARF Commission on Accreditation of Rehabilitation Facilities
CAS Child and Adolescent Services
CBCL Children's Behavioral Checklist
CBHN Community Behavioral Health Network
CBT Cognitive behavior therapy
CCBHC Certified Community Behavioral Health Clinic
CCR Clinical case review
CCSI Chronic Consumer Stabilization Initiative
CCU Crisis Counseling Unit
CHIP Children's Health Insurance Plan
CIDC Chronically Ill and Disabled Children
CIRT Crisis Intervention Response Team
CIWA Clinical Institute Withdrawal Assessment for Alcohol
CMAP Children's Medication Algorithm Project
CMBHS Clinical Management for Behavioral Health Services
CMS Centers for Medicare and Medicaid
COC Continuity of Care

COD Co-Occurring Disorders Unit
COPSD Co-occurring Psychiatric and Substance Abuse Disorders
COR Council on Recovery
CPEP Comprehensive Psychiatric Emergency Programs
CPOSS Charleston Psychiatric Outpatient Satisfaction Scale
CPS Children's Protective Services
CRCG Community Resource Coordination Group
CRU Crisis Residential Unit
CSC Community Service Center
CSCD Community Supervision and corrections department
CSP Community Support plan
CSU Crisis Stabilization Unit
CYS Community Youth Services

D

DFPS Department of Family and Protective Services
DHHS Department of Health and Human Services
DID Determination of Intellectual Disability
DLA-20 Daily Living Activities-20 Item Version
DRB Dangerousness review board
DSM-5 Diagnostic and Statistical Manual of Mental Disorders, 5th Edition
DSRIP Delivery System Reform Incentive Payment Program

E

ECI Early Childhood Intervention
EO Early Onset
EPSDT Early Periodic Screening Diagnosis and Treatment

F

FACT Forensic Assertive Community Team
FF Flex Funds
FSIQ Full Scale Intelligence Quotient
FSPA Jail -Forensic Single Portal
FTND Fagerstrom Test for Nicotine Dependence
FY Fiscal Year

G

GAF Global Assessment of Functioning
GR. General Revenue

H

HAM-A Hamilton Rating Scale for Anxiety
HCJPD Harris County Juvenile Probation Department
HCPC Harris County Psychiatric Center
HCPI Harris County Psychiatric Intervention
HCPS Harris County Protective Services for Children and Adults
HCS Home and Community Services
HCS-O Home and Community Services – OBRA
HCSO Harris County Sheriff's Office
HH Harris Health System
HHS Health Human Services
HHSC Health and Human Services Commission
HMO Health Maintenance Organization
HOT Homeless Outreach Team
HPD Houston Police Department
HRC Houston Recovery Center

I

ICAP Inventory for Client and Agency Planning
ICC Interim Care Clinic
ICF-ID Intermediate Care Facility for Intellectual Disability
IEP Individual Education Plan
IFSP Individual Family Support Plan
IHR In Home Respite
IRG Innovative Resource Group
IRP Individualized recovery plan

J

JDC Juvenile Detention Center
JJAEP Juvenile Justice Alternative Education Program
JSS Job Satisfaction Scale

K**L**

LAR Legislative Appropriations Request
LIDDA Local IDD Authority
LMHA Local Mental Health Authority
LOC Level of Care – LOC A= Authorized and LOC R= Calculated
LOS Length of Stay
LPHA Licensed Professional of the Healing Arts
LSA Local Service Area

M

MACRA	Medicare Access and CHIP Reauthorization Act
MAPS	Mental Retardation Adult Psychiatric Services
MBOW	Medicaid Managed Care Report (Business Objects)
MCO	Managed Care Organization
MCOT	Mobil Crisis Outreach Team
MCAS	Multnomah Community Assessment Scale
MDU	Multiple Disabilities Unit
MHW	Mental Health Warrant
MMPI-2	Minnesota Multiphasic Personality Inventory 2nd Edition
MoCA	Montreal Cognitive Assessment
MSU	Maximum security unit

N**N**

NAMI	National Alliance for the Mentally Ill
NEO	New Employee Orientation
NGRI	Not Guilty for Reason of Insanity (46C)
NPC	Neuro-Psychiatric Center
NWCSC	Northwest Community Service Center

O

OSAR	Outreach Screening Assessment and Referral
OASS	Overt Agitation Severity Scale
OHR	Out of Home Respite
OVSOM	Office of Violent Sexual Offenders Management

P

PAP	Patient Assistance Program (for Prescriptions)
PASARR	Preadmission Screening and Annual Residential Review
PATH	Project to Assist in the Transition from Homelessness
PCH	Personal Care Home
PCM	Patient care monitoring
PDP	Person Directed Plan
PDSA	Plan-Do-Study-Act
PES	Psychiatric Emergency Services
PHCRU	Post Hospitalization Crisis Residential Unit
PHQ-9	Patient Health Questionnaire-9 Item Version
PHQ-A	Patient Health Questionnaire-9 Modified for Adolescents
PI	Performance Improvement
PIP	Performance Improvement Plan
PMAB	Prevention and Management of Aggressive Behavior
POC	Plan of Care

PoC-IP Perceptions of Care-Inpatient
ProQOL Professional Quality of Life Scale
PSRS Positive Symptom Rating Scale
PSS Parent Satisfaction Scale

Q
QAIS Quality Assurance and Improvement System
QMHP Qualified Mental Health Professional
QI Quality Improvement
QIDS-C Quick Inventory of Depressive Symptomology-Clinician Rated

R
RC Rehab Coordination
ROI Release of Information
RM Recovery Manager
RTC Residential Treatment Center

S
SAM Service Authorization and Monitoring
SAMHSA Substance Abuse and Mental Health Services Administration
SC Service Coordination
SECSC Southeast Community Service Center
SEFRC Southeast Family Resource Center
SMAC Sequential Multiple Analysis tests
SMHF State mental health facility
SNF Skilled Nursing Facility
SP Service Package (SP1, etc)
SPA Single portal authority
SSLC State living facility
SWCSC Southwest Community Service Center
SWFRC Southwest Family Resource Center
SUD Substance Use Disorder

T
TAC Texas Administrative code
TANF Temporary Assistance for Needy Families
TCOOMMI Texas Correctional Office on Offenders with Medical or Mental Impairments
TDCJ Texas Department of Criminal Justice
THKC Texas Health Kids
THSteps Texas Health Steps
TIC Trauma informed Care
TMAP Texas Medication Algorithm Project

TMHP Texas Medicaid & Healthcare partnership
TJJD Texas Juvenile Justice Department
TRR Texas Resiliency and Recovery
TWC Texas Workforce Commission

U
UR Utilization Review

V
V-SSS Visit-Specific Satisfaction Scale

W

X

Y

EXHIBIT F-15

**The Harris Center Board of Trustee's Attendance Report
Calendar Year 2020**

	Meeting Month: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec												Total	%
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Mtgs	Attendance
Resource Committee	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	N	9	
Santos	P	P			P	P	P	P	P	P	P		9	100%
Womack	P	P			P	P	P	P	P	P	P		9	100%
Zakaria	P	P			P	P	P	P	P	P	P		9	100%
Hunt	A	A			P	P	A	A	A	A	A		2	22%
Quality Committee	Y	Y	N	N	Y	Y	Y	N	Y	Y	Y	N	8	
Zakaria	P	P			P	P	P		P	P	P		8	100%
Santos	P	P			P	P	P		P	P	P		8	100%
Moore	P	P			P	P	P		P	P	P		8	100%
Gearing	N/A	N/A			P	P	P		P	P	P		6	100%
Lykes	A	P			P	P	A		P	P	P		6	75%
Program Committee	Y	Y	N	N	Y	Y	Y	N	Y	Y	Y	N	8	
Moore	P	P			P	P	P		P	P	P		8	100%
Lykes	A	A			P	P	A		P	P	P		5	63%
Gearing	N/A	N/A			P	P	P		P	P	P		6	100%
Hellums	P	P			P	P	P		P	P	P		8	100%
Audit Committee	Y	N	N	N	Y	N	Y	N	N	Y	N	N	4	
Santos	P				P		P			P			4	100%
Moore	P				P		P			P			4	100%
Womack	N/A				A		A			P			1	33%
Hellums	P				P		P			P			4	100%
Hunt	A				A		A			A			0	0%
Governance Committee	N	N	N	N	Y	Y	Y	N	Y	Y	Y	N	6	
Zakaria					P	P	P		P	P	P		6	100%
Womack					P	P	P		P	P	P		6	100%
Lykes					P	P	A		A	P	P		4	67%
Full Board Meeting	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	11	
Santos	P	P	P	P	P	P	P	P	P	P	P		11	100%
Moore	P	P	P	P	P	P	P	P	P	P	P		11	100%
Womack	P	P	P	P	P	P	P	P	P	P	P		11	100%
Zakaria	P	P	P	P	P	P	P	P	P	P	P		11	100%
Hellums	P	P	P	P	P	P	P	P	P	P	P		11	100%
Hunt	A	P	A	P	A	P	A	A	A	A	A		3	27%
Gearing	N/A	N/A	A	P	P	P	P	P	P	P	P		8	89%
Lykes	P	P	P	P	P	P	A	P	P	P	P		10	91%

N/A = Not yet appointed to Board or Committee