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Revised
Full Board Meeting
May 26, 2021
9:30 am

- I. DECLARATION OF QUORUM**
- II. PUBLIC COMMENTS**
- III. APPROVAL OF MINUTES**
 - A. Approve Minutes of the Board of Trustees Meeting Held on Wednesday, April 28, 2021
(*EXHIBIT F-1*)
- IV. CHIEF EXECUTIVE OFFICER'S REPORT**
- V. COMMITTEE REPORTS AND ACTIONS**
 - A. Resource Committee Report and/or Action
(*G. Womack, Chair*)
 1. FY'21 Year-to-Date Budget Report-May
(*EXHIBIT F-2 Sean Kim*)
 - B. Quality Committee Report and/or Action
(*G. Santos, Chair*)
 - C. Program Committee Report and/or Action
(*B. Hellums, Chair*)
- VI. Consent Agenda**
 - A. Approve FY'21 Year-to-Date Budget Report-May
(*EXHIBIT F-3 Sean Kim*)
 - B. Authorization to pay TMC 2021 Maintenance and Security Assessment
(*EXHIBIT F-4 Sean Kim*)
 - C. May 2021 New Contracts Over 50K
(*EXHIBIT F-5 Silvia Tiller*)
 - D. April 2021 Renewals Over 50K
(*EXHIBIT F-6 Silvia Tiller*)
 - E. April 2021 Amendments Over 50K
(*EXHIBIT F-7 Silvia Tiller*)
 - F. Risk Management Plan
(*EXHIBIT F-8*)
 - G. Pharmaceutical and Patient Assistance Program (PAP) Agency Policy
(*EXHIBIT F-9*)
 - H. Screening and Assessment for Mental Health, Substance Use and Intellectual and Development Disabilities (IDD) Services Moonlighting Policy
(*EXHIBIT F-10*)

- I. Telecommuting Policy
(EXHIBIT F-11)
- J. Workforce Member Network and Internet Use Policy
(EXHIBIT F-12)
- K. Information Security Policy
(EXHIBIT F-13)
- L. Asset Tracking and Depreciation Policy
(EXHIBIT F-14)
- M. Disposal of Fixed Assets Policy
(EXHIBIT F-15)
- N. Adding and Receiving Equipment Policy
(EXHIBIT F-16)
- O. Developing and Management for Mental Health and IDD Services
Interest List
(EXHIBIT F-17)
- P. Moonlighting Policy
(EXHIBIT F-18)

VII. CONSIDER AND RECOMMEND ACTION

- A. 6160 South Loop East-HVAC System
(Wayne Young)

VIII. REVIEW AND COMMENT

- A. Legislative Update
(Wayne Young, Amanda Jones)
- B. EPIC Update
(Mustafa Cochinwala)

IX. BOARD CHAIR'S REPORT

X. EXECUTIVE SESSION

- 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 & ARVO
Realtors
- In accordance with §551.071 of the Texas Government Code,
Consultation with Attorney on a matter in which the duty of
the attorney to the governmental body under the Texas
Disciplinary Rules of Professional Conduct of the State Bar of
Texas clearly conflicts with this chapter.

XI. RECONVENE INTO OPEN SESSION

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

XIII. INFORMATION ONLY

- A. Government Finance Officers Association (GFOA) Certificate of Achievement and Award of Financial Reporting Achievement
(EXHIBIT F-19)
- B. May 2021 New Contracts Under 50K
(EXHIBIT F-20)
- C. May 2021 Renewals Under 50K
(EXHIBIT F-21)
- D. May 2021 Amendments Under 50K
(EXHIBIT F-22)
- E. May 2021 Affiliation Agreements, Grants, MOU's and Revenues-
Information Only
(EXHIBIT F-23)
- F. Abbreviation List
(EXHIBIT F-24)

XIV. ADJOURN

Veronica Franco

Veronica Franco, Board Liaison
Shaukat Zakaria, Chair, Board of Trustees
The Harris Center for Mental Health and IDD



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 Chapter 534 of the Health and Safety Code of the State of Texas.

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

TYPE OF MEETING: Regular

DATE: April 28, 2021

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

TRUSTEES ABSENT: Elizabeth McIngvale
Sheriff Ed Gonzalez, Ex Officio

1. Declaration of Quorum

Mr. Shaukat Zakaria, Chair, called the meeting to order at 9:33 a.m. noting that a quorum of the Board was in attendance.

2. Public Comments

Mr. Shaukat Zakaria announced the floor is open for public comments. There were no public comments made.

3. Approval of Minutes

MOTION BY: SANTOS

SECOND: WOMACK

D. April 2021 Renewals Over 50K

MOTION BY: SANTOS

SECOND: LYKES

With unanimous affirmative votes

BE IT RESOLVED the April 2021 Renewals Over 50K and more, as presented under Exhibit F-6 approved by the majority.

E. Recommendation to add Lakeisha Davis a Board Member-811 Housing Board of Acres Homes Garden, Pecan Village, Pear Grove and Villas at Bayou Park

MOTION BY: SANTOS

SECOND: LYKES

With unanimous affirmative votes

BE IT RESOLVED the Recommendation to add Lakeisha Davis a Board Member-811 Housing Board of Acres Homes Garden, Pecan Village, Pear Grove and Villas at Bayou Park as presented under Exhibit F-7, approved by the majority.

8. Consider and Recommend Action

F. Board Resolution: Improving Approval Process of Routine and Required Expenses

MOTION BY: MOORE

SECOND: HELLUMS

With unanimous affirmative votes

BE IT RESOLVED the Board Resolution: Improving Approval Process of Routine and Required Expenses as presented under Exhibit F-8, approved by the majority.

9. Review and Comment

A. Legislative Update

Amanda Jones presented on Legislative Session

B. EPIC Update

Mustafa Cochinwala and Jennifer Martin presented on EPIC launch update

8. Board Chair’s Report

9. Executive Session-

At 11:23 a.m. Chair S. Zakaria announced the Board would enter into Executive Session for the following reasons:

- 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
- 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
- Pursuant to §§551.071 and 551.074 of the Texas Government Code-Consultation and advice from General Counsel on personnel matters & contemplated litigation. -Kendra Thomas, General Counsel
- 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

10. Reconvene into Open Session and Take Action

At 11:45 a.m., the Board of Trustees reconvened into open session.

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

No action taken

12. Adjournment- 11:45 a.m.

Respectfully submitted,

Veronica Franco, Board Liaison

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

EXHIBIT F-2



The Harris Center for Mental Health and IDD

Financial Report
For the Eighth Month and Year to Date Ended April 30, 2021

Fiscal Year 2021

Presented to the Resource Committee of the Board of Trustees on May 18, 2021

The Harris Center for Mental Health & IDD

May 18, 2021

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

The monthly financial report for April 30, 2021 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 Eighth Month and Year to Date Ended April 30, 2021**

Month (,000)			
	Actual	Budget	Variance
Revenues	\$ 20,800	\$ 20,898	\$ (98)
Expenditures	27,650	23,782	(3,868)
Excess of Revenues over (under) Expenditures before Other Sources	<u>\$ (6,850)</u>	<u>\$ (2,884)</u>	<u>\$ (3,966)</u>

Year-to-date (,000)			
	Actual	Budget	Variance
Excess of Revenues over (under) Expenditures after Other Sources	<u>\$ 16,135</u>	<u>\$ (3,961)</u>	<u>\$ 20,096</u>

The Harris Center for Mental Health and IDD
Comparison of Revenue and Expenses - Actual to Budget
For the Eighth Month and Year to Date Ended April 30, 2021

	Month Ended April 30, 2021				Eight Months Ended April 30, 2021			
	Actual	Budget	Variance		Actual	Budget	Variance	
			Favorable or (Unfavorable)				Favorable or (Unfavorable)	
		\$	%	\$	%	\$	%	
Total Revenues:								
Harris County and Local	4,732,006	4,315,514	416,492 c	10%	38,149,876	34,466,886	\$ 3,682,990	11%
PAP / Samples	1,427,874	1,583,323	(155,449)	-10%	10,090,444	12,666,584	(2,576,140)	-20%
Interest	6,737	41,666	(34,929) d	-84%	101,109	333,328	(232,219)	-70%
State General	9,654,480	9,642,313	12,167	0%	76,769,308	77,138,475	(369,167)	0%
State Grants	795,747	891,780	(96,033) e	-11%	7,094,975	7,191,749	(96,774)	-1%
Federal Grants	1,233,019	1,063,105	169,914	16%	14,245,723	8,504,837	5,740,886	68%
3rd party billings	2,950,497	3,360,369	(409,872) f	-12%	24,887,273	27,045,072	(2,157,799)	-8%
Total Revenue	20,800,360	20,898,070	(97,710) g	0%	171,338,708	167,346,931	3,991,777	2%
Total Expenses:								
Salaries and Fringe	18,552,276	15,924,531	(2,627,745) h	-17%	128,768,102	127,409,448	(1,358,654)	-1%
Travel	45,355	193,204	147,849	77%	368,871	1,299,213	930,342	72%
Contracts and Consultants	1,781,269	1,810,885	29,616	2%	12,951,198	14,457,583	1,506,385	10%
HCPC Contract	2,192,502	2,369,794	177,292	7%	18,761,925	18,958,352	196,427	1%
Supplies and Drugs	1,723,079	1,902,322	179,243	9%	12,652,331	15,228,750	2,576,419	17%
Equipment (Purch, Rent, Maint)	1,864,013	377,660	(1,486,353) i	-394%	10,585,233	3,030,248	(7,554,985)	-249%
Building (Purch, Rent, Maint)	417,871	283,192	(134,679) j	-48%	9,792,534	2,264,413	(7,528,121)	-332%
Vehicle (Purch, Rent, Maint)	7,974	28,249	20,275	72%	90,312	227,067	136,755	60%
Telephone and Utilities	217,829	222,992	5,163	2%	1,660,830	1,783,843	123,013	7%
Insurance, Legal, Audit	164,670	137,846	(26,824)	-19%	1,297,719	1,102,531	(195,188)	-18%
Note Payments	0	0	-	0%	552,424	588,597	36,173	6%
Other	445,379	463,481	18,102	4%	3,291,230	3,750,419	459,189	12%
Claims Denials	75,568	67,533	(8,035)	-12%	525,394	540,252	14,858	3%
Reserve for Bad Debt	162,397	0	(162,397)	0%	124,294	0	(124,294)	0.0%
Total Expenses	27,650,182	23,781,689	(3,868,493) k	-16%	201,422,397	190,640,716	(10,781,681)	-6%
Excess of Revenues over (under)								
Expenditures before Other Sources	(6,849,822) a	(2,883,619)	(3,966,203)		(30,083,689)	(23,293,785)	(6,789,904)	
Funds from other sources:								
Use of fund balance - CapEx	1,528,324	-	1,528,324		6,554,144	-	6,554,144	
Use of fund balance - COVID-19	1,781,730	-	1,781,730		3,568,270	-	3,568,270	
Fund Balance DSRIP	630,255	630,081	174		4,159,722	4,160,390	(668)	
Waiver 1115 Revenues	2,167,484	2,167,486	(2)		17,339,893	15,172,402	2,167,491	
DSRIP Transition	1,809,411	-	1,809,411		13,594,042	-	13,594,042	
COVID-19 FMAP Allocation	-	-	-		-	-	-	
Insurance Proceeds	-	-	-		981,430	-	981,430	
Proceeds from Sale of Assets	-	-	-		21,125	-	21,125	
Unrealized Gain/(Loss) on Securities	-	-	-		-	-	-	
Excess of Revenues over (under)								
Expenditures after Other Sources	\$ 1,067,382	\$ (86,052)	\$ 1,153,434		\$ 16,134,937 b	\$ (3,960,993)	\$ 20,095,930	

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 April 30, 2021

Month Ended April 30, 2021						
	Core Business		DSRIP		Capital Expenditures	
	Actual	Budget	Actual	Budget	Actual	Budget
Total Revenues:						
Local	6,166,130	5,935,695	487	4,808	-	-
State General Revenue	9,636,527	9,624,360	17,953	17,953	-	-
State Grants	795,747	891,780	-	-	-	-
Federal Grants	1,233,019	1,063,105	-	-	-	-
Federal Revenue - DSRIP	-	-	3,976,895	1,705,260	-	-
3rd party billings	2,850,748	3,262,796	99,749	97,573	-	-
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Total Revenue	20,682,171	20,777,736	4,095,084	1,825,594	-	-
Total Expenses:						
Salaries and Fringe	17,040,233	14,533,965	1,512,043	1,390,566	-	-
Travel	44,225	180,423	1,130	12,781	-	-
Contracts and Consultant	1,696,007	1,693,347	85,262	117,538	-	-
HGPC Contract	2,192,502	2,369,794	-	-	-	-
Supplies and Drugs	1,709,339	1,879,619	13,740	22,703	-	-
Equipment (Purch, Rent, Maint)	306,716	164,116	74,442	78,606	1,482,855	134,938
Building (Rent, Maint)	227,072	125,915	145,331	141,633	45,469	15,644
Vehicle (Purch, Rent, Maint)	6,529	16,539	1,445	11,710	-	-
Telephone and Utilities	203,641	183,262	14,188	39,730	-	-
Insurance, Legal, Audit	138,464	107,739	26,206	30,107	-	-
Note Payments	-	-	-	-	-	-
Other	424,244	439,838	21,135	23,643	-	-
Claims Denials	73,717	67,038	1,851	495	-	-
Reserve for Bad Debt	162,397	-	-	-	-	-
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Total Expenses	24,225,086	21,761,595	1,896,773	1,869,512	1,528,324	150,582
Excess of Revenues over (under)						
Expenditures before Other Sources	(3,542,915)	(983,859)	2,198,311	(43,918)	(1,528,324)	(150,582)
Funds from other sources:						
Use of fund balance - CapEx	-	-	-	-	1,528,324	-
Use of fund balance - COVID-19	1,781,730	-	-	-	-	-
Fund Balance DSRIP	630,255	630,081	-	-	-	-
Insurance Proceeds	-	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-
Unrealized Gain/(Loss) on Securities	-	-	-	-	-	-
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Excess of Revenues over (under)						
Expenditures after Other Sources	\$ (1,130,930)	\$ (353,778)	\$ 2,198,311	\$ (43,918)	\$ -	\$ (150,582)
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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 April 30, 2021

Eight Months Ended April 30, 2021						
	Core Business		DSRIP		Capital Expenditures	
	Actual	Budget	Actual	Budget	Actual	Budget
Total Revenues:						
Local	\$ 48,312,391	\$ 47,428,334	29,038	38,464	\$ -	\$ -
State General Revenue	76,625,684	76,994,851	143,624	143,624	-	-
State Grants	7,094,975	7,191,749	-	-	-	-
Federal Grants	14,245,723	8,504,837	-	-	-	-
Federal Revenue - DSRIP	-	-	30,933,935	13,642,079	-	-
3rd party billings	24,069,459	26,267,756	817,814	777,316	-	-
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Total Revenue	170,348,232	166,387,527	31,924,411	14,601,483	-	-
Total Expenses:						
Salaries and Fringe	118,459,259	116,169,813	10,308,843	11,239,635	-	-
Travel	359,525	1,203,586	9,346	95,627	-	-
Contracts and Consultant	12,343,222	13,517,279	607,976	940,304	-	-
HCP Contract	18,761,925	18,958,352	-	-	-	-
Supplies and Drugs	12,553,828	15,041,659	98,503	187,091	-	-
Equipment (Purch, Rent, Maint)	4,047,799	(843,435)	549,192	623,773	5,988,242	3,249,910
Building (Purch,Rent, Maint)	8,188,106	917,505	1,038,526	1,231,274	565,902	115,634
Vehicle (Purch, Rent, Maint)	69,674	133,387	20,638	93,680	-	-
Telephone and Utilities	1,527,857	1,466,010	132,973	317,833	-	-
Insurance, Legal, Audit	1,071,024	861,496	226,695	241,035	-	-
Note Payments	-	-	552,424	552,424	-	-
Other	3,160,929	3,562,100	130,301	188,319	-	-
Claims Denials	512,221	536,292	13,173	3,960	-	-
Reserve for Bad Debt	124,294	-	-	-	-	-
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Total Expenses	181,179,663	171,524,044	13,688,590	15,714,955	6,554,144	3,365,544
Excess of Revenues over (under)						
Expenditures before Other Sources	(10,831,431)	(5,136,517)	18,235,821	(1,113,472)	(6,554,144)	(3,365,544)
Funds from other sources:						
Use of fund balance - CapEx	-	-	-	-	6,554,144	-
Use of fund balance - COVID-19	3,568,270	-	-	-	-	-
Fund Balance DSRIP	4,159,722	4,160,390	-	-	-	-
Insurance Proceeds	979,570	-	1,860	-	-	-
Proceeds from Sale of Assets	21,125	-	-	-	-	-
Unrealized Gain/(Loss) on Securities	-	-	-	-	-	-
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Excess of Revenues over (under)						
Expenditures after Other Sources	\$ (2,102,744)	\$ (976,127)	\$ 18,237,681	\$ (1,113,472)	\$ -	\$ (3,365,544)
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The Harris Center for Mental Health and IDD
Comparative Balance Sheet
As of April 30, 2021

	Ending Balance		Increase/(Decrease) April	
	March 31, 2021	April 30, 2021		
Assets				
Cash and Cash Equivalents	113,051,950	119,643,264	\$ 6,591,314	a
Inventory - includes RX	307,988	309,738	1,750	b
Prepaid Expenses	6,861,449	4,580,448	(2,281,001)	c
A/R Medicaid, Medicare, 3rd Party	9,787,800	9,946,812	159,012	
Less Bad Debt Reserve	(3,419,725)	(3,192,006)	227,719	
A/R Other	23,095,014	23,521,260	426,246	d
A/R DSRIP	26,447,827	30,424,722	3,976,895	e
Total Current Assets	<u>176,132,303</u>	<u>185,234,238</u>	<u>9,101,935</u>	
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	9,893,194	9,918,071	24,877	
Vehicles	1,605,231	1,605,231	-	
Construction in Progress	9,337,973	9,558,616	220,643	
Total Property, Plant & Equipment	<u>72,501,913</u>	<u>72,747,433</u>	<u>245,520</u>	
TOTAL ASSETS	<u>\$ 248,634,216</u>	<u>257,981,671</u>	<u>\$ 9,347,455</u>	
Liabilities and Fund Balance				
Unearned Income	37,670,443	48,683,238	\$ 11,012,795	f
Accrued Payroll and Accounts Payables	20,478,336	21,488,474	1,010,137	g
Current Portion Long Term Debt	-	-	-	
Total Current Liabilities	<u>58,148,779</u>	<u>70,171,712</u>	<u>12,022,932</u>	
State Escheatment Payable	38,148	39,888	1,740	
Total Non Current Liabilities	<u>38,148</u>	<u>39,888</u>	<u>1,740</u>	
TOTAL LIABILITIES	<u>58,186,927</u>	<u>70,211,600</u>	<u>12,024,672</u>	
General Fund Balance	18,751,301	20,032,077	1,280,776	h
Nonspendable				
Investment in Inventories	307,988	309,738	1,750	
Investment In Fixed Assets	72,501,913	72,747,433	245,520	
Assigned:				
Current Capital Projects	25,467,284	23,938,960	(1,528,324)	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	361,664	361,664	-	
Waiver 1115	44,209,533	43,579,278	(630,255)	
COVID-19 eFMAP Reserve	4,227,518	2,445,788	(1,781,730)	j
Compensated Absences	4,854,354	4,854,354	-	
Total	<u>174,047,397</u>	<u>171,635,134</u>	<u>(2,412,263)</u>	
Year to Date Excess Revenues over (under) Expenditures	16,399,892	16,134,937	(264,955)	
TOTAL FUND BALANCE	<u>190,447,289</u>	<u>187,770,071</u>	<u>(2,677,218)</u>	
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 248,634,216</u>	<u>257,981,671</u>	<u>\$ 9,347,454</u>	

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Reports
For Month and Year to Date Ended April 30, 2021

I. Comparison of Revenue and Expenses - Actual to Budget

- a. For the month of April 2021, the eighth month of the fiscal year, The Harris Center is reporting **Excess Expenditures over Revenues** of \$6,849,822.
- b. The year-to-date amount translates to **Excess Revenues over Expenditures** of \$16,134,937 after use of fund balance, fund balance CapEx, fund balance DSRIP, Waiver 1115 revenues, insurance proceeds and DSRIP transition are considered.
- c. **Harris County and Local** is favorable to budget by \$416,492 due to Sheriff's Department and Jail Diversion revenues.
- d. **Interest** is unfavorable to budget by \$34,929 because of lower interest rates caused by Federal Reserve interest rate reductions in response to the economic downturn from the COVID-19 pandemic.
- e. **State Grants** is unfavorable to budget by \$96,033 primarily due to timing of ECI revenues.
- f. **Third Party Billings** is unfavorable to budget by \$409,872 primarily due to lower patient volume than budgeted.
- g. **Total Revenue** is unfavorable to budget by \$97,710
- h. **Salaries and Fringe Benefits** is unfavorable to budget by \$2,627,745 primarily due to payment of the COVID-19 Performance Award which was funded by COVID-19 Reserve Funds.
- i. **Equipment** is unfavorable to budget by \$1,486,353 primarily due to payments related to Epic software implementation.
- j. **Building** is unfavorable to budget by \$134,679 due to expenses related to the build out of the South Loop East facility and payment of escrow funds for NE clinic land.
- k. **Total Expenses** are unfavorable to budget by \$3,868,493.

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)
	March 31, 2021	April 30, 2021	April
Cash - General Fund Bank Of America	\$ 3,270,396	\$ 2,666,799	\$ (603,597)
Cash - General Fund Chase	6,742,746	10,317,500	3,574,754
Cash - BOA ACH Vendor	84,022	699,751	615,729
Cash - FSA - Discovery	142,175	139,981	(2,194)
Petty Cash	9,300	9,300	-
Investments - Texpool General Fund	1,001,529	1,001,540	11
Investments - Texpool Self Insurance	2,288,814	2,288,839	25
Investments - Texpool Prime	53,300,076	56,303,472	3,003,396
Investments - Texas Class	46,212,893	46,216,082	3,189
Total Cash and Cash Equivalents	\$ 113,051,951	\$ 119,643,264	\$ 6,591,313

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)	
	March 31, 2021	April 30, 2021	April	
Inventory - Central Supplies	\$ 11,138	\$ 11,138	\$	-
Supplies Purchased	18,750	21,500		2,750
Supplies Used	(14,997)	(15,997)		(1,000)
Inventory - Drugs	293,096	293,096		-
Total Inventory	<u>\$ 307,987</u>	<u>\$ 309,737</u>	<u>\$</u>	<u>1,750</u>

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

II. Comparative Balance Sheet (continued)

d. **Account Receivable Other** increased in April.

	Ending Balance		Increase/(Decrease)
	March 31, 2021	April 30, 2021	April
Villas At Bayou Park	\$ 53,533	\$ 53,533	-
Pear Grove	19,814	\$ 19,814	-
Pasadena Cottages	72,369	\$ 76,309	3,940
Employee	-	\$ -	-
Acres Homes Garden	63,856	\$ 63,856	-
General Accounts Receivable	1,501,717	\$ 892,017	(609,700)
Building Rents	11,000	\$ 11,000	-
Harris County Juvenile Probation	434,160	\$ 501,005	66,845
Harris County Community Supervision & Correct	787,271	\$ 506,696	(280,575)
Harris County Sheriff Dept.	4,012,535	\$ 4,688,012	675,477
ICFMR	248,925	\$ 179,342	(69,583)
ECI Administrative Claiming	108,702	\$ 146,783	38,081
TCOOMMI -Special Needs	786,085	\$ 688,281	(97,804)
TDCJ - Parole	61,500	\$ 64,150	2,650
TDCJ - Substance Abuse	71,400	\$ 71,400	-
TCOOMMI- Juvenile	95,277	\$ 126,261	30,984
Jail Diversion	2,622,636	\$ 3,221,510	598,874
ECI	486,133	\$ 459,992	(26,141)
ECI Respite	-	\$ 1,640	1,640
ECI SNAP	19,801	\$ 19,801	-
HUD - Safe Havens	371,737	\$ 371,737	-
PATH - Mental Health Block	210,943	\$ 218,281	7,338
MH Block Grant	4,979,096	\$ 5,235,913	256,817
MH Block Grant - Coordinated Specialty Care	119,121	\$ 121,038	1,917

II. Comparative Balance Sheet (continued)

d. **Account Receivable Other** (continued)

	Ending Balance		Increase/(Decrease)
	March 31, 2021	April 30, 2021	April
Title XX Social Services	\$ 918,993	\$ 967,361	48,368
TANFF to Title XX Block Grant	2,677,411	\$ 2,818,328	140,917
DSHS SAPT Block Grant - SA/OSR	54,080	\$ 104,449	50,369
Enhanced Community Coordinator	122,494	86,970	(35,524)
DSHS Mental Health First Aid	29,136	\$ 28,272	(864)
HHSC ZEST - Zero Suicide	74,436	\$ 45,230	(29,206)
HCC Open Door	902,350	\$ 554,435	(347,915)
HCS	22,416	\$ 22,416	-
TX Home Living Waiver	(144,537)	\$ (134,733)	9,804
Federal DSHS Disaster Assistance	1,168,757	\$ 1,170,338	1,581
Helpline Contracts	52,510	\$ 65,756	13,246
City of Houston - CCSI	50,537	\$ 25,268	(25,269)
City of Houston - DMD	10,331	\$ 10,331	-
City of Houston - 911 CCD Amended	18,489	\$ 18,468	(21)
	<u>\$ 23,095,014</u>	<u>\$ 23,521,260</u>	<u>\$ 426,246</u>

e. **A/R DSRIP** increased as the Center adjusted for DSRIP funding owed to the Center.

- f. **Unearned Income** increased due to receipt of Harris County contract funds.
- g. **Accrued Payroll and Accounts Payable** increased because of payment timing related to accounts payable, payroll, and employee fringe benefit liabilities.
- h. **General 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. **COVID-19 eFMAP Reserve** decreased as a result of the Performance Award paid in the month of April.
- k. **Days of Operation in Reserve for Total Agency** is 151 days and for **Core Business** is 88 days versus 164 and 97 days for the prior month, respectively.

III. Investment Portfolio

- a. Total investments as of April 30, 2021 is \$105,809,933 of which 100% is in government pools (Texas Class 44% and TexPool 56%).
- b. Investments this month yielded interest income of \$6,736.

THE HARRIS CENTER FOR MENTAL HEALTH AND IDD
 INVESTMENT PORTFOLIO
 April 30, 2021

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		46,212,893	-	-	3,189		46,216,082		43.68%		0.0826%	
TEXPOOL ISF G/L 120610		2,288,814	-	-	25		2,288,839		2.16%		0.0135%	
TEXPOOL GF G/L 120600		1,001,529	-	-	11		1,001,540		0.95%		0.0135%	
TEXPOOL PRIME G/L 120620		53,300,076	15,000,000	(12,000,000)	3,396		56,303,472		53.21%		0.0830%	
Subtotal Texpool		43,086,969	15,000,000	(12,000,000)	3,432		59,593,851		56.32%			
Subtotal Government Pools		95,795,588	15,000,000	(12,000,000)	6,621		105,809,933		100.00%			
TOTAL INVESTMENTS		\$ 95,795,588	\$ 15,000,000	\$ (12,000,000)	\$ 6,621	\$ -	\$ 105,809,933		100.00%			

Total Investment Interest G/L 409000 & 409005

Depository Bank Interest G/L 409000

Total Interest

6,621

115

\$ 6,736

3 Month Weighted Average Maturity (Days)

3 Month Weighted Average Yield

3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks)

1.00

0.0990%

0.0256%

The HARRIS CENTER for Mental Health and IDD
Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits
April 2021

Vendor	Description	Monthly Not To Exceed	April 2021
Lincoln Financial Group	Retirement Funds (401a, 403b, 457)	\$ 1,500,000	\$ 381,088
UNUM Insurance	Life Insurance, AD&D, LTD, Vision, Individual Disability Insurance	\$ 220,000	\$ 198,316
Cigna Health and Life Insurance	Health and Life Insurance	\$ 2,300,000	\$ 2,060,935
Cigna Dental	Dental Insurance	\$ 100,000	\$ 78,672

EXHIBIT F-3



The Harris Center for Mental Health and IDD

Financial Report
For the Eighth Month and Year to Date Ended April 30, 2021

Fiscal Year 2021

Presented to the Resource Committee of the Board of Trustees on May 18, 2021

The Harris Center for Mental Health & IDD

May 18, 2021

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

The monthly financial report for April 30, 2021 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 Eighth Month and Year to Date Ended April 30, 2021**

Month (,000)			
	Actual	Budget	Variance
Revenues	\$ 20,800	\$ 20,898	\$ (98)
Expenditures	27,650	23,782	(3,868)
Excess of Revenues over (under) Expenditures before Other Sources	<u>\$ (6,850)</u>	<u>\$ (2,884)</u>	<u>\$ (3,966)</u>

Year-to-date (,000)			
	Actual	Budget	Variance
Excess of Revenues over (under) Expenditures after Other Sources	<u>\$ 16,135</u>	<u>\$ (3,961)</u>	<u>\$ 20,096</u>

The Harris Center for Mental Health and IDD
Comparison of Revenue and Expenses - Actual to Budget
For the Eighth Month and Year to Date Ended April 30, 2021

	Month Ended April 30, 2021				Eight Months Ended April 30, 2021			
	Actual	Budget	Variance		Actual	Budget	Variance	
			Favorable or (Unfavorable)				Favorable or (Unfavorable)	
		\$	%	\$	%	\$	%	
Total Revenues:								
Harris County and Local	4,732,006	4,315,514	416,492 c	10%	38,149,876	34,466,886	\$ 3,682,990	11%
PAP / Samples	1,427,874	1,583,323	(155,449)	-10%	10,090,444	12,666,584	(2,576,140)	-20%
Interest	6,737	41,666	(34,929) d	-84%	101,109	333,328	(232,219)	-70%
State General	9,654,480	9,642,313	12,167	0%	76,769,308	77,138,475	(369,167)	0%
State Grants	795,747	891,780	(96,033) e	-11%	7,094,975	7,191,749	(96,774)	-1%
Federal Grants	1,233,019	1,063,105	169,914	16%	14,245,723	8,504,837	5,740,886	68%
3rd party billings	2,950,497	3,360,369	(409,872) f	-12%	24,887,273	27,045,072	(2,157,799)	-8%
Total Revenue	20,800,360	20,898,070	(97,710) g	0%	171,338,708	167,346,931	3,991,777	2%
Total Expenses:								
Salaries and Fringe	18,552,276	15,924,531	(2,627,745) h	-17%	128,768,102	127,409,448	(1,358,654)	-1%
Travel	45,355	193,204	147,849	77%	368,871	1,299,213	930,342	72%
Contracts and Consultants	1,781,269	1,810,885	29,616	2%	12,951,198	14,457,583	1,506,385	10%
HCPC Contract	2,192,502	2,369,794	177,292	7%	18,761,925	18,958,352	196,427	1%
Supplies and Drugs	1,723,079	1,902,322	179,243	9%	12,652,331	15,228,750	2,576,419	17%
Equipment (Purch, Rent, Maint)	1,864,013	377,660	(1,486,353) i	-394%	10,585,233	3,030,248	(7,554,985)	-249%
Building (Purch, Rent, Maint)	417,871	283,192	(134,679) j	-48%	9,792,534	2,264,413	(7,528,121)	-332%
Vehicle (Purch, Rent, Maint)	7,974	28,249	20,275	72%	90,312	227,067	136,755	60%
Telephone and Utilities	217,829	222,992	5,163	2%	1,660,830	1,783,843	123,013	7%
Insurance, Legal, Audit	164,670	137,846	(26,824)	-19%	1,297,719	1,102,531	(195,188)	-18%
Note Payments	0	0	-	0%	552,424	588,597	36,173	6%
Other	445,379	463,481	18,102	4%	3,291,230	3,750,419	459,189	12%
Claims Denials	75,568	67,533	(8,035)	-12%	525,394	540,252	14,858	3%
Reserve for Bad Debt	162,397	0	(162,397)	0%	124,294	0	(124,294)	0.0%
Total Expenses	27,650,182	23,781,689	(3,868,493) k	-16%	201,422,397	190,640,716	(10,781,681)	-6%
Excess of Revenues over (under)								
Expenditures before Other Sources	(6,849,822) a	(2,883,619)	(3,966,203)		(30,083,689)	(23,293,785)	(6,789,904)	
Funds from other sources:								
Use of fund balance - CapEx	1,528,324	-	1,528,324		6,554,144	-	6,554,144	
Use of fund balance - COVID-19	1,781,730	-	1,781,730		3,568,270	-	3,568,270	
Fund Balance DSRIP	630,255	630,081	174		4,159,722	4,160,390	(668)	
Waiver 1115 Revenues	2,167,484	2,167,486	(2)		17,339,893	15,172,402	2,167,491	
DSRIP Transition	1,809,411	-	1,809,411		13,594,042	-	13,594,042	
COVID-19 FMAP Allocation	-	-	-		-	-	-	
Insurance Proceeds	-	-	-		981,430	-	981,430	
Proceeds from Sale of Assets	-	-	-		21,125	-	21,125	
Unrealized Gain/(Loss) on Securities	-	-	-		-	-	-	
Excess of Revenues over (under)								
Expenditures after Other Sources	\$ 1,067,382	\$ (86,052)	\$ 1,153,434		\$ 16,134,937 b	\$ (3,960,993)	\$ 20,095,930	

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 April 30, 2021

Month Ended April 30, 2021						
	Core Business		DSRIP		Capital Expenditures	
	Actual	Budget	Actual	Budget	Actual	Budget
Total Revenues:						
Local	6,166,130	5,935,695	487	4,808	-	-
State General Revenue	9,636,527	9,624,360	17,953	17,953	-	-
State Grants	795,747	891,780	-	-	-	-
Federal Grants	1,233,019	1,063,105	-	-	-	-
Federal Revenue - DSRIP	-	-	3,976,895	1,705,260	-	-
3rd party billings	2,850,748	3,262,796	99,749	97,573	-	-
	-----	-----	-----	-----	-----	-----
Total Revenue	20,682,171	20,777,736	4,095,084	1,825,594	-	-
Total Expenses:						
Salaries and Fringe	17,040,233	14,533,965	1,512,043	1,390,566	-	-
Travel	44,225	180,423	1,130	12,781	-	-
Contracts and Consultant	1,696,007	1,693,347	85,262	117,538	-	-
HGPC Contract	2,192,502	2,369,794	-	-	-	-
Supplies and Drugs	1,709,339	1,879,619	13,740	22,703	-	-
Equipment (Purch, Rent, Maint)	306,716	164,116	74,442	78,606	1,482,855	134,938
Building (Rent, Maint)	227,072	125,915	145,331	141,633	45,469	15,644
Vehicle (Purch, Rent, Maint)	6,529	16,539	1,445	11,710	-	-
Telephone and Utilities	203,641	183,262	14,188	39,730	-	-
Insurance, Legal, Audit	138,464	107,739	26,206	30,107	-	-
Note Payments	-	-	-	-	-	-
Other	424,244	439,838	21,135	23,643	-	-
Claims Denials	73,717	67,038	1,851	495	-	-
Reserve for Bad Debt	162,397	-	-	-	-	-
	-----	-----	-----	-----	-----	-----
Total Expenses	24,225,086	21,761,595	1,896,773	1,869,512	1,528,324	150,582
Excess of Revenues over (under)						
Expenditures before Other Sources	(3,542,915)	(983,859)	2,198,311	(43,918)	(1,528,324)	(150,582)
Funds from other sources:						
Use of fund balance - CapEx	-	-	-	-	1,528,324	-
Use of fund balance - COVID-19	1,781,730	-	-	-	-	-
Fund Balance DSRIP	630,255	630,081	-	-	-	-
Insurance Proceeds	-	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-
Unrealized Gain/(Loss) on Securities	-	-	-	-	-	-
	-----	-----	-----	-----	-----	-----
Excess of Revenues over (under)						
Expenditures after Other Sources	\$ (1,130,930)	\$ (353,778)	\$ 2,198,311	\$ (43,918)	\$ -	\$ (150,582)
	=====	=====	=====	=====	=====	=====

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 April 30, 2021

Eight Months Ended April 30, 2021						
	Core Business		DSRIP		Capital Expenditures	
	Actual	Budget	Actual	Budget	Actual	Budget
Total Revenues:						
Local	\$ 48,312,391	\$ 47,428,334	29,038	38,464	\$ -	\$ -
State General Revenue	76,625,684	76,994,851	143,624	143,624	-	-
State Grants	7,094,975	7,191,749	-	-	-	-
Federal Grants	14,245,723	8,504,837	-	-	-	-
Federal Revenue - DSRIP	-	-	30,933,935	13,642,079	-	-
3rd party billings	24,069,459	26,267,756	817,814	777,316	-	-
	-----	-----	-----	-----	-----	-----
Total Revenue	170,348,232	166,387,527	31,924,411	14,601,483	-	-
Total Expenses:						
Salaries and Fringe	118,459,259	116,169,813	10,308,843	11,239,635	-	-
Travel	359,525	1,203,586	9,346	95,627	-	-
Contracts and Consultant	12,343,222	13,517,279	607,976	940,304	-	-
HPCPC Contract	18,761,925	18,958,352	-	-	-	-
Supplies and Drugs	12,553,828	15,041,659	98,503	187,091	-	-
Equipment (Purch, Rent, Maint)	4,047,799	(843,435)	549,192	623,773	5,988,242	3,249,910
Building (Purch,Rent, Maint)	8,188,106	917,505	1,038,526	1,231,274	565,902	115,634
Vehicle (Purch, Rent, Maint)	69,674	133,387	20,638	93,680	-	-
Telephone and Utilities	1,527,857	1,466,010	132,973	317,833	-	-
Insurance, Legal, Audit	1,071,024	861,496	226,695	241,035	-	-
Note Payments	-	-	552,424	552,424	-	-
Other	3,160,929	3,562,100	130,301	188,319	-	-
Claims Denials	512,221	536,292	13,173	3,960	-	-
Reserve for Bad Debt	124,294	-	-	-	-	-
	-----	-----	-----	-----	-----	-----
Total Expenses	181,179,663	171,524,044	13,688,590	15,714,955	6,554,144	3,365,544
Excess of Revenues over (under)						
Expenditures before Other Sources	(10,831,431)	(5,136,517)	18,235,821	(1,113,472)	(6,554,144)	(3,365,544)
Funds from other sources:						
Use of fund balance - CapEx	-	-	-	-	6,554,144	-
Use of fund balance - COVID-19	3,568,270	-	-	-	-	-
Fund Balance DSRIP	4,159,722	4,160,390	-	-	-	-
Insurance Proceeds	979,570	-	1,860	-	-	-
Proceeds from Sale of Assets	21,125	-	-	-	-	-
Unrealized Gain/(Loss) on Securities	-	-	-	-	-	-
	-----	-----	-----	-----	-----	-----
Excess of Revenues over (under)						
Expenditures after Other Sources	\$ (2,102,744)	\$ (976,127)	\$ 18,237,681	\$ (1,113,472)	\$ -	\$ (3,365,544)
	=====	=====	=====	=====	=====	=====

The Harris Center for Mental Health and IDD
Comparative Balance Sheet
As of April 30, 2021

	Ending Balance		Increase/(Decrease) April	
	March 31, 2021	April 30, 2021		
Assets				
Cash and Cash Equivalents	113,051,950	119,643,264	\$ 6,591,314	a
Inventory - includes RX	307,988	309,738	1,750	b
Prepaid Expenses	6,861,449	4,580,448	(2,281,001)	c
A/R Medicaid, Medicare, 3rd Party	9,787,800	9,946,812	159,012	
Less Bad Debt Reserve	(3,419,725)	(3,192,006)	227,719	
A/R Other	23,095,014	23,521,260	426,246	d
A/R DSRIP	26,447,827	30,424,722	3,976,895	e
Total Current Assets	<u>176,132,303</u>	<u>185,234,238</u>	<u>9,101,935</u>	
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	9,893,194	9,918,071	24,877	
Vehicles	1,605,231	1,605,231	-	
Construction in Progress	9,337,973	9,558,616	220,643	
Total Property, Plant & Equipment	<u>72,501,913</u>	<u>72,747,433</u>	<u>245,520</u>	
TOTAL ASSETS	<u>\$ 248,634,216</u>	<u>257,981,671</u>	<u>\$ 9,347,455</u>	
Liabilities and Fund Balance				
Unearned Income	37,670,443	48,683,238	\$ 11,012,795	f
Accrued Payroll and Accounts Payables	20,478,336	21,488,474	1,010,137	g
Current Portion Long Term Debt	-	-	-	
Total Current Liabilities	<u>58,148,779</u>	<u>70,171,712</u>	<u>12,022,932</u>	
State Escheatment Payable	38,148	39,888	1,740	
Total Non Current Liabilities	<u>38,148</u>	<u>39,888</u>	<u>1,740</u>	
TOTAL LIABILITIES	<u>58,186,927</u>	<u>70,211,600</u>	<u>12,024,672</u>	
General Fund Balance	18,751,301	20,032,077	1,280,776	h
Nonspendable				
Investment in Inventories	307,988	309,738	1,750	
Investment In Fixed Assets	72,501,913	72,747,433	245,520	
Assigned:				
Current Capital Projects	25,467,284	23,938,960	(1,528,324)	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	361,664	361,664	-	
Waiver 1115	44,209,533	43,579,278	(630,255)	
COVID-19 eFMAP Reserve	4,227,518	2,445,788	(1,781,730)	j
Compensated Absences	4,854,354	4,854,354	-	
Total	<u>174,047,397</u>	<u>171,635,134</u>	<u>(2,412,263)</u>	
Year to Date Excess Revenues over (under) Expenditures	16,399,892	16,134,937	(264,955)	
TOTAL FUND BALANCE	<u>190,447,289</u>	<u>187,770,071</u>	<u>(2,677,218)</u>	
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 248,634,216</u>	<u>257,981,671</u>	<u>\$ 9,347,454</u>	

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Reports
For Month and Year to Date Ended April 30, 2021

I. Comparison of Revenue and Expenses - Actual to Budget

- a. For the month of April 2021, the eighth month of the fiscal year, The Harris Center is reporting **Excess Expenditures over Revenues** of \$6,849,822.
- b. The year-to-date amount translates to **Excess Revenues over Expenditures** of \$16,134,937 after use of fund balance, fund balance CapEx, fund balance DSRIP, Waiver 1115 revenues, insurance proceeds and DSRIP transition are considered.
- c. **Harris County and Local** is favorable to budget by \$416,492 due to Sheriff's Department and Jail Diversion revenues.
- d. **Interest** is unfavorable to budget by \$34,929 because of lower interest rates caused by Federal Reserve interest rate reductions in response to the economic downturn from the COVID-19 pandemic.
- e. **State Grants** is unfavorable to budget by \$96,033 primarily due to timing of ECI revenues.
- f. **Third Party Billings** is unfavorable to budget by \$409,872 primarily due to lower patient volume than budgeted.
- g. **Total Revenue** is unfavorable to budget by \$97,710
- h. **Salaries and Fringe Benefits** is unfavorable to budget by \$2,627,745 primarily due to payment of the COVID-19 Performance Award which was funded by COVID-19 Reserve Funds.
- i. **Equipment** is unfavorable to budget by \$1,486,353 primarily due to payments related to Epic software implementation.
- j. **Building** is unfavorable to budget by \$134,679 due to expenses related to the build out of the South Loop East facility and payment of escrow funds for NE clinic land.
- k. **Total Expenses** are unfavorable to budget by \$3,868,493.

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)
	March 31, 2021	April 30, 2021	April
Cash - General Fund Bank Of America	\$ 3,270,396	\$ 2,666,799	\$ (603,597)
Cash - General Fund Chase	6,742,746	10,317,500	3,574,754
Cash - BOA ACH Vendor	84,022	699,751	615,729
Cash - FSA - Discovery	142,175	139,981	(2,194)
Petty Cash	9,300	9,300	-
Investments - Texpool General Fund	1,001,529	1,001,540	11
Investments - Texpool Self Insurance	2,288,814	2,288,839	25
Investments - Texpool Prime	53,300,076	56,303,472	3,003,396
Investments - Texas Class	46,212,893	46,216,082	3,189
Total Cash and Cash Equivalents	\$ 113,051,951	\$ 119,643,264	\$ 6,591,313

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)	
	March 31, 2021	April 30, 2021	April	
Inventory - Central Supplies	\$ 11,138	\$ 11,138	\$	-
Supplies Purchased	18,750	21,500		2,750
Supplies Used	(14,997)	(15,997)		(1,000)
Inventory - Drugs	293,096	293,096		-
Total Inventory	<u>\$ 307,987</u>	<u>\$ 309,737</u>	<u>\$</u>	<u>1,750</u>

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

II. Comparative Balance Sheet (continued)

d. **Account Receivable Other** increased in April.

	Ending Balance		Increase/(Decrease)
	March 31, 2021	April 30, 2021	April
Villas At Bayou Park	\$ 53,533	\$ 53,533	-
Pear Grove	19,814	\$ 19,814	-
Pasadena Cottages	72,369	\$ 76,309	3,940
Employee	-	\$ -	-
Acres Homes Garden	63,856	\$ 63,856	-
General Accounts Receivable	1,501,717	\$ 892,017	(609,700)
Building Rents	11,000	\$ 11,000	-
Harris County Juvenile Probation	434,160	\$ 501,005	66,845
Harris County Community Supervision & Correct	787,271	\$ 506,696	(280,575)
Harris County Sheriff Dept.	4,012,535	\$ 4,688,012	675,477
ICFMR	248,925	\$ 179,342	(69,583)
ECI Administrative Claiming	108,702	\$ 146,783	38,081
TCOOMMI -Special Needs	786,085	\$ 688,281	(97,804)
TDCJ - Parole	61,500	\$ 64,150	2,650
TDCJ - Substance Abuse	71,400	\$ 71,400	-
TCOOMMI- Juvenile	95,277	\$ 126,261	30,984
Jail Diversion	2,622,636	\$ 3,221,510	598,874
ECI	486,133	\$ 459,992	(26,141)
ECI Respite	-	\$ 1,640	1,640
ECI SNAP	19,801	\$ 19,801	-
HUD - Safe Havens	371,737	\$ 371,737	-
PATH - Mental Health Block	210,943	\$ 218,281	7,338
MH Block Grant	4,979,096	\$ 5,235,913	256,817
MH Block Grant - Coordinated Specialty Care	119,121	\$ 121,038	1,917

II. Comparative Balance Sheet (continued)

d. **Account Receivable Other** (continued)

	Ending Balance		Increase/(Decrease)
	March 31, 2021	April 30, 2021	April
Title XX Social Services	\$ 918,993	\$ 967,361	48,368
TANFF to Title XX Block Grant	2,677,411	\$ 2,818,328	140,917
DSHS SAPT Block Grant - SA/OSR	54,080	\$ 104,449	50,369
Enhanced Community Coordinator	122,494	86,970	(35,524)
DSHS Mental Health First Aid	29,136	\$ 28,272	(864)
HHSC ZEST - Zero Suicide	74,436	\$ 45,230	(29,206)
HCC Open Door	902,350	\$ 554,435	(347,915)
HCS	22,416	\$ 22,416	-
TX Home Living Waiver	(144,537)	\$ (134,733)	9,804
Federal DSHS Disaster Assistance	1,168,757	\$ 1,170,338	1,581
Helpline Contracts	52,510	\$ 65,756	13,246
City of Houston - CCSI	50,537	\$ 25,268	(25,269)
City of Houston - DMD	10,331	\$ 10,331	-
City of Houston - 911 CCD Amended	18,489	\$ 18,468	(21)
	<u>\$ 23,095,014</u>	<u>\$ 23,521,260</u>	<u>\$ 426,246</u>

e. **A/R DSRIP** increased as the Center adjusted for DSRIP funding owed to the Center.

- f. **Unearned Income** increased due to receipt of Harris County contract funds.
- g. **Accrued Payroll and Accounts Payable** increased because of payment timing related to accounts payable, payroll, and employee fringe benefit liabilities.
- h. **General 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. **COVID-19 eFMAP Reserve** decreased as a result of the Performance Award paid in the month of April.
- k. **Days of Operation in Reserve for Total Agency** is 151 days and for **Core Business** is 88 days versus 164 and 97 days for the prior month, respectively.

III. Investment Portfolio

- a. Total investments as of April 30, 2021 is \$105,809,933 of which 100% is in government pools (Texas Class 44% and TexPool 56%).
- b. Investments this month yielded interest income of \$6,736.

THE HARRIS CENTER FOR MENTAL HEALTH AND IDD
 INVESTMENT PORTFOLIO
 April 30, 2021

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		46,212,893	-	-	3,189		46,216,082		43.68%		0.0826%	
TEXPOOL ISF G/L 120610		2,288,814	-	-	25		2,288,839		2.16%		0.0135%	
TEXPOOL GF G/L 120600		1,001,529	-	-	11		1,001,540		0.95%		0.0135%	
TEXPOOL PRIME G/L 120620		53,300,076	15,000,000	(12,000,000)	3,396		56,303,472		53.21%		0.0830%	
Subtotal Texpool		43,086,969	15,000,000	(12,000,000)	3,432		59,593,851		56.32%			
Subtotal Government Pools		95,795,588	15,000,000	(12,000,000)	6,621		105,809,933		100.00%			
TOTAL INVESTMENTS		\$ 95,795,588	\$ 15,000,000	\$ (12,000,000)	\$ 6,621	\$ -	\$ 105,809,933		100.00%			

Total Investment Interest G/L 409000 & 409005

Depository Bank Interest G/L 409000

Total Interest

6,621

115

\$ 6,736

3 Month Weighted Average Maturity (Days)

3 Month Weighted Average Yield

3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks)

1.00

0.0990%

0.0256%

The HARRIS CENTER for Mental Health and IDD
Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits
April 2021

Vendor	Description	Monthly Not To Exceed	April 2021
Lincoln Financial Group	Retirement Funds (401a, 403b, 457)	\$ 1,500,000	\$ 381,088
UNUM Insurance	Life Insurance, AD&D, LTD, Vision, Individual Disability Insurance	\$ 220,000	\$ 198,316
Cigna Health and Life Insurance	Health and Life Insurance	\$ 2,300,000	\$ 2,060,935
Cigna Dental	Dental Insurance	\$ 100,000	\$ 78,672

EXHIBIT F-4



May 18, 2021

Authorization to pay Texas Medical Center 2021 Maintenance and Security Assessment

The Harris Center's MH Division is requesting approval to pay the 2021 Texas Medical Center Assessment Fee for security and maintenance services rendered at Harris County Psychiatric Center (HCPC). This expense is paid to TMC annually to cover:

- | | |
|-------------------------------|---------------------|
| • 2021 Maintenance Assessment | \$ 46,214.00 |
| • 2021 Security Assessment | <u>\$ 85,826.00</u> |

TOTAL	\$ 132,040.00
--------------	----------------------

Details:

- The net assessable acreage of the County portion of the HCPC property is 4.8964 acres for which The Harris Center is responsible for the TMC assessment.
- Funding is from the County allocation.
- Starting in 2021, TMC institutions are invoiced prior to the services being rendered.
- The 2021 maintenance and security assessment fees were increased by 5% compared to 2020.

Due to the dollar amount, Board Authorization is required for this payment in the absence of a contract.

Thank you for your consideration.

Sean Kim, MBA, CPA
Chief Financial and Administrative Officer

EXHIBIT F-5

May 2021

NEW CONTRACTS OVER 50k

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	ADMINISTRATION								
1	Metropolitan Landscape Management, Inc.	No	Agency-Wide Grounds Keeping Services		\$175,493.00	09/01/20- 08/31/24	GR	Tag-On through Choice Partners Contract# 20/030MR-03	New three (3) year tag-on contract with Metropolitan through Choice Partners contract #20/030MR-03 for Agency-Wide landscaping services at all locations as follows: FY22- \$125,493.00 quote plus \$50,000.00 contingency = \$175,493.00 annual FY23- \$125,493.00 quote plus \$50,000.00 contingency = \$175,493.00 annual FY24- \$125,493.00 quote plus \$50,000.00 contingency = \$175,493.00 annual
	CRISIS SERVICES								
	FORENSICS								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI								
	INTERLOCALS								
	LEASES								
	MENTAL HEALTH SERVICES								
	PROGRAM MANAGEMENT								
	CROSS-FISCAL YEAR CONTRACT RENEWALS								
	ADMINISTRATION								
	CRISIS SERVICES								
	FORENSICS								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI								
	INTERLOCALS								
	LEASES								



Executive Contract Summary

Contract Section ▲

Contractor*

Metropolitan Landscape Management, Inc.

Contract ID #*

2021-0116

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/18/2021

Parties* (?)

Metropolitan Landscape Management, Inc 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 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 |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2024

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

Fiscal Year* (?)

2022

Amount* (?)

\$ 175,493.00

Fiscal Year* (?)

2023

Amount* (?)

\$ 175,493.00

Fiscal Year* (?)

Amount* (?)

2024

\$ 175,493.00

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 Tag on Choice Partners #20/030MR-03

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

new 3 year tag-on contract with Metropolitan thru Choice Partners contract #20/030MR-03 for agency landscaping services at all locations for
 FY22 - \$125,493.00 quote plus \$50,000.00 contingency = \$175,493.00 annual
 FY23 - \$125,493.00 quote plus \$50,000.00 contingency = \$175,493.00 annual
 FY24 - \$125,493.00 quote plus \$50,000.00 contingency = \$175,493.00 annual

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

9/1/2016 to present - landscaping

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

Yes No Unknown

Please provide an explanation*

no longer meets criteria

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

METROPOLITAN FINAL PRICE SHEET.pdf	54.8KB
Metropolitan GROUNDSKEEPING PRICING THE HARRIS CENTER.xlsx	22.11KB

Vendor/Contractor Contact Person



Name*

Metropolitan / JerryThompson

Address *

Street Address

3439 West Benders landing Blvd

Address Line 2

City

Spring

State / Province / Region

TX

Postal / Zip Code

77386

Country

USA

Phone Number *

2817886926

Email *

jerrythomp@gmail.com

Budget Section



Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1899	\$ 175,493.00	569003

Budget Manager

BROWN, ERICA S.

Secondary Budget Manager

CAMPBELL, RICARDO

Provide Rate and Rate Descriptions if applicable* (?)

see attached quote

FY22 - \$125,493.00 quote plus \$50,000.00 contingency = \$175,493.00 annual

FY23 - \$125,493.00 quote plus \$50,000.00 contingency = \$175,493.00 annual

FY24 - \$125,493.00 quote plus \$50,000.00 contingency = \$175,493.00 annual

Project WBS (Work Breakdown Structure* (?)

n/a

Requester Name

HARPER, SARAH A

Submission Date

4/12/2021

Budget Manager Approval(s)



Approved by

Erica Brown

Approval Date

4/13/2021

Procurement Approval



Approved by

Sharon Brauner

Approval Date

4/13/2021

Contract Owner Approval



Approved by

Todd McCorquodale

Approval Date

4/14/2021

Contracts Approval

Approve*

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

Approved by*

Shaskeyia Behu

Approval Date*

4/14/2021



**Due Diligence
GROUNDSKEEPING**

Facilities Services requested to tag on for Groundskeeping for Fiscal Year 2022. The specific request was to contract via tag on with our current vendor Metropolitan Landscape Management. Facilities Services has been extremely pleased with Metropolitan and would like to continue with their services. The contract requested to tag on to is Choice Partners 20/030MR-03.

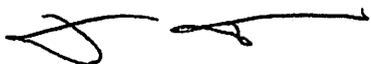
The project team consisted of:
Sarah Harper, Facilities Services Project Coordinator
Frances Otto, Buyer II
Sharon Brauner, Purchasing Manager

Upon reviewing the contract from Choice Partners, it was noted that the Metropolitan contract has three years left for renewal on it. Therefore, Facilities Services decided to pursue a three-year contract. Metropolitan was a HUB certified vendor but lost their certification recently. When they attempted to recertify in 2019 they no longer qualified because they outgrew annual revenue threshold of one million dollars. They expressed their thanks in organizations like us helping them with their growth.

The team recommends moving forward with Metropolitan Landscape Management through Choice Partners, contract 20/030MR-03 for FY22, FY23 and FY24. Tagging on to Metropolitan through Choice Partners will ensure a continuity of service.

The contract period is anticipated to begin upon award of contract for three (3) years. The contract shall commence with a tentative commencement date, and shall remain in effect unless terminated, canceled or extended. The first contract will begin September 1, 2021 and end on August 31, 2024 subject to Fiscal Year budget approval.

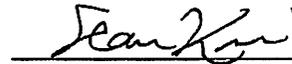
The Fiscal Year 2022 budget is \$125,493.00, subject to the appropriation and availability of funds. Fiscal Year 2022 will have a contingency amount of \$50,000.00 for a total Not to Exceed (NTE) of \$175,493.00. This contingency will cover the cost of tree trimming, bush trimming, any upgrades or repairs to sprinkler systems, any weather related emergency, flowerbeds, et cetera. The bulk of the current contingency goes to tree trimming. The budget for each of the three (3) years (including contingencies of \$50,000) is as follows; FY22 \$175,493.00, FY23 \$175,493.00 and FY24 \$175,493.00 funded annually. The three (3) year Total NTE is \$526,479.00. The Funding Source is Agency Wide Facilities (1899) – Service Maintenance Landscaping (569003).



Frances Otto, CTCD
Buyer II



Nina Cook, MBA, CTPM
Director of Purchasing



Sean Kim, MBA, CPA
Chief Financial and Administrative Officer



Executive Contract Summary

Contract Section



Contractor*

MAZZAMMIL SAJJAD DBA INNOVATIVE SOLUTIONS IT

Contract ID #*

2021-0129

Presented To*

- Resource Committee
- Full Board

Date Presented*

6/15/2021

Parties* (?)

THE HARRIS CENTER AND INNOVATIVE SOLUTIONS IT

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* (?)

5/1/2021

Contract Term End Date* (?)

8/31/2022

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

Fiscal Year* (?)

2021

Amount* (?)

\$ 200,000.00

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* (?)

To have access to vendors who can supply large quantities of PPE in a timely manner. Current vendors have allocations and cannot meet our demand.

Contract Owner*

Anthony Robinson

Previous History of Contracting with Vendor/Contractor*

- Yes
- No
- Unknown

Please add previous contract dates and what services were provided*

March 2021 - Current - PPE provided

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

- Yes
- No
- Unknown

Community Partnership* (?)

- Yes
- No
- Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

MAZZAMMIL SAJJAD

Address*

Street Address

10862 Redstone Court

Address Line 2

City

Missouri City

State / Province / Region

TX

Postal / Zip Code

77459-3278

Country

US

Phone Number*

(281) 236-5877

Email*

eddie@isitonline.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number* 2379	Amount Charged to Unit* \$ 200,000.00	Expense/GL Code No.* 549001
Budget Manager CAMPBELL, RICARDO	Secondary Budget Manager BROWN, ERICA S.	

Provide Rate and Rate Descriptions if applicable* (?)

Rates vary depending on product and quantities

Project WBS (Work Breakdown Structure* (?)

N/A

Requester Name MACKINNEY, EGGLA	Submission Date 5/6/2021
---	------------------------------------

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date
5/6/2021

Procurement Approval

Approved by

Sharon Brauner

Approval Date
5/6/2021

Contract Owner Approval

Approved by

Anthony Robinson

Approval Date
5/6/2021

Contracts Approval

Approve*

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

Approved by*

Shaskeyia Behn

Approval Date*
5/7/2021



Executive Contract Summary

Contract Section ^

Contractor*

PPG Global, LLC

Contract ID #*

2021-0127

Presented To*

- Resource Committee
- Full Board

Date Presented*

6/15/2021

Parties* (?)

The Harris Center and PPG Global, 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

- 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* (?)

5/1/2021

Contract Term End Date* (?)

8/31/2022

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

Fiscal Year Cycle - 5/1/21 - 8/31/2021 & 9/1/21 - 8/31/2022

Fiscal Year* (?)

2021

Amount* (?)

\$ 200,000.00

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* (?)

To have access to vendor who can supply large quantities of PPE in a timely manner. Current vendors have allocations and cannot meet our demand.

Contract Owner*

Anthony Robinson

Previous History of Contracting with Vendor/Contractor*

- Yes
- No
- Unknown

Please add previous contract dates and what services were provided*

March 2021 - Current. PPE Vendor

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

- Yes
- No
- Unknown

Please provide the HUB status*

HUB - State.

Community Partnership* (?)

- Yes
- No
- Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

DARRYL KING

Address*

Street Address

8765 Spring Cypress Road

Address Line 2

L - 218

City

Spring

Postal / Zip Code

77379

State / Province / Region

TX

Country

US

Phone Number*

713-527-0702

Email*

DK@theppgllc.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2379	\$ 200,000.00	549001

Budget Manager CAMPBELL, RICARDO	Secondary Budget Manager BROWN, ERICA S.
--	--

Provide Rate and Rate Descriptions if applicable* (?)

Rates range from \$.50 cents a mask to \$15 for infrared thermometers or \$15 a gallon of hand sanitizer.

Project WBS (Work Breakdown Structure* (?)

N/A

Requester Name MACKINNEY, EGGLA	Submission Date 5/4/2021
---	------------------------------------

Budget Manager Approval(s) 

Approved by

Ricardo Campbell

Approval Date

5/6/2021

Procurement Approval 

Approved by

Sharon Brauner

Approval Date

5/6/2021

Contract Owner Approval 

Approved by

Anthony Robinson

Approval Date

5/7/2021

Contracts Approval

Approve*

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

Approved by*

Shaskyia Behn

Approval Date*

5/7/2021

EXHIBIT F-6

May 2021
RENEWALS OVER 50k

**CONTRACT EVALUATION AND RENEWAL FORM
FY 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 starting with Section "B". In the event of non-renewal, please provide the reason.

A. CURRENT FY 20/21 CONTRACT INFORMATION – NO CHANGES ARE ALLOWED IN THIS SECTION

Contract ID#:	7145
Contractor Name:	Critical Start, Inc.
Interlocal Agreement:	No
Service (brief description):	VECTRA Software
Term for Off-Cycle Only:	6/20/2020 – 6/19/2021
RFP, RFQ, RFA, Sole Source, Bid or Tag-On	Tag-on to DIR-TSO-3898
Contract NTE (your current budget):	\$50,178.45
Rate(s)/Rate(s) Description:	Per renewal quote
Unit(s) Served:	1130
G/L Code(s):	553002
FY20/21 Purchase Order Number:	FY20 PO CT140186
Contract Requester:	Wes Farris or Shawnti Boswell
Contract Owner:	Mustafa Cochinwala

B. EVALUATION OF FY21 PERFORMANCE:

1. Have there been any significant performance deficiencies within FY21? (Y) ___ (N) X__.
2. Were Services delivered as specified in the Contract? (Y) ___ X (N) ___.
3. Did Contractor perform duties in a manner consistent with standards of the profession? (Y) X (N) ___.
4. Did Contractor adhere to the contracted schedule (if applicable)? (Y) ___ X (N) ___.
5. Were reports, billing and/or invoices submitted in a timely manner? (Y) ___ X (N) ___.
6. Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency? (Y) ___ X (N) ___.
7. Did Contractor render services consistent with Agency policy and procedures? (Y) ___ X (N) ___.
8. Maintained legally required standards for certification, licensure, and/or training? (Y) X (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 FY2022 with this Contractor? (Y) X (N) ___.
2. REASON: SERVICE STILL NEEDED

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 FY2022:

Please provide the NTE for FY22 51,715.24. FY22 Rate(s) 51,715.24 UNIT 1130 GL CODE 553002. If Contract is a multi-year term, please provide the following.

FY23 _____ FY23 Rate(s) _____ UNIT _____ GL CODE _____
FY24 _____ FY24 Rate(s) _____ UNIT _____ GL CODE _____

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

FY 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) X
2. Will the scope of the Services change? (Y) _____ or (N) X, if yes, provide brief description.

3. Is the payment deadline different than net (45)? If yes, please provide the net days _____ [i.e. net 30, net 10].
4. Are there any changes in the Performance Targets change? (Y) _____ or (N) X
5. Are there any changes to the Submission deadlines for notes or supporting documentation? (Y) _____ or (N) X

IF YES, PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY.

G. RESPONSIBLE PARTY:

Please state the name of the Contract Owner for this Contract HURST/COCHINWALA.

Please state the name of the Responsible Staff that will review and approve monthly invoices for this Contract FARRIS/BOSWELL.

APPROVALS:

Budget Manager: Ricardo Campbell (Printed Name)

Ricardo Campbell Digitally signed by Ricardo Campbell
Date: 2021.05.03 14:55:23 -05'00' (Signature). REQUIRED

Contract Owner: HURST, RICK (Printed Name)

[Signature] (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-7

May 2021

AMENDMENTS OVER 50k

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	PREVIOUS NTE AMOUNT	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	ADMINISTRATION									
1	A-Rocket Moving & Storage, Inc.	Yes	Agency Wide Moving and Storage Services	\$60,000.00	\$25,000.00	\$85,000.00	09/01/20- 08/31/21	FM21.1126.22 and FM21.1126.16	RFP	To amend the contract to add funds to cover the FY21 Capital Project move costs, some of which we have already been invoiced and additional costs to cover upcoming FY21 moves for those projects FM21.1126.22- \$13,358.50 for moves already invoiced plus Contingency for remaining moves \$1,641.50. Total NTE: \$15,000.00 FM21.1126.16- \$4,340.25 for moves already invoiced plus Contingency for remaining moves \$5,659.75. Total NTE: \$10,000.00
2	CTEK Security, Inc.	No	HIPAA Privacy and Security Risk Analysis (Internal Only)	\$114,900.00	\$20,625.00	\$135,525.00	09/01/20- 08/31/21	GR	RFP	To amend the current contract to include PCI compliance.
3	McKesson Medical Surgical, Inc.	No	Agency-Wide Medical Supplies	\$262,500.00	\$8,400.00	\$270,900.00	09/01/20- 08/31/21	County Funds	N/A	Jail Diversion is requesting to add the funds back into the program at the budgeted \$12K annually. Funds were shifted within units on the Purchase Order to account for new program units within the fiscal year except this caused deficit funding within the Purchase Order to cover any new invoices. Funds are needed (\$8,400) to cover medical equipment/supplies through the August 31, 2021 billing cycle.
4	Metropolitan Landscape Management, Inc.	No	Agency Grounds Keeping Services	\$132,506.00	\$20,000.00	\$152,506.00	09/01/20- 08/31/21	GR	RFQ	To amend the contract for a special project at the 6160 property location. To add a flower bed around the perimeter of the back courtyard and to sod courtyard to cover rocks dumped by previous owner from roof, that have already caused window damage, and to add a flower bed around front courtyard behind covered walkway. This includes the cost of labor and materials- \$20,000.00 per quote.
	CRISIS SERVICES									
	FORENSICS									
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES									
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI									
	INTERLOCALS									
	LEASES									
	MENTAL HEALTH SERVICES									



Executive Contract Summary

Contract Section



Contractor *

A Rocket Moving & Storage, Inc.

Contract ID # *

6624

Presented To *

- Resource Committee
- Full Board

Date Presented *

5/18/2021

Parties * (?)

A Rocket Moving & Storage, Inc 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 * (?)

8/31/2021

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

Current Contract Amount *

\$ 60,000.00

Increase Not to Exceed *

\$ 25,000.00

Revised Total Not to Exceed (NTE) *

\$ 85,000.00

Fiscal Year* (?)	Amount* (?)
2021	\$ 85,000.00

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* (?)

we are increasing the NTE for the A Rocket Moving & Storage contract to add funds to cover the FY21 Capital Project move costs, some of which we have already been invoiced and additional amount to cover upcoming FY21 moves for those projects

1126/556000 FM21.1126.22 - \$13,358.50 for moves already invoiced + \$1641.50 contingency for remaining moves = a total of \$15,000.00

1126/900040 FM21.1126.16 - \$4340.25 for moves already invoices + \$5659.75 contingency for remaining moves = a total of \$10,000.00

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

- Yes No Unknown

Please add previous contract dates and what services were provided*

09/01/2012 to present - moving and storage

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

- Yes No Unknown

Please provide the HUB status*

MBE - Minority Owned Business, includes Asian, Black, Hispanic and Native American.

Community Partnership* (?)

- Yes No Unknown

Supporting Documentation Upload (?)

1126 invoices for A Rocket.xlsx 9.87KB

Vendor/Contractor Contact Person

Name*

A Rocket Moving & Storage, Inc / Deandre Sam

Address *

Street Address

3401 Corder Street

Address Line 2

City

Hou

Postal / Zip Code

77021

State / Province / Region

Tx

Country

USA

Phone Number *

7137486024

Email *

dmsam@arocket.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1126	\$ 15,000.00	556000

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

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1126	\$ 10,000.00	900040

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

Provide Rate and Rate Descriptions if applicable* (?)

see attached spreadsheet for A Rocket invoices already received

126/556000 FM21.1126.22 - \$13,358.50 for moves already invoiced + \$1641.50 contingency for remaining moves = a total of \$15,000.00

1126/900040 FM21.1126.16 - \$4340.25 for moves already invoices + \$5659.75 contingency for remaining moves = a total of \$10,000.00

Project WBS (Work Breakdown Structure* (?)

FM21.1126.22 and FM21.1126.16

Requester Name	Submission Date
HARPER, SARAH A	4/23/2021

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

4/23/2021

Procurement Approval



Approved by

Approval Date

Sign

Contract Owner Approval



Approved by

Approval Date

Todd McCorquodale

4/26/2021

Contracts Approval

Approve *

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

Approved by *

Approval Date *

Shaskya Behu

4/26/2021



Executive Contract Summary

Contract Section

Contractor*

CTEK SECURITY, INC

Contract ID #*

7284

Presented To*

- Resource Committee
 Full Board

Date Presented*

5/18/2021

Parties* (?)

CTEK
 THC

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*

\$ 114,900.00

Increase Not to Exceed*

\$ 20,625.00

Revised Total Not to Exceed (NTE)*

\$ 135,525.00

Fiscal Year* (?) 2021 **Amount* (?)** \$ 20,625.00

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* (?)
amend the contract risk assessment contract to include PCI compliance

Contract Owner*
Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*
 Yes No Unknown

Please add previous contract dates and what services were provided*
CT140431

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)
 Yes No Unknown

Community Partnership* (?)
 Yes No Unknown

Supporting Documentation Upload (?)

CO-Harris Center for Mental Health & IDD-2021 Change Order to 2018 RA.pdf	178.53KB
FY 21 Cynergistek Invoice 9951 - CT140431 - Signed.pdf	194.7KB
PO_CT140431_637351903908874601.pdf	152.33KB

Vendor/Contractor Contact Person

Name*
CTEK/APRIL WRIGHT

Address*
Street Address
11940 Jollyville Road
Address Line 2

City: Austin State / Province / Region: TX
Postal / Zip Code: 78759 Country: United States

Phone Number*

5124028550

Email*

INVOICES@CYNERGISTEK.COM

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1130	\$ 20,625.00	553003
Budget Manager CAMPBELL, RICARDO		Secondary Budget Manager BROWN, ERICA S.

Provide Rate and Rate Descriptions if applicable* (?)

SEE ATTACHMENTS

Project WBS (Work Breakdown Structure* (?)

N/A

Requester Name

BOSWELL, SHAWNTI R

Submission Date

5/3/2021

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

5/3/2021

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Mustafa

Approval Date

5/3/2021

Contracts Approval

Approve*

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

Approved by*

Shasthya Bahu

Approval Date*

5/3/2021



Executive Contract Summary

Contract Section



Contractor*

McKesson Medical Surgical, Inc.

Contract ID #*

7137

Presented To*

- Resource Committee
 Full Board

Date Presented*

5/18/2021

Parties* (?)

McKesson Medical Surgical, Inc. 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 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 checked="" type="checkbox"/> Other <input type="text" value="n/a"/> |

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*

\$ 262,500.00

Increase Not to Exceed*

\$ 8,400.00

Revised Total Not to Exceed (NTE)*

\$ 270,900.00

Fiscal Year* (?) 2021 Amount* (?) \$ 270,900.00

Funding Source*

County

Contract Description / Type* (?)

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

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

Jail Diversion is requesting to add the funds back into the program at the budgeted \$12K annually. Funds were shifted within units on the Purchase Order to account for new program units within the fiscal year except this caused deficit funding within the Purchase Order to cover any new invoices. Funds are needed (\$8,400) to cover medical equipment/supplies through the August 31, 2021 billing cycle.

Contract Owner*

Deborah Sweat

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

Over 15 years for medical supplies and equipment

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Sarah Brady-Zujic, Account Manager

Address*

Street Address

9954 Maryland Drive

Address Line 2

Suite 4000

City

Richmond

State / Province / Region

VA

Postal / Zip Code

23233

Country

USA

Phone Number*

713-337-4677 (cell); 800-767-6339 (option 9)

Email*

sarah.zujic@mckesson.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9403	\$ 8,400.00	574002
Budget Manager	Secondary Budget Manager	
RAMIREZ, PRISCILLA M	OSHMANN, JODEL	

Provide Rate and Rate Descriptions if applicable* (?)

Medical supplies and medical equipment amounts vary depending on supply order.

Project WBS (Work Breakdown Structure* (?)

N/A.

Requester Name

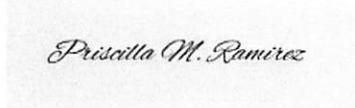
RAMIREZ, PRISCILLA M

Submission Date

4/28/2021

Budget Manager Approval(s)

Approved by

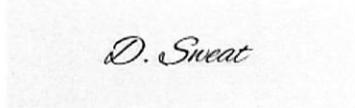


Approval Date

4/28/2021

Contract Owner Approval

Approved by



Approval Date

4/28/2021

Contracts Approval

Approve*

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

Approved by*



Approval Date*

5/3/2021

Contract Section **Contractor***

Metropolitan Landscape Management, Inc.

Contract ID #*

6621

Presented To*

- Resource Committee
 Full Board

Date Presented*

5/18/2021

Parties* (?)

Metropolitan Landscape Management, Inc 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* (?)

9/1/2020

Contract Term End Date* (?)

8/31/2021

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

Current Contract Amount*

\$ 132,506.00

Increase Not to Exceed*

\$ 20,000.00

Revised Total Not to Exceed (NTE)*

\$ 152,506.00

Fiscal Year* (?)

Amount* (?)

2021

\$ 152,506.00

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* (?)

special project to put a flower bed around perimeter of back courtyard and to sod courtyard to cover rocks dumped by previous owner from roof that have already caused window damage, and to put a flower bed around front courtyard behind covered walkway - this covers the cost of labor and materials - \$20,000.00 per quote

Contract Owner *

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor *

Yes No Unknown

Please add previous contract dates and what services were provided *

9/1/2016 to present - landscaping

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

Yes No Unknown

Please provide an explanation *

no longer meets criteria

Community Partnership * (?)

Yes No Unknown

Supporting Documentation Upload (?)

Metropolitan 6160 S Loop- Courtyard installs 3-9-21.docx 49.61KB

Vendor/Contractor Contact Person

Name *

Metropolitan / JerryThompson

Address *

Street Address

3439 West Benders Landing Boulevard

Address Line 2

City

Spring

Postal / Zip Code

77386-1765

State / Province / Region

TX

Country

US

Phone Number*

2817886926

Email*

jerrythomp@gmail.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9403	\$ 20,000.00	569003

Budget Manager

RAMIREZ, PRISCILLA M

Secondary Budget Manager

OSHMANN, JODEL

Provide Rate and Rate Descriptions if applicable* (?)

please see attached quote

Project WBS (Work Breakdown Structure* (?)

n/a

Requester Name

HARPER, SARAH A

Submission Date

4/12/2021

Budget Manager Approval(s)

Approved by

Priscilla M. Ramirez

Approval Date

4/13/2021

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

4/14/2021

Contracts Approval

Approve*

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

Approved by*

Shaseyia Belm

Approval Date*

4/14/2021



Executive Contract Summary

Contract Section



Contractor*

CRITICAL START

Contract ID #*

7167

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/18/2021

Parties* (?)

CRITICAL START
THC

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 |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

4/30/2021

Contract Term End Date* (?)

4/30/2022

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

Current Contract Amount*

\$ 279,384.69

Increase Not to Exceed*

\$ 99,999.96

Revised Total Not to Exceed (NTE)*

\$ 379,384.65

Fiscal Year* (?)	Amount* (?)
2021	\$ 379,384.65

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 checked="" 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* (?)

"Amending the current Varonis product suite to include 24 months subscriptions for DatAdvantage Software for Exchange Online as well as Data Classification Software for SharePoint Online. Attached quote will co-term with the original three (3) year contract set to expire on April 30, 2022."

- FY21 PO CT140984
- FY21 NTE - \$279,384.69 (Current contract amount)
- Increase Amount - \$99,999.96 (Increase not to exceed)
- Revised FY21 NTE - \$379,384.65 (Revised total not to exceed)
- Contract Description /Type – IT/Software License Agreement and Amendment to Existing Contract

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

- Yes No Unknown

Please add previous contract dates and what services were provided*

CT140984

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

- Yes No Unknown

Community Partnership* (?)

- Yes No Unknown

Supporting Documentation Upload (?)

FY21_CRITICAL_START_VARONIS_Q-07200-The Harris Center for Mental Health and IDD - Varonis 2 Yr DIR-TSO-3898.pdf	19.82KB
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Vendor/Contractor Contact Person

Name*

CRITICAL START/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. *
1130	\$ 99,999.96	553002
Budget Manager		Secondary Budget Manager
CAMPBELL, RICARDO		BROWN, ERICA S.

Provide Rate and Rate Descriptions if applicable * (?)

1 DAEO-250

1-4000OS

Varonis 2501 DatAdvantage for Exchange Online On-Prem subscription for 24 Months -

Qty 2501

1 \$68,659.74 \$68,659.74

2 DCSO-100

1-1500OS

Varonis Data Classification Framework for SharePoint Online On-Prem subscription for

24 Months - Qty 1250

1 \$31,340.22 \$31,340.22

Project WBS (Work Breakdown Structure * (?)

N/A

Requester Name

BOSWELL, SHAWNTI R

Submission Date

4/19/2021

Budget Manager Approval(s)

Approved by



Approval Date

4/19/2021

Procurement Approval

Approved by

Approval Date

Sign

Contract Owner Approval



Approved by

Approval Date

Mustafa Cochinnala

4/20/2021

Contracts Approval

Approve *

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

Approved by *

Approval Date *

Shaskyia Behn

4/20/2021

EXHIBIT F-8

Risk Management Plan

1. Purpose

The purpose of the Risk Management Program is to strengthen The Harris Center for Mental Health and IDD's mission and vision related to consumer safety and clinical risk, as well as the safety of visitors, employees, third parties, property, operational and business risks.

2. Guiding Principles

The Risk Management Program supports The Harris Center's philosophy that safety and risk management is everyone's responsibility. Employees shall observe safe work practices, rules, and operating policies and procedures to help assure a safe environment for everyone at The Harris Center facilities or in The Harris Center vehicles. Employees should also assist individuals served at The Harris Center and our visitors in complying with these procedures and activities.

Incidents are preventable and not welcomed by anyone. They have the unfortunate capacity to change the future of the person injured and adversely affect their families as well. Incidents have a direct monetary impact upon the family and The Harris Center, negatively impact morale and productivity, and cause possible suffering to organizational reputation. It is the firm and continuing belief that accidents shall be significantly reduced or eliminated with the use of reasonable safety precautions and continual improvement of both the risk management and safety cultures.

3. Program Goals and Objectives

The Harris Center's goal is to achieve the greatest practical degree of freedom from accidental losses and hazardous conditions, and to ensure every employee, individual served, and visitor is provided a safe and healthful environment, free from uncontrolled hazards. The Harris Center is committed to protecting its patients, personnel, property, and budget, against accidental losses that could negatively impact the organization's mission.

Through effective loss prevention efforts, The Harris Center is committed to:

1. continuous improvement of safety and minimizing or preventing errors and events that result in harm, through proactive risk management activities;
2. Mitigating the negative effects of errors and events when they do occur; and
3. Minimizing losses by proactively identifying, analyzing, and preventing risks.

The Harris Center has a Safety and Loss Control Program that supports established policies and procedures to help provide a safe environment. It is vital that all employees participate to help achieve the goals of the program. Proper risk management will help reduce injuries and losses.

It will also help ensure that The Harris Center will be able to provide quality care to our patients.

Continuously evaluating methods of reducing loss frequency and severity of accidental losses inherent in the existence of The Harris Center, lends itself towards implementing the most appropriate methods for correcting, reducing, managing, and/or eliminating risks. Risk retention allows the organization to retain financial responsibility for the risk associated with accidental loss, while risk transfer extends financial responsibility through contractual relationships and the Commercial Insurance Program. Implementing precise risk avoidance measures involves the coordination of multiple organizational functions, as well as loss control resources that are available through The Harris Center's Commercial Insurance Program and Property/Casualty Agent of Record.

The Harris Center's Board of Trustees require the expertise of a competitively selected Agent of Record to analyze the insurance market on an annual basis and make recommendations for appropriate coverage of exposures to its programs, human capital, individuals served, and assets.

All reports, audits, inspections and reviews will be communicated or forwarded to the Risk Management Director. Where reports or audits cannot be forwarded due to work-product privilege or privacy concerns, the Risk Management Director should serve on these committees. After review by the Risk Management Director, submitted resources will be forwarded to the Vice President of Enterprise Risk Management, and to the appropriate department heads, Vice President, Chief, and/or Chief Executive Officer.

4. Leadership

Following the lead of the Board of Trustees, employees of The Harris Center are committed to promoting the safety of all consumers, visitors, employees, volunteers and other individuals participating in organizational operations. The responsibilities of the Board of Trustees, Executive Leadership, Directors and Managers, Supervisors and Employees are established in the Safety Program. The Harris Center's executive leadership is committed to the effectiveness of The Harris Center's risk management plan and its role in serving the Houston and Harris County community of need.

5. Role of the Risk Management Director

The Risk Management Director is empowered by The Harris Center to implement the functions and activities of the Risk Management Program. The role of the Risk Management Director is to maintain a proactive Risk Management Program that complies with the provisions of federal, state and local laws and regulations. The Risk Management Director is responsible for creating, implementing, and evaluating the outcome of the Risk Management Plan.

6. Components of the Risk Management Program

The Harris Center Risk Management Program will include the following components:

- A. **Designated Risk Management Director and Safety and Risk Management Committee** with demonstrated training and expertise in conducting investigations, evaluating incidents, root cause analysis, and data analysis. Reviews, identifies, monitors, and minimizes risks and potential risks associated with injury, infectious disease, property damage or loss, harm to individuals being served, and other sources of potential liability. Documentation of all aspects of the reviews, including employee training, serious injuries, annual review of data, safety inspections, ongoing monitoring and actions taken to reduce risk. Actively collaborates with loss prevention experts.
- B. **An Incident Reporting System** (“IRS”) is utilized for reporting non-routine incidents involving consumers, employees, or property which are not consistent with the usual operation of the agency. Non-routine incidents involving staff, consumers or others in programs operated by The Harris Center Contract affiliates are also documented. An “Incident” is defined as an event which is not consistent with the operation of any The Harris Center /contracted program or which is not consistent with the routine care of an individual. Clinical Risk Management reviews are required for incidents that indicate follow up is necessary. Clinical reviews are conducted by the Professional Review Committee and its subcommittee, the Pharmacy and Therapeutics Committees. [See Policy and Procedures for Incident Reporting; incorporated into this plan by reference.]

All employees are required to report all events on in the Incident Reporting System. All new employees are required to complete an incident report training during orientation. This training includes when to complete an incident report, how to complete an incident report and failure to report a serious injury or incident.

- C. **Annual Risk Assessment** is conducted annually to help identify and bring attention to the likelihood of the risk event occurring and how severe the outcomes could be if the risk event occurs. Classifications of the likelihood of risk ranging from rare to almost certain, with consequences of likely risks ranging from insignificant to severe. This type of risk assessment directs the organization’s responsiveness to certain practices, situations, and policies that could help eliminate the risk of harm to The Harris Center consumers, employees, visitors, assets, and systems involved in operations before problems occur.
- D. **Additional Risk Assessments** are conducted by individual departments. These assessments vary by department and the results and mitigation plan shall be documented and made available to the Risk Management Director upon request.

- E. Ongoing Monitoring and Data Analysis** of harm and potential harm to identify and promptly respond to risk of harm to individuals receiving services is an activity that is carried out at operational, administrative, financial, and medical levels of The Harris Center, including the General Counsel, Chief Executive Officer and Board of Trustees.
- F. Root Cause Analyses** are performed by The Harris Center as part of the Agency's commitment to the utilization of robust improvement models, tools, and techniques such as Lean, failure mode event analysis (FMEA), and other appropriate tools. Sources of data will include prospective, concurrent, and retrospective reviews of records and events, reports from regulatory and contracting agencies relating to care deficiencies, complaints and grievances, clinical reviews of sentinel events (through Lean, FMEA, etc.).
- G. Life Safety Inspections** are performed at least annually at each service location owned, rented or leased by The Harris Center. The Facility Services department assures that applicable permits required by local government are maintained for fire safety surveys, alarms, fire box keys; intrusion alarms, and sprinkler systems.
- H. Mortality Reviews** of the deaths of all consumers being served in The Harris Center programs, including consumers served in The Harris Center contracted placements are conducted by way of an administrative review. [See Policy and Procedures for Death Review Committee incorporated into this plan by reference.] Clinical death reviews are conducted to identify clinically related problems requiring correction and opportunities to improve the quality of care pursuant to the statutes that authorize peer review activities in the State of Texas. [See Community Centers: Clinical Death Review 25 TAC §405.274.] Mortality reviews are performed by the Professional Review Committee and its subcommittee, the Death Review Committee to identify opportunities to reduce risk and improve upon The Harris Center's service delivery system of care.
- I. Commercial Insurance Program**
The Texas Council Risk Management Fund ("Fund") is a self-insurance pool formed by Texas community centers to provide expert resources and access to a customized insurance program for its members. The Harris Center is a member. The Fund provides the following coverages:
- **Workers' Compensation** coverage responds to injuries to center employees who are injured on the job while in the course of their employment. Workers' compensation covers medical bills, rehabilitative and lost income benefits for center employees. Claims adjusters work with the employer to return the employee to meaningful work as soon as possible. To insure the most efficient use of members' contributions, claims adjusters employ significant cost savings strategies by directing medical care to pre-approved providers who are members of the Political Subdivision Workers Compensation Alliance.

Cost and claim management measures include a drug formulary, pre-authorization of treatment, medical bill review and assignment of nurse case managers to serious and complex claims.

- **Liability coverage** includes automobile liability (AL), general liability (GL), medical malpractice for both mental health and primary health care (PL) that is available for selection, public official's errors & omissions (E&O) coverage, and Excess Liability (EL) to provide additional limits of insurance of the underlying liability policies. The liability coverage has been customized to meet the exposures commonly faced by community centers in Texas. Some examples of this include the addition of options for primary care facilities that were established as a result of the 1115 Waiver program, increased coverage for non-owned automobiles, defense cost coverage for professional licensees in disciplinary actions by their licensing boards and employment practices liability including employee benefits program coverage.
- **Property** coverage includes buildings, office contents, computers, contractor's equipment, crime and vehicles owned by the center. The insuring agreement in the coverage document grants the coverage based on an all risk of direct physical loss subject to deductibles and exclusions. Coverage is on a blanket basis at replacement cost valuation re-determined annually.
- **Cyber Liability** coverage outside the Fund for the information security of The Harris Center's information technology infrastructure including damage caused by a breach, penalties or fines and injury to the public from a breach. The Cyber Liability includes a breach response unit that will guide The Harris Center's response to an incident with forensics, attorneys, notification and public relations strategies. ..
- The Fund also provides effective safety consulting, assistance with auditing processes for determining premiums, leadership training, risk management consulting, excellent claim service and the ability of The Harris Center to have input in the claim management and settlement practices.

7. Risk Management Responsibilities in other Operational Units of The Harris Center

The Harris Center has a fully developed risk management philosophy that assigns responsibilities for risk management in areas outside the actual provision of services to its clients. The following risk management elements are in place and support the Risk Management Plan and its reach and mission.

A. Compliance and Financial Risk Management

The Harris Center's compliance to HIPAA is paramount. In addition, The Harris Center maintains an emphasis on legal and fiscal requirements of funders and regulatory agencies. In every area devoted to client intake, medical services, medical records and medication administration, client privacy is strictly enforced. Medical Records areas maintain very good procedures and oversight to prevent any breach of confidentiality. The annual financial statement and audit underlie the financial stability of The Harris Center and address the monetary risks The Harris Center faces.

B. Health and Safety

The Harris Center has a written safety program and the training that goes along with it includes the following elements:

- Statement of Safety Policy by CEO
- Premises safety
- Safety Rules
- Accident Reporting
- SAMA and/or PMAB standards
- Vehicle and Driver Safety
- Blood Borne Pathogens
- Infection Control
- Emergency Response and Disaster Preparedness
- Electrical Safe Practices and Lock-out/Tag-out
- Hazardous Materials
- Back Safety
- Ergonomics
- Security
- Confined Spaces
- Remote Site Safety
- Accident Investigation
- Safety Committee
- Visitor Safety
- Contractor Safety

C. Medical Risk Management

Physicians and nurses at The Harris Center provide leadership and oversight for medical practices. Clinic spaces are well equipped and fully staffed for the number of clients on site. Medical supplies and pharmaceuticals are secured behind locked doors requiring credentialed entry. Clinic spaces are very clean and disinfectant protocols are in place. Medical Risk Management includes Infection Control, wellness and disease prevention.

D. Contracting Practices

Contracts with providers, vendors and maintenance contractors are readily available to the Risk Management Director. Contracts contain “hold harmless” agreement language in the indemnification section, requirements for insurance coverage that the contractor should carry and provisions for the contractor’s adherence to safety standards. All contracts are reviewed by legal and purchasing/risk management functions.

E. Security of Information including Client Confidentiality

Strict adherence to HIPAA and other privacy regulations are in effect. The Medical Records departments are secure to outside entry with the use of badge readers to restrict the area from unauthorized persons and employ an effective sign-out procedure for release of files. Hard copy records are scanned into the EHR system in the Medical Records department. The EHR system is username and password protected to restrict unauthorized access.

F. Conflict of Interest

Policies and procedures to protect against the risks inherent in conflict of interest are in place for medical staff that interface with the pharmacy contractor and other medical vendors. All contractors or vendors should be surveyed for conflict of interest per our employee handbook.

G. Employment Practices

Leadership training offered by the Fund addresses many of the employment practices or mistakes that can lead to allegations of discrimination or retaliation in employment actions. Documentation regarding performance or disciplinary issues is the key to effective risk management in employment liability.

H. Interagency Collaborations or Joint Ventures

The primary interagency collaborations at The Harris Center are with city, county, and state agencies, including local law enforcement agencies.

Primary

- Houston Police Department
- Harris County Sheriff’s Department
- Harris County Office of Homeland Security and Emergency Management
- [Regional] Joint Information Center
- Harris County Public Health and Environmental Services
- Community Services Department
- City of Houston Office of Emergency Management – Houston Department of Health and Human Services
- Health and Human Services Commission – According to performance contract

- SETRAC - SouthEast Texas Regional Advisory Council

The Crisis Counseling Programs collaborate extensively with

- VOADs - Volunteer Organizations Active in Disaster
 - Red Cross
 - United Way
 - Medical Reserve Corp
 - Etc.
- Local Independent School Districts
- Long Term Recovery Meetings
- Faith-based organizations
- Community Centers
- Neighborhood and Property Owner Associations
- Food Banks
- First Responders
- Shelters
- Apartment Communities

I. Public Relations Risk Management

The effectiveness of The Harris Center is built on hard-won relationships with community organizations and law enforcement. Some of the clients served are unstable and prone to criminal activity that could reflect on these partners and The Harris Center. Any contacts from the press are forwarded to the Communications Department for a coordinated response. Any requests for information or interviews from the press must be referred to the Communications Department.

Social media is an important part of the communication process for The Harris Center. The Harris Center has a Social Media policy that every staff member must comply with. This is to protect clients, the center and individual staff members from the abuses of social media. Failure to comply with this policy can result in disciplinary action up to and including termination.

J. Risk Management Monitoring and Metrics

The reporting process in place at The Harris Center has three main purposes. Its first function is quality control related to the services and people affected by risk events. The Harris Center must make every effort to protect people and processes and recover from any damage or injury. The second function is to use data about risk events to revise or modify processes, premises or services to prevent future accidents or injuries from the same cause whether it is related to human action or physical conditions. The third function is to provide measures of the effectiveness of risk control efforts over time. This data informs the review of the risk



management function by the Safety Committee and The Harris Center executives. With information, changes can be made to control, eliminate or mitigate risk to the center and its clients. Internal reporting of incidents and the external claims record provided by the Texas Council Risk Management Fund feed data into the system.

Approver Signature _____ **Date** _____

DRAFT

EXHIBIT F-9



Policy No. PHAR:5	Subject: Pharmaceutical or Patient Assistance Programs (PAP)	
Agency Policy		Initial Approval Date: 8/2017
Sponsor: Pharmacy Department		New Board Approval Date:

1. PURPOSE

The purpose of this policy is to establish best practices regarding any Patient or Pharmacy Assistance Program (PAP).

2. POLICY

It is the policy of The Harris Center to ensure and support best practices for the management and governance of PAP and that the following policies are to be adhered to:

- Adhere to applicable governing laws, regulation, rules, and manufacturer guidelines for PAP brand or generic medications, including but not limited to application for, ordering, receiving, transferring to the Pharmacy, dispensing to Financially Disadvantaged or Indigent patients and disposition of expired or unused pharmaceuticals.
- PAP products are received at each pharmacy location or at a centralized location to reduce chances of package loss and to streamline package receipt process. Packages distributed to the central location shall be transferred to individual clinics for PAP management. Dispensing consistent with internal pharmacy procedures and in accordance with sponsored program recommendations will be done in all cases. Patient specific PAP oral medications may be shipped by sponsoring PAP programs to the patients' residence, unless deemed inappropriate by prescriber and/or pharmacy team.
- Annually Physicians and Pharmacists will receive a PAP Authorization and Pharmacy Acknowledgment form for review and signature for applicable PAP program. The form reaffirms the professional's participation in PAP and notice of any applicable rules, regulations, guidelines, or legal change(s).
- All pharmaceuticals are to be disposed of in accordance with internal disposition procedures and/or per manufacturer request as confirmed and documented with individual manufacturer.
- Information gathered or exchanged through PAP is considered protected health information and subject to the Health Insurance Portability and Accountability Act (HIPAA) such that access is limited in accordance with 45 CFR Part 160 and Part 164.
- PAP has no requirement of financial remuneration and there is never a charge for PAP medication brand or generic.

3. APPLICABILITY/SCOPE

All Harris Center staff, employees, interns, volunteers, contractors, and programs

4. PROCEDURES:

Agency Pharmaceutical or Patient Assistance Programs (PAP) Procedure



5. Related Policies/Forms:

- Pharmaceutical or Patient Assistance Programs (PAP) Procedure
- Patient Attestation Form – The HARRIS CENTER
- PAP Authorization to Disclose – Medicaid Eligibility Status Form
- Texas HHS Form H1003 – Appointment of an Authorized Representative to Allow Another Person to Act for You
- Authorization to Provide Navigator Support to Complete a Medicaid Application On-Line
- Authorization to Continue to Provide Pharmacy Services
- PAP Notification of Pending Eligibility Status
- Pharmacy Services PAP Patient Status Form
- Zero Income Letter
- Zero Income Letter Modifiable for Special Circumstances
- Distribution of PAP from SW to other Clinic Pharmacies
- Transfer of Medications in or Out of a Pharmacy
- Transfers of Medications in or Out of Pharmacy Form(s)
- Monthly Unit Inspections
- Monthly Unit Inspection Form
- PAP Haldol Injection Protocol
- Pharmacy Records Retention
- PAP Disposition
- PAP Disposition Documentation Log

6. References: Rules/Regulations/Standards:

- Texas Food, Drug and Cosmetic Act, Drug Donation Program, Tex. Health and Safety Code Chapter 431, Subchapter M
- Charitable Immunity & Liability Act of 1987, Texas Civil Practice and Remedies Code, Chapter 84
- Texas Pharmacy Act, Texas Occupations Code, Ch. 551-556, 559
- Texas State Board of Pharmacy Rules, 22 Tex. Admin. Code Part 15, Ch 281-311
- Donation of Unused Drugs, 25 Tex. Admin. Code, Chapter 229, Subchapter B
- CARF Section 2

Approver Signature _____ Date _____

EXHIBIT F-10



Policy No. CS:23	Subject: Screening and Assessment for Mental Health, Substance Use and Intellectual and Development Disabilities (IDD) Services
Agency Policy	Initial Approval Date: 2/2019
Sponsor: Administration	New Board Approval Date:

1. PURPOSE

The purpose of the admission policy is to have a uniform method and efficient procedure for admitting clients into services and to identify individual needs to plan the most appropriate intervention.

2. POLICY

It is the policy all individuals seeking The Harris Center For Mental Health and IDD (THE HARRIS CENTER) services will be evaluated by credentialed and knowledgeable staff able to assess the specific needs of the persons served, trained in the use of applicable tools, tests or instruments prior to administration and be able to communicate with clients. Individuals will be evaluated through a screening and assessment process designed to maximize opportunities for the client to gain access to THE HARRIS CENTER programs and services. If the client's needs are beyond the scope of services offered by THE HARRIS CENTER, the client will be referred to an agency ~~that~~ which can address the individual need. Services will not be denied to individuals based on residence or ability to pay. THE HARRIS CENTER encourages involvement and participation of family, significant others, and caregivers in the recovery process. Services are subject to all state standards for the provision of both voluntary and court-ordered services.

3. APPLICABILITY/SCOPE

This applies to all The Harris Center Programs/Units providing services.

4. PROCEDURES

- Mental Health (MH), Substance Use Disorder (SUD), and Intellectual and Developmental Disabilities (IDD) Triage/Screening
- Intake & Assessment: Screening tools are uniformly administered
- Referrals

5. Related policies/Forms:

- Demographic
- Intake Questionnaire
- Intake Assessment
- Risk Assessment
- Fee Assessment
- Consumer Benefits Screening



- Uniform Assessment/Diagnostic Interview/Diagnostic Form
- Informed Consent, Notification of Client Rights, Notification of Right to Appeal a Decision to
- Deny or Involuntarily Terminate Services, Authorization for Release of Information (if needed), Telemedicine Consent, client orientation
- Voter Registration Application
- Additional SUD Forms:
 - Screening Form/ SUD Screening Form
 - SUD Consent and Orientation Form
 - Initial Discharge Form
- Additional IDD Forms:
 - ICAP
 - Explanation of MR Services and Supports
 - Initial Identification of Preferences
 - HCS Interest List
 - Service Coordination Assessment
 - IDD Supplemental Diagnosis

6. References: Rules/Regulations/Standards

- Mental Health Community Services Standards, 26 Tex. Admin. Code Ch. 301, Subchapter G
- Behavioral Health Delivery System, 36 Tex. Admin. Code Chapter 306
- Role and Responsibilities of a Local Authority, 40 Tex. Admin. Code Ch. 2, Subchapter G
- Standards of Care, 25 Tex. Admin. Code Ch. 448

Approver Signature _____ **Date** _____

EXHIBIT F-11



Policy No.	Subject: Telecommuting Policy
AGENCY POLICY	Initial Approval Date: NA
Sponsor: Human Resources Department	New Board Approval Date:

1. PURPOSE:

The purpose of this policy is to promote the Harris Center as an employer of choice by allowing eligible employees to telecommute to the maximum extent possible without diminishing employee performance or the Harris Center business operations. Also, the policy provides a framework for the Harris Center to better leverage technology, expand the delivery of behavioral health services and aid in recruiting new employees and retain valuable talent by maximizing flexible work arrangements.

2. POLICY:

The Harris Center may allow employees in eligible job positions to telecommute (work remotely or work from home) based on the Harris Center's business needs. Telecommuting is not a guaranteed right for all employees.

3. APPLICABILITY/SCOPE

This policy applies to employees permitted to telecommute on a regular basis. This policy may also apply in instances where a pandemic or natural disaster necessitates remote work arrangements. This policy does not apply to requests for reasonable accommodations or occasional work from home arrangements, such as in instances of inclement weather. Employees requesting to telecommute as a reasonable accommodation should follow the Harris Center's procedures on requests for reasonable accommodation. The Harris Center Human Resources Department is responsible for the administration of this policy.

4. RELATED POLICIES/FORMS (for reference only):

- The Harris Center Employee Handbook
- The Harris Center Standards of Behavior
- The Harris Center Travel Reimbursement Policy and Procedure
- All Harris Center policies and procedures
- Telecommuting Request and Acknowledgment Form

5. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Age Discrimination in Employment Act, 29 U.S.C.A. §§621-634
- Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, 42 CFR §§ 12101-12213
- Fair Labor Standards Act of 1938, 29 U.S.C.A. 201-219; 29 CFR 785
- Federal Equal Pay Act, 29 U.S.C.A. §206
- Genetic Information Nondiscrimination Act, 42 U.S.C.A. §2000ff



- Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. §§2000e-2000e-17
- Uniformed Services Employment & Re-employment Rights Act, 38 U.S.C.A. §4311
- Texas Commission on Human Rights Act, Tex. Labor Code Ann. §§21.001-21.556
- Texas Workers' Compensation Act, Texas Labor Code Chapters 401, 406
- Texas Equal Pay Law, Texas Gov't Code Ann. §659.001

Approver Signature _____ Date _____

DRAFT

EXHIBIT F-12

Policy No. BUS-F/B:25	Subject: Workforce Member Network and Internet Use Policy
Agency Policy	Initial Approval Date: 3/2005
Sponsor: Information Security Officer	New Board Approval Date:

1. PURPOSE

The Harris Center recognizes that use of the agency's network, Internet, and email has many benefits and can make conducting Harris Center business and workplace communication more efficient and effective. Therefore, workforce members are encouraged to use the Internet and email systems for job-related purposes, in accordance with Workforce Member Network and Internet Use Procedures.

Unacceptable use of the Internet and e-mail can place The Harris Center and others at risk and is prohibited. The Harris Center complies with all applicable federal, state, and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

2. POLICY

It is the Harris Center's policy to provide employees with access to The Harris Center's computers, network communication system and other IT resources for business purposes only, which includes access to the Internet, email, intranet services, and internal & external web services. All communication, data and information created, transmitted by, received from, stored, or processed on the Harris Center network and computing devices is Harris Center property and, as such, are intended to be used for job-related purposes. Therefore, employees shall have no expectation of privacy whatsoever in any message, file, data, document, facsimile, or any kind or form of information or communication transmitted to, received, printed from, stored, or recorded on the Harris Center's electronic information and communication systems.

3. APPLICABILITY/SCOPE

This policy must be followed in conjunction with other The Harris Center's policies governing appropriate workplace conduct and behavior. This policy applies to all Harris Center employees, interns, contractors, volunteers, and partners who access our network and computers. This policy governs all IT resources and communications systems owned by or available at The Harris Center, and all use of such resources and systems when accessed using personally owned resources, including but not limited to:

- Email systems and accounts
- Internet and Intranet access
- Telephones, cell phones, voicemail systems
- Printers, photocopiers, and scanners
- Face machines, e-fax machines
- All other associated computer, network, and communication systems, hardware, and software



Transforming Lives

4. DEFINITIONS

N/A

5. INAPPROPRIATE USE OF HARRIS CENTER IT RESOURCES AND COMMUNICATIONS SYSTEMS

The Harris Center management and its employees, interns, contractors volunteers and partners with access to the Harris Center IT system will cooperate fully with Human Resources, the Harris Center Information Security team and local, state, or federal officials in any investigation concerning to or relating to any illegal activities allegedly conducted through the Harris Center's IT system.

6. DISCIPLINE

In the event there is an allegation that an employee has violated The Harris Center Network and Internet Use Policy, the employee will be provided with a written notice of the alleged violation and an opportunity to present an explanation to Harris Center management. Employee violations of this policy will be handled in accordance with currently established disciplinary procedures. Violations of this policy can lead to disciplinary action, up to and including, revocation of access and/or termination.

7. RELATED POLICIES/FORMS:

Workforce Member Network and Internet Use Procedure
Workforce Member Network and Internet Use Agreement

8. REFERENCES: RULES/REGULATIONS/STANDARDS:

- HIPAA -Security Standards for the Protection of Electronic Protected Health Information, 45 CFR Part 164, Subpart C
- NIST SP 800-53 Rev. 4 AT-2, PM-13
- CARF: Section 1., Subsection J., Technology

Approver Signature _____ Date _____

EXHIBIT F-13



Policy No. BUS-FB 26.1	Subject: Information Security Policy
Agency Policy	Initial Approval Date: 8/2014
Sponsor: Information Security Officer	New Board Approval Date:

1. PURPOSE

The purpose of this policy is to promote effective information security practices at The Harris Center for Mental Health by defining and implementing information security standards.

2. POLICY

It is The Harris Center's policy to identify and evaluate the likelihood and consequences of threats to the security of confidential Information and implement reasonable and appropriate measures to safeguard the Confidentiality, Availability, and Integrity of that information. The Center's information policy and procedures are based on NIST SP 800-53 and the HIPAA Security Rule.

3. APPLICABILITY/SCOPE

This policy applies to all Harris Center Employees/Staff. All independent contractors who provide services that require access to the Computer Network will be required to adhere to this policy, as well to any procedures established to support this policy.

4. PROCEDURES

Information Security procedures

5. RELATED POLICIES/FORMS:

Information Security Procedures

6. REFERENCES: RULES/REGULATIONS/STANDARDS

HIPAA Security & Privacy-Security Standards for Protection of Electronic Protected Health Information, 45 CFR Part 164, Subpart C
 NIST SP 800-53 Rev. 4 PM-1, PS-7
 CARF: Section 1., Subsection J., Technology

Approver Signature _____ **Date** _____

EXHIBIT F-14



Policy No. BUS-RI:09	Subject: Asset Tracking and Depreciation
Agency Policy	Initial Approval Date: October 2015
Sponsor: Finance Department	New Board Approval Date:

1. PURPOSE

To uphold appropriate processes and accurately account for all capital items and controlled assets in conformity with sound accounting and financial controls.

2. POLICY

It is the policy of *The HARRIS CENTER for Mental Health and IDD* to conform with the Government Accounting Standards Board and report Center Property Plant and Equipment through the Comprehensive Annual Financial Report.

3. APPLICABILITY/SCOPE

The HARRIS CENTER for Mental Health and IDD

4. DEFINITIONS

Capital Asset: Any type of property owned by a business that has a useful life of more than one year, such as a computer or truck.

Capital Item: Equipment, furniture, vehicles & computer related equipment with a historical cost of \$5,000 or greater.

Controlled asset: a capital asset that has a value less than the capitalization threshold established for that asset type with a high-risk nature, that is, equipment with a historical cost between \$500 and \$4,999.99 and classified as one of the following:

- Computer, Desktop
- Laptop Computers
- Smartphones, Tablets & Other Handheld Devices
- Data Projectors
- TV's, Video Players/Recorders
- Sound Systems and Other Audio Equipment
- Camera – Portable – Digital, SLR

5. PROCEDURES

Full description in BUS-RI:09 Procedure

6. Related Policies/Forms:

<u>Policies</u>	<u>Reference</u>
Reporting Burglaries or Thefts	INC:1
Adding and Receiving Equipment	BUS-R/I:6
Disposal of Fixed Assets	BUS-R/I:7



Forms

- Request to Add Property
- Request to Transfer Property
- Request to Surplus Property
- Request for Property Disposal

Reference

- BUS-R/I:6.001
- BUS-R/I:8.001
- BUS-R/I:7.002
- BUS-R/I:7.001

7. References: Rules/Regulations/Standards

- Property Accounting, Texas Government Code §§403.272-403.277
- Generally Accepted Accounting Principles (GAAP)
- Uniform Grant Management Standards
- CARF: Section 1. Subsection F.6.a., Financial Planning and Management

Approver Signature _____ **Date** _____

DRAFT

EXHIBIT F-15



Policy No. BUS-RI:07	Subject: DISPOSAL OF FIXED ASSETS
Agency Policy	Initial Approval Date: 10/2005
Sponsor: Financial Services Purchasing Department	New Board Approval Date:

1. PURPOSE

The purpose of this policy is to establish Agency requirements related to maintaining an accurate record of equipment owned by or in the custody of the Harris Center and the disposal of equipment.

2. POLICY

Each Unit Manager is accountable for all the fixed asset equipment items assigned to their unit(s). Therefore, it is necessary to properly record and account for the disposal of all fixed assets. The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) has set forth guidelines for deleting and disposing of equipment:

1. The Harris Center fixed assets that are obsolete, worn-out, or unusable tangible property can be disposed.
2. Unit Managers are responsible for ensuring the retention of the property while the equipment is in the department’s custody.

3. APPLICABILITY/SCOPE

The Harris Center

4. PROCEDURES

Disposal of Fixed Asset Procedures BUS-RI:07
 Section I: Procedure for All Contracts funded by (ex: State/Federal/Grant)
 Section II: Data Disposal

5. Related Policies/Forms:

The Requisitioning and Purchasing of Goods and / or Services BUS-RI:02

6. References: Rules/Regulations/Standards

CARF: Section 1. Subsection F.6.a., Financial Planning and Management

Approver Signature _____ **Date** _____

EXHIBIT F-16



Policy No. BUS-RI:06	Subject: Adding and Receiving Equipment
Agency Policy	Initial Approval Date: October 2005
Sponsor: Finance Department	New Board Approval Date:

1. PURPOSE

To uphold appropriate processes and accurately account for all capital items and controlled assets in conformity with sound accounting and financial controls.

2. POLICY

All *The HARRIS CENTER for Mental Health and IDD* supervisors are accountable for the use and reasonable care of all Capital Items and Controlled Assets assigned to them, assigned to the staff under their authority, and/or located on the premises in which their operations reside. Therefore, it is necessary to properly record and account for any new Capital Items and Controlled Assets added to their organizational area.

3. APPLICABILITY/SCOPE

The HARRIS CENTER for Mental Health and IDD

4. DEFINITIONS

Capital Item: Equipment, furniture, vehicles & computer related equipment with a historical cost of \$5,000 or greater.

Controlled asset: a capital asset that has a value less than the capitalization threshold established for that asset type with a high-risk nature, that is, equipment with a historical cost between \$500 and \$4,999.99 and classified as one of the following:

- Computer, Desktop
- Laptop Computers
- Smartphones, Tablets & Other Handheld Devices
- Data Projectors
- TV's, Video Players/Recorders
- Sound Systems and Other Audio Equipment
- Camera – Portable – Digital, SLR

5. PROCEDURES

Full description in BUS-RI:06 Procedure

6. Related Policies/Forms:

<u>Policies</u>	<u>Reference</u>
Asset Tracking and Depreciation General Overview	BUS-R/I:9



Forms

Request to Add Property

Request to Transfer Property

Reference

BUS-R/I:6.001

BUS-R/I:8.001

7. References: Rules/Regulations/Standards

Property Accounting, Texas Government Code

§§403.272-§403.277

Generally Accepted Accounting Procedures (GAAP)

Uniform Grant Management Standards

CARF: Section 1. Subsection F.6.a., Financial Planning and Management

Approver Signature _____ **Date** _____

DRAFT

EXHIBIT F-17



Transforming Lives

Policy No. CS: 22	Subject: Development and Management for Mental Health and IDO Services Wait/ Interest List
Agency Policy	Initial Approval Date: 2/2019
Sponsor: Consumer Services	New Board Approval Date:

1. PURPOSE

To define the policy, the development, and maintenance of waiting/Interest lists, when The Harris Center for Mental Health and IDD (The Harris Center) has reached or exceeded its capacity to provide services. This is in accordance with the Texas Health and Human Services Commission (HHSC) performance contracts and Texas Administrative Codes (TAC).

2. POLICY

It is the policy of The Harris Center that the Executive Management Team review the capacity of The Harris Center's services and will approve the establishment of waiting/ Interest lists for Center services. These determinations will be consistent with HHSC requirements. The Board of Trustees will be informed at the first regular board meeting following the establishment of the waiting list.

3. APPLICABILITY/SCOPE

The Harris Center programs

4. PROCEDURES

Mental Health

- Routine care services
- Texas Resilience and Recovery (TRR) Waiting List Development
- TRR Waiting List Maintenance

Intellectual or Developmental Disability ODD)

- Services and Supports
- Home and Community Based Services (HCS) and Texas Home Living (TxHml) interest lists Maintenance of the HCS and TxHml interest lists
- Requesting DADS to Change HCS or TxHml Interest Lists Information

5. Related policies/Forms:

NA

6. References: Rules/Regulations/Standards

- Information Item R Texas Resilience and Recovery (TRR) Waiting List Maintenance Manual
- Mental Health Community Standards, 36 Tex. Admin. Code Chapter 301, Subchapter G

- Local Authority Responsibilities, 40 Tex. Admin. Code Ch. 2, Subchapter G
- HCS and TxHmL Interest List Manual effective January 1, 2015 HCS and TxHmL Interest List Maintenance Attachment J

Approver Signature _____ **Date** _____

DRAFT

EXHIBIT F-18



Policy No.	Subject: Moonlighting	
Agency Policy	Initial Approval Date: 1/2021	
Sponsor: Human Resources	New Board Approval Date:	

1. PURPOSE

The purpose of The Harris Center for Mental Health and IDD (The Harris Center) Moonlighting policy is to (1) provide staff the ability to work and earn additional wages while contributing their knowledge, skills and abilities in other areas within the agency outside of their original position or department of hire. (2) Ensure the additional work performed is billed to the correct area within the agency for labor cost purposes.

2. POLICY

The Harris Center supports staff members providing coverage in an area of the company outside of their normal home work-area; however, in certain cases the work may be in the same work area covering additional shifts separate from the staff member’s typical work shift.

Local area management is responsible for (1) ensuring moonlighting staff are qualified for the position based on requirements as documented on the job description on file including any training, certifications or licensures, etc., (2) documenting and confirming the Moonlighting work required for the business is being performed, (3) ensuring the appropriate department is billed for the Moonlighting labor costs, and (4) submitting required documentation to Payroll.

3. APPLICABILITY/SCOPE

All Harris Center employees and staff who meet the criteria are eligible to work in the role designated as a Moonlighting role. Example: Employees interested in moonlighting as a direct care provider, must meet all documented criteria to work in a direct care provider role.

4. PROCEDURES

Reference related Moonlighting Procedure.

Approver Signature _____ **Date** _____

EXHIBIT F-19



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**The Harris Center for Mental Health and IDD
Texas**

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

August 31, 2019

Christopher P. Morill

Executive Director/CEO



**The Government Finance Officers Association of
the United States and Canada**

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Financial Services Department
The Harris Center for Mental Health and IDD, Texas



The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morrill

Date: 4/28/2021

EXHIBIT F-20

May 2021

NEW CONTRACTS UNDER 50k

	FY21 NEW CONTRACTS	*CROSS FISCAL YEAR CONTRACTS	*MULTI-YEAR CONTRACTS						
	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	ADMINISTRATION								
1	DAAS, Inc.	Yes	Commercial Flooring Services		\$9,706.50	05/01/21- 08/31/21	GR	RFQ	Purchasing received a request from Facility Services on April 20, 2021 to demo and replace flooring at the Westbury facility located at 5707 Warm Springs, for safety reasons. Two quotes were received, and both contractors are HUB vendors. Facility Services' selected DAAS, Inc. NTE: \$7,506.50 Contingency: \$2,200.00 Total NTE: \$9,706.50
2	E & C Engineers & Consultants, Inc.	No	Assessment of HVAC System		\$7,500.00	05/01/21- 08/31/21	Capital Funds FM21.1126.22	RFQ	Purchasing received a request from Facility Services on Wednesday, April 21, 2021 for Professional Services to do an assessment of HVAC equipment and sizing of replacement units for 6160 South Loop East location. They will provide specs for RFP and participate in the review process. One (1) vendor quote was received. NTE: \$6,500.00 Contingency: \$1,000.00 Total NTE: \$7,500.00
3	Rey de la Reza Architects, Inc. dba Rd R Architect	Yes	Conceptual Design for Relocation of SE Pharmacy		\$3,650.00	05/01/21- 08/31/21	GR	RFQ	Purchasing received a request from Facility Services on Thursday, March 29, 2021 for Professional Services to complete the SE Pharmacy Relocation Design at 5901 Long Drive, Houston, Texas 77087. One (1) vendor quote was received. This vendor is a HUB. Total NTE: \$3,650.00
4	SmithCo Construction	No	Roofing Services		\$10,150.00	04/01/21- 08/31/21	Capital Funds FM21.1126.11	RFQ	Purchasing received a request from Facility Services on Tuesday, March 9, 2021 for Warm Springs Roof Replacement at 5707 Warm Springs Rd., Houston, Texas 77035. Two (2) vendor quotes were received. Neither vendor is a HUB or MWBE. Facility Services' selected SmithCo Construction on the basis of pricing. Per Quote: \$9,150.00 Contingency \$1,000.00 Total NTE: \$10,150.00
	CRISIS SERVICES								
	FORENSICS								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI								
	INTERLOCALS								
	LEASES								
	MENTAL HEALTH SERVICES								
	PROGRAM MANAGEMENT								



Executive Contract Summary

Contract Section



Contractor*

DAAS Commercial Flooring

Contract ID #*

2021-0120

Presented To*

- Resource Committee
 Full Board

Date Presented*

5/18/2021

Parties* (?)

DAAS Commercial Flooring 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* (?)

5/1/2021

Contract Term End Date* (?)

8/31/2021

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

Fiscal Year* (?)

2021

Amount* (?)

\$ 9,706.50

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* (?)

this contract is to replace the flooring in areas of 5707 Warm Springs for safety reasons

\$7506.50 from quote plus \$2200.00 contingency for total of \$9706.50

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Please provide the HUB status*

HUB - State.

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Westbury DAAS quote flooring.pdf 327.64KB

Vendor/Contractor Contact Person

Name*

DAAS Commercial Flooring / Andre Rollins

Address*

Street Address

10610 Winding Arbor Court

Address Line 2

City

Cypress

Postal / Zip Code

77433-7137

State / Province / Region

TX

Country

US

Phone Number*

7139925338

Email*

Andre@DAASFloors.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1860	\$ 9,706.50	557001
Budget Manager		Secondary Budget Manager
BROWN, ERICA S.		CAMPBELL, RICARDO

Provide Rate and Rate Descriptions if applicable* (?)

see attached quote

\$7506.50 from quote plus \$2200.00 contingency for total of \$9706.50

Project WBS (Work Breakdown Structure* (?)

n/a

Requester Name	Submission Date
HARPER, SARAH A	4/23/2021

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

4/23/2021

Procurement Approval

Approved by

Sharon Brauner

Approval Date

4/23/2021

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

4/23/2021

Contracts Approval

Approve*

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

Approved by*

Shaskeyia Behn

Approval Date*

4/23/2021



**Due Diligence for Westbury Flooring
Project# PUR-FY21-0167**

Purchasing received a request from Facility Services on April 20, 2021 to demo and replace flooring at the Westbury facility located at 5707 Warm Springs.

Two quotes were received, and both contractors are Historically Underutilized Business (HUB) vendors.

Quotes received:

- 1. **DAAS Inc:**
Quote: (Includes Prep and Leveling Compound)
Total: 7,506.50
- 2. **M.E.K. Floors:**
Quote: (Does Not Include Prep and Leveling Compound-would only quote after floor is removed)
Total: \$6,532.17

Facility Services' recommendation is to move forward with:

DAAS Inc.

NTE: (Not to Exceed): \$7,506.50
Contingency: \$2,200.00
Total NTE: \$9,706.50

The Funding Source is Unit# 1860, GL Account# 557001

Submitted By:


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

Recommended By:


Nina Cook, MBA, CTPM
Director of Purchasing


Sean Kim, MBA, CPA
Chief Financial and Administrative Officer

Contract Section **Contractor***

E&C Engineers & Consultants Inc.

Contract ID #*

2021-0119

Presented To*

- Resource Committee
 Full Board

Date Presented*

5/18/2021

Parties* (?)

E&C Engineers and Consultants Inc 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* (?)

5/1/2021

Contract Term End Date* (?)

8/31/2021

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

Fiscal Year* (?)

2021

Amount* (?)

\$ 7,500.00

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* (?)

We are contracting with E&C for the assessment of HVAC system at 6160 S Loop East and recommendations for replacement. They will provide specs for RFP and review submittals.

\$6500.00 per quote plus \$1000.00 contingency for \$7500.00 total

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

9/1/2017 to present - MEP Engineer

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

E&C 2021_04-07 Harris Center 6160 S Loop E HVAC Review.pdf 69.24KB

Vendor/Contractor Contact Person

Name*

E&C Engineers & Consultants Inc / Heather Camden

Address*

Street Address

1010 Lamar Street, Suite 650

Address Line 2

City

Houston

State / Province / Region

TX

Postal / Zip Code

77002

Country

US

Phone Number*

7135808850

Email*

camden@eceng.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1126	\$ 7,500.00	556000

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

Provide Rate and Rate Descriptions if applicable* (?)

see attached quote

\$6500.00 per quote plus \$1000.00 contingency for \$7500.00 total

Project WBS (Work Breakdown Structure* (?)

FM21.1126.22

Requester Name	Submission Date
HARPER, SARAH A	4/22/2021

Budget Manager Approval(s) 

Approved by

Erica Brown

Approval Date

4/22/2021

Procurement Approval 

Approved by

Sharon Brauner

Approval Date

4/22/2021

Contract Owner Approval 

Approved by

Todd McCorquodale

Approval Date

4/22/2021

Contracts Approval

Approve*

- Yes
 No, reject entire submission
 Return for correction

Approved by*

Shaskya Behu

Approval Date*

4/22/2021



**Due Diligence Project PUR-FY21-0168
HVAC Assessment for 6160 South Loop East**

Purchasing received a request from Facility Services on Wednesday, April 21, 2021, for Professional Services to do an assessment of HVAC equipment and sizing of replacement units for 6160 South Loop East.

One (1) vendor quote was received:

E & C Engineers & Consultants Inc. - \$6,500.00

E & C Engineers & Consultants is a Historically Underutilized Business (HUB) Certified vendor.

Facility Services' recommendation is to move forward with:

E & C Engineers & Consultants Inc.

NTE: (Not to Exceed) \$6,500.00
Contingency: \$1,000.00
Total NTE: \$7,500.00

Funding Source is Unit 1126, GL Account# 556000

Project FM21.1126.22

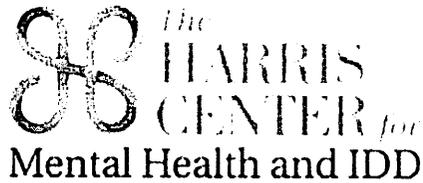
Submitted By:


Carlos Traslavina
Purchasing Buyer I

Recommended By:


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


Sean Kim, MBA, CPA
Chief Financial and Administrative Officer



**Due Diligence Project PUR-FY21-0185
SE Pharmacy Relocation Design**

Purchasing received a request from Facility Services on Thursday, March 29, 2021, for Professional Services to do the SE Pharmacy Relocation Design at 5901 Long Drive, Houston, TX 77087

One (1) vendor quote was received:

RDLR Architects - \$3,650.00

RDLR Architects is a Historically Underutilized Business (HUB) Certified vendor

Facility Services' recommendation is to move forward with:

RDLR Architects

NTE: (Not to Exceed) \$3,650.00
Total NTE: \$3,650.00

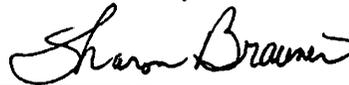
Funding Source is Unit 1858, GL Account# 557001

Submitted By:

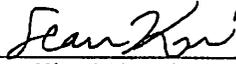


Carlos Traslavina
Purchasing Buyer I

Recommended By:



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



Sean Kim, MBA, CPA
Chief Financial and Administrative Officer

Contract Section **Contractor***

RdIR Architects

Contract ID #*

2021-0122

Presented To*

- Resource Committee
 Full Board

Date Presented*

5/18/2021

Parties* (?)

RdIR 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 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 checked="" type="checkbox"/> Other prequalified vendor |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

5/1/2021

Contract Term End Date* (?)

8/31/2021

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

Fiscal Year* (?)

2021

Amount* (?)

\$ 3,650.00

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 * (?)

Contracting with RdLR for conceptual design for relocation of SE Pharmacy. Services are expanding and Pharmacy size cannot be increased in the current location.

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 - architectural services

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

Yes No Unknown

Please provide the HUB status *

MBE - Minority Owned Business, includes Asian, Black, Hispanic and Native American.

Community Partnership * (?)

Yes No Unknown

Supporting Documentation Upload (?)

Rdlr SE Pharmacy.pdf 456.86KB

Vendor/Contractor Contact Person

Name *

RdlR Architects / Daniel Ortiz

Address *

Street Address

800 Sampson Street #104

Address Line 2

City

Houston

Postal / Zip Code

77003-3329

State / Province / Region

TX

Country

US

Phone Number *

7138683121

Email *

dortiz@rdlr.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1858	\$ 3,650.00	557001

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

Provide Rate and Rate Descriptions if applicable* (?)

see attached proposal

Project WBS (Work Breakdown Structure* (?)

n/a

Requester Name	Submission Date
HARPER, SARAH A	4/30/2021

Budget Manager Approval(s) 

Approved by



Approval Date

4/30/2021

Procurement Approval 

Approved by

 Sign

Approval Date

Contract Owner Approval 

Approved by



Approval Date

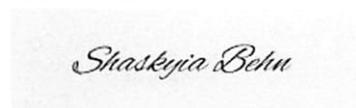
4/30/2021

Contracts Approval

Approve*

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

Approved by*



Approval Date*

4/30/2021



Executive Contract Summary

Contract Section


Contractor*

Smithco Construction

Contract ID #*

2021-0111

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/20/2021

Parties* (?)

Smithco Construction 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* (?)

4/1/2021

Contract Term End Date* (?)

8/31/2021

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

Fiscal Year* (?)

2021

Amount* (?)

\$ 10,150.00

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* (?)

contracting with Smithco Construction for replacement of old hail damaged roof at 5707 Warm Springs

\$9,150.00 per quote plus \$1,000.00 contingency = \$10,150.00

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

Dec 2020 painting

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 (?)

Smithco Westbury Quote-1291.pdf	521.94KB
Smithco Construction exp 11_10_2021.pdf	45.5KB
SmithCo Construction.pdf	1.05MB

Vendor/Contractor Contact Person

Name*

Smithco Construction / Macy Smith

Address*

Street Address

1907 Blake Road, Unit B

Address Line 2

City

Sugar Land

Postal / Zip Code

77478-2501

State / Province / Region

TX

Country

US

Phone Number*

2817663000

Email*

smithcoconstruction@yahoo.com

Budget Section 

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1126	\$ 10,150.00	900040
Budget Manager	Secondary Budget Manager	
BROWN, ERICA S.	CAMPBELL, RICARDO	

Provide Rate and Rate Descriptions if applicable* (?)

see attached quote

\$9,150.00 per quote plus \$1,000.00 contingency =

\$10,150.00

Project WBS (Work Breakdown Structure* (?)

FM21.1126.11

Requester Name

HARPER, SARAH A

Submission Date

3/29/2021

Budget Manager Approval(s) 

Approved by

Erica Brown

Approval Date

3/29/2021

Procurement Approval 

Approved by

Sharon Brauner

Approval Date

3/29/2021

Contract Owner Approval 

Approved by

Todd McCorquodale

Approval Date

3/29/2021

Contracts Approval

Approve*

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

Approved by*

Shaskya Behu

Approval Date*

3/30/2021



**Due Diligence Project PUR-FY21-0163
Warm Springs Roof Replacement**

Purchasing received a request from Facility Services on Tuesday, March 9, 2021, for Warm Springs Roof Replacement at 5707 Warm Springs Rd. Houston, TX 77035

Two (2) vendor quotes were received:

SmithCo Construction - \$9,150.00
Precision Roof Crafters - \$28,543.38

SmithCo Construction and Precision Roof Crafters are not Historically Underutilized Business (HUB)

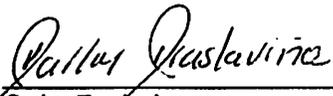
Facility Services' recommendation is to move forward with the vendor that has the lowest price.

SmithCo Construction

NTE: (Not to Exceed) \$9,150.00
Contingency: \$1,000.00
Total NTE: \$10,150.00

Funding Source is Unit 1126, GL Account# 900040

Submitted By:

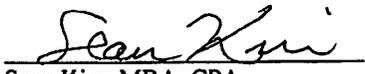


Carlos Traslavina
Purchasing Buyer I

Recommended By:



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



Sean Kim, MBA, CPA
Chief Financial and Administrative Officer

EXHIBIT F-21

May 2021

RENEWALS UNDER 50k

**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/FY2022. 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#:	7741
New Database ID#:	
Contractor Name:	Feedtrail
Service (brief description):	License Software for administering and monitoring Consumer satisfaction surveys
Contract NTE (your current budget):	\$22,387.00
Responsible Staff Person:	Tolu Fashola
Rate(s)/Rate(s) Description:	
Unit(s) Served:	1130
G/L Code(s):	551002
FY20 Purchase Order Number:	CT140577

B. EVALUATION OF FY20/21 PERFORMANCE:

1. Have there been any significant performance deficiencies within FY20/FY21? (Y)___ (N) X.
2. Were Services delivered as specified in the contract? (Y) X (N) ___.
3. Did Contractor perform duties in a manner consistent with standards of the profession? (Y) X (N) ___.
4. Did Contractor adhere to the contracted schedule (if applicable)? (Y) X (N) ___.
5. Were reports, billing and/or invoices submitted in a timely manner? (Y) X (N) ___.
6. Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency? (Y) X (N) ___.
7. Did Contractor render services consistent with Agency policy and procedures? (Y) X (N) ___.
8. Maintained legally required standards for certification, licensure, and/or training? (Y) X (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/FY2022 with this Contractor? (Y) X (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.]

RECEIVED APR 21 2021

D. RENEWAL INFORMATION FOR FY2020/FY2021:

Please provide the NTE for FY21/FY22 \$20,887. FY21/FY22 Rate(s) _____ UNIT 1130
 GL CODE 551002.

Off-Cycle Breakdown Funding Period if Applicable		Contract Amount
FY21	1130	\$22,387
FY22	1130	\$20,887
FY23		

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

FY 2021/FY 2022 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) X
2. Will the scope of the Services change? (Y) _____ or (N) X
3. Is the payment deadline different than net (30)? If so, please provide the due date net 45 [i.e. net 45, net 10].
4. Are there any changes in the Performance Targets change? (Y) _____ or (N) X
5. Are there any changes to the Submission deadlines for notes or supporting documentation? (Y) _____ or (N) X

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 Dr. Sylvia Muzquiz.

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

APPROVALS:

Budget Manager: Ricardo Campbell (Printed Name)

Ricardo Campbell (Signature). REQUIRED

Contract Owner/Department Head: Tolu Fashola (Printed Name)

Tolu Fashola (Signature). REQUIRED

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

EXHIBIT F-22

May 2021

AMENDMENTS UNDER 50k

FY20 AMENDMENTS		*CROSS FISCAL YEAR AMENDMENTS			*MULTI-YEAR AMENDMENTS						
CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	PREVIOUS AMOUNT	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS		
ADMINISTRATION											
1	GenSolutions LLC	No	Maintenance and Inspection Services for Generators	\$14,521.13	\$12,000.00	\$26,521.13	09/01/20- 08/31/21	GR	Competitive Bid	To amend the contract by adding funds for additional services at 6160 South Loop East location in the amount of \$4,584.74, and \$4,462.75 for repairs completed at 9401 Southwest Freeway and \$2,952.51 for Contingency for the remainder of the fiscal year. Total: \$12,000.00	
2	Legal Files Software, Inc.	No	Software for Legal Case Management	\$31,444.00	\$4,727.00	\$36,171.00	09/01/20- 08/31/21	GR	RFP	This Amendment is to increase the current PO# CT140488 by \$4,727.00 to pay invoice #12871 in the amount of \$4,727.00 for FY21 Maintenance and Software Services for unit 1110 as a result of a shortfall of funds on the PO to cover all cost. Currently both units 1119 and 1110 pay from the same PO.	
CRISIS SERVICES											
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											
CRISIS SERVICES											
FORENSICS											



Executive Contract Summary

Contract Section

Contractor*

GenSolutions

Contract ID #*

7385

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/18/2021

Parties* (?)

GenSolutions 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 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 |

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*

\$ 14,521.13

Increase Not to Exceed*

\$ 12,000.00

Revised Total Not to Exceed (NTE)*

\$ 26,521.13

Fiscal Year* (?) 2021 **Amount*** (?) \$ 26,521.13

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 money to the contract to add for services at 6160 S Loop East - \$4584.74 at 1869 (building code) for repairs done at 9401 Southwest Freeway - \$4462.75 at 1817 (building code) and for contingency for the rest of the contract for \$2952.51

Contract Owner*
Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

we believe 9/1/2018 to present - service on generators

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

GenSolutions 1869 invoices.pdf	1.23MB
GenSolutions 1817 invoices.pdf	111.6KB

Vendor/Contractor Contact Person

Name*
GenSolutions / Ken Dean

Address*
Street Address
14519 East Freeway

Address Line 2

City Houston State / Province / Region TX

Postal / Zip Code 77015-6463 Country US

Phone Number*
2816437000

Email*

kdean@gensolutions.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1899	\$ 12,000.00	557001
Budget Manager BROWN, ERICA S.		Secondary Budget Manager CAMPBELL, RICARDO

Provide Rate and Rate Descriptions if applicable* (?)

see attached quotes and info in justification

Project WBS (Work Breakdown Structure* (?)

n/a

Requester Name	Submission Date
HARPER, SARAH A	4/16/2021

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

4/19/2021

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

4/19/2021

Contracts Approval

Approve*

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

Approved by*

Shasthya Behu

Approval Date*

4/19/2021





Executive Contract Summary

Contract Section

Contractor*

Legal File Software Inc.

Contract ID #*

6298

Presented To*

- Resource Committee
 Full Board

Date Presented*

5/18/2021

Parties* (?)

The HARRIS CENTER for Mental Health and IDD and Legal Files Software, Inc.

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 (?)

December 14, 2014- evergreen- Funding on cycle

Current Contract Amount*

\$ 31,444.00

Increase Not to Exceed*

\$ 4,727.00

Revised Total Not to Exceed (NTE)*

\$ 36,171.00

Fiscal Year* (?)

2021

Amount* (?)

\$ 36,171.00

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 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* (?)

This Amendment is to increase CT140488 by \$4727.00 to pay invoice # 12871 in the amount of \$4,727.00 for FY21 Maintenance and Software Services for unit 1110 as a result of a shortfall of funds on the PO to cover all cost. Currently both units 1119 and 1110 pay from the same PO.

Contract Owner*

Silvia Tiller

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

This is an Evergreen contract since December 14, 2014.

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

Yes No Unknown

Please provide an explanation*

Contractor does not meet criteria of having more than 51% ownership by a minority, women or veteran.

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)**Vendor/Contractor Contact Person****Name***

Joe Wheeler

Address *

Street Address

801 South Durkin Drive

Address Line 2

City

Springfield

State / Province / Region

Illinois

Postal / Zip Code

62704

Country

United States

Phone Number *

1-800-500-0537

Email *

joe@legalfiles.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1119	\$ 4,727.00	553002

Budget Manager

CAMPBELL, RICARDO

Secondary Budget Manager

BROWN, ERICA S.

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure* (?)

N/A

Requester Name

TILLER, SILVIA T

Submission Date

4/22/2021

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

4/22/2021

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Silvia Tiller

Approval Date

4/26/2021

Contracts Approval

Approve*

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

Approved by*

Shaskyia Behn

Approval Date*

4/26/2021

EXHIBIT F-23

May 2021

**Affiliation Agreements, Grants,
MOU's and Revenues
Information Only**



Executive Contract Summary

Contract Section


Contractor*

San Jacinto College

Contract ID #*

2021-0118

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/20/2021

Parties* (?)

The Harris Center for Mental Health and IDD and San Jacinto College's Nursing Program

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 |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

5/1/2021

Contract Term End Date* (?)

5/31/2026

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

Fiscal Year* (?)

2021

Amount* (?)

\$ 0.00

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 agreement will allow students enrolled in San Jacinto College's Nursing program to complete clinical rotations with The Harris Center for Mental Health and IDD. Nursing students are required to complete clinical hours in a variety of settings as required by the state Board of Nursing. The students will utilize the skills they have developed in school while also adhering to the agency's policies and procedures.

Contract Owner*

Lesleigh Robertson

Previous History of Contracting with Vendor/Contractor*

- Yes No Unknown

Please add previous contract dates and what services were provided*

Current agreement executed February 2021 with San Jacinto College for their psych tech program.

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

- Yes No Unknown

Please provide an explanation*

School is not a HBCU

Community Partnership* (?)

- Yes No Unknown

Specify Name*

San Jacinto College

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Tyra Rideaux

Address*

Street Address

5800 Uvalde Road

Address Line 2

City

Houston

Postal / Zip Code

77049

State / Province / Region

TX

Country

US

Phone Number*

281-998-6150 ext 7743

Email*

Tyra.Rideaux@sjcd.edu

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1108	\$ 0.00	N/A
Budget Manager BROWN, ERICA S.	Secondary Budget Manager CAMPBELL, RICARDO	

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure* (?)

N/A

Requester Name

MCGILL, VALERIE R

Submission Date

4/9/2021

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

4/9/2021

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Lesleigh Robertson

Approval Date

4/15/2021

Contracts Approval

Approve*

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

Approved by *

Shasthya Behn

Approval Date *

4/15/2021



Executive Contract Summary

Contract Section


Contractor*

Texas Southern University

Contract ID #*

2021-0121

Presented To*

- Resource Committee
 Full Board

Date Presented*

5/18/2021

Parties* (?)

The Harris Center for Mental Health and IDD and Texas Southern University's Department of Counseling

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 |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

5/1/2021

Contract Term End Date* (?)

5/31/2021

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

Fiscal Year* (?)

2021

Amount* (?)

\$ 0.00

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 agreement will allow students enrolled in the Department of Counseling through the College of Education at Texas Southern University to complete their clinical placements including practicum and internship with The Harris Center for Mental Health and IDD. The students are expected to utilize the skills that they have been taught while adhering to the policies and procedures set forth by the agency.

Contract Owner*

Lesleigh Robertson

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Please provide the HUB status*

HUB - State.

Community Partnership* (?)

Yes No Unknown

Specify Name*

Texas Southern University

Supporting Documentation Upload (?)

TSU_InternshipManual_MED_Rev1.doc 699.5KB

Vendor/Contractor Contact Person

Name*

Deborah Wilson

Address*

Street Address

3100 Cleburne Street

Address Line 2

Roderick R. Paige Building, Room 225

City

Houston

Postal / Zip Code

77004-4501

State / Province / Region

TX

Country

US

Phone Number*

713-313-7766

Email*

deborah.wilson@tsu.edu

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1108	\$ 0.00	N/A
Budget Manager	Secondary Budget Manager	
BROWN, ERICA S.	CAMPBELL, RICARDO	

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure* (?)

N/A

Requester Name	Submission Date
MCGILL, VALERIE R	4/26/2021

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

4/26/2021

Procurement Approval

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Lestigh Robertson

Approval Date

4/27/2021

Contracts Approval

Approve*

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

Approved by*

Shaskyia Behn

Approval Date*

4/27/2021

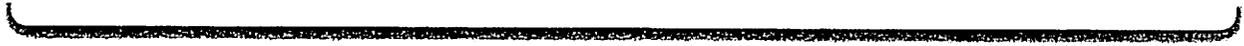


EXHIBIT F-24

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