



The Harris Center for Mental Health and IDD
9401 Southwest Freeway Houston, TX 77074
Steve Schnee Conference Room# 104

Full Board Meeting
April 26, 2022
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 Tuesday, March 22, 2022
(*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. Approve FY2022 Year-to-Date Budget Report – March
(*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*)
 - D. Audit Committee Report and/or Action
(*L. Moore, Chair*)
- VI. CONSENT AGENDA**
 - A. Approve FY'22 Year-to-Date Budget Report-March
(*EXHIBIT F-3 Sean Kim*)
 - B. April 2022 New Contracts Over 50K
(*EXHIBIT F-4 Silvia Tiller*)
 - C. April 2022 Contract Amendments Over 50K
(*EXHIBIT F-5 Silvia Tiller*)
 - D. April 2022 Contract Renewals Over 50K
(*EXHIBIT F-6 Silvia Tiller*)
 - E. Authorization to pay TMC 2022 Maintenance Security Assessment
(*EXHIBIT F-7 Sean Kim*)
 - F. Recommendation No. 427R-Cynthia Fannin representing Richmond SSLC
(*EXHIBIT F-8 Michael Downey*)
 - G. Recommendation 428R-Glen Urbach representing Down Syndrome Assoc. of Houston
(*EXHIBIT F-9 Michael Downey*)

- H. Recommendation No. 429R-Janice Jackson representing Humble
ISD
(EXHIBIT F-10 Michael Downey)

VII. REVIEW AND TAKE ACTION

- A. Energy Supplier for The Harris Center
(EXHIBIT F-11 James, Eggebrecht, Todd McCorquodale, Silvia Tiller)
- B. Board Approval of Contract award for Neuropsychiatric Center (NPC)
Site Renovation Competitive Sealed Proposal (CSP); Project# PUR-
FY22-0207
(Sean Kim)
- C. Board Approval to Increase Budget for Neuropsychiatric Center
(NPC) Renovations
(Sean Kim)
- D. Procurement and Contracts Initiative
(EXHIBIT F-12 Michelle Morris)
- E. Chief Executive Officer Signature Authority
(Kendra Thomas, Sean Kim, Wayne Young)
- F. Civic Initiative Project: Board Approval of Contract Amendments
(Kendra Thomas, Sean Kim, Wayne Young)

VIII. BOARD CHAIR'S REPORT

IX. EXECUTIVE SESSION

- **As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.**

- **In accordance with §551.074 of the Texas Government Code, to deliberate about the evaluation and duties of the Harris Center Board of Trustees. S. Zakaria and Dan Snare**

X. RECONVENE INTO OPEN SESSION

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

XII. INFORMATION ONLY

- A. April 2022 New Contracts Under 50K
(EXHIBIT F-13)
- B. April 2022 Contract Renewals Under 50K
(EXHIBIT F-14)
- C. April 2022 Contract Amendments Under 50K
(EXHIBIT F-15)

- D. April 2022 Affiliation Agreements, Grants, MOU's and Revenues-
Information Only
(EXHIBIT F-16)
- E. Q1+Q2 FY2022 COVID-19 PPE & Supplies Vendor List
(EXHIBIT F-17)
- F. Q1+Q2 FY2022 Supplier Diversity
(EXHIBIT F-18)
- G. Q1+Q2 FY2022 Financials by Clinic + NPC
(EXHIBIT F-19)
- H. Q1+Q2 FY 2022 Revenue Management Metrics
(EXHIBIT F-20)
- I. Approved IDD-PAC Minutes on November 2, 2021
(EXHIBIT F-21)
- J. Approved IDD-PAC Minutes on December 7, 2021
(EXHIBIT F-22)
- K. Approved IDD-PAC Minutes on February 1, 2022
(EXHIBIT F-23)
- L. Abbreviations List
(EXHIBIT F-24)

XIII. 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: March 22, 2022

**TRUSTEES
IN ATTENDANCE:** Mr. Shaukat Zakaria, Chair
Dr. George Santos, Vice Chairperson
Dr. Lois Moore, Vice Chairperson
Mr. Gerald Womack, Secretary
Mr. Jim Lykes
Robin Gearing PhD-Videoconference

TRUSTEES ABSENT: Judge Bonnie Hellums, Sheriff E. Gonzalez

I. Declaration of Quorum

Mr. Shaukat Zakaria, Chairperson, called the meeting to order at 9:34 a.m. noting that a quorum of the Board was in attendance.

II. Public Comments

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

III. Approval of Minutes

MOTION BY: WOMACK SECOND: LYKES

With unanimous affirmative votes

BE IT RESOLVED the Minutes of the Regular Board of Trustees meeting held on Tuesday, February 15, 2022 as presented under Exhibit F-1, are approved.

IV. Chief Executive Officer's Report was provided by CEO Wayne Young

Mr. Young provided a Chief Executive Officer report to the Board.

V. Committee Reports and Action were presented by the respective chairs:

- A. Resource Committee Report and/or Action- G. Womack, Chair
 - 1. FY’22 Year-to-Date Budget Report- February
- B. Quality Committee Report and/or Action- G. Santos, Chair

VI. Consent Agenda

- A. Approve FY’21 Year-to-Date Budget Report-February
- B. March 2022 New Contracts Over 50K
- C. March 2022 Contract Amendments Over 50K
- D. March 2022 Interlocal Agreements
- E. March 2022 Contract Ratifications Over 50K

MOTION: Dr. Santos moved to approve Consent Agenda items A through E.

SECOND: Womack seconded the motion

BE IT RESOLVED, with unanimous affirmative vote, Consent Agenda items A through E were approved agenda items.

VII. Review and Comment

- A. **Strategic Plan Update**, presented by Wayne Young was reviewed by the Full Board Committee.

VIII. Board Chair’s Report- Mr. Zakaria provided his Board Chair’s report. Mr. Zakaria reported Mr. Massey Villareal has been appointed by the Commissioner’s Court to serve on the Harris Center Board of Trustees. He has met with Mr. Zakaria and Mr. Young to discuss his service on the Board. Mr. Villareal participated in New Board member training with Harris Center staff.

IX. Executive Session -

At 10:46 a.m. Chairperson Mr. Shaukat Zakaria announced the Board would enter into Executive Session for the following reasons:

- **As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.**
- **As authorized by §551.071 of the Texas Government Code, consultation with attorney on a matter related to financing of property and lines of credit 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 the Open Meetings Act.

- **As authorized by §551.071 of the Texas Government Code, consultation with attorney on a matter related to Board governance 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 the Open Meetings Act.**

XI. Reconvene into Open Session

At 11:48 a.m., the Board of Trustees reconvened into open session.

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

No action was taken as a result of the Executive Session.

XIII. ADJOURN

MOTION: SANTOS SECOND: WOMACK

Motion passed with unanimous affirmative votes.

The meeting was adjourned at 11:49AM.

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 Seventh Month and Year to Date Ended March 31, 2022

Fiscal Year 2022

Presented to the Resource Committee of the Board of Trustees on April 19, 2022

The Harris Center for Mental Health & IDD

April 19, 2022

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

The monthly financial report for March 31, 2022 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 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 Officer

The Harris Center for Mental Health and IDD
Financial Summary
For the Seventh Month and Year to Date Ended March 31, 2022

Month (,000)			
	Actual	Budget	Variance
Revenues	\$ 21,173	\$ 21,774	\$ (601)
Expenditures	<u>30,105</u>	<u>25,706</u>	<u>(4,398)</u>
Excess of Revenues over (under) Expenditures before Other Sources	<u>\$ (8,932)</u>	<u>\$ (3,933)</u>	<u>\$ (4,999)</u>

Year-to-date (,000)			
	Actual	Budget	Variance
Excess of Revenues over (under) Expenditures after Other Sources	<u>\$ 972</u>	<u>\$ 213</u>	<u>\$ 759</u>

The Harris Center for Mental Health and IDD
Comparison of Revenue and Expenses - Actual to Budget
For the Seventh Month and Year to Date Ended March 31, 2022

	Month Ended March 31, 2022				Seven Months Ended March 31, 2022			
	Actual	Budget	Variance		Actual	Budget	Variance	
			Favorable or (Unfavorable)				Favorable or (Unfavorable)	
		\$	%	\$	%	\$	%	
Total Revenues:								
Harris County and Local	\$ 5,170,609	\$ 4,664,159	\$ 506,450	11%	\$ 32,371,487	\$ 32,659,754	\$ (288,267)	-1%
PAP / Samples	736,589	1,025,909	(289,320)	-28%	5,135,693	7,181,307	(2,045,614)	-28%
Interest	15,208	4,166	11,042	265%	45,610	29,162	16,448	56%
State General	9,854,858	9,869,233	(14,375)	0%	69,218,369	69,094,044	124,325	0%
State Grants	1,129,214	1,298,931	(169,717) c	-13%	7,656,340	9,092,518	(1,436,178)	-16%
Federal Grants	1,924,177	2,041,360	(117,183) d	-6%	19,312,171	14,893,984	4,418,187	30%
3rd party billings	2,342,128	2,869,818	(527,690) e	-18%	15,258,688	18,735,645	(3,476,957)	-19%
Total Revenue	21,172,783	21,773,576	(600,793) f	-3%	148,998,358	151,686,414	(2,688,056)	-2%
Total Expenses:								
Salaries and Fringe	22,158,512	17,869,368	(4,289,144) g	-24%	127,893,145	123,334,662	(4,558,483)	-4%
Travel	146,139	154,933	8,794	6%	594,025	1,391,618	797,593	57%
Contracts and Consultants	1,700,828	1,825,540	124,712	7%	12,309,023	12,782,220	473,197	4%
HGPC Contract	2,317,441	2,369,793	52,352	2%	16,264,436	16,588,551	324,115	2%
Supplies and Drugs	1,168,661	1,363,086	194,425	14%	7,848,937	9,541,434	1,692,497	18%
Equipment (Purch, Rent, Maint)	515,835	513,951	(1,884)	0%	3,090,017	3,791,276	701,259	18%
Building (Purch, Rent, Maint)	893,258	554,441	(338,817) h	-61%	3,851,259	3,936,628	85,369	2%
Vehicle (Purch, Rent, Maint)	49,976	37,258	(12,718)	-34%	337,739	261,596	(76,143)	-29%
Telephone and Utilities	283,046	243,507	(39,539)	-16%	1,857,572	1,741,916	(115,656)	-7%
Insurance, Legal, Audit	130,909	144,850	13,941	10%	1,072,069	1,099,823	27,754	3%
Other	737,825	579,592	(158,233) i	-27%	3,676,019	4,111,882	435,863	11%
Claims Denials	2,388	50,037	47,649	95%	62,208	351,004	288,796	82%
Total Expenses	30,104,818	25,706,356	(4,398,462) j	-17%	178,856,449	178,932,610	76,161	0%
Excess of Revenues over (under)								
Expenditures before Other Sources	(8,932,035) a	(3,932,780)	(4,999,255)		(29,858,091)	(27,246,196)	(2,611,895)	
Funds from other sources:								
Use of fund balance - CapEx	603,828	-	603,828		2,376,887	-	2,376,887	
Use of fund balance - COVID-19	-	-	-		982,500	-	982,500	
Fund Balance DSRIP	432,754	432,754	-		3,127,587	3,127,587	-	
Waiver 1115 Revenues	3,700,177	3,700,177	-		24,331,835	24,331,835	-	
DSRIP Transition	-	-	-		-	-	-	
COVID-19 FMAP Allocation	-	-	-		-	-	-	
Insurance Proceeds	1,303	-	1,303		11,627	-	11,627	
Proceeds from Sale of Assets	-	-	-		-	-	-	
Excess of Revenues over (under)								
Expenditures after Other Sources	\$ (4,193,973)	\$ 200,151	\$ (4,394,124)		\$ 972,345	\$ 213,226	\$ 759,119	

The Harris Center for Mental Health and IDD
Comparative Balance Sheet
As of March 31, 2022

	Ending Balance		Increase/(Decrease)	
	February 28, 2022	March 31, 2022	March	
Assets				
Cash and Cash Equivalents	\$ 108,090,727	\$ 114,410,431	\$ 6,319,704	a
Inventory - includes RX	274,347	269,160	(5,187)	b
Prepaid Expenses	9,686,074	1,926,292	(7,759,782)	c
A/R Medicaid, Medicare, 3rd Party	14,453,261	14,836,207	382,946	
Less Bad Debt Reserve	(6,905,823)	(6,905,823)	-	
A/R Other	15,941,539	16,679,300	737,761	d
A/R DSRIP	14,180,182	17,089,921	2,909,739	
Total Current Assets	<u>155,720,307</u>	<u>158,305,488</u>	<u>2,585,181</u>	
Land	6,432,036	6,432,036	-	
Building	25,773,792	25,389,494	(384,298)	
Building Improvements	21,621,995	21,153,240	(468,755)	
Furniture and Fixtures	7,634,469	6,919,872	(714,597)	
Vehicles	1,569,768	1,569,768	-	
Construction in Progress	17,846,681	18,450,509	603,828	
Total Property, Plant & Equipment	<u>80,878,741</u>	<u>79,914,919</u>	<u>(963,822)</u>	
TOTAL ASSETS	<u>\$ 236,599,048</u>	<u>\$ 238,220,407</u>	<u>\$ 1,621,359</u>	
Liabilities and Fund Balance				
Unearned Income	\$ 17,139,366	\$ 26,098,820	\$ 8,959,454	e
Accrued Payroll and Accounts Payables	25,890,346	24,745,307	(1,145,039)	f
Current Portion Long Term Debt	-	-	-	
Total Current Liabilities	<u>43,029,712</u>	<u>50,844,127</u>	<u>7,814,415</u>	
State Escheatment Payable	41,270	42,011	741	
Total Non Current Liabilities	<u>41,270</u>	<u>42,011</u>	<u>741</u>	
TOTAL LIABILITIES	<u>43,070,982</u>	<u>50,886,138</u>	<u>7,815,156</u>	
General Fund Balance	17,892,061	17,897,828	5,767	g
Nonspendable				
Investment in Inventories	274,347	269,160	(5,187)	
Investment In Fixed Assets	80,878,741	79,914,919	(963,822)	h
Assigned:				
Current Capital Projects	18,851,488	18,247,660	(603,828)	i
Future Purchases of Real Property and IT Infrastructure	1,365,842	1,365,842	-	
Self Insurance	2,000,000	2,000,000	-	
ECI Building Use	361,664	361,664	-	
Waiver 1115	60,979,184	60,546,430	(432,754)	j
COVID-19 eFMAP Reserve	904,067	904,067	-	
Compensated Absences	4,854,354	4,854,354	-	
Total	<u>188,361,748</u>	<u>186,361,924</u>	<u>(1,999,824)</u>	
Year to Date Excess Revenues over (under) Expenditures	5,166,318	972,345	(4,193,973)	
TOTAL FUND BALANCE	<u>193,528,066</u>	<u>187,334,269</u>	<u>(6,193,797)</u>	
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 236,599,048</u>	<u>\$ 238,220,407</u>	<u>\$ 1,621,359</u>	

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Reports
For Month and Year to Date Ended March 31, 2022

- I. Comparison of Revenue and Expenses
- a. For the month of March 2022, the seventh month of the fiscal year, the Harris Center is reporting excess Expenditures over Revenues of \$8,932,035.
 - b. The year-to-date amount translates to Excess Revenues over Expenditures of \$972,345 after use of fund balance, fund balance CapEx, fund balance DSRIP, Waiver 1115 revenues and insurance proceeds are considered.
 - c. State Grants are unfavorable to budget by \$169,717 due to timing of construction expenses related to the Healthy Community Grant.
 - d. Federal grants are unfavorable to budget by \$117,183 due to revised revenue allocations for timing of expenses for the Federal ARPA Harris County grant.
 - e. Third Party Billings are unfavorable to budget by \$527,690.
 - f. Total Revenue is unfavorable to budget by \$600,793.
 - g. Salaries and Fringe Benefits are unfavorable to budget by \$4,289,144 due to expenses associated with grants awarded after original budget was approved by the Board and expenses incurred for the phase 3 HR comp rollout.
 - h. Building is unfavorable to budget by \$338,817 due to expenses for Board approved capital projects funded from reserves.
 - i. Other is unfavorable to budget due to expenses associated with the TANF Pandemic Assistance grant which was awarded after the Board approved original budget.
 - j. Total Expenses are unfavorable to budget by \$4,398,462.

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Statements
For Month and Year to Date Ended March 31, 2022

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 because of operations.

	Ending Balance		Increase (Decrease)
	2/28/2022	3/31/2022	March
Cash-General Fund Bank of America	\$ 6,667,250	\$ 6,666,632	\$ (618)
Cash-General Fund Chase	37,963,609	39,112,455	1,148,846
Cash-BOA ACH Vendor	579,078	456,273	(122,805)
Cash-FSA-Discovery	217,166	194,675	(22,491)
Cash-Pharmacy Chase	112	2,188	2,076
Petty Cash	5,700	5,700	-
Investments-TexPool General Fund	1,001,791	1,001,922	131
Investments-TexPool Self Insurance	2,289,413	2,289,712	299
Investments-TexPool Prime	31,328,943	26,635,205	(4,693,738)
Investments-Texas Class	28,037,665	38,045,669	10,008,004
	<u>\$ 108,090,727</u>	<u>\$ 114,410,431</u>	<u>\$ 6,319,704</u>

- b. Inventory normally does not significantly change from month to month. The balance is normally 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)
	2/28/2022	3/31/2022	March
Inventory-Central Supplies	\$ 28,052	\$ 28,052	\$ -
Supplies Used	(18,888)	(24,075)	(5,187)
Inventory-Drugs	265,183	265,183	-
Total Inventory	<u>\$ 274,347</u>	<u>\$ 269,160</u>	<u>\$ (5,187)</u>

- c. Prepaid Expenses decreased due to amortization of prepaid insurance and HCPC Activity.

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Statements
For Month and Year to Date Ended March 31, 2022

II. Comparative Balance Sheet (continued)

d. Accounts Receivable increased in March.

	Ending Balance		Increase (Decrease)
	2/28/2022	3/31/2022	March
Villas at Bayou Park	60,433	60,433	-
Pear Grove	39,937	39,937	-
Pasadena Cottages	79,167	84,639	5,472
Employee	-	-	-
Pecan Village	4,401	4,401	-
Acres Homes Garden	94,096	94,321	225
General Accounts Receivable	1,142,233	110,937	(1,031,296)
Pharmacy PBM	595	4,546	3,951
Harris County Projects	855,113	1,127,721	272,608
Harris County Juvenile Probation	449,237	289,060	(160,177)
Harris County Community Supervision	541,220	948,603	407,383
Harris County Sheriff's Department	2,798,200	4,063,823	1,265,623
ICFMR	158,715	188,896	30,181
TCOOMMI-Special Needs	751,025	611,500	(139,525)
TDCJ-Parole	143,500	102,500	(41,000)
TDCJ-Substance Abuse	84,518	66,668	(17,850)
TCOOMMI-Juvenile	244,044	170,463	(73,581)
Jail Diversion	1,695,297	1,911,538	216,241
ECI	314,096	752,977	438,881
ECI Respite	949	1,293	344
ECI SNAP	18,196	20,207	2,011
Federal CHH Navigation	181,403	185,069	3,666
Federal Aot	119,296	174,989	55,693
PATH-Mental Health Block Grant	231,129	246,276	15,147
MH Block Grant-Coordinated Specialty Care	127,619	138,571	10,952
TANF PEAFF	-	121,083	121,083
DSHS SAPT Block Grant	227,953	220,478	(7,475)
Enhanced Community Coordinator	97,177	64,852	(32,325)
Subtotal, A/R-Other	\$ 10,459,550	\$ 11,805,781	\$ 1,346,232

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Statements
For Month and Year to Date Ended March 31, 2022

II. Comparative Balance Sheet (continued)

d. Accounts Receivable Other (Continued)

	Ending Balance		Increase (Decrease)
	2/28/2022	3/31/2022	March
DSHS Mental Health First Aid	\$ 25,482	\$ 41,845	\$ 16,363
HHSC ZEST-Zero Suicide	38,258	40,207	1,949
HCC Open Door	314,606	342,264	27,659
HCS	22,416	22,416	-
Tx Home Living Waiver	301,618	308,318	6,700
Federal DSHS Disaster Assistance	219,333	218,583	(750)
DPP-BHS	2,624,219	1,657,578	(966,641)
Helpline Contracts	247,881	78,139	(169,742)
City of Houston-CCSI	50,537	50,537	-
City of Houston-DMD	20,663	10,332	(10,331)
City of Houston-911 CCD Amended	60,079	87,264	27,185
A/R - HHSC Projects	1,548,997	2,016,036	467,039
Local TCDD C19 Vac Stipend	7,900	-	(7,900)
Grand Total A/R - Other	\$ 15,941,539	\$ 16,679,300	\$ 737,761

- e. Unearned Income increased due to receipt of 3rd Quarter DSHS payment from the State.
- f. Accrued Payroll and Accounts Payable decreased because of payment timing related to accounts payable, payroll, and employee fringe benefit liabilities.
- g. General Fund Balance increased due to operations.
- h. Investment in Fixed Assets Fund Balance decreased due to book adjustments for retirement of various assets.
- i. Current Capital Projects decreased due to expenses related to Board approved Capex projects.
- j. Waiver 1115 Reserves decreased due to use of budgeted DSRIP reserves for operations.
- k. Days of Operations in Reserve for Total Agency is 129 days versus 149 days for the prior month.

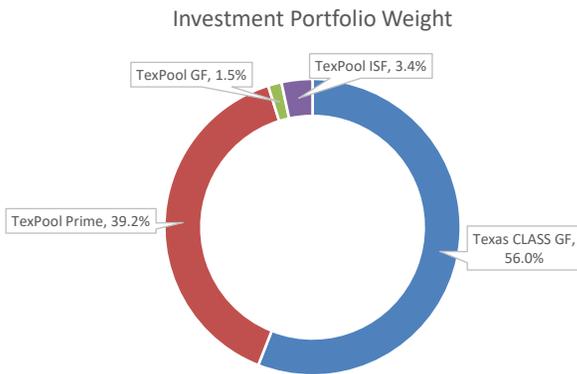
III. Investment Portfolio

- a. Total investments as of March 31, 2022 are \$67,972,508 of which 100% is in government pools. (Texas Class 56% and TexPool 44%)
- b. Investments this month yielded interest income of \$14,696.

The Harris Center for Mental Health and IDD
 Investment Portfolio
 March 31, 2022

Local Government Investment Pools (LGIPs)

	Beginning Balance	Transfer In	Transfer Out	Interest Income	Ending Value	Portfolio %	Yield
<i>Texas CLASS</i>							
Texas CLASS General Fund	\$ 28,037,665	\$ 10,000,000	\$ -	\$ 8,004	\$ 38,045,669	56.0%	0.287%
<i>TexPool</i>							
TexPool Prime	31,328,943	\$ -	\$ (4,700,000)	6,262	26,635,205	39.2%	0.272%
TexPool General Fund	1,001,791			131	1,001,922	1.5%	0.154%
TexPool Internal Service Fund	2,289,413			299	2,289,712	3.4%	0.154%
<i>TexPool Sub-Total</i>	<i>34,620,148</i>	<i>-</i>	<i>(4,700,000)</i>	<i>6,692</i>	<i>29,926,840</i>	<i>44.0%</i>	<i>0.259%</i>
Total Investments	\$ 62,657,813	\$ 10,000,000	\$ (4,700,000)	\$ 14,696	\$ 67,972,508	100%	0.274%



3 Month Weighted Average Maturity (Days) **1.00**
3 Month Weighted Average Yield of The Harris Center Investment Portfolio **0.161%**
3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks) **0.086%**

This Investment Portfolio Report of The Harris Center for Mental Health and IDD as of March 31, 2022 is in compliance with the Public Funds Investment Act (PFIA), Chapter 2256 of the Texas Government Code and the Investment Strategy approved by the Board of Trustees.

The Harris Center for Mental Health and IDD
 Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits

Report for March 2022

Vendor	Description	Monthly Not-To-Exceed*	Mar-22	YTD Total Through March
Lincoln Financial Group	Retirement Funds (401a, 403b, 457)	\$2,400,000	\$1,719,635	\$11,114,274
Blue Cross Blue Shield of TX	Health and Dental Insurance	\$2,600,000	\$2,243,088	\$6,366,621

* As established by the Board Resolution: Harris Center Board of Trustees Signature Authorization and Delegation Authority for Certain Items effective February 22, 2022.

Note: Non-employee portion of February payments of Liabilities for Employee Benefits = 10% of Expenditures.

EXHIBIT F-3



The Harris Center for Mental Health and IDD

Financial Report
For the Seventh Month and Year to Date Ended March 31, 2022

Fiscal Year 2022

Presented to the Resource Committee of the Board of Trustees on April 19, 2022

The Harris Center for Mental Health & IDD

April 19, 2022

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

The monthly financial report for March 31, 2022 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 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 Officer

The Harris Center for Mental Health and IDD
Financial Summary
For the Seventh Month and Year to Date Ended March 31, 2022

Month (,000)			
	Actual	Budget	Variance
Revenues	\$ 21,173	\$ 21,774	\$ (601)
Expenditures	<u>30,105</u>	<u>25,706</u>	<u>(4,398)</u>
Excess of Revenues over (under) Expenditures before Other Sources	<u>\$ (8,932)</u>	<u>\$ (3,933)</u>	<u>\$ (4,999)</u>

Year-to-date (,000)			
	Actual	Budget	Variance
Excess of Revenues over (under) Expenditures after Other Sources	<u>\$ 972</u>	<u>\$ 213</u>	<u>\$ 759</u>

The Harris Center for Mental Health and IDD
Comparison of Revenue and Expenses - Actual to Budget
For the Seventh Month and Year to Date Ended March 31, 2022

	Month Ended March 31, 2022				Seven Months Ended March 31, 2022			
	Actual	Budget	Variance		Actual	Budget	Variance	
			Favorable or (Unfavorable)				Favorable or (Unfavorable)	
		\$	%	\$	%	\$	%	
Total Revenues:								
Harris County and Local	\$ 5,170,609	\$ 4,664,159	\$ 506,450	11%	\$ 32,371,487	\$ 32,659,754	\$ (288,267)	-1%
PAP / Samples	736,589	1,025,909	(289,320)	-28%	5,135,693	7,181,307	(2,045,614)	-28%
Interest	15,208	4,166	11,042	265%	45,610	29,162	16,448	56%
State General	9,854,858	9,869,233	(14,375)	0%	69,218,369	69,094,044	124,325	0%
State Grants	1,129,214	1,298,931	(169,717) c	-13%	7,656,340	9,092,518	(1,436,178)	-16%
Federal Grants	1,924,177	2,041,360	(117,183) d	-6%	19,312,171	14,893,984	4,418,187	30%
3rd party billings	2,342,128	2,869,818	(527,690) e	-18%	15,258,688	18,735,645	(3,476,957)	-19%
Total Revenue	21,172,783	21,773,576	(600,793) f	-3%	148,998,358	151,686,414	(2,688,056)	-2%
Total Expenses:								
Salaries and Fringe	22,158,512	17,869,368	(4,289,144) g	-24%	127,893,145	123,334,662	(4,558,483)	-4%
Travel	146,139	154,933	8,794	6%	594,025	1,391,618	797,593	57%
Contracts and Consultants	1,700,828	1,825,540	124,712	7%	12,309,023	12,782,220	473,197	4%
HGPC Contract	2,317,441	2,369,793	52,352	2%	16,264,436	16,588,551	324,115	2%
Supplies and Drugs	1,168,661	1,363,086	194,425	14%	7,848,937	9,541,434	1,692,497	18%
Equipment (Purch, Rent, Maint)	515,835	513,951	(1,884)	0%	3,090,017	3,791,276	701,259	18%
Building (Purch, Rent, Maint)	893,258	554,441	(338,817) h	-61%	3,851,259	3,936,628	85,369	2%
Vehicle (Purch, Rent, Maint)	49,976	37,258	(12,718)	-34%	337,739	261,596	(76,143)	-29%
Telephone and Utilities	283,046	243,507	(39,539)	-16%	1,857,572	1,741,916	(115,656)	-7%
Insurance, Legal, Audit	130,909	144,850	13,941	10%	1,072,069	1,099,823	27,754	3%
Other	737,825	579,592	(158,233) i	-27%	3,676,019	4,111,882	435,863	11%
Claims Denials	2,388	50,037	47,649	95%	62,208	351,004	288,796	82%
Total Expenses	30,104,818	25,706,356	(4,398,462) j	-17%	178,856,449	178,932,610	76,161	0%
Excess of Revenues over (under)								
Expenditures before Other Sources	(8,932,035) a	(3,932,780)	(4,999,255)		(29,858,091)	(27,246,196)	(2,611,895)	
Funds from other sources:								
Use of fund balance - CapEx	603,828	-	603,828		2,376,887	-	2,376,887	
Use of fund balance - COVID-19	-	-	-		982,500	-	982,500	
Fund Balance DSRIP	432,754	432,754	-		3,127,587	3,127,587	-	
Waiver 1115 Revenues	3,700,177	3,700,177	-		24,331,835	24,331,835	-	
DSRIP Transition	-	-	-		-	-	-	
COVID-19 FMAP Allocation	-	-	-		-	-	-	
Insurance Proceeds	1,303	-	1,303		11,627	-	11,627	
Proceeds from Sale of Assets	-	-	-		-	-	-	
Excess of Revenues over (under)								
Expenditures after Other Sources	\$ (4,193,973)	\$ 200,151	\$ (4,394,124)		\$ 972,345	\$ 213,226	\$ 759,119	

The Harris Center for Mental Health and IDD
Comparative Balance Sheet
As of March 31, 2022

	Ending Balance		Increase/(Decrease)	
	February 28, 2022	March 31, 2022	March	
Assets				
Cash and Cash Equivalents	\$ 108,090,727	\$ 114,410,431	\$ 6,319,704	a
Inventory - includes RX	274,347	269,160	(5,187)	b
Prepaid Expenses	9,686,074	1,926,292	(7,759,782)	c
A/R Medicaid, Medicare, 3rd Party	14,453,261	14,836,207	382,946	
Less Bad Debt Reserve	(6,905,823)	(6,905,823)	-	
A/R Other	15,941,539	16,679,300	737,761	d
A/R DSRIP	14,180,182	17,089,921	2,909,739	
Total Current Assets	<u>155,720,307</u>	<u>158,305,488</u>	<u>2,585,181</u>	
Land	6,432,036	6,432,036	-	
Building	25,773,792	25,389,494	(384,298)	
Building Improvements	21,621,995	21,153,240	(468,755)	
Furniture and Fixtures	7,634,469	6,919,872	(714,597)	
Vehicles	1,569,768	1,569,768	-	
Construction in Progress	17,846,681	18,450,509	603,828	
Total Property, Plant & Equipment	<u>80,878,741</u>	<u>79,914,919</u>	<u>(963,822)</u>	
TOTAL ASSETS	<u>\$ 236,599,048</u>	<u>\$ 238,220,407</u>	<u>\$ 1,621,359</u>	
Liabilities and Fund Balance				
Unearned Income	\$ 17,139,366	\$ 26,098,820	\$ 8,959,454	e
Accrued Payroll and Accounts Payables	25,890,346	24,745,307	(1,145,039)	f
Current Portion Long Term Debt	-	-	-	
Total Current Liabilities	<u>43,029,712</u>	<u>50,844,127</u>	<u>7,814,415</u>	
State Escheatment Payable	41,270	42,011	741	
Total Non Current Liabilities	<u>41,270</u>	<u>42,011</u>	<u>741</u>	
TOTAL LIABILITIES	<u>43,070,982</u>	<u>50,886,138</u>	<u>7,815,156</u>	
General Fund Balance	17,892,061	17,897,828	5,767	g
Nonspendable				
Investment in Inventories	274,347	269,160	(5,187)	
Investment In Fixed Assets	80,878,741	79,914,919	(963,822)	h
Assigned:				
Current Capital Projects	18,851,488	18,247,660	(603,828)	i
Future Purchases of Real Property and IT Infrastructure	1,365,842	1,365,842	-	
Self Insurance	2,000,000	2,000,000	-	
ECI Building Use	361,664	361,664	-	
Waiver 1115	60,979,184	60,546,430	(432,754)	j
COVID-19 eFMAP Reserve	904,067	904,067	-	
Compensated Absences	4,854,354	4,854,354	-	
Total	<u>188,361,748</u>	<u>186,361,924</u>	<u>(1,999,824)</u>	
Year to Date Excess Revenues over (under) Expenditures	5,166,318	972,345	(4,193,973)	
TOTAL FUND BALANCE	<u>193,528,066</u>	<u>187,334,269</u>	<u>(6,193,797)</u>	
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 236,599,048</u>	<u>\$ 238,220,407</u>	<u>\$ 1,621,359</u>	

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Reports
For Month and Year to Date Ended March 31, 2022

- I. Comparison of Revenue and Expenses
- a. For the month of March 2022, the seventh month of the fiscal year, the Harris Center is reporting excess Expenditures over Revenues of \$8,932,035.
 - b. The year-to-date amount translates to Excess Revenues over Expenditures of \$972,345 after use of fund balance, fund balance CapEx, fund balance DSRIP, Waiver 1115 revenues and insurance proceeds are considered.
 - c. State Grants are unfavorable to budget by \$169,717 due to timing of construction expenses related to the Healthy Community Grant.
 - d. Federal grants are unfavorable to budget by \$117,183 due to revised revenue allocations for timing of expenses for the Federal ARPA Harris County grant.
 - e. Third Party Billings are unfavorable to budget by \$527,690.
 - f. Total Revenue is unfavorable to budget by \$600,793.
 - g. Salaries and Fringe Benefits are unfavorable to budget by \$4,289,144 due to expenses associated with grants awarded after original budget was approved by the Board and expenses incurred for the phase 3 HR comp rollout.
 - h. Building is unfavorable to budget by \$338,817 due to expenses for Board approved capital projects funded from reserves.
 - i. Other is unfavorable to budget due to expenses associated with the TANF Pandemic Assistance grant which was awarded after the Board approved original budget.
 - j. Total Expenses are unfavorable to budget by \$4,398,462.

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Statements
For Month and Year to Date Ended March 31, 2022

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 because of operations.

	Ending Balance		Increase (Decrease)
	2/28/2022	3/31/2022	March
Cash-General Fund Bank of America	\$ 6,667,250	\$ 6,666,632	\$ (618)
Cash-General Fund Chase	37,963,609	39,112,455	1,148,846
Cash-BOA ACH Vendor	579,078	456,273	(122,805)
Cash-FSA-Discovery	217,166	194,675	(22,491)
Cash-Pharmacy Chase	112	2,188	2,076
Petty Cash	5,700	5,700	-
Investments-TexPool General Fund	1,001,791	1,001,922	131
Investments-TexPool Self Insurance	2,289,413	2,289,712	299
Investments-TexPool Prime	31,328,943	26,635,205	(4,693,738)
Investments-Texas Class	28,037,665	38,045,669	10,008,004
	<u>\$ 108,090,727</u>	<u>\$ 114,410,431</u>	<u>\$ 6,319,704</u>

- b. Inventory normally does not significantly change from month to month. The balance is normally 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)
	2/28/2022	3/31/2022	March
Inventory-Central Supplies	\$ 28,052	\$ 28,052	\$ -
Supplies Used	(18,888)	(24,075)	(5,187)
Inventory-Drugs	265,183	265,183	-
Total Inventory	<u>\$ 274,347</u>	<u>\$ 269,160</u>	<u>\$ (5,187)</u>

- c. Prepaid Expenses decreased due to amortization of prepaid insurance and HCPC Activity.

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Statements
For Month and Year to Date Ended March 31, 2022

II. Comparative Balance Sheet (continued)

d. Accounts Receivable increased in March.

	Ending Balance		Increase (Decrease)
	2/28/2022	3/31/2022	March
Villas at Bayou Park	60,433	60,433	-
Pear Grove	39,937	39,937	-
Pasadena Cottages	79,167	84,639	5,472
Employee	-	-	-
Pecan Village	4,401	4,401	-
Acres Homes Garden	94,096	94,321	225
General Accounts Receivable	1,142,233	110,937	(1,031,296)
Pharmacy PBM	595	4,546	3,951
Harris County Projects	855,113	1,127,721	272,608
Harris County Juvenile Probation	449,237	289,060	(160,177)
Harris County Community Supervision	541,220	948,603	407,383
Harris County Sheriff's Department	2,798,200	4,063,823	1,265,623
ICFMR	158,715	188,896	30,181
TCOOMMI-Special Needs	751,025	611,500	(139,525)
TDCJ-Parole	143,500	102,500	(41,000)
TDCJ-Substance Abuse	84,518	66,668	(17,850)
TCOOMMI-Juvenile	244,044	170,463	(73,581)
Jail Diversion	1,695,297	1,911,538	216,241
ECI	314,096	752,977	438,881
ECI Respite	949	1,293	344
ECI SNAP	18,196	20,207	2,011
Federal CHH Navigation	181,403	185,069	3,666
Federal Aot	119,296	174,989	55,693
PATH-Mental Health Block Grant	231,129	246,276	15,147
MH Block Grant-Coordinated Specialty Care	127,619	138,571	10,952
TANF PEAFF	-	121,083	121,083
DSHS SAPT Block Grant	227,953	220,478	(7,475)
Enhanced Community Coordinator	97,177	64,852	(32,325)
Subtotal, A/R-Other	\$ 10,459,550	\$ 11,805,781	\$ 1,346,232

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Statements
For Month and Year to Date Ended March 31, 2022

II. Comparative Balance Sheet (continued)

d. Accounts Receivable Other (Continued)

	Ending Balance		Increase (Decrease)
	2/28/2022	3/31/2022	March
DSHS Mental Health First Aid	\$ 25,482	\$ 41,845	\$ 16,363
HHSC ZEST-Zero Suicide	38,258	40,207	1,949
HCC Open Door	314,606	342,264	27,659
HCS	22,416	22,416	-
Tx Home Living Waiver	301,618	308,318	6,700
Federal DSHS Disaster Assistance	219,333	218,583	(750)
DPP-BHS	2,624,219	1,657,578	(966,641)
Helpline Contracts	247,881	78,139	(169,742)
City of Houston-CCSI	50,537	50,537	-
City of Houston-DMD	20,663	10,332	(10,331)
City of Houston-911 CCD Amended	60,079	87,264	27,185
A/R - HHSC Projects	1,548,997	2,016,036	467,039
Local TCDD C19 Vac Stipend	7,900	-	(7,900)
Grand Total A/R - Other	\$ 15,941,539	\$ 16,679,300	\$ 737,761

- e. Unearned Income increased due to receipt of 3rd Quarter DSHS payment from the State.
- f. Accrued Payroll and Accounts Payable decreased because of payment timing related to accounts payable, payroll, and employee fringe benefit liabilities.
- g. General Fund Balance increased due to operations.
- h. Investment in Fixed Assets Fund Balance decreased due to book adjustments for retirement of various assets.
- i. Current Capital Projects decreased due to expenses related to Board approved Capex projects.
- j. Waiver 1115 Reserves decreased due to use of budgeted DSRIP reserves for operations.
- k. Days of Operations in Reserve for Total Agency is 129 days versus 149 days for the prior month.

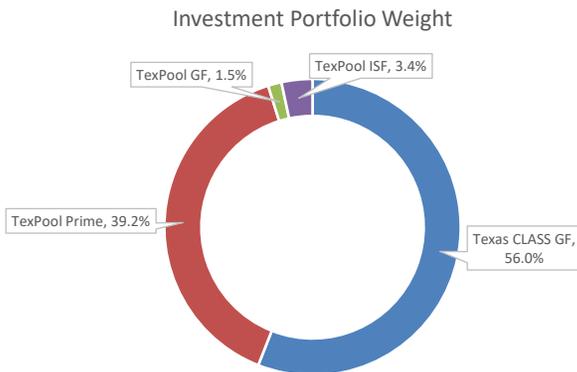
III. Investment Portfolio

- a. Total investments as of March 31, 2022 are \$67,972,508 of which 100% is in government pools. (Texas Class 56% and TexPool 44%)
- b. Investments this month yielded interest income of \$14,696.

The Harris Center for Mental Health and IDD
 Investment Portfolio
 March 31, 2022

Local Government Investment Pools (LGIPs)

	Beginning Balance	Transfer In	Transfer Out	Interest Income	Ending Value	Portfolio %	Yield
Texas CLASS							
Texas CLASS General Fund	\$ 28,037,665	\$ 10,000,000	\$ -	\$ 8,004	\$ 38,045,669	56.0%	0.287%
TexPool							
TexPool Prime	31,328,943	\$ -	\$ (4,700,000)	6,262	26,635,205	39.2%	0.272%
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<i>TexPool Sub-Total</i>	<i>34,620,148</i>	<i>-</i>	<i>(4,700,000)</i>	<i>6,692</i>	<i>29,926,840</i>	<i>44.0%</i>	<i>0.259%</i>
Total Investments	\$ 62,657,813	\$ 10,000,000	\$ (4,700,000)	\$ 14,696	\$ 67,972,508	100%	0.274%



3 Month Weighted Average Maturity (Days) **1.00**
3 Month Weighted Average Yield of The Harris Center Investment Portfolio **0.161%**
3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks) **0.086%**

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The Harris Center for Mental Health and IDD
 Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits

Report for March 2022

Vendor	Description	Monthly Not-To-Exceed*	Mar-22	YTD Total Through March
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Blue Cross Blue Shield of TX	Health and Dental Insurance	\$2,600,000	\$2,243,088	\$6,366,621

* As established by the Board Resolution: Harris Center Board of Trustees Signature Authorization and Delegation Authority for Certain Items effective February 22, 2022.

Note: Non-employee portion of February payments of Liabilities for Employee Benefits = 10% of Expenditures.

EXHIBIT F-4

April 2022

NEW CONTRACTS OVER 50k



Executive Contract Summary

Contract Section ▲

Contractor*

Set Solutions

Contract ID #*

2022-0376

Presented To*

- Resource Committee
- Full Board

Date Presented*

4/19/2022

Parties* (?)

Set Solutions 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
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

- | | |
|--|---|
| <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 checked="" type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

5/2/2022

Contract Term End Date* (?)

4/30/2025

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

3 year

Fiscal Year* (?)

2022

Amount* (?)

\$ 90,138.60

Fiscal Year* (?)

2023

Amount* (?)

\$ 79,001.10

Fiscal Year* (?)

2024

Amount* (?)

\$ 79,001.10

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* (?)

Illumio Core Visibility and Segmentation SaaS - Micro-segmentation is a security technique that breaks data centers and cloud environments into segments down to the individual workload level. Organizations implement micro-segmentation to reduce attack surface, achieve regulatory compliance, and contain breaches.

Training and Support

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

FY22 - CyberArk PAM
 FY20 - EDR Software

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

Yes No Unknown

Please provide an explanation*

N/A

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Set Solutions DIR - 3Y -109023-Illumio ARR-AAAQ8750-01.pdf	184.74KB
CDW Illumio - 3-16-2022.pdf	117.66KB
Critical Start Q-26140 - Illumio - 3 YR, Paid Annually.pdf	23.98KB
Free IT 13807 - Illumio 3yr - 20220315.pdf	43.79KB
Illumio Direct Q-13660 - Illumio_HarrisCenter_3 Year_Final (1).pdf	24.75KB

Vendor/Contractor Contact Person



Name*

Teresa Cheney

Address *

815 Walker Street

Suite 550

Houston

TX

77002

United States

Phone Number *

7139566600

Email *

tcheney@setsolutions.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1147	\$ 90,138.60	900022
Budget Manager	Secondary Budget Manager	
Brown, Erica	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable * (?)

N/A

Project WBS (Work Breakdown Structure) * (?)

Year 1 - IT21_1147_13 - \$90,138.60

Year 2 - 1130 CUF - \$79001.10

Year 3 - 1130 CUF - \$79001.10

Requester Name

Hurst, Richard

Submission Date

3/23/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

3/23/2022

Approved by

Ricardo Campbell

Approval Date

3/23/2022

Procurement Approval

File Upload (?)

Approved by

Sharon Brauner

Approval Date

3/29/2022

Contract Owner Approval



Approved by

Mustafa Cochunwala

Approval Date

3/29/2022

Contracts Approval

Approve*

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

Approved by*

Shaskyia Belu

Approval Date*

3/29/2022

EXHIBIT F-5

April 2022
AMENDMENTS OVER 50k

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	PREVIOUS NTE AMOUNT	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	FY22/23 AMENDMENTS									
	ADMINISTRATION									
1	Allen Austin Lowe and Powers Inc. dba Allen Austin Global Executive Search	No	Interim Leadership and Consulting Services	\$48,000.00	\$25,900.00	\$73,900.00	02/07/22- 05/29/22	GR	2254 Qualification	This Amendment is to extend the contract term and to increase the NTE to cover extension period for HR Interim role.
2	Foreign & Sign Language Translation (Master Pool)	No	Sign Language/ Interpretation Translation	\$504,991.00	\$26,400.00	\$531,391.00	09/01/21- 08/31/22	GR	RFP/Consumer Driven	This Amendment is to increase funds in various MH units to continue to provide interpretation services to consumers with a language barrier.
3	Ascend HR Corp	No	Agency-Wide Recruitment Services as-needed for Human Resources.	\$349,000.00	\$10,500.00	\$359,500.00	09/01/21- 08/31/22	GR	N/A	This Amendment is to add Unit #1110 Legal Services #1110 as a separate Paralegal search project under the same contract and to increase the total NTE by \$10,500.00
4	Cardinal Health	No	Remote Order Pharmacy Support Services	\$72,000.00	\$0.00	\$72,000.00	04/01/22- 03/31/23	GR	RFQuote	This Agreement is to allow access to 4 ambulatory clinic pharmacy site data in Epic Willow ambulatory to answer after hours questions from patients as an on call pharmacist resource. The on call pharmacist resource is a requirement from our Pharmacy Benefit Manager partners to our patients for the Pharmacy Billing Go-Live Project. The Agency expect a very low number of call for this purpose. The charge is \$3.25 per patient phone call, same as per order over 730 line items. (No change in NTE amount).
5	CareFusion Solutions, LLC	No	Software License, Equipment & Support Services	\$63,472.00	\$54.00	\$63,526.00	09/01/21- 08/31/22	GR	N/A	This Amendment is to increase funds to cover a rate increase effective 04/01/22, for the license, maintenance and support of PYXIS Pharmacy equipment.
6	Knight Security Systems, LLC	No	Agency-Wide Access Control and Other System Related Services including Pharmacy Intrusion Alarm Monitoring Services	\$145,000.00	\$20,000.00	\$165,000.00	09/01/21- 08/31/26	GR	RFP	This Amendment is to increase the NTE to replenish contingency funds for the remainder of FY22 contract.
7	Psychiatric Recruitment/Placement (Master Pool)	No	Permanent Placement & Psychiatric Recruitment for Locum Tenens, Locum Tenens Coverage, PA's & Advanced Nurse Practitioners	\$200,000.00	\$225,000.00	\$425,000.00	09/01/21- 08/31/22	GR	Consumer Driven	This Amendment is to increase the NTE to pay for continued use of Locum Tenens Providers for the remainder of FY22.
8	Safeway, Inc.	No	Pharmacy Drug Dispensing Services	\$50,000.00	\$50,000.00	\$100,000.00	09/01/21- 08/31/23	GR	RFP	This Amendment is to meet the pharmacy drug dispensing services plan increased needs and provide specialized packaging for ACT team patients with Medicaid, Medicare Part D or private insurance.
	CPEP/CRISIS SERVICES									
	FORENSICS									
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES									



Executive Contract Summary

Contract Section



Contractor*

Allen Austin Lowe & Powers Inc. d/b/a Allen Austin Global Executive Search

Contract ID #*

2002-0346

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/19/2022

Parties* (?)

Allen Austin Lowe and Powers Inc. d/b/a Allen Austin Global Executive Search 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
 SOW-Change Order-Amendment#
 Other

Procurement Method(s)*

- | | |
|--|---|
| <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 2254 Qualifications |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

2/7/2022

Contract Term End Date* (?)

5/29/2022

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

Current Contract Amount*

\$ 48,000.00

Increase Not to Exceed*

\$ 25,900.00

Revised Total Not to Exceed (NTE) *

\$ 73,900.00

Fiscal Year* (?)

2022

Amount* (?)

\$ 73,900.00

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* (?)

Interim Leadership and Consulting Services to continue David Wykes interim role in Human Resources

Contract Owner*

Wayne Young

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

2/7/2022 to 3/7/2022

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person



Name*

Allen Austin Lowe and Powers Inc. d/b/a Allen Austin Global Executive Search

Address *

4801 Woodway Drive

Suite 130W

Houston

TX

77056-1884

United States

Phone Number *

8326542087

Email *

acretu@allenaustin.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1101	\$ 25,900.00	592000

Budget Manager

Brown, Erica

Secondary Budget Manager

Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable * (?)

\$175.00 Per Hour up to a maximum of (37) hours per week
or \$6500 total spent whichever is less.

Project WBS (Work Breakdown Structure) * (?)

n/a

Requester Name

Franco, Veronica

Submission Date

4/1/2022

Budget Manager Approval(s)

Approved by

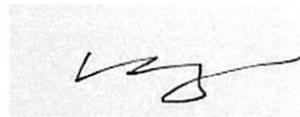


Approval Date

4/5/2022

Contract Owner Approval

Approved by



Approval Date

4/5/2022

Contracts Approval

Approve*

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

Approved by*

Shaskeyia Behm

Approval Date*

4/5/2022

Contract Section **Contractor***

Translation and Interpretation Master Pool Contract

Contract ID #*

7212

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/19/2022

Parties* (?)

The Harris Center, Language Line, Nightingale, Universe Translation, Visual Language Professionals, and CrabTree

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
 SOW-Change Order-Amendment#
 Other

Procurement Method(s)*

- | | |
|--|---|
| <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 checked="" type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

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

Current Contract Amount*

\$ 504,991.00

Increase Not to Exceed*

\$ 26,400.00

Revised Total Not to Exceed (NTE)*

\$ 531,391.00

Fiscal Year* (?)

2022

Amount* (?)

\$ 531,391.00

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* (?)

Increasing budget for MH units (2212 - \$10,000, 2214 - \$4,600, 2215 - \$7,000, 4323 \$4,000, 4736 - \$ 800) only in order to continue to provide interpretation services to consumers with a language barrier

Contract Owner*

Anthony Robinson

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

Doing business with interpretation vendors since 2018

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Daniel Poma

Address *

Lower Ragsdale Dr

Building 2

Monterey CA

93940 US

Phone Number*

831-648-5404

Email*

dpoma@languageline.com

Budget Section



Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2212	\$ 10,000.00	543018

Budget Manager	Secondary Budget Manager
Shelby, Debbie	Loera, Angelica

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2214	\$ 4,600.00	543018

Budget Manager	Secondary Budget Manager
Shelby, Debbie	Loera, Angelica

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2215	\$ 7,000.00	543018

Budget Manager	Secondary Budget Manager
Shelby, Debbie	Loera, Angelica

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
4323	\$ 4,000.00	543018

Budget Manager	Secondary Budget Manager
Shelby, Debbie	Loera, Angelica

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
4836	\$ 800.00	543018

Budget Manager	Secondary Budget Manager
Adams-Austin, Mamie	Shelby, Debbie

Provide Rate and Rate Descriptions if applicable* (?)

In-Person – 2 hr. minimum - \$90
In-Person – Intake 4 hrs. - \$180
Over the Phone Interpretation – per min – Spanish \$0.70
Over the Phone Interpretation–per min–Other Languages \$1.24
Video – 1 hr. minimum - \$47
See contract for additional rates for sign language

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name: Mackinney, Eggl
Submission Date: 3/25/2022

Budget Manager Approval(s)

Approved by

Approval Date
3/25/2022

Approved by

Approval Date
3/25/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Approval Date
3/25/2022

Contracts Approval

Approve*

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

Approved by*

Approval Date*
3/29/2022



Executive Contract Summary

Contract Section



Contractor*

Ascend HR Corp

Contract ID #*

2021-0209

Presented To*

- Resource Committee
- Full Board

Date Presented*

4/19/2022

Parties* (?)

The Harris Center
Ascend HR Corp

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
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

- | | |
|---|--|
| <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* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

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

Current Contract Amount*

\$ 349,000.00

Increase Not to Exceed*

\$ 10,500.00

Revised Total Not to Exceed (NTE) *

\$ 359,500.00

Fiscal Year* (?)

2022

Amount* (?)

\$ 10,500.00

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* (?)

Amending contract to include Legal Services #1110 for Paralegal Position Project

Contract Owner*

Lesleigh Robertson

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person



Name *

Leah Ramsey

Address *

20333 STATE HIGHWAY 249 STE 200

HOUSTON

TEXAS

77070

United States

Phone Number *

281-940-5057

Email*

leah@ascendhrcorp.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1110	\$ 10,500.00	592000
Budget Manager Erica S. Brown		Secondary Budget Manager Ricardo Campbell

Provide Rate and Rate Descriptions if applicable* (?)

NA

Project WBS (Work Breakdown Structure)* (?)

NA

Requester Name

Christina A. Gerardo

Submission Date

3/7/2022

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

3/8/2022

Contract Owner Approval

Approved by

Lesleigh Robertson

Approval Date

3/9/2022

Contracts Approval

Approve*

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

Approved by*

Shaskyia Behn

Approval Date*

3/9/2022



Executive Contract Summary

Contract Section



Contractor*

Cardinal Health

Contract ID #*

7828

Presented To*

- Resource Committee
- Full Board

Date Presented*

4/19/2022

Parties* (?)

Cardinal Health and The Harris Center for Mental Health and IDD

Agenda Item Submitted For:* (?)

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

Procurement Method(s)*

- | | |
|--|--|
| <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* (?)

4/1/2022

Contract Term End Date* (?)

3/31/2023

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

Current Contract Amount*

\$ 72,000.00

Increase Not to Exceed*

\$ 0.00

Revised Total Not to Exceed (NTE)*

\$ 72,000.00

Fiscal Year* (?)

2022

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* (?)

And to allow for access to 4 ambulatory clinic pharmacy site data in Epic Willow ambulatory to answer after hours questions from patients as an on call pharmacist resource. On call pharmacist resource is a requirement from our Pharmacy Benefit Manager partners to our patients for the Pharmacy Billing Go-Live Project. We expect a very low number of calls for this purpose. Charging \$3.25 per patient phone call, same as per order over 730 line items.

Contract Owner*

Angela Babin

Previous History of Contracting with Vendor/Contractor*

- Yes
- No
- Unknown

Please add previous contract dates and what services were provided*

Pharmacy After hours order verification and resource to CPEP services inpatient areas.

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

- Yes
- No
- Unknown

Community Partnership* (?)

- Yes
- No
- Unknown

Supporting Documentation Upload (?)

Harris Center for Mental Health_LOA_2022-02-24 (002).pdf

93.3KB

Vendor/Contractor Contact Person

Name*

Conroy Whitely

Address*

13651 Dublin Court

Stafford

TX

77477-4317

United States

Phone Number*

8478871258

Email*

Conroy.Whitely@cardinalhealth.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1135	\$ 0.00	553002

Budget Manager

Ricardo Campbell

Secondary Budget Manager

Erica S. Brown

Provide Rate and Rate Descriptions if applicable* (?)

Charging \$3.25 per patient phone call, same as per order over 730 line items.

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name

Teri K. Gleason

Submission Date

3/4/2022

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

3/4/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Angela Babin

Approval Date

3/4/2022

Contracts Approval

Approve*

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

Approved by*

Shasthya Behn

Approval Date*

3/9/2022



Executive Contract Summary

Contract Section ^

Contractor*

CareFusion Solutions, LLC

Contract ID #*

6048

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/19/2022

Parties* (?)

CareFusion Solutions, LLC & 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
 SOW-Change Order-Amendment#
 Other

Procurement Method(s)*

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

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

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

Current Contract Amount*

\$ 63,472.00

Increase Not to Exceed*

\$ 54.00

Revised Total Not to Exceed (NTE)*

\$ 63,526.00

Fiscal Year* (?)	Amount* (?)
2022	\$ 63,526.00

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 type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other <input type="text" value=""/> |

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

License, Maintenance and Support of PYXIS Pharmacy equipment.
Rate increase effective 04/01/2022.

Contract Owner*

Angela Babin

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

CAREFUSION RATE INCREASE 2022.pdf 800.49KB

Vendor/Contractor Contact Person

Name*

Jeffrey Brannon

Address*

3750 Torrey View Court

San Diego CA

92130-2622 US

Phone Number*

619-218-5417

Email*

Jeff.Brannon2@bd.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9209	\$ 12.00	553001

Budget Manager Oshman, Jodel	Secondary Budget Manager Kornmayer, Kimberly
--	--

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9205	\$ 42.00	553001

Budget Manager Oshman, Jodel	Secondary Budget Manager Kornmayer, Kimberly
--	--

Provide Rate and Rate Descriptions if applicable* (?)

NA

Project WBS (Work Breakdown Structure)* (?)

NA

Requester Name Singh, Patricia	Submission Date 3/15/2022
--	-------------------------------------

Budget Manager Approval(s)

Approved by

Jodel Oshman

Approval Date
3/15/2022

Contract Owner Approval

Approved by

Angela Babin

Approval Date
3/15/2022

Contracts Approval

Approve*

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

Approved by*

Shashyia Behn

Approval Date*
3/15/2022



Executive Contract Summary

Contract Section



Contractor*

Knight Security Systems, LLC

Contract ID #*

2021-0171

Presented To*

- Resource Committee
- Full Board

Date Presented*

4/19/2022

Parties* (?)

Knight Security Systems, LLC and The Harris Center

Agenda Item Submitted For: * (?)

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

Procurement Method(s)*

- | | |
|--|--|
| <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* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2026

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

Current Contract Amount*

\$ 145,000.00

Increase Not to Exceed*

\$ 20,000.00

Revised Total Not to Exceed (NTE)*

\$ 165,000.00

Fiscal Year* (?)	Amount* (?)
2022	\$ 165,000.00

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 <input type="text" value=""/> |

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

Adding money to contract for contingency which has been depleted. Requesting additional funds for remainder of FY22.

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

9/1/2015 to present / access control

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 (?)

Vendor/Contractor Contact Person



Name*

Knight Security Systems, LLC / Jeff Paris

Address*

500 Century Plaza Drive, ste.120

Houston

TX

77073

US

Phone Number*

8327865800

Email*

jparis@knightsecurity.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1899	\$ 20,000.00	553001
Budget Manager Brown, Erica	Secondary Budget Manager Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable* (?)

n/a

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name

Harper, Sarah

Submission Date

3/11/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

3/16/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

3/16/2022

Contracts Approval

Approve*

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

Approved by *

Shaskeyia Belu

Approval Date *

3/17/2022

Contract Section **Contractor***

P-Psychiatric Placement (Locums)

Contract ID #*

6643

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/19/2022

Parties* (?)

The Harris Center for Mental Health and IDD Services and Psychiatric Placement Locum Services

Agenda Item Submitted For: * (?)

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

Procurement Method(s) *

- | | |
|--|---|
| <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 checked="" type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other <input type="text" value="adding unit 2200 for locums svcs"/> |

Funding Information *

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

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

Current Contract Amount*

\$ 200,000.00

Increase Not to Exceed*

\$ 225,000.00

Revised Total Not to Exceed (NTE)*

\$ 425,000.00

Fiscal Year* (?) 2022 Amount* (?) \$ 225,000.00

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 add locum service to existing pool

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

To meet mental health consumer needs, increasing PO #CT141460 by \$225,000 for placement of psychiatric locums.

Contract Owner*

Mike Downey

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

09-01-2019 to 08-31-2020 for MH

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

PO CT141460.pdf 151.66KB, LocumTenens 6643 FY22 Renewal Contract (Fully Executed)-entire.pdf 557.09KB

Vendor/Contractor Contact Person

Name*

Kelly Glenn, Divisional VP - Psychiatry

Address*

2655 Northwinds Parkway

Alpharetta GA

30009 US

Phone Number*

678-992-1406

Email*

srakestrarv@locumtenens.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2200	\$ 225,000.00	540503

Budget Manager

Shelby, Debbie

Secondary Budget Manager

Loera, Angelica

Provide Rate and Rate Descriptions if applicable* (?)

\$265/hour; 40 hours/week

Project WBS (Work Breakdown Structure)* (?)

According to contract agreement

Requester Name

Shelby, Debbie

Submission Date

3/23/2022

Budget Manager Approval(s)

Approved by

Debbie Chambers Shelby

Approval Date

3/23/2022

Contract Owner Approval

Approved by

Michael Downey

Approval Date

3/23/2022

Contracts Approval

Approve*

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

Approved by*

Shaskyia Behn

Approval Date*

3/23/2022



Executive Contract Summary

Contract Section



Contractor*

Safeway Inc.

Contract ID #*

7757

Presented To*

- Resource Committee
- Full Board

Date Presented*

4/19/2022

Parties* (?)

Safeway 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
- SOW-Change Order-Amendment#
- Other

Procurement Method(s) *

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

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

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

Current Contract Amount*

\$ 50,000.00

Increase Not to Exceed*

\$ 50,000.00

Revised Total Not to Exceed (NTE)*

\$ 100,000.00

Fiscal Year* (?) 2022 Amount* (?) \$ 100,000.00

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 meet the pharmacy drug dispensing services plan increased needs and provide specialized packaging for ACT team patients with Medicaid, Medicare Part D or private insurance.

Contract Owner* Angela Babin

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

9.1.2020-8.31.2021

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name* Julie Spier

Address* 14610 Memorial Drive

Houston TX

77079 US

Phone Number* 713.268.3861

Email *

julie.spier@safeway.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1135	\$ 50,000.00	547003
Budget Manager Campbell, Ricardo		Secondary Budget Manager Brown, Erica

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Gleason, Teri

Submission Date

3/16/2022

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

3/16/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Angela Dabir

Approval Date

3/16/2022

Contracts Approval

Approve*

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

Approved by*

Shaskya Belu

Approval Date*

3/17/2022

EXHIBIT F-6

April 2022
RENEWALS OVER 50k

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	FY2021 NTE AMOUNT	FY2022 NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	FY22 CONTRACT RENEWALS								
	ADMINISTRATION								
1	Critical Start	No	Cyber Security, Data Classification and Management Software Subscription (Varonis)	\$279,384.69	\$279,384.69	04/30/22- 04/29/23	GR	Tag-On DIR-TSO-3898	Annual Renewal Agreement of the Varonis Software for Data Classification and Management Software as part of Data Loss Prevention Project.
	CPEP/CRISIS SERVICES								
	FORENSICS								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI								
	LEASES								
	MENTAL HEALTH SERVICES								



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2022

Contract ID#*

7167

Contractor Name*

Critical Start

Service Provided* (?)

Varonis Software - Data Classification and Management Software as part of Data Loss Prevention Project.

Term for Off-Cycle Only*

4/30/2021 - 4/29/2022; 4/30/2022 - 4/29/2023

Procurement Method(s)*

- | | |
|--|--|
| <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 |

Contract NTE* (?)

\$279,384.69

Rate(s)/Rate(s) Description

Quote

Unit(s) Served*

1130

G/L Code(s)*

553002

Current Fiscal Year Purchase Order Number*

FY21 PO CT140984

Contract Requestor*

Wes Farris

Contract Owner*

Mustafa Cochinwala

File Upload (?)

[http][R6OM5NFH0D1BVQ][v][Critical Start - ID 7167 - FY2] (3).pdf	1.62MB
[http][QVO8C04Y0D1FQV][v][Critical Start - ID 7167 - Ame] (2).pdf	767.73KB

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year? *

Yes No

Were Services delivered as specified in the contract? *

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession? *

Yes No

Did Contractor adhere to the contracted schedule? * (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner? * (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency? * (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures? * (?)

Yes No

Maintained legally required standards for certification, licensure, and/or training? * (?)

Yes No

Renewal Determination



Is the contract being renewed for next fiscal year with this Contractor? * (?)

Yes No

Renewal Information for Next Fiscal Year



Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1130	\$ 279,384.69	553002
Budget Manager *	Secondary Budget Manager *	
Ricardo Campbell	Erica S. Brown	

Fiscal Year * (?)	Amount * (?)
2022	\$ 279,384.69

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts
279,384.69

Contract Funding Source *
General Revenue (GR)

Contract Content Changes



Are there any required changes to the contract language? * (?)

Yes No

Will the scope of the Services change?*

Yes No

Is the payment deadline different than net (45)?*

Yes No

Are there any changes in the Performance Targets?*

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation?*

Yes No

File Upload (?)

Contract Owner



Contract Owner* (?)

Mustafa Cochinwala

Budget Manager Approval(s)



Approved by

Ricardo Campbell

Contract Owner Approval



Approved by

Mustafa Cochinwala

Contracts Approval

Approve*

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

Approved by*

Shaskyia Behn

Approval Date*

3/14/2022

EXHIBIT F-7



April 19, 2022

Authorization to pay Texas Medical Center 2022 Maintenance and Security Assessment

The Harris Center's Mental Health Division is requesting approval to pay the 2022 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:

- | | |
|-------------------------------|---------------------|
| • 2022 Maintenance Assessment | \$ 47,931.00 |
| • 2022 Security Assessment | <u>\$ 97,314.00</u> |

TOTAL	\$ 145,245.00
--------------	----------------------

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 Harris County allocation.
- Starting in 2021, TMC institutions are invoiced prior to the services being rendered.
- The 2022 maintenance and security assessment fees were increased by 10% compared to 2021.

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 Officer

EXHIBIT F-8



Intellectual Disabilities Services Division
9401 Southwest Freeway
Houston, Texas 77074
P.O. Box 25381
Phone: (713) 970-3466
Fax: (713) 970-3481

MEMORANDUM

To: Wayne Young, Chief Executive Officer

From: Robert Stakem, Jr., MPM, CPHQ, Deputy Director
Intellectual Disabilities Services Division

Date: February 21, 2022

Subject: Recommendation #427R – Richmond State Supporting Living Center –
Cynthia Fannin

The Intellectual and Developmental Disabilities Planning Advisory Council (IDD-PAC) recommends to The Harris Center the application for Cynthia Fannin as the organization representative for Richmond State Supported Living Center.

Thank you for your consideration of this recommendation.

Attachment: Application for Organization Representative Membership

**THE HARRIS CENTER
9401 Southwest Freeway
Houston, TX 77074**

**INFORMATION FORM FOR ORGANIZATION NOMINEES TO THE
Intellectual and Developmental Disabilities Planning Advisory Council [IDD-PAC]**

Organization representation on The Harris Center Advisory Councils should be one which provides services to or for persons with mental illness, emotional disturbances, Autism or other intellectual and developmental disabilities or an organization which advocates for the interests of persons from the aforementioned disability groups; and/or has demonstrated a commitment and interest in the improvement of services for persons with the aforementioned disabilities.

If your organization is currently a Board-approved member of the Council, disregard PART I and have your designated representative complete PART II.

PART I

Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Fax No.: _____

E-mail Address: _____

Relationship to The Harris Center: _____

We were referred to The Harris Center by: _____

Who will represent your organization on the Advisory Council? _____

(Name and Position in Organization)

Please describe your organization and its support or services for persons with mental disabilities.
Please enclose a copy of your organization's Mission Statement.

Please list your organization's memberships in or affiliation with other professional and/or civic organizations and associations that address the needs of persons with mental disabilities:

PAGE 3 OF 3

Please list your organization's memberships in other professional and/or civic organizations and associations:

Upon submittal of notice to The Harris Center of a desire to be an Advisory Council organization member or to change your representative, you and/or your representative are provided a copy of The Harris Center policy (Board By-Laws) pertaining to Advisory Council membership and the Code of Ethics for review. Your representative is requested to review and sign, on behalf of your organization, a non-conflict of interest statement regarding participation on the Council and commit that your organization and he/she will be guided by the Code of Ethics of the Board of Trustees of The Harris Center. Please include these statements with this information form and return to The Harris Center.

Organization Authorization: Cynthia Fannin Digitally signed by Cynthia Fannin
 Date: 2022.02.07 10:33:53 -06'00'

(Signature of Officer Making Application/Title)

02/07/2022
 (Date)

Please mail the completed application form to: **Cindy Hernandez, Recording Secretary, Intellectual and Developmental Disabilities Planning Advisory Council, The Harris Center, 9401 Southwest Freeway, Houston, Texas 77074.** Or the completed application form may be emailed to alicia.hernandez@theharriscenter.org or faxed to 713-970-3481.

- Attachments:
- What is the Intellectual and Developmental Disabilities Planning Advisory Council?
 - The Harris Center Board By-Laws Regarding Advisory Councils
 - Copy of The Harris Center Code of Ethics
 - Certification of Compliance with Code of Ethics
 - Conflict of Interest Declaration
 - Voluntary Disclosure Statement

**THE HARRIS CENTER ORGANIZATION MEMBERS OF
ADVISORY COUNCILS CERTIFICATION OF
COMPLIANCE WITH
THE HARRIS CENTER'S CODE OF ETHICS**

I, Cynthia Fannin, hereby certify on behalf
of Richmond State Supported Living Center, an organization which is

seeking to hold an organization member slot on the Intellectual and Developmental Disabilities Planning Advisory Council, that we have received and will comply with the Code of Ethics as adopted by the Board of Trustees for The Harris Center, the most recent revision having been adopted in November 1, 2006 by unanimous affirmative vote of the Board.

Cynthia Fannin

Digitally signed by Cynthia Fannin
Date: 2022.02.07 10:34:17 -0800

(Signature of Organization Representative)

Assistant Director of Programs (ADOA)

(Title)

02/07/2022

(Date)

THE HARRIS CENTER CONFLICT OF INTEREST DECLARATION FOR ADVISORY COUNCIL ORGANIZATION MEMBERS

We own no interest in any business, company, or firm which contracts with or sells merchandise or services to The Harris Center, nor does any member of the immediate family of our organization representative.

EXCEPTION:

We are not employed by a business, company, or firm which has a contract with The Harris Center or sells its merchandise or services nor does any member of the immediate family of our organization representative.

EXCEPTION:

We receive no income or payment of any kind from The Harris Center nor does any member of the immediate family* of our organization representative.

EXCEPTION:

We are not employed by The Harris Center nor is any member of our representative's immediate family.

EXCEPTION:

We have no other conflict of interest which would make it undesirable for a representative of our organization to serve on this Advisory Council, nor does any member of the immediate family* of our organization representative.

EXCEPTION:

Advisory Council:

Intellectual and Developmental Disabilities Your Name: Cynthia Fannin

Representing: Richmond State Supported Living Center

Signature: CYNTHIA FANNIN

Date: Cynthia Fannin

Digitally signed by Cynthia Fannin
Date: 2022.02.07 10:54:46 -0500

* Member of immediate family means a relative in the first or second degree, which includes, but is not limited to mother, father, brother, sister, son, daughter, husband, wife, grandmother, grandfather, legally authorized representative.

EXHIBIT F-9



Intellectual Disabilities Services Division
9401 Southwest Freeway
Houston, Texas 77074
P.O. Box 25381
Phone: (713) 970-3466
Fax: (713) 970-3481

MEMORANDUM

To: Wayne Young, Chief Executive Officer

From: Robert Stakem, Jr., MPM, CPHQ, Deputy Director
Intellectual Disabilities Services Division

Date: February 21, 2022

Subject: Recommendation #428R – Down Syndrome Association of Houston –
Glenn Urbach

The Intellectual and Developmental Disabilities Planning Advisory Council (IDD-PAC) recommends to The Harris Center the application for Glenn Urbach as the organization representative for Down Syndrome Association of Houston.

Thank you for your consideration of this recommendation.

Attachment: Application for Organization Representative Membership

**THE HARRIS CENTER
9401 Southwest Freeway
Houston, TX 77074**

**INFORMATION FORM FOR ORGANIZATION NOMINEES TO THE
Intellectual and Developmental Disabilities Planning Advisory Council [IDD-PAC]**

Organization representation on The Harris Center Advisory Councils should be one which provides services to or for persons with mental illness, emotional disturbances, Autism or other intellectual and developmental disabilities or an organization which advocates for the interests of persons from the aforementioned disability groups; and/or has demonstrated a commitment and interest in the improvement of services for persons with the aforementioned disabilities.

If your organization is currently a Board-approved member of the Council, disregard PART I and have your designated representative complete PART II.

PART I

Organization Name: Down Syndrome Association of Houston

Mailing Address: 7115 West Tidwell Road, Building K/Suite 106

City: Houston State: TX Zip code: 77092

Telephone: 713.682.7237 Fax No.: N/A

E-mail Address: glenn.urbach@dсах.org

Relationship to The Harris Center: Member of the IDDNC

We were referred to The Harris Center by: IDDNC

Who will represent your organization on the Advisory Council? Glenn Urbach, Executive Director

(Name and Position in Organization)

Please describe your organization and its support or services for persons with mental disabilities.

Please enclose a copy of your organization's Mission Statement.

DSAH provides lifelong education, support, and resources to individuals with Down Syndrome
their families, and the communities in which they live in.

Please list your organization's memberships in or affiliation with other professional and/or civic organizations and associations that address the needs of persons with mental disabilities:

**THE HARRIS CENTER ORGANIZATION MEMBERS OF
ADVISORY COUNCILS CERTIFICATION OF
COMPLIANCE WITH
THE HARRIS CENTER'S CODE OF ETHICS**

I, Glenn Urbach, hereby certify on behalf

of Down Syndrome Association of Houston, an organization which is

seeking to hold an organization member slot on the Intellectual and Developmental Disabilities Planning Advisory Council, that we have received and will comply with the Code of Ethics as adopted by the Board of Trustees for The Harris Center, the most recent revision having been adopted in November 1, 2006 by unanimous affirmative vote of the Board.



(Signature of Organization Representative)

Executive Director

(Title)

02/03/2022

(Date)

THE HARRIS CENTER CONFLICT OF INTEREST DECLARATION FOR ADVISORY COUNCIL ORGANIZATION MEMBERS

We own no interest in any business, company, or firm which contracts with or sells merchandise or services to The Harris Center, nor does any member of the immediate family of our organization representative.

EXCEPTION:

We are not employed by a business, company, or firm which has a contract with The Harris Center or sells its merchandise or services nor does any member of the immediate family of our organization representative.

EXCEPTION:

We receive no income or payment of any kind from The Harris Center nor does any member of the immediate family* of our organization representative.

EXCEPTION:

We are not employed by The Harris Center nor is any member of our representative's immediate family.

EXCEPTION:

We have no other conflict of interest which would make it undesirable for a representative of our organization to serve on this Advisory Council, nor does any member of the immediate family* of our organization representative.

EXCEPTION:

Advisory Council:

Intellectual and Developmental Disabilities Your Name: Glenn Urbach

Representing: Dowry Syndrome Association of Houston

Signature: 

Date: 2/3 /2022

* Member of immediate family means a relative in the first or second degree, which includes, but is not limited to mother, father, brother, sister, son, daughter, husband, wife, grandmother, grandfather, legally authorized representative.

EXHIBIT F-10



Intellectual Disabilities Services Division
9401 Southwest Freeway
Houston, Texas 77074
P.O. Box 25381
Phone: (713) 970-3466
Fax: (713) 970-3481

MEMORANDUM

To: Wayne Young, Chief Executive Officer

From: Michael Downey, Interim VP of Intellectual Disabilities Services Division

Date: April 7, 2022

Subject: Recommendation #429R – Humble Independent School District –
Janice Jackson

The Intellectual and Developmental Disabilities Planning Advisory Council (IDD-PAC) recommends to The Harris Center the application for Janice Jackson as the organization representative for Humble Independent School District.

Thank you for your consideration of this recommendation.

Attachment: Application for Organization Representative Membership

**THE HARRIS CENTER
9401 Southwest Freeway
Houston, TX 77074**

INFORMATION FORM FOR ORGANIZATION NOMINEES TO THE

Intellectual and Developmental Disabilities Planning Advisory Council [IDD-PAC]

Organization representation on The Harris Center Advisory Councils should be one which provides services to or for persons with mental illness, emotional disturbances, Autism or other intellectual and developmental disabilities or an organization which advocates for the interests of persons from the aforementioned disability groups, and/or has demonstrated a commitment and interest in the improvement of services for persons with the aforementioned disabilities

If your organization is currently a Board-approved member of the Council, disregard PART I and have your designated representative complete PART II.

PART I

Organization Name: _____

Mailing Address _____

City: _____ State: _____ Zip code: _____

Telephone _____ Fax No _____

E-mail Address: _____

Relationship to The Harris Center: _____

We were referred to The Harris Center by _____

Who will represent your organization on the Advisory Council? _____

(Name and Position in Organization)

Please describe your organization and its support or services for persons with mental disabilities
Please enclose a copy of your organization's Mission Statement

Please list your organization's memberships in or affiliation with other professional and/or civic organizations and associations that address the needs of persons with mental disabilities.

PAGE 2 OF 3

PART II

Name Janice Jackson

Mr Mrs Ms Dr Consumer Family Member of Consumer *

Mailing Address 20200 Eastway Village Drive

City Humble State Texas Zip code 77338

Telephone Home _____ Work 2816418391 ext 8391 Cell 713-301-1388

E-Mail Address jajackso@humbleisd.net

Fax No _____ Occupation: Transition Coordinator

Name of Company/Agency Humble ISD

Business Address 20200 Eastway Village Drive

City Humble State Texas Zip code 77338

As an organization representative, I understand the organization I represent must be a Harris Center Board-approved organization appropriate to the specific Advisory Council which provides services to or for persons with mental illness, emotional disturbances, or intellectual and developmental disabilities

I am being nominated by Humble ISD
(Organization Name)

Organization Authorization Youshawanna Hunt, Humble ISD Director of Programs
(Signature of Officer Making Nomination/Title)

Why do you want to be a member of the Advisory Council?
The council will allow me to grow my knowledge of outside supports available to youths with disabilities. The information I receive can be passed on to our families at Humble ISD.

What special interests, talents, or experience do you feel you bring to the Advisory Council?
My knowledge of Special Education and my experience with Transition Services allows me to create a positive and collaborative environment with families of students with disabilities. I have 13 years of experience in the area of transition services.

The Advisory Council meets one time per month during workday hours. Are you available to attend these monthly meetings on a regular basis?
 Yes No If no, please explain _____

* Member of immediate family means a relative in the first or second degree, which includes, but is not limited to mother, father, brother, sister, son, daughter, husband, wife, grandmother, grandfather, legally authorized representative

PAGE 3 OF 3

Please list your organization's memberships in other professional and/or civic organizations and associations

Upon submittal of notice to The Harris Center of a desire to be an Advisory Council organization member or to change your representative, you and/or your representative are provided a copy of The Harris Center policy (Board By-Laws) pertaining to Advisory Council membership and the Code of Ethics for review. Your representative is requested to review and sign, on behalf of your organization, a non-conflict of interest statement regarding participation on the Council and commit that your organization and he/she will be guided by the Code of Ethics of the Board of Trustees of The Harris Center. Please include these statements with this information form and return to The Harris Center.

*Organization Authorization _____
J. E. Hunt
(Signature of Officer Making Application/Title)

* 4/16/22
(Date)

Please mail the completed application form to: **Mona Arismendez, Recording Secretary, Intellectual and Developmental Disabilities Planning Advisory Council, The Harris Center, 9401 Southwest Freeway, Houston, Texas 77074.** Or the completed application form may be emailed to maria.arismendez@mhmraharris.org or faxed to 713-970-3481.

- Attachments
- What is the Intellectual and Developmental Disabilities Planning Advisory Council?
 - The Harris Center Board By-Laws Regarding Advisory Councils
 - Copy of The Harris Center Code of Ethics
 - Certification of Compliance with Code of Ethics
 - Conflict of Interest Declaration
 - Voluntary Disclosure Statement

**THE HARRIS CENTER ORGANIZATION MEMBERS OF
ADVISORY COUNCILS CERTIFICATION OF
COMPLIANCE WITH
THE HARRIS CENTER'S CODE OF ETHICS**

I, Janice Jackson, hereby certify on behalf
of Humble ISD, an organization which is

seeking to hold an organization member slot on the Intellectual and Developmental Disabilities Planning Advisory Council, that we have received and will comply with the Code of Ethics as adopted by the Board of Trustees for The Harris Center, the most recent revision having been adopted in November 1, 2006 by unanimous affirmative vote of the Board.

Janice Jackson
(Signature of Organization Representative)
Transition Coordinator
(Title)
April 6, 2022
(Date)

THE HARRIS CENTER CONFLICT OF INTEREST DECLARATION FOR ADVISORY COUNCIL ORGANIZATION MEMBERS

We own no interest in any business, company, or firm which contracts with or sells merchandise or services to The Harris Center, nor does any member of the immediate family of our organization representative

EXCEPTION

N/A

We are not employed by a business, company, or firm which has a contract with The Harris Center or sells its merchandise or services nor does any member of the immediate family of our organization representative

EXCEPTION

N/A

We receive no income or payment of any kind from The Harris Center nor does any member of the immediate family* of our organization representative

EXCEPTION

N/A

We are not employed by The Harris Center nor is any member of our representative's immediate family

EXCEPTION

N/A

We have no other conflict of interest which would make it undesirable for a representative of our organization to serve on this Advisory Council, nor does any member of the immediate family* of our organization representative.

EXCEPTION

N/A

Advisory Council

Intellectual and Developmental Disabilities Your Name Janice Jackson

Representing Humble ISD

Signature _____

Date _____

* Member of immediate family means a relative in the first or second degree, which includes, but is not limited to mother, father, brother, sister, son, daughter, husband, wife, grandmother, grandfather, legally authorized representative

The Harris Center

Intellectual and Developmental Disabilities Planning Advisory Council

Voluntary Disclosure Statement

Janice Jackson

(Name)

Please check one:

- Consumer** (I consider myself to be a person who has or has had a mental disability having been diagnosed at some point in my life as having a mental disability)
- Family Member** (I consider myself to be a family member, as I have a person who has been diagnosed with an intellectual disability in my immediate family -- mother, father, brother, sister, son, daughter, husband, wife, grandmother, grandfather.)
- Concerned Community Citizen** (I do not consider myself to be either a consumer or family member)

I hereby give The Harris Center permission to utilize the above designation as needed to respond to inquiries as to the composition and/or representation of persons with intellectual disabilities or their family members with regard to the planning, evaluation, and input processes of the Agency

April 6, 2024
(Date)

Janice Jackson
(Signature)

EXHIBIT F-11

Acquisition of Electrical Energy Commodities

RFP AND CONTRACT AWARD OVERVIEW

Presented By: James Eggebrecht, PE, M.S. in Mechanical Engineering, Associate Research Engineer.

Texas A&M University System – Energy Systems Laboratory

Todd McCorquodale, Director of Facilities

Silvia Tiller ESQ., Director of Contracts and Real Estate

Background and History of Interactions

- James Eggebrecht, Outside Consultant for MHMRA of Harris County and now The Harris Center for Mental Health and IDD since 2007
- Previous similar RFPs in 2007, 2010, 2014, 2017.
- Interagency Agreements to provide Consultation Services between MHMRA/Harris Center and Texas A&M University Engineering (formerly Texas Engineering Experiment Station).
- Experience with electricity contracts for TAMU System (13 Universities, 4 Agencies), over 900 meters across the state from 2004-2018.

Status of RFP Process

- Issued initial RFP document on 2/28/22 to 10 Retail electric providers (REPs) with responses due 3/16/22.
- 6 responses received
 - 1 – 5 year terms
 - Options for 20% renewables
 - All-in pricing, no surprises, apples to apples comparisons
- 3 Finalists for RFQ determined in meeting on 3/16/22
- REP Draft contract documents received, reviewed by Silvia Tiller, Harris Center, contract negotiation meetings held 3/29 and 3/30 with REP staff
- Negotiation closes as to Terms and Conditions on 4.8.22 after receipt of BAFO.
- First refresh of pricing/rates on 4/25/22 by 4pm when market closes.
- Final refresh of pricing due on 4/26/22 at 10am. Results to be presented during the Full Board for review and approval.

Contract Review and Timeline

- ✓ BAFO on Terms and Conditions due on April 8, 2022 by EOD
- ✓ Contract Negotiation period closes as to T&C on April 8, 2022
- ✓ Clean contract drafting completed by April 25 with the exception of final pricing exhibit which will be attached on April 26th, 2022 [3 Finalist].
- ✓ Final refresh of market and renewable energy pricing will occur by 10am during full Board meeting but ahead of presentation to Board.
- ✓ Board approves the award of contract to one of three Finalist. Board also provides a back-up awardee.
- ✓ Contract signature process will go forward with Awardee immediately following announcement. FE of contract must be completed by 3:30pm the same day. Awardee to sign first. Locks in the rates.

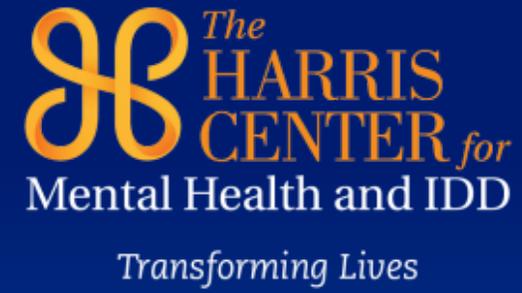
Renewable Energy PROS ADDS CONS

PRO's

- Renewable Energy Sources Will Not Run Out.
- Renewable Energy Is Environmentally Friendly.
- Renewable Energy Can Increase Public Health.
- Renewable Technologies Require Less Maintenance Cost.

CON's

- The Electricity Generation Capacity is Still Not Large Enough.
- Renewable Energy Can be Unreliable.
- Low-efficiency Levels.
- Expensive Storage Costs. ...
- Not Always a Commercially-viable Option.
- It Still Generates Pollution.



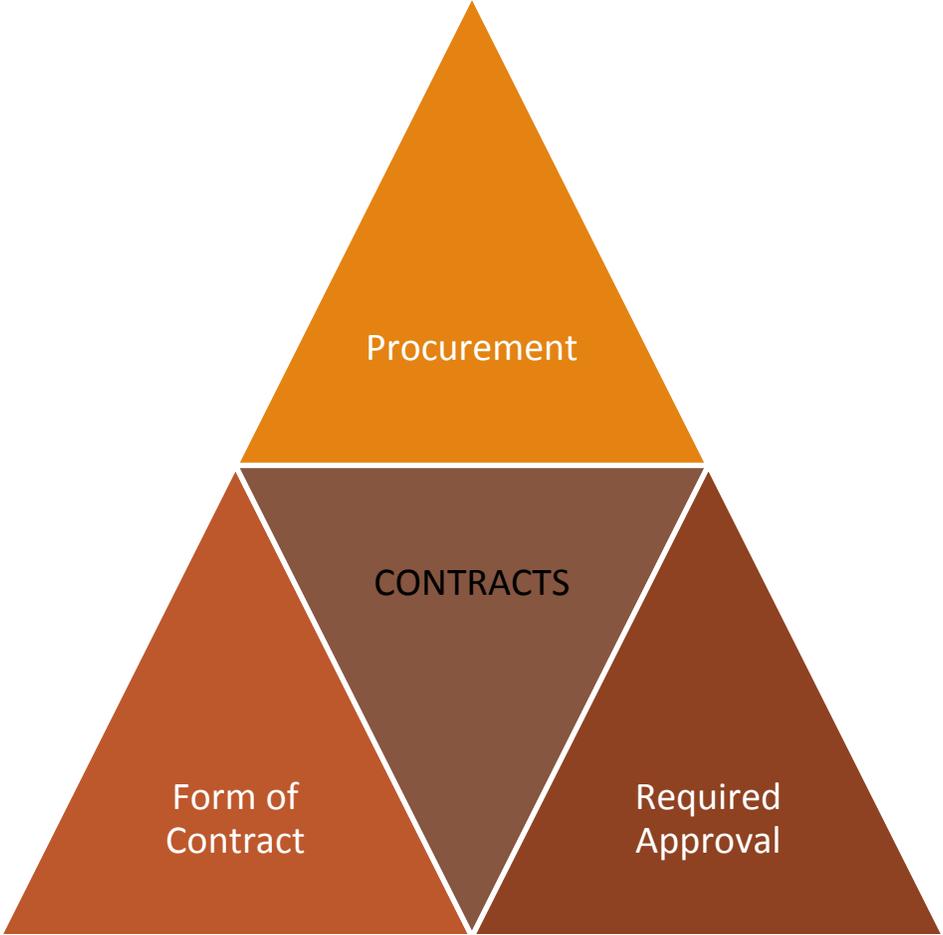
Thank You

EXHIBIT F-12

The Harris Center: Procurement and Contracting Initiative

MICKI MORRIS
PARTNER
ROGERS MORRIS & GROVER, LLP

Contracts: Three Prong Checklist



For All Purchases, Ask Yourself . . .

- ❖ Is this purchase subject to procurement laws?
- ❖ How will I create a binding contractual relationship with the vendor for this purchase?
- ❖ Who must approve this purchase contract?

Local Mental Health Authorities Purchasing Contracts

- ❖ In recent years, the Texas Comptroller's procurement standards for local mental health authorities has been revamped to align more closely with the Uniform Guidance for federal grants
- ❖ The Harris Center's contracts and purchases are subject to both state grant management standards and the federal Uniform Guidance standards (and for projects funded by both, whichever is more restrictive)
- ❖ Effective January 1, 2022, the Comptroller replaced the prior state grants standards (UGMS) with TXGMS, which is more aligned with the federal Uniform Guidance
- ❖ Purchasing procedures differ based on dollar amount and contract type

Harris Center Contract Types



Community Services

MHMR Services for Consumers



Good and Non-Community Services

Supplies and Commodities
Maintenance Services
Technology Services, Hardware and Software
Business and Financial Services



Construction Services

New construction and improvements to real property
Renovations, alterations, additions and upgrades to facilities and sites



Professional Services

Medical Professionals
Architects and Engineers
Appraisers
Accountants

Community Services

- ❖ **Community Services** are defined as mental health and mental retardation services required to be available in each local service area pursuant to the Texas Health and Safety Code Sec. 534.053(a), for which The Texas Department of Mental Health and Mental Retardation contracts through the performance contract as well as all other services specified in the performance contract
- ❖ Governed by Chapter 412 of the Texas Administrative Code

Procurement Thresholds: Community Services

- ❖ **Less than \$5,000:** No competitive procurement required
- ❖ **\$5,000 or more but less than \$25,000:** Informal solicitation/multiple quotes required, except for physicians and nurses, who may not be competed on the basis of price
- ❖ **\$25,000 or more:** Formal RFP (Request for Proposals) required, except for physicians and nurses, who may not be competed on the basis of price
- ❖ **Optional Method:** Open Enrollment RFA (Request for Application) process

Procurement Thresholds: Goods and Non-Community Services

- ❖ **Up to \$3,000:** No competition required
- ❖ **Over \$3,000 but less than \$250,000:** Informal solicitation/multiple quotes required (must take affirmative steps to include MWBEs)
- ❖ **\$250,000 or more:** Formal RFP (Request for Proposals) required

Procurement Thresholds: Construction Services

- ❖ **Up to \$3,000:** No competition required

- ❖ **Over \$3,000 but less than \$250,000:** Informal solicitation/multiple quotes required (must take affirmative steps to include MWBEs)

- ❖ **\$250,000 or more:** Formal Request for Sealed Bids/Proposals required

- ❖ Follow requirements of Texas Government Code Chapter 2269, to the extent consistent with TXGMS and federal Uniform Guidance
 - Cost-plus contracts are prohibited (i.e., Design Build, Construction Manager-at-Risk)
 - Price must be fixed at time of contracting (lump sum or fixed unit prices)

Statutory Professional Services: Any \$ Amount

- ❖ Subject to Texas Government Code Chapter 2254, Subchapter A
- ❖ Selection by competitive bidding is prohibited for professional services listed in 2254.002:
 - Physicians, Nurses and Optometrists
 - Architects, Engineers, Surveyors, Landscape Architects and Interior Designers
 - Accountants
 - Real Estate Appraisers
- ❖ Providers of above services must be selected on basis of qualifications and demonstrated competence, and awarded contracts for a fair and reasonable price
- ❖ Federal regulations require formal RFQ at **\$250,000 or more**

Procurement Exceptions

Under both TXGMS and 2 CFR Part 200, procurement through solicitation of a proposal from only one source may be used only when one or more of the following circumstances apply:

- (1) the item is available only from a single source, and there is no functional competing equivalent in the marketplace;
- (2) a public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (typically requires government declaration);
- (3) the awarding agency or pass-through entity expressly authorizes noncompetitive proposals;
or
- (4) after solicitation of a number of sources, competition is determined inadequate.

Community Services (other than Doctors and Nurses)

Goods and Non-Community Services

Construction Services

Professional Services listed under Tex. Gov't Code §2254.002

Less than \$5,000

No process required
(25 TAC §412.59)

More than \$5,000 and less than \$25,000

Informal solicitation/multiple quotes required (recommend 3)
(25 TAC §412.58)

\$25,000 or more

Formal RFP with special publication/notice requirements
(25 TAC §412.55)

ALTERNATIVE: Open Enrollment

RFA (Request for Application) with special publication/notice requirements
(25 TAC §412.60)

Up to \$3,000

No process required
(TXGMS)

Over \$3000 but less than \$250,000

Informal solicitation of multiple quotes (recommend 3 or more)
(TXGMS and 2 CFR Part 200)

\$250,000 or more

Formal Request for Bids or Proposals
(TXGMS and 2 CFR Part 200)

Up to \$3,000

No process required
(TXGMS)

Over \$3,000 but less than \$250,000

Informal solicitation of multiple quotes (recommend 3 or more)
(TXGMS and 2 CFR Part 200)

\$250,000 or more

- Request for Sealed Bids
- Request for Sealed Proposals
- Job Order Contracting
- CM-at-Risk and Design-Build prohibited

(Tex. Gov't Code Ch. 2269, TXGMS and 2 CFR Part 200)

Formal RFQ required at \$250,000 or more

(TXGMS and 2 CFR Part 200)

Any \$ Amount

May not select providers on the basis of competitive bids; must select providers based on qualifications and demonstrated competence, for a fair and reasonable price
(Tex. Gov't Code 2254.003; 2254.004)

EXHIBIT F-13

April 2022

NEW CONTRACTS UNDER 50k

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	FY22 NEW CONTRACTS								
	ADMINISTRATION								
1	Beck Institute for Cognitive Behavioral Therapy	No	Cognitive Behavioral Therapy		\$14,175.00	07/27/22- 07/29/22	State Grant	SCI Grant Requirement	This three (3) day training is to provide Cognitive Behavioral Therapy for Suicide Prevention workshop, as a requirement of the Suicide Care Initiatives Grant.
2	CBIZ Advisory Services, LLC	No	Quality Assurance Reporting		\$8,850.00	03/21/22- 08/31/22	GR	RFQuotes	Purchasing received a request from Internal Audit Department on Wednesday, March 16, 2022, for Quality Assurance Reporting. Three (3) vendor quotes were received. The vendors are not HUBs. The contract period is for an initial period of performance at the sole discretion of the Agency. The contract shall commence with a tentative award date, and shall remain in effect unless terminated, canceled, or extended, as otherwise provided therein, based upon satisfactory performance and service, with an initial period through 08/31/22, with a contract not to exceed amount as follow: The total NTE for one year: \$8,850.00.
3	EMPINFO, INC.	No	Employment Verification Services		\$0.00	03/29/22- 08/31/22	GR	N/A	This new agreement is to provide employment verification services for the Agency at zero cost, due to the User of the service pays the fee.
4	JW Marriott Houston by The Galleria, Encore Group LLC	No	ASIST T4T Training		\$49,716.39	03/27/22- 04/01/22	State Grant	SCI Grant Requirement	This Agreement is for the venue and associated costs to host ASIST T4T training that is required for the Agency to offer per the Suicide Care Initiatives Grant at this venue. The amount presented is the estimate based on quote provided in agreement. Finalized amount would not be given until end of venue rental to include venue rental, room charges and gratuities. Audio Visual agreement is included, as well, as it will be a part of the final total bill because it is the hotel's vendor.
5	M Strategic Partners	Yes	Project Management Services		\$30,000.00	02/21/22- 08/31/23	GR	RFQualification	This New Agreement is for the project management for the scope definition, procurement and installation of Ballistic Glass at the 9401 Southwest Freeway location.
6	Pamela W Deegear	No	Consultant Services		\$5,500.00	04/01/22- 08/31/22	State Grant	Consultant/ Grant Writer	This is a Consultant Agreement to develop and write the Certified Community Behavioral Health Clinic Improvement and Advancement Grant from SAMHSA. The grant writing will be paid from our existing CCBHC grant and is for the continuation of our CCBHC grant (which ends after this year) with an award amount of not to exceed 1 million per year for up to 4 years.
	CPEP/CRISIS SERVICES								
	FORENSICS								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI								



Executive Contract Summary

Contract Section

Contractor*

Beck Institute for Cognitive Behavior Therapy

Contract ID #*

2022-0345

Presented To*

- Resource Committee
- Full Board

Date Presented*

3/15/2022

Parties* (?)

Beck Institute for Cognitive Behavior Therapy & 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

- 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 **SCI Grant Requirement**

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

7/27/2022

Contract Term End Date* (?)

7/29/2022

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

Fiscal Year* (?)

2022

Amount* (?)

\$ 14,175.00

Funding Source*

State Grant

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 SCI Grant Requirement

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

CBT (cognitive behavioral therapy) for Suicide Prevention workshop is required as part of the Suicide Care Initiatives Grant

Contract Owner*

Keena Pace

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Beck Institute - The Harris Center CBT-SP July 2022.pdf 266.96KB

Vendor/Contractor Contact Person ▲

Name*

Rachel Raczak

Address*

Street Address

One Belmont Avenue

Address Line 2

Suite 700

City

Bala Cynwyd

Postal / Zip Code

19004

State / Province / Region

Pennsylvania

Country

United States

Phone Number*

610.664.3020 x246

Email*

rraczak@beckinstitute.org

Budget Section ▲

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
7005	\$ 14,175.00	542000
Budget Manager	Secondary Budget Manager	
Campbell, Ricardo	Brown, Erica	

Provide Rate and Rate Descriptions if applicable* (?)
\$4,500.00 per 6-hour day of workshop (x3 days = \$13,500)
5% administrative fee (= \$675)

Project WBS (Work Breakdown Structure)* (?)
NA

Requester Name	Submission Date
Smith, Janai	2/3/2022

Budget Manager Approval(s) 

Approved by	Approval Date
	2/3/2022

Procurement Approval 

File Upload (?)

Approved by	Approval Date
	

Contract Owner Approval 

Approved by	Approval Date
	2/4/2022

Contracts Approval

Approve*

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

Approved by*	Approval Date*
	2/4/2022

Contract Section **Contractor ***

CBIZ Risk & Advisory

Contract ID # *

2022-0371

Presented To *

- Resource Committee
 Full Board

Date Presented *

4/19/2022

Parties * (?)

CBIZ Risk & Advisory & 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
 SOW-Change Order-Amendment#
 Other

Procurement Method(s) *

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

Funding Information *

- New Contract Amendment

Contract Term Start Date * (?)

4/1/2022

Contract Term End Date * (?)

8/31/2022

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

Fiscal Year * (?)

2022

Amount * (?)

\$ 8,850.00

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* (?)

Perform a Quality Assurance Report of The Harris Center's Internal Audit Department as required every 5 years by the Institute of Internal Auditors.

Contract Owner*

Anthony Robinson

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

CBIZ RAS QAR Proposal 3-15-22.pdf

234.16KB

Vendor/Contractor Contact Person

Name*

Michael Gallagher

Address*

Southwest Freeway

#300

Houston

TX

77027

US

Phone Number*

713.562.1154

Email*

mgallagher@CBIZ.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1102	\$ 8,850.00	542000
Budget Manager	Secondary Budget Manager	
Brown, Erica	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable * (?)

65 Hours to complete project

Project WBS (Work Breakdown Structure) * (?)

N/A

Requester Name	Submission Date
Mackinney, Eggl	3/25/2022

Budget Manager Approval(s) 

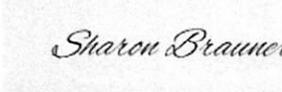
Approved by

	Approval Date
	3/28/2022

Procurement Approval 

File Upload (?)

Approved by

	Approval Date
	3/29/2022

Contract Owner Approval 

Approved by

	Approval Date
	3/29/2022

Contracts Approval

Approve *

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

Approved by *

	Approval Date *
	3/29/2022



**Due Diligence Project PUR-FY22-0230
Request for Quotes
Quality Assurance Reporting**

Purchasing received a request from Internal Audit Department on Wednesday, March 16, 2022, for Quality Assurance Reporting.

Three (3) vendor quotes were received:

Doeren Mayhew – quote \$8,000.00

CBIZ Advisory Services, LLC – quote \$8,850.00

Whitley Penn – quote \$25,000.00

The vendors are not Historically Underutilized Business (HUBs).

Doeren Mayhew has submitted the lowest bid, however, they cannot start the review process until May 2022, and time is of the essence in the performance of the engagement according to the Internal Audit Department. Their recommendation is to move forward with:

CBIZ Advisory Services, LLC

The contract period is for an initial period of performance at the sole discretion of the HARRIS CENTER. The contract shall commence with a tentative award date, and shall remain in effect unless terminated, canceled, or extended, as otherwise provided herein, based upon satisfactory performance and service, with an initial period through 8/31/22, with a contract not to exceed (NTE) amount as follow:

The total NTE: (Not to Exceed) for one (1) year is \$8,850.00

Funding Source is Unit 1102 – 542000

Submitted By:

CARLOS TRASLAVINA
Digitally signed by
CARLOS TRASLAVINA
Date: 2022.03.21
08:58:31 -05'00'

Carlos Traslavina
Purchasing Buyer I

Recommended By:

Sharon Brauner
Digitally signed by Sharon
Brauner
Date: 2022.03.21
09:06:40 -05'00'

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

Sean Kim
Digitally signed by Sean
Kim
Date: 2022.03.21
10:38:40 -05'00'

Sean Kim, MBA, CPA
Chief Financial Officer



Executive Contract Summary

Contract Section ^

Contractor*

EMPINFO, INC

Contract ID #*

2022-0375

Presented To*

- Resource Committee
- Full Board

Date Presented*

4/19/2022

Parties* (?)

THE HARRIS CENTER
EMPINFO, 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
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

- | | |
|---|--|
| <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* (?)

3/29/2022

Contract Term End Date* (?)

8/31/2022

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

Fiscal Year* (?)

2022

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* (?)

EMPLOYMENT VERIFICATION SERVICES

Contract Owner*

Terence Freeman

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

EmpInfo Verification Services Agreement 20210903 (2).pdf	181.42KB
--	----------

Vendor/Contractor Contact Person

Name*

SEAN BURKE

Address*

5900 SILVER CREEK

SUITE 150

SAN JOSE

CA

95138

5900 SILVER CREEK

Phone Number*

800-274-9694

Email*

SEAN.BURKE@EMPINFO.COM

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	595000
Budget Manager	Secondary Budget Manager	
Brown, Erica	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name	Submission Date
Turcios, Livia	3/29/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date
3/29/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Terence Freeman

Approval Date
3/29/2022

Contracts Approval

Approve*

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

Approved by*

Shaskyia Behn

Approval Date*
3/29/2022



Executive Contract Summary

Contract Section

Contractor*

JW Marriott Houston By The Galleria

Contract ID #*

2022-0363

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/19/2022

Parties* (?)

JW Marriott Houston By The Galleria, Encore Group (USA) LLC, 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
 SOW-Change Order-Amendment#
 Other

Procurement Method(s)*

- 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 SCI Grant Requirement

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

3/27/2022

Contract Term End Date* (?)

4/1/2022

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

Fiscal Year* (?)

2022

Amount* (?)

\$ 49,716.39

Funding Source*

State Grant

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 JW Marriott Houston By The Galleria, Encore Group (USA) LLC, and The Harris Center for Mental Health and IDD

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

This is the venue and associated costs to host ASIST T4T training that is required for us to offer per the suicide care initiatives grant at this venue. ASIST T4T is a training we are required to facilitate at part of the suicide care initiatives grant. The amount presented is the estimate based on quote provided in agreement. Finalized amount would not be given until end of venue rental to include venue rental, room charges and gratuities. Audio Visual agreement is included here as well as it will be a part of the final total bill because it is the hotel's vendor.

Contract Owner*

Keena Pace

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Proforma Estimate - Harris Center for Mental Health (3) (2).pdf	158.88KB
marriott Addendum (003).pdf	239.47KB
JW Marriott- 2022-0363- FINAL.pdf	220.96KB
MAR27APR1HARR AV (1).pdf	88.65KB

Vendor/Contractor Contact Person

Name*

Dustin Cousey

Address*

5150 Westheimer Rd

Houston

Tx

77056

USA

Phone Number*

713-961-1500

Email *

dustin.cousey2@marriott.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
7005	\$ 49,716.39	542000
Budget Manager	Secondary Budget Manager	
Ilejay, Kevin	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable* (?)

Meeting Space Rental, Room Flip Charges and Gratuities - \$7,950
 Catering Estimate and Gratuities - \$15,185
 Sleeping Rooms Total - \$8,979
 Audio Visual and Gratuities - \$13,738.89
 Parking - \$2,345
 10% Overage Contingency Required by Hotel, refunded if not used - \$1,518.50
 Additional details in attached documents (Pro-forma estimate)

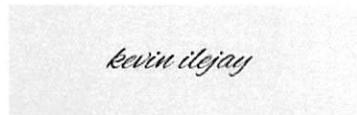
Project WBS (Work Breakdown Structure)* (?)

Na

Requester Name	Submission Date
Smith, Janai	4/5/2022

Budget Manager Approval(s)

Approved by



Approval Date
4/6/2022

Procurement Approval

File Upload (?)

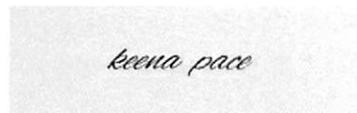
Approved by

Sign

Approval Date

Contract Owner Approval

Approved by



Approval Date
4/6/2022

Contracts Approval

Approve*

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

Approved by*

Shashyia Behn

Approval Date*

4/6/2022



Executive Contract Summary

Contract Section



Contractor*

M Strategic Partners

Contract ID #*

2022-0370

Presented To*

- Resource Committee
- Full Board

Date Presented*

4/19/2022

Parties* (?)

M Strategic Partners 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
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

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

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

2/21/2022

Contract Term End Date* (?)

8/31/2023

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

Fiscal Year* (?)

2022

Amount* (?)

\$ 30,000.00

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* (?)

Contracting with M Strategic Partners which propose to furnish Project Management Services for the project management for the scope definition, procurement and installation of Ballistic Glass at the 9401 Southwest Freeway location.

\$25,000.00 per quote with \$1,000.00 reimbursables and \$4,000.00 contingency for a NTE of \$30,000.00

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

FY21 to present - professional project management consulting

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 (?)

mSP_9401_SWFRY_Ballistic_Glass_Proposal_20210907.pdf 351.43KB

Vendor/Contractor Contact Person

Name*

M Strategic Partners / Richard A Morris

Address*

9977 West Sam Houston Parkway North, Ste 105

Houston

TX

77064-7509

US

Phone Number*

8324304021

Email *

richard.morris@mstrategicpartners.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1817	\$ 30,000.00	542000
Budget Manager	Secondary Budget Manager	
Erica S. Brown	Ricardo Campbell	

Provide Rate and Rate Descriptions if applicable * (?)

see attached quote

\$25,000.00 per quote with \$1,000.00 reimbursables and
\$4,000.00 contingency for a NTE of \$30,000.00

Project WBS (Work Breakdown Structure) * (?)

n/a

Requester Name

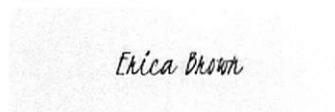
Sarah A. Harper

Submission Date

2/22/2022

Budget Manager Approval(s)

Approved by



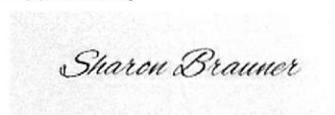
Approval Date

2/22/2022

Procurement Approval

File Upload (?)

Approved by

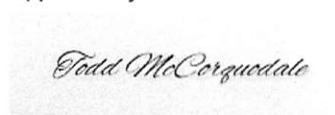


Approval Date

2/22/2022

Contract Owner Approval

Approved by



Approval Date

2/22/2022

Contracts Approval

Approve*

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

Approved by*

Shaskeyia Behm

Approval Date*

3/17/2022



Executive Contract Summary

Contract Section



Contractor*

Pamela W Deegear

Contract ID #*

2022-0374

Presented To*

- Resource Committee
- Full Board

Date Presented*

4/19/2022

Parties* (?)

Pamela W Deegear and The Harris Center for Mental Health and IDD Services

Agenda Item Submitted For: * (?)

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

Procurement Method(s) *

- | | |
|--|---|
| <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 Consultant, Grant Writer |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

4/1/2022

Contract Term End Date* (?)

8/31/2022

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

Fiscal Year* (?)

2022

Amount* (?)

\$ 5,500.00

Funding Source*

State Grant

Contract Description / Type* (?)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Personal/Professional Services | <input checked="" 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 type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other <input type="text"/> |

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

We would like to submit a request for a consulting contract with Pamela Deegear, not to exceed \$5,500 for her to develop and write the Certified Community Behavioral Health Clinic (CCBHC)– Improvement and Advancement Grant from SAMHSA. Attached is her contact information and also a copy of the SAMHSA grant. The grant writing would be paid from our existing CCBHC grant and is for continuation of our CCBHC grant (which ends after this year) with an award amount of not to exceed 1 million per year for up to 4 years.

Contract Owner*

Dr. Muzquiz

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Pam deegear resume.doc	31.5KB
CCBHC-IA (SM-22-012).pdf	849.74KB

Vendor/Contractor Contact Person

Name*

Pamela W. Deegear

Address*

219 East Nottingham Drive

San Antonio

TX

78209-3326

US

Phone Number*

210-663-6568

Email*

pdeegear@gmail.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2111	\$ 5,500.00	542001

Budget Manager	Secondary Budget Manager
Shelby, Debbie	Loera, Angelica

Provide Rate and Rate Descriptions if applicable* (?)

Flat Rate

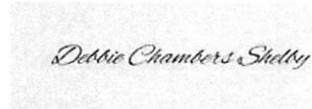
Project WBS (Work Breakdown Structure)* (?)

Flat Rate

Requester Name	Submission Date
Shelby, Debbie	3/28/2022

Budget Manager Approval(s) 

Approved by



Approval Date

3/28/2022

Procurement Approval 

File Upload (?)

Approved by

Approval Date

Contract Owner Approval 

Approved by



Approval Date

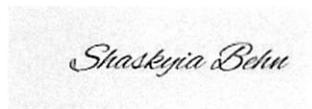
3/29/2022

Contracts Approval

Approve*

- Yes
 No, reject entire submission
 Return for correction

Approved by*



Approval Date*

3/29/2022

EXHIBIT F-14

April 2022

RENEWALS UNDER 50k



Annual Renewal Evaluation

Current Fiscal Year Contract Information



Current Fiscal Year

2022

Contract ID#*

5052

Contractor Name*

Lakeview Methodist Conference Center

Service Provided* (?)

Emergency lodging facilities per person per day during an evacuation.

Term for Off-Cycle Only*

3/1/2020 - 2/28/2022

Procurement Method(s)*

- | | |
|---|---|
| <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 checked="" type="checkbox"/> Other Emergency Host Site/Evacuation Service Agreement |

Contract NTE* (?)

N/A - Future costs pending utilization.

Rate(s)/Rate(s) Description

Cost of \$30.00 per night per person for lodging space sleeping and bathroom facilities. Three meals cost \$27.50 per person per day.

Unit(s) Served*

N/A Emergency

G/L Code(s)*

N/A

Current Fiscal Year Purchase Order Number*

N/A

Contract Requestor*

Egla MacKinney

Contract Owner*

Anthony Robinson

File Upload (?)

Evaluation of Current Fiscal Year Performance



Have there been any significant performance deficiencies within the current fiscal year? *

Yes No

Were Services delivered as specified in the contract? *

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession? *

Yes No

Did Contractor adhere to the contracted schedule? * (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner? * (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency? * (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures? * (?)

Yes No

Maintained legally required standards for certification, licensure, and/or training? * (?)

Yes No

Renewal Determination

Is the contract being renewed for next fiscal year with this Contractor? * (?)

Yes No

Renewal Information for Next Fiscal Year

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1117	\$ 0.00	0000

Budget Manager*	Secondary Budget Manager*
Campbell, Ricardo	Brown, Erica

Fiscal Year* (?)	Amount* (?)
2023	\$ 0.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

0000

Contract Funding Source*

General Revenue (GR)

Contract Content Changes

Are there any required changes to the contract language? * (?)

Yes No

Will the scope of the Services change?*

Yes No

Is the payment deadline different than net (45)?*

Yes No

Are there any changes in the Performance Targets?*

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation?*

Yes No

File Upload (?)

Contract Owner 

Contract Owner* (?)

Anthony Robinson

Budget Manager Approval(s) 

Approved by

Ricardo Campbell

Contract Owner Approval 

Approved by

Anthony Robinson

Contracts Approval

Approve*

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

Approved by*

Shaskyia Behu

Approval Date*

3/16/2022



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2022

Contract ID#*

2020-0036

Contractor Name*

Health Mart Atlas, LLC

Service Provided* (?)

Pharmacy Services Administration Organization/PBM Contracting Services for 3rd Party Billing.

Term for Off-Cycle Only*

03/25/2022-03/25/2023

Procurement Method(s)*

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

Contract NTE* (?)

\$6,480.00

Rate(s)/Rate(s) Description

\$135.00 per pharmacy site per month

Unit(s) Served*

1135

G/L Code(s)*

542000

Current Fiscal Year Purchase Order Number*

CT141526

Contract Requestor*

Teri Gleason

Contract Owner*

Angela Babin

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year?*

Yes No

Were Services delivered as specified in the contract?*

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession?*

Yes No

Did Contractor adhere to the contracted schedule?*(?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner?*(?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency?*(?)

Yes No

Did Contractor render services consistent with Agency policy and procedures?*(?)

Yes No

Maintained legally required standards for certification, licensure, and/or training?*(?)

Yes No

Renewal Determination



Is the contract being renewed for next fiscal year with this Contractor?*(?)

Yes No

Renewal Information for Next Fiscal Year



Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1135	\$ 9,600.00	542000

Budget Manager*	Secondary Budget Manager*
Campbell, Ricardo	Brown, Erica

Fiscal Year*(?)	Amount*(?)
2022	\$ 9,600.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

Contract Funding Source*

State

Contract Content Changes



Are there any required changes to the contract language?*(?)

Yes No

Will the scope of the Services change?*

Yes No

Is the payment deadline different than net (45)?*

Yes No

Are there any changes in the Performance Targets?*

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation?*

Yes No

File Upload (?)

Contract Owner

Contract Owner* (?)

Angela Babin

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Contract Owner Approval

Approved by

Angela Babin

Contracts Approval

Approve*

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

Approved by*

Shaskyia Betn

Approval Date*

3/16/2022

EXHIBIT F-15

April 2022

AMENDMENTS UNDER 50k

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	PREVIOUS AMOUNT	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	FY21/22 AMENDMENTS									
	ADMINISTRATION									
1	Data Shredding of Texas, Inc.	No	Agency-Wide Data Shredding Services	\$25,551.00	\$2,455.00	\$28,006.00	09/01/21- 08/31/22	GR	Competitive Bid	This Amendment is to increase funds for Units 1131, 2301, 9211 and 9810 for document pickup weekly/bimonthly/monthly as specified by program/site and destroy them as required by destruction certificates.
2	Legal Files Software, Inc.	No	Software for Legal and Contracts Services Case Management	\$4,272.00	\$214.00	\$4,486.00	09/01/21- 08/31/22	GR	N/A	This Amendment is to increase funds for maintenance and support fees.
	CPEP/CRISIS SERVICES									
	CRISIS SERVICES									
	FORENSICS									
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES									
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI									
	INTERLOCALS									
	LEASES									
	MENTAL HEALTH SERVICES									

Contract Section **Contractor***

Data Shredding Services of Texas, Inc.

Contract ID #*

7623

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/19/2022

Parties* (?)

Data Shredding Services of Texas, 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
 SOW-Change Order-Amendment#
 Other

Procurement Method(s) *

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

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

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

Current Contract Amount*

\$ 25,551.00

Increase Not to Exceed*

\$ 2,455.00

Revised Total Not to Exceed (NTE)*

\$ 28,006.00

Fiscal Year* (?)	Amount* (?)
2022	\$ 28,006.00

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 type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other <input type="text"/> |

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

Update funds allocated for Units 1131, 2301, 9211 and 9810. Contractor will pickup documents weekly/bimonthly/monthly as specified by program/site and destroy them as required by destruction certificates.

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

FY2015 - FY2021 Document Destruction

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

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

Lee Wright

Address*

618 West 18th Street

Houston

TX

77008-3610

United States

Phone Number*

7134639300

Email*

lwright@datashredservice.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1131	\$ 290.00	543034

Budget Manager Shelby, Debbie	Secondary Budget Manager Loera, Angelica
---	--

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2301	\$ 150.00	543034

Budget Manager Shelby, Debbie	Secondary Budget Manager Loera, Angelica
---	--

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9211	\$ 1,960.00	543034

Budget Manager Oshman, Jodel	Secondary Budget Manager Kornmayer, Kimberly
--	--

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9810	\$ 55.00	543034

Budget Manager Oshman, Jodel	Secondary Budget Manager Kornmayer, Kimberly
--	--

Provide Rate and Rate Descriptions if applicable* (?)

\$15 for the 1st 64L bin per location and \$5 for each additional bin. 95L bins are \$14; \$3/box.

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Burnett-Gipson, Annell

Submission Date

3/21/2022

Budget Manager Approval(s)

Approved by

Debbie Chambers Shelby

Approval Date

3/21/2022

Approved by

Jodel Oshman

Approval Date

3/21/2022

Procurement Approval

File Upload (?)

Approved by

Approval Date

Sign

Contract Owner Approval



Approved by

Approval Date

Mustafa Cechinwala

3/22/2022

Contracts Approval

Approve *

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

Approved by *

Approval Date *

Shasteyia Behu

3/24/2022

Contract Section **Contractor***

LEGAL FILES SOFTWARE, INC

Contract ID #*

6298

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/19/2022

Parties* (?)

The Harris Center
 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
 SOW-Change Order-Amendment#
 Other

Procurement Method(s)*

- | | |
|---|--|
| <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* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

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

Current Contract Amount*

\$ 4,272.00

Increase Not to Exceed*

\$ 214.00

Revised Total Not to Exceed (NTE) *

\$ 4,486.00

Fiscal Year* (?)

2022

Amount* (?)

\$ 214.00

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 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* (?)

Amendment to current contract increasing amount of annual maintenance and support fee.

Contract Owner*

Kendra Thomas

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person



Name*

Joe Wheeler

Address*

801 South Durkin Drive

Springfield

IL

62704-6027

US

Phone Number*

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. *
1110	\$ 214.00	553002
Budget Manager	Secondary Budget Manager	
Brown, Erica	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable * (?)

N/A

Project WBS (Work Breakdown Structure) * (?)

N/A

Requester Name

Gerardo, Christina

Submission Date

3/23/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

3/23/2022

Contract Owner Approval

Approved by

Kendra D. Thomas

Approval Date

3/23/2022

Contracts Approval

Approve *

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

Approved by *

Shasthya Behu

Approval Date *

3/24/2022

EXHIBIT F-16

April 2022

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



Executive Contract Summary

Contract Section

Contractor*

UNIVERSITY OF HOUSTON - MAIN

Contract ID #*

2021-0198

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/19/2022

Parties* (?)

THE HARRIS CENTER FOR MENTAL HEALTH AND IDD & THE UNIVERSITY OF HOUSTON - MAIN SCHOOL OF PSYCHOLOGY

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
 SOW-Change Order-Amendment#
 Other

Procurement Method(s)*

- | | |
|---|--|
| <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* (?)

10/7/2021

Contract Term End Date* (?)

8/31/2022

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

Current Contract Amount*

\$ 0.00

Increase Not to Exceed*

\$ 0.00

Revised Total Not to Exceed (NTE) *

\$ 0.00

Fiscal Year* (?)

2022

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 AMENDMENT IS TO ADD TOTHE AGREEMENT FOR UNIVERSITY OF HOUSTON SCHOOL OF PSYCHOLOGY, TO ALLOW STUDENTS ENROLLED AT THE UNIVERSITY OF HOUSTON - MAIN SCHOOL OF COUNSELING TO COMPLETE CLINICAL FIELD PLACEMENTS AS PART OF THEIR DEGREE REQUIREMENTS. THE STUDENTS WILL UTILIZE THE SKILLS GAINED THROUGH EDUCATION WHILE ADHERING TO AGENCY POLICY AND PROCEDURES.

Contract Owner *

Lesleigh Robertson

Previous History of Contracting with Vendor/Contractor *

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Specify Name *

UNIVERSITY OF HOUSTON - MAIN

Supporting Documentation Upload (?)

UH CLIN PSY AGMT (FULLY EXEC.)pdf.pdf 1.65MB

Vendor/Contractor Contact Person



Name *

JACK FLETCHER

Address *

3695 Cullen Boulevard

Houston

TX

77004

United States

Phone Number*

8328422004

Email*

jackfletcher@uh.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	0.00

Budget Manager

Erica S. Brown

Secondary Budget Manager

Ricardo Campbell

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Jedonne L. Williams

Submission Date

3/4/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

3/4/2022

Contract Owner Approval

Approved by

Lesleigh Robertson

Approval Date

3/7/2022

Contracts Approval

Approve*

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

Approved by*

Shashyia Belin

Approval Date*

3/8/2022



Executive Contract Summary

Contract Section



Contractor*

A Little Something Different

Contract ID #*

2022-0372

Presented To*

- Resource Committee
- Full Board

Date Presented*

4/19/2022

Parties* (?)

The Harris Center and A Little Something Different

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
- SOW-Change Order-Amendment#
- Other

Procurement Method(s) *

- | | |
|--|---|
| <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 checked="" type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

3/21/2022

Contract Term End Date* (?)

8/31/2022

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

NA

Fiscal Year* (?)

2022

Funding Source*

State

Contract Description / Type* (?)

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

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

Day Habilitation Services

Contract Owner*

Mike Downey

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Rate Charges HCS and TxHmL Providers Fiscal Year .docx 12.94KB

Vendor/Contractor Contact Person

Name*

Megan Karlsen

Address*

9000 Southwest Freeway Suite 303

Houston

TX

77074

US

Phone Number*

281.888.9248

Email*

mkarlsen@alsdonline.net

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number* 3585	Amount Charged to Unit* \$ 0.00	Expense/GL Code No.* 0000
Budget Manager Adams-Austin, Mamie	Secondary Budget Manager Downey, Michael	

Provide Rate and Rate Descriptions if applicable* (?)

See attached document

Project WBS (Work Breakdown Structure)* (?)

NA

Requester Name Wills, Thomas	Submission Date 3/21/2022
--	-------------------------------------

Budget Manager Approval(s)

Approved by

Mamie Adams-Austin

Approval Date

3/21/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Michael Downey

Approval Date

3/22/2022

Contracts Approval

Approve*

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

Approved by*

Shashyia Behn

Approval Date*

3/22/2022

Executive Contract Summary

Contract Section

Contractor *

Aramco Services Company

Contract ID # *

2022-0380

Presented To *

- Resource Committee
- Full Board

Date Presented *

4/19/2022

Parties * (?)

The Harris Center for Mental Health and IDD and Aramco Services Company

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
- SOW-Change Order-Amendment#
- 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 * (?)

3/30/2022

Contract Term End Date * (?)

8/31/2022

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

Aramco reached out to The Community Training Department this month.

Fiscal Year* (?)

2022

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

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

Contract Owner*

Jennifer Battle

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Rola Elzoor, M.S., PMP | Human Resources Adviso

Address*

Street Address

Aramco Services Company

Address Line 2

1200 Smith St FL 35

City

Houston

State / Province / Region

Texas

Postal / Zip Code

77002

Country

Harris County

Phone Number*

713-432-5623

Email*

rola.elzoor@aramcoamericas.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
7003	\$ 0.00	543058

Budget Manager	Secondary Budget Manager
Ilejay, Kevin	Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable * (?)

Aramco Services will pay the Harris Center \$150 per participant for two Mental Health First Aid courses. A total of 26 participants will be taught.

Project WBS (Work Breakdown Structure) * (?)

We will provide two Mental Health First Aid courses on-site for Aramco.

Requester Name	Submission Date
Prasad, Carroll	3/30/2022

Budget Manager Approval(s)

Approved by	Approval Date
<i>Kevin Ilejay</i>	3/30/2022

Procurement Approval

File Upload (?)

Approved by	Approval Date
Sign	

Contract Owner Approval

Approved by	Approval Date
<i>Jennifer Battle</i>	3/30/2022

Contracts Approval

Approved by**Shaskyia Beltu***Approval Date***

3/31/2022

Final Board Report Comments**Justification/Purpose of Contract/Description of Services Being Provided (?)**

Aramco Services is an international company and requests the Community Training Department provides two Mental Health First Aid classes to their staff. Aramco's staff is located abroad and outside of Texas. This is a fee-for-service endeavor at \$150.00 per participant. These two classes will have a total of 26 participants and be provided on-site at a Houston-based office.

Revised Comments For Board Report*

This is an agreement for the Agency to provide two Mental Health First Aid classes to Aramco Services' staff, which is an international company where their staff is located abroad and outside of Texas. This is a fee-for-service endeavor at \$150.00 per participant. These two classes will have a total of 26 participants and be provided on-site at a Houston-based office.



Executive Contract Summary

Contract Section

Contractor*

Baylor College of Medicine

Contract ID #*

2022-0373

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/19/2022

Parties* (?)

Baylor College of Medicine 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
 SOW-Change Order-Amendment#
 Other

Procurement Method(s)*

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

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

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

Fiscal Year* (?)

2022

Funding Source*

State Grant

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* (?)

THE STATE WILL PAY THE HARRIS CENTER \$148,875.00 to address gaps in the MH care for child/adol in TX and to enhance collaboration across academic departments of psy in TX. Sylvia Muzquiz-Drummond, MD is the State Director at the training Site who agrees to administrative, educational, and supervisory responsibilities for the resident(s) during the rotation at the Training Sites, including responsibility for teaching, supervision, and formal evaluation of the resident(s) performance during the rotations.

Contract Owner*

Dr. Muzquiz

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

July 01, 2020 - August 31, 2021

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Specify Name*

Baylor College of Medicine

Supporting Documentation Upload (?)

Agreement BCM_ Goodman Harris Center_ Muzquiz-Drummond
59676-C1 140.2.pdf 777.18KB

Vendor/Contractor Contact Person ^

Name*

Wayne Goodman, MD

Address*

One Baylor Plaza, MS: BCM350

Houston

TX

77030

USA

Phone Number*

713-798-4945

Email *

Wayne.Goodman@BCM.EDU

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2208	\$ 0.00	000000
Budget Manager	Secondary Budget Manager	
Shelby, Debbie	Loera, Angelica	

Provide Rate and Rate Descriptions if applicable* (?)

0.00

Project WBS (Work Breakdown Structure)* (?)

0.00

Requester Name

Loera, Angelica

Submission Date

3/23/2022

Budget Manager Approval(s)

Approved by

Debbie Chambers Shelby

Approval Date

3/25/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Sylvia Marquez, M.D.

Approval Date

3/28/2022

Contracts Approval

Approve *

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

Approved by*

Shadeya Belu

Approval Date*

3/29/2022

Contract Section **Contractor***

Citi Health Group Inc.

Contract ID #*

2022-0368

Presented To*

- Resource Committee
 Full Board

Date Presented*

4/19/2022

Parties* (?)

Citi Health Group Inc. and Hillcroft Empowerment 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
 SOW-Change Order-Amendment#
 Other

Procurement Method(s)*

- | | |
|--|---|
| <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 checked="" 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* (?)

3/10/2022

Contract Term End Date* (?)

8/31/2022

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

Fiscal Year* (?)

2022

Funding Source*

State

Contract Description / Type* (?)

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

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

The consumers assigned to this provider has chosen to attend the Hillcroft Empowerment Center.

Contract Owner*

Mike Downey

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

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

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Rate Charges HCS and TxHmL Providers Fiscal Year .docx 12.94KB

Vendor/Contractor Contact Person

Name*

Daniel Orji

Address*

8449 W Bellfort St

Houston

TX

77071-2245

US

Phone Number*

713.393.7719

Email*

dan.citihealthgroup@gmail.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
3585	\$ 0.00	000

Budget Manager	Secondary Budget Manager
Adams-Austin, Mamie	Downey, Michael

Provide Rate and Rate Descriptions if applicable* (?)

See attached

Project WBS (Work Breakdown Structure)* (?)

None

Requester Name	Submission Date
Wills, Thomas	3/10/2022

Budget Manager Approval(s)

Approved by

Mamie Adams-Austin

Approval Date

3/10/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Michael Downey

Approval Date

3/10/2022

Contracts Approval

Approve*

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

Approved by*

Shasthya Behn

Approval Date*

3/14/2022

EXHIBIT F-17

Transforming Lives



COVID-19 PPE & Supplies Vendor List

Q1 + Q2 FY2022



April 19, 2022

Presented By: Sean Kim, Chief Financial Officer

Report Parameters

- **Scope of Purchases:** COVID-19 Personal Protective Equipment (PPE) and supplies, including but not limited to
 - Masks
 - Gloves
 - Sneeze guards
 - Face shields
 - Thermometers
 - Sanitizer
 - Wipes
 - Spray bottles
- **Time Period:** September 2021 – February 2022 (6 months)
- **Purpose of Report:** To provide an overview of the necessary PPE and supplies purchased in response to the COVID-19 pandemic during Governor Abbott's Disaster Declaration initially issued on March 13, 2020 and renewed each subsequent month. Governor Abbott's Disaster Declaration suspended all contracting and procurement statutes and administrative rules to the extent strict compliance would impede a governmental entity's response to cope with the COVID-19 pandemic. On March 23, 2022, Governor Abbott extended the Disaster Declaration and continued the suspension of all contracting and procurement statutes and rules that would impede an emergency response necessary to cope with this declared disaster and has continued to renew the Disaster Declaration every thirty (30) days. The Harris Center has contracted with two vendors (PPG Global & Muzzammil Sajjad d/b/a Innovative Solutions IT) to meet its ongoing PPE needs.

List of Vendors/Spend

Vendor Name	Dollars Spent	Description of Purchases	Local Vendor		
			Greater Houston	State of Texas	HUB
Innovative Solutions IT ^{1,2}	\$ 329,130	PPE - masks, gloves, and sanitizer	x	x	x
PPG Global, LLC ²	232,523	PPE - masks and gloves	x	x	x
McKesson ²	35,320	Thermometers, COVID-19 testing kits, freezer, and PPE		x	
Dailey Solutions	24,900	COVID-19 testing kits and KN95 masks		x	
Staples ²	24,248	Wipes, gloves, sanitizer and various supplies			
Sam's Club	14,852	Microban/Lysol and miscellaneous supplies			
Centigrade	13,665	Refrigerators for storing vaccines, pharmaceuticals, and medical products	x	x	
Houston Furniture Bank	8,028	Cloth and disposable masks	x	x	
Amazon.com	7,311	Air purifiers, sneeze guards, thermometers, and PPE			
HEB	260	Lysol		x	
TOTAL Q1+Q2 FY2022 SPEND	\$ 690,237				

¹ Did not renew HUB certification during FY2022

² Contracted vendor

- **81%** of spend on historically underutilized businesses (HUBs)
- **93%** of spend on local vendors

Next Steps

- Adhere to the procurement policy and procedure for goods and services via contracted vendors when supply is available
- Good faith effort to engage local vendors and HUBs
- Quarterly update for Board review until the end of the pandemic

EXHIBIT F-18

Transforming Lives



Supplier Diversity Report

Q1 + Q2 FY2022



April 19, 2022

Presented By: Sean Kim, Chief Financial Officer

Overview

- **RFP Advertisement - Examples**
- **HUB Spend Report**



RFP Advertisements - Examples

8 | February 3, 2022 | DEFENDER NETWORK

DN Feature

Course helps healthcare workers spot human trafficking

By Aswad Walker

The Texas Health and Human Services Commission is encouraging healthcare practitioners and interested members of the public to take its new online human trafficking awareness and prevention training course.

The free online course, "Hearing, Evaluating, Activating, Remediating and Training" (HEART), teaches physicians, nurses and other providers how to recognize the signs or red flags of trafficking, support the well-being of at-risk individuals, and understand how trauma impacts overall health outcomes.

"Healthcare practitioners in Texas are required to take an HHS-approved human trafficking training for each license renewal," said Kelli Weldon, press officer for HHSC. "Our new course is approved for this purpose, and it is available online, on-demand, and free of charge."

Weldon says the course is targeted for health care practitioners for another reason — they are likely to encounter people who are being trafficked but might not realize their patient is in a trafficking situation.

"Texas HHSC's HEART course helps practitioners with identifying and assisting people who are human trafficking survivors," Weldon added.

"We are confident that health care practitioners who complete this new training will be better equipped to identify trafficking, and this will lead to better outcomes for survivors of this devastating crime," said Michael Roberts, associate commissioner for HHSC Specialty and Family Services.

The HEART training is offered as an

TRAFFICKING IN TEXAS

234,000
Victims of labor trafficking

79,000
Youth victims of sex trafficking
*University of Texas at Austin

online, self-paced course to be taken by individual participants. There is no participation limit. The course is available and accessible anytime as the modules are online and self-paced to be taken by individual participants whenever they choose.

House Bill 2059, from the 86th Legislature in 2019, requires HHSC to review training courses on human trafficking for health care practitioners and list approved trainings on its website. Certain health care practitioners must complete an approved course to renew their registration or license.

Due to privacy and permission requirements Weldon could not reveal the names of participants who have taken the course and shared testimonies, but the feedback has been overwhelmingly positive.

"I enjoyed the format; doing one module and testing after each module made the information easier to remember. This training was long overdue for everyone in the healthcare industry." (Physician)

"Very well-organized training. I liked hearing the personal perspective from the survivor." (Social worker)



Change Happens receives 100K grant for 3rd Ward youth

By Laura Omyeneho

The Houston non-profit Change Happens has received a \$100K grant to fund its projects to narrow the gaps in health, wealth and opportunity for Third Ward youth.

The grant was provided by the Foot Locker Foundation Community Engagement Program and the Local Initiatives Support Corporation (LISC), and is designed to bridge gaps in upward mobility driven by racial inequity while supporting community-based organizations run by people of color.

"Through our Each One Teach One program which started under the My Brother's Keeper Initiative, we will be expanding our mentorship program at Jake Yates High School," said Helen Stagg, CEO of Change Happens. "It is clear from

research that pairing youth with mentors improves outcomes in academic achievement, social behavior, and reduce the use of substances. We are looking to recruit more mentors for the program this year. We need more role models to serve."

The program is part of LISC and Foot Locker's national efforts to fuel educational and economic opportunities within the Black community. It draws from Foot Locker's \$200 million commitment to its Leading Education and Economic Development (LEED) Initiative.

Change Happens is one of 16 organizations to receive funding, which spans 12 metro areas where LISC and Foot Locker have a significant presence. The goal is to provide assistance to minority organizations often facing unique financial hardships.

CLASSIFIED

NOTICE TO BIDDERS

The Metropolitan Transit Authority of Harris County, Texas (METRO) is planning to issue the procurement documents listed in this advertisement.

RFP No. 402200040: Martin Luther King (MLK) or George Eastman Retention Project. Solicitation will be available on or about Wednesday, February 2, 2022.
RFP No. 402200044: Healthcare Benefits Broker/Consultant Services. Solicitation will be available on or about 02/04/2022. Prospective bidders/vendors can view and download these solicitations by visiting METRO's website at <https://www.metro.org/procurement/>. If you are unable to download the documents or are having difficulty, please contact: 713-915-7900 or email: Contracts@metro.org.

The HARRIS CENTER for Mental Health and IDD (formerly known as MENTAL HEALTH MENTAL RETARDATION AUTHORITY OF HARRIS COUNTY) will be accepting request for qualification for the following:
REAL ESTATE BROKERAGE SERVICES / REAL ESTATE APPRAISAL SERVICES / SURVEYOR SERVICES

Specifications may be secured from The HARRIS CENTER, Purchasing Services located at 9401 SW Freeway, Houston, Texas 77074. Telephone: (713) 970-7276. The HARRIS CENTER website www.theharriscenter.org beginning Monday, February 7, 2022. Deadline for prospective vendors to submit questions to this RFP is Friday, February 11, 2022. RFP responses must be submitted to Purchasing Services, 9401 SW Freeway, Houston, Texas 77074 by 10:30 a.m., Wednesday, February 23, 2022 in a sealed envelope marked "RFP - DO NOT OPEN UNTIL - Wednesday, February 23, 2022, Real Estate Brokerage Services / Real Estate Appraisal Services / Surveyor Services". Any questions pertaining to this solicitation should be addressed in writing to Sharon Brauner, C.P.M., Purchasing Manager and Nina Cook, MBA, C.T.P.M., Director of Purchasing. E-mail questions to Sharon.Brauner@theharriscenter.org or Nina.Cook@theharriscenter.org or fax to (713) 970-7982. Historically Underutilized Businesses, including Minority-Owned Businesses and Women-Owned Businesses are encouraged to participate. The HARRIS CENTER reserves all rights to reject any and/or all proposals, to waive formalities and reasonable irregularities in submitted documents as it deems to be in its best interests, and is not obligated to accept the lowest proposal.

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CLASIFICADOS

Del 3 al 9 de Febrero de 2022

Solicitud de Propuesta- Consejo del Área de Houston-Galveston (H-GAC) - Departamento de Comunidad- Estudio de Livable Centers: Ciudad de Clute - TRN21-05
El Consejo del Área de Houston-Galveston (H-GAC) está buscando servicios de consultoría para conducir un estudio y desarrollar un plan para promover los objetivos del programa de Livable Centers de la ciudad de Clute. El plan dirigirá de los objetivos del programa de Livable Centers en el área de estudio especificada y definirá estándares nuevos, sensibles al contexto, que fomenten el acceso transporte multimodal y conectividad, una variedad de uso del terreno, una diversidad de opciones de viviendas, y un sentido de lugar.
Para ver / descargar los documentos de RFP visita <https://www.h-gac.com/procurement>
La Fecha Tope para Respuestas: 10 de marzo, 2022 @ 2:00 P.M. CST

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Contratando en HOTEL Ama de llaves (housekeepers) BUENA PAGA Aplica en persona en el: 1920 N Sam Houston Pkwy E TX, 77032

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130 Industrial Blvd., Suite 110 Sugar Land, Texas 77478
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PERSONAL PARA CORTAR LA YARDA
Se solicita personal para cortar yardas con experiencia. Pago semanal, estamos en el área de Stafford. Llamar 281-498-8103

AIRE ACONDICIONADO, CALEFACCIÓN, honestidad, bajos precios, revisión gratis.
Para más información llamar al **832-526-8890 / 832-879-0248.**

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Además hacemos todo tipo de remodelaciones. llámanos ya para estimados gratis 713-349-4457
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Llame al **281-831-7891**

BUSCANDO EMPLEADOS PARA BOPA USADA
Estamos contratando empleados, tenemos sueldo para supervisar el trabajo con sueldo y volver con un pago de compensación para más información llame de promedio al 281-831-7891, TX 77052. Llame al 832-952-2707

¡Atención! solicitamos persona certificada en a/c para complejo de apartamentos gane \$18 o más por hora interesados aplicar en persona 8500 Nairn St. Houston, Tx 77074 o llame para una entrevista 713-772-0217

LEGAL NOTICE

These Texas Lottery Commission scratch ticket games will be closing soon:

Game #	Game Name / Odds	\$	Official Close of Game	End Validations Date
2297	Great 8s - Overall Odds are 1 in 4.70	\$5	2/24/22	6/23/22
2246	Bonus Game Bingo - Overall Odds are 1 in 4.37	\$2	3/23/22	9/19/22
2292	WIM \$10 - Overall Odds are 1 in 3.89	\$10	3/23/22	9/19/22
2335	\$50 or \$100! - Overall Odds are 1 in 8.33	\$10	3/23/22	9/19/22

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Q1 + Q2 FY2022 HUB Report (1 of 2)

Vendor Name	Q1 + Q2 FY2022 Spend (\$)	Description	Local Vendor		
			Greater Houston	State of Texas	HUB
Rekruters	664,110	IT staffing	x	x	x
Ultra Medical Cleaning	584,801	Janitorial services	x	x	x
Innovative Solutions*	329,130	PPE	x	x	x
Ascend HR	276,296	Recruitment	x	x	x
PPG Global LLC	232,523	PPE	x	x	x
Innovative Network	225,564	Networks, storage & cloud migration	x	x	x
Elite Personnel Consultants	138,828	Personnel staffing		x	x
E&C Engineers & Consultants	82,000	Engineering analysis, consulting and design	x	x	x
Metropolitan Landscape*	73,815	Landscaping	x	x	x
Dura Pier Facilities Services, LTD	61,508	Facility services - construction	x	x	x
Right Now Pest	61,235	Pest Control and Exterminator	x	x	x
Rey De La Reza Architects	48,529	Architecture services	x	x	x
SHI Government Solutions, Inc	40,381	Computer Software &, Hardware	x	x	x
Crystal Communications Ltd	30,448	Data, IP, and video communications systems integration	x	x	x
A-Rocket Moving & Storage	30,395	Moving services	x	x	x
Virtue Construction Partner LLC	22,099	Commercial general contractor	x	x	x
Modern Psychological & Allied	13,300	Psychological services	x	x	x
DAAS, Inc	7,045	Flooring Contractors	x	x	x
Landtech	6,580	Surveying	x	x	x
ELP Enterprises, Inc	2,460	Toner/inkjet cartridges for printers, faxes, and copiers	x	x	x
MasterWord Services	1,785	Translation and interpretation services	x	x	x
Houston Defender	1,637	African-American Newspaper	x	x	x
Total HUB Spend	\$ 2,934,468				

* Did not renew HUB certification during FY2022

Vast majority of the Agency's Historically Underutilized Business vendors are located in the Greater Houston area

Q1 + Q2 FY2022 HUB Report (2 of 2)

- Q1 + Q2 FY2022 HUB spend = **\$2,934,468**
- Q1 + Q2 FY2022 discretionary spend = **\$8,478,729**
- HUB spend % = **35%**
- *Exclusion categories from discretionary spend*
 - *Intergovernmental contracts*
 - *Key service contracts with non-profits (Easterseals)*
 - *University systems (BCM for residency program)*
 - *Enterprise software (EHR, ERP)*
 - *Leases*
 - *Supported housing*
 - *Pharmaceuticals*
 - *Utilities*
 - *Physician services*
 - *Trade organizations (National Council, Texas Council)*
 - *Employee reimbursements*
 - *Employee benefits*
 - *Consumer-chosen individuals for respite services*

EXHIBIT F-19

Transforming Lives



Financials by Clinic + NPC

Q1 + Q2 FYTD FY2022



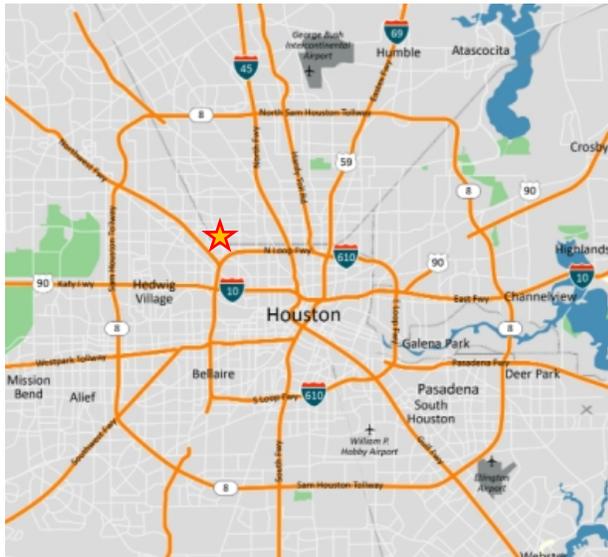
April 19, 2022

Presented By: Sean Kim, Chief Financial Officer

Northwest Community Service Center

- **Service Description** Adult Mental Health
- **Address** 3737 Dacoma St
- **Patients Served** 10,952
- **FTEs** 159
- **Facility Size** 40,000 sq ft

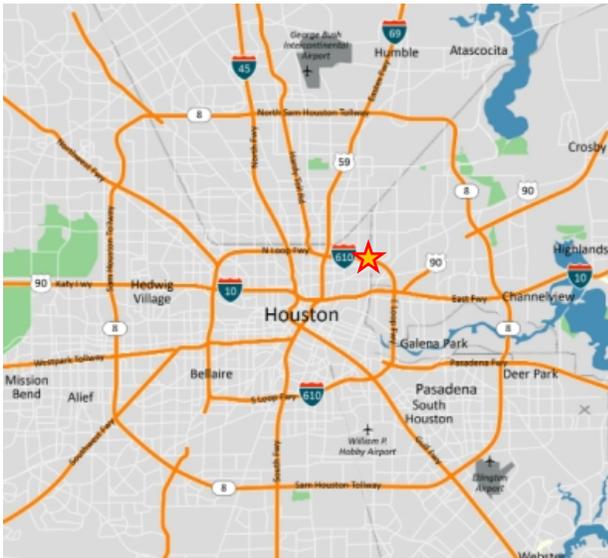
Q1+Q2 FYTD 2022 Financial Performance		
+ Revenues	\$	8,111,697
- Expenses		9,423,378
+ Other Sources		<u>2,582,315</u>
= Gross Margin	\$	1,270,633



Northeast Community Service Center

- **Service Description** Adult Mental Health
- **Address** 7200 N Loop East Fwy
- **Patients Served** 4,972
- **FTEs** 74
- **Facility Size** 18,000 sq ft

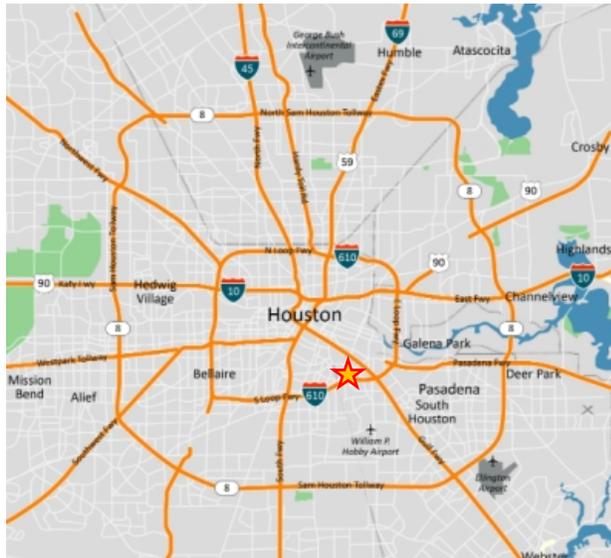
Q1+Q2 FYTD 2022 Financial Performance		
+ Revenues	\$	3,078,518
- Expenses		4,457,272
+ Other Sources		1,827,696
= Gross Margin	\$	448,942



Southeast Community Service Center

- **Service Description** AMH & CAS
- **Address** 5901 Long Dr.
- **Patients Served** 11,181
- **FTEs** 172
- **Facility Size** 45,000 sq ft

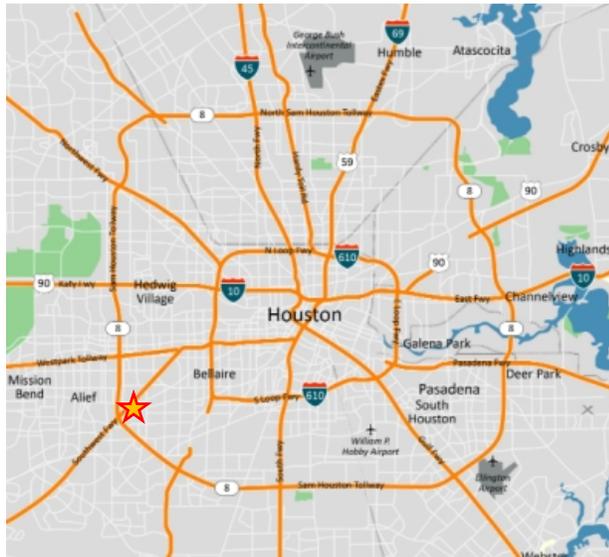
Q1+Q2 FYTD 2022 Financial Performance		
+ Revenues	\$	9,396,823
- Expenses		8,998,176
+ Other Sources		<u>2,596,814</u>
= Gross Margin	\$	2,995,461



Southwest Community Service Center

- **Service Description** AMH & CAS
- **Address** 9401 Southwest Fwy
- **Patients Served** 11,146
- **FTEs** 175
- **Facility Size** 37,770 sq ft (clinic space)

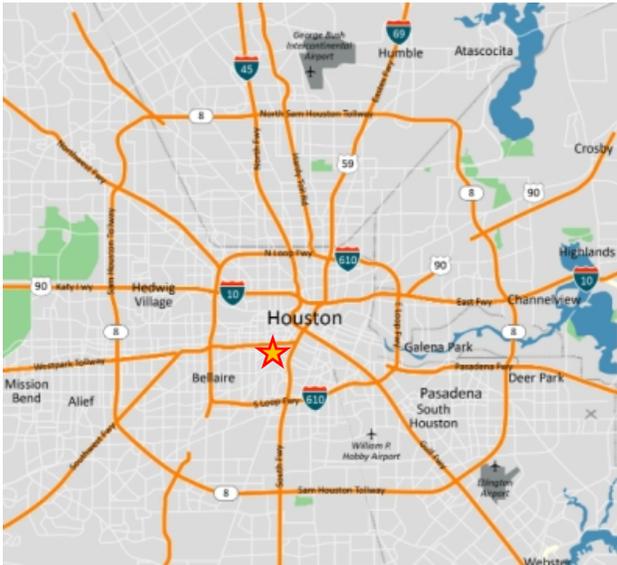
Q1+Q2 FYTD 2022 Financial Performance	
+ Revenues	\$ 8,452,575
- Expenses	9,538,728
+ Other Sources	<u>3,533,089</u>
= Gross Margin	\$ 2,446,936



Neuro Psychiatric Center (NPC)

- **Service Description** Psychiatric Emergency
- **Address** 1502 Taub Loop
- **Patients Served** 3,759
- **FTEs** 169
- **Facility Size** 37,308 sq ft

Q1+Q2 FYTD 2022 Financial Performance	
+ Revenues	\$ 9,585,831
- Expenses	10,096,772
+ Other Sources	<u>2,206,571</u>
= Gross Margin	\$ 1,695,630



Q1+Q2 FYTD 2022 Detailed Financials

	Northwest CSC	Northeast CSC	Southeast CSC	Southwest CSC	Neuro Psychiatric Center
Revenues					
Harris County and Local	\$ 102,398	\$ 24,977	\$ 176,721	\$ 164,362	\$ 3,073,210
PAP / Samples	1,232,212	653,072	1,194,419	816,546	74,161
State General	4,331,610	1,662,690	4,869,458	5,002,212	4,642,956
State Grants	977,182	-	-	-	-
Federal Grants	785,707	212,530	1,788,753	1,366,422	412,226
3rd Party Billings	682,587	525,249	1,367,472	1,103,032	1,383,277
Total Revenues	8,111,697	3,078,518	9,396,823	8,452,575	9,585,831
Expenses					
Salaries and Fringe	6,986,138	3,063,210	6,522,690	7,614,413	9,425,819
Travel	8,958	4,242	13,747	8,409	7,951
Contracts and Consultant	24,887	1,745	7,609	29,684	146,683
Supplies and Drugs	1,671,588	956,191	1,625,847	1,135,298	219,389
Equipment	364,551	216,942	394,942	382,224	191,123
Building	277,830	169,920	304,370	235,260	57,223
Vehicle	-	-	11,025	71	3,137
Telephone and Utilities	54,669	30,969	80,791	96,803	21,493
Insurance, Legal, Audit	15,635	7,208	15,302	15,421	15,581
Other	13,209	6,117	5,489	12,801	6,583
Claims Denials	5,913	730	16,364	8,345	1,788
Total Expenses	9,423,378	4,457,272	8,998,176	9,538,728	10,096,772
Other Sources					
Fund Balance DSRIP	57,093	23,244	52,278	53,832	532,752
DSRIP Allocation Based on Metrics	2,525,222	1,804,452	2,544,536	3,479,257	1,673,819
Insurance Proceeds	-	-	-	-	-
Total Other Sources	2,582,315	1,827,696	2,596,814	3,533,089	2,206,571
Gross Margin	\$ 1,270,633	\$ 448,942	\$ 2,995,461	\$ 2,446,936	\$ 1,695,630

EXHIBIT F-20

Transforming Lives



Revenue Management Metrics



April 19, 2022

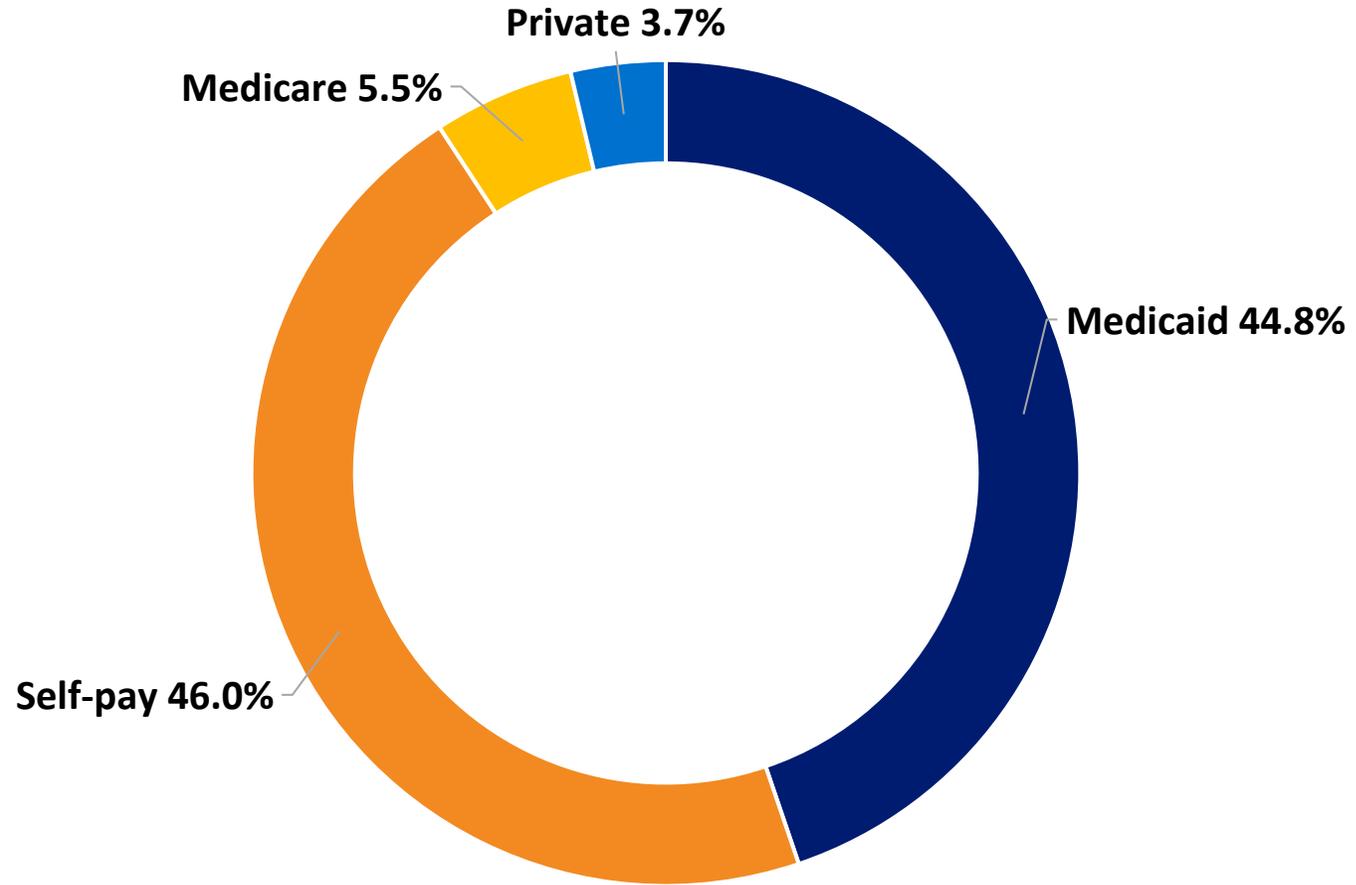
Presented By: Sean Kim, Chief Financial Officer



Overview

- **Payor Mix**
- **Revenue Cycle Performance Metrics**
 - Days in Accounts Receivable
 - Claims and Collections

Payor Mix

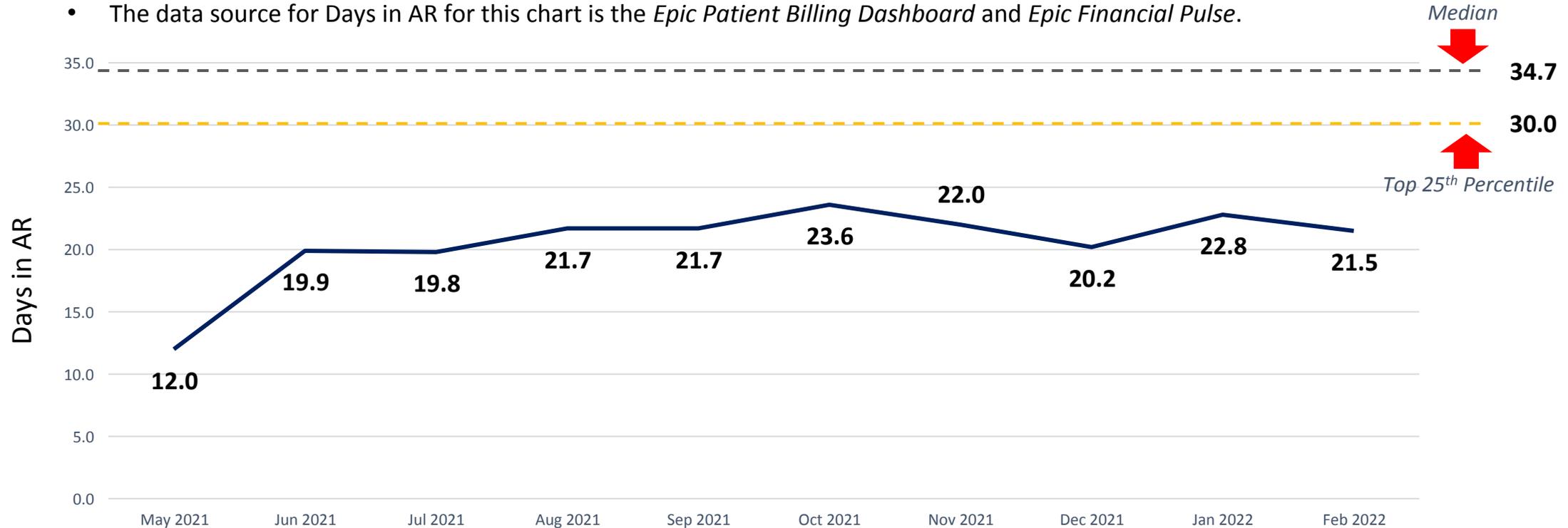


Note: Payor Mix based on patient visit coverage in Q2 FY2022

Revenue Cycle Performance Metrics

Days in Accounts Receivable

- Days in AR is an industry standard for measuring the effectiveness of an organization’s collection efforts.
- The metric is calculated by dividing the total AR by the average daily revenue.
- The data source for Days in AR for this chart is the *Epic Patient Billing Dashboard* and *Epic Financial Pulse*.



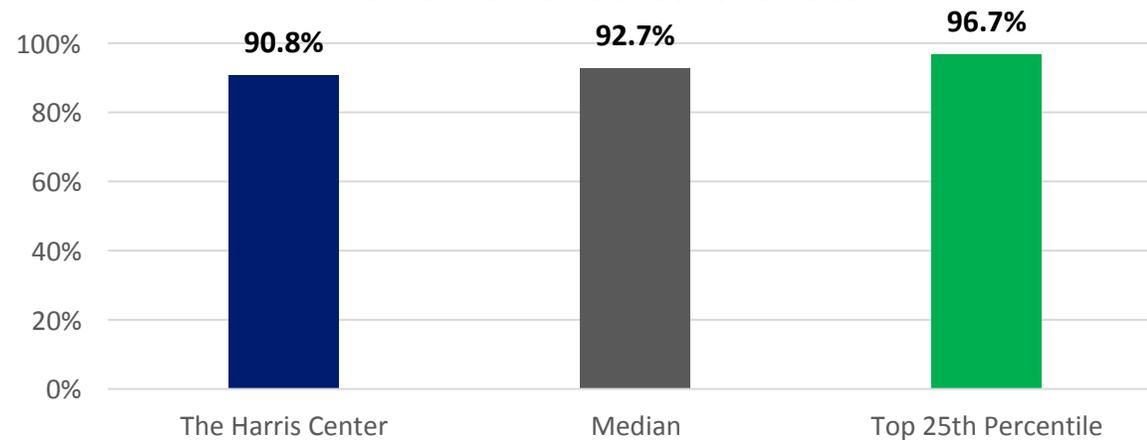
- *Transition to Epic EHR took place in April 2021*
- *Benchmarking in Epic EHR for the Center is in comparison with large, multi-specialty, safety net organizations (149 service areas)*

Claims and Collections

Average Monthly Count of Claims

Q1+Q2 FY2022	FY 2021	FY 2020	FY 2019
32,718	30,761	32,920	32,559

Insurance Net Collections Rate



Insurance Net Collections Rate by Financial Class*

FINANCIAL CLASS	COLLECTION %
Traditional Medicaid	89%
Managed Medicaid	95%
Traditional Medicare	73%
Managed Medicare	69%
MMP	73%
CHIP	78%
Commercial	67%

* Q2 FY2022

- *Insurance Net Collections Rate is the ratio of matched insurance payments to net insurance resolution activity (payments and adjustments, not including allowances) for charges that went to zero active AR within the prior quarter (91 days).*
- *The data source for Insurance Net Collections Rate is the Epic Financial Pulse reports.*
- *Benchmarking in Epic EHR for the Center is in comparison with large, multi-specialty, safety net organizations.*

EXHIBIT F-21

THE HARRIS CENTER
INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
PLANNING ADVISORY COUNCIL

**Prepared by: The Office of the Vice President for Intellectual and
Developmental Disabilities Services**

November 2, 2021

MEMBERS IN ATTENDANCE: Judy Blake (Advocate); Dory Cayten (Advocate); Gabe Cazares (Mayor's Office for People w/ Disabilities); Charles Davis (Harris County Psychiatric Center); Cynthia Fannin for Erin Knight (Richmond State Supported Living Center); Janice Jackson (Humble Independent School District); Kennitha Jenkins (Consumer Advocate); Tasheara Jennings Gobert (Texas Workforce Solutions – Vocational Rehabilitation Services); Paola Jimenez Rodriguez (Advocate); Karen Kast (Community Care Services Eligibility – HHSC); Kevin Kern (The Center for Pursuit); Elworth Lusk (Consumer Advocate); Kassandra Malveaux (Harris Co. Protective Services); Brenda Mullins (Harris County Department of Education); Susan Parker (Region 4 Education Service Center); Dr. Deborah Pearson (McGovern Medical School, UT Health Science Center – Houston, Dept. Psychiatry); Deborah Quintero (Advocate); Gene Rowe (Advocate); Shelley Townsend (University of Houston); Mary Jane Williams (Advocate); Albert Williamson (Spring Independent School District);

MEMBERS ABSENT: Kathleen Dovenon (Down Syndrome Association of Houston); Dr. Jaishree Ellis (Advocate); Ellen Goudeau (Advocate); Iris Lewis (Harris County Juvenile Probation Department); Andre Mohead (Advocate); Christopher Rigdon (Katy Independent School District); Janniece Sleigh (The Arc of Harris County); Dr. Shannon Verrett (Houston Independent School District); VACANT (Vita Living, Inc.)

OTHERS IN ATTENDANCE:

The Harris Center Staff: Mamie Adams; Janice Baines; Coneka Caleb; Katrina Carter; Margo Childs; Dr. Evanthe Collins; Annie Cuba; Michael Downey; Floyd Harrison; Cindy Hernandez; Marlene Hollier; Kenyonika Johnson; Consuelo Martinez; Lily Pan; Dana Sobers Ben; Amanda Willis

Public Attendees: Marilyn Gilbreath (Texas Workforce Solutions – Vocational Rehabilitation Services); Meridith Silcox (YMCA of Greater Houston)

I. **Call to Order**

The General (Virtual) Meeting of The Harris Center Planning Advisory Council (IDD-PAC) was called to order at 10:02 AM by Susan Parker, Chair, there being a quorum present. An Interpreter was not provided since this was a virtual meeting and Spanish-speaking guests were not present.

Susan Parker advised attendees to 1) mute mics unless speaking; 2) utilize the Chat feature when voting on the minutes taken on October 5, 2021.

II. **Approval of Notes**

Approval of the minutes of October 5, 2021 meeting was brought before the Council.

MOTION BY: Judy Blake

SECOND BY: Paola Jimenez Rodriguez

The minutes of October 5, 2021 were approved as submitted.

III. **Call for Public Comment**

There was no public comment brought forward.

IV. **Council Training**

Paola Jimenez Rodriguez presented an overview of *Medicaid Managed Care* (updated on July 2021).

Ms. Rodriguez introduced herself and stated that she represents Maximus who is the enrollment broker for Medicaid. Ms. Rodriguez went over the following topics:

- What is Medicaid managed care?
- What are the goals of managed care?
- What is an Enrollment Broker?
- What are the plan choices?
- How do families enroll?

MINUTES FROM INTELLECTUAL AND DEVELOPMENTAL DISABILITIES PLANNING ADVISORY COUNCIL
 November 2, 2021
 PAGE 2

Ms. Rodriguez shared the following contact information:

- Maximus (Enrollment Broker)
 - Elva Caballero
ElvaCaballero@maximus.com
 281-260-9871
 - Paola Jimenez Rodriguez
PaolaJmenezRodriguez@maximus.com
 346-218-8710
- Main Enrollment Helpline
 - 1-800-964-2777
- Special Population Helpline
 - 1-877-782-6440
 - TTY: 1-800-267-5008
- Website
 - <https://hhs.texas.gov/services/health/medicaid-chip/medicaid-chip-programs>

Ms. Rodriguez's PowerPoint presentation was emailed to IDD-PAC members following the IDD-PAC meeting.

Mary Jane Williams (Family to Family Network) asked how do adults (once enrolled in STAR+Plus obtain STAR+Plus waiver services. Ms. Williams explained that STAR+Plus Waiver is the long-term services for adults with disabilities. Ms. Williams assumed that adults go through their managed care provider and just wanted to verify if that is correct. Ms. Rodriguez will seek information about Ms. Williams's question and will follow up soon.

Kenyonika Johnson (Program Director, Community First Choice Service Coordination, The Harris Center) informed Ms. Williams that families would have to contact their managed care provider's case manager and request to be assessed for STAR+Plus waiver services.

Marilyn Gilbreath (Texas Workforce Solutions – Vocational Rehabilitation Services) asked to provide people with a disability (and has an interest to seek employment) to *Start My VR* online self-referral. People may also reach out to Ms. Gilbreath, Community Outreach & Awareness Specialist, at 281-732-1316.

Ms. Gilbreath informed the members that there is a how-to-access *Start My VR*. Ms. Gilbreath will send the link to the YouTube video and asked members to share the link as well. Ms. Parker asked to forward the link to Cindy Hernandez so that she may forward to all members.

Judy Blake (Family to Family Network) expressed concern with regard to families having a challenging time when navigating the process. Ms. Rodriguez advised the members to have families call their managed care provider and request a case manager.

Karen Kast (Community Care Services Eligibility – HHSC) clarified that STAR+Plus waiver services are granted based on medical need. Ms. Kast is not sure of what qualifies as a medical need.

Ms. Kast provided the members with the phone number to the Central Intake for Region 6 to be added to the interest list for STAR+Plus. The number is 1-800-881-3006.

V. Call for Subcommittee Reports

A. Adult and Juvenile Justice Subcommittee – Iris Lewis, Chair

Judy Blake provided the following update on Iris Lewis' behalf:

AJJC IDD conference was a success. Close to a 100 people appeared for the conference. Diversity, parent's perspective and legislative update received from State Representative Wu. Ms. Lewis thanked Judy Blake for moderating, Brenda Mullins for organizing the presentation, and Dr. Ninfa Escobar/Francisco Hernandez for registration. Huge thanks went out to IDD PAC members for continued support and Robert Stakem for opening and closing remarks.

Janice Jackson (Humble ISD) stated that the conference was well organized and thought that it was very informative.

B. Administrative Subcommittee – Shelley Townsend and Mary Jane Williams, Co-chairs The Administrative Subcommittee is not meeting for the time being. Updates are given during the IDD Vice President's Report.

C. Public Outreach

MINUTES FROM INTELLECTUAL AND DEVELOPMENTAL DISABILITIES PLANNING ADVISORY COUNCIL
November 2, 2021
PAGE 3

1. Community Education Subcommittee – Meridith Silcox, Chair

Meridith Silcox was not in attendance, however, Ms. Rodriguez informed the members that the subcommittee did not meet in October but will meet in the near future and decide on next year's plan.

2. Social Engagement Subcommittee

Dory Cayten (The Arc of Harris County) reported that the Candy Cane Ball will be held on Friday, December 10th. The venue accommodates 1,400 people, however, 500 people will be allowed to attend the event to allow social distancing. Instead of the occasional buffet-style, guests will be served at their tables. Tables will accommodate six guests (as opposed to ten), there will be ten dance floors instead of one.

The event will take place at the Bayou City Event Center located at 9401 Knight Rd., Houston, TX 77045. The flyer will be distributed once it becomes available. Volunteers are welcomed.

V. Old Business

Legislative Updates – Amanda Jones, J.D., Director of Government and Public Affairs

Ms. Jones was not present.

Ms. Parker welcomed Janice Jackson (Humble ISD) and reminded the members that Ms. Jackson is Geralyn Sullivan's replacement.

Ms. Parker also welcomed Michael Downey, Vice President of Mental Health Services Division from The Harris Center, for joining the meeting.

VII. New Business

No new business was brought forward.

VIII. Call for Consideration of Communication, Advice and Recommendations from Public and Private Agencies and Organizations

No communication, advice nor recommendations for consideration from public and private agencies/organizations were brought forward.

IX. Consideration of Board Requests for Advice Concerning Service Needs and/or Implementation Priorities – VACANT, Board Liaison, The Harris Center Board of Trustees

Mr. Downey was asked to bring up to The Harris Center's Board of Trustees the need for a Board Liaison. Mr. Downey will follow up.

X. Vice President's Report

Evanthe Collins, Ed.D., Director of Grants & State Contracts

Dr. Collins informed the members that the Agency has taken a much more aggressive approach in terms of pursuing external funding (i.e. foundations, federal grants, etc.) to try to diversify its financial portfolio. During the summer, Texas Council for Developmental Disabilities accepted applications from community partners to reduce access barriers to COVID-19 vaccinations. The Harris Center applied and was awarded a \$15,000 grant.

Currently, the Agency is working on developing culturally appropriate marketing to help reduce vaccine hesitancy amongst persons with IDD. The awarded money will go towards the purchase of 300 \$50 gift cards to issue to individuals with IDD that have reached vaccine completion (defined by the CDC). Individuals must have received the vaccine between September 2021 and February 2022.

The primary goal is to ensure that our IDD population receives the much needed vaccine. Staff are available to assist in scheduling transportation. Staff are also following up with families and assist with crossing over barriers related to vaccine hesitancy.

Margo Childs is the point of contact for the vaccine incentive program.

Amanda Willis, LCSW-S, Practice Manager of IDD Clinical Services

Ms. Willis did not have any updates to report at this time.

Annie Cuba, Program Director of TxHmL and HCS (Team 4)

Ms. Cuba did not have any updates to report at this time.

Dana Sobers Ben, MSW, Program Manager of COVID-19 Crisis Counseling Program

Ms. Ben did not have any updates to report at this time.

XI. Call for Announcements

MINUTES FROM INTELLECTUAL AND DEVELOPMENTAL DISABILITIES PLANNING ADVISORY COUNCIL
November 2, 2021
PAGE 4

Mary Jane Williams informed the members of the following:

The Texas Medicaid and Healthcare Partnership (TMHP) is hosting a three-part Texas Medicaid Autisms Services webinar series on November 2nd from noon – 1:30pm, November 4th from noon – 1:30pm and January 25, 2022 from noon – 1:30pm. Those who are interested are asked to contact:

- Texas Medicaid and Healthcare Partnership (TMHP) Center at 1-800-925-9126
- BlueCross BlueShield of Texas (BCBSTX) Medicaid Network team at 1-855-212-1615 or
- Email: TexasMedicaidNetworkDepartment@bcbstx.com

Shelley Townsend (FamiliesCAN Program, University of Houston) announced that FamiliesCAN Program will have a virtual workshop and "Partners Resource Network – Services & Resources" presented by Celia Ulloa, Region 4 Regional Coordinator, Partners Resource Network – PATH will be presenting. The virtual workshop will take place on November 4th from 3 – 4:30pm. Registration will take place at <https://tinyurl.com/ksfx2vy6>.

Mary Jane Williams (Family to Family Network) announced that Family to Family Network will have a luncheon on November 17th. To view future events (including this one), all are asked to visit the website: www.f2fn.org

XII. Call for Public Questions Pertaining to Agenda Items

There were no questions from the public that pertained to the agenda items.

XIII. Call for Motion to Adjourn

The next IDD-PAC meeting will be held on December 7, 2021. The meeting in January 2022 is cancelled.

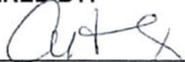
There being no further business before the Council, Susan Parker, Chair, called for a motion to adjourn via the Chat feature.

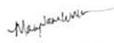
MOTION BY: Dr. Deborah Pearson SECOND BY: Judy Blake

Susan Parker, Chair, adjourned the meeting at 11:11AM

APPROVED ON THIS THE 7 DAY OF December, 2021.

PREPARED BY:


Cindy Hernandez, Recording Secretary
IDD Planning Advisory Council


Mary Jane Williams, Secretary
IDD Planning Advisory Council

Digitally signed by Mary J Williams
DN: cn=Mary J Williams, o=Family to Family
Network, ou,
email=maryjane@familytofamilynetwork.org, c=US
Date: 2022.01.14 11:32:29 -06'00'

EXHIBIT F-22

THE HARRIS CENTER
INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
PLANNING ADVISORY COUNCIL

**Prepared by: The Office of the Vice President for Intellectual and
Developmental Disabilities Services**

December 7, 2021

MEMBERS IN ATTENDANCE: Judy Blake (Advocate); Dory Cayten (Advocate); Janice Jackson (Humble Independent School District); Kennitha Jenkins (Consumer Advocate); Tasheara Jennings Gobert (Texas Workforce Solutions – Vocational Rehabilitation Services); Paola Jimenez Rodriguez (Advocate); Nicholas Johnson (Katy Independent School District); Karen Kast (Community Care Services Eligibility – HHSC); Kevin Kern (The Center for Pursuit); Elworth Lusk (Consumer Advocate); Kassandra Malveaux (Harris Co. Protective Services); Susan Parker (Region 4 Education Service Center); Dr. Deborah Pearson (McGovern Medical School, UT Health Science Center – Houston, Dept. Psychiatry); Deborah Quintero (Advocate); Gene Rowe (Advocate); Janniece Sleigh (The Arc of Harris County); Shelley Townsend (University of Houston); Mary Jane Williams (Advocate); Albert Williamson (Spring Independent School District)

MEMBERS ABSENT: Gabe Cazares (Mayor’s Office for People w/ Disabilities); Charles Davis (Harris County Psychiatric Center); Kathleen Doven (Down Syndrome Association of Houston); Dr. Jaishree Ellis (Advocate); Ellen Goudeau (Advocate); Erin Knight (Richmond State Supported Living Center); Iris Lewis (Harris County Juvenile Probation Department); Andre Mohead (Advocate); Brenda Mullins (Harris County Department of Education); Dr. Shannon Verrett (Houston Independent School District); VACANT (Vita Living, Inc.)

OTHERS IN ATTENDANCE:

The Harris Center Staff: Patrina Anthony; Coneka Caleb; Annie Cuba; Michael Downey; Floyd Harrison; Cindy Hernandez; Marlene Hollier; Kenyonika Johnson; David Long; Consuelo Martinez; Lily Pan; Dana Sobers Ben; Amanda Willis

Public Attendees: The Harris Center’s Unique Voices Choir; Marilyn Gilbreath (Texas Workforce Solutions – Vocational Rehabilitation Services); Meridith Silcox (YMCA of Greater Houston)

I. Call to Order

The virtual Holiday Celebration meeting of The Harris Center Planning Advisory Council (IDD-PAC) was called to order at 10:01 AM by Susan Parker, Chair, there being a quorum present. An Interpreter was not provided since this was a virtual meeting and Spanish-speaking guests were not present.

Susan Parker advised attendees to 1) mute mics unless speaking; 2) utilize the Chat feature when voting on the minutes taken on November 2, 2021.

II. Approval of Notes

Approval of the minutes of November 2, 2021 meeting was brought before the Council.

MOTION BY: Kevin Kern

SECOND BY: Kennitha Jenkins

The minutes of November 2, 2021 were approved as submitted.

III. Call for Public Comment

There was no public comment brought forward.

Ms. Parker welcomed Nicholas Johnson (Katy ISD) and Kim Torres (Bloom Fitness) to the IDD-PAC.

All IDD-PAC members and The Harris Center’s staff were asked to introduce themselves and give insight of their respective organizations their roles.

IV. Council Training

A. The Harris Center’s Unique Voices Choir

The Harris Center’s Unique Voices Choir delivered a rendition of the song “Feliz Navidad” with the assistance of director, Patrina Anthony.

B. Holiday Treasures and Memories

Members were sent into breakout sessions to talk about holiday treasures and memories to share with their group.

C. Success Stories from the Field

Dory Cayten (The ARC of Harris County) and Amanda Willis (The Harris Center of Mental Health and IDD) shared a few success stories with the members.

MINUTES FROM INTELLECTUAL AND DEVELOPMENTAL DISABILITIES PLANNING ADVISORY COUNCIL
 December 7, 2021
 PAGE 2

D. Years of Services

Judy Blake commenced the awards ceremonial portion of the IDD-PAC meeting.

Thank You cards crafted by individuals from day habilitation were delivered via US Postal Mail. Certificates will be mailed upon request.

V. Subcommittee Reports

A. Public Outreach

1. Community Education Subcommittee – Meridith Silcox, Chair

An update was not provided.

2. Social Engagement Subcommittee

An update was not provided.

V. Old Business

Legislative Updates – Amanda Jones, J.D., Director of Government and Public Affairs

Ms. Jones was not present.

VII. New Business

No new business was brought forward.

VIII. Call for Consideration of Communication, Advice and Recommendations from Public and Private Agencies and Organizations

No communication, advice nor recommendations for consideration from public and private agencies/organizations were brought forward.

IX. Consideration of Board Requests for Advice Concerning Service Needs and/or Implementation Priorities – VACANT, Board Liaison, The Harris Center Board of Trustees

Mr. Downey was asked to bring up to The Harris Center's Board of Trustees the need for a Board Liaison. Mr. Downey will follow up.

X. Vice President's Report

Michael Downey, VP of Mental Health Services Division and Interim of IDD Services Division, did not have anything to report at the this time.

Ms. Parker asked for an update on an IDD-PAC Board Liaison. Mr. Downey will follow up and will report updates to the IDD-PAC when available.

Lily Pan shared the success of CapeABLE Coffee Program. The program is funded by The Harris Center's Foundation for Employment Training. The program started in November 2021. Thirty participants are currently trained to render services. Participants also create cards for different occasions.

Amanda Willis, LCSW-S, Practice Manager of IDD Clinical Services

Ms. Willis did not have any updates to report at this time.

Annie Cuba, Program Director of TxHmL and HCS (Team 4)

Ms. Cuba did not have any updates to report at this time.

Dana Sobers Ben, MSW, Program Manager of COVID-19 Crisis Counseling Program

Ms. Ben did not have any updates to report at this time.

Mr. Parker shared a picture of the valet tray that will be given to Robert "Bob" Stakem on behalf of the IDD-PAC. Cindy Hernandez will reach out to Mr. Stakem to coordinate date of delivery/pickup.

XI. Call for Announcements

Shelley Townsend (FamiliesCAN Program, University of Houston) announced that FamiliesCAN Program will have a virtual workshop and "Take Your Next Step at The Harris Center" presented by Consuelo Martinez, IDD Community Resources and Training Coordinator. The virtual workshop will take place on December 16th from 3 – 4:30pm. Registration will take place at <https://tinyurl.com/236vt4zm>.

Mary Jane Williams (Family to Family Network) announced that Family to Family Network will host their monthly virtual training, "College Planning for a Child with Disability" on December 9th from noon – 1pm. The monthly virtual training sessions are part of Family to Family Network's Planning for Financial Security & Support Program.

MINUTES FROM INTELLECTUAL AND DEVELOPMENTAL DISABILITIES PLANNING ADVISORY COUNCIL
December 7, 2021
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XII. Call for Public Questions Pertaining to Agenda Items
There were no questions from the public that pertained to the agenda items.

XIII. Call for Motion to Adjourn
The next IDD-PAC meeting will be held on February 1, 2022. The meeting in January 2022 is cancelled.

Ms. Parker asked for volunteers to present in 2022. Kim Torres (Bloom Fitness), Janice Jackson (Humble ISD), Janniece Sleigh (The ARC of Harris County), Tasheara Jennings Gobert (Texas Workforce Solutions – Vocational Rehabilitation Services) and Meridith Silcox (YMCA) volunteered to present in 2022.

There being no further business before the Council, Susan Parker, Chair, called for a motion to adjourn via the Chat feature.

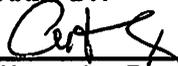
MOTION BY: Dr. Deborah Pearson

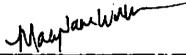
SECOND BY: Kassandra Malveaux

Susan Parker, Chair, adjourned the meeting at 11:35AM

APPROVED ON THIS THE 15th DAY OF February, 2022

PREPARED BY:


Cindy Hernandez, Recording Secretary
IDD Planning Advisory Council


Mary Jane Williams, Secretary
IDD Planning Advisory Council

Digitally signed by Mary J Williams
DN: cn=Mary J Williams, o=Family to
Family Network, ou,
email=maryjane@familytofamilynet
work.org, c=US
Date: 2022.03.14 10:36:59 -05'00'

EXHIBIT F-23

MINUTES FROM INTELLECTUAL AND DEVELOPMENTAL DISABILITIES PLANNING ADVISORY COUNCIL
 February 1, 2022
 PAGE 2

The program's content consists of dance, chair fitness, Pilates, strength training (hand weights) and indoor cycle. Bloom Fitness has three service delivery models:

- Partnerships
 - Physical space (approx. 4,600 facilities nationwide)
 - Population knowledge
 - Requirement and desire to provide movement
 - Lack of knowledge, structure and focus
 - Inexpensive, easy to implement, sustainable, structured, effective program
 - Staff and program coordination training
 - Ongoing technical assistance
 - Success guides and volunteer support
 - Bloom Box – program provides USB drives that contain classes, supporting training videos and outreach materials as part of its culture package.
- Bloom Live
 - Three mornings per week
 - Pilates, strength, yoga, dance and chair fitness
 - Lead by highly-skilled instructors
- App
 - Growing library of over 25 professionally produced fitness videos
 - Access to virtual classes
 - Conduit of communication between partners, athletes, families and Bloom

Susan Parker asked if Bloom Fitness collaborates with any public school 18 plus programs. Ms. Torres stated that they currently are engaged in North Carolina with community college transitional programs, which is working out really well. Ms. Torres asked members to contact her if they have connections to the 18 plus programs.

Ms. Parker will invite Ms. Torres to Region 4's upcoming Low Incidence Disabilities Leadership Network meeting to do a presentation on Bloom Fitness. Ms. Parker also asked Ms. Torres to forward her contact information and brochures to Cindy Hernandez so that she may distribute to the IDD-PAC members.

Ms. Torres asked members to access Bloom Fitness' website at www.BloomFitness.org and view the four-minute video on the homepage.

Judy Blake made a suggestion about collaborating with The Harris Center's Coffeehouse program. Ms. Blake will pass on Margaret "Maggie" Strobel's contact information to Ms. Torres.

Shelley Townsend asked how the schedule of the live virtual classes are set up. Ms. Torres stated that the live virtual classes are on Tuesday, Wednesday and Thursday at 10am of each week. When the Bloom Fitness App rolls out at the beginning of March, participants will have access to the On Demand classes. A version two of the App continues to be in the works.

Ms. Torres gave a shout out to the adults from nonPareil Institute who built the Bloom Fitness app.

V. Call for Subcommittee Reports

A. Adult and Juvenile Justice Subcommittee – Iris Lewis, Chair

Iris Lewis reported that the subcommittee is currently in planning mode for the upcoming virtual Criminal Justice & IDD Conference. The conference will take place on either October 6th or 27th for half a day in the morning. More details will be available as they become available.

B. Administrative Subcommittee – Shelley Townsend and Mary Jane Williams, Co-chairs The Administrative Subcommittee is not meeting for the time being. Updates are given during the IDD Vice President's Report.

C. Public Outreach

1. Community Education Subcommittee – Meridith Silcox, Chair

Meridith Silcox was not in attendance, however, Ms. Rodriguez informed the members that the subcommittee has not met, however, members are currently in process of reaching out to HHSC to request to utilize PowerPoint presentations that focus on waiver programs.

2. Social Engagement Subcommittee

Janniece Sleight reported that the in-person Candy Cane Ball held in December 2021 was a success. The event was limited to 500 attendees, however, 420 attendees showed.

The 2022 Candy Cane Ball will be on the 1st Friday in December, tentatively.

MINUTES FROM INTELLECTUAL AND DEVELOPMENTAL DISABILITIES PLANNING ADVISORY COUNCIL

February 1, 2022

PAGE 3

Legislative Updates – Amanda Jones, J.D., Director of Government and Public Affairs

Ms. Jones was not present. An update was not provided either.

VII. New Business

No new business was brought forward.

VIII. Call for Consideration of Communication, Advice and Recommendations from Public and Private Agencies and Organizations

Judy Blake pointed out that Elva Caballero (Maximus) typed in the Chat feature: *"Medicaid began providing ABA services to children under the age of 21 on Medicaid"*.

Ms. Parker asked to pass on any other updates to Cindy Hernandez so that she may pass on to members.

IX. Consideration of Board Requests for Advice Concerning Service Needs and/or Implementation Priorities – VACANT, Board Liaison, The Harris Center Board of Trustees

A Board Liaison has not yet been appointed.

X. Vice President's Report

Lance Britt reported the following on behalf of Michael Downey:

The vacant IDD Vice President position is posted and applications are being accepted at this time. The interview process will start next week and in hopes of filling the position very soon.

Ms. Parker asked if there are any updates with regard to an appointed IDD-PAC Board Liaison. Mr. Britt stated that he does not have an update with regard to that matter.

Lily Pan, Director of Residential and Day Habilitation Services

Lily Pan reported that her program received a grant from The Harris Center Foundation for employment training in 2021. On yesterday, Ms. Pan reported to the Board that ten participants have obtained employment in the community.

The program also continues to operate the coffee shop and gift shop at 9401 Southwest Freeway on Wednesday of every week.

Ms. Pan also reported that her program was awarded a grant from The Harris Center Foundation to fund Meaningful Day. This program will offer clients to participate in different activities such as a garden club, reading club, etc. Ms. Pan added that The Harris Center Foundation awarded three out of four grants to the IDD Division and asked Amanda Willis to speak about the other two awarded grants.

Amanda Willis, LCSW-S, Practice Manager of IDD Clinical Services

Ms. Willis reported that The Harris Center's Coffeehouse program has secured a space at the Northwest Adult Mental Health Outpatient Clinic located on Dacoma near 290 and 610. If all goes well, the program will do a soft opening on February 14th to start servicing clients.

As Ms. Pan mentioned previously, Ms. Willis added that The Harris Center Foundation approved two grant applications for this fiscal year. One grant is to fund what is called the Coffeehouse Co-op Academy. The idea came from Margaret "Maggie" Strobel. The Coffeehouse Co-op Academy will offer classes on web design, podcasting, Spanish, graphic design, etc.

The second grant will be utilized to enhance the services provided by the STARS Clinic. Dr. Rinita Roberts provided the idea.

Ms. Parker asked if Dr. Rinita Roberts will be able to present to the IDD-PAC members on the Feeding Clinic. Ms. Willis stated that Dr. Roberts is very busy with the Feeding Clinic and advised to reach out to her (Ms. Willis) on a later date with regard to this request.

Janice Baines, Director of Service Coordination

Ms. Baines announced that she is the new Director of Service Coordination. Dr. Evanthe Collins previously filled the position. Ms. Baines has been with the agency for 32 years.

Ms. Baines also announced that Dana Sobers Ben is the new Program Director of HCS Service Coordination for Teams 3 and 5. This position was previously filled by Ms. Baines.

XI. Call for Announcements

Shelley Townsend (Families CAN Program, University of Houston) announced that Families CAN Program will have a virtual workshop, *"Pulling Back the Layers for Parents/Grandparents in Families of Special Needs/Learning Differences"*.

MINUTES FROM INTELLECTUAL AND DEVELOPMENTAL DISABILITIES PLANNING ADVISORY COUNCIL
February 1, 2022
PAGE 4

The workshop will be hosted by Gayle Fisher, M.Ed., Founder of Getting Sorted. The virtual workshop will take place on February 5th from 10am – noon. Registration will take place at <https://tinyurl.com/3bXr66t>.

Janice Jackson (Humble ISD) announced that there will be a *Family Resource and Transition Fair* at James D. Eggers Instructional Support Center, 4810 Magnolia Cove, Kingwood, TX 77345 on February 19th from 9am – 1pm. Families and students with disabilities of all ages are welcome to come and learn about community and government resources for supporting individuals with disabilities. English/Spanish flyers were sent previously to IDD-PAC members.

XII. Call for Public Questions Pertaining to Agenda Items
There were no questions from the public that pertained to the agenda items.

XIII. Call for Motion to Adjourn
The next IDD-PAC meeting will be held on March 1, 2022.

There being no further business before the Council, Susan Parker, Chair, called for a motion to adjourn via the Chat feature.

MOTION BY: Dr. Deborah Pearson

SECOND BY: Judy Blake

Susan Parker, Chair, adjourned the meeting at 10:48AM

APPROVED ON THIS THE 1 DAY OF March, 2022.

PREPARED BY:

Cindy Hernandez, Recording Secretary
IDD Planning Advisory Council

Mary Jane Williams, Secretary
IDD Planning Advisory Council

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

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
 TCOOMI 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