

**Full Board Meeting**  
November 14, 2023  
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, October 24, 2023  
(*EXHIBIT F-1*)
- IV. CHIEF EXECUTIVE OFFICER'S REPORT**
- V. COMMITTEE REPORTS AND ACTIONS**
  - A. Resource Committee Report and/or Action  
(*G. Womack, Chair*)
  - B. Quality Committee Report and/or Action  
(*G. Santos, Chair*)
  - C. Program Committee Report and/or Action  
(*B. Hellums, Chair*)
  - D. Governance Committee Report and/or Action  
(*J. Lykes, Chair*)
  - E. Foundation Report and/or Action  
(*J. Lykes, Chair*)
- VI. CONSENT AGENDA**
  - A. FY'22 Year-to-Date Budget Report-October  
(*EXHIBIT F-2*)
  - B. November 2023 Contract Amendments Over 250K  
(*EXHIBIT F-3*)
  - C. November 2023 Interlocal Agreements  
(*EXHIBIT F-4*)
- VII. REVIEW AND TAKE ACTION**
  - A. Proposed 2024 Board Calendar  
(*EXHIBIT F-5 Wayne Young*)
- VIII. REVIEW AND COMMENT**
  - A. RDLR Presentation  
(*EXHIBIT F-6*)
- IX. BOARD CHAIR'S REPORT**
- X. EXECUTIVE SESSION**

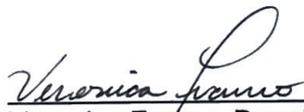
As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.

In accordance with §§551.071 and 551.076 of the Texas Government Code, to consult with attorney regarding a legal matter and discuss Security Devices and Audit related to a Security Incident. Kendra Thomas, General Counsel, Mustafa Cochinwala, Chief Information Officer, and Wes Farris, Director of Information Security.

As authorized by § 551.074 of the Texas Government Code, performance evaluation of CEO. Mr. James Lykes, Chair of Governance Committee; S. Zakaria, Chair of the Harris Center Board of Trustees

In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Nomination of Individual Board members as Board Officers and the 2024 Slate of Officers. Mr. James Lykes, Chair of Governance Committee; S. Zakaria, Chair of the Harris Center Board of Trustees

- XI. RECONVENE INTO OPEN SESSION
- XII. CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION
- XIII. ADJOURN



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Veronica Frauco, 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**

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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.

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**PLACE OF MEETING:** Conference Room 109  
9401 Southwest Freeway  
Houston, Texas 77074

**TYPE OF MEETING:** Regular

**DATE:** October 24, 2023

**TRUSTEES  
IN ATTENDANCE:** Mr. Shaukat Zakaria-Chair  
Dr. L. Moore, Vice Chairperson  
Dr. Robin Gearing PhD, Vice Chairperson  
Dr. George Santos, Secretary (virtual)  
Mr. Jim Lykes  
Mrs. B. Hellums  
Dr. Max Miller (virtual)

**TRUSTEES ABSENT:** Sheriff Ed Gonzalez, Mrs. Natali Hurtado, Mr. Gerald Womack

**I. Declaration of Quorum**

Mr. S. Zakaria, Chair, called the meeting to order at 9:30 a.m. noting that a quorum of the Board was in attendance.

**II. Public Comments-**  
No public comments

**III. Approval of Minutes**

**MOTION BY: MOORE SECOND: GEARING**

**With unanimous affirmative votes**

**BE IT RESOLVED** the Minutes of the Regular Board of Trustees meeting held on Tuesday, September 26, 2023 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  
Mr. Zakaria provided an overview of the topics discussed and the decisions made at the Resource Committee meeting on October 17, 2023
- B. Quality Committee Report and/or Action-G. Santos, Chair  
Dr. Santos provided an overview of the topics discussed and the decisions made at the Quality Committee meeting on October 17, 2023.
- C. Audit Committee Report and/or Action-R. Gearing  
Dr. Santos provided an overview of the topics discussed and the decisions made at the Program Committee meeting on October 17, 2023.
- D. Governance Committee Report and/or Action-J. Lykes, Chair  
Mr. Lykes provided an overview of the topics discussed and the decisions made at the Governance Committee meeting on October 17, 2023.
- E. Foundation Report and/or Action-J. Lykes, Chair  
Mr. Lykes provided the Board of Trustees with an update about the Foundation.

**VI. Consent Agenda**

- A. Approve FY'22 Year-to-Date Budget Report-September
- B. October 2023 Contract Amendments Over 250K
- C. October 2023 Interlocal Agreements Over 250K
- D. Foreign and Sign Language Translation Interpretation Services
- E. Root Cause Analysis Policy
- F. Adding and Receiving Equipment
- G. Agency Abbreviations
- H. Asset Tracking and Depreciation
- I. Breach Notification
- J. Business Associate and Subcontractor
- K. Communication with the Media and Other Entities
- L. Consents and Authorizations

- M. Content of Patient/Individual Records
- N. Declaration of Mental Health Treatment
- O. Emergency Codes, Alerts, and Responses
- P. Faxing & Emailing Patient Identifying Information
- Q. Harris Center Advisory Committee
- R. IDD-PAC Bylaws
- S. Medication Administration
- T. Nepotism HR SOP
- U. Overtime Compensation
- V. Patient/Individual Access to Medical Records
- W. Performance Improvement Plan
- X. Retention of Patient/Individual Records
- Y. Return to In-Patient Care of Furloughed Patient
- Z. Security of Patient/Individual Identifying Information
- AA. Standardized Patient Record Form
- BB. Subpoenas

**MOTION: B. Hellums moved to approve Consent Agenda items A-B, D-V and X-BB excluding agenda items C- October 2023 Interlocal Agreements over \$250,000 and W-Performance Improvement Plan. Agenda Item W was tabled in the Governance Committee.**

**SECOND: Dr. Moore seconded the motion**

**BE IT RESOLVED, with unanimous affirmative vote, Consent Agenda items A-B, D-V and X-BB are approved.**

**Dr. Gearing recused himself from the discussion and vote on agenda item C- October 2023 Interlocal Agreements.**

**MOTION: Mrs. Hellums moved to approve Consent Agenda item C**

**SECOND: Mr. Lykes seconded the motion**

**BE IT RESOLVED, with unanimous affirmative vote, Consent Agenda items C is approved.**

**VII. REVIEW AND COMMENT**

- A. HR Update**-Joseph Gorczyca presented the Full Board
- B. FY2022-FY2024 Strategic Plan**-Wayne presented to the Full Board
- C. Facilities Year End**-Todd McCorquodale presented to the Full Board

**VIII. BOARD CHAIR REPORT-** Mr. Zakaria announced his resignation from the Harris Center Board of Trustees as Chair and Trustee effective November 30, 2023.

**IX. Executive Session-**Mr. Zakaria announced the Board would convene into Executive Session at 11:03 am for the following purpose:

- As authorized by § 551.074 of the Texas Government Code, performance evaluation of CEO. Mr. James Lykes, Chair of Governance Committee; S. Zakaria, Chair of the Harris Center Board of Trustees
- In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Nomination of Individual Board members as Board Officers and the 2024 Slate of Officers. Mr. James Lykes, Chair of Governance Committee; S. Zakaria, Chair of the Harris Center Board of Trustees

**X. Reconvene into Open Session** – The Board reconvened into Open Session at 11:13 am.

**Nomination of Individual Board Members as Board Officers**

**MOTION:** Mr. Zakaria moved to elect Dr. R. Gearing as the Harris Center Board Chairman upon Mr. Zakaria’s resignation on November 30, 2023.

**SECOND: MOORE**

**BE IT RESOLVED, with majority affirmative vote, the motion is approved.**

**MOTION:** Mr. Zakaria moved to elect Mr. J. Lykes as the Board’s Vice- Chairman once Dr. Gearing assumes his role as Board Chair.

**SECOND: HELLUMS**

**BE IT RESOLVED, with majority affirmative vote, the motion is approved.**

**XI. ADJOURN**

**MOTION: MOORE                      SECOND: HELLUMS**

**Motion passed with unanimous affirmative votes.**

The meeting was adjourned at 11:15 A.M.

Respectfully submitted,

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Veronica Franco, Board Liaison  
**Shaukat Zakaria, Chair, Board of Trustees**  
*The HARRIS CENTER for Mental Health and IDD*

DRAFT

# **EXHIBIT F-2**

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

**Results of Financial Operations and Comparison to Budget  
As of October 31, 2023**

**Fiscal year 2024**

***11.06.2023 DRAFT***

# The Harris Center for Mental Health and IDD

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

The Results of Financial Operations and Comparison to Budget submitted herewith was prepared by The Center's Accounting Department.

Responsibility for the accuracy, completeness and fairness of presentaiton of the presented data rests with the Center, the Chief Financial Officer and the Accounting Department. We believe the data, as presented, is materially accurate and is presented in a manner designed to fairly set forth the financial position and results of operations of The Center.

The Center's accounting records for its general fund 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 report submitted herewith has not been audited by an independent auditor.



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Vanessa McKeown  
Chief Financial Officer

11.06.2023  
draft

**The Harris Center for Mental Health and IDD**  
**Results of Financial Operations and Comparison to Original Budget**  
**As of October 31, 2023**  
*unaudited/budget-basis reporting*

11.06.2023 DRAFT

**For the Month**

	<b>Original budget</b>	<b>Actual</b>	<b>Variance</b>
Revenues	\$ 28,513,457	\$ 24,315,917	\$ (4,197,540)
Expenditures	28,141,706	23,127,029	5,014,676
<b>Change in net assets</b>	<b>\$ 371,751</b>	<b>\$ 1,188,888</b>	<b>\$ 817,137</b>
<b>Use of prior year balances</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Capital, net		(478,288)	(478,288)
Bond payment	(83,333)	19,965	103,298
	<u>\$ 288,418</u>	<u>\$ 730,564</u>	<u>\$ 442,146</u>

**Fiscal Year to Date**

	<b>Original budget</b>	<b>Actual</b>	<b>Variance</b>
Revenues	\$ 57,061,358	\$ 53,033,618	\$ (4,027,740)
Expenditures	56,308,908	50,773,699	5,535,210
<b>Change in net assets, operations</b>	<b>\$ 752,450</b>	<b>\$ 2,259,920</b>	<b>\$ 1,507,470</b>
<b>Use of prior year balances</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Capital, net		(483,408)	(483,408)
Bond payment	(166,667)	19,965	186,631
	<u>\$ 585,783</u>	<u>\$ 1,796,476</u>	<u>\$ 1,210,693</u>

The Harris Center for Mental Health and IDD  
 Results of Financial Operations and Comparison to Original Budget  
 As of October 31, 2023

11.06.2023 DRAFT

unaudited/budget-basis reporting

	For the Month				Fiscal Year to Date				
	ORGBUD	Actual	Variance		orgbud	Actual	Variance		
			\$	%			\$	%	
<b>Operating Revenue</b>									
State General Revenue	\$ 9,628,917	\$ 9,280,839	\$ (348,078)	-4%	\$ 19,292,316	\$ 19,009,821	\$ (282,495)	-1%	
Harris County and Local	5,439,090	4,749,160	(689,930)	-13%	10,878,148	10,351,339	(526,809)	-5%	
Federal Contracts and Grants	4,040,373	2,342,524	(1,697,849)	-42%	8,080,743	6,134,347	(1,946,396)	-24%	
State Contract and Grants	1,513,271	(580,018)	(2,093,289)	-138%	3,026,542	1,028,708	(1,997,834)	-66%	
Third Party Billing	2,766,559	3,118,830	352,270	13%	5,533,117	5,889,983	356,866	6%	
Charity Care Pool	3,340,351	3,340,351		0%	6,680,702	6,680,702		0%	
Directed Payment Programs	726,251	897,939	171,688	24%	1,452,502	1,665,882	213,380	15%	
PAP	833,578	883,784	50,206	6%	1,667,157	1,688,900	21,743	1%	
Interest Income	225,066	282,507	57,441	26%	450,132	583,937	133,805	30%	
<b>Operating Revenue, total</b>	<b>\$ 28,513,457</b>	<b>\$ 24,315,917</b>	<b>\$ (4,197,540)</b>	<b>-15%</b>	<b>\$ 57,061,358</b>	<b>\$ 53,033,618</b>	<b>\$ (4,027,740)</b>	<b>-7%</b>	
<b>Operating expenditures</b>									
Salaries and Fringe Benefits	\$ 19,819,456	\$ 16,403,009	\$ 3,416,446	17%	\$ 39,638,937	\$ 36,069,510	\$ 3,569,428	9%	
Contracts and Consultants	2,103,434	100,448	2,002,986	95%	4,206,878	2,048,489	2,158,389	51%	
HCCP Contract	2,322,734	2,066,098	256,636	11%	4,645,468	4,634,882	10,586	0%	
Supplies and Drugs	1,525,328	2,249,760	(724,432)	-47%	3,051,857	4,121,932	(1,070,075)	-35%	
Purchases, Repairs and Maintenance of:									
Equipment	560,798	634,007	(73,209)	-13%	1,121,595	719,471	402,124	36%	
Building	302,065	247,345	54,720	18%	604,127	489,479	114,648	19%	
Vehicle	86,370	83,772	2,598	3%	172,740	156,852	15,888	9%	
Telephone and Utilities	311,951	352,992	(41,041)	-13%	623,900	635,898	(11,998)	-2%	
Insurance, Legal and Audit	164,451	154,357	10,094	6%	343,919	314,284	29,635	9%	
Travel	174,002	162,524	11,478	7%	366,527	327,132	39,395	11%	
Other	771,117	672,717	98,400	13%	1,532,960	1,255,770	277,190	18%	
<b>Operating Expenditures, total</b>	<b>\$ 28,141,706</b>	<b>\$ 23,127,029</b>	<b>\$ 5,014,676</b>	<b>18%</b>	<b>\$ 56,308,908</b>	<b>\$ 50,773,699</b>	<b>\$ 5,535,210</b>	<b>10%</b>	
<b>Change in Net Assets, before Other Sources</b>	<b>\$ 371,751</b>	<b>\$ 1,188,888</b>	<b>\$ 817,137</b>	<b>220%</b>	<b>\$ 752,450</b>	<b>\$ 2,259,920</b>	<b>\$ 1,507,470</b>	<b>200%</b>	
<b>Other Sources</b>									
Use of Net Assets, capital	\$	\$ -	\$		\$	\$ 63,593	63,593		
Capital Outlay		478,288	(478,288)			547,001	(547,001)		
<b>Capital Expenditures, net</b>		<b>(478,288)</b>	<b>(478,288)</b>			<b>(483,408)</b>	<b>(483,408)</b>		
DSRIP	-	-	-		-	-	-		
Covid reserve									
<b>Use of prior year balances</b>									
Insurance proceeds		10,695	10,695			10,695	10,695		
Bond payment	(83,333)	-	83,333	-100%	(166,667)	-	166,667	-100%	
Proceeds from Sale of Assets		9,270	9,270			9,270	9,270		
<b>Change in Net Assets, all Sources</b>	<b>\$ 288,418</b>	<b>\$ 730,564</b>	<b>\$ 442,146</b>		<b>\$ 585,783</b>	<b>\$ 1,796,476</b>	<b>\$ 1,210,693</b>		

**The Harris Center for Mental Health and IDD**  
**Balance Sheet**  
**As of October 31, 2023**  
*unaudited/budget-basis reporting*

**11.06.2023 DRAFT**

	September-23	October-23	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Petty Cash	\$ 13,854,853	\$ 48,558,072	\$ 34,703,219
Investments	57,922,316	44,504,970	(13,417,346)
Inventory and Prepaid	4,847,801	4,827,798	(20,003)
Accounts Receivable			
Other	37,082,225	39,621,584	2,539,359
Patient, net of allowance	6,159,697	3,974,773	(2,184,925)
<b>Current Assets, Total</b>	<b>\$ 119,866,892</b>	<b>\$ 141,487,197</b>	<b>\$ 21,620,305</b>
<b>Capital Assets</b>			
Land	\$ 12,693,783	\$ 12,693,783	\$ -
Building and Building Improvements	46,595,256	46,595,256	-
Furniture, Equipment and Vehicles	9,912,523	9,912,523	-
Construction in Progress	26,154,236	26,154,236	-
<b>Capital Assets, Total</b>	<b>\$ 95,355,798</b>	<b>\$ 95,355,798</b>	<b>\$ -</b>
<b>Total Assets</b>	<b>\$ 215,222,690</b>	<b>\$ 236,842,995</b>	<b>\$ 21,620,305</b>
<b>LIABILITIES AND NET ASSETS</b>			
Unearned Income	\$ 3,964,847	\$ 28,412,490	\$ 24,447,643
Accounts Payable and Accrued Liabilities	31,266,469	27,717,998	(3,548,471)
Long term Liabilities	910,883	912,533	1,730
<b>Liabilities, Total</b>	<b>\$ 36,142,199</b>	<b>\$ 57,043,021</b>	<b>\$ 20,900,902</b>
<b>NET POSITION</b>			
Inventory and Capital Assets	95,728,208	95,762,345	34,138
Assigned (see notes for designated balances)	82,275,290	82,241,152	(34,138)
Change in net assets, <i>budgetary basis</i>	1,076,995	1,796,476	719,481
<b>Net Assets, Total</b>	<b>\$ 179,080,492</b>	<b>\$ 179,799,974</b>	<b>\$ 753,619</b>

Local Government Investment Pools (LGIPs)

	Beginning Balance	Transfer In	Transfer Out	Interest Income	Ending Value	Portfolio %	Monthly Interest Rate	Monthly Yield
<b>Texas CLASS</b>								
Texas CLASS General Fund	\$ 37,467,056	\$ -	\$ (13,650,000)	\$ 136,272	\$ 23,953,328	53.8%	5.56%	5.586%
<b>TexPool</b>								
TexPool Prime	16,987,895	-	-	80,601	17,068,495	38.4%	5.59%	4.801%
TexPool General Fund	1,055,412	-	-	4,804	1,060,215	2.4%	5.36%	4.611%
TexPool Internal Service Fund	2,411,954	-	-	10,978	2,422,932	5.4%	5.36%	4.611%
<i>TexPool Sub-Total</i>	<i>20,455,261</i>	<i>-</i>	<i>-</i>	<i>96,382</i>	<i>20,551,642</i>	<i>46.2%</i>		<i>4.768%</i>
<b>Total Investments</b>	\$ 57,922,316	\$ -	\$ (13,650,000)	\$ 232,654	<b>\$ 44,504,970</b>	100%		5.209%

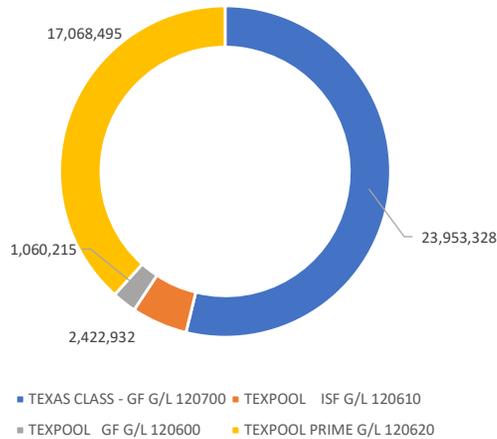
Additional Interest-Checking Accounts

49,853

**Total Interest Earned**

\$ 282,507

Investment Portfolio Weight



<b>3 Month Weighted Average Maturity (Days)</b>	<b>1.00</b>
<b>3 Month Weighted Average Yield</b>	<b>5.55%</b>
<b>3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks)</b>	<b>5.28%</b>
<b>Interest Rate - Chase Hybrid Checking</b>	<b>3.15%</b>
<b>ECR - Chase</b>	<b>3.25%</b>

This Investment Portfolio Report of The Harris Center for Mental Health and IDD As of September 30, 2023 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.

Approved:

Hayden Hernandez, Accounting and Treasury Manager

**The Harris Center for Mental Health and IDD**  
**Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits**  
**As of October 31, 2023**

11.06.2023 DRAFT

<b>Vendor</b>	<b>Description</b>	<b>Monthly Not-To-Exceed*</b>	<b>October</b>	<b>YTD Total Through October</b>
Lincoln Financial Group	Retirement Funds (401a, 403b, 457)	\$3,500,000	\$1,807,058	\$2,742,435
Blue Cross Blue Shield of TX	Health and Dental Insurance	\$3,200,000	\$4,954,010	\$4,954,010
UNUM	Life Insurance	\$300,000	\$0	\$0

\* As established by the Board Resolution: Harris Center Board of Trustees Signature Authorization and Delegation Authority for Certain Items effective May 23, 2023.

Notes:

Non-employee portion of October payments of Liabilities for Employee Benefits = 22.0% of Expenditures.

Total payments to Blue Cross Blue Shield exceeded monthly resolution allowance. Second payment made during period approved by Mr. Zakaria.

# **EXHIBIT F-3**

# **NOVEMBER 2023 AMENDMENTS OVER 250k**

THE HARRIS CENTER FOR MENTAL HEALTH AND IDD  
10/6/2023

SNAPSHOT SUMMARY  
CONTRACT AMENDMENTS  
MORE THAN \$250,000

NOVEMBER 2023  
FISCAL YEAR 2024

	CONTRACTOR	PRODUCT/SERVICE DESCRIPTION	PREVIOUS AMOUNT	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
<b>ADMINISTRATION</b>									
1	Translation and Interpretation Master Pool Contract	Agency Wide Translation and Interpretation Services	\$732,130.39	\$65,384.00	\$797,514.39	9/1/2023 - 8/31/2024	General Revenue (GR)	Request for Proposal	Amendment to increase the NTE for funding to cover interpretation services for various departments.
2	UKG Kronos Systems, LLC	HRMS Software Agency Wide including Time and Attendance	\$300,000.00	\$4,000.00	\$304,000.00	9/1/2023 - 8/31/2024	General Revenue (GR)	Tag-On	Amendment to increase the NTE for additional professional services to assist with creating a SFTP for mass ingestion of documents from non-HRIS system into UKG Pro Document Manager.
<b>FORENSICS</b>									
<b>INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES</b>									
<b>MENTAL HEALTH</b>									
<b>CPEP/CRISIS SERVICES</b>									
3	Texas West Oaks Hospital, LP d/b/a West Oaks Hospital	Community Inpatient Psychiatric Hospital Beds.	\$2,885,246.67	\$360,655.84	\$3,245,902.51	9/1/2023 - 2/29/2024	General Revenue (GR)	Request for Proposal	Amendment to extend the term and increase the NTE to allow additional time needed to complete the RFP process.
<b>LEASES</b>									
<b>INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI</b>									



## Executive Contract Summary

### Contract Section



**Contractor\***

Translation and Interpretation Master Pool Contract

**Contract ID #\***

7212

**Presented To\***

- Resource Committee
- Full Board

**Date Presented\***

10/17/2023

**Parties\* (?)**

The Harris Center, Language Line, Nightingale, Visual LP, Universe Technical Translation, Crabtree/Globo

**Agenda Item Submitted For:\* (?)**

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- 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 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\* (?)**

9/1/2023

**Contract Term End Date\* (?)**

8/31/2024

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

**Current Contract Amount\***

\$ 95,439.43

**Increase Not to Exceed\***

\$ 65,384.00

**Revised Total Not to Exceed (NTE)\***

\$ 160,823.43

Fiscal Year\* (?)

Amount\* (?)

2024

\$ 160,823.43

Funding Source\*

General Revenue (GR)

Contract Description / Type\* (?)

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

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

Funding needs to be increased to cover interpretation services for units listed below under PO CT143163

Units Increase By

3360 \$41,384

6601 \$3,000

4325 1,000

4913 10,000

4323 10,000

Total \$65,384

Contract Owner\*

Kendra Thomas

Previous History of Contracting with Vendor/Contractor\*

Yes  No  Unknown

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

interpretation services provided by multiple vendors for the past 4+ year

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\***

Street Address

1 Lower Ragsdale Drive

Address Line 2

City

Monterey

Postal / Zip Code

93940-5749

State / Province / Region

CA

Country

US

**Phone Number\***

831-648-5404

**Email\***

DPoma@languageline.com

**Budget Section**



**Budget Units and Amounts Charged to each Budget Unit**

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
1102	\$ 50.00	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Brown, Erica	Campbell, Ricardo

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
2200	\$ 50.00	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Shelby, Debbie	Hooper Jr., Michael

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
2212	\$ 7,132.89	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Shelby, Debbie	Hooper Jr., Michael

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
2213	\$ 1,542.71	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Shelby, Debbie	Hooper Jr., Michael

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
2214	\$ 5,172.73	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Shelby, Debbie	Hooper Jr., Michael

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
2215	\$ 19,547.20	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Shelby, Debbie	Hooper Jr., Michael

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
2299	\$ 522.20	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Shelby, Debbie	Hooper Jr., Michael	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
2301	\$ 1,832.69	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Shelby, Debbie	Hooper Jr., Michael	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
2379	\$ 119.54	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Shelby, Debbie	Hooper Jr., Michael	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
2802	\$ 10.09	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Campbell, Ricardo	Brown, Erica	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
3350	\$ 11,809.56	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Shelby, Debbie	Hooper Jr., Michael	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
3360	\$ 60,960.19	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Adams-Austin, Mamie	Kerlegon, Charles	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
4323	\$ 19,851.21	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Smith, Janai	Hooper Jr., Michael	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
4325	\$ 2,091.75	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Smith, Janai	Hooper Jr., Michael	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
4736	\$ 3,644.70	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Smith, Janai	Hooper Jr., Michael	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
4913	\$ 10,831.42	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Smith, Janai	Hooper Jr., Michael	

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
6201	\$ 359.25	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Smith, Janai	Hooper Jr., Michael	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
6204	\$ 274.00	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Williams-Wesley, Sheenia	Jiles, Monalisa	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
6205	\$ 1,557.50	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Williams-Wesley, Sheenia	Jiles, Monalisa	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
6302	\$ 650.40	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Williams-Wesley, Sheenia	Jiles, Monalisa	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
6401	\$ 334.00	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Williams-Wesley, Sheenia	Jiles, Monalisa	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
6601	\$ 3,863.72	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Williams-Wesley, Sheenia	Jiles, Monalisa	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
7001	\$ 3,606.11	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Smith, Janai	Hooper Jr., Michael	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
7110	\$ 1,117.14	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Ilejay, Kevin	Campbell, Ricardo	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
9206	\$ 1,015.38	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Ilejay, Kevin	Campbell, Ricardo	
<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
9208	\$ 2,385.00	543018
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Oshman, Jodel	Ramirez, Priscilla	

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
9210	\$ 5.61	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Oshman, Jodel	Ramirez, Priscilla

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
9244	\$ 50.00	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Oshman, Jodel	Ramirez, Priscilla

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
9247	\$ 50.00	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Ramirez, Priscilla	Oshman, Jodel

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
9403	\$ 304.81	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Oshman, Jodel	Ramirez, Priscilla

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
9505	\$ 60.00	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Ramirez, Priscilla	Puente, Giovanni

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
9810	\$ 21.63	543018

<b>Budget Manager</b>	<b>Secondary Budget Manager</b>
Ramirez, Priscilla	Puente, Giovanni

**Provide Rate and Rate Descriptions if applicable\* (?)**

Rates remain the same as FY23 until the new contract is drafted. See rates below:

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, Egla

**Submission Date**

10/10/2023

Budget Manager Approval(s)



Approved by

*Erica Brown*

Approval Date

10/11/2023

Approved by

*Debbie Chambers-Shelby*

Approval Date

10/11/2023

Approved by

*Ricardo Campbell*

Approval Date

10/11/2023

Approved by

*Mamie Adams-Austin*

Approval Date

10/11/2023

Approved by

*Janae Lynnette Smith*

Approval Date

10/11/2023

Approved by

*Priscilla M. Ramirez*

Approval Date

10/12/2023

Approved by

*Jodel Oshman*

Approval Date

10/12/2023

Procurement Approval 

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval 

Approved by

*Kendra Thomas*

Approval Date

10/18/2023

Contracts Approval

Approve\*

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

Approved by\*

*Belinda Stude*

Approval Date\*

10/18/2023



# Executive Contract Summary

## Contract Section

**Contractor\***

UKG Kronos Systems, LLC

**Contract ID #\***

6685

**Presented To\***

- Resource Committee
- Full Board

**Date Presented\***

11/21/2023

**Parties\* (?)**

UKG Kronos Systems, LLC and The Harris Center for Mental Health and IDD

**Agenda Item Submitted For:\* (?)**

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- 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 checked="" type="checkbox"/> Tag-On         |
| <input type="checkbox"/> Interlocal                                      | <input type="checkbox"/> Consumer Driven           |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other                     |

**Funding Information\***

- New Contract
- Amendment

**Contract Term Start Date\* (?)**

9/1/2023

**Contract Term End Date\* (?)**

8/31/2024

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

**Current Contract Amount\***

\$ 300,000.00

**Increase Not to Exceed\***

\$ 14,560.00

**Revised Total Not to Exceed (NTE)\***

\$ 314,560.00

Fiscal Year\* (?)

Amount\* (?)

2024

\$ 14,560.00

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\* (?)

The intent of the amendment is to increase the existing contract by \$10,560.00 for professional services a UKG consultant to conduct an assessment to review the requirements of Business Structure Modifications, position changes, manager changes, cost center changes, transfers (can be initiated by releasing or receiving manager), Terminations-Voluntary (e.g. voluntary resignations, retirement, promotions and current system to confirm understanding.

Assist with creating a SFTP transfer for mass ingestion of documents from non-HRIS system into UKG Pro Document Manager.

Contract Owner\*

Mustafa Cochinwala

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 (?)

ServiceRequestWorkOrderPDF.pdf	14.35KB
KnowledgeLakeDataMigration_SOW.pdf	33.57KB

Vendor/Contractor Contact Person 

Name\*

Kevin Bruggeman

**Address \***

Street Address

900 Chelmsford Street

Address Line 2

City

Lowell

Postal / Zip Code

01851

State / Province / Region

MA

Country

US

**Phone Number \***

317.558.8630

**Email \***

kevin.bruggeman@ukg.com

**Budget Section**

**Budget Units and Amounts Charged to each Budget Unit**

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1147	\$ 14,560.00	900060
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Brown, Erica	Campbell, Ricardo	

**Provide Rate and Rate Descriptions if applicable \* (?)**

Solution Consultant @ \$220.00 x 40 hrs = \$8,800.00

Project Manager @ \$220.00 x 8 hrs = \$1,760.00

Flat rate of \$4,000.00

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

IT21.1147.08

**Requester Name**

Jones, Anthony

**Submission Date**

10/16/2023

**Budget Manager Approval(s)**

**Approved by**

*Erica Brown*

**Approval Date**

10/17/2023

**Procurement Approval**

**File Upload (?)**

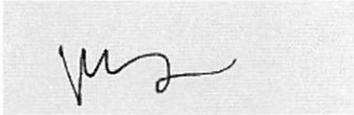
**Approved by**

Sign

**Approval Date**

**Contract Owner Approval**

Approved by



Approval Date

10/18/2023

Contracts Approval

Approve \*

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

Approved by \*



Approval Date \*

10/20/2023



# Executive Contract Summary

## Contract Section



**Contractor\***

Texas West Oaks Hospital, LP d/b/a West Oaks Hospital

**Contract ID #\***

7563

**Presented To\***

- Resource Committee
- Full Board

**Date Presented\***

11/7/2023

**Parties\* (?)**

Texas West Oaks Hospital and The Harris Center for Mental Health and IDD

**Agenda Item Submitted For: \* (?)**

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- 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 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\* (?)**

1/1/2024

**Contract Term End Date\* (?)**

2/29/2024

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

**Current Contract Amount\***

\$ 2,885,246.67

**Increase Not to Exceed\***

\$ 360,655.84

**Revised Total Not to Exceed (NTE) \***

\$ 3,245,902.51

<b>Fiscal Year*</b> (?)	<b>Amount*</b> (?)
2024	\$ 360,655.84

**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 extend the term with an increase for Community Inpatient Psychiatric Hospital Beds.

**Contract Owner\***

Kim Kornmayer

**Previous History of Contracting with Vendor/Contractor\***

Yes  No  Unknown

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

Currently under contract

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

Yes  No  Unknown

**Community Partnership\*** (?)

Yes  No  Unknown

**Supporting Documentation Upload** (?)

**Vendor/Contractor Contact Person** 

**Name\***

Mandy Westerman

**Address\***

Street Address

6500 Hornwood Drive

Address Line 2

City

Houston

State / Province / Region

TX

Postal / Zip Code

77074-5008

Country

US

**Phone Number\***

7137785210

Email\*

mandy.westerman@uhsinc.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9223	\$ 360,655.84	543044
<b>Budget Manager</b> Oshman, Jodel		<b>Secondary Budget Manager</b> Ramirez, Priscilla

Provide Rate and Rate Descriptions if applicable\* (?)

na

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

na

Requester Name

Singh, Patricia

Submission Date

10/16/2023

Budget Manager Approval(s)

Approved by

*Jodel Oshman*

Approval Date

10/16/2023

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

*KIM KORNMEYER*

Approval Date

10/18/2023

Contracts Approval

Approve\*

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

Approved by \*

*Belinda Stude*

Approval Date \*

10/18/2023

# **EXHIBIT F-4**

# **NOVEMBER 2023 INTERLOCAL AGREEMENTS**





# Executive Contract Summary

## Contract Section



**Contractor \***

Texas A&M School of Public Health

**Contract ID # \***

NA

**Presented To \***

- Resource Committee
- Full Board

**Date Presented \***

10/13/2023

**Parties \* (?)**

The Harris Center for Mental Health and IDD and Texas A&M School of Public Health

**Agenda Item Submitted For: \* (?)**

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

**Procurement Method(s) \***

Check all that Apply

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

**Funding Information \***

- New Contract
- Amendment

**Contract Term Start Date \* (?)**

10/1/2023

**Contract Term End Date \* (?)**

10/31/2029

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

**Fiscal Year \* (?)**

2024

**Amount \* (?)**

\$ 0.00

**Funding Source \***

General Revenue (GR)

**Contract Description / Type \* (?)**

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

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

This agreement will allow students enrolled in Texas A&M School of Public Health to complete 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 \***

Ninfa Escobar

**Previous History of Contracting with Vendor/Contractor \***

Yes  No  Unknown

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

Yes  No  Unknown

**Community Partnership \* (?)**

Yes  No  Unknown

**Specify Name \***

Texas A&M School of Public Health

**Supporting Documentation Upload (?)**

**Vendor/Contractor Contact Person**

**Name \***

Jack Buckley

**Address \***

Street Address

212 Adriance Lab Road

Address Line 2

City

College Station

Postal / Zip Code

77845

State / Province / Region

TX

Country

US

**Phone Number \***

979-436-9432

**Email \***

buckley@tamu.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	NA

Budget Manager	Secondary Budget Manager
Brown, Erica	Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable\* (?)  
NA

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

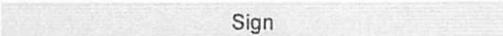
Requester Name	Submission Date
Daswani, Bianca	10/13/2023

#### Budget Manager Approval(s)

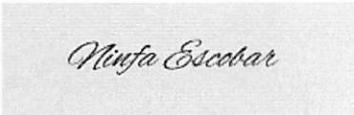
Approved by	Approval Date
	10/13/2023

#### Procurement Approval

File Upload (?)

Approved by	Approval Date
	

#### Contract Owner Approval

Approved by	Approval Date
	10/13/2023

#### Contracts Approval

Approve\*

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

Approved by*	Approval Date*
	10/19/2023



# Annual Renewal Evaluation

## Current Fiscal Year Contract Information



**Current Fiscal Year**

2023

**Contract ID#\***

2022-0568

**Contractor Name\***

The University of Texas Health Science Center at San Antonio

**Service Provided\* (?)**

Be Well Texas awarded The Harris Center funding for Medication Assisted Treatment for Alcohol and other Substance Use Disorders (MAT AUD) to be used for The Harris Center clients acquired through outreach engagement, and referral, to assist The Harris Center with linkage and retention in substance use, mental health, and medical services to Texas residents living with a Substance Use Disorder.

**Renewal Term Start Date\***

9/1/2023

**Renewal Term End Date\***

8/31/2024

**Term for Off-Cycle Only (For Reference Only)**

**Agenda Item Submitted For: (?)**

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- 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                     |

**Contract Description / Type**

- |  |   |
|--|---|
| <input type="checkbox"/> Personal/Professional Services          | <input type="checkbox"/> Consultant                     |
| <input type="checkbox"/> Consumer Driven Contract                | <input type="checkbox"/> New Contract/Agreement         |
| <input type="checkbox"/> Memorandum of Understanding             | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor                | <input 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 checked="" type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other                          |

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

- Yes
- No
- Unknown

Contract NTE\* (?)

\$ 0.00

Rate(s)/Rate(s) Description

Unit(s) Served\*

9263

G/L Code(s)\*

543075

Current Fiscal Year Purchase Order Number\*

N/A

Contract Requestor\*

Patricia Singh

Contract Owner\*

Kim Kornmayer

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. *
9263	\$ 0.00	543075
<b>Budget Manager *</b>	<b>Secondary Budget Manager *</b>	
Oshman, Jodel	Ramirez, Priscilla	

Provide Rate and Rate Descriptions if applicable \* (?)

NA

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

NA

Fiscal Year * (?)	Amount * (?)
2024	\$ 0.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

Contract Funding Source \*

State Grant

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 \* (?)

Please Select Contract Owner

Kim Kornmayer

Budget Manager Approval(s) 

Approved by

*Jodel Ostman*

Contract Owner Approval 

Approved by

*KIM KORNMEYER*

Contracts Approval

Approve \*

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

Approved by \*

*Belinda Stude*

Approval Date \*

10/12/2023



# Executive Contract Summary

## Contract Section



### Select Header For This Contract \*

Interlocal

### Contractor \*

University of Houston

### Contract ID # \*

NA

### Presented To \*

- Resource Committee
- Full Board

### Date Presented \*

11/7/2023

### Parties \* (?)

The Harris Center for Mental Health and IDD and University of Houston College of Liberal Arts and Social Sciences, Department of Communication Sciences and Disorders

### Agenda Item Submitted For: \* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- 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 \* (?)

10/16/2023

### Contract Term End Date \* (?)

9/30/2028

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

### Fiscal Year \* (?)

2024

### 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

**Contract Owner\***

Ninfa Escobar

**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 College of Liberal Arts and Social Sciences

**Supporting Documentation Upload (?)**

**Vendor/Contractor Contact Person**

**Name\***

Janet Eckert

**Address\***

Street Address

University of Houston Melcher Life Sciences

Address Line 2

3871 Holman St. Room M242

City

Houston

Postal / Zip Code

77204-6018

State / Province / Region

TX

Country

US

**Phone Number\***

(713) 743-0909

**Email\***

jfeckert@central.uh.edu

**Budget Section**

Budget Units and Amounts Charged to each Budget Unit

<b>Budget Unit Number*</b>	<b>Amount Charged to Unit*</b>	<b>Expense/GL Code No.*</b>
1108	\$ 0.00	NA
<b>Budget Manager</b>	<b>Secondary Budget Manager</b>	
Brown, Erica	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable\* (?)

NA

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

NA

<b>Requester Name</b>	<b>Submission Date</b>
Daswani, Bianca	9/19/2023

**Budget Manager Approval(s)**

Approved by

*Erica Brown*

Approval Date

9/20/2023

**Procurement Approval**

File Upload (?)

Approved by

Sign

Approval Date

**Contract Owner Approval**

Approved by

*Ninfa Escobar*

Approval Date

9/21/2023

**Contracts Approval**

Approved by

*Belinda Stude*

Approval Date

10/9/2023

**Final Board Report Comments**

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

This agreement will allow students enrolled in the University of Houston College of Liberal Arts and Social Sciences, Department of Communication Sciences and Disorders to complete clinical field placements as part of their degree requirements for speech-language pathology. The students will utilize the skills gained through education while adhering to agency policy and procedures.

Product/Service Description

New Affiliation Agreement

**Revised Comments For Board Report\***

New Affiliation Agreement will allow students enrolled in the University of Houston College of Liberal Arts and Social Sciences, Department of Communication Sciences and Disorders to complete clinical field placements as part of their degree requirements for speech-language pathology.

**Exclude this ECS from Board Report?\***

Yes  No

# **EXHIBIT F-5**

*The HARRIS CENTER for  
Mental Health and IDD*  
Updated Board of Trustees Meetings  
**DRAFT**  
2024

<b><u>JANUARY 2024</u></b>	<b><u>FEBRUARY 2024</u></b>	<b><u>MARCH 2024</u></b>	<b><u>APRIL 2024</u></b>	<b><u>MAY 2024</u></b>	<b><u>JUNE 2024</u></b>
16 – Resource Committee 16 – Quality Committee 16 – Program Committee 16 – Audit Committee 23 – Governance 23 – Board Meeting	20 – Resource Committee 20 – Quality Committee 20 – Program Committee 27 – Governance 27 – Board Meeting	19 – Resource Committee 19 – Quality Committee 19 – Program Committee 19 – Strategic Plan Discussion 26 – Governance 26 – Board Meeting	16 – Resource Committee 16 – Quality Committee 16 – Program Committee 16 – Audit Committee 23 – Governance 23 – Board Meeting	21 – Resource Committee 21 – Quality Committee 21 – Program Committee 28 – Governance 28 – Board Meeting	18 – Resource Committee 18 – Quality Committee 18 – Program Committee 25 – Governance 25 – Board Meeting
<b><u>JULY 2024</u></b>	<b><u>AUGUST 2024</u></b>	<b><u>SEPTEMBER 2024</u></b>	<b><u>OCTOBER 2024</u></b>	<b><u>NOVEMBER 2024</u></b>	<b><u>DECEMBER 2024</u></b>
16 – Resource Committee 16 – Quality Committee 16 – Program Committee 16 – Audit Committee 23 – Governance 23 – Board Meeting 29 – Board Budget Meeting	20 – Resource Committee 20 – Quality Committee 20 – Program Committee 27 – Governance 27 – Board Meeting	17 – Resource Committee 17 – Quality Committee 17 – Program Committee 24 – Governance 24 – Board Meeting	15 – Resource Committee 15 – Quality Committee 15 – Program Committee 15 – Audit Committee 22 – Governance 22 – Board Meeting 22 – Annual Board Training	5 – Resource Committee 5 – Quality Committee 5 – Program Committee 12 – Governance 12 – Board Meeting**	17- Full Board ** (as needed)

The Resource Committee Meetings are normally held at, **8:30** a.m., Quality Committee Meetings are normally held at **9:30** a.m. and the Program Committee Meetings are normally held at **11:00** a.m. on the 3<sup>rd</sup> Tuesday

The Audit Committee Meetings are normally held at **12:00** p.m. on the 3<sup>rd</sup> Tuesday in January, April, July, and October.

The Governance Committee Meetings are normally held the 4<sup>th</sup> Tuesday as needed at **8:30** a.m.

Full Board Meetings are normally held the 4<sup>th</sup> Tuesday of each month at **9:30** a.m.

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

Meetings held in the Board Room (#109) at 9401 Southwest Freeway

# **EXHIBIT F-6**

# NORTHEAST COMMUNITY CLINIC

## NOVEMBER BOARD MEETING





# DESIGN GOALS

**1** **APPROACHABLE**

**2** **NATURAL**

**3** **AFFORDABLE**

**4** **BRANDING**

# 1 APPROACHABLE



3 SMALLER, PITCHED ROOF  
MASSES

GLASS FRONT WITH PUBLIC  
ART

CANOPIES AT ENTRANCES



SHADED PLAZA

CLIENT DROP OFF





LANDSCAPED  
COURTYARDS WITH  
VARIETY OF SEATING  
OPTIONS



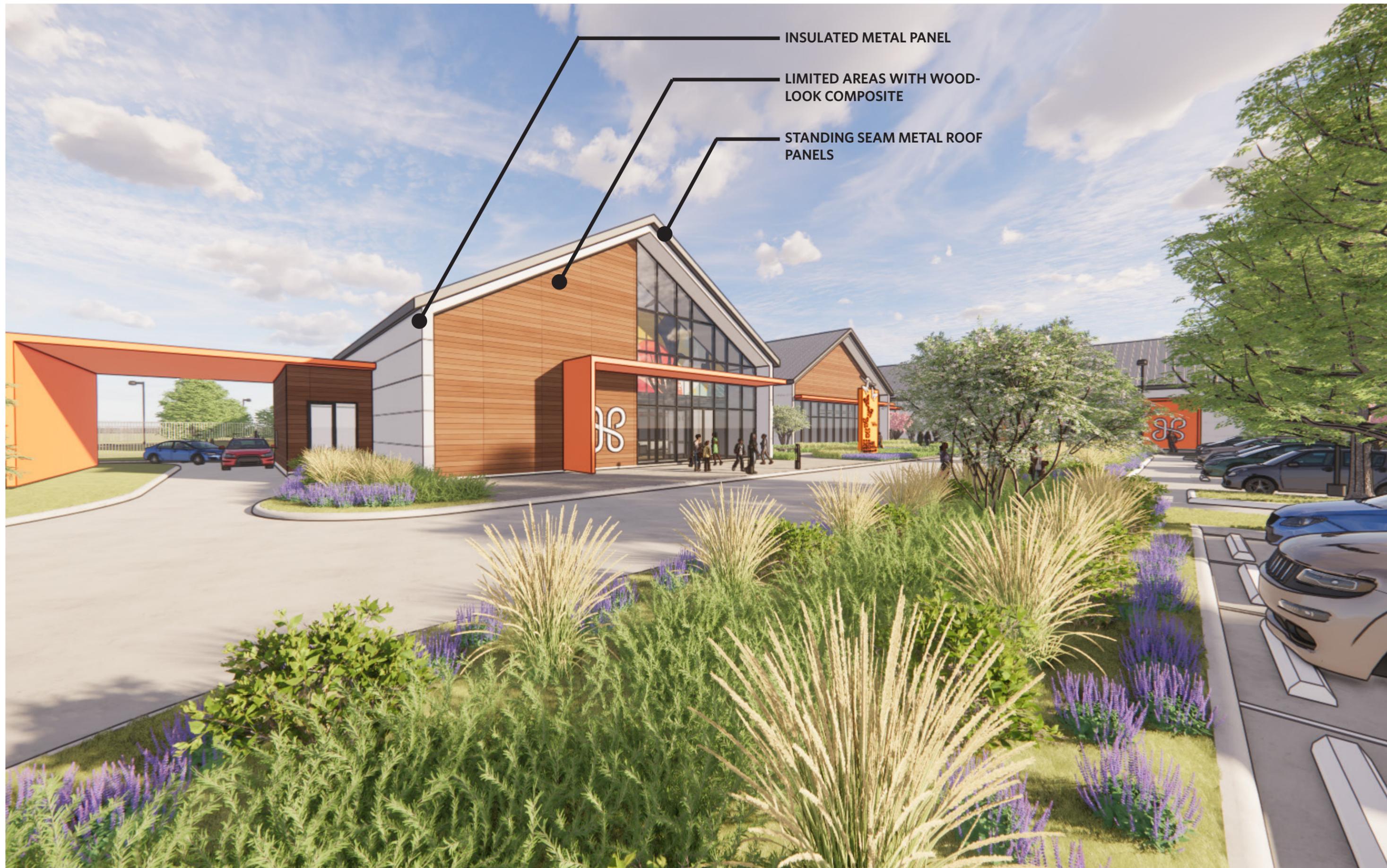
FRAMED VIEWS TO  
LANDSCAPE



OUTDOOR PLAY AND REST AREAS



**AFFORDABLE**



INSULATED METAL PANEL

LIMITED AREAS WITH WOOD-LOOK COMPOSITE

STANDING SEAM METAL ROOF PANELS



RIGID METAL STRUCTURAL  
FRAMING

# 4 BRANDING



SIGNATURE ORANGE

ENTRY SIGNAGE

WAYFINDING  
PYLONS

THE HARRIS CENTER  
for  
Mental Health and IDD



# COST UPDATES

# CONCEPT BUDGET

**CONSTRUCTION COST:** **\$16.9**  
MILLION  
\$414 / SF

**FURNISHING COSTS:** **\$1.6**  
MILLION

**PROFESSIONAL FEES:** **\$1.8**  
MILLION

**OWNER CONTINGENCIES & ESCALATION:** **\$2.9**  
MILLION

**\$22.6m**

# SCHEMATIC BUDGET

**CONSTRUCTION COST:** **\$16.3**  
MILLION  
\$401 / SF

**FURNISHING COSTS:** **\$1.6**  
MILLION

**PROFESSIONAL FEES:** **\$1.8**  
MILLION

**OWNER CONTINGENCIES & ESCALATION:** **\$2.9**  
MILLION

**\$22m**



# SCHEDULE

**SPATIAL NEEDS**

Room/Space	Area (sq ft)	Volume (cu ft)	Notes
Reception	150	1,500	
Waiting	200	2,000	
Exam Room	100	1,000	
Therapist Office	120	1,200	
Administrative	80	800	
Storage	50	500	
Restroom	30	300	
Break Room	100	1,000	
Office	150	1,500	
Conference	120	1,200	
IT Room	50	500	
Janitor	20	200	
MEP	100	1,000	
Roof	10,000	100,000	

**88th HARRIS CENTER**  
Mental Health and IDD

**NORTHEAST COMMUNITY CLINIC**

7500 East Little York Road  
Houston, TX 77018

**RDL Architects**  
ARCHITECTURE PLANNING INTERIORS

800 Sawyer St. #104 Houston, TX 77057 713.888.5200

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CLIENT: THE HARRIS CENTER FOR MENTAL HEALTH AND IDD 9617 SW Fwy, Houston TX 77074 713-976-7300

ARCHITECT: RDL ARCHITECTS 5000 FANGLEWIDE, STE 100 713-795-1900

LANDSCAPE: 712 MAIN ST. 6TH FLOOR 832-458-8327

STRUCTURAL: MATTHEW STRUCTURAL 5177 RICHMOND AVE, STE 670 713-844-1000

MEP & PP: 4371 CAMPBELL 2500 WILCREST DR, STE 150 281-250-1250

TELECOM & SECURITY: PIGA ENGINEERS 8818 BARK HOUSTON PKWY, STE 550 281-570-2418

Project Status: **SCHEMATIC DESIGN**

No.	DATE	DESCRIPTION
101110023		SCHEMATIC DESIGN

Sheet Title: **EXTERIOR ELEVATIONS**

Project Mgr: DO  
 Designer: DF  
 Checker: DO  
 Date: 10/11/2023  
 Job No.: 1002

**A-203**

**JUN '23**

**OCT '23**

**JAN '24**

**JUL '24**

**FEB '25**

**PROGRAMMING**

**SCHEMATIC DESIGN**

**DESIGN DEVELOPMENT**

**CONSTRUCTION DOCUMENTS**

**PERMITTING & BIDDING**

**CONSTRUCTION**



800 Sampson St. #104, Houston TX 77003

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