

Full Board Meeting

May 28, 2024
8:30 am

I. DECLARATION OF QUORUM

II. PUBLIC COMMENTS

III. APPROVAL OF MINUTES

- A. Approve Minutes of the Board of Trustees Meeting Held on Tuesday, April 23, 2024
(*EXHIBIT F-1*)

IV. BOARD CHAIR'S REPORT

V. CHIEF EXECUTIVE OFFICER'S REPORT

VI. COMMITTEE REPORTS AND ACTIONS

- A. Governance Committee Report and/or Action
(*J. Lykes, Chair*)
- B. Resource Committee Report and/or Action
(*G. Womack, Chair*)
- C. Quality Committee Report and/or Action
(*R. Gearing, Chair*)
- D. Program Committee Report and/or Action
(*B. Hellums, Chair*)
- E. Foundation Report and/or Action
(*J. Lykes, Chair*)

VII. CONSENT AGENDA

- A. FY'24 Year-to-Date Budget Report-April
(*EXHIBIT F-2*)
- B. May 2024 Contract Interlocal Agreements
(*EXHIBIT F-3*)
- C. May 2024 Amendments Over 250K
(*EXHIBIT F-4*)
- D. Continuing Employee Communication and Engagement
(*EXHIBIT F-5*)
- E. Dressing and Grooming Policy
(*EXHIBIT F-6*)
- F. Delegation in the Absence of the Chief Executive Officer (CEO)
(*EXHIBIT F-7*)
- G. Delegation and Supervision of Certain Nursing Acts
(*EXHIBIT F-8*)
- H. Employment
(*EXHIBIT F-9*)

- I. Employee Performance Evaluations
(EXHIBIT F-10)
- J. Family and Medical Leave Act (FMLA)
(EXHIBIT F-11)
- K. Nursing Staffing Advisory Committee
(EXHIBIT F-12)
- L. Personal Relationships in the Workplace
(EXHIBIT F-13)
- M. Pharmacy Peer Review Policy
(EXHIBIT F-14)
- N. Physician Assistant, Advanced Practice Registered Nurse,
Pharmacist Delegation
(EXHIBIT F-15)
- O. Physician Authority to Delegate Certain Medical Acts
(EXHIBIT F-16)
- P. Relief Service Employees
(EXHIBIT F-17)
- Q. Section 504 of the Rehabilitation Act ("The Act") and, the American
with Disabilities Act (:ADA") (Consumers)
(EXHIBIT F-18)
- R. Solicitation of/and Acceptance of Donations (Money, Goods, or
Services)
(EXHIBIT F-19)
- S. Weapons
(EXHIBIT F-20)
- T. Work Force Reduction
(EXHIBIT F-21)

VIII. REVIEW AND COMMENT

- A. Disaster Impact Update
(Wayne Young)
- B. FY 2025 Budget Assumptions
(Stanley Adams)
- C. Financial Education Session
(Kaufman Hall)

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, discussion of a personnel matter. Kendra Thomas, General Counsel

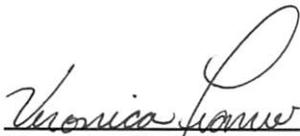
• In accordance with §§551.071 and 551.074 of the Texas Government Code, discussion of a personnel matter and contemplated litigation in Christian Thompson v. The Harris Center for Mental Health & IDD. Kendra Thomas, General Counsel

• In accordance with §§551.071 and 551.072 of the Texas Government Code, to consult with attorney about the due diligence related to the potential acquisition of real property. Wayne Young, CEO, Stanley Adams, CFO and Kendra Thomas, General Counsel

X. RECONVENE INTO OPEN SESSION

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

XII. ADJOURN



Veronica Franco, Board Liaison
Robin Gearing, Ph.D., 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 109
9401 Southwest Freeway
Houston, Texas 77074

TYPE OF MEETING: Regular

DATE: April 23, 2024

TRUSTEES

IN ATTENDANCE: Dr. Robin Gearing, PhD-Chair
Dr. L. Moore, Vice Chairperson
Mr. Jim Lykes, Vice Chairperson
Mrs. B. Hellums
Mr. Gerald Womack
Dr. Luis A. Fernandez-Wische
Dr. Max Miller, Jr.
Mrs. Natali Hurtado
Sheriff Ed Gonzalez

TRUSTEES ABSENT:

I. Declaration of Quorum

Dr. Robin Gearing, Chair, called the meeting to order at 8:34 a.m. noting that a quorum of the Board was in attendance.

II. Public Comments-

Brian Kelley and Sheronica Watson provided public comment regarding the desire of some Harris Center employees to form a union and adopt a consultation policy.

III. Approval of Minutes

MOTION BY: MOORE SECOND: HELLUMS

With unanimous affirmative votes

BE IT RESOLVED the Minutes of the Regular Board of Trustees meeting held on Tuesday, March 26, 2024 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. Governance Committee Report and/or Action-J. Lykes
Dr. Gearing provided an overview of the topics discussed and the decisions made at the Audit Committee meeting on April 16, 2024.
- B. Resource Committee Report and/or Action-G. Womack, Chair
Mr. Womack provided an overview of the topics discussed and the decisions made at the Resource Committee meeting on April 16, 2024.
- C. Quality Committee Report and/or Action-R. Gearing, Chair
Dr. Santos provided an overview of the topics discussed and the decisions made at the Quality Committee meeting on April 16, 2024.
- D. Program Committee Report and/or Action-B. Hellums, Chair
Dr. Gearing provided an overview of the topics discussed and the decisions made at the Program Committee meeting on April 16, 2024.
- E. Foundation Report and/or Action-J. Lykes, Chair
Mr. Lykes provided an overview of the topics discussed and the decisions made at the Foundation Committee meeting.

VI. Consent Agenda

- A. Approve FY'24 Year-to-Date Budget Report-March
- B. April 2024 Contract Interlocal Agreements
- C. Award Recommendation Sole Source Due Diligence for Vision Link
- D. Recommendation No. 436 R-Mercedes Alejandro for IDD-PAC Family Advocate Membership

MOTION: Mr. Womack moved to approve Consent Agenda items A, C, and D

SECOND: Mrs. Hellums seconded the motion

With unanimous approval, Consent Agenda items A, C, and D are approved.

MOTION: Mr. Lykes moved to approve Consent Agenda item B.

SECOND: Dr. Miller seconded the motion.

Dr. Fernandez has recused himself from Consent Agenda item B- April 2024 Contract Interlocal Agreement. There are three items on the agenda. 1. Harris County Hospital District d/b/a Harris Health System, 2. The University of Texas Health and Science Center at Houston, and 3. University of Texas at Tyler.

BE IT RESOLVED, with unanimous affirmative vote, Consent Agenda item B is approved.

VII. Review and Take Action

- A. Burglaries or Thefts

- B. Business Associate
- C. Compliance Program
- D. Emergency Medical Care for Consumer, Employees and Volunteers
- E. Incident Reporting
- F. Infection Control and Prevention
- G. Linguistic Competence Service
- H. Lobbying
- I. Management of Legal Documents and Litigation
- J. Narcan Policy
- K. Nursing Peer Review Incident Based or Safe Harbor
- L. Referral Transition and Discharge
- M. Religious Accommodations
- N. Social Media Use
- O. State Service Contract Monitoring and Performance Monitoring
- P. Telehealth and Telemedicine Services
- Q. The Development and Maintenance of Center Policies
- R. Third Part Participation in Patient Services
- S. Trauma Informed Practice
- T. Utilization of Security Officer Services
- U. Credentialing

MOTION BY: LYKES SECOND: MOORE

MOTION: Mr. Womack moved to approve agenda items A-U

SECOND: Dr. Moore moved to approve agenda items A-U

BE IT RESOLVED, with unanimous affirmative vote, Consent Agenda items A-U are approved.

VIII. Review and Comment

- A. Christi Warring from the Warring Group and Carrie Rys presented to the Board of Trustees.
- B. Wayne Young presented the Strategic Plan Update was presented to the Board of Trustees.

IX. Board Chair's Report

Dr. Gearing provided the Board Chair's report to the Board. Dr. Gearing reported the Committee membership is revised to as follows:

Resource Committee

Gerald Womack, Chair
 Bonnie Hellums
 James Lykes
 Dr. Max Miller

Governance Committee

James Lykes, Chair
 Gerald Womack
 Natalie Hurtado

Quality Committee

Dr. Robin Gearing, Chair
Dr. Luis Fernandez
Bonnie Hellums

Program Committee

Bonnie Hellums, Chair
Dr. Lois Moore
Dr. Max Miller
Natalie Hurtado
Dr. Luis Fernandez

Harris Center Foundation

Natalie Hurtado

Also, Dr. Gearing reported that beginning in September the Board Committee meetings will be held in the following order:

1. Resource Committee
2. Program Committee
3. Quality Committee

X. Executive Session

No Executive Session was needed.

XI. Reconvene into Open Session

No Executive Session was needed.

XII. ADJOURN

MOTION: HELLUMS

SECOND: HURTADO

Motion passed with unanimous affirmative votes.

The meeting was adjourned at 9:50 A.M.

Respectfully submitted,

Veronica Franco, Board Liaison
Dr. Robin Gearing, Chair, Board of Trustees
The HARRIS CENTER for Mental Health and IDD

EXHIBIT F-2

The Harris Center for Mental Health and IDD

**Results of Financial Operations and Comparison to Original Budget
April 30, 2024**

Fiscal Year 2024

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 Original Budget submitted herewith were prepared by The Center's Accounting Department. Responsibility for the accuracy, completeness and fairness of presentation of the presented data rests with the Center, the Chief Financial Officer and the Accounting department.

We believe the statements, as presented, are materially accurate and are 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 of accounting.

Under this method, revenues are recognized in the period when they become both measurable and available, and expenditures are recognized when the related fund liability is incurred, if measurable.

The Financial Report submitted herewith was prepared on a budgetary basis which is not in accordance with generally accepted accounting principles, and has not been audited by an independent auditor.

Stanley Adams

Chief Financial Officer - interim

The Harris Center for Mental Health and IDD
Results of Financial Operations and Comparison to Original Budget
April 30, 2024
Non-GAAP / Budgetary-Basis Reporting
Unaudited - Subject to Change

For the Month Ended			
	Original Budget	Actual	Variance
Revenues	\$ 28,619,834	\$ 29,592,307	\$ 972,473
Expenditures	28,536,501	29,218,344	(681,843)
Excess (Deficiency) of revenues over expenditures	\$ 83,333	\$ 373,963	\$ 290,630
Other Sources (Uses)			
Debt payment	\$ (83,333)	\$ -	\$ 83,333
Capital Outlay	-	(1,757,811)	(1,757,811)
Other Sources (Uses)	-	97,099	97,099
Change in Net Position	\$ -	\$ (1,286,749)	\$ (1,286,749)

Fiscal Year to Date			
	Original Budget	Actual	Variance
Revenues	\$ 228,958,674	\$ 225,606,545	\$ (3,352,129)
Expenditures	228,292,007	225,256,439	3,035,568
Excess (Deficiency) of revenues over expenditures	\$ 666,667	\$ 350,106	\$ (316,561)
Other Sources (Uses)			
Debt payment	\$ (666,667)	\$ -	\$ 666,667
Capital Outlay	-	(3,737,724)	(3,737,724)
Other Sources (Uses)	-	160,002	160,002
Change in Net Position	\$ -	\$ (3,227,616)	\$ (3,227,616)

The Harris Center for Mental Health and IDD
Results of Financial Operations and Comparison to Original Budget
April 30, 2024
Non-GAAP / Budgetary-Basis Reporting
Unaudited - Subject to Change

	For the Month Ended				Fiscal Year to Date				
	Original Budget	Actual	Variance \$	%	Original Budget	Actual	Variance \$	%	
Operating Revenue									
State General Revenue	\$ 10,145,271	\$ 9,902,193	(243,078)	-2%	\$ 81,162,170	\$ 81,156,576	(5,594)	0%	
Harris County and Local	5,420,027	4,402,860	(1,017,167)	-19%	43,360,219	40,477,172	(2,883,047)	-7%	A
Federal Contracts and Grants	4,034,513	3,209,656	(824,857)	-20%	32,276,103	28,780,667	(3,495,436)	-11%	B
State Contract and Grants	1,128,277	2,216,018	1,087,741	96%	9,026,219	7,883,029	(1,143,190)	-13%	C
Third Party Billing	2,766,501	3,488,673	722,172	26%	22,132,004	24,705,068	2,573,064	12%	D
Charity Care Pool	3,340,350	3,340,350	-	0%	26,722,802	26,722,804	2	0%	
Directed Payment Programs	726,250	1,646,385	920,135	127%	5,810,000	6,799,369	989,369	17%	E
PAP	833,578	995,119	161,541	19%	6,668,624	6,820,197	151,573	2%	
Interest Income	225,067	391,053	165,986	74%	1,800,533	2,261,663	461,130	26%	
Operating Revenue, total	\$ 28,619,834	\$ 29,592,307	972,473	3%	\$ 228,958,674	225,606,545	(3,352,129)	-1%	
Operating Expenditures									
Salaries and Fringe Benefits	\$ 19,926,500	\$ 20,079,353	(152,853)	-1%	\$ 159,412,007	\$ 159,916,921	(504,914)	0%	
Contracts and Consultants	2,089,012	1,734,085	354,927	17%	16,712,095	11,793,175	4,918,920	29%	F
Contracts and Consultants-HPC	2,322,735	2,422,368	(99,633)	-4%	18,581,877	18,568,918	12,959	0%	
Supplies and Drugs	1,531,755	2,761,622	(1,229,867)	-80%	12,254,039	17,687,388	(5,433,349)	-44%	G
Purchases, Repairs and Maintenance of:									
Equipment	597,697	304,401	293,296	49%	4,781,577	3,731,126	1,050,451	22%	
Building	538,158	311,038	227,120	42%	4,305,267	1,564,354	2,740,913	64%	
Vehicle	86,436	136,594	(50,158)	-58%	691,489	610,187	81,302	12%	
Telephone and Utilities	317,951	267,443	50,508	16%	2,543,604	2,209,010	334,594	13%	
Insurance, Legal and Audit	166,175	182,841	(16,666)	-10%	1,329,403	1,346,374	(16,971)	-1%	
Travel	194,299	238,603	(44,304)	-23%	1,554,388	1,286,108	268,280	17%	
Other Expenditures	765,783	779,996	(14,213)	-2%	6,126,261	6,542,878	(416,617)	-7%	
Operating Expenditures, total	\$ 28,536,501	\$ 29,218,344	681,843	-2%	\$ 228,292,007	\$ 225,256,439	3,035,568	1%	
Excess (Deficiency) of revenues over expenditures	\$ 83,333	\$ 373,963	290,630		\$ 666,667	\$ 350,106	(316,561)		
Other Sources (Uses)									
Debt payment	\$ (83,333)	\$ -	\$ 83,333		\$ (666,667)	\$ -	\$ 666,667		
Capital outlay	-	(1,757,811)	(1,757,811)		-	(3,737,724)	(3,737,724)		
Insurance proceeds	-	6,529	6,529		-	45,302	45,302		
Proceeds from Sale of Assets	-	90,570	90,570		-	114,700	114,700		
Change in Net Position	\$ -	\$ (1,286,749)	\$ (1,286,749)		\$ -	\$ (3,227,616)	\$ (3,227,616)		

The Harris Center for Mental Health and IDD
Notes to Statements Presented
Non-GAAP / Budgetary-Basis reporting
April 30, 2024

Results of Financial Operations and Comparison to Original Budget

A Harris County and Local Revenue

The unfavorable variance is driven by vacancies in our cost-reimbursable contracts with Harris County and some allowable expenses that have not been billed. Based on Supplemental billings our expectation is to still to be fully caught up in Revenue by the end of May.

B Federal Contract and grants

Federal Contracts and Grants Revenue has a net unfavorable budget variance due to several program's actual revenue differing from budgeted amounts as of April, including \$900K related to unbuilt NE clinic.

C State Contract and Grants

The primary driver of the net unfavorable variance in State Contract and Grants is related to timing of expenditures for building costs for 6168 apartments (\$1.8MM). \$1.2MM was booked in April to account for the billing for the 6168 apartments. The construction is funded by 3 sources, 2 of which are within Harris County and Local, but neither of those have been billed as of 4/30.

D Third party billing

Third party billing exceeds anticipated budget, in total, due to revenue generated in our pharmacies. (See payer mix in the Pharmacy Presentation). However, we are seeing patient revenue fall under budget due to low patient volume.

E Directed Payment Programs

DPP revenue exceeds budget for the year due to accounting for prior year reconciling items published by the state.

F Contracts and consultants

The primary drivers of the positive contracts and consultants variance are savings in contract labor costs and timing of payments as programs get established.

G Supplies and Drugs

The primary driver of the net unfavorable variance in supplies is the increase in retail drug pharmacy purchases, which is offset by revenue earned on the billing program. On a YTD basis the Pharmacy billing program revenue exceeds budget by \$5,859,480 and the billing program expense exceeds budget by (\$5,781,240).

The Harris Center for Mental Health and IDD
Balance Sheet
April 30, 2024
Non-GAAP / Budgetary-Basis Reporting
Unaudited - Subject to Change

	March - 2024	April - 2024	Change
ASSETS			
Current Assets			
Cash and Cash Equivalents			
Cash and Petty Cash	12,384,338	26,830,571	14,446,233
Cash Equivalents	60,636,301	74,866,008	14,229,707
Cash and Cash Equivalents, total	73,020,639	101,696,579	28,675,940 AA
Inventory and Prepaid	7,508,049	9,285,559	1,777,510
Accounts Receivable:			-
Other A/R	56,397,203	28,369,346	(28,027,857) BB
Patient, net of allowance	3,912,974	1,795,027	(2,117,947)
Current Assets, total	140,838,865	141,146,511	307,646
Capital Assets			
Land	13,004,859	13,004,859	-
Building and Building Improvements	52,615,143	52,615,143	-
Furniture, Equipment and Vehicles	11,062,791	11,062,791	-
Construction in Progress	5,764,164	5,764,164	-
Capital Assets, total	82,446,957	82,446,957	-
Total Assets	223,285,822	223,593,468	307,646
LIABILITIES AND NET POSITION			
Unearned Revenues	40,681,614	43,898,805	3,217,191 CC
Accounts Payable and Accrued Liabilities	23,434,009	21,811,077	(1,622,932) DD
Long term Liabilities	821,412	821,546	134
Liabilities, total	64,937,035	66,531,428	1,594,393
NET POSITION			
Inventory and Capital Assets	81,940,661	82,647,333	706,672
Assigned	66,514,014	66,514,014	-
Unassigned	11,834,981	11,128,309	(706,672)
Change in net position	(1,940,869)	(3,227,616)	(1,286,747)
Net Position, Total	158,348,787	157,062,040	(1,286,747)
Total Liabilities and Net Position	223,285,822	223,593,468	307,646

The Harris Center for Mental Health and IDD
Notes to Statements Presented
Non-GAAP / Budgetary-Basis reporting
April 30, 2024

Balance Sheet

AA Cash and Investments

The increase in cash and cash equivalents is primarily driven by the cash collection on outstanding contract invoices and the collection of CCP allocation.

BB Accounts receivable, other

The decrease in Accounts Receivable is due to the continued effort to collect on outstanding contract invoices and the collection of CCP allocation.

CC Unearned Revenues

Unearned income has increased slightly due to cash received for CCP.

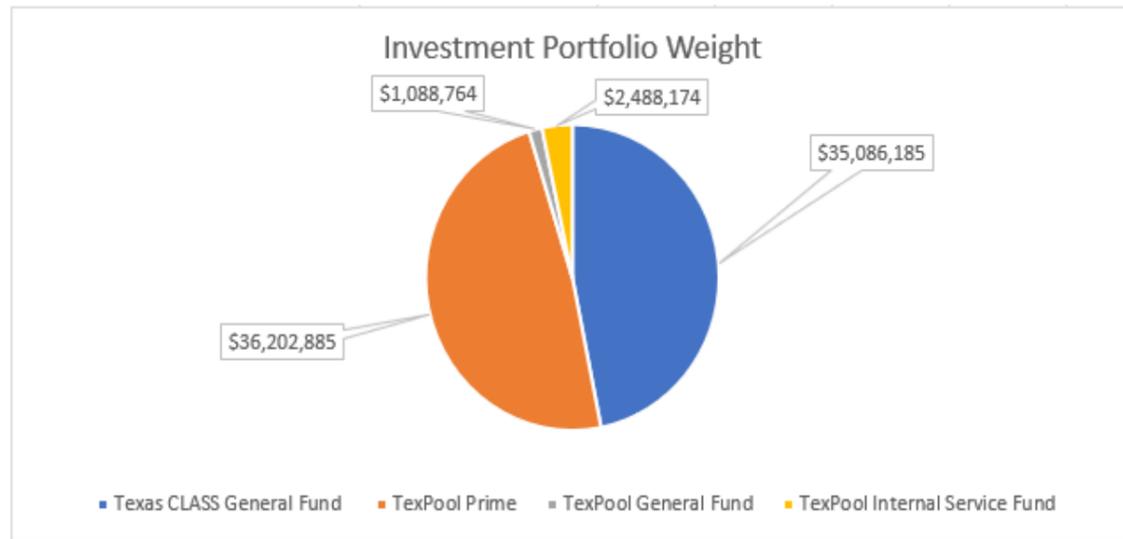
DD Accounts Payable and Accrued Liabilities

Accounts Payable and Accrued Liabilities has decreased due to timing of payment of liabilities, including payment to HCPC for inpatient competency restoration beds.

**The Harris Center for Mental Health and IDD
Investment Portfolio
April 30, 2024**

Local Government Investment Pools (LGIPs)

	Beginning Balance	Transfer In	Transfer Out	Interest Income	Ending Value	Portfolio %	Monthly Yield
Texas CLASS							
Texas CLASS General Fund	\$ 48,136,917	\$ -	\$ (13,207,601)	\$ 156,869	\$ 35,086,185	46.87%	5.43%
TexPool							
TexPool Prime	8,938,002	36,150,000	(9,000,000)	114,884	36,202,885	48.36%	5.48%
TexPool General Fund	1,084,029	-	-	4,735	1,088,764	1.45%	5.31%
TexPool Internal Service Fund	2,477,353	-	-	10,821	2,488,174	3.32%	5.31%
TexPool Sub-Total	12,499,384	36,150,000	(9,000,000)	130,439	39,779,823	53.13%	5.46%
Total Investments	\$ 60,636,301	\$ 36,150,000	\$ (22,207,601)	\$ 287,309	\$ 74,866,008	100.00%	5.45%
Additional Interest-Checking Accounts				103,745			
Total Interest Earned				\$ 391,053			



3 Month Weighted Average Maturity (Days)	1.00
3 Month Weighted Average Yield	5.44%
3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks)	5.29%
Interest Rate - Chase Hybrid Checking	3.70%
ECR - Chase	3.80%

This Investment Portfolio Report of The Harris Center for Mental Health and IDD as of April 30, 2024, 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:

Michael T. Hooper Jr

Michael Hooper, Controller (Interim)

The Harris Center for Mental Health and IDD
Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits
April 30, 2024

Vendor	Description	Monthly Not-To-Exceed*	Apr-24	Fiscal Year to Date Total
Lincoln Financial Group	Retirement Funds (401a, 403b, 457)	\$3,500,000	\$2,880,560	\$16,923,356
Blue Cross Blue Shield of TX	Health and Dental Insurance	\$3,200,000	\$2,527,589	\$19,834,582
UNUM	Life Insurance	\$300,000	\$209,216	\$1,658,515

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

Notes: LFG Includes 03B, 04A & 04B payments

EXHIBIT F-3

MAY 2024
INTERLOCAL AGREEMENTS



Executive Contract Summary

Contract Section



Contractor*

Harris County Department of Economic Equality and Opportunity

Contract ID #*

2024-0871

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

Harris County Department of Economic Equality and Opportunity 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 type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

5/22/2024

Contract Term End Date* (?)

8/31/2024

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

5/22/2024 to 12/21/2024

Fiscal Year* (?)

2024

Funding Source*

Federal 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 **Interlocal Agreement**

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

The purpose of this grant is to provide benefits to qualifying families to promote community inclusion and prevent institutionalization (INSPIRE Program). Participating families are eligible for a maximum \$6,000 in benefits (\$5,000 for assistive technology and disability support services and \$1,000 for respite care). Benefits may not exceed \$6,000 in value and may include the following:

- Purchase or lease of assistive technology, learning materials, or special equipment to improve or facilitate the care, treatment, therapy, or access of the child;
- Therapeutic interventions, including but not limited to applied behavior analysis, sensory integration, art, music, aquatic, speech, occupational, and physical therapy;
- Respite support for a family;
- Transportation services as directly related to the disability.

Contract Owner*

Dr. Evanthe Collins

Previous History of Contracting with Vendor/Contractor*

- Yes No Unknown

Please add previous contract dates and what services were provided*

The Harris Center has various contractual agreements with Harris County (i.e., ARPA funding) for revenue, affiliations, and professional agreements.

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

- Yes No Unknown

Community Partnership* (?)

- Yes No Unknown

Specify Name*

Harris County Department of Economic Equality and Opportunity (INSPIRE)

Supporting Documentation Upload (?)

24GEN0722_The Harris Center_INSPIRE ARPA ILA_v3.docx	407KB
Exhibit C - Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions.pdf	125.53KB
Exhibit D - Required Federal Clauses (003).pdf	12.95MB

Vendor/Contractor Contact Person



Name*

Don Titcombe, Department of Economic Equality and Opportunity

Address*

Street Address

1001 Preston Street, Suite 670

Address Line 2

City

Houston

Postal / Zip Code

77027

State / Province / Region

Texas

Country

United States

Phone Number*

713-755-5000

Email*

don.titcombe@harriscountytexas.gov

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
3531	\$ 0.00	N/A

Budget Manager

Adams-Austin, Mamie

Secondary Budget Manager

Kerlegon, Charles

Provide Rate and Rate Descriptions if applicable* (?)

See attachments.

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Childs, Margo

Submission Date

4/8/2024

Budget Manager Approval(s)

Approved by



Approval Date

4/8/2024

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval



Annual Renewal Evaluation

Current Fiscal Year Contract Information



Current Fiscal Year

2024

Contract ID#*

2022-0386

Contractor Name*

Harris County Veterans Services Department

Service Provided* (?)

Care Coordination Agreement for collaborative treatment and care coordination activities.

Renewal Term Start Date*

4/25/2024

Renewal Term End Date*

4/24/2025

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 type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other Care Coordination Agreement |

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

0

Unit(s) Served*

N/A

G/L Code(s)*

N/A

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.*
9208	\$ 0.00	0
Budget Manager*	Secondary Budget Manager*	
Oshman, Jodel	Ramirez, Priscilla	

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

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

Fiscal Year* (?)	Amount* (?)
2025	\$ 0.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

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* (?)
Please Select Contract Owner
Kim Kornmayer

Budget Manager Approval(s)

Approved by

Jodel Oshman

Contract Owner Approval



Approved by

KIM KORNMEYER

Contracts Approval

Approve*

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

Approved by*

Belinda Stude

Approval Date*

4/23/2024

EXHIBIT F-4

MAY 2024

AMENDMENTS OVER 250k



Executive Contract Summary

Contract Section



Contractor*

Vaco LLC d/b/a Pivot Point Consulting

Contract ID #*

7356

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

Pivot Point and The Harris Center

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 <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*

\$ 296,000.00

Increase Not to Exceed*

\$ 150,000.00

Revised Total Not to Exceed (NTE)*

\$ 446,000.00

Fiscal Year* (?)	Amount* (?)
2024	\$ 446,000.00

Funding Source*

State Grant

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* (?)

The funds will be used for Epic form building and Telehealth on demand.

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

FY2021 - FY2024

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

Yes No Unknown

Please provide an explanation*

N/A

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Paul Meyer

Address*

Street Address

5501 Virginia Way

Address Line 2

City

Brentwood

Postal / Zip Code

37027-7680

State / Province / Region

TN

Country

US

Phone Number*

2817052368

Email*

pmeyer@pivotpointconsulting.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
7001	\$ 150,000.00	542000
Budget Manager	Secondary Budget Manager	
Ilejay, Kevin	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable* (?)

Up to \$160/hour

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Hurst, Richard

Submission Date

3/27/2024

Budget Manager Approval(s)

Approved by

Kevin Ilejay

Approval Date

3/27/2024

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Mustafa Cechinwala

Approval Date

3/27/2024

Contracts Approval

Approve*

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

Approved by*

Belinda Stude

Approval Date*

4/8/2024

EXHIBIT F-5

Status **Pending** PolicyStat ID **15828757**



Origination	N/A	Owner	Joseph Gorczyca
Last Approved	N/A	Area	Human Resources
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	N/A		
Next Review	1 year after approval		

Continuing Employee Communication and Engagement

1. PURPOSE:

The purpose of this policy is to develop a strategic framework for enhancing all employees' voices and engagement across the organization. The goal of this policy is to establish an equitable and fair process for every employee to have opportunities to influence, to build trust and to contribute to a positive work environment.

2. POLICY:

It is the policy of The Harris Center to develop and implement ongoing processes and programs that promote each employee's engagement and improve each employee's experience. The Harris Center has a workforce comprised of employees who utilize their skills and talents to deliver quality behavioral healthcare and IDD services to Harris County residents. The Harris Center values all employees and is committed to continue to develop a work environment in which every employee's voice, suggestions and views are respected and sought out without fear of reprisal.

The Harris Center leadership shall work collaboratively with all employees and utilize their collective experiences and feedback to improve retention, employee satisfaction, performance, patient care and the overall employee experience. The Harris Center shall establish robust mechanisms for soliciting each employee's voice and feedback to ensure the Harris Center aligns its policies, practices and priorities with the evolving needs and expectations of the workforce.

COMMITMENT TO EMPLOYEE ENGAGEMENT

Crucial components of incorporating each employee's' voice and perspectives into the Harris Center's

policies, practices, priorities and other continuous improvement initiatives include, but are not limited to:

- Developing an Employee Communication Plan
- Evaluate the ongoing impact of the Employee Communication Plan
- Annual employee surveys soliciting anonymous feedback
- Routine meetings with Employee groups
- Regular Townhall meetings at various Harris Center locations
- Employee Suggestion program for the improvement and implementation of new ideas
- Team building exercises through collaborative workshops and retreats
- Celebrate festive events and occasions, such as Employee Appreciation Day

Harris Center Employee Labor Organizations or Unions

The Harris Center's Executive leadership and the Board of Trustees support employees' right to form and/or join a union without facing retaliation or disciplinary action. As a public entity, the Harris Center is legally prohibited from collective bargaining that involves a process in which the Harris Center and its Board conducts negotiations with representatives of a union with a goal towards reaching a binding, enforceable and bilateral agreement between the Harris Center and a union or labor organization. See Tex. Government Code Ch. 617. In accordance with Tex. Government Code Ch. 617, the Harris Center is also legally prohibited from recognizing a union or labor organization as the bargaining agent for a group of employees.

The CEO or the CEO's designee (as needed) shall facilitate bimonthly meetings with Harris Center union representatives. All meeting participants will be provided advance notice of the meetings. The purpose of the meetings is to allow Harris Center union representatives to discuss work conditions. Either party may place items on the agenda up to fourteen (14) days in advance of the scheduled meeting. Good faith efforts will be made to provide information relevant to the agenda in advance of the meetings. The Texas Public Information Act is an available option to request public information. All other union activities shall be conducted outside of union members' regularly scheduled work hours and off of the Harris Center premises.

MONITORING AND COMPLIANCE

The development, implementation, evaluation and monitoring of the Employee Communication Plan and related initiatives shall be the responsibility of the Vice President of Human Resources.

COMMUNICATION SCHEDULE

Routine updates at Board meetings, including employee engagement activities, the level of employee engagement and policy proposals, will be provided by the CEO and Vice President of Human Resources. Also, Harris Center staff will receive regular communication via CEO videos, the Harris Center newsletter and Intranet about employee engagement initiatives and opportunities for employees to provide feedback.

REPRESENTATION

The Harris Center has an employee complaint, grievance and resolution process outlined in the Employee Handbook. Consistent with Harris Center's current practice, every employee filing a grievance related to their wages, hours or work conditions may opt to have a 3rd party of their choice represent them. Currently, employees who receive coaching or disciplinary action may include their comments and perspective in response to those actions in a manner that is included in their personnel file. Additionally, employees terminated by the Harris Center have the right to appeal their termination. With advance notice, employees are permitted to have 3rd party representation at the Employee Discharge Review.

3. APPLICABILITY/SCOPE:

This policy applies equally to all Harris Center employees and contractors.

4. RELATED POLICIES/FORMS:

[HR.A.10 Equal Employment Opportunity](#)

[HR.A.5 Employee Counseling, Supervision, Progressive Discipline and Termination](#)

[HR.A.29 Time and Attendance](#)

5. PROCEDURE:

N/A

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Collective Bargaining and Strikes, Tex. Government Code Ch. 617

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024

Legal Review	Kendra Thomas: Counsel	05/2024
Department Review	Joseph Gorczyca	05/2024
Initial Assignment	Joseph Gorczyca	05/2024

COPY

EXHIBIT F-6

Status **Pending** PolicyStat ID **15506998**



Origination	N/A	Owner	Joseph Gorczyca
Last Approved	N/A	Area	Human Resources
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	N/A		
Next Review	1 year after approval		

HR.A.23 Dressing and Grooming Policy

1. PURPOSE:

The Harris Center for Mental Health and IDD recognizes each individual as a unique person. Dress and Grooming standards are intended to promote and support patient, family, visitor, and coworker confidence in The Harris Center’s employees as highly competent members of a strong team committed to customer service, professionalism, high quality care, and employee and patient safety. Employees represent The Harris Center with every encounter with customers both internal and external. Appearance and grooming are important to the success of these interactions. Anything that is exaggerated or overdone detracts from The Harris Center’s ability to be the trusted champion for all patients and clients.

2. POLICY:

It is not the intent of this policy to cover every item or style of dress that is available, but rather to provide guidelines regarding the professional appearance of The Harris Center’s staff. Department leadership has the accountability for determining whether an employee’s appearance and attire meets the dress and grooming standards and addressing any inconsistencies.

This policy does not ban, limit, or otherwise restrict natural hair or hairstyles which are associated with racial, ethnic, or cultural identities. Employees may request a reasonable accommodation based on religious beliefs, for medical/physical conditions, or for other legally protected reasons. The Harris Center will review requests on a case-by-case basis and in accordance with federal, state, and local laws. If an employee requires an accommodation, he/she should speak to their manager or HR partner.

At The Harris Center, we prioritize professionalism and adherence to our internal Dressing and Grooming Policy as an essential aspect of our commitment to patient care and organizational standards. However,

there may be instances where our employees or qualified personnel are required to administer services within or in collaboration with other healthcare organizations. In such cases, it is vital to recognize that the Dressing and Grooming Policy of the external organization takes precedence.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the employee's immediate supervisor.

Any employee who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

All staff members must carry or wear their Harris Center issued identification badge at all times while at work.

When our employees or qualified personnel are housed within another healthcare organization or collaborating with external partners, they are expected to respect and conform to the dressing and grooming guidelines set forth by the host organization. This is to ensure that they seamlessly integrate with the external organization's environment and maintain the highest level of professionalism and compliance within that specific context.

Employees who are inappropriately dressed will be sent home and directed to return in appropriate attire. Exempt employees and non-exempt employees alike will be sent to rectify their attire will be required to utilize their PTO (Paid Time Off), if an employee does not have PTO, they will be placed on LWOP (Leave Without Pay) until their return. Continued failure to comply with this policy will result in corrective action up to and including termination. Leadership is responsible to set an example for others in carrying out the accountability for administering the dress and grooming standards consistently and determining the appropriateness of an employee's attire.

3. APPLICABILITY/SCOPE:

All employees, volunteers, contractors, and interns are expected to comply with dress and grooming standards while at work, including during meetings and educational events, regardless of location or modality. This requirement extends to all Harris Center locations across the network and when representing the agency in any capacity.

4. RELATED POLICIES/FORMS:

The Harris Center Employee Handbook

[HR.A.8 Employment](#)

The Harris Center Standards of Behavior

5. PROCEDURE:

[HR.B.23 General Dress & Grooming Standards](#)

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Legal Review	Kendra Thomas: Counsel	04/2024
Department Review	Joseph Gorczyca	04/2024
Initial Assignment	Joseph Gorczyca	04/2024

EXHIBIT F-7

Status **Pending** PolicyStat ID **15517192**



Origination	10/2020
Last Approved	N/A
Effective	Upon Approval
Last Revised	04/2023
Next Review	1 year after approval

Owner	Wayne Young: Exec
Area	Leadership
Document Type	Agency Policy

LD.A.4 - Delegations in the Absence of the Chief Executive Officer (CEO)

1. PURPOSE

The purpose of this policy is to promote the efficient operation of the Harris Center and to ensure that appropriate Harris Center Executive Leadership are available for input and decision-making in the absence of the Chief Executive Officer (CEO).

2. POLICY

It is the policy of The Harris Center to continue efficient operations and business decision-making when the Chief Executive Officer (CEO) of The Harris Center is not available and input or decisions are required of CEO. For planned absences of the CEO, the CEO will delegate signing, input and decision-making authority as the CEO feels is appropriate. If the CEO has unplanned absences and is not able to formally delegate these authorities, the Chief Operating Officer (COO) is authorized to sign documents, provide input and make decisions during the CEO's absence.

Only the CEO or the Chair of the Board of Trustees may delegate, and/or revoke delegation of, signing, input and decision-making authority. When needed, the COO, under their delegated CEO authority, may sub-delegate to the Chief Financial Officer (CFO).

3. APPLICABILITY/SCOPE

This policy applies to all staff and facilities governed by The Harris Center including, direct and contracted employees.

4. PROCEDURES

N/A

5. RELATED POLICIES/FORMS:

- [Signature for Authorization](#)
- [Check Signing](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

N/A

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Legal Review	Kendra Thomas: Counsel	04/2024
Initial Assignment	Wayne Young: Exec	03/2024

EXHIBIT F-8

Status **Pending** PolicyStat ID **14831273**

Origination	09/2015
Last Approved	N/A
Effective	Upon Approval
Last Revised	02/2023
Next Review	1 year after approval

Owner	Kia Walker: Chief Nursing Officer
Area	Medical Services
Document Type	Agency Policy

MED.NUR.A.4 Delegation and Supervision of Certain Nursing Acts

1. PURPOSE:

The purpose of the policy is to describe the method by which The Harris Center for Mental Health and IDD complies with rules established by the Texas Board of Nursing when delegating certain nursing acts. It is not the intent to describe every situation in which an act may be delegated, but to provide the framework necessary to delegate certain acts in a safe and appropriately supervised manner.

2. POLICY:

The Harris Center Registered Nurses (RNs) may delegate certain nursing acts to LVNs and unlicensed staff. Acts delegated by RNs must comply with rules developed by the Texas Board of Nursing.

3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center areas where nursing delegates services or tasks.

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

- [Delegation and Supervision of Certain Nursing Acts](#)

5. PROCEDURES:

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- Texas Administrative Code Title 22, Part 11, Chapter 225 - RN Delegation to Unlicensed Personnel & Tasks not Requiring Delegation in Independent Living Environments for Clients with Stable & Predictable Conditions
- Texas Administrative Code Title 22, Part 11, Chapter 224 - Delegation of Nursing Tasks by Registered Professional Nurses to Unlicensed Personnel for Clients with Acute Conditions or in Acute Care Environments
- Texas Board of Nursing, **Delegation Resource Packet**
- Texas Occupations Code, Subtitle E. **Chapter 301. Nurses. General Provisions**

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Final Legal Review	Kendra Thomas: Counsel	04/2024
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	04/2024
Initial Assignment	Kia Walker: Chief Nursing Officer	03/2024

EXHIBIT F-9

Status **Pending** PolicyStat ID **14982546**

Origination	03/1993	Owner	Toby Hicks
Last Approved	N/A	Area	Human Resources
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	05/2024		
Next Review	1 year after approval		

HR.A.8 Employment

1. PURPOSE:

The purpose of this policy is to extend equal employment opportunities, based on individual merit and qualifications, to all applicants for employment and to all The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) employees.

2. POLICY:

The Harris Center has a strong commitment to equal employment opportunity and fosters the concept of workforce diversity. It is the policy of The Harris Center to provide equal opportunity to employment matters including, but not limited to, recruitment, hiring, testing, compensation, transfer, promotion, upgrade, realignment, demotion, training, layoff, and discharge regardless of race, creed, color, national origin, religion, sex, pregnancy, childbirth or a related medical condition, age, veteran status, disability, or any characteristic as protected by law. Additionally, The Harris Center will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Agency.

3. APPLICABILITY/SCOPE:

This policy applies to all staff employed by The Harris Center, including both direct and contracted employees.

4. PROCEDURES:

[Employment Procedure](#)

5. RELATED POLICIES/FORMS:

Employee Job Descriptions	
Transfers, Promotions, Demotions	
Personnel Requisition Action Form	Attachment A
The Harris Center Application for Employment	Attachment B-online

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

The Harris Center's Policy and Procedure Handbook

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Legal Review	Kendra Thomas: Counsel	04/2024
Department Review	Joseph Gorczyca	04/2024
Initial Assignment	Toby Hicks	04/2024

EXHIBIT F-10

Status **Pending** PolicyStat ID **14982544**



Origination	12/1993	Owner	Toby Hicks
Last Approved	N/A	Area	Human Resources
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	05/2024		
Next Review	1 year after approval		

HR.A.6 Employee Performance Evaluations

1. PURPOSE:

The performance review policy outlines The Harris Center for Mental Health and IDD's ("The Harris Center") means to provide a formal review of every employee's performance through a collaborative effort, encouraging open communication across multiple levels of the agency.

2. POLICY:

Each employee shall receive a regular, formal evaluation as it relates to established performance standards in their position description. The outcome of evaluations assists with potential rewards and recognition, communicating constructive feedback, setting professional growth goals, and determining development and training opportunities. Supervisors will evaluate job performance on an annual basis.

3. APPLICABILITY/SCOPE:

This policy applies to all staff employed by The Harris Center, including, both direct and contracted employees.

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

Employee Position Descriptions	PER:7
Performance Evaluation	PER:22.001

[Employee Job Description](#)

[Employee Performance Evaluation](#)

5. PROCEDURES:

[Employee Performance Evaluations](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

The Harris Center's Policy and Procedure Handbook

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Legal Review	Kendra Thomas: Counsel	04/2024
Department Review	Joseph Gorczyca	04/2024
Initial Assignment	Toby Hicks	04/2024

EXHIBIT F-11

Status **Pending** PolicyStat ID **15267533**



Origination	09/2003	Owner	Toby Hicks
Last Approved	N/A	Area	Human Resources
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	03/2023		
Next Review	1 year after approval		

HR.A.12 Family and Medical Leave Act (FMLA)

1. PURPOSE:

The purpose of this policy is to give covered employees the right to take unpaid leave for qualified medical and family reasons under the Family and Medical Leave Act (FMLA) of 1993, as amended.

2. POLICY:

The Harris Center adheres to the provisions of the Family and Medical Leave Act (FMLA) of 1993, as amended. The FMLA provides eligible employees with up to:

- a. 12 work weeks of leave in a 12-month period for:
 - i. the birth of a child and to care for the newborn child within one year of birth;
 - ii. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - iii. to care for the employee's spouse, child, or parent who has a serious health condition;
 - iv. a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - v. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- b. Military Caregiver Leave- 26 work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness suffered in the line of duty while on active military duty if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (nearest blood relative).

Eligibility

To qualify for FMLA leave, you must: (1) have worked for the Harris Center for at least (12) months, although it need not be consecutive; (2) worked at least 1,250 hours in the last (12) months; and (3) be employed at a work site that has 50 or more employees within 75 miles.

Leave is Unpaid

FMLA leave is without pay (except for employees who are receiving workers' compensation wage benefits). If an employee has accrued available paid leave time to use, The Harris Center requires that accrued paid time off leave be used concurrently with FMLA leave. The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary.

3. APPLICABILITY/SCOPE:

All The Harris Center employees and staff.

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

- The Harris Center Employee Handbook

5. PROCEDURES:

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Family Medical Leave Act, 29 CFR §825.100-825.800

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Legal Review	Kendra Thomas: Counsel	04/2024
Department Review	Joseph Gorczyca	04/2024
Initial Assignment	Toby Hicks	03/2024

EXHIBIT F-12

Status **Pending** PolicyStat ID **14496188**

Origination	11/2022
Last Approved	N/A
Effective	Upon Approval
Last Revised	02/2024
Next Review	1 year after approval

Owner	Kia Walker: Chief Nursing Officer
Area	Infection Control
Document Type	Agency Policy

MED.NUR.A.8 Nurse Staffing Advisory Committee

Nurse Staffing Advisory Committee

1. PURPOSE:

To support The Harris Center's commitment to quality nursing services as a standard of clinical care in addressing the behavioral health and IDD needs of persons served.

2. POLICY:

It is the policy of The Harris Center to provide a mechanism to promote nursing excellence and improve patient safety initiatives that create a healthy environment for nurses and appropriate care for patients. The Harris Center Nurse Staffing Advisory Committee (NSAC) was created to ensure that an adequate number and skill mix of nurses are available to meet the level of patient care needed. The NSAC will identify nurse-sensitive outcome measures the committee will use to evaluate the effectiveness of the official nurse service staffing plan.

3. APPLICABILITY/SCOPE:

This policy applies to all nursing staff employed by the Harris Center including, direct and contracted employees, and working at a Harris Center hospital licensed under Texas state law.

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

[Nursing Peer Review: Incident Based or Safe Harbor](#)

Delegation and Supervision of Certain Nursing Acts

5. PROCEDURES:

Nurse Staffing Advisory Committee Procedure

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Nurse Staffing, Texas Health and Safety Code Chapter 257

Mandatory Overtime for Nurses Prohibited, Texas Health and Safety Code Chapter 258

Standards of Nursing Practice, 25 Tex. Admin. Code, Part 11, Rule 217.11

The American Nurses Association Code of Ethics and Standards

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	12/2023
Final Legal Review	Kendra Thomas: Counsel	11/2023
Department 2	Luming Li: Chief Medical Ofcr (1101 1817)	10/2023
Department Review I	Kia Walker: Chief Nursing Officer	10/2023
Initial Assignment	Kia Walker: Chief Nursing Officer	10/2023

EXHIBIT F-13

Status **Pending** PolicyStat ID **14982558**

Origination 11/2022

Last Approved N/A

Effective Upon Approval

Last Revised 01/2023

Next Review 1 year after approval

Owner Toby Hicks

Area Human Resources

Document Type Agency Policy

HR.A.30 Personal Relationships in the Workplace

1. PURPOSE:

The purpose of this policy is to communicate standards of acceptable behavior concerning personal relationships in the workplace, convey The Harris Center's response to romantic or dating relationships, and manage risks presented by romantic or dating relationships between employees, contractors, volunteers, and interns.

2. POLICY:

In order to minimize the risk of conflicts of interest and promote fairness, The Harris Center maintains the following policy with respect to romance and dating in the workplace:

No person in a management or supervisory position shall have a romantic or dating relationship with an employee whom he or she directly supervises or whose terms or conditions of employment he or she may influence (examples of terms or conditions of employment include promotion, termination, discipline, and compensation). In addition, no employees working in the same department (or unit) shall have such a relationship. A department (or unit) is defined as a group of employees who report directly to the same supervisor. The Chief Executive Officer must approve any exceptions.

3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center employees, interns, volunteers, and contractors.

4. RELATED POLICIES/FORMS (for reference

only):

[Sexual Harassment Policy](#)

Employee Handbook

5. PROCEDURES:

[Personal Relationships in the Workplace](#)

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Employment Discrimination, Tex. Labor Code Ch. 21, Subchapter C-1

Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e-2 et seq.

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Legal Review	Kendra Thomas: Counsel	04/2024
Department Review	Joseph Gorczyca	04/2024
Initial Assignment	Toby Hicks	03/2024

EXHIBIT F-14

Status **Pending** PolicyStat ID **14784793**

Origination	01/2023
Last Approved	N/A
Effective	Upon Approval
Last Revised	05/2024
Next Review	1 year after approval

Owner	Tanya White: Mgr
Area	Medical Services
Document Type	Agency Policy

MED.PHA.A.6 Pharmacy Peer Review Policy

1. PURPOSE:

The purpose of this policy is to establish a pharmacy peer review process to evaluate the quality of pharmacy services, the competency of pharmacists, and identify opportunities to enhance patient care through the pharmacy systems.

2. POLICY:

It is the policy of The Harris Center to consistently assess pharmacy operations, the quality of pharmacy-related activities and causal factors underlying quality-related activities or error occurrences to ensure the highest quality of care for all patients of The Harris Center. The deliberations of the pharmacy peer review are held in accordance with all rules, statutes, and laws pertaining to peer review and any protections allowed under these regulations regarding the confidentiality and privileged nature of pharmacist peer review communications, records, reports, deliberations, and proceedings. The Pharmacy Peer Review Committee is the Professional Review Committee (PRC) subcommittee.

3. APPLICABILITY/SCOPE:

This policy applies to any employed and contracted licensed pharmacists.

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

~~Professional Review Committee Policy~~ [Professional Review Committee Policy](#)

5. PROCEDURES:

Pharmacy Peer Review Procedure

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Pharmacy Peer Review, Tex. Occ. Code §§564.001-564.006; §§564.101-564.106

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO/Board Approval	Wayne Young: Exec	05/2024
Legal 2nd Review	Kendra Thomas: Counsel	04/2024
Pharmacy & Therapeutic Committee	Angela Babin: Dir	04/2024
Pharmacy Department Review	Tanya White: Mgr	03/2024
Legal 1st Review	Kendra Thomas: Counsel	03/2024
CMO Review	Luming Li: Chief Medical Ofcr (1101 1817)	03/2024
Initial	Tanya White: Mgr	02/2024

EXHIBIT F-15

Status **Pending** PolicyStat ID **15393041**



Origination	09/2020
Last Approved	N/A
Effective	Upon Approval
Last Revised	05/2023
Next Review	1 year after approval

Owner	Danyalle Evans
Area	Medical Services
Document Type	Agency Policy

MED.A.9 Physician Assistant, Advanced Practice Registered Nurse, Pharmacist Delegation

1. PURPOSE:

The purpose of this policy is to define the process for delegation and supervision of Physician Assistants, Advance Practice Registered Nurses (PA/APRN) and Pharmacists (RPh, PharmD) by Harris Center physicians.

2. POLICY:

The Harris Center for Mental Health and IDD (Harris Center) employs Physician Assistants (PA), Advanced Practice Registered Nurses (APRN), Pharmacists (RPh, PharmD) who work under the delegated authority of a physician licensed by the Texas Medical Board (TMB). The Harris Center will comply with all rules and regulations that govern this arrangement including those set forth by the Texas Medical Board (TMB) as applicable for Physicians and Physician Assistants, the Texas State Board of Nursing as applicable to APRNs, and the Texas State Board of Pharmacy (TSBP) as applicable to pharmacists. The Harris Center physician and a PA/APRN/Pharmacist entering into an agreement to supervise a PA/APRN/Pharmacist will complete and sign The Harris Center Delegation Protocol and the Prescriptive Authority Agreement or Collaborative Drug Therapy Management Protocol which outline the scope of medical practice and prescription/drug prescribing parameters. These agreements shall be individualized and based upon the experience and training of the PA/APRN/Pharmacist, as determined by the supervising physician. The Harris Center will set expectations regarding the frequency of supervision and the number of monthly chart reviews completed by the supervising physician.

3. APPLICABILITY/SCOPE:

All Harris Center programs providing medical services.

4. PROCEDURES:

Medical Services

Pharmacy Services and Outpatient Prescription Purchase Plan

Clinical Pharmacy Specialist Procedure

Credentialing, Re-Credentialing and Privileging Guideline & Procedure

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

- Prescriptive Authority Agreement
- Physician Assistants (PA), Advanced Practice Registered Nurses Delegation Protocol
- Collaborative Drug Therapy Management Protocols
- Medical Services
- Delegation and Supervision of Certain Nursing Acts

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Authority of Physicians to Delegate Certain Medical Acts-Title 3, Tex. Occ. Code, Chapter 157
- Physician Assistants- Licensing Requirements, Exemptions, and Renewal, Tex Occ. Code, §§ 204.151- 204.353
- Nurses, Title 3, Tex. Occ. Code, Chapter 301
- Texas Medical Board-Physician Assistants, Title 22 TAC Part 9, Chapter 185
- Texas Medical Board- Standing Delegation Orders- Title 22 TAC Part 9, Chapter 193
- Pharmacists. Drug Therapy Management by a Pharmacist under Written Protocol of a Physician, Title 22 TAC Part 15, § 295.13
- Texas Board of Nursing: <https://www.bon.texas.gov/index.asp.html>
- Texas State Board of Pharmacy: <https://www.pharmacy.texas.gov/>
- Texas Medical Board: <https://www.tmb.state.tx.us/>

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Final Legal Review	Kendra Thomas: Counsel	04/2024
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	04/2024
Initial Assignment	Danyalle Evans	04/2024

EXHIBIT F-16

Status **Pending** PolicyStat ID **15024077**



Origination	N/A	Owner	Amber Pastusek: MedDir
Last Approved	N/A	Area	Medical Services
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	N/A		
Next Review	1 year after approval		

MED.A.10 Physician Authority to Delegate Certain Medical Acts

1. PURPOSE:

The purpose of this policy is to describe the general authority of a physician to delegate certain medical acts to a qualified and properly trained person acting under the physician’s supervision that a reasonable and prudent physician would find within the scope of sound medical judgment.

2. POLICY:

Physicians employed by the Harris Center for Mental Health & IDD have the general authority to delegate certain medical acts as long as the act can be properly and safely performed by the person to whom the medical act is delegated; is performed in its customary manner; and is not in violation of any other statute. The person to whom the medical act is delegated must not represent to the public that the person is authorized to practice medicine. The delegating physician remains responsible for the medical acts of the person performing the delegated medical acts.

3. APPLICABILITY/SCOPE:

All Harris Center programs providing medical services.

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

- ~~MED.A.9 Physician Assistant, Advanced Practice Registered Nurse, Pharmacist Delegation;~~

~~Policy Stat ID 12334315~~ [MED.A.9 Physician Assistant, Advanced Practice Registered Nurse, Pharmacist Delegation](#)

- [Medical Services](#)
- [Delegation and Supervision of Certain Nursing Acts](#)
- **FORMS**
 - Delegation Authorization Prescriptive Authority
 - Collaborative Drug Therapy Management Protocols

5. PROCEDURE:

[Medical Services](#)

~~MED.B.9 Physician Assistant, Advanced Practice Registered Nurse, Pharmacist Delegation Procedure; Policy Stat ID 14840669~~ [MED.B.9 Physician Assistant, Advanced Practice Registered Nurse, Pharmacist Delegation Procedure](#)

[Clinical Pharmacy Specialist Procedure](#)

[Credentialing, Re-Credentialing and Privileging Guideline & Procedure](#)

~~MED.CPEP.B.3 Physician Delegated Standing orders for Point of Care Tests; Policy Stat ID 14758073~~ [MED.CPEP.B.3 Physician Delegated Standing orders for Point of Care Tests](#)

~~MED.CPE.B.4 Standing Physician's Orders – Finger Stick Blood Glucose; Policy Stat ID 14092901~~ [MED.CPE.B.4 Standing Physician's Orders – Finger Stick Blood Glucose](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- [Texas Occupations Code Title 3, Subtitle B, Chapter 157](#) Regarding Authority of Physicians to Delegate Certain Medical Acts
- [Texas Administrative Code \(state.tx.us\)](#) Standing Delegation Orders, 22 Tex. Admin. Code, Part 9 Texas Medical Board, Chapter 193
- [Texas Administrative Code \(state.tx.us\) RN Delegation to Unlicensed Personnel and Tasks not requiring Delegation in Independent Living Environments for Clients with Stable and Predictable Conditions, 22 Tex. Admin. Code, Part 11 Texas Board of Nursing, Chapter 225](#)
- [Texas Administrative Code \(state.tx.us\) Medication Services, 26 Tex. Admin. Code, Part 1 Health and Human Services Commission, Chapter 301, Subchapter G, Division 3 Standards of Care](#)
- [5300, Prescriptive Authority Agreements, Clinical Protocols, Standing Delegation Orders and Client Education | Texas Health and Human Services](#) Prescriptive Authority Agreements, Texas Health and Human Services, 5310
- Texas Medical Board-Physician Assistants, Title 22 TAC Part 9, Chapter 185
- Pharmacists. Drug Therapy Management by a Pharmacist under Written Protocol of a

Physician, Title 22 TAC Part 15, § 295.13

- Texas Board of Nursing: <https://www.bon.texas.gov/index.asp.html>, Delegation Resource Packet
- Texas State Board of Pharmacy: <https://www.pharmacy.texas.gov/>
- Texas Medical Board: <https://www.tmb.state.tx.us/>

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Final Legal Review	Kendra Thomas: Counsel	02/2024
Department Review	Luming Li: Chief Medical Ofcr (1101 1817) [AP]	01/2024
Initial Assignment	Amber Pastusek: MedDir	01/2024

EXHIBIT F-17

Status **Pending** PolicyStat ID **14982551**



Origination	10/2020
Last Approved	N/A
Effective	Upon Approval
Last Revised	01/2023
Next Review	1 year after approval

Owner	Toby Hicks
Area	Human Resources
Document Type	Agency Policy

HR.A.21 Relief Service Employees

1. PURPOSE:

This policy sets out procedures and protocols for the use of relief services employees at The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center).

2. POLICY:

The Relief Service Pool exists to provide internal temporary staffing services to The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) facilities.

Requests to hire relief service pool employees must be submitted by the Manager to the Position Justification Committee for approval.

3. APPLICABILITY/SCOPE:

This policy applies to all staff employed by The Harris Center, including, both direct and contracted employees.

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

- [Employment](#)
- Staff Training and Development

<ul style="list-style-type: none"> • Orientation for New Employees
<ul style="list-style-type: none"> • Relief Service Employee Time Sheet
<ul style="list-style-type: none"> • Relief Service Employee Performance Evaluation

5. PROCEDURES:

[Relief Service Employees](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

The Harris Center's Policy and Procedure
 The Harris Center Employee Handbook

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Legal Review	Kendra Thomas: Counsel	04/2024
Department Review	Joseph Gorczyca	04/2024
Initial Assignment	Toby Hicks	04/2024

EXHIBIT F-18

Status **Pending** PolicyStat ID **15267531**



Origination	06/2008	Owner	Toby Hicks
Last Approved	N/A	Area	Human Resources
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	05/2024		
Next Review	1 year after approval		

HR.A.1 Section 504 of the Rehabilitation Act ("The Act") and, the American with Disabilities Act ("ADA") (Consumers)

1. PURPOSE:

The purpose of this policy is to establish guidelines to ensure that qualified individuals with disabilities at The Harris Center are protected from discrimination as set forth in Federal and State laws and regulations.

2. POLICY:

It is the policy of The Harris Center to provide reasonable accommodation(s) to qualified individuals with disabilities. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of The Harris Center, or be subjected to discriminatory action by the Center or its agents.

3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center services and programs.

4. RELATED POLICIES/FORMS:

- [Assurance of Individual Rights](#)
- Accessibility Plan
- [The Use of Service and Assistance Animals in the Harris Center Facilities Pertaining to Patients and Visitors](#)

5. PROCEDURES:

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- Consumer Rights Protection Handbook
- Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794 et. seq.
- The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101, et. seq.

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Legal Review	Kendra Thomas: Counsel	04/2024
Department Review	Joseph Gorczyca	04/2024
Initial Assignment	Toby Hicks	04/2024

EXHIBIT F-19

Status **Pending** PolicyStat ID **15267530**

Origination	02/2013	Owner	Kendra Thomas: Counsel
Last Approved	N/A	Area	Leadership
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	05/2024		
Next Review	1 year after approval		

LD.A.6 - Solicitation of/and Acceptance of Donations (Money, Goods or Services)

1. PURPOSE:

The purpose of this policy is to establish guidelines governing the acceptance and solicitation of gifts and donations by the Harris Center for the benefit of its operations, programs or services and provide guidance to prospective donors and their advisors when making donations to the Harris Center.

2. POLICY:

It is the policy of The Harris Center that requests for goods or money on behalf of the Harris Center shall be reviewed by the Legal Services Department prior to solicitation.

The Harris Center's Chief Executive Officer, authorized trustees of the Board and designated staff shall have the authority to solicit and accept gifts on behalf of the Harris Center. Donations of money, valuable goods or services may be accepted by the Harris Center if:

1. the donation can be used or expended consistent with the Harris Center's purpose and mission;
2. the donation is in good working order or needs only minor, inexpensive repair as approved by the Chief Financial Officer, or a designee;
3. the donation is not unduly or inappropriately restricted for use; and
4. the donation is not designated for use by an individual staff or Board Trustee.

Specific items may be given to persons served.

~~3. PROCEDURES:~~

~~Solicitation and Acceptance of Donations (Money, Goods, or Services)~~

4. APPLICABILITY/SCOPE:

This policy applies to all Harris Center employees, contractors, volunteers and Board of Trustees

~~5. RELATED POLICIES/FORMS (for reference only):~~ RELATED POLICIES/FORMS:

6. PROCEDURES:

Solicitation and Acceptance of Donations (Money, Goods, or Services)

7. REFERENCES: RULES/REGULATIONS/STANDARDS:

Gifts and Grants, Texas Health and Safety Code §534.018

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Legal Review	Kendra Thomas: Counsel	04/2024
Initial Assignment	Kendra Thomas: Counsel	04/2024

EXHIBIT F-20

Status **Pending** PolicyStat ID **15267527**



Origination 02/1992
 Last Approved N/A
 Effective Upon Approval
 Last Revised 03/2023
 Next Review 1 year after approval

Owner Kendra Thomas:
 Counsel
 Area Environmental
 Management
 Document Type Agency Policy

EM.A.7 Weapons

1. PURPOSE:

The purpose of this policy is to establish clear boundaries and expectations relating to weapons.

2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD ("The Harris Center") to prohibit all weapons on the premises of all Harris Center facilities and authorized program locations to the maximum extent allowable by law.

For the purpose of this policy, "weapon(s)" include handguns, firearms, clubs, location-restricted knives, "prohibited weapons" defined in §46.05 of the Texas Penal Code, and all items or objects that have no specific purpose or relationship to the treatment of a patient and (i) may be presented as a weapon; or (ii) may be reasonably foreseen or expected to be used as a weapon.

3. APPLICABILITY/SCOPE:

This policy applies to all The Harris Center facilities and locations under the control of The Harris Center.

4. RELATED POLICIES/FORMS:

[Incident Reporting](#)

[Personal Property](#)

5. PROCEDURES:

Security Alert - Armed Intruder

Personal Property

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- The Harris Center's Policy and Procedure Handbook
- Texas Penal Code §46.01,46.02,46.03,46.05, 46.15; Added §30.06, and 30.07
- Texas Government Code Chapter 411, Subchapter H
- Texas Occupations Code Chapters 1701-1702
- Texas Labor Code - Sections 52.061-52.063
- CARF: Section 2. Subsection A., General Program Standards

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Legal Review	Kendra Thomas: Counsel	02/2024
Initial Assignment	Kendra Thomas: Counsel	02/2024

EXHIBIT F-21

Status **Pending** PolicyStat ID **14982541**

Origination	08/2018	Owner	Toby Hicks
Last Approved	N/A	Area	Human Resources
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	05/2024		
Next Review	1 year after approval		

HR.A.27 - Work Force Reduction

1. PURPOSE

The purpose of this policy is to provide for an orderly and equitable transition in staffing when a work force reduction is necessary.

2. POLICY

As a result of budget constraints, business necessity, program redirections, or related justifications, administrative actions may be taken to reduce the number of budgeted positions and/or Agency employees. A key management concern will be to achieve targeted staffing levels in the least disruptive manner to the delivery of consumer services and affected employees. The Chief Executive Officer, working with the Board of Trustees, shall determine and approve programs, functions, or units to be discontinued or consolidated. It is the policy of The Harris Center for Mental Health & Intellectual and Developmental Disability (hereinafter "The Harris Center") decisions regarding workforce reduction will be coordinated by the Chief Executive Officer, appropriate Division Chief, General Counsel and the Vice President of Human Resources.

3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center including, both direct and contracted employees.

4. PROCEDURES

A. Reduction Alternatives

- B. Workforce Reduction
- C. Veterans/Reservists
- D. Reduced Employee References

5. RELATED POLICIES

HR9A ~~Employment~~ Employment

6. REFERENCES/ RULES/REGULATIONS/ STANDARDS

NA

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2024
Legal Review	Kendra Thomas: Counsel	04/2024
Department Review	Joseph Gorczyca	04/2024
Initial Assignment	Toby Hicks	03/2024