

Governance Committee Meeting

May 21, 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 16, 2024
(*EXHIBIT G-1*)

IV. REVIEW AND TAKE ACTION

A. New Policy

1. Continuing Employee Communication and Engagement
(*EXHIBIT G-2*)
2. Dressing and Grooming Policy
(*EXHIBIT G-3*)

B. No Changes

1. Delegations in the Absence of the Chief Executive Officer
(CEO)
(*EXHIBIT G-4*)
2. Delegation and Supervision of Certain Nursing Acts
(*EXHIBIT G-5*)
3. Employment
(*EXHIBIT G-6*)
4. Family and Medical Leave Act (FMLA)
(*EXHIBIT G-7*)
5. Personal Relationships in the Workplace
(*EXHIBIT G-8*)
6. Physician Assistant, Advanced Practice Registered Nurse,
Pharmacist Delegation
(*EXHIBIT G-9*)
7. Relief Service Employees
(*EXHIBIT G-10*)
8. Section 504 of the Rehabilitation Act ("The Act") and, the
American with Disabilities Act ("ADA") (Consumers)
(*EXHIBIT G-11*)
9. Weapons
(*EXHIBIT G-12*)

C. Minor Changes

1. Employee Performance Evaluations
(*EXHIBIT G-13*)

2. Nurse Staffing Advisory Committee
(EXHIBIT G-14)
3. Pharmacy Peer Review Policy
(EXHIBIT G-15)
4. Physician Authority to Delegate Certain Medical Acts
(EXHIBIT G-16)
5. Solicitation of/and Acceptance of Donations (Money, Goods or Services)
(EXHIBIT G-17)
6. Work Force Reduction
(EXHIBIT G-18)

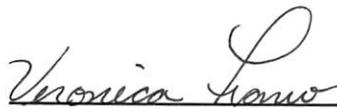
V. EXECUTIVE SESSION

- 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.

VI. RECONVENE INTO OPEN SESSION

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

VIII. ADJOURN



Veronica Franco, Board Liaison
Jim Lykes, Chair, Governance Committee
The Harris Center for Mental Health and IDD



EXHIBIT G-1

**BOARD OF TRUSTEES
THE HARRIS CENTER *for*
MENTAL HEALTH AND IDD
GOVERNANCE COMMITTEE MEETING
TUESDAY, APRIL 16, 2024
MINUTES**

CALL TO ORDER

Mr. Jim Lykes, Chairman called the meeting to order at 8:32 a.m. in Conference Room 109, 9401 Southwest Freeway, noting a quorum of the Committee was present.

RECORD OF ATTENDANCE

Committee Members in Attendance: Mr. J. Lykes Dr. R. Gearing, Dr. G. Santos,
Mr. G. Womack,
Mrs. N. Hurtado-videoconference

Committee Member Absent:

Other Board Member Present: Dr. L. Moore, Mrs. B. Hellums, Dr. M. Miller, Jr., and
Dr. L. Fernandez

1. DESIGNATION OF BOARD MEMBERS AS VOTING COMMITTEE MEMBERS

Dr. J. Lykes designated Dr. L. Moore, Dr. M. Miller, Jr., Mrs. B. Hellums and Dr. L. Fernandez as voting members of the committee.

2. DECLARATION OF QUORUM

The meeting was called to order at 8:32 a.m.

3. PUBLIC COMMENTS

Public Comments were made by Sheronica Watson regarding requested the adoption of the union's consultation policy.

4. APPROVAL OF MINUTES

Minutes of the Board of Trustees Governance Committee meeting held on Tuesday,
March 19, 2024

MOTION: HELLUMS SECOND: WOMACK
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, March 19, 2024 EXHIBIT G-1 has been approved and recommended to the Full Board.

5. REVIEW AND COMMENT

Wayne presented the policies to the Governance Committee for review and comment.

A. No Changes

1. Burglaries or Thefts
2. Business Associate
3. Compliance Program
4. Emergency Medical Care for Consumers, Employees and Volunteers
5. Incident Reporting
6. Infection Control and Prevention
7. Linguistic Competence Service
8. Lobbying
9. Management of Legal Documents and Litigation
10. Narcan Policy
11. Nursing Peer Review Incident Based or Safe Harbor
12. Referral, Transition and Discharge
13. Religious Accommodations
14. Social Media Use
15. State Service Contract Monitoring and Performance Monitoring
16. Telehealth and Telemedicine Services
17. The Development and Maintenance of Center Policies
18. Third Part Participation in Patient Services
19. Trauma Informed Practice
20. Utilization of Security Officer Services

B. Minor Changes

1. Credentialing

6. REVIEW AND TAKE ACTION

A. Employee Committee

Joe Gorczyca presented the Employee Committee options to the Governance Committee. As a result, Dr. Santos motioned to table the item and Dr. Miller seconded the motion.

MOTION: SANTOS

Dr. Santos moved to table the item in order for Administration to adopt a policy that includes an open door policy for administration and reports to the Board.

SECOND: MILLER

The Motion passes with unanimous affirmative votes.

7. EXECUTIVE SESSION – Mr. Lykes announced the Board will enter into Executive Session at 9:14am for the following reason:

- In accordance with §551.071 of the Texas Government Code, consultation with attorney on a matter related to the legal requirements of the Texas Open Meetings Act. Kendra Thomas, General Counsel.

8. RECONVENED INTO OPEN SESSION AT 9:30 AM

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

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

10. ADJOURN

MOTION: HELLUMS SECOND: MILLER, JR.

The meeting was adjourned at 9:30 A.M.

Respectfully submitted,

**Veronica Franco, Board Liaison
Jim Lykes, Chairman
Governance Committee
THE HARRIS CENTER for Mental Health and IDD
Board of Trustees**

EXHIBIT G-2

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. 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

EXHIBIT G-3

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 G-4

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 G-5

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 G-6

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 G-7

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 G-8

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



Origination	11/2022	Owner	Toby Hicks
Last Approved	N/A	Area	Human Resources
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	01/2023		
Next Review	1 year after approval		

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 G-9

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 G-10

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 G-11

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 G-12

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 G-13

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 G-14

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 G-15

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 G-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 G-17

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 G-18

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

Origination	08/2018
Last Approved	N/A
Effective	Upon Approval
Last Revised	05/2024
Next Review	1 year after approval

Owner	Toby Hicks
Area	Human Resources
Document Type	Agency Policy

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