

Governance Committee Meeting  
September 16, 2025  
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,  
August 19, 2025  
(EXHIBIT G-1)

**IV. CONSIDER AND TAKE ACTION**

A. No Changes

1. Confidentiality and Disclosure of Patient/ Individual Health  
Information  
(EXHIBIT G-2)
2. Employee Job Descriptions  
(EXHIBIT G-3)
3. Employee Performance Evaluations  
(EXHIBIT G-4)
4. Incident Response Policy  
(EXHIBIT G-5)
5. Information Security Policy  
(EXHIBIT G-6)
6. Obligation to Identify individuals or Entities Excluded from  
Participation in Federal Healthcare Program  
(EXHIBIT G-7)
7. Off-Premises Equipment  
(EXHIBIT G-8)
8. Signature for Authorization  
(EXHIBIT G-9)
9. Suicide/Homicide Prevention  
(EXHIBIT G-10)

B. Policy Changes

1. Declaration of Mental Health Treatment  
(EXHIBIT G-11)
2. Pregnant Workers and Accommodations  
(EXHIBIT G-12)
3. Termination of General Revenue Contract Providers with Harris  
Center-IDD Services  
(EXHIBIT G-13)

C. New Policy's

1. Recording Policy  
(EXHIBIT G-14)

V. REVIEW AND COMMENT

- A. Employee Labor Organization  
(EXHIBIT G-15)

VI. 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.
- As authorized by Section 551.074 of the Texas Government Code, to review and discuss the performance evaluation of the Chief Executive Officer. Chair James Lykes
- As authorized by Section 551.071 of the Texas Government Code, to seek legal advice from attorney regarding the Open Meetings Act and other legislative updates.  
Kendra Thomas, General Counsel

VII. RECONVENE INTO OPEN SESSION

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

IX. ADJOURN

*Veronica Franco*

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Veronica Franco, Board Liaison  
Jim Lykes, Chairman  
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, AUGUST 19, 2025  
MINUTES**

**CALL TO ORDER**

Mr. Jim Lykes, Chairman called the meeting to order at 8:34 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, Mr. G. Womack

Committee Member Absent: Ms. N. Hurtado

Other Board Member Present: Dr. K. Bacon, Dr. M. Miller, Jr., Dr. J. Lankford  
Ms. R. Thomas-videoconference

**1. DESIGNATION OF BOARD MEMBERS AS VOTING COMMITTEE MEMBERS**

Mr. J. Lykes designated Dr. K. Bacon, Dr. M. Miller, Jr., Dr. J. Lankford and Ms. R. Thomas as voting members of the committee.

**2. DECLARATION OF QUORUM**

The meeting was called to order at 8:34 a.m.

**3. PUBLIC COMMENTS**

No public comments.

**4. APPROVAL OF MINUTES**

Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, June 17, 2025

**MOTION: WOMACK      SECOND: BACON**

**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, June 17, 2025, EXHIBIT G-1 has been approved and recommended to the Full Board.

**5. REVIEW AND COMMENT**

- A. Employee Labor Organization Presentation-Ms. Castillo presented the Employee Labor Organization documents.
- B. Annual Board Training Topic-Ms. Thomas requested suggestions for the Annual Board Training. The Governance Committee members suggested training topics

related to Budget & Finance, current Funding Sources, Diversification of Funding, Regulations related to Funding, Current Grants, MWBE and DEI, IT Department Strategic Plan, Facilities Department Strategic Plan and HR Department Organizational Structure and policies.

## 6. REVIEW AND TAKE ACTION

### A. No Changes

1. Harris Center Advisory Committee (Exhibit G-3)
2. Professional Practice Evaluation Policy (Exhibit G-4)
3. Resilience in Stressful Events (We RISE) Program Policy (Exhibit G-5)
4. The Use of Service and Assistance Animals in the Harris Center Facilities Pertaining to Patients and Visitors (Exhibit G-6)

**MOTION:** MILLER, JR. moved to approve agenda Exhibits G3-G6

**SECOND:** BACON moved to approve agenda Exhibits G3-G6

**BE IT RESOLVED, with unanimous affirmative vote, agenda Exhibits G3-G6 are approved and recommended to Full Board for final approval.**

### B. New Policy's

1. Coordination of Care Policy (Exhibit G-7)

**MOTION: WOMACK**

**SECOND: BACON**

**The motion passed with unanimous affirmative vote.**

**BE IT RESOLVED, with unanimous affirmative vote, Exhibit G-7 is approved and recommended to Full Board for final approval.**

2. ICC Integrated Primary Care Program Manual (Exhibit G-8)

**MOTION:** BACON moved to approve agenda Exhibits G8 on the condition that the SAMSHA acronym is spelled out.

**SECOND:** WOMACK moved to approve agenda Exhibits G8

**BE IT RESOLVED, with unanimous affirmative vote, agenda Exhibits G8 are approved and recommended to Full Board for final approval.**

### C. Policy Changes

1. Bylaws of The Professional Review Committee of The Harris Center for Mental Health and IDD with Signature (Exhibit G-9)

**MOTION: WOMACK**

**SECOND: MILLER, JR.**

**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Bylaws of The Professional Review Committee of The Harris Center for Mental Health and IDD with Signature, EXHIBIT G-9 with the noted correction has been approved and recommended to the Full Board.

2. Infection Control and Prevention Policy (Exhibit G-10)

**MOTION: WOMACK                      SECOND: LANKFORD**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Infection Control and Prevention Policy, EXHIBIT G-10 has been approved and recommended to the Full Board.

3. No Solicitation Policy (Exhibit G-11)

**MOTION: BACON                      SECOND: LANKFORD**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, No Solicitation Policy, EXHIBIT G-11 has been approved and recommended to the Full Board.

4. Performance Reporting and Monitoring of Service Contracts

**MOTION: WOMACK                      SECOND: MILLER, JR.**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Performance Reporting and Monitoring of Service Contracts, EXHIBIT G-12 has been approved and recommended to the Full Board.

5. Personal Relationships in the Workplace

**MOTION: WOMACK                      SECOND: BACON**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Personal Relationships in the Workplace, EXHIBIT G-13 has been approved and recommended to the Full Board.

6. Professional Review Committee

**MOTION: WOMACK                      SECOND: LANKFORD**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Professional Review Committee, EXHIBIT G-14 has been approved and recommended to the Full Board.

7. **EXECUTIVE SESSION** –No Executive Session needed.

8. **RECONVENED INTO OPEN SESSION**

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

**10. ADJOURN**

**MOTION: WOMACK**

**SECOND: LANKFORD**

The meeting was adjourned at 9:06 A.M.

Respectfully submitted,

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**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 **18462784**



Origination 06/2000

Last Approved N/A

Effective Upon Approval

Last Revised 08/2025

Next Review 1 year after approval

Owner Rita Alford: Dir

Area Information Management

Document Type Agency Policy

## HIM.EHR.A.3 Confidentiality and Disclosure of Patient/ Individual Health Information

### 1. PURPOSE:

The Harris Center shall protect the privacy of all patients'/ individual's health information and safeguard such information against loss, damage, alteration or impermissible disclosure. Uses and disclosures will be made only as permitted or required by law and will consist of only the relevant or minimal amount necessary to satisfy the purpose of the use or disclosure.

### 2. POLICY:

It is the policy of The Harris Center that the patient/ individual records are the property of the Harris Center and may be removed from the Harris Center premises only in accordance with a court order, subpoena or statute, or signed written authorization from patient/ individual or legally authorized representative. Proven privacy violations of patient/ individual health information by any employee or business associate may be cause for disciplinary actions, including termination of employment or contract. Violations will also be mitigated in accordance with privacy regulations.

### 3. APPLICABILITY/SCOPE:

This policy applies to all departments, divisions, facilities and/or programs within The Harris Center, including contractors, volunteers, interns, and business associates.

### 4. RELATED POLICIES/FORMS:

[HIM.EHR.A.5 Content of Patient/ Individual Records](#)

[HIM.EHR.A.7 Faxing and Emailing Patient/Individual Identifying Information](#)

[HIM.EHR.A.8 Patient/ Individual Access to Medical Records](#)

[HIM.EHR.A.9 Patient/Individual Records Administration](#)

[HIM.EHR.A.11 Sanctions for Breach of Security and/or Privacy Violations of Health Information](#)

[LD.A.1 Business Associate](#)

Authorization Request Cover Letter

Emergency Verification for Disclosure of Protected Health Information

Media Consent Form

Release of Information Log

Authorization to Disclose Patient/Individual Health Information

Revocation of Authorization to Disclose Consumer Health Information

### **Attachments**

Release of Information Grid

No Records Affidavit

Verification Checklist for Processing Authorizations

Release of Information Cover Letter

Confidentiality Statement

Release of Information Invoice

Subpoena Information Sheet

Release of Information Processing Fee

Employee Statement of Information Security and Confidentiality

Confidentiality Awareness Guidelines

Business Records Affidavit

Guidelines for Releases

Emergency Verification for Disclosure of Protected Health Information

## **5. PROCEDURES**

[HIM.EHR.B.3 - Confidentiality and Disclosure of Patient/ Individual Health Information](#)

## **6. REFERENCES: RULES/REGULATIONS/**

# STANDARDS

- Privacy Act of 1974, 5 U.S.C. Ch. 5 §552a
- Health Insurance Portability and Accountability Act 1996, Part 160 and 164
- Confidentiality of Substance Use Disorder Patient Records, 42 CFR Part 2
- Investigations and Protective Services for Elderly Persons and Persons with Disabilities, Texas Human Resources Codes Ch. 48
- Medical Records Privacy, Tex. Health & Safety Code Ch. 181
- Mental Health Records, Texas Health and Safety Codes Ch. 611
- Consent to Treatment of Child by Non-parent or Child, Texas Family Code Ch. 32
- Inter-agency Sharing of Certain Noneducational Records, Texas Family Code Sec 58.0052
- Physician-Patient Communication, Texas Occupations Code Ch. 159
- Physician-Patient Privilege, Texas Rules of Civil Evidence Rule 509
- Mental Health Information Privilege in Civil Cases, Texas Rules of Civil Evidence, Rule 510
- Resident Rights, 42 CFR 483.10(e)

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
Legal Review	Kendra Thomas: Counsel	08/2025
Compliance Director Review	Demetria Lockett [LW]	07/2025
Compliance Manager	Lisa Walker	07/2025
Department Review	Mustafa Cochinwala: Dir	07/2025
Initial Assignment	Rita Alford: Dir	07/2025

# **EXHIBIT G-3**

Status **Pending** PolicyStat ID **14237156**



Origination 04/1998  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 08/2025  
 Next Review 1 year after approval

Owner Kip Baughman:  
 Dir  
 Area Human Resources  
 Document Type Agency Policy

## HR.A.4 - Employee Job Descriptions

### 1. PURPOSE:

The purpose of this policy is to ensure that the basic and essential duties and requirements of all Harris Center job positions have a detailed and accurate, up-to-date job descriptions to successfully perform the job.

### 2. POLICY:

It is the policy of the Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) that, every employee shall receive, at the time of employment, reclassification and or promotion, a written job description. Also, job descriptions shall be reviewed and modified for current positions within a reasonable period of time following a material change in the essential duties of the position. Job descriptions shall be updated annually, and if necessary, at the time the position becomes vacant as responsibilities may change.

### 3. APPLICABILITY/SCOPE:

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

### 4. RELATED POLICIES/FORMS:

[HR.A.6 Employee Performance Evaluations](#)

Job Description Online Instructions Attachment A

5. PROCEDURES:

HR.B.4 Employee Job Descriptions

6. REFERENCES: RULES/REGULATIONS/  
STANDARDS:

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
2nd Legal Review	Kendra Thomas: Counsel [BE]	08/2025
1st Legal Review	Bijul Enaohwo	07/2025
Compliance Director Review	Demetria Lockett [LW]	07/2025
Compliance Manager	Lisa Walker	07/2025
Department Review	Kendra Thomas: Counsel	06/2025
Initial Assignment	Kip Baughman: Dir	06/2025

# **EXHIBIT G-4**

Status **Pending** PolicyStat ID **17873264**



Origination 12/1993  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 08/2025  
 Next Review 1 year after approval

Owner Toby Hicks  
 Area Human Resources  
 Document Type Agency Policy

## 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:

It is the policy of the Harris Center that 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:

[HR.A.4 Employee Job Description](#)

[HR.A.6 Employee Performance Evaluation](#)



5. PROCEDURES:

Employee Performance Evaluations

6. REFERENCES: RULES/REGULATIONS/  
STANDARDS:

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
2nd Legal Review	Kendra Thomas: Counsel	08/2025
1st Legal Review	Bijul Enaohwo	07/2025
Compliance Director Review	Demetria Lockett [LW]	07/2025
Compliance Manager	Lisa Walker	07/2025
Department Review	Kendra Thomas: Counsel	06/2025
Initial Assignment	Toby Hicks	05/2025

# **EXHIBIT G-5**

Status **Pending** PolicyStat ID **18455916**



Origination	03/2005
Last Approved	N/A
Effective	Upon Approval
Last Revised	08/2025
Next Review	1 year after approval

Owner	Mustafa Cochinwala: Dir
Area	Information Management
Document Type	Agency Policy

## HIM.IT.A.3 Incident Response Policy

### 1. PURPOSE:

This policy establishes that The Harris Center for Mental Health and IDD will maintain incident response capabilities and procedures.

### 2. POLICY:

It is the policy of the Harris Center for Mental Health and IDD to ensure that information security incidents are reported, investigated, and responded to according to regulatory requirements and to limit damages.

### 3. APPLICABILITY/SCOPE:

All Harris Center staff, volunteers, contractors, programs, and services.

### 4. RELATED POLICIES/FORMS:

[HIM.EHR.A.2 Breach Notification](#)

### 5. PROCEDURES:

[HIM.IT.B.3 Incident Response Procedure](#)

# 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- NIST SP 800-53 Rev. 4 CP-2, IR-8
- HIPAA Security Rule 45 C.F.R. §§ 164.308(a)(6), 164.308(a)(7), 164.310(a)(2)(i),164.312(a)(2)(ii)

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
Legal Review	Kendra Thomas: Counsel	08/2025
Compliance Director Review	Demetria Lockett [LW]	07/2025
Compliance Manager	Lisa Walker	07/2025
Department Review	Mustafa Cochinwala: Dir	07/2025
Initial Assignment	Mustafa Cochinwala: Dir	07/2025

# **EXHIBIT G-6**

Status **Pending** PolicyStat ID **18455923**



Origination 08/2014  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 08/2025  
 Next Review 1 year after approval

Owner Mustafa Cochinwala: Dir  
 Area Information Management  
 Document Type Agency Policy

## HIM.IT.A.2 Information Security Policy

### 1. PURPOSE:

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

### 2. POLICY:

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

### 3. APPLICABILITY/SCOPE:

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

### 4. RELATED POLICIES/FORMS:

[HIM.EHR.A.2 Breach Notification](#)

[HIM.IT.A.1 Workforce Member Network Internet Use](#)

[HIM.IT.A.4 Off-Premises Equipment Usage](#)

## 5. PROCEDURES:

[HIM.IT.B.2 Information Security procedures](#)

## 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

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

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
Legal Review	Kendra Thomas: Counsel	08/2025
Compliance Director Review	Demetria Luckett [LW]	07/2025
Compliance Manager	Lisa Walker	07/2025
Department Review	Mustafa Cochinwala: Dir	07/2025
Initial Assignment	Mustafa Cochinwala: Dir	07/2025

# **EXHIBIT G-7**



Status **Pending** PolicyStat ID **18197194**



Origination 01/2012

Last Approved N/A

Effective Upon Approval

Last Revised 08/2025

Next Review 1 year after approval

Owner Toby Hicks

Area Human Resources

Document Type Agency Policy

## HR.A.15 Obligation to Identify individuals or Entities Excluded from Participation in Federal Healthcare Program

### 1. PURPOSE:

The purpose of this policy is to establish guidelines, which prevent The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) from employing an individual or entity that has been excluded from federally funded health care programs. The guidelines set in place by this policy ensures the integrity and accountability as it relates to The Health & Human Services Department-Office of Inspector General (HHSC-OIG)

### 2. POLICY:

It is the policy of The Harris Center for Mental Health and Intellectual and Developmental Disability ("The Harris Center") to comply with state and federal rules to protect the interests of patients and the Harris Center.

The Harris Center shall conduct both State and Federal List of Excluded Individuals/Entities (LEIE) searches prior to hire and monthly on all existing employees, interns, contractors, volunteers and entities.

### 3. APPLICABILITY/SCOPE:

All staff employed by The Harris Center including, direct hire, contractors, volunteers, interns and entities. Candidates for hire and contracted entities whom are excluded are considered ineligible for employment or providing services with The Harris Center and will **NOT** be offered a position.

4. RELATED POLICIES/FORMS:

[HR.8.A Employment](#)

5. PROCEDURE:

[HR.B.15 Obligation to Identify Individuals or Entities from Participation in Federal Health Care Programs](#)

6. REFERENCES: RULES/REGULATIONS/  
STANDARDS:

- Social Security Act 42 U.S.C.A.1320a-7
- Barring Vendor from Participation in State Contracts, Tex. Government Code §2155.077
- Debarment, 34 Tex. Admin. Code Ch. 20, Subchapter G

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
2nd Legal Review	Kendra Thomas: Counsel [BE]	08/2025
1st Legal Review	Bijul Enahwo	07/2025
Compliance Director Review	Demetria Lockett [LW]	07/2025
Compliance Manager	Lisa Walker [CW]	07/2025
Department Review	Kendra Thomas: Counsel	06/2025
Initial Assignment	Toby Hicks	05/2025

# **EXHIBIT G-8**

Status **Pending** PolicyStat ID **18455922**



Origination 11/2012  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 08/2025  
 Next Review 1 year after approval

Owner Mustafa Cochinwala: Dir  
 Area Information Management  
 Document Type Agency Policy

## HIM.IT.A.4 Off-Premises Equipment Usage

### 1. PURPOSE:

The purpose of this policy is to ensure proper assignment and return of all property and equipment owned, leased, or in possession of The Harris Center for Mental Health and Intellectual and Developmental Disabilities (The Harris Center) employees for both temporary and permanent use.

### 2. POLICY:

It is the policy of the Harris Center that all property and equipment owned, leased, or in the possession of The Harris Center are assigned to a unit, a location, and an employee. Most properties will not leave the assigned unit. In the event that it is essential for property or equipment to be used off-premises, written approval must be obtained from the Unit Director. Property and/or Equipment may either be signed out to an employee on a temporary basis to complete a specific assignment or on a longer-term basis if the location of the property or equipment is essential for day to day performance of the job. Property and/or equipment signed out to an employee becomes the financial responsibility of that employee. All property and equipment shall be returned to The Harris Center upon termination of employment or completion of a special assignment, internship, or volunteer experience. Workforce members must report all instances of equipment damage, loss, or theft via The Harris Center incident reporting system.

### 3. APPLICABILITY/SCOPE:

This policy applies to all interns, volunteers, and staff employed by The Harris Center, including, both direct and contracted employees. Property and equipment covered by this policy include 1) all property and equipment with The Harris Center numbered inventory tags on it, including laptop computers, and 2) leased equipment or other equipment that represents a financial obligation of The Harris Center.

4. RELATED POLICIES/FORMS:

[HIM.IT.A.2 Information Security Policy](#)

Request to Transfer Property Form

5. PROCEDURES:

[FM.B.19 Property Inventory](#)

6. REFERENCES: RULES/REGULATIONS/  
STANDARDS:

A. CARF: Section 1., Subsection J., Technology

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
Legal Review	Kendra Thomas: Counsel	08/2025
Compliance Director Review	Demetria Lockett [LW]	07/2025
Compliance Manager	Lisa Walker	07/2025
Department Review	Mustafa Cochinwala: Dir	07/2025
Initial Assignment	Mustafa Cochinwala: Dir	07/2025

# **EXHIBIT G-9**

Status **Pending** PolicyStat ID **18455959**



Origination 07/2012  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 08/2025  
 Next Review 1 year after approval

Owner Stanley Adams  
 Area Leadership  
 Document Type Agency Policy

## LD.A.5 - Signature for Authorization

### 1. PURPOSE:

The purpose of this policy is to identify the Harris Center personnel authorized to sign and approve various requests in the normal course of business.

### 2. POLICY:

It is the policy of the Harris Center that personnel having authorization to sign, or their authorized designee, both of which are on file with the Chief Financial Officer, must approve all requests for services, contracts, billings, supplies, leave, and other items.

### 3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center personnel.

### 4. RELATED POLICIES/FORMS:

### 5. PROCEDURE:

[LD.B.5 Signature for Authorization](#)

# 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
Legal Review	Kendra Thomas: Counsel [BE]	08/2025
Compliance Director	Demetria Lockett [LW]	07/2025
Initial Assignment	Stanley Adams	07/2025



# **EXHIBIT G-10**

Status **Pending** PolicyStat ID **18175712**



Origination 11/2002

Last Approved N/A

Effective Upon Approval

Last Revised 08/2025

Next Review 1 year after approval

Owner Lance Britt: Dir

Area Assessment, Care & Continuity

Document Type Agency Policy

## ACC.A.10 - Suicide/Homicide Prevention

### 1. PURPOSE:

To ensure that patients engaged in treatment in any of our programs or residential settings who voice thoughts of harm to self or others or engage in high-risk behaviors are thoroughly assessed and dispositioned to the most appropriate and safe setting for further evaluation and treatment.

### 2. POLICY:

It is the policy of The Harris Center to protect the health, safety, and well-being of patients and others by taking timely and prudent action to prevent, assess the risk of, intervene in, and respond to patients' threats of harm to self or others or high-risk behaviors.

### 3. APPLICABILITY/SCOPE:

This policy applies in all Harris Center Mental Health Service providers, including those providing rehabilitative services to consumers dually diagnosed with mental illness and intellectual and developmental disabilities and in other programs serving individuals with intellectual and developmental disabilities.

### 4. RELATED POLICIES/FORMS:

[LD.A.19 Incident Reporting](#)

### 5. PROCEDURES:

## 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
Legal Review	Kendra Thomas: Counsel [BE]	08/2025
Compliance Director Review	Demetria Lockett [LW]	07/2025
Compliance Manager	Lisa Walker [CW]	06/2025
Departmental Review	Keena Pace: Exec	06/2025
Initial Assignment	Keena Pace: Exec	06/2025

# **EXHIBIT G-11**

Status **Pending** PolicyStat ID **18611966**

Origination 06/2006  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 08/2025  
 Next Review 1 year after approval

Owner Lance Britt: Dir  
 Area Assessment, Care & Continuity  
 Document Type Agency Policy

## ACC.A.14 Declaration of Mental Health Treatment

### 1. PURPOSE:

The purpose of this policy is to ensure that The Harris Center for Mental Health and IDD (The Harris Center) staff are informed, trained, and demonstrate competence accordingly with regards to Declarations of Mental Health Treatment. All Harris Center ~~patients~~persons served have the right to execute a Declaration of Mental Health Treatment.

### 2. POLICY:

It is the policy of The Harris Center to offer persons served an opportunity to make a Declaration for Mental Health ~~and IDD (The Harris Center) to offer persons served an opportunity to make a Declaration for Mental Health~~ Treatment. This opportunity is offered to each person upon entry into ~~THE HARRIS CENTER~~The Harris Center services and when services are sought through the Psychiatric Emergency Services programs, including the Crisis Stabilization Unit of The Harris Center. All Harris Center staff have a duty to act in accordance with Declarations for Mental Health Treatment to the fullest extent possible.

### 3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center staff, employees, contractors, volunteers and the ~~clients~~persons served and family/legally authorized representatives accessing services with The Harris Center as applicable.

# 4. PROCEDURES:

~~ACC.B.14 Declaration of Mental Health Treatment~~

- : [ACC.B.14 Declaration of Mental Health Treatment](#)

# 5. RELATED POLICIES/FORMS:

<del>Assurance of Individual Rights</del>	RR3A
-------------------------------------------	------

- : [RR.A.2 Assurance of Individual Rights](#)
- : [LD.A.13 - Code of Ethics Policy](#)

# 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

~~Texas Civil Practices and Remedies Code, Chapter 137-Declaration for Mental Health Treatment Interventions in Mental Health Services; Staff Member Training, Title 25 Texas Administrative Code §415.257~~  
~~CCBHC 2.C.3 Availability and Accessibility of Services~~

- : [Declaration for Mental Health Treatment, Tex. Civ. Prac. & Rem. Code Ch. 137](#)
- : [Staff Member Training, 26 Tex. Admin. Code § 320.113\(b\)\(6\)\(A\)-\(B\)](#)
- : [SAMHSA, CCBHC Certification Criteria § 2.C.3 \(2023\)](#)

## Attachments

 [A: Declaration for Mental Health Treatment](#)

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
Legal Review	Kendra Thomas: Counsel	08/2025
Compliance Director Review	Demetria Lockett	08/2025
Departmental Review	Keena Pace: Exec	07/2025

Initial Assignment

Lance Britt: Dir

07/2025

# **EXHIBIT G-12**



Status **Pending** PolicyStat ID **18770111**



Origination 06/2023  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 08/2025  
 Next Review 06/2024

Owner Eunice Davis: Dir  
 Area General Administration  
 Document Type Agency Policy

## GA.A.3 Pregnant Workers and Accommodations

### 1. PURPOSE:

To ensure that temporary reasonable accommodations are provided to pregnant job applicants and employees at The Harris Center for Mental Health and IDD (The Harris Center) as set forth under the Pregnant Workers Fairness Act (PWFA).

### 2. POLICY:

It is the policy of The Harris Center to provide a reasonable accommodation to a qualified job applicant and employee's known limitations, related to pregnancy, childbirth, or related medical conditions unless providing the accommodation would impose an undue hardship on the Harris Center.

### 3. APPLICABILITY/SCOPE:

This policy applies to Harris Center employees.

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

[Employment Policy](#)

: [Employment Policy](#)

Pregnancy Accommodation Request Form

## 5. PROCEDURES:

~~Pregnant Workers and Accommodations~~

- : Pregnant Workers and Accommodations

## 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

~~Consolidated Appropriations Act, 2023, PL 117-328, Div. II Sec. 103~~

~~Title VII of the Civil Rights Act of 1964 as amended by the Pregnancy Discrimination Act of 1978, 42 U.S.C. sec. 2000e~~

- : Pregnant Workers Fairness Act, 42 U.S.C. §2000gg
- : Title VII of the Civil Rights Act of 1964 as amended by the Pregnancy Discrimination Act of 1978, 42 U.S.C. sec. 2000e

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
Legal Review	Kendra Thomas: Counsel	08/2025
Compliance Director Review	Demetria Lockett	08/2025
Initial Assignment	Eunice Davis: Dir	08/2025

# **EXHIBIT G-13**

Status **Pending** PolicyStat ID **18197195**



Origination 05/2005  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 08/2025  
 Next Review 1 year after approval

Owner Kendra Thomas:  
 Counsel  
 Area Leadership  
 Document Type Agency Policy

## LD.A.9 - Termination of General Revenue Contract Providers with Harris Center-IDD Services

### 1. PURPOSE:

The purpose of this policy is to protect the interests of The Harris Center and the health and safety of the individuals served.

### 2. POLICY:

The Harris Center shall ensure that vendors and contractors suspended or debarred by the state or federal government are not awarded contracts with the Harris Center. When a vendor or contractor is suspended or debarred, the Harris Center shall terminate its contracts with debarred vendors and contracts as soon as possible, considering such factors as a need to procure replacement goods and services for an alternate vendor. Suspended or Debarred vendors are prohibited from participating in a procurement process or otherwise make offers to receive a contract or subcontract.

The Harris Center shall remove funded individuals served and suspend referrals to General Revenue ("GR") contractors and vendors who are notified by a licensing entity that they have been recommended for decertification. The Harris Center shall initiate the termination of the general revenue contract. In the event that the appeal is upheld, referrals and consumer choice may be reinstated after review and approval by Vice President of Intellectual and Developmental Disabilities.

### 3. APPLICABILITY/SCOPE:

This policy applies to all contractors and vendors who sell goods and services to the Harris Center.

4. PROCEDURES:

5. RELATED POLICIES/FORMS:

6. REFERENCES: RULES/REGULATIONS/  
STANDARDS:

- Debarment, 34 Tex. Admin. Code Chapter 20, Subchapter G
- ~~Contract Management for Local Authorities~~Authority Responsibilities, ~~Title 40~~26 Tex. Admin. Code Chapter ~~2301~~, Subchapter ~~BA~~
- ICF/ID Programs--Contracting, ~~40~~26 Tex. Admin. Code Chapter ~~6~~, ~~Subchapter B~~, ~~286~~
- ~~Contracting for Community Services~~, ~~Title 40~~ Tex. Admin. Code Chapter ~~49~~, Subchapter ~~B~~

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
2nd Legal Review	Kendra Thomas: Counsel	08/2025
1st Legal Review	Bijul Enaohwo	08/2025
Compliance Director	Demetria Luckett [LW]	07/2025
Initial Assignment	Kendra Thomas: Counsel	06/2025

# **EXHIBIT G-14**

Status **Pending** PolicyStat ID **18617213**



Origination	N/A	Owner	Toby Hicks
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.55 - Recording

### 1. PURPOSE:

The Harris Center for Mental Health and IDD has a responsibility to ensure the integrity of proprietary information, preserve the privacy of staff, patients, families and visitors and ensure that unauthorized recording does not breach the Health Insurance Portability and Accountability Act ("HIPAA") and state confidentiality laws or reasonable expectation of privacy in the workplace. This policy does not permit behavior that is otherwise prohibited by state and federal law.

### 2. POLICY:

It is the policy of The Harris Center to uphold transparency, trust, and respect for privacy in all workplace communications and interactions. Therefore, Harris Center employees, contractors and patients are prohibited from unauthorized or secret recording of meetings, appointments, and/or conversations regarding proprietary information, confidential information or where sensitive information or protected health information is discussed, displayed, or the potential of capturing this information exists. In the interest of preventing the wrongful disclosure of protected health information, the recording of patients, patient information, Harris Center equipment, property or facilities is strictly prohibited. While Texas law permits one-party consent for recording conversations, the Harris Center requires that all employees and patients obtain prior disclosure and consent from all parties involved before recording any meeting, conversation, patient appointments or interaction with another Harris Center employee or manager. Taking pictures, video recordings, or audio recordings of Harris Center staff and patients is prohibited without the expressed written consent of Leadership.

Secret audio and visual recordings are strictly prohibited, even if legally permissible under state law. Recordings in areas where individuals have a reasonable expectation of privacy such as restrooms,

break rooms, or wellness rooms are not allowed under any circumstances.

The Harris Center may record meetings for training, documentation, or compliance purposes, but only with appropriate notice provided to all participants. This policy ensures that all recordings are conducted ethically and with mutual awareness, reinforcing a culture of openness and accountability.

### 3. APPLICABILITY/SCOPE:

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

### 4. RELATED POLICIES/FORMS

Request to Record a Meeting Form

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

[HR.A.8 Employment](#)

[EM.A.18 Reasonable Accommodation \(Employees\)](#)

[LD.A.13 Code of Ethics Policy](#)

### 5. PROCEDURE:

[HR.B.55.Recording Procedure](#)

### 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Unlawful Interception, Use, or Disclosure of Wire, Oral, or Electronic Communications, Tex. Penal Code Ann. §16.02(c)(4)

#### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2025
2nd Legal Review	Kendra Thomas: Counsel	08/2025
1st Legal Review	Bijul Enaohwo	08/2025
Compliance Director Review	Demetria Lockett	08/2025



Department Review	Kendra Thomas: Counsel	08/2025
Initial Assignment	Toby Hicks	08/2025

# **EXHIBIT G-15**

**DOCUMENTS  
SUBMITTED BY  
UNITED WORKERS OF  
HARRIS CENTER**

Status Active PolicyStat ID 17537627



Origination 07/2024

Last 02/2025

Approved

Effective 02/2025

Last Revised 02/2025

Next Review 02/2026

Owner Joseph Gorczyca

Area Human  
Resources

Document Agency Policy  
Type

## HR.A.36 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.

With regard to Employee Labor Organizations, the purpose of this policy is to provide an overriding and singular policy framework that supersedes all other Harris Center policies which might be interpreted as relating to Employee Labor Organizations and the activities of their members and representatives. If any other Harris Center policy is interpreted to be in conflict with this policy, HR.A.36 shall have preemption over the other policy.

### 2. DEFINITIONS:

The following definitions shall apply:

1. "Board" shall mean the Board of Trustees of the Harris Center.
2. "CEO" shall mean the Chief Executive Officer of the Harris Center.
3. "Employee labor organization" shall be defined consistent with TEX. GOVT CODE §617.001, that is, any organization in which employees participate and that exists in whole or in part, to deal with Harris Center concerning grievances, labor disputes, wages, hours of employment, working conditions and that does not claim the right to strike.
4. "Employee representatives" shall mean the representatives of the employee labor organizations.

5. "Employee Communication Plan" refers to all the measures and methods employed by Harris Center Executive Management to engage with front-line employees, solicit feedback, encourage good morale and staff retention, and improve working conditions and relationships.



### **3. 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.

#### **A. 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
- Regular employee forums to have dialogue with the CEO and/or other members of the Harris Center leadership team
- 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
- Establishing a regular recurring meeting with Employee Labor Organization(s)

#### **I. 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.

#### **2. COMMUNICATION SCHEDULE**

Routine updates at Board meetings, including employee engagement activities, updates from meetings with employee labor organizations, 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. Communication will be

provided to inform employees of updates from suggestions and opportunities identified. These communications will be done consistent with employee feedback about preferred types, style and means of communication.

Updates from meetings with employee labor organizations will be provided to the Board by the CEO at the next Board meeting. Updates will include any recommendations to the Board and an account of the discussions that have taken place in the meetings with employee labor organizations. In addition to Public Comment opportunities and the CEO's report, employee labor organization representatives shall have an opportunity to provide a written report related to wages, hours and conditions of employment and the notes from the employee labor organization meetings to the Board in the Board packet. Employee labor organizations are responsible for adhering to all Harris Center Board meeting submission deadlines.

Also, employee labor organizations shall have the opportunity to present no more than four (4) Governance Committee meetings per year provided that they submit a written request to the Chair of the Governance Committee and CEO at least nine (9) calendar days prior to the Governance Committee meeting. Additional opportunities for presentations to the Governance Committee are not permitted. The purpose of the reports is to provide employee labor organizations with the opportunity for the unilateral presentation of information to the Governance Committee and are not intended to be a dialogue or discussion with the Governance Committee. All topics and presentations must be related to wages, hours, and conditions of employment and matters covered by personnel policies.

The written request must include a brief description and summary of the topic. All supporting documents and presentation materials must accompany the written request. All reports shall be limited to ten (10) minutes unless the Governance Committee approves additional time.

## **B. 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.

### **I. EMPLOYEE LABOR ORGANIZATION MEETINGS**

The scope of Employee Labor Organization(s) meetings, activity, and discussions shall include wages, hours, employment conditions and all matters covered by personnel policies of the Harris Center.

The Employee Labor Organization(s) meeting shall be composed of up to five representatives from employee labor organizations as designated by the organizations and the CEO or designee(s).



Twelve (12) meetings per calendar year shall be held. Any member of the Employee Labor Organization(s) meeting may request items related to wages, hours and conditions of employment to be placed on the agenda for discussion. Proposed agenda items must be submitted, in writing, to the CEO designee at least one week prior to the scheduled meeting. The meeting agenda shall be included with the meeting notification.

A written request from the CEO or the employee representatives for additional meetings may be submitted. The written request must state the purpose for the proposed meeting and include the meeting agenda. A meeting may be scheduled as soon as possible following the receipt of the request based on the availability of all parties.

Good faith efforts will be made to provide information relevant to the agenda in advance of the meetings upon request by the Employee Labor Organization(s). As a governmental entity, the Harris Center is required to adhere to the Texas Public Information Act. The Texas Public Information Act remains an additional available option for the public to request public information.

Best efforts will be made to schedule meetings without conflict with employment duties of employee representatives participating in the meeting. When a scheduled meeting conflicts with any participant's work duties, the CEO's applicable management representative will, to the extent client services are not adversely impacted, arrange for that participant to be released from normal work duties to attend the meeting. The meeting can be rescheduled if requested by the meeting participants due to schedule conflicts.

## 2. EMPLOYEE ENGAGEMENT ACTIVITIES

Harris Center employees and Employee Labor Organization employee representative(s) are permitted to meet with, talk to, share information (printed, verbal, or electronic), and generally engage with one another regarding the activities of an Employee Labor Organization before or after those employees' shifts or during those employees' breaks or lunch hour in designated locations in Harris Center facilities, provided they coordinate with the appropriate supervisor at the work location and that such engagement does not impact with work duties or client care. Preparation for any union activities, including, but not limited to, meetings or union organizing activities, must be conducted outside the union members' regularly scheduled work hours.

## 3. 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 representative (including someone from an employee labor organization) of their choice represent them. 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 placed on probation, a Performance Improvement Plan (PIP) or terminated by the Harris Center have the right to appeal. With advance notice, employees are permitted to have representation (including someone from an employee labor organization) at the appeal review hearing.

**Commented [SH1]:** This sentence as originally drafted was intended to allow union members and staff to have broad leeway in engaging with one another and sharing information (including fliers and leaflets) in and around Harris Center facilities without interfering with agency operations. Functionally, union staff request space for union events with Harris Center HR at least 2 weeks prior to any event and wait for confirmation of available space. When the union has an event confirmed, union members and staff will stand near employee entrances to Harris Center buildings before the start of their work hours to offer employees printed materials and notification of the union event. All employees are free to decline the engagement and/or materials. The union affirms that we do not interpret this policy to allow for engagement in employee parking lots. The union requests that any individual member or staff deviation from this framework be referred to union leadership for correction.

**Commented [SH2R1]:** We also interpret this section to give the union opportunities to engage with ALL employees, which of course includes employees in New Employee Orientation. To reach these employees without disrupting their NEO class, the union suggests being allowed to have representatives make a very brief announcement to NEO classes as they are taking their lunch break about any opportunity to attend a union information table in a different room during their lunch break.

**Commented [SH3R1]:** Thirdly, we interpret this section to make it possible for the union to post union information in available employee bulletin boards in all Harris Center facilities. Mr. Young has offered to ensure that there is such a bulletin board available for such purpose in all Harris Center facilities.

**Commented [SH4R1]:** Lastly, we interpret this language to protect union members and staff's right to engage with employees in a variety of ways in Harris Center facilities including but not limited to: information tables, meetings, and events that include food including potlucks.



#### 4. PAYROLL DEDUCTION OF MEMBERSHIP DUES

Upon written request by an Employee Labor Organization(s), the Harris Center will collaborate with the Employee Labor Organization(s) to develop reasonable procedures for monthly payroll deduction of union membership dues. The Harris Center shall remit the dues collected to the Employee Labor Organization(s). Each Employee Labor Organization shall ensure employees are offered an alternative means by which to pay monthly membership dues other than payroll deduction.

#### 4. APPLICABILITY/SCOPE:

This policy applies equally to all Harris Center employees.

#### 5. 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

#### 6. PROCEDURE:

N/A

#### 7. 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	02/2025
CEO Approval	Wayne Young: Exec	02/2025
2nd Legal Review	Kendra Thomas: Counsel	02/2025
1st Legal Review	Bijul Enaohwo [CW]	02/2025

Department Review

Kendra Thomas: Counsel

02/2025

Initial Assignment

Joseph Gorczyca

02/2025

COPY

The United Workers of Harris Center would like to ask the board to affirm protected employee engagement activities as indicated in the CECE policy.

-UWHC believes the CECE allows us to be able to briefly inform New Employees during their orientation about union information tables they can attend on a break. UWHC request the opportunity to invite NEO employees as they are dismissed for lunch.

-UWHC believes the CECE allows us to pass out fliers near employee entrances to inform employees of union events. Union members and staff will avoid parking lots, garages or standing right in front of entrances. We will also respect any employee's desire to not engage as soon as they indicate it.