

March 17, 2026  
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, February 17, 2025  
(*EXHIBIT G-1*)

**IV. CONSIDER AND RECOMMEND ACTION**

A. No Changes

1. Center Related Meeting Expense Policy  
(*EXHIBIT G-2*)
2. Reporting Automobile Accidents Policy  
(*EXHIBIT G-3*)

B. Policy Changes

1. Crisis Stabilization Unit Workplace Violence Prevention Policy  
(*EXHIBIT G-4*)
2. Medication Administration Policy  
(*EXHIBIT G-5*)
3. Safety and Security Discharge Policy  
(*EXHIBIT G-6*)
4. Vehicle Operations Policy  
(*EXHIBIT G-7*)

C. New Policy's

1. Assertive and Community Treatment (ACT) Medication and  
Education Training and Medication Room and Delivery Policy  
(*EXHIBIT G-8*)

**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*

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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, FEBRUARY 17, 2026  
MINUTES**

**CALL TO ORDER**

Mr. Jim Lykes, Chairman called the meeting to order at 8:33 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, Dr. J. Lankford,  
Dr. R. Gearing

Committee Member Absent:

Other Board Member Present: Dr. K. Bacon, Dr. M. Miller, Jr.,

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

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

**2. DECLARATION OF QUORUM**

The meeting was called to order at 8:33 a.m.

**3. PUBLIC COMMENTS**

No public comments.

**4. APPROVAL OF MINUTES**

Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, November 11, 2025

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

**BE IT RESOLVED**, Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, November 11, 2025, EXHIBIT G-1 has been approved and recommended to the Full Board.

**5. REVIEW AND COMMENT**

**A. Employee Labor Organization**-Alma Castillo presented to the Governance Committee.

## 6. CONSIDER AND RECOMMEND ACTION

### A. No Changes

1. Continuing Employment Communication and Engagement Policy (Exhibit G-3)

**MOTION:** GEARING moved to table policy

**SECOND:** BACON moved to approve to table policy

**BE IT RESOLVED, with unanimous affirmative vote, agenda Exhibits G3 is approved.**

2. Accessibility Plan Policy (Exhibit G-4)
3. Assurance of Individual Rights Policy (Exhibit G-5)
4. Business Associate and Subcontractor Policy (Exhibit G-6)
5. Cash Receipts & Bank Deposits Policy (Exhibit G-7)
6. Charity Care Policy (Exhibit G-8)
7. Corporate Card Policy (Exhibit G-9)
8. Development and Management for Mental Health and IDD Service Wait/Interest List Policy (Exhibit G-10)
9. Disposal of Fixed Assets Policy (Exhibit G-11)
10. Dues and Membership Fees Policy (Exhibit G-12)
11. Employment Policy (Exhibit G-13)
12. Faxing & Emailing Patient Identifying Information Policy (Exhibit G-14)
13. Patient/Individual Records Administration Policy (Exhibit G-15)
14. Personal Property Policy (Exhibit G-16)
15. Pregnant Workers and Accommodations Policy (Exhibit G-17)
16. Return to In-Patient Care of Furloughed Patient Policy (Exhibit G-18)
17. Section 504 of the Rehabilitation Act (The Act) Policy (Exhibit G-19)
18. Subpoenas Policy (Exhibit G-20)
19. Tenant Selection Policy (Exhibit G-21)

**MOTION:** GEARING moved to approve agenda Exhibits G4-G19

**SECOND:** BACON moved to approve agenda Exhibits G4-G19

**BE IT RESOLVED, with unanimous affirmative vote, agenda Exhibits G4-G19 are approved and recommended to Full Board for final approval.**

### B. Policy Changes

1. Behavioral Crisis Safety and Intervention Policy (Exhibit G-22)

**MOTION: GEARING      SECOND: BACON**

**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Behavioral Crisis Safety and Intervention Policy, EXHIBIT G-22 has been approved and recommended to the Full Board.

- 2. Compliance Documentation and Claims Integrity Plan Policy (Exhibit G-23)

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

**BE IT RESOLVED**, Compliance Documentation and Claims Integrity Plan Policy, EXHIBIT G-23 has been approved and recommended to the Full Board.

- 3. Compliance Plan FY26 Policy (Exhibit G-24)

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

**BE IT RESOLVED**, Compliance Plan FY26 Policy, EXHIBIT G-24 has been approved and recommended to the Full Board.

- 4. Drug Diversion Reporting and Response Policy (Exhibit G-25)

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

**BE IT RESOLVED**, Drug Diversion Reporting and Response Policy, EXHIBIT G-25 has been approved and recommended to the Full Board.

- 5. Pharmacy and Unit Medications/Drug Inventory Policy (Exhibit G-26)

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

**BE IT RESOLVED**, Pharmacy and Unit Medications/Drug Inventory Policy, EXHIBIT G-26 has been approved and recommended to the Full Board.

- 6. Pharmacy Services and Outpatient Prescriptions Policy (Exhibit G-27)

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

**BE IT RESOLVED**, Pharmacy Services and Outpatient Prescriptions Policy, EXHIBIT G-28 has been approved and recommended to the Full Board.

- 7. Prescription Monitoring Program (PMP) Policy (Exhibit G-28)

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

**BE IT RESOLVED**, Prescription Monitoring Program (PMP) Policy, EXHIBIT G-28 has been approved and recommended to the Full Board.

- 8. Screening and Assessment for Mental Health, Substance Use and Intellectual and Development Disabilities (IDD) Services (Exhibit G-29)

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

**BE IT RESOLVED**, Screening and Assessment for Mental Health, Substance Use and Intellectual and Development Disabilities (IDD) Services, EXHIBIT G-29 has been approved and recommended to the Full Board.

- 9. Workforce Member Network Internet Use Policy (Exhibit G-30)

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

**BE IT RESOLVED**, Workforce Member Network Internet Use Policy, EXHIBIT G-30 has been approved and recommended to the Full Board.

C. New Policy's

- 1. Artificial Intelligence Acceptable Use and Work Productivity Policy (Exhibit G-31)

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

**BE IT RESOLVED**, Artificial Intelligence Acceptable Use and Work Productivity Policy, EXHIBIT G-31 has been approved and recommended to the Full Board.

- 2. Canva Use Policy (Exhibit G-32)

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

**BE IT RESOLVED**, Posting Materials on Agency Property, EXHIBIT G-23 has been approved and recommended to the Full Board.

- 3. Delegation of Medical Acts Policy (Exhibit G-33)

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

**BE IT RESOLVED**, Posting Materials on Agency Property, EXHIBIT G-23 has been approved and recommended to the Full Board.

4. Drug/Alcohol Testing Post-Employment/For Cause Policy (Exhibit G-34)

**MOTION:** MILLER, JR. moved to table policy

**SECOND:** WOMACK moved to approve to table policy

**BE IT RESOLVED, with unanimous affirmative vote, agenda Exhibits G34 is approved.**

5. Viva Engage use Policy (Exhibit G-35)

**MOTION: GEARING**

**SECOND: WOMACK**

**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED,** Viva Engage use Policy, EXHIBIT G-35 has been approved and recommended to the Full Board.

6. Workplace Bullying Policy (Exhibit G-36)

**MOTION:** GEARING. moved to table approve the policy with amendment to modify and to or

**SECOND:** BACON moved to approve to table policy

**BE IT RESOLVED,** Workplace Bullying Policy, EXHIBIT G-36 has been approved and recommended to the Full Board.

7. **EXECUTIVE SESSION** –Mr. Lykes announced the Governance Committee would enter into Executive Session at 9:26 am

- As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.
- In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Nomination of Individual Board members as members of the Audit Committee. Mr. James Lykes, Chair of the Governance Committee

8. **RECONVENED INTO OPEN SESSION** – The Governance Committee reconvened at 9:33am

9. **CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION**  
No action taken

10. **ADJOURN**

**MOTION: BACON**

**SECOND: WOMACK**

The meeting was adjourned at 9:26 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**

DRAFT

# **EXHIBIT G-2**

Status **Pending** PolicyStat ID **18455935**

Origination	06/2022	Owner	Stanley Adams
Last Approved	N/A	Area	Fiscal Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	10/2025		
Next Review	1 year after approval		

## FM.A.4 Center related Meeting Expense

### 1. PURPOSE:

The purpose of this procedure is to ensure all expenses related to meals at meetings hosted by The Harris Center for Mental Health and IDD (The Harris Center) staff are accounted for, relevant to agency priorities and represent good stewardship.

### 2. POLICY:

It is the policy of the The Harris Center to assume the expense for certain meals provided at The Harris Center-related meetings with approval from the appropriate Vice President and or Chief Executive Officer, or designee.

### 3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center staff, contractors, visitors, and people served.

### 4. RELATED POLICIES/FORMS:

[FM.A.5: Purchasing Card \(P Card\)](#)

### 5. PROCEDURE:

[FM.B.4 Center Related Meeting Expense Procedure](#)

[FM.B.5 Purchasing Card Procedure](#)

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

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2026
Legal Review	Kendra Thomas: Counsel	12/2025
Compliance Director Review	Demetria Lockett	11/2025
Department Review	Stanley Adams	10/2025
Compliance 1st Review	Christopher Webb: Audit	10/2025
Initial Assignment	Stanley Adams	09/2025

# **EXHIBIT G-3**

Status **Pending** PolicyStat ID **19669394**



Origination 11/2012  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 02/2026  
 Next Review 1 year after approval

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

## EM.A.5 Reporting Automobile Accidents

### 1. PURPOSE:

Ensure all motor vehicular accidents are documented and reported.

### 2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD (The Harris Center) that any accident involving a Harris Center vehicle, or personal vehicle used in the course and scope of Harris Center business shall be reported immediately upon discovery to the appropriate Harris Center personnel, including the immediate supervisor, Risk Management and Facilities and law enforcement officials. Staff are required to complete an Incident Report.

### 3. APPLICABILITY/SCOPE:

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

### 4. RELATED POLICIES/FORMS:

- Employee On-The-Job Inquiries and Illnesses
- Supervisor's Accident Report
- [LD.A.19 Incident Reporting](#)

### 5. PROCEDURES:

### 6. REFERENCES: RULES/REGULATIONS/

# STANDARDS:

- The Harris Center Policy and Procedure Handbook

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2026
2nd Legal Review	Kendra Thomas: Counsel	03/2026
1st Legal Review	Bijul Enaohwo	03/2026
Compliance Director Review	Demetria Lockett	02/2026
Compliance 1st Review	Christopher Webb: Audit	02/2026
Initial Assignment	Kendra Thomas: Counsel	01/2026

# **EXHIBIT G-4**

Status **Pending** PolicyStat ID **18455945**



Origination 08/2024  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 02/2026  
 Next Review 1 year after approval

Owner Evelyn Locklin:  
 Dir  
 Area Medical Services  
 Document Type Agency Policy

## MED.CPEP. A.9 Crisis Stabilization Unit- Workplace Violence Prevention

### 1. PURPOSE:

~~To protect all staff contractors, volunteers and interns of The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) from violent behavior and threats of violence behavior occurring at the Crisis Stabilization Unit.~~

The Workplace Violence Protection Policy is designed to safeguard all health care providers and employees from violent behavior and threats of violence occurring within The Harris Center for Mental Health and IDD (The Harris Center) Crisis Stabilization Unit.

### 2. POLICY:

It is ~~The Harris Center's~~the policy of The Harris Center to prohibit and prevent workplace violence or threats of ~~violence~~violent behavior by any person at the Harris Center Crisis Stabilization Unit. The Harris Center shall adopt and implement a workplace violence prevention plan to protect all staff, contractors, volunteers, and interns from violent behavior or threats of violent behavior occurring at the Crisis Stabilization Unit. The workplace violence prevention plan shall be reviewed annually. All Harris Center staff will be permitted to provide confidential information ~~on~~regarding workplace violence to the Workplace Violence Prevention Committee without ~~facing~~fear of retaliation or disciplinary action.

### 3. APPLICABILITY/SCOPE:

All Harris Center staff, contractors, volunteers, and interns.

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

[Not Applicable](#)

## 5. PROCEDURE:

~~Crisis Stabilization Unit-Workplace Violence Plan~~ [MED.CPE.P.1 Crisis Stabilization Unit - Workplace Violence Prevention Plan](#)

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

Workplace Violence Prevention [Policy](#), Tex. Health & Safety Code [Ann. Ch. 331 \(West 2023\)](#).

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Review	Wayne Young: Exec	03/2026
Final Legal Review	Kendra Thomas: Counsel	02/2026
1st Legal Review	Bijul Enahwo	02/2026
Compliance Director Review	Demetria Lockett	01/2026
Chief Medical Officer Review	Luming Li: Chief Medical Ofcr (1101 1817)	12/2025
Chief Nursing Officer Review	Kia Walker: Chief Nursing Officer	12/2025
2nd Department Review	Vinay Kapoor: VP	12/2025
1st Department Review	Danyalle Evans	09/2025
Initial	Evelyn Locklin: Dir	09/2025

# **EXHIBIT G-5**

Status **Pending** PolicyStat ID **18830343**

Origination	09/2015
Last Approved	N/A
Effective	Upon Approval
Last Revised	03/2026
Next Review	1 year after approval

Owner	Yen Phan: Mgr
Area	Medical Services
Document Type	Agency Policy

## MED.NUR.A.2 Medication Administration

### 1. PURPOSE:

The purpose of the policy is to describe the medication administration practices provided by The Harris Center for Mental Health and IDD.

### 2. POLICY:

~~All~~ It is the Policy of the Harris Center (The Harris Center) that all nurses employed with or contracted by the Harris Center who administer medications must do so according to their licensing boards. Non-licensed staff who administer or supervise the self-administration of medications ~~(SSAM)~~ (SSAM) must meet the education/training requirements and standards. Medications will be administered only upon the specific order of authorized prescribers in Mental Health and IDD Programs. Psychoactive Medications will only be administered when the patient or Legally Authorized Representative (LAR) has provided written consent except during a psychiatric or medical emergency. Programs not providing nursing services will be excluded from any type of medication administration.

### 3. APPLICABILITY/SCOPE:

This policy applies to all units, programs, and services of the Harris Center where medications are prescribed and administered by licensed practitioners and staff who have been trained and found to be competent and to all units and programs that provide supervision of medication self-administration or medication administration by non-licensed staff.

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

**only):**

~~Pharmacy and Unit Medication/ Drug Inventory~~MED.PHA. A.4 Pharmacy and Unit Medication/Drug Inventory

## 5. PROCEDURES:

- ~~Medication Administration and Documentation Procedure~~MED.NUR.B.2 Medication Administration and Documentation Procedure
- ~~CPEP Medication Administration Procedure~~MED.CPE.B.7 CPEP Medication Administration Procedure
- ~~CPEP Medication Education Procedure~~MED.CPE. B.1 CPEP Medication Education Procedure
- ~~Supervision of Self-Administration of Medications (SSAM)~~MED.NUR.B.10 Supervision of Self Administration of Medication - SSAM
- ~~Medication Administration in Outpatient Clinics~~MED.NUR.B.2.1 IDD Medication Administration
- ~~IDD Medication Administration~~
- ~~MED 11A Pharmacy and Unit Medication/ Drug Inventory~~

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

- ~~Administration of Medication for Clients with Intellectual and Developmental Disabilities, Tex. Human Resources Code Chapter 161, Subchapter D-I~~  
Administration of Medication, Tex. Hum. Res. Code § 161.093 (2011).
- ~~Administration of Medication to Patient under Court Order for Mental Health Services, Tex. Health & Safety Code Ch. 574, Subchapter G~~  
Administration of Medication to Patient Under Court-Ordered Mental Health Services, 7 Tex. Health & Safety Code § 574.103 (2015).
- ~~Rights of Persons with an Intellectual Disability, Tex. Health & Safety Code Ch. 592, Subchapter F~~  
Rights and Protection of Individuals with an Intellectual Disability, 26 Tex. Admin. Code Ch. 334 (2024).
- ~~RN Delegation to Unlicensed Personnel and Tasks Not Requiring Delegation in Independent Living Environments for Clients with Stable & Predictable Conditions, 22 Tex. Admin. Code Chapter Ch. 225.~~
- ~~Consent to Treatment with Psychoactive Medication-Mental Health Services, 25 Texas Administrative Code Ch. 414, Subchapter I.~~Rights of All Individuals Receiving Mental Health Services, 26 Tex. Admin. Code § 320.7 (2024).
- ~~Mental Health Community Services- Standards- Standards of Care-Medication Services, 26 Texas Administrative Code §301.355~~

[Mental Health Community Service Standards, 26 Tex. Admin. Code §§ 301.301- 301.363.](#)

- [Role and Responsibilities of a Local Authority-Health Safety and Rights, 40 Tex. Admin. Code §2.313](#)

[Lidda Role and Responsibilities, 26 Tex. Admin. Code Ch. 330 \(2024\).](#)

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## Attachments

- [CPEP Medication Administration Procedure.pdf](#)
- [CPEP Medication Education Procedure.pdf](#)
- [IDD Medication Administration.pdf](#)
- [MED 11A Pharmacy and Unit Medication-Drug Inventory.pdf](#)
- [Medication Administration and Documentation Procedure.pdf](#)
- [Supervision of Self Administration of Medication -SSAM.pdf](#)

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2026
2nd Legal Review	Kendra Thomas: Counsel	03/2026
1st Legal Review	Bijul Enaohwo	03/2026
Compliance Director Review	Demetria Lockett	02/2026
Department Review I	Kia Walker: Chief Nursing Officer	12/2025
Initial	Yen Phan: Mgr	12/2025

# **EXHIBIT G-6**

Status **Pending** PolicyStat ID **19103315**



Origination	11/2024
Last Approved	N/A
Effective	Upon Approval
Last Revised	02/2026
Next Review	1 year after approval

Owner	Veronica Billings: Security Manager
Area	Environmental Management
Document Type	Agency Policy

## EM.A.16 Safety and Security Discharge

### 1. PURPOSE:

~~The purpose of this policy is to establish the procedure for Safety Security Associate when conducting escorts on The Harris Center's property.~~

The purpose of this policy is to establish a protocol for The Harris Center for Mental Health and IDD's (The Harris Center) Safety Security Associates and Contracted Security personnel to follow when performing escorts, patient discharges, and removals.

### 2. POLICY:

~~The Harris Center Security Department shall provide escort services when requested by employee and/or directed by clinical personnel to remove consumers for behaviors that disrupt and impede operational objective.~~

~~All reasonable efforts will be made to provide escorts to all visitors and staff requesting this service. Escorts will be provided on a prioritized list with other outstanding security issues needed to be executed at the time of the request.~~

~~The Director of Security will determine the reasonable distance for all escorts. The reasonable distance will include all the facilities and designated parking areas being used by employees, consumers, visitors, and contractors.~~

It is the policy of The Harris Center's Security Department/Contract Security personnel to provide assistance, upon request by leadership, employees, and clinical personnel, to escort and/or remove persons who are terminated from employment, consumers who are discharged from services rendered,

and persons who impede or violate operational objectives.

All reasonable efforts will be made to accommodate requested assistance.

All requested escorts, discharges, and removals shall not extend beyond The Harris Center's designated facility property and parking areas.

### 3. APPLICABILITY/SCOPE:

This policy applies to all Employees, Visitors, Consumers and Contractors.

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

NA

### 5. PROCEDURE:

EM.B.16 Safety and Security Escort: Employee and Consumer

### 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	03/2026
2nd Legal Review	Kendra Thomas: Counsel	02/2026
1st Legal Review	Bijul Enaohwo	02/2026
Compliance Director Review	Demetria Lockett	02/2026
Compliance 1st Review	Christopher Webb: Audit	01/2026
Initial Assignment	Veronica Billings: Security Manager	01/2026

# **EXHIBIT G-7**

Status **Pending** PolicyStat ID **18455918**

Origination	11/2020	Owner	Ben Mendez
Last Approved	N/A	Area	Environmental Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	02/2026		
Next Review	1 year after approval		

## GA.A.1 Vehicle Operations

### 1. PURPOSE:

To establish requirements and guidelines for employees who operate motor vehicles while performing their job duties [for The Harris Center for Mental Health and IDD \(The Harris Center\)](#).

### 2. POLICY:

[It is the policy of](#) The Harris Center ~~will to~~ maintain standards and procedures for the operation of vehicles used for sanctioned business for The Harris Center ~~for Mental Health and IDD (The Harris Center)~~. To the extent possible, procedures and standards will cover Agency Owned Vehicles (AOVs) and personal vehicles used while conducting business on behalf of The Harris Center.

The Harris Center promotes safety and quality care, and employees are encouraged to adopt this spirit by being familiar with all related procedures and being in good standing with all applicable training requirements along with local, state, and federal laws that govern driving activities.

### 3. APPLICABILITY/SCOPE:

This policy applies to employees of The Harris Center who drive a vehicle to conduct Agency business. The scope of this policy includes the use of personal vehicles and/or Agency-Owned Vehicles while in the scope of sanctioned work.

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

## 5. PROCEDURES:

Vehicle Operations GA.B.1 Vehicle Operations

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

- Commission on Accreditation of Rehabilitation Facilities;
- ~~Texas Transportation Code 521.143 and 521.029~~
- Evidence of Financial Responsibility Required, 7 Tex. Transp. Code § 521.143 (2003).
- Operation of Motor Vehicles by New State Residents, 7 Tex. Transp. Code § 521.029 (2009).

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2026
2nd Legal Review	Kendra Thomas: Counsel	02/2026
1st Legal Review	Bijul Enahwo	02/2026
Compliance Director Review	Demetria Lockett	01/2026
Compliance 1st Review	Christopher Webb: Audit	12/2025
Initial Assignment	Ben Mendez	12/2025

# **EXHIBIT G-8**

Status **Pending** PolicyStat ID **17769941**



Origination	N/A	Owner	Lance Britt: Dir
Last Approved	N/A	Area	Assessment, Care & Continuity
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	N/A		
Next Review	1 year after approval		

## **ACC.A.18 Assertive and Community Treatment (ACT) Medication and Education Training and Medication Room and Delivery Policy**

### **1. PURPOSE:**

To establish appropriate guidelines on Medication and Education Rehabilitation Skills training, monitoring consumer's medications, staff medication transportation and distribution, medication storage, inventory, and destruction of medications for Assertive Community Treatment (ACT) services.

### **2. POLICY:**

It is the policy of The Harris Center for Mental Health and IDD's (The Harris Center) ACT program to provide comprehensive and multidisciplinary outpatient care, focusing on supporting consumers with severe mental illness by integrating treatment, rehabilitation, and support services, such as medication prescribing and delivery, and education and training within the community rather than more restrictive settings.

### **3. APPLICABILITY/SCOPE:**

This policy applies to all medication-related services The Harris Center's Assertive Community Treatment teams provide.

### **4. RELATED POLICIES/FORMS:**

Medication Storage in Outpatient Clinics Consent

Medication Sign In/Sign Out Log

Authorization for Removal and Destruction of Medication

Medication Drug Destruction Form

Medication Receipt

## 5. PROCEDURE:

[ACC.B.18 Assertive and Community Treatment \(ACT\) Medication and Education Training and Medication Room and Delivery Procedure](#)

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

- A. Medication Services, 26 Tex. Admin. Code § 301.355 (2020).
- B. MH Case Management Services, 26 Tex. Admin. Code § 306.263 (2020).
- C. Tool for Measurement of Assertive Community Treatment (TMACT)

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO	Wayne Young: Exec	03/2026
Legal 2nd Review	Kendra Thomas: Counsel	02/2026
Legal 1st Review	Bijul Enaohwo	02/2026
Compliance Director Review	Demetria Lockett	01/2026
4th Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	12/2025
3rd Department Review	Maheshkumar Patel	11/2025
2nd Department Review	Kia Walker: Chief Nursing Officer	11/2025
1st Department Review	Danyalle Evans	11/2025
Initial	Lance Britt: Dir	11/2025