The Harris Center for Mental Health and IDD
9401 Southwest Freeway Houston, TX 77074
Board Room #109

Live View:https://theharriscentertx.new.swagit.com/views/834/

Governance Committee Meeting
November 10, 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, August 18, 2026
(EXHIBIT G-1)

IV. **CONSIDER AND RECOMMEND ACTION**

A. No Changes
(Kendra Thomas)

1. Asset Tracking and Depreciation
(EXHIBIT G-2)
2. Confidentiality and Disclosure of Patient/ Individual Health Information
(EXHIBIT G-3)
3. Employee Job Descriptions
(EXHIBIT G-4)
4. Guidelines for The Use of Purchase Orders for Goods and Non-Community Services
(EXHIBIT G-5)
5. Incident Response Policy
(EXHIBIT G-6)
6. Off-Premises Equipment Usage
(EXHIBIT G-7)
7. Petty Cash
(EXHIBIT G-8)
8. Property Inventory
(EXHIBIT G-9)
9. Signature for Authorization
(EXHIBIT G-10)
10. Telehealth & Telemedicine Services
(EXHIBIT G-11)
11. Termination of General Revenue Contract Providers with Harris Center-IDD Services
(EXHIBIT G-12)
12. The Use of Service and Assistance Animals in the Harris Center Facilities Pertaining to Patients and Visitors
(EXHIBIT G-13)

B. New Policy's
(Kendra Thomas)

1. Staffing Selection
(EXHIBIT G-14)

C. Policy Changes
(Kendra Thomas)

1. Closed Record Review Committee Policy
(EXHIBIT G-15)
2. Employee Performance Evaluations
(EXHIBIT G-16)
3. Information Security Policy
(EXHIBIT G-17)
4. Least Restrictive Interventions and Management of Aggressive Behavior
(EXHIBIT G-18)
5. Purchasing Card
(EXHIBIT G-19)
6. The Requisitioning and Purchasing of Goods and/or Services
(EXHIBIT G-20)
7. The Requisitioning and Purchasing of Goods and / or Services Dollar Limit Threshold & Requirements
(EXHIBIT G-21)
8. Travel Policy
(EXHIBIT G-22)
9. Volunteer Program
(EXHIBIT G-23)

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

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 18, 2026
MINUTES

CALL TO ORDER
Mr. J. Lykes, Chairman called the meeting to order at 8:40 a.m. in Conference Room 109, 9401 Southwest Freeway, noting a quorum of the Committee was present.

RECORD OF ATTENDANCE

Committee Members in Attendance:	Dr. R. Gearing, Mr. J. Lykes, Mr. G. Womack, Dr. J. Lankford
Committee Member Absent:	
Other Board Member Present:	Dr. K. Bacon, BG (Ret) E. Grantham, Dr. M. Miller, Jr.

1. DESIGNATION OF BOARD MEMBERS AS VOTING COMMITTEE MEMBERS
Mr. J. Lykes designated Dr. K. Bacon, BG (Ret) E. Grantham and Dr. M. Miller, Jr. as voting members of the committee.

2. DECLARATION OF QUORUM
The meeting was called to order at 8:40 a.m.

3. PUBLIC COMMENTS
No public comments.

4. APPROVAL OF MINUTES
Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, May 19, 2026

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

BE IT RESOLVED, Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, May 19, 2026, EXHIBIT G-1 has been approved and recommended to the Full Board.

5. CONSIDER AND RECOMMEND ACTION

A. No Changes

1. Agency Abbreviations Policy (Exhibit G-2)

2. Breach Notification Policy (Exhibit G-3)
3. Burglaries or Thefts Policy (Exhibit G-4)
4. Bylaws of The Professional Review Committee of The Harris Center for Mental Health and IDD with Signature (Exhibit G-5)
5. Clinician Peer Review Policy (Exhibit G-6)
6. Code of Ethics Policy (Exhibit G-7)
7. Coordination of Care Policy (Exhibit G-8)
8. Declaration of Mental Health Treatment Policy (Exhibit G-9)
9. Delegation and Supervision of Certain Nursing Acts Policy (Exhibit G-10)
11. Emergency Medical Care for Consumers, Employees and Volunteers Policy (Exhibit G-12)
12. Fee Schedule/Standard Charge Policy (Exhibit G-13)
13. Harris Center Advisory Committee Policy (Exhibit G-14)
14. Infection Control and Prevention Policy (Exhibit G-15)
15. IT Investigation Requests related to Personnel Access and Data Policy (Exhibit G-16)
16. Linguistic Competence Services Policy (Exhibit G-17)
17. Nursing Staffing Advisory Committee Policy (Exhibit G-18)
18. Nursing Services Policy (Exhibit G-19)
19. Performance Reporting and Monitoring of Service Contracts Policy (Exhibit G-20)
20. Pharmacy Hazardous Drugs Policy (Exhibit G-21)
21. Pharmacy Medication Destruction Policy (Exhibit G-22)
22. Pharmacy Peer Review Policy (Exhibit G-23)
23. Pharmacy Personal Safety Policy (Exhibit G-24)
24. Pharmacy Staff Training Policy (Exhibit G-25)
25. Pharmacy Third Party Insurance Billing Policy (Exhibit G-26)
26. Physician Assistant, Advanced Practice Registered Nurse, Pharmacist Delegation Policy (Exhibit G-27)
27. Professional Practice Evaluation Policy (Exhibit G-28)
28. Professional Review Committee Policy (Exhibit G-29)
29. Referral Transition, and Discharge Policy (Exhibit G-30)
30. Resilience In Stressful Events (We RISE) Program Policy (Exhibit G-31)
31. Search Warrant Policy (Exhibit G-32)
32. Solicitation of/and Acceptance of Donations (Money, Goods or Services) Policy (Exhibit G-33)
33. Standardized Patient Record Form Policy (Exhibit G-34)
34. State Service Contract Monitoring and Performance Reporting Policy (Exhibit G-35)
35. Third Party Participation in Patient Services Policy (Exhibit G-36)
36. Workplace Bullying Policy (Exhibit G-37)
37. Writing Off Self Pay Balances Policy (Exhibit G-38)

MOTION: GEARING. moved to approve agenda Exhibits G2-G10 and G12-G38
SECOND: BACON seconded the approval of agenda Exhibits G2-G10 and G12-G38

BE IT RESOLVED, with majority affirmative vote, agenda Exhibits G2-G10 and G12-G38 **are approved and recommended to Full Board for final approval.**

10. Criminal History Clearances Policy (Exhibit G- 11)

MOTION: WOMACK moved to approve agenda Exhibits G-11
SECOND: BACON seconded the approval agenda Exhibits G-11

BE IT RESOLVED, with unanimous affirmative vote, agenda Exhibits G-11 **are approved and recommended to Full Board for final approval.**

B**.** Policy Changes

1. Disinfection of Glucometer, Electrocardiogram and Blood Pressure cuff Equipment Policy (Exhibit G-39)

MOTION: LANKFORD SECOND: WOMACK
The Motion passed with majority affirmative votes

BE IT RESOLVED, Disinfection of Glucometer, Electrocardiogram and Blood Pressure cuff Equipment Policy, EXHIBIT G-39 has been approved and recommended to the Full Board.

2. Litigation Hold Policy (Exhibit G-40)

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

BE IT RESOLVED, Litigation Hold Policy, EXHIBIT G-40 has been approved and recommended to the Full Board.

3. 90 Day Probation Period Policy, (Exhibit G-41)

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

BE IT RESOLVED, 90 Day Probation Period Policy, EXHIBIT G-41 has been approved and recommended to the Full Board.

4. Sentinel Event and Root Cause Analysis (RCA) Policy (Exhibit G-42)

MOTION: WOMACK SECOND: BACON
Dr. Bacon and R. Thomas abstained from voting on Exhibit G-42.

The Motion passed with majority affirmative votes

BE IT RESOLVED, Continuing Employee Communication and Engagement Policy, EXHIBIT G-42 has been approved with the proposed revisions below and recommended to the Full Board:

C. New Policy's

1. Dental Services for Intermediate Care Facilities for IDD (ICF-IID) Policy (Exhibit G-43)

MOTION: GEARING SECOND: WOMACK
The Motion passed with majority affirmative votes

BE IT RESOLVED, Dental Services for Intermediate Care Facilities for IDD (ICF-IID), EXHIBIT G-43 has been approved and recommended to the Full Board.

2. Utilization of Security Officer Services Policy (Exhibit G-44)

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

BE IT RESOLVED, Utilization of Security Officer Services Policy, EXHIBIT G-44 has been approved and recommended to the Full Board.

3. Travel Policy (Exhibit G-45)

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

BE IT RESOLVED, Travel Policy, EXHIBIT G-45 has been approved and recommended to the Full Board.

4. Shift Differential Policy (Exhibit G-46)

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

BE IT RESOLVED, Shift Differential Policy, EXHIBIT G-46 has been approved and recommended to the Full Board.

5. Religious Accommodations Policy (Exhibit G-47)

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

DRAFT

BE IT RESOLVED, Religious Accommodations Policy, EXHIBIT G-47 has been approved and recommended to the Full Board.

6. Credentialing Policy
   (Exhibit G-48)

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

BE IT RESOLVED, Credentialing Policy, EXHIBIT G-48 has been approved and recommended to the Full Board.

7. No Solicitation Policy
   (Exhibit G-49)

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

BE IT RESOLVED, No Solicitation Policy, EXHIBIT G-49 has been approved and recommended to the Full Board.

8. Social Media Use Policy
   (Exhibit G-50)

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

BE IT RESOLVED, No Solicitation Policy, EXHIBIT G-50 has been approved and recommended to the Full Board.

9. Incident Reporting Policy
   (Exhibit G-51)

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

BE IT RESOLVED, Incident Reporting Policy, EXHIBIT G-51 has been approved and recommended to the Full Board.

10. Intellectual and Developmental Disabilities Division Intermediate Care Facilities (ICF/IID) Policy
    (Exhibit G-52)

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

DRAFT

BE IT RESOLVED, Intellectual and Developmental Disabilities Division intermediate Care Facilities (ICD/IID) Policy, EXHIBIT G-52 has been approved and recommended to the Full Board.

11. Pharmacy and Therapeutic Committee Policy
(Exhibit G-53)

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

BE IT RESOLVED, Pharmacy and Therapeutic Committee Policy, EXHIBIT G-53 has been approved and recommended to the Full Board.

12. Medical Services Policy
(Exhibit G-54)

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

BE IT RESOLVED, Medical Services Policy, EXHIBIT G-54 has been approved and recommended to the Full Board.

13. Closed Record Review Committee Policy
(Exhibit G-55)

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

BE IT RESOLVED, Closed Record Review Committee Policy, EXHIBIT G-55 has been approved and recommended to the Full Board.

14. Pharmacy Dispensary of Hope (DoH) Program Policy
(Exhibit G-56)

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

BE IT RESOLVED, No Solicitation Policy, EXHIBIT G-56 has been approved and recommended to the Full Board.

15. Pharmacy After Hours Services Policy
(Exhibit G-57)

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

BE IT RESOLVED, Pharmacy After Hours Services Policy, EXHIBIT G-57 has been approved and recommended to the Full Board.

16. Pharmacy Copay Assistance Policy
(Exhibit G-58)

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

BE IT RESOLVED, Pharmacy Copay Assistance Policy, EXHIBIT G-58 has been approved and recommended to the Full Board.

17. Pharmacy Data and Record Retention Policy
(Exhibit G-59)

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

BE IT RESOLVED, Pharmacy Data and Record Retention Policy, EXHIBIT G-59 has been approved and recommended to the Full Board.

18. Pharmacy Staffing Policy
(Exhibit G-60)

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

BE IT RESOLVED, Pharmacy Staffing Policy, EXHIBIT G-60 has been approved and recommended to the Full Board.

19. Pharmacy Prescription Dispensing and Counseling Policy
(Exhibit G-61)

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

BE IT RESOLVED, Pharmacy Prescription Dispensing and Counseling Policy, EXHIBIT G-61 has been approved and recommended to the Full Board.

20. Privacy Officer Policy
(Exhibit G-62)

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

BE IT RESOLVED, Privacy Officer Policy, EXHIBIT G-62 has been approved and recommended to the Full Board.

21. Medication Storage, Preparation and Administration Areas Policy
(Exhibit G-62)

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

BE IT RESOLVED, Medication Storage, Preparation and Administration Areas Policy, EXHIBIT G-62 has been approved and recommended to the Full Board.

22. Narcan (Naloxone) Policy
(Exhibit G-64)

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

BE IT RESOLVED, Narcan (Naloxone) Policy, EXHIBIT G-64 has been approved and recommended to the Full Board.

23. Reporting Allegations of Abuse, Neglect and Exploitation of Children, Elderly Persons and Persons with Disabilities Policy
(Exhibit G-65)

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

BE IT RESOLVED, Reporting Allegations of Abuse, Neglect and Exploitation of Children, Elderly Persons and Persons with Disabilities Policy, EXHIBIT G-65 has been approved and recommended to the Full Board.

7. EXECUTIVE SESSION –There was no Executive Session.

8. RECONVENED INTO OPEN SESSION

9. CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION
There was no Executive Session.

10. ADJOURN
MOTION: LANKFORD SECOND: BACON
The meeting was adjourned at 9:08 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 **19152351**

Origination	10/2015	Owner	Roxanne Carr
Last Approved	N/A	Area	Fiscal Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	11/2026		
Next Review	1 year after approval		

FM.A.3 Asset Tracking and Depreciation

1. PURPOSE:

To uphold appropriate processes and accurately account for all capital items and controlled assets in conformity with sound accounting and financial controls.

2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD (The Harris Center) to conform with the Government Accounting Standards Board and report Center Property Plant and Equipment through the Comprehensive Annual Financial Report.

3. APPLICABILITY/SCOPE:

The Harris Center for Mental Health and IDD

4. RELATED POLICIES/FORMS:

EM.A.2 Burglaries and Thefts

FM.A.1 Adding and Receiving Equipment

FM.A.2 Disposal of Fixed Assets

Request to Add Property

Request to Transfer Property

Request to Surplus Property

Request for Property Disposal

5. PROCEDURES:

FM.B.3 Asset Tracking and Depreciation

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- Property Accounting, Texas Government Code §§403.272-403.277
- Generally Accepted Accounting Principles (GAAP)
- Texas Grant Management Standards (TxGMS)
- CARF: Section 1. Subsection F.6.a., Financial Planning and Management

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Stanley Adams	09/2026
Compliance 1st Review	Christopher Webb: Audit	04/2026
Initial Assignment	Roxanne Carr	04/2026

EXHIBIT G-3

Status **Pending** PolicyStat ID **21179390**

Origination	06/2000	Owner	Rita Alford: Dir
Last Approved	N/A	Area	Information Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	10/2026		
Next Review	1 year after approval		

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

1. PURPOSE:

The purpose of this policy is to establish that The Harris Center for Mental Health and IDD (The Harris Center) shall protect the privacy of all patients'/Individuals' 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 a patient/ individual or legal authorized representative (LAR). Proven privacy violations of patient/individual health information by any employee or business associate may be the 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

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	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Mustafa Cochinwala: Dir	09/2026
Compliance Review	Christopher Webb: Audit	09/2026
Initial Assignment	Rita Alford: Dir	08/2026

EXHIBIT G-4

Status **Pending** PolicyStat ID **21179368**

Origination	04/1998
Last Approved	N/A
Effective	Upon Approval
Last Revised	11/2026
Next Review	1 year after approval

Owner	Breion Rollins
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

Employee Job Description Template Attachment A

5. PROCEDURES:

HR.B.4 Employee Job Descriptions

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Attachments

AGENCY Template.docx

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
2nd Legal Review	Kendra Thomas: Counsel	10/2026
1st Legal Review	Bijul Enaohwo	09/2026
Department Review	Toby Hicks	08/2026
Initial Assignment	Breion Rollins	08/2026

EXHIBIT G-5

Status **Pending** PolicyStat ID **18455913**

Origination	06/2023
Last Approved	N/A
Effective	Upon Approval
Last Revised	11/2026
Next Review	1 year after approval
Owner	Nina Cook: Dir
Area	Fiscal Management
Document Type	Agency Policy

FM.A.12 Guidelines for The Use of Purchase Orders for Goods and Non-Community Services

1. PURPOSE:

The purpose of this policy is to establish the use of purchase orders (PO) as a legally binding contract between The Harris Center for Mental Health and IDD (The Harris Center) and a business entity that obligates the business entity to provide goods or services in exchange for money or other consideration.

2. POLICY:

It is the policy of The Harris Center to promote effective, professional, and consistent procurement for The Harris Center in compliance with applicable local, state, and federal laws. The Harris Center shall establish procedures related to the use of purchase orders to complete purchases of goods or non-community services.

3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center employees.

4. RELATED POLICIES/FORMS:

FM.A.7 The Requisitioning and Purchasing of Goods and / or Services

FM.A.8 The Requisitioning and Purchasing of Goods and / or Services Dollar Limit Threshold & Requirements

5. PROCEDURES:

FM.B.12 Guidelines for The Use of Purchase Orders for Goods and Non-Community Services

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Contracts Management for Local Authorities, 26 Tex. Admin. Code, Part 1, Ch. 301

Contracts Management for Local Authorities, 40 Tex. Admin. Code Ch. 2, Subchapter B

Texas Grant Management Standards (TXGMS)

Code of Federal Regulation: 2 C.F.R. Part 200

Texas Government Code: Title 10, Subtitle D, Chapter 2155 - 2158 Purchasing General

Rules and Procedures, Subchapter A, General Provisions

Professional Services Procurement Act, Texas Government Code Chapter 2254

Texas Government Code Chapter 2269

Texas Health & Safety Code, Chapter 250, §533.007, §533.035, §534.052, §534.055, §534.061, §534.065, and §534.066

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Stanley Adams	09/2026
Compliance 1st Review	Christopher Webb: Audit	08/2026
Initial Assignment	Nina Cook: Dir	08/2026

EXHIBIT G-6

Status **Pending** PolicyStat ID **21179378**

Origination	03/2005	Owner	Mustafa Cochinwala: Dir
Last Approved	N/A	Area	Information Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	09/2026		
Next Review	1 year after approval		

HIM.IT.A.3 Incident Response Policy

1. PURPOSE:

The purpose of this policy establishes that The Harris Center for Mental Health and IDD (The Harris Center) will maintain incident response capabilities and procedures.

2. POLICY:

It is the policy of The Harris Center 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	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Mustafa Cochinwala: Dir	09/2026
Compliance Review	Christopher Webb: Audit	09/2026
Initial Assignment	Mustafa Cochinwala: Dir	09/2026

EXHIBIT G-7

Status **Pending** PolicyStat ID **21179381**

Origination	11/2012
Last Approved	N/A
Effective	Upon Approval
Last Revised	09/2026
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 IDD (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	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Mustafa Cochinwala: Dir	09/2026
Compliance Review	Christopher Webb: Audit	09/2026
Initial Assignment	Mustafa Cochinwala: Dir	09/2026

EXHIBIT G-8

Status **Pending** PolicyStat ID **20227077**

Origination	09/2020	Owner	Roxanne Carr
Last Approved	N/A	Area	Fiscal Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	11/2026		
Next Review	1 year after approval		

FM.A.18 Petty Cash

1. PURPOSE:

The purpose of this policy is to provide The Harris Center for Mental Health and IDD (The Harris Center) employees with guidelines for establishing, maintaining, and closing a petty cash fund.

2. POLICY:

It is the policy of The Harris Center to authorize Departments to use a petty cash fund to expedite disbursements when other disbursement methods cannot be used. Petty cash funds can provide cash to local units to cover minor business-related expenses, such as reimbursement of staff members and visitors for small expenses such as taxi fares, postage, office supplies, and petty expenditures (purchases). The total combined value of all petty cash funds within the Center cannot exceed $15,000.

3. APPLICABILITY/SCOPE:

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

4. RELATED POLICIES/FORMS:

FM.A.5 Purchasing Card

Transfer Agreement for Petty Cash (attachments)

Petty Cash Reconciliation Form (attachments)

Log of Petty Cash Disbursements (attachments)

5. PROCEDURES:

The following standards apply to the use of a petty cash fund:

- The petty cash fund must be in the custody of one person who will assume the operating responsibilities of the fund, including managing it, safeguarding the fund, and ensuring it is reconciled every month.
- Petty cash funds are not to be used for cashing checks or covering short-term borrowings (e.g. I.O.U.s).
- Agency funds are not to be disbursed on goods or services for personal consumption or use.
- The "Responsible Person" or the Agency's internal or external auditors may count the petty cash fund, at unannounced intervals. These cash counts should take place only in the presence of a second person: the custodian or, if necessary, another department representative designated by the custodian's supervisor.
- Theft or suspected irregularities involving petty cash should be reported directly and immediately to the Internal Audit Director.
- A petty cash fund can only be created upon a written request of the business unit manager and approval by the Chief Financial Officer.
- The Controller or the Chief Financial Officer may require the closing of a petty cash fund if proper operating procedures are not followed, if the fund is not being used appropriately, or if the fund is not being utilized.

LD.B.5 Signature for Authorization

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Attachments

- BUS-FB-16-001 Transfer Agreement for Petty Cash.docx
- BUS-FB-16-001 Transfer Agreement for Petty Cash.pdf
- BUS-FB-16-002 Petty Cash Reconciliation.docx
- BUS-FB-16-002 Petty Cash Reconciliation.xlsx
- BUS-FB-16-003 Log of Petty Cash Disbursements.doc
- BUS-FB-16-003 Log of Petty Cash Disbursements.xlsx

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Stanley Adams	09/2026
Compliance 1st Review	Christopher Webb: Audit	05/2026
Initial Assignment	Roxanne Carr	05/2026

EXHIBIT G-9

Status **Pending** PolicyStat ID **19741383**

Origination	06/1986	Owner	Stanley Adams
Last Approved	N/A	Area	Fiscal Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	11/2026		
Next Review	1 year after approval		

FM.A.19 Property Inventory

1. PURPOSE:

The purpose of this policy is to uphold appropriate processes and accurately account for all capital items and controlled assets in conformity with sound accounting and financial controls.

2. POLICY:

It is the policy of *The* Harris Center *for* Mental Health and IDD (The Harris Center) to complete a physical inventory of all capital items and controlled assets every year.

3. APPLICABILITY/SCOPE:

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

4. RELATED POLICIES/FORMS:

EM.A.3 Burglaries or Thefts

FM.A.1 Adding and Receiving Equipment

FM.A.2 Disposal of Fixed Assets

FM.A.3 Asset Tracking and Depreciation

Request to Add Property

Request to Dispose of Property

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Transfer of Property

Transfer Equipment

Request to Surplus Property

5. PROCEDURE:

FM.B.19 Property Inventory

6. References: Rules/Regulations/Standards

Property Accounting, Texas Government Code Chapter 403, Subchapter L

Uniform Statewide Accounting System, 34 Tex. Admin. Code Ch. 5, Subchapter O

Generally Accepted Accounting Principles (GAAP)

Texas Grant Management Standards

CARF: Section 1. Subsection F.6.a., Financial Planning and Management

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Stanley Adams [RC]	10/2026
Compliance 1st Review	Christopher Webb: Audit	09/2026
Initial Assignment	Stanley Adams	09/2026

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EXHIBIT G-10

Status **Pending** PolicyStat ID **21179388**

Origination	07/2012
Last Approved	N/A
Effective	Upon Approval
Last Revised	09/2025
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 for Mental Health and IDD (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:

Not applicable.

5. PROCEDURE:

LD.B.5 Signature for Authorization

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Not Applicable.

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
2nd Legal Review	Kendra Thomas: Counsel	10/2026
1st Legal Review	Bijul Enaohwo	09/2026
Compliance Review	Christopher Webb: Audit	09/2026
Initial Assignment	Stanley Adams	09/2026

EXHIBIT G-11

Status **Pending** PolicyStat ID **20227092**

Origination	07/2021
Last Approved	N/A
Effective	Upon Approval
Last Revised	10/2026
Next Review	1 year after approval
Owner	Maheshkumar Patel
Area	Medical Services
Document Type	Agency Policy

MED.A.6 Telehealth & Telemedicine Services

1. PURPOSE:

The purpose of this policy is to articulate The Harris Center for Mental Health and IDD (The Harris Center) intent to provide care without limitations to Harris County residents seeking treatment for mental health, IDD, substance use, physical health, and related services; and, to ensure the implementation of standard policies and procedures for treating consumers via electronic telecommunications.

2. POLICY:

It is the policy of The Harris Center to consider telehealth and telemedicine a cost-effective adjunct to in-person care. Telehealth and telemedicine are service delivery modalities that permit The Harris Center to deliver care to patients according to the same standards of care that would apply to the provision of services in an in-person setting. The Harris Center must obtain the patient's informed consent prior to providing telehealth and telemedicine services.

The goal of telehealth and telemedicine is to supplement face-to-face care and allow The Harris Center to expand its treatment programs. All clinicians involved in the delivery of care to patients through telehealth and/or telemedicine will adhere to all laws and related procedures. Telemedicine is provided under the clinical oversight of the Chief Medical Officer.

3. APPLICABILITY/SCOPE:

This policy applies to all staff and contractors of The Harris Center.

4. RELATED POLICIES/FORMS:

MED.A.1 Medical Services

LD.P.1 Compliance Plan

5. PROCEDURES:

MED.B.6 Telehealth and Telemedicine Procedure

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- Telehealth, Tex. Occupations Code, Subchapter J, §51.501 et. seq.
- Mental Health Telemedicine and Telehealth Services, Tex. Occupations Code Ch. 113
- Advanced Telecommunication Services, Title 1 Tex. Admin. Code, Part 15, Chapter 354, Subchapter A
- Telemedicine, Title 22 Tex. Admin. Code Chapter 175
- Mental Health Community Services Standards- Telemedicine Services, Title 26 Tex. Admin. Code 301.359

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec [KP]	09/2026
Final Legal Review	Kendra Thomas: Counsel	07/2026
1st Legal Review	Bijul Enaohwo	05/2026
Compliance Director	Demetria Luckett	04/2026
3rd Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	04/2026
2nd Department Review	Kia Walker: Chief Nursing Officer	03/2026
1st Department Review	Danyalle Evans	03/2026
Initial Assignment	Maheshkumar Patel	03/2026

EXHIBIT G-12

Status **Pending** PolicyStat ID **21179377**

Origination	05/2005
Last Approved	N/A
Effective	Upon Approval
Last Revised	11/2026
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 for Mental Health and IDD (The Harris Center) and the health and safety of the individuals served.

2. POLICY:

It is the policy of the Harris Center to 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. RELATED POLICIES/FORMS:

5. PROCEDURE:

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- Debarment, 34 Tex. Admin. Code Chapter 20, Subchapter G
- Local Authority Responsibilities, 26 Tex. Admin. Code Chapter 301, Subchapter A
- ICF/ID Programs--Contracting, 26 Tex. Admin. Code Chapter 286

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
2nd Legal Review	Kendra Thomas: Counsel	10/2026
1st Legal Review	Bijul Enaohwo	09/2026
Compliance Review	Christopher Webb: Audit	08/2026
Initial Assignment	Kendra Thomas: Counsel	08/2026

EXHIBIT G-13

Status **Pending** PolicyStat ID **20721792**

Origination	02/2019
Last Approved	N/A
Effective	Upon Approval
Last Revised	08/2026
Next Review	1 year after approval
Owner	Ben Mendez
Area	General Administration
Document Type	Agency Policy

EM.A.1 The Use of Service and Assistance Animals in the Harris Center Facilities Pertaining to Patients and Visitors

1. PURPOSE

The purpose of this policy is to provide guidance concerning the rights of individuals with disabilities to utilize service or assistance animals in The Harris Center for Mental Health and IDD (The Harris Center) agency facilities, as defined under the Americans with Disabilities Act and state law.

2. POLICY

It is the policy of The Harris Center that individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of The Harris Center's facilities where members of the public, participants in services, programs or activities, or invitees, where applicable, are allowed to go. Therapy Animals, emotional support or comfort animals, and companion animals are not considered service animals and are therefore not permitted in agency facilities. The Harris Center does not "certify" animals as Service Animals.

3. APPLICABILITY/SCOPE

All of The Harris Center facilities.

4. RELATED POLICIES/FORMS:

None

5. PROCEDURE:

EM.B.1 The Use of Service and Assistance Animals in the Harris Center Facilities

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- City of Houston Ordinance Sec 6-86
- Texas Human Resources Code, Title 8, Chapter 121
- Title II Americans with Disabilities Act, 42 U.S.C. 12.101, et. seq.; 28 CFR Part 36.101, et. seq.
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
2nd Legal Review	Kendra Thomas: Counsel	10/2026
1st Legal Review	Bijul Enaohwo	09/2026
Compliance 1st Review	Christopher Webb: Audit	07/2026
Initial Assignment	Ben Mendez	07/2026

EXHIBIT G-14

Status **Pending** PolicyStat ID **17392421**

Origination	N/A	Owner	Camelia Lee: HRGen
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.45 Staffing Selection

1. PURPOSE:

The purpose of this policy is to establish a structured and equitable staffing selection process that ensures The Harris Center attracts, evaluates, and selects the most qualified candidates. This policy promotes consistency, fairness, and compliance with applicable laws and regulations, while supporting the Agency's commitment to building a high-performing, diverse workforce aligned with its mission, values, and strategic objectives and goals.

2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD to implement a standardized, job-related selection process for all hiring decisions. Employment decisions shall be based on objective, position-specific criteria, including qualifications, experience, competencies, and organizational fit.

The organization prohibits discrimination in all aspects of the selection process and will ensure equal employment opportunity in accordance with applicable federal, state, and local laws. All individuals involves in hiring are required to apply selection procedures consistently, maintain appropriate documentation, and uphold confidentiality throughout the process.

Final hiring decisions must be made in alignment with approved staffing plans, budgetary considerations, and organizational needs, and are subject to appropriate levels of review and approval.

3. APPLICABILITY/SCOPE:

This policy applies to all candidates of employment including external applicants or internal employees considered for promotions or transfers, temporary or contract employees, rehires, contractors, interns, or

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volunteers and any employees, leaders, and individuals involved in the recruitment and selection process, including HR, hiring managers, interview panel members, and any employee participating in candidate evaluation or hiring decisions. It applies to all employment types including full-time, part-time, relief, and temporary position.

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

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

HR.A.8 Employment

HR.A.10 Equal Employment Opportunity

5. PROCEDURE:

HR.B.45 Staffing Selection Procedure

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e to 2000e-17
- The Americans with Disabilities Act , as amended by the ADA Amendment Act, 42 U.S.C. §12101-12213
- The Age Discrimination in Employment Act, 29 U.S.C. §§621-634
- The Genetic Information Nondiscrimination Act, 42 U.S.C. §§2000ff-2000ff-11
- Uniformed Services Employment Reemployment Rights Act, 38 U.S.C. §4311
- Section 1981 Civil Rights Act of 1866, 42 U.S.C. §1981
- The Equal Pay Act, 29 U.S.C. §206(d)
- Immigration Reform and Control Act, Pub.L. No. 99-603, 100 Stat. 3359 (1986)
- Texas Commission on Human Rights Act, Tex. Lab. Code Ann. §§21.101, 21.106, 21.051, & 21.402
- Employment Discrimination for Participating in Emergency Evacuation, Tex. Lab. Code Ch. 22
- Texas Worker's Compensation Act. Tex. Lab. Code, Ch. 451
- Texas Military Forces, § 437.204

Approval Signatures

Step Description	Approver	Date

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Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
2nd Legal Review	Kendra Thomas: Counsel	10/2026
1st Legal Review	Bijul Enaohwo	09/2026
Department Review	Toby Hicks	05/2026
Initial Assignment	Camelia Lee: HRGen	05/2026

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EXHIBIT G-15

Status **Pending** PolicyStat ID **21544878**

Origination	04/2008
Last Approved	N/A
Effective	Upon Approval
Last Revised	09/2026
Next Review	1 year after approval

Owner	Gillian Simon
Area	Medical Services
Document Type	Agency Policy

MED.A.8 - Closed Record Review Committee Policy

1. PURPOSE:

The purpose of this policy is to provide clinical peer review of all deaths of The Harris Center for Mental Health and IDD (The Harris Center) consumers to ensure against inappropriate clinical care, and one that conforms to the highest quality standard of care and the Harris Center's policies and procedures.

2. POLICY:

It is the policy of the Harris Center to ensure that the deaths of all consumers served in all Harris Center programs, including contracted placements, are peer-reviewed. All contract providers are responsible for adhering to the provisions of this policy and procedures.

The Harris Center's Closed Record Review Committee is responsible for the clinical peer review of all consumer deaths and making recommendations to the Chief Medical Officer for the improvement of The Harris Center's service delivery system. The Closed Record Review Committee is a subcommittee of the Professional Review Committee (PRC).

The Chief Executive Officer (CEO) shall be responsible for ensuring that the completed Health and Human Services Commission (HHSC) reporting form is submitted to HHSC immediately after determination of the need to conduct an administrative death review.

3. APPLICABILITY/SCOPE:

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

4. RELATED POLICIES/FORMS:

LD.A.19 Incident Reporting

5. PROCEDURES:

MED.B.8 Closed Record Review Committee

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Deaths of Individuals Served by Community Mental Health Centers, 26 Tex. Admin. Code Ch. 301.

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Compliance Review	Christopher Webb: Audit	10/2026
Department Review 2	Luming Li: Chief Medical Ofcr (1101 1817)	10/2026
Department Review	Gertrude Leidich: Vice President Clinical Transformation and Quality	10/2026
Initial	Gillian Simon	09/2026

EXHIBIT G-16

Status **Pending** PolicyStat ID **20514231**

Origination	12/1993
Last Approved	N/A
Effective	Upon Approval
Last Revised	08/2026
Next Review	1 year after approval
Owner	Camelia Lee: HRGen
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.~~

The Harris Center for Mental Health and IDD (The Harris Center) is dedicated to establishing a structured and consistent process for evaluating employee performance across the organization. The policy is designed to promote a collaborative approach between employees and supervisors, fostering open communication across all levels of the agency. Performance evaluations serve as a foundation for informed decision-making related to development, advancement, and overall organization effectiveness.

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.25 Transfers - Promotions - Demotions

HR.A.5 Employee Counseling, Supervision, Progressive Discipline, and Termination

Employee Handbook

5. PROCEDURES:

HR.B.6 Employee Performance Evaluations

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
2nd Legal Review	Kendra Thomas: Counsel	10/2026
1st Legal Review	Bijul Enaohwo	09/2026
Department Review	Toby Hicks	05/2026
Initial Assignment	Camelia Lee: HRGen	05/2026

EXHIBIT G-17

Status **Pending** PolicyStat ID **21179386**

Origination	08/2014	Owner	Mustafa Cochinwala: Dir
Last Approved	N/A	Area	Information Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	09/2026		
Next Review	1 year after approval		

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 and IDD (The Harris Center) by defining and implementing information security standards.

2. POLICY:

It is the policy of The Harris Center 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 Harris Center's information 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	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Mustafa Cochinwala: Dir	09/2026
Compliance Review	Christopher Webb: Audit	09/2026
Initial Assignment	Mustafa Cochinwala: Dir	09/2026

EXHIBIT G-18

Status **Pending** PolicyStat ID **18286521**

Origination	04/2016
Last Approved	N/A
Effective	Upon Approval
Last Revised	11/2026
Next Review	1 year after approval

Owner	Vanessa Miller: Mgr
Area	Medical Services
Document Type	Agency Policy

MED.NUR.A.1 - Least Restrictive Interventions and Management of Aggressive Behavior

1. PURPOSE:

~~To~~The purpose of this policy is to prevent incidents and manage aggressive behavior at The Harris Center for Mental Health and IDD ~~and Mental Health~~(The Harris Center) facilities.

2. POLICY:

It is the policy of The Harris Center to minimize the number of incidents of aggressive behavior through staff training in the use of least restrictive interventions to manage behavioral emergencies. Further, it is the policy of the Harris Center to reduce the use of restraint and seclusion as much as possible and to ensure, (a) that the least restrictive methods of interventions are used and that, wherever possible, alternatives are first attempted and determined ineffective to protect patients, staff members or others from harm; and (b) the rights and well-being of individuals are protected during the use of restraint or seclusion.

It is the policy of The Harris Center to support each patient's right to be free from restraint or seclusion and, therefore limit the use of these interventions to emergencies in which there is an imminent risk of a patient physically harming him/herself or others. Restraint or seclusion may only be used when less restrictive interventions have been determined to be ineffective in protecting the patient or others from harm. The patient has a right to be free from restraint/seclusion imposed as a means of coercion, punishment, discipline, or retaliation by staff. Restraint/seclusion will not be based on the history of past use or dangerous behavior, as a convenience for staff, or a substitute for adequate staffing.

The patient's rights, dignity, privacy, safety, and well-being will be supported and maintained. Restraint or

seclusion will be discontinued as soon as possible. Patients in restraints/seclusion will be closely monitored and evaluated and immediately assisted if a potentially dangerous situation exists, i.e. choking, seizure, etc. PRN orders may not be used to authorize the use of restraint or seclusion.

The Harris Center is committed to preventing, reducing, and striving to eliminate the use of restraints and seclusion, as well as preventing emergencies that have the potential to lead to the use of these interventions. The Harris Center leadership supports these efforts through ongoing staff training and performance improvement activities.

3. APPLICABILITY/SCOPE:

~~All staff employed by The Harris Center for Mental Health and IDD, including contracted employees.~~

All direct care staff in Comprehensive Psychiatric Emergency Programs (CPEP), Dual Diagnosis Residential Program (DDRP) & Youth Diversion Center (YDC)

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

- ~~Seclusion and Restraints Physician Order Form~~
- ~~Registered Nurse Seclusion/Restraint Progress Note~~
- ~~Registered Nurse/License Vocational Nurse Emergency Injection Note~~
- ~~Seclusion/Restraint Monitoring Form~~
- ~~Consultation Request Form~~
- ~~Debriefing Form~~

5. PROCEDURES:

~~Least Restrictive Intervention and Management of Aggressive Behavior Psychiatric Emergency Services (PES) Procedure~~

~~Jail - Monitoring Assaultive Inmates/Patients~~
~~MH - Managing Disruptive Behaviors~~

~~DDRP~~

- ~~POC-06 Psychiatric Emergency Care~~
- ~~POC-07 Use of Force~~
- ~~POC-09 Behavioral Emergency~~
- ~~POC-SR-01 Restraint and Seclusion~~
- ~~POC-11 Special Precautions~~

~~CPEP~~

Comprehensive Psychiatric Emergency Program CPEP

- ~~PES Least Restrictive Intervention and Management of Aggressive Behaviors~~

ProcedureMED.NUR.B.1 Least Restrictive Intervention and Management of Aggressive Behavior Psychiatric Emergency Services (PES) Procedure

- CSU Least Restrictive Intervention and Management of Aggressive Behaviors ProcedureMED.NUR.B.11 CSU Least Restrictive Intervention and Management of Aggressive Behaviors Procedure
- Elopement of Consumer
- Emergency overhead paging
- MED.CPEP.B.2 NPC Medical Emergencies
- Levels of Monitoring and Precautionary MeasuresMED.NUR.CPE.B.2 Levels of Monitoring and Precautionary Measures
- Observation of Minors in PESMED.CPEP.B.6. Observations of Minors in CAPES
- Visual Skin Inspection and Contraband SearchMED.NUR.B.12 Visual Skin Inspection Procedure and Search for Safety
- Milieu Management ProcedureMED.NUR.B.2 NPC - Milieu Management

Youth Diversion Center (YDC)

- MED.NUR.YDC.B.1 Youth Diversion Center (YDC) Milieu Management Procedure

Dual Diagnosis Residential Program (DDRP)

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- Rights Relating to Treatment, Tex. Health & Safety Code Chapter 576, Subchapter BGeneral Rights Relating to Treatment, 7 Tex. Health & Safety Code § 576.021 (2001)
- Rights of Persons Receiving Mental Health Services, 25 Tex. Admin. Code Chapter 404, Subchapter ERights of All Individuals Receiving Mental Health Services, 26 Tex. Admin. Code § 320.7 (2024).
- Development, Implementation & Monitoring of Effectiveness of Behavior Therapy Programs, 40 Tex. Admin. Code §5.406
- Use of Restraint, 40 Tex. Admin. Code §5.408
- Interventions in Mental Health Services, 25 Tex. Admin. Code Chapter 415, Subchapter FInterventions in Mental Health Services, 26 Tex. Admin. Code §320.105 (2024). v
- CARF Section 2.F: Promoting Nonviolent PracticesCARF Section 2.F: Promoting Nonviolent Practices
- TXMHMR MH Community Standards Section 7

Attachments

DDRP-POC-06 Psychiatric Emergency Care.doc

DDRP-POC-07 Use of Force.doc

DDRP-POC-09 Code 10--Behavioral Emergency.doc

DDRP-POC-11 Special Precautions.doc

DDRP-POC-SR-01 Restraint and Seclusion.doc

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
2nd Legal Review	Kendra Thomas: Counsel	10/2026
1st Legal Review	Bijul Enaohwo	09/2026
Compliance Review	Christopher Webb: Audit	09/2026
Department Review I	Kia Walker: Chief Nursing Officer	09/2026
Initial	Vanessa Miller: Mgr	09/2026

EXHIBIT G-19

Status **Pending** PolicyStat ID **18611952**

Origination	08/2013	Owner	Nina Cook: Dir
Last Approved	N/A	Area	Fiscal Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	10/2026		
Next Review	1 year after approval		

FM.A.5 - Purchasing Card

1. PURPOSE:

The purpose of the Purchasing Card (P-Card) Program is to provide ~~the~~The Harris Center for Mental Health and IDD (The Harris Center) with an efficient and controllable method of making small dollar commodity purchases not covered by a Harris Center Supply Contract. The Harris Center for Mental Health and IDD's Purchasing Card (P-Card) Program facilitates the procurement of low-dollar value items. The P-Card program eliminates most of the paperwork associated with Agency purchases.

2. POLICY:

~~Employees~~It is the policy of The Harris Center that employees who are authorized to purchase goods ~~and~~ or services may request a P-Card; however, individual departments can impose more restrictive requirements and limits. P-Cards are assigned to individuals. The individual whose name appears on the card is ultimately responsible for charges to that card. P-Cards are to be used by the person to whom ~~it is~~they are issued. Sharing Purchasing Cards is prohibited.

Purchases made with the agency P-Card must only be for the use and benefit of The Harris Center. The card is to be used in place of petty cash, small dollar regular purchase orders, emergency purchase orders and whatever authorized Merchant Category Codes (MCC) are approved and setup for program/ department use. Purchases on the card are for approved Center purposes only.

Small Dollar Purchases:

A. Any transaction that does not exceed $3,000 per ~~Transaction~~transaction, the Cardholder's Monthly Transaction limit, purchases over the authorized amount and/or whichever is lesser. (Special approval is required for exceptions).

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B. Over-the-counter type retail purchases are normally made using a charge account or small dollar purchases which ~~includes~~include purchases over the internet etc. (Ex: books, publications).

C. Any other business -related purchase as long as the vendor accepts credit cards, and the goods purchased are not covered under a Center Supply Contract.

3. APPLICABILITY/SCOPE:

This Policy applies to all staff approved to use the ~~Payment~~Purchasing Card (P-Card) Program Agency-wide.

4. PROCEDURES:

A. FM.B.7 - Requisitioning and Purchasing of Goods and / or Services

B. FM.B.5 - Purchasing Card (P-Card) Program Procedures

C. FM.B.8 - The Requisitioning and Purchasing of Goods and / or Services Dollar Limit Threshold & Requirements

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

Attachment A - PURCHASING CARD APPLICATION/INSTRUCTIONS
Attachment B - PURCHASING CARD AGREEMENT
Attachment C - TAX EXEMPTION CERTIFICATE

Attachment ~~A~~D - ~~TAX EXEMPTION CERTIFICATE~~
~~Attachment B - PURCHASING CARD AGREEMENT~~
~~Attachment C -~~ ONLINE CUSTOMER SERVICES CONTACT & P-CARD ADMINISTRATOR CONTACT INFORMATION
~~Attachment D - PURCHASING CARD APPLICATION/INSTRUCTIONS~~

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

State of Texas Commercial Charge Card Program Guidelines

Use of Payment Cards by State Agencies, Title 34 Tex. Administrative Code Part 1, Chapter 5, §5.57

The Harris Center approved Policy and Procedures

Attachments

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P-Card Application 112025.pdf

P-Card US Bank Agreeement -The Harris Center 112025.docx

Tax Exempt 2026 signed.pdf

U.S. Bank Cardholder and Approver Contact Information.docx

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Stanley Adams [RC]	10/2026
Compliance 1st Review	Christopher Webb: Audit	10/2026
Initial Assignment	Nina Cook: Dir	10/2026

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EXHIBIT G-20

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Next Review	1 year after approval
Owner	Nina Cook: Dir
Area	Fiscal Management
Document Type	Agency Policy

FM.A.7 The Requisitioning and Purchasing of Goods and/or Services

1. PURPOSE:

~~The Harris Center for Mental Health and IDD supports a purchasing environment that recognizes the unique purchasing needs of agency departments. This policy is provided to facilitate the purchase of goods and services needed to meet these requirements in a timely, efficient, and cost-effective manner.~~

This policy is provided to facilitate the purchase of goods and services needed to meet these requirements in a timely, efficient, and cost-effective manner. The purpose of this policy is to facilitate the purchase of goods and services needed to meet the unique requirements of The Harris Center for Mental Health and IDD (The Harris Center) departments in a timely, efficient, and cost-effective manner. The Harris Center for Mental Health and IDD supports a purchasing environment that recognizes the unique purchasing needs of agency departments.

2. POLICY:

It is the policy of The Harris Center to utilize standard guidelines in acquiring quality goods and / or services in a timely and professional manner while ensuring the best use of funding from all sources at "best value" to The Harris Center ~~for Mental Health and IDD~~.

The Harris Center for Mental Health and IDD is committed to increasing business opportunities for ~~minority and women-owned~~Historically Underutilized businesses within the community, including the State of Texas Veteran Heroes United in Business (VetHUB) program. The rules for administering VetHUB under the Historically Underutilized Business statute are found in 34 Texas Administrative Code Chapter 20, Subchapter D, Division1. They were effective on May 12, 2026, replacing emergency rules

effective December 2, 2025. Businesses~~, including Minority-Owned Businesses and Women-Owned Businesses,~~ within the community are encouraged to participate in any competitive procurement request(s) for Goods and or Services.

Procedures associated with this policy establish a systematic and fiscally sound method for procuring goods and services that allows departments within divisions agency-wide to function smoothly by providing needed materials and equipment, including servicing/maintenance of all equipment purchased.

It is the responsibility of the Purchasing Department to ensure that procedures are compliant with applicable rules, laws, and standards in the purchase of all goods or services for The Harris Center according to the Texas Administrative Code (TAC), Texas Health and Human Services Commission (HHSC), Texas Grant Management Standards (TXGMS), Code of Federal Regulations (CFR), Purchasing Best Practices and standards set by the Chief Executive Officer, approved by Legal Counsel and THC Board of Trustees.

3. APPLICABILITY/SCOPE:

To be used by The Harris Center. This policy will allow departments agency-wide to function smoothly by providing needed materials and equipment, including servicing all equipment purchased while operating at the highest standards of ethical conduct. This policy applies to all agency departments, and staff engaged in the process of securing goods or services on behalf of the agency.

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

~~The Requisitioning and Purchasing of Goods and/or Services~~ FM.A.8 The Requisitioning and Purchasing of Goods and/or Services Dollar Limit Threshold and Requirements

~~Purchasing Card~~ FM.A.5 Purchasing Card

5. PROCEDURES:

~~A. The Requisitioning and Purchasing of Goods and Services~~ FM.B.7 The Requisitioning and Purchasing of Goods and Services

~~B. The Requisitioning and Purchasing of Goods and/or Services Dollar Limit Threshold & Requirements~~

~~C. Guidelines for The Use of Contracts and Stand-Alone Purchase Orders~~

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

A. Texas Grant Management Standards (TXGMS)
B. Texas Procurement and Contract Management Guide
C. Federal Uniform Guidance, 2 C.F.R. Part 200

D. Contracting and Delivery Procedures for Construction Projects, Texas Government Code Chapter 2269

E. Purchasing: General Rules and Procedures, Texas Government Code Chapter 2155, Subchapter A

F. Purchasing Methods, Texas Government Code Ch. 2156

G. Purchasing: Purchase of Automated Information Systems, Texas Government Code Chapter 2157

H. Purchasing: Miscellaneous Provisions for Purchase of Certain Goods and Services, Texas Government Code Chapter 2158

I. Contract Management for Local Authorities, Title ~~25~~26 Texas Administrative Code, Part 1, Chapter 301, Subchapter A, previously, Title 25 TAC, Part 1, Chapter 412, Subchapter B, Contracts Management for Local Authorities

J. Statewide Procurement and Support Services, Texas Administrative Code, Title 34, Part 1, Chapter 20

K. Professional Services Procurement Act, Texas Government Code (TGC) Chapter 2254

L. Historically Underutilized Businesses, Texas Government Code (TGC) Chapter 2161

M. Texas Administrative Code Title 34, Sections 281–298 govern the Veteran Heroes United in Business (VetHUB)

N. Interagency Cooperation Act, Texas Government Code Chapter 771.

O. Interlocal Cooperation Contracts, Texas Government Code Chapter 791,.

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Stanley Adams	09/2026
Compliance 1st Review	Christopher Webb: Audit	08/2026
Initial Assignment	Nina Cook: Dir	07/2026

EXHIBIT G-21

Status **Pending** PolicyStat ID **18455941**

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Last Approved	N/A	Area	Fiscal Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	11/2026		
Next Review	1 year after approval		

FM.A.8 The Requisitioning and Purchasing of Goods and / or Services Dollar Limit Threshold & Requirements

1. PURPOSE:

The purpose of this policy is to provide a Board-approved dollar limit threshold and requirements for The ~~HARRIS CENTER~~Harris Center for Mental Health and IDD (The Harris Center) for the Requisitioning and Purchasing of Goods and/or Services.

2. POLICY:

It is the policy of The Harris Center to promote effective, professional, and consistent procurement for The Harris Center in compliance with ~~The Harris Center's~~the established Board-approved dollar limit threshold ~~and~~amount and all purchasing activities must strictly comply with established, Board-approved financial thresholds and regulatory requirements.

3. APPLICABILITY/SCOPE:

This Policy applies to all Harris Center employees.

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

~~Purchasing Card~~

FM.A.5 Purchasing CardFM.A.12 Guidelines for The Use of Purchase Orders for Goods and Non-Commu

~~The Requisitioning and Purchasing of Goods and/or Services Policy~~FM.A.7 The Requisitioning and Purchasing of Goods and/or Services Policynity Services Policy

~~Guidelines for The Use of Purchase Orders for Goods and Non-Community Services Policy~~

5. PROCEDURES:

~~The Requisitioning and Purchasing of Goods and / or Services Dollar Limit Threshold & Requirements~~FM.B.8 The Is Requisitioning and Purchasing of Goods and / or Services Dollar Limit Threshold & Requirements

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Contracts Management for Local Mental Health Authorities, ~~25~~26 Tex. Admin. Code, Part 1, Chapter ~~412, Subchapter B~~301

Contracts Management for Local Authorities, 40 Tex. Admin. Code Ch. 2, Subchapter B

Texas Grant Management Standards (TXGMS)

2 C.F.R. Part 200

Purchasing: General Rules and Procedures, Texas Government Code~~: Title 10~~, ~~Subtitle D~~Chapter 2155, ~~Chapter 2155 - 2158 Purchasing General~~Subchapter A

~~Rules and Procedures, Subchapter A, General Provisions~~

Professional Services Procurement Act, Texas Government Code Chapter 2254

Contracting and Delivery Procedures for Construction Projects, Texas Government Code Chapter 2269

Texas Health & Safety Code, Chapter 250, §533.007, §533.035, §534.052, §534.055, §534.061, §534.065, and §534.066

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Stanley Adams	09/2026

Compliance 1st Review	Christopher Webb: Audit	08/2026
Initial Assignment	Nina Cook: Dir	08/2026

EXHIBIT G-22

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Last Revised	09/2026		
Next Review	1 year after approval		

FM.A.6 - Travel Policy

1. PURPOSE:

The purpose of this policy is to reimburse employees for reasonable expenses incurred during the period they are employed with the Harris Center for Mental Health and IDD (The Harris Center) in connection with travel and other business on behalf of the Harris Center, subject to the guidelines outlined in this policy.

2. POLICY:

It is the policy of The Harris Center to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

All business-related travel paid with The Harris Center funds must comply with company expenditure procedures. As a tax-exempt center, The Harris Center does not pay sales taxes and employees will not be reimbursed.

Authorization and responsibility

Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. The traveler must submit a travel reimbursement form and

supporting documentation to obtain reimbursement of expenses.

An individual may not approve his or her own travel or reimbursement. The travel reimbursement form must be signed by the Chief Executive Officer for travel over $1,500.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal funds

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. The Harris Center reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Mileage

Employees are reimbursed at the current standard mileage reimbursement rate determined by the IRS.

Mileage will be calculated in accordance with FM B.6 Travel Reimbursement Procedure.

Per Diem

Employee meals while traveling will be reimbursed at the per diem rates as published by the Chief Financial Officer.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the Chief Executive Officer or by the Chief Financial Officer. Exceptions related to the Chief Executive Officer's or the Chief Financial Officer's expenses must be submitted to the opposite person or to a member of the Board of Trustees for approval. In most instances, the expected turnaround time for review and approval is five business days.

Non-reimbursable Travel Expenses

The Harris Center will not reimburse the following items that may be associated with business travel:

- Airline club memberships
- Airline upgrades
- ~~Baggage fees~~
- Business class for domestic flights or first class for all flights
- Childcare, babysitting, house sitting, or pet-sitting/kennel charges
- Commuting between home and the primary work location
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion

- Evening or formal wear expenses
- Haircuts and personal grooming
- Laundry and dry cleaning
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs
- Travel accident insurance premiums or purchase of additional travel insurance
- Other expenses not directly related to the business travel

3. APPLICABILITY/SCOPE:

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

4. RELATED POLICIES/FORMS:

5. PROCEDURE:

FM.B.6 Travel Reimbursement

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	10/2026
Legal Review	Kendra Thomas: Counsel	10/2026
Department Review	Stanley Adams	09/2026
Compliance 1st Review	Christopher Webb: Audit	09/2026
Initial Assignment	Stanley Adams	09/2026

EXHIBIT G-23

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Next Review	1 year after approval
Owner	Camelia Lee: HRGen
Area	Human Resources
Document Type	Agency Policy

HR.A.26 Volunteer Program

1. PURPOSE

~~To~~The purpose of this policy is to establish clear guidelines for the recruitment selection, assignment, ~~evaluation~~ and separation of volunteers within The Harris Center for Mental Health and IDD~~'s volunteers~~ (The Harris Center). ~~The Harris Center volunteers~~Volunteers are individuals ~~offering~~who freely contribute their time ~~to assist in~~and skills to support the provision of ~~behavioral health~~Behavioral Health and IDD services and do not receive financial compensation for their service.

2. POLICY

It is the policy of The Harris Center ~~for Mental Health and IDD~~ to establish a comprehensive volunteer program to provide individuals who have expressed an interest in associating with The Harris Center as a volunteer the opportunity to assist in the provision of services without pay. These opportunities should be beneficial to the volunteers, people we serve, and the Harris Center. Volunteers will be selected without regard to race, color, age, sex, disability, religion, or national origin.

3. APPLICABILITY/SCOPE

~~All~~This policy applies to all programs within The Harris Center ~~for Mental Health and IDD~~.

4. RELATED POLICIES/FORMS:

~~N/A~~

HR.B.28 Discrimination, Harassment, and Retaliation

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5. PROCEDURE:

HR.B.26 Volunteer Program

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- Title VII of the Civil Rights Act of 1964
- Americans with Disabilities Act (ADA)
- Age Discrimination in Employment Act (ADEA)
- Volunteers, Tex. Government Code Ch. 2109
- Tex. Civ. Prac. & Rem. Code Ann. 84.003
- The Harris Center's Policy and Procedure Handbook

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Keena Pace: Exec	09/2026
2nd Legal Review	Kendra Thomas: Counsel	09/2026
1st Legal Review	Bijul Enaohwo	08/2026
Department Review	Toby Hicks	05/2026
Initial Assignment	Camelia Lee: HRGen	05/2026

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