

Full Board Meeting
March 25, 2025
8:30 am

I. DECLARATION OF QUORUM

II. PUBLIC COMMENTS

III. APPROVAL OF MINUTES

- A. Approve Minutes of the Board of Trustees Meeting Held on Tuesday,
February 25, 2025
(EXHIBIT F-1)

IV. BOARD CHAIR'S REPORT

V. CHIEF EXECUTIVE OFFICER'S REPORT

- A. Employee Labor Organizations Update

VI. COMMITTEE REPORTS AND ACTIONS

- A. Governance Committee Reports and/or Action
(J. Lykes, Chair)
- B. Resource Committee Report and/or Action
(G. Womack, Chair)
- C. Program Committee Report and/or Action
(M. Miller, Jr., Chair)
- D. Quality Committee Report and/or Action
(L. Fernandez-Wische, Chair)
- E. Foundation Report and/or Action
(N. Hurtado, Chair)

VII. CONSENT AGENDA

- A. FY'25 Year-to-Date Budget Report-February
(EXHIBIT F-2)
- B. March 2025 Contract Amendments Over 250K
(EXHIBIT F-3)
- C. March 2025 Interlocal Agreements
(EXHIBIT F-4)
- D. Business Associate Policy
(EXHIBIT F-5)
- E. Compliance Program Policy
(EXHIBIT F-6)
- F. Lobbying Policy
(EXHIBIT F-7)
- G. Management of Legal Documents and Litigation Policy
(EXHIBIT F-8)

- H. Religious Accommodations Policy
(EXHIBIT F-9)
- I. System Quality, Safety and Experience Committee Policy
(EXHIBIT F-10)
- J. The Development and Maintenance of Center Policies
(EXHIBIT F-11)
- K. Community Needs Assessment Policy
(EXHIBIT F-12)
- L. Pharmacy Copay Assistance Policy
(EXHIBIT F-13)
- M. Pharmacy Data and Record Retention Policy
(EXHIBIT F-14)
- N. Pharmacy Staffing Policy
(EXHIBIT F-15)
- O. Narcan (Naloxone) Policy
(EXHIBIT F-16)
- P. Reporting Automobile Accidents Policy
(EXHIBIT F-17)
- Q. Consultant for Electricity Energy Provider Due Diligence Letter
(EXHIBIT F-18)

VIII. REVIEW AND ACTION

- A. Audit Committee Elections
(Robin Gearing)

IX. REVIEW AND COMMENT

- A. ReCenter Update
(Stanley Adams)
- B. Legislative Updates
(Amanda Jones)

X. EXECUTIVE SESSION

- As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.

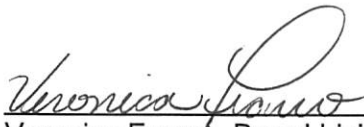
- In accordance with §§551.071 and 551.072 of the Texas Government Code, to consult with attorney and deliberate the purchase, exchange, lease or value of real property. Wayne Young, CEO and Ernest Savoy, Senior Assistant General Counsel-Contract Services & Real Estate

- In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Elections of a Board Member(s) to the Audit Committee. Mr. James Lykes, Chair of Governance Committee; Dr. R. Gearing, Chair of the Harris Center Board of Trustees

XI. RECONVENE INTO OPEN SESSION

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

XIII. ADJOURN



Veronica Franco, Board Liaison
Robin Gearing, Ph.D., Chair, Board of Trustees
The Harris Center for Mental Health and IDD



EXHIBIT F-1

**THE HARRIS CENTER *for*
Mental Health and IDD**

MINUTES OF THE BOARD OF TRUSTEES MEETING

This is an official record of the Board of Trustees, The Harris Center for Mental Health and IDD, an Agency of the State, established by the Harris County Commissioners Court under provisions of Chapter 534 of the Health and Safety Code of the State of Texas.

PLACE OF MEETING: Conference Room 109
9401 Southwest Freeway
Houston, Texas 77074

TYPE OF MEETING: Regular

DATE: February 25, 2025

**TRUSTEES
IN ATTENDANCE:** Dr. Robin Gearing, PhD-Chair
Jim Lykes, Vice Chairperson
Gerald Womack-Secretary
Dr. Luis Fernandez-Wische
Dr. Jeremy Lankford
Resha Thomas
Dr. Katherine Bacon

TRUSTEES ABSENT: Natali Hurtado, Dr. Max Miller, Jr-Vice Chairperson., Sheriff Gonzalez

I. Declaration of Quorum
Dr. Robin Gearing, Chair, called the meeting to order at 8:35 a.m. noting that a quorum of the Board was in attendance.

II. Public Comments-
No public comments

III. Approval of Minutes

MOTION BY: WOMACK SECOND: THOMAS

With unanimous affirmative votes

BE IT RESOLVED the Minutes of the Regular Board of Trustees meeting held on Thursday, January 28, 2025 as presented under Exhibit F-1, are approved.

IV. Board Chair's Report

V. Chief Executive Officer's Report was provided by CEO Wayne Young
Mr. Young provided a Chief Executive Officer report to the Board.

VI. Committee Reports and Action were presented by the respective chairs:

- A. Governance Committee Reports and/or Action-J. Lykes, Chair
- B. Resource Committee Reports and/or Action-G. Womack-Chair
- C. Program Committee Reports and/or Action-M. Miller, Jr.-Chair
- D. Quality Committee Reports and/or Action-L. Fernandez-Wische, Chair
- E. Foundation Report and/or Action-N. Hurtado, Chair

VII. Consent Agenda

- A. FY'25 Year-to-Date Budget Report-January
- B. February 2025 Contract Amendments Over 250K
- C. February 2025 Interlocal Agreements
- D. All Contracts Policy
- E. Bylaws of the Board of Trustees of the Harris Center for Mental Health and Intellectual Development Disabilities Policy
- F. Check and Electronic Payment Signature Authorization Policy
- G. Correcting Documentation and Coding Errors Policy
- H. Emergency Codes, Alerts and Response Policy
- I. Employee Discipline Review Policy
- J. Fee Schedule/Standard Charge Policy
- K. Financial Assessment Policy
- L. IT Investigation Requests related to Personnel Access and Data Policy
- M. Mailing Services Policy
- N. Medical Peer Review Policy
- O. Patient Conduct Policy
- P. Pharmacy Medication Destruction Policy
- Q. Pharmaceutical Representatives Policy
- R. Plan of Care Policy
- S. Property Inventory Policy
- T. Reasonable Accommodation Policy
- U. Retention of Patient/Individual Records Policy
- V. Root Cause Analysis Policy
- W. Sanctions for Breach of Security and/or Privacy Violations of Health Information Policy
- X. Supervision of Peer Specialists Policy

MOTION: WOMACK SECOND: BACON

With unanimous affirmative votes

BE IT RESOLVED the Items A-X as presented under Exhibit F-2- F25, are approved.

VIII. Review and Take Action

A. Retirement Plan Update

MOTION: WOMACK

I move the Harris Center Board of Trustees adopt the amended and restated loan administration policy for the 401(a) Plan, the 403 (b) Plan, and the 457(b) Plan as presented during the Resource Committee and Full Board meetings and the Loan Administration policy presented by the Lincoln Financial Group Plan

SECOND: BACON

With unanimous affirmative votes the motion is approved

IX. Review and Comment

A. Legislative Update-Amanda Jones presented the Legislative Update to the Board of Trustees.

X. Entered into executive session-Board Chair Dr. Gearing announced the Board would convene an Executive Session at 9:09 am for the following reasons:

- 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 §§551.071 and 551.074 of the Texas Government Code, discussion of a personnel matter and contemplated litigation in Case 202504437 Carolyn Jenkins v. The Harris Center for Mental Health & IDD. Kendra Thomas, General Counsel

XI. Reconvene into Open Session- Reconvene into open session 9:19 AM

XII. Consider and take action as a result of the executive session No actions were taken.

XII. ADJOURN

MOTION: WOMACK SECOND: FERNANDEZ

Motion passed with unanimous affirmative votes.

The meeting was adjourned at 09:19 AM

Respectfully submitted,

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

EXHIBIT F-2

The Harris Center for Mental Health and IDD

**Results of Financial Operations and Comparison to Original Budget
February 28, 2025**

Fiscal Year 2025

The Harris Center for Mental Health and IDD

Resource Committee

Board of Trustees

The Harris Center for Mental Health and IDD (The Center)

The Report on Results of Financial Operations and Comparison to Original Budget (the Report) submitted herewith was prepared by The Center's Accounting Department.

Responsibility for the accuracy, completeness, and fairness of presentation of the presented data rests with The Center, the Chief Financial Officer and the Accounting department.

We believe the Report, as presented, is materially accurate and is presented in a manner designed to fairly set forth the financial position and results of operations of The Center.

The Center's accounting records for its general fund are maintained on a modified accrual basis of accounting. Under this method, revenues are recognized in the period when they become both measurable and available, and expenditures are recognized when the related fund liability is incurred, if measurable.

The Report submitted herewith was prepared on a budgetary basis which is not in accordance with generally accepted accounting principles nor with financial reporting principles set forth by the Governmental Accounting Standards Board (GASB). The Report has not been audited by an independent auditor.

Stanley Adams

Stanley Adams

Chief Financial Officer

The Harris Center for Mental Health and IDD
Results of Financial Operations and Comparison to Original Budget - Operating Activities
February 28, 2025
Non-GAAP / Budgetary-Basis Reporting
Unaudited - Subject to Change

	For the Month Ended				Fiscal Year to Date			
	Original Budget	Actual	Variance \$	%	Original Budget	Actual	Variance \$	%
Operating Revenues								
State General Revenue	\$ 11,054,955	\$ 11,039,535	(15,420)	0%	\$ 66,329,730	\$ 66,298,674	(31,056)	0%
Harris County and Local	4,415,021	4,073,521	(341,500)	-8%	26,490,126	25,489,894	(1,000,232)	-4% A
Federal Contracts and Grants	5,112,180	5,682,822	570,642	11%	30,673,080	31,276,578	603,498	2%
State Contract and Grants	1,842,409	1,269,191	(573,218)	-31%	11,054,454	7,880,054	(3,174,400)	-29% B
Third Party Billing	3,622,889	3,492,950	(129,939)	-4%	21,737,334	19,159,303	(2,578,031)	-12% C
Charity Care Pool	3,340,350	3,792,261	451,911	14%	20,042,100	22,753,812	2,711,712	14%
Directed Payment Programs	659,258	515,091	(144,167)	-22%	3,955,548	3,645,632	(309,916)	-8%
Patient Assistance Program (PAP)	852,441	1,081,006	228,565	27%	5,114,646	6,385,519	1,270,873	25%
Interest Income	300,142	223,727	(76,415)	-25%	1,800,852	1,643,286	(157,566)	-9%
Insurance proceeds	-	7,386	7,386		-	11,522	11,522	
Sale of Capital Assets	-	125,888	125,888		-	157,792	157,792	
Operating Revenues, total	\$ 31,199,645	\$ 31,303,378	\$ 103,733	0%	\$ 187,197,870	\$ 184,702,066	\$ (2,495,804)	-1%
Operating Expenditures								
Salaries and Fringe Benefits	\$ 21,116,034	\$ 20,910,701	205,333	1%	\$ 126,696,204	\$ 126,153,132	543,072	0%
Contracts and Consultants	1,379,371	1,114,851	264,520	19%	8,276,226	6,558,445	1,717,781	21%
Contracts and Consultants-HCPC	3,913,250	3,962,249	(48,999)	-1%	23,479,500	23,416,347	63,153	0%
Supplies	354,237	189,510	164,727	47%	2,125,422	1,133,961	991,461	47%
Drugs	1,995,664	2,278,782	(283,118)	-14%	11,973,984	13,928,978	(1,954,994)	-16% D
Purchases, Repairs and Maintenance of:					-			
Equipment	99,778	66,450	33,328	33%	598,668	827,339	(228,671)	-38%
Building	177,679	272,111	(94,432)	-53%	1,066,074	1,181,607	(115,533)	-11%
Vehicle	86,851	81,115	5,736	7%	521,106	470,743	50,363	10%
Software	358,400	182,810	175,590	49%	2,150,400	2,056,861	93,539	4%
Telephone and Utilities	304,496	332,603	(28,107)	-9%	1,826,976	1,773,046	53,930	3%
Insurance, Legal and Audit	184,268	204,064	(19,796)	-11%	1,105,608	1,330,286	(224,678)	-20% E
Travel & Training	251,089	234,565	16,524	7%	1,506,534	1,178,554	327,980	22%
Dues & Subscriptions	555,682	211,759	343,923	62%	3,334,092	2,771,313	562,779	17% F
Other Expenditures	383,957	451,041	(67,084)	-17%	2,303,742	2,893,365	(589,623)	-26% G
Operating Expenditures, total	\$ 31,160,756	\$ 30,492,611	\$ 668,145	2%	\$ 186,964,536	\$ 185,673,977	\$ 1,290,559	1%
Operating Activities -								
Change in Fund Balance/Net Position	\$ 38,889	\$ 810,767	\$ 771,878		\$ 233,334	\$ (971,911)	\$ (1,205,245)	

The Harris Center for Mental Health and IDD
Results of Financial Operations and Comparison to Original Budget - Capital Outlay & Debt Service Related Activities
February 28, 2025
Non-GAAP / Budgetary-Basis Reporting
Unaudited - Subject to Change

	For the Month Ended				Fiscal Year to Date			
	Original Budget	Actual	Variance \$	%	Original Budget	Actual	Variance \$	%
Revenues								
State Contract and Grants (HHSC)	\$ 44,444	\$ -	(44,444)	-100%	\$ 266,664	\$ 137,802	(128,862)	-48%
Revenues, total	\$ 44,444	\$ -	\$ (44,444)	-100%	\$ 266,664	\$ 137,802	\$ (128,862)	-48%
Expenditures								
Debt Service	83,333	(7,051)	90,384	108%	499,998	956,041	(456,043)	-91%
Capital outlay	-	1,185,997	(1,185,997)		-	6,051,688	(6,051,688)	H
Expenditures, total	\$ 83,333	\$ 1,178,946	\$ (1,095,613)		\$ 499,998	\$ 7,007,729	\$ (6,507,731)	
Excess (Deficiency) of revenues over expenditures	\$ (38,889)	\$ (1,178,946)	(1,140,057)	2932%	\$ (233,334)	\$ (6,869,927)	(6,636,593)	
Other Financing Sources								
Revenue Bonds Issued	-	-	-		-	24,745,000	24,745,000	
Other Financing Sources	-	1,068,239	1,068,239		-	3,267,228	3,267,228	I
Other Financing Sources, total	\$ -	\$ 1,068,239	\$ 1,068,239		\$ -	\$ 28,012,228	\$ 28,012,228	
Capital Outlay & Debt Service Activities -								
Change in Fund Balance/Net Position	\$ (38,889)	\$ (110,707)	\$ (71,818)		\$ (233,334)	\$ 21,142,301	\$ 21,375,635	

The Harris Center for Mental Health and IDD
Notes to Statements Presented
Non-GAAP / Budgetary-Basis reporting
February 28, 2025

Results of Financial Operations and Comparison to Original Budget

A Harris County and Local Revenue

Unfavorable budget variance is attributed to revenue budgeted for the current fiscal year prior to incurring related expenditures. The grant reported units are below budget by approximately \$100K. We are monitoring contract progress for potential impacts on the budget.

B State Contract and Grants

The primary driver of the unfavorable variance is attributed to contracts budgeted during current fiscal year, prior to related contract approvals resulting in low expenditures/billings for the month. In addition, for new contracts, variance is primarily attributed to a timing difference until personnel is hired. \$1M revenue contract was not renewed and will not be realized in the current year.

C Third party billing

The unfavorable variance is due to a decline in the number of IDD encounters and a reduction in the number of claims processed.

D Drugs

The primary driver of the net unfavorable variance in Drugs is the increase in retail drug pharmacy purchases, which is offset by revenue earned on the billing program. On a YTD basis the Pharmacy billing expense exceeds budget by \$876K, which is partially offset by billing program revenue exceeding budget by \$433K.

E Insurance, Legal and Audit

Unfavorable budget variance is primarily due to additional insurance expenses of \$175K associated with the ReCenter property purchases.

F Dues & Subscriptions

IT related Dues & Subscriptions total \$202.1K for the current month and \$2.5M fiscal year to date.

G Other expenditures

YTD unfavorable budget variance is primarily related to ongoing transition pertaining to the newly purchased ReCenter properties; YTD other expenditures total \$125K.

The Harris Center for Mental Health and IDD
Notes to Statements Presented
Non-GAAP / Budgetary-Basis reporting
February 28, 2025

Results of Financial Operations and Comparison to Original Budget

H Capital Outlay

YTD Capital Outlay consists of approx. \$1.9M settlement payment related to the purchase of real estate (ReCenter agreement) and approx. \$3.3M in construction costs for the 6168 Apartments, which is partially offset by a forgivable loan in Other Financing Sources. During the current month, the capital outlay expenditures include \$1.2M in construction costs for the 6168 apartments.

I Other Financing Sources

Draw down of funds from the City of Houston forgivable loan going towards the construction of the 6168 Apartments.

The Harris Center for Mental Health and IDD
Balance Sheet
February 28, 2025
Non-GAAP / Budgetary-Basis Reporting
Unaudited - Subject to Change

	January-25	February-25	Change
Assets			
Current Assets			
Cash and Cash Equivalents			
Cash and Petty Cash	13,058,964	14,740,509	\$ 1,681,545
Cash Equivalents	64,158,017	53,150,692	(11,007,325)
Cash and Cash Equivalents, total	77,216,981	67,891,201	(9,325,780) AA
Inventories, Deposits & Prepaids	12,853,402	9,665,340	(3,188,062) BB
Accounts Receivable:			
Patient A/R, net of allowance	1,352,730	1,590,415	237,685
A/R from other governments	54,495,287	55,764,499	1,269,212 CC
Other A/R	627,789	74,245	(553,544)
Current Assets, total	146,546,189	134,985,700	\$ (11,560,489)
Restricted Cash and Cash Equivalents	20,350,034	20,150,590	(199,444)
Capital Assets:			
Land	12,709,144	12,709,144	-
Building and Improvements	55,270,938	55,271,938	1,000
Right-to-use assets (Leases & SBITA)	6,312,466	6,312,466	-
Furniture, Equipment and Vehicles	8,279,021	8,161,188	(117,833)
Construction in Progress	11,376,400	11,376,400	-
Accumulated Depreciation/Amortization	(39,236,028)	(39,110,090)	125,938
Capital Assets, net total	54,711,941	54,721,046	\$ 9,105
Total Assets	221,608,164	209,857,336	\$ (11,750,828)
Liabilities & Fund Balance/Net Position			
Liabilities			
Accounts Payable and Accrued Liabilities	16,910,164	17,330,731	\$ 420,567
Unearned Revenues	49,567,048	36,529,332	(13,037,716) DD
Noncurrent liabilities:			
Due within one year	2,349,540	2,349,540	-
Due in more than one year	37,510,053	38,735,447	1,225,394 EE
Liabilities, total	106,336,805	94,945,050	\$ (11,391,755)
Fund Balance/Net Position			
Net Investment in Capital Assets	46,630,338	43,172,771	(3,457,567)
Restricted for Capital Projects	20,350,034	20,150,590	(199,444)
Nonspendable	12,853,402	9,665,340	(3,188,062)
Assigned	15,434,386	15,434,386	-
Unassigned/Unrestricted	532,869	6,318,809	5,785,940
Change in fund balance/net position	19,470,330	20,170,390	700,060
Fund Balance/Net Position, Total	115,271,359	114,912,286	\$ (359,073)
Total Liabilities & Fund Balance/Net Position	221,608,164	209,857,336	\$ (11,750,828)

The Harris Center for Mental Health and IDD
Notes to Statements Presented
Non-GAAP / Budgetary-Basis reporting
February 28, 2025

Balance Sheet

AA Cash and Investments

The decrease in cash is primarily due to normal operations. In March, we have received \$25M for the performance contract 3rd Quarter.

BB Inventories, Deposits & Prepaids

The decrease is due to amortization of the quarterly payment to HCPC made in January 2025 in advance of services provided.

CC A/R from Other Governments

The increase is primarily attributable to additional receivables for \$3.8M in Charity Care Pool (CCP) funding, which includes the revised estimate and is paid annually around April, and \$636K in Medicaid Administrative Claiming (MAC) funding, which is paid generally quarterly and now expected in March. These increases are offset by decreases in receivables for various grants & contracts.

DD Unearned Revenues

Unearned revenues decreased due to use of funds provided through state and federal revenue allocations received in advance of performance of related obligations.

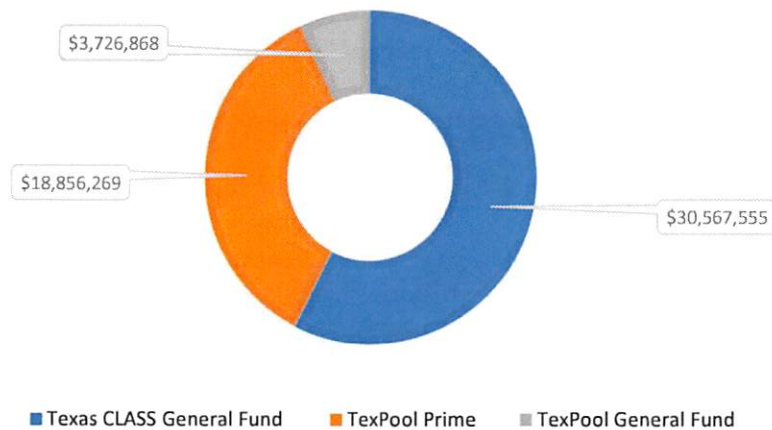
EE Noncurrent liabilities

The increase from month to month is primarily related to an additional \$1.1M drawdown from the City of Houston forgivable loan for the 6168 Apartments construction, bringing the total drawdown to \$3.3M.

The Harris Center for Mental Health and IDD
Investment Portfolio
February 28, 2025

Local Government Investment Pools (LGIPs)	Beginning Balance	Transfer In	Transfer Out	Interest Income	Ending Balance	Portfolio %	Monthly Yield
<i>Texas CLASS</i>							
Texas CLASS General Fund	\$ 41,651,941		\$ (11,200,000)	\$ 115,614	\$ 30,567,555	57.51%	4.49%
<i>TexPool</i>							
TexPool Prime	18,791,618			64,651	18,856,269	35.48%	4.48%
TexPool General Fund	3,714,458			12,410	3,726,868	7.01%	4.36%
<i>TexPool Sub-Total</i>	22,506,076	-	-	77,061	22,583,137	42.49%	4.46%
Total Investments	\$ 64,158,017	\$ -	\$ (11,200,000)	\$ 192,675	\$ 53,150,692	100.00%	4.48%
Additional Interest on Checking Accounts				31,052			
Total Interest Earned during the current month				\$ 223,727			

Investment Portfolio Weight



3 Month Weighted Average Maturity (Days)	1.00
3 Month Weighted Average Yield	4.58%
3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 week)	4.24%
Interest Rate - Chase Hybrid Checking	2.90%
ECR - Chase	3.00%

This Investment Portfolio Report of The Harris Center for Mental Health and IDD as of February 28, 2025, is in compliance with the provisions of the Public Funds Investment Act (PFIA), Chapter 2256 of the Texas Government Code and the Investment Strategy approved by the Board of Trustees.

Approved:

Thania D. Gonzalez

Thania D. Gonzalez
 Controller

The Harris Center for Mental Health and IDD
Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits
February 28, 2025

Vendor	Description	Monthly Not-To-Exceed ⁽¹⁾	Feb-25	Fiscal Year to Date Total
Lincoln Financial Group (LFG) ⁽²⁾	Retirement Funds (401a, 403b, 457)	\$3,650,000	\$2,166,762	\$12,731,596
Blue Cross Blue Shield of TX	Health and Dental Insurance	\$3,300,000	\$0	\$12,481,126
UNUM	Life Insurance	\$310,000	\$223,527	\$1,246,940

Notes:

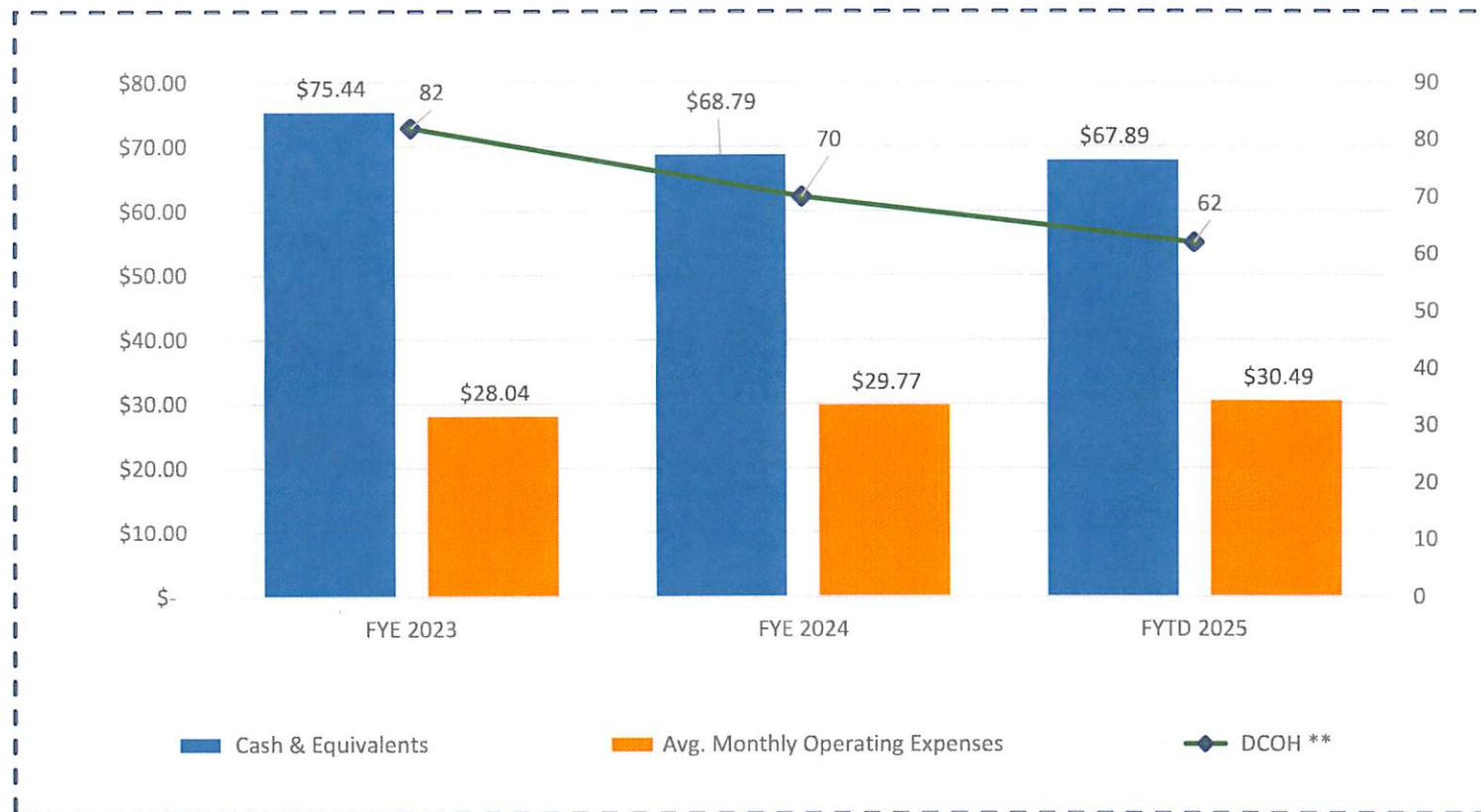
⁽¹⁾ As established by the Board Resolution approved October 22, 2024: Harris Center Board of Trustees Signature Authorization and Delegation Authority for Certain Items effective September 24, 2024.

⁽²⁾ LFG payments include transactions related to pay periods: 02A & 02B

Days-Cash-On-Hand (DCOH)– as of 02/28/2025

(amounts in millions)

The HARRIS CENTER
for
Mental Health and IDD



**DCOH = Cash & Equivalents @ Month End divided by Daily Operating Expenses

Capital Outlay – as of 02/28/2025



Projects/Funding Source	Sum of Current Month Expenditures	Sum of FYTD Expenditures
6168 Apartments	1,106,412	3,554,157
COH Loan	2,140,923	3,209,161
Fund Balance	(1,077,622)	238,526
HHSC Grant	43,111	106,470
Coffeehouse Clinic Construction	-	2,117
Bond Series 2024	-	2,117
Equipment Purchase	8,105	8,105
Fund Balance	8,105	8,105
Facilities Capital Projects	-	2,606
Fund Balance	-	2,606
IT Capital Projects	45,617	368,701
Fund Balance	45,617	368,701
Northeast Clinic Design and Construction	20,772	158,245
Bond Series 2024	-	108,541
Fund Balance	20,772	49,704
NPC Renovation	4,091	7,863
Fund Balance	4,091	7,863
ReCenter Property Purchase	-	1,949,019
Fund Balance	-	1,949,019
SW Foundation Repair	-	875
Bond Series 2024	-	875
Grand Total	1,184,997	6,051,688

Funding Source/Projects	Sum of Current Month Expenditures	Sum of FYTD Expenditures
Bond Series 2024	-	111,533
Coffeehouse Clinic Construction	-	2,117
Northeast Clinic Design and Construction	-	108,541
SW Foundation Repair	-	875
COH Loan	2,140,923	3,209,161
6168 Apartments	2,140,923	3,209,161
Fund Balance	(999,037)	2,624,524
6168 Apartments	(1,077,622)	238,526
Equipment Purchase	8,105	8,105
Facilities Capital Projects	-	2,606
IT Capital Projects	45,617	368,701
Northeast Clinic Design and Construction	20,772	49,704
NPC Renovation	4,091	7,863
ReCenter Property Purchase	-	1,949,019
HHSC Grant	43,111	106,470
6168 Apartments	43,111	106,470
Grand Total	1,184,997	6,051,688

EXHIBIT F-3

MARCH 2025

AMENDMENTS OVER 250k

MARCH 2025
FISCAL YEAR 2025

[illegible]



Executive Contract Summary

Contract Section

Contractor*

Aptean

Contract ID #*

6115

Presented To*

- ☐ Resource Committee
☐ Full Board

Date Presented*

3/18/2025

Parties* (?)

Aptean & The Harris Center for Mental Health and IDD

Agenda Item Submitted For: * (?)

- ☐ Information Only (Total NTE Amount is Less than \$250,000.00)
☒ Board Approval (Total NTE Amount is \$250,000.00 or more)
☐ Grant Proposal
☐ Revenue
☐ SOW-Change Order-Amendment#
☐ Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input checked="" type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other CT144110 |

Funding Information*

- ☐ New Contract ☒ Amendment

Contract Term Start Date* (?)

9/1/2024

Contract Term End Date* (?)

8/31/2025

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

Current Contract Amount*

\$ 384,000.00

Increase Not to Exceed*

\$ 9,010.00

Revised Total Not to Exceed (NTE)*

\$ 393,010.00

Fiscal Year* (?)

2025

Amount* (?)

\$ 393,010.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

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

The purpose of the amendment is to increase the NTE for the following tasks:

- Modify our check print; we now require 2 signatures on all checks 15K and over instead of 5K and over
- Modifying the DocuSign integration
- Case - 04138566 - #CUSTOM - Update Corporate Address for checks & PO's
- Modify the EFT Integration that updates the payee table in Ross. We need to submit and populate the Bank Account Name field with the employee's name
- Case - 04065412- Company and Division Set Up Assist

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

☐ Yes ☐ No ☒ Unknown

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

☐ Yes ☐ No ☒ Unknown

Community Partnership* (?)

☐ Yes ☐ No ☒ Unknown

Supporting Documentation Upload (?)

Harris_Center_Miscellaneous_Consulting (1).pdf

702.84KB

Aaptean Invoices 454080 451048.pdf

168.29KB

Vendor/Contractor Contact Person

Name*

Donna A. Mancinelli

Address*

Street Address

4325 Alexander Drive

Address Line 2

City

Alpharetta

State / Province / Region

GA

Postal / Zip Code

30022-3740

Country

US

Phone Number*

(201) 724-6983

Email*

Donna.Mancinelli@aptean.com

Budget Section**Budget Units and Amounts Charged to each Budget Unit**

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1130	\$ 9,010.00	553002
Budget Manager	Secondary Budget Manager	
Campbell, Ricardo	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable* (?)

34 hours x \$265.00 = \$9,010.00

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Jones, Anthony

Submission Date

2/24/2025

Budget Manager Approval(s)**Approved by***Ricardo Campbell***Approval Date**

2/24/2025

Procurement Approval**File Upload (?)****Approved by**

Sign

Approval Date**Contract Owner Approval**

Approved by

Mustafa Cechinnala

Approval Date

2/25/2025

Contracts Approval

Approve *

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

Approved by *

Belinda Stude

Approval Date *

2/25/2025



Executive Contract Summary

Contract Section

Contractor*

P-Nursing (LVNs and MAs)

Contract ID #*

2021-0149

Presented To*

- ☐ Resource Committee
☒ Full Board

Date Presented*

3/18/2025

Parties* (?)

MASTER POOLED CONTRACT. TAG-ON TO HARRIS COUNTY HOSPITAL DISTRICT (HCHD) DBA HARRIS HEALTH CONTRACT(S). TEMPORARY NURSING PERSONNEL SERVICES FOR LICENSED VOCATIONAL NURSES (LVNs) AND MEDICAL ASSISTANTS (MAs).

Agenda Item Submitted For: * (?)

- ☐ Information Only (Total NTE Amount is Less than \$250,000.00)
☒ Board Approval (Total NTE Amount is \$250,000.00 or more)
☐ Grant Proposal
☐ Revenue
☐ SOW-Change Order-Amendment#
☐ Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input checked="" type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- ☐ New Contract ☒ Amendment

Contract Term Start Date* (?)

9/1/2024

Contract Term End Date* (?)

8/31/2025

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

Current Contract Amount*

\$ 230,996.00

Increase Not to Exceed*

\$ 24,000.00

Revised Total Not to Exceed (NTE)*

\$ 254,996.00

Fiscal Year* (?)

2025

Amount* (?)

\$ 254,996.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- ☐ Personal/Professional Services
☐ Consumer Driven Contract
☐ Memorandum of Understanding
☐ Affiliation or Preceptor
☐ BAA/DUA
☐ Pooled Contract
☐ Renewal of Existing Contract

- ☐ Consultant
☐ New Contract/Agreement
☒ Amendment to Existing Contract
☐ Service/Maintenance
☐ IT/Software License Agreement
☐ Lease
☐ Other

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

For the Pasadena Group home CMAs to get paid.

Contract Owner*

Kia Walker

Previous History of Contracting with Vendor/Contractor*
☐ Yes ☒ No ☐ Unknown
Vendor/Contractor a Historically Underutilized Business (HUB)* (?)
☐ Yes ☒ No ☐ Unknown
Community Partnership* (?)
☐ Yes ☒ No ☐ Unknown
Supporting Documentation Upload (?)**Vendor/Contractor Contact Person****Name***

N/A

Address*

Street Address

N/A

Address Line 2

N/A

City

N/A

Postal / Zip Code

N/A

State / Province / Region

N/A

Country

N/A

Phone Number*

N/A

Email*

Jws@ultrastaff.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
3609	\$ 24,000.00	540502
Budget Manager		Secondary Budget Manager
Degracia, Ericka		Kerlegon, Charles

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

DeBose, Brier

Submission Date

2/25/2025

Budget Manager Approval(s)

Approved by

Ericka Degracia

Approval Date

2/25/2025

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Kia Donae Walker

Approval Date

2/26/2025

Contracts Approval

Approve*

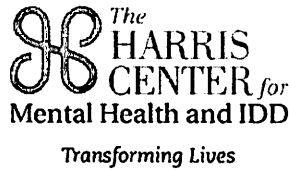
- ☒ Yes
☐ No, reject entire submission
☐ Return for correction

Approved by*

Belinda Stude

Approval Date*

2/27/2025



APPROVAL REQUEST FOR SINGLE-SOURCE VENDOR

Service Division: IDD
Payment Unit: 3355
Single-Source Vendor: CC Assessments
Contracted Service: Determination of Intellectual Disability (DID) Assessments

Request: HHSC has reallocated \$441,890.83 (ARPA funds recouped from other LIDDAs) to The Harris Center (comp code 280) via a contract amendment. The amendment was fully executed on 1/3/25.

CC Assessment is a single-source vendor able to meet volume/performance expectations within HHSC timeframes and adhere to HHSC's DID provider requirements. CC Assessment has maintained an IDD general revenue contract with The Harris Center since 2020 and is officially classified as a Historically Underutilized Business (HUB). This request is to expand CC Assessments' FY25 contract of \$49,000, by adding \$319,500 in HHSC ARPA funding (total NTE \$368,500), which must be fully exhausted by 8/31/25.

Justification:

- CC Assessments employs multiple licensed providers, all meeting HHSC's DID provider requirements, with an ability to render over 300 DIDs between March – August 2025. Prior procurement efforts (during fiscal year 2023) resulted in responses from single community providers, with severely limited capacity (less than 15 DIDs per month). These efforts netted zero contracts as no community provider was able to meet agency insurance requirements.
- CC Assessments is currently a vetted and approved agency provider (over 5 consecutive years) with no noted deficiencies.
- CC Assessments licensed providers meet HHSC's requirements to complete the DID assessment without supervision and the DID report writing. Sole providers without HHSC's required credentials are only able to conduct DIDs with proper supervision, and the resulting reports must be reviewed and endorsed by The Harris Center's psychologists, further delaying the DID process and access to care.
- Because CC Assessment is a current vendor, their psychologists are EPIC certified and able to document within our EHR.
- New ARPA funds within The Harris Center's executed amendment must be fully expended by 8/31/25; no further extensions will be granted. An experienced, credentialed vendor that can assume the needed capacity (over 300 DIDs), complete report writing, and document within EPIC by 8/31/25 is critical to ensure funding is used locally and not recouped.

Approvals

DocuSigned by:

Evanthe Collins

2/26/2025

7E1995073D95400...

Evanthe Collins, IDD Vice President

DocuSigned by:

Keena Pace

2/26/2025

44BBD0893CF948A...

Keena Pace, Chief Operating Officer

Nina Cook

2/26/2025

5163F40913774C8...

Nina Cook, Director, Purchasing Department



Executive Contract Summary

Contract Section

Contractor*

CC Assessment Services, Inc.

Contract ID #*

7871

Presented To*

- ☒ Resource Committee
☐ Full Board

Date Presented*

3/18/2025

Parties* (?)

CC Assessment Services, Inc. and The Harris Center for Mental Health and IDD

Agenda Item Submitted For: * (?)

- ☐ Information Only (Total NTE Amount is Less than \$250,000.00)
☒ Board Approval (Total NTE Amount is \$250,000.00 or more)
☐ Grant Proposal
☐ Revenue
☐ SOW-Change Order-Amendment#
☐ Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input checked="" type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input checked="" type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- ☐ New Contract ☒ Amendment

Contract Term Start Date* (?)

4/1/2025

Contract Term End Date* (?)

8/31/2025

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

NA

Current Contract Amount*

\$ 49,000.00

Increase Not to Exceed*

\$ 319,500.00

Revised Total Not to Exceed (NTE)*

\$ 368,500.00

Fiscal Year* (?)

2025

Amount* (?)

\$ 368,500.00

Funding Source*

Federal Grant

Contract Description / Type* (?)

- | | |
|--|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input checked="" type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input checked="" type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

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

Contractor will provide assistance by completing psychological testing/evaluations on the Harris Center's consumers for determination of DID eligibility/intake.

Request to increase PO/CT144412 by \$319,500.00 (APRA funding through HHSC).

Revise in the following matter:

Unit 3355 - 540503 Amt charged to unit \$49,000.00

Unit 3411 - 540403 Amt charged to unit \$319,500.00

NTE Amount for CT144412 is \$368,500.00

See attachments for supporting documentation for the increase for the PO/CT.

Contract Owner*

Dr. Evanthe Collins

Previous History of Contracting with Vendor/Contractor*

☒ Yes ☐ No ☐ Unknown

Please add previous contract dates and what services were provided*

Contract has had an established contract with The Harris Center for over 5 years. Current contract is for 09/02/2024 to 08/31/2025 to provide assistance with completing psychological testing/evaluations for IDD Eligibility/Intake department.

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

☒ Yes ☐ No ☐ Unknown

Please provide the HUB status*

MBE - Minority Owned Business, includes Asian, Black, Hispanic and Native American.

Community Partnership* (?)

☒ Yes ☐ No ☐ Unknown

Specify Name*

CC Assessment Services, Inc.

Supporting Documentation Upload (?)

Approval Request for Single Source Vendor.pdf	319.27KB
7871_CC_Assessment_-_FY25_Standard_Direct_Care_Contract_Renewal_Amendment.docx f.e_.pdf	437.44KB
FY25 - LIDDA Amendment No 3.pdf	1.67MB
Revised Exhibit A CC Assessment Services Inc.pdf	72.24KB
FY25 - PO CT144412.pdf	162.01KB

Vendor/Contractor Contact Person**Name ***

Catherine Lewis, Owner

Address *

Street Address

13030 Terrace Run Lane

Address Line 2

City

Houston

Postal / Zip Code

77044

State / Province / Region

Texas

Country

USA

Phone Number *

8503228673

Email *

catherine.lewis@ccassessments.org

Budget Section**Budget Units and Amounts Charged to each Budget Unit**

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
3355	\$ 49,000.00	540503

Budget Manager

Degracia, Ericka

Secondary Budget Manager

Kerlegon, Charles

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
3411	\$ 319,500.00	540503

Budget Manager

Degracia, Ericka

Secondary Budget Manager

Kerlegon, Charles

Provide Rate and Rate Descriptions if applicable* (?)

See attachments for existing contractual agreement, PO/CT
and revised Exhibit A for the increase request.

Project WBS (Work Breakdown Structure) * (?)

NA

Requester Name

Childs, Margo

Submission Date

2/26/2025

Budget Manager Approval(s)

Approved by

Ericka Degracia

Approval Date

2/26/2025

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Charles Kerlogon

Approval Date

2/26/2025

Contracts Approval

Approve *

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

Approved by *

Belinda Stude

Approval Date *

2/27/2025

EXHIBIT F-4

MARCH 2025 INTERLOCAL AGREEMENTS



Executive Contract Summary

Contract Section

Contractor*

Dallas County MHMR d/b/a Metrocare Services

Contract ID #*

2025-1025

Presented To*

- ☒ Resource Committee
☐ Full Board

Date Presented*

3/18/2025

Parties* (?)

Metrocare Services and The Harris Center Crisis Line

Agenda Item Submitted For: * (?)

- ☒ Information Only (Total NTE Amount is Less than \$250,000.00)
☐ Board Approval (Total NTE Amount is \$250,000.00 or more)
☐ Grant Proposal
☐ Revenue
☐ SOW-Change Order-Amendment#
☐ Other

Procurement Method(s) *

Check all that Apply

- | | |
|---|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input checked="" type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information *

- ☒ New Contract ☐ Amendment

Contract Term Start Date* (?)

3/1/2025

Contract Term End Date* (?)

2/28/2026

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

Fiscal Year* (?)

2025

Amount* (?)

\$ 0.00

Funding Source*

Private Pay Source

Contract Description / Type* (?)

- | | |
|---|---|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input checked="" type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

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

The purpose is to allow an exchange of information on 988 calls in the Dallas County area that may need suicide prevention and crisis intervention services, especially callers that identify as Metrocare clients.

Contract Owner*

Jennifer Battle

Previous History of Contracting with Vendor/Contractor*

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

Community Partnership* (?)

☒ Yes ☐ No ☐ Unknown

Specify Name*

community center

Supporting Documentation Upload (?)

Harris Center - Metrocare 988 MOU DRAFT1.docx

153.42KB

Vendor/Contractor Contact Person**Name***

Patricia Wordell

Address*

Street Address

3330 S. Lancaster Rd

Address Line 2

City

Dallas

Postal / Zip Code

75216

State / Province / Region

Texas

Country

USA

Phone Number*

469-589-4377

Email*

patricia.wordell@metrocareservices.org

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
7001	\$ 0.00	n/a

Budget Manager

Ilejay, Kevin

Secondary Budget Manager

Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable* (?)

n/a

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name

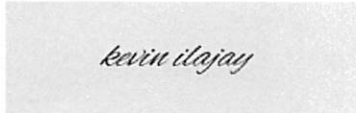
Cote, Janice

Submission Date

2/10/2025

Budget Manager Approval(s)

Approved by



Approval Date

2/10/2025

Procurement Approval

File Upload (?)

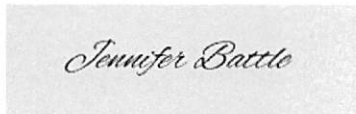
Approved by



Approval Date

Contract Owner Approval

Approved by



Approval Date


2/11/2025

Contracts Approval

Approve*

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

Approved by*



Approval Date*

2/19/2025



Executive Contract Summary

Contract Section

Contractor*

Harris County

Contract ID #*

2023-0659

Presented To*

- ☐ Resource Committee
☒ Full Board

Date Presented*

3/18/2025

Parties* (?)

Harris County and the Harris Center for MH and IDD

Agenda Item Submitted For: * (?)

- ☒ Information Only (Total NTE Amount is Less than \$250,000.00)
☐ Board Approval (Total NTE Amount is \$250,000.00 or more)
☐ Grant Proposal
☐ Revenue
☐ SOW-Change Order-Amendment#
☐ Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- ☒ New Contract ☐ Amendment

Contract Term Start Date* (?)

3/1/2025

Contract Term End Date* (?)

2/28/2026

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

tentative term pending contract finalization

Fiscal Year* (?)

2025

Amount* (?)

\$ 0.00

Funding Source*

County

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input checked="" type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

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

Provide crisis respite services to youth between the ages of 13-17 years old who are being diverted from juvenile detention center to create a normalized environment, provide a venue for biological, psychological and social interventions targeted at the current crisis, while fostering community and family reintegration. Expanding to additional cottage #5.

Contract Owner*

Sean McElroy

Previous History of Contracting with Vendor/Contractor*

☒ Yes ☐ No ☐ Unknown

Please add previous contract dates and what services were provided*

Youth Diversion Center Cottage 3
Jan 24 - Jan 25

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

☐ Yes ☐ No ☒ Unknown

Community Partnership* (?)

☒ Yes ☐ No ☐ Unknown

Specify Name*

Harris County

Supporting Documentation Upload (?)**Vendor/Contractor Contact Person****Name***

Harris County Resources for Children and Adults

Address*

Street Address

2525 Murworth Drive

Address Line 2

City

Houston

Postal / Zip Code

77054-1623

State / Province / Region

TX

Country

US

Phone Number*

713-394-4000

Email*

joel.levine@cps.chtx.net

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
6500	\$ 0.00	000000

Budget Manager

Williams-Wesley, Sheenia

Secondary Budget Manager

Reyes, Elizabeth

Provide Rate and Rate Descriptions if applicable* (?)

n/a

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name

Williams-Wesley, Sheenia

Submission Date

2/28/2025

Budget Manager Approval(s)

Approved by

Sheenia Williams-Wesley

Approval Date

2/28/2025

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Sean McElroy

Approval Date

3/3/2025

Contracts Approval

Approve*

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

Approved by*

Belinda Stude

Approval Date*

3/3/2025



Executive Contract Summary

Contract Section

Contractor*

Harris County Hospital District d/b/a Harris Health

Contract ID #*

n/a

Presented To*

- ☒ Resource Committee
☐ Full Board

Date Presented*

3/18/2025

Parties* (?)

The Harris Center for MH and IDD Services and Harris Health Pharmacy-Correctional Health and TCOOMMI

Agenda Item Submitted For: * (?)

- ☒ Information Only (Total NTE Amount is Less than \$250,000.00)
☐ Board Approval (Total NTE Amount is \$250,000.00 or more)
☐ Grant Proposal
☐ Revenue
☐ SOW-Change Order-Amendment#
☐ Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- ☒ New Contract ☐ Amendment

Contract Term Start Date* (?)

9/1/2024

Contract Term End Date* (?)

8/31/2025

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

Fiscal Year* (?)

2024

Amount* (?)

\$ 20,000.00

Fiscal Year* (?)

2025

Amount* (?)

\$ 30,000.00

Funding Source*

State

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input checked="" type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

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

TCCOMMI reimburses the cost of medications for patients returning competent to stand trial from state hospital for up to 3 months. This reimbursement must go through the local LMHA-Harris Center. Harris Health is responsible for the cost of the patient's medication in the HCSO Jail when they are returned competent to stand trial not Harris Center. We Harris Center will forward the reimbursement to Harris Health designated point of contact once reimbursement is received.

Contract Owner*

Sean McElroy

Previous History of Contracting with Vendor/Contractor*
☐ Yes ☐ No ☒ Unknown
Vendor/Contractor a Historically Underutilized Business (HUB)* (?)
☐ Yes ☐ No ☒ Unknown
Community Partnership* (?)
☒ Yes ☐ No ☐ Unknown
Specify Name*

Harris County

Supporting Documentation Upload (?)**Vendor/Contractor Contact Person****Name***

Leroy Perkins

Address*

Street Address

1200 Baker Street

Address Line 2

City

Houston

Postal / Zip Code

77002-1206

State / Province / Region

TX

Country

United States

Phone Number*

3462862428

Email*

leroy.perkins@harrishealth.org

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
6302	\$ 50,000.00	547006
Budget Manager		Secondary Budget Manager
Williams-Wesley, Sheenia		Reyes, Elizabeth

Provide Rate and Rate Descriptions if applicable* (?)

n/a

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name

Williams-Wesley, Sheenia

Submission Date

2/28/2025

Budget Manager Approval(s)

Approved by

Sheenia Williams-Wesley

Approval Date

2/28/2025

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Sean McElroy

Approval Date

3/3/2025

Contracts Approval

Approve*

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

Approved by*

Belinda Stude

Approval Date*

3/3/2025

Executive Contract Summary

Contract Section

Contractor*

Harris County Pretrial Services

Contract ID #*

2025-1007

Presented To*

- ☒ Resource Committee
☐ Full Board

Date Presented*

3/18/2025

Parties* (?)

Harris County Pretrial Services and The Harris Center for MH and IDD Services

Agenda Item Submitted For: * (?)

- ☐ Information Only (Total NTE Amount is Less than \$250,000.00)
☒ Board Approval (Total NTE Amount is \$250,000.00 or more)
☐ Grant Proposal
☐ Revenue
☐ SOW-Change Order-Amendment#
☐ Other

Procurement Method(s) *

Check all that Apply

- ☐ Competitive Bid
☐ Request for Proposal
☐ Request for Application
☐ Request for Quote
☒ Interlocal
☐ Not Applicable (If there are no funds required)
☐ Competitive Proposal
☐ Sole Source
☐ Request for Qualification
☐ Tag-On
☐ Consumer Driven
☐ Other

Funding Information *

- ☒ New Contract ☐ Amendment

Contract Term Start Date* (?)

3/1/2025

Contract Term End Date* (?)

11/30/2025

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

new funding from county off-cycle pending receipt of funds

Fiscal Year* (?)

2025

Amount* (?)

\$ 300,000.00

Fiscal Year* (?)

2026

Amount* (?)

\$ 100,000.00

Funding Source*

County

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input checked="" type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other <input type="text"/> |

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

This will serve as a pilot for felony defendants to increase court appearance rates. The provider will engage felony releases to provide needs assessment and appropriate community referrals.

Contract Owner*

Sean McElroy

Previous History of Contracting with Vendor/Contractor*

☒ Yes ☐ No ☐ Unknown

Please add previous contract dates and what services were provided*

December 2023 - November 2024; Community Assistance
Referral Program for felony and misdemeanors

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

☐ Yes ☐ No ☒ Unknown

Community Partnership* (?)

☒ Yes ☐ No ☐ Unknown

Specify Name*

Harris County

Supporting Documentation Upload (?)**Vendor/Contractor Contact Person****Name***

Natalie Michailides

Address*

Street Address

600 North San Jacinto Street

Address Line 2

City

Houston

Postal / Zip Code

77002

State / Province / Region

TX

Country

US

Phone Number*

8329273501

Email*

natalie.michailides@pts.hctx.net

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
6004	\$ 400,000.00	540000
Budget Manager	Secondary Budget Manager	
Williams-Wesley, Sheenia	Reyes, Elizabeth	

Provide Rate and Rate Descriptions if applicable* (?)

n/a

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name

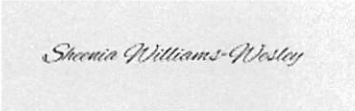
Williams-Wesley, Sheenia

Submission Date

2/28/2025

Budget Manager Approval(s)

Approved by



Approval Date

2/28/2025

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by



Approval Date

3/3/2025

Contracts Approval

Approve*

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

Approved by *

Belinda Stude

Approval Date *

3/3/2025

Executive Contract Summary

Contract Section

Select Header For This Contract *

Interlocal

Contractor *

Harris County Sheriff's Office

Contract ID # *

2025-1006

Presented To *

- ☒ Resource Committee
- ☐ Full Board

Date Presented *

2/18/2025

Parties * (?)

Harris County Sheriff's Office and The Harris Center for Mental Health and IDD

Agenda Item Submitted For: * (?)

- ☐ Information Only (Total NTE Amount is Less than \$250,000.00)
- ☒ Board Approval (Total NTE Amount is \$250,000.00 or more)
- ☐ Grant Proposal
- ☒ Revenue
- ☐ SOW-Change Order-Amendment#
- ☐ Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information *

- ☒ New Contract ☐ Amendment

Contract Term Start Date * (?)

9/1/2024

Contract Term End Date * (?)

9/30/2025

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

Fiscal Year* (?)

2025

Funding Source*

County

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input checked="" type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

How does this contract support Agency/Unit Strategic priorities?*

The agency's strategic plan aims to expand program availability and services and reach all Harris County zip codes. The CIRT program services all of Harris County, partnering with licensed clinicians to complete mental health assessments and collaborating with Harris County Sheriff's deputies. This contract funds three additional clinicians to aid in suicide prevention, identify individuals who may also be a danger to others and deteriorate, and link these individuals to MH treatment.

Contract Owner*

Kim Kornmayer

Previous History of Contracting with Vendor/Contractor*☒ Yes ☐ No ☐ Unknown**Please add previous contract dates and what services were provided***

Currently under contract

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)☐ Yes ☐ No ☒ Unknown**Community Partnership* (?)**☒ Yes ☐ No ☐ Unknown**Specify Name***

Harris County

Supporting Documentation Upload (?)

Upload

Vendor/Contractor Contact Person**Name***

Victoria Jimenez, Legal Director

Address*

Street Address

1200 Baker Street, 2nd fl.

Address Line 2

City

Houston

State / Province / Region

Texas

Postal / Zip Code

77002

Country

United States

Phone Number*

7132216000

Email*

Victoria.Jimenez@Sheriff.hctx.net

Budget Section**Budget Units and Amounts Charged to each Budget Unit****Budget Unit Number***

9228

Amount Charged to Unit*

\$ 953,030.00

Expense/GL Code No.*

403011

Budget Manager

Oshman, Jodel

Secondary Budget Manager

Ramirez, Priscilla

Provide Rate and Rate Descriptions if applicable* (?)

Pursuant to the ILA the agency will submit a detailed report and invoice to the county for review and approval monthly prior to any monthly drawdown.

Project WBS (Work Breakdown Structure)* (?)

na

Requester Name

Singh, Patricia

Submission Date

1/10/2025

Budget Manager Approval(s)**Approved by***Jodel Oshman***Approval Date**

1/10/2025

Procurement Approval**File Upload (?)**

Upload

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Kim Kornmayer

Approval Date

1/10/2025

Contracts Approval

Approved by

Belinda Stude

Approval Date

1/10/2025

Final Board Report Comments

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

This is a revenue replacement contract for 392,354. Harris County is funding 3 CIRT clinicians for the Crisis Intervention Response Team program. This will cover all expenditures for the 2024/25 Fiscal year. The Harris Center will provide all services as outlined in its responsibilities.

Product/Service Description

New Agreement

Revised Comments For Board Report *

New Interlocal (replacement) to provide funding for 9 CIRT clinicians for the Crisis Intervention Response Team program. This includes additional funding from Harris County for 6 additional CIRT clinicians. This will cover all expenditures for the 2025/26 Fiscal year. The Harris Center will provide all services. [FY25/26 Revenue NTE: \$953,030.00].

Exclude this ECS from Board Report? *

☐ Yes ☒ No



Executive Contract Summary

Contract Section

Contractor*

The University of Texas at Austin

Contract ID #*

UT AUS-SUB00000245AM3

Presented To*

- ☒ Resource Committee
☐ Full Board

Date Presented*

3/18/2025

Parties* (?)

The Harris Center for Mental Health and IDD; Early Onset for Psychosis Program; University of Texas at Austin

Agenda Item Submitted For: * (?)

- ☐ Information Only (Total NTE Amount is Less than \$250,000.00)
☐ Board Approval (Total NTE Amount is \$250,000.00 or more)
☐ Grant Proposal
☐ Revenue
☒ SOW-Change Order-Amendment#
☐ Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input checked="" type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- ☐ New Contract ☒ Amendment

Contract Term Start Date* (?)

9/11/2020

Contract Term End Date* (?)

8/31/2025

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

Current Contract Amount*

\$ 24,167.00

Increase Not to Exceed*

\$ 0.00

Revised Total Not to Exceed (NTE)*

\$ 24,167.00

Fiscal Year* (?)

2025

Amount* (?)

\$ 24,167.00

Funding Source*

State Grant

Contract Description / Type* (?)

- ☐ Personal/Professional Services
☐ Consumer Driven Contract
☐ Memorandum of Understanding
☐ Affiliation or Preceptor
☐ BAA/DUA
☐ Pooled Contract
☐ Renewal of Existing Contract

- ☐ Consultant
☐ New Contract/Agreement
☒ Amendment to Existing Contract
☐ Service/Maintenance
☐ IT/Software License Agreement
☐ Lease
☐ Other

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

Changes to the current scope of work and deobligation of funds. See attached document.

Contract Owner*

Lance Britt

Previous History of Contracting with Vendor/Contractor*
☒ Yes
 ☐ No
 ☐ Unknown
Please add previous contract dates and what services were provided*

UTAUS-SUB00000245AM3

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)
☐ Yes
 ☐ No
 ☒ Unknown
Community Partnership* (?)
☐ Yes
 ☐ No
 ☒ Unknown
Supporting Documentation Upload (?)

UTAUS-SUB00000245AM3_HCMH_UTA20-001150_Amd_3_v1.pdf

653.87KB

Vendor/Contractor Contact Person**Name***

Office of Sponsored Projects-Contracts Coordinator

Address*

Street Address

Office of Sponsored Projects - Peter T Flawn Academic Center (FAC)

Address Line 2

2304 Whitis Ave Ste. 426

City

Austin

State / Province / Region

TX

Postal / Zip Code

78712

Country

USA

Phone Number*

512-471-6424

Email *

osp@austin.utexas.edu

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2424	\$ 0.00	NA
Budget Manager		Secondary Budget Manager
Smith, Janai		Shelby, Debbie

Provide Rate and Rate Descriptions if applicable* (?)

NA

Project WBS (Work Breakdown Structure)* (?)

NA

Requester Name

Boswell, Jennifer

Submission Date

2/12/2025

Budget Manager Approval(s)

Approved by

Janai Lynnette Smith

Approval Date

2/13/2025

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Lance Britt

Approval Date

2/13/2025

Contracts Approval

Approve*

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

Approved by*

Belinda Stude

Approval Date*

2/14/2025

EXHIBIT F-5

Status **Pending** PolicyStat ID **17504195**



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

Owner Kendra Thomas: Counsel
 Area Leadership
 Document Type Agency Policy

LD.A.1 - Business Associate Policy

1. PURPOSE:

The purpose of this policy is to ensure The Harris Center executes Business Associate agreements in compliance with the relevant provisions of Health Insurance Portability and Accountability Act of 1996 (HIPAA) to establish the permitted and required uses and disclosures of protected health information (PHI).

2. POLICY:

It is the policy of The Harris Center to enter into business associate agreements in compliance with the relevant provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended. The Business Associate must sign the Business Associate agreement prior to performing any services on behalf of the Harris Center. The Harris Center shall allow its business associates to create, receive, maintain, or transmit protected health information (PHI) on its behalf, if the Harris Center obtains satisfactory written assurance that the business associate will appropriately maintain the privacy and security of the PHI and fulfill HIPAA business associate obligations.

3. APPLICABILITY/SCOPE

All Harris Center programs, employees, volunteers, interns, contractors and business associates.

4. PROCEDURES:

[Business Associate](#)

5. RELATED POLICIES/FORMS:

Business Associate Agreement

6. REFERENCES: RULES/REGULATIONS/
STANDARDS:

Health Insurance Portability and Accountability Act of 1996, 45 C.F.R. Parts 160 and 164

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	02/2025
Legal Review	Kendra Thomas: Counsel	01/2025
Initial Assignment	Kendra Thomas: Counsel	01/2025

EXHIBIT F-6

Status **Pending** PolicyStat ID **17504207**



Origination 03/2022
 Last Approved N/A
 Effective Upon Approval
 Last Revised 04/2024
 Next Review 1 year after approval

Owner Kendra Thomas: Counsel
 Area Leadership
 Document Type Agency Policy

LD.A.12 Compliance Program

1. PURPOSE:

To ensure The Harris Center complies with all federal, state, and local laws and regulations.

2. POLICY:

It is the policy of The Harris Center to provide services pursuant to the highest ethical, business, and legal standards. The Harris Center through its Compliance Plan will perpetuate a culture that promotes prevention, detection, and resolution of instances of conduct that do not conform to federal, state, and local laws.

3. APPLICABILITY/SCOPE:

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

4. PROCEDURES:

[Whistleblower](#)

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

[The Harris Center Compliance Plan](#)

[Whistleblower](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

CARF1.A.6.a.,b.

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	02/2025
Legal Review	Kendra Thomas: Counsel	01/2025
Initial Assignment	Kendra Thomas: Counsel	01/2025

EXHIBIT F-7

Status **Pending** PolicyStat ID **17504208**



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

Owner Kendra Thomas:
 Counsel
 Area General
 Administration
 Document Type Agency Policy

GA.A.2 Lobbying

1. PURPOSE:

The purpose of this policy is to encourage employees to participate in lawful political activities on the employee's own personal time and not on behalf of The Harris Center or at any of our facilities.

2. POLICY:

The Harris Center believes its employees should be free to participate in lawful political activity as they see fit. It is the policy of The Harris Center that the following lobbying and political activities are prohibited while on duty at The Harris Center:

- Use any equipment (computer, fax, phone, copier)
- Demonstrating
- Circulating petitions
- Soliciting votes at any time in any work area of The Harris Center
- Conducting or participating in polls
- Fundraising
- Sending political messages or materials to co-workers
- Harassment of any co-workers regarding political preferences

Participating in these activities must be conducted on the employee's own time and should in no way suggest The Harris Center's support. Vacation leave may be requested to conduct such activities.

ADDITIONAL PROHIBITED ACTIVITIES OF AGENCIES AND INDIVIDUALS

- a. The Harris Center and employees may not use any money under its control, including appropriated money, to finance or otherwise support the candidacy of a person for an office in the legislative, executive, or judicial branch of state government or of the government of the United States. This prohibition extends to the direct or indirect employment of a person to perform an action described by this section.
- b. The Harris Center and employees may not use leased vehicles to engage in any prohibited acts outlined in this policy.
- c. The Harris Center and employees may not use appropriated money to attempt to influence the passage or defeat of a legislative measure. This section does not prohibit employees from using resources to provide public information or to provide information responsive to a request.
- d. The Harris Center and employees may not use their official authority or influence, or permit the use of a program administered by The Harris Center to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
- e. The Harris Center and employees must not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.

EMPLOYMENT OF LOBBYIST

- a. The Harris Center may not use appropriated money to employ, as a regular full-time, part-time, or contract employee, a person is required by state law to register as a lobbyist.
- b. The Harris Center may not use appropriated money to pay, on behalf of The Harris Center or an officer or employee of The Harris Center, membership dues to an organization that pays part or all of the salary of a person who is required by state law to register as a lobbyist.
- c. If the Harris Center violates Subsection (a) it is subject to a reduction of amounts appropriated for administration by the General Appropriations Act for the biennium following the biennium in which the violation occurs in an amount not to exceed \$100,000 for each violation.

RESTRICTIONS ON LOBBYING EXPENDITURES

- a. The Harris Center may not use state funds to pay:
 - 1. lobbying expenses incurred by The Harris Center;
 - 2. a person or entity that is required to register with the Texas Ethics Commission under Chapter 305;
 - 3. any partner, employee, employer, relative, contractor, consultant, or related entity of a person or entity described who is required to register with the Texas Ethics Commission); or
 - 4. a person or entity that has been hired to represent associations or other entities for the purpose of affecting the outcome of legislation, agency rules, ordinances, or other government policies.

- b. A political subdivision or private entity that violates Subsection (a) is not eligible to receive additional state funds.

DISCIPLINARY ACTION

Any Harris Center employee who is in violation of this policy may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

3. APPLICABILITY/SCOPE:

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

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

NA

5. PROCEDURES:

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Texas Gov't Code Ch. 556

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	02/2025
Legal Review	Kendra Thomas: Counsel	01/2025
Initial Assignment	Kendra Thomas: Counsel	01/2025

EXHIBIT F-8

Status **Pending** PolicyStat ID **17504203**



Origination	06/2020
Last Approved	N/A
Effective	Upon Approval
Last Revised	02/2023
Next Review	1 year after approval

Owner	Kendra Thomas: Counsel
Area	Leadership
Document Type	Agency Policy

LD.A.11 - Management of Legal Documents & Litigation

1. PURPOSE:

To ensure all staff of The Harris Center for Mental Health & Intellectual and Developmental Disability (The Harris Center) properly respond to service of lawsuits, court orders, legal documents and other official notices.

2. POLICY:

It is the policy of The Harris Center to comply and respond timely to lawsuits, court orders, legal documents or other official documents served on The Harris Center to avoid any delay in legal proceedings and to protect the legal rights of The Harris Center, its staff and persons served.

The Harris Center's Legal Services Department is administratively responsible for all legal matters related to The Harris Center, including management of litigation.

3. APPLICABILITY/SCOPE:

All Harris Center Staff, contractors, volunteers and interns.

4. PROCEDURES:

A person served with a lawsuit, legal document, court order, or other official notice related to behavioral healthcare services provided to persons served or any business conducted by The Harris Center must immediately notify the Legal Services Department. A lawsuit, court order, legal document and/or official notices and any accompanying documents shall be immediately forwarded to the Legal Services Department and the Chief Executive Officer for review. This will ensure service is proper and meets legal

requirements, will avoid delay, and will protect the interests of The Harris Center, staff, volunteers, interns, contractors, and persons served.

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

[Subpoenas](#)
[Confidentiality and Disclosure of Patient/ Individual Health Information](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

The Harris Center Compliance Plan

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	02/2025
Legal Review	Kendra Thomas: Counsel	01/2025
Initial Assignment	Kendra Thomas: Counsel	01/2025

EXHIBIT F-9

Status **Pending** PolicyStat ID **17504201**



Origination 03/2023

Last Approved N/A

Effective Upon Approval

Last Revised 03/2023

Next Review 1 year after approval

Owner Joseph Gorczyca

Area Human Resources

Document Type Agency Policy

HR.A.32 Religious Accommodations

1. PURPOSE:

The purpose of this policy is to extend equal employment opportunities to all The Harris Center for Mental Health and Intellectual and Developmental Disabilities (The Harris Center) employees.

2. POLICY:

The Harris Center has a strong commitment to equal employment opportunities for all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, The Harris Center will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement unless doing so would create an undue hardship for The Harris Center.

Any person who believes they need an accommodation because of their religious beliefs, practices, or lack thereof, may request an accommodation because of their religious beliefs, practices, or lack thereof, from the Human Resource Department.

3. APPLICABILITY/SCOPE:

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

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

[Equal Employment Opportunity Policy](#)
[Employment Policy](#)
Request for Reasonable Accommodation form

5. PROCEDURES:

[Religious Accommodation Procedure](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

The Harris Center's Policy and Procedure Handbook
Title VII of the Civil Rights Act of 1964, 42 U.S.C 2000-a (1) (2)

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	02/2025
2nd Legal Review	Kendra Thomas: Counsel	02/2025
1st Legal Review	Bijul Enaohwo	02/2025
Department Review	Joseph Gorczyca	02/2025
Initial Assignment	Joseph Gorczyca	02/2025

EXHIBIT F-10

Status **Pending** PolicyStat ID **16214778**



Origination 07/2021
 Last Approved N/A
 Effective Upon Approval
 Last Revised 09/2023
 Next Review 1 year after approval

Owner Gertrude Leidich:
 Vice President
 Clinical
 Transformation
 and Quality
 Area Medical Services
 Document Type Agency Policy

MED.A.4 System Quality, Safety and Experience Committee

1. PURPOSE:

The purpose of this policy is to promote best practices, improve the quality, and safety of patient care, and reduce risk to patients through an environment that encourages internal reporting and ongoing evaluation and analysis of processes and occurrences. The System Quality, Safety, and Experience Committee was operationalized by the Professional Review Committee (PRC) and is a sub-committee of the PRC.

2. POLICY:

It is the policy of the System Quality, Safety and Experience Committee to continually enhance the quality and safety of patient care at The Harris Center through a systematic and collaborative approach that supports the ongoing evaluation of The Harris Center's patient care processes and services.

3. APPLICABILITY/SCOPE:

This policy applies to all staff and contractors of The Harris Center for Mental Health and IDD and the services provided.

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

- Reporting Allegations of Abuse, Neglect and Exploitation
- Confidentiality Guidelines for Participants in System Quality, Safety and Experience Committee Process

- Incident Review Form - Patient Safety Committee
- Incident Referral Form - Patient Safety Committee

5. PROCEDURES:

- Pharmacy and Therapeutics Committee
- Infection Prevention
- System Accreditation
- All PI Councils and internal learning collaboratives (e.g., Zero Suicide, Substance Use Disorders)
- Approval of Care Pathways
- Patient Experience / Satisfaction

System Quality, Safety and Experience Committee Procedure

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Texas Medical Practices Act, 3 Tex. Occ. Code §151
- Requirements Relating to Medical Peer Review, 3 Tex. Occ. Code §160
- Nursing Peer Review, 3 Tex. Occ. Code §303
- Incident-based Nursing Peer Review & Whistleblower Protections, 22 Tex. Admin. Code §217.19
- Rights and Protections of Persons Receiving Mental Health Services, 25 Tex. Admin. Code §414

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	12/2024
Final Legal Review	Kendra Thomas: Counsel	12/2024
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	10/2024
Initial Assignment	Gertrude Leidich: Vice President Clinical Transformation and Quality	09/2024

EXHIBIT F-11

Status **Pending** PolicyStat ID **17504204**



Origination	03/2023	Owner	Kendra Thomas: Counsel
Last Approved	N/A	Area	Leadership
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	04/2024		
Next Review	1 year after approval		

LD.A.18 The Development and Maintenance of Center Policies

1. PURPOSE:

The purpose of this policy is to establish the guidelines of The Harris Center for Mental Health and IDD (The Harris Center) for the development of agency policies.

2. POLICY:

It is the policy of The Harris Center to develop and maintain policies and procedures, which define the internal management and operations of the agency. All policies, procedures, plans, protocols notices and all other regulatory documents shall comply with state/local contracts, grants, rules, regulations, The Harris Center's Board of Trustees' policies and other applicable statutes. Polices shall be reviewed and updated at least annually, unless changes in regulations, laws, changes within The Harris Center's privacy practices or The Harris Center business needs require an earlier review.

Updated copies of the agency's policies are maintained within a data management system accessible to all staff. Suggestions for the development of new agency policies or revisions to existing policies may be made by contacting The Harris Center's Compliance department. When immediate action is needed and timing precludes the normal review and approval, process, the CEO may issue Administrative Directives that are followed up with the formal policy and procedure development process. Board Committee and Full Board meeting agendas will include two sections, as it relates to policies. One section will include new and revised policies for consideration. The other section will include policies with no substantive changes from review period to review period, but which require an annual review and approval.

3. APPLICABILITY/SCOPE:

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

4. PROCEDURES:

[Policy Changes Outside of Board Review and Approval](#)

5. RELATED POLICIES/FORMS:

Bylaws of the Board of Trustees of the Harris Center for Mental Health and Intellectual Developmental Disabilities

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

CARF Section 1. Aspire to Excellence

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	02/2025
Legal Review	Kendra Thomas: Counsel	01/2025
Initial Assignment	Kendra Thomas: Counsel	01/2025

EXHIBIT F-12

Status **Pending** PolicyStat ID **17354004**



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

Owner	Luc Josaphat: Director of Quality Assurance
Area	General Administration
Document Type	Agency Policy

GA.A.7 Community Needs Assessment Policy

1. PURPOSE:

The purpose of this policy is to establish a systematic approach for conducting community needs assessments to identify and address the needs and priorities of the community effectively.

2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD to conduct regular triennial community needs assessment to gather data and insights about the community's needs, preferences, and challenges. The assessment process will involve engaging with community members, stakeholders, and partners to ensure a comprehensive understanding of the community's needs. The findings from the assessments will inform the strategic planning for programs and services.

3. APPLICABILITY/SCOPE:

This policy applies to all departments and staff involved in planning, developing, and delivering programs and services within The Harris Center for Mental Health and IDD. It also applies to any external partners or contractors engaged in conducting community needs assessments on behalf of the organization.

4. RELATED POLICIES/FORMS:

5. PROCEDURE:

[Community Needs Assessment](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Texas Administrative Code, Title 26, Part 1, Chapter 306, Subchapter C,
CCBHC Program Requirement 1: Needs Assessment and Staffing: 1.a.1

Attachments

 [The Harris Center Community Needs Assessment 2024 .docx](#)

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO	Wayne Young: Exec	02/2025
Legal	Kendra Thomas: Counsel	01/2025
Department Review 2	Luming Li: Chief Medical Ofcr (1101 1817)	01/2025
Department Review	Gertrude Leidich: Vice President Clinical Transformation and Quality	01/2025
Initial	Luc Josaphat: Director of Quality Assurance	01/2025

EXHIBIT F-13

Status **Pending** PolicyStat ID **17053886**



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

Owner	Lauren Kainer: RPh
Area	Medical Services
Document Type	Agency Policy

Pharmacy Copay Assistance Policy

1. PURPOSE:

The purpose of this policy is to establish Standard Pharmacy Operations for The Harris Center's Class A Community Pharmacies and Class C Institutional Pharmacy regarding any pharmacy copay assistance in accordance with all rules outlined by the Texas Administrative Code, The Centers For Medicaid & Medicare Services, and current Agency Third Party Payor Contracts.

2. POLICY:

It is the policy of The Harris Center Pharmacies to aid patients with the cost of their prescription copays for drugs prescribed by a Harris Center physician when deemed clinically necessary and appropriate to ensure continued quality and safety of patient care as defined by the Texas Administrative Code.

3. APPLICABILITY/SCOPE:

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

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

N/A

5. PROCEDURE:

[Pharmacy Copay Financial Assistance Procedure](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Charges for Community Services, 26 Tex. Admin. Code § 301.101-301.119

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO/Board Approval	Wayne Young: Exec	02/2025
Legal 2nd Review	Kendra Thomas: Counsel	01/2025
Pharmacy &Therapeutic Committee	Holly Cumbie: RPh	01/2025
Legal 1st Review	Obiajulu Enaohwo	01/2025
CMO Review	Luming Li: Chief Medical Ofcr (1101 1817)	12/2024
Pharmacy Department Review	Lauren Kainer: RPh	12/2024
Initial	Tanya White: Mgr	12/2024

EXHIBIT F-14

Status **Pending** PolicyStat ID **17016128**



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

Owner	Lauren Kainer: RPh
Area	Medical Services
Document Type	Agency Policy

Pharmacy Data and Record Retention Policy

1. PURPOSE:

The purpose of this policy is to establish standard pharmacy operations for the Harris Center's Pharmacies for the proper storage, retrieval, and retention of all pharmacy data (electronic and hard copy) in accordance with all rules outlined by the Texas State Board of Pharmacy within the Texas Administrative Code, specifically Chapter 291 regarding pharmacy operations, The Drug Enforcement Agency, The Centers For Medicaid & Medicare Services, and current agency third party payor contracts.

2. POLICY:

It is the policy of The Harris Center Pharmacies to practice proper storage and retention of pharmacy data and documents to assure easy retrieval when needed by pharmacy staff, auditors, or regulatory bodies.

3. APPLICABILITY/SCOPE:

All Harris Center Pharmacies and Staff

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

N/A

5. PROCEDURE:

[Pharmacy Record Retention Procedure](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Records, 22 Tex. Admin. Code § 291.34

Records, 22 Tex. Admin. Code § 291.75

[The Drug Supply Chain Security Act \(DSCSA\)](#)

Centers for Medicare and Medicaid Services §482.24(c)(1)

[Drug Enforcement Administration Pharmacist Manual](#)

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO/Board Approval	Wayne Young: Exec	02/2025
Legal 2nd Review	Kendra Thomas: Counsel	01/2025
Pharmacy &Therapeutic Committee	Holly Cumbie: RPh	01/2025
Legal 1st Review	Obiajulu Enaohwo	01/2025
CMO Review	Luming Li: Chief Medical Ofcr (1101 1817)	12/2024
Pharmacy Department Review	Lauren Kainer: RPh	12/2024
Initial	Tanya White: Mgr	12/2024

EXHIBIT F-15

Status **Pending** PolicyStat ID **17053874**



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

Pharmacy Staffing Policy

1. PURPOSE:

The purpose of this policy is to establish Standard Pharmacy Operations for The Harris Center's Class A Community Pharmacies and Class C Institutional Pharmacy for proper pharmacy staffing needs in accordance with all rules outlined by the Texas State Board of Pharmacy within the Texas Administrative Code, specifically Chapter 291 regarding pharmacy operations.

2. POLICY:

It is the policy of The Harris Center Pharmacies to appropriately staff each pharmacy location to ensure quality and safety of patient care.

3. APPLICABILITY/SCOPE:

All Harris Center Pharmacies

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

N/A

5. PROCEDURE:

[Pharmacy Staffing Procedure](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Community Pharmacy (Class A), 22 Tex. Admin. Code Ch. 291, Subchapter B
Institutional Pharmacy (Class C), 22 Tex. Admin. Code Ch. 291, Subchapter D

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO/Board Approval	Wayne Young: Exec	02/2025
Legal 2nd Review	Kendra Thomas: Counsel	01/2025
Pharmacy &Therapeutic Committee	Holly Cumbie: RPh	01/2025
Legal 1st Review	Obiajulu Enaohwo	12/2024
CMO Review	Luming Li: Chief Medical Ofcr (1101 1817)	12/2024
Pharmacy Department Review	Lauren Kainer: RPh	11/2024
Initial	Tanya White: Mgr	11/2024

EXHIBIT F-16

Status **Pending** PolicyStat ID **16998334**



Origination	04/2024	Owner	Lauren Kainer: RPh
Last Approved	N/A	Area	Medical Services
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	01/2025		
Next Review	1 year after approval		

MED.PHA.A.8 Narcan (Naloxone) Policy

1. PURPOSE:

The purpose of this policy is to ensure naloxone (Narcan) is as accessible as possible to eligible patients and authorized employees ensuring proper storage, use, and administration to effectively treat and reduce potential fatalities associated with opioid overdoses.

2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD to establish naloxone (Narcan) procedures ensuring proper storage, use, distribution, and administration to effectively treat and reduce potential patient fatalities associated with opioid overdoses.

3. APPLICABILITY/SCOPE:

The Harris Center for Mental Health and IDD

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

[Pharmacy Services and Outpatient Prescription Purchase Plan Policy](#)

[Medication Storage, Preparation and Administration Areas](#)

5. PROCEDURE:

[MED.B.13 Narcan \(Naloxone\) Patient Administration Procedure](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

~~TSBP Rule Number: §295.14~~

Dispensing of Opioid Antagonist by Pharmacist, 22 Tex. Admin. Code §295.14

Substance Abuse and Mental Health Services Administration. SAMHSA Opioid Overdose Prevention Toolkit: Five Essential Steps for First Responders. HHS Publication No. (SMA) 13-4742. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2013.

~~Adapt Pharma (2015). Narcan nasal spray, Quick start guide. Accessed 1/23/20, www.narcannasalspray.com.~~

Narcan Quick Start Guide

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO/Board Approval	Wayne Young: Exec	02/2025
Legal 2nd Review	Kendra Thomas: Counsel	01/2025
Pharmacy & Therapeutic Committee	Holly Cumbie: RPh	01/2025
Legal 1st Review	Obiajulu Enaohwo	11/2024
CMO Review	Luming Li: Chief Medical Ofcr (1101 1817)	11/2024
Pharmacy Department Review	Lauren Kainer: RPh	11/2024
Initial	Tanya White: Mgr	11/2024

EXHIBIT F-17

Status **Pending** PolicyStat ID **16955036**



Origination 11/2012
 Last Approved N/A
 Effective Upon Approval
 Last Revised 12/2024
 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 (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, ~~the police and other~~ including the immediate supervisor, Risk Management and Facilities and law enforcement officials ~~having jurisdiction~~. 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 (for reference only):

- Employee On-The-Job Inquiries and Illnesses
- Supervisor's Accident Report
- [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	02/2025
2nd Legal Review	Kendra Thomas: Counsel	01/2025
1st Legal Review	Obiajulu Enaohwo	01/2025
Initial Assignment	Kendra Thomas: Counsel	12/2024

EXHIBIT F-18



Due Diligence Memo

Consultant for Electricity Energy Provider

Project# FY25-0326

Purchasing received a request from the Facilities Department for an Electricity Energy Provider for the Agency's facilities. Contracting with an Energy Consultant is needed to assist with the energy provider procurement process. Utilizing an Energy Consultant offers several benefits including: access to expert market knowledge, cost savings through competitive pricing analysis, identification of suitable contract terms, risk mitigation and an understanding of complex energy options to name a few. A consultant will manage the procurement process in collaboration with The Harris Center Procurement team and organization stakeholders.

History

The Agency's electrical provider was selected in 2022, with the collaboration of a consultant, James Eggebrecht with Texas A&M. James Eggebrecht worked with the Harris Center Procurement team to develop the Request for Proposal (RFP) and manage the solicitation process. Engie was awarded the contract. Once approved by the Board pricing was locked in for a three-year contract that *expires May 31, 2025*.

Project Team

The Project Team consists of the following members: James Blunt, Buyer II, Rolanda Wilkes, Procurement Data Analyst, Sharon Brauner, Purchasing Manager, Nina Cook, Director of Purchasing, Michael Mitchell, Director, Facility Services, Karen Hurst, Assistant Director, Facility Services, Lisa Cantu-Espinosa, Facility Services Coordinator, Ernest Savoy, General Counsel Assistant, Legal Services, Belinda Stude, Contracts Coordinator Sr.

Procurement initiated the process to identify an electric energy consultant. Procurement contacted James Eggebrecht and Texas A&M, we were informed that James had retired, and Texas A&M no longer provided this service. Procurement then began the search for a new consultant. The search resulted in identifying several energy consultants that can manage the solicitation process for electricity. All three (3) vendors have purchasing cooperative contracts that the Harris Center may utilize.

Vendors that can provide consulting services for the provision of electrical energy are as follows:

1. **Tradition Energy** – The nation's largest independent energy procurement and sustainability advisor. Thirty-eight years in the energy market. They have 205 healthcare clients managing a total of 5.3 billion kilowatts and \$6 billion in expenditure. Tradition is a member of the Agency's purchasing cooperative, Omnia Partners. Tradition has access to seventy-five (75) energy providers to request bids. This gives them a scale of business that results in more energy suppliers, offering better prices and commercial terms. Their fee is based on the Agency's amount of energy and accounts. The Agency will not be charged for Tradition's services. The energy supplier will pay Tradition for their services. Per the Omnia contract, the fee the supplier pays Tradition would be \$0.004 per kilowatt hour based on our current usage for the term of the contract. This would be added to the Agency's total cost per kilowatt-hour. The timeline to complete the process is 7 to 10 days after background documentation has been assembled.
2. **Energy Edge** – They have been in business since 2009. Serve a wide range of businesses and institutions. Energy Edge has access to one hundred (100) electricity and gas supplier relationships. Currently they have a contract with Harris County. They are members of the purchasing cooperative, The Interlocal Purchasing System (TIPS). They can develop targeted RFP

and pre-qualification of suppliers. They review overall supplier capabilities and financial strength along with price. Their price is \$0.002 per kilowatt hour based on our current usage for the term of the contract. The timeline to complete the process for an RFP is 4 to 8 weeks.

3. **Prism Energy Solutions** – They are a full-service natural gas and retail electricity consultancy and broker that has been in business since 2010. Prism Energy represents commercial, industrial and institutional clients whose aggregate annual usage exceeds 2,000,000,000 kilowatts per hour, or nearly \$200 million annual expenditure. Prism is a member of the purchasing cooperative, The Interlocal Purchasing System (TIPS). Prism Energy offers a 5% discount to all TIPS members. They provide both competitive bid and sealed RFP structure services. For an annual forecast usage of ten (10) million kilowatts per hour or less is \$9,500.00 for a competitive bid structure and \$14,250.00 for a sealed RFP structure. For an annual forecast usage of ten million kilowatts or more the price is \$14,250.00 for a competitive bid structure and \$17,575.00 for a sealed RFP structure. The timeline to complete the RFP is 3 to 4 weeks. A bid can be completed in 1 to 2 weeks.

Vendors	Experience	Purchasing Coops	Timeline	Price
Tradition Energy	38 years	Omnia Partners	Bid Process – 7 to 10 Days	\$0.004 per kilowatt hour
Energy Edge	16 years	TIPS	RFP Process – 4 to 8 Weeks	\$0.002 per kilowatt hour
Prism Energy Solutions	14 years	TIPS	Bid Process – 1 to 2 Weeks RFP Process – 3 to 4 Weeks	Bid - \$9,500.00 RFP - \$14,250.00

All vendors offer additional services at a cost.

Facilities Recommended Vendor:

Prism Energy Solutions

Based on the Facilities team review of demos/presentations provided, the team has selected Prism Energy Solutions as the provider for requested services due to their competitive pricing structure with no hidden fees, years of experience, shorter timeline to complete the process, a contract with purchasing cooperative, an added service, a compliance binder and provision of routine market updates and issue resolution with supplier.

The Harris Center Procurement team is requesting Board approval to engage a consultant to perform the procurement process in collaboration with The Harris Center's Procurement team and the Facility Services team.

The contract shall commence with a tentative award date, and shall remain in effect unless terminated, cancelled, or extended for one (1) year.

The total NTE (Not to Exceed) will be based on the purchasing option of \$9,500.00 for a bid process and/or \$14,250.00 for an RFP process. Funding source is Unit#1817, and GL Code# 557001.

DocuSigned by:

Submitted By: *James Blunt* 2/26/2025

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James Blunt, C.P.M.

Buyer II

DocuSigned by:

Recommended By: *Sharon Brauner* 2/26/2025

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Sharon Brauner, C.P.M., A.P.P.

DocuSigned by:

Purchasing Manager *Stanley Adams* 2/28/2025

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Stanley Adams, MBA

Chief Financial Officer