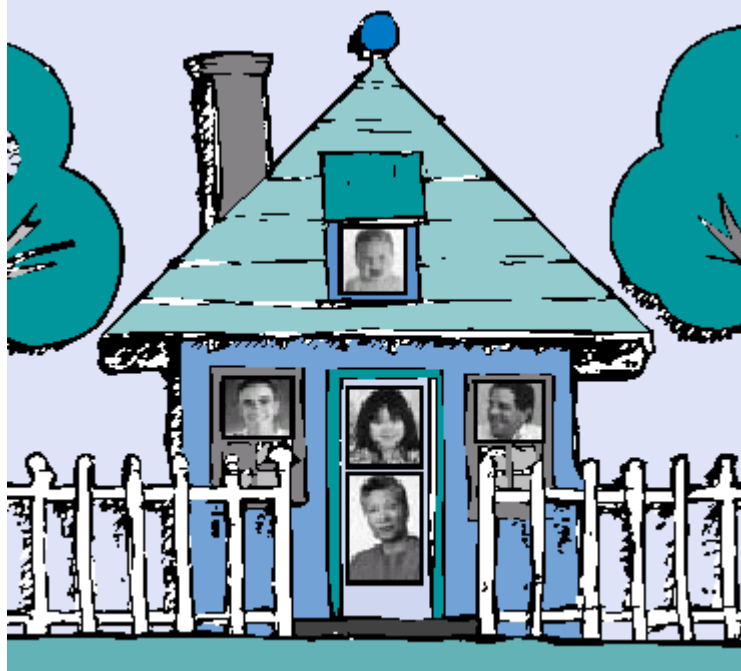


**Harris County
Protective Services for
Children and Adults
(HCPS)**



BOARD MEETING MATERIAL

October 2017

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Harris County Protective Services
for Children and Adults
2525 Murworth Drive, Houston, TX 77054

Mission: To support, enhance and advocate for the safety and well-being of children and adults in Harris County

BOARD OF DIRECTORS MEETING AGENDA

October 26, 2017 | 4:30 PM | Room D36B

MEETING OPENING

4:30PM

- | | |
|-------------------------------|-----------------------------|
| 1. CALL TO ORDER | Jerry LeVias, President |
| 2. APPROVAL OF MINUTES | Patrice McKinney, Secretary |
| 3. MISSION MOMENT | Ginger Harper |

EXECUTIVE UPDATES

4:45PM

- | | |
|---|--------------|
| 5. HCPS EXECUTIVE DIRECTOR STATUS REPORT | Joel Levine |
| 6. REPORT FROM DFPS COMMISSIONER | H.L. Whitman |

COMMITTEE REPORTS

5:00PM

- | | |
|--|--------------------|
| 6. FINANCIAL AND BUSINESS SERVICES COMMITTEE
Overview of financial statements and business services activities | Sherea McKenzie |
| 7. EXTERNAL AFFAIRS COMMITTEE
Oversees communication strategy to all stakeholders for the purposes of program messaging, awareness and branding | Phil Kunetka |
| 8. PROGRAM SERVICES COMMITTEE
Report on division goals, challenges or opportunities for Adult Services, Children's Services, Youth Services and private/public partners, BEAR and HAY. | Marilyn DeMontrond |
| 9. EXECUTIVE COMMITTEE
Prioritizes issues for forwarding to the board for recommendations or approval | Jerry LeVias |
| 10. MATTERS FOR DISCUSSION
Opportunity to review and discuss program issues, presentations and opportunities that impact agency services | |

APPEARANCES BEFORE THE BOARD

3 minutes-A speaker whose subject matter as submitted relates to an identifiable item of business on this agenda will be requested by the Board President or other presiding board member to come to the podium where they will be limited to three minutes (3). A speaker whose subject matter as submitted does not relate to an identifiable item of business on this agenda will be limited to three minutes (3) if they have not appeared at any of the four preceding board meetings.

1 minute-A speaker whose subject matter as submitted does not relate to an identifiable item of business on this agenda and who has appeared at any of the four preceding board meetings will be limited to one minute (1). The Board may take action on any item listed on this agenda

MINUTES
OF THE
MEETING OF THE BOARD
OF
HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS
2525 Murworth Drive
Room D36
Houston, Texas 77054
August 24, 2017

GUESTS IN ATTENDANCE

Amanda Jones, Office of Legislative Relations
Valerie Milholland, County Attorney Office
Kate Ray, Budget Management Office

BOARD MEMBERS IN ATTENDANCE

Sheila Aron
Marilyn DeMontrond
Frances Castaneda Dyess
Charlene Hunter James
Philip Kunetka
Jerry LeVias
Sherea McKenzie
Patrice McKinney
Terry Morales

BOARD MEMBERS ABSENT

Carmel Dyer, MD
Darryl King
Lidya Osadchey
Sean McPherson
Janet Stansbury
Ellie Sweeney

YOUTH IN ATTENDANCE

Craig Cormier

STAFF IN ATTENDANCE

Jeff Alexander, Youth Services Division Manager
Kristen Ballard, Youth Services, Area Supervisor
Anna M. Bell, Director of Organizational Development
Cherease Glasper, Youth and Family Development Coordinator
Claudia Gonzalez, Adult Services Administrator
Joel Levine, Executive Director
Jackie McMillon, Director for 4Cs and Clinic
Estella Olguin, Community Relations Director
Beverly Pettway, Financial and Business Services Administrator
Monica Sanders, Harris County CPS Deputy Regional Director
Will Walker, Training Institute Director

CALL TO ORDER/INTRODUCTION OF GUESTS

Board President, Jerry LeVias called the meeting to order at 4:35 p.m.

APPROVAL OF MINUTES

Phil Kunetka moved for approval of the June minutes. Charlene Hunter James seconded the motion. The minutes were approved by unanimous voice vote

MISSION MOMENT

Vita Richardson, a Supervisor with the Community Youth Services Program, shared a success story of Ms. Crichelle Broussard, who was an employee of the Community Youth Services program before she retired, May, 2017. She worked as a Community Youth Service Specialist over 15 years in the Goose Creek Consolidated Independent School District.

This story starts with an elderly great-grandmother, Ms. Simon, who was the care giver to three of her great-grandchildren. She was referred to Ms. Broussard, by the social worker of a local elementary school. Ms. Simon had no transportation of her own and she had a crippling arthritic condition. It was very difficult for her to find rides to access services for herself and her great granddaughters. Ms. Broussard, offered those services and begun to provide transportation for Ms. Simons' family as needed, to medical appointments and even to the local grocery store. And yet she saw that the need for public transportation for this community reached beyond Ms. Simon.

After discovering this need, Ms. Broussard met with the Mayor of Baytown to inquire of plans for public transportation for the area residents. The Mayor informed her that the vote to increase taxes for the purpose of bus transportation had not been met favorable in the past. However, this did not deter her. She contacted the Harris County Transit Authority (HCTA) to inquire if public transportation would be a consideration for this area. After this meeting, she remained in contact with HCTA through the process of needs assessment; budgeting; community meetings and finally implementation of HCTA services in Baytown which began in 2007 to present. In addition, bus services were added connecting Baytown to Highlands/Crosby which began in 2009.

She also sought help for another local high school that needed assistance in getting students home after classes as well as other transportation requirements. During the school year of 2015-2016, HCTA conducted bus service orientation for the students of Peter Hyland Center. Soon a bus stop will be placed at the campus.

Students of Goose Creek Consolidated Independent School District and citizens of Baytown/Highlands now have affordable, reliable, public transportation which connects with Metro bus services to Houston, thanks in part to the efforts of Ms. Crichelle Broussard

ACTION ITEM

Consideration Of Letter of Recommendation for potential applicant to DFPS Advisory Council.

Joel Levine explained that HB5 calls for the re- formulation of the Department of Family Protective Services Advisory Council. This is a citizen's council appointed by Governor Abbott to assist the Commissioner in developing rules and policies for the department. It will be composed of nine members of the public and in making the appointments the Governor shall consider the person to have a demonstrated knowledge of the department as a Health and Human Services system in general including former department employees, court appointed special advocates, foster care providers and employees of Child Advocacy centers. The Council shall study and make recommendations to the Commissioner regarding the management and operation of the department. He stated that there is a Board Member who advised that he made application for the Council and is requesting a recommendation from the Executive Director and/or the Board President. However, the Board President feels that since he is an agent of the Board that the recommendation /endorsement should come from the full board.

After considerable discussion, Sherea McKenzie moved to decline the endorsement of anyone from the HCPS Board. Charlene Hunter James seconded the motion. The motion was approved by unanimous voice vote

HCPS EXECUTIVE DIRECTOR STATUS REPORT

Mr. Levine reported that on July 13, Harris County Protective Services held its bi-annual Employee Appreciation Ceremony and Core Values Inauguration at the Power Center. He thanked HCPS Board Members Sheila Aron, Charlene Hunter-James, Phil Kunetka, and Lydia Osadchey for attending the event.

He stated that he met with Harris County Director of Budget Management, Bill Jackson and Kate Ray, Management Analyst. Along with thanking Mr. Jackson for the parking lot improvements, they discussed issues related to the cash match for the Victims of Crime Act funding from the Governor's Office that supports the Medical Clinic and Senior Justice Assessment Center. Additionally they discussed facility needs at both Murworth and YSC and position classifications. He said he updated Mr. Jackson on SB 11 and the impact that community based care will have on HCPS when Harris County is rolled out. Mr. Jackson is interested in studying potential county involvement in a local public/private collaboration for the state outsourcing of foster care, adoption and case management.

He said that the agency is already making plans for SB 11 by preparing for every child coming into care in Harris County within 3 days of receiving an initial physical at the HCPS clinic.

The other portion of SB 11, foster care and case management, will be outsourced to the Single Source Continuum Contractor (SSCC) in a model referred to as Community Based Redesign. The existing redesign in Fort Worth, Region 3B, will add the case management services in April, 2018. By September 2017, they would again re-procure Region 2 which is the Abilene area and roll out to three additional catchment areas in 2018 and 2019. Harris County is eligible to serve as a Single Source Continuum Contractor.

He added that, as a County Department, the Division has implemented the Crisis Management Team since he does not know what to expect this weekend due to possible inclement weather as a result of Hurricane Harvey. The Kinder Shelter, Juvenile Intake and Point of Entry at the Youth Services Center are prepared. In terms of staff, they know that they may be hunkering down for several days. There is sufficient food and supplies.

DFPS REGIONAL DIRECTOR STATUS REPORT

In the absence of CJ Broussard White, Monica Sanders stated that the new target was 95% timely face to face contact by August of 2017. She said they will continue with daily monitoring and 3 times a week check in calls with Investigation Program Directors and Supervisors.

She stated that the agency has had less than five Children without Placement

She reported that the Department of Family Protective Services has been designated as a stand-alone agency reporting to the Governor's office with an effective date September of 1st. Also, effective September 1st, a New Division of Investigations (DOI) will be in place. The final structure will be announced after final approval from state office. This results in 1/3 of the staff moving to the DOI. This is mandated under HB5.

One of the key pieces of legislation this entire session was Senate Bill 11, which continues and expands the mission of Community-Based Care, formerly known as Foster Care Redesign. The expect Community Based Care (CBC) to unfold slowly over several years, as only three new catchment areas have been given the green light. Region 10 has been piloted for contracting out FBSS services. There has not been a final contract entered as of the last update. Region 3(b) will be the area for case management for CVS. There is no indication of when CBC will come to Harris County.

COMMITTEE REPORTS

FINANCIAL AND BUSINESS SERVICES COMMITTEE

Sherea McKenzie reported that the adjusted budget is \$27,065,275. The expenditures to date are \$9,530,120 and the projected rollover is \$1,404,098. Beverly Pettway added that the agency was allowed to do up to 15% of the initial budget in rollover. Now that cap has been lifted.

The turnover rate for Administration is 3%, Adult Services 13%, Children Services 10%, Financial Services 3% and Youth Services is 7%.

EXTERNAL AFFAIRS COMMITTEE

Phil Kunetka stated that the committee is working on development of the elevator speech.

With the assistance of the Training Institute, the Speaker's Bureau Training curriculum has been finalized. Approximately 40 staff members have been added to the roster. The training is available to Board Members as well.

PROGRAM SERVICES COMMITTEE

Jeff Alexander reported that the HCPS Drug Screening Contract is being terminated with the DFPS Contract Managers effective August 31, 2017. DFPS referrals for services have been declining over the past year and as a result, reimbursements have dwindled, with HCPS assuming more responsibility for program cost.

Craig Cormier added that Youth on Board hosted Ms. Sheila Aron, HCPS Board member, to talk to the shelter about her organization, The Thread Alliance. The youth participated in a community service project by helping Ms. Aron complete “baby loveys” for small foster care youth. Ms. Aron was kind enough to dedicate her time to helping the youth with the project. Participants were allowed to keep one of the loveys and each were given an autograph copy of her book “I’m Glad I’m Me”.

The youth also volunteered at the Annual Texas Network of Youth Services (TNOYS) conference. The youth were given an opportunity to meet, engage, and assist the Thursday morning keynote speaker, Ce Ce Jordan, on her Restorative Justice speech at the conference

EXECUTIVE COMMITTEE

No Report.

MATTERS FOR DISCUSSION

No Discussion



Mr. LeVias adjourned the meeting at 5:45 p.m.

BUDGET STATUS REPORT

SEVEN MONTHS ENDING

SEPTEMBER 30, 2017



Harris County Protective Services
for Children and Adults
At the Heart of Families

**BUDGET NARRATIVE
FINANCIAL SUMMARY REPORT
BUDGET BY FUNDING
BUDGET SUMMARIES:
REVENUE SUMMARY
EXPENSE by CATEGORY
BUDGET and EXPENSE by DIVISION
GRANTS SUMMARY**

HARRIS COUNTY PROTECTIVE SERVICES
FINANCIAL INFORMATION FOR THE PERIOD ENDED - September 30, 2017
BUDGET SUMMARY by Funding Source

		Original Budget	Adjusted Budget	Expenditures To Date	% of Budget Expended	Budget to Date	Variance as of 9/30/2017	Projected Expenditures through Year End	Projected Rollover / Unexpended Funds
GENERAL FUND (March 1 - February 28)	GF	\$ 23,610,000	\$ 27,065,276	13,297,678	49.13%	15,694,366	\$ 2,396,688	\$ 25,661,178	\$ 1,404,098
SPECIAL REVENUE FUNDS:									
GUARDIANSHIP (March 1 - February 28)	SRG	149,106	149,106	66,658	44.71%	86,531	19,873	149,106	-
JUVENILE CASE MGMT FUND (March 1 - February 28)	SRJ	925,534	925,534	508,162	54.90%	536,121	27,959	925,534	-
HAY CENTER YOUTH PROGRAMS 1115 WAIVER	HCY	853,874	853,874	70,342	8.24%	498,093	427,751	853,874	(0)
OCOK - PREPARATION FOR ADULT LIVING	HCY	10,914	19,989	10,218	51.12%	7,577	(2,641)	10,914	9,075
FAMILY PROTECTION FEE	FPF	13,445	37,145	5,506	14.82%	21,668	16,162	13,445	23,700
TOTAL SPECIAL REVENUE FUNDS		1,952,873	1,985,648	660,887	33.28%	1,149,990	489,103	1,952,873	32,775
GRANT FUNDS (Various)									
GRANT FUNDS (Various)	GRT	5,886,272	5,898,674	990,122	16.79%	1,984,716	994,594	4,275,502	633,050
TITLE IV-E (October 1 - September 30)	IVE	680,000	680,000	-	0.00%	-	-	-	680,000 (a)
TOTAL GRANT FUNDS		6,566,272	6,578,674	990,122	15.05%	1,984,716	994,594	4,275,502	1,313,050
OTHER FUNDS									
FUND BOARD (October 1 - September 30)	FB	178,516	178,516	77,930	43.65%	178,516	100,587	77,930	100,587
TOTAL OTHER FUNDS		178,516	178,516	77,930	43.65%	178,516	100,587	77,930	100,587
TOTAL FUNDING - HCPS		\$ 32,307,661	\$ 35,808,114	\$ 15,026,617	41.96%	\$ 19,007,588	\$ 3,980,972	\$ 31,967,483	\$ 2,850,509

General Fund	GF	The General Fund budget is received from Harris County through General Revenues and is allocated annually as a part of the Harris County budget process. Adjustments to the fund are made throughout the year for transfers in/out. The 2018 fiscal year is March 1, 2017 - February 28, 2018.
Guardianship Special Revenue	SRG	Funds collected through probate courts to be used for local guardianship programs that provide guardians for indigent incapacitated persons who do not have family members suitable and willing to serve as guardians. Fee in Probate Original Actions and Adverse Probate Actions (Sec. 118.067) . . . \$20.00. Previously, funds were used to cover the cost of mileage for case managers; however, because funding for this expenditure is available in the general fund, no mileage cost has been posted to this fund. All funds in this account can be carried over and used by the Guardianship Program as defined by statute.
Juvenile Case Management Fund	SRJ	The commissioners court of a county by order may create a juvenile case manager fund and may require a defendant convicted of a fine-only misdemeanor offense in a justice court to pay a juvenile case manager fee not to exceed \$5 as a cost of court. A fund created under this section may be used only to finance the salary and benefits of the juvenile case manager employed under Article 45.056. Juvenile Case Manager Fund information is received from the Harris County Auditor's Office. As of September 30, 2017, the remaining balance in the fund is \$3,367,633. Through the end of September Revenue was \$542,544 and Expenses \$508,162 for a net of \$34,382.
Hay Center Youth Programs	HCY	HAY Center Youth Program received 1115 Waiver funds. These funds are received through MHMRA and used for the operation of the HAY Center Programs.
Grant Funds	GRT	Grant Funds have various fiscal years but mainly September 1 - August 31. The fiscal year begins in the month of September for the majority of the grant funds. HCPS recently received funding from the Governors Office - VOCA (Victims Of Crime Act) for Child Welfare Integrated Healthcare Expansion Initiative grant (amount \$379,560) and for Senior Justice Assessment Center project (amount \$335,776).
Title IV-E Child Welfare Funds Note (a)	IVE	Fiscal Year October 1 - September 30. Title IV-E Child Welfare Funds are reimbursements from DFPS for the cost of Administrative Support for Child Welfare activities in Harris County. (1) Expenditures for this budget are reflected as billings are completed and reimbursement received. (2) Contract is pending completion.
Fund Board	FB	Fund Board operates on a fiscal year October 1st through September 30th. Funds raised through various programs are maintained by the Fund Board.

HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS
PROGRAM FUNDING SUMMARY
As of September 30, 2017

Ref	HARRIS COUNTY GENERAL	GRANTS AND CONTRACTS				SPECIAL REVENUE	DONATED FUNDS	TOTAL PROGRAM FUNDING	DESCRIPTION/EXPLANATION
		LOCAL FUNDING	STATE FUNDING	FEDERAL FUNDING	FOUNDATION GRANTS				
	A	B	C	D	E	F	G	H = A...G	I
ADMINISTRATION									
TRAINING INSTITUTE	2-1	\$ 535,642	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 535,642	Provides training services to all HCPS programs and to partner entities. Works with programs in the implementation and deployment of CANS.
HCPS ADMINISTRATION	2-2	687,707	-	-	-	-	178,516	866,223	This area covers executive office functions and board related functions in addition to Agency Planning and Development activities. Fund board donations are also included as this area is managed by the Director of Administrative Services.
COMMUNITY RELATIONS	2-3	228,063	-	-	-	-	-	228,063	Two positions that work on media and community relations for HCPS and social media initiatives.
PROGRAM IMPROVEMENT	2-4	231,813	-	-	-	-	-	231,813	Two positions with one added position during the 2016-2017 budget year.
BEAR	2-5	298,259	-	-	-	-	-	298,259	The Bear Program receives funding from donations, BEAR Foundation funds and HC General Funds. This is a public/private partnership that also includes support from DFPS.
TOTAL ADMINISTRATIVE SERVICES		1,981,484	-	-	-	-	178,516	2,160,000	
FINANCIAL & BUSINESS SERV									
ACCOUNTING	2-6	3,414,382	680,000	-	-	-	-	4,094,382	100% from General Fund. Title IV-E provides for reimbursement of administrative cost related to child welfare activities in Harris County.
INFORMATION TECHNOLOGY	2-7	1,325,932	-	-	-	-	-	1,325,932	
HUMAN RESOURCES	2-8	696,350	-	-	-	-	-	696,350	
MURWORTH OPERATIONS	2-9	357,607	-	-	-	-	-	357,607	Costs related to building maintenance for Annex M - Murworth.
YSC OPERATIONS	2-10	833,776	-	-	-	-	-	833,776	Cost of repairs and maintenance for the YSC building and grounds.
VEHICLES	2-11	76,995	-	-	-	-	-	76,995	This budget is for maintenance and lease cost for vehicles used for HCPS programs.
TOTAL FINANCIAL AND BUSINESS SERVICES		6,705,042	680,000	-	-	-	-	7,385,042	
CHILDREN'S SERVICES									
CCCC ADMINISTRATION	2-12	217,039	-	-	-	-	-	217,039	
CHILDREN ASSESSMENT	2-13	400,708	-	-	-	-	-	400,708	HCPS received VOCA (Victims Of Crime Act) funding for Child Welfare Intergrated Healthcare Expansion Initiative grant (amount \$379,560).
FAMILY ASSESSMENT	2-14	150,071	-	375,000	-	10,873	-	535,944	70.0% of funding from DFPS contract to provide assessment services to families involved with DFPS. County funding supporting the contract at 28.0%. Special Revenue funds of 2.0% from Family Protection Fee.
PERMANENCY PLANNING	2-15	253,000	-	950,000	-	-	-	1,203,000	Contract with DFPS for Permanency Meetings and Family Conferences in the amount of \$950,000. County supports this contract at 21% towards the provision of direct services.
SUBSTITUTE CARE	2-16	634,000	-	175,644	-	-	-	809,644	Contract with DFPS to provide payment services for Concrete Services and for Transitional Living Allowances for Youth in the amount of \$175,644. General Fund covers clothing, school supplies, birth certificates and other foster care maintenance items.
PAL/HAY/TWC	2-17	132,160		1,536,208	-	412,068	873,863	2,954,299	The HAY Center budget includes General Funds at 4.2%, DFPS funding accounts for 40.5% of the budget, and HAY Foundation accounts for 2.9% of the budget. The center also receives HOGG Foundation funding, 1115 Waiver Funds and Our Community Our Kids funding as shown.
MEDICAL CLINIC	2-18	512,749		385,528	-	272,713	6,673	1,177,662	55.6% of the Medical Dental Clinic budget is from Harris County General Funds. The remaining is from contracts for drug testing, HOGG foundation grants, HOPES grant with Depelchin, and a grant from the Hospital District.
TOTAL CHILDREN'S SERVICES		2,299,727	-	3,422,380	-	684,781	891,408	7,298,296	30.2% of the overall Children's Services Division budget is from Harris County General Funds. 43% is from PAL contracts with DFPS. The remaining 27% is from HOGG, HOPES, VOCA and the Fund Board funding.

YOUTH SERVICES										
YSC ADMINISTRATION	2-19	801,274	389,218	-	-	-	-	-	1,190,492	Youth Services receives funding from the Runaway Youth/Safety Net Program - Federal Funding. This accounts for 42% of the YSC Administration budget. The rest is from General Funds. In partnership with the City of Houston, the Youth Services Division receives funding for the MBK program. HCPS provides a supporting match for this initiative.
FOOD SERVICES	2-20	352,262	-	-	-	-	-	-	352,262	
RESIDENTIAL SERVICES	2-21	1,706,045	-	166,520	-	-	-	-	1,872,565	The Kinder Emergency Shelter program receives reimbursements for DFPS children placed in the shelter. The Revenue budget for this reimbursement is \$705,000 and is reflected in the HC General Fund. The Youth Services Division received VOCA funding to help those children who are in DFPS custody but who have no placement. This funding will provide day program services and shelter services for these youth.
CYS ADMINISTRATION	2-22	956,636	-	-	-	-	4,550	-	961,186	
CYS SCHOOLS	2-23	4,514,389	-	-	-	-	-	-	4,514,389	The CYS program contracts with various school districts and other entities throughout Harris County. HCPS receives reimbursements from these entities budgeted at 2,011,800. This amount is included in the HC General Fund.
PARENT TEEN	2-24	192,893	-	-	-	-	-	-	192,893	
TRIAD ADMINISTRATION	2-25	436,077	-	900,000	-	-	15,050	-	1,351,127	TRIAD receives grant/contract funding from DFPS for the CYD Program in the total amount of \$724,716. Other funding comes from general funds and special revenues.
JP COURT SERVICES	2-26	636,383	-	-	-	-	925,534	-	1,561,917	Court Services includes \$925,534 budgeted out of Special Revenue. The other portion is paid from general funds.
STATUS OFFENDER	2-27	748,045	-	-	-	-	-	-	748,045	
COMM BASED RESIDENTIAL	2-28	186,502	-	-	-	-	-	-	186,502	Funds for this program are allocated from TRIAD funds provided through Juvenile Probation. These funds are transferred into the HCPS general fund budget each year to cover the cost of services provided at the YSC.
TOTAL YOUTH SERVICES		10,530,506	389,218	1,066,520	-	-	945,134	-	12,931,378	85.2% of the Youth Services Division budget comes from General Funds, 7.7% from Special Revenue, 2.4% is from contracts with DFPS and 4.7% federal funding.
ADULT SERVICES										
GUARDIANSHIP ADMIN	2-29	679,944	-	-	-	-	149,106	-	829,050	The Guardianship budget includes \$149,106 of Special Revenue Funds which accounts for 18% of the GS-Administration budget. Other funding is from general funds.
GUARD CASE MANAGEMENT	2-30	4,704,085	-	335,776	-	-	-	-	5,039,861	The Guardianship Program receives revenues from Guardianship Fees collected. The revenue budget for these fees is \$611,000 and is included in the HC General Fund. Guardianship Program received VOCA (Victims Of Crime Act) funding amount \$383,742 for Senior Justice Assessment Center project.
REP PAYEE	2-31	164,488	-	-	-	-	-	-	164,488	
TOTAL ADULT SERVICES		5,548,517	-	335,776	-	-	149,106	-	6,033,399	
TOTALS		\$ 27,065,276	\$ 1,069,218	\$ 4,824,676	\$ -	\$ 684,781	\$ 1,985,648	\$ 178,516	\$ 35,808,114	

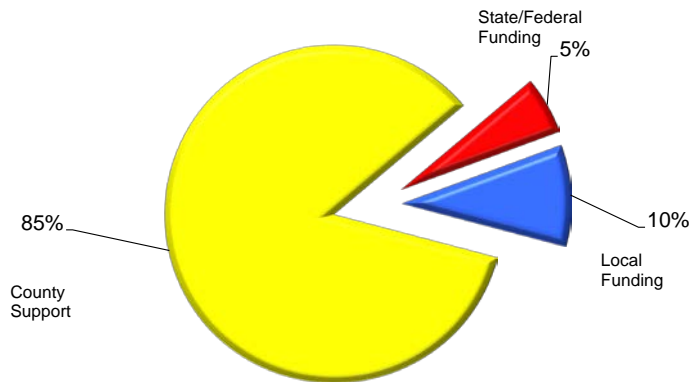
HARRIS COUNTY PROTECTIVE SERVICES
For Children and Adults
General Fund - Budget Status as of September 30, 2017

<div style="display: flex; justify-content: space-between;"> ----- YEAR TO DATE ----- ----- CURRENT MONTH ----- </div>												
	OBJECT CODE	ORIGINAL BUDGET	ANNUAL BUDGET	CURRENT ACTUAL	LAST YEAR ACTUAL	YTD BUDGET	(OVER)UND BUDGET	BUDGET BALANCE	CURRENT ACTUAL	LAST YEAR ACTUAL	CURRENT BUDGET	(OVER)UND BUDGET
		A	B	C	D	E	F = E - C	G = B - C	H	I	J	K = J - H
REVENUES												
STATE MISCELLANEOUS	514900	\$ -	\$ -	\$ 18	\$ -	\$ -	\$ (18)	\$ (18)	\$ 18	\$ -	\$ -	\$ (18)
LEASE REIMB	545025	658,648	658,460	384,102	384,102	384,102	(0)	274,358	54,872	54,872	54,872	(0)
REIMB-INDIRECT COST	561900	86,500	86,500	72,073	42,047	50,458	(21,615)	14,427	17,623	2,143	7,208	(10,414)
REF-OVERPAYMENTS	565200	-	-	-	-	-	-	-	-	-	-	-
EMERG SHELTER-YSC	565300	705,000	705,000	261,333	454,909	411,250	149,917	443,667	-	55,439	58,750	58,750
GP-SERVICE REIMB	565500	611,000	611,000	219,847	365,377	356,417	136,570	391,153	26,489	62,122	50,917	24,428
SHARED FUNDING	567500	2,011,800	2,011,800	1,025,442	1,012,977	1,173,550	148,108	986,358	178,051	172,077	167,650	(10,401)
MEDICAL RELATED	567800	40,000	40,000	241	29,614	23,333	23,092	39,759	241	-	3,333	3,092
INTEREST EARNINGS	570100	691	691	201	193	403	202	490	(245)	108	58	303
REFUNDS/OTHERS	594900	-	-	42,361	5,641	-	(42,361)	(42,361)	-	451	-	-
REVENUES		4,113,639	4,113,451	2,005,616	2,294,860	2,399,513	393,897	2,107,835	277,048	347,212	342,788	65,739
COUNTY SUPPORT		19,496,361	22,951,825	11,292,062	10,841,396	13,294,853	2,002,791	11,659,763	1,728,403	1,441,127	1,911,890	183,487
TOTAL REVENUES & SUPPORT		\$ 23,610,000	\$ 27,065,276	\$ 13,297,678	\$ 13,136,256	\$ 15,694,366	\$ 2,396,688	\$ 13,767,598	\$ 2,005,452	\$ 1,788,339	\$ 2,254,678	\$ 249,226
EXPENDITURES BY DIVISION KEY												
ADMINISTRATION												
TRAINING INSTITUTE	10088005	\$ 505,816	\$ 535,642	\$ 252,256	\$ 272,146	\$ 310,616	\$ 58,361	\$ 283,386	\$ 35,098	\$ 43,412	\$ 44,637	\$ 9,539
HCPS ADMINISTRATION	10088006	634,857	687,707	367,003	413,813	398,464	31,461	320,704	50,133	47,437	57,309	7,176
COMMUNITY RELATIONS	10088008	213,863	228,063	125,136	112,950	132,107	6,972	102,927	20,644	15,394	19,005	(1,639)
PROGRAM IMPROVEMENT	10088009	231,813	231,813	77,699	124,478	134,255	56,556	154,114	12,628	16,542	19,318	6,689
BEAR	10088016	278,259	298,259	152,533	103,228	172,863	20,330	145,726	19,706	19,162	24,855	5,149
FINANCIAL & BUSINESS SERV												
ACCOUNTING	10088002	1,817,583	3,414,382	1,037,944	851,126	1,984,227	946,283	2,376,438	186,723	122,924	284,532	97,808
INFORMATION TECHNOLOGY	10088003	927,378	1,325,932	672,944	397,760	770,361	97,417	652,988	172,568	47,721	110,494	(62,074)
HUMAN RESOURCES	10088004	536,000	696,350	337,383	285,091	403,758	66,375	358,967	39,744	37,287	58,029	18,286
MURWORTH OPERATIONS	10088007	237,433	357,607	186,726	720,335	208,399	21,673	170,881	23,892	106,084	29,801	5,908
YSC OPERATIONS	10088024	636,297	833,776	386,883	425,758	485,048	98,164	446,893	52,858	55,287	69,481	16,623
VEHICLES MANAGEMENT	10088080	5,000	76,995	40,960	-	44,914	3,954	36,035	4,986	-	5,654	668
CHILDREN'S SERVICES												
CCCC ADMINISTRATION	10088010	217,539	217,039	143,066	132,739	125,651	(17,416)	73,973	21,440	15,703	18,087	(3,354)
CHILDREN ASSESSMENT	10088011	330,708	400,708	242,799	224,731	232,845	(9,955)	157,909	69,946	29,198	33,392	(36,553)
FAMILY ASSESSMENT	10088012	150,071	150,071	74,078	74,486	86,987	12,909	75,993	10,278	12,141	12,506	2,228
PERMANENCY PLANNING	10088014	158,000	253,000	137,241	162,599	147,583	10,342	115,759	9,769	15,290	21,083	11,314
SUBSTITUTE CARE	10088015	134,000	634,000	132,781	119,882	369,833	237,052	501,219	6,874	28,841	52,833	45,959
PAL	10088017	132,160	132,160	73,763	73,529	76,491	2,728	58,397	10,104	10,324	11,013	909
MEDICAL CLINIC	10088019	426,600	512,749	286,192	258,122	297,582	11,390	226,557	45,772	52,263	42,729	(3,042)
YOUTH SERVICES												
YSC ADMINISTRATION	10088023	804,774	801,274	362,302	357,860	464,456	102,154	438,972	49,367	48,993	66,773	17,406
FOOD SERVICES	10088021	341,062	352,262	183,193	187,825	204,543	21,350	169,069	26,298	31,316	29,355	3,057
RESIDENTIAL SERVICES	10088022	1,706,045	1,706,045	905,785	852,263	987,880	82,095	800,260	128,966	175,601	142,170	13,205
CYS ADMINISTRATION	10088025	948,136	956,636	539,768	650,185	553,837	14,069	416,868	72,542	81,982	79,720	7,178
CYS SCHOOLS	MULTIPLE	4,539,089	4,514,389	2,423,933	2,390,002	2,614,277	190,344	2,090,456	344,721	321,123	376,199	31,478
PARENT TEEN	10088070	192,893	192,893	99,362	120,552	111,667	12,306	93,531	12,938	19,331	16,074	3,136
TRIAD ADMINISTRATION	10088050	408,077	436,077	272,423	228,064	252,603	(19,820)	163,654	35,237	31,098	36,340	1,103
JP COURT SERVICES	10088052	636,383	636,383	328,432	291,818	368,430	39,998	307,951	41,961	36,313	53,032	11,071
STATUS OFFENDER	10088053	776,045	748,045	423,185	430,774	433,082	9,897	324,860	63,554	57,944	62,337	(1,216)
COMM BASED RESIDENTIAL	10088065	186,502	186,502	98,103	85,069	107,970	9,867	88,399	13,495	13,115	15,542	2,047
ADULT SERVICES												
GUARDIANSHIP ADMIN	10088060	649,044	679,944	392,193	372,828	394,090	1,896	287,751	63,262	53,692	56,662	(6,600)
GUARD CASE MANAGEMENT	10088061	4,684,085	4,704,085	2,465,191	2,440,897	2,724,301	259,110	2,238,894	347,429	323,785	392,007	44,578
REP PAYEE	10088062	164,488	164,488	76,422	93,242	95,246	18,824	88,066	12,518	12,717	13,707	1,189
TOTAL EXPENDITURES		\$ 23,610,000	\$ 27,065,276	\$ 13,297,678	\$ 13,254,151	\$ 15,694,366	\$ 2,396,688	\$ 13,767,598	\$ 2,005,452	\$ 1,882,019	\$ 2,254,678	\$ 249,226

HARRIS COUNTY PROTECTIVE SERVICES
For Children and Adults
GENERAL FUND REVENUE BUDGET AND ANALYSIS
As of September 30, 2017

REVENUES	2017/2018 ANNUAL BUDGET	Current YTD BUDGET	Current YTD ACTUAL	Prior YTD ACTUAL	Current YTD Budget Vs Actual
Sources					
Medicaid/ Medical	\$ 40,000	\$ 23,333	\$ 241	\$ 29,614	\$ 23,092
Federal Funding	40,000	23,333	241	29,614	23,092
State Miscellaneous	-	-	18	-	(18)
Lease reimbursement	658,460	384,102	384,102	384,102	(0)
Emergency Shelter	705,000	411,250	261,333	454,909	149,917
Reimb-Indirect cost	86,500	50,458	72,073	42,047	(21,615)
State Funding	1,449,960	845,810	717,525	881,058	128,285
School Contracts	2,011,800	1,173,550	1,025,442	1,012,977	148,108
Local Funding	2,011,800	1,173,550	1,025,442	1,012,977	148,108
Interest Earned	691	403	201	193	202
GP-Attorney's Fee	-	-	-	-	-
GP- Service Reimb	611,000	356,417	219,847	365,377	136,570
Contributions - Others	-	-	-	-	-
Refunds/Child Revenue	-	-	42,361	5,641	(42,361)
Others	611,691	356,820	262,408	371,211	94,412
Total Outside Sources	4,113,451	2,399,513	2,005,616	2,294,860	393,897
County Support	22,951,825	13,294,853	11,292,062	10,841,396	2,002,791
Total	\$ 27,065,276	\$ 15,694,366	\$ 13,297,678	\$ 13,136,256	\$ 2,396,688

HARRIS COUNTY PROTECTIVE SERVICES
For Children and Adults
PERCENTAGES BY SOURCES OF BUDGETED REVENUES
FISCAL YEAR 2017-2018



BUDGET Vs. ACTUAL
Budget Status as of September 30, 2017



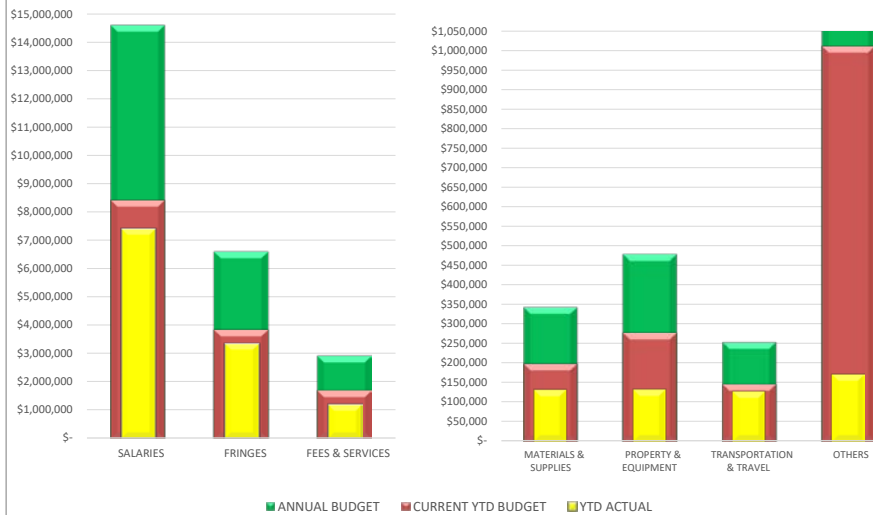
	Budgeted Revenue	Current YTD Budget	Current YTD Actual	Prior YTD Actual	Current YTD Budget VS Actual
State/Federal Funding	\$ 1,489,960	\$ 869,143	\$ 717,766	\$ 910,672	\$ 151,377
Local Funding	2,623,491	1,530,370	1,287,850	1,384,188	242,520
County Funding	22,951,825	13,294,853	11,292,062	10,841,396	2,002,791
Total Funding	\$ 27,065,276	\$ 15,694,366	\$ 13,297,678	\$ 13,136,256	\$ 2,396,688

HARRIS COUNTY PROTECTIVE SERVICES
For Children and Adults
Budget Status as of September 30, 2017

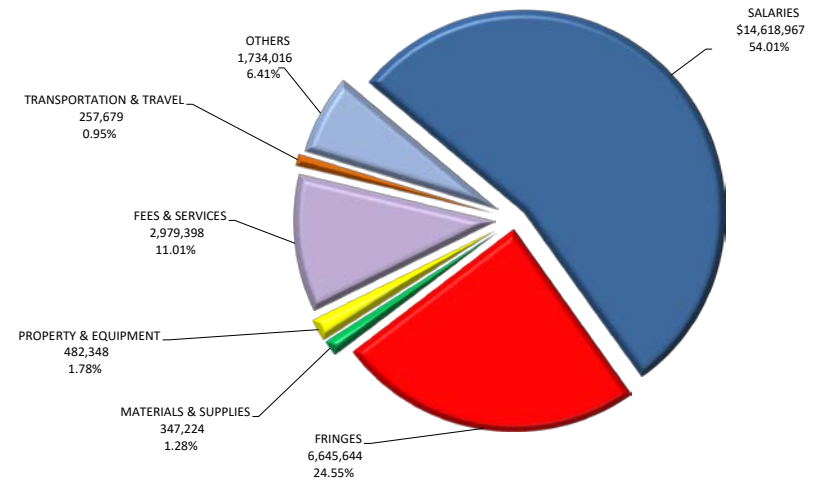
	ORIGINAL BUDGET	ANNUAL BUDGET	CURRENT YTD ACTUAL	ACTUAL AS A % OF BUDGET	CURRENT YTD BUDGET	(OVER)UNDER BUDGET	BUDGET BALANCE
	A	B	C	D = C/B	E	F = E-C	G = B - C
SALARIES	\$ 14,915,825	\$ 14,618,967	\$ 7,888,070	53.96%	\$ 8,434,019	\$ 545,949	\$ 6,730,896
FRINGES	6,737,464	6,645,644	3,571,036	53.73%	3,876,626	305,590	3,074,608
MATERIALS & SUPPLIES	313,024	347,224	131,960	38.00%	202,547	70,588	215,264
PROPERTY & EQUIPMENT	225,600	482,348	132,594	27.49%	281,370	148,775	349,754
FEES & SERVICES	1,041,707	2,979,398	1,276,022	42.83%	1,737,982	461,961	1,703,376
TRANSPORTATION & TRAVEL	243,079	257,679	127,544	49.50%	150,313	22,769	130,135
OTHERS	133,301	1,734,016	170,452	9.83%	1,011,509	841,057	1,563,564
TOTAL	\$ 23,610,000	\$ 27,065,276	\$ 13,297,678	49.13%	\$ 15,694,366	\$ 2,396,689	\$ 13,767,598

Expected Expenditure Level **57.99%** **8.86%** % Bud Variance

EXPENDITURES BY CLASSIFICATION
as of September 30, 2017



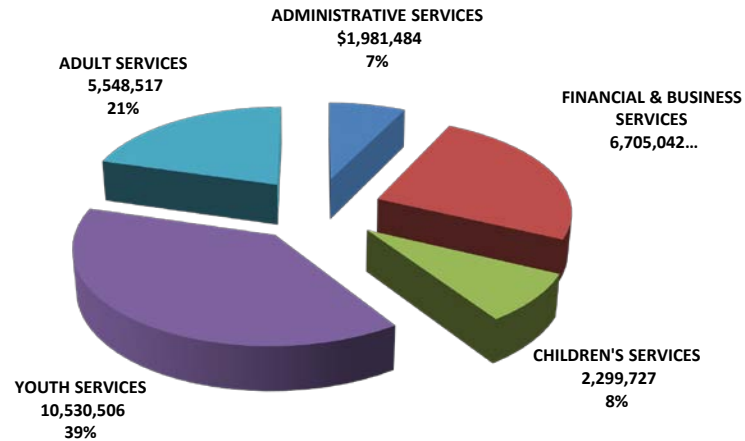
Harris County Protective Services
2017-2018 Budget % by Expenditure Category



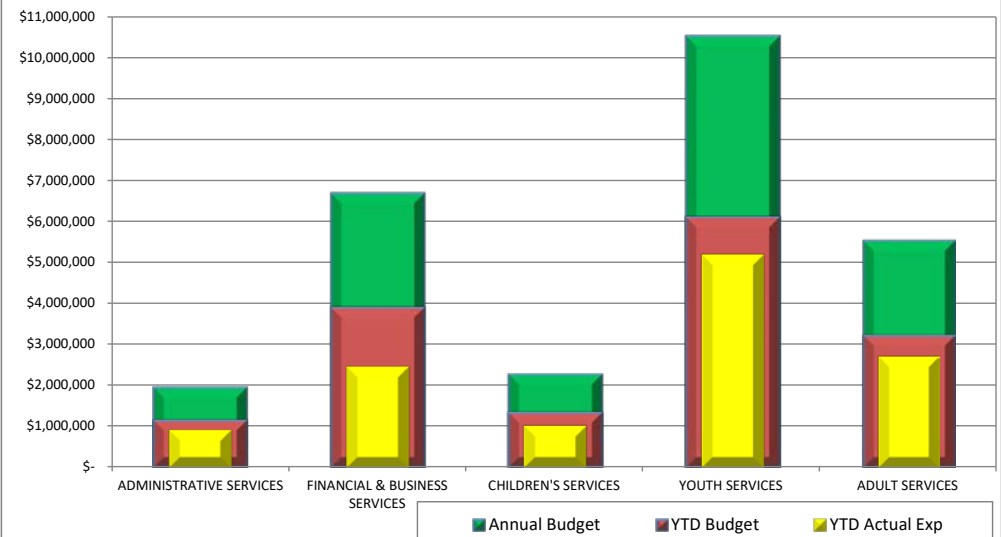
HARRIS COUNTY PROTECTIVE SERVICES
For Children and Adults
Budget Status as of September 30, 2017

	----- YEAR TO DATE -----						----- CURRENT MONTH -----				
	ANNUAL BUDGET	CURRENT ACTUAL	Actual as a % of budget	LAST YEAR ACTUAL	YTD BUDGET	(OVER)UND BUDGET	BUDGET BALANCE	CURRENT ACTUAL	LAST YEAR ACTUAL	CURRENT BUDGET	(OVER)UND BUDGET
	A	B	B/A	C	D	E = D - B	F = A - B	G	H	I	J = I - G
EXPENDITURES BY DIVISION											
ADMINISTRATIVE SERVICES	\$ 1,981,484	\$ 974,626	49.19%	\$ 1,026,613	\$ 1,148,306	\$ 173,680	\$ 1,006,858	\$ 138,210	\$ 141,947	\$ 165,124	\$ 26,914
FINANCIAL & BUSINESS SERVICE	6,705,042	2,662,840	39.71%	2,680,070	3,896,707	1,233,867	4,042,201	480,772	369,303	557,991	77,219
CHILDREN'S SERVICES	2,299,727	1,089,921	47.39%	1,046,088	1,336,972	247,051	1,209,806	174,183	163,759	191,644	17,461
YOUTH SERVICES	10,530,506	5,636,484	53.53%	5,594,412	6,098,744	462,260	4,894,022	789,079	816,816	877,542	88,464
ADULT SERVICES	5,548,517	2,933,806	52.88%	2,906,967	3,213,637	279,830	2,614,711	423,208	390,194	462,376	39,168
TOTAL EXPENDITURES	\$ 27,065,276	\$ 13,297,678	49.13%	\$ 13,254,151	\$ 15,694,366	\$ 2,396,688	\$ 13,767,598	\$ 2,005,452	\$ 1,882,019	\$ 2,254,678	\$ 249,226

**HARRIS COUNTY PROTECTIVE SERVICES
2017-2018 GENERAL FUND BUDGET BY DIVISION**



**HARRIS COUNTY PROTECTIVE SERVICES
2017-2018 BUDGET TO ACTUAL COMPARISON BY DIVISION**



Harris County Protective Services for Children and Adults
Grants FY17
September 1, 2016 - August 31, 2017
Period Ending August 31, 2017

	Number of positions	REIMB AMOUNT	Expenditures 9/30/2017	YTD Budget	% Exp to YTD Budget	Variance	Budget Balance as of 9/30/2017	Projected Expenditures thru end of the grant	Projected Lapse
		A	B	C	D = B/C	E = C - B	F = A - B	G	H = F - G
CHILDREN'S SERVICES									
Family Assessment	4.5	\$ 375,000.00	\$ 15,060.57	\$ 31,250.00	48.19%	\$ 16,189.43	\$ 359,939.43	\$ 359,939.43	\$ -
Permanency Planning Team	15	950,000.00	69,672.53	79,166.67	88.01%	9,494.14	880,327.47	880,327.47	-
Pre-Adopt Review (RAS)	0	64,800.00	-	5,400.00	0.00%	5,400.00	64,800.00	59,400.00	5,400.00
Child Welfare Integrated Healthcare Expansion Initiative- Episcopal Health Foundation (Discretionary match \$34,741) approved for no-cost extension	0.5	110,641.00	85,460.24	100,582.73	84.97%	15,122.49	25,180.76	25,180.76	-
HOPES - DePelchin Children's Center (Yr 3)	2	162,071.90	5,768.40	13,505.99	42.71%	7,737.59	156,303.50	148,565.91	7,737.59
Clinic Integrated Health Exp (VOCA) (Required match \$55,455.04)	4	320,727.57	188,554.40	320,727.57	58.79%	132,173.17	132,173.17	-	132,173.17
YOUTH SERVICES									
HAY CENTER									
PAL Life Skills and Assessment	3	242,842.00	9,817.02	20,236.83	48.51%	10,419.81	233,024.98	222,605.17	10,419.81
PAL Case Mgt and Room and Board Assistance Required Match = \$255,855.72	9	1,021,802.00	52,126.68	85,150.17	61.22%	33,023.49	969,675.32	936,651.83	33,023.49
TWC Transition Center	3	271,564.00	241,015.58	271,564.00	88.75%	30,548.42	30,548.42	30,548.42	-
Transition-Age Youth Planning Initiative (Hogg Foundation, not including roll over from Yr3) Yr 4 of 4	3	322,068.00	80,332.06	107,356.00	74.83%	27,023.94	241,735.94	214,712.00	27,023.94
HAY Transition Coaching Program-HAY Center Foundation Required Match = \$22,335.87 +\$17,198.32 = \$39,534.19	1	90,000.00	42,627.80	90,000.00	47.36%	47,372.20	47,372.20	47,372.20	-
Community Youth Development									
Gulfton (69.11% of budget is subcontractors)	1.5	450,000.00	4,700.00	37,500.00	12.53%	32,800.00	445,300.00	445,300.00	-
Pasadena (71.11% of budget is subcontractors)	1.5	450,000.00	3,127.28	37,500.00	8.34%	34,372.72	446,872.72	446,872.72	-
Required Match = \$188,905									
Concrete Services/TLAs	0	175,644.00	-	175,644.00	0.00%	175,644.00	175,644.00	175,644.00	-
My Brother's Keeper Required Match = \$77,772	4	389,218.00	8,420.71	259,478.67	3.25%	251,057.96	380,797.29	129,739.33	251,057.96
VOCA Emergency Shelter for Client Victims	1	166,519.59	-	13,876.63		13,876.63	166,519.59	152,642.96	13,876.63
Senior Justice Assessment Center Project(VOCA) (Required match \$21,123.76)	4	335,776.36	183,438.76	335,776.36	54.63%	152,337.60	152,337.60	-	152,337.60
		\$ 5,898,674.42	\$ 990,122.03	\$ 1,984,715.62	49.89%	\$ 994,593.59	\$ 4,908,552.39	\$ 4,275,502.20	\$ 633,050.19
						\$ 67,172.72			
						\$ 0.07			

Harris County Protective Services Fund Board
Fiscal Year October 1, 2016-September 30, 2017
As of August 31, 2017

	Initial Budget 2016 -2017	Adjusted Budget	Year to Date Actual	Year to Date Budget	Budget Variance	Remaining Budget Balance	
	A	B	C	D	E = C - D	F = B - C	
Revenues							
HCPS TX Child Welfare Boards - License Plate	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ (600.00)	\$ 600.00	Funds raised throught the sale of license plates for child abuse
HCPS 50th Anniversary Luncheon	30,300.00	30,300.00	32,585.00	30,300.00		(2,285.00)	Funds raised for the 2016 HCPS 50th anniversary gala luncheon
Fundraising Event - TBD	100,000.00	100,000.00	-	100,000.00	(100,000.00)	100,000.00	Potential Fundraiser for the current fiscal year
Capital Campaign	-	2,000.00	2,000.00	2,000.00	-	-	account to be used for the construction of the Infant/Toddler room at the YSC
HCPS Bank Account Interest	100.00	100.00	63.10	100.00	(36.90)	36.90	Interest Earned
Total Revenues	131,000.00	133,000.00	34,648.10	133,000.00	(100,636.90)	98,351.90	
Equity (INCREASE) DECREASE	47,516.42	45,516.42	-	-	-	35,516.42	
Total Revenue and Equity	\$ 178,516.42	\$ 178,516.42	\$ 34,648.10	\$ 133,000.00	\$ (100,636.90)	\$ 133,868.32	
Expenditures							
HCPS Capital Campaign -Svgs	\$ 60,000.00	\$ 60,000.00	\$ 53,304.00	\$ 60,000.00	\$ (6,696.00)	\$ 6,696.00	Renovations to YSC - construction and fees for Infant Toddler Room.
HCPS 50th Anniversary Luncheon - Expenses	18,600.00	18,600.00	19,584.90	18,600.00	984.90	(984.90)	Expenses for the 50th Anniversary Luncheon
HCPS 50th Anniversary Luncheon - Proceeds	62,000.00	62,000.00	4,500.00	62,000.00	-	57,500.00	Proceeds from the 50th Anniversary Luncheon. \$12,000 to Fund Board Operating Account and \$50,000 for enhancements of programs and/or buildings
HCPS Enhancing & Sustaining	6,466.42	6,466.42	-	6,466.42	(6,466.42)	6,466.42	Funds for HCPS programs.
HCPS Houston Junior Woman's Club 2008-2009	5,000.00	5,000.00	-	5,000.00	(5,000.00)	5,000.00	Murworth Lobby
Fundraising Event - TBD	25,000.00	25,000.00	-	25,000.00	(25,000.00)	25,000.00	Expenses for potential fundraiser
HCPS Texas Child Welfare Boards - License Plate	250.00	250.00	-	250.00	(250.00)	250.00	Funds come in from license plates for Child Abuse. Funds will be used for Child Abuse Prevention programming.
HCPS Fund Board Operating Expenses	1,200.00	1,200.00	541.00	1,200.00	(659.00)	659.00	Funds to be used for Fund Board Operating Expenses - liability insurance
Total Expenditures	\$ 178,516.42	\$ 178,516.42	\$ 77,929.90	\$ 178,516.42	\$ 100,586.52	\$ 100,586.52	



Harris County Protective Services for Children and Adults

2525 Murworth Drive, Houston, TX 77054 • 713.394.4000 •
hcps.harriscountytexas.gov

Monthly Program Dashboard September 2017

Children's Services Division	Sept 2017	Sept 2016	FYTD
BEAR			
• Children Served	1,026	1,095	7,572
Children's Crisis Care Center (4C's)			
• Family Assessments Conducted	29	34	186
• Child Evaluations	45	75	228
• Permanency Planning Team Meetings	205	363	1,911
• Family Group Decision-Making Conference (FGDC)	0	30	175
Medical Clinic			
• Medical Services: Children Served	193	219	861
• Dental Services: Children Served	46	71	200
• Behavioral Health: Children Served	32	14	143
• Drug Testing: Clients Served (<i>*DFPS Contract has ended</i>)	0	102	251
HAY Center			
• PAL In-Care Youth Served (<i>*no classes scheduled in Sept</i>)	*0	48	396
• PAL Aftercare Youth Served	144	60	488
• Transition Services: Unduplicated Clients Served	72	44	1,213

Youth Services Division	Sept 2017	Sept 2016	FYTD
Community Youth Services (CYS)			
• Number of new cases opened (<i>*School Calendar Year</i>)	454	584	796
Resource Services (Includes CRCG)			
• Number of Families Enrolled	9	12	62
• Number of New Assessments	2	3	36
• Number of CRCG Wrap Meetings	7	3	42
Kinder Emergency Shelter			
• Total Number of Youth Served (unduplicated) ¹	28	64	190
• Number of New Youth Admissions	14	24	145
• Occupancy Rate ² (<i>DFPS change- no overnights effect. 2/17</i>)	63%	86%	57%
TRIAD Prevention Services			
• Community Youth Development: Unduplicated Youth	188	73	640
• Mental Health Services: New Cases Opened	6	5	48
• Mental Health Services: Number Active Cases	36	30	299

Youth Services Division	Sept 2017	Sept 2016	FYTD
• JP Court WRAP: Number of Cases Opened (no NEW cases)	0	2	17
• JP Court Liaisons: Number of Families Served	104	262	2,394
• Juvenile Intake Diversion: Number of Youth Served	45	84	424
• Juvenile Intake Diversion: Crisis Hotline Calls Received	46	101	651
• Parenting with Love and Limits: Family Cases Opened	5	18	74
• Parenting with Love and Limits: Number of Graduates	7	12	72
• Parent/Teen Survival: Number of youth enrolled	14	10	230
• Parent/Teen Survival: Youth Completing Program	4	3	106

Adult Services Division	Sept 2017	Sept 2016	FYTD
• Guardianship Program: Wards as of 09/29/2017	1,206	1,189	1,270
• SJAC Center: Number of New Cases	9	No Data	38

Training Institute	Sept 2017	Sept 2016	FYTD
• Number of Participants Attending DFPS/HCPs Workshops	171	138	1,907
• Total Number of BSD Classes in Session	3	3	21
• Total Number of BSD Students Enrolled	35	98	803

Communications	Sept 2017	Sept 2016	FYTD
• Number of Speaking Engagements	0	New Measures for 2017	8
• Number of Traditional Media events	0		10

Communications – Social Media	Sept 2017	Sept 2016
• Number of Facebook “Likes”	660	
• Number of people reached by Facebook Posts	10,262	New Measures for 2017
• Unique (new) Visitors to HCPS Website	1300	

CANS Strength-Based Assessments Provided	Sept 2017	Sept 2016
• Intake	0	0
• TRIAD Mental Health	6	8
• JP Court Wraparound	0	2
• Kinder Shelter	0	0
• Resource Services	1	1
• Community Youth Services	293	0
TOTAL	300	11

NOTE: All monthly statistics represent service activity over 30 days, except where otherwise indicated. All Year-To-Date (YTD) statistics represents service activity from 3/1/17 through 2/28/18 to date unless otherwise indicated. All information represents unduplicated statistics unless otherwise indicated

FYTD=Fiscal Year to Date, CYS Program= Follows School Calendar Year of August 2016 to July 2017, Traditional Media= Print, Newspaper, Radio, TV speaking engagements

MINUTES
BOARD OF DIRECTORS
EXTERNAL AFFAIRS COMMITTEE
OCTOBER 17, 2017

PRESENT: Philip Kunetka, Daryll King (via phone) Anna Bell, Emmony Pena, Christina Wright

ABSENT: Sheila Aron, Frances Dyess, Jerry LeVias, Mireya Beltre, Estella Olguin

Anna Bell opened the meeting at 10:40 am

Ms. Bell welcomed everyone and thanked them for being in attendance for the meeting.

Ms. Bell reported that they would be giving an update on the four goals that have been identified. Progress has been made since the last meeting.

GOAL I: Established an Effective Community Outreach Program:

Ms. Bell reported the Speakers Bureau is one of the main tasks and a very important one that was discussed at great length. Ms. Bell reported that on August 24, 2017 there was a Speakers Bureau training held. Estella Olguin, Director Community Relations and Mireya Beltre, Training Institute Manager conducted the training. She reported that 20 staff attended the training on a voluntary basis. The training was based on basic techniques on how to go out and speak to the public. The class did use their own interests and had practice interview sessions. Ms. Bell stated they discussed getting the Speakers Bureau request form completed and posting it online. Darryl King shared his concern on how these volunteers were recruited. Ms. Bell explained an email was sent out to all staff regarding the training and if they were interested to please attend.

They did respond to the email. Discussion followed on the level of their knowledge on HCPS and how well they would relate the services that are provided by HCPS. Ms. Bell reported that the group did have role playing and the main focus was based on their timing, touching on important points, and good eye contact. Ms. Bell reported that it was a great class with lots of enthusiasm and the group actually had lots of fun.

Ms. Bell reported that at the last meeting the draft on the elevator speech was shared with the committee and there was good feedback from the focus group. Then a final draft was presented with one speech.

Ms. Bell will send out that speech via email at a later date to the committee. Discussion followed on how to identify possible referrals on who might go out and speak to several groups in educating the community on who HCPS is and the services they provide.

GOAL II: Establish an ongoing plan for community engagement for the Board of Directors

Ms. Bell touched on board members making referrals in requesting a HCPS speaker. Ms. Bell reported that she wants to have Board member support and involved as much as possible. Ms. Bell mentioned that if and when a volunteer goes out to the community to speak, she thinks it would be ideal for a board member to accompany the speaker to observe. It would also be a learning experience for both the speaker and the board member. Philp Kunetka mentioned that staff has been speaking out in the community all along. He feels there is an effort to broaden it towards a more general informational. Daryll King sees this being a great effort and has volunteered to go out with a Speakers Bureau representative twice a month based on his availability. Mr. King advised that creating a cheat sheet would be beneficial and helpful. Ms. Bell agreed and commented that a cheat sheet would be created. Discussion followed.

Christina Wright reported that a meeting was held with the Focus group which included staff and parent partners. She reported an elevator speech was selected and that the speech will cover the basics on what HCPS services consist of. Ms. Wright shared and explained the elevator speech by category and in great detail. Ms. Wright discussed the guidelines that were created for the speakers to use as a guide. Ms. Wright shared some ways staff can share with their audience when CPS questions arise. They want to stay positive and respond with accurate, knowledgeable answers hoping that depending the audience, they will capture the services HCPS provides and services provided by other agencies. Discussion followed on a time frame and how to time the speech according to a certain audience. This is very critical so that an audience can be captured and attention not lost.

Ms. Bell explained that the elevator speech will be implemented throughout the Agency and it will also be shared with all the administrative technicians so they will be able to assist the caller with accurate information or direct the call in an appropriate manner. Ms. Bell reported that Estella Olguin will be attending several general staff meetings to do a small presentation to those who are already doing speaking engagements within their program. Discussion continued how important it is to address this information to all who will be involved.

GOAL III: Establish an effective internal communications program

Ms. Bell reported that goal III touches on the internal communication that is also being addressed.

Emmony Pena reported on a survey that was sent to all staff via email and one of the questions among many others was do staff use social media and how well is the communications through social media. She reported that Quality Improvement worked with Communications to develop questions in the survey. She reported that the results were that internally staff they do use Facebook often.

When asked if they follow the Agency's Facebook page the majority of the staff replied "no" due to different reasons. The consensus was that they would like to keep home and work separate. Discussion followed on finding a communication platform and looking for other options at this time.

Ms. Pena explained the internal Intranet page that is a website that only staff can access by being logged in to the computer and accessing links about the Agency. Ms. Pena discussed that the internal Intranet page is somewhat outdated but they will work on updating the information so it will be up to par with the Agency's website. Ms. Pena has talked with the IT department who will be assisting with this project on changing look and feel at no cost to the Agency. Ms. Pena did explain that to change more of the modern features and add pictures, etc. that there will be a onetime fee that the Agency will have to pay for. Discussion followed on implementation of the internal Intranet and how much more it would be effective for staff. Ms. Pena stated that the committee will continue to be updated of any implementations, changes or any new ideas that are made.

Ms. Pena reported on the Monthly Stats report which has been updated. She explained the changes that were added and deleted making the report look more up to date. Ms. Bell feels that this new Monthly Stats report is legible to where everyone will understand the information this report provides. Discussion followed.

Ms. Bell asked Ms. Wright to touch on how to track the presentations that are being conducted within the programs. Ms. Wright described the new feature that was added to the website that involves a new form. She explained how the internal one is a speaking log and how the speaker will utilize it.

GOAL IV: To implement quality improvement activities to assist with evaluating internal/external communication plan

Ms. Bell explained that she wants to be sure that the quality improvement department is tracking, researching and analyzing all the information that is collected for better improvement. Ms. Bell thanked everyone present for their input. She is looking toward moving forward and possibly having a mini orientation which will involve all of HCPS board members. Discussion followed on having board members involved in these goals.

Mr. Kunetka talked about how helpful it is to have business cards to be able to hand out to interested ones who would like someone to come out and speak to them about services provided by HCPS. Also it could be entered into a data base system for tracking. Discussion followed on who speakers contact when they are making a request for a speaker to come out and do a presentation on services provided by HCPS. Ms. Bell mentioned that Ms. Olguin continues to be the primary contact person when someone is requesting a speaker from HCPS agency. She explained how this process was done and how a system will be created to continue to keep track of each speaker that goes out and speaks to the community. The Speakers Bureau information sheet will include date, time, topic request, location, contact person, how many will be in the audience, etc. Discussion continued.

Ms. Bell stated there will be a quarterly report developed with all the tracked information. This report will be shared with the HCPS board members once it is completed.

Ms. Wright discussed how she developed a method on pre-enrolling all staff into the website blog and how it will be beneficial to each staff.

Ms. Bell announced that the HCPS information cards have been updated and will be handed out at the next HCPS board meeting.

Ms. Bell announced that the new HCPS business cards are now available for all staff as well.

Discussion followed on possibly having business cards made for all the HCPS board members.

Ms. Bell mentioned that the HCPS Agency flag was damaged during hurricane Harvey and a new flag is being made to replace the damaged one.

Ms. Pena announced that the Youth Service Center will be having an open house event on October 25, 2017 at 4:30 p.m. at 6300 Chimney Rock.

Meeting adjourned at 11:45 a.m.

HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS REPORT OF BOARD AND COMMITTEE MEETINGS

COMMITTEE:	Program Services Committee Meeting
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MEETING DATE (S) October 5, 2017

MEETING ATTENDEES: BOARD MEMBERS	MEETING ATTENDEESS: HCPS/DFPS STAFF
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**Marilyn DeMontrond
Charlene Hunter James**

**Claudia Gonzalez
Mary Green
Ginger Harper
Lisa LeVrier**

YOUTH IN ATTENDANCE

No Youth In Attendance

The meeting was called to order by HCPS Board Member, Marilyn DeMontrond. Ms. DeMontrond welcomed all in attendance.

Ms. DeMontrond asked for Program Updates: Challenges, New Initiatives, and Project Updates.

Adult Services Division – Claudia Gonzalez, Adult Services Administrator, provided updates on ongoing challenges that the Guardianship Program is addressing:

- Challenge of moving wards back into Harris County. Probate Courts 3 and 4 requested that the Program move all wards residing outside of Harris County back into the county. The Guardian Case Managers are challenged with finding appropriate placements that will meet their wards' special needs within Harris County or finding alternatives to guardianship for those wards who cannot be moved back into the county.
- Challenge of ensuring personal care homes are safe. The Guardian Case Managers are visiting personal care homes and checking to see if the homes are safe after hurricane Harvey. Case managers found some of the homes are just painting over the wet walls, which will create a hazardous environment for the wards. Thus, the case managers are having to work with these homes to ensure the owners are removing and replacing sheetrock. Ms. Hunter James suggested calling Dr. Shah, Executive Director of Harris County Public Health Department, to see if there is an assessment team that could visit these homes and assess them for environmental damages. Ms. Gonzalez agreed with Ms. Hunter James' suggestion.

Children Services Division - A Children's Division representative was not present at this meeting. Highlights were submitted to the committee.

Youth Services Division - Ginger Harper, Youth Services Administrator, reported Youth Services Division is currently working on two initiatives:

- **Children without Placement.** Ms. Harper reported that the Youth Services Division received a Victims of Crime Act (VOCA) Grant award from the Texas Office of the Governor-Criminal Justice Division for the Children without Placement-Emergency Shelter for Child Victims. This grant provides services for overnight shelter placement through HCPS Kinder Emergency Shelter Program and day time activities through Houston ReVision.
- **Child Sex Trafficking (CST) Continuum of Care** – Ms. Harper reported that she is currently working on the Child Sex Trafficking VOCA grant. The grant requires a 20% match, and she is working on identifying in-kind and cash match resources to meet this requirement.

BEAR Program - A BEAR Program representative was not present at this meeting. Highlights were submitted to the committee.

HAY Center –Mary Green, Director Transitional Services, reported on the challenge for the HAY Center.

- **Challenge of Affordable Housing.** Ms. Green reported their greatest challenge is housing. Ms. Green stated a youth's monthly income must be 3 times the amount of the rent in order to sign a rental lease. For a youth to qualify for Federal Funding, he or she must be homeless. In order to be considered homeless, a youth must spend the night in a shelter. However, the youth will not spend the night in a shelter; instead, they choose to stay with different friends. In addition, the Ms. Green reported they are trying to launch their own Bridge Housing Program through a contract with New Hope Housing, but the contract has not been signed. Ms. Green stated affordable housing remains a pressing issue for the youth.

Ms. DeMontrond asked about the next meeting day and time. Meetings are currently scheduled the first Thursday of every month at 3:00pm at the YSC. There has been limited attendance at the meetings due to schedule conflicts. A discussion was held regarding the best day and time for this committee to meet. Ms. DeMontrond suggested emailing a Doodle Survey to all committee members to obtain their input as to the best meeting day and time. Claudia Gonzalez agreed to email a Doodle Survey to the committee members before the next meeting.

A discussion was held regarding the best way to keep members engaged in the Program Committee. Mary Green suggested that the committee develop a goal or an assignment for board committee members, such as requesting that board members identify places or community groups where HCPS program staff and Program Committee Members could present information about our HCPS services. The committee members present agreed with Mary Green's suggestion.

Announcements.

Charlene Hunter James announced that Christine James Brown with CWLA created a list of resources for children. Ms. Hunter James will email the list to Claudia Gonzalez who agreed to email the list to the other committee members.

Mary Green announced on October 16, 2017, the Holocaust Museum will present the “Strategies of Standing up to Hate and Discrimination.” On October 21, the Hay Center is hosting a parenting conference.

Claudia Gonzalez announced that the Guardianship Program holiday drive is underway. This year the program is asking for portable radios for all of the Wards. Donation cards will be available at the next Board Meeting.

The next Program Services Committee meeting is November 2, 2017. Meeting was adjourned.

****Note: Please review the highlights attached that give an update of all program activity.***

HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS

Executive Committee Meeting

October 17, 2017

MINUTES

ATTENDANCE

Board Members: Jerry LeVias, President
Ellie Sweeney, Vice President
Marilyn DeMontrond, Program Services Committee Chair
Phil Kunetka, External Affairs Committee Chair
Sean McPherson, Board Member

Staff: Joel Levine, Executive Director
Jeff Alexander, Youth Services Division Manager
Sheryl Becker, DFPS Program Administrator
Anna Bell, Director of Organizational Development
Ginger Harper, Youth Services Administrator
Jackie McMillon, Director of 4Cs and Clinic
Yaksha Shah, Program Manager, Guardianship Program

At 12:05 p.m. Board President, Jerry LeVias, called the meeting to order and welcomed all attendees.

REPORT ON CONSULTATION OF DFPS.HCPS RELATIONSHIP

Joel Levine stated that it has been four years since the last Board/Staff strategic planning meeting. He is looking forward to the next planning session this spring, 2018. He is interested in addressing the HCPS/DFPS relationship from a program management standpoint, as well as a fiscal standpoint and to review the services HCPS has been providing for DFPS for a long time and partnering with DFPS on whether we have the right services right now, at the right level. He said he contracted with Judge Specia, former Commissioner, to look at the current relationship. Judge Specia evaluated the Children Services Division and provided an executive summary of his assessment of Children Services Division. His finding and recommendations were to:

Refocus on Planning and Align Programs and Services with DFPS Priorities
Re-Energize relationship with DFPS
Engage Community at all Levels
Better use of Data Management
Address Areas of Disjointed Funding
Impact of Community-Based Care on HCPS

The two-page summary was distributed at the meeting.

DFPS UPDATE

In the absence of C. J. Broussard-White, Sheryl Becker reported that DFPS formed its Division of Investigations on September 1, 2017. Monica Sanders is the Regional Director for Region 6A Harris County. CJ Broussard-White will remain Regional Director for Ongoing Services (FBSS & CVS) for Region 6A Harris County. Ms. Becker stated that Ms. Broussard and Ms. Sanders plan to continue to work as a team under the DFPS umbrella for the best results for the Region children and families

Staff worked throughout Hurricane Harvey. Regional Directors and State Office Executive Team staff held multiple daily conference calls to ensure the children and families were safe. All CPS staff have returned to work. They have tracked all impacted staff and provided rental car options, and Employee Assistance Program De-Brief Sessions conducted by professional counselors.

FINANCIAL AND BUSINESS SERVICES COMMITTEE

In the absence of Sherea McKenzie, Sean McPherson reported that it has been suggested that there be a 5% cut across the board on the next fiscal year budget. While that may not be the case, the budget will most likely be a flat budget. Additionally, the employer match will increase from \$13,000 to \$13,500.

Currently there are 352 employees. The turnover rate is about the average for the rest of the county at about 6%.

There continues to be ongoing problems with reconciling the return Social Security payments for the wards that have died.

PROGRAM SERVICES COMMITTEE

No Report

EXTERNAL AFFAIRS COMMITTEE

Phil Kunetka reported that a Speaker's Bureau training was held August 24th and was attended by 20 staff who volunteered to be speakers on behalf of HCPS. The Speakers Bureau request form has been posted on the website.

The Elevator Speech has been finalized and was shared at the committee meeting. An orientation guide is being prepared to distribute with the speech which will be presented to the Executive Team in November.

HARRIS COUNTY CHILDREN'S PROTECTIVE SERVICES FUND

Phil Kunetka reported that the Fund is allocating funds to support the Youth Services Center Open House on October 25th and the Staff Appreciation Lunch on November 9th.

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The meeting adjourned at 1:30 p.m.

COMMISSIONERS COURT AGENDA

Protective Services for Children and Adults

September 12, 2017

1. Travel authorization for three staff to attend the Elder abuse forensic training and tour from 09/20/2017 through 9/23/2017 in Orange Co., CA. The amount spent is \$4,722.
2. Travel authorization for one staff to attend the Life support eBook classes on a date to be decided. Class will be in Houston, TX. The amount spent is \$334.
3. Travel authorization for thirteen staff to attend the Transformation Collaborative Outcomes Management conference from 10/3/2017 through 10/07/2017 in San Antonio, TX. The amount spent is \$21,500.
4. Travel authorization for two staff to attend the Trauma informed care education course at multiple times in Houston, TX. On 08/01/2017 \$1,000 was approved for four attendees to attend. The amount spent at this time is \$250 from general funds and \$250 from grant funds.
5. Travel authorization for seven staff to attend the National Association of Social Workers conference from 10/05/2017 through 10/07/2017 in Galveston, TX. The amount spent is \$8,370.
6. Authorization to accept from the HAY Center Foundation grant funds in the amount of \$48,000, with a required Services Program, and continue funding associated positions.
7. Authorization to accept from the Criminal Justice Division of the Office of the Governor grant funds in the amount of \$840,641, with a required cash match of \$77,223 for the Senior Justice Assessment Center project, and to continue associated positions for the renewal period.

September 26, 2017

1. Authorization to use grant funds to purchase computer equipment in the amount of \$20,000 for current and former foster youth participating in the Preparation for Adult Living Program.
2. Authorization to use grant funds to purchase furniture vouchers and an annual partnership with the Furniture Bank in the amount of \$1,450 for youth participating in the PAL Program.
3. Authorization to use grant funds to purchase gift cards from Kroger and HEB grocery stores in the amount of \$25,000 for youth needing assistance as part of the PAL Program aftercare room and board benefit.
4. Authorization to use grant funds to purchase metro transit vouchers in the amount of \$7,000 for use by youth in the care of the Department of Family and Protective Services, and former foster youth participating in the PAL and Houston Alumni and Youth Center programs.
5. Authorization to use grant funds in the amount of \$12,000 to issue a purchase order to Kroger Grocery stores for food and refreshments for current and former foster youth participating in the Preparation for Adult Living Program.
6. Authorization for staff to host an annual Foster Parent Recognition Event on November 4, 2017 in Houston for approximately 200 participants at an estimated cost of \$9,000 to be partially reimbursed by Title IV-E grant funds.
7. Authorization to reclassify six positions effective September 30, 2017.
8. Travel authorization for one staff to attend the Parenting with love and limits certification training at a date to be decided in Jacksonville, FL. The amount spent is \$5,300.
9. Travel authorization for thirty staff to attend the Facilitation of Independent living services for HAY Center at multiple times in various locations. The amount spent is \$1,926.
10. Mileage reimbursement for 30 PAL staff on multiple dates in various locations.
11. Travel authorization for one staff to attend the Texas Alliance of Children & Family Services Summit from 09/13/2017 through 9/14/2017 in Austin, TX. The amount spent is \$437.
12. Travel authorization for two hundred staff to attend site visits, events, trainings, and meetings at multiple dates and in various locations.

The amount spent is \$33,500 out of general funds and \$2,500 from grant funds.

13. Travel authorization for six staff to attend the Family & Youth development providers meeting from 10/02/2017 through 10/05/2017 in San Antonio, TX. The amount spent is \$3,091.
14. Travel authorization for three staff to attend the Texas Child Care Administrators conference from 10/16/2017 through 10/18/2017 in Houston, TX. The amount spent is \$750.
15. Authorization to extend certain grant-funded positions to September 30, 2018 for the Houston Alumni & Youth Center Program, and temporarily transfer \$62,342 from the department's general fund to the grant account pending receipt of the grant award.
16. Authorization to accept from the Criminal Justice Division of the Office of the Governor grant funds in the amount of \$166,520, with a required match of \$52,875, for the Children Without Placement Program, and approval of a position effective September 30, 2017.
17. Authorization to accept from the Criminal Justice Division of the Office of the Governor grant funds in the amount of \$845,169, with a required match of \$211,398, for the Clinic Welfare Integrated Healthcare Expansion Initiative, and continue the associated positions for the entire renewal period.

Potential impact on Property Taxes

Harris County relies primarily on property tax revenues to fund operations. Upcoming appraisals, particularly of the damaged homes and buildings, could be significantly affected resulting in lower revenues for not only the County but also Flood Control and the Hospital District, all of which rely significantly on property taxes to fund their operations.

At this early date, estimates are that more than 50,000 single family in the county were flooded, which likely will result in material reductions in the taxable value of these damaged homes on January 1, 2018 HCAD valuation. It is estimated that it will take 6 – 12 months before most of these homes are repaired, including those covered by flood insurance.

The Budget Office will likely recommend flat General Fund budgets for Harris County departments for next fiscal year, with some departments absorbing reductions of up to 5%. The goal will be to maintain current

levels of staffing and services despite declining revenues. Adjustments will be made to cover the increasing costs related to employee health care, retirement and other benefits as needed.

Harris County General Fund

The rollover policy, debt management and spending restraints in place since 2012 will continue to help the county remain financially strong even with reduced growth.

Salaries

Budget allocations for the upcoming fiscal year are expected to be the same as the General Funds adopted last year. Departments will need to take this into consideration when adjusting salaries or adding personnel during the remainder of the current fiscal year to ensure they have adequate resources to sustain changes through next year.

Quarterly Report for June, July, and August 2017

*Clients Served by Harris County Protective Services for Children and Adults (HCPS),
Texas Department of Family and Protective Services (DFPS),
and The Children's Assessment Center (CAC).*

I. Unduplicated children served in Harris County during quarter:

1. Completed DFPS investigations (families)	5,544
Alleged Victims in completed investigations	8,810
Total children in completed investigations	13,766
By Allegation Type*	Percent
Physical Abuse	24
Sexual Abuse	20
Neglect & Other	56

*Allegations are in investigations assigned. Note: an alleged victim may be in more than one type of allegation.

Source: DFPS data warehouse as of August 31, 2017

2. Children taken into conservatorship (protective custody) during quarter	384
Source: DFPS data warehouse as of August 31, 2017	
3. Children in conservatorship (protective custody) as of <u>August 31, 2017</u>	4,143
Source: DFPS data warehouse as of August 31, 2017	
4. Community Youth Services (CYS)	685
Youth referred on school campuses and in community	
Source: HCPS' Youth Services Administrator	
5. TRIAD Prevention Program	642
Youth served for status offenses, class C citations and public services at YSC and JP Courts	
Source: HCPS' Youth Services Administrator	
6. The Children's Assessment Center (CAC) total children served first time services	768
Number of DFPS children referred for first time service	524
Number of non-DFPS children referred for first time services	244
Source: CAC Case Tracking System (Original source: DFPS and law enforcement reports)	

II. Other Services provided during quarter: (Some clients receive more than one service in one or more categories.)

1. HCPS' Medical/Dental Clinic services provided to children	618
Source: HCPS' Children's Services Administrator	
2. CAC medical services provided to children	244
Source: CAC Case Tracking System	
3. Kinder Emergency Shelter youth placed in residence	39
Source: HCPS' Youth Services Administrator	
4. Children's Crisis Care Center (4Cs)	
Children psychologically evaluated	126
Families assessed	89
Permanency Planning Team Meetings	728
Family Conferences	91
Source: HCPS' Children's Services Administrator	
5. CAC therapy and psychological services	
Children	1210
Adults	741
Source: CAC Case Tracking System	
6. CAC forensic interviews conducted	855
CAC extended forensic interviews	14
Source: CAC Case Tracking System	
7. Guardianship Program, wards as of <u>August 31, 2017</u>	1,210
Source: Adult Services Administrator	