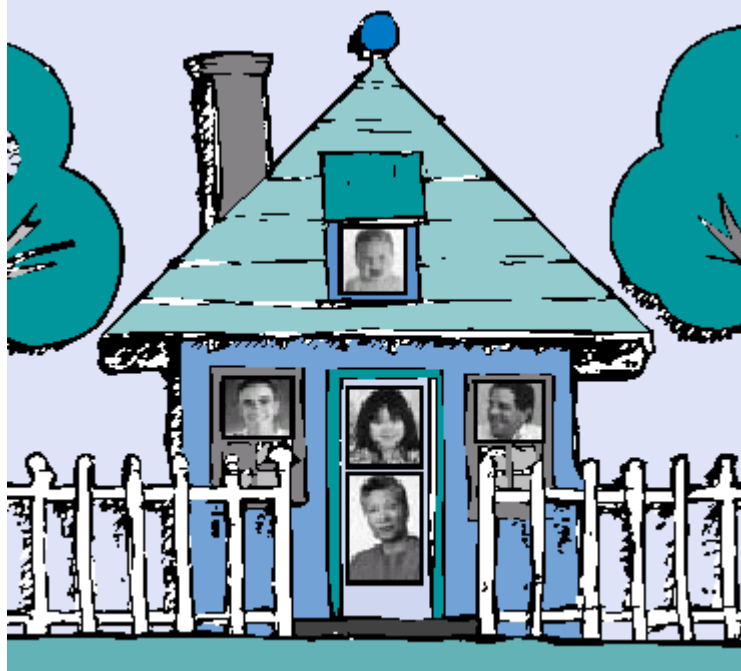


**Harris County
Protective Services for
Children and Adults
(HCPS)**



BOARD MEETING MATERIAL

February 2018

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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

February 22, 2018 | 4:30 PM | 6300 Chimney Rock Road, Room B204

MEETING OPENING

4:30PM

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

EXECUTIVE UPDATES

4:45PM

- | | |
|---|--------------------------------------|
| 5. HCPS EXECUTIVE DIRECTOR STATUS REPORT | Joel Levine |
| 6. DFPS REGIONAL DIRECTORS STATUS REPORT | CJ Broussard-White
Monica Sanders |

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
6300 Chimney Rock
Room 204
Houston, Texas 77081
January 25, 2018

GUESTS IN ATTENDANCE

Carole Lamont, Precinct 3
Kerry McCracken, Children's Assessment Center
Paul Shanklin, Precinct 4
Dori Wind, County Attorney's Office

BOARD MEMBERS IN ATTENDANCE

Sheila Aron
Marilyn DeMontrond
Carmel Dyer, MD
Frances Castaneda Dyess
Charlene Hunter James
Darryl King
Philip Kunetka
Jerry LeVias
Sherea McKenzie
Sean McPherson
Terry Morales
Lidya Osadchey
Janet Stansbury
Ellie Sweeney

BOARD MEMBERS ABSENT

Patrice McKinney

YOUTH IN ATTENDANCE

Talora Rogers

STAFF IN ATTENDANCE

Anna M. Bell, Organizational Development Director
Cherease Glasper, Youth and Family Coordinator
Ginger Harper, Youth Services Administrator
Joel Levine, Executive Director
Jackie McMillon, Children Services Director
Luis Morales, Communications Specialist
Estella Olguin, Senior Communications Manager
Beverly Pettway, Financial and Business Services Administrator
Monica Sanders, Harris County CPS Regional Director for Investigations
Will Walker, Training Institute Manager

CALL TO ORDER/INTRODUCTION OF GUESTS

Board President, Jerry LeVias called the meeting to order at 4:40 p.m. Joel Levine introduced past board member and current Vice Present of the HCCPS Fund Board, Barbara Hermes and also Kerry McCracken, a representative of the Children's Assessment Center. Sherea McKenzie introduced 2 interns from Thurgood Marshall School of Law at Texas Southern University.

APPROVAL OF MINUTES

Janet Stansbury moved for approval of the December, 2017 minutes. Sherea McKenzie seconded the motion. The minutes were approved by unanimous voice vote.

MISSION MOMENT

Mr. Levine introduced Ms. Ashley Smalls, Faith-based Coordinator with the Department of Family and Protective Services (DFPS).

The objective of the program is to reach out to faith-based organizations and churches to provide more support to local CPS offices for children in CPS care in foster homes, waiting for adoption.

The key to the new approach is focusing on ways for individuals to be involved, aside from fostering or adopting children, by building new partnerships with the goal of filling a variety of needs, such as collecting clothes, assist with mentoring and helping with parenting and/or life skills classes. Kingwood United Methodist Church is involved with this project by offering foster parents, or families involved in kinship care with a Parents Night Out.

HCPS EXECUTIVE DIRECTOR STATUS REPORT

Mr. Levine stated that in December, the Region 6 Council of Child Welfare Boards had its annual awards luncheon. He congratulated Board Member, Phil Kunetka who was recognized as an Outstanding Volunteer of the Year. Janet Stansbury, a longtime member of the Board is now Chair of the Advocacy Committee and Marilyn DeMontrond is now a delegate to the Texas Council of Child Welfare Boards. The Texas Council is meeting on March 1-2, 2018 in Austin. The Council will now take a leadership role in terms of developing positions for the local boards and helping them educate the boards.

Child Welfare League of America (CWLA) donated fifteen gift cards as a token of appreciation and recognition for staff who worked during Hurricane Harvey to serve children and families impacted by the storm.

Mr. Levine stated that he participated in a meeting on January 4th in Austin Texas on the Continuity of Care workgroup for the expansion of Community Based Care in Texas which focused on preserving paid placement capacity. An RFP has been issued for Community Based Care in Bexar County. The RFP closes in March.

Along with HCPS Board Member Sherea McKenzie, he enjoyed attending an event held by Precinct One Commissioner Rodney Ellis to welcome the Class of 2018 for the Texas Legislative Intern Program. Former Texas Legislative Interns made remarks at the event

including State Representative Armando Walle and Harris County Criminal Court At Law Judge, Darrell Jordan.

The HAY Center will pay tribute to Ms. Pam Walker who passed away this past fall. Ms. Walker was committed to the HAY Center youth and worked tirelessly to ensure every youth had the resources and services they needed to pursue their dreams. The dedication will be held January 31 at the HAY Center, 1216 West Clay at 10:00 a.m.

DFPS REGIONAL DIRECTOR Report

Monica Sanders reported that Executive Leadership continues to work with Casey Family Programs. Additionally Region 6A has completed its business plan for 2018.

Family Based Safety Services (FPSS) had a regional case read conducted by State Office. The read resulted in a finding in program development. FBSS is working to improve its systems for better outcomes for children and families.

Currently Harris County has 52 reported Missing Children that are in CPS Conservatorship. Procedures have been put in place that when a child goes missing that a worker is to report the child to Law Enforcement and the National Center for Missing and Exploited Children. After those measures have been completed, the worker fills out a preliminary sheet with detailed information about the child and sends it to the designated CPS Missing Children mailbox where that child is assigned to a CPS Special Investigator. The Special Investigator and Caseworker team together with a more intense search to try and locate the missing child.

A holiday party for DFPS staff in both divisions was held at the Trini Mendenhall Community Center on December 13th. With the help of the County, staff enjoyed a phenomenal taco bar, DJ and was presented with beautiful blue thermos mugs.

The Regional Directors for the On-going and Investigation Divisions have participated in weekly meetings at the Children's Assessment Center with the Governor's Human Trafficking Initiative Workgroup.

Also, the Directors will form advisory committees made up of caseworker and support staff in an effort to ensure staff from the field have a direct line of communication with executive level staff and to keep the Directors informed of issues/challenges from the field. These groups will present ideas on new initiatives that can potentially impact staff and improve program systems on all levels

COMMITTEE REPORTS

FINANCIAL AND BUSINESS SERVICES COMMITTEE

Sherea McKenzie stated that due to inclement weather, the committee did not meet. However, Beverly Pettway highlighted that the agency is coming to the end of the fiscal year, February 28, 2018. She said they received a fairly flat budget which was about a \$380,000 increase in the budget number but that money went toward the cost of the increase of fringe benefits including the increase costs of health insurance as well as the

retirement system and workers compensation She said she expects to have approximately \$2.8 million in rollover funds.

EXTERNAL AFFAIRS COMMITTEE

Phil Kunetka stated that the committee did not have a meeting. Anna Bell introduced Luis Morales the new Communications Specialist in the Administration Division. There will be a full report at the next board meeting.

PROGRAM SERVICES COMMITTEE

Marilyn DeMontrond reported that in December, the first two youth were provided housing through the Bridge Housing Program at Ashford Westchase Apartments. The program continues to struggle with housing youth. The Bridge Housing Program is very labor intensive and there isn't a designated position to work in this program. The plan is to apply for a VOCA grant to fund a position to handle this program.

On December 16th, the HAY Center hosted its annual Holiday Party. There were approximately 200 people in attendance. All of the youth left with gifts, gift cards, and holiday cheer.

Youth Services submitted the application for the Child Sex Trafficking VOCA Grant. They are waiting receipt of the award letter, which then will be submitted to Commissioners' Court for approval to accept the money.

The Social Security hold has been lifted, but the Guardianship program continues to struggle to return funds quickly, when a ward dies, to prevent new holds being placed on the program.

The Guardianship Program 2017 Holiday Drive was successful. 1,090 wards and 50 representative payee clients received a holiday gift. There were a total of 57 donors who donated 461 radios and \$1,970.00 in monetary donations.

Through a donation from Board President, Jerry LeVias, the Guardianship Program received 36 tickets to the Texas Bowl. The tickets provided wards, residents and staff from two group homes the opportunity to attend the football game

Youth on Board member, Talora Rogers reported that the youth have submitted a grant proposal to the Houston Jr. Women's Club for \$3,000. The money will be used to implement a program entitled "PILOT" (Preparation Initiative for Leaders of Tomorrow). The program will work in partnership with colleges and communities in order to provide opportunities to access colleges for talented students from low income families.

Youth on Board members have been gearing up for the upcoming TNOYS Conference here in Houston. The youth have been working with the TNOYS staff on the upcoming conference and the youth track.

EXECUTIVE COMMITTEE

The committee did not have a meeting. However Joel Levine reported that the Board retreat will be held on April 24, 2018. Details to follow.

MATTERS FOR DISCUSSION

No Discussion

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



BUDGET STATUS REPORT

ELEVEN MONTHS ENDING

January 31, 2018



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 - January 31, 2018
BUDGET SUMMARY by Funding Source

		Original Budget	Adjusted Budget	Expenditures To Date	% of Budget Expended	Budget to Date	Variance as of 01/31/2018	Projected Expenditures through Year End	Projected Rollover / Unexpended Funds
		A	B	C	D = C/B	E	F = E - C	G	H = B - G
GENERAL FUND (March 1 - February 28)	GF	\$ 23,610,000	\$ 27,065,276	21,289,293	78.66%	24,855,946	\$ 3,566,653	\$ 24,168,276	\$ 2,897,000
SPECIAL REVENUE FUNDS:									
GUARDIANSHIP (March 1 - February 28)	SRG	149,106	149,106	103,977	69.73%	137,128	33,151	149,106	-
JUVENILE CASE MGMT FUND (March 1 - February 28)	SRJ	925,534	925,534	769,973	83.19%	848,406	78,433	925,534	-
HAY CENTER YOUTH PROGRAMS 1115 WAIVER	HCY	853,874	853,474	145,275	17.02%	371,834	226,559	853,474	(0)
OCOK - PREPARATION FOR ADULT LIVING		10,914	19,989	10,442	52.24%	18,323	7,881	10,914	9,075
FAMILY PROTECTION FEE	FPF	13,445	37,145	16,450	44.29%	34,050	17,599	13,445	23,700
TOTAL SPECIAL REVENUE FUNDS		1,952,873	1,985,248	1,046,118	52.69%	1,409,740	363,622	1,952,473	32,775
GRANT FUNDS (Various)									
GRANT FUNDS (Various)	GRT	5,886,272	6,917,520	1,981,833	28.65%	2,836,971	855,137	4,311,899	623,787
TITLE IV-E (October 1 - September 30)	IVE	680,000	680,000	-	0.00%	-	-	-	680,000
TOTAL GRANT FUNDS		6,566,272	7,597,520	1,981,833	26.09%	2,836,971	855,137	4,311,899	1,303,787
OTHER FUNDS									
FUND BOARD (October 1 - September 30)	FB	91,716	102,716	8,496	8.27%	8,496	-	102,716	-
TOTAL OTHER FUNDS		91,716	102,716	8,496	8.27%	8,496	-	102,716	-
TOTAL FUNDING - HCPS		\$ 32,220,861	\$ 36,750,760	\$ 24,325,740	66.19%	\$ 29,111,153	\$ 4,785,413	\$ 30,535,364	\$ 4,233,562

(a)

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 December 31, 2017 the remaining balance in the fund is \$3,425,263 Through the end of December Revenue was \$766,142 and Expenses \$674,130 for a net of \$92,012
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. Fiscal year began in the month of September for the majority of the grant funds. HCPS recently received funding via VOCA (Victims Of Crime Act) for Child Welfare Integrated Healthcare Expansion Initiative grant (amount \$379,560) and for Senior Justice Assessment Center project (amount \$840,641).
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) DFPS is still reviewing the contract for Title IV-E Child Welfare Funds. (3) Pending discussion with Auditors to reclassify as Special Revenue.
Fund Board	FB	Fund Board operates on a fiscal year September 1 2017 - August 31, 2018. Funds raised through various programs are maintained by the Fund Board.

HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS
PROGRAM FUNDING SUMMARY
As of January 31, 2018

	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	Includes 4 staff positions and provides training services to all HCPS programs. Works with programs in the implementation and deployment of CANS.
HCPS ADMINISTRATION	2-2	687,707	-	-	-	-	-	102,716	790,423	Four positions are included in this general fund budget. This area covers executive office functions and board related functions.
COMMUNITY RELATIONS	2-3	228,225	-	-	-	-	-	-	228,225	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.
TOTAL ADMINISTRATIVE SERVICES		1,981,646	-	-	-	-	-	102,716	2,084,362	
FINANCIAL & BUSINESS SERV										
ACCOUNTING	2-6	3,423,225	680,000	-	-	-	-	-	4,103,225	100% from General Fund. Title IV-E Grant \$680,000 contract pending with DFPS; funds not yet received.
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 maintaining vehicles used by HCPS.
TOTAL FINANCIAL AND BUSINESS SERVICES		6,713,885	680,000	-	-	-	-	-	7,393,885	
CHILDREN'S SERVICES										
CCCC ADMINISTRATION	2-12	217,039	-	-	-	-	-	-	217,039	
CHILDREN ASSESSMENT	2-13	400,708	-	845,169	-	-	-	-	1,245,877	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% in direct services.
SUBSTITUTE CARE	2-16	634,000	-	192,644	-	-	-	-	826,644	Contract with DFPS to provide payment services for Concrete Services and for Transitional Living Allowances for Youth in the amount of \$192,644. General Fund covers clothing, school supplies, birth certificates and other foster care maintenance items.

HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS
PROGRAM FUNDING SUMMARY
As of January 31, 2018

	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
PAL/HAY/TWC	2-17	132,160		1,264,644	-	822,691	874,363	-	3,093,858	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 funding and 1115 Waiver Funds classified as Special Revenue.
MEDICAL CLINIC	2-18	539,249		64,800	-	272,713	6,173	-	882,935	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		2,326,227	-	3,692,257	-	1,095,404	891,408	-	8,005,296	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	778,074	-	-	389,218	-	-	-	1,167,292	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.
FOOD SERVICES	2-20	352,262	-	-	-	-	-	-	352,262	
RESIDENTIAL SERVICES	2-21	1,706,045	-	-	-	-	-	-	1,706,045	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.
CYS ADMINISTRATION	2-22	962,636	-	-	-	-	4,550	-	967,186	
CYS SCHOOLS	2-23	4,496,085	-	-	-	-	-	-	4,496,085	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		10,495,001	-	900,000	389,218	-	945,134	-	12,729,353	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	688,244	-	-	-	-	149,106	-	837,350	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.

HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS
PROGRAM FUNDING SUMMARY
As of January 31, 2018

	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
GUARD CASE MANAGEMENT	2-30	4,695,785	-	840,641	-	-	-	-	5,536,426	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	-	840,641	-	-	149,106	-	6,538,264	
TOTALS		\$ 27,065,276	\$ 680,000	\$ 5,432,898	\$ 389,218	\$ 1,095,404	\$ 1,985,648	\$ 102,716	\$ 36,751,159	

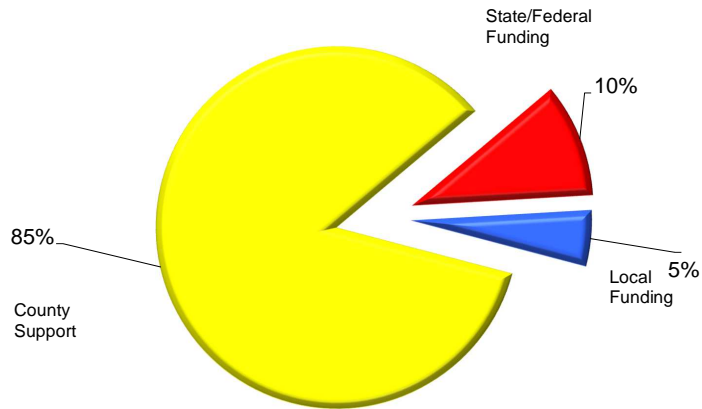
HARRIS COUNTY PROTECTIVE SERVICES
For Children and Adults
General Fund - Budget Status as of January 31, 2018

		----- YEAR TO DATE -----							----- CURRENT MONTH -----			
	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
REVENUES		A	B	C	D	E	F = E - C	G = B - C	H	I	J	K = J - H
STATE MISCELLANEOUS		514900	-	126	-	-	(126)	(126)	-	-	-	-
LEASE REIMB		545025	658,648	603,588	-	603,588	(0)	54,872	54,872	54,872	54,872	(0)
REIMB-INDIRECT COST		561900	86,500	117,566	(5)	79,292	(38,274)	(31,066)	9,893	20,603	7,208	(2,684)
REF-OVERPAYMENTS		565200	-	1,744	-	-	(1,744)	(1,744)	-	-	-	-
EMERG SHELTER-YSC		565300	705,000	-	-	-	-	-	-	99	-	-
GP-SERVICE REIMB		565500	611,000	439,307	(1,798)	646,250	206,943	265,693	79,272	54,677	58,750	(20,522)
SHARED FUNDING		567500	2,011,800	326,315	(1,650)	560,083	233,769	284,685	10,413	(1,650)	50,917	40,503
MEDICAL RELATED		567800	40,000	1,922,709	(6,049)	1,844,150	(78,559)	89,091	357,258	(1,145)	167,650	(189,608)
INTEREST EARNINGS		570100	691	40,000	241	36,667	36,426	39,759	-	-	3,333	3,333
REFUNDS/OTHERS		594900	-	691	501	633	133	190	146	340	58	(89)
REVENUES			4,113,639	3,412,097	(9,266)	3,770,663	358,566	701,354	511,854	127,796	342,788	(169,067)
COUNTY SUPPORT			19,496,361	17,877,195	19,474,059	21,085,282	3,208,087	5,074,630	1,232,741	2,307,226	1,907,610	674,869
TOTAL REVENUES & SUPPORT			\$ 23,610,000	\$ 21,289,293	\$ 19,464,793	\$ 24,855,946	\$ 3,566,653	\$ 5,775,983	\$ 1,744,595	\$ 2,435,022	\$ 2,250,397	\$ 505,803
EXPENDITURES BY DIVISION KEY												
ADMINISTRATION												
TRAINING INSTITUTE		10088005	\$ 505,816	\$ 535,642	\$ 421,351	\$ 410,809	\$ 492,847	\$ 71,495	\$ 114,291	\$ 34,716	\$ 50,883	\$ 9,921
HCPS ADMINISTRATION		10088006	634,857	687,707	596,348	618,579	633,058	36,710	91,359	44,507	105,755	12,802
COMMUNITY RELATIONS		10088008	213,863	228,225	194,924	165,838	210,136	15,212	33,301	19,140	22,100	(122)
PROGRAM IMPROVEMENT		10088009	231,813	231,813	153,999	180,918	213,464	59,465	77,814	13,806	23,400	5,511
BEAR		10088016	278,259	298,259	243,621	103,228	274,525	30,905	54,638	26,550	30,232	(1,695)
FINANCIAL & BUSINESS SERV												
ACCOUNTING		10088002	1,817,583	3,423,225	1,653,757	1,292,174	3,113,313	1,459,556	1,769,467	68,882	201,650	213,442
INFORMATION TECHNOLOGY		10088003	927,378	1,325,932	1,095,078	564,524	1,218,537	123,459	230,855	96,335	69,314	14,160
HUMAN RESOURCES		10088004	536,000	696,350	529,112	426,372	640,767	111,654	167,238	54,385	53,302	3,644
MURWORTH OPERATIONS		10088007	237,433	357,607	279,671	968,659	328,012	48,341	77,936	(7,487)	18,907	37,288
YSC OPERATIONS		10088024	636,297	833,776	608,981	679,332	765,616	156,636	224,795	53,266	122,223	16,216
VEHICLES MANAGEMENT		10088080	5,000	76,995	68,109	-	70,579	2,470	8,886	4,181	-	1,473
CHILDREN'S SERVICES												
CCCC ADMINISTRATION		10088010	217,539	217,039	219,538	190,134	199,908	(19,630)	(2,499)	15,978	11,438	2,109
CHILDREN ASSESSMENT		10088011	330,708	400,708	327,962	346,465	368,217	40,255	72,746	2,484	34,219	30,909
FAMILY ASSESSMENT		10088012	150,071	150,071	123,628	102,690	138,120	14,492	26,443	14,310	8,598	(1,805)
PERMANENCY PLANNING		10088014	158,000	253,000	229,276	233,370	231,917	2,641	23,724	18,620	30,019	2,463
SUBSTITUTE CARE		10088015	134,000	634,000	189,958	149,493	581,167	391,209	444,042	5,859	2,695	46,974
PAL		10088017	132,160	132,160	118,455	147,598	121,749	3,293	13,705	10,095	14,098	918
MEDICAL CLINIC		10088019	426,600	539,249	506,721	384,096	480,983	(25,738)	32,528	53,861	43,603	(10,259)
YOUTH SERVICES												
YSC ADMINISTRATION		10088023	804,774	778,074	583,678	525,509	716,067	132,389	194,395	51,790	51,895	13,049
FOOD SERVICES		10088021	341,062	352,262	274,726	268,489	323,818	49,092	77,536	27,402	29,504	1,953
RESIDENTIAL SERVICES		10088022	1,706,045	1,706,045	1,424,059	1,299,202	1,571,018	146,959	281,986	129,302	182,862	12,869
CYS ADMINISTRATION		10088025	948,136	962,636	865,088	981,660	886,617	21,529	97,548	74,561	107,373	5,658
CYS SCHOOLS		MULTIPLE	4,539,089	4,496,085	3,905,539	3,482,979	4,140,329	234,790	590,546	337,869	445,529	36,805
PARENT TEEN		10088070	192,893	192,893	164,045	162,663	177,672	13,627	28,848	11,077	17,056	4,997
TRIAD ADMINISTRATION		10088050	408,077	436,077	412,048	336,137	401,513	(10,535)	24,029	35,263	43,418	1,077
JP COURT SERVICES		10088052	636,383	636,383	532,518	421,804	586,145	53,627	103,865	47,911	57,527	5,121
STATUS OFFENDER		10088053	776,045	748,045	676,315	624,479	688,986	12,671	71,730	60,089	79,409	2,249
COMM BASED RESIDENTIAL		10088065	186,502	186,502	159,028	135,086	171,783	12,756	27,474	14,418	18,060	1,124
ADULT SERVICES												
GUARDIANSHIP ADMIN		10088060	649,044	688,244	615,833	551,043	633,434	17,602	72,411	64,566	57,354	(7,212)
GUARD CASE MANAGEMENT		10088061	4,684,085	4,695,785	3,982,903	3,575,458	4,324,165	341,262	712,882	348,061	472,492	43,254
REP PAYEE		10088062	164,488	164,488	133,026	135,894	151,486	18,461	31,462	12,796	13,707	911
TOTAL EXPENDITURES			\$ 23,610,000	\$ 21,289,293	\$ 19,464,682	\$ 24,855,946	\$ 3,566,653	\$ 5,775,983	\$ 1,744,595	\$ 2,434,746	\$ 2,250,397	\$ 505,803

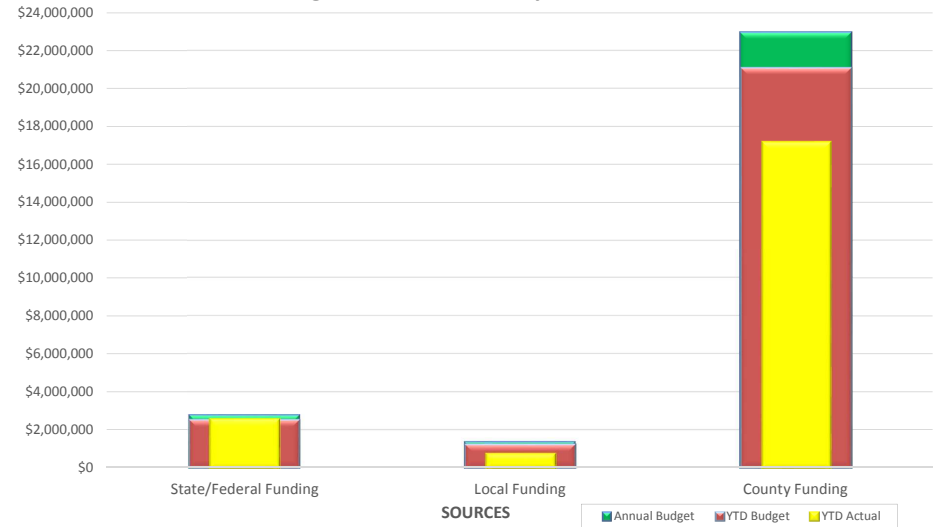
HARRIS COUNTY PROTECTIVE SERVICES
For Children and Adults
GENERAL FUND REVENUE BUDGET AND ANALYSIS
As of January 31, 2018

REVENUES	2017/2018 ANNUAL BUDGET	Current YTD BUDGET	Current YTD ACTUAL	Prior YTD ACTUAL	Current YTD Budget Vs Actual
Sources					
Medicaid/ Medical	\$ 2,011,800	\$ 1,844,150	\$ 1,922,709	\$ (6,049)	\$ (78,559)
Federal Funding	2,011,800	1,844,150	1,922,709	(6,049)	(78,559)
State Miscellaneous	-	-	126	-	(126)
Lease reimbursement	658,460	603,588	603,588	-	(0)
Emergency Shelter	-	-	-	-	-
Reimb-Indirect cost	86,500	79,292	117,566	(5)	(38,274)
State Funding	744,960	682,880	721,280	(5)	(38,400)
School Contracts	611,000	560,083	326,315	(1,650)	233,769
Local Funding	611,000	560,083	326,315	(1,650)	233,769
Interest Earned	40,000	36,667	241	-	36,426
GP-Attorney's Fee	-	-	1,744	-	(1,744)
GP- Service Reimb	705,000	646,250	439,307	(1,798)	206,943
Contributions - Others	-	-	-	-	-
Refunds/Child Revenue	691	633	501	236	133
Others	745,691	683,550	441,793	(1,562)	241,757
Total Outside Sources	4,113,451	3,770,663	3,412,097	(9,266)	358,566
County Support	22,951,825	21,085,282	17,877,195	19,474,059	3,208,087
Total	\$ 27,065,276	\$ 24,855,946	\$ 21,289,293	\$ 19,464,793	\$ 3,566,653

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



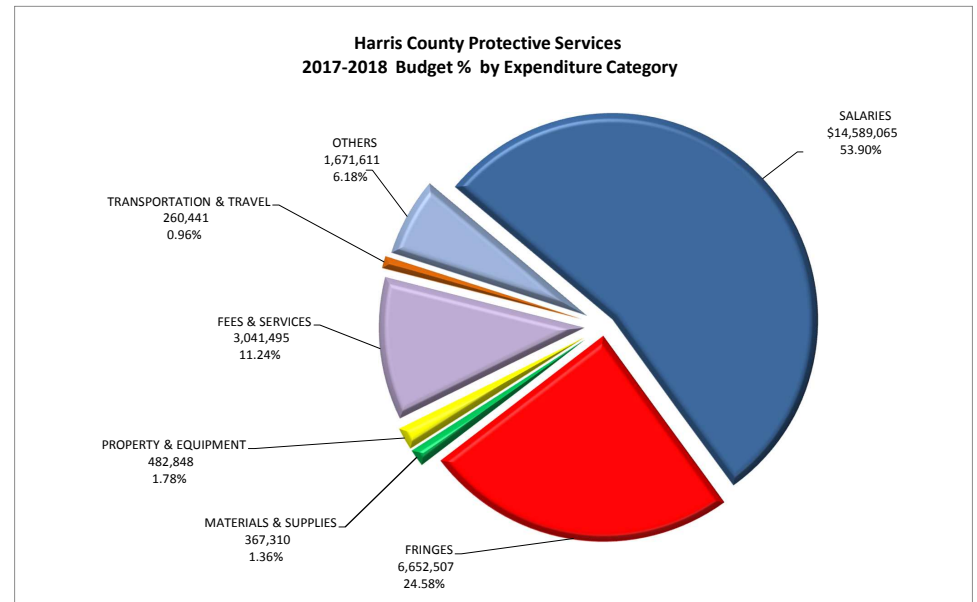
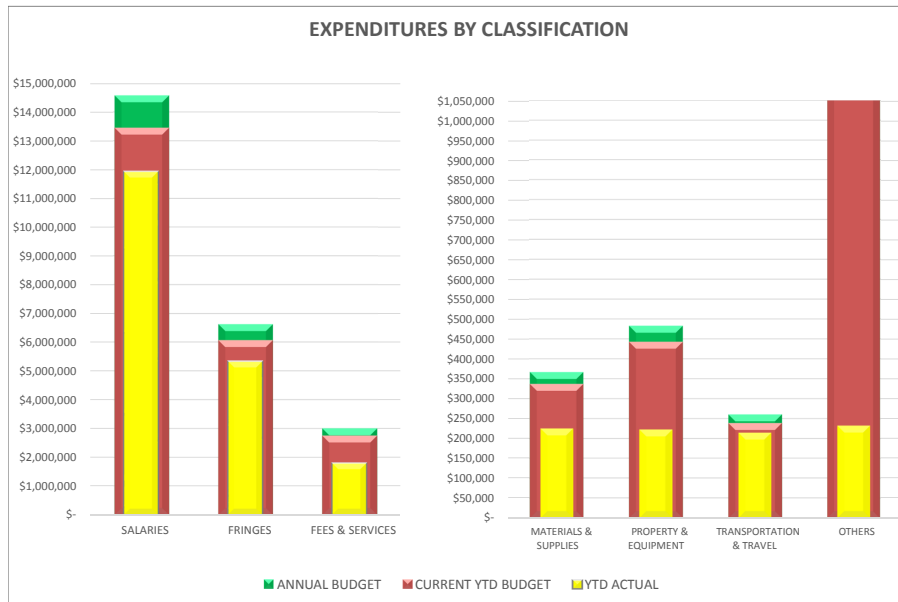
BUDGET Vs. ACTUAL
Budget Status as of January 31, 2018



	Budgeted Revenue	Current YTD Budget	Current YTD Actual	Prior YTD Actual	Current YTD Budget VS Actual
State/Federal Funding	\$ 2,756,760	\$ 2,527,030	\$ 2,643,989	\$ (6,054)	\$ (116,959)
Local Funding	1,356,691	1,243,633	768,108	(3,212)	475,525
County Funding	22,951,825	21,085,282	17,877,195	19,474,059	3,208,087
Total Funding	\$ 27,065,276	\$ 24,855,946	\$ 21,289,293	\$ 19,464,793	\$ 3,566,653

HARRIS COUNTY PROTECTIVE SERVICES
For Children and Adults
Budget Status as of January 31, 2018

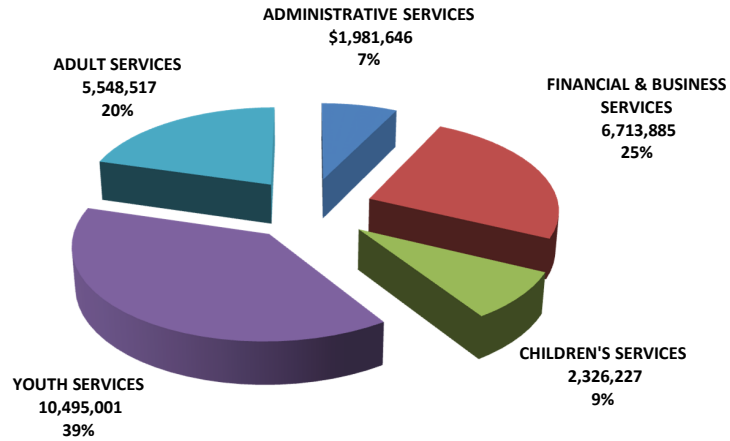
	ORIGINAL BUDGET	ANNUAL BUDGET	CURRENT YTD ACTUAL	ACTUAL AS A % OF BUDGET	CURRENT YTD BUDGET	(OVER)UNDER BUDGET	BUDGET BALANCE
	A	B	C	D = C/B	E	F = E-C	G = B - C
SALARIES	\$ 14,915,825	\$ 14,589,065	\$ 12,729,154	87.25%	\$ 13,466,829	\$ 737,675	\$ 1,859,910
FRINGES	6,737,464	6,652,507	5,722,163	86.02%	6,098,131	375,968	930,344
MATERIALS & SUPPLIES	313,024	367,310	224,611	61.15%	336,701	112,090	142,699
PROPERTY & EQUIPMENT	225,600	482,848	222,416	46.06%	442,611	220,195	260,432
FEES & SERVICES	1,041,707	3,041,495	1,944,953	63.95%	2,788,037	843,084	1,096,542
TRANSPORTATION & TRAVEL	243,079	260,441	214,211	82.25%	238,738	24,527	46,230
OTHERS	133,301	1,671,611	231,785	13.87%	1,484,899.66	1,253,114	1,439,825
TOTAL	\$ 23,610,000	\$ 27,065,276	\$ 21,289,293	78.66%	\$ 24,855,946	\$ 3,566,653	\$ 5,775,983
Expected Expenditure Level				91.84%	13.18% % Bud Variance		



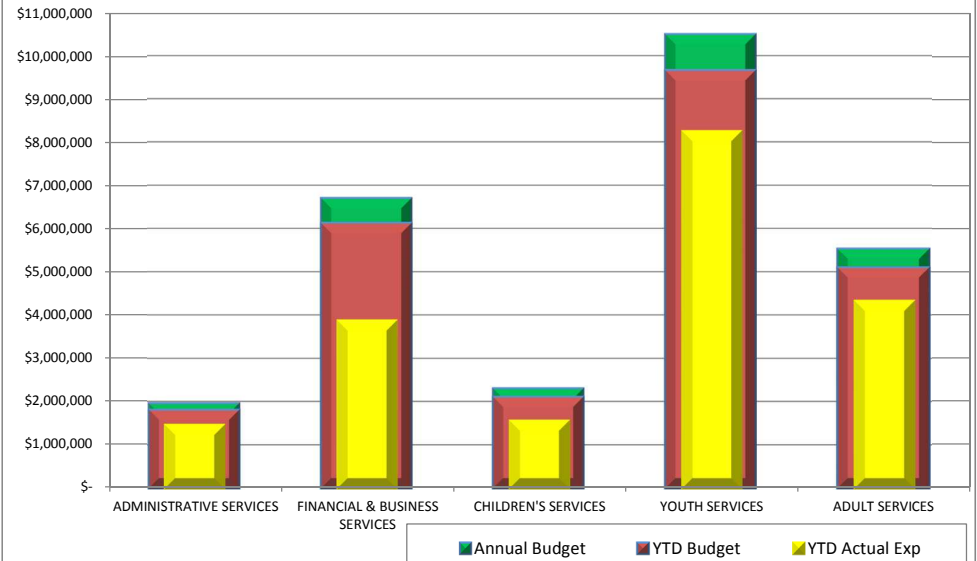
HARRIS COUNTY PROTECTIVE SERVICES
For Children and Adults
Budget Status as of January 31, 2018

	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	\$ 1,981,646	\$ 1,610,243	81.26%	\$ 1,479,372	\$ 1,824,030	\$ 213,787	\$ 371,403	\$ 138,720	\$ 232,371	\$ 165,137	\$ 26,418
FINANCIAL & BUSINESS SERVICES	6,713,885	4,234,707	63.07%	3,931,061	6,136,823	1,902,116	2,479,177	269,561	465,396	555,783	286,222
CHILDREN'S SERVICES	2,326,227	1,715,538	73.75%	1,553,845	2,122,060	406,522	610,690	121,208	146,085	192,517	71,309
YOUTH SERVICES	10,495,001	8,997,044	85.73%	8,238,008	9,663,947	666,903	1,497,957	789,683	1,032,634	874,583	84,901
ADULT SERVICES	5,548,517	4,731,761	85.28%	4,262,395	5,109,086	377,325	816,756	425,423	558,259	462,376	36,953
TOTAL EXPENDITURES	\$ 27,065,276	\$ 21,289,293	78.66%	\$ 19,464,682	\$ 24,855,946	\$ 3,566,653	\$ 5,775,983	\$ 1,744,595	\$ 2,434,746	\$ 2,250,397	\$ 505,803

**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 FY18
September 1, 2017 - August 31, 2018
Period Ending January 31, 2018

CONTRACT NUMBER	Number of positions	REIMB AMOUNT	Expenditures 12/31/2017	YTD Budget	% Exp to YTD Budget	Variance	Budget Balance as of 12/31/2017	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	24165149	4.5	\$ 375,000.00	\$ 135,381.61	\$ 156,250.00	86.64%	\$ 20,868.39	\$ 239,618.39	\$ -
Permanency Planning Team	24153229	15	950,000.00	325,369.33	395,833.33	82.20%	70,464.00	624,630.67	624,630.67
Pre-Adopt Review (RAS)	24153309	0	64,800.00	11,466.78	27,000.00	42.47%	15,533.22	53,333.22	37,800.00
Child Welfare Integrated Healthcare Expansion Initiative- Episcopal Health Foundation		0.5	110,641.00	90,620.47	110,641.00	81.90%	20,020.53	20,020.53	-
(Discretionary match \$34,741) approved for no-cost extension									
HOPES - DePelchin Children's Center (Yr 3)		2	162,071.90	60,532.34	67,529.96	89.64%	6,997.62	101,539.56	94,541.94
Clinic Integrated Health Exp (VOCA, 2-yr budget)	3050202	4	845,168.74	228,935.12	140,861.46	162.53%	(88,073.66)	616,233.62	704,307.28
(Required match \$211,397.91)									(88,073.66)
YOUTH SERVICES									
HAY CENTER									
PAL Life Skills and Assessment	24260531	3	242,842.00	74,858.64	101,184.17	73.98%	26,325.53	167,983.36	141,657.83
PAL Case Mgt and Room and Board Assistance	24260531	9	1,021,802.00	326,744.25	425,750.83	76.75%	99,006.58	695,057.75	596,051.17
Required Match = \$255,450									
TWC Transition Center	2816TAN002	3	271,564.00	79,551.37	90,521.33	87.88%	10,969.96	192,012.63	192,012.63
Transition-Age Youth Planning Initiative (Hogg Foundation, not including roll over from Yr3)		3	459,289.06	164,858.26	306,192.71	53.84%	141,334.45	294,430.80	153,096.35
HAY Transition Coaching Program-HAY Center Foundation(budget \$48,000 plus Required Match = \$45,263.15		1	91,837.71	27,460.45	30,612.57	89.70%	3,152.12	64,377.26	64,377.26
Community Youth Development									
Gulfton (69.11% of budget is subcontractors)	24186908	1.5	450,000.00	119,319.56	187,500.00	63.64%	68,180.44	330,680.44	330,680.44
Pasadena (71.11% of budget is subcontractors)	24184911	1.5	450,000.00	136,801.55	187,500.00	72.96%	50,698.45	313,198.45	313,198.45
Required Match = \$188,905									
Concrete Services/TLAs	24184998	0	192,644.00	73,251.67	80,268.33	91.26%	7,016.66	119,392.33	119,392.33
My Brother's Keeper		4	389,218.00	79,729.96	389,218.00	20.48%	309,488.04	309,488.04	-
Required Match = \$77,772									309,488.04
VOCA Emergency Shelter for Client Victims	3429901	1	-	-	-	#DIV/0!	-	-	-
Required Match=\$52,874.99									
SENIOR SERVICES									
Senior Justice Assessment Center Project(VOCA)	3052002	4	840,641.21	46,952.13	140,106.87	33.51%	93,154.74	793,689.08	700,534.34
(Required match \$77,223.37)									93,154.74
		\$ 6,917,519.62	\$ 1,981,833.49	\$ 2,836,970.56	69.86%	\$ 855,137.07	\$ 4,935,686.13	\$ 4,311,899.08	\$ 623,787.05
					\$	118,878.89			
					\$	0.14			

Harris County Protective Services Fund Board
Fiscal Year October 1, 2017-September 30, 2018
As of January 31, 2018

	Initial Budget 2017 -2018	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	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	Funds raised throught the sale of license plates for child abuse
Fundraising Event - TBD	100,000.00	100,000.00	-	-	-	100,000.00	TBD - Potential Fundraiser for the current fiscal year
Guardianship Donations	-	11,000.00	11,195.00	11,000.00	195.00	(195.00)	Donation from the Bowden Fund and general donations for Guardianship Holiday gifts for wards
Unrestricted Donations	5,000.00	5,000.00	690.38	690.38	-	4,309.62	Donation received through the HCPS website and other sources for the benefit of all agency programs
HCPS Bank Account Interest	50.00	50.00	17.01	16.70	0.31	32.99	Interest Earned
Revenues	105,550.00	116,550.00	11,902.39	11,707.08	195.31	104,647.61	
Equity (INCREASE) DECREASE	(13,833.58)	(13,833.58)	-	-	-	(13,833.58)	
Total Revenue and Equity	\$ 91,716.42	\$ 102,716.42	\$ 11,902.39	\$ 11,707.08	\$ 195.31	\$ 90,814.03	
Expenditures							
HCPS 50th Anniversary Luncheon - Funds to be used for HCPS programs 2017 - 2018	\$ 50,000.00	\$ 50,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 47,000.00	Proceeds from the 50th Anniversary Luncheon. \$50,000 for enhancements of programs and/or buildings
HCPS Enhancing & Sustaining	6,466.42	6,466.42	1,922.17	1,922.17	-	4,544.25	Funds for HCPS programs.
HCPS Houston Junior Woman's Club 2008-2009	5,000.00	5,000.00	-	-	-	5,000.00	Murworth Lobby
Fundraising Event - TBD	25,000.00	25,000.00	-	-	-	25,000.00	Expenses for potential fundraiser
HCPS Guardianship		11,000.00	873.84	873.84	-	10,126.16	Expenses for Guardianship Holiday gifts and general program expenditures
HCPS Texas Child Welfare Boards - License Plate	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	5,000.00	5,000.00	2,700.00	2,700.00	-	2,300.00	Funds to be used for Fund Board Operating Expenses & other activities approved by the Board
Total Expenditures	\$ 91,716.42	\$ 102,716.42	\$ 8,496.01	\$ 8,496.01	\$ -	\$ 94,220.41	



Harris County Protective Services

for Children and Adults

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

Monthly Program Dashboard

January 2018

Children's Services Division	Jan 2018	Jan 2017	FYTD
BEAR			
<ul style="list-style-type: none"> Children Served 	723	1,149	10,817
Children's Crisis Care Center (4C's)			
<ul style="list-style-type: none"> Family Assessments Conducted 	17	38	303
<ul style="list-style-type: none"> Child Evaluations 	60	50	437
<ul style="list-style-type: none"> Permanency Planning Team Meetings 	188	305	2,942
<ul style="list-style-type: none"> Family Group Decision-Making Conference (FGDC) 	29	27	291
Medical Clinic			
<ul style="list-style-type: none"> Medical Services: Children Served 	180	202	1,551
<ul style="list-style-type: none"> Dental Services: Children Served 	46	pending	414
<ul style="list-style-type: none"> Behavioral Health: Children Served 	14	26	281
<ul style="list-style-type: none"> Clinic Outreach/Education Events 	11	New measures for 2017	36
HAY Center			
<ul style="list-style-type: none"> PAL In-Care Youth Served 	29	164	510
<ul style="list-style-type: none"> PAL Aftercare Youth Served 	139	130	1,029
<ul style="list-style-type: none"> Transition Services: Unduplicated Clients Served 	116	116	1,769

Youth Services Division	Jan 2018	Jan 2017	FYTD
Community Youth Services (CYS)			
<ul style="list-style-type: none"> Number of new cases opened (*School Calendar Year) 	299	454	2,344
<ul style="list-style-type: none"> Student Support Services 	5,142	*New measures	27,968
Resource Services (Includes CRCG)			
<ul style="list-style-type: none"> Number of Families Enrolled 	10	13	103
<ul style="list-style-type: none"> Number of New Assessments 	3	6	50
<ul style="list-style-type: none"> Number of CRCG Wrap Meetings 	6	7	64
Kinder Emergency Shelter			
<ul style="list-style-type: none"> Total Number of Youth Served (unduplicated)¹ 	26	33	297
<ul style="list-style-type: none"> Number of New Youth Admissions 	18	89	209
<ul style="list-style-type: none"> Occupancy Rate² (DFPS change- no overnights effective 2/17) 	48%	57%	50 %
TRIAD Prevention Services			
<ul style="list-style-type: none"> Community Youth Development 	181	70	1,664
<ul style="list-style-type: none"> Mental Health Services: New Cases Opened 	7	12	77
<ul style="list-style-type: none"> Mental Health Services – Active Cases 	38	40	450

Youth Services Division	Jan 2018	Jan 2017	FYTD
• JP Court WRAP: Number of Cases Opened	1	4	29
• JP Court Liaisons: Number of Families Served	389	400	3,828
• Juvenile Intake Diversion: Number of Youth Served	54	73	670
• Juvenile Intake Diversion: Crisis Hotline Calls Received	81	169	943
• Parenting with Love and Limits: Family Cases Opened	9	24	95
• Parenting with Love and Limits: Number of Graduates	0	7	83
• Parent/Teen Survival: Number of youth enrolled	0	No new cases	307
• Parent/Teen Survival: Youth Completing Program	No Classes	0	133
• TRIAD Truancy Class	5	New Measures	112

Adult Services Division	Jan 2018	Jan 2017	FYTD
• Guardianship Program: Wards as of 1/31/2018	1,197	1,193	1,295
• Representative Payee Clients as of 1/31/2018	49	New Measures	62
• SJAC Clients as of 12/29/2017	78		89

Training Institute	Jan 2018	Jan 2017	FYTD
• Number of Participants Attending DFPS/HCPs Workshops	119	189	2,806
• Total Number of BSD Classes in Session	3	3	33
• Total Number of BSD Students Enrolled	70	90	1,005

Communications	Jan 2018	Jan 2017	FYTD
• Number of Speaking Engagements	3	New Measures for 2017	13
• Number of Traditional Media events	0		12

Communications – Social Media	Jan 2018	Jan 2018
• Number of Facebook “Likes”	733	New Measures
• Monthly Average of people reached by Facebook Posts	231	
• Unique (new) Visitors to HCPS Website	2,400	

CANS Strength-Based Assessments Provided	Jan 2018	Jan 2017
• Intake	11	0
• TRIAD Mental Health	9	9
• JP Court Wraparound	1	4
• Kinder Shelter	0	0
• Resource Services	2	1
• Community Youth Services	273	0
TOTAL	396	14

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 2017 to July 2018, Traditional Media= Print, Newspaper, Radio and TV.

MINUTES
BOARD OF DIRECTORS
EXTERNAL AFFAIRS COMMITTEE

FEBRUARY 13, 2018

PRESENT: Sheila Aron, Philip Kunetka, Anna Bell, Luis Morales, Estella Olguin

ABSENT: Frances Dyess, Jerry LeVias, Darryl King

I. Welcome:

Philip Kunetka opened the meeting at 10:30 a.m.

Mr. Kunetka welcomed everyone and thanked them for attending the meeting.

Estella introduced Luis Morales, the new Communication Specialist. Mr. Morales described his last employment and duties. He explained he would be working closely with Estella Olguin on goals in the Communication's department and the Social Media activity piece.

II. Communications Plan Update:

GOAL 1: Establish An Effective Community Outreach Program –

- **Speakers Bureau activity update**
 - ✓ Snapshot of website activity –

Estella Olguin reported that the Speaker's Bureau is up and running on the HCPS website effective late October, 2017 and people are now able to request a speaker. Ms. Olguin shared a Speakers Bureau Online Request handout that showed the types of speaking engagements and who requested the presentation. The Speakers Bureau online referral system has generated 10 speaking engagements. Referrals are coming from school districts and other community agencies. Ms. Olguin talked about working closely with the team on being very selective and careful in making the right decision in sending the most appropriate

speaker per the Agency's request. She mentioned that she would like for the speaker to leave a take-away item with the Agency and it will have the HCPS information. Ms. Olguin does want to share with the HCPS Board members that they are welcome to go as a tag along with an HCPS expert speaker to observe the speaking engagement that is being provided to the group. Ms. Olguin explained the process of the DFPS Speakers Bureau when she was the Spoke's person. She reported for the last 5 years State Office is now responsible for the DFPS/HCPS portion and doesn't know what type of training they provide. Philip Kunetka shared his concerns on how he would like for HCPS staff to assist in educating the community in any form or fashion. He feels every speaking engagement request is important and should be handled by HCPS if at all possible. Discussion followed regarding his concerns. Ms. Bell stated that it would be most helpful for a DFPS representative to accompany a HCPS expert speaker so that both would be able to share their expertise to the audience. Discussion continued. Ms. Olguin will be providing the HCPS board with stats on a monthly basis.

Ms. Bell passed out the Speakers Bureau handbook that has been developed for new and current members. There was small discussion on this handbook which was developed by Ms. Olguin and Mireya Beltre. Ms. Bell mentioned that a lot of work has been put into the development of the handbook and they are still working on completing. Discussion continued on all the needed information that went into this handbook and it will be put on the Intranet and shared with the HCPS Board in a future board meeting.

Ms. Bell reported that an evaluation will be done after each speaking engagement so that feedback will be received pertaining to how well or what is needed for future speaking engagements provided to the Harris County community. Discussion followed. Ms. Bell asked the committee to please review the handbook and if they had any comments, changes, etc. please send them to her so that the changes may be reviewed and consider making the changes. Ms. Bell mentioned that the next step is to expand the referral base by having our board members develop a list of contacts to share with Communications.

Next steps:

Elevator Spiel roll-out plan –

Luis Morales reported that he is working on putting structure to the Social media piece. He explained the process and how careful he needs to be in developing the structure piece. He stated that the “hits” had increased on FaceBook and information was posted on different websites according to the type of information. A more detailed report is forth coming. Discussion followed on how this is a working document and working closely with the different HCPS programs. Ms. Bell reported that Mr. Morales will be providing a detailed report on Social Media activity and will be shared at a future meeting. Discussion followed on asking for a budget to be utilized toward getting news out to the community and target an audience.

Elevator Speech –

Estella Olguin shared a handout on the Elevator Speech with the present members. She explained how defined the Elevator Speech is and it could be shared with any audience. She reported the roll-out of the elevator speech will begin with push cards that have been produced. Discussion followed on the different ways and examples on how the Elevator Speech can be used. Other promotional items are also available. Mr. Kunetka made a suggestion to make a small change to the Elevator Speech and add “family” to read “family trauma or a crisis in their lives”. Discussion followed regarding the change and how to perfect to a specific audience.

Ms. Bell mentioned that Darryl King, HCPS board member who has some involvement with Toastmasters, is interested in engaging some of HCPS staff with Toastmasters. Discussion followed.

Ms. Bell stated that the goals for the Community Outreach are being implemented. The Elevator Speech, Speakers Bureau and Website activities are being developed in a more consistent and timely manner. Ms. Bell stated she will address the importance to other HCPS board members of possibly doing a tag along with a HCPS expert on a speaking engagement. She would also like for the HCPS board members to give any recommendations.

Ms. Bell asked Mr. Morales to report on the value stories. Mr. Morales explained how he works with the HCPS Programs on special stories that have occurred with

a certain person or even a client. He explained the process. Discussion followed on examples and sharing stories that have occurred.

Mr. Morales reported that he met with the IT department and Indigo Beam who will be working on a new version of the Intranet program. Discussion followed.

Ms. Bell shared a brief synopsis of the Employee Survey. She stated that staff overall wanted better communication between staff and supervisors and there was 54% response to the survey. Past participation was a little over 40%.

Suggestions made by staff will be followed up. Also, Ms. Bell stated that Quality Improvement will send a summary of the survey to the committee and also a link to access the more detailed report.

Meeting adjourned at 11:45 a.m.

VII. Program Services Committee Minutes

NO MEETING HELD

HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS

Executive Committee Meeting

February 13, 2018

MINUTES

ATTENDANCE

Board Members: Jerry LeVias, President
Ellie Sweeney, Vice President
Sherea McKenzie, Treasurer
Patrice McKinney, Secretary
Phil Kunetka, External Affairs Committee Chair

Staff: Joel Levine, Executive Director
CJ Broussard White, CPS Regional Director for Harris County
Anna Bell, Director of Organizational Development
Matt Broussard, Assessment Services Manager
Claudia Gonzalez, Adult Services Administrator
Ginger Harper, Youth Services Administrator
Estella Olguin, Senior Communications Manager
Beverly Pettway, Financial and Business Services Administrator
Twila Ross, Family Program Manager

At 12:10 p.m. Board President, Jerry LeVias, called the meeting to order and welcomed all attendees.

APPOINTMENT OF NOMINATIONS COMMITTEE FOR THE ELECTION OF SLATE OF OFFICERS AT THE ANNUAL MEETING

Mr. LeVias stated that he had appointed Marilyn DeMontrond as Chair of the Nominations Committee. Since she was absent, she will present her committee and slate of officers at the March Executive Committee Meeting.

DISCUSSION REGARDING AGENDA FOR BOARD RETREAT

Joel Levine stated that Terry Morales was generous in offering her office facilities for the HCPS Board Retreat on April 24, 2018 at the Amegy Bank Building at 1717 West Loop South. DFPS Regional and State partners will participate. He added that Shirley Burlew along with Anna Bell visited the facility and reported it to be a first-rate facility for the event. Details of the meeting and Agenda will be distributed to the Board members in advance of the meeting.

DFPS UPDATE

CJ Broussard White reported that on February 12, 2018 the Houston Rotary Club sponsored the Annual Hearts for Children Adoption Festival. The festival was held at the Harris County Department of Education. Over 70 children and families attended. The agency is confident that several potential family matches will occur as a result.

Ms. Broussard White attended the Rotary Club Luncheon on January 18, 2018. Board President Jerry LeVias was the inspirational key note speaker. She thanked Joel Levine and the Rotary Club for their support during the holiday season.

She anticipates the roll out of the Single Plan of Service at the end of the calendar year. Family Group Decision making staff will facilitate the meeting to develop the Single Plan of Service.

She stated that she attended the Fund Board meeting on February 7, 2018.

Ms. Broussard White and the Adoption Prep Program Director are participating in a weekly call with Terri Jagers in an effort to coordinate community resources to meet the needs of children and families. Joel Levine and Estella Olguin have participated along with CPS Regional Director for 6B, and representatives from Radio Station KSBJ.

Investigations Regional Director Monica Sanders attended the state-wide DFPS Leadership meeting in Austin on January 30th & 31st. The Investigations Division continues to work to meet timely contact and documentation goals and receiving assistance from the Master and the Special Investigators team. The region is at 97% for face to face contact and at 87% for 24 hour documentation; the state-wide standard is 95% for face to face and 24 hour documentation.

She added that former DFPS Regional Director for Region 5 Judy Bowman passed the week of February 5, 2018.

FINANCIAL AND BUSINESS SERVICES COMMITTEE

Sherea McKenzie reported that the committee discussed that the agency had \$121,000 of expenses that were not captured in year one and had to roll over to the year 2-3 Continuation Grant on a Children Services grant for the Clinic. The conclusion was that there were some internal functions that had to be adjusted to stay ahead of the curve versus falling short in any years going forward. She said she asked Beverly Pettway to enter into some discussion with Harris County Grants Management regarding continuity in timelines.

Asset Management is doing very well as far as the sales of properties for the wards.

Ms. McKenzie stated that the County shifted from Amegy Bank of Cadence Bank. There have some glitches throughout the County but as the accounts mature, it will work itself out.

The budget office allowed for \$1.5 million of the rollover to be used for the FY 2018-19 Budget submission.

PROGRAM SERVICES COMMITTEE

The committee did not meet and did not provide a report. However, Matt Broussard reported on the TRIAD Child Sex Trafficking Continuum of Services Grant.

During the 84th Legislative Session the Texas Legislature responded with House Bill 10, creating a statewide Child Sex Trafficking Prevention Unit, and an amendment to House Bill 1446 that established the Governor's Program for Victims of Child Sex Trafficking. Together, these bills provided the basis for creation of the Child Sex Trafficking Team (CSTT) within the Governor's Criminal Justice Division.

The 84th and 85th Legislatures appropriated \$5.7 million each biennium for the work of the Child Sex Trafficking Team

The charge was to assist agencies in leveraging and coordinating state resources, Collect and analyze research and information, Provide support for prosecutions. Facilitate collaborative efforts to prevent, recover, and restore, Coordinate with state and local law enforcement, state agencies, and service providers to identify child sex trafficking victims, and Coordinate with local service providers to create a customized package of services to fit the immediate and long-term rehabilitation and treatment needs.

The goals of the Child Sex Trafficking Team is to Bring Justice, Protect, Recognize, Recover and Restore. The strategies to restore child victims is to develop a statewide network of regional continuum of survivor care that provides long-term services, supports and opportunities that empower victims to move from surviving to thriving and to support care coordination teams to ensure collaboration across systems to provide effective delivery of individualized set of services within regional continua of care.

Under the grant, the role of Harris County Protective Services will be to coordinate services with Law Enforcement, Juvenile justice Department, Department of Family and Protective Services, Children's Assessment Center, Houston reVision, YMCA International and the Landing among other providers. These agencies are currently providing service to these children separately. Mr. Broussard will develop the team by hiring individuals under the requirements of the grant as soon as the funding is approved

EXTERNAL AFFAIRS COMMITTEE

Phil Kunetka reported that the committee met and that an Elevator Speech has been completed. There are ongoing requests for the Speakers Bureau.

HARRIS COUNTY CHILDREN'S PROTECTIVE SERVICES FUND

Mr. Kunetka reported that the committee is working on the September, 2018 fundraiser.

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The meeting adjourned at 1:30 p.m.

COMMISSIONERS COURT AGENDA

Protective Services for Children and Adults

January 9, 2018

1. Travel authorization for three staff to attend the Texas Silver Haired Legislature/financial abuse & exploitation meeting on 1/25/2018 and 1/26/2018 in Fort Worth, TX. The amount spent is \$2,066 from general funds and \$764 from other funds.
2. Travel authorization for 21 attendees to attend the Physical & Environmental Activity Knowledge & Skills camp from 3/15/2018 through 3/18/2018 in Wimberley, TX. The amount spent is \$2,500.
3. Request by Protective Services for Children & Adults to accept from the City of Houston grant funds in the amount of \$389,218 with a discretionary match of \$75,127 and extend associated positions through January 31, 2019 for the My Brother's Keeper Program.

January 30, 2018

1. Authorization to use grant funds in the amount of \$10,500 to issue a purchase order to JC Penny to purchase work-related clothing items for youth in the Preparation for Adult Living and Houston Alumni and Youth Center Workforce programs.
2. Travel authorization to allow one staff to attend the Texas Association of Marriage & Family Therapy conference from 2/21/2018 through 2/24/2018 in Irving, TX. The amount spent is \$1,352.