

Harris County Protective Services
For Children and Adults

Board of Directors' Manual

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Updated January 25, 2007

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Board of Directors' Manual

Section I Introduction

In a unique governmental collaboration, protective services for children and child abuse prevention services in Harris County, Texas, are provided by the State of Texas, acting through the CPS program of the Texas Department of Family and Protective Services (DFPS/CPS) and the Harris County Government. The name of the department is Harris County Protective Services for Children and Adults. Included in the county services are the guardianship services to adults in Harris County.

Mission statement:

HCPS' responsibilities are to:

- Provide direct services to children not served by DFPS;
- Provide support services designed to enhance the efficiency of the DFPS program;
- Provide guardianship services to adults;
- Advocate for Harris County's children and adults.

(revised 4-24-03)

Vision Statement:

"To better the lives of children and adults in Harris County"

(revised 4-24-03)

Values Statement

HCPS and the citizens of Harris County accept, acknowledge and support children as our single most important asset. We are committed to providing the highest level of professional services to children and their families and to adults through the administration of well-defined, well-managed programs. These programs will operate within established norms and quality standards developed within a community-wide effort. HCPS expects that its programs and services will be cooperative efforts at local, regional and state levels; and will have the full support of County, City, State and Federal governments.

HCPS will strive to provide state-of-the art programs that incorporate proven models of intervention. These programs will be operated efficiently by educated, empowered, and enthusiastic employees. Programs and services will be effective and efficient in their response to urgent community needs. Activities undertaken by all programs will be well executed and based on measurable action plans and objectives.

Programs and services are expected to network collaboratively with supportive partners in the community. Whenever practical, these collaborative efforts will include participation from a wide range of community partners. (September, 1997)

HCPS Services

Providing Direct Services to children, youth and adults not served by DFPS:

- The Kinder Emergency Shelter
- Community Youth Services (CYS)
- TRIAD Prevention Program (TPP)
- SAMHSA Program

Providing Support Services designed to enhance the efficiency of the DFPS program:

- Kinder Emergency Shelter Program
- Children's Crisis Care Center (Four C's)
- Preparation for Adult Living (PAL) Services
- Public/Community Relations
- Residential Contract Services
- Region 6 Training Institute
- Medical and Dental Clinic
- Fiscal Services

Providing Guardianship Services to Adults:

- Guardianship Program

Advocating For Harris County's Children and Adults:

- HCPS Board of Directors
- TRIAD Consortium-HCPS/Mental Health Mental Retardation Authority of Harris County/Harris County Juvenile Probation Department
- Harris County Youth and Family Services Division
- Joint City-County Commission on Children
- Member-Regional and State Councils of Child Welfare Boards
- Membership-Texas Network of Youth Services
- Licensed by the State of Texas, Department of Family and Protective Services
- Membership-Child Welfare League of America
- Accredited by the Council On Accreditation for Children and Families (COA)
- Membership-National Network of Youth Services

The Governance Model

Texas state law prescribes the structure of the Harris County government. Harris County, one of 254 counties in the state, is one of the nation's three most populated counties, encompassing 1788 square miles.

As provided in Texas statutes, the county has a “commission” form of government that combines the legislative function with a large number of executive functions. In Harris County, there are four Commissioners who are elected from designated precincts and a county judge, who is elected in countywide elections every four years. HCPS is one of 52 separate departments that reports to the five-member Commissioners’ Court.

The Commissioner’s Court appointed a children’s protective services board in 1966 in accordance with the provisions of Article 698 (a), Section 4, of the Vernon’s Civil Statutes, which would have lawful authority and duties as are conferred upon it by such statute. In 1966, The Court and the Texas Department of Public Welfare (now known as the Texas Department of Family and Protective Services) entered into an agreement to participate in a “child welfare program” in Harris County for which the Board of Directors would bear certain responsibilities conferred upon it by either or both such jointly participating parties by statute. In addition, two Memoranda of Agreement were signed in 1978 and 1991 and a Memorandum of Understanding was signed in 2002, updating the current relationship between the state and the county.

Representing the needs of the Harris County Commissioners’ Court and the community, the HCPS Board sets policies, establishes priority for goals and objectives, and delegates the responsibility to take action necessary to meet stated objectives.

Section II Information Pertaining to The Board of Directors

1.0 Legal Basis for The Board

By motion duly made, seconded and carried at its regular meeting of March 21, 1966, the Commissioners’ Court of Harris County, Texas, appointed a Child Welfare Board (now known as County Protective Services Board) in accordance with the provisions of Article 698 (a), Section 4, of Vernon’s Texas Civil Statutes, such Board to have and exercise such lawful authority and duties as are conferred upon it by such statute and said Commissioners’ Court.

On June 23, 1966, the Harris County Commissioners’ Court and the Texas Department of Public Welfare (now known as The Texas Department of Family and Protective Services) entered into an agreement to participate in a “Child Welfare program in Harris County for which said Board shall bear certain responsibilities conferred upon it by either or both or jointly participating parties by statute”. In addition, the second Memorandum of Agreement between Harris County Commissioners’ Court/CPS and the State of Texas was implemented on September 1, 1978.

On February 1, 1991, the Harris County Commissioners’ Court and the Texas Department of Human Services (TDHS) entered into a new agreement entitled, “Agreement for Participation in a Child Protective Services Program by Harris County and the Texas Department of Human Services”.

On July 11, 1995, the Commissioners' Court of Harris County ordered that HCCPS be merged within the budget of Harris County and become a department of Harris County, effective September 1, 1995.

On August 27, 2002, the Harris County Commissioners' Court and the Texas Department of Protective and Regulatory Services (PRS) signed a Memorandum of Understanding that supercedes the agreement of 1991. This agreement is currently the agreement under which the county and the state programs operate and is valid until revoked.

2.0 By-Laws

The By-Laws of the Board are kept under separate cover and are amended as necessary by the Board of Directors (revised January 22, 2004 (see Appendix).

3.0 Responsibilities of the Board

As enumerated in the 1991 agreement with the State, and as established by historical practice, the following are the HCPS Board's responsibilities:

- Explaining the HCPS program to the community and consulting with HCPS and DFPS staff about community priorities, program commitments, etc.; acting in an interpretative capacity so that activities of HCPS are interpreted to the community and the Court, and interpreting community conditions and attitudes and the thinking of the Court on policy matters to HCPS staff.
- Helping to develop, recommend, support, and present to the Court an annual budget for the operation of HCPS each year and to present a proposed budget to the County budget office for consideration and authorization by the Court.
- Developing local policies consistent with Harris County and DFPS policies in order to carry out a child protective services program individualized to its setting.
- Coordinating operations and making administrative decisions with county-wide agencies and resources; developing administrative understandings between HCPS and the many children's agencies in Harris County regarding adoption services, institutional care, medical care, psychiatric evaluations, treatment for children and all other pertinent services.
- Acting in an advisory capacity to DFPS staff.
- Reviewing periodically the expenditures of HCPS to see that County money is expended for the purposes, and in the manner, for which it was intended or appropriated. The Board's determination shall be subject to the approval of the County Auditor and the Commissioners' Court. It is a responsibility of the Board to monitor all programs receiving local, state, or federal funding. This can be accomplished through the appropriate program committee and the grants coordinator.
- Reviewing the quality of services being administered for DFPS: two of the TRIAD Prevention Programs, the Four C's Program, the BEAR Program, the PAL Program and the Clinic.

- Providing direct services to youth and their families through the H.C. Youth Services Center/Kinder Emergency Shelter, the TRIAD Prevention Program, the Community Youth Services Program and the SAMHSA program.
- Providing direct services to adults through the Guardianship Program.

4.0 Conflict of Interest

4.01 Fiscal Conflict of Interest Policy, effective June 23 1988.

1. Any member of the Board who:
 - owns 10 percent or more of the voting stock or shares of a business entity,
 - owns 10 percent or \$5000 or more of the fair market value of a business entity,
 - receives from a business entity funds exceeding 10 percent of his/her previous year's annual gross income,
 - owns a legal or equitable real property interest with a fair market value of \$2,500 or more, and/or
 - is related within the first or second degree to a person with one or more of the foregoing interests,

shall file with the Secretary of the Board an affidavit stating the nature and extent of his/her interest prior to any official action on a matter that will have a special economic effect, distinguishable from its effect on the public, on the business entity in which he/she has an interest. Such Board member shall abstain from further participation in the matter necessitating the affidavit except that he/she shall not be required to abstain if a majority of the Board is composed of persons who also are required to file and who do file affidavits of similar interests regarding the same official action.

2. The Board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a member has one or more of the interests specified in the preceding paragraph. A Board member with one or more of such interests shall abstain from participation in the separate vote but may vote on the final budget if he/she previously filed an affidavit required by the preceding paragraph.

4.02 Professional Conflict of Interest Policy, effective February 23, 1989.

A Board member, except for those members who are employed by a public or charitable department, agency, or institution dedicated to the care and protection of dependent and neglected children, shall not accept new employment which the member knows or reasonably should anticipate, at the time of accepting the employment, will involve the provision of professional services relating to a substantial issue in a case in which the agency is or will become involved with any person, who,

- is or will be a ward of the agency,
- has a reasonable claim to the conservatorship of a ward of the agency, or
- has an interest in the outcome of any lawsuit in which the agency is or will be participating.

Further, a member shall not accept employment under any other circumstance that may create a conflict of interest, impair the Board member's independent professional judgment, or cause the appearance of impropriety on the part of the member or the agency.

If a member of the Board does provide professional services relating to a substantial issue in a case in which the agency is or will become involved, the member shall not allow his/her relationship with the agency to influence his/her independent professional judgment nor allow his professional involvement in a particular case to influence the performance of his duties as a Board member. Further, the member shall not use his/her relationship with the agency in a manner that would create a conflict of interest or cause the appearance of impropriety on the part of the Board member or the agency.

4.03

In the course of duties and responsibilities required and/or expected of Board members, no honorarium may be accepted by an individual.

4.04

Only the President of the Board or the President 's designee may make a public statement on behalf of the Board. Board members who belong to other organizations may serve as representatives of HCPS only at the direction of the Board.

5.0 Board Orientation and Continuing Education

The Board President, upon notification by the Commissioners' Court, contacts and meets with all newly appointed members, and, on a regular basis, an Educational Program is scheduled for presentation at the regularly scheduled Board Meetings. The Training Institute offers quarterly agency-based orientation sessions for all new staff and Board members and all members may attend any of the agency-sponsored Educational Offerings throughout the year.

Section III. Information Pertaining to Board Committees

1.0 Purpose

The committee structure for the Board is devised in order to allow selected Board members, based on interest and expertise, to make recommendations to the full Board regarding administrative expenditures, goals and objectives, and policy in specific program areas. The By-laws define the committee structure as being composed of the Executive Committee and such other committees as may be designated by the Executive Committee. Presently, and for several years, the structure has been composed of the following standing committees:

- Administrative-incorporated into the Executive Committee,
- Children's Services,

- Guardianship Services,
- Youth Services

Board Liaisons may be appointed to the Fund Board, the BEAR Program, the State of Texas Region VI Council of Child Welfare Boards, and the Texas Council of Child Welfare Boards.

1.01 Ad-Hoc Committees

As necessary, Ad-Hoc committees may be appointed by the President of the Board.

2.00 Committee Selection

Board members to standing committees and Board liaisons shall be appointed by the President of the Board in April of each year.

Members to Ad-Hoc committees shall be appointed by the President from time to time, as the need arises. The Executive Director shall assign a staff member to liaison with each committee.

3.0 Role of the Board Committees

All Board members are expected to serve on at least one of the program committees in addition to any other required or ad-hoc committees they attend. The committees are responsible for meeting on a regular basis, at a regular time with program staff to review program goals and objectives, statistics, and other relevant issues brought before the committees. The program committees have the responsibility of forwarding to the Executive Committee any action item they think is necessary for review by the Executive Committee. The Executive Committee may then forward information to the full Board as it sees fit.

Section IV Information Pertaining to the Administration of the Agency

1.0 Role of the Executive Director

The Executive Director of HCPS is employed by the Commissioners' Court and is overseen by the HCPS Board of Directors. The responsibilities of the Executive Director as delegated by the Board may include but are not limited to:

- Administration of expenditures of all County funds. The Executive Director shall submit to the Board on a monthly basis a summary of services and a detailed and correct statement of agency finances.
- Administration of the Agreement for Participation in a Child Protective Services program with TDFPS.
- The employment, supervision, and termination of all HCPS employees.
- Coordination of local services with TDFPS services.

- Implementation of agency programs through supervision of Harris County Protective Services.
- Interpretation of Harris County and CPS policy to staff.

The Executive Director shall attend monthly meetings of the Board's Executive Committee and the full Board meetings and will attend or have a representative present at the various committees of the Board. (updated 1/26/95)

Section V Information Pertaining to Fiscal Procedures

On a monthly basis a detailed statement of agency finances, including a full description of receipts and disbursements, shall be considered by the Board for approval. The annual budget of the agency shall be approved by the HCPS Board. The Executive Director has the authority to re-appropriate funds up to \$10,000 between line items without Board approval.

VI Appendix

1.1 By-Laws

AMENDED AND RESTATED BYLAWS
OF
HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS BOARD

ARTICLE 1

NAME

The name of the organization is Harris County Protective Services for Children and Adults Board (hereinafter referred to as the "Board").

ARTICLE 2

PURPOSE

The Board shall be (a) responsible for the protective services program for the children and adults of Harris County as set forth in the March 2002 Agreement between Harris County Commissioners Court and the Texas Department of Human Services, now the Department of Family and Protective Services, and any succeeding agreements and applicable statutes; and (b) administratively responsible for the operation of the Harris County Guardianship Program.

ARTICLE 3

MEETINGS

- A. Regular meetings of the Board will be held on the fourth Thursday of each month, with the exception of July and November, when no meetings are scheduled, and December, when the meeting will be held on the first Thursday of the month. The Executive Committee is hereby authorized to schedule meetings of the Board. The Executive Committee may, in its sole discretion, cancel or re-schedule any meeting of the Board. Meetings will be held in the headquarters of Harris County Protective Services for Children and Adults or at such time and place as may be designated by the Executive Committee of the Board, the Board President or Vice President in the absence of the President.
- B. At the request of any member, special meetings of the Board may be called by the Executive Committee and the President or, in the case of the absence or disability of the President, the Vice President.
- C. The election of officers shall take place at the March Board meeting (the "Annual Meeting").

D. Written notice shall be furnished to each Board member of the date, time, and place for all Board meetings. Notice of Board meetings shall be posted for at least 72 hours preceding the meeting.

E. A majority of the members shall constitute a quorum for the transaction of business at all meetings convened according to these bylaws, and the act of a majority of the members at any meeting at which there is a quorum shall be the act of the Board.

F. Any Board member with fifty percent (50%) or more absences from regular meetings of the Board during any consecutive twelve-month period or three consecutive absences shall be deemed to have resigned as a member of the Board. The resignation is subject to confirmation by the Executive Committee of the Board and shall be effective as of the date of that confirmation.

ARTICLE 4

BOARD OF DIRECTORS

A. The Board shall have such power and authority and perform such duties as expressed in the March 2002 Agreement between Harris County Commissioners Court and The Texas Department of Human Services, now Texas Department of Family and Protective Services, and any succeeding agreements and applicable statutes and as directed by Harris County Commissioners Court.

B. The Board shall consist of fifteen (15) members.

C. Board members shall be appointed by Harris County Commissioners' Court for a term of three (3) years. The terms of office of each Board member shall be staggered so that the term of no more than five (5) members of the Board shall end in any one year.

D. If a vacancy shall occur on the Board by reason of death, resignation, excessive absences from Board meetings, or otherwise, the Board shall request the Harris County Commissioners Court to appoint a successor or successors for the unexpired term or terms.

E. At the expiration of a Board member's term, any Board members may be reappointed to the Board at the discretion of the Harris County Commissioners Court.

ARTICLE 5

OFFICERS OF THE BOARD

A. The officers of the Board shall consist of President, Vice President, Secretary and Treasurer.

B. The officers of the Board shall be elected at the Annual Meeting by an affirmative vote of a majority of the Board members present. Each officer shall serve for one year and shall be eligible for re-election to the same position for one additional consecutive term. No person shall be elected President or Vice President who has not served on the Board for at least one year prior to such election.

C. Any officer may be removed at any time by an affirmative vote of the majority of the Board. Any vacancy occurring in any office of the Board shall be filled by

the Board at the next Board meeting by an affirmative vote of a majority of the Board members.

D. Only the President or the President's designee shall make a public statement on behalf of the Board.

E. The President of the Board shall preside at all meetings of the Board. The President shall be the chief executive of the Board, performing all duties commonly incident to the office and such other duties as the Board may designate from time to time.

F. The Vice President shall be vested with all the powers and shall perform all of the duties for the President in case of the absence or disability of the President. In addition, the Vice President shall have all such powers and perform such duties as the Board may designate from time to time.

G. The Secretary shall be responsible for the minutes of the Board, shall perform all of the duties commonly incident to the office, and shall perform such other duties and have such other powers as the Board shall designate from time to time.

H. The Treasurer shall perform all of the duties and have such other powers as the Board shall designate from time to time.

I. At the Annual meeting, each member of the Board shall complete a Fiscal and Professional Conflict of Interest Statement.

J. At the Annual Meeting, each member of the Board shall sign a statement acknowledging that his Board membership is subject to Article 3, Part F, of these bylaws.

ARTICLE 6

COMMITTEES

A. The Board Committees shall consist of an Executive Committee and such other standing committees as may be designated by the Executive Committee.

B. The Executive Committee, consisting of the President, Vice President, Secretary, Treasurer, Immediate Past President, and the chairperson of all standing committees, shall meet monthly in advance of the full Board meeting. The Executive Committee will be chaired by the President, or in the absence of the President, the Vice President, and in the absence of both, by the President's designee. The Executive Committee shall review reports and recommendations from standing committees, schedule all Board meetings, and establish the agenda for the Board meetings. Actions of the Executive Committee must be approved by the full Board.

C. Members and chairpersons of the standing committees shall be appointed by the President annually in April. Committee chairpersons shall establish frequency, day, time, and place of committee meetings. Committee reports shall be presented to the Board at its meetings. Recommendations for action by the Board shall be presented to the Executive Committee as part of its responsibility to establish the agenda for the Board meetings.

D. Ad-hoc committees, as necessary from time to time, may be appointed by the President.

ARTICLE 7

STAFF

A. The Executive Director of Harris County Protective Services for Children and Adults is selected by the Board.

B. The entity known as Harris County Protective Services for Children and Adults is staffed by employees of Harris County.

C. The Harris County Protective Services for Children and Adults staff is supervised by the Executive Director, who, in accordance with the provisions of Section 152.1073 of the Texas Human Resources Code, is the highest administrative officer responsible to the Board.

D. The County staff is subject to county policy regarding compensation and personnel policy.

E. The Executive Director is responsible for the preparation of an annual budget for the Board's consideration as well as the preparation of monthly reports to the Board summarizing the organization's activities including monthly and year-to-date expenditures.

F. The Executive Director will attend monthly meetings of the Board's Executive Committee and the full Board meeting, and the Executive Director will attend or have a representative present at the meetings of the various committees of the Board.

G. The Board shall evaluate the performance of the Executive Director on an annual basis. The evaluation shall include an assessment of success in meeting goals established by the Board.

ARTICLE 8

FISCAL YEAR OF AGENCY

The fiscal year of Harris County Protective Services for Children and Adults shall be March 1 through February 28, except in those years when February has 29 days, then through February 29.

ARTICLE 9

RULES OF ORDER

The meetings of the Board shall be conducted according to Robert's Rules of Order, Revised.

ARTICLE 10

AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended, repealed, or replaced by a majority of the entire Board at any meeting called for the purpose; provided, a written notice of changes proposed is given within 30 days of such meeting when said changes are to be considered along with the notice of meeting.

Amended effective as of the 25th day of January, 2007.

President Barbara Hermes

1.02 Legal Statues

1.02.1 Vernon's Civil Statutes

§ 152.1073. HARRIS COUNTY CHILDREN'S PROTECTIVE SERVICES BOARD.

- (a) In this section:
- (1) "Board" means the Harris County Children's Protective Services Board.
 - (2) "Director" means the highest administrative officer who is responsible to the board.
 - (3) "Institution" means an institution for the care and protection of children who have been abandoned or abused, or are for any other reason in need of protective services. The term does not include a detention facility for delinquent children or children in need of supervision or a facility primarily for children with severe psychological or other medical conditions.
- (b) The board has the powers and duties of a child welfare board created under Section 264.005, Family Code.
- (c) The board may, with the approval of the commissioners court, assume jurisdiction, management, and control over a county owned institution. If the board assumes control and management of an institution, the board shall perform the functions in relation to the institutions that the juvenile board and chief probation officer of Harris County formerly performed.
- (d) The board may designate the director or a specially designated assistant as the director of one or more institutions.
- (e) The board may hire and remove institution employees. The board shall establish a general personnel policy for institution employees and shall pay the salaries and expenses of the employees from funds supplied by the commissioners court under the annual budget or supplemental budget approved by the commissioners court or from funds supplied by the state or other sources.
- (f) The board shall prepare an annual budget for the institutions and submit the budget to the commissioners court for final approval as prescribed by law for other county agencies and departments. The board shall also make an annual report to the commissioners court on the operations and efficiency of the institutions.
- (g) In addition to the authority granted to the board by the commissioners court and the Texas Department of Human Services, the board may:
- (1) disburse funds from sources other than the commissioners court and the Texas Department of Human Services to benefit children under this section and to provide care, protection, evaluation, training, treatment, education, and recreation to those children;
 - (2) refuse to accept any funds the board considers to be inappropriate, incompatible, or burdensome to board policies or the provision of services;
 - (3) accept a gift or grant of real or personal property or accept support under or an interest in a trust to benefit children under this section and hold the gift or grant directly or in trust;
 - (4) use a gift or grant to benefit children under this section and to provide care, protection, education, or training to those children;
 - (5) accept and disburse as provided by Subdivision (1) fees and contributions from parents, guardians, and relatives of children who are:
 - (A) in county supported substitute care or custody; or
 - (B) being assisted by casework, day care, or homemaker services, by medical, psychological, dental, or other remedial help, or by teaching, training, or other services;
 - (6) account for and spend funds the board receives as fees, contributions, payments made by guardians, or payments made to benefit a child in the board's legal custody;

(7) receive and disburse funds available to support or benefit a child in the board's legal custody, including social security benefits, life insurance proceeds, survivors' pension or annuity benefits, or a beneficial interest in property; and

(8) receive and use funds, grants, and assistance available to the board from a federal or state department or agency to carry out the functions and programs of the department or agency that is designed to aid or extend programs and operations approved by the board.

(h) The board shall designate the director or an assistant to apply for letters of guardianship if necessary to receive funds under Subsection (g)(7). The director or an assistant may:

(1) apply for and disburse the funds to provide special items of support for children under this section or to pay general administrative expenses relating to services under this section;

(2) hold the funds in trust; or

(3) apply the funds for a particular or more restricted purpose as required by law or the source of the funds.

(i) The board may delegate to the director or an assistant any function or duty authorized or prescribed by this section. If the board delegates the duty to prepare the annual budget and report, the board must approve the budget and report before they are submitted to the commissioners court. The board may periodically review any delegation.

Added by Acts 1989, 71st Leg., ch. 352, § 1, eff. Sept. 1, 1989.

Amended by Acts 1997, 75th Leg., ch. 165, § 7.50, eff. Sept. 1,

1.02.2

TEXAS FAMILY CODE - CHAPTER 264

§ 264.005. COUNTY CHILD WELFARE BOARDS.

(a) The commissioners court of a county may appoint a child welfare board for the county. The commissioners court and the department shall determine the size of the board and the qualifications of its members. However, a board must have not less than seven and not more than 15 members, and the members must be residents of the county. The members shall serve at the pleasure of the commissioners court and may be removed by the court for just cause. The members serve without compensation.

(b) With the approval of the department, two or more counties may establish a joint child welfare board if that action is found to be more practical in accomplishing the purposes of this chapter. A board representing more than one county has the same powers as a board representing a single county and is subject to the same conditions and liabilities.

(c) The members of a county child welfare board shall select a presiding officer and shall perform the duties required by the commissioners court and the department to accomplish the purposes of this chapter.

(d) A county child welfare board is an entity of the department for purposes of providing coordinated state and local public welfare services for children and their families and for the coordinated use of federal, state, and local funds for these services. The child welfare board shall work with the commissioners court.

(e) A county child welfare board is a governmental unit for the purposes of Chapter 101, Civil Practice and Remedies Code.

(f) A county child protective services board member may receive information that is confidential under Section 40.005, Human Resources Code, or Section 261.201 when the board member is acting in the member's official capacity.

(g) A child welfare board may conduct a closed meeting under Section 551.101, Government Code, to discuss, consider, or act on a matter that is confidential under Section 40.005, Human Resources Code, or Section 261.201.

Added by Acts 1995, 74th Leg., ch. 20, § 1, eff. April 20, 1995.

Amended by Acts 1997, 75th Leg., ch. 575, § 24, eff. Sept. 1, 1997.

§ 264.006. COUNTY FUNDS. The commissioners court of a county may appropriate funds from its general fund or any other fund for the administration of its county child welfare board. The court may provide for services to and support of children in need of protection and care without regard to the immigration status of the child or the child's family.

Added by Acts 1995, 74th Leg., ch. 20, § 1, eff. April 20, 1995.
Amended by Acts 1997, 75th Leg., ch. 575, § 25, eff. Sept. 1, 1997.

1.03 Board Actions

Board Actions/Approvals since becoming a full Harris County Department

September 1995

1. Changes in pleadings style in court when children are taken into custody. All H.C. cases are to be filed in the name of the Department of Protective and Regulatory Services and DPRS is to be named Managing Conservator indefinitely unless the Board decides it wants to assume that role.
2. A resolution re our services to truant and at-risk youth (STAR) with DHS.
3. A resolution re PRS cuts in the CPS program in Harris County.

December 1995

1. Approval of the Harris County maintenance budget for FY 1996
2. A resolution re PRS cuts in the CPS program in Harris County stating that equitable funding should be applied without regard to county funding.

March 1996

1. Approved the report of the nominating committee for the officer's slate.
2. Approved the FY 97 Operating Budget
3. Approved a resolution to authorize the Executive Director to contract with DPRS regarding the STARS funding.

April 1996

1. The submission of a prevention grant proposal to the Regional Council of Child Welfare Boards for \$400 to be used by our Region 6 Volunteer office
2. The submission of a proposal to the Fund Board re the Justice of the Peace Pilot Program in Baytown.
3. A resolution re the application to contract with PRS re the CRC Emergency Shelter

May 1996

1. The Community Partners proposal to fund a Volunteer Coordinator position to develop a Rainbow Room (subsequently named The BEAR Room).
2. The termination of the Clarewood residential agreement

June 1996

- 1) Inter-local agreement between CPS and PRS re the Clarewood Place residential program and approved the agreement between TDHS and Achievement Place to operate the Clarewood residential program.

August 1996

1. Justice of the Peace pilot program extension for a second year in the Baytown Court and funded a 2nd position in another to-be-named court.
2. Preparation of an RFP for the Clarewood facility.

October 1996

1. Memorandum of Understanding between the Board and Justice of the Peace Judge Polumbo.

November 1996

1. The RFP regarding the Clarewood facility

December 1996

1. The budget to be submitted to HC for FY 1998
2. The revised Interagency Agreement between the Children's Assessment Center Board and CPS, and approves a motion to allow the Executive Director to sign the document on behalf of the Board.

January 1997

1. The acceptance of Community Development Block Grant Funding for Chimney Rock Center

March 1997

1. An agreement to respond to the H.C. auditor's review of the Medical/Dental Clinic and the Fiscal department
2. The acceptance of the Board's nominating committee's slate of officers for the upcoming year

June 1997

1. Submitting an RFP for funding/services from DHS for the Children's Crisis Care Center

September 1997

1. A request to Commissioners' Court to authorize the County Judge to execute an agreement with MHMRA allowing CPS to become a member of the Furniture Bank.
2. The adoption of a Vision Statement
3. An agreement with Harris County Precinct 5 to provide security services at CRC.
4. An expenditure not to exceed \$15,000 to print "My Promise", a handout booklet for clients.

February 1998

1. A proposal to spend county funds for printed prevention material
2. Funding for support of the foster parent picnic.
3. The support of three legislative issues to be discussed at the annual Child Welfare League of America_National Conference:
 - a) Medicaid coverage-state of residence to be responsible for child's Medicaid assistance
 - b) Adoption Assistance-amend Title IV E to reflect an age change from 18 to 20 years.
 - c) Independent Living services and programs

March 1998

1. The annual slate of nominees provided by the Board nominating committee

February 1999

1. Recommendations re the continuing of services at Clarewood
2. Triad program's application for a grant from the state for the STARS program

March 1999

1. The recommendations of the Board nominating committee for the 1999 slate of officers
2. The request for funds from the Regional Council of Child Welfare Boards for a \$400 donation

May 1999

1. \$100 payment to the Council of Child welfare Boards awards reception
2. Agreement between the CPS Board relating to the transfer of Child Safety Funds to the CPS Board for the purpose of entering into an agreement with the H.C. Dept. of Education for the operation of a school time program.

October 1999

1. Proposal for contracting with TDPRS re permanency planning teams (staff)

December 1999

1. FY 2001 Harris County budget approved to be submitted.

January 2000

1. A revision to the HCCPS Board of Directors by-laws

February 2000

1. Legislative issues to be discussed as a part of the annual CWLA conference, Title IV E, Alcohol and Drug Abuse, and TANF

March 2000

1. The H.C. auditor's report of the CPS Clinic
2. New Vision and Mission statements adding the Guardianship program.
3. One hundred dollars (\$100) to the Texas Council of Child Welfare Boards Award's ceremony.
4. Proceed with the application for prevention funds from the Regional Council of Child Welfare Boards

April 2000

1. A proposal from the Board sponsored Chimney Rock Center Task Force re:
 - a) remodeling at CRC
 - b) a facility study for CRC
 - c) the development of a new Youth Services Center

June 2000

1. A proposal to employ a consultant to evaluate the possibility of a contract with PRS to provide out of county services.

December 2000

1. FY 2002 Harris County Budget approved to be submitted.

January 2001

1. Four hundred dollars (\$400) to the Regional Council of Child Welfare Boards for Child Abuse Prevention Grant
2. The Board agreed to request of the Commissioners' Court the guidelines for collaboration and the responsibility of all departments of the Youth and Family Services Division, but particularly those that pertain to CPS and the Children's Assessment Center.

February 2001

1. Adopted the PRS and the CWLA Legislative agendas.
2. Adopted a resolution regarding Texas Senate Bill 136.
3. Agreed to pay \$100 to the Texas Council of Child Welfare Boards to support their volunteer recognition program.
4. Not to decentralize of the Community Youth Services program.

May 2001

1. Five hundred dollars to be used for a CPS worker appreciation activity.
2. New organizational plan for the CAC and its relationship with the county and the CAC Foundation and related agencies. The Board wants to review any proposed plans and to submit comments to the Court re such plans prior to the proposal being considered by the Commissioners' Court.

June 2001

1. Four new Youth Services Specialists positions for the CYS program.

July 2001

1. Establishment of the BEAR Director position as a Model position.

August 2001

1. Request by the Triad Prevention Program for the creation of 3 Justice of the Peace positions,
2. Presentation of a resolution naming August 23, 2001, as Ken Spalding Day in recognition of his service to the HCCPS Board.

December 2001

1. Funding for renovation and repair of the T-Care facility at CRC in the amount of \$126,000 due to the Tropical Storm Alison flood damage,
2. FY 2003 Harris County Budget approved,
3. A recommendation re spending \$209,000 to purchase of an integrated data system when the funds are available in the budget.

January 2002

1. Accepted HCCPS as the lead agency for the Harris County Integrated Initiative Grant
2. Request to the Regional Council of Child Welfare Boards for a Child Abuse Prevention Grant

February 2002

1. Recommendation to support the CWLA National Conference proposed legislative agenda: a) Kinship care assistance, b) TANF funding, c) Title IVE eligibility requirement, d) Title XX funding, e) TANF supplemental funding to be restored,
2. Revised the Board members Conflict of Interest statement,
3. One hundred dollars (\$100) to be paid to the Texas Council of Child Welfare Boards,
4. A resolution allowing employees with the agency before September 1995 to withdraw their retirement funds from Mutual of America at age 59 ½,
5. Upgrade of a vacant Administrative Tech position and making the BEAR Director a regular position.

March 2002

1. Professional conflict of interest statement accepted.
2. Proposed slate of officers accepted.

April 2002

1. Twenty thousand dollars (\$20,000) for the Houston volunteer Lawyer's Assn. Pro-Bono project.

December 2002

1. FY 2003-2004 Budget approved

February 2003

1. Legislative agenda and advocacy for a) kinship care assistance, b) TANF funding, c) Title IV E funding (foster care and adoption assistance), d) Title XX Funding (Social Security block grants),
2. Accepting the Silberstein Group's proposal for overseeing fundraising activities on behalf of CPS,
3. The name change of the agency to Harris County Protective Services for Children and Adults to accommodate for the addition of the Guardianship program.

March 2003

1. Accepting the new HIPAA policy,
2. Accepting the revised budget from Harris County
3. Accepting the officer slate as presented by the nominating committee.

April 2003

1. Eighty thousand sixty eight dollars (\$80,068) proposed for upgrades to tele-communications and for computers for the Guardianship program,
2. Revisions to the CPS vision statement due to the addition of the Guardianship program.

August 2003

1. One hundred dollars to the Texas Council of Child Welfare Boards for their recognition program
2. A request to the H. C. Budget office of \$18,160,709 for FY 2004-2005

December 2003

1. A budget for 2004-2005 to be submitted to Harris County.

January 2004

1. The Board authorized Mr. Ford to identify the following 3 items as having the greatest impact on the state child care program: a) Kinship Care Assistance-if kinship care is provided, it has to be at the same rate as foster care payment.
b) TANF- full funding be reauthorized with an allowance for inflation.
c) Social Security Block Grants-restore Title XX Social Security Block Grants.
2. The amended By-laws were approved.

February 2004

1. One hundred dollars (\$100) to be given for the annual Texas Council of Child Welfare Boards dinner.

March 2004

1. The H. C. budget allocation for FY 2005
2. Renewal of the contract with The Silberstein Group for fundraising.
3. Program Directors vote to help raise funds for the Capital Campaign with their own programs.

August 2004

1. Reallocation of Jury Funds to various programs.

December 2004

1. FY 2006 Budget approved to be sent to Harris County
2. Authorized the E.D. to continue discussions with state and county officials with the goal of exploring potential forms of a pilot program in the county or region for the participation in the Adult Protective Services program.

January 2005

1. Treasurer's report accepted.

February 2005

1. One hundred dollars (\$100) to be given to The Texas Council of Child Welfare Boards for the annual dinner.

October 2005

1. A letter to be sent to each employee who volunteered to work during the Katrina Relief Effort.
2. Payment to the Texas Council of Child Welfare Board regarding putting the child-abuse specialty license plate item on the agenda for the next board meeting.
3. Application to the Texas Council of Child Welfare Boards for a prevention grant of \$450.
4. Consideration to complete the shelter space and move into the new Youth Services Center building before making any decision to modify any of the space in the shelter.

December 2005

1. Janet Stansbury has agreed to complete the term of Laura Morales, Board Treasurer, who has left the Board.
2. Request of Commissioners' Court for \$2500 payable to The Texas Council of Child Welfare Boards for funds to help the Council pay for the printing of Child Abuse specialty license plates.
3. Approval to modify the design and to create a way to measure resident feedback re the appearance/design of the shelter portion of the YSC.
4. Approval of the HCPS budget to be sent to the H.C Budget office

February 2006

1. Consideration of the legislative issues for the CWLA Conference

March 2006

1. Consideration of Report of Nominating Committee's slate of officers for 2006-2007
2. Consideration of date for 40th Anniversary
3. Consideration of date for Employee Appreciation
4. Consideration of date for June Board of Director's Meeting

April 2006

1. Consideration of plans for the 40th Anniversary
2. Consideration of plans for Employee Appreciation

May 2006

1. Updates to the Board Manual.
2. Payment of \$100 to the Texas Council of Child Welfare Boards for their annual awards reception.

June 2006

1. Approval of a month-to-month consultant's fee for a possible fund raising campaign, contingent upon the final report from an Ad Hoc committee to be designated and chaired by Dianne Bynum.

August 2006

The Board agrees to adopt a \$750,000 campaign to sustain, enhance, and expand three HCPS programs.

January 2007

Approval of the amended and restated Bylaws of HCPS.

February 2007

1. Approval for Board members attending the 2007 Annual CWLA Conference in Washington, D.C., to present their concerns re a) the Title IV E child welfare financing reform, b) the support to SB 985 issues related to Kinship and Guardianship financing, and c) the expansion of the CHIP insurance for uninsured children concerns.

April 2007

1. The slate of 2007-2008 Board officers was approved.
2. To sponsor an Employee Appreciation event in September 2007

June 2007

1. The date of the 2007 Board Retreat was confirmed for October 25, 2007 from 3 to 7pm.
2. To accept the Representative Payee Program and its 3 employees into the Guardianship Program from the H.C. Community and Economic Development Dept.