



Newly Elected Officials Seminar



Agenda

Introduction and Welcoming Remarks

William J. Jackson
Executive Director-Budget Management
County Budget Officer

Commissioners Court Agenda Process
And Budget Process Overview

Rose Swain
Operations Director-Budget Management

Information Technology and Communications

Bruce High
Chief Information Officer
Information Technology Center

Personnel Regulations
Employee Training / Recruitment
Health and Related Benefits
Risk Management and Safety

David E. Kester
Director, Human Resources & Risk Management

Purchasing and Contracts

Kelly E. Johnson
Harris County Purchasing Agent
Barbara Armstrong
Assistant County Attorney

Facilities

Jim Lemond
Director, Facilities and Property Management
Michelle Clayton Collier
Deputy Director Administration

Records Management

Marva Gay
Manager, Public Law Practice Group
County Attorney's Office

Employment Law
Ethics Policy and Grievance Procedure

Eileen Begle
Senior Assistant County Attorney
County Attorney's Office

Auditor's Office

Erika Owens
Employee Relations Manager
Office of Human Resources & Risk Management

Mike Post
Chief Assistant County Auditor-Accounting Division

Public Information Act

Susan Fillion
Assistant County Attorney
County Attorney's Office

Neptism / Prohibited Relationships

Scott Durfee
General Counsel
District Attorney's Office

Commissioners
Court Agenda
and
Budget Process

**BUDGET MANAGEMENT DEPARTMENT
Coordination & Budget Division**

Commissioners Court Agenda

Deadlines

AGENDA ITEMS AND TRAVEL & TRAINING ITEMS

Due by Wednesday @ 9:00 a.m.

GRANT ITEMS

Due by Tuesday @ 9:00 a.m.



**BUDGET MANAGEMENT DEPARTMENT
Coordination & Budget Division**

How to address agenda items

(Date)

To: County Judge Emmett and
Commissioners Lee, Morman,
Radack and Cagle

From: *(Insert your department information)*

Re. *(Insert brief description of agenda item)*

Request for authorization to *(insert action being requested)*



BUDGET MANAGEMENT DEPARTMENT Coordination & Budget Division

How to Obtain the Agenda

PICK UP A COPY

Administration Building
1001 Preston, Suite 938

VIEW ON THE WEB

www.HarrisCountyTX.gov/agenda



RECEIVE AGENDA BY EMAIL

See handout for instructions

BUDGET MANAGEMENT DEPARTMENT Coordination & Budget Division

Regular Court-Related Meetings

AGENDA BRIEFING

9:00 a.m. on Monday
1001 Preston, 9th Floor
Commissioners Court Conference Room

COMMISSIONERS COURT

10:00 a.m. on Tuesday
1001 Preston, 9th Floor
Commissioners Courtroom



**BUDGET MANAGEMENT DEPARTMENT
Coordination & Budget Division**

How to Obtain Court Orders

COUNTY CLERK'S OFFICE
Commissioners Court Records

Olga Mauzy, Director
1001 Preston, Suite 610
(713) 755-6400

OMAUZY@HCTX.NET



**BUDGET MANAGEMENT DEPARTMENT
Coordination & Budget Division**

Staff Members for C&B Division

ROSE SPROTT SWAIN
Director of Operations

Tammy Miscisin
Lucinda Silva
Diana Elizondo
Daniel Huerta
Heather Couchene
(713) 755-5113



Information
Technology
and
Communications



HARRIS COUNTY, TEXAS

Information Technology Center

Bruce High
Chief Information Officer

Information Technology Center (ITC) offers a wide range of IT services for Harris County departments.

Services Offered:

- IT Help Desk
- Harris County Operators
- Telephones and Video Conferencing
- Application Development and Web Services (Web site hosting, Content Management)
- Records Retention
- Architecture Design
- Server Administration and Maintenance
- Database Administration and Support
- Desktop PC Support
- Networking (LAN / WAN / Wireless) and Security
- Law Enforcement Radio Services

IMPORTANT CONTACTS and NUMBERS

Harris County Operators	713.755.5000 Or Press "0" from office phone	Directs calls to Harris County agencies 24/7 - 365 days a year
ITC Help Desk	713.755.6624 itchelpdesk@hctx.net	24/7-365 support resource for technical needs. Onsite support is provided by the Desktop Support Team when needed.
Harris County Records Retention	713.368.0039	Paul Scott, Records Officer Provides the guidelines, legal obligations, regulatory requirements, and operational needs for records and their retention for handling County records.
Harris County Records Management Center	713.368.0027	Sean Theiss, Records Manager Provides pick up, storage, delivery and destruction services to all participating county departments.
Communications	(Help Desk) 713.755.6624 itchelpdesk@hctx.net	Linda Harvey, Senior Manager Telephone set-up, Long Distance Calling, Video Conferencing, Voice Messaging, Security and Access Control Systems.
Business Analysis	713.368.0018	Kristin Karp, Managing Director of Business Solutions Provides assistance/IT guidance for understanding business processes (web development, applications that are end of life), and project analysis.

Human Resources
&
Risk Management

Human Resources and Risk Management

The following individuals in HR&RM will be able to assist you in the event you have questions regarding the listed subject matter. If you cannot get your question resolved, please feel free to contact David Kester, Director of Human Resources & Risk Management at any time.

SUBJECT MATTER	CONTACT PERSON Backup Person	PHONE NUMBER
Risk and Benefits Financing		
Finance and Administration	David Kester Tina Maltos Shain Carrizal Bridgett Sweeney	(713) 755-5586 (713) 755-6618 (713) 755-8773 (713) 755-8260
Human Resources		
Human Resources	Joyce Cambric Erika Owens	(713) 755-4391 (713) 755-4390
Compensation	Ray Wheat Adela Cortez	(713) 755-1837 (713) 755-1836
Employment	Barbara Edgerton Denise Custard	(713) 755-4395 (713) 755-4393
Service Awards	Gloria Williams Veronica Weinberger	(713) 755-4394 (713) 755-5767
Training	Eileen Begle Gracie Guillen	(713) 755-7159 (713) 755-4843
Risk Management		
Risk Management	Lindsey Johnson Mary Pete	(713) 755-6615 (713) 755-8741
Benefits - Main Line		(713) 755-7057
Benefits	Robin Vincent Sharon Moores	(713) 755-6495 (713) 755-1598
Property & Casualty Insurance	Kelly Nichols	(713) 755-6606
Retirement	Lisa Childs Robin Vincent	(713) 755-6552 (713) 755-6552
Safety	Rusty Lees Joyce Cade	(713) 755-6748 (713) 755-1596
Wellness	Sarah Acosta	(713) 755-4827
Workers' Compensation Main Line		(713) 755-4180
Workers' Compensation	Y.Etta McCutcheon Tamara Ross	(713) 755-6889 (713) 755-4479
Onsite Vendors:		
AS&G Claims Administration	K'Netha Jones Dorothy Barney	(713) 755-8758 (713) 755-8788
AETNA	On-Site Representative Toll Free	(713) 755-5604 (800) 279-2401
United Healthcare Dental	Donna Bennett Toll Free	(713) 755-4157 (800) 880-1800
At any time, you may contact	David Kester Shain Carrizal Joyce Cambric Lindsey Johnson	(713) 755-5586 (713) 755-8773 (713) 755-4391 (713) 755-6615



Welcome to Harris County

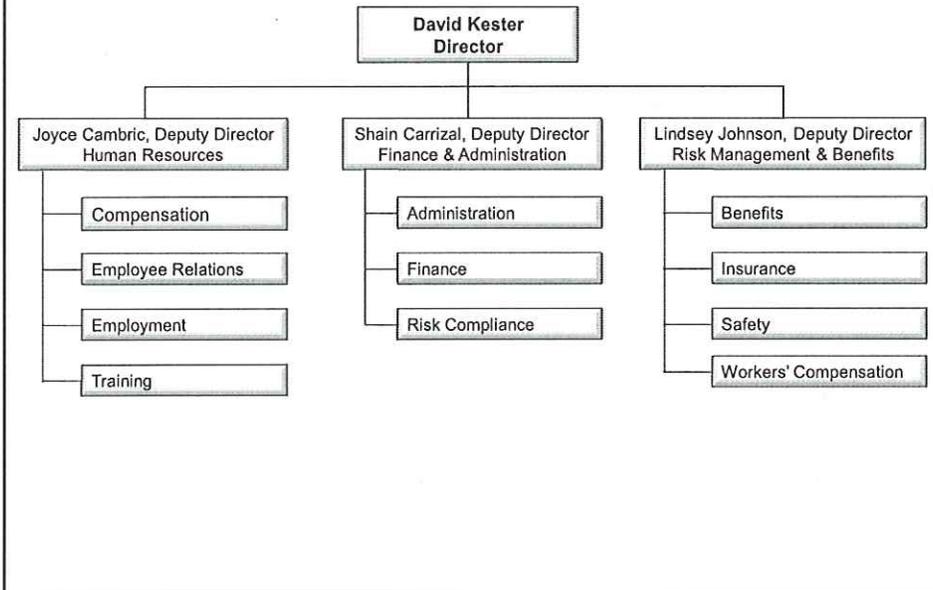
Human Resources & Risk Management

OVERVIEW OF OUR ROLE

- **Human Resources**
 - ❑ Position Control and Budgeting
 - ❑ Employee Relations-Compliance
 - ❑ Recruitment
 - ❑ Training
- **Health and Related Benefits**
- **Risk Management & Safety**
 - ❑ Claims/Safety
 - ❑ Insurance
 - ❑ Drug and Alcohol Screening Program
- **Risk and Benefits Financing**

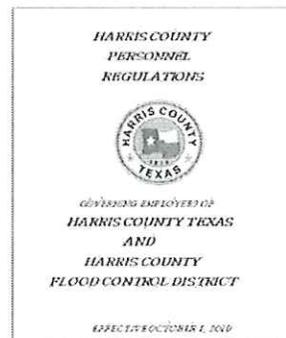


HUMAN RESOURCES & RISK MANAGEMENT



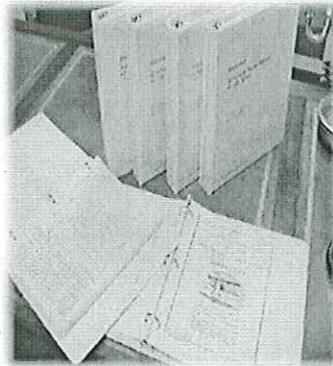
HARRIS COUNTY PERSONNEL REGULATIONS

Rules that Govern
the Conditions of
Employment With
Harris County with
regards to
Compensation and
Benefits



DEPARTMENT POLICIES AND PROCEDURES

Elected Officials
may have Additional
Policies and
Procedures that
Supplement the
Personnel
Regulations.

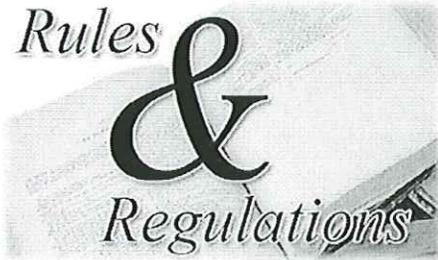


EXAMPLE OF SPECIFIC DEPARTMENT POLICIES

- × Dress code
- × Office hours (subject to Comm Ct order of 40 hours in week)
- × Paid leave policies
 - + Minimum use (e.g., must use vacation in increments of at least 4 hours)
 - + Scheduling (e.g., must have all vacations scheduled by March 1st each year; or must give at least 48 hours notice for use of vacation or comp)
 - + Eligibility (e.g., may not use vacation until employee has accumulated 24 hours)
 - + Maximum use (e.g., employees must retain a minimum of 8 hours of vacation at all times)
- × Attendance policies
 - + Point system for purposes of tardiness and absenteeism

HARRIS COUNTY PERSONNEL REGULATIONS ARE JUST A START

× <http://www.harriscountytx.gov/HRRM/information.aspx>



Training

Employee Training Class
And Wellness Program Schedule
November 2012 – February 2013

Employee Training / Recruitment



For additional information, contact
Human Resources & Risk Management
713.755.4143
www.harriscountytx.gov

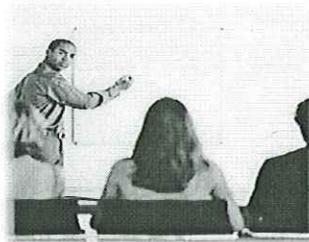
HRRM TRAINING

- Compliments, but not replaces, job specific training
- Improve interpersonal skills
- Enhance career development
- Manage the challenges of work and personal life
- Training courses are open to all employees with supervisory approval

EXAMPLE TRAINING COURSES

- **Managers and Supervisors**
 - ❑ Enhance managerial performance
 - ❑ Prepare others for supervisory positions

- **Professional Development & Compliance Courses**
 - ❑ Course Examples:
 - Ethics Training
 - Business Writing
 - Listening & Leadership Skills
 - Presentation Skills
 - Sexual Harassment
 - Notary Training



TRAINING AND DEVELOPMENT LIBRARY

- Available to all Harris County Departments and employees

- Resources include:
 - ❑ Check out workbooks
 - ❑ Computer based training programs
 - ❑ Videos

- Includes a variety of topics
 - ❑ Communication
 - ❑ Compliance Training
 - ❑ Management Training



TRAINING CONTACTS



➤ Joyce Cambric, Deputy Director
(713) 755-4391 Joyce.Cambric@bmd.hctx.net



➤ Eileen Begle, Assistant County Attorney
(713) 755-7159 Eileen.Begle@cao.hctx.net



➤ Gracie Guillen, Human Resource Specialist
(713) 755-4843 Gracie.Guillen@bmd.hctx.net



Employment and Recruitment

EMPLOYMENT

➤ Services Offered

- ❑ Post for Open Harris County Positions
 - Appointed Officials
 - Most elected officials
- ❑ Recruitment
 - County and local websites
 - Local universities and junior colleges
 - Job Fairs
 - Advertising
 - Maintain applicant database for future recruitment.



EMPLOYMENT SERVICES

- Application Screening
 - ❑ Match skills to position requirements
- Testing
 - ❑ Typing
 - ❑ Reading comprehension
 - ❑ Writing skills
 - ❑ Bilingual – Spanish (oral, reading & writing)
 - ❑ Customized skill-level testing according to departmental needs
- Background Checks
 - ❑ Post-Offer



EMPLOYMENT CONTACTS



➤ Joyce Cambric, Deputy Director
(713) 755-4391 Joyce.Cambric@bmd.hctx.net



➤ Barbara Edgerton, Employment Supervisor
(713) 755-4395 Barbara.Edgerton@bmd.hctx.net



➤ Main Phone Number: (713) 755-5251

➤ <http://www.harriscountytexas.gov/hrrm/>





HARRIS COUNTY, TEXAS

Human Resources & Risk Management
1310 Prairie—Suite 400
Houston, Texas 77002-2042
Phone: (713) 755-3030 Fax: (713) 755-8869

David Kester, Director

JOB REQUISITION FORM

Instructions: Please complete this form, then save to your computer using the "Save As" function and add the position title to the file name before submitting to HRRM-Employment Section.
(i.e. HRRM Job Requisition- Office Assistant I)

PART I – JOB INFORMATION*

(* REQUIRED)

JOB TITLE:

PCN NUMBER :

GRANT FUNDED POSITION:

NO YES, THROUGH DATE:

CLOSING DATE:

DEPARTMENT/PROGRAM-ORG#:

JOB LOCATION:

SALARY:

WORK HOURS/DAYS OFF:

CONTACT PERSON:

PHONE & FAX NUMBER:

PART II – JOB REQUIREMENTS

(If blank, a separate document with the job requirements must be attached)

MINIMUM EDUCATION:

MINIMUM EXPERIENCE:

SKILLS – PHYSICAL REQUIREMENTS:

JOB DESCRIPTION:

The Civil Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Title VII prohibits discrimination on the basis of age with respect to individuals who are 40 years of age or older. Any limitations in these areas expressed in this requisition should be warranted by bona-fide occupational qualification, business necessity or other legally permissible reasons.



HARRIS COUNTY

OFFICE OF HUMAN RESOURCES AND RISK MANAGEMENT
EMPLOYMENT SECTION

CANCELLATION OF PERSONNEL REQUISITION

1310 Prairie Suite 170, Houston, TX 77002 (713)755-5250

Please close the following job requisition:

Department :

HRRM Posting No.

PCN Number

Job Title:

Hire Date

Name of Person Hired

First Name: _____

Last Name: _____

Race: _____

Male Female

Social Security No.: XXX - XX -

Employee ID No.:



HARRIS COUNTY, TEXAS

Human Resources & Risk Management Employment Office

1310 Prairie, Suite 170, Houston, Texas 77002

Job Hotline (713) 755-5044
Office (713) 755-5250
TDD (713) 755-6870
Internet Address:
www.harriscountytx.gov/hrrm

HOW TO APPLY

To be considered for a position with Harris County all applicants must submit a **completed "Job Application"** for a **posted position**. Applicants can apply for as many positions as they like, but they must submit one application for each position. Please make sure to read each posting carefully, since only applicants that match the posting requirements based on the information provided on the application will have their applications referred to the hiring departments for consideration. Open positions are posted in three different categories: Clerical, Technical/Paraprofessional and Professional. Complete job requirements and descriptions are available to the public at our office during business hours or on the internet 24 hours a day. Both sites are updated daily. **Resumes are welcome, as long as it accompanies a completed application.**

NOTE: ALL CLERICAL POSITIONS REQUIRE THE "CLERICAL SKILLS TEST", PLEASE SEE INSTRUCTIONS BELOW.

HOW TO OBTAIN A "JOB APPLICATION"

- **Internet Download:** You can obtain a Job Application form by downloading it from our website.
- **Hard Copy:** Job Application packets are available at our office lobby during regular business hours.

SUBMITTING YOUR APPLICATION

By E-mail

- Download an application from our website <http://www.harriscountytx.gov/hrrm>
- Complete the application and e-mail to JobApps@bmd.hctx.net
- Make sure to save your application to your computer or portable memory stick, rename the file to include your first name and last name before submitting as an attachment.
- OR fill out a paper application and scan to submit by e-mail.

By Postal Mail or In Person

- Submit your applications to: **Harris County Human Resources & Risk Management**
1310 Prairie, Suite 170, Houston TX, 77002
- In person Monday – Thursday between 8:00 a.m. and 3:00 p.m. and Fridays 8:00 a.m.–12:00 p.m. ONLY.
Note: When applying by postal mail, please consider that it can take 5 to 7 business days for us to receive your application. Make sure to include any supporting documents that may be required as per the posting: copy of high school diploma, degree, transcripts, certifications, etc.

TESTING

- All positions listed under the "Clerical" category require that you take the "Clerical Skills Test".
- **Applicants must take the test FIRST, before submitting the application.**
- An application is NOT required to take the test.
- The test is administered at our office **Tuesdays, Wednesdays and Thursdays** between **9:00am and 12:30pm.**
NO APPOINTMENT NEEDED, FIRST COME FIRST SERVED.

Accommodations will be made upon request for persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990.

STATUS

Due to the volume of applications received, we are unable to advise applicants as to the status of their application. If your application meets the required qualifications for the position you are applying for, it will be forwarded to the respective department. A department representative will then contact you for an interview if they are interested. Thank you for your interest in employment with Harris County.

UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS.



HARRIS COUNTY, TEXAS

APPLICATION FOR EMPLOYMENT

Please return application to:
Human Resources & Risk Management
 1310 Prairie, Suite 170, Houston, Texas 77002

By E-mail as attachment to:
JobApps@bmd.hctx.net

Job Hotline (713) 755-5044
 Office (713) 755-5250
 TDD (713) 755-6870
 Internet Address:
www.harriscountytexas.gov/hrrm

Please read the following before completing application.

Applicants are considered without regard to race, color, religion, sex, national origin, age or disability. Applications must be filled out completely, ALL questions must be answered. A resume may accompany the application; however, CONSIDERATION FOR ANY POSITION IS BASED SOLELY ON INFORMATION PROVIDED ON THE APPLICATION. Please type or print clearly (black or blue ink).

First Name	Middle Name	Last Name	Social Security Number (Last 4 digits)
			XXX - XX -
Other Names (List any other names used if different from above)		Phone Number	Alternate Number
Current Address (Number/Street/City/State/Zip Code)		Are you between 18-20 years old?	<input type="checkbox"/>
		Are you at least 21 years old?	<input type="checkbox"/>
E-mail Address:		Are you authorized to work in the United States?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If you are an alien authorized by the Immigration and Naturalization Service to work in the United States, provide the following:			
Alien or Admission Number		Expiration of employment authorization, if any: <input type="text"/>	

Please provide Job Announcement Number and Job Title for the position for which you wish to apply.

<u>Job/Announcement Number</u>	<u>Job Title</u>
<input type="text"/>	<input type="text"/>

Date you can start: _____

REFERRED BY: _____

NOTE: For positions that require the "Clerical Skills Test" the applicant must take the test FIRST, before submitting the application. An application is not required to take the test. Test scores are valid for 6 months. (See application instructions for testing dates and times.)

EDUCATION		
High School Name:	City/State	Graduated: <input type="checkbox"/> YES <input type="checkbox"/> Diploma <input type="checkbox"/> GED
		<input type="checkbox"/> NO Last Grade Completed: <input type="text"/>
College / Jr. College / Technical School:	City/State	Type of Diploma / Degree / Certificate:
College:	City/State	Type of Degree:
Major:	Minor:	Undergraduate Hours:
Graduate Studies:	Graduate Hours:	*Transcripts may be required.

FOR OFFICE USE ONLY

TEST SCORES DATE: _____ *ORAL BILINGUAL _____ PASS _____ NOT PASS
 TYPING SPEED: _____ WPM ACCURACY _____ % *WRITTEN BILINGUAL _____ PASS _____ NOT PASS
 CLERICAL SKILLS: _____ % OVERALL *READING COMPREHENSION _____ PASS _____ NOT PASS

Employer:		Job Title:		
Address: (Number/Street/City/State/Zip Code)		Supervisor's Name & Title:		
From: (Month/Year)	To: (Month/Year)	Final Salary:	No. Of Persons Supervised:	Full Time <input type="checkbox"/>
Reason For Leaving:		May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Part Time <input type="checkbox"/>
		Phone Number:		Temporary <input type="checkbox"/>
Duties:				

Employer:		Job Title:		
Address: (Number/Street/City/State/Zip Code)		Supervisor's Name & Title:		
From: (Month/Year)	To: (Month/Year)	Final Salary:	No. Of Persons Supervised:	Full Time <input type="checkbox"/>
Reason For Leaving:		May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Part Time <input type="checkbox"/>
		Phone Number:		Temporary <input type="checkbox"/>
Duties:				

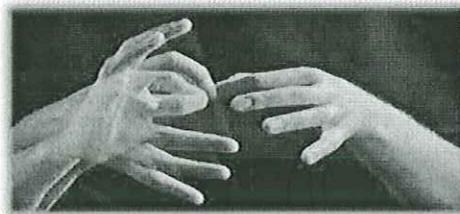
Employee Relations

EMPLOYEE RELATIONS

- Conduct investigations of complaints of discrimination, including sexual harassment
 - ❑ Non-Discrimination Policy
- Listed as Addressee on Record for unemployment claims for Texas Workforce Commission
 - ❑ Assist with TWC hearings and paperwork
- Assist departments with questions regarding Family and Medical Leave Act (FMLA)
- Personnel Regulations
 - ❑ Assist departments and employees regarding questions
 - ❑ Available at: www.hctx.net/hrm/PersonnelRegulations.aspx
- Grievance Procedures
 - ❑ Facilitate the grievance process in accordance with Section 22 of the Personnel Regulations

ADA AND SIGN LANGUAGE INTERPRETERS

- Compliance with Title II of the Americans with Disabilities Act (ADA)
 - ❑ Choose ADA Coordinators and an alternate for your department.
- Auxiliary aids and services for any person with a disability who requests accommodation.
 - ❑ Ensure ADA Compliance within your department.
 - ❑ Contact Erika Owens, at (713) 755-4390 for ADA questions, or to schedule an interpreter.

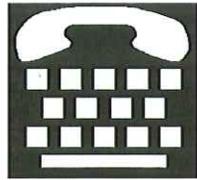


EMPLOYEE RELATIONS CONTACTS



- Joyce Cambric, Deputy Director
(713) 755-4391 Joyce.Cambric@bmd.hctx.net
- Erika Owens, Employee Relations Manager
(713) 755-4390 Erika.Owens@bmd.hctx.net
- Paul Baray, Human Resources Officer
(713) 755-7058 Paul.Baray@bmd.hctx.net
- Lester Jones, Administrative Assistant
(713) 755-5463 Lester.Jones@bmd.hctx.net





AUXILIARY AIDS AND SERVICES FOR PERSONS WITH DISABILITIES

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1991 ("ADA"), **Harris County** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of **HARRIS COUNTY**, should contact the office of the **ADA Coordinator** as soon as possible **but no later than 48 hours before** the scheduled event.

Please note that the ADA does not require **Harris County** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a facility, activity, program, or service of **Harris County** is not accessible to persons with disabilities should be directed to the **ADA Coordinator**.

The complaint should be in writing and contain information about the alleged violation. The complaint must contain the name, address, and phone number of the complainant and the location, date, and description of the problem. A complaint may be sent by post or email. Alternative means of filing complaints such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation.

Contact the ADA Coordinator at:

Erika Owens

Harris County Human Resources & Risk Management

1310 Prairie, Suite 230

Houston, Texas 77002

Email: HRRMHCADACoordinator@bmd.hctx.net

713-755-4390, or 713-755-2835, or 713-755-4843



7-1-1 (TTY, VOICE, AND ASCII USERS); 1 800 RELAYTX (TTY); 1 800 RELAYX1 (ASCII); 1 800 RELAYVV (VOICE); 1 877 VCO1RTX (VCO); 1 800 662 4954 SPANISH (RELAY, TRANSLATION); 1 877 826 9438 (REDUCED TYPING SPEED FOR DEAF/BLIND/VISUALLY IMPAIRED); 1 877 826 6607 (SPEECH TO SPEECH); 1 877 826 6608 SPEECH TO SPEECH/VCO) *The caller is charged regular applicable rates.

**OTHER AUXILIARY AIDS AND SERVICES
TELEPHONE REFERRAL LIST**

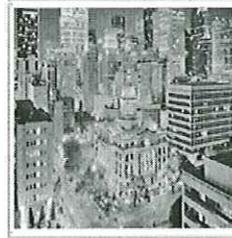
<p>Sign Language Interpreter Available through: Communication Access Ability Group* Telephone Number is: 713-807-1176 Service Provider Fax is: 713-807-1238 Cell Number is: 832-347-3365 http://www.caag4.com/ scheduling@caag4.com</p> <p>*as of May 10, 2012, and subject to change annually at the end of February</p>	<p>Assistive Listening Devices Available through ITC – Place requests for equipment through County Operator at: 713-755-5000; contact FPM for repair at Facilities & Property Management 1310 Prairie, Suite 140 Houston, Texas 77002 o 713 755 2255 f 713 755 4705 e custsvc@fpm.hctx.net</p> <p>Special Note for Courts: ADA Coordinators for the County Criminal & Civil Courts should contact the Office Of Court Management for Assistive Listening Devices at 713-755-5394.</p> <p>ADA Coordinators for the District Courts should contact the Administrative Office of the District Courts for Assistive Listening Devices at 713-755-6575.</p>
<p>An Oral Interpreter Available through Communication Access Ability Group Telephone Number is: 713-807-1176 Service Provider Fax is: 713-807-1238 Cell Number is: 832-347-3365</p>	<p>An Amplified Telephone Available through ITC – Request through: Place requests for equipment or repair through County Operator at: 713-755-5000</p>
<p>A TTY or TDD Available through ITC – Place requests for equipment or repair through County Operator at: 713-755-5000 The County TTY# is 713-755-5005</p>	<p>CART (Assisted Real Time) Available through Marie Bryant 281-684-8973 (Voice) 281-347-2881 (Fax) HRRM at 54843, or 57058</p>
<p>Building Accessibility, Signage, etc. Contact one of the following: Luis Chavarria (FPM) at 713-755-8185 or Diane Moore (FPM) at 713-755-2822, or County Operator at 713-755-5000 HRRM at 713-755-4390, or 713-755-4843</p>	<p>Reader Services and Other, or Questions and Help Contact the ADA Coordinator in HRRM at 713-755-4390, 713-755-4843, or 713-755-2835, or email HRRMHCADACoordinator@bmd.hctx.net</p>

Health and Related Benefits

BENEFITS

Harris County

Active
Resource Guide



2014

GROUP HEALTH AND RELATED BENEFITS

- Department Heads and R32+ Employees are Eligible the first of the month following 90 days employment § 12.0111 (This rule will be changed due to full implementation of Affordable Care Act)
- Commissioners Court Determines Contribution Rates § 12.02
- \$11,116



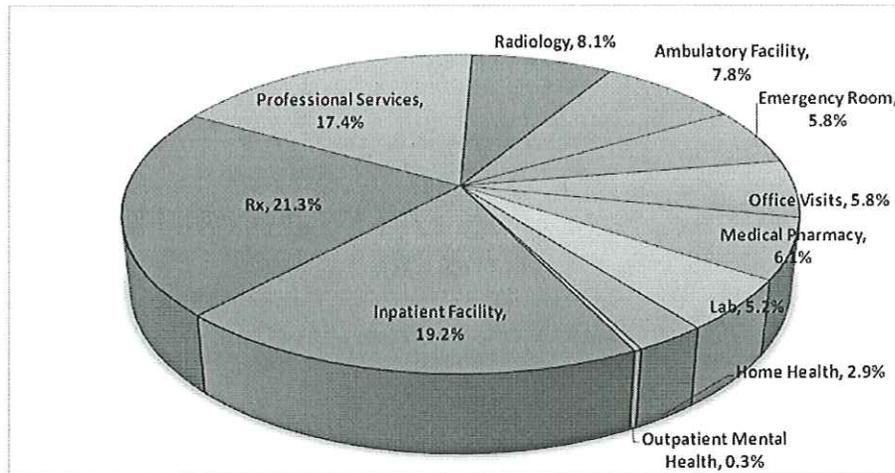
'12-'13 BENEFIT PROVIDERS

Benefit Type	Vendor
Medical/Rx	Aetna
Dental PPO	UnitedHealthcare Dental
DHMO	UnitedHealthcare Dental
Vision	Block Vision
Life	Prudential
Long Term Disability	Cigna
Flexible Spending Accounts	Aetna

MEDICAL PLAN OPTIONS

- **Two medical plan options: Base Plan OR Base Plus Plan**
- **No referrals necessary**
- **County (currently) pays 100% of the employee only cost for the Base Plan**
- **Employees may "buy up" for the Plus Plan and pay 10% of the premium per month (additional for dependents)**
- **County continues to pay 50% of incremental cost for dependents on both plans**

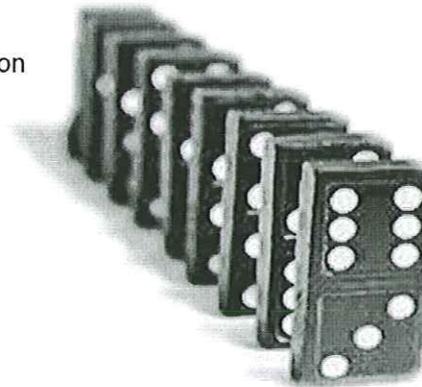
WHERE HARRIS COUNTY MEDICAL PLAN DOLLARS ARE SPENT



Note: Incurred with 2 month lag (FY 2011-12)

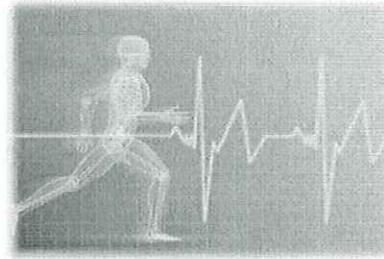
MEDICAL COST DRIVERS

- Uncompensated Care
- Medicare Reimbursement Rates
- Advancement in Treatment Options and Technology
- Waste and Fraud
- Pre-Mature Babies and Aging Population
- Increased Life Span
- Prescription Drugs
- Chronic and "New" Illnesses
- Legislative Changes/ACA
- Defensive Medicine
- Physician Ownership of Facilities
- Utilization (Demand)
- Catastrophic (and large) claims



WELLNESS PROGRAMS

- “All is Well” at Harris County
- Health Actions Plan
- Disease Management
- Informed Health Line
- Compassionate Care
- Diabetes America
- Employee Assistance Program (EAP)



ALL IS (NOT) WELL

By the year 2020:

- Half of all American adults will be diabetic or pre-diabetic.
 - *United Health Group*
- 75% of American adults will be obese or overweight.
 - *Organization for Economic Cooperation and Development*
- Heart disease will be the leading cause of death worldwide.
 - *The Heart Foundation*
- 157 million Americans will be afflicted by chronic illness.
 - *US Department of Health and Human Services*

EVIDENCE-BASED HEALTHCARE SAVINGS

A 1% reduction in excess weight, elevated blood pressure, glucose, and cholesterol, has been shown to save **\$83 to \$103** annually in medical costs per person.

Henke, R.M., Carls, G.S., Short, M.E., Pel, X., Wang, S., Moley, S., et al. The relationship between health risks and health and productivity costs among employees at Pepsi Bottling Group. *J Occup Environ Med.* 2010;52(5):519-527.

An analysis of 22 large-employer studies showed significant positive impacts on healthcare costs and absenteeism:

- Employee healthcare costs were reduced **\$3.27 for every \$1 spent** on comprehensive worksite health programs.
- Absenteeism costs dropped by **\$2.73 for every \$1 spent**.

Balcker K., Culter D., Song Z. Workplace wellness programs can generate savings. *Health Affairs.* 2010;29(2):304-311.

LINKING BENEFIT DESIGN WITH HEALTHY BEHAVIOR

Concept: Offer a mid-range enhanced plan design to eligible employees at no cost for completing a defined amount of reasonable criteria by a given date.

- Base Plan – no premium for single coverage
- Healthy Actions Plan – no premium for single coverage if criteria met
- Plus Plan – premiums would still apply

Criteria:

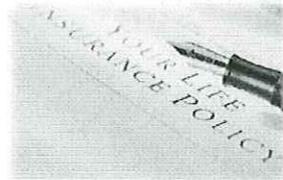
- Annual physical or wellness screening , and
- Online health assessment , and
- *3 or more of the following:* Team challenge participation, wellness training credits, healthy coaching sessions, preventative health screenings.

Timeline for 2014-15 Plan Year:

- March 1, 2013 – Communicate new plan to employees and begin tracking 'reasonable criteria.'
- November 30, 2013 – Deadline to complete 'reasonable criteria.'
- March 1, 2014 – New plan design goes into effect for employees meeting criteria.

LIFE INSURANCE & AD&D

- All covered employees have a basic life insurance benefit of \$25,000
- If you cover your dependents on your medical plan you will receive \$5,000/spouse and \$2,000 for unmarried children at no cost
- Optional Life Coverage Available
- Separate beneficiary designation
- Keep your beneficiary designation updated!
- AD&D Coverage up to \$5,000



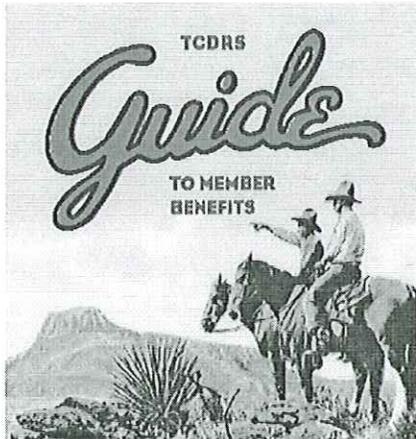
If a minor child is designated as a beneficiary, the benefit will be placed in a trust until they attain the age of 18.

OPTIONS DURING ENROLLMENT

- Select a Medical and Dental Plan
 - Base or Plus
 - DHMO or Dental PPO
- Purchase optional Life Insurance and/or Long-Term Disability
- Add dependents
- Participate in Flexible Spending Account(s)

TCDRS

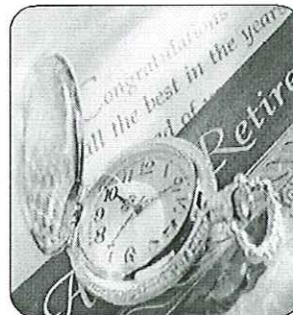
Texas County & District Retirement System



- Qualified pension plan under Section 401(a) of Internal Revenue Code (IRC)
- Managed by TCDRS
- Plan of Benefits Approved by Harris County Commissioners
- Annually Determined Contribution Rate
- 11.59% for 2013

RETIREMENT

- **Vesting**
 - 8 years
- **Eligibility (to draw a benefit)**
 - 30 years of service
 - Age 60 & 8 years of service
 - Rule of 75 (age + years of service)
- **Employee Contributions**
 - 6% of gross income (6% fixed deposit rate)
 - Fixed 7% interest rate earned
 - Employer Match at retirement = 225%



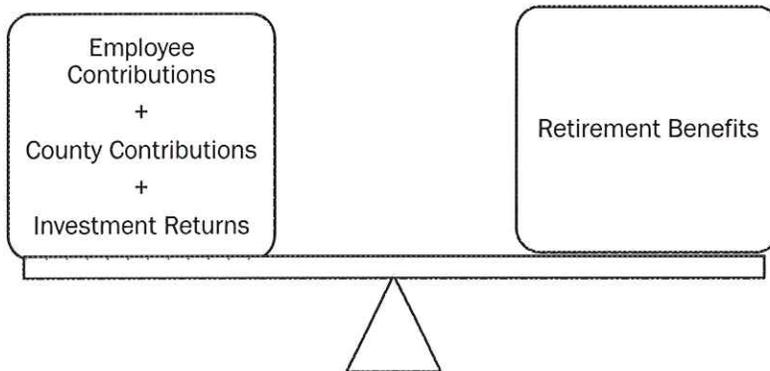
PROPORTIONATE RETIREMENT ELIGIBILITY



The Proportionate Retirement lets you use service credit from any of the systems listed below to qualify for retirement benefits (not disability or death benefits). You must meet the highest rule and may retire concurrently or independently.

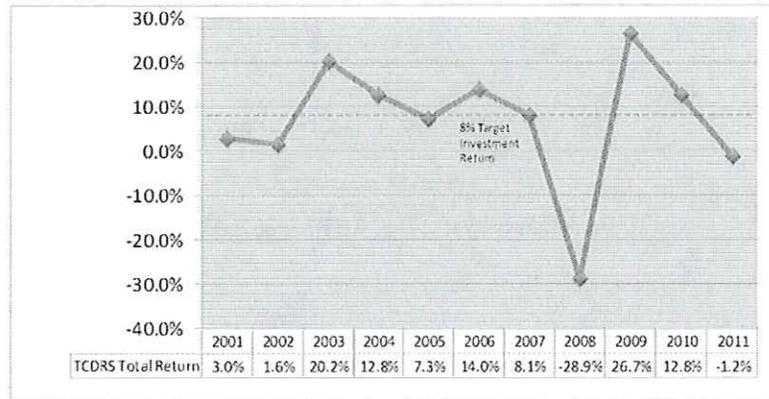
- Texas Municipal Retirement System (TMRS)
- Employee Retirement System of Texas (ERS)
- Judicial Retirement System of Texas (JRS)
- Teacher Retirement System of Texas (TRS)
- City of Austin Employees Retirement System (COAERS)

TCDRS FUNDING EQUATION



When one piece moves, there has to be an equal or opposite move in the other pieces.

TCDRS INVESTMENT RETURNS



Source: TCDRS

BENEFITS CONTACTS

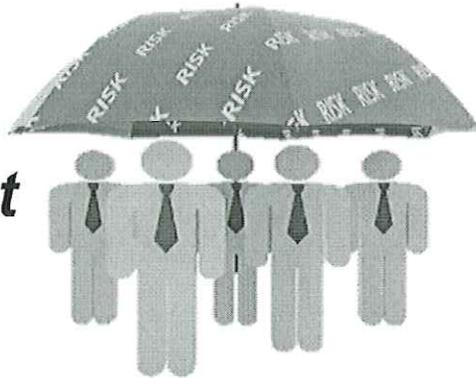


- Lindsey Johnson, Deputy Director
(713) 755-6615 Lindsey.Johnson@bmd.hctx.net
- Robin Vincent, Benefits Administrator
(713) 755-6495 Robin.Vincent@bmd.hctx.net
- Sharon Moores, Financial Officer
(713) 755-1598 Sharon.Moores@bmd.hctx.net
- Lisa Childs, Retirement Coordinator
(713) 755-6552 Lisa.Childs@bmd.hctx.net



Risk Management

Risk Management



WORKERS' COMPENSATION & CLAIMS

- Official recipient of Workers' Compensation and Tort Claims from County departments.
- Monitor Harris County's Third Party Administrators to ensure Workers' Compensation contract compliance.
- Investigate and resolve Tort claims on behalf of Harris County.
- Represent Harris County at state administrative hearings, assist County Attorney's Office with legal hearings (trials; mediations).
- Assist County departments with claim related issues.
- Provide training to County departments on claim reporting and employer responsibilities.

WORKERS' COMPENSATION & CLAIMS CONTACTS



- Lindsey Johnson, Deputy Director
(713) 755-6615, Lindsey.Johnson@bmd.hctx.net
- Y.Etta McCutcheon, Claims Administrator
(713) 755-6889, Y.etta.Mccutcheon@bmd.hctx.net
- K'Netha Jones, AS&G Claims Administrator
(713) 755-8758



SAFETY



- Contact: Rusty Lees (713) 755-6748



- Safety Committee
- Safety Training Library
- Automated External Defibrillator (AED) Program
- Bloodborne Pathogens Program
- Drug and alcohol Policy
- Hazardous Communication Program

BONDS, PROPERTY & CASUALTY



- Contact: Kelly Nichols (713) 755-6606
 - ☐ Public Officials Bond
 - ☐ Non-Owned Auto Liability Insurance



QUESTIONS?





HARRIS COUNTY, TEXAS

Human Resources & Risk Management
1310 Prairie – Suite 400
Houston, Texas 77002-2042
Phone: (713) 755-3030 Fax: (713) 755-8869

David Kester, Director

November 28, 2012

IMPORTANT INFORMATION

Dear Harris County Employee:

Enclosed is your copy of the “**Employer’s First Report of Injury or Illness.**” As required by law, this information has been reported to the Texas Department of Insurance/Division of Workers’ Compensation. Also, a copy of the “**Notice of Injured Employee Rights and Responsibilities in the Texas Workers’ Compensation System**” is enclosed for your records. Please read both enclosures thoroughly.

If there are any questions regarding the accuracy and completeness of the information on the Employer’s First Report of Injury, you should contact your immediate supervisor, manager or Human Resources & Risk Management at (713) 755-8741 immediately.

Upon receipt of this letter, please contact AS&G Claims Administration, Inc. between 8:00 a.m. and 5:00 p.m., Monday through Friday at (713) 755-8751 to speak with an adjuster about the facts regarding your claim for benefits. In order to ensure timely delivery of all benefits that you may be entitled, you must promptly assist and cooperate with the adjuster in the investigation of the incident described in the enclosed report. Failure to do so may result in delay or denial of benefits.

If there are any questions regarding your workers’ compensation benefits, please contact AS&G Claims Administration, Inc. or Human Resources & Risk Management for assistance. Also, the Office of Injured Employee Counsel (OIEC) has been established to assist injured workers if needed. You may contact the Office of Injured Employee Counsel via their toll free number at 1-866-393-6432 or the Division of Workers’ Compensation local field office at 1-800-252-7031 should you need assistance.

Sincerely,

Lindsey Johnson
Deputy Director
Risk Management & Benefits

Enclosures (2)

Send the specified copies to your
Workers' Compensation Insurance Carrier
and the injured employee.

*Employers - Do not send this form to the
Texas Department of Insurance, Division of Workers' Compensation,
Unless the Division specifically requests a direct filing.

CLAIM # _____

CARRIER'S CLAIM # _____

EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS

1. Name (Last, First, M.I.)		2. Sex F <input type="checkbox"/> M <input type="checkbox"/>		15. Date of Injury (m-d-y) - -		16. Time of Injury : am <input type="checkbox"/> pm <input type="checkbox"/>		17. Date Lost Time Began (m-d-y) - -			
3. Social Security Number - -		4. Home Phone ()		5. Date of Birth (m-d-y) - -		18. Nature of Injury*		19. Part of Body Injured or Exposed*			
6. Does the Employee Speak English? If No, Specify Language YES <input type="checkbox"/> NO <input type="checkbox"/>											
7. Race White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/>				8. Ethnicity Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/>				21. Was employee doing his regular job? YES <input type="checkbox"/> NO <input type="checkbox"/>		22. Worksite Location of Injury (stairs, dock, etc.)*	
9. Mailing Address Street or P.O. Box											
City		State		Zip Code		County					
10. Marital Status Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/>											
11. Number of Dependent Children				12. Spouse's Name							
13. Doctor's Name											
14. Doctor's Mailing Address (Street or P.O.Box)											
City		State		Zip Code							
20. How and Why Injury/Illness Occurred*											
23. Address Where Injury or Exposure Occurred Name of business if incident occurred on a business site											
Street or P.O. Box		County									
City		State		Zip Code							
24. Cause of Injury (fall, tool, machine, etc.)*											
25. List Witnesses											
26. Return to work date/or expected (m-d-y) - -			27. Did employee die? YES <input type="checkbox"/> NO <input type="checkbox"/>		28. Supervisor's Name		29. Date Reported (m-d-y) - -				

30. Date of Hire (m-d-y) - -		31. Was employee hired or recruited in Texas? YES <input type="checkbox"/> NO <input type="checkbox"/>		32. Length of Service in Current Position Months _____ Years _____		33. Length of Service in Occupation Months _____ Years _____	
34. Employee Payroll Classification Code				35. Occupation of Injured Worker			
36. Rate of Pay at this Job \$ _____ Hourly \$ _____ Weekly		37. Full Work Week is: _____ Hours _____ Days		38. Last Paycheck was: \$ _____ for _____ Hours or _____ Days		39. Is employee an Owner, Partner, or Corporate Officer? YES <input type="checkbox"/> NO <input type="checkbox"/>	

40. Name and Title of Person Completing Form				41. Name of Business			
42. Business Mailing Address and Telephone Number Street or P.O. Box HR&RM, 1310 Prairie, Suite 400 City State Zip Code Houston TX 77002				43. Business Location (If different from mailing address) Number and Street City State Zip Code			
44. Federal Tax Identification Number 74-6019451		45. Primary North American Industry Classification System Code (6 digit) 921190		46. Specific NAICS Code (6 digit)		47. Texas Comptroller Taxpayer No. 69-0740108	
48. Workers' Compensation Insurance Company AS&G Claims Administration, Inc. (TPA)				49. Policy Number HC 07/0317			
50. Did you request accident prevention services in past 12 months? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, did you receive them? YES <input type="checkbox"/> NO <input type="checkbox"/>							
51. Signature and Title (READ INSTRUCTIONS ON INSTRUCTION SHEET BEFORE SIGNING) X _____ Date _____							





HARRIS COUNTY, TEXAS

Human Resources & Risk Management
1310 Prairie – Suite 400
Houston, Texas 77002-2042
Phone: (713) 755-3030 Fax: (713) 755-8869

David Kester, Director

November 28, 2012

IMPORTANT INFORMATION

Dear Harris County Employee:

Enclosed is a copy of the “**Employer’s Supplemental Report of Injury**” that your department has filed with this office, as well as a copy of the “**Notice of Injured Employee Rights and Responsibilities in the Texas Workers’ Compensation System**” for your records. Please read both enclosures thoroughly.

If there are any questions regarding the accuracy and completeness of the information on the Employer’s Supplemental Report of Injury, you should contact your immediate supervisor, manager or Human Resources & Risk Management at (713) 755-8741 immediately.

The Supplemental Report of Injury reflects a change in your work status. This information has been reported to the Texas Department of Insurance/Division of Workers’ Compensation. Please contact AS&G Claims Administration, Inc. between 8:00 a.m. and 5:00 p.m., Monday through Friday at (713) 755-8751 to speak with your adjuster to verify your current work status and the facts regarding your claim for benefits. In order to ensure accurate and timely delivery of all benefits that you may be entitled, you must promptly assist and cooperate with your adjuster in the verification of the information described in the attached report. Failure to do so may result in delay or denial of benefits.

If there are any questions regarding your workers’ compensation benefits, please contact AS&G Claims Administration, Inc. or Human Resources & Risk Management for assistance.

Sincerely,

Lindsey Johnson
Deputy Director
Risk Management & Benefits

Enclosures (2)



CLAIM #	_____
Carrier #	_____

SUPPLEMENTAL REPORT OF INJURY

Part I EMPLOYER INFORMATION

1. Employer business name	2. Employer phone #
3. Employer mailing address 1310 PRAIRIE, SUITE 400 HOUSTON, TX 77002	
4. Insurance carrier name AS&G Claims Administration, Inc. (TPA)	
5. Does the employer have return to work (RTW) opportunities available based on the injured worker's current capabilities? yes <input type="checkbox"/> no <input type="checkbox"/> If so, identify contact person and phone # _____	
6. Has the insurance carrier provided RTW coordination services within the past 12 months? yes <input type="checkbox"/> Date _____ no <input type="checkbox"/>	
7. Has the employer requested RTW training from DWC or the insurance carrier? yes <input type="checkbox"/> no <input type="checkbox"/>	
8. Has the insurance carrier provided accident prevention services in the past 12 months? yes <input type="checkbox"/> Date _____ no <input type="checkbox"/>	
9. Has the employer requested accident prevention services from the insurance carrier? yes <input type="checkbox"/> no <input type="checkbox"/>	

Part II REASON FOR FILING THIS REPORT (deadlines vary, see instructions)

10. <input type="checkbox"/> a. The injured worker returned to work in either a full or limited capacity: File this report within 3 days.
<input type="checkbox"/> b. The injured worker is earning more or less than the pre-injury wage because of the injury: File within 10 days.
<input type="checkbox"/> c. The injured worker returned, then later had additional lost time or reduced wages as a result of the injury: File within 3 days.
<input type="checkbox"/> d. The injured worker resigned or was terminated from employment: File within 10 days.

Part III INJURED WORKER INFORMATION

11. Injured worker name	12. SSN (last 4 digits) XXX-XX-	13. DOI
14. Injured worker mailing address and phone #		
15. First day of lost time or reduced wages for this injury (mm/dd/yyyy)	16. First day of additional lost time or reduced wages (mm/dd/yyyy)	
17. Has the injured worker experienced 8 days (cumulative) of lost time or reduced wages as a result of the injury? yes <input type="checkbox"/> no <input type="checkbox"/> If yes, the date of the 8 th day (mm/dd/yyyy) _____		
18. Date of most recent RTW _____ <input type="checkbox"/> Full duty, full pay <input type="checkbox"/> Limited duty, full pay <input type="checkbox"/> Limited duty, reduced pay	19. Has the injured worker resigned, been terminated or died? yes <input type="checkbox"/> no <input type="checkbox"/> date of resignation _____ date of termination _____ date of death _____ 19a. Reason for resignation/termination _____ 19b. Was the injured worker on limited duty when terminated? yes <input type="checkbox"/> no <input type="checkbox"/>	
20. Hours the injured worker was working during the pay period of _____ to _____ : _____ hours per week Indicated hours are: <input type="checkbox"/> Increase from pre-injury <input type="checkbox"/> Same as pre-injury <input type="checkbox"/> Decrease from pre-injury	21. Weekly/hourly earnings for the pay period of _____ to _____ : \$ _____ weekly or \$ _____ Indicated wages are: <input type="checkbox"/> Increase from pre-injury wage <input type="checkbox"/> Same a pre-injury wage <input type="checkbox"/> Decrease from pre-injury wage	

This form to be filed with: The employer's insurance carrier and the injured worker in the timeframe as noted in Part II.

22. To the best of my knowledge the information provided in this report is accurate and may be relied upon for evaluation of eligibility for benefits.

Submitted by: Employer Injured Worker (If no longer working for the employer where injury occurred.)

Signature and Title of person completing this form _____

Date _____



Notice of Injured Employee Rights and Responsibilities in the Texas Workers' Compensation System

As an injured employee in Texas, you have the right to free assistance from the Office of Injured Employee Counsel. This assistance is offered at local offices across the State. These local offices also provide other workers' compensation system services from the Texas Department of Insurance (TDI). TDI is the state agency that administers the system through the Division of Workers' Compensation.

You can contact the Office of Injured Employee Counsel by calling the toll-free telephone number 1-866-EZE-OIEC (1-866-393-6432). Also, more information is available on the Internet at: www.oiec.state.tx.us.

You can contact the Division of Workers' Compensation by calling the toll-free telephone number 1-800-252-7031. More information about the Division of Workers' Compensation is available on the Internet at: <http://www.tdi.state.tx.us/wc/indexwc.html>.

Your Rights in the Texas Workers' Compensation System:

1. You may have the right to receive benefits.

You may receive benefits regardless of who was at fault for your injury with certain exceptions, such as:

- You were intoxicated at the time of the injury;
- You injured yourself on purpose or while trying to injure someone else;
- You were injured by another person for personal reasons;
- You were injured by an act of God;
- Your injury occurred during horseplay; or
- Your injury occurred while voluntarily participating in an off-duty recreational, social, or athletic activity.

2. You have the right to receive medical care to treat your workplace injury or illness. There is no time limit to receive this medical care as long as it is medically necessary and related to the workplace injury.

3. Choosing a treating doctor:

- If you are in a Workers' Compensation Health Care Network (network), you must choose your doctor from the network's treating doctor list.
- If you are not in a network, you may choose any doctor who is willing to treat your workers' compensation injury.
- If you are employed by a political subdivision (e.g. city, county, school district), you must follow its rules for choosing a treating doctor.

It is important to follow all the rules in the workers' compensation system. If you do not follow these rules, you may be held responsible for payment of medical bills.

4. You have the right to hire an attorney at any time to help you with your claim.

5. You have the right to receive information and assistance from the Office of Injured Employee Counsel at no cost.

Staff is available to answer your questions and explain your rights and responsibilities by calling the toll-free telephone number 1-866-EZE-OIEC (1-866-393-6432) or visiting any Division of Workers' Compensation/Office of Injured Employee Counsel local field office.

6. You have the right to receive ombudsman assistance if you do not have an attorney and a dispute resolution proceeding about your claim has been scheduled.

An ombudsman is an employee of the Office of Injured Employee Counsel. Ombudsmen are trained in the field of workers' compensation and provide free assistance to injured employees who are not represented by attorneys. At least one Ombudsman is located in each local field office to assist you at a benefit review conference (BRC), contested case hearing (CCH), and an appeal. However, Ombudsmen cannot sign documents for you, make decisions for you, or give legal advice.

7. You have the right for your claim information to be kept confidential.

In most cases, the contents of your claim file cannot be obtained by others. Some parties have a right to know what is in your claim file, such as your employer or your employer's insurance carrier. Also, an employer that is considering hiring you may get limited information about your claim from the Division of Workers' Compensation.

(SEE REVERSE SIDE FOR RESPONSIBILITIES)

Purchasing and Contracts



**Kelly E. Johnson, C.P.M., C.P.C.M.
Harris County Purchasing Agent**

MEMORANDUM

TO: Newly Elected Officials
FROM: Kelly E. Johnson 
DATE: November 27, 2012
SUBJECT: Harris County Purchasing Information

Congratulations on your election success and welcome to Harris County, one of the finest counties in the nation.

The mission of the Office of the Purchasing Agent is to acquire appropriate goods and services essential to the operation of Harris County government and certain other governmental agencies in a timely and prudent manner, considering quality, value, and economy. All purchases are made in compliance with Texas Local Government Code (LGC), other relevant law and best business practices. Through anticipation of County requirements, proper planning, preparation and development of its employees, the Purchasing Office actively pursues opportunities for cost savings, economies of scale and broadening and diversification of its vendor base.

We encourage you to review the Purchasing Agent Rules and Procedures located on the County intranet at www.hcintranet.net and to visit our website at www.harriscountytexas.gov/Purchasing/ to learn more about mandatory procurement requirements, the procurement functions we perform, and to view the many contracts available to you. The Purchasing website also contains an employee list, a commodity list with assigned buyers and direct links to auction services.

Attached is information describing Purchasing responsibilities and related functions.

Please feel free to give us a call to answer questions or to assist with any purchase you need to make. We look forward to working with you and, again, we wish you great success in your new positions.

KEJ:lmw
Attachment

Office of the Purchasing Agent

The Harris County Purchasing Agent is responsible for purchases of goods and services for Harris County; Harris County Flood Control District; Harris County Hospital District; Community Health Choice, Inc.; Harris County Toll Road Authority; Community Supervision & Corrections; and Harris County Juvenile Probation.

The Office of the Purchasing Agent is divided into three major divisions: **Purchasing Operations**, **Purchasing Services** and **Fleet Services**.

PURCHASING OPERATIONS

Purchasing Operations consists of two groups:

1. Medical, Pharmaceutical, and Technology – Responsible for procurement of medical equipment, supplies and services; pharmaceutical supplies and services; computer and telecommunication hardware, insurance, software systems and supplies; and various personal and professional service contracts.
2. Industrial/Construction – Responsible for procurement of rolling equipment and supplies, lumber, plumbing, hardware, tools, building services, engineering support, printing, furniture, service contracts, and construction.

The Purchasing Agent supervises the procurement of products and services necessary to support Harris County and other governmental entities. Most purchases are initiated by a request from an end user. The County has term contracts for goods and services which are utilized on a regular basis. These contracts result from competitive bids and requests for proposals (RFP's) and generally are one year in length with one (1) or more renewal options.

Informal Quotations

Purchases of goods and services for \$50,000 or less do not require publication in a newspaper. These purchases are at the discretion of the Buyer and the requirements of the end user. It is the responsibility of the Buyer to obtain adequate information and price quotes to evaluate the required products or services as the time frame and workload allow. The buyer may request quotes verbally or in writing.

Advertised Bids and Requests for Proposals (RFP)

The County Purchasing Act (Texas Local Government Code, §262.021 *et seq.*), as amended, provides that notice of a proposed purchase exceeding \$50,000 must be published at least once a week in a newspaper of general circulation with the first day of publication being at least 14 days before the date of bid opening. Generally, projects exceeding \$50,000 are advertised in the Houston Chronicle, Friday edition, in the Classified Section under Bids and Proposals. Projects are also posted on the Purchasing website.

It is the policy of the Purchasing Agent to consider total cost when making an evaluation to determine the lowest priced and best bid/proposal. Total cost evaluations may include items

such as quality, durability, and user recommendation/experience with the product or service, past performance and other evaluation factors as applicable.

The Purchase Order is the County's official instrument of procurement.

Purchasing Office hours are 7:30 a.m. to 4:30 p.m. Monday through Friday.

PURCHASING SERVICES

Purchasing Services has three major functions:

1. Warehousing – Responsible for storage and disposal of surplus and confiscated items, including auction services. Most vehicles and heavy equipment are auctioned by an out-sourced auctioning company. The County also auctions surplus and confiscated property online at <http://www.publicsurplus.com/sms/hctx,tx/browse/home>. Items can be viewed at the Purchasing Services warehouse at 601 Lockwood. For more information, call (713) 368-8800.
2. Recycling – Responsible for operation of the County recycling program, including the sale of recycled commodities such as paper, cardboard, plastic, metals, etc. The County recycling operation has been recognized statewide and nationwide as a leader in the recycling/reuse effort.
3. Inventory – Responsible for maintenance of personal property inventory with a defined unit value of generally \$500 or more. This includes tagging County assets \geq \$5,000, tracking other inventory items, and inspection of rolling equipment upon receipt. County surplus items are transferred to County departments as applicable. For more information, call (713) 368-8800.

FLEET SERVICES

Commissioners Court approved the transfer of Fleet Services to Purchasing effective July 2010 with the objective of reducing costs and improving efficiency through centralization of County fleet operations, outsourcing installation of specialized law enforcement equipment, and standardization of vehicles and equipment. Fleet Services is responsible for total fleet management of all general fund vehicles including:

1. Maintenance of County vehicles;
2. Purchase of all County vehicles, equipment installed on those vehicles, repair parts and labor;
3. Oversight of all repair work;
4. Oversight of installation of specialized equipment installation on law enforcement vehicles for multiple law enforcement agencies; and
5. Coordination with Information Technology Center for installation and repair of radios and other electronic equipment.

For more information, call 713-755-5363.

THE COUNTY PURCHASING ACT

LGC § 262.021

Barbara Armstrong
Assistant County Attorney
General Counsel to the HC
Purchasing Agent
Barbara.Armstrong@cao.hctx.net
713-755-6456

LGC §262.022(6)

- **Purchase**
 - means any kind of acquisition including by lease or revenue contract

LGC §262.023 Competitive Requirements for Certain Purchases

- Comply with the competitive bidding or proposal procedures in this subchapter
- Call Purchasing!

Competitive Bidding Procedures

- Each purchase goes through Purchasing and has an assigned buyer
- Notice – takes at least 14 days [3 consecutive Fridays]
- Pre-bid conference [see your buyer]
- Open Bids/Proposals
- Award Contract
 - Award lowest [bid] or advertise lowest and best; or
 - Reject all bids and publish a new notice

County Departments

- Assume all purchases must be bid or be a Request For Proposal (“RFP”) – call buyer
- Under \$50,000 – Purchasing will solicit quotes from three (3) different vendors
- Over \$50,000 – must bid or RFP unless an exception applies - or –
- Use an existing contract – JOC, TexMas, Premier, DIR

County Departments

- All awards must have a Purchase Order
- If an RFP – must have a contract – this takes time!
- All contracts over \$50K – placed on the CCt agenda for approval and signed by the County Judge
- Generally, contracts under \$50k are signed by the Purchasing Agent

County Departments

- All inter-local agreements or contracts for real property transfers go to Commissioners' Court for approval regardless of the amount

Exceptions to the Bid Requirement

- Discretionary Exemptions – no bid or RFP required if:
 - Personal or professional servicesOr Commissioners Court declares the purchase:
 - Sole source
 - Emergency [calamity, public health and safety, unforeseen damage to public property]
 - Community and economic development

ETHICS



Tex. Loc. Gov't Code §262.023(C)

- All separate, sequential, or component purchases of items ordered or purchased with the intent of avoiding the requirements of this subchapter, from the same supplier by the same county officer, department, or institution are treated as if they are part of a single purchase and of a single contract.

What?

- Component purchases – component parts of an item that in purchasing practices would be purchased in one purchase
- Separate purchases – purchases, made separately, of items in the normal purchasing practices would be purchased in one purchase
- Sequential purchases – purchases, made over a period, of items in normal purchasing practices would be purchased in one purchase

Criminal Penalties

County officer or employee commits an offense if the officer or employee intentionally or knowingly:

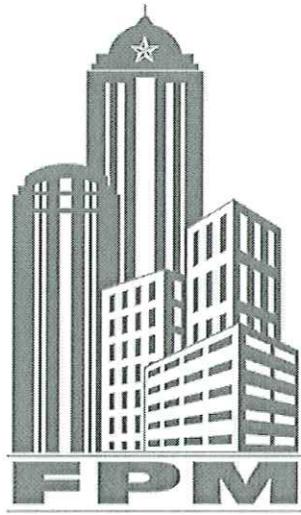
- **makes or authorizes** separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 262.023; or
- violates Section 262.023 other than above.



Questions

- Please call the Purchasing Office if it has to do with processes.
- Please call me if it has to do with the statutes.

Facilities



Harris County Facilities & Property Management

Facilities & Property Management

- Operates, maintains and manages Harris County owned and leased facilities
- Oversees construction and renovation projects to ensure the use of uniform standards for public and professional spaces

Jim Lemond, Director

www.hcfpm.net



Facilities & Property Management

Downtown
Complex

Courthouse
Annexes

Offices

Jails

Libraries

Parking Facilities

Jim Lemond, Director

www.hcfpm.net



Facilities & Property Management

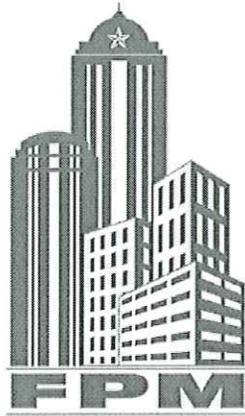
FPM Customer Service

- By telephone at 713.755.2255
- By email at custsvc@fpm.hctx.net
- In person at 1310 Prairie Street, Suite 140

Jim Lemond, Director

www.hcfpm.net





Records Management

Records Retention Research

Marva Gay

Managing Attorney – Public Law

713-274-5158

Office of Harris County Attorney

Vince Ryan

What Is A Record?



Virtually anything.

Letter Sticky note

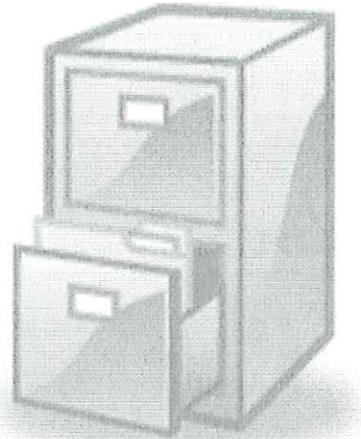
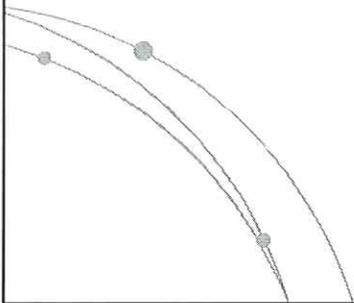
E-mail Digital Files

Photo Video

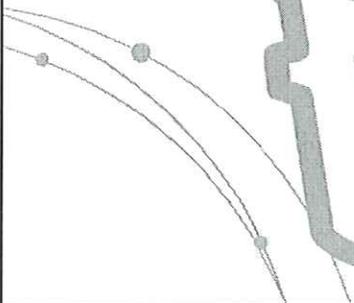
Voice mail

HOW LONG TO KEEP RECORDS

HIT SAVE

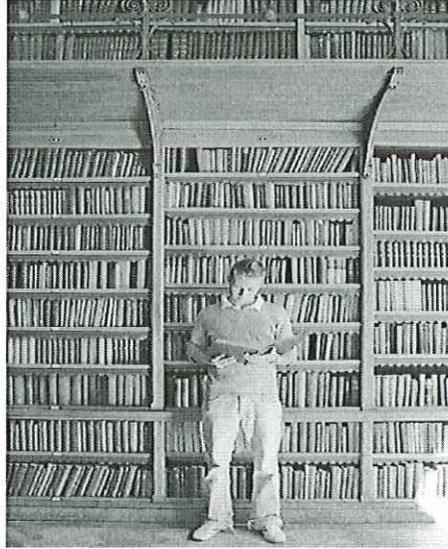


WHEN TO DELETE



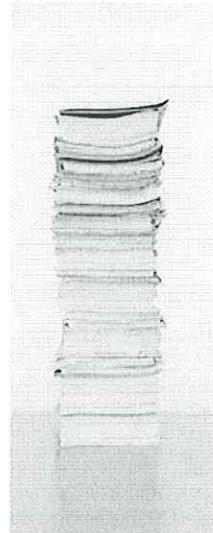
Texas State Library and Archives

Regulations



CONTENT CONTROLS

Content dictates what to save regardless of the media in which it is created.



READ IT

It is necessary to look at each individual document to determine how long to keep it.



Harris County Records Management Policy

Harris County has its own records management program.

(Elected County officials may opt to participate.)

Certain Records Must Be Kept Longer Than State Regulations Mandate.

Texas records retention regulations still apply.

Harris County Personnel Rules

General principles and policies governing privacy as well as acceptable and unacceptable use of electronic media.

The Litigation Hold

When a record is related to litigation, do not destroy that record.

Preserve the record even if Texas regulations or County rules would ordinarily allow destruction.



The Litigation Hold

A record that is likely to be related to litigation **may not be destroyed** until the case is settled.

The Litigation Hold

Virtually any information may be subpoenaed by a court.

- *A party resisting discovery must plead and prove any privilege claimed.*

The Litigation Hold

When there is a litigation hold, you must keep all documents related to the litigation in their original format; no matter the media.

- *A paper copy of an electronic document is not sufficient.*
- *A Judge may require production of the electronic/ digital document.*

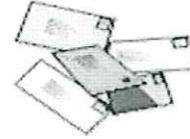
Invisible Data

- **Be aware that most electronic data creates an “invisible” electronic trail.**



- **Such as:** *Who sent the record to whom; who opened it; when; who changed it; how.*

Public Information Requests



- ▣ **When someone makes a public information request, do not destroy responsive records.**

- ▣ *Preserve the records even though Texas regulations or County rules would ordinarily allow destruction.*



Harris County Records Management Program

- ▣ The County program sets out a records destruction process and names a County Records Manager who documents compliance with Texas regulations and updates procedures.

What is a Series?

- The minimum retention period for a record directly linked to another record series or group listed in this or other commission schedules is that assigned to the other group or series.

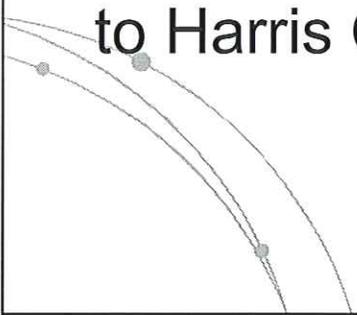
Texas State
Library and Archives
Regulations

*Local Schedule GR
Retention Schedule
for Records Common
to all Local
Governments*



Transitory and Personal E-mail

No administrative value
to Harris County.

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