


**REQUEST FOR AGENDA PLACEMENT FORM**

**Submission Deadline - Tuesday, 12:00 PM before Court Dates**

SUBMITTED BY: Jamie Moore TODAY'S DATE: 12/05/2022

DEPARTMENT: Emergency Mgt.

SIGNATURE OF DEPARTMENT HEAD:  \_\_\_\_\_  
REQUESTED AGENDA DATE: 12/12/2022

**SPECIFIC AGENDA WORDING:**

Review of CRI Contract No. 537-18-0207-00001 Amendment No. 7

COMMISSIONERS COURT

DEC 12 2022

**Approved**

**PERSON(S) TO PRESENT ITEM:**

Jamie Moore

**SUPPORT MATERIAL:** (Must enclose supporting documentation)

**TIME:** 5  
(Anticipated number of minutes needed to discuss item)

**ACTION ITEM:**   
**WORKSHOP:**  
**CONSENT:**  
**EXECUTIVE:**

**STAFF NOTICE:**

**COUNTY ATTORNEY:**

**AUDITOR:**

**PERSONNEL:**

**BUDGET COORDINATOR:**

**IT DEPARTMENT:**

**PURCHASING DEPARTMENT:**

**PUBLIC WORKS:**

**OTHER:**

This Section to be completed by County Judge's Office

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE:

\_\_\_\_\_  
**COURT MEMBER APPROVAL:**

\_\_\_\_\_  
**DATE:**

**DEPARTMENT OF STATE HEALTH SERVICES**

**CONTRACT NO. 537-18-0207-00001**

**AMENDMENT NO. 7**

The **DEPARTMENT OF STATE HEALTH SERVICES** ("System Agency") and **Johnson County** ("Grantee"), each a "Party" and collectively the "Parties" to that certain Cities Readiness Initiative contract effective July 1, 2017, and denominated as System Agency Contract No. 537-18-0207-00001 (the "Contract"), as amended, now desire to further amend the Contract.

**WHEREAS**, the Parties desire to revise the financial reporting requirements in the Statement of Work to align with updated processes.

**NOW, THEREFORE**, the Parties amend and modify the Contract as follows:

1. **SECTION III, INVOICE AND PAYMENT, in ATTACHMENT A.7, FY2023 STATEMENT OF WORK**, of the Contract is revised to read:

- A. Grantee shall submit requests for reimbursement of required services/deliverables monthly using the State of Texas Purchase Voucher (Form B-13), together with supporting documentation as directed by DSHS. Forms should be mailed, faxed, or e-mailed to the addresses below.
- B. Grantee shall submit the Match Certification Form (B-13A) by August 15, 2023. Forms should be mailed, faxed, or e-mailed to the addresses below.
- C. Grantee shall submit a Financial Status Report (FSR) twice per fiscal year. The first FSR (for the period July 1, 2022 through December 31, 2022) is due by January 31, 2023. The second FSR (for the period January 1, 2023 through June 30, 2023) is due by August 15, 2023.
- D. All reporting documents must be submitted by e-mail, fax, or mail. E-mail is preferred, but fax or mail are acceptable.

1. For submission by mail, use address below:

Department of State Health Services  
Claims Processing Unit  
P.O. Box 149347  
Austin, TX 78714-9347

2. For submission by fax, use number below:

(512) 458-7442

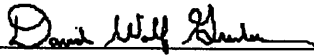
3. For submission by e-mail, see requirements below:

- a. Form B-13 with supporting documentation and Form B-13A must be sent to [invoices@dshs.texas.gov](mailto:invoices@dshs.texas.gov) & [CMSInvoices@dshs.texas.gov](mailto:CMSInvoices@dshs.texas.gov), with a copy to the System Agency contract manager.
  - b. FSR must be sent to: [invoices@dshs.texas.gov](mailto:invoices@dshs.texas.gov); [FSRGrants@dshs.texas.gov](mailto:FSRGrants@dshs.texas.gov), and with a copy to the System Agency contract manager.
- E. Grantee will be reimbursed on a monthly basis in accordance with the Budget in **Attachment B** of this Contract.
- F. System Agency reserves the right to redirect grant funds in the event of financial shortfall by Grantee. System Agency will monitor Grantee's expenditures on a quarterly basis. If Grantee expenditures are below projections, System Agency, in its sole discretion, may reduce Grantee's budget for the remainder of the contract term. System Agency also may reduce Grantee's budget if Grantee has vacant positions existing for more than ninety (90) consecutive calendar days.
2. This Amendment shall be effective as of the date last signed below.
  3. Except as amended by this Amendment, all terms and conditions of the Contract, as amended, shall remain in effect.
  4. Any further revisions to the Contract shall be by written agreement of the Parties.
  5. Each Party represents and warrants that the person executing this Amendment on its behalf has full power and authority to enter into this Amendment.

**SIGNATURE PAGE FOLLOWS**

**SIGNATURE PAGE FOR AMENDMENT NO. 7  
SYSTEM AGENCY CONTRACT NO. 537-18-0207-00001**

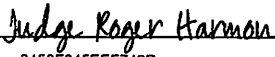
**DEPARTMENT OF STATE HEALTH SERVICES    JOHNSON COUNTY**

DocuSigned by:  
By:   
B113A6B1CFEC4CE...

Name: David Gruber

Title: Associate Commissioner for RLHS

Date of Signature: December 22, 2022

DocuSigned by:  
By:   
8458F945EEF749D...

Name: Judge Roger Harmon

Title: County Judge

Date of Signature: December 12, 2022

**Certificate Of Completion**

Envelope Id: C5A0D33C43A5414F9ED9BBBB8C171956  
 Subject: 537-18-0207-00001 Johnson County CPS/CRI A.7.docx  
 Source Envelope:  
 Document Pages: 3 Signatures: 0  
 Certificate Pages: 5 Initials: 0  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:  
 CMS Internal Routing Mailbox  
 11493 Sunset Hills Road  
 #100  
 Reston, VA 20190  
 CMS.InternalRouting@dshs.texas.gov  
 IP Address: 167.137.1.8

**Record Tracking**

Status: Original  
 11/16/2022 12:47:05 PM  
 Holder: CMS Internal Routing Mailbox  
 CMS.InternalRouting@dshs.texas.gov

Location: DocuSign

**Signer Events**

Judge Roger Harmon  
 judgeh@johnsoncountytexas.org  
 County Judge  
 Security Level: Email, Account Authentication  
 (None)

**Electronic Record and Signature Disclosure:**  
 Accepted: 11/16/2022 1:10:46 PM  
 ID: 57e84ff2-a5e2-42e3-aedd-24fc093e869e

Jonah Wilczynski  
 Jonah.Wilczynski@dshs.texas.gov  
 Security Level: Email, Account Authentication  
 (None)

**Electronic Record and Signature Disclosure:**  
 Accepted: 11/16/2022 12:49:46 PM  
 ID: 67cef85a-4242-45b6-a260-01b0b61857e2

Patty Melchior  
 Patty.Melchior@dshs.texas.gov  
 Security Level: Email, Account Authentication  
 (None)

**Electronic Record and Signature Disclosure:**  
 Accepted: 5/5/2022 10:43:08 AM  
 ID: f01589da-43a7-481e-996a-7c50409e5d48

Dave Gruber  
 David.Gruber@dshs.texas.gov  
 Security Level: Email, Account Authentication  
 (None)

**Electronic Record and Signature Disclosure:**  
 Accepted: 1/3/2021 2:48:45 PM  
 ID: bd2f4497-b4dc-4c51-9974-71b86780cff4

**Signature**

**Timestamp**

Sent: 11/16/2022 12:56:09 PM  
 Viewed: 11/16/2022 1:10:46 PM

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

jamie Moore  
jmoore@johnsoncountytexas.org  
EMC

Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Beverly Taylor  
Beverly.Taylor@dshs.texas.gov

Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

CMS Internal Routing Mailbox  
cms.internalrouting@dshs.texas.gov

Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Status**

**COPIED**

**Timestamp**

Sent: 11/16/2022 12:56:09 PM  
Viewed: 11/16/2022 12:56:40 PM

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent

Hashed/Encrypted

11/16/2022 12:56:09 PM

**Payment Events**

**Status**

**Timestamps**

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, DSHS Contract Management Section (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact DSHS Contract Management Section:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [alison.joffrion@hhsc.state.tx.us](mailto:alison.joffrion@hhsc.state.tx.us)

**To advise DSHS Contract Management Section of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [alison.joffrion@hhsc.state.tx.us](mailto:alison.joffrion@hhsc.state.tx.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from DSHS Contract Management Section**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [alison.joffrion@hhsc.state.tx.us](mailto:alison.joffrion@hhsc.state.tx.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with DSHS Contract Management Section**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [alison.joffrion@hhsc.state.tx.us](mailto:alison.joffrion@hhsc.state.tx.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify DSHS Contract Management Section as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DSHS Contract Management Section during the course of your relationship with DSHS Contract Management Section.

Jamie Moore

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**From:** Taylor,Beverly (DSHS) <Beverly.Taylor@dshs.texas.gov>  
**Sent:** Thursday, November 17, 2022 3:48 PM  
**To:** Mark Price; casie.stoughton@amarillo.gov; Short,Matthew J (DSHS); adrienne.sturup@austintexas.gov; kymberley.maddox@austintexas.gov; Leslie.mansolo@austintexas.gov; Pichette, Janet; Urueta, Ana; Hawes, Ashley; keith.miller@austintexas.gov; Cathy Brem; lfontenot@bellcountyhealth.org; ayeager@bellcountyhealth.org; Arthur O. Davila; Santos Navarrette; healthdept@co.brazos.tx.us; healthdept@co.brazos.tx.us; tammy.crumley@co.hays.tx.us; Lisa Griffin; vickie.dorsett@co.hays.tx.us; Michelle.Villegas@co.hays.tx.us; carmen.glover@co.hays.tx.us; CastilloRE@elPASOTexas.gov; DPH-Grants@elPASOTexas.gov; Ben-BaniSM@elPASOTexas.gov; ocaranzah@elPASOTexas.gov; Whitney Craig; crgarcia@midlandtexas.gov; John Floyd; aschlemeyer@midlandtexas.gov; Aguilar, Marie; Tovias, Manuel; Villarreal, Sandra; zholbrooks@spphd.org; Sandra Jacquez; sshafer@spphd.org; Rachel Dolan; McClaran,Kevin (DSHS); dhilario@mylubbock.us; kwells@mylubbock.us; ereyes@milamcounty.net; Robert Kirkpatrick; zholbrooks@spphd.org; Sandra Jacquez; sshafer@spphd.org; stephaniea@wacotx.gov; acullivan@wacotx.gov; Alex Jakubowski; lashondam@wacotx.gov; monaf@wacotx.gov; DanaC@wacotx.gov; justine.price@wilco.org; derrick.neal@wilco.org; Jay Rimel; Nicole Evert; Rousner Ermonfils; Tim St. Peter; gus.reyna@wilco.org; Kolberson,David (DSHS); Morehead,Bonnie (DSHS); Holan,Yolanda (DSHS); kit.marshall@parkercountytx.com; Sean.hughes@parkercountytx.com; Jarod Rosson; emergencymanagement@rockwallcountytexas.com; Jamie Moore; Barbara Abdalla; Laura Darby; Hughes@parkercountytx.com; Steve Howie; Short,Matthew J (DSHS); tiffani.followwell@kaufmancounty.net; Emily.Everette@ttu.edu; steve.presley@ttu.edu; Kellee.Smith@ttu.edu; Stephanie.A.White@ttu.edu; Angela.Mazzolini@ttu.edu; Ben-BaniSM@elPASOTexas.gov; ocaranzah@elPASOTexas.gov; Rodriguez-Hefner, Elda; FelixNC@elPASOTexas.gov; MartinezME@elPASOTexas.gov  
**Cc:** Kelley,Lucia (DSHS); Taylor,Beverly (DSHS)  
**Subject:** FW: DRAFT Email  
**Importance:** High

**\* External sender - use caution with links or attachments \***

Dear Partners,

You will be receiving Contract Amendments this week for the following programs:

CPS/LRN  
CPS/HAZARDS  
CPS/CRI

These amendments are due to a change in the Financial Status Report (FSR) submission language. Moving forward Contractors are required to submit FSRs biannually and not quarterly. The specific dates are outlined in your amendment signature page.

If you have questions, please reach contact me via email [Beverly.Taylor@DSHS.texas.gov](mailto:Beverly.Taylor@DSHS.texas.gov) or phone 512-776-2284.

Thank you,

Beverly Taylor

Beverly Taylor, CTCM  
Department of State Health Services (DSHS)  
Contract Management Section (CMS)  
1100 W. 49<sup>th</sup> Street, Tower Bldg. T-503  
Office Phone: 512-776-2284  
Email: [Beverly.Taylor@DSHS.texas.gov](mailto:Beverly.Taylor@DSHS.texas.gov)



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

***Please note that I am currently working remotely due to the COVID-19 response.  
My regular work hours are Monday through Friday, 7:30am – 4:00pm.***