

**Memorandum of Understanding for Emergency Resource Rooms
between
Harris County Resources for Children and Adults
and
Texas Department of Family and Protective Services
Effective (date)**

This agreement is made between Harris County Resources for Children and Adults (statutory Harris County Child Welfare Board) ("Harris County Resources") and the Texas Department of Family and Protective Services, a state agency, hereinafter referred to as DFPS.

Recitals

Whereas, Harris County Resources, a department of Harris County Government and the statutory Harris County Child Welfare Board with all the rights and obligations outlined in section 264.005 of the Texas Family Code serves to support, enhance and advocate for the safety and well-being of the children and adults of Harris County. BEAR is a program of Harris County Resources.

WHEREAS, DFPS is a state agency responsible for providing services to abused and neglected children and their families; and

Harris County Resources and DFPS share an interest in obtaining needed resources and services for abused and neglected children and their families. As a result, Harris County Resources **and DFPS** have formed a collaboration.

Purpose of Agreement

This agreement outlines the terms under which this public/private collaboration helps DFPS provide services to abused and neglected children and their families.

I. Harris County Resources Agrees to:

- Dedicate space for a BEAR Room to be available twenty-four hours a day, seven days a week for DFPS Point of Entry and Child Watch at the Harris County Youth Services Center.
- Maintain confidentiality of client information protected by state and federal law.
- Understand that DFPS shall have discretion to control access to "Rainbow Rooms", as defined by DFPS, located at DFPS facilities.
- Ensure that existing resource rooms located in county-owned buildings continue to bear the name "BEAR Room(s)."
- Obtain and maintain stock of resources or items in the BEAR Room(s) and Warehouse.
- Maintain procedures for accountability and management of the BEAR Room(s) and Warehouse.
- Utilize an inventory system pursuant to DFPS Volunteer and Community Engagement Policy Handbook, Section 2200, Approved Resource Room Inventory Systems, to:
 - Track goods received, including gift cards (this includes tracking the item(s) received, the identity of donor(s), the date(s) of receipt, etc.)

- Track utilization of the donations (this includes identifying the client recipient (where the good(s)/item(s) went), identifying the caseworker checking out supplies (who removed the good(s)/item(s), date, etc.)
 - Conduct an annual physical inventory
- Ensure policies, programs, activities, and overall operations do not discriminate on the basis of race, sex, religion, color, national/ethnic origin, age, disability, or military service.
- Ensure that all goods, including gift cards, are available to DFPS caseworkers at all stages of service.
- Share resources with DFPS Rainbow Rooms as available.
- Allow for the transfer of “low-ticket items,” such as clothes, diapers, formula, etc. to Rainbow Rooms, including those located in different counties, based on overstock and need.
- Secure funds and in-kind donations for goods and services to support BEAR rooms that can be used in support of Rainbow Rooms as needed and as available.
- Monthly reports on BEAR Activity will be sent to the Harris County Resources Board, DFPS CPS Regional Directors, FBCE Regional Administrator and Harris County Commissioner’s Court.

II. DFPS Agrees to:

- Access and utilize the resources provided by the Harris County Resources and BEAR Program according to the policies and procedures established by DFPS and Harris County Resources, including documentation and sign-out procedures.
- Share resources with Harris County Resources and BEAR Program as needed.
- Designate local CPS staff to act as liaison to the Harris County Resources BEAR Program in accordance with DFPS policy.
- Conduct background and reference checks on volunteers as required by DFPS policy.
- Ensure that recording and tracking of volunteer activity and donated resources is in compliance with DFPS policy.
- Provide information about specific program service delivery trends and client needs.
- Comply with applicable federal and state regulations/laws for resources benefiting clients.
- Comply with all policies and procedures regarding Health and Human Services Commission and DFPS facilities.
- Comply with all provisions of any lease agreement between DFPS and the lessor of DFPS facilities.
- Share available volunteer resources.

III. Joint Responsibilities

- Ongoing, open communication to promote understanding of the roles and expectations of all parties. Harris County Resources and DFPS will meet as needed at the convenience of all parties to coordinate and improve this public/private collaboration and ensure that services are not being duplicated.
- Any issues regarding a volunteer’s credentials and/or performance will be addressed according to applicable laws and policies governing the volunteer position.

IV. Terms of Agreement

- This agreement supersedes all other oral and/or written memorandums of understanding.
- This agreement is effective only when signed by all parties.
- This agreement remains in effect until revised in writing by all parties or terminated.
- Any party may terminate without cause by giving thirty (30) days written notice to the other.
- In the event of a breach of this agreement by any party, all signees agree to convene to determine the appropriate next steps.

V. This Memorandum of Understanding is executed by the undersigned persons in their official capacities stated below.

HARRIS COUNTY

By: _____
Lina Hidalgo
Harris County Judge

APPROVED AS TO FORM:

By: _____
Christian D. Menefee
Harris County Attorney

TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

By: _____
Mary Anderson
FBCE Regional Administrator

HARRIS COUNTY RESOURCES FOR CHILDREN AND ADULTS

By: Sam Kirchhoff
Sam Kirchhoff
Assistant County Attorney
CAO File Number: 21GEN0419

By: Joel Levine
Name: Joel Levine
Title: Executive Director

The Honorable Lina Hidalgo,
Harris County Judge
Be A Resource for CPS Kids

RA, Region [6]
Faith Based and Community Engagement
Department of Family and Protective Services