

# LENA POPE

## **Memorandum of Understanding**

### **Re: Community Resource Coordination Group (CRCG) - Coordinator Position**

Memorandum of Understanding  
between Lena Pope Home, Inc. and the following agencies:  
ACH Child and Family Services  
Alliance For Children  
Cook Children's Hospital  
Tarrant County Hospital District d/b/a JPS Health Network  
MHMR of Tarrant County  
Tarrant County Juvenile Services  
Youth Advocate Programs, Inc.

#### **I. Purpose of Agreement**

It is the purpose of this Memorandum of Understanding to facilitate and formalize responsibilities between Lena Pope Home, Inc. and the Partner Agencies with regard to the Tarrant County Community Resource Coordination Group (CRCG) specifically related to support for the position of the CRCG Coordinator and other operating activities of the CRCG.

#### **II. Committee Description**

The Texas Government Code, Subchapter B, Section 531.055 was enacted with the intent to promote a statewide system of local level interagency staffing groups (CRCG) to coordinate services for persons of any age in need of multi-agency services. CRCGs make it more likely for individuals and families to get the help they need before the situation becomes unsolvable. In many communities, CRCGs identify service gaps in their area and help plan for appropriate resources to meet their clients' needs. As a result, more people get the services and support they need.

The Tarrant County CRCG for children distinguishes itself from the Tarrant County CRCG for adults by the name of 'The Kid's Team', meets twice a month with families and family representatives to discuss the needs of children and develop a plan of care to address those needs. The CRCG is comprised of representatives from both public and private agencies with two co-chairs and one coordinator.

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## III. Responsibilities of Lena Pope Home, Inc.

Lena Pope Home, Inc. is responsible for:

- A. Hiring and providing supervision for a CRCG Coordinator who will work an average of 20 hours per week. The Coordinator is responsible for:
  - 1. Serving as the primary contact for families needing referrals to CRCG and for the CRCG committee members.
  - 2. Handling initial calls from families and providers seeking CRCG assistance.
  - 3. Scheduling all CRCG meeting dates, times, and locations.
  - 4. Formulating CRCG meeting agendas.
  - 5. Preparing treatment plans for youth referred to CRCG based on the recommendations of the CRCG committee.
  - 6. Collecting and submitting required data to HHSC as required.
  - 7. Maintaining client files and tracking service provision in client database, Evolv.
  - 8. Acting as the point of contact for follow-up activities on CRCG family service plans.
  - 9. Maintaining current CRCG Committee roster.
  - 10. Coordinating and integrating activities of the CRCG collaboration.
  - 11. Completing all agency required trainings.
- B. Fulfilling all of the responsibilities, including financial support, of a Partner Agency.
  - 1. As a partner agency, Lena Pope Home, Inc. will contribute a proportional share of the Coordinator position. This amount will be equal to that of the other Partner Agencies.
  - 2. Lena Pope Home, Inc. will never contribute less than the amount agreed to by all Partner Agencies, but may reduce its excess contribution amounts when program costs are less, or revenues are more, than budgeted projections.
  - 3. Lena Pope Home, Inc. will provide a meeting space to facilitate the bi-monthly CRCG meetings.
  - 4. Lena Pope Home, Inc. will provide the Coordinator with a work space, laptop, printer access, and a cell phone to conduct CRCG tasks.
- C. Serving as the fiscal agent for the CRCG:



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1. Accept funds for the Coordinator position from Partner Agencies and administer those funds for wages, taxes, and related operating expenses of the CRCG.
2. Reporting to all Partner Agencies of the CRCG of monies collected, distributed and the balance of funds on hand. The reports are to be provided at a minimum of bi-annually and more often as requested by either of the CRCG Co-Chairs.

## **IV. Responsibilities of Partnering Agencies**

Partnering agencies are responsible for:

- A. Providing staff to participate on the CRCG Committee to assist with plan development and promote access to needed services. Identified staff should have the ability to seek or commit agency resources and to promote a strengths-based, family centered approach to meeting the needs of individuals.
- B. Supporting the part-time Coordinator position and other program expenses at a cost of \$3,243.00 for the 2023 calendar year. This cost is computed by dividing the cost of the salary, benefits and other operating expenses of the CRCG by the 8 participating agencies listed at the top of this document.
- C. Assisting in an annual evaluation of the Coordinator.
- D. Complying with HIPPA requirements that involve Protected Health Information (PHI) that is accessed, maintained, transmitted, used or disclosed during the CRCG process. Partnering agencies agree not to use or disclose PHI except as permitted and will take appropriate safeguards to prevent use or disclosure of PHI for purposes other than intended for CRCG service coordination.

## **V. Terms of this Agreement**

Lena Pope Home, Inc., located at 3200 Sanguinet Street, Fort Worth, Texas, agrees to enter into a Memorandum of Understanding with Tarrant County Juvenile Services located at 2701 Kimbo Road, Fort Worth, TX 76111.

This agreement begins on January 1, 2023 and concludes on December 31, 2023.

Whether the result of expenditures that are less than budgeted or through the addition of Partner Agencies not listed herein, any funds remaining following payment of all liabilities incurred during the year covered by this agreement (January 1, 2023 through December 31, 2023) shall not be distributed to partnering agencies. These funds shall be carried over into future years for the purpose of paying for expenses anticipated in continuing activities of the CRCG. Withdrawal from participation by a Partner Agency at

*Helping create hope, happiness and success*

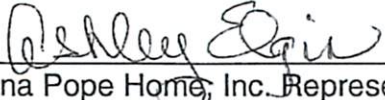
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any point during the term of this agreement shall not affect this agreement regarding disposition of these funds, nor the obligation for payment in full of a full year's financial support by that Partner Agency.

Any participating agency may terminate their participation in this agreement upon thirty (30) days written notice to Lena Pope Home, Inc. or the Co-Chairs of the Community Resource Coordinator Group. Participating agencies choosing to terminate their participation in this agreement will not be eligible for reimbursement of any portion of the annual funding support committed to by this Memorandum.

Lena Pope Home, Inc. acknowledges and agrees that it has fully, accurately, and completely disclosed all interested parties in Form 1295, and has acknowledged the completeness of this disclosure by filing the Form 1295, certified to as shown in **Attachment "A"**, with the Texas Ethics Commission as required by law.

This document supersedes any previous oral or written agreement.


  
\_\_\_\_\_  
Lena Pope Home, Inc. Representative's  
Signature

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Partner Agency Representative's  
Signature

  
\_\_\_\_\_  
Title


  
\_\_\_\_\_  
Date

# LENA POPE

EXECUTED IN TRIPLICATE, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL:

APPROVED on this the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by Commissioners' Court Order No. \_\_\_\_\_.

TARRANT COUNTY  
STATE OF TEXAS

X   
\_\_\_\_\_  
Susan McCoy Date 4/18/2023  
Juvenile Board Chairman  
100 N. Calhoun St, Fort Worth, TX 76196

COUNTY OF TARRANT  
STATE OF TEXAS

\*CERTIFICATION OF AVAILABLE FUNDS IN THE  
AMOUNT OF \$3,243:

X \_\_\_\_\_  
\_\_\_\_\_  
Tim O'Hare Date  
County Judge

10000-2023/2610110000/569011

APPROVED AS TO FORM:

CERTIFICATION OF  
AVAILABLE FUNDS: \$ \_\_\_\_\_

  
\_\_\_\_\_  
Criminal District Attorney's Office\*

\_\_\_\_\_  
Tarrant County Auditor

\*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.



# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2023-968584

Date Filed:  
01/04/2023

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Lena Pope Home, Inc.  
Fort Worth, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Tarrant County Juvenile Services

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

CRCG MOU  
Community Resource Coordination Group - Coordinator Position

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Scott, Corey	Fort Worth, TX United States	X	
	Horton, Joni	Fort Worth, TX United States	X	
	Andreani, Carlo	Fort Worth, TX United States	X	
	Ward, Marce	Fort Worth, TX United States	X	
	Elgin, Ashley	Fort Worth, TX United States	X	
	Webb, Shnease	Fort Worth, TX United States	X	
	Tudor, Todd	Fort Worth, TX United States	X	

5 Check only if there is NO Interested Party. ☐

### 6 UNSWORN DECLARATION

My name is Ashley Elgin, and my date of birth is 7-6-1968.

My address is 3200 Sanguinet St. Fort Worth Tx 76107 USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Tarrant County, State of Texas, on the 4<sup>th</sup> day of January, 2023.  
(month) (year)

Ashley Elgin  
Signature of authorized agent of contracting business entity  
(Declarant)