

AGENDA

Thursday, September 28, 2023 12:30 PM

CONSENT AGENDA: ALL ITEMS MARKED WITH A SINGLE ASTERICK (*) ARE PART OF THE CONSENT AGENDA AND REQUIRE NO DELIBERATION BY THE GOVERNING BOARD. ANY BOARD MEMBER MAY REMOVE AN ITEM FROM THIS AGENDA TO BE CONSIDERED SEPARATELY.

PROCEED TO BOTTOM OF THIS DOCUMENT FOR APPEARANCE & EXECUTIVE SESSION GUIDELINES

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation in order to participate in this proceeding should, within two (2) days prior to the proceeding, request necessary accommodations by contacting CHW's Executive Assistants at 409-949-3406, or via email at trollins@gchd.org or ahernandez@gchd.org

ANY MEMBERS NEEDING TO BE REACHED DURING THE MEETING MAY BE CONTACTED AT 409-938-2288

REGULARLY SCHEDULED MEETING

Meeting Called to Order

Pledge of Allegiance

Item #1Comments from the Public

*Item #2**ACTION**.....Agenda

*Item #3**ACTION**.....Excused Absence(s)

*Item #4**ACTION**.....Consider for Approval Minutes from August 31, 2023 Governing Board Meeting

*Item #5**ACTION**.....Consider for Approval Ratification of the Action from the Executive Committee Meeting Tuesday, September 19, 2023

*Item #6Informational Report: Credentialing & Privileging Committee Reviewed and Approved the Following Providers Privileging/Re-Credentialing Rights
a) Oyetokundo Ibidapo-Obe, MD

Item #7**ACTION**.....Consider for Approval August 2023 Financial Report Submitted by Kenna Pruitt

Item #8**ACTION**.....Consider for Approval Selection of FY23-FY25 Independent Auditor Submitted by Kenna Pruitt

Item #9.....Coastal Health & Wellness Updates
a) Organizational Updates Submitted by Executive Director
b) Operational Updates/Coastal Wave Submitted by Chief Operating Officer
c) Dental Updates Submitted by Dental Director
d) Medical Updates Submitted by Medical Director

Item #10.....Comments from Board Members

Adjournment

Next Regular Scheduled Meeting: October 26, 2023

Appearances before the Coastal Health & Wellness Governing Board

A speaker whose subject matter as submitted relates to an identifiable item of business on this agenda will be requested by the presiding officer to come to the podium where they will be limited to three minutes (3). A speaker whose subject matter as submitted does not relate to an identifiable item of business on this agenda will be limited to three minutes (3) and will be allowed to speak before the meeting is adjourned. Please arrive prior to the meeting and sign in with Galveston County Health District staff.

Executive Sessions

When listed, an Executive Session may be held by the Governing Board in accordance with the Texas Open Meetings Act. An Executive Session is authorized under the Open Meetings Act pursuant to one or more the following exceptions: Tex. Gov't Code §§ 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding a prospective gift or donation), 551.074 (personnel matters), 551.0745 (personnel matters affecting Coastal Health & Wellness advisory body), 551.076 (deliberation regarding security devices or security audits), and/or 551.087 (deliberations regarding economic development negotiations). The Presiding Officer of the Governing Board shall announce the basis for the Executive Session prior to recessing into Executive Session. The Governing Board may only enter into Executive Session if such action is specifically noted on the posted agenda.

Governing Board

September 2023

Item#3

Excused Absence(s)

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Governing Board

September 2023

Item#4

**Consider for Approval Minutes from August 31, 2023
Governing Board Meeting**

**Coastal Health & Wellness
Governing Board
August 31, 2023**

Board Members:

Samantha Robinson
Dr. Tello
Elizabeth Williams
Sergio Cruz
Rev. Walter Jones
Clay Burton
Flecia Charles
Donnie VanAckeren
Ivelissa Caban
Cynthia Darby

Staff:

Ami Cotharn, Chief Operating Officer
Jennifer Koch, Director of Operations
Maryann Choi, Chief Medical Officer
Hanna Lindskog, Dental Director
Trish Bailey
Kenna Pruitt
Virginia Lyle
Judie Olivares

Wendy Jones
Christina Bates
Terry Chapa
Debra Howey
Chris Davis
Tikeshia Thompson-Rollins
Anthony Hernandez

Excused Absence: Kevin Avery, Sharon Hall, Victoria Dougharty and Dr. Thompson

Items#1 Comments from the Public

There were no comments from the public.

Items#2-8 Consent Agenda

A motion was made by Ivelissa Caban to approve the consent agenda items two through eight. Cynthia Darby seconded the motion, and the Board unanimously approved the consent agenda.

Item#9 Consider for Approval July 2023 Financial Report Submitted by Trish Bailey

Trish Bailey, Chief Finance Officer, presented the July 2023 Financial Report. A motion to accept the financial report as presented was made by Donnie VanAckeren. Clay Burton seconded the motion and the Board unanimously approved.

Item#10 Consider for Approval Amended 2023-2025 SAC Budget Submitted by Kenna Pruitt

Ami Cotharn, Chief Operating Officer, asked the Board to consider the amended 2023-2025 SAC budget. Samantha Robinson, Board chair, suggested adding the organizational chart along with the amended SAC budget to the Strategic Health Plan. A motion to accept the amended budget as presented was made by Rev. Jones. Elizabeth Williams seconded the motion and the Board unanimously approved.

Item#11 Consider for Approval Pharmacy Build in the Amount of \$216,000.00 out of General Funds Submitted by Kenna Pruitt

Ami Cotharn, Chief Operating Officer, asked the Board to consider for approval pharmacy build in the amount of \$216,000.00 out of general funds. A motion to accept the pharmacy build as presented was made by Clay Burton. Elizabeth Williams seconded the motion and the Board unanimously approved.

Item#12 Coastal Health & Wellness Updates

- a) Current Public Health Concerns and Status; COVID/FLU/Monkey Pox Submitted by Executive Director
- b) Operational Updates/Coastal Wave Submitted by Chief Operating Officer
- c) Dental Updates Submitted by Dental Director
- d) Medical Updates Submitted by Medical Director

Ami Cotharn, Chief Operating Officer, presented the August 2023 Coastal Wave.

Ami Cotharn, Chief Operating Officer, updated the Board on clinical operations.

-

Hanna Lindskog, DDS, updated the Board on Dental services in the Coastal Health & Wellness Clinic:

- Visit Numbers
 - July 2022: 652
 - July 2023: 925
 - 41.87% increase
 - We continue to see walk in patients in pain as we can fit them into our schedule.
 - We are involving all dental staff and leadership in creative thinking and problem solving for our wait list for comprehensive exams.
- Current projects, plans, department overview for dental
 - Sterilization Renovation – We have finalized the plans for redesigning a section of our sterilization area in Texas City, which will allow us to add two more sterilizers to be more efficient and help meet sterilization needs. The dental company who bid on this has agreed to complete it over a weekend so that it will not interrupt patient care.
 - The new dental chairs for Galveston have been installed and are working well.
 - Dr. Lindskog continues to serve on the COM Hygiene School Advisory Board. As previously reported, their application for accreditation has been submitted to CODA and they are hoping to enroll their first class of students for Fall 2024.
 - We continue to partner with the COM Dental Assisting School. We are finalizing our contract, but they plan to come to the dental clinic on 4 Saturdays this fall.
- Provider Education Opportunities
 - All providers continue to select and participate in continuing education of their choice. They also share knowledge from these courses with the other providers during monthly meetings.
- Barriers or Needs (if applicable)
 - Staffing: A new dental assistant started on August 17th, so we are fully staffed in that area. We have one vacancy for a full-time dental hygienist. We have not had any applicants since re-posting the position. We are currently in the interview process for a Dental Office Manager. This person will help us streamline our processes related to insurance, pre-authorizations, treatment plan estimates, etc.

Employee's Salary

- Donnie VanAckeren suggested looking at a market analysis for staff salary.
- Samantha Robinson, Board Chair, suggested having HR look at the salary/position policy and bring it back to the September Governing Board meeting.

Maryann Choi, Medical Director, updated the Board on Medical services in the Coastal Health & Wellness Clinic.

1. Provider productivity:

- July provider visits
Scheduled 3219, no show 807, total visits 2412
- MCO quality measures and performance incentives are improving

2. Software utilization:

- Doxy.me: 253 (telemedicine)
- ConferMed: 37 (e-consult)

3. School-based program: Walk-in clinic combined with telemedicine

- Providers onsite for two full days

4. Home-based care:

- House call program for home-bound patients
- Meeting the goal of 40 patient visits per provider in the month of July

5. Provider Lead Program:

- ID care: Jacklyn Morgan, PA-C, Maria Culangan (HIV PrEP, HepC, STD)
- Women's Health: Lisa Cashiola, NP

6. Remote care management (Patient engagement center/care coordination)

- Patient engagement, and promoting self-care
- CCM (chronic care management), TCM (transitional care management),
AWV (annual wellness visits) meeting target goal

“Strive to deliver high-quality, culturally competent, equitable, and comprehensive primary care with a focus on clinical quality, patient-centered care, and provider and staff well-being.”

Item #13 Comments from Board Members

Samantha Robinson, Board Chair, shared a few friendly reminders with the Board members.

- CHW badges will be provided to all Board members (see Tikeshia & Anthony).
- TCISD ribbon cutting t-shirts will be ordered for all Board members (see Tikeshia & Anthony).
- The Governing Board will be kept updated on flu shots/updated covid shots.
- Annual Board Training Tuesday, September 12th from 1:00 p.m.-3:00p.m.

The meeting was adjourned at 1:53p.m.

Chair

Secretary/Treasurer

Date

Date

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Governing Board

September 2023

Item#5

**Consider for Approval Ratification of the Action from the Executive
Committee Meeting Tuesday, September 19, 2023**

**Coastal Health & Wellness
Governing Board
September 20, 2023**

Board Members:

Samantha Robinson, Board Chair
Dr. Tello, Vice Chair
Elizabeth Williams, Secretary/Treasurer

Staff:

Jennifer Koch, Director of Operations
Tiffany Carlson, Nursing Director
Tikeshia Thompson-Rollins, Executive Assistant III

Consider for Approval Accuvax System in the amount of \$61,416.00 Submitted by Jennifer Koch

Samantha Robinson, Board Chair, asked the Board to consider for approval accuvax system in the amount of \$61,416.00. A motion to accept the accuvax system as presented was made by Dr. Tello. Elizabeth Williams seconded the motion and the Executive Committee unanimously approved the motion

Consider for Approval Retinal Cameras in the Amount of \$19,207.38 out of General Funds Submitted by Jennifer Koch

Samantha Robinson, Board Chair, asked the Board to consider for approval retinal cameras in the amount of \$19,207.38 out of general funds. A motion to accept the retinal cameras as presented was made by Dr. Tello. Elizabeth Williams seconded the Executive Committee unanimously approved the motion.

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Governing Board

September 2023

Item#6

**Informational Report: Credentialing & Privileging Committee
Reviewed and Approved the Following Providers Privileging/Re-
Credentialing Rights**

a) Oyetokundo Ibidapo-Obe, MD

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Governing Board

September 2023

Item#7

**Consider for Approval August 2023 Financial
Report Submitted by Kenna Pruitt**

COASTAL HEALTH & WELLNESS

Governing Board



FINANCIAL SUMMARY

For the Period Ending

August 31, 2023

GCHD Board Room | 9850-A Emmett F. Lowry Expy. | Texas City, TX 77591

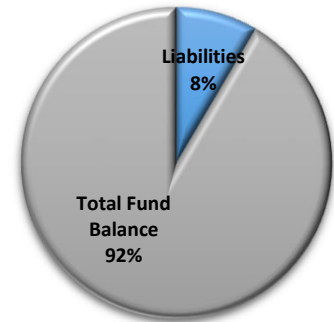
September 28, 2023

CHW - BALANCE SHEET

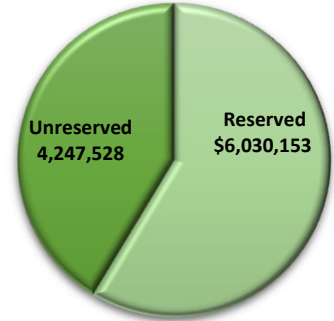
as of August 31, 2023

	Current Month Aug-23	Prior Month Jul-23	Increase (Decrease)
ASSETS			
Cash & Cash Equivalents	\$6,170,600	\$6,443,663	(\$273,063)
Accounts Receivable	5,824,173	5,827,073	(2,900)
Allowance For Bad Debt	(845,244)	(794,755)	(50,489)
Pre-Paid Expenses	277,527	146,139	131,388
Due To / From	(194,942)	(44,116)	(150,826)
Total Assets	\$11,232,114	\$11,578,004	(\$345,890)
LIABILITIES			
Accounts Payable	\$190,495	\$215,390	(\$24,895)
Accrued Expenses	461,407	381,538	79,869
Deferred Revenues	302,531	580,420	(277,889)
Total Liabilities	\$954,433	1,177,348	(\$222,915)
FUND BALANCE			
Fund Balance	\$9,562,869	\$9,562,869	\$0
Current Change	714,812	837,786	(122,975)
Total Fund Balance	\$10,277,681	\$10,400,656	(\$122,975)
TOTAL LIABILITIES & FUND BALANCE	\$11,232,114	\$11,578,004	(\$345,890)

Current Period Assets



Total Fund Balance

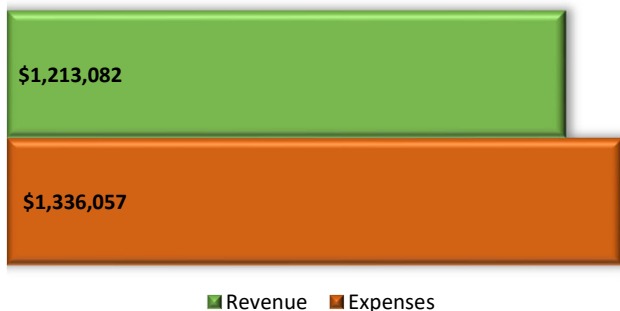


CHW - REVENUE & EXPENSES

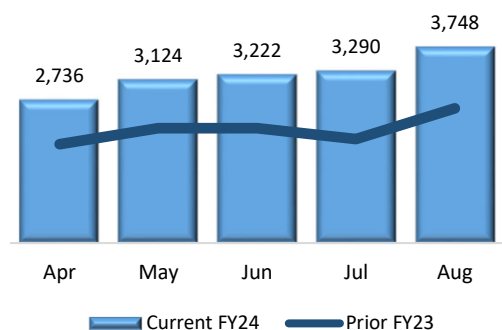
as of August 31, 2023

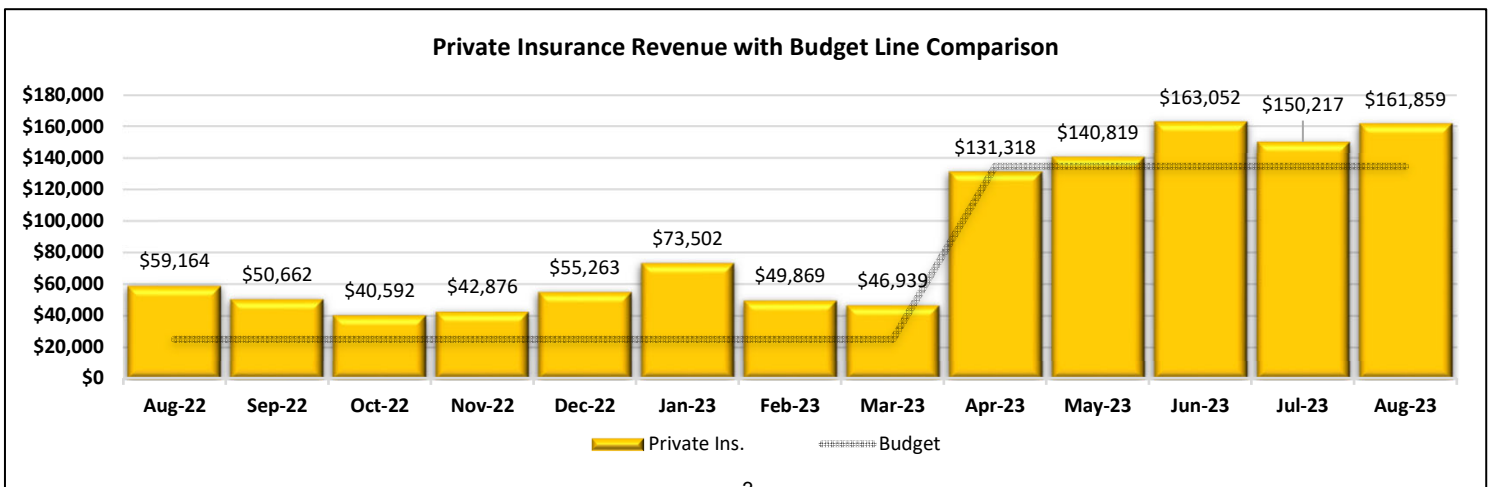
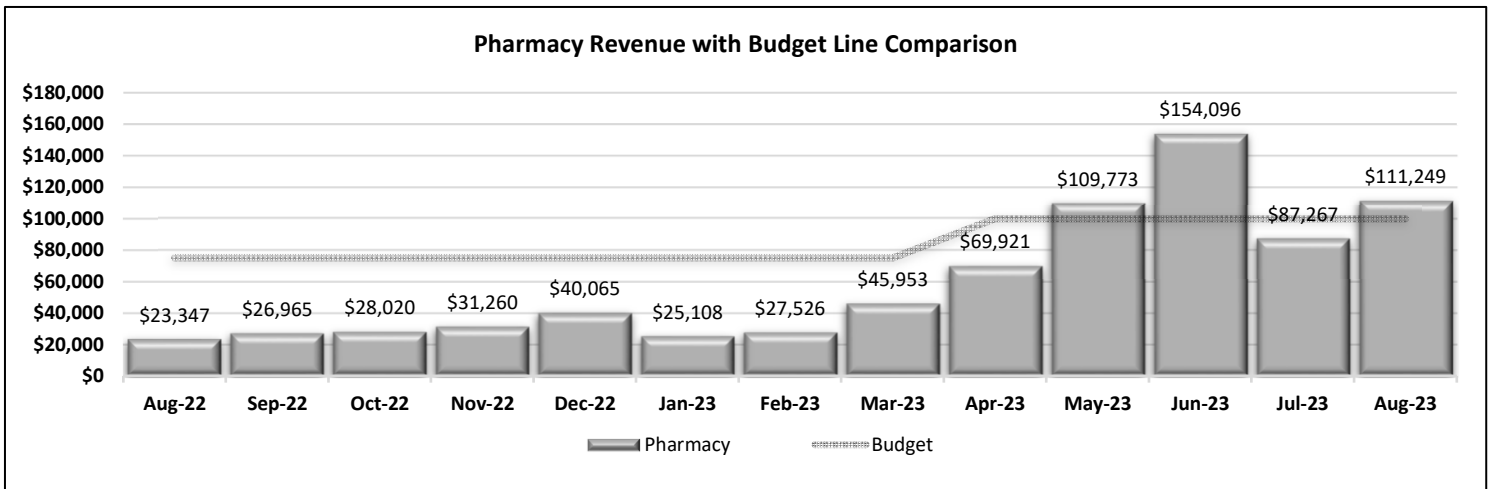
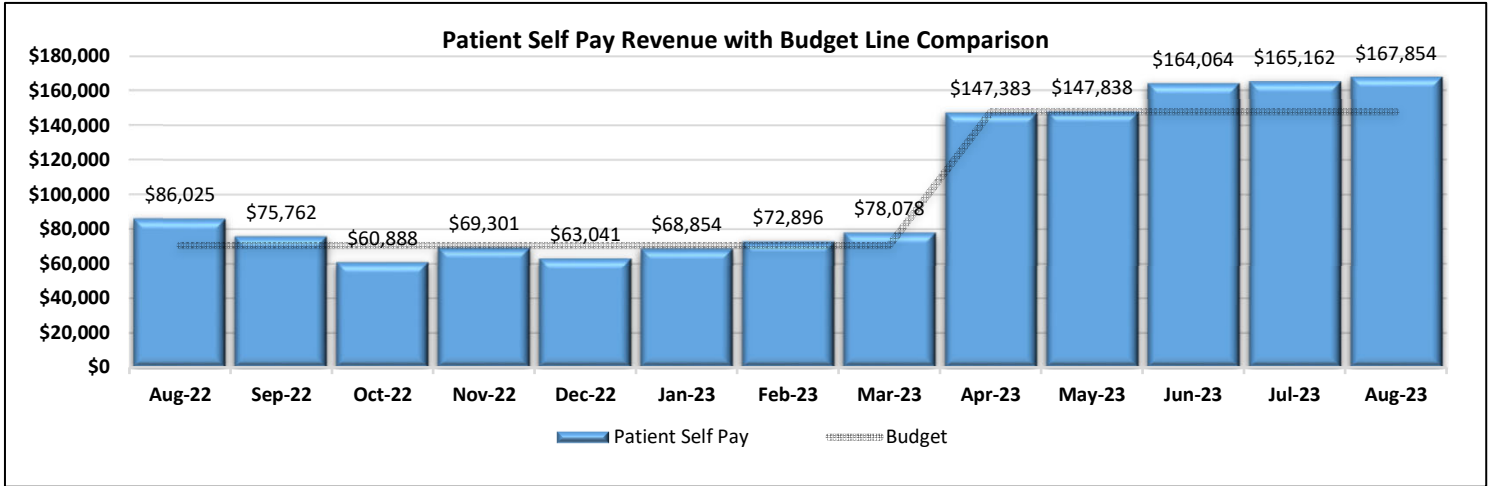
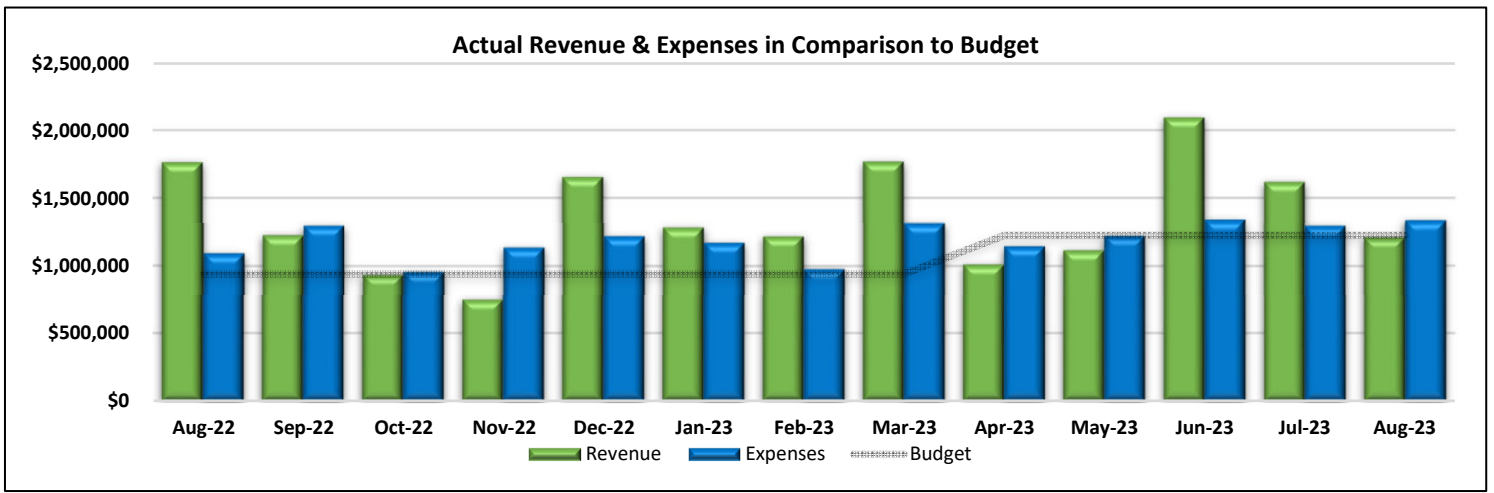
	MTD Actual Aug-23	MTD Budget Aug-23	MTD Budget Variance	YTD Actual thru Aug-23	YTD Budget thru Aug-23	YTD Budget Variance
REVENUE						
County Revenue	\$277,889	\$261,222	\$16,667	\$1,389,445	\$1,306,111	\$83,333
HHS Grant Revenue	224,785	358,564	(133,779)	2,397,946	1,792,818	605,128
Patient Revenue	690,650	592,843	97,807	3,177,085	2,964,217	212,869
Other Revenue	19,759	12,833	6,925	97,874	64,167	33,708
Total Revenue	\$1,213,082	\$1,225,463	(\$12,380)	\$7,062,350	\$6,127,313	\$935,037
EXPENSES						
Personnel	\$839,886	\$952,944	\$113,058	\$4,061,795	\$4,764,718	\$702,923
Contractual	120,773	114,626	(6,147)	620,167	573,130	(47,037)
Supplies	197,908	117,985	(79,922)	751,483	589,927	(161,556)
Travel	4,009	1,433	(2,575)	16,639	7,167	(9,472)
Bad Debt Expense	50,489	38,318	(12,171)	241,676	191,590	(50,086)
Other	122,993	136,959	13,966	655,779	684,794	29,014
Total Expenses	\$1,336,057	\$1,362,265	\$26,208	\$6,347,539	\$6,811,325	\$463,787
CHANGE IN NET ASSETS	(\$122,975)	(\$136,803)	\$13,828	\$714,812	(\$684,012)	\$1,398,824

Current Month Actuals

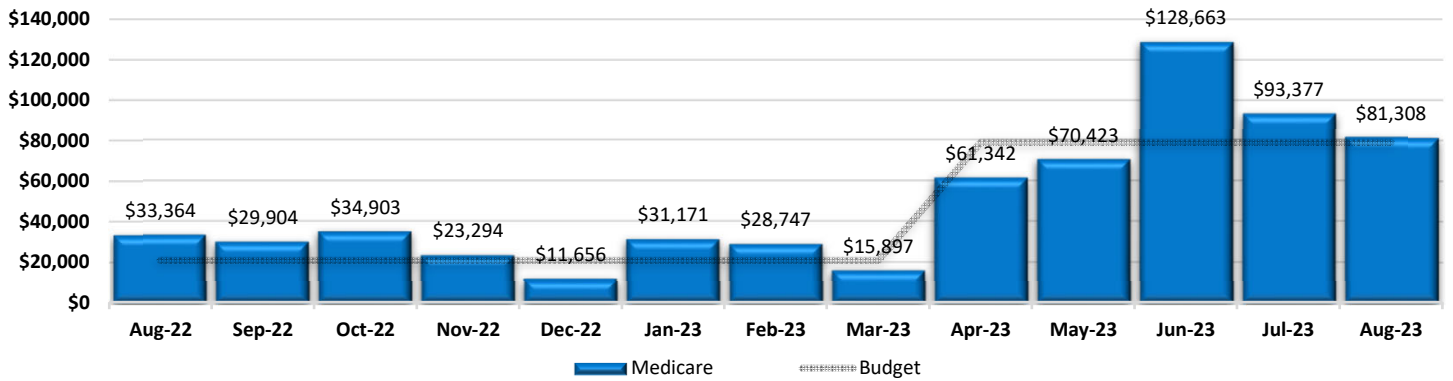


Visits

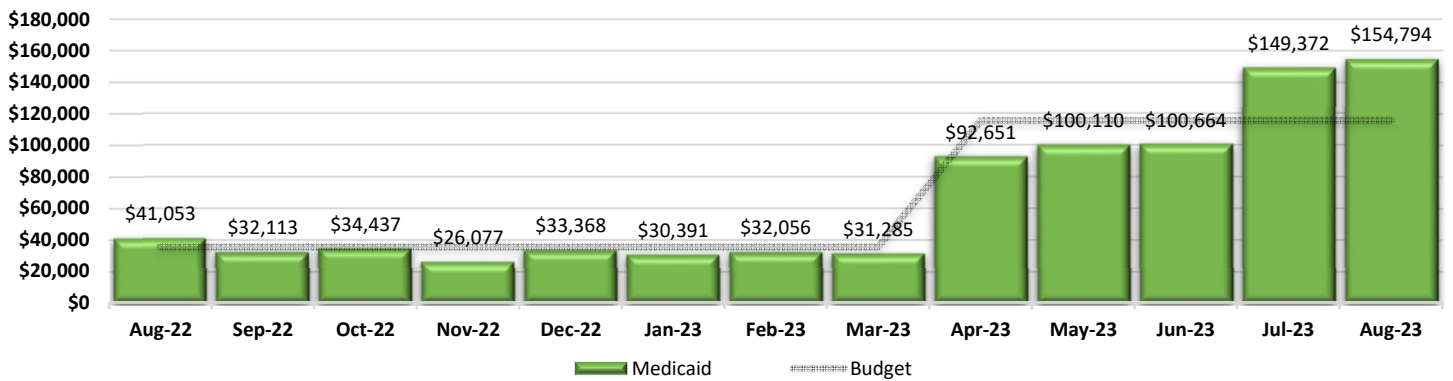




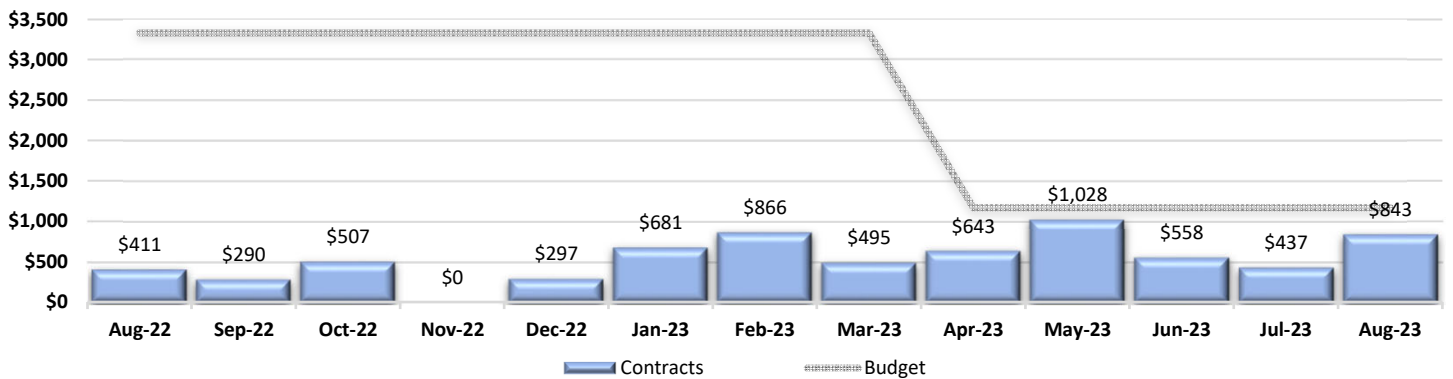
Medicare Revenue with Budget Line Comparison



Medicaid Revenue with Budget Line Comparison



Contract Revenue with Budget Line Comparison



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Governing Board

September 2023

Item#8

Consider for Approval Selection of FY23-FY25 Independent Auditor

Submitted by Kenna Pruitt

TECHNICAL PROPOSAL ORIGINAL



RFP NUMBER 23-012 / PROPOSAL TO PROVIDE

SINGLE AGENCY AUDIT

FOR

GALVESTON COUNTY HEALTH DISTRICT

Thursday, August 10, 2023
@ 3PM CST

McConnell Jones

Galveston County Health District

PRICE SHEET

Proposer is required to submit cost proposals fully supported by cost and pricing data adequate to establish the reasonableness of the firm's overall proposal. This should be in the form of an hourly rate or other accepted cost measure, and a maximum or "not to exceed" total cost. Indicate what methods will be used to calculate costs for future optional terms. Include detail of price including the number of staff and staff hours that will be committed. Use additional pages if needed.

Galveston Health District - Schedule of Professional Fees for FY2023

GHD - Financial Statement Audit - Anticipated Hours - Rate per Hour - Extended Price			
Partner	24	\$195	\$4,680
Director/Manager	40	\$155	\$6,200
Senior Associate	72	\$115	\$8,280
Associate	72	\$90	\$6,480
Total	208		\$25,640
GHD - Single Audit			
Partner	4	\$195	\$780
Director/Manager	12	\$155	\$1,860
Senior Associate	16	\$115	\$1,840
Associate	16	\$90	\$1,440
Total	48		\$5,920
TOTAL FEES, INCLUSIVE OF ALL EXPENSES			\$31,560

Maximum amount for the following years:

FY 2023: \$31,560

FY 2024: \$32,822

FY 2025: \$34,135

BUSINESS MANAGEMENT PROPOSAL

1. Administrative Data

- a. List the names and telephone numbers of persons authorized to conduct negotiations.

Chuck Kozlik, CPA, CGFM, CFE, Partner
713.972.6461 (direct); 703.597.3795 (mobile)
CKozlik@mjlm.com (email)

- b. State the intended place of performance, including the names and addresses of the owner and the operator of producing facilities of other than the Proposer when it is reasonably expected that such facilities will be used in the performance of the contract.

4828 Loop Central Drive, Suite 1000
Houston, Texas 77081, USA

2. Key Personnel

The Proposer shall include in its proposal, by name, the key personnel assigned to perform and carry out all phases of work under the contract.

Name	Labor Category
Chuck Kozlik	Partner
Wandalis Cordero	Manager
Kylie Perez	Supervisor

The persons named are considered by the agency to be key personnel and essential for the successful completion of all work assigned under the contract. The Contractor shall notify the agency at least fourteen (14) calendar days in advance if any of these key persons are to be removed or diverted from this contract, and shall supply written justification as part of this notice as to whom these key persons are being removed or diverted and shall provide the name(s) of the proposed substitute or replacement and shall include such information on each new person as education, work experience, public accounting licenses held for approval by the Health District Boards.



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McConnell Jones

TRANSMITTAL LETTER

August 10, 2023

Attn: Niki Murray, Procurement Manager
Galveston County Health District
9850-A Emmet F. Lowry Expressway, Suite A-114
Texas City, Texas 77591

Dear Ms. Murray:

On behalf of McConnell Jones (MJ), we are pleased to submit our proposal in response to your request for proposals (RFP) number 23-012 for a Single Agency Audit of the Galveston County Health Department's (GCHD) financial statements for the fiscal years ending September 30, 2023 through 2025, with an option to extend the engagement through the fiscal year ending September 30, 2027, and to provide other related services as stated in the RFP. We fully understand the scope and terms of services laid out in your request, and sincerely believe that we are the auditors who best match your needs and expectations.

We are excited about the opportunity to serve you and are committed to providing you with the highest level of service. The MJ team offers CGHD several benefits:

- **Quality Technical Knowledge** | Our firm has considerable experience performing financial statement audits for organizations like CGHD. Our highly skilled team offers first-hand experience in delivering quality audits on time and on budget.
- **Dedicated Technical Teams** | We have a dedicated governmental audit team experienced and knowledgeable in performing audits for governmental entities.
- **Adding Value to Your Operation** | MJ understands the importance of cost-effectiveness, especially for our clients. We also know you don't want to sacrifice quality in favor of controlling cost. That's why we focus on providing true value – ensuring you receive the highest degree of client service and quality in the most cost-effective manner. Our depth of experience enables us to develop efficient risk-based audit plans, and as a result, CGHD is assured of cost-efficient services without sacrificing quality.

In reference to instructions found on page 5 of the General Provisions, which is part of the RFP documentation, I certify that this solicitation, and all forms contained within, are being executed by an authorized representative of McConnell & Jones LLP.

In summary, we are excited about this opportunity to work with the Galveston County Health Department. We take pride in our reputation for exceptionally high-quality work and reliable client service. We are committed as a firm to completing our work within the time period required. Thank you for the opportunity to present both our firm and our plans for your audit. If you have any questions or comments, please contact me at the number below.

Sincerely,

Chuck Kocil, CPA, CGFM, CFE
Engagement Partner
713.972.6461

4828 Loop Central Dr.
Suite 1000
Houston, Texas 77081
Phone: 713.968.1600
Fax: 713.968.1601

WWW.MCCONNELLJONES.COM



EXECUTIVE SUMMARY

THE MCCONNELL JONES DIFFERENCE

Working with MJ provides the Galveston County Health Department (GCHD) with an experienced team that puts quality service first. Our collaborative approach adds value and focuses on your objectives.

The Power of Diverse Thinking



As one of the most diverse CPA firms in the country, we have discovered that multiple opinions, well-orchestrated, result in better solutions for our clients and engaged teams. We don't accept status-quo and challenge ourselves to be creative in our solutions.

Better Scoping



No one likes surprises. As such, we spend a great deal of time understanding the scope of your audit, the capabilities of the internal staff, and historical audit reports. This reduces cost overruns and allows for an efficient audit.

High Staff Retention



The firm enjoys a better than industry average retention rate, we believe, because of our unique culture. This results in more consistent audit teams and minimizes disruption to our clients.

Technology



The firm has invested countless hours and hundreds of thousands of dollars in audit technology that streamlines manual processes, reduces errors, and lowers the cost of an audit. Furthermore, we have one of the most robust data security protocols in the CPA industry, including a full time CISO, completion of a SOC audit and ISO27001 certification.

Effective Communications



One of the aspects of our client satisfaction measurement is communications, which we believe is essential to the effective and efficient delivery of our client deliverables.

Transparency and Accountability



These are two of the firm's values, and our clients tell us they appreciate the way we work with them as much as they respect our technical abilities.



PEER REVIEW REPORT

PEER REVIEW

McConnell Jones has been a member of the American Institute of Certified Public Accountants (AICPA) since 1987, and is subject to the AICPA's peer review process every three (3) years. Our commitment to quality is underscored by the fact that, in our four most recent peer reviews, we have consistently received an unqualified opinion in external peer review reports on the quality of our accounting and auditing practice by the AICPA. After a thorough review of our procedures and work practices, which include reviews of our nonprofit, governmental, and commercial engagements, the reviewers concluded that MJ complies with the stringent quality control standards established by the AICPA. We provide a copy of our most recent peer review letter, dated June 18, 2021, below.


Opinion

In our opinion, the system of quality control for the accounting and auditing practice of McConnell & Jones, LLP, applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended June 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. McConnell & Jones, LLP has received a peer review rating of *pass*.

Turner, Stone & Company, L.L.P.

Turner, Stone & Company, L.L.P.

Your Vision Our Focus



Report on the Firm's System of Quality Control

June 18, 2021

To the Partners of
McConnell & Jones, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of McConnell & Jones, LLP (the Firm), applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended June 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at <https://aicpa.org/prsummary>. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility


Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Turner, Stone & Company, L.L.P.
Accountants and Consultants
12700 Park Central Drive, Suite 1400
Dallas, Texas 75241
Telephone: 972.339.1666 / Facsimile: 972.339.1966
Toll Free: 877.331.4193
Web site: turnerstone.com





INDEPENDENCE

Firm Independence

McConnell Jones (MJ) does not have any existing or perceive any potential relationships between our firm and GCHD, nor has MJ had any professional assurance services with GCHD in the past five (5) years. MJ does not have any independence issues with your organization. Additionally, MJ does not have actual conflict of interest or contemplate any perceived conflict of interest.

It is our firm's policy that all professional personnel be familiar with and adhere to the independence, integrity, and objectivity rules, regulations, interpretations, and rulings of the AICPA, Government Accountability Office (as described in the *Government Auditing Standards* issued by the Comptroller General of the United States of America), and other regulatory agencies. All professional personnel are required to review the respective firm's client list and certify, at the time of hire and on an annual basis, an acknowledgement of their independence with respect to the firms' clients. As part of the client acceptance process, the names of potential new clients are also provided to the partners and staff of the firm to ensure that there are no potential independence or conflicts of interest matters that exist.

MJ is also committed to notifying GCHD through written communication, should a conflict of interest or independence related issues arise during the contracted year(s).



LICENSE TO PRACTICE IN THE STATE OF TEXAS

McConnell Jones is duly licensed by the Texas State Board of Accountancy to practice public accounting in the State of Texas. Furthermore, our firm is a member of the American Institute of Certified Public Accountants (AICPA) and active in the AICPA Governmental Audit Quality Center.

In addition, we have assigned to your engagement key professionals who are Certified Public Accountants, are properly licensed in the State of Texas, and have not been subject to any complaints or disciplinary action by the Texas State Board of Public Accountancy or other regulatory authorities.

Texas State Board of Public Accountancy

505 E. Huntland Drive, Suite 380, Austin Texas 78752

MCCONNELL & JONES, LLP OFFICE

4828 LOOP CENTRAL DR #1000
HOUSTON TX 77081

Office License ID: **V06628**

Firm License ID: **P04698**

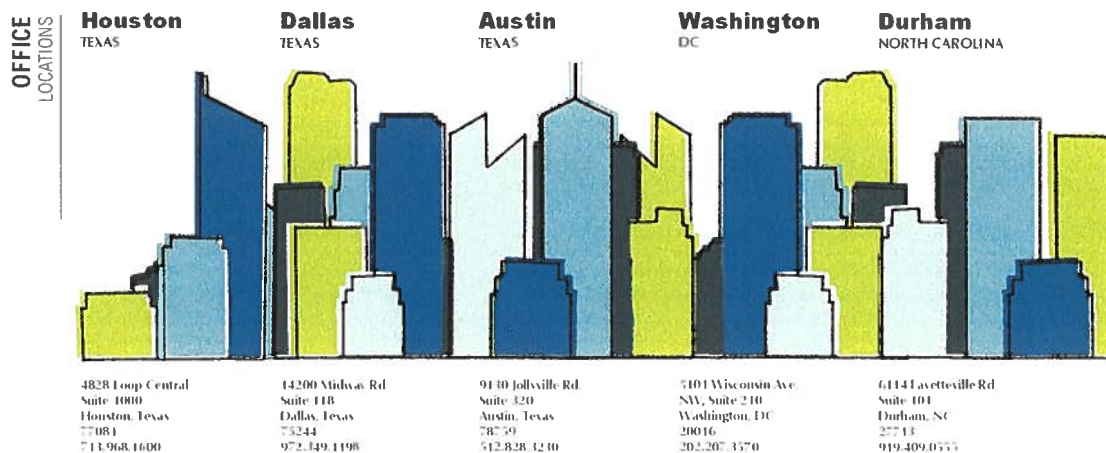
Expires: **12/31/2023**



FIRM QUALIFICATIONS AND EXPERIENCE

During our 35+ year tenure, the firm has grown from a Houston-based organization to one with offices in Houston, Dallas, and Austin, Texas; Washington, DC and Durham, NC. Some recent awards speaks to our experience:

- Named a top 250 CPA firm in the country by *Inside Public Accounting* (July 2023)
- In July 2022, we were named one of the fastest growing CPA firms in the country for the second year in a row by *Inside Pubic Accounting*
- The firm is listed by the *Houston Business Journal* as one of the top 10 CPA firms in Houston
- We were also recognized by the *Houston Chronicle* as a best place to work in 2021 and 2022
- Named a top 300 firm in the country, and a top fastest growing firm by *Inside Public Accounting* (July 2022)
- One of the top 2 African American owned firms in the US
- The firm recently earned an 82 Net Promoter Score in a client satisfaction survey, three times the average for the accounting industry





TOP TIER ORGANIZATIONAL STRUCTURE

MJ has 12 partners, and the Firm is organized into three (3) departments, as seen in the organization chart below.



Each partner oversees their area of specialization that includes audit, tax and consulting services. Team structure at MJ is organized by areas of specialization whereby professional employees are dedicated to becoming specialists in their specific business sector. We also encourage team members to seek knowledge outside of their respective fields and the firm provides opportunities in cross-training for various service lines.

We believe that good business requires good relationships. These relationships are strengthened by effective communications, a commitment to deliver the best results, and a sense of urgency to ensure a timely response. We pride ourselves on serving our clients by staffing engagements with management and professionals that will meet all their needs. We have extensive expertise in managing large-scale projects with diverse task requirements.

GOVERNMENTAL AUDIT TEAM

McConnell Jones has 40 staff who primarily compose the firm's public sector team and dedicate their billable time providing audit services to this specialized industry.

Based on our review of the financial information we anticipate three (3) full-time staff will be focused only on GCHD during the fieldwork and interim dates. These three (3) full time staff will have shared responsibilities during the course of the audit. Our scheduling tool is used to ensure that the resources assigned are appropriately allocated to the job based on the requirements through the audit.

Your engagement will be conducted from MJ's Houston Office located at:

4828 Loop Central Drive
Suite 1000
Houston, Texas 77081
713.968.1600 (main)



BREADTH OF RESOURCES

McConnell Jones' Resources

MJ is a certified member of several professional organizations that provide our firm with continuous opportunities to learn about the most current accounting and audit methodologies as well as networking opportunities. MJ is a member of the American Institute of CPA's (AICPA), Public Accounting Oversight Board (PCAOB), Government Audit Quality Center (GAQC) and industry knowledge bases such as PrimeGlobal.

PrimeGlobal is an award-winning association of independent accounting and business advisory firms, comprised of more than 300 highly successful member firms in over 100 countries. PrimeGlobal's independent member firms house a combined total of more than 3,000 partners, 28,000 employees and a combined revenue of over \$3.9 billion.

**PrimeGlobal**The Association of Advisory
and Accounting Firms

This reach provides our clients with local resources literally across the globe, if and when they are required. In addition, the firm benefits from working groups which address current and evolving issues of vital interest to our clients.

**CPA****AICPA**

EBPAQC Member

**AICPA**

GAQC Member

**PCAOB**PUBLIC COMPANY ACCOUNTING
OVERSIGHT BOARD

STAFF CONTINUITY

Our Service Team Commitment



MJ understands that consistency with client service teams is a key aspect to building relationships, providing good client services, and developing a thorough understanding of your industry. For multi-year engagements, our policy is to maintain that consistency by returning service team professionals year after year.

Ensuring continuity of your client service team provides advancement and career opportunities to the service team professionals, allowing them to be promoted as their leadership and technical skills advance along with their thorough understanding of your business and operations.

RELATED EXPERIENCE

Governmental Audit Team

Our team works with public sector clients throughout Texas similar in nature and complexity to GCHD; this experience, along with our involvement with the Governmental Financial Officers Association of Texas (GFOAT) means we understand Texas regulations and laws and can provide knowledge and resources you need.





Experience with Governmental Entities

With decades of experience serving governmental entities with a diverse range of missions and activities, we are intimately familiar with your unique accounting regulations, compliance requirements, and policies and procedures involved with financial statement and compliance audits including:

- Accounting for multiple revenue streams including revenue recognition in accordance with non-profit accounting standards;
- Accounting for restricted financial resources and net assets;
- Valuation and accounting for in-kind contributions; and
- Proper allocations of expenses to functional expense categories.

As such, we are better able to perform a thorough review of organization-wide internal control reviews, assess the effectiveness of management performance reviews, and assist you to implement upcoming new accounting pronouncements.

REGARDING FEDERAL OR STATE DESK REVIEWS AND DISCIPLINARY ACTION

McConnell Jones has not undergone federal or state desk reviews or field reviews of its audits during the past three (3) years. Additionally, the firm has not had disciplinary action taken and there is none pending against the firm within the past three (3) years with state regulatory bodies or professional organizations.

MJ and our employees maintain a high level of professionalism on all engagements. There have been ***no investigations, complaints or disciplinary action taken against the firm or its staff*** by the AICPA, the Texas State Board of Public Accountancy, or any other licensing board of another state or other regulatory bodies since inception of the firm in 1987.

Additionally, all of the proposed audit team members are in good standing with the AICPA and other professional or regulatory bodies with no history of disciplinary action.

**PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE****CHUCK KOZLIK | Audit Partner***Summary of Qualifications*

Mr. Chuck Kozlik is an audit partner in the government and nonprofit practice of the firm. He was a former Principal at CliftonLarsonAllen, LLP in Chicago, IL

He served previously with KPMG in both Chicago and Washington, DC for the first 15 years of his career. He specializes in performing audits of state and local government entities, and higher education institutions.

Mr. Kozlik's technical experience while working in Chicago, IL and Washington, DC, included financial statement audits for Federal, state and local governmental entities and private sector clients, including a number of Single Audits of various grant awardees.

Mr. Kozlik has also worked on engagements for private, for-profit enterprises during his career.

- Over five (5) years as Principal at CliftonLarsonAllen, LLP.
- Served as Growth Network Industry Leader (GNIL) for State & Local Government.
- Led CLA's State & Local Government and Higher Education practice in northern Illinois.
- Enthusiastic leader focusing on mentoring and developing people, putting the client first, and building a culture of collaborative communication.

Education | Qualifications | Affiliations | Professional Accomplishments

- Marquette University, Bachelor of Science
- Certified Public Accountant: Texas, Illinois, District of Columbia, Maryland, and Virginia
- American Institute of Certified Public Accountants
- Illinois CPA Society, Member Ethics Committee
- Association of Certification Fraud Examiners
- Association of Government Accountants
- Illinois Government Finance Officers Association

*Representative Clients***Current / Former Clients:**

- City of Houston, TX
- City of Duncanville, TX
- Government of the District of Columbia
- City of Detroit, MI
- Fairfax County, VA
- City of St. Louis, MO – Lambert Airport
- City of Milwaukee, WI
- Illinois Housing Development Authority
- Illinois Department of Transportation
- State of Illinois Single Audit
- Illinois Municipal Retirement Fund

**WANDALIS CORDERO, CPA | Audit Manager***Summary of Qualifications*

Ms. Wandalis Cordero is an Audit Manager with McConnell Jones and has more than ten (10) years of audit and accounting experience. Her experience includes auditing state and local government entities as well as auditing public sector clients. She has experience in performing financial statement audits under U.S. generally accepted auditing standards and *Government Auditing Standards*. She is well versed in audits under Uniform Guidance and is currently responsible for assisting in conducting and reporting on various private and public sector engagements.

Ms. Cordero's has excellent leadership and communication skills which she has developed over her years in public accounting. Ms. Cordero's governmental experience encompasses developing and implementing procedures that assist clients with proper reporting of financial information, improvements in internal controls, enhancement of operating efficiency, compliance with regulations, and becoming more familiar with relevant accounting standards and regulatory requirements.

- Certified Public Accountant
- Over ten (10) years of experience in public accounting
- Experience auditing state and local government entities
- Experience auditing public sector clients
- Excellent leadership and communication skills

Education | Qualifications | Affiliations | Professional Accomplishments

- University of Puerto Rico, BBA Accounting
- Certified Public Accountant, Puerto Rico
- Member of the AICPA
- Member of Puerto Rico Certified Public Accountant Society

*Representative Clients***Current Clients:**

- Association for the Advancement of Mexican Americans
- AT&T Employee Relief Fund
- Buckhead Midstream
- Center for Civic and Public Policy Improvement
- Community Council of South Central Texas, Inc.
- Dallas College
- District of Columbia
- Fifth Ward Community Redevelopment Corp.
- Financial Service Roundtable for Supplier Diversity
- Greater Houston Convention and Visitors Bureau

- Gulf Coast Regional Blood Center
- Health Outreach to the Middle East
- Houston Business Development
- Houston Children's Charity
- L Energy International
- Sacred Heart University
- South Post Oak Redevelopment
- The Forge for Families
- University of the District of Columbia

Previous Clients:

- Hewlett Packard, PR
- Inter American University of Puerto Rico
- Lord Electric Company Puerto Rico
- Stryker Puerto Rico
- University of Puerto Rico

**KYLIE PEREZ | Audit Supervisor*****Summary of Qualifications***

Ms. Kylie Perez is an Audit Supervisor with McConnell Jones and works in the Firm's Public Sector practice. She has more than six (6) years of accounting and audit experience, which encompasses developing and implementing procedures that assist clients with proper reporting of financial information, improvements in internal controls, enhancement of operating efficiency, compliance with regulations, and becoming more familiar with relevant accounting standards and regulatory requirements. She also understands the importance of meeting engagement deadlines and clients' expectations and objectives.

- CPA Exam Candidate.
- Six (6) Years of Experience in Financial Audits, Internal Controls, Governmental Accounting Standards, Financial Reporting, US Generally Accepted Accounting Principles, and Government Auditing Standards.
- Experience auditing state and local governmental entities, as well as public sector clients.
- Excellent leadership and communication skills.

Education | Qualifications | Affiliations | Professional Accomplishments

- Master of Accountancy, Auburn University, Auburn, Alabama
- Bachelor of Business Administration, Accounting, Texas Tech University, Lubbock, Texas
- Associate of Arts, General Studies, South Plains College, Levelland, Texas

Representative Clients

- City of Duncanville (Government)
- City of Houston (Government)
- City of Missouri City (AUP)
- Dallas City Community College District (Higher Education)
- District of Columbia (Government)
- Health Outreach to the Middle East (NFP)
- The Center for Urban Transformation (NFP)
- The Forge for Families (NFP)

**HANNAH YARBROUGH | Audit Senior***Summary of Qualifications*

Ms. Hannah Yarbrough is an Audit Senior with McConnell Jones and her focus is mainly within the government and nonprofit sector practice. She has over five (5) years of audit experience in financial audits, internal controls, Governmental Accounting Standards, financial reporting, US Generally Accepted Accounting Principles, and government Auditing Standards.

Ms. Yarbrough's governmental experience with public sector entities encompasses performing audit fieldwork, compliance with regulations, and becoming more familiar with relevant accounting standards and regulatory requirements. She also understands the importance of meeting engagement deadlines and clients' expectations and objectives.

- Over five (5) Years of Experience in Financial Audits, Internal Controls, Governmental Accounting Standards, Financial Reporting, US Generally Accepted Accounting Principles, and Government Auditing Standards.
- Knowledge of GASB (Governmental Accounting Standard Board).
- Experience auditing state and local governmental entities, as well as public sector clients.
- Excellent leadership and communication skills.



Education | Qualifications | Affiliations | Professional Accomplishments

- Master of Business Administration in Accounting, Texas A&M University Corpus Christi
- Bachelor of Business Administration in Accounting, Hardin-Simmons University, Abilene, Texas


Representative Clients

- City of Houston
- DC Chamber of Commerce
- Greater Houston Convention and Visitors Bureau
- Texas Children's Hospital
- American Cornerstone
- Capital IDEA
- Dallas Community College
- Prairie View A&M Foundation

**SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES**

Organization	Description of Services
 <p>CITY OF HOUSTON, TEXAS Mr. Arif Rasheed, Deputy Director, Financial Reporting & Operations Division 901 Bagby Street Houston, Texas 77002 Tel: 832.393.9013 E-mail: Arif.Rasheed@houstontx.gov</p>	<p>MJ personnel have performed annual financial and compliance audits of the City of Houston since fiscal year 2014 to the present day under a joint venture partnership with Banks, Finley White & Co. MJ's collaboration and effort under the joint venture partnership is approximately 51% and MJ's engagement partner jointly signs the independent auditor's report for the City of Houston's audit. Our audits were performed in accordance with auditing standards generally accepted in the United States of America and the Government Auditing Standards issued by the Comptroller General of the United States.</p> <p>MJ also performed procedures and issued relevant reports on compliance and internal control over compliance with the requirements of Uniform Guidance and the State of Texas Single Audit Circular. The City of Houston receives Government Finance Officers Association's annual award of Certificate of Achievement for Excellence in Financial Reporting for their Comprehensive Annual Financial Reports.</p> <p>In addition to performing annual financial and compliance audits, MJ also provided due diligence services for bond issuances, and performed an agreed-upon procedure engagement to assist the City to comply with the financial assurance requirements of the Texas Commission of Environmental Quality.</p> <p>Lastly, MJ also participated under the joint venture participation with BFW to conduct performance audits under Government Auditing Standards related to adequacy of controls and oversight in place to manage Disaster Recovery Grant funded through Community Development Block Grant, adequacy of operations of the City of Houston's redevelopment authorities and the Houston Forensic Science Center., a component unit of the City of Houston.</p> <p>Total Hours: Approximately 4,000 hours directly completed by MJ team</p> <p>Dates of Services: 2014 – present</p> <p>Engagement Partner: Wayne McConnell, Chuck Kozlik</p>
 <p>CITY OF DUNCANVILLE, TEXAS Mr. Patrick Harvey, Audit Committee Chair 203 E Wheatland Street Duncanville, Texas 75116 Tel: 469.563.8121 E-mail: pjayharvey1010@att.net</p>	<p>MJ personnel performed federal and state single audits for the City of Duncanville under Uniform Guidance and the State of Texas Uniform Grant Management Standards. Beginning with Fiscal Year 2020, single audits included CARES Act Funding (CARES Act for FY 2020 and 2021). This client group includes 31 entities with contract amounts below \$60,000 each.</p> <p>Total Hours: Approximately 650 hours annually</p> <p>Dates of Services: 2019 – present</p> <p>Engagement Partner: Wayne McConnell, Chuck Kozlik</p>



Organization	Description of Services
 HOUSTON HOUSING FINANCE CORPORATION Mr. Jeffery V. Smith, Executive Director 9545 Katy Fwy Houston, Texas 77024 Tel: 713.461.2749 E-mail: jsmithhhfc@swbell.net	<p>The Houston Housing Finance Corporation (the "Corporation"), a component unit of the City of Houston (the "City"), Texas, was established in accordance with the Texas Housing Finance Corporations Act to provide a means to finance the cost of residential ownership and development that will provide decent, safe, and sanitary housing at affordable prices for the residents of the City. MJ has performed annual financial statement audit services for the Corporation for more than a decade. The Corporation prepares its financial statements in accordance with GASB standards. Our audits were performed under generally accepted auditing standards in the United States of America.</p> <p>In addition to the audit of the Corporation, MJ also performed annual financial statement audits of Houston Redevelopment Authority and Hou-Tex Redevelopment under generally accepted auditing standards in the United States of America. Both entities, along with the Corporation are presented as blended component units in the Corporation's financial statements.</p> <p>Total Hours: Approximately 350 hours annually Dates of Services: 2007 - present Engagement Partner: Wayne McConnell, Chuck Kozlik</p>



SCOPE AND AUDIT APPROACH

Our audit approach is tailored to match the unique organizational structure of our governmental clients and allows us to match audit procedures to the client's account balances and classes of transactions which optimize audit efficiency and maintain strict adherence to professional standards.

We will first focus on gaining an understanding of GCHD, its environment, and the related internal controls in assessing audit risks and developing a tailored audit approach to minimize such risks. This is an important phase in the audit process because the major risk areas will vary depending on the governmental entity. MJ's extensive experience with governmental organizations and an understanding of economic challenges facing such entities gives us a foundation to use in identifying current audit risks for GCHD. Key audit team members will initiate our audit plan to develop our audit risk assessment as soon as we are appointed as your external auditors.

Proposed Audit Strategy and Work Plan

Our audit work plan for conducting the audit of GCHD will be implemented in three (3) general phases, as described below. Although our project plan has three (3) phases, our collaboration and communication with management is ongoing and continues throughout the project implementation phases and throughout the year.

The three (3) phases of our project implementation are Planning, Fieldwork, and Reporting

The main objective of the **planning phase** is to document our knowledge and understanding of the plan and its entity environment and internal controls. We perform these procedures as part of our overall risk assessment for the purpose of developing a tailored audit approach.

During the **fieldwork phase** of the audit, we will complete procedures necessary for the development of conclusions and financial statement opinions and finalize documentation for previously discussed observations and recommendations related to any identified deficiency in internal controls.

To complete the **reporting phase**, we will review the financial statements, footnotes, requires supplemental schedules prepared by GCHD's management team and prepare the auditor's reports based on the evidence gathered from the fieldwork, and in accordance with applicable audit reporting standards.





1 – PLANNING PHASE

The objective of the planning phase is to document our knowledge and understanding of GCHD and its environment and internal controls.

We perform these procedures as part of our overall risk assessment for purposes of developing a tailored audit approach to GCHD's financial statements. Prior to beginning the engagement, MJ will conduct preliminary meetings with key City personnel to identify and discuss "significant" audit areas and those areas or issues that might present problems during the course of the audit as well as have an impact on the auditors' reports. This process facilitates the identification and resolution of audit and accounting issues early to minimize late occurring difficulties when deadlines are approaching.

We accomplish the objectives of the Planning Phase on a recurring basis by conferring with GCHD personnel regarding prior year issues and updating this knowledge through inquiry with GCHD officials and personnel, observation of various activities and accounting functions, use of various checklists and inspection of documents. Additionally, each year we will review and analyze the current and future year budgets of GCHD along with other relevant internal reports.

During this phase of the audit, we will also annually update documentation of entity level controls as well as financial reporting and transactions flows relating to significant accounts under GCHD's financial information systems. Areas of concern in during this phase of the audit will include the following:

- Management's philosophy and operating style
- The organizational structure of GCHD
- Methods used to communicate assignment of authority and responsibility within GCHD
- Management's control methods
- Personnel policies and procedures
- The interplay of external influences on GCHD's operations

During the planning phase we also identify the kinds of errors and irregularities that could occur for all types of transactions and accounts and the controls that would eliminate such misstatements. Additional procedures performed during this phase would include the following:

- Development of expectations for preliminary analytical review of financial information
- Meeting with key members of management to discuss our preliminary observations and their areas of concern
- Reviewing GFOA's guidelines for the preparation of a local government's ACFR
- Determining the data needed to implement new GASB pronouncements
- Evaluating the need for specialized audit experts
- Evaluating GCHD's implementation of corrective actions necessitated by prior year management letter comments and Single Audit findings (when applicable)
- Completing a planning materiality worksheet specifically designed for a governmental organization
- Completing our risk assessment and developing our overall audit strategy



2 – FIELDWORK PHASE

During the fieldwork phase of the audit, we will complete risk assessment procedures and test of controls in identified areas. This phase of our work will be scheduled at the convenience of GCHD's staff as indicated in the section of "Proposed Audit Timelines" below.

In order to plan the nature, timing and extent of substantive audit procedures, we will assess inherent and control risks. Our audit risk approach is to assess inherent risks and control risks and then adjust detection risks in order to hold overall audit risk to an acceptable level. This audit risk strategy allows us to evaluate our preliminary audit strategy, given assumptions of inherent risks, control risks and detection risks. Once these items are identified we can compare the detection risks in our preliminary audit strategy with the desired level of audit risk. If necessary, we will modify the timing and extent of audit procedures. In addition, through inquiries of officers, management and staff we will document and assess the risks of misstatements due to fraud and based on those risks develop auditing procedures to mitigate the detection risks associated with fraud, in accordance with U.S. auditing standards. Risk assessment activities include review of GCHD Council's minutes, external agencies' monitoring reports; brainstorming on risk factors; making inquiries of management and staff; evaluating controls; developing an audit strategy; planning the nature and timing of necessary audit procedures.

Key procedures include:

- Complete risk assessment procedures.
- Review of work papers generated to date and adjust audit plan, if necessary.
- Review of analytical procedures to direct attention to relationships outside the expectations we have formed based on our initial procedures.
- Perform tests of controls that have been identified in the risk assessment procedures that would result in a reduction in the extent of further audit.
- Perform substantive audit procedures on designated accounts through a determined pre-close period (e.g., examining capital expenditure transactions incurred through the date of our preliminary audit period).
- Formulate further audit procedures based on the results of the tests of controls and other interim procedures.
- Review in conjunction with GCHD personnel the format of proposed financial statements and notes including any changes mandated by new or revised pronouncement, as discussed above.
- Confirm with GCHD's management the timing and participation of GCHD's personnel and MJ moving into the Final Phase.
- Discuss with GCHD's management the results of the interim work and any issues to be resolved.

During the final fieldwork phase of the audit, we will complete procedures necessary for the development of conclusions and financial statement opinions and document observations and recommendations related to identify deficiencies in internal controls.

There are a number of steps we must complete at this point of the engagement that bring all the planning and preliminary work to a culmination, including performing top-level substantive analytical procedures and tests of details to identify unusual financial trends. It is also at this stage that we ensure all applicable financial and reporting standards are implemented.



Key procedures include:

- Completing transaction and compliance testing through the year-end date, including testing the propriety of accruals initially recorded by GCHD.
- Analytical procedures and other audit procedures to bring balance sheet accounts to final report balance.
- Performing further audit procedures determined as part of our overall audit strategy.
- Discussing with GCHD's management any unanticipated problem areas that have surfaced, including identified deficiencies in internal controls and material weaknesses, if any.
- Furnishing GCHD with final adjusted audited trial balances, if any.

A critical aspect of our audit plan is to receive timely assistance from GCHD's accounting staff in preparing schedules as well as providing clerical assistance when appropriate. This will enable us to keep our fees down while enabling our staff to concentrate on the more technical issues confronting the audit.

Audit Wrap-up

As part of the audit process, working papers will be prepared in the form of schedules, memorandum, representations, copies of documents, etc. Our "paperless" audit software package allows us to summarize all audit documentation to support any audit adjustments and the generation of final adjusted trial balances and linked to financial statement reporting module.

The engagement partner and manager will evaluate work performed by staff members on the engagement. Engagement partner is the only person authorized to sign the Firm's name or to commit the Firm to a particular course of action. Therefore, working papers and reports will be reviewed by the engagement partner. MJ has a quality assurance program for each engagement. The quality of the work and its timely completion will be the primary responsibility of the engagement partner, who, having extensive experience with audits of local governments, will make an independent review of the work performed, the financial statements and the related auditors' reports. All of our assurance work is subject to outside quality control reviews as required by the General Accepted Auditing Standards and *Government Auditing Standards*.

Matters requiring immediate action by GCHD such as the discovery of theft, defalcation or other dishonest or improper acts will be referred to the engagement partner who would promptly notify GCHD officials.

3 – REPORTING PHASE

We recognize that the key to meeting GCHD's reporting deadline is to integrate the report process into all phases of the audit process. And we believe our plan is structured to meet all deadlines outlined in the RFP.

At the completion of the audit, we will review ACFR, related schedules and notes that GCHD's accounting personnel will prepare, develop our audit opinions and other required reports and submit to management to review before we issue the final reports.

If during the course of our audit, we become aware of instances where improvements are necessary in internal control, we will document these instances and discuss them with management to make sure that our findings are accurate, that mitigating controls do not exist, and there is truly a weakness in internal control. If we determine that there are no mitigating controls, and that there is indeed an opportunity to enhance controls to increase operational efficiency, we will document our recommendations for improvement in a management letter for discussion with



management. We will obtain management's written responses to our recommendations that have been agreed with management. Our philosophy regarding management letters is that the letter should not be punitive and should provide GCHD with practical, value-added and long-term solutions and recommendations on improving the design and efficiency of its systems.

Although our audit approach is detailed and extensive, we do not lose site of the end product for GCHD in this process - the Comprehensive Annual Financial Report. Our philosophy in approaching the review of the ACFR is to ensure that all disclosures pursuant to generally accepting accounting principles are made; ensure that the presentation format meets the requirements of professional standards, new GASB standards and the GFOA; and ensure that information relevant for potential readers of the statements is fully disclosed. Inherent in our philosophy is working with GCHD to ensure full disclosure, while also making the ACFR as clean and concise as possible.

To ensure GCHD meets all reporting and disclosure standards,

- We obtain and review any comments received by management from GFOA in the prior year to ensure that those are addressed in the current year;
- We complete financial statement disclosure checklist included in our audit practice aid adopted by MJ as part our quality control requirements; and
- We utilize checklists provided by GFOA on its website <http://www.gfoa.org/coa>.

After successfully executing the work plan, we will deliver draft reports and the management letter, if applicable, to management for review. We will also present the draft reports to GCHD Council before we issue the final reports.

This report to GCHD will be a fundamental and useful product of our professional services. Our report will address instances of significant deficiencies and material weaknesses (if any) and noncompliance with laws and regulations relative to accounting and financial reporting. The report will address management, IT operations, accounting procedures and internal control weaknesses noted during the audit. While this report will be issued at the end of the engagement, any significant deficiencies or material weaknesses identified during the course of the audit will be discussed with GCHD's management.

Federal and State Single Audit

In addition to performing appropriate audit procedures to accomplish specific audit objectives in each phase discussed above, we will document our determination for a single audit and major federal and state programs with the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards under 2 CFR § 200 and the State of Texas Single Audit Circular, as well as assess and document the internal controls over each applicable compliance requirement for each major federal and state program. We will also evaluate the adequacy of internal control for compliance with other grant agreements and federal and state guidelines. Activities that are specific to the compliance audit are as follows:

- Determine the accuracy and completeness of program expenditures in the schedule of expenditures of federal and state awards.
- Determine major federal and state programs in accordance with the Uniform Guidance and the State of Texas Single Audit Circular.
- Obtain and review the populations of elements to be tested for compliance, as well as the selection of samples. The fieldwork will be performed in the same period as the financial statement audit.



- Review workpapers, including any workpapers prepared for the audit.
- Discuss and resolve findings, if any, with management.
- Review final schedules of expenditures of federal and state awards and related footnote disclosure.
- Prepare the required reports in accordance with applicable standards.

As part of our planning process for performing Single Audits, we will use Thomson Reuters Practitioners Publishing Company (PPC) *Smart Practice Aid – Single Audit*. Through the use of this software, we will be able to apply the risk assessment procedures as required under the Uniform Administrative Requirements to identify major grants and perform appropriate procedures to assess which grants are low and high risks. The software, through its database, will identify and produce compliance supplements and audit programs for all major programs. These procedures are critical to effective planning and implementation of the Single Audit in accordance with federal requirements.

To create additional synergies and efficiencies during the audit process, tests of controls and compliance tests performed during this phase, to the extent possible, will be in conjunction with tests performed related to the financial statement audit (dual tests). For areas to be tested, samples of transactions will be selected for tests of determined control attributes.

The final phase of the Single Audit will include receipt of confirmation of grant revenues and expenditures from major grantor agencies and reconciliation of confirmed amounts to GCHD's general ledger and the preparation of required reports on compliance, internal control structure, the schedule of federal and state awards and findings, recommendations and questioned costs.

Approach to be taken to Gain and Document Understanding of GCHD's Internal Control Structure

MJ's understanding of internal controls incorporates two (2) primary elements:

- a) Evaluation of the design of the control, and
- b) Determination of whether such control has been implemented.

Evaluation of design considers whether the control, individually or in combination with other controls, is capable of effectively preventing, or detecting and correcting, material misstatements. To evaluate the design of internal control, we typically gather information through use of checklists, inquiries from key management personnel, review of City Council minutes, and policies and procedure manuals, to name a few.

We recognize that it is not enough to simply determine whether a control as described or documented is effective in design. Many governmental entities have extensive policies and procedures manuals that provide intricate descriptions of controls, their objectives, and the procedures that are supposed to be followed to achieve the objectives. The documentation of a control procedure, however, does not demonstrate that the control is actually being used. We, therefore, also determine if the control, as documented or described, actually exists and the governmental entity is using it.

We use risk assessment procedures to obtain audit evidence that the control has been implemented. Determining whether a control has been implemented will confirm our understanding of control design and helps ensure that the risk assessment is based on accurate information. Generally, we use procedures such as observation or inspection, along with inquiries, to verify implementation. The extent of the understanding, along with the nature, timing, and extent of the risk assessment procedures performed to obtain the understanding, are affected by



factors such as materiality, our experience with the entity, size of the entity, significance of the related risk, applicable legal and regulatory requirements, to name a few.

Approach to be taken in Determining Laws and Regulations that will be Subject to Audit Testwork

MJ has a long-term commitment to the public sector and has grown knowledgeable with laws and regulations pertinent to engagements similar to GCHD. To determine the applicable laws and regulation and contract agreements, we will utilize our existing knowledge gained through audits of other governmental entities and review contracts and loan agreements, City Council's minutes, previous audit reports, internal audit reports, make inquiries of management, and the Uniform Administrative Requirements (when applicable) to determine the compliance requirements to test for compliance related to major programs. We will also review GCHD's policies and procedures manuals including accounting policies, investment policies, personnel policies, and administrative policies. To the extent applicable, we will also test GCHD's compliance with the requirements of Texas Public Funds Investment Act and bond covenants. Our test of transactions and inquiries of GCHD's personnel will also include tests of compliance with policies.

Analytical Procedures

Analytical Procedures are certain financial audit skills that help an auditor understand an organization's business and changes in the business, identify potential risk areas, and to plan other audit procedures. Analytical procedures include analysis of ratios, trends and relationships between account balances and classes of transactions over several accounting periods, as well as the investigation of fluctuations. MJ audit methodology applies analytical procedures at different stages of the audit engagement such as:

- *Preliminary analytical procedures* at the audit planning stage. For example, financial information prior periods (historical data) is compared with current financial data and with budgets and forecasts, predictive estimates, and industry averages;
- *Analytical procedures as substantive procedures* during the audit work because their use is more effective or efficient than tests of detail, as planned based on the results of risks assessments; and
- *Final analytical procedures* applied in the overall financial statements review stage to conclude whether the financial statements as a whole are consistent with auditors' knowledge of the organization based on the overall results of the audit procedures, prior to issuance of the draft report.

Preliminary Analytical Procedures – In the planning phase and as part of our risk assessment procedures, we will perform a preliminary analytical review for each account to identify any areas that may represent specific audit risks. These preliminary analytical procedures will assist us in:

- a) Accumulating information on elements of the financial statements, trends in key account relationships, and areas where financial information deviate from expected or predicted pattern, and thereby gain incremental knowledge and understanding of GCHD's business operations, business experience, and the significant events and transactions that have impacts on the financial statements;
- b) Gathering non-financial information about the organization, which may be relevant to the audit;
- c) Identifying areas of potential risk; and
- d) Determining the nature, timing and extent of other audit procedures (i.e., audit strategy) by directing tests to areas of potentially material misstatement.



To ensure adequate coverage of all accounts in the preliminary analytical procedures, the following procedures will be performed:

1. A planning materiality worksheet specifically designed for governmental organizations and governmental funds will be completed for all accounts.
2. Total assets and total revenues from the unadjusted trial balance will be used to determine materiality, establish material accounts and to calculate our tolerable misstatement amount by account.
3. All balance sheet and income statement captions with dollar amounts greater than or equal to the planning materiality dollar amounts as well as all accounts assessed to have a high risk of misstatement will be considered material accounts.
4. In addition, items with a high risk of misstatement will be considered material accounts.

Substantive Analytical Procedures – Substantive analytical procedures include the comparison of actual balances to budgeted amounts and prior period, evaluation of relationships between related activities and balances, ratio analysis, trend analysis especially of significant revenues and expenses, direct confirmation of balances and agreements; and other procedures necessary for us to more efficiently conclude on the fairness of material account balances.

When performing substantive analytical procedures, we develop an expectation about a current financial statement amount using other data—such as comparable prior years' amounts, industry statistics or budgeted amounts. We then compare our expectation to the current amount and investigate any significant differences that resulted. The most important consideration in determining the extent of the assurance obtained from an analytical procedure is the precision of the expectation. Therefore, the extent of the substantive analytical procedures that can be performed largely depends on the data that are available to develop the expectations. Sometimes, especially when analyzing financial statement accounts made up of relatively few items, we may combine analytical procedures with tests of details on high dollar value or key items and use the results to provide evidence about the remaining balance of the account.

Where substantive analytical procedures may not be as effective or efficient as desired, we apply tests of details including tests of transactions and balances to supporting documents and direct confirmation of information from reliable, independent third parties.

Final Analytical Procedures – Analytical procedures will include our overall final analytical procedures on GCHD's funds, and account groups being audited and overall presentation and disclosure of financial information.

Use of Audit Sampling

The form and extent of documentation related to sampling are influenced by numerous factors, which may include the size and complexity of the auditee, the nature and complexity of the auditee's internal control over compliance, the nature and complexity of the compliance requirements, and the auditee's past experience relative to compliance.

Sampling is one of many audit procedures designed to provide sufficient appropriate audit evidence to support the auditor's opinion on the financial statements and compliance opinion on each major program. MJ does not rely solely on the results of any single type of procedure to obtain sufficient appropriate audit evidence rather, audit conclusions are based on evidence obtained from several sources and by applying a variety of audit procedures.

When sampling is involved, we consider the purpose of the audit procedure and the characteristics of the population from which sample will be drawn. MJ employs a variety of sampling techniques including statistical sampling for a well-defined population, systematic



sampling for sequentially numbered data, haphazard sampling for unstructured data, and random numbers generator assisted sampling for large populations that maintain any form of structure. Both sampling methods, i.e., statistical and non-statistical comply with AU Section 350. The sampling method to be applied will depend on the objectives of the audit and nature of the data to be tested. Our sample sizes follow AICPA guidelines on sampling those also incorporate requirements to test minimum number of samples when a compliance audit is performed (such as under Uniform Guidance). The following are some of the features of our sampling approach:

- Sampling for tests of compliance with any compliance requirements will follow “attribute sampling” rather than monetary sampling;
- In tests of financial transactions and schedules of account balances, high dollar value items will be isolated and tested in addition to the tests of samples, in order to increase the dollar value coverage of the population; and
- Sample sizes will generally be determined per the AICPA audit guidelines for compliance audits considering associated risk factors.

We use ACL, a data extraction application used as an investigative audit tool, during our audit engagements. ACL enables us to analyze and review large volume of data, test for completeness of the data, and to identify transactions with a higher-than-normal risk for errors or irregularities. Our samples are risk rated based on understanding the nature of the data set via an overall review of the data. With this tool, we can go beyond the historical method of analyzing and sampling transactions and look at transactions as a whole in a data file for particular attributes defined by the auditor, efficiently identifying transactions that warrant further review and testing. Typically, we use ACL to analyze check and payroll registers to identify concentration of expenses, perform payroll analytics, search for duplicate payments, test attributes of payroll transactions, purchasing and bidding compliance, purchase cards, and compliance with finance policies as well as other specific transactions identified during the planning process.

Approach to be taken in Drawing Audit Samples for Purposes of Tests of Compliance

Sampling to accomplish compliance-related audit objectives in a single audit / compliance audit environment differs from sampling in a financial statement audit in that to meet the compliance-related objectives, the auditor gathers sufficient appropriate audit evidence on whether the auditee has complied with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program. Please see “Use of Audit Sampling” above for additional information on how we select sample sizes and the extent to we utilize statistical sampling in our engagements.

Extent and Use of EDP Software in Our Engagements

We recognize the critical nature of IT systems in GCHD’s financial operations. Evaluating the IT systems is essential to understanding GCHD’s internal controls and our assessment of risks in planning the audit. As part of the audit process, we will evaluate controls over the IT environment in general as well specific control aspects of financial related systems. We will also use data extraction software, where applicable, to audit transactions through your financial information system. Our audit and other assurance services to governmental organizations have provided us with the experience of auditing diverse kinds of large, computerized and integrated information systems used by municipalities.

We typically adopt the risk-based audit approach, meaning that the extent and timing of substantive procedures are dependent on the results of our risk assessment of internal controls, including IT controls. We will perform an assessment of GCHD’s IT General Controls (controls implemented in the environment surrounding the financial applications, which produce the



financial statements) and IT Application Controls (automated controls implemented within the software that are designed to ensure the complete and accurate processing of transaction data, from input through output). Once an initial understanding is obtained, during the audit planning and risk assessment phase, we will test the IT key controls and mitigating controls that we identified. We will also review any reports issued by the internal audit department on IT controls. The results of our tests will be used to develop the audit plans surrounding the IT controls and will be incorporated into our overall audit planning activities to determine the nature, extent and timing of our audit procedures.

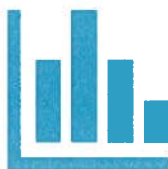
Proposed Audit Timeline - Financial Audit and Single Audit FY 2023

Audit Phase	Estimated Hours	Proposed Audit Timelines	Activities	Assigned Team Members
PLANNING PHASE	32 Hours	Communication will commence upon notification of contract award	Initiate communications with GCHD; submit signed engagement letter.	Partner Manager
			Entrance conference with GCHD's management to introduce audit team; audit administrative matters; preliminary discussions of control environment and processes.	Partner Manager Audit Sr.
			Communications with predecessor auditor; review predecessor auditor's work papers; make inquiries on internal control systems and document accounting processes and procedures; provide internal control questionnaires, financial system documentation checklist, and client planning questionnaire for designated management personnel to complete; obtain copies of permanent file documents and other pertinent records such as budgets, organization charts, grant agreements, etc., necessary for audit planning.	Partner Manager Audit Sr.
		Work to begin prior to fieldwork activities.	Initial general scope determination; review the documented accounting processes and procedures as well as the completed internal control questionnaires; gain an understanding of entity and its control environment; obtain interim / latest available financial report; determine necessary walk-through procedures to be performed as part of the audit; determined preliminary major programs for federal and state financial assistance testing. Review board minutes and external agencies' monitoring reports.	Partner Manager Audit Sr.
FIELDWORK ACTIVITIES	192 Hours	September 2023 (Interim) thru February 2024 (Final)	Brainstorm on risk factors; perform preliminary analytical procedures; make inquiries of management and staff; evaluate controls; develop audit strategy.	Partner Manager Audit Sr.
			Perform interim phase of fieldwork; test of controls; analytical reviews; compliance testing; completing related documentation of audit workpapers.	Manager Audit Sr. Audit Staff
			Perform final phase of fieldwork; test of transactions; update analytical reviews; compliance testing; completing related documentation of audit workpapers.	Manager Audit Sr. Audit Staff
			Assist in Compilation	Manager Audit Sr. Audit Staff
			Exit conference with GCHD's management	Partner Manager



Audit Phase	Estimated Hours	Proposed Audit Timelines	Activities	Assigned Team Members
REVIEW AND REPORT	32 Hours	March 2024	Review draft financial statement prepared by GCHD, development of audit reports and communication letters based on fieldwork.	Partner Manager Audit Sr.
			Quality control review of workpapers; evaluation of audit findings (if any), discussion of audit results with management.	Partner Manager
			Submit draft financial statements, single audit reports and all applicable communication letters (including management letter, if any) to GCHD's management for review and approval.	Partner Manager
			Present financial statement and single audit reports to GCHD's Council.	Partner Manager
			Provide desired bound copies of financial statements, including issued reports and any communication letters. Certify data collection form in federal clearinghouse.	Partner Manager

USING TECHNOLOGY IN THE AUDIT PROCESS



The Use of ACL as an Audit Tool

We use **ACL**, a data extraction application used as an investigative audit tool, during our audit engagements. **ACL** enables us to analyze and review a large volume of data, test for completeness of the data, and identify transactions with a higher-than-normal risk for errors or irregularities. Additionally, we use **ACL** to identify the concentration of expenses, perform payroll analytics, search for duplicate payments, test attributes of payroll transactions, purchasing and bidding compliance, purchase cards, and compliance with finance policies as well as other specific transactions identified during the planning process.



Efficient Project Management

Our paperless audit software, **ProSystem fx Engagement™**, helps us customize and track each engagement and set up tailored master engagements for different client types and entities. In addition, it enables our staff to perform work at multiple locations and on multiple engagements simultaneously and allows project managers to review the work papers online ensuring timely reporting. The use of technology allows us to increase the quality and productivity of our audits. The integration of electronic files, schedules, and documents from the client into our paperless audit system makes the flow of information seamless and reduces file set-up time in current and subsequent years thereby reducing costs.



Risk Assessment Software

At McConnell Jones, we use machine learning and AI risk assessment platforms which help us identify risks and anomalies within the population. This allows us to focus our audit efforts on high-risk transactions. Ultimately, this means more efficient use of our time, which passes savings on to you.



Our Strategic Commitment to Data Security



We understand that keeping your information secure is our priority. That is why we have a full-time Chief Information Security Officer (CISO) in-house. Our CISO is responsible for cybersecurity strategy, and under their guidance we have implemented several data security initiatives with the focus on creating a digital environment with complete data security.

At this point in time, we have undertaken the following assessments:

- TruSight Assessment
- ISO 27001 Certification



Additionally, to facilitate the smooth and secure transmission of documents and files between MJ and GCHD, we will use our secured web-based **ShareFile** portal which our clients can access with passcodes and use to upload documents and files we request for the audit. Many of our clients have found the use of our **ShareFile** highly beneficial in terms of making the audit process smoother. It is also the safest way to maintain the confidentiality and security of your information.

THE TRANSITION FROM THE PREVIOUS AUDITOR



GCHD will benefit from MJ's ability to seamlessly transition the audit services from the predecessor auditor with minimal disruption to your staff. We understand that the transition from one audit firm to another not only requires an effective relationship-building process between the client and the successor auditor but also entails an efficient process for gaining an understanding of the entity's internal control environment.

As required by the U.S. Generally Accepted Auditing Standards (GAAS), we will communicate with the predecessor auditor to obtain sensitive information. We also plan to review the predecessor's audit work papers, to assist us in the audit planning process.

At MJ, we have developed a proven transition methodology designed to mitigate risk and maximize the benefit of making a change in your audit services provider. Our transition approach includes careful planning at the early stages of our engagement, close communication with GCHD's management throughout the course of the audit, use of experienced audit personnel, and hands-on participation by senior members of the audit team in the overall process. The cost of performing the necessary initial year audit procedures such as the transition from the predecessor auditor and tests of beginning balances will be borne by MJ and has been excluded from our fee estimates.

**ATTACHMENT A – REQUIRED FORMS AND OTHER DOCUMENTATION****Bid Form****Galveston County Health District****GENERAL PROVISIONS****Bid Form**

The Bid Form must be completed and returned with your proposal. Failure to do so may be cause for rejection of your bid. It is the responsibility of the proposer to ensure all addenda was received.

BIDDER'S INFORMATION

Company Name: McConnell & Jones LLP

Address: 4828 Loop Central Drive, Suite 1000, Houston, Texas 77081

FEIN (TAX ID): 76-0488832

Person to contact regarding this proposal: Chuck Kozlik

Title: Partner Phone: (O) 713.972.6461; (M) 703.597.3795

Email address: CKozlik@mjlm.com

SIGNATURE

The person signing on behalf of the Company expressly affirms that the person is duly authorized to tender the Bid and sign the bidder form thereby binding the Company to contract under the terms and conditions of this BID.

Name of person authorized to bind the Company: McConnell & Jones LLP

Signature: 

Title: Partner Phone: (O) 713.972.6461; (M) 703.597.3795

Email address: CKozlik@mjlm.com

BID PACKAGE INCLUDES

Items	Confirmed (X)
1. One (1) original or one (1) electronic copy of submittal	<u>X</u>
2. Addenda, if any	<u>N/A</u>
3. Bid Form	<u>X</u>
4. Appendix A – Price Sheet	<u>X</u>
5. Exceptions, if applicable	<u>N/A</u>
6. Conflict of Interest Questionnaire, if applicable	<u>X</u>



Galveston County Health District

GENERAL PROVISIONS

Bid Form

COOPERATIVE AGREEMENTWill contract be available for Cooperative Agreement use? (See Section 27) Yes ☐ No ☒REFERENCES

Please submit at least three (3) client references. References of local government or related agencies preferred. The reference list must include Client name, location, current contact person, phone number, and description of serviced provided to client.

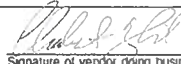
1. Company Name: City of Houston, Texas
Contact: Arif Rasheed
Title: Deputy Director, Financial Reporting & Operations Division Phone: (832) 393-9013
Email address: Arif.Rasheed@houston.tx.gov
Mailing Address: 901 Bagby Street, Houston, Texas 77002
Description: Annual Financial Statement, Federal and State of Texas Single Audits, Due Diligence for Bond Issuances, Agreed-Upon Procedures, Performance Audits and Similar Services
2. Company Name: City of Duncanville, Texas
Contact: Patrick Harvey
Title: Audit Committee Chair Phone: (469) 563-8121
Email address: pjayharvey1010@att.net
Mailing Address: 203 E Wheatland Street, Duncanville, Texas 75116
Description: Annual Financial Statement Audit Services
3. Company Name: Houston Housing Finance Corporation
Contact: Jeffery V. Smith
Title: Executive Director Phone: (713) 461-2749
Email address: jsmithhhfc@swbell.net
Mailing Address: 9545 Katy Fwy, Houston, Texas 77024
Description: Annual Consolidated Financial Statement for Houston Housing Finance Corp. Additionally, we also perform separate financial statement audits for Houston Redevelopment Authority and How Tex Redevelopment Authority, component units of HHFC



Conflict of Interest (COI) Form

Galveston County Health District

GENERAL PROVISIONS

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p>N/A</p>		
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p>N/A</p> <p>Name of Officer</p>		
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p>N/A</p> <p>A Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p> <p>N/A</p>		
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p>7 </p> <p>Signature of vendor doing business with the governmental entity</p>		<p>08/10/23</p> <p>Date</p>

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 1/1/2021



Kickbacks from Public Works Employees Form

Galveston County Health District

GENERAL PROVISIONS

KICKBACKS FROM PUBLIC WORKS EMPLOYEES

18 U.S. Code § 874: KICKBACKS FROM PUBLIC WORKS EMPLOYEES

Whoever, by force, intimidation, or threat of procuring dismissal from employment, or by any other manner whatsoever induces any person employed in the construction, prosecution, completion or repair of any public building, public work, or building or work financed in whole or in part by loans or grants from the United States, to give up any part of the compensation to which he is entitled under his contract of employment, shall be fined under this title or imprisoned not more than five years, or both.

I, (authorized official) Chuck Kozlik, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 18 U.S. Code § 874: Kickbacks from Public Works Employees.

McConnell & Jones LLP

Company Name

Signature of Authorized Official

Partner

08/10/23

Title of Authorized Official

Date



Davis-Bacon Act Form, as amended

Galveston County Health District

GENERAL PROVISIONS

DAVIS-BACON ACT, AS AMENDED

40 U.S.C. 276a to a-7: DAVIS-BACON ACT, AS AMENDED

When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency. 5 LISC RI: 2023 SNAP E&T RFP for Case Management

I, (authorized official) Chuck Kozlik, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 40 U.S.C. 276a to a-7: Davis-Bacon Act, as amended.

McConnell & Jones LLP

Company Name

Signature of Authorized Official

Partner

08/10/23

Title of Authorized Official

Date



Contract Work Hours and Safety Standards Form

Galveston County Health District

GENERAL PROVISIONS

CONTRACT WORK HOURS AND SAFETY STANDARDS

40 USC Ch. 37: CONTRACT WORK HOURS AND SAFETY STANDARDS

Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency. Each contract in an amount greater than \$100,000 that is entered into under legislation subject to Reorganization Plan Numbered 14 of 1950 (eff. May 24, 1950, 64 Stat. 1267) and is for construction, alteration, and repair, including painting and decorating, must provide that no contractor or subcontractor contracting for any part of the contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to health or safety, as established under construction safety and health standards the Secretary of Labor prescribes by regulation based on proceedings pursuant to section 553 of title 5, provided that the proceedings include a hearing similar in nature to that authorized by section 553 of title 5.

I, (authorized official) Chuck Kozlik, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 40 USC Ch. 37: Contract Work Hours and Safety Standards.

McConnell & Jones LLP

Company Name

Signature of Authorized Official

Partner

08-10-2023

Title of Authorized Official

Date



Rights to Inventions Made Under A Contract or Agreement Form

Galveston County Health District

GENERAL PROVISIONS

RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

37 CFR Part 401: RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

I, (authorized official) Chuck Kozlik, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 37 CFR Part 401: Rights to Inventions Made Under A Contract Or Agreement.

McConnell & Jones LLP

Company Name



Signature of Authorized Official

Partner

08/10/23

Title of Authorized Official

Date



Clean Air Act Form

Galveston County Health District

GENERAL PROVISIONS

CLEAN AIR ACT

42 U.S.C. 7401 et seq.: CLEAN AIR ACT

The Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended—Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

I, (authorized official) Chuck Kozlik, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 42 U.S.C. 7401 et seq.: Clean Air Act, as amended and that the company named below will adhere to the following:

- (1) to protect and enhance the quality of the Nation's air resources so as to promote the public health and welfare and the productive capacity of its population;
- (2) to initiate and accelerate a national research and development program to achieve the prevention and control of air pollution;
- (3) to provide technical and financial assistance to State and local governments in connection with the development and execution of their air pollution prevention and control programs; and
- (4) to encourage and assist the development and operation of regional air pollution prevention and control programs.

McConnell & Jones LLP

Company Name

Signature of Authorized Official

Partner

08-10-2023

Title of Authorized Official

Date

**Vendor Registration Form (2 pages)****Galveston County Health District****GENERAL PROVISIONS****Vendor Registration Form**

This Registration is for Suppliers who are engaged to provide goods and services to Galveston County Health District (GCHD), Coastal Health and Wellness (CHW) and Galveston Area Ambulance Authority (GAAA). For payments made to suppliers it is necessary to have this form completed and returned to mmurray@gchd.org.

INSTRUCTIONS: All questions should be answered. Questions that are not applicable should be identified "NA."

Section A. Company Information

Company	
Name	McConnell & Jones LLP
Address	4828 Loop Central Drive, Suite 1000
City & State	Houston, Texas
Country & Zip	USA, 77081
Telephone	713.968.1600
NAICS Code	541,211; 541219; 541611
Cage Code No.	7U1D0
DUNS No.	070788766
Sales Contact	Chuck Kozlik
Title	Partner
Email	CKozlik@mjl.com
Phone	(O) 713.972.6461; (M) 703.597.3795
Principle Owners and Key Personnel	
Principle/Owner	Wayne McConnell
Title	Managing Partner
Primary Contact	Chuck Kozlik
Title	Partner

Type of Ownership: ☐ Corporation ☐ Division ☐ Subsidiary
☒ Partnership ☐ Affiliation ☐ Franchise
☐ Proprietorship ☐ Non-Profit Organization
☐ Other Limited Liability Partnership (LLP)

Primary Business: ☐ Manufacturer ☐ Distributor ☐ Retailer ☒ Service ☒ Consulting

Payment Terms 30 days

Tax Identification TIN# (or SS if applicable)
76-0488832

State any other name(s) used for your organization
McConnell Jones

Section B. Business Certification

[http://www.sba.gov/sites/default/files/files/Size_Standards_Table\(1\).pdf](http://www.sba.gov/sites/default/files/files/Size_Standards_Table(1).pdf)



Galveston County Health District

GENERAL PROVISIONS

Vendor Registration Form

CERTIFICATION Check all that apply: Business Size and Type

- SIZE:
- | | |
|------------------------------------------------------------------------|----------------------------------------------------------------|
| <input checked="" type="checkbox"/> Small Business | <input type="checkbox"/> Small Disadvantaged Business |
| <input type="checkbox"/> Certified by SBA as a HUBZone Small Business | <input type="checkbox"/> Woman Owned Business |
| <input type="checkbox"/> Veteran Owned Business | <input type="checkbox"/> Large Business (including non-profit) |
| <input type="checkbox"/> Service-Disabled Veteran Owned Small Business | <input type="checkbox"/> Historically Black College/University |
| <input checked="" type="checkbox"/> Minority Owned | <input type="checkbox"/> Alaskan Native Corporation |
| <input type="checkbox"/> Native American Tribe | <input type="checkbox"/> Other |

Specify _____

Please Note:

Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or woman-owned small business concern in order to obtain a subcontract that is included as part or all of a goal contained in a Contractor's subcontracting plan established to section 8(d) of the Small Business Act, shall (i) be punished by imposition of fine, imprisonment, or both; (ii) be subject to administrative remedies, including suspension and debarment; and (iii) be ineligible for participation in programs conducted under the authority of the act.

You may wish to review the definitions for the above categories in the Federal Acquisition Regulation 19.703 or 52.219-8. If you have difficulty ascertaining your size status, please refer to SBA's website at www.sba.gov/size or contact your local SBA office.

Section C. Payment Information

I, (Vendor Name) McConnell & Jones LLP, authorize GCHD, CHW, GAAA, to initiate electronic entries for the purpose of payment of invoice.

TYPE OF ACCOUNT:

- ☐ Checking account.
☐ Savings account
☒ Business Account (Check this box if the checking or savings account is setup at your bank as a business or commercial account)

ACH BANKING INFORMATION FOR US BANKS

Name on Account: McConnell & Jones LLP
 Financial Institution Name (Please print): Amegy Bank
 Account number at Financial Institution: 5796329901
 Financial Institution Routing Number: 113011258
 Financial Institution Branch Name/Location: Name: Amegy Tower; Branch #: 001;
 Vendor physical mailing address: 1717 West Loop South, 11th Floor, Houston, Texas 77027
 Vendor email address & contact person: Taylor Miller; taylor.miller@amegybank.com



Debarment, Suspension or Proposed Debarment Form

Galveston County Health District

GENERAL PROVISIONS

Debarment, Suspension or Proposed Debarment (FAR 209-5)

I/We are not barred, suspended, or proposed for debarment by the Federal government. If I/We should become debarred, suspended, or proposed for debarment, at any time during our contractual relationship, I/We will notify GCHD, CHW, GAAA in writing of this status.

Part III. – Required Documents to Be Submitted with Questionnaire - Completed IRS Form W-9

Note: Review Title 18 U.S.C. 1001- The penalty for making false statements

By submitting this document, you hereby agree and certify that none of the responses set forth above: (a) contains any untrue or incomplete statement of fact, or (b) omits to state any fact which is necessary to make any of such responses not misleading to a party seeking full information about. Furthermore, the undersigned agrees to notify GCHD, CHW, GAAA in writing within ten (10) days of any significant changes in the status of its business operations, including, but not necessarily limited to, the business classification status indicated in Part I of this document, as well as any other condition that would result in non-compliance with any and all of the applicable governing laws referenced herein."

Chuck Kozlik, Partner

(Printed Name and Title of Authorized Representative)

(Signature of Authorized Representative)

08-10-2023

(Date)

It is the responsibility of the supplier to notify GCHD, CHW, GAAA if the Supplier information or ownership status changes.

**Supplier Code of Conduct Form (3 pages)****Galveston County Health District****GENERAL PROVISIONS****Supplier Code of Conduct**

Galveston County Health District (GCHD), Coastal Health and Wellness (CHW) and Galveston Area Ambulance Authority (GAAA) are organizations with strong values of Integrity. Our Supplier Code of Conduct contains general guidelines for conducting business with the highest standards of ethics. It is what GCHD, CHW and GAAA expects of all our suppliers.

This Supplier Code of Conduct articulates GCHD, CHW and GAAA's expectations of the conduct of suppliers and business partners doing business with GCHD, CHW and GAAA. Suppliers are expected to understand and act consistent with our approach to integrity and responsible sourcing.

As a result, all suppliers of goods and services to GCHD, CHW and GAAA ("suppliers") and the GCHD, CHW and GAAA employees who work with them are expected to conduct themselves with the highest standards of honesty, fairness, and personal integrity. It is critical to our company's stature to maintain high ethical standards by adhering to all applicable laws and avoiding even the perception of impropriety or conflict of interest. We expect suppliers of goods and services to GCHD, CHW and GAAA to maintain the same high standards of business ethics by adhering to all laws and avoiding the appearance of impropriety or conflict of interest.

It is GCHD, CHW and GAAA's policy to cooperate fully with governmental and regulatory authorities in investigating possible violations of applicable laws and regulations. If appropriate, GCHD, CHW and GAAA will assist authorities in the prosecution of persons who engage in illegal conduct. Without limitation, suppliers of goods and services to GCHD, CHW and GAAA, as well as any subsidiary, affiliated and/or member entities supplying goods and services to GCHD, CHW and GAAA, are expected to observe and comply with the following:

HUMAN RIGHTS

Forced Labor - Suppliers will not use slave, prisoner, or any other form of forced or involuntary labor.

Suppliers must take reasonable measures to ensure that all their employees understand the terms of their employment.

Child Labor - Suppliers will not use child labor. GCHD, CHW and GAAA has a zero-tolerance policy regarding the employment of children where the age of employment is not in accordance with applicable laws.

Trafficking in Persons - Suppliers will not engage, directly or indirectly, in human trafficking. GCHD, CHW and GAAA prohibits human trafficking abuses.

Conditions of Employment - Suppliers will comply with applicable laws regulating work hours, wages, and benefits. Employees must be paid in a timely fashion that meets or exceeds legal minimum standards.

**Galveston County Health District****GENERAL PROVISIONS****Supplier Code of Conduct**

Labor Brokers - If necessary for a supplier to use a labor broker, the supplier will ensure the broker employs ethical recruitment practices, complies with applicable laws, and does not withhold identity documents

Harassment & Discrimination

Suppliers will not discriminate based on gender, color, race, national origin, religion, sexual orientation, age, veteran status, disability, or gender identity. Harassment or discrimination of any kind will not be tolerated.

Freedom of Association and Collective Bargaining

Suppliers will comply with applicable laws that recognize and respect the rights of employees to freedom of association and collective bargaining.

WORKPLACE HEALTH & SAFETY

Suppliers will provide clean, healthy and safe environments for their employees that meet or exceed legal standards. Suppliers will have safety procedures for their employees and tracking tools that drive to a goal of zero workplace safety incidents. Supplier employees will have the right to refuse work and report any conditions that do not meet these criteria.

ENVIRONMENT**Continuous Improvement**

Suppliers will increase efficiency throughout their companies and take measures to reduce their carbon footprint, energy use, water use, wastes, and other emissions. Over time, GCHD, CHW and GAAA expects suppliers will establish targets and be transparent in their progress toward their targets.

Responsible Stewardship

Suppliers will look to conserve resources and protect the communities and environment that surround them. GCHD, CHW and GAAA encourages its suppliers to develop and diffuse environmentally friendly technologies and to increase the use of renewable energies.

BUSINESS INTEGRITY**Anti-Corruption/Anti-Bribery**

Suppliers will not tolerate corruption, bribery, embezzlement, or fraud in any form. This includes giving or receiving anything of value, including money, gifts, or unlawful incentives to improperly influence negotiations or any other dealings with governments and government officials, customers, or any other third parties.

Ethical Behavior

Suppliers will avoid conflicts of interest (including in supporting Government contracts the avoidance of unequal access to information, biased procurement ground rule setting and impaired objectivity). Suppliers will also operate honestly and ethically throughout the supply chain and in accordance with

**Galveston County Health District****GENERAL PROVISIONS****Supplier Code of Conduct**

applicable law, including those laws pertaining to: anti-competitive business practices, respect for and protection of intellectual property, company, and personal data (though proper non-disclosure agreement execution), export controls (e.g., providing relevant export control classifications) and economic sanctions (i.e., conducting appropriate screening of the supplier's own business partners).

Reporting and Non-Retaliation

Suppliers will provide an adequate mechanism for their employees to report integrity concerns, safety issues and misconduct without fear of retaliation. Suppliers will also appropriately investigate reports and take corrective action, if needed. Suppliers will prohibit retaliation.

Stakeholder Engagement

Suppliers will communicate these or similar codes to their suppliers and subcontractors. GCHD, CHW and GAAA also encourages suppliers to collaborate closely with local communities to implement projects and strategies that improve the community and those who live there.

Suppliers will develop and implement appropriate internal business processes and policies to ensure compliance with applicable law and this Supplier Code of Conduct. Suppliers will be able to demonstrate compliance with this Code upon our request and will take any action to correct any non-compliance.

Reporting Integrity Concerns to GCHD, CHW and GAAA

Subject to any restriction posed by law, suppliers will promptly inform GCHD, CHW and GAAA of any concern related to issues governed by this Supplier Code of Conduct. GCHD, CHW and GAAA policy prohibits retaliation against any person reporting such a concern. To report a concern, suppliers can always speak directly to their GCHD, CHW and GAAA representative.

Declaration

As indicated by the authorized signature below of an officer of the Supplier Company, Supplier fully understands and agrees to adhere to these principles set forth in the GCHD, CHW and GAAA Supplier Code of Conduct. GCHD, CHW and GAAA may at its discretion request that the Supplier re-sign the Supplier Code of Conduct following material changes in the Supplier's organization or three (3) years after previous Supplier Executive signature.

Supplier Name: McConnell & Jones LLPSignature: Company Address: 4828 Loop Central Dr., Ste. 1000Title: Chuck Kozlik, PartnerHouston, Texas 77081Date: 08-10-2023



W-9 Form

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
McConnell & Jones LLP

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☒ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
4828 Loop Central Drive Suite 1000

6 City, state, and ZIP code
Houston, TX 77081

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

OR

Employer identification number

7 6 - 0 4 8 8 8 3 2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ►

Date ► 01/04/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)


Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Diverse Thinking | Unique Perspectives

Certificate of Insurance

ACORD		MCCON-3		QP ID: KC																																																			
CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 08/09/2023																																																			
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>																																																							
PRODUCER Accountants Program Commercial Services PO Box 392055 Pittsburgh, PA 15251-0055		CONTACT Affinity Insurance Services PHONE (A/C. No. Ext): 866-283-7127 FAX (A/C. No.): 800-567-4028 E-MAIL: acs@aon.com																																																					
INSURED McConnell & Jones LLP 4828 Loop Central Dr, Ste 1000 Houston, TX 77081		INSURER(S) AFFORDING COVERAGE INSURER A: Sentinel Insurance Co Ltd INSURER B: Federal Insurance Co INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 11000 20281																																																			
<p>COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:</p> <p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>INSR LTR</th> <th>TYPE OF INSURANCE</th> <th>ADOL</th> <th>SURR</th> <th>INDR</th> <th>WYD</th> <th>POLICY NUMBER</th> <th>POLICY EFF (MM/DD/YYYY)</th> <th>POLICY EXP (MM/DD/YYYY)</th> <th>LIMITS</th> </tr> </thead> <tbody> <tr> <td>A</td> <td> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: </td> <td></td> <td></td> <td>X</td> <td>X</td> <td>39SBAAE4376</td> <td>08/16/2023</td> <td>08/16/2024</td> <td> EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 </td> </tr> <tr> <td>A</td> <td> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-SCHEDULED AUTOS ONLY </td> <td></td> <td></td> <td>X</td> <td>X</td> <td>39SBAAE4376</td> <td>08/16/2023</td> <td>08/16/2024</td> <td> COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ </td> </tr> <tr> <td>A</td> <td> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 </td> <td></td> <td></td> <td>X</td> <td>X</td> <td>39SBAAE4376</td> <td>08/16/2023</td> <td>08/16/2024</td> <td> EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 </td> </tr> <tr> <td>B</td> <td> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below </td> <td>Y/N</td> <td></td> <td>X</td> <td>N/A</td> <td>71740216</td> <td>08/16/2023</td> <td>08/16/2024</td> <td> <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 </td> </tr> </tbody> </table>						INSR LTR	TYPE OF INSURANCE	ADOL	SURR	INDR	WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			X	X	39SBAAE4376	08/16/2023	08/16/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000	A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-SCHEDULED AUTOS ONLY			X	X	39SBAAE4376	08/16/2023	08/16/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			X	X	39SBAAE4376	08/16/2023	08/16/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000	B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		X	N/A	71740216	08/16/2023	08/16/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
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<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <p>Galveston County Health District is additionally insured with respect to losses arising from work performed by insured for the district. Waiver of subrogation applies. All policies are primary and noncancel/forfeiture. 30-day notice of cancellation to policy named insured, except 10 days for non-payment.</p>																																																							
CERTIFICATE HOLDER Galveston County Health District 9850-A Emmet F. Lowry Exwy Suite A-114 Texas City, TX 77591			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 																																																				

ACORD 25 (2016/03)

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GALVESTON COUNTY HEALTH DISTRICT

TEXAS CITY, TEXAS

Proposal

August 7, 2023



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August 7, 2023

Galveston County Health District
9850-A Emmet F. Lowry Expressway, Suite A-114
Texas City, Texas 77591
Attn: Purchasing – Thursday August 10th at 3:00 p.m. CST
Single Agency Audit RFP 23-0012

We appreciate the opportunity to submit our proposal to provide attest services for Galveston County Health District, (the “District”). Our review of your RFP 23-012 and our empirical knowledge have given us significant insight as to the services you require.

The role of the auditor in your size facility means more than just expressing an opinion on the audited financial statements. It also involves various consulting, accounting, and reimbursement projects, which we believe provide value to your organization. We have attached a partial list of some of the services we provide. We do have certain facets of our firm that we would like to highlight:

- Our firm philosophy is based on having a very experienced staff involved in both the audit and the reimbursement engagements. We understand the correlation between the experience that goes into our work and the quality that is represented in the product we provide.
- Our partners and principal level staff have in excess of 400 years of combined experience in consulting, cost report preparation, strategic planning, and financial audit services.
- We provide our hospitals with tools to help develop reimbursement strategies that can assist you in operations, financial reimbursement forecasting, and obtaining additional reimbursement opportunities.
- We foster continuing consultation by not billing for routine phone calls. We believe that professional relationships are built through open communication between our clients and us and we encourage you to take advantage of this and help build our relationship.

Executive Summary:

We understand that the work to be performed for the District, includes the audit of the combined financial statements, the individual fund statements, and federal grant compliance audit for each major federal program as of and for the year ended September 30, 2023. The audits will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

As part of the audits, we are available to meet with the Board of Directors and executive management as needed at any time during our engagement. We will also issue a Report on Internal Control Over

Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, and a Report on Compliance for each Major Program and on Internal Control over Compliance Required by the Uniform Guidance.

We would anticipate holding a pre-start meeting with executive management in September 2023 to discuss the scope of work, timelines, and to obtain general guidance on target areas or programs desired for review. As soon as the September 30, 2023 fiscal year is closed and we receive the trial balance and related information, we will then follow-up with on-site fieldwork for the audit in October 2023. We will also begin working on year-end data in the office prior to the start of fieldwork. There is a significant amount of work that we can accomplish in the office prior to fieldwork that enables us to work more efficiently and effectively thereby minimizing travel and other out-of-pocket costs. We routinely deliver our audits within four to five months after year-end, so issuing a final report on or before January 31, 2024 would coincide with a regular routine audit schedule for a typical September 30 year-end client.

We believe that the biggest part of meeting deadlines is to have clearly established expectations and communication of what is necessary by all parties, between the client and the auditor. There are always issues that can delay a report, and many are caused by third parties, but we endeavor to meet our client's expectations.

Professional Experience:

Our audit team experience includes audits of larger health systems, small hospitals, as well as Federally Qualified Health Centers (FQHC). Our reimbursement staff works with hospital systems ranging from multi-facility tertiary care providers to critical access hospitals as well as FQHCs. All of our field staff have team members with both reimbursement knowledge and audit experience. We have included the biographical information of all key personnel in Appendix A.

Our firm has more than 400 years of combined experience in consulting, cost report preparation, strategic planning, and financial audit services. We have presented at local and state conferences and meetings for most of the last 25 years, and work on both national and state issues. We have worked with AHA and NRHA on national issues. We are intensely involved in various State and national issues regarding Medicaid.

Our firm maintains a proper level of independence with all our audit clients and likewise has that same level of independence with the District. We do not foresee any issues that would prevent us from meeting proper independence requirements upheld in applicable auditing standards.

Audit Approach:

The audit process is a computerized process whereby we use FX Engagement software, which utilizes the Microsoft Office programs such as Excel and Word. We also have a secure portal where large amounts of data and/or protected data can be exchanged rather than having to encrypt files and send them via email.

The District's staff will prepare all cash, legal, debt or other confirmations that we may request and will locate any documents selected by us for testing. They will provide us with the detailed trial

balances and supporting schedules we deem necessary. Additionally, we may ask them to provide certain reconciliations and statistical data. A list of such schedules will be furnished to you shortly after we begin the engagement.

While in the field, the auditors will meet with a board member and members of executive management for some standard questions and required communications. The auditors will also meet with members of executive management as issues and/or questions arise during the engagement to discuss findings and resolutions. We foster open communication and welcome discussion from management at every stage of the engagement. We are available for conference calls and face-to-face meetings as needed throughout the engagement.

Please see Appendix A-10, for a more detail discussion regarding our audit approach.

Business Management:

Administrative Data

Aaron Milligan, CPA will be the audit partner assigned to the engagement and is authorized to conduct negotiations regarding this proposal. Aaron can be reached via telephone at (806) 776-0562, or email at aaronm@durbinco.com.

The audit will be conducted primarily from our Lubbock office location as the audit partner assigned to the engagement is located in this office; however, we may have other staff from our Richardson and Waco offices assist on the audit as well.

Key Personnel

Durbin & Company L.L.P. is committed to recruiting and retaining quality staff for all facets of our firm. We have experienced sustained growth over the past five years and have added to our already diverse workforce. Our additions include new graduates with little to no experience as well as audit partners with more than 20 years of healthcare audit experience from other healthcare firms and everything in-between. During this time of growth, we have retained a high number of long tenured employees and lost very few to other endeavors. The average length of employment for all of our professional staff is between 4- and 5-years firm-wide with many of the upper-level staff having a longer tenure.

The following is a list of key personnel that will be available to perform and carry out all phases of the audit engagement:

<u>Name</u>	<u>Labor Category</u>
Aaron Milligan, CPA	Partner
Natalie Oud, CPA	In-Charge
Melissa Haigood, CPA	In-Charge
Christy Smith	Staff
Olivia Garza	Staff

Fee Schedule:

The range of fees for the services related to your facility for the 2023-2025 fiscal years are estimated as follows:

September 30, 2023					
	Hours		Hourly Rate	Fees	
	Low	High		Low	Maximum
Audit of the District's Combined Financial Statements and the Individual Funds Financial Statements:					
Partner (1)	40	- 50	\$ 375	\$ 15,000	- \$ 18,750
In-Charge (1)	130	- 140	\$ 195	\$ 25,350	- \$ 27,300
Staff (1)	130	- 140	\$ 140	\$ 18,200	- \$ 19,600
Financial Statement Audit Total	300	- 330		\$ 58,550	- \$ 65,650
Single Audit in Accordance with the Uniform Guidance:					
Partner (1)	15	- 25	\$ 375	\$ 5,625	- \$ 9,375
In-Charge (1)	30	- 40	\$ 195	\$ 5,850	- \$ 7,800
Staff (1)	30	- 40	\$ 140	\$ 4,200	- \$ 5,600
Single Audit Total	75	- 105		\$ 15,675	- \$ 22,775
Grand Total Fiscal Year 2023	375	- 435		\$ 74,225	- \$ 88,425

September 30, 2024						
	Hours		Hourly Rate	Fees		
	Low	High		Low	Maximum	
Audit of the District's Combined Financial Statements and the Individual Funds Financial Statements:						
Partner (1)	30	- 40	\$ 390	\$ 11,700	- \$ 15,600	
In-Charge (1)	125	- 135	\$ 200	\$ 25,000	- \$ 27,000	
Staff (1)	125	- 135	\$ 145	\$ 18,125	- \$ 19,575	
Financial Statement Audit Total	280	- 310		\$ 54,825	- \$ 62,175	
Single Audit in Accordance with the Uniform Guidance:						
Partner (1)	15	- 25	\$ 390	\$ 5,850	- \$ 9,750	
In-Charge (1)	30	- 40	\$ 200	\$ 6,000	- \$ 8,000	
Staff (1)	30	- 40	\$ 145	\$ 4,350	- \$ 5,800	
Single Audit Total	75	- 105		\$ 16,200	- \$ 23,550	
Grand Total Fiscal Year 2024	355	- 415		\$ 71,025	- \$ 85,725	

Fee Schedule (Continued):

		September 30, 2025			
		Hours		Hourly Rate	Fees
		Low	High		Low Maximum
Audit of the District's Combined Financial Statements and the Individual Funds Financial Statements:					
Partner (1)		30	- 40	\$ 405	\$ 12,150 - \$ 16,200
In-Charge (1)		125	- 135	\$ 205	\$ 25,625 - \$ 27,675
Staff (1)		125	- 135	\$ 150	\$ 18,750 - \$ 20,250
Financial Statement Audit Total		280	- 310		\$ 56,525 - \$ 64,125
Single Audit in Accordance with the Uniform Guidance:					
Partner (1)		15	- 25	\$ 405	\$ 6,075 - \$ 10,125
In-Charge (1)		30	- 40	\$ 205	\$ 6,150 - \$ 8,200
Staff (1)		30	- 40	\$ 150	\$ 4,500 - \$ 6,000
Single Audit Total		75	- 105		\$ 16,725 - \$ 24,325
Grand Total Fiscal Year 2025		355	- 415		\$ 73,250 - \$ 88,450

Our estimate reflects the fact that there are many variables that may affect the fee. Among those variables are accounting and reporting issues arising that may lead to more complexity and an initial period audit. To the extent that we are able to utilize members of your staff to assist in the preparation of financial statements, schedules and reconciliation of accounts, and the level of variances we encounter in our audit tests of your accounts, we will adjust our fees accordingly. We have found that our audits are more efficient when we receive client account reconciliations in our office before the start of fieldwork. We would expect the fee to remain consistent from year to year with a three to five percent increase for future years, assuming the scope of the work, quality of records and support of the District's staff remains consistent as well.

We understand that you may wish to have various additional accounting or consulting services and we certainly can provide those at your request. Our fee structure for the additional financial and consulting services ranges from \$140 an hour to \$375 an hour for services billed. Our analysis of potential opportunities will be communicated to you and certain other approved services may be provided. The actual fees for these services will be billed based on the hours necessary to complete the requested service and may differ from the estimates provided.

We do not incur significant fees for additional services, without notifying you. We feel that an open dialogue without fear of exorbitant additional charges is best for both of our organizations and therefore we do not bill for routine phone calls or e-mail correspondence.

It is our policy to render progress billings semi-monthly during the engagement. Invoices are due upon receipt. If necessary, other arrangements can be made in advance.

Additional Information:

Appendix A includes a more detailed firm biography providing a summary of Partners and Key Staff, a summary of services and practice methodologies and the select listing of clients.

Please refer to Appendix B for a copy of our most recent peer review.

We appreciate the opportunity to present our Firm to you and hope that it conveys our sincere interest in serving as the Independent Certified Public Accountants for Galveston County Health District. We are convinced that we offer the highest quality of service and would be very proud to have the District among our distinguished clients.

Very truly yours,
Durbin & Company, L.L.P.

Aaron Milligan

Aaron L. Milligan, CPA
Partner

APPENDIX A



Durbin and Co., LLP
Certified Public Accountants

Discovery Healthcare Consulting Group, LLC

Discovery Medical Network, Inc.

Firm Services and Key Staff Bio 2023

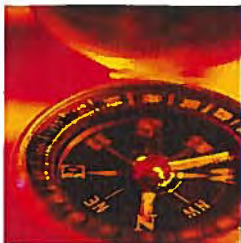
*A comprehensive healthcare consulting group
that offers solutions
tailored to your specific needs...*

101 West Renner Road
Suite 475
Richardson, Texas 75082
(972) 312-9102

400 Austin Ave
Suite 1001
Waco, TX 76701
(254) 757-2448

1500 Broadway, Suite 1000
Lubbock, Texas 79401
(806) 791-1591

DHCG and DMN are consulting firms and are not licensed by the Texas
Board of Public Accountancy as a CPA firm.



Firm Structure

DURBIN & COMPANY, LLP

Was founded in 1981 and is a registered public accounting firm in Texas. Our firm is a member of the Private Companies Practice Section of the AICPA, and we have a professional peer review by an independent CPA every three years. Accounting firms can receive a rating of pass, pass with deficiencies, or fail on a peer review. Our 2014 year peer review was a rating of pass. DCO performs financial audits on hospital and healthcare facilities throughout Texas and a small number in Oklahoma.

DISCOVERY HEALTHCARE CONSULTING GROUP, LLC

DHCG is an wholly owned affiliate offering various consulting and advisory services. DHCG focuses on concepts in management consulting, including restructuring troubled hospitals, lender oversight and compliance. DHCG has worked with various strategies for Medicaid supplemental payment programs which currently funds approximately several hundred million dollars of new supplemental dollars to Texas Hospitals. We have been very active with the new Texas 1115 Waiver program and have been assisting with the Regional Health Partnership development. DHCG is the managing member of Discovery Medical Network, Inc. DHCG is not a registered public accounting firm.

DISCOVERY MEDICAL NETWORK, INC.

DMN is a Texas non profit 119.001(b) physician organization. DMN was formed as a multi location entity to provide an employment model for contracted physician services. Due to the IRS's current position on contract services, DMN has provided an alternative way to recruit and retain physicians in Texas. DMN is contracting various physician services to rural health clinics, private clinics, and hospital emergency rooms. DMN offers full benefit management, malpractice insurance, and retirement benefits. DHCG is the managing member of DMN.



Partners & Key Staff

J. BRANDON DURBIN

Brandon has over 32 years of accounting and consulting experience, primarily in healthcare. Brandon has been involved in public accounting and has prepared a countless number of cost reports for hospitals and other providers. The consulting services have included non-reimbursement areas such as physician contracting and joint venture structures, physician group formation, hospital development, acquisitions and sales of hospitals, foundation structures, and many other services for community hospitals, investor owned facilities, and health systems. Brandon leads our consulting practice which includes development and strategic projects, joint ventures, reimbursement projects and Medicaid disproportionate share and supplemental payment programs. Brandon has consulted with the Medicare Payment Advisory Commission (MedPAC), served as a technical advisor for the Rural Hospitals Issues Group, a Federal Advisory Committee for HRSA, a technical advisor to the Flex Program and to the University of North Carolina Health Policy Research Center. Brandon is involved with various health advocacy organizations as a speaker, board member, and committee member. Brandon is a CPA and a partner.

J. BRENT FULLER

Brent has in excess of 30 years of experience in Medicare reimbursement for acute care hospitals, cancer hospitals, academic medical centers, and many other specialty health care providers. Prior to joining our firm, Brent was the Regional Director of Audit Field Offices for Trailblazer Health Enterprises, LLC (Trailblazer). This included all offices in Texas, New Mexico, and Colorado. While with Trailblazer, Brent was also assigned to the Office of Inspector General, for various health care audits. Brent led many audits dealing with the highly complex and technical issues, including issues of graduate medical education, organ transplants, and disproportionate share. Brent manages most of our larger hospital's cost reports, cost report strategies, and works with major reopening's and appeals, as well as special reimbursement projects and projections. Brent has also participated in speaking engagements for several healthcare advocacy groups. Brent is a CPA and a partner.

D. MARK HAVINS

With over 24 years in healthcare finance, all of Mark's experience consists of hospital financial and operational management. He has over nine years of experience in not-for-profit settings and over 13 years working in the for-profit arena. He has held various CFO positions over the past 12 years. These range from surgical hospitals to rehab hospitals to acute hospitals to holding a regional CFO position managing 14 rural hospitals for a not-for-profit system. Mark provides various consulting and interim assistance to hospitals, working to strengthen their interim reporting and system development. Mark also consults in development and compliance with rural health clinics and federally qualified health centers, and physician issues. Mark manages Discovery Medical Network, a physician employment organization. Mark is a partner with our firm.



Partners and Key Staff

TOMMY L. DAVIS

Tommy also has over 20 years of accounting and consulting experience, primarily in healthcare. Tommy has been involved in public accounting and has been involved with hundreds of financial statement audits for proprietary, not for profit, and public hospitals. Tommy was a shareholder and Audit Director for Parrish Moody & Fikes, PC, based in Waco, Texas. Tommy's experience allows him to provide various financial accounting & consulting services. Tommy is a member of HFMA. Tommy is a graduate of New Mexico State University, with a BBA in Accounting. Tommy is a CPA and a partner.

SHONNA CANNADAY

Shonna has over 20 years of accounting experience, with the last 16 being in healthcare. She is a Reimbursement Partner and supervises the presumptive charity eligibility program, cost reporting, DSH/UC, and S-10 audits. She has worked in both audit and reimbursement. She has prepared numerous Medicare cost reports for hospitals, free standing nursing homes, home health agencies and hospice facilities, as well as Medicaid cost reports for community Based Alternatives, Primary Home Care, Nursing Facilities, and Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Condition. She is heavily involved in special reimbursement projects and projections, as well as Medicare/Medicaid compliance and reporting including: DSH/UC, S-10 audits, AHA surveys, and graduate medical education. She has more recently participated in speaking engagements for several healthcare advocacy groups on healthcare reimbursement topics. Shonna is a Texas Tech University graduate with a BBA in Accounting and a BBA in Management and holds a Master's in Accounting from Texas A&M-Commerce. Shonna is a member of HFMA and a partner.

ANDREW CASTILLO

Andrew has over 15 years of experience in auditing and consulting, providing services in multiple industries, including healthcare, governmental, not-for-profit, construction, and manufacturing. Andrew has been with our firm for over 10 years and is primarily involved in financial statement audits, financial reporting, and Single Audits. Andrew is a graduate of Texas Tech University and is a CPA and a partner.

AARON MILLIGAN

Aaron began his career with our firm in 2006 and has been primarily involved with the financial audits, financial reporting, and cost report preparation. Aaron has performed many single audits and has experience in hospitals, clinics, and federally qualified health centers. Aaron is a graduate of Texas Tech University. As Partner, Aaron now leads many of the audit engagements we perform and has developed many client relationships through his personal interactions and knowledge of the work product he provides. Aaron is a CPA and a partner.

STEVEN THUMMEL

Steven has over 20 years of experience in healthcare auditing, providing services to a broad spectrum of clients, including hospitals, long-term care facilities, and community health centers. Most recently, he served as an Internal Audit Manager for CHAN Healthcare where he managed the internal audit function at Providence Healthcare Network in Waco, TX. Steven holds a Bachelor of Science in Business Administration from Sterling College in Sterling, Kansas and is a CPA and a partner.



Partners & Key Staff

TIM LEJEUNE

Timothy LeJeune comes to us with over 30 years working with Medicare Reimbursement experience, including the auditing of provider cost reports for three different Fiscal Intermediaries (FI) and Medicare Administrative Contractors (MAC). Throughout his career, Tim has developed a thorough knowledge of Medicare requirements, policies, and procedures including a background in cost report auditing, reimbursement principles, financial analysis, budgeting, and management controls. In his career, he has developed extensive knowledge of many Medicare reimbursement activities to include cost-based reimbursement, Provider-Based Determinations, HITECH (EHR) audits and reviews, scoping of field audits, appeals and Hospital Wage Index. Most recently and prior to joining Discovery Healthcare, Tim worked at Novitas Solutions, Inc. as the Director of Audit for A/B MAC Jurisdiction H. As Director of Audit, Tim directed the operations of 11 audit teams consisting of 10 to 15 audit/accounting professionals in various offices located in Dallas, TX; Columbus, GA; Jacksonville, FL; Pittsburgh, PA and Milwaukee, WI. Tim also has previous experience with the outgoing Jurisdiction 4 A/B MAC, Trailblazer Health Enterprises, LLC, as well as the FI for Kansas, Blue Cross and Blue Shield of Kansas in various management and non-management roles. Tim is a graduate of Washburn University with a BBA in Accounting.

FLORENCE NG

Florence came to DHCG from a long tenure with the Medicare Administrative Contractor—Trailblazer Health Enterprises. Florence has over 30 years of healthcare experience in reimbursement field audit, desk audit, and most recently, she served as Director of Provider Enrollment for Trailblazer. Florence is a real value in the enrollment and recertification process for Medicare and Medicaid, as well as provider based attestation completion. She has worked with hospitals; FQHC, RHC, SNF, HHA, and many other certified healthcare entities. Florence has participated in many training engagements where she taught administrative contractor audit staff many different facets of Medicare reimbursement. Florence, as well as the two gentlemen listed below, also worked closely with the Trailblazer quality review team to ensure compliance in meeting CMS expectations from the audit contractor perspective.

LAUREN DUDLEY

Lauren has over 17 years in healthcare and financial accounting experience. The majority of her healthcare career has been centered at the hospital level in various management and non-management roles, which encompassed extensive financial analysis and reporting, budgeting, all aspects of the month-end close process, and revenue cycle analysis. Currently Lauren is involved in reimbursement related projects including: Medicare and Medicaid cost report compilation and filing, area wage index review, and state DSH/UC appeals and filings. Lauren is a graduate of Texas Tech University with a BBA in Accounting and is a CPA.



Partners & Key Staff

LARRY JORDAN

Larry has also been in Healthcare Finance and Reimbursement for over 30 years, of which the majority has been serving in management and oversight role with Trailblazer. Larry has spent many years serving as first Auditor, Review Specialists and most recently, Manager of the Administrative Contractor's San Antonio Field Office handling cost report audits for many of the larger healthcare systems throughout Texas. Larry began his career working in the Accounting Department at University Hospital (Bexar County Hospital District) in the periods of "Cost Reimbursement" learning reporting principles before the days of cost reporting and reimbursement software. As mentioned, Larry has progressed into managing and reviewing cost reports for some of the larger multi-faceted healthcare systems in Texas, such as U.T. M.D. Anderson Cancer Center, Memorial-Hermann, and Baptist Healthcare System in San Antonio. He has worked with all levels of reimbursement reporting, inclusive of cost based facilities, TEFRA reimbursed entities, FQHCs and RHCs, and certainly prospectively paid (PPS) as well.

TRAUDI BANDURA

Another one of our principal members with many years in healthcare, Traudi has over 30 years of experience in reimbursement and financial reporting, including large academic medical centers, hospital systems, and children's hospitals. Her reimbursement consulting background includes over 10 years with Ernst and Young, as well as finance and reimbursement management positions with large for-profit and non-for-profit hospital systems. She has developed a comprehensive approach to Medicaid DSH enhancements, as well as organ transplant assessments. Among her many accomplishments in Medicaid and Medicare regulatory and compliance matters are: organ transplant reimbursement improvement, area wage index process design and reviews involving large metropolitan areas, successful resolution of federal and state disproportionate share reviews and appeals, Home Office cost report strategies, CHOW's, provider based provider issues. Traudi manages reimbursement and regulatory initiatives and projects; relationships and solutions for our healthcare clients. She is a CPA, has a Masters in Finance from St. Louis University; is a fellow in the HFMA (FHFMA) and a member of ACHE.

THOMAS KLEMENT

Thomas has 20 years of public accounting and healthcare experience, and was previously with Parrish Moody & Fikes, PC having worked in both audit and cost report services. Thomas is a graduate of Western New Mexico University and is a member of HFMA.



Partners & Key Staff

GREG CALLAHAM

Greg has over 25 years of accounting experience, with approximately 20 of these being in healthcare. Greg was originally with the Internal Revenue Service, involved with criminal investigation of financial crimes. Greg then spent five years as an auditor with Trailblazer Health Enterprises, performing various cost report audits and investigations. Greg joined our firm in 2006. Greg has experience in both financial audit and cost reporting divisions of our firm. Greg has prepared Medicare cost reports for all types of hospitals, free standing nursing homes, home health agencies and hospice facilities, as well as Medicaid cost reports for Community Based Alternatives, Primary Home Care, Residential Care/Assisted Living and Home and Community Based Services/Texas Home Living programs. He is heavily involved in Medicaid compliance and reporting, disproportionate share programs, and working with various annual reports, such as the AHA survey.

JOAN COPELAND

Joan Copeland has been working in healthcare reimbursement for over 24 years. She began her career working as a Medicare auditor at Blue Cross & Blue Shield of Texas, where she conducted audits and managed audit teams in reviewing the cost reports of acute care hospitals, hospitals with major teaching programs, and disproportionate share hospitals. Her experience also includes four years at Scott and White Memorial Hospital in Temple, TX, coordinating the Medicare, Medicaid, and Champus reporting and helping with the establishment of reimbursement processes for the start-up of its transplant program. Most recently, she worked for 17 years with Baylor Healthcare System/Baylor Scott and White Health, where she was responsible for its large teaching, disproportionate share, and transplant hospital. While at Baylor she coordinated all areas of reimbursement including monitoring 340b qualification, allied health programs, audits, re-openings and appeals. In addition, she is well versed in monthly contractual & reserve analysis and journal entry preparation. Joan has extensive knowledge of Organ Reimbursement strategies and reimbursement and has worked closely with organ procurement organizations regarding proper reporting. She has achieved exceptional results in Organ Acquisition cost report preparation, pre-transplant charge accumulation, and time study procedures and training. She also excels in Indirect Medical Education and Graduate Medical Education issues including FTE time tracking software, counting of time in non-provider settings, non-approved program reporting and the start-up of new medical education programs. Joan is a graduate of Ouachita Baptist University in Arkadelphia, Arkansas, with a BA in Accounting.



Partners & Key Staff

TOM JOHANSEN

Tom has over 26 years of experience in the Medicare reimbursement field. He started his career as a Medicare auditor and for the last 20 years has served as a reimbursement manager with both for-profit and non-profit healthcare corporations. His most recent position was Reimbursement Manager with Baylor Scott & White Health and Baylor Health Care System. As Reimbursement Manager for the systems flagship hospital Baylor University Medical Center, Tom was responsible for all aspects of Medicare & Medicaid reimbursement. Over his career Tom has gained extensive experience with Medicare & Medicaid cost report and reimbursement issues as well as the financial challenges faced by both individual and system based hospitals. In his capacity as reimbursement manager Tom was directly involved in the reporting, management and analysis of medical education, transplant-organ acquisition, disproportionate share adjustment, paramedical education, bad debt, Electronic Health Record (E H R) calculations, pay for performance programs , and formulation of reimbursement policies and procedures. His responsibilities included Medicare cost report filings appeals, re-openings, Medicare audits and other governmental reviews including Medicaid and OIG audits. In addition, Tom was responsible for reviewing the long range financial forecast and annual budget as well as modeling the financial impact of potential operational changes from a reimbursement perspective. Tom provided the hospital CFO with monthly contractual analysis and periodic rate testing and verification of Medicare logging system DRG calculations. He worked closely with the managed care department to ensure that appropriate payments were received for solid organ transplant claims. Tom believes a large part of his success in the reimbursement field is attributed to excellent training, exposure to many different types of healthcare organizations, establishing effective communication with stakeholders and maintaining the relationships he has established based on value added service, earned trust and mutual respect. Tom holds a BBA in Accounting from the University of Texas at Arlington, is a Certified Public Accountant and is a member of HFMA and AHLA.



Offices & Contact

Lubbock

1500 Broadway, Suite 1000
Lubbock, Texas 79401
806-791-1591

Richardson

101 West Renner Road, Suite 475
Richardson, Texas 75082
972-312-9102

Waco

400 Austin Avenue, Suite 1001
Waco, TX 76701
254-757-2448

www.dhcg.com



Audit Process

Our firm focus and objective is somewhat unique, in that we do not intend to provide ALL services to our clients. We focus on providing audit and reimbursement services to the healthcare industry as our only service.

We also differ in that our partners are part of the fieldwork and the reimbursement preparation. While many firms utilize staff accountants on the fieldwork, we believe that the greater service is to have significant partner and manager time on site in the facility. We have found that the efficiencies this creates do not escalate the cost, but does improve client service and communication. These are the keys to any audit engagement.

Our audit work plan has 5 major steps which are described below. There are detailed processes for each phase, available upon request.

- Phase 1 - Obtain a detailed understanding of your organization, internal control design and implementation, and risk assessment.
- Phase 2 - Plan and coordinate. Conduct interviews with the audit committee and key management personnel.
- Phase 3 - Audit of accounts.
- Phase 4 - Prepare and review financial statements.
- Phase 5 - Issue audit report, management letter, letter to those charged with governance, and cost report.

Our audit work is based on an audit risk approach. This means the areas with the highest risk are subject to the greatest scrutiny. We normally judge receivables and related reserves to be high risk. Third-party settlements and accounts payable tend to also be high risk. Intangible and amortizable assets are subject to valuation risk, as are reserves for third-parties and receivables.

Our audit fieldwork is usually sufficient for us to be able to propose most if not all of the adjustments other than the cost report settlement, at the time of fieldwork. This prevents surprises and other issues later. We hold an exit conference and provide our work papers at the end of fieldwork. This also enables the hospital to make the audit adjustments, and provide current financials reflecting such adjustments.



Cost Report Services

PREPARATION SERVICES

These services can range from compilation and assembly services to in-depth review and compliance testing. We can also perform preparation assistance only for specific areas of the cost report, such as areas described below as complex issues. Certain specific areas may warrant detailed compliance based on the amount of financial and compliance risk.

COMPLIANCE SERVICES

This type of service is focused on reviewing your internal preparation processes, with an emphasis towards compliance with Medicare / Medicaid regulatory standards and audit guidelines.

COMPLEX ISSUE REVIEW

This is a focused review of specific reimbursement areas, primarily related to areas subject to retroactive adjustments, such as Disproportionate Share (DSH), Graduate Medical Education (GME / IME), Transplant—Organ Acquisition Cost, Wage Index Review, and cost based services for Cancer and Critical Access Facilities.

APPEALS AND REOPENING

While we would prefer for all hospitals to receive their reimbursement right the first time, we realize that many times an appeal or reopening, or request for an exception payment may be the only way to receive the reimbursement that a provider is due. These services are structured as a fee arrangement if the item is not subject to regulatory audit and review or on a performance fee basis if the item is subject to a final regulatory or administrative determination. This will be done in a manner that is in compliance with standards promulgated by Texas state Boards of Public Accountancy.



Rural Hospitals

We have extensive experience in cost based reimbursement from cancer facilities, former exempt facilities and critical access facilities. Rural Medicare provisions tend to also affect many suburban providers.

Specific Rural Reimbursement Strategies include

- Wage index reclassification
- Sole Community Hospital Classification
- Medicare Dependent Classification
- Medicare DSH scrubbing
- “Hold Harmless” Strategies
- Volume Decrease Adjustments
- Lower of Cost or Charge appeals
- Rural Health Clinics
- Medicaid Rate reviews, including DSH and UPL
- Clinic design and physician contracts
- Focused Medicaid cost based services (Rural providers still receive cost reimbursement of most Medicaid services)

Critical Access Reimbursement Strategies include

- Cost and Rate strategic services
- Cost Center Design
- Interim Rate Reviews
- Monthly and quarterly cost settlement projections
- Home office reimbursement concept

In addition, we also provide our standard services of cost report preparation, DSH and bad debts services as described elsewhere.



Bad Debts

Although the CMS regulations governing this reimbursement area have seen very few revisions since their implementation, the interpretation and application of these regulations by the Medicare regulatory agencies have seen numerous revisions during the past few years. Our experience from the Intermediary side has allowed us to be part of the process that implemented these changes.

The intermediary's audit technique is based on sampling, where \$1 disallowed could have a multiple dollar effect. Therefore it is just as important to not over claim bad debts as it is to claim what you are entitled. We can provide expertise to maximize the Medicare reimbursement for bad debts claimed on the cost report through the following:

- Proper bad debt policy for write-offs for all payer classes;
- Proper preparation of bad debt claims listing;
- Proper reporting of bad debt claim amount (deductible/coinsurance for covered Medicare services);
- Proper documentation of 120 days of collection efforts for non-indigent patients;
- Proper documentation for handling of Medicare as secondary payer claims;
- Proper documentation for supporting determination of indigent status;
- Use of a collection agency for documenting proper collection efforts;
- Proper reporting of recoveries related to prior years' claimed bad debts;
- Proper handling of dual-eligible (Medicare and Medicaid) patients.

This reimbursement area continues to be under constant review and changes from Congress and the regulatory agencies. We maintain constant review of these changes to ensure that you will continue to receive the maximum allowable reimbursement for Medicare bad debts.



Reimbursement Analysis

The following is a partial list of other services we provide to our healthcare clients:

- ▽ Cost Report analysis
- ▽ Wage Index Reporting and Review
- ▽ Cost Report Appeals
- ▽ Physician Contracting
- ▽ Physician Compensation Structure
- ▽ Ownership Structure and Liability Protection Planning
- ▽ Sales and Acquisitions
- ▽ Medicaid Cost Reporting filed w the Dept. of Aging and Disability Services (DADS)
- ▽ Nursing facility, Community Based Alternative, and Primary Home Care rate enhancement review
- ▽ Federally Qualified Health Center / Rural Health Clinic Rate Reviews
- ▽ Rebasing for Medicaid PPS Rates
- ▽ Medicaid DSH and UCC consulting (to include presumptive charity eligibility)
- ▽ Ancillary Service Ventures
- ▽ Affiliated Hospital Ventures
- ▽ Federally Qualified Health Center / Rural Health Clinic Development
- ▽ Rural Health Clinic operations examinations (Examine the revenue collections and cycle in depth)
- ▽ Geographic Reclassification
- ▽ Medicare Disproportionate Share Appeals
- ▽ PRRB Appeal Compilation and Support
- ▽ Medicare and Medicaid Enrollment and Recertification
- ▽ Interim Cost Report and rate setting processes
- ▽ Price Transparency Reporting and Review



Transplant - Organ Acquisition Reimbursement

Organ acquisition is a significant area of concern to hospitals due to the complexity, materiality and related compliance issues. The cost based reimbursement for organ acquisition services has brought much scrutiny in recent years from many regulatory agencies, including regional Medicare Audit Contractor Audits -CMS, Office of Inspector General audits and continues to be an area of focus in compliance reviews.

Our services are designed to ensure that transplant hospitals receive full reimbursement entitlement while maintaining compliance with Medicare regulations. Our comprehensive approach involves gaining a thorough understanding of the hospital transplant program operations and organizational structure. Next, we assess whether the reimbursement is appropriately claimed on the cost report by reviewing processes for data collection and the data elements included in the cost report reimbursement calculation. We provide the client with a written report with recommendations based on our findings.

Our review of the transplant program and related Medicare reimbursement will generally include the following:

- Evaluation of pre-transplant evaluation charge capture and reporting
- Review of time studies
- Training for transplant program staff
- Assist with cost report preparation
- Direct & indirect expense analysis
- Review cost allocation (statistical) methodologies and data
- Review of organ count
- MSP organ count procedures
- Living and cadaver donor charges and statistics
- Consultation on managed care contracts-strategies



Transplant - Organ Acquisition Reimbursement

Other services provided:

- Cost report audit support
- Cost report amendment or reopening support
- Cost report appeals
- Financial analysis of various aspects of transplant program
- Managed Care contract and billing support
- Time study policies and design
- Transplant reimbursement policy review
- Collaborate with hospital to develop tool for estimating interim receivable/payable for organ acquisition reimbursement
- Audit history analysis
- Square footage reviews

Discovery Healthcare Consulting Group would like to use our experience and knowledge to build a relationship with our clients. We hope to become the transplant hospitals most trusted advisor while building a collaborative partnership to produce exceptional results.



Other Services

The following is a partial list of other projects and services we provide:

- ▽ Projection preparation, internal users
- ▽ Pro Forma and projection examinations and opinion, external users
- ▽ Charge Master matching compliance
- ▽ Wage Index review and appeals
- ▽ Volume decrease appeals
- ▽ Medicaid managed care appeals
- ▽ Nominal charge provider redeterminations
- ▽ Medicaid disproportionate share application and appeals
- ▽ ESRD appeals
- ▽ FQHC / RHC rate appeals
- ▽ Financial modeling and reporting
- ▽ Benchmarking and database development
- ▽ Federally Qualified Health Center / Rural health clinic operation examinations (Examine the revenue collections and cycle in depth)
- ▽ Productivity benchmarking development
- ▽ Home Health profitability analysis
- ▽ State Medicaid DSH analysis
- ▽ Medicaid Uncompensated Care payment facilitation
- ▽ Ambulance UPL Application and Reporting
- ▽ Qualification of HPSA and MUA consulting
- ▽ Medicaid CBA and PHC Rate Enhancement applications
- ▽ Delivery System Reform Incentive Program (DSRIP), CHIRP, TIPPS, RAPPS planning guidance
- ▽ Uncompensated and uninsured analysis and reporting (formerly UPL)



Other Matters

PHONE CALL POLICY

We do not charge for routine phone calls or faxes, made or received. We feel this is an impediment to quality service. Additionally, we find that communication is vital for us to meet our clients needs. We do charge for the services that relate to a specific project or engagement, which may include phone call time.

INDEPENDENCE

Durbin & Company, LLP is independent with respect to providing audit services for your facility.

We do not have any conflicts that we feel would prohibit or impair our objectivity in performing this engagement.

Any various consulting services that we have provided in the past have been explanatory in nature and have not involved any management decision making.

We would be amenable to discuss this engagement with your audit committee, reimbursement committee or board.

All of our partners are licensed by the Texas Board of Public Accountancy.

FIRM QUALITY CONTROL

Our firm is a member of the Private Companies Practice Section of the AICPA, and we have a professional peer review by an independent CPA every three years. Our most recent peer review was a rating of Pass for our year ending 2020. In addition to the independent peer review, we have an internal quality assurance and control program to monitor our engagements. We randomly select engagements each year through this internal monitoring program, and apply the same techniques that are used during the independent peer review. We also require that our professional staff receive continuing professional education hours that average 120 hours every three years.

ENGAGEMENT TIMING

Since our firm focuses on providing services to healthcare providers, we have tailored our audit approach to meet the mandated Federal deadlines as well as the desired deadlines appropriate for each facility. We will plan our engagement and have staff availability to meet whatever deadlines the hospital desires. Some of the information required for the cost report is not usually made available by Medicare until the fourth month after the year-end, but these reports can be advanced if necessary to meet your various deadlines. We have prepared cost reports with interim data when it is required to have financial numbers for public reporting.



Selected Clients

Amistad Community Health Center	Corpus Christi
Anson General Hospital	Anson
Baylor Health System	Dallas
Baylor County Hospital	Seymour
Bristow Medical Center	Bristow, OK
Clay County Memorial Hospital	Henrietta
Chambers Health	Anahuac
Children's Medical Center Dallas	Dallas
Childress Regional Medical Center	Childress
Cochran Memorial Hospital	Morton
Columbus Community Hospital	Columbus
Comanche County Medical Center	Comanche
Connally Memorial Medical Center	Floresville
Concho County Hospital	Eden
Coon Memorial Hospital	Dalhart
Coryell Memorial Hospital	Gatesville
Covenant Healthcare System	Lubbock
Covenant Hospital	Levelland
Covenant Hospital	Plainview
Cross Timbers Health Clinics	De Leon
DM Cogdell Memorial Hospital	Snyder
Driscoll Children's Hospital	Corpus Christi
East Texas Border Health Clinic	Marshall
El Campo Memorial Hospital	El Campo
Electra Hospital District	Electra
East Texas Medical Center	Tyler
Faith Community Hospital	Jacksboro
Frontera Healthcare Network	Eden
Frio Regional Hospital	Pearsall
Gonzales Healthcare Systems	Gonzales
Goodall Witcher Hospital Authority	Clifton
Grace Clinic & Hospital	Lubbock
Graham Regional Medical Center	Graham



Selected Clients

Hamlin Hospital District	Hamlin
Health Services of North Texas	Denton
Heart of Texas Memorial Hospital	Brady
Hendrick Health Care System	Abilene
Jackson County Hospital District	Edna
Karnes County Hospital District	Kenedy
Lamb Healthcare Center	Littlefield
Longview Wellness Center, Inc.	Longview
Lynn County Hospital District	Tahoka
Martin County Hospital District	Stanton
McCulloch County Hospital District	Brady
M. D. Anderson C.C.	Houston
Medical Arts Hospital	Lamesa
Mitchell County Hospital District	Colorado City
Nocona General Hospital	Nocona
Palo Pinto County Hospital District	Mineral Wells
Pampa Regional Medical Center	Pampa
Parkland Health System	Dallas
Rankin County Hospital District	Rankin
Reagan Hospital District	Big Lake
Rolling Plains Hospital District	Sweetwater
Shackelford County Comm Resource Ctr	Albany
Shannon Medical Center	San Angelo
Sunrise Canyon (MHMR of Lubbock)	Lubbock
Tejas Health Care	La Grange
Titus Regional Medical Center	Mt. Pleasant
United Regional Health Care System	Wichita Falls
University Medical Center	Lubbock
WJ Mangold Memorial Hospital	Lockney
Vanderbilt University Medical Center	Nashville, TN

APPENDIX B



Report on the Firm's System of Quality Control

March 30, 2021

To the Members of
Durbin & Company, L.L.P.
and the Peer Review Committee of the TSCPA

We have reviewed the system of quality control for the accounting and auditing practice of Durbin & Company, L.L.P. (the firm) in effect for the year ended August 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

To the Members of
Durbin & Company, L.L.P.
and the Peer Review Committee of the TSCPA
Page 2

Opinion

In our opinion the system of quality control for the accounting and auditing practice Durbin & Company, L.L.P. in effect for the year ended August 31, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Durbin & Company, L.L.P. has received a peer review rating of pass.

A handwritten signature in black ink that reads "HBC CPAs & Advisors". The signature is written in a cursive, stylized font.

HBC CPAs & Advisors
Oklahoma City, Oklahoma

APPENDIX C

Galveston County Health District

GENERAL PROVISIONS

Bid Form

The Bid Form must be completed and returned with your proposal. Failure to do so may be cause for rejection of your bid. It is the responsibility of the proposer to ensure all addenda was received.

BIDDER'S INFORMATION

Company Name: Durbin & Company, LLP

Address: 1500 Broadway, STE 1000, Lubbock, TX 79401

FEIN (TAX ID): 75-2570395

Person to contact regarding this proposal: Aaron Milligan

Title: Partner Phone: (806) 776-0562

Email address: Aaronm@durbinco.com

SIGNATURE

The person signing on behalf of the Company expressly affirms that the person is duly authorized to tender the Bid and sign the bidder form thereby binding the Company to contract under the terms and conditions of this BID.

Name of person authorized to bind the Company: Aaron Milligan

Signature: 

Title: Partner Phone: (806) 776-0562

Email address: Aaronm@durbinco.com

BID PACKAGE INCLUDES

Items

1. One (1) original or one (1) electronic copy of submittal
2. Addenda, if any
3. Bid Form
4. Appendix A – Price Sheet
5. Exceptions, if applicable
6. Conflict of Interest Questionnaire, if applicable

Confirmed (X)

X
NA
X
X (Pages 4-5)
NA
NA

Galveston County Health District

GENERAL PROVISIONS

Bid Form

COOPERATIVE AGREEMENT

Will contract be available for Cooperative Agreement use? (See Section 27) Yes ___ No X

REFERENCES

Please submit at least three (3) client references. References of local government or related agencies preferred. The reference list must include Client name, location, current contact person, phone number, and description of serviced provided to client.

1. **Company Name:** Titus Regional Medical Center
Contact: Terry Scoggin
Title: CEO **Phone:** (903) 577-6066
Email address: Terry.Scoggin@TitusRegional.com
Mailing Address: 2001 N. Jefferson Ave., Mt. Pleasant, TX 75455
Description: Attest & Consulting Services

2. **Company Name:** Mid Coast Health System
Contact: Nathan Tudor
Title: CEO **Phone:** (979) 543-6251
Email address: ntudor@ecmh.org
Mailing Address: 303 Sandy Corner Rd., El Campo, TX 77437
Description: Attest & Consulting Services

3. **Company Name:** Rolling Plains Memorial Hospital
Contact: Rhonda Guelker
Title: CFO **Phone:** (325) 235-1701
Email address: Rhonda@rpmh.net
Mailing Address: 200 E. Arizona St., Sweetwater, TX 79556
Description: Attest & Consulting Services

Galveston County Health District

GENERAL PROVISIONS

KICKBACKS FROM PUBLIC WORKS EMPLOYEES

18 U.S. Code § 874: KICKBACKS FROM PUBLIC WORKS EMPLOYEES

Whoever, by force, intimidation, or threat of procuring dismissal from employment, or by any other manner whatsoever induces any person employed in the construction, prosecution, completion or repair of any public building, public work, or building or work financed in whole or in part by loans or grants from the United States, to give up any part of the compensation to which he is entitled under his contract of employment, shall be fined under this title or imprisoned not more than five years, or both.

I, (authorized official) ARON MILLIGAN, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 18 U.S. Code § 874: Kickbacks from Public Works Employees.

DURBIN + COMPANY, LLP
Company Name

Aron Milligan
Signature of Authorized Official

PARTNER 8/7/2023
Title of Authorized Official Date

Galveston County Health District

GENERAL PROVISIONS

DAVIS-BACON ACT, AS AMENDED

40 U.S.C. 276a to a-7: DAVIS-BACON ACT, AS AMENDED

When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency. 5 LISC RI: 2023 SNAP E&T RFP for Case Management

I, (authorized official) Aaron Mulligan, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 40 U.S.C. 276a to a-7: Davis-Bacon Act, as amended.

DURBIN + COMPANY, LLP
Company Name

Aaron Mulligan
Signature of Authorized Official

PARTNER 8/7/2023
Title of Authorized Official Date

Galveston County Health District

GENERAL PROVISIONS

CONTRACT WORK HOURS AND SAFETY STANDARDS

40 USC Ch. 37: CONTRACT WORK HOURS AND SAFETY STANDARDS

Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency. Each contract in an amount greater than \$100,000 that is entered into under legislation subject to Reorganization Plan Numbered 14 of 1950 (eff. May 24, 1950, 64 Stat. 1267) and is for construction, alteration, and repair, including painting and decorating, must provide that no contractor or subcontractor contracting for any part of the contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to health or safety, as established under construction safety and health standards the Secretary of Labor prescribes by regulation based on proceedings pursuant to section 553 of title 5, provided that the proceedings include a hearing similar in nature to that authorized by section 553 of title 5.

I, (authorized official) Aaron Milligan, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 40 USC Ch. 37: Contract Work Hours and Safety Standards.

DURBIN + COMPANY, LLP
Company Name

Aaron Milligan
Signature of Authorized Official

PARTNER
Title of Authorized Official

8/7/2023
Date

Galveston County Health District

GENERAL PROVISIONS

RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

37 CFR Part 401: RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

I, (authorized official) Aaron Milligan, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 37 CFR Part 401: Rights to Inventions Made Under A Contract Or Agreement.

DURBIN + COMPANY, LLP
Company Name

Aaron Milligan
Signature of Authorized Official

PARTNER 8/7/2023
Title of Authorized Official Date

Galveston County Health District

GENERAL PROVISIONS

CLEAN AIR ACT

42 U.S.C. 7401 et seq.: CLEAN AIR ACT

The Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended—Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

I, (authorized official) AARON MILLIGAN, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 42 U.S.C. 7401 et seq.: Clean Air Act, as amended and that the company named below will adhere to the following:

- (1) to protect and enhance the quality of the Nation's air resources so as to promote the public health and welfare and the productive capacity of its population;
- (2) to initiate and accelerate a national research and development program to achieve the prevention and control of air pollution;
- (3) to provide technical and financial assistance to State and local governments in connection with the development and execution of their air pollution prevention and control programs; and
- (4) to encourage and assist the development and operation of regional air pollution prevention and control programs.

DURBIN + COMPANY, LLP
Company Name

Aaron Milligan
Signature of Authorized Official

PARTNER 8/7/2023
Title of Authorized Official Date

Galveston County Health District

GENERAL PROVISIONS



Vendor Registration Form

This Registration is for Suppliers who are engaged to provide goods and services to Galveston County Health District (GCHD), Coastal Health and Wellness (CHW) and Galveston Area Ambulance Authority (GAAA). For payments made to suppliers it is necessary to have this form completed and returned to nmurray@gchd.org.

INSTRUCTIONS: All questions should be answered. Questions that are not applicable should be identified "NA."

Section A. Company Information

Company	
Name	DURBIN & COMPANY, LLP
Address	1500 BROADWAY, STE 1000
City & State	LURBOCK, TX
Telephone	(806) 791-1591
Cage Code No.	NA
Sales Contact	AARON MULLIGAN
Email	AARON.M@DURBINCO.COM
Country & Zip	UNITED STATES 79401
NAICS Code	NA
DUNS No.	NA
Title	PARTNER
Phone	(806) 776-0562
Principle Owners and Key Personnel	
Principle/Owner	BRANDON DURBIN
Title	PARTNER
Primary Contact	AARON MULLIGAN
Title	PARTNER
Type of Ownership:	<input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Other _____
	<input type="checkbox"/> Division <input type="checkbox"/> Affiliation <input type="checkbox"/> Non-Profit Organization
	<input type="checkbox"/> Subsidiary <input type="checkbox"/> Franchise

Primary Business: ☐ Manufacturer ☐ Distributor ☐ Retailer ☒ Service ☐ Consulting

Payment Terms _____

Tax Identification TIN# (or SS if applicable)

75-2570395

State any other name(s) used for your organization

DISCOVERY HEALTHCARE CONSULTING GROUP, LLC

Section B. Business Certification

[http://www.sba.gov/sites/default/files/files/Size_Standards_Table\(1\).pdf](http://www.sba.gov/sites/default/files/files/Size_Standards_Table(1).pdf)

Galveston County Health District

GENERAL PROVISIONS

Vendor Registration Form

CERTIFICATION Check all that apply: Business Size and Type

SIZE: ☒ Small Business ☐ Small Disadvantaged Business
☐ Certified by SBA as a HUBZone Small Business ☐ Woman Owned Business
☐ Veteran Owned Business ☐ Large Business (including non-profit)
☐ Service-Disabled Veteran Owned Small Business ☐ Historically Black College/University
☐ Minority Owned ☐ Alaskan Native Corporation
☐ Native American Tribe ☐ Other

Specify _____

Please Note:

Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or woman-owned small business concern in order to obtain a subcontract that is to be included as part or all of a goal contained in a Contractor's subcontracting plan established to section 8(d) of the Small Business Act, shall (i) be punished by imposition of fine, imprisonment, or both; (ii) be subject to administrative remedies, including suspension and debarment; and (iii) be ineligible for participation in programs conducted under the authority of the act.

You may wish to review the definitions for the above categories in the Federal Acquisition Regulation 19.703 or 52.219-8. If you have difficulty ascertaining your size status, please refer to SBA's website at www.sba.gov/size or contact your local SBA office.

Section C. Payment Information

I, (Vendor Name) DURBIN + COMPANY, LLP, authorize GCHD, CHW, GAAA. to initiate electronic entries for the purpose of payment of invoice.

TYPE OF ACCOUNT:

☐ Checking account.
☐ Savings account
☒ Business Account (Check this box if the checking or savings account is setup at your bank as a business or commercial account)

ACH BANKING INFORMATION FOR US BANKS

Name on Account: DURBIN + COMPANY, LLP
Financial Institution Name (Please print): CITY BANK
Account number at Financial Institution: 30218995
Financial Institution Routing Number: 111301737
Financial Institution Branch Name/Location: CITY BANK / LUBBOCK, TX
Vendor physical mailing address: P.O. Box 93067 LUBBOCK, TX 79493
Vendor email address & contact person: AARON M O DURBIN@CO.COM AARON MILLIGAN

Galveston County Health District

GENERAL PROVISIONS

Debarment, Suspension or Proposed Debarment (FAR 209-5)

I/We are not barred, suspended, or proposed for debarment by the Federal government. If I/We should become debarred, suspended, or proposed for debarment, at any time during our contractual relationship, I/We will notify GCHD, CHW, GAAA in writing of this status.

Part III. – Required Documents to Be Submitted with Questionnaire - Completed IRS Form W-9

Note: Review Title 18 U.S.C. 1001- The *penalty for making false statements*

By submitting this document, you hereby agree and certify that none of the responses set forth above: (a) contains any untrue or incomplete statement of fact; or (b) omits to state any fact which is necessary to make any of such responses not misleading to a party seeking full information about. Furthermore, the undersigned agrees to notify GCHD, CHW, GAAA in writing within ten (10) days of any significant changes in the status of its business operations, including, but not necessarily limited to, the business classification status indicated in Part I of this document, as well as any other condition that would result in non-compliance with any and all of the applicable governing laws referenced herein."

AARON MILLIGAN, PARTNER
(Printed Name and Title of Authorized Representative)
Representative)

Aaron Milligan
(Signature of Authorized Representative)

8/7/2023
(Date)

It is the responsibility of the supplier to notify GCHD, CHW, GAAA if the Supplier information or ownership status changes.

Galveston County Health District

GENERAL PROVISIONS



Supplier Code of Conduct

Galveston County Health District (GCHD), Coastal Health and Wellness (CHW) and Galveston Area Ambulance Authority (GAAA) are organizations with strong values of Integrity. Our Supplier Code of Conduct contains general guidelines for conducting business with the highest standards of ethics. It is what GCHD, CHW and GAAA expects of all our suppliers.

This Supplier Code of Conduct articulates GCHD, CHW and GAAA's expectations of the conduct of suppliers and business partners doing business with GCHD, CHW and GAAA. Suppliers are expected to understand and act consistent with our approach to integrity and responsible sourcing.

As a result, all suppliers of goods and services to GCHD, CHW and GAAA ("suppliers") and the GCHD, CHW and GAAA employees who work with them are expected to conduct themselves with the highest standards of honesty, fairness, and personal integrity. It is critical to our company's stature to maintain high ethical standards by adhering to all applicable laws and avoiding even the perception of impropriety or conflict of interest. We expect suppliers of goods and services to GCHD, CHW and GAAA to maintain the same high standards of business ethics by adhering to all laws and avoiding the appearance of impropriety or conflict of interest.

It is GCHD, CHW and GAAA's policy to cooperate fully with governmental and regulatory authorities in investigating possible violations of applicable laws and regulations. If appropriate, GCHD, CHW and GAAA will assist authorities in the prosecution of persons who engage in illegal conduct. Without limitation, suppliers of goods and services to GCHD, CHW and GAAA, as well as any subsidiary, affiliated and/or member entities supplying goods and services to GCHD, CHW and GAAA, are expected to observe and comply with the following:

HUMAN RIGHTS

Forced Labor - Suppliers will not use slave, prisoner, or any other form of forced or involuntary labor. Suppliers must take reasonable measures to ensure that all their employees understand the terms of their employment.

Child Labor - Suppliers will not use child labor. GCHD, CHW and GAAA has a zero-tolerance policy regarding the employment of children where the age of employment is not in accordance with applicable laws.

Trafficking in Persons - Suppliers will not engage, directly or indirectly, in human trafficking. GCHD, CHW and GAAA prohibits human trafficking abuses.

Conditions of Employment - Suppliers will comply with applicable laws regulating work hours, wages, and benefits. Employees must be paid in a timely fashion that meets or exceeds legal minimum standards.

Galveston County Health District

GENERAL PROVISIONS

Supplier Code of Conduct

Labor Brokers - If necessary for a supplier to use a labor broker, the supplier will ensure the broker employs ethical recruitment practices, complies with applicable laws, and does not withhold identity documents.

Harassment & Discrimination

Suppliers will not discriminate based on gender, color, race, national origin, religion, sexual orientation, age, veteran status, disability, or gender identity. Harassment or discrimination of any kind will not be tolerated.

Freedom of Association and Collective Bargaining

Suppliers will comply with applicable laws that recognize and respect the rights of employees to freedom of association and collective bargaining.

WORKPLACE HEALTH & SAFETY

Suppliers will provide clean, healthy and safe environments for their employees that meet or exceed legal standards. Suppliers will have safety procedures for their employees and tracking tools that drive to a goal of zero workplace safety incidents. Supplier employees will have the right to refuse work and report any conditions that do not meet these criteria.

ENVIRONMENT

Continuous Improvement

Suppliers will increase efficiency throughout their companies and take measures to reduce their carbon footprint, energy use, water use, wastes, and other emissions. Over time, GCHD, CHW and GAAA expects suppliers will establish targets and be transparent in their progress toward their targets.

Responsible Stewardship

Suppliers will look to conserve resources and protect the communities and environment that surround them. GCHD, CHW and GAAA encourages its suppliers to develop and diffuse environmentally friendly technologies and to increase the use of renewable energies.

BUSINESS INTEGRITY

Anti-Corruption/Anti-Bribery

Suppliers will not tolerate corruption, bribery, embezzlement, or fraud in any form. This includes giving or receiving anything of value, including money, gifts, or unlawful incentives to improperly influence negotiations or any other dealings with governments and government officials, customers, or any other third parties.

Ethical Behavior

Suppliers will avoid conflicts of interest (including in supporting Government contracts the avoidance of unequal access to information, biased procurement ground rule setting and impaired objectivity). Suppliers will also operate honestly and ethically throughout the supply chain and in accordance with

Galveston County Health District

GENERAL PROVISIONS

Supplier Code of Conduct

applicable law, including those laws pertaining to: anti-competitive business practices, respect for and protection of intellectual property, company, and personal data (though proper non-disclosure agreement execution), export controls (e.g., providing relevant export control classifications) and economic sanctions (i.e., conducting appropriate screening of the supplier's own business partners).

Reporting and Non-Retaliation

Suppliers will provide an adequate mechanism for their employees to report integrity concerns, safety issues and misconduct without fear of retaliation. Suppliers will also appropriately investigate reports and take corrective action, if needed. Suppliers will prohibit retaliation.

Stakeholder Engagement

Suppliers will communicate these or similar codes to their suppliers and subcontractors. GCHD, CHW and GAAA also encourages suppliers to collaborate closely with local communities to implement projects and strategies that improve the community and those who live there.

Suppliers will develop and implement appropriate internal business processes and policies to ensure compliance with applicable law and this Supplier Code of Conduct. Suppliers will be able to demonstrate compliance with this Code upon our request and will take any action to correct any non-compliance.

Reporting Integrity Concerns to GCHD, CHW and GAAA

Subject to any restriction posed by law, suppliers will promptly inform GCHD, CHW and GAAA of any concern related to issues governed by this Supplier Code of Conduct. GCHD, CHW and GAAA policy prohibits retaliation against any person reporting such a concern. To report a concern, suppliers can always speak directly to their GCHD, CHW and GAAA representative.

Declaration

As indicated by the authorized signature below of an officer of the Supplier Company, Supplier fully understands and agrees to adhere to these principles set forth in the GCHD, CHW and GAAA Supplier Code of Conduct. GCHD, CHW and GAAA may at its discretion request that the Supplier re-sign the Supplier Code of Conduct following material changes in the Supplier's organization or three (3) years after previous Supplier Executive signature.

Supplier Name: AARON MILLIGAN Signature: Ann McGowan
Company Address: 1500 BROADWAY Title: PARTNER
STE 1000 Date: 8/7/2023
LUBBOCK, TX 79401

Galveston County Health District

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By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

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Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

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The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

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1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ³
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
 - Ensure your employer is protecting your SSN, and
 - Be careful when choosing a tax preparer.
- If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

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The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

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Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.																																																		
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <div style="border: 1px solid black; padding: 2px;">DUBBIN + COMPANY, LLP</div>																																																				
2 Business name/disregarded entity name, if different from above <div style="border: 1px solid black; height: 20px;"></div>																																																				
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.																																																			
	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </div> <div> <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> </div>																																																			
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																																																			
	5 Address (number, street, and apt. or suite no.) See instructions. <div style="border: 1px solid black; padding: 2px;">1500 BROADWAY, STE 1000</div>																																																			
6 City, state, and ZIP code <div style="border: 1px solid black; padding: 2px;">LUBBOCK, TX 79401</div>		Requester's name and address (optional) <div style="border: 1px solid black; height: 40px;"></div>																																																		
7 List account number(s) here (optional) <div style="border: 1px solid black; height: 20px;"></div>																																																				
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 25%; height: 30px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="height: 30px; text-align: center;">75</td> <td style="text-align: center;">-</td> <td style="height: 30px; text-align: center;">2570395</td> <td colspan="7"></td> </tr> </table>			Social security number																				or										Employer identification number										75	-	2570395							
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																																				
Sign Here	Signature of U.S. person ▶	Date ▶ 8/7/2023																																																		
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.																																																				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) </div> <div style="width: 50%;"> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i></p> </div> </div>																																																				

Governing Board

September 2023

Item#9

Coastal Health & Wellness Updates

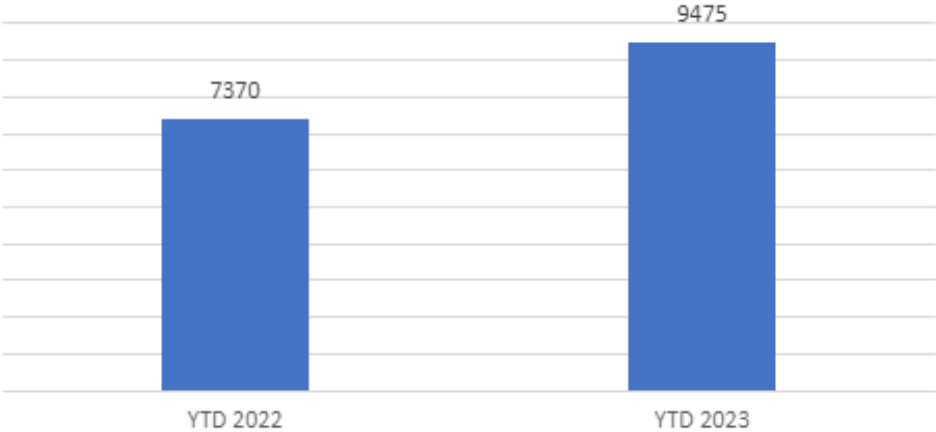
- a) Organizational Updates Submitted by Executive Director
- b) Operational Updates/Coastal Wave Submitted by Chief Operating Officer
- c) Dental Updates Submitted by Dental Director
- d) Medical Updates Submitted by Medical Director

Coastal Health
& Wellness
September
2023 Health
Center Update

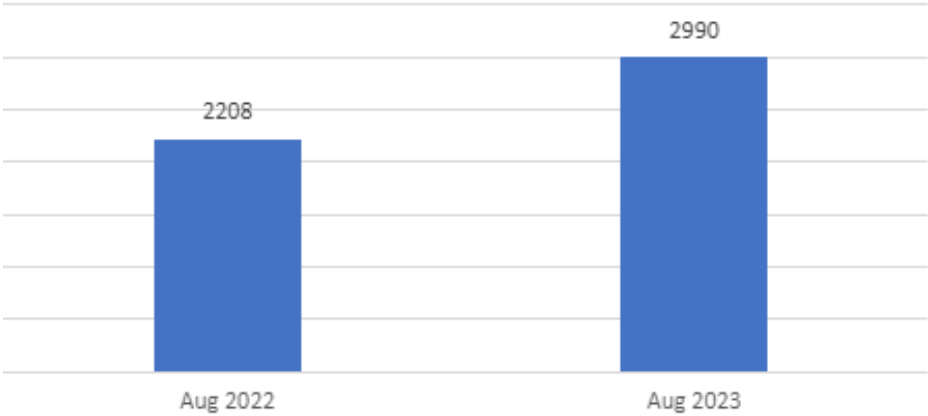


August 2023 Operational Report –Unduplicated Patients

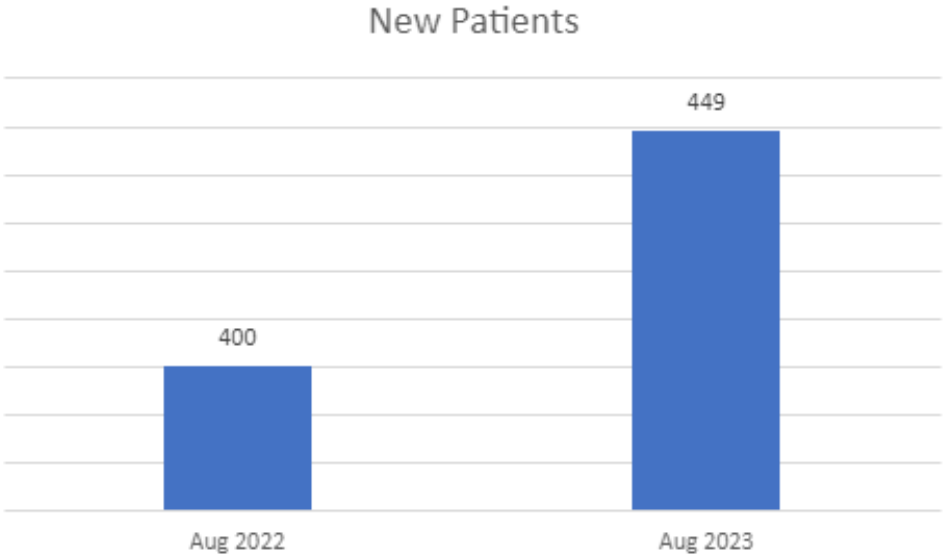
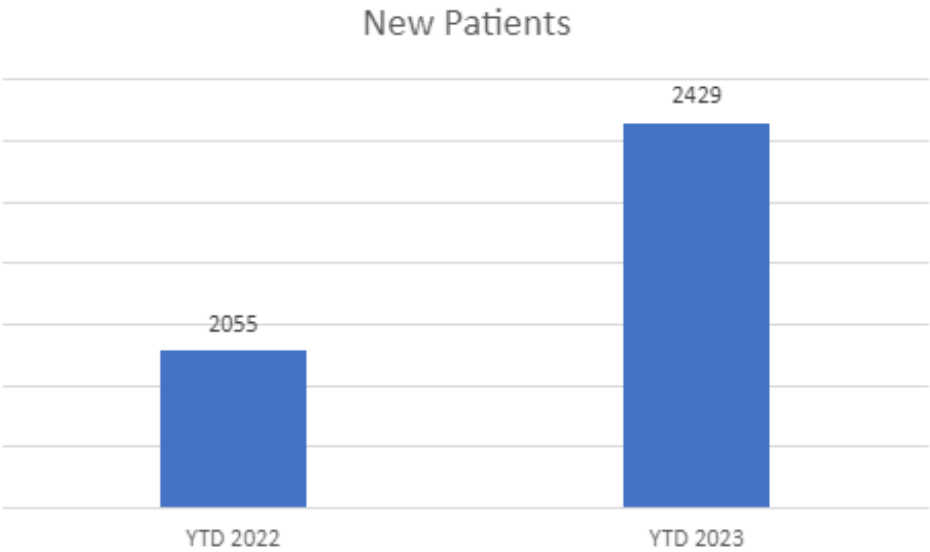
Unduplicated Patients



Unduplicated Patients



August 2023 Operational Report – New Patients



Community Outreach



The Community Engagement Team “CET” participated and/or hosted,

- The “Understanding Lupus: Train the Trainer” with the Lupus Foundation of America Texas Gulf Coast Chapter held in Galveston.
- A training to 120 Spanish-speaking nutrition staff from TCISD on GCHD/CHW services offered.
- In a presentation at ADA House on services offered at CHW.
- In a "Managing Student Loans" educational event with AMOCO Federal credit Union for our local communities.

2023 Project Updates

NextGen Optimization
-In progress

Dental Hygienist salary
increase – *In process*

Market Analysis –
Pending

Joint Commission
Survey, BE READY!! – *In
progress*

Thank you!!!



TEAMWORK

Together Each Achieves More

Dental Clinic Board Update 9/28/2023

- Visit Numbers
 - August 2022: 898
 - August 2023: 982
 - 9.35% increase
 - We continue to see walk in patients in pain as we can fit them into our schedule.
 - We are involving all dental staff and leadership in creative thinking and problem solving for our wait list for comprehensive exams. We are currently doing a trial with the dental assistants having their own panel on certain days to be the primary provider for patients under 10 years old for their cleaning visit. An assistant certified in coronal polishing brings the patient back, updates medical history, completes the x-rays and coronal polishing and then a dentist comes to complete the exam. Scaling is completed by the dentist or an available hygienist.
- Current projects, plans, department overview for dental
 - Sterilization Renovation – We have ordered the new cabinets for the sterilization area in Texas City. This will allow us to add two more sterilizers to be more efficient and help meet sterilization needs. The dental company who bid on this has agreed to complete it over a weekend so that it will not interrupt patient care.
 - Dr. Lindskog continues to serve on the COM Hygiene School Advisory Board. As previously reported, their application for accreditation has been submitted to CODA and they are hoping to enroll their first class of students for Fall 2024.
 - We continue to partner with the COM Dental Assisting School, but they had to unexpectedly cancel their Fall 2023 program. They have expressed intent to continue the partnership in the spring of 2024.
- Provider Education Opportunities
 - All providers continue to select and participate in continuing education of their choice. They also share knowledge from these courses with the other providers during monthly meetings.
- Barriers or Needs (if applicable)
 - Staffing
 - We have one vacancy for a dental assistant.
 - As of this report submission, the dental hygienist pay increase was approved, but the applicant has not accepted the position. We are hopeful a previous applicant will accept the position by the date of the board meeting.
 - Our dental office manager starts on 9/28/2023. He has extensive knowledge of dental insurance as well as mobile dentistry. We are excited to have him on our team.

September 28, 2023

Governing Board Meeting

1. Provider productivity:

- August provider visits
Scheduled 3658, No show 899, Total visits 2759, Total charges \$956,289
(July provider visits:
Scheduled 3219, No show 807, Total visits 2412, Total charges \$794,363)
Challenges, recruiting providers

- MCO quality measures and performance incentives are improving:
Incentive collected 5/23 to 8/23: \$34,043

2. Software utilization:

- Telemedicine platform:
Doxy.me:
The telehealth visit numbers are at an all-time high
July 252, August 204, and September 9/18, 102
some patients like the option of telehealth.

- E consult platform:
ConferMed: 51 (e-consult)

3. School-based program: Walk-in clinic combined with telemedicine

- Providers onsite for two full days weekly
August 17 visits, September (up till 9/15) 33 visits. 50% kids and 50% adults.

4. Home-based care:

- House call program for home-bound patients
Dr. Grummbles: 47 visits, Pam: 50 visits in August (July 40 visits)
6-8 new referrals per month
(UTMB house call, not meeting demand for home-bound elderly qualified house call programs)
Challenges, recruiting geriatric providers

5. Provider Lead Program: collaborate with public health services (HIV/STI, WIC)

- ID care: Jacklyn Morgan, PA-C, Maria Culangan (HIV PrEP, HepC, STD)
HIV screening 1072 (2022) - > 2481(2023)
HepC screening 1006 (2022) -> 2207(2023)
Total revenue (PrEP and HepC meds 01-08): \$350,987
- Women's Health: Lisa Cashiola, NP: implementing a best practice and billing process

6. Remote care management (Patient engagement center/care coordination)
 - Patient engagement, and promoting self-care
 - CCM (chronic care management):115, TCM (transitional care management):11
 - AWV (annual wellness visits): setting data-driven target goals

7. BHI (behavioral health integration)

- Level 4 Behavioral health /primary care integration with GCC: (Q4, 2023)

Started IDT meeting in August, and continue with ongoing monthly meetings

“Strive to deliver high-quality, culturally competent, equitable, and comprehensive primary care with a focus on clinical quality, patient-centered care, and provider and staff well-being.”



Mark your calendars: Marketplace Open Enrollment starts Nov. 1

Open Enrollment for 2024 Health Insurance Marketplace coverage kicks off Nov. 1. If you don't have health insurance through your job, Medicare, Medicaid, the Children's Health Insurance Program (CHIP) or another source that provides qualifying health coverage, Health Insurance Marketplace can help you get coverage.

All offered plans cover essential health benefits, pre-existing conditions and preventive services including maternity care, mammograms and other preventive care services. You cannot be denied health coverage for having pre-existing conditions such as diabetes, hypertension and cancer.

The certified application counselors at Coastal Health & Wellness stand ready to assist Galveston County residents apply for coverage in the 2024 Marketplace. Give us a call at 409.949.3439 for assistance.

[Learn more about Open Enrollment for 2024 Marketplace.](#)

A graphic with a light blue background featuring radiating lines. In the center is a dark blue shopping cart icon with a calculator icon inside it. Below the graphic, the text "View and compare Marketplace plans." is written in a large, bold, dark blue font. Underneath that, "Open Enrollment begins Nov 1" is written in a smaller, bold, dark blue font. In the bottom right corner, the "Health Care.gov" logo is displayed, with "Health" and "Care" stacked above ".gov".

**View and compare
Marketplace plans.**

Open Enrollment begins Nov 1

Health
Care
.gov

Now is the time to get your flu vaccine

The flu vaccine is the best way to prevent becoming sick with the seasonal illness, and now is the time to get vaccinated. Flu outbreaks can start as early as October, and it's important to get the flu vaccine before the virus begins spreading in the community. It takes about two weeks after vaccination for antibodies to develop in the body.

Children who need two doses of vaccine to protect against the flu should start the process soon since the two doses must be given at least four weeks apart. People 6 months and older should be vaccinated against the flu. Vaccination is especially important in high-risk groups including those ages 65 and older, pregnant women, young children and those with chronic health conditions who are at higher risk for complications or even death if they get the flu.

Call us today at 409.938.2234 to schedule your flu vaccine appointment.

A graphic for a 'FIGHT FLU' poster. It features a large red vertical bar on the left. The text 'FIGHT FLU' is in large, bold, black letters. Below it, 'DON'T LET IT STOP YOU.' is in bold, red letters. In the top right, there is a red outline of a shield with a cross inside, surrounded by concentric circles. At the bottom right, there is an orange button with the text '#FIGHT FLU' and a blue button with the CDC logo.

**FIGHT
FLU**

**DON'T LET IT
STOP YOU.**

#FIGHT FLU



Coastal Health & Wellness receives recognition in TACHC newsletter

Coastal Health & Wellness was featured in TACHC's newsletter "Top Things to Know This Week for Community Health Centers" for its new school-based clinic.

[Read the full newsletter here.](#)



Halloween doesn't have to scare your smile away

Halloween is right around the corner, and for most children that means bags of sticky treats and candy. Check out these tips to enjoy the spooky holiday and maintain good dental health.

Avoid candy and treats that stick. Unless it's sugar free, candies that stay in the mouth for a long-time lead to an increased risk for tooth decay. Avoid beverages with added sugar and think twice before indulging in hard candies. The length of time sugary food lingers in your mouth plays a role in cavity development.

Candy can be hard to resist. If you can, try to eat Halloween candy and other sugary foods with meals or shortly after mealtime.

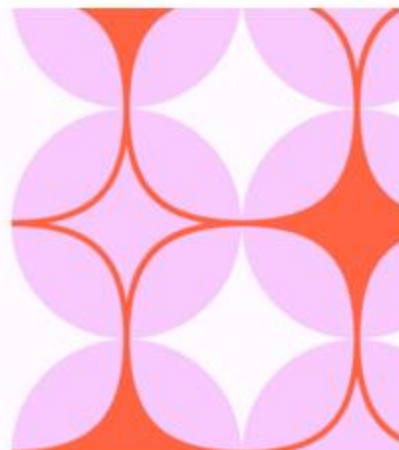




HISPANIC HERITAGE MONTH

VIRTUAL KEYNOTE

with **MAYTE PRIDA**



A discussion on breast cancer awareness, finding strength and resilience, and the importance of mammograms among Latina women.



MAYTE PRIDA

Mayte Prida is a TV and Radio Host, an Author, a Motivational Speaker and one of the 20 most powerful and influential Latinas in the US according to People Magazine, and according to CARAS Mexico, one of the most admirable Mexican Professional Women.

Mayte's life is a motivational example. She is considered a true WARRIOR. She knows firsthand the fragility and vulnerability of life. Her most difficult challenges have been her battles with cancer (breast, lung and uterine). She combines her media visibility and her love for life with her work with different health programs and organizations that develop awareness and better health qualities for women and Hispanics in the US.



Join us via Zoom



FREE TO THE PUBLIC

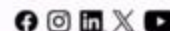
Scan the QR code to register.

Meeting ID: 892 0778 8708

Passcode: 018377



www.gchd.org





Coastal
Health & Wellness

Fall Festival

Trunk or Treat | Music
Games | Drinks
Costume Contest | Vendors

**Free
Entry!**



Saturday

28

October

10 AM - 12 PM

Coastal Health & Wellness
9850-C Emmett F. Lowry Expy
Texas City, TX 77591

GCHD's Immunizations
Clinic will be on-site to
provide information on
available vaccines.

GCHD.ORG     

Follow these dental hygiene tips for improved oral health

Who doesn't love a clean mouth? Fresh breath, strong teeth and healthy gums are all vital when it comes to good oral health, and that's worth celebrating.

October marks National Dental Hygiene Month.

Brush your teeth two times a day, for about two minutes each time, with fluoride toothpaste. Don't forget to brush your tongue to remove bacteria and floss between your teeth every day. And, visit a dentist regularly - once or twice a year - for a checkup and cleaning.

Coastal Health & Wellness offers basic dental services for all ages from cleanings to tooth extractions. We also offer affordable dentures, root canals and crowns. Call us at 409.938.2234 to schedule a visit with our dental team.

October is National Breast Cancer Awareness Month

Each year in the United States, about 240,000 cases of breast cancer are diagnosed in women and about 2,100 in men.

October is National Breast Cancer Awareness Month and we're encouraging women and men to practice early detection and treatment.

Breast cancer is sometimes found after symptoms appear, but many women have no symptoms. That's why regular breast cancer screenings are incredibly important.

There is no sure way to prevent breast cancer, but there are things you can do that might lower your risk. Learn more about breast cancer, risk factors and how to lower your risk.



[Click here to learn more about CHW services.](#)

[Click here to learn more about becoming a patient.](#)

[Click here to meet our CHW providers.](#)

[Back to Agenda](#)

**Governing Board
September 2023
Item#10
Comments from Board Members**

[Back to Agenda](#)