

**Montgomery County Hospital District  
Board of Directors  
Mission, Vision, and Values Statements**

Our mission is to care for the indigent and provide EMS services while protecting the interest of taxpayers and insuring long-term stability through fund development.

Our vision is cost effective indigent care and taxpayer supplemented EMS with total professionalism administered through an elected board of directors.

Our values are quality, innovation, cost effective operations that are open to the public.

**PUBLIC RELEASE**

**MONTGOMERY COUNTY HOSPITAL DISTRICT  
BOARD OF DIRECTORS  
2017-2018**

<b>NAME</b>	<b>ADDRESS</b>	<b>HOME/ PHONE FAX/PGR/MOBILE</b>	<b>OFFICE PHONE/FAX</b>	<b>TERM</b>
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# MCHD Board of Director Manual

*(September, 2018)*

- 1) Enabling Act
- 2) Bylaws *(Last updated December 15, 2015)*
- 3) Policy on posting agenda items
- 4) Banking and Investment Policy *(Last updated April 24, 2018)*
- 5) MCHD Disclosure Statement
- 6) Candidate/Office Holder Campaign Finance Report *(COH Form - Last updated 09/08/2015)*
- 7) Texas Ethics Commission Form C/OH Instruction Guide *(Last updated 01/01/2017)*
- 8) Purchasing Policies and Procedures *(Last updated September 26, 2017)*
- 9) Resolutions
- 10) HCAP - Health Care and Assistance Program Page Link  
<https://www.mchd-tx.org/health-care-assistance/>
- 11) Montgomery County Indigent Cared Plan - MCIP HANDBOOK  
<https://www.mchd-tx.org/board-meeting-information/handbooks/>
- 11) Medical Assistance Plan - MAP HANDBOOK  
<https://www.mchd-tx.org/board-meeting-information/handbooks/>

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<sup>1</sup> The Montgomery County Hospital District was created in 1977 by the 65<sup>th</sup> Leg., R.S., Ch. 258. It was amended by the following Acts: Act of 1985, 69<sup>th</sup> Leg., R.S., Ch. 516; Act of 1991, 72<sup>nd</sup> Leg., R.S., Ch. 511; Act of 1993, 73<sup>rd</sup> Leg., R.S., Ch. 267; Act of 1995, Ch. 468; Act of 1999, 76<sup>th</sup> Leg. R.S., Ch. 747; Act of 2003, 78<sup>th</sup> Leg. R.S., Ch. 529 (HB 1251); Act of 2005, 79<sup>th</sup> Leg. R.S.Ch. 690 (SB 264) and Ch. 476 (HB 192); Act of 2009, 81<sup>st</sup> Leg. R.S. Ch. \_\_\_\_\_ (HB 1517); Codified Into Special Districts Code by Act of 2009, 81<sup>st</sup> Leg. R.S. Ch. \_\_\_\_\_ (HB 2619).

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CHAPTER 1063. MONTGOMERY COUNTY HOSPITAL DISTRICT

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 1063.001. DEFINITIONS. In this chapter:

- (1) "Board" means the board of directors of the district.
- (2) "Director" means a member of the board.
- (3) "District" means the Montgomery County Hospital

District.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.002. AUTHORITY FOR OPERATION. The Montgomery County Hospital District operates and is administered and financed in accordance with Section 9, Article IX, Texas Constitution, and has the rights, powers, and duties provided by this chapter.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.003. ESSENTIAL PUBLIC FUNCTION. The district performs an essential public function in carrying out the purposes of this chapter.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.004. DISTRICT TERRITORY. The boundaries of the district are coextensive with the boundaries of Montgomery County, Texas.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.005. DISTRICT SUPPORT AND MAINTENANCE NOT STATE OBLIGATION. The support and maintenance of the district may not become a charge against or obligation of this state.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.006. RESTRICTION ON STATE FINANCIAL ASSISTANCE. The legislature may not make a direct appropriation for the construction, maintenance, or improvement of a district facility.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

#### SUBCHAPTER B. DISTRICT ADMINISTRATION

Sec. 1063.051. BOARD ELECTION; TERM. (a) The board consists of seven directors elected as follows:

- (1) one director elected from each county commissioners precinct; and
- (2) three directors elected from the district at large by position.

(b) A district voter may vote on the directors to be elected at large and on the director to be elected from the precinct in which the voter resides.

(c) An election shall be held on the uniform election date in May of each even-numbered year to elect the appropriate number of directors.

(d) Directors serve staggered four-year terms that expire on the second Tuesday in June.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.052. QUALIFICATIONS FOR OFFICE. (a) A person may not be elected or appointed as a director unless the person:

- (1) is more than 21 years of age at the time of the appointment or election;

(2) is a resident of the district; and

(3) is a qualified voter.

(b) A director who represents a county commissioners precinct must be a resident of that precinct.

(c) A person may not be elected or appointed as a director if the person holds another appointed or elected public office of honor, trust, or profit.

(d) A person who holds another public office of honor, trust, or profit and seeks to be appointed or elected as a director automatically vacates the first office.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.053. BALLOT PETITION. A person who wants to have the person's name printed on the ballot as a candidate for director must file with the board secretary a petition requesting that action. The petition must be:

(1) signed by at least 10 registered voters; and

(2) filed at least 25 days before the date of the election.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.054. NOTICE OF ELECTION. At least 10 days before the date of a regular election of directors, notice of the election shall be published one time in a newspaper of general circulation in Montgomery County.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.055. RUNOFF ELECTION. (a) If no candidate for a particular director position at a regular directors' election receives a majority of the votes of the voters voting in that race, the board shall order a runoff election.

(b) At least seven days before the date of a runoff election, the board shall publish notice of the election one time in a newspaper or newspapers that individually or collectively have general

circulation in the area of the runoff election.

(c) Of the names printed on the ballot at a runoff election, the name of the candidate who received the higher number of votes at the general election of directors must be printed first on the ballot.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.056. BOARD VACANCY. (a) If a vacancy occurs in the office of director, the remaining directors shall appoint a director for the unexpired term.

(b) If the number of directors is reduced to fewer than four for any reason, the remaining directors shall immediately call a special election to fill the vacancies. If the remaining directors do not call the election, a district court, on application of a district voter or taxpayer, may order the directors to hold the election.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.057. OFFICERS. The board shall elect from among its members a presiding officer, assistant presiding officer, treasurer, and secretary.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.058. COMPENSATION. A director serves without compensation.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.059. BOND; RECORD OF BOND. (a) Each director shall execute a good and sufficient bond for \$1,000 that is:

(1) payable to the district; and  
(2) conditioned on the faithful performance of the director's duties.

(b) Each director's bond shall be deposited with the district's

depository bank for safekeeping.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.060. VOTING REQUIREMENT. A concurrence of a majority of the directors present is sufficient in any matter relating to district business.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.061. CALLING MEETINGS. The presiding officer or any four directors may call a board meeting.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.062. CHIEF ADMINISTRATIVE OFFICER; ASSISTANT ADMINISTRATOR. (a) The board shall appoint a qualified person as the district's chief administrative officer. That officer shall be known as the district president or by another title selected by the board.

(b) The board may appoint one or more assistant administrators. An assistant administrator shall be known as the district vice president or by another title selected by the board.

(c) The chief administrative officer and any assistant administrator serve at the will of the board and are entitled to the compensation determined by the board.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.063. GENERAL DUTIES OF CHIEF ADMINISTRATIVE OFFICER. Subject to the limitations prescribed by the board, the chief administrative officer shall:

- (1) supervise the work and activities of the district; and
- (2) direct the affairs of the district.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01,

eff. April 1, 2011.

Sec. 1063.064. APPOINTMENT OF STAFF AND EMPLOYEES. (a) The board may appoint to the staff any doctors the board considers necessary for the efficient operation of the district and may make temporary appointments as warranted.

(b) The district may employ fiscal agents, accountants, architects, and attorneys the board considers proper.

(c) The board may delegate to the chief administrative officer the authority to hire district employees, including technicians and nurses.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.065. RETIREMENT BENEFITS. The board may provide retirement benefits for district employees by:

- (1) establishing or administering a retirement program; or
- (2) participating in:

(A) the Texas County and District Retirement System;

or

(B) another statewide retirement system in which the district is eligible to participate.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

#### SUBCHAPTER C. POWERS AND DUTIES

Sec. 1063.101. DISTRICT RESPONSIBILITY. The district has full responsibility for providing medical and hospital care for the district's needy inhabitants.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.102. RESTRICTION ON POLITICAL SUBDIVISION TAXATION AND DEBT. A political subdivision located wholly or partly within the district may not impose a tax or issue bonds or other obligations for

hospital or health care purposes or to provide medical care for district residents.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.103. MANAGEMENT, CONTROL, AND ADMINISTRATION. The board shall manage, control, and administer the health care or hospital system and the district's money and resources.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.104. HEALTH CARE OR HOSPITAL SYSTEM. (a) The district shall provide for:

(1) the establishment of a health care or hospital system by:

(A) purchasing, constructing, acquiring, repairing, or renovating buildings and equipment; and

(B) equipping the buildings; and

(2) the administration of the system for health care or hospital purposes.

(b) The health care or hospital system may include:

(1) domiciliary care and treatment of the sick, injured, or geriatric;

(2) hospitals;

(3) outpatient clinics;

(4) dispensaries;

(5) convalescent home facilities;

(6) necessary nurses;

(7) domiciliaries and training centers;

(8) blood banks;

(9) community mental health centers;

(10) research centers or laboratories;

(11) ambulance services; and

(12) any other facilities the board considers necessary for health or hospital care.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01,



eff. April 1, 2011.

Sec. 1063.105. RULES. The board may adopt rules governing the operation of the hospital, the health care or hospital system, and the district's staff and employees.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.106. PURCHASING AND ACCOUNTING PROCEDURES. The board may prescribe:

- (1) the method and manner of making purchases and expenditures by and for the district; and
- (2) all accounting and control procedures.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.107. DISTRICT PROPERTY, FACILITIES, AND EQUIPMENT.

(a) The board shall determine the type, number, and location of buildings required to maintain an adequate health care or hospital system.

(b) The board may lease all or part of the district's buildings and other facilities on terms considered to be in the best interest of the district's inhabitants. Except as provided by Subsection (c), the term of a lease may not exceed 25 years from the date entered.

(c) District land may not be leased for a period exceeding 25 years unless the board:

- (1) finds that the land is not necessary for health care or hospital purposes;
- (2) complies with any indenture securing the payment of district bonds; and
- (3) receives not less than the current market value for the lease.

(d) The district may acquire equipment for use in the district's health care or hospital system and mortgage or pledge the property as security for the payment of the purchase price. A contract entered into under this subsection must provide that the

entire obligation be retired not later than the fifth anniversary of the date of the contract.

(e) The district may sell or otherwise dispose of any property, including equipment, on terms the board finds are in the best interest of the district's inhabitants. The board must comply with Section 272.001, Local Government Code, when selling district land other than land the district is authorized to sell or exchange under Subsection (f).

(f) The district may sell or exchange a hospital, including real property necessary or convenient for the operation of the hospital and real property that the board finds may be useful in connection with future expansions of the hospital, on terms the board determines to be in the district's best interests. The district must comply with the procedures prescribed by Sections 285.051 and 285.052, Health and Safety Code.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.108. TAKEOVER OF NONPROFIT HOSPITAL PROPERTY. The district may take over and may accept title to land, buildings, improvements, and equipment of a nonprofit hospital in the district if the governing authority of the hospital and district agree to the transfer.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.109. EMINENT DOMAIN. (a) The district may exercise the power of eminent domain to acquire a fee simple or other interest in any type of property located in district territory if the interest is necessary or convenient for the district to exercise a power, right, or privilege conferred by this chapter.

(b) The district must exercise the power of eminent domain in the manner provided by Chapter 21, Property Code, except the district is not required to deposit in the trial court money or a bond as provided by Section 21.021(a), Property Code.

(c) In a condemnation proceeding brought by the district, the

district is not required to:

(1) pay in advance or provide a bond or other security for costs in the trial court;

(2) provide a bond for the issuance of a temporary restraining order or a temporary injunction; or

(3) provide a bond for costs or a supersedeas bond on an appeal or petition for review.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.110. COST OF RELOCATING OR ALTERING PROPERTY. In exercising the power of eminent domain, if the board requires the relocation, raising, lowering, rerouting, or change in grade or alteration in the construction of any railroad, electric transmission, telegraph or telephone lines, conduits, poles, or facilities or pipelines, the board must bear the actual cost of the relocation, raising, lowering, rerouting, or change in grade or alteration of construction to provide comparable replacement without enhancement of facilities, after deducting the net salvage value derived from the old facility.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.111. GIFTS AND ENDOWMENTS. The board may accept for the district a gift or endowment to be held in trust and administered by the board for the purposes and under the directions, limitations, or other provisions prescribed in writing by the donor that are not inconsistent with the proper management and objectives of the district.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.112. CONSTRUCTION CONTRACTS. A construction contract that involves the expenditure of more than \$10,000 may be made only after advertising in the manner provided by Chapter 252 and Subchapter C, Chapter 262, Local Government Code.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.113. OPERATING AND MANAGEMENT CONTRACTS. The board may enter into an operating or management contract relating to a district facility.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.114. CONTRACTS WITH GOVERNMENTAL ENTITIES FOR CARE AND TREATMENT. (a) The board may contract with a county or municipality located outside the district's boundaries for the care and treatment of a sick or injured person of that county or municipality.

(b) The board may contract with this state or a federal agency for the treatment of a sick or injured person.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.115. CONTRACTS FOR HEALTH CARE SERVICES. (a) As permitted by the Texas Constitution and Chapter 61, Health and Safety Code, the district may:

(1) enter into a contract relating to the provision of health care services on terms the board determines to be in the district's best interests; and

(2) make payments under the contract.

(b) The term of a contract under this section may not exceed 15 years.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.116. CONTRACTS WITH GOVERNMENTAL ENTITIES FOR INVESTIGATORY OR OTHER SERVICES. The board may contract with a political subdivision or governmental agency for the district to provide investigatory or other services for the medical, health care,

hospital, or welfare needs of district inhabitants.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.117. PAYMENT FOR TREATMENT; PROCEDURES. (a) When a patient who resides in the district is admitted to a district facility, the chief administrative officer may have an inquiry made into the circumstances of:

- (1) the patient; and
- (2) the patient's relatives who are legally liable for the patient's support.

(b) If the chief administrative officer determines that the patient or those relatives cannot pay all or part of the costs of the care and treatment in the district facility, the amount of the costs that cannot be paid becomes a charge against the district.

(c) If the chief administrative officer determines that the patient or those relatives can pay for all or part of the costs of the patient's care and treatment, the patient or those relatives shall be ordered to pay the district a specified amount each week for the patient's care and support. The amount ordered must be proportionate to the person's financial ability.

(d) The chief administrative officer may collect the amount from the estate of the patient, or from any relative who is legally liable for the patient's support, in the manner provided by law for the collection of expenses of the last illness of a deceased person.

(e) If there is a dispute as to the ability to pay, or doubt in the mind of the chief administrative officer, the board shall hold a hearing and, after calling witnesses, shall:

- (1) resolve the dispute or doubt; and
- (2) issue any appropriate orders.

(f) A final order of the board may be appealed to the district court. The substantial evidence rule applies to the appeal.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.1175. ADDITIONAL POWERS RELATED TO INDIGENT HEALTH

CARE. In addition to the powers otherwise provided by this chapter, the district may exercise any power granted to a county or a public hospital by Sections 61.035, 61.057, 61.058, and 61.059, Health and Safety Code, as those sections existed on September 30, 2009, including the power to require a person to comply with a corresponding duty.

Added by Acts 2011, 82nd Leg., R.S., Ch. 91 (S.B. 1303), Sec. 22.007 (a), eff. September 1, 2011.

Sec. 1063.118. NONPROFIT CORPORATION. (a) The district may create and sponsor a nonprofit corporation under the Business Organizations Code and may contribute or cause to be contributed available funds to the corporation. A corporation under this section must be a nonmember, nonstock corporation.

(b) The board of directors of the corporation shall be composed of seven district residents appointed by the district's board. The district's board may remove any director of the corporation at any time with or without cause.

(c) The corporation may use money, other than money the corporation pays to the district, only to provide or pay the costs of providing or costs related to providing indigent health care or other services the district is required or authorized to provide under the constitution or state law.

(d) The district's board shall establish controls to ensure that the corporation uses its money as required by Subsection (c).

(e) The corporation may invest the corporation's money in any manner in which the district may invest the district's money, including investing money as authorized by Chapter 2256, Government Code.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.119. AUTHORITY TO SUE AND BE SUED. The district, through the board, may sue and be sued.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

SUBCHAPTER D. GENERAL FINANCIAL PROVISIONS

Sec. 1063.151. BUDGET. (a) The chief administrative officer shall prepare an annual budget for approval by the board.

(b) The proposed budget must contain a complete financial statement of:

- (1) the outstanding obligations of the district;
- (2) the cash on hand in each district fund;
- (3) the money received by the district from all sources during the previous year;
- (4) the money available to the district from all sources during the ensuing year;
- (5) the balances expected at the end of the year in which the budget is being prepared;
- (6) the estimated revenue and balances available to cover the proposed budget; and
- (7) the estimated tax rate required.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.152. NOTICE; HEARING; ADOPTION OF BUDGET. (a) The board shall hold a public hearing on the proposed annual budget.

(b) Notice of the hearing must be published one time at least 10 days before the date of the hearing.

(c) Any district resident is entitled to be present and participate at the hearing.

(d) At the conclusion of the hearing, the board shall adopt a budget by acting on the budget proposed by the chief administrative officer. The board may make any changes in the proposed budget that the board judges to be in the interests of the taxpayers and that the law warrants.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.153. AMENDMENTS TO BUDGET. The budget may be amended as required by circumstances. The board must approve all amendments.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.154. RESTRICTION ON EXPENDITURES. Money may be spent only for an expense included in the budget or an amendment to the budget.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.155. FISCAL YEAR. (a) The district operates according to a fiscal year established by the board.

(b) The fiscal year may not be changed:

(1) during a period that district revenue bonds are outstanding; or

(2) more than once in a 24-month period.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.156. AUDIT. The board shall have an audit made of the district's financial condition.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.157. INSPECTION OF AUDIT AND DISTRICT RECORDS. The audit and other district records shall be open to inspection at the district's principal office.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.158. FINANCIAL REPORT. As soon as practicable after the close of each fiscal year, the chief administrative officer shall prepare for the board:

(1) a complete sworn statement of all district money; and

(2) a complete account of the disbursements of district



money.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.159. DEPOSITORY. (a) The board shall select one or more banks in the district to serve as a depository for district money.

(b) District money, other than money invested as provided by Section 1063.160, and money transmitted to a bank for payment of bonds or obligations issued or assumed by the district, shall be deposited as received with the depository bank and shall remain on deposit.

(c) This chapter, including Subsection (b), does not limit the power of the board to place a part of district money on time deposit or to purchase certificates of deposit.

(d) The district may not deposit money with a bank in an amount that exceeds the maximum amount secured by the Federal Deposit Insurance Corporation unless the bank first executes a bond or other security in an amount sufficient to secure from loss the amount of district money that exceeds the amount secured by the Federal Deposit Insurance Corporation.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.160. SPENDING AND INVESTMENT RESTRICTIONS. (a) Except as otherwise provided by Section 1063.107(d) and by Subchapter E, the district may not incur an obligation payable from district revenue other than the revenue on hand or to be on hand in the current and following district fiscal years.

(b) The board may invest operating, depreciation, or building reserves only in funds or securities specified by Chapter 2256, Government Code.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

#### SUBCHAPTER E. BONDS

Sec. 1063.201. GENERAL OBLIGATION BONDS. The board may issue

and sell general obligation bonds in the name and on the faith and credit of the district for any purpose relating to:

- (1) the purchase, construction, acquisition, repair, or renovation of buildings or improvements; and
- (2) equipping buildings or improvements for health care or hospital purposes.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.202. TAX TO PAY GENERAL OBLIGATION BONDS. (a) At the time general obligation bonds are issued by the district under Section 1063.201, the board shall impose an ad valorem tax at a rate sufficient to create an interest and sinking fund to pay the principal of and interest on the bonds as the bonds mature.

(b) The tax required by this section together with any other ad valorem tax the district imposes may not in any year exceed 75 cents on each \$100 valuation of all taxable property in the district subject to hospital district taxation.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.203. GENERAL OBLIGATION BOND ELECTION. (a) The district may issue general obligation bonds only if the bonds are authorized by a majority of the district voters.

(b) The election order must provide for clerks as in county elections and must specify:

- (1) the date of the election;
- (2) the location of the polling places;
- (3) the presiding and alternate election judges for each polling place;
- (4) the amount of the bonds to be authorized; and
- (5) the maximum maturity of the bonds.

(c) Notice of a bond election shall be given as provided by Section 1251.003, Government Code.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.204. MATURITY OF GENERAL OBLIGATION BONDS. District general obligation bonds must mature not later than 40 years after the date of issuance.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.205. EXECUTION OF GENERAL OBLIGATION BONDS. (a) The board president shall execute the general obligation bonds in the district's name.

(b) The board secretary shall countersign the bonds in the manner provided by Chapter 618, Government Code.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.206. REVENUE BONDS. (a) The district may issue revenue bonds or certificates of obligation or may incur or assume any other debt only if authorized by a majority of the district voters voting in an election held for that purpose. This subsection does not apply to refunding bonds or other debt incurred solely to refinance an outstanding debt.

(b) The board may issue revenue bonds to:

(1) purchase, construct, acquire, repair, renovate, or equip buildings or improvements for health care or hospital purposes; or

(2) acquire sites to be used for health care or hospital purposes.

(c) The bonds must be payable from and secured by a pledge of all or part of the revenue derived from the operation of the district's hospital or health care facilities.

(d) The bonds may be additionally secured by a mortgage or deed of trust lien on all or part of district property.

(e) The bonds must be issued in the manner and in accordance with the procedures and requirements prescribed by Sections 264.042, 264.043, 264.046, 264.047, 264.048, and 264.049, Health and Safety Code, for issuance of revenue bonds by a county hospital authority.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.207. REFUNDING BONDS. (a) The board may, without an election, issue refunding bonds to refund outstanding indebtedness issued or assumed by the district.

(b) A refunding bond may be:

(1) sold, with the proceeds of the refunding bond applied to the payment of the outstanding indebtedness; or

(2) exchanged wholly or partly for not less than a similar principal amount of outstanding indebtedness.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.208. BONDS EXEMPT FROM TAXATION. The following are exempt from taxation by this state or a political subdivision of this state:

(1) bonds issued by the district;

(2) the transfer and issuance of the bonds; and

(3) profits made in the sale of the bonds.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.209. TAX ANTICIPATION NOTES. (a) The board may:

(1) declare an emergency because money is not available to:

(A) pay the principal of and interest on any district bonds payable wholly or partly from taxes; or

(B) meet any other needs of the district; and

(2) issue negotiable tax anticipation notes to borrow the money the district needs.

(b) Tax anticipation notes may be issued for any purpose for which the district may impose taxes.

(c) Tax anticipation notes may bear interest at any rate or rates authorized by law.

(d) Tax anticipation notes must mature not later than one year after the date of issuance.

(e) Tax anticipation notes must be secured by the proceeds of taxes to be imposed by the district in the succeeding 12-month period.

(f) The board may covenant with the note purchasers that the board will impose a sufficient tax in the following fiscal year to pay the principal of and interest on the notes and pay the costs of collecting the taxes.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.210. CERTIFICATES OF OBLIGATION. (a) The district may issue and sell certificates of obligation for a purpose permitted under this chapter.

(b) The certificates of obligation must be issued and sold in conformity with and in the manner specified for a municipality or county by Subchapter C, Chapter 271, Local Government Code.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

#### SUBCHAPTER F. TAXES

Sec. 1063.251. IMPOSITION OF AD VALOREM TAX. (a) The board shall impose an ad valorem tax on all taxable property in the district subject to district taxation.

(b) The board shall impose the tax to pay:

(1) indebtedness issued or assumed by the district; and

(2) the maintenance and operating expenses of the district.

(c) The board may not impose a tax to pay the principal of or interest on revenue bonds issued under this chapter.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.252. TAX RATE. (a) The board may impose the tax at a rate not to exceed 75 cents on each \$100 valuation of taxable property in the district subject to district taxation.

(b) In setting the tax rate, the board shall consider the income of the district from sources other than taxation.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.253. ASSESSMENT AND COLLECTION BY COUNTY TAX ASSESSOR-COLLECTOR. (a) This section applies unless the board elects to have district taxes assessed and collected under Section 1063.254.

(b) The tax assessor-collector of Montgomery County shall assess and collect taxes imposed by the district.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.254. ASSESSMENT AND COLLECTION BY APPOINTMENT OR CONTRACT. (a) The board may elect to:

(1) appoint a tax assessor-collector to assess and collect district taxes; or

(2) contract for the assessment and collection of taxes as provided by the Tax Code.

(b) An election under this section must be made by December 1 and governs the manner in which taxes are assessed and collected, until changed by a similar resolution.

(c) The board shall set for the appointed tax assessor-collector:

- (1) the term of employment; and
- (2) compensation.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.255. PETITION AND ORDER FOR ELECTION TO REDUCE TAX RATE. (a) Notwithstanding Section 26.07(b)(3), Tax Code, a petition to require an election under Section 26.07, Tax Code, on reducing the district's tax rate to the rollback tax rate shall be submitted to the Montgomery County elections administrator instead of to the board.

(b) Notwithstanding Section 26.07(c), Tax Code, not later than the 20th day after the date a petition is submitted under Subsection (a), the elections administrator shall:

- (1) determine whether the petition is valid under Section

26.07, Tax Code; and

(2) certify the determination of the petition's validity to the board.

(c) If the elections administrator fails to act within the time allowed, the petition is treated as if it had been found valid.

(d) Notwithstanding Section 26.07(d), Tax Code, if the elections administrator certifies to the board that the petition is valid or fails to act within the time allowed, the board shall order that an election under Section 26.07, Tax Code, to determine whether to reduce the district's tax rate to the rollback rate be held in the district in the manner prescribed by Section 26.07(d) of that code.

(e) The district shall reimburse the elections administrator for reasonable costs incurred in performing the duties required by this section.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

#### SUBCHAPTER G. DISSOLUTION

Sec. 1063.301. DISSOLUTION ELECTION; PETITION. (a) The board may order an election on the question of dissolving the district and disposing of the district's assets and obligations.

(b) The board shall order an election on the question of dissolving the district and disposing of the district's assets and obligations if the board receives a petition by district residents requesting an election that:

(1) is certified as valid by the Montgomery County elections administrator under Section 1063.302; or

(2) the Montgomery County elections administrator fails to act on within the time allowed by Section 1063.302.

(c) A petition requesting an election must:

(1) state that it is intended to request an election in the district on the question of dissolving the district and disposing of the district's assets and obligations;

(2) be signed by a number of district residents equal to at least 15 percent of the total vote received by all candidates for governor in the most recent gubernatorial general election in the district that occurs more than 30 days before the date the petition is

submitted; and

(3) be submitted to the Montgomery County elections administrator.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.302. VALIDITY OF PETITION FOR ELECTION. (a) Not later than the 30th day after the date a petition requesting the dissolution of the district is submitted under Section 1063.301, the Montgomery County elections administrator shall:

(1) determine whether the petition is valid; and  
(2) certify the determination of the petition's validity to the board.

(b) If the elections administrator fails to act within the time allowed, the petition is treated as if it had been found valid.

(c) If a petition submitted under Section 1063.301 does not contain the necessary number of valid signatures, the district residents may not submit another petition under Section 1063.301 before the third anniversary of the date the invalid petition was submitted.

(d) The district shall reimburse the county elections administrator for reasonable costs incurred in performing the duties required by this section.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.303. ELECTION DATE. An election under this subchapter shall be held on the earlier of the following dates that occurs at least 90 days after the date on which the election is ordered:

(1) the uniform election date in May; or  
(2) the date of the general election for state and county officers.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.



Sec. 1063.304. BALLOT. The ballot for an election under this subchapter must be printed to permit voting for or against the proposition: "The dissolution of the Montgomery County Hospital District."

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.305. ELECTION RESULTS. (a) If a majority of the votes in an election under this subchapter favor dissolution, the board shall find that the district is dissolved.

(b) If a majority of the votes in the election do not favor dissolution, the board shall continue to administer the district and another election on the question of dissolution may not be held before:

(1) the fourth anniversary of the date of the most recent election to dissolve the district if the board called the election under Section 1063.301(a); or

(2) the third anniversary of the date of the most recent election to dissolve the district if the board called the election under Section 1063.301(b).

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.306. TRANSFER, SALE, OR ADMINISTRATION OF ASSETS IF ELECTION INITIATED BY BOARD. (a) This section, Section 1063.307, and Section 1063.308 apply to an election called under Section 1063.301(a).

(b) If a majority of the votes in the election favor dissolution, the board shall:

(1) transfer the ambulance service and related equipment, any vehicles, and any mobile clinics and related equipment that belong to the district to Montgomery County not later than the 45th day after the date on which the election is held; and

(2) transfer the land, buildings, improvements, equipment not described by Subdivision (1), and other assets that belong to the district to Montgomery County or administer the property, assets, and debts in accordance with Subsection (e) and Sections 1063.307 and 1063.308.

(c) The county assumes all debts and obligations of the district relating to the ambulance service and related equipment, any vehicles, and any mobile clinics and related equipment at the time of the transfer.

(d) If the district makes the transfer under Subsection (b)(2), the county assumes all debts and obligations of the district relating to those assets at the time of the transfer, and the district is dissolved.

(e) If the board finds that the district is dissolved but does not transfer the land, buildings, improvements, equipment, and other assets to Montgomery County under Subsection (b)(2), the board shall continue to control and administer that property and those assets and the related district debts until all money has been disposed of and all district debts have been paid or settled.

(f) The county shall use all transferred assets to:

- (1) pay the outstanding debts and obligations of the district relating to the assets at the time of the transfer; or
- (2) provide medical and hospital care for needy county residents.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.307. IMPOSITION OF TAX AND RETURN OF SURPLUS TAXES.

(a) After the board finds that the district is dissolved, the board shall:

- (1) determine the debt owed by the district; and
- (2) impose on the property included on the district's tax rolls a tax that is in proportion of the debt to the property value.

(b) On the payment of all outstanding debts and obligations of the district, the board shall order the secretary to return:

- (1) to each district taxpayer the taxpayer's pro rata share of all unused tax money; and
- (2) to Montgomery County all unused district money from any other source.

(c) A taxpayer may request that the taxpayer's share of surplus tax money be credited to the taxpayer's county taxes. If a taxpayer requests the credit, the board shall direct the secretary to send the

money to the county tax assessor-collector.

(d) Montgomery County shall use unused district money received under this section to provide medical and hospital care for needy county residents.

(e) The board may institute a suit to enforce payment of taxes under this section and to foreclose liens to secure the payment of the taxes.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.308. REPORT; DISSOLUTION ORDER. (a) After the district has paid all district debts and has disposed of all district money and other assets as prescribed by this subchapter, the board shall file a written report with the Commissioners Court of Montgomery County summarizing the board's actions in dissolving the district.

(b) Not later than the 10th day after the date the Commissioners Court of Montgomery County receives the report and determines that the requirements of this subchapter have been fulfilled, the commissioners court shall enter an order dissolving the district.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.

Sec. 1063.309. TRANSFER, SALE, OR ADMINISTRATION OF ASSETS IF ELECTION INITIATED BY DISTRICT PETITION. (a) This section applies to an election called under Section 1063.301(b).

(b) If a majority of the votes in the election favor dissolution, the board shall transfer the land, buildings, improvements, equipment, and other assets that belong to the district to Montgomery County not later than the 45th day after the date on which the election is held.

(c) The county assumes all debts and obligations of the district at the time of the transfer, and the district is dissolved.

(d) The county should use all transferred assets in a manner that benefits county residents residing in territory formerly constituting the district.

(e) The county shall use all transferred assets to:

- (1) pay the outstanding debts and obligations of the district relating to the assets at the time of the transfer; or
- (2) provide medical and hospital care for needy county residents.

Added by Acts 2009, 81st Leg., R.S., Ch. 1139 (H.B. 2619), Sec. 1.01, eff. April 1, 2011.



U.S. Department of Justice  
Civil Rights Division

TCH:RSB:JBG:EEK:par  
DJ 166-012-3  
2011-4416

*Voting Section - NWB  
950 Pennsylvania Avenue, NW  
Washington, DC 20530*

December 7, 2011

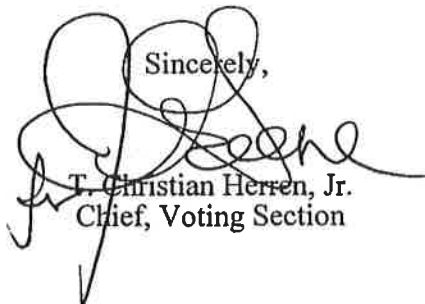
J. Greg Hudson, Esq.  
Hudson & O'Leary  
1010 MoPac Circle, Suite 201  
Austin, Texas 78746

Dear Mr. Hudson:

This refers to the change in general election date from May to November, a one-time extension in terms of office and implementation schedule for the Montgomery County Hospital District in Montgomery County, Texas, submitted to the Attorney General pursuant to Section 5 of the Voting Rights Act of 1965, 42 U.S.C. 1973c. We received your submission on October 20, 2011.

The Attorney General does not interpose any objection to the specified changes. However, we note that Section 5 expressly provides that the failure of the Attorney General to object does not bar subsequent litigation to enjoin the enforcement of the changes. Procedures for the Administration of Section 5 of the Voting Rights Act of 1965, 28 C.F.R. 51.41.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Christian Herren, Jr.", written over the typed name and title.

T. Christian Herren, Jr.  
Chief, Voting Section

BYLAWS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT

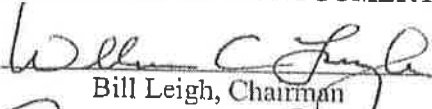
WHEREAS, under the provisions of Article IX, Section 9, of the Texas Constitution, the 65<sup>th</sup> Legislature of the State of Texas created the Montgomery County Hospital District (Section 4 Chapter 258, Acts of the 65<sup>th</sup> Legislature of the State of Texas, as amended);

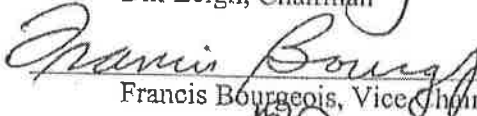
AND WHEREAS, the duly elected Board of Directors of the District, adopted Bylaws governing the procedures and conduct of the Board in the operations of Medical Center Hospital;

AND WHEREAS, the Board has reviewed the Bylaws adopted January, 1982;

AND WHEREAS, it is the judgment of the Board that such Bylaws should be revised and amended;


NOW, THEREFORE, the undersigned duly elected, acting and qualified DIRECTORS adopt the following Bylaws as revised and amended for governing of the BOARD OF DIRECTORS OF MONTGOMERY COUNTY HOSPITAL DISTRICT.

  
Bill Leigh, Chairman

  
Francis Bourgeois, Vice Chairman

  
Eric Yollick, Secretary

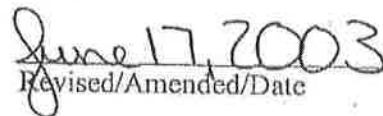
  
David Witt, Treasurer

  
Nicol Huff, Member

  
Jack Mitchell, Member

\_\_\_\_\_  
, Member (Vacant)

\_\_\_\_\_  
Adopted/Date

  
Revised/Amended/Date

BYLAWS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT

WHEREAS, under the provisions of Article IX, Section 9, of the Texas Constitution, the 65<sup>th</sup> Legislature of the State of Texas created the Montgomery County Hospital District (Section 4 Chapter 258, Acts of the 65<sup>th</sup> Legislature of the State of Texas, as amended);

AND WHEREAS, the duly elected Board of Directors of the District, adopted Bylaws governing the procedures and conduct of the Board in the operations of Medical Center Hospital;


AND WEHREAS, the Board has review the Bylaws adopted January, 1982:

AND WHEREAS, it is the judgment of the Board that such Bylaws should be revised and amended:

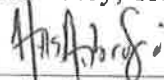
NOW THEREFORE, the undersigned duly elected, acting and qualified DIRECTORS adopt the following Bylaws as revised and amended for governing of the BOARD OF DIRECTOS OF MONTGOMERY COUNTY HOSPITAL DISTRICT.


  
Georgette Whatley, Chairman

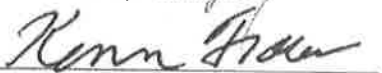
NOT PRESENT  
John Hennigan, Vice Chairman

  
Sandy Wagner, Secretary

NOT PRESENT  
Harold Posey, Treasurer

  
Hans Ambrosia, Member

  
Bob Bagley, Member

  
Kenn Fawn, Member

\_\_\_\_\_  
Adopted/Date

7/27/2010  
Revised/Amended Date

BYLAWS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT

WHEREAS, under the provisions of Article IX, Section 9, of the Texas Constitution, the 65<sup>th</sup> Legislature of the State of Texas created the Montgomery County Hospital District (Section 4 Chapter 258, Acts of the 65<sup>th</sup> Legislature of the State of Texas, as amended);

AND WHEREAS, the duly elected Board of Directors of the District, adopted Bylaws governing the procedures and conduct of the Board in the operations of Medical Center Hospital;

AND WEHREAS, the Board has review the Bylaws adopted January, 1982:

AND WHEREAS, it is the judgment of the Board that such Bylaws should be revised and amended:

NOW THEREFORE, the undersigned duly elected, acting and qualified DIRECTORS adopt the following Bylaws as revised and amended for governing of the BOARD OF DIRECTORS OF MONTGOMERY COUNTY HOSPITAL DISTRICT.

Georgette Whitley  
Georgette Whitley, Chairman

Bob Bagley  
Bob Bagley, Vice Chairman

Sandy Wagner  
Sandy Wagner, Secretary

Harold E. Posey - opposed  
Harold Posey, Treasurer

Hans Ambrosia  
Hans Ambrosia, Member

Mark Cole - opposed  
Mark Cole, Member

Kenn Fawn - opposed  
Kenn Fawn, Member

\_\_\_\_\_  
Adopted/Date

May 22, 2012  
Revised/Amended Date

IV / 6  
Article No./Section No.



BY-LAWS OF THE MONTGOMERY COUNTY HOSPITAL  
DISTRICT

WHEREAS, under the provisions of Article IX, Section 9, of the Texas Constitution, the 65<sup>th</sup> Legislature of the State of Texas created the Montgomery County Hospital District (Section 4 Chapter 258, Acts of the 65<sup>th</sup> Legislature of the State of Texas, as amended);

AND WHEREAS, the duly-elected Board of Directors of the District, adopted by-laws governing the procedures and conduct of the Board in the operations of Medical Center Hospital;

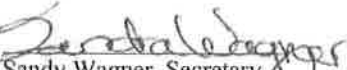
AND WHEREAS, the Board has reviewed the by-laws adopted January, 1982;

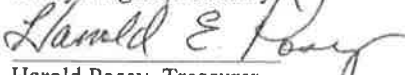
AND WHEREAS, it is the judgment of the Board that such by-laws should be revised and amended:

NOW THEREFORE, the undersigned duly elected, acting and qualified DIRECTORS adopt the following by-laws as revised and amended for governing of the BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT.

  
Kenn Fawn, Chairman

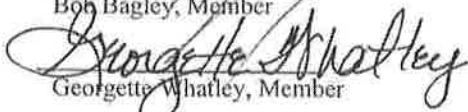
~~NOT PRESENT~~  
Mark Cole, Vice-Chairman

  
Sandy Wagner, Secretary

  
Harold Posey, Treasurer

~~NOT PRESENT~~  
Hans Ambrosia, Member

  
Bob Bagley, Member

  
Georgette Whatley, Member

Adopted/Date

September 10, 2013  
Revised/Amended/Date

# Bylaws of the Governing Board

ARTICLE 1. NAME AND PURPOSE

Section 1. Name. The organization shall be known as the Montgomery County Hospital District.

Section 2. Purpose. The purpose of the organization shall be to fulfill those purposes under the District's enabling statute.

## ARTICLE II. BOARD OF DIRECTORS

- Section 1.       **Number of Directors.** There shall be seven (7) members elected as directors in accordance with Section 4, Chapter 258, Acts of the 65<sup>th</sup> Texas Legislature; as amended.
- Section 2.       **Qualifications.** To be elected or appointed to the Board, a person must fulfill the following requirements as set out in the above referenced statute creating the Montgomery County Hospital District.
- a.       **Must be resident of the District, a freeholder, and a qualified elector at the time of such election or appointment and he shall be more than 21 years of age.**
  - b.       **Cannot hold another elected or appointed public office of honor, trust or profit. A person holding another public office of honor, trust or profit who seeks to be appointed or elected a director must vacate the first office.**
  - c.       **Each member of the Board shall serve without compensation.**
  - d.       **Each member shall qualify by executing the constitutional Oath of Office and shall execute a good and sufficient bond for \$1,000 payable to the District conditioned upon the faithful performance of his duties, and the bonds shall be deposited with the depository of the bank of the District for safekeeping.**
  - e.       **Members shall have a commitment to the delivery of quality healthcare to the community and the fulfillment of the purpose of these bylaws.**

## EXHIBIT "A"

ARTICLE II, Section 3, is hereby amended to read as follows:

Section 3. Authority.

a. Board Members shall have no authority except when functioning as a member of the Board in an official meeting. No individual member of the Board may exercise authority with respect to the operation of the Health Care Assistance Program, Public Health Department and Clinic, or the Emergency Medical Service or of services Montgomery County Hospital District employees by virtue of their status as Board Members.

b. Board members must follow established MCHD policies applicable to MCHD personnel at all times when on District property (whether owned or leased) and/or at a location where MCHD personnel are performing their prescribed duties, except to the extent such policies conflict with these Bylaws.

STATE OF TEXAS                           §  
                                                         §  
COUNTY OF MONTGOMERY           §

**A RESOLUTION OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT’S BOARD OF DIRECTORS AMENDING THE BY-LAWS OF THE GOVERNING BOARD REGARDING AUTHORITY OF BOARD MEMBERS**

**WHEREAS**, the Montgomery County Hospital District maintains a set of By-Laws for guidance of the District; and

**WHEREAS**, the Montgomery County Hospital District’s enabling legislation allows the Board of Directors to adopt rules when needed in furtherance of the mission of the District; and

**WHEREAS**, the Montgomery County Hospital District Board of Directors has previously adopted bylaws governing the procedures and conduct of the Board; and

**WHEREAS**, by a record vote taken on September 22, 2015, the Montgomery County Hospital District Board of Directors amended Article II, Section 3 of its By-Laws to add additional provisions regarding the authority of members of the Board of Directors in connection with day-to-day operations of the District; and

**WHEREAS**, the Board of Directors seeks to amend and revise its By-Laws regarding those provisions approved on September 22, 2015;

**NOW, THEREFORE, BE IT RESOLVED BY THE MONTGOMERY COUNTY HOSPITAL DISTRICT’S BOARD OF DIRECTORS THAT:**

1. Approval of Recitals as Findings Of Fact. The foregoing recitals, having been found by the Board of Directors to be true and correct, are hereby incorporated into this Resolution as findings of fact.
2. Amendment of By-Laws. The By-Laws of the Governing Board of the Montgomery County Hospital District are hereby amended and revised by the amendment to Article II, Section 3 attached hereto as Exhibit “A”, which is hereto adopted and incorporated into the By-Laws by reference. The By-Laws amendment approved on September 22, 2015 is hereby replaced and superseded by this Resolution and Exhibit “A” appended hereto.

**BE IT SO RESOLVED.**

Passed and Approved this 15 day of DECEMBER 2015, by a vote of 5 in favor and 0 against, 0 abstaining.

**MONTGOMERY COUNTY HOSPITAL  
DISTRICT BOARD OF DIRECTORS**

ABSENT

Harold Posey, Chairman

Mark Cole

Mark Cole, Vice Chairman

Sandy Wagner

Sandy Wagner, Secretary

ABSENT

Chris Grice, Treasurer

Kenn Fawn

Kenn Fawn, Member

Bob Bagley

Bob Bagley, Member

Georgette Whatley  
Georgette Whatley, Member

Attest:

Donna Daniel  
Donna Daniel, Board Liason

- Section 4. **Terms.** Members shall be elected by the electors of the Hospital District.
- a. **Three (3)** of the Directors shall be elected at large from the entire district.
  - b. **Four (4)** of the Directors shall be elected from a different commissioner's precinct in the District and each shall be a resident of the precinct he/she represents.
  - c. **Directors shall serve for terms of four (4) years expiring on the second Tuesday in December.**

Section 5. **Vacancies.** All vacancies in the Board shall be filled for the unexpired term by appointment by the remainder of the Board of Directors. In the event the number of Directors shall be reduced to less than four (4) for any reason, the remaining Directors shall immediately call for a special election to fill said vacancies, and upon failure to do so, a district court may, upon application of any voter or taxpayer of the District, issue a mandate requiring that such election be ordered by the remaining Directors.

Section 6. **Voting rights of Members.** Each member shall be entitled to one (1) vote on all matters before the membership. There shall be no voting by proxy.



ARTICLE III. REGULAR AND SPECIAL MEETINGS OF THE BOARD

- Section 1. Regular Meetings. The Board shall hold a regular meeting on the fourth Tuesday of each month.
- Section 2. Special Meetings. Special meetings may be called by the Chairman or any four (4) members of the Board. Written notice of special meetings shall be mailed or sent electronically to each member at least seventy-two (72) hours before the time of such special meeting.
- Section 3. Notice of time and place of meeting shall be posted in accordance with the Texas Open Meetings Law and other applicable statutes.
- Section 4. Place of Meeting. Regular monthly meetings of the Board shall be held at any place which has been designated. In the absence of such designation, regular meetings shall be held at the principal office of the Hospital District. Special meetings may be held either at a place so designated or at the principal office.
- Section 5. Quorum of Regular Meetings. To conduct business of a regular or special meeting, a quorum shall consist of any four (4) members of the Board.
- Section 6. Minutes. Written minutes shall be maintained on all meetings to reflect all proceedings and actions thereof.
- Section 7. Rules of Order. All meetings of the Board of Directors shall be conducted in accordance with the most current edition of ROBERT'S RULES OF ORDER.
- Section 8. Attendance Requirements. Any member who is compelled to be absent from any consecutive regular or special Board meetings shall promptly provide to the presiding officer the reason for such absences.

#### ARTICLE IV. OFFICERS

- Section 1. **Officers.** The officers of the Board of Directors shall be a Chairman, a Vice-Chairman, a Secretary, a Treasurer. The offices of Chairman, Secretary and/or Treasurer will not be held by the same person.
- Section 2. **Chairman.** The Chairman of the Board shall, if present, preside at all meetings of the Board and shall exercise and perform such other powers and duties as may be prescribed in the Bylaws. The Chairman shall be an ex officio member of all committees.
- Section 3. **Vice Chairman,** The Vice Chairman of the Board shall preside at meetings of the Board in the absence of the Chairman and, when so acting, shall have the power and authority of the Chairman.
- Section 4. **Secretary.** The Secretary of the Board shall send appropriate notices and prepare agendas for all meetings of the Board. The Secretary shall act as custodian of all records and reports, and shall be responsible for the keeping and reporting of adequate records of all meetings of the Board.
- Section 5. **Treasurer.** The Treasurer shall be responsible for all funds of the Hospital District and shall ensure that a true and accurate accounting of the financial transactions of the Hospital District is made, that reports of such transactions are presented to the Board, and that all accounts payable are presented to such representative as the Board may designate for authorization of payment.
- Section 6. **Election.** The officers shall be elected annually by the Board from its own membership at the December Board meeting. All officers shall hold office for a period of (1) year, or until the member resigns, or is removed, or a successor has been elected and qualified.
- Section 7. **Removal and Resignation.** Any officer may be removed from office, with cause, by the members of the Board at any regular meeting thereof. Any officer may resign at any time by giving written notice to the Board or to the Chairman. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein; and unless otherwise specified therein; and unless otherwise resignation shall be necessary to make it effective.
- Section 8. **Vacancies.** A vacancy in any office because of the death, resignation, removal or any other cause shall be filled in the manner prescribed in the Bylaws and applicable statutes for regular appointment to such office.

## ARTICLE V. COMMITTEES

- Section 1. Committees. Committees of the board shall be standing and special. Standing committees shall consist of the following:
1. Health Care Assistance Program Committee (HCAP Committee)
  2. Emergency Medical Services Committee (EMS Committee)
  3. Planning and Development Committees (P ADCOM Committee)
  4. Finance Committee
  5. Personnel Committee
  6. Legislative and Outreach Committee
- Section 2. Special Committees. Special Committees may be appointed by the Chairman of the Board for whatever special purpose is needed to be addressed at the time of forming a Special Committee. The Chairman of the Board may set the policies, procedures, and duration of the Special Committee.
- Section 3. For all Committees formed under these Bylaws the following rules shall apply unless the Board specifically alters or chooses to create different rules: A simple majority constitutes a quorum of any committee. Each committee shall maintain minutes of its proceedings, recommendations, and actions. The Chairman of the Board shall make appointments to standing and special committees unless otherwise provided in the Bylaws.

Article V. (Quality Improvement Counsel) ~ Repealed at the September 10, 2013 Special BOD Meeting.



## ARTICLE VI. ADMINISTRATION

- Section 1. **Chief Executive Officer.** The Board shall appoint a competent Chief Executive Officer who shall be its direct executive representative in the management of the Hospital District. The Chief Executive Officer shall be given the necessary authority and responsibility to operate all its activities and departments, subject only to such policies as may be adopted, and such orders as may be issued by the Board or by any of its committees to which it has delegated power for such action. He shall act as the duly authorized representative of the Board in all matters in which the Board has not formally designated some other person to act. The Chief Executive Officer shall be an ex officio member of the Board without vote.
- Section 2. **Authority and Responsibility.** The authority and responsibility of the Chief Executive Officer shall include:
- a. Carrying out all policies established by the Board.
  - b. Development, and submission to the Board for approval, of a plan or organization of the personnel and others concerned with the operation of the Hospital District.
  - c. Preparation of an annual budget showing the expected receipts and expenditures as required by the Board.
  - d. Selection, employment, control and discharge of employees, and development and maintenance of personnel policies and practices.
  - e. Maintenance of physical properties in a good state of repair and operating condition.
  - f. Supervision of all business affairs to ensure that funds are collected and expended to the best possible advantage.
  - g. Cooperation with the Medical Staff and with all those concerned with the rendering of professional service to the end that high quality care shall be rendered to the patients.
  - h. Presentation to the Board of periodic reports reflecting the periodic reports reflecting the professional service and financial activities of the Hospital District and preparation and submission of such special reports as may be required by the Board.
  - i. Represented at all meetings of the Board and committees thereof.

EXHIBIT "A"

BOARD POLICY FOR PLACING AN ITEM ON A BOARD AGENDA

PROCEDURE:

1. The posting requirement is 72 hours prior to a scheduled Board meeting.
2. Agenda items for Special Meetings shall be submitted by any member of the Board to the Secretary by 8:30 o'clock a.m. on the last full District work day prior to the meeting posting deadline.  
Example 1: Meeting on Tuesday at 6 p.m. Posting deadline Saturday at 6 p.m. Submission deadline Friday at 8:30 a.m.  
Example 2: Meeting on Monday at 6 p.m. Posting deadline Friday at 6 p.m. Submission deadline Friday at 8:30 a.m.  
Example 3: Meeting on Wednesday at 9 a.m. Posting deadline Sunday at 9 a.m. Submission deadline Friday at 8:30 a.m.  
Example 4: Meeting on Thursday at 6 p.m. Posting deadline Monday at 6 p.m. Submission deadline Monday at 8:30 a.m.  
Example 5: Meeting on Saturday at 9 a.m. Posting deadline Wednesday at 9 a.m. Submission deadline Tuesday at 8:30 a.m.
3. Agenda items for any Regular Meeting (3<sup>rd</sup> Tuesday, each month) shall be submitted to the Secretary on Wednesday Noon prior to the scheduled meeting.
4. The Secretary may designate in writing a delegee for the receipt of resolutions.
5. Agenda items must be submitted in writing by fax, U.S. mail, courier, <sup>or</sup> personal delivery.

*James F. Hamilton, CEO*



# Montgomery County Hospital District Banking and Investment Policy

## MONTGOMERY COUNTY HOSPITAL DISTRICT

### Banking and Investment Policy

This banking and investment policy (“Investment Policy”) is adopted to meet the District’s responsibilities under the Public Funds Investment Act, Chapter 2256, Texas Government Code (hereinafter “Government Code”). This Policy applies to all funds represented in the Annual Financial Report, with the exception of any retirement, endowment or trust funds.

Effective cash management is recognized as essential to good fiscal management. Investment interest is a source of revenue to District funds. The District’s investment portfolio shall be designed and managed in a manner intended to maximize this revenue source, to be responsive to public trust, and to be in compliance with legal requirements and limitations.

Investments shall be made with the following primary objectives, listed in order of priority:

- \* **Safety** and preservation of principal
- \* Maintenance of sufficient **liquidity** to meet operating needs
- \* **Public trust** from prudent investment activities
- \* Optimization of **interest earnings** on the portfolio

1. **DEFINITIONS** For purposes of this Investment Policy, the following definitions shall apply:

- a. The “District” means Montgomery County Hospital District.
- b. “Bond Proceeds” means the proceeds from the sale of bonds, notes and any other obligations issued by the District, and reserves and funds maintained by the District for debt service purposes.
- c. “Book Value” means the original acquisition cost of an investment plus or minus the accrued amortization or accretion.
- d. “Funds” means public funds in the custody of the District that the District is authorized to invest.
- e. “Investment Pool” means an entity created under the Government Code as set forth in §§2256.016 to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are: (i) preservation and safety of principal; (ii) liquidity; and (iii) yield.
- f. “Market Value” means the current face or par value of an investment multiplied by the net selling price of the security as quoted by a recognized market pricing source quoted on the valuation date.
- g. “Qualified Representative” means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization and who is one of the following:
  - (1) for a business organization doing business that is regulated or registered with a securities commission, a person who is registered under the rules of the Financial Industry Regulatory Authority (FINRA);





## Montgomery County Hospital District Banking and Investment Policy

- (2) for a state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch of the bank or a person authorized by a corporate resolution to act on behalf of and bind the banking institution; or
  - (3) for an Investment Pool, the person authorized by the elected official or board with authority to administer the activities of the Investment Pool to sign the written instrument on behalf of the Investment Pool.
2. **INVESTMENT OFFICER(S)** The Chief Executive Officer (“CEO”), Chief Financial Officer (“CFO”), and Treasurer of the Board of Directors shall serve as investment officers of the District, shall recommend appropriate legally authorized and adequately secured investments, and shall invest District Funds as directed by the Board and this Investment Policy. In making investment decisions pertaining to investments of District funds, the Investment Officer(s) shall exercise the judgment and care under prevailing circumstances that a prudent person would exercise in the management of his or her own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. When deciding whether an investment officer’s actions were prudent, the determination should be based upon the total investment portfolio, rather than an individual investment in the portfolio, provided deviations from expectations are reported in a timely fashion. However, an investment transaction not consistent with this Investment Policy would not be considered prudent.
3. **WITHDRAWAL & TRANSFER AUTHORITY** The CEO, CFO, or the Treasurer of the Board of Directors is authorized to withdraw, transfer, and reinvest the District’s investments as prescribed in this Investment Policy. Any other employee or representative of the District will be permitted to perform these functions by express written authority of the Board or the CEO (see Exhibit “B”).
4. **CHECKS, DRAFTS, ETC.**
  - a. Except as otherwise provided herein, all checks, drafts, notes or other orders for payment of money issued in the name of the District shall be signed (i) by the CEO, CFO, or by one (1) member of the Board for dollar amounts up to \$25,000.00; or (ii) by the CEO or CFO and by one (1) member of the Board for dollar amounts totaling greater than \$25,000.00.
  - b. Due to an extended and/or unexpected absence of the Chief Financial Officer, all checks, drafts, notes or other orders for payment of money issued in the name of the District shall be signed (i) by the CEO or Chief Operating Officer or by one (1) member of the Board for dollar amounts up to \$25,000.00; or (ii) by the Acting CEO or Chief Financial Officer and by one (1) member of the Board or by a combination of any three (3) members of the Board for dollar amounts totaling greater than \$25,000.00.
  - c. The CEO may not initiate and sign a purchase order and thereafter sign the check (or authorize an electronic draft) evidencing payment of the Purchase Order.

Drafts to the District’s bank accounts for expenditures may be made through electronic signatures, electronic payments, and/or other automated arrangements not requiring a physical signature of a District representative. The Board of Directors acknowledges the “Approved Procedures to Process and Pay Indigent Claims,” as such procedures are set forth in the document appended hereto as Appendix 1, which has been previously approved by the Board of Directors.

5. **APPROVED INVESTMENTS** The District is authorized to invest its Funds in only the investment types, consistent with the strategies and maturities defined in this Investment Policy and chapter 2256 of the Government Code. The maximum stated maturity of any individual investment should be no



# Montgomery County Hospital District Banking and Investment Policy

longer than 5 years, and the maximum dollar-weighted average maturity of any pooled fund should be no longer than one year.

The following investments will be permitted:

- a. Obligations, including letters of credit, of the United States or its agencies or instrumentalities, including the Federal Home Loan Banks;
- b. Other obligations, the principal and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the United States or its agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;
- c. Obligations of the State of Texas or its agencies and instrumentalities, and obligations of counties, cities, and other political subdivisions of this State rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
- d. Fully insured or collateralized deposits at eligible depositories placed in compliance with this Policy and the Government Code;
- e. Repurchase agreements placed in compliance with the Government Code.
- f. No load money market mutual funds regulated by the Securities and Exchange Commission whose investment objectives include maintaining a stable \$1.0000 share value and that meet the requirements of the Government Code.
- g. Local government investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation authorized in compliance with the Government Code.

The investments set forth in Government Code §§ 2256.009(b), are not considered authorized investments.

The District is not required to liquidate investments that were authorized at the time of purchase. At least quarterly, the investment officers shall monitor the rating of any investment required by the Government Code to maintain a minimum credit rating. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

6. **SAFETY AND INVESTMENT MANAGEMENT** The investment officer(s) shall observe financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio and offsets, during a 12-month period, any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio.

The investment officer(s) shall create a competitive environment for all individual security purchases and sales, financial institution deposit placements, and money market mutual fund and local government investment pool selections. The investment officers shall develop and maintain procedures for ensuring a competitive environment.

7. **LIQUIDITY AND MATURITY**

- a. Unless otherwise prohibited by law, assets of the District shall be invested in instruments whose maturities do not exceed five (5) years from the time of purchase.



## Montgomery County Hospital District Banking and Investment Policy

b. The District's Investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

8. **DIVERSITY** Where appropriate, the investment portfolio shall be diversified in terms of investment instruments, maturity, scheduling, and financial institutions to reduce risk of loss resulting from over concentration of assets in a specific class of investments, specific maturity, or specific issuer. The District may achieve some diversification by placing part of its investment portfolio in a Local Government Investment Pool meeting the requirements of Government Code §§ 2256.016, if the Board authorizes the investment in the particular pool by resolution.
9. **FUNDS/STRATEGIES** Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below:

### **OPERATING FUNDS:**

1. Suitability - Any investment eligible in the Investment Policy is suitable for Operating Funds (including debt service and other pooled funds).
  2. Safety of Principal - All investments shall be high quality with no perceived default risk. Market price fluctuations will occur. However, managing the weighted average days to maturity for the Operating Fund's portfolio to less than 300 days and restricting the maximum allowable maturity to two years will minimize the price volatility of the overall portfolio.
  3. Marketability - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.
  4. Liquidity - The Operating Fund requires the greatest short-term liquidity of any of the Fund types. Short-term deposits, investment pools, and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.
  5. Diversification - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the District. Diversifying the appropriate maturity structure out through two years will reduce market cycle risk.
  6. Yield - Attaining a competitive market yield for comparable investment-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling six-month Treasury Bill portfolio will be the minimum yield objective.
10. **SAFEKEEPING and CUSTODY:** All trades, where applicable, will be executed by delivery versus payment (DVP) to ensure that securities are deposited with an eligible safekeeping agent prior to the release of funds. District-owned securities will be evidenced by safekeeping receipts issued by the agent. The District may designate an eligible and authorized financial institution or broker/dealer as custodian for FDIC insured deposit placements as per the Government Code.

All financial institution deposits shall be insured or collateralized in compliance with applicable State law. Pledged collateral shall maintain a market value equal to or greater than 102% of the deposits



## Montgomery County Hospital District Banking and Investment Policy

plus accrued interest, less any amount insured by the FDIC. The District reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards deposits. Financial institutions will be required to sign a depository agreement. The collateralized deposit portion of the agreement shall define the District's rights to the collateral in case of default, bankruptcy, or closing, and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- a. The agreement must be in writing;
- b. The agreement has to be executed by the financial institution and the District contemporaneously with the acquisition of the asset;
- c. The agreement must be approved by the Board of Directors or designated committee of the financial institutions and a copy of the meeting minutes must be delivered to the District; and
- d. The agreement must be part of the financial institution's "official record" continuously since its execution.

Securities pledged as collateral shall be held by an independent third party governed by a custodial agreement acceptable to the District. The agreement is to specify the acceptable investment securities as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. The agreement must clearly state that the custodian is instructed to release pledged collateral to the District in the event the District has determined that the financial institution has failed to pay on any matured investments, or has determined that the funds of the District are in jeopardy for whatever reason, including involuntary closure or change of ownership. A clearly marked evidence of the pledge must be supplied to the District and retained by the investment officer(s).

11. **BROKER/DEALERS** Broker/dealers must submit information as requested by the District and be in good standing with the Financial Industry Regulatory Authority ("FINRA"). Representatives of brokers/dealers shall be registered with the Texas State Securities Board. The Board, at least annually, shall review, revise and adopt a list of qualified broker/dealers that are authorized to engage in investment transactions with the District. The Board of Directors acknowledges the "List of Authorized, Qualified Brokers" as set forth in the document appended hereto as Appendix 2, which has been previously approved by the Board of Directors.
12. **INVESTMENT PROVIDERS** A written copy of this Investment Policy shall be presented to any person offering to engage in an investment transaction with the District.

Local Government Investment Pools and Discretionary Investment Management Firms shall execute a written instrument stating:

- a. The business organization has received and reviewed the District's Investment Policy; and
- b. Has acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and the organization that are not authorized by the District's Investment Policy, except to the extent that this authorization requires an analysis of the District's entire portfolio or requires an interpretation of subjective investment standards, or relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

A form of the written instrument is attached as Exhibit "A". The investment officer may not acquire or otherwise obtain any authorized investment described in this policy from a person who has not delivered to the District an instrument that is substantially in this form.



## Montgomery County Hospital District Banking and Investment Policy

13. **INVESTMENT TRAINING** In order to provide qualified and capable investment management, the investment officers of the District shall: (1) attend training, accumulating at least 10 hours, relating to the Treasurer's or Officers' responsibilities under the Government Code within 12 months after taking office or assuming duties; and (2) attend training with each two-year period aligned with the District's fiscal year and accumulating not less than ten hours of instruction relating to investment responsibilities under the Government Code. The training must include education in investment controls, security risks, strategy risks, market risks, and compliance with the Government Code.

The Board approves the following independent sources of training:

- a. Government Treasurers' Organization of Texas
  - b. Government Finance Officers' Association (National and Texas)
  - c. American Institute of Certified Public Accountants
  - d. University of North Texas
  - e. Texas State University
14. **STANDARD OF CARE** Investments shall be made with judgment and care, under prevailing circumstances that a person of prudence, discretion, and intelligence would exercise in the management of his or her own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investments shall be governed by the objectives specified in Government Code 2256.006, in the order of priority specified therein.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

- a. The investment of all Funds, rather than the prudence of a single investment, over which the officer had responsibility.
  - b. Whether the investment decision was consistent with this Investment Policy.
15. **PERSONAL INTEREST** An investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction for the District or who is related within the second degree by affinity or consanguinity, as determined by Government Code, Chapter 573, to an individual seeking to sell an investment to the District shall file a statement disclosing that relationship with the Board and with the Texas Ethics Commission, and shall abstain from participation in the District's decision whether to engage the business organization or individual with which the investment officer has a relationship.

An investment officer has a personal business relationship with a business organization if:

- a. the investment officer owns 10 percent or more of the voting stock or shares of the business organizations or owns \$5,000 or more of the Fair Market Value of the business organization;
  - b. Funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or
  - c. The investment officer has acquired from the business organization investments with a Book Value of \$2,500 or more for the personal account of the investment officer.
16. **QUARTERLY REPORTS** The investment officer(s) shall prepare and submit to the Board a written report in compliance with the requirements of the Government Code. This report shall be



## Montgomery County Hospital District Banking and Investment Policy

presented to the Board not less than quarterly, within a reasonable time after the end of the period. The report must:

- a. Contain a detailed description of the investment position of the District on the date of the report.
- b. Contain a summary statement of each pooled funds group that states:
  - (1) Beginning Market Value for the reporting period.
  - (2) Additions and changes to the Market Value during the period.
  - (3) Ending Market Value for the period.
  - (4) Fully accrued interest for the reporting period.
- c. State the Book Value and Market Value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested.
- d. State the maturity date of each separately invested asset that has a maturity date.
- e. State the account or fund or pooled group fund in the District for which each individual investment was acquired.
- f. State the compliance of the investment portfolio of the District as it relates to the District's investment strategy expressed in the District's Investment Policy and relevant provisions of law.
- g. Record the signatures of each investment officer attesting to its compliance as required in item.

Market values will be obtained at least quarterly from sources deemed to be reliable and not affiliated with the original transaction acquiring the investment.

17. **ANNUAL REVIEW** The Investment Policy, and incorporated the investment strategies, shall be reviewed not less than annually by the Board. The Board shall affirmatively, by written resolution, state that it has reviewed the Investment Policy and investment strategies, and such resolution shall record any changes made in the Investment Policy or investment strategies.
18. **ANNUAL AUDIT** The Board shall perform or have conducted a compliance audit of management controls on investments and adherence to the Board's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit by the District's independent auditing firm. If the District invests in other than money market mutual funds, Investment Pools or deposits offered by its depository bank, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board.
20. **ELECTRONIC FUNDS TRANSFER** The District may use electronic means to transfer or invest all Funds collected or controlled by the District.
21. **AUTHORIZATION** Unless authorized by this Policy, (including the appendices hereto) a person may not deposit, withdraw, transfer, or manage in any other manner the Funds of the District.
22. **COMPLIANCE** All investments made by the District must comply with the Texas Public Funds Investment Act and all federal, state and local statutes, rule or regulations.



Montgomery County Hospital District  
Banking and Investment Policy

MONTGOMERY COUNTY HOSPITAL DISTRICT

Banking and Investment Policy  
(Signature Page)

The undersigned hereby acknowledge that he/she has received and reviewed the District's Investment Policy:

Kenn Fawn  
Kenn Fawn, Chairman, MCHD Board of Directors

NOT IN ATTENDANCE  
Mark Cole, Vice-Chairman, MCHD Board of Directors

Sandra Wagner  
Sandra Wagner, Secretary, MCHD Board of Directors

Chris Grice  
Chris Grice, Treasurer, MCHD Board of Directors

Bob Bagley  
Bob Bagley, Member, MCHD Board of Directors

Georgette Whatley  
Georgette Whatley, Member, MCHD Board of Directors

Brad Spratt  
Brad Spratt, Member, MCHD Board of Directors

Randy Johnson  
Randy Johnson, MCHD Chief Executive Officer

D. Brett Allen  
D. Brett Allen, MCHD Director of Financial Services

APRIL 24, 2018  
Date



Montgomery County Hospital District
Banking and Investment Policy

EXHIBIT A

Form of Statement by Investment Provider

THE STATE OF TEXAS §
COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned authority, on this day personally appeared the person whose name is subscribed below, who, being by me first duly sworn, upon oath deposed and said:

My name is \_\_\_\_\_. I am a Qualified Representative of \_\_\_\_ (the "Business Organization"). This statement is provided to meet the requirements of the Public Funds Investment Act.

I hereby certify that

- 1. I have received and reviewed the investment policy of Montgomery County Hospital District (the "District");
2. The Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and the Organization that are not authorized by the District's Investment Policy, except to the extent that the Organization has not made an analysis of the make-up of the District's entire portfolio or has not engaged in any interpretation of subjective investment standards, or relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority; and
3. The statements, representations and declarations made in this document are true and correct.

Qualified Representative

SWORN AND SUBSCRIBED BEFORE ME, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(seal)

Notary Public in and for the State of Texas





## Appendix 1 Approved Procedures to Process and Pay Indigent Care Claims

### Purpose

The purpose of these proposed procedures is to provide guidance to the Montgomery County Hospital District (MCHD) regarding processing of payments for indigent care claims in connection with the Administrative Services Agreement between MCHD and Boon-Chapman Benefit Administrators, Inc. (“TPA”).

### Background

MCHD has entered into an Administrative Services Agreement (Agreement) with TPA effective August 1, 2006. Under the terms of the Agreement, TPA is to provide certain claims administration services including but not limited to the following:

1. The receipt and review of claims and claims documentation.
2. Verification of eligibility and determination of medical necessity and amounts payable under the Plan in conjunction with Plan provisions concerning reasonableness of charges and preferred provider or other service agreements.
3. Determination of medical necessity and amounts payable under the Plan.
4. Reasonable steps, in accordance with the Plan provisions, to recover or offset erroneous payments of Plan benefits.
5. Preparation and mailing of benefit payment checks drawn on designated demand deposit accounts, and explanation of benefits (or denial of benefits).

MCHD will rely on TPA’s internal controls for the processing and payment of claims. TPA’s internal controls have been reviewed by an independent auditor and they maintain fidelity insurance. Claims will be paid through a separate MCHD bank account. MCHD will have constant ready access to TPA’s systems for the purpose of reviewing individual claims and aggregate reporting.

### Proposed Procedures

1. MCHD will set up a separate checking account for HCAP disbursements.
2. TPA representatives will be among the signers on the account.
3. TPA will receive claims and process for payment.
4. TPA will submit a proposed check run to MCHD periodically (e.g. weekly).
5. MCHD staff will review and authorize payments.
6. MCHD will transfer funds to the HCAP disbursement bank account.
7. TPA will process and release checks.
8. TPA will provide detail and summary reports of claims processed on a monthly basis.
9. MCHD Board of Directors will review and ratify payments made at their monthly meeting.
10. HCAP disbursement account is not to have a balance exceeding \$2,000,000.



**Montgomery County Hospital District  
Banking and Investment Policy**

**Appendix 2  
List of Authorized, Qualified Brokers**

**Institution**

---

Raymond James Financial Services

**Representative**

---

Frederick T. Greene



## Montgomery County Hospital District Conflict of Interest Disclosure Form

The purpose of this document is to assist the determination of whether conflicts of interest may exist that would impair the impartiality of the Montgomery County Hospital District's ("District") actions.

All District employees, officers, and persons/entities contracting with the District must have this Disclosure Statement on file with the District and must update this Disclosure Statement if any of the information changes.

Last Name-First Name-Middle Initial	Employee ID Number
Job/Office Title	Date

**Relationships** – List the name and description of any business, family (spouse, parent, and children) or other relationship you have to any District Board member, employee, or contractor (including officers and employees of a contractor).

Name	Description of Relationship

**Economic Interests** – The name of any business entity (including self-employment) in which you or your spouse holds an economic interest.

Name	Type of Economic Interest

**Business Interests** – List the name of any business, or a parent or subsidiary business, of a business entity owned, operated or managed by you.

Name of Business	Partner or a Parent or Subsidiary	Reporting Party or his/her spouse

**Policy Making Position** – List the name of each nonprofit or business entity in which you serve as an officer, director, or in any other policy making position.

Name of nonprofit or business entity	Title of policy making position

**District Business Connections** – List the name of each business entity that has sought District business, has a current District contract, or anticipates seeking District business in which you or your family member, is known to directly or indirectly own:

1. Voting stock or shares of the business entity. (note any 10% or more)

Name of Business Entity	Sought/has contract	By whom owned

2. Any ownership of the business entity. (note any 10% or more OR \$15,000 or more of the fair market value of entity).

Name of Business Entity	Sought/has contract	By whom owned

3. Derived any part of your gross income for the previous year through the entity. ( note any 10% or more)

Name of Business Entity	Sought/has contract	By whom owned

**Serving on Board of Directors** – List the name of each public or private organization in which you serve as a member of the Board of Directors.

Name of Organization	Position	Type of Organization



# Montgomery County Hospital District Conflict of Interest Disclosure Form

I have no conflict of interest to report

Employees – Please sign and have a witness sign  
Contractors-Must be notarized

### OATH

I swear or affirm that the statements contained in this Financial Disclosure Report (including any accompanying supplements) to the best of my knowledge and belief are true, correct, and complete.

\_\_\_\_\_  
SIGNATURE OF INDIVIDUAL COMPLETING REPORT

\_\_\_\_\_  
WITNESS

SUBSCRIBED AND SWORN TO before me by

\_\_\_\_\_  
PRINTED NAME OF INDIVIDUAL COMPLETEING REPORT

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, to certify which witness my hand and seal of office.

\_\_\_\_\_  
Notary Public in and for the  
State of Texas

My Commission Expires: \_\_\_\_\_

# CANDIDATE / OFFICEHOLDER CAMPAIGN FINANCE REPORT

## FORM C/OH COVER SHEET PG 1

The C/OH Instruction Guide explains how to complete this form.

1 Filer ID (Ethics Commission Filers)

2 Total pages filed:

<b>3</b> CANDIDATE / OFFICEHOLDER NAME	MS / MRS / MR FIRST MI	<b>OFFICE USE ONLY</b>	
	NICKNAME LAST SUFFIX		
<b>4</b> CANDIDATE / OFFICEHOLDER MAILING ADDRESS <input type="checkbox"/> Change of Address	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE		
<b>5</b> CANDIDATE / OFFICEHOLDER PHONE	AREA CODE PHONE NUMBER EXTENSION ( )	Date Received	
<b>6</b> CAMPAIGN TREASURER NAME	MS / MRS / MR FIRST MI	Date Hand-delivered or Date Postmarked	
	NICKNAME LAST SUFFIX	Receipt #	Amount \$
<b>7</b> CAMPAIGN TREASURER ADDRESS (Residence or Business)	STREET ADDRESS (NO PO BOX PLEASE); APT / SUITE #; CITY; STATE; ZIP CODE		
	Date Processed		
	Date Imaged		
<b>8</b> CAMPAIGN TREASURER PHONE	AREA CODE PHONE NUMBER EXTENSION ( )		
<b>9</b> REPORT TYPE	<input type="checkbox"/> January 15 <input type="checkbox"/> 30th day before election <input type="checkbox"/> Runoff <input type="checkbox"/> 15th day after campaign treasurer appointment (Officeholder Only) <input type="checkbox"/> July 15 <input type="checkbox"/> 8th day before election <input type="checkbox"/> Exceeded \$500 limit <input type="checkbox"/> Final Report (Attach C/OH - FR)		
<b>10</b> PERIOD COVERED	Month / Day / Year      THROUGH      Month / Day / Year		
<b>11</b> ELECTION	ELECTION DATE Month / Day / Year	ELECTION TYPE <input type="checkbox"/> Primary <input type="checkbox"/> Runoff <input type="checkbox"/> Other Description <input type="checkbox"/> General <input type="checkbox"/> Special	
<b>12</b> OFFICE	OFFICE HELD (if any)	<b>13</b> OFFICE SOUGHT (if known)	

**GO TO PAGE 2**

# CANDIDATE / OFFICEHOLDER CAMPAIGN FINANCE REPORT

**FORM C/OH  
COVER SHEET PG 2**

<b>14</b> C/OH NAME	<b>15</b> Filer ID (Ethics Commission Filers)
---------------------	-----------------------------------------------

<b>16</b> NOTICE FROM POLITICAL COMMITTEE(S)	THIS BOX IS FOR NOTICE OF POLITICAL CONTRIBUTIONS ACCEPTED OR POLITICAL EXPENDITURES MADE BY POLITICAL COMMITTEES TO SUPPORT THE CANDIDATE / OFFICEHOLDER. <i>THESE EXPENDITURES MAY HAVE BEEN MADE WITHOUT THE CANDIDATE'S OR OFFICEHOLDER'S KNOWLEDGE OR CONSENT.</i> CANDIDATES AND OFFICEHOLDERS ARE REQUIRED TO REPORT THIS INFORMATION ONLY IF THEY RECEIVE NOTICE OF SUCH EXPENDITURES.							
<input type="checkbox"/> Additional Pages	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; padding: 2px;">COMMITTEE TYPE</td> <td style="padding: 2px;">COMMITTEE NAME</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> GENERAL</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> SPECIFIC</td> <td style="padding: 2px;"></td> </tr> </table>	COMMITTEE TYPE	COMMITTEE NAME	<input type="checkbox"/> GENERAL		<input type="checkbox"/> SPECIFIC		COMMITTEE ADDRESS
	COMMITTEE TYPE	COMMITTEE NAME						
	<input type="checkbox"/> GENERAL							
	<input type="checkbox"/> SPECIFIC							
COMMITTEE CAMPAIGN TREASURER NAME								
COMMITTEE CAMPAIGN TREASURER ADDRESS								

<b>17</b> CONTRIBUTION TOTALS	1. TOTAL POLITICAL CONTRIBUTIONS OF \$50 OR LESS (OTHER THAN PLEDGES, LOANS, OR GUARANTEES OF LOANS), UNLESS ITEMIZED	\$
	2. <b>TOTAL POLITICAL CONTRIBUTIONS</b> (OTHER THAN PLEDGES, LOANS, OR GUARANTEES OF LOANS)	\$
EXPENDITURE TOTALS	3. TOTAL POLITICAL EXPENDITURES OF \$100 OR LESS, UNLESS ITEMIZED	\$
	4. <b>TOTAL POLITICAL EXPENDITURES</b>	\$
CONTRIBUTION BALANCE	5. TOTAL POLITICAL CONTRIBUTIONS MAINTAINED AS OF THE LAST DAY OF REPORTING PERIOD	\$
OUTSTANDING LOAN TOTALS	6. TOTAL PRINCIPAL AMOUNT OF ALL OUTSTANDING LOANS AS OF THE LAST DAY OF THE REPORTING PERIOD	\$

**18 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the accompanying report is true and correct and includes all information required to be reported by me under Title 15, Election Code.

\_\_\_\_\_

Signature of Candidate or Officeholder

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

---

Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath
-----------------------------------------	--------------------------------------------	-------------------------------------

# SUBTOTALS - C/OH

# FORM C/OH COVER SHEET PG 3

19 FILER NAME

20 Filer ID (Ethics Commission Filers)

21 SCHEDULE SUBTOTALS NAME OF SCHEDULE	SUBTOTAL AMOUNT
1. <input type="checkbox"/> SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS	\$
2. <input type="checkbox"/> SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS	\$
3. <input type="checkbox"/> SCHEDULE B: PLEDGED CONTRIBUTIONS	\$
4. <input type="checkbox"/> SCHEDULE E: LOANS	\$
5. <input type="checkbox"/> SCHEDULE F1: POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS	\$
6. <input type="checkbox"/> SCHEDULE F2: UNPAID INCURRED OBLIGATIONS	\$
7. <input type="checkbox"/> SCHEDULE F3: PURCHASE OF INVESTMENTS MADE FROM POLITICAL CONTRIBUTIONS	\$
8. <input type="checkbox"/> SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD	\$
9. <input type="checkbox"/> SCHEDULE G: POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS	\$
10. <input type="checkbox"/> SCHEDULE H: PAYMENT MADE FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH	\$
11. <input type="checkbox"/> SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS	\$
12. <input type="checkbox"/> SCHEDULE K: INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER	\$

# MONETARY POLITICAL CONTRIBUTIONS

# SCHEDULE A1

<b>The Instruction Guide explains how to complete this form.</b>		<b>1</b> Total pages Schedule A1:
<b>2</b> FILER NAME		<b>3</b> Filer ID (Ethics Commission Filers)
<b>4</b> Date	<b>5</b> Full name of contributor <input type="checkbox"/> out-of-state PAC (ID#: _____)  ..... <b>6</b> Contributor address; City; State; Zip Code	<b>7</b> Amount of contribution (\$)
<b>8</b> Principal occupation / Job title (See Instructions)		<b>9</b> Employer (See Instructions)
Date	Full name of contributor <input type="checkbox"/> out-of-state PAC (ID#: _____)  ..... Contributor address; City; State; Zip Code	Amount of contribution (\$)
Principal occupation / Job title (See Instructions)		Employer (See Instructions)
Date	Full name of contributor <input type="checkbox"/> out-of-state PAC (ID#: _____)  ..... Contributor address; City; State; Zip Code	Amount of contribution (\$)
Principal occupation / Job title (See Instructions)		Employer (See Instructions)
Date	Full name of contributor <input type="checkbox"/> out-of-state PAC (ID#: _____)  ..... Contributor address; City; State; Zip Code	Amount of contribution (\$)
Principal occupation / Job title (See Instructions)		Employer (See Instructions)

**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**  
If contributor is out-of-state PAC, please see instruction guide for additional reporting requirements.



# NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS

## SCHEDULE A2

<b>The Instruction Guide explains how to complete this form.</b>		<b>1</b> Total pages Schedule A2:	
<b>2</b> FILER NAME		<b>3</b> Filer ID (Ethics Commission Filers)	
<b>4</b> TOTAL OF UNITEMIZED IN-KIND POLITICAL CONTRIBUTIONS		\$	
<b>5</b> Date	<b>6</b> Full name of contributor <input type="checkbox"/> out-of-state PAC (ID#: _____)	<b>8</b> Amount of Contribution \$	<b>9</b> In-kind contribution description
	<b>7</b> Contributor address; City; State; Zip Code		
<input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T.			
<b>10</b> Principal occupation / Job title (FOR NON-JUDICIAL) (See Instructions)		<b>11</b> Employer (FOR NON-JUDICIAL) (See Instructions)	
<b>12</b> Contributor's principal occupation (FOR JUDICIAL)		<b>13</b> Contributor's job title (FOR JUDICIAL) (See Instructions)	
<b>14</b> Contributor's employer/law firm (FOR JUDICIAL)		<b>15</b> Law firm of contributor's spouse (if any) (FOR JUDICIAL)	
<b>16</b> If contributor is a child, law firm of parent(s) (if any) (FOR JUDICIAL)			
<b>Date</b>	<b>Full name of contributor</b> <input type="checkbox"/> out-of-state PAC (ID#: _____)	<b>Amount of Contribution \$</b>	<b>In-kind contribution description</b>
	<b>Contributor address;</b> City; State; Zip Code		
<input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T.			
<b>Principal occupation / Job title (FOR NON-JUDICIAL) (See Instructions)</b>		<b>Employer (FOR NON-JUDICIAL) (See Instructions)</b>	
<b>Contributor's principal occupation (FOR JUDICIAL)</b>		<b>Contributor's job title (FOR JUDICIAL) (See Instructions)</b>	
<b>Contributor's employer/law firm (FOR JUDICIAL)</b>		<b>Law firm of contributor's spouse (if any) (FOR JUDICIAL)</b>	
<b>If contributor is a child, law firm of parent(s) (if any) (FOR JUDICIAL)</b>			

**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**  
**If contributor is out-of-state PAC, please see instruction guide for additional reporting requirements.**

# PLEGGED CONTRIBUTIONS

# SCHEDULE B

<b>The Instruction Guide explains how to complete this form.</b>		<b>1</b> Total pages Schedule B:	
<b>2</b> FILER NAME		<b>3</b> Filer ID (Ethics Commission Filers)	
<b>4</b> TOTAL OF UNITEMIZED PLEDGES		\$	
<b>5</b> Date	<b>6</b> Full name of pledgor <input type="checkbox"/> out-of-state PAC (ID#: _____)  ..... <b>7</b> Pledgor address;                      City;    State;    Zip Code	<b>8</b> Amount of Pledge \$	<b>9</b> In-kind contribution description
		<input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T.	
<b>10</b> Principal occupation / Job title (See Instructions)		<b>11</b> Employer (See Instructions)	
Date	Full name of pledgor <input type="checkbox"/> out-of-state PAC (ID#: _____)  ..... Pledgor address;                      City;    State;    Zip Code	Amount of Pledge \$	In-kind contribution description
		<input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T.	
Principal occupation / Job title (See Instructions)		Employer (See Instructions)	
Date	Full name of pledgor <input type="checkbox"/> out-of-state PAC (ID#: _____)  ..... Pledgor address;                      City;    State;    Zip Code	Amount of Pledge \$	In-kind contribution description
		<input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T.	
Principal occupation / Job title (See Instructions)		Employer (See Instructions)	
Date	Full name of pledgor <input type="checkbox"/> out-of-state PAC (ID#: _____)  ..... Pledgor address;                      City;    State;    Zip Code	Amount of Pledge \$	In-kind contribution description
		<input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T.	
Principal occupation / Job title (See Instructions)		Employer (See Instructions)	

**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**  
**If contributor is out-of-state PAC, please see instruction guide for additional reporting requirements.**

# LOANS

# SCHEDULE E

<b>The Instruction Guide explains how to complete this form.</b>		<b>1</b> Total pages Schedule E:
<b>2</b> FILER NAME		<b>3</b> Filer ID (Ethics Commission Filers)
<b>4</b> TOTAL OF UNITEMIZED LOANS		\$
<b>5</b> Date of loan	<b>7</b> Name of lender <input type="checkbox"/> out-of-state PAC (ID#: _____ )	<b>9</b> Loan Amount (\$)
<b>6</b> Is lender a financial Institution?  Y    N	<b>8</b> Lender address;                      City;        State;        Zip Code	<b>10</b> Interest rate
		<b>11</b> Maturity date
<b>12</b> Principal occupation / Job title (See Instructions)		<b>13</b> Employer (See Instructions)
<b>14</b> Description of Collateral  <input type="checkbox"/> none		<b>15</b> Check if personal funds were deposited into political account (See Instructions)  <input type="checkbox"/>
<b>16</b> GUARANTOR INFORMATION  <input type="checkbox"/> not applicable	<b>17</b> Name of guarantor	<b>19</b> Amount Guaranteed (\$)
	<b>18</b> Guarantor address;                      City;        State;        Zip Code	
<b>20</b> Principal Occupation (See Instructions)		<b>21</b> Employer (See Instructions)

Date of loan	Name of lender <input type="checkbox"/> out-of-state PAC (ID#: _____ )	Loan Amount (\$)
Is lender a financial Institution?  Y    N	Lender address;                      City;        State;        Zip Code	Interest rate
		Maturity date
Principal occupation / Job title (See Instructions)		Employer (See Instructions)
Description of Collateral  <input type="checkbox"/> none		Check if personal funds were deposited into political account (See Instructions)  <input type="checkbox"/>
GUARANTOR INFORMATION  <input type="checkbox"/> not applicable	Name of guarantor	Amount Guaranteed (\$)
	Guarantor address;                      City;        State;        Zip Code	
Principal Occupation (See Instructions)		Employer (See Instructions)

**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**  
**If lender is out-of-state PAC, please see instruction guide for additional reporting requirements.**



# UNPAID INCURRED OBLIGATIONS

# SCHEDULE F2

### EXPENDITURE CATEGORIES FOR BOX 10(a)

Advertising Expense	Event Expense	Loan Repayment/Reimbursement	Solicitation/Fundraising Expense
Accounting/Banking	Fees	Office Overhead/Rental Expense	Transportation Equipment & Related Expense
Consulting Expense	Food/Beverage Expense	Polling Expense	Travel In District
Contributions/Donations Made By	Gift/Awards/Memorials Expense	Printing Expense	Travel Out Of District
Candidate/Officeholder/Political Committee	Legal Services	Salaries/Wages/Contract Labor	Other (enter a category not listed above)

The Instruction Guide explains how to complete this form.

<b>1</b> Total pages Schedule F2:	<b>2</b> FILER NAME	<b>3</b> Filer ID (Ethics Commission Filers)
-----------------------------------	---------------------	----------------------------------------------

<b>4</b> TOTAL OF UNITEMIZED UNPAID INCURRED OBLIGATIONS	\$
----------------------------------------------------------	----

<b>5</b> Date	<b>6</b> Payee name
---------------	---------------------

<b>7</b> Amount (\$)	<b>8</b> Payee address; City; State; Zip Code
----------------------	-----------------------------------------------

<b>9</b> TYPE OF EXPENDITURE	<input type="checkbox"/> Political	<input type="checkbox"/> Non-Political
------------------------------	------------------------------------	----------------------------------------

<b>10</b> PURPOSE OF EXPENDITURE	<b>(a)</b> Category (See Categories listed at the top of this schedule)	<b>(b)</b> Description
		<input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, officeholder living expense

<b>11</b> Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought	Office held
----------------------------------------------------------------------	-------------------------------	---------------	-------------

Date	Payee name
------	------------

Amount (\$)	Payee address; City; State; Zip Code
-------------	--------------------------------------

<b>TYPE OF EXPENDITURE</b>	<input type="checkbox"/> Political	<input type="checkbox"/> Non-Political
----------------------------	------------------------------------	----------------------------------------

<b>PURPOSE OF EXPENDITURE</b>	Category (See Categories listed at the top of this schedule)	Description
		<input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, officeholder living expense

Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought	Office held
------------------------------------------------------------	-------------------------------	---------------	-------------

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**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**

# PURCHASE OF INVESTMENTS MADE FROM POLITICAL CONTRIBUTIONS

## SCHEDULE F3

The Instruction Guide explains how to complete this form.		<b>1</b> Total pages Schedule F3:
<b>2</b> FILER NAME		<b>3</b> Filer ID (Ethics Commission Filers)
<b>4</b> Date	<b>5</b> Name of person from whom investment is purchased  ..... <b>6</b> Address of person from whom investment is purchased;                      City;                      State;                      Zip Code	
	<b>7</b> Description of investment	
	<b>8</b> Amount of investment (\$)	
Date	Name of person from whom investment is purchased  ..... Address of person from whom investment is purchased;                      City;                      State;                      Zip Code	
	Description of investment	
	Amount of investment (\$)	
<b>ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED</b>		

# EXPENDITURES MADE BY CREDIT CARD

## SCHEDULE F4

### EXPENDITURE CATEGORIES FOR BOX 10(a)

Advertising Expense	Event Expense	Loan Repayment/Reimbursement	Solicitation/Fundraising Expense
Accounting/Banking	Fees	Office Overhead/Rental Expense	Transportation Equipment & Related Expense
Consulting Expense	Food/Beverage Expense	Polling Expense	Travel In District
Contributions/Donations Made By Candidate/Officeholder/Political Committee	Gift/Awards/Memorials Expense	Printing Expense	Travel Out Of District
	Legal Services	Salaries/Wages/Contract Labor	Other (enter a category not listed above)

The Instruction Guide explains how to complete this form.

<b>1</b> Total pages Schedule F4:	<b>2</b> FILER NAME	<b>3</b> Filer ID (Ethics Commission Filers)
-----------------------------------	---------------------	----------------------------------------------

<b>4</b> TOTAL OF UNITEMIZED EXPENDITURES CHARGED TO A CREDIT CARD	\$
--------------------------------------------------------------------	----

<b>5</b> Date	<b>6</b> Payee name
---------------	---------------------

<b>7</b> Amount (\$)	<b>8</b> Payee address; City; State; Zip Code
----------------------	-----------------------------------------------

<b>9</b> TYPE OF EXPENDITURE	<input type="checkbox"/> Political	<input type="checkbox"/> Non-Political
------------------------------	------------------------------------	----------------------------------------

<b>10</b> PURPOSE OF EXPENDITURE	<b>(a)</b> Category (See Categories listed at the top of this schedule)	<b>(b)</b> Description <input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, officeholder living expense
----------------------------------	-------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>11</b> Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought	Office held
----------------------------------------------------------------------	-------------------------------	---------------	-------------

Date	Payee name
------	------------

Amount (\$)	Payee address; City; State; Zip Code
-------------	--------------------------------------

<b>TYPE OF EXPENDITURE</b>	<input type="checkbox"/> Political	<input type="checkbox"/> Non-Political
----------------------------	------------------------------------	----------------------------------------

<b>PURPOSE OF EXPENDITURE</b>	Category (See Categories listed at the top of this schedule)	Description <input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, officeholder living expense
-------------------------------	--------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought	Office held
------------------------------------------------------------	-------------------------------	---------------	-------------

--

**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**

# POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS

## SCHEDULE G

### EXPENDITURE CATEGORIES FOR BOX 8(a)

Advertising Expense  
Accounting/Banking  
Consulting Expense  
Contributions/Donations Made By  
Candidate/Officeholder/Political Committee  
Credit Card Payment

Event Expense  
Fees  
Food/Beverage Expense  
Gift/Awards/Memorials Expense  
Legal Services

Loan Repayment/Reimbursement  
Office Overhead/Rental Expense  
Polling Expense  
Printing Expense  
Salaries/Wages/Contract Labor

Solicitation/Fundraising Expense  
Transportation Equipment & Related Expense  
Travel In District  
Travel Out Of District  
Other (enter a category not listed above)

The Instruction Guide explains how to complete this form.

<b>1</b> Total pages Schedule G:	<b>2</b> FILER NAME	<b>3</b> Filer ID (Ethics Commission Filers)
----------------------------------	---------------------	----------------------------------------------

<b>4</b> Date	<b>5</b> Payee name
---------------	---------------------

<b>6</b> Amount (\$)	<b>7</b> Payee address; City; State; Zip Code
<input type="checkbox"/> Reimbursement from political contributions intended	

<b>8</b> <b>PURPOSE OF EXPENDITURE</b>	<b>(a)</b> Category (See Categories listed at the top of this schedule)	<b>(b)</b> Description <input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, officeholder living expense
-------------------------------------------	-------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought	Office held
------------------------------------------------------------	-------------------------------	---------------	-------------

Date	Payee name
------	------------

Amount (\$)	Payee address; City; State; Zip Code
<input type="checkbox"/> Reimbursement from political contributions intended	

<b>PURPOSE OF EXPENDITURE</b>	Category (See Categories listed at the top of this schedule)	<b>(b)</b> Description <input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, officeholder living expense
-------------------------------	--------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought	Office held
------------------------------------------------------------	-------------------------------	---------------	-------------

Date	Payee name
------	------------

Amount (\$)	Payee address; City; State; Zip Code
<input type="checkbox"/> Reimbursement from political contributions intended	

<b>PURPOSE OF EXPENDITURE</b>	Category (See Categories listed at the top of this schedule)	<b>(b)</b> Description <input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, officeholder living expense
-------------------------------	--------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought	Office held
------------------------------------------------------------	-------------------------------	---------------	-------------

**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**



# PAYMENT MADE FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH

## SCHEDULE H

### EXPENDITURE CATEGORIES FOR BOX 8(a)

Advertising Expense	Event Expense	Loan Repayment/Reimbursement	Solicitation/Fundraising Expense
Accounting/Banking	Fees	Office Overhead/Rental Expense	Transportation Equipment & Related Expense
Consulting Expense	Food/Beverage Expense	Polling Expense	Travel In District
Contributions/Donations Made By	Gift/Awards/Memorials Expense	Printing Expense	Travel Out Of District
Candidate/Officeholder/Political Committee	Legal Services	Salaries/Wages/Contract Labor	Other (enter a category not listed above)
Credit Card Payment			

The Instruction Guide explains how to complete this form.

<b>1</b> Total pages Schedule H:	<b>2</b> FILER NAME	<b>3</b> Filer ID (Ethics Commission Filers)			
<b>4</b> Date	<b>5</b> Business name				
<b>6</b> Amount (\$)	<b>7</b> Business address; City; State; Zip Code				
<b>8</b> <b>PURPOSE OF EXPENDITURE</b>	<b>(a)</b> Category (See Categories listed at the top of this schedule)	<b>(b)</b> Description <input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, officeholder living expense			
	<table border="0" style="width:100%;"> <tr> <td style="width:33%;">Complete <u>ONLY</u> if direct expenditure to benefit C/OH</td> <td style="width:33%;">Candidate / Officeholder name</td> <td style="width:33%;">Office sought</td> <td style="width:33%;">Office held</td> </tr> </table>		Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought
Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought	Office held		
Date	Business name				
Amount (\$)	Business address; City; State; Zip Code				
<b>PURPOSE OF EXPENDITURE</b>	Category (See Categories listed at the top of this schedule)	Description <input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, officeholder living expense			
	<table border="0" style="width:100%;"> <tr> <td style="width:33%;">Complete <u>ONLY</u> if direct expenditure to benefit C/OH</td> <td style="width:33%;">Candidate / Officeholder name</td> <td style="width:33%;">Office sought</td> <td style="width:33%;">Office held</td> </tr> </table>		Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought
Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought	Office held		
Date	Business name				
Amount (\$)	Business address; City; State; Zip Code				
<b>PURPOSE OF EXPENDITURE</b>	Category (See Categories listed at the top of this schedule)	Description <input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, officeholder living expense			
	<table border="0" style="width:100%;"> <tr> <td style="width:33%;">Complete <u>ONLY</u> if direct expenditure to benefit C/OH</td> <td style="width:33%;">Candidate / Officeholder name</td> <td style="width:33%;">Office sought</td> <td style="width:33%;">Office held</td> </tr> </table>		Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought
Complete <u>ONLY</u> if direct expenditure to benefit C/OH	Candidate / Officeholder name	Office sought	Office held		

**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**

# NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS

## SCHEDULE I

The Instruction Guide explains how to complete this form.

<b>1</b> Total pages Schedule I:	<b>2</b> FILER NAME	<b>3</b> Filer ID (Ethics Commission Filers)
<b>4</b> Date	<b>5</b> Payee name	
<b>6</b> Amount (\$)	<b>7</b> Payee address; City; State; Zip Code	
<b>8</b> <b>PURPOSE OF EXPENDITURE</b>	<b>(a)</b> Category (See instructions for examples of acceptable categories.)	<b>(b)</b> Description (See instructions regarding type of information required.)
Date	Payee name	
Amount (\$)	Payee address; City; State; Zip Code	
<b>PURPOSE OF EXPENDITURE</b>	Category (See instructions for examples of acceptable categories.)	Description (See instructions regarding type of information required.)
Date	Payee name	
Amount (\$)	Payee address; City; State; Zip Code	
<b>PURPOSE OF EXPENDITURE</b>	Category (See instructions for examples of acceptable categories.)	Description (See instructions regarding type of information required.)
Date	Payee name	
Amount (\$)	Payee address; City; State; Zip Code	
<b>PURPOSE OF EXPENDITURE</b>	Category (See instructions for examples of acceptable categories.)	Description (See instructions regarding type of information required.)

**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**

# INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER

## SCHEDULE K

<p style="text-align: center;"><b>The Instruction Guide explains how to complete this form.</b></p>	<p><b>1</b> Total pages Schedule K:</p>
-----------------------------------------------------------------------------------------------------	-----------------------------------------

<p><b>2</b> FILER NAME</p>	<p><b>3</b> Filer ID (Ethics Commission Filers)</p>
----------------------------	-----------------------------------------------------

<p><b>4</b> Date</p>	<p><b>5</b> Name of person from whom amount is received</p> <p>.....</p> <p><b>6</b> Address of person from whom amount is received;    City;    State;    Zip Code</p> <p>.....</p>	<p><b>8</b> Amount (\$)</p>
<p><b>7</b> Purpose for which amount is received                      <input type="checkbox"/> Check if political contribution returned to filer</p>		

<p>Date</p>	<p>Name of person from whom amount is received</p> <p>.....</p> <p>Address of person from whom amount is received;    City;    State;    Zip Code</p> <p>.....</p>	<p>Amount (\$)</p>
<p>Purpose for which amount is received                      <input type="checkbox"/> Check if political contribution returned to filer</p>		

<p>Date</p>	<p>Name of person from whom amount is received</p> <p>.....</p> <p>Address of person from whom amount is received;    City;    State;    Zip Code</p> <p>.....</p>	<p>Amount (\$)</p>
<p>Purpose for which amount is received                      <input type="checkbox"/> Check if political contribution returned to filer</p>		

<p>Date</p>	<p>Name of person from whom amount is received</p> <p>.....</p> <p>Address of person from whom amount is received;    City;    State;    Zip Code</p> <p>.....</p>	<p>Amount (\$)</p>
<p>Purpose for which amount is received                      <input type="checkbox"/> Check if political contribution returned to filer</p>		

**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**

# IN-KIND CONTRIBUTIONS OR POLITICAL EXPENDITURES FOR TRAVEL OUTSIDE OF TEXAS

## SCHEDULE T

<b>The Instruction Guide explains how to complete this form.</b>		<b>1</b> Total pages Schedule T:
<b>2</b> FILER NAME		<b>3</b> Filer ID (Ethics Commission Filers)
<b>4</b> Name of Contributor / Corporation or Labor Organization / Pledgor / Payee		
<b>5</b> Contribution / Expenditure reported on: <input type="checkbox"/> Schedule A2 <input type="checkbox"/> Schedule B <input type="checkbox"/> Schedule B(J) <input type="checkbox"/> Schedule C2 <input type="checkbox"/> Schedule D <input type="checkbox"/> Schedule F1 <input type="checkbox"/> Schedule F2 <input type="checkbox"/> Schedule F4 <input type="checkbox"/> Schedule G <input type="checkbox"/> Schedule H <input type="checkbox"/> Schedule COH-UC <input type="checkbox"/> Schedule B-SS		
<b>6</b> Dates of travel	<b>7</b> Name of person(s) traveling	
	<b>8</b> Departure city or name of departure location	
	<b>9</b> Destination city or name of destination location	
<b>10</b> Means of transportation	<b>11</b> Purpose of travel (including name of conference, seminar, or other event)	
Name of Contributor / Corporation or Labor Organization / Pledgor / Payee		
Contribution / Expenditure reported on: <input type="checkbox"/> Schedule A2 <input type="checkbox"/> Schedule B <input type="checkbox"/> Schedule B(J) <input type="checkbox"/> Schedule C2 <input type="checkbox"/> Schedule D <input type="checkbox"/> Schedule F1 <input type="checkbox"/> Schedule F2 <input type="checkbox"/> Schedule F4 <input type="checkbox"/> Schedule G <input type="checkbox"/> Schedule H <input type="checkbox"/> Schedule COH-UC <input type="checkbox"/> Schedule B-SS		
<b>Dates of travel</b>	<b>Name of person(s) traveling</b>	
	<b>Departure city or name of departure location</b>	
	<b>Destination city or name of destination location</b>	
<b>Means of transportation</b>	<b>Purpose of travel (including name of conference, seminar, or other event)</b>	
Name of Contributor / Corporation or Labor Organization / Pledgor / Payee		
Contribution / Expenditure reported on: <input type="checkbox"/> Schedule A2 <input type="checkbox"/> Schedule B <input type="checkbox"/> Schedule B(J) <input type="checkbox"/> Schedule C2 <input type="checkbox"/> Schedule D <input type="checkbox"/> Schedule F1 <input type="checkbox"/> Schedule F2 <input type="checkbox"/> Schedule F4 <input type="checkbox"/> Schedule G <input type="checkbox"/> Schedule H <input type="checkbox"/> Schedule COH-UC <input type="checkbox"/> Schedule B-SS		
<b>Dates of travel</b>	<b>Name of person(s) traveling</b>	
	<b>Departure city or name of departure location</b>	
	<b>Destination city or name of destination location</b>	
<b>Means of transportation</b>	<b>Purpose of travel (including name of conference, seminar, or other event)</b>	

**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**

# CANDIDATE / OFFICEHOLDER REPORT: DESIGNATION OF FINAL REPORT

FORM C/OH - FR

The Instruction Guide explains how to complete this form.  
.. Complete only if "Report Type" on page 1 is marked "Final Report" ..

1 C/OH NAME

2 Filer ID (Ethics Commission Filers)

### 3 SIGNATURE

I do not expect any further political contributions or political expenditures in connection with my candidacy. I understand that designating a report as a final report terminates my campaign treasurer appointment. I also understand that I may not accept any campaign contributions or make any campaign expenditures without a campaign treasurer appointment on file.

\_\_\_\_\_  
Signature of Candidate / Officeholder

### 4 FILER WHO IS NOT AN OFFICEHOLDER

.. Complete A & B below *only* if you are not an officeholder. ..

#### A. CAMPAIGN FUNDS

Check only one:

- I do not have unexpended contributions or unexpended interest or income earned from political contributions.
- I have unexpended contributions or unexpended interest or income earned from political contributions. I understand that I may not convert unexpended political contributions or unexpended interest or income earned on political contributions to personal use. I also understand that I must file an annual report of unexpended contributions and that I may not retain unexpended contributions or unexpended interest or income earned on political contributions longer than six years after filing this final report. Further, I understand that I must dispose of unexpended political contributions and unexpended interest or income earned on political contributions in accordance with the requirements of Election Code, § 254.204.

#### B. ASSETS

Check only one:

- I do not retain assets purchased with political contributions or interest or other income from political contributions.
- I do retain assets purchased with political contributions or interest or other income from political contributions. I understand that I may not convert assets purchased with political contributions or interest or other income from political contributions to personal use. I also understand that I must dispose of assets purchased with political contributions in accordance with the requirements of Election Code, § 254.204.

\_\_\_\_\_  
Signature of Candidate

### 5 OFFICEHOLDER

.. Complete this section *only* if you are an officeholder ..

- I am aware that I remain subject to filing requirements applicable to an officeholder who does not have a campaign treasurer on file. I am also aware that I will be required to file reports of unexpended contributions if, after filing the last required report as an officeholder, I retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions.

\_\_\_\_\_  
Signature of Officeholder

# TEXAS ETHICS COMMISSION

## CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT

### FORM C/OH – INSTRUCTION GUIDE



**Revised January 1, 2017**

**Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711  
(512) 463-5800      FAX (512) 463-5777      TDD 1-800-735-2989**

**Visit us at <https://www.ethics.state.tx.us> on the Internet.**

**AN EQUAL OPPORTUNITY EMPLOYER**

The Texas Ethics Commission does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

# FORM C/OH – INSTRUCTION GUIDE

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*These instructions are for the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (Form C/OH) and all schedules that are filed with it. FORM C/OH includes a three page cover sheet and Schedules A1, A2, B, E, F1, F2, F3, F4, G, H, I, K, and T. Candidates or officeholders filing a Final Report should also attach Form C/OH-FR. All filers must submit the cover sheet, but only the schedules on which there is information to report need to be included.*

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## GENERAL INSTRUCTIONS

*These general instructions apply to all forms required to be filed under title 15, Texas Election Code.*

### ELECTRONIC FILING

All persons filing campaign finance reports with the Texas Ethics Commission (Commission) are required to file those reports electronically unless the person is eligible to claim an exemption. Please check the Commission's website at <https://www.ethics.state.tx.us> for information about exemptions from the electronic filing requirement.

### FILLING OUT THE FORMS

All reports filed on paper must be either handwritten in ink or typewritten. If you complete the report by hand, please print everything other than your signature.

If you are filing with the Commission, you may use your own computer-generated form if it provides for disclosure of all the information required on the Commission's form and if it is *substantially identical* in paper size, color, layout, and format. A substitute form that is substantially identical to the Commission's prescribed form may be submitted for pre-approval by the Commission's executive director.

Always file the cover sheet of the campaign finance report form. You need to file only those schedules on which you have information to report.

You must keep an exact copy of each report filed and all records necessary to complete the report for at least two (2) years after the deadline for filing the report.

If you have questions, please call our office at (512) 463-5800.

### TEXAS ETHICS COMMISSION GUIDES

The Commission publishes a Campaign Finance Guide for each type of filer. These guides are designed to explain your responsibilities as a filer. The Commission encourages you to read the appropriate guide before you begin accepting political contributions or making or authorizing political expenditures.

### PHOTOCOPIES OF FORMS

You may use photocopies of Commission forms. For example, if the space provided on Schedule A1 is insufficient, you may make copies of a blank Schedule A1 form and attach more pages as needed.



## FILING DATE

For most reporting deadlines, a document is considered timely filed if it is properly addressed with postage or handling charges prepaid and bears a postmark or receipt mark of a common or contract carrier indicating a time on or before the deadline.

**Pre-Election Reports:** A report due 30 days before an election and a report due 8 days before an election must be *received* by the appropriate filing authority no later than the report due date.

If you are filing with the Commission, please address your reports and correspondence to the Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711-2070. For hand-deliveries, the Commission's street address is 201 East 14th Street, Sam Houston Building, 10th Floor, Austin, Texas 78701.

If the due date for a report falls on a Saturday, Sunday, or legal holiday, the report is due on the next regular business day.

## **FORM C/OH: CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT**

*These instructions are for the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (Form C/OH). A complete report includes the Form C/OH cover sheet, and any of the following schedules on which there is information to report: A1, A2, B, E, F1, F2, F3, F4, G, H, I, K, and T. A complete Final Report must also include Form C/OH-FR.*

*Note: Judicial candidates and officeholders must use a different form, Form JC/OH.*

### **GENERAL INFORMATION**

Use Form C/OH for filing the following reports:

- Semiannual reports (January 15 and July 15)
- Pre-election reports (30th day before election, 8th day before election)
- Runoff report (8th day before runoff election)
- Exceeded \$500 limit report
- 15th day after officeholder campaign treasurer appointment
- Final Report

See the instructions for sections 9 and 10 of the Cover Sheet for help in deciding which reports you are required to file.

### **OFFICEHOLDER ACTIVITY**

An officeholder may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. However, an officeholder must have a campaign treasurer appointment on file before the officeholder may make campaign expenditures or accept campaign contributions.

### **DUTIES OF CANDIDATE OR OFFICEHOLDER**

As a candidate or officeholder, you alone, not the campaign treasurer, are responsible for filing this form. Failing to file a report on time or filing an incomplete report may subject you to criminal or civil penalties.

### **DUTIES OF CAMPAIGN TREASURER**

State law does not impose any reporting or record-keeping obligations on a candidate's campaign treasurer.

### **WHERE TO FILE**

This form is filed with the same filing authority with which you were required to file your Campaign Treasurer Appointment (Form CTA). If you are an officeholder who does not have a campaign treasurer appointment on file, file your reports with the same authority with which a candidate for your office must file the campaign treasurer appointment.

## FILING A FINAL REPORT

For filing purposes, you are a “candidate” as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make any further campaign expenditures, you may file a Final Report of contributions and expenditures. A Final Report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports *as a candidate*. If you are an officeholder at the time of filing a Final Report, you may be required to file semiannual reports of contributions and expenditures as an officeholder. The only officeholders who are not required to file semiannual reports are officeholders who file locally, who do not have a campaign treasurer appointment on file, *and* who do not exceed \$500 in contributions or expenditures during the reporting period.

If you are not an officeholder at the time of filing a Final Report *and* if you have surplus funds or retain assets purchased with political funds, you will be required to file annual reports of Unexpended Contributions. (*See instructions for Form C/OH-UC.*)

To file a Final Report, you must complete the “C/OH CAMPAIGN FINANCE REPORT” (Form C/OH), check the “final” box in section 9 on the Cover Sheet, and complete and attach the “C/OH REPORT: DESIGNATION OF FINAL REPORT” (Form C/OH- FR).

## COMPLETING THE COVER SHEET

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

### **PAGE 1**

- 1. FILER ID:** If you are filing with the Commission, you were assigned a filer identification number when you filed your initial campaign treasurer appointment. You should have received a letter acknowledging receipt of the form and informing you of your Filer ID. Enter this number wherever you see “FILER ID.” If you do not file with the Commission, you are not required to enter a Filer ID.
- 2. TOTAL PAGES FILED:** After you have completed the form, count the total number of pages of this form and any attached schedules. Enter that number where indicated on the top line of page 1 only. Each side of a two-sided form counts as one page.
- 3. CANDIDATE/OFFICEHOLDER NAME:** Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.
- 4. CANDIDATE/OFFICEHOLDER MAILING ADDRESS:** Enter your complete mailing address. If your mailing address has changed since you last gave notice of your address, check the “Change of Address” box.
- 5. CANDIDATE/OFFICEHOLDER PHONE:** Enter your phone number including the area code, and your extension, if applicable.

*Sections 6 - 8 pertain to a candidate’s campaign treasurer. If you are an officeholder who does not have a campaign treasurer appointment on file, skip these sections.*

- 6. CAMPAIGN TREASURER NAME:** Enter the full name of your campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.
- 7. CAMPAIGN TREASURER ADDRESS:** Enter the complete address of your campaign treasurer.
- 8. CAMPAIGN TREASURER PHONE:** Enter the phone number of your campaign treasurer including the area code, and the extension, if applicable.
- 9. REPORT TYPE:** Check the box that describes the type of report you are filing, according to the descriptions below. See the instructions for section 10 for the periods covered by each type of report.

**January 15 Report:** All candidates and most officeholders must file a semiannual report by January 15. The only officeholders who are not required to file this report are officeholders who file locally, who do not have a campaign treasurer appointment on file, *and* who do not exceed \$500 in contributions or expenditures during the reporting period.

All candidates and officeholders who file with the Commission must file this report by midnight Central Time on the January 15 report due date. All candidates and officeholders who file locally must file this report by 5 p.m. on the January 15 report due date.

Note: Anyone who has a campaign treasurer appointment (Form CTA) on file must file semiannual reports, even after an election has ended and even if the filer lost the election. To end this semiannual filing requirement, the filer must cease campaign activity and file a Final Report. (See “Final Report” below for more information.)

**July 15 Report:** All candidates and most officeholders must file a semiannual report by July 15. The only officeholders who are not required to file this report are officeholders who file locally, who do not have a campaign treasurer appointment on file, *and* who do not exceed \$500 in contributions or expenditures during the reporting period.

See “January 15 Report” above for more information on filing requirements and deadlines for semiannual reports.

**30th Day Before Election Report:** Opposed candidates in an election who did not choose the modified reporting schedule must file this pre-election report. If an opposed candidate chose modified reporting, but then exceeded a threshold before the 30th day before the election, the candidate must file this report.

The report is due no later than 30 days before the election. For all candidates and officeholders who file with the Commission, this report must be received by the Commission no later than midnight Central Time on the report due date. For all candidates and officeholders who file locally, this report must be received by the filing authority no later than 5 p.m. on the report due date.

You are an "opposed" candidate if you have an opponent, including a minor party candidate, whose name is printed on the ballot. If your only opposition is a write-in candidate, you are not considered opposed for filing purposes. If you are a write-in candidate, you are an "opposed" candidate subject to the reporting requirements if you accept political contributions or make political expenditures. Candidates who are unopposed in an election are not required to file pre-election reports for that election.

**8th Day Before Election Report:** Opposed candidates in an election who did not choose the modified reporting schedule must file this pre-election report. If an opposed candidate chose modified reporting but then exceeded a threshold before the 8th day before the election, the candidate must file this report.

The report is due no later than 8 days before the election. For all candidates and officeholders who file with the Commission, this report must be received by the Commission no later than midnight Central Time on the report due date. For all candidates and officeholders who file locally, this report must be received by the filing authority no later than 5 p.m. on the report due date.

See “30<sup>th</sup> Day Before Election Report” above for the definition of an opposed candidate.

**Runoff Report:** Opposed candidates who are participating in a runoff election and who did not choose the modified reporting schedule must file this runoff report. The report is due no later than 8 days before the runoff election. For all candidates and officeholders who file with Commission, this report must be received by the Commission no later than midnight Central Time on the report due date. For all candidates and officeholders who file locally, this report must be received by the filing authority no later than 5 p.m. on the report due date.

See “30<sup>th</sup> Day Before Election Report” above for the definition of an opposed candidate.

**Exceeded \$500 Limit Report:** Candidates who chose to file under the modified reporting schedule but then, after the 30th day before the election, exceeded \$500 in contributions or \$500 in expenditures in connection with the election must file this Exceeded \$500 Limit report within 48 hours after exceeding the \$500 limit. The candidate must meet this deadline even if it falls on a weekend or a holiday.

**15th Day After Campaign Treasurer Appointment Report (Officeholders Only):** An officeholder must file this report if he or she appoints a campaign treasurer after a period of not having a campaign treasurer appointment (Form CTA) on file. For all officeholders who file with Commission, this report is due no later than midnight Central Time on the 15<sup>th</sup> day after an officeholder files Form CTA with the Commission. For all officeholders who file locally, this report is due no later than 5 p.m. on the 15<sup>th</sup> day after an officeholder files Form CTA with the filing authority. It is not required of officeholders who are merely changing their campaign treasurer. It is not required of an officeholder who files locally if the officeholder did not exceed \$500 in either contributions or expenditures during the period covered by the report. Candidates who are not officeholders do not file this report.

**Final Report:** A person who has a campaign treasurer appointment on file may file this report when he or she does not expect to accept any further campaign contributions or make or authorize any further campaign expenditures. There is not a fixed deadline for this report. This report must have a completed “C/OH REPORT: DESIGNATION OF FINAL REPORT” (Form C/OH-FR) attached.

A candidate must have a CTA on file to accept campaign contributions or make campaign expenditures, including contributions intended to offset campaign debts or expenditures made to pay campaign debts. A candidate who intends to continue campaign activity should not file a Final Report.

A Final Report terminates a candidate’s CTA and relieves the candidate from any additional filing obligations as a candidate. Officeholders who file a Final Report will still be subject to the filing requirements applicable to officeholders. A person who is not an officeholder but who has surplus political funds or assets after filing a Final Report will be required to file annual Unexpended Contribution reports. (See “Form C/OH-FR: Designation of Final Report” for more information.) A candidate or officeholder who does not have a CTA on file may still be required to file a personal financial statement (PFS).

Filing a Final Report does not relieve a candidate of responsibility for any delinquent reports or outstanding civil penalties.

Daily Pre-Election Report of Contributions: A candidate or officeholder who files with the Commission may be required to file daily pre-election reports disclosing contributions during the period beginning the 9th day before an election and ending at 12 noon on the day before the election. This information can be disclosed on Form C/OH-T. For more information, please see the instructions for Form C/OH-T.

Legislative Special Session Report: A candidate or officeholder who files with the Commission and who accepts a political contribution during the period beginning on the date the governor signs the proclamation calling a special legislative session and continuing through the date of final adjournment is required to file a report after a special session of the legislature. This information can be disclosed on Form C/OH-SS. For more information, please see the instructions for Form C/OH-SS.

- 10. PERIOD COVERED:** A reporting period includes the start date and the end date. The *due date* for filing will generally be *after* the end of the period. Generally, a report picks up where the last report left off, and there should be no gaps or overlapping periods. The exceptions are Daily Pre-election reports, which do create overlaps because you are required to report the activity twice.

First Reports: If this is the first report of contributions and expenditures that you have filed, the beginning date will depend on the date your campaign treasurer appointment (Form CTA) was filed or the date you took office.

- If you are a candidate (a person who has filed a Form CTA) and you are filing your first report, the start date will be the date your Form CTA was filed.
- If you are an officeholder who was appointed to an elective office and who did not have a Form CTA on file at the time of the appointment, the start date for your first report will be the date you took office.

**January 15th Semiannual Report:** The start date is July 1 of the previous year or the day after the last day covered by your last required report, whichever is later. If this is the first report you have filed, please see the “First Reports” section above. The end date is December 31 of the previous year.

**July 15th Semiannual Report:** The start date is January 1 or the day after the last day covered by your last required report, whichever is later. If this is the first report you have filed, please see the “First Reports” section above. The end date is June 30.

**30th Day Before Election Report:** The start date is the day after the last day covered by your last required report. If this is the first report you have filed, please see the “First Reports” section above. The end date is the 40th day before the election. This report is not required for unopposed candidates or candidates who are filing under the modified reporting schedule.

**8th Day Before Election Report:** The start date is the 39th day before the election if you filed a 30th Day Before Election Report. If you did not file the 30th Day Before Election

Report, the day after the last day covered by your last required report is the start date. If this is the first report you have filed, please see the “First Reports” section above. The end date is the 10th day before the election. This report is not required for unopposed candidates or candidates who are filing under the modified reporting schedule.

**Runoff Report:** The start date is the 9th day before the main election if you filed an 8th Day Before Election Report. Otherwise, the start date is the day after the last day covered by your last required report or the day you appointed a campaign treasurer, whichever is later. The end date is the 10th day before the runoff election. This report is not required for candidates who are filing under the modified reporting schedule.

**Exceeded \$500 Limit Report:** The start date for the report is either the day you appointed your campaign treasurer or the day after the last day covered by your last required report, whichever is later. The end date is the day you exceeded the \$500 limit for contributions or expenditures.

**15th Day After Campaign Treasurer Appointment Report (Officeholders Only):** The start date is either the day after the last day covered by your last required report or the day you began serving an appointment to elective office. The end date is the day before the campaign treasurer appointment was filed. This report is due no later than 15 days after the campaign treasurer appointment was filed.

**Final Report:** The start date is the day after the last day covered by your last required report. The end date is the day the final report is filed.

*If you are an officeholder without a campaign treasurer appointment on file, or if you have a campaign treasurer appointment on file but you are not a candidate in an upcoming election and were not a candidate in a recent election, you may skip Section 11.*

- 11. ELECTION:** If you are a candidate in an upcoming election or were a candidate in a recently held election, provide the following information concerning the upcoming or recent election.

**Election Date:** Enter the month, day, and year of the election for which this report is filed, if known.

Candidate in an Upcoming Election: If the political activity in the report primarily pertains to an upcoming election, provide the date of the upcoming election in which you intend to participate as a candidate that most immediately follows the deadline for this report.

Candidate in a Recently Held Election: If the political activity in this report primarily pertains to a recently held election, provide the date of the recently held election in which you participated as a candidate that most immediately precedes the deadline for this report.

**Election Type:** Check the box next to the type of election that most accurately describes the election for which this report is filed.



**Primary:** An election held by a political party to select its nominees for office.

**Runoff:** An election held if no candidate for a particular office receives the vote necessary to be elected in an election requiring a majority vote.

**General:** An election, other than a primary election, that regularly occurs at fixed dates.

**Special:** An election that is neither a general election nor a primary election nor a runoff election.

**Other:** If none of the listed election types apply, check “Other” and provide your own description of the election for which the report is filed.

- 12. OFFICE HELD:** If you are an officeholder, please enter the office you currently hold. Include the district, precinct, or other designation for the office, if applicable.
- 13. OFFICE SOUGHT:** If you are a candidate in an upcoming election, please enter the office you seek. If you were a candidate in a recently held election, but were unsuccessful or are not currently an officeholder, please enter the office you sought during the election that most immediately precedes the deadline for this report. Include the district, precinct, or other designation for the office, if applicable.

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- 14. C/OH (CANDIDATE/OFFICEHOLDER) NAME:** Enter your full name.
- 15. FILER ID:** See instructions for section 1.
- 16. NOTICE FROM POLITICAL COMMITTEE(S):** Complete this section if you received notice from a political committee that it accepted political contributions or made political expenditures on your behalf. You are required to disclose the receipt of such a notice in the report covering the period in which you receive the notice. If you have not received such notice, you may skip this section.

The political committee is required to include in the notice the full name and address of the committee, the full name and address of the committee’s campaign treasurer, and a statement indicating whether the committee is a general-purpose committee or a specific-purpose committee. If the notice also describes the expenditure, do not include the description in this section.

**“Additional Pages” box:** If you received notice from more than one committee, check this box and attach an additional page listing the names and addresses of the other committees and of their campaign treasurers.

**Committee Type:**

**“General” box:** Check this box if the notice is from a general-purpose committee.

**“Specific” box:** Check this box if the notice is from a specific-purpose committee.

**Committee Name:** Enter the full name of the committee as reported in the notice.

**Committee Address:** Enter the address of the committee as reported in the notice.

**Committee Campaign Treasurer Name:** Enter the name of the committee’s campaign treasurer as reported in the notice.

**Committee Campaign Treasurer Address:** Enter the address of the committee’s campaign treasurer as reported in the notice.

**17. TOTALS:** Complete this section only after you have completed all applicable schedules.

**Line 1- Total Political Contributions of \$50 or Less, Unless Itemized:** Enter the total of all unitemized contributions (other than pledges or loans or guarantees of loans) of \$50 or less. Do not include any contributions itemized on Schedules A1 or A2. Enter a “0” if you did not receive any unitemized contributions during the period covered.

On Schedules A1 and A2, you were required to itemize political contributions that totaled more than \$50 from one person. You also had the option of itemizing contributions of \$50 or less from one person. Do not include any itemized contributions in the total entered on line 1, regardless of amount.

**Line 2- Total Political Contributions:** Add the total contributions listed on Schedules A1 and A2 to the amount you entered on line 1. Enter that total on line 2. Enter a “0” if you did not receive any contributions during the period covered.

**Line 3- Total Political Expenditures of \$100 or Less, Unless Itemized:** Enter the total of all unitemized political expenditures of \$100 or less. Do not include any expenditures itemized on Schedules F1, F2, F3, F4, G, or H. Enter a “0” if you did not make any unitemized expenditures during the period covered.

On Schedule F1, you were required to itemize political expenditures that totaled more than \$100 to one payee. You also had the option of itemizing expenditures totaling \$100 or less to one payee. Do not include any expenditures itemized on Schedule F1 in the total entered on line 3, regardless of amount.

On Schedule F2, you were required to itemize incurred but not yet paid political expenditures that totaled more than \$100 to one payee. You also had the option of itemizing incurred political expenditures totaling \$100 or less to one payee. Do not

include any political or non-political expenditures itemized on Schedule F2 in the total entered on line 3, regardless of amount.

On Schedule F4, you were required to itemize political expenditures made by a credit card that totaled more than \$100 to one payee. You also had the option of itemizing political expenditures totaling \$100 or less to one payee. Do not include any political or non-political expenditures itemized on Schedule F4 in the total entered on line 3, regardless of amount.

On Schedule G, you were required to itemize political expenditures from personal funds if you intend to seek reimbursement from political contributions. Do not include any expenditures itemized on Schedule G in the total entered on line 3, regardless of amount.

On Schedule H, you were required to itemize payments from political contributions made to certain businesses. Do not include any expenditures itemized on Schedule H in the total entered on line 3, regardless of amount.

**Line 4- Total Political Expenditures:** Add the following:

- (a) the total expenditures itemized on Schedule F1;
- (b) the total political expenditures itemized on Schedule F2;
- (c) the total political expenditures itemized on Schedule F4;
- (d) the total political expenditures itemized on Schedule G;
- (e) the total political expenditures itemized on Schedule H; and
- (f) the amount you entered on line 3.

Enter that total on line 4.

Enter a “0” if you did not make any expenditures during the period covered.

**Line 5- Total Political Contributions Maintained:** Enter the total amount of political contributions, including interest or other income on those contributions, maintained as of the last day of the reporting period. Enter “0” if you do not maintain political contributions, including interest or other income on those contributions, as of the last day of the reporting period. This is different from the total contributions reported on line 2. Only contributions accepted during the period covered by the report are entered on line 2.

The law requires you to disclose the total amount of political contributions accepted, including interest or other income on those contributions, maintained in one or more accounts in which political contributions are deposited as of the last day of the reporting period.

The “total amount of political contributions maintained” includes the total amount of political contributions maintained in one or more accounts, including the balance on deposit in banks, savings and loan institutions and other depository institutions; the present value of any investments that can be readily converted to cash, such as

certificates of deposit, money market accounts, stocks, bonds, treasury bills, etc.; and the balance of political contributions accepted and held in any online fundraising account over which the filer can exercise control by making a withdrawal, expenditure, or transfer.

The total amount of political contributions maintained does *not* include personal funds that the filer intends to use for political expenditures, *unless* the personal funds have been disclosed as a loan to your campaign and deposited into an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. Any unexpended funds from such a loan are required to be included in the total amount of political contributions maintained as of the last day of the reporting period. Note: Personal funds deposited in an account in which political contributions are held are subject to the personal use restrictions.

**Line 6- Total Principal Amount of All Outstanding Loans:** Enter the aggregate outstanding principal amount of all loans accepted for campaign or officeholder purposes as of the last day of the reporting period. Enter a “0” if you did not accept any loans during the period covered and have no outstanding loans as of the last day of the reporting period. This is different from the information reported on Schedule E. This line must include outstanding principal of loans made in this reporting period as well as outstanding principal of loans made previously.

- 18. AFFIDAVIT:** Complete this section only after you have completed all applicable sections and schedules. You must always sign a report that you file. You must complete this section even if you have no schedules to attach. *Only the candidate or officeholder filing the report may sign the affidavit.*

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- 19. C/OH (CANDIDATE/OFFICEHOLDER) NAME:** Enter your full name.
- 20. FILER ID:** See instructions for section 1.
- 21. SCHEDULE SUBTOTALS:** Complete this section only after you have completed all applicable schedules.

Check the appropriate boxes to indicate which schedules are attached to your report. If a schedule is not included in the report, leave the check box blank.

**Line 1- Schedule A1:** Add the total amount of contributions itemized on Schedule A1 to the amount of unitemized monetary political contributions accepted during the period covered. Enter that total on line 1. Enter a “0” if you did not accept any contributions during the period covered.

**Line 2- Schedule A2:** Add the total amount of non-monetary in-kind contributions itemized on Schedule A2 to the amount of unitemized non-monetary in-kind contributions accepted during the period covered. Enter that total on line 2. Enter a “0”

if you did not accept any non-monetary in-kind contributions during the period covered.

**Line 3- Schedule B:** Add the total amount of pledged contributions itemized on Schedule B to the amount of unitemized pledged contributions accepted during the period covered. Enter that total on line 3. Enter a “0” if you did not accept any pledged contributions during the period covered.

**Line 4- Schedule E:** Add the total amount of loans itemized on Schedule E to the amount of unitemized loans accepted during the period covered. Enter that total on line 4. Enter a “0” if you did not accept any loans during the period covered.

**Line 5- Schedule F1:** Add the total amount of political expenditures from political contributions itemized on Schedule F1 to the amount of unitemized political expenditures from political contributions made during the period covered. Enter that total on line 5. Enter a “0” if you did not make any political expenditures from political contributions during the period covered.

**Line 6- Schedule F2:** Add the total amount of unpaid incurred obligations itemized on Schedule F2 to the amount of unitemized unpaid obligations incurred during the period covered. Enter that total on line 6. Enter a “0” if you did not incur any unpaid obligations during the period covered.

**Line 7- Schedule F3:** Enter the total amount of investments purchased from political contributions itemized on Schedule F3. Enter a “0” if you did not purchase any investments from political contributions during the period covered.

**Line 8- Schedule F4:** Add the total amount of expenditures made by a credit card itemized on Schedule F4 to the amount of unitemized expenditures made by a credit card during the period covered. Enter that total on line 8. Enter a “0” if you did not make any expenditures by credit card during the period covered.

**Line 9- Schedule G:** Add the total amount of political expenditures from personal funds itemized on Schedule G to the amount of unitemized political expenditures from personal funds made during the period covered. Enter that total on line 9. Enter a “0” if you did not make any political expenditures from personal funds during the period covered.

**Line 10- Schedule H:** Enter the total amount of payments from political contributions to a business of the candidate or officeholder itemized on Schedule H. Enter a “0” if you did not make any payments from political contributions to a business of the candidate or officeholder during the period covered.

**Line 11- Schedule I:** Enter the total amount of non-political expenditures from political contributions itemized on Schedule I. Enter a “0” if you did not make any non-political expenditures from political contributions during the period covered.

**Line 12- Schedule K:** Enter the total amount of interests, credits, gains, refunds, and contributions returned to the filer itemized on Schedule K. Enter a “0” if you did not have any such activity during the period covered.

## SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS

*These instructions are for candidates and officeholders using SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS.*

Use this schedule to disclose information about monetary campaign and officeholder contributions accepted during the reporting period. Do not enter on this schedule information on non-monetary, in-kind contributions, pledges, loans, or guarantees of loans. Once you actually receive pledged money, it must be reported on Schedule A1. (Report non-monetary, in-kind contributions on Schedule A2; report pledges on Schedule B; report loans and guarantees of loans on Schedule E.)

**Itemization:** You must enter incoming monetary contributions that exceed \$50 from one person during a reporting period on this schedule. If you accepted two or more contributions from the same person, the total of which exceeds \$50, enter each contribution separately. Although you are not required to do so, you may also report contributions from one person that do not exceed \$50 in the period on this schedule. If you do not itemize contributions of \$50 and less on this schedule, you must total all such contributions and report them on the Cover Sheet, page 2, section 17, line 1.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE A1:** After you have completed Schedule A1, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter your full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. DATE:** Enter the date you *accepted* the contribution. Accepting a contribution is different from receiving a contribution. You accept a contribution when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution.
- 5. FULL NAME OF CONTRIBUTOR:** Enter the full name of the contributor. If the contributor is an individual, enter the full first and last name, and suffix (Jr., III, etc.) if applicable. If the contributor is an entity, enter the full name of the entity.

**“Out-of-State PAC” box:** If the contributor is an out-of-state political committee, check the box. Certain restrictions apply to contributions from out-of-state PACS. The fact that a political committee has a mailing address outside of Texas does not mean that the committee is an out-of-state PAC for purposes of these restrictions. A political committee that has a campaign treasurer appointment on file in Texas is not an out-of-state PAC. A political committee that makes most of its political expenditures outside of Texas may be an out-of-state PAC. A political committee must determine if it is an out-of-state PAC.

If the contributor is an out-of-state political committee from which you accepted more than \$500 in the reporting period (including pledges or loans from sources

other than financial institutions that have been in business for more than a year), you must include one of the following with your report:

- a written statement, certified by an officer of the out-of-state political committee, listing the full name and address of each person who contributed more than \$100 to the out-of-state political committee during the 12 months immediately preceding the contribution; *or*
- a copy of the out-of-state political committee’s statement of organization filed as required by law with the FEC and certified by an officer of the out-of-state committee.

If the contributor is an out-of-state political committee from which you accepted \$500 or less (including pledges) during the reporting period, you must include one of the following with your report:

- a copy of the out-of-state political committee’s statement of organization filed as required by law with the FEC and certified by an officer of the out-of-state committee; *or*
- a document listing the committee’s name, address and phone number; the name of the person appointing the committee’s campaign treasurer; and the name, address and phone number of the committee’s campaign treasurer.

**“ID #” Line (Electronic Filing Only):** If you are filing your report electronically, you may enter in this field the out-of-state committee's Federal Election Commission (FEC) identification number. If you do not have an FEC # for the out-of-state PAC or are not filing electronically with the Commission, you must provide other documentation as explained above.

- 6. CONTRIBUTOR ADDRESS:** Enter the complete address of the contributor.
- 7. AMOUNT OF CONTRIBUTION:** Enter the amount of the contribution.
- 8. PRINCIPAL OCCUPATION OR JOB TITLE:** Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the principal occupation or job title of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of \$500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.
- 9. EMPLOYER:** Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the employer of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of \$500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.



## **SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS**

*These instructions are for candidates and officeholders using SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS.*

Use this schedule to disclose information about non-monetary, in-kind campaign and officeholder contributions received during the reporting period. An in-kind contribution is a contribution of goods, services, or any other thing of value *other than money* that is given to your campaign. You are not required to include contributions of an individual's personal services or travel if the individual receives no compensation from any source for the services. Do not enter on this schedule information on monetary political contributions, pledges, loans, or guarantees of loans. Once you actually receive a pledged in-kind contribution, it must be reported on Schedule A2. (Report monetary contributions on Schedule A1; report pledges on Schedule B; report loans and guarantees of loans on Schedule E.)

**Itemization:** You must enter non-monetary (in-kind) contributions of goods, services, or other things of value that exceed \$50 from one person during a reporting period on this schedule. If you accepted two or more non-monetary contributions from the same person, the total of which exceeds \$50, enter each contribution separately. Although you are not required to do so, you may also report contributions from one person that do not exceed \$50 in the period on this schedule. If you do not itemize contributions of \$50 and less on this schedule, you must total all such contributions and report them on the Cover Sheet, page 2, section 17, line 1.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE A2:** After you have completed Schedule A2, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter your full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. TOTAL OF UNITEMIZED IN-KIND POLITICAL CONTRIBUTIONS:** Enter the total amount of in-kind political contributions of \$50 or less that you accepted during the period covered that are not itemized on this schedule. If you choose to itemize an in-kind contribution of \$50 or less on this schedule, do not include it in this total.
- 5. DATE:** See instructions for Schedule A1, section 4.
- 6. FULL NAME OF CONTRIBUTOR:** See instructions for Schedule A1, section 5.  
  
    **“Out-of-State PAC” box:** See instructions for Schedule A1, section 5.
- 7. CONTRIBUTOR ADDRESS:** Enter the complete address of the contributor.
- 8. AMOUNT OF CONTRIBUTION:** Enter the fair market value of the in-kind contribution.

**9. IN-KIND CONTRIBUTION DESCRIPTION:** Enter a description of the contribution. The description should be sufficiently detailed to allow a person reviewing your report to understand what was contributed.

**“Travel Outside of Texas” box:** If the contribution was for travel outside of Texas, please check the box and report this information on Schedule T.

**10. PRINCIPAL OCCUPATION OR JOB TITLE:** See instructions for Schedule A1, section 8.

**11. EMPLOYER:** See instructions for Schedule A1, section 9.

*Sections 12-16 pertain to judicial candidates and officeholders only. Do not complete these sections. If you are a judicial candidate or officeholder, please use form JC/OH and the corresponding instructions.*

## SCHEDULE B: PLEDGED CONTRIBUTIONS

*These instructions are for candidates and officeholders using SCHEDULE B: PLEDGED CONTRIBUTIONS.*

Use this schedule to disclose information about pledges accepted during the reporting period for campaign or officeholder purposes. You are not required to include pledges of an individual's personal services or travel if the individual receives no compensation from any source for the services. Do not enter on this schedule information on contributions actually received, loans, or guarantees of loans. (Report contributions actually received on Schedule A1 or Schedule A2, as applicable; report loans and guarantees of loans on Schedule E.)

If you accept a pledge from a person to give you money, goods, services, or anything of value, that pledge is a reportable contribution and you must include the pledge on this schedule for the report covering the period in which you accept the pledge.

**Itemization:** You must itemize pledges that exceed \$50 in the aggregate from one person during the reporting period. If you received pledges totaling more than \$50 from one person during the reporting period, you must itemize all of those pledges, even if individual pledges were for \$50 or less. Although you are not required to do so, you may also itemize pledges for \$50 or less from one person. You must also disclose the receipt of the pledged contribution on Schedule A1 (used for monetary contributions) or A2 (used for non-monetary contributions), as applicable, in the reporting period in which you actually receive the pledged money or thing of value. If the pledge is accepted and received in the same reporting period, it is not required to be reported on Schedule B.

Note: See the Campaign Finance Guide for more information on pledges.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE B:** After you have completed Schedule B, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter your full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. TOTAL OF UNITEMIZED PLEDGES:** Enter the total amount of pledges that you accepted during the period that did not exceed \$50 in the aggregate per person. Although you are not required to do so, you may also itemize pledges of \$50 or less on this schedule. If you itemize some pledges of \$50 or less, do not include those pledges in the total entered here. If you choose to itemize all pledges of \$50 or less, do not enter a total amount here.
- 5. DATE:** Enter the date you *accepted* the pledge. Accepting a pledge is different from receiving a contribution. You accept a pledge when you decide to accept it rather than reject it.

Pledge accepted and received in different reporting periods: If you accept a pledge in one reporting period and then receive the pledged money or other thing of value in a later reporting period, you will disclose the pledge on this schedule in the reporting period in which you accepted the pledge. You will also disclose the receipt of the pledged money or other thing of value on the appropriate incoming funds schedule (report monetary contributions on Schedule A1; report in-kind contributions on Schedule A2; report loans on Schedule E) in the reporting period in which you received the pledge.

Pledge received in same reporting period as accepted: If you receive a pledge in the same reporting period in which it was accepted, then you will not report the pledge on this schedule. You will only disclose the contribution on the appropriate incoming funds schedule (report monetary contributions on Schedule A1; report in-kind contributions on Schedule A2; report loans on Schedule E). The date of the contribution will be the date you accepted the pledged contribution, regardless of when the pledged contribution was actually received.

Pledge accepted but never received: You will disclose the pledge on this schedule in the reporting period in which you accepted the pledge. If you never actually receive the pledge, it is not necessary to correct your report to delete the pledge.

Example: In June a supporter promises that he will give Juan Garcia \$1,000 in the last week before the November election. Juan accepts his promise. Juan must disclose the pledge on his July 15 report covering the period in which he accepted the pledge. (Note: When he receives the \$1,000, he will disclose it as a monetary contribution on Schedule A1 of the report covering the period in which he received the money. Also, if he never receives the \$1,000, he does not correct/amend his report to delete the entry for the pledge.)

**6. FULL NAME OF PLEDGOR:** Enter the full name of the person who made the pledge.

**“Out-of-State PAC” box:** See instructions for Schedule A1, section 5.

**7. PLEDGOR ADDRESS:** Enter the complete address of the person who made the pledge.

**8. AMOUNT OF PLEDGE:** Enter the amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

**9. IN-KIND DESCRIPTION:** If the pledge was for goods or services or any other thing of value, enter a description of the pledged goods or services or other thing of value. The description should be sufficiently detailed to allow a person reviewing your report to understand what was pledged.

**“Travel Outside of Texas” box:** If the pledged contribution was an in-kind contribution for travel outside of Texas, please check the box and report this information on Schedule T.

**10. PRINCIPAL OCCUPATION OR JOB TITLE:** See instructions for Schedule A1, section 8.

**11. EMPLOYER:** See instructions for Schedule A1, section 9.

*You do not need Schedules C1-4 and D. These schedules are for political committees to report contributions from corporations and labor organizations. Candidates and officeholders are generally prohibited from accepting such contributions.*

## SCHEDULE E: LOANS

*These instructions are for candidates and officeholders using SCHEDULE E: LOANS.*

Use this schedule to disclose information about loans and guarantees of loans accepted during the reporting period for campaign or officeholder purposes. This schedule must also be used to disclose deposits of personal funds into an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. This schedule may also be used to disclose political expenditures from personal funds.

Loans to Your Campaign from Your Personal Funds: You may disclose political expenditures from personal funds as a loan to your campaign on Schedule E. Outgoing political expenditures made from that loan must then be disclosed as if they were made from political contributions. The amount you disclose as a loan from yourself in a reporting period may NOT exceed the amount you actually spent from personal funds in that reporting period. In other words, do not report a \$100,000 loan to your campaign if the amount actually spent from your personal funds in the reporting period was \$5,000. When you reimburse yourself, disclose the reimbursement as an outgoing political expenditure on Schedule F1. The reimbursement may not exceed the amount disclosed as a loan. (You may also disclose political expenditures from personal funds on Schedule G. See the Schedule G instructions below for more information.)

Personal Funds Deposited into a Political Account: If you deposit personal funds in an account in which political contributions are held, you must disclose the deposited amount as a loan on Schedule E and check the box indicating "Personal Funds Deposited into Political Account." Personal funds deposited in an account in which political contributions are held are subject to the personal use restriction. Disclose the outgoing political expenditures made from that loan as if they were made from political contributions. When you reimburse yourself, disclose the reimbursement as an outgoing political expenditure on Schedule F1. The reimbursement may not exceed the amount disclosed as a loan.

**Itemization:** You must itemize loans (including loans from personal funds) that exceed \$50 that you accepted during the period from one person. If you accepted two or more loans from the same person, the total of which exceeds \$50, itemize each loan separately. Although you are not required to do so, you may also itemize loans that do not exceed \$50.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE E:** After you have completed Schedule E, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter your full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.

- 4. TOTAL OF UNITEMIZED LOANS:** Enter the total amount of loans accepted during the reporting period that did not exceed \$50 in the aggregate per person and were not from financial institutions.

Although you are not required to do so, you may itemize loans of \$50 or less from persons other than financial institutions on this schedule. If you itemize some loans of \$50 or less, do not include those loans in the total you enter here. If you choose to itemize all loans of \$50 or less, enter a “0” here.

- 5. DATE OF LOAN:** Enter the date you *accepted* the loan.
- 6. IS LENDER A FINANCIAL INSTITUTION?:** If you accepted the loan from a corporation that has been legally engaged in the business of making loans for more than one year, circle “Y” for yes. If you accepted the loan from any other source, circle “N” for no. A loan from a corporation that has not been legally engaged in the business of making loans for more than one year is a corporate contribution. Candidates and officeholders may not accept corporate contributions.
- 7. NAME OF LENDER:** Enter the full name of the person or financial institution that made the loan. If the lender is an individual, enter the full first and last name and suffix (Jr., III, et.) if applicable. If the lender is an entity, enter the full name of the entity.

**“Out-of-State PAC” box:** See instructions for Schedule A1, section 5.

Note: See the Campaign Finance Guide for detailed information on accepting and reporting contributions from out-of-state political committees.

- 8. LENDER ADDRESS:** Enter the complete address of the person or financial institution that made the loan.
- 9. LOAN AMOUNT:** Enter the principal amount of the loan.
- 10. INTEREST RATE:** Enter the interest rate.
- 11. MATURITY DATE:** Enter the maturity date.
- 12. PRINCIPAL OCCUPATION OR JOB TITLE:** Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the principal occupation or job title of each individual from whom the candidate or officeholder has accepted a loan (including a pledge of a loan) of \$500 or more during the reporting period. Other types of filers are not required to report this information but may do so.
- 13. EMPLOYER:** Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the full name of the employer of an individual from whom the candidate or officeholder has accepted a loan (including a pledge of a loan) of \$500 or more during the reporting period. Other types of filers are not required to report this information but may do so.

**14. DESCRIPTION OF COLLATERAL:** If there is no collateral for the loan, check the “none” box and go to section 15. If there is collateral for the loan, enter a description of the collateral for the loan.

**15. “Check if personal funds were deposited into political account” box:** Check this box *only if* the loan is a deposit of your personal funds into an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. Political expenditures made from that loan, and any subsequent expenditures to reimburse the candidate or officeholder, must be reported as if they were made from political contributions. The reimbursement may not exceed the amount reported as a loan. Personal funds deposited in an account in which political contributions are held are subject to the personal use restrictions.

**16. GUARANTOR INFORMATION:** If there are no guarantors for the loan, check the “Not Applicable” box and go to the next loan. If you have no further loans to report, go to the next applicable schedule.

A person who guarantees all or part of a loan makes a reportable contribution in the amount of the guarantee. You must report such a contribution on this schedule, and not on the contributions schedule.

**17. NAME OF GUARANTOR:** Enter the full name of the person guaranteeing the loan. If the guarantor is an individual, enter the full first and last name and suffix (Jr., III, etc.) if applicable. If the guarantor is an entity, enter the full name of the entity.

**18. GUARANTOR ADDRESS:** Enter the complete address of the guarantor.

**19. AMOUNT GUARANTEED:** Enter the dollar amount of the loan that the guarantor has agreed to guarantee.

**20. PRINCIPAL OCCUPATION:** Enter the principal occupation of the guarantor.

**21. EMPLOYER:** Enter the employer of the guarantor.



## SCHEDULE F1: POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTIONS

*These instructions are for candidates and officeholders using SCHEDULE F1: POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTIONS.*

Use this schedule to disclose information about political expenditures from political contributions that were made during the reporting period. Do not enter on this schedule unpaid incurred obligations, political expenditures made from personal funds, the purchase of investments from political contributions, expenditures made by credit card, or payments from political contributions made to a business that you own or control. (Report unpaid incurred obligations on Schedule F2; report expenditures from personal funds on Schedule G; report the purchase of investments from political contributions on Schedule F3; report expenditures made by credit card on Schedule F4; and report payments from political contributions made to a business that you own or control on Schedule H.)

Expenditures Made by Credit Card: Effective July 5, 2015, you must disclose expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When you pay the credit card bill, you must disclose the payment to the credit card company on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), or Schedule I (used for nonpolitical payments from political contributions), as applicable. See instructions for Schedule F4: [Expenditures Made by Credit Card](#) for more information.

See the *Campaign Finance Guide for Candidates and Officeholders* for important restrictions regarding the use of political funds to rent or purchase real property.

**Itemization:** You must enter expenditures paid to one individual or entity during a reporting period that in the aggregate exceed \$100 on this schedule. If you made more than one expenditure to the same payee, the total of which exceeded \$100, enter each expenditure separately. Although you are not required to do so, you may also report expenditures to one person that do not exceed \$100 in the period on this schedule. If you choose not to itemize expenditures of \$100 and less on this schedule, you must total all unitemized expenditures and report them on the Cover Sheet, page 2, section 17, line 3.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE F1:** After you have completed Schedule F1, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter your full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. DATE:** Enter the date the expenditure payment was made. Remember: Expenditure obligations you incurred in this reporting period *but have not yet paid* are entered on Schedule F2. Expenditures made by credit card are entered on Schedule F4.

**5. PAYEE NAME:** Enter the full name of the person to whom the expenditure was made.

Note: If you make an expenditure for goods or services to benefit another candidate, officeholder, or committee, enter the name of the vendor who sold you the goods or services. Do not enter the name of the person for whose benefit you made the expenditure. Include that information under section 8, “Purpose of Expenditure.”

**6. AMOUNT:** Enter the exact amount of the expenditure.

**7. PAYEE ADDRESS:** Enter the complete address of the person to whom the expenditure was made.

**8. PURPOSE OF EXPENDITURE:** You must disclose the purpose of the expenditure in two parts: Category and Description. Merely disclosing the category of goods, services, or other thing of value for which the expenditure is made does not adequately describe the purpose of an expenditure.

**(a) Category:** Select a category of goods, services, or other thing of value for which an expenditure is made. If none of the listed categories apply, select “Other” and enter your own category. Examples of acceptable categories include:

- Advertising Expense
- Accounting/Banking
- Consulting Expense
- Contributions/Donations Made By Candidate/Officeholder/Political Committee
- Credit Card Payment
- Event Expense
- Fees
- Food/Beverage Expense
- Gifts/Awards/Memorials Expense
- Legal Services
- Loan Repayment/Reimbursement
- Office Overhead/Rental Expense
- Polling Expense
- Printing Expense
- Salaries/Wages/Contract Labor
- Solicitation/Fundraising Expense
- Transportation Equipment and Related Expense
- Travel In District
- Travel Out Of District
- Other

**(b) Description:** Enter a brief statement or description of the candidate or officeholder activity that is conducted by making the expenditure. The brief statement or description must include the item or service purchased and must be sufficiently specific, when considered within the context of the description of the category, to make the reason for the expenditure clear. Merely disclosing the category of goods, services, or other thing of

value for which the expenditure is made does not adequately describe the purpose of an expenditure.

For examples of acceptable ways to disclose the purpose of an expenditure, please see the "Examples: Purpose of Expenditures" on page 46.

**“Check if travel outside of Texas” box:** Check this box if the expenditure is for travel outside of Texas. The description of a political expenditure for travel outside of the state of Texas must include detailed information. Please report this information on Schedule T.

**“Check if Austin, TX, officeholder living expense” box:** For expenditures made on or after July 1, 2014, check this box if the expenditure is an officeholder expense for living in Austin, Texas.

**9. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/OFFICEHOLDER:**

If you made a direct campaign expenditure to benefit another candidate or officeholder, enter the full name of the candidate or officeholder and the name of the office sought or held, including the district, precinct, or other designation of the office, as applicable. (Attach additional sheets to list multiple candidates.) Do not complete this section if the expenditure was not a direct campaign expenditure.

A “direct campaign expenditure” to benefit another candidate is not a “political contribution” to that other candidate. A direct campaign expenditure is a campaign expenditure that you make on someone else’s behalf and without the prior consent or approval of that person. This is in contrast to a political contribution, which the person has the opportunity to accept or reject.

Example: If you made expenditures to prepare and distribute an endorsement letter in support of a candidate after first asking for and getting the candidate’s approval, you made an *in-kind contribution*. However, if you did not get the candidate’s approval *before* you made the expenditure, you made a *direct campaign expenditure*.

## SCHEDULE F2: UNPAID INCURRED OBLIGATIONS

*These instructions are for candidates and officeholders using SCHEDULE F2: UNPAID INCURRED OBLIGATIONS.*

Use this schedule to disclose information about obligations to make an expenditure that you incurred during the reporting period but have not yet paid. Do not enter on this schedule obligations that were incurred and paid during the reporting period, or other outgoing funds. (Report obligations incurred and paid during the reporting period on Schedule F1, F3, G, H, or I as appropriate, and report expenditures made by credit card on Schedule F4.)

See the *Campaign Finance Guide for Candidates and Officeholders* for important restrictions regarding the use of political funds to rent or purchase real property.

**Itemization:** Itemization requirements differ depending on whether the unpaid incurred obligation is for a political or non-political expenditure.

Unpaid Incurred Political Obligations: You must enter political obligations incurred but not yet paid to one individual or entity during a reporting period that in the aggregate exceed \$100 on this schedule. If you incurred more than one obligation to the same payee, the total of which exceeded \$100, enter each expenditure separately. Although you are not required to do so, you may also report political obligations incurred to one person that do not exceed \$100 in the period on this schedule. If you choose not to itemize incurred political obligations of \$100 and less on this schedule, you must total all unitemized obligations and report them in section 4 of this Schedule. You must also include that amount in the total unitemized political expenditures of \$100 or less on C/OH Cover Sheet, page 2, section 17, line 3.

Unpaid Incurred Non-Political Obligations: You must enter non-political obligations incurred but not yet paid to one individual or entity during a reporting period on this schedule, regardless of the amount.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE F2:** After you have completed Schedule F2, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter your full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. TOTAL OF UNITEMIZED UNPAID INCURRED OBLIGATIONS:** Enter the total amount of political obligations incurred during the reporting period that do not exceed \$100 in the aggregate per person, unless itemized on this schedule. You are not required to itemize unpaid incurred political obligations of \$100 or less, but if you choose to do so, do not include those unpaid incurred obligations in the total you enter here.

**5. DATE:** Enter the date the obligation was incurred. Obligations you incurred *and* paid during the reporting period are not entered on this schedule.

**6. PAYEE NAME:** See instructions for Schedule F1, section 5.

Note: If you incurred an obligation for goods or services to benefit another candidate, officeholder, or committee, enter the name of the vendor of the goods or services. Do not enter the name of the person for whose benefit you incurred the obligation. Include that information under section 10, “Purpose of Expenditure.”

**7. AMOUNT:** Enter the exact amount of the incurred obligation.

**8. PAYEE ADDRESS:** Enter the complete address of the person to whom the obligation is owed.

**9. TYPE OF EXPENDITURE:** Check only one box to indicate whether the incurred obligation was political or non-political.

A non-political expenditure is an expenditure that is neither a campaign expenditure nor an officeholder expenditure. As a practical matter, *very few* expenditures made from political contributions are non-political expenditures. For instance, expenditures for administrative expenses, banking fees, and professional dues are typically political expenditures.

**10. PURPOSE OF EXPENDITURE:** See instructions for Schedule F1, section 8.

**11. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/OFFICEHOLDER:**  
See instructions for Schedule F1, section 9.

## SCHEDULE F3: PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS

*These instructions are for candidates and officeholders using SCHEDULE F3: PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS.*

Use this schedule to disclose information about investments purchased from political contributions during the reporting period. Do not enter on this schedule political expenditures from political contributions, unpaid incurred obligations, expenditures made by credit card, political expenditures made from personal funds, or payments from political contributions made to a business that you own or control. (Report political expenditures from political contributions on Schedule F1; report unpaid incurred obligations on Schedule F2; report expenditures made by credit card on Schedule F4; report expenditures from personal funds on Schedule G; and report payments from political contributions made to a business that you own or control on Schedule H.)

See the *Campaign Finance Guide for Candidates and Officeholders* for important restrictions regarding the use of political funds to rent or purchase real property.

**Itemization:** You must enter investments purchased with political contributions during a reporting period that in the aggregate exceed \$100 on this schedule. Although you are not required to do so, you may also report investments purchased with political contributions that do not exceed \$100 in the period on this schedule.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

1. **TOTAL PAGES SCHEDULE F3:** After you have completed Schedule F3, count the total number of pages. Each side of a two-sided form counts as one page.
2. **FILER NAME:** Enter your full name.
3. **FILER ID:** See instructions for Cover Sheet, page 1, section 1.
4. **DATE:** Enter the date you purchased the investment.
5. **NAME OF PERSON FROM WHOM INVESTMENT IS PURCHASED:** Enter the full name of the person or entity from whom you purchased the investment. If you purchased the investment from an individual, enter the full first and last name, and suffix (Jr., III, etc.) if applicable (title is optional). If you purchased the investment from an entity, enter the full name of the entity.
6. **ADDRESS OF PERSON FROM WHOM INVESTMENT IS PURCHASED:** Enter the complete address of the person or entity from whom you purchased the investment.
7. **DESCRIPTION OF INVESTMENT:** Enter a brief statement or description of the investment. For example, “Ten shares of stock in ABC company.”
8. **AMOUNT OF INVESTMENT:** Enter the amount of the investment purchased.

## **SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD**

*These instructions are for candidates and officeholders using SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD.*

Use this schedule to disclose information about expenditures made by a credit card. Effective July 5, 2015, you must disclose expenditures charged to a credit card on this schedule and identify the individual, entity, or vendor who receives payment from the credit card company. When you pay the credit card bill, you must disclose the payment to the credit card company on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), or Schedule I (used for nonpolitical payments from political contributions), as applicable.

Do not enter on this schedule political expenditures from political contributions, unpaid incurred obligations, political expenditures made from personal funds, or payments from political contributions made to a business that you own or control. (Report political expenditures from political contributions on Schedule F1; report unpaid incurred obligations on Schedule F2; report the purchase of investments from political contributions on Schedule F3; report expenditures from personal funds on Schedule G; and report payments from political contributions made to a business that you own or control on Schedule H.)

For examples regarding the disclosure of expenditures made by credit card, please see “Examples: Reporting Expenditures Made by Credit Card” on page 42.

**Itemization:** Itemization requirements differ depending on whether the expenditure made by a credit card is for a political or non-political expenditure.

Political Expenditures Made by Credit Card: You must itemize political expenditures made by credit card that exceed \$100 (in the aggregate) to a single payee. If you made two or more expenditures to the same payee, the total of which exceeded \$100, enter each expenditure made by credit card separately. Although you are not required to do so, you may also report political expenditures made by credit card that do not exceed \$100 in the reporting period on this schedule. If you choose not to itemize political expenditures made by credit card of \$100 and less on this schedule, you must total all unitemized political expenditures and report them in section 4 of this Schedule. You must also include that amount in the total unitemized political expenditures of \$100 or less on C/OH Cover Sheet, page 2, section 17, line 3.

Non-Political Expenditures Made by Credit Card: You must itemize any non-political expenditure made by credit card, regardless of the amount.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE F4:** After you have completed Schedule F4, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME:** Enter your full name.
3. **FILER ID:** See instructions for Cover Sheet, page 1, section 1.
4. **TOTAL OF UNITEMIZED EXPENDITURES CHARGED TO A CREDIT CARD:** Enter the total amount of political expenditures charged to a credit card during the reporting period that do not exceed \$100 in the aggregate per person, unless itemized on this schedule. You are not required to itemize political expenditures made by credit card of \$100 or less, but if you choose to do so, do not include those political expenditures made by credit card in the total you enter here.
5. **DATE:** Enter the date you made the expenditure by credit card.

Note: There is a special reporting rule for expenditures made by credit card. For reports due 30 days and 8 days before an election (pre-election reports) and for runoff reports, the date of the credit card expenditure is the date the credit card is used. For other reports, the date of the credit card expenditure is either the date of the charge or the date the credit card statement is received. *A filer can never go wrong by disclosing the date of the expenditure as the date of the charge.*

6. **PAYEE NAME:** See instructions for Schedule F1, section 5. Disclose the name of the vendor who sold you the goods or services as the payee, NOT the credit card company. You do not report the name of the credit card company on this schedule.

Note: If you made an expenditure for goods or services to benefit another candidate, officeholder, or committee, enter the name of the vendor of the goods or services. Do not enter the name of the person for whose benefit you made the expenditure. Include that information under section 10, “Purpose of Expenditure.”

7. **AMOUNT:** Enter the amount of the credit card expenditure.
8. **PAYEE ADDRESS:** Enter the complete address of the payee of the credit card expenditure.
9. **TYPE OF EXPENDITURE:** Check only one box to indicate whether the credit card expenditure was political or non-political.

A non-political expenditure is an expenditure that is neither a campaign expenditure nor an officeholder expenditure. As a practical matter, *very few* expenditures made from political contributions are non-political expenditures. For instance, expenditures for administrative expenses, banking fees, and professional dues are typically political expenditures.

10. **PURPOSE OF EXPENDITURE:** See instructions for Schedule F1, section 8.

Note: Do not choose “Credit Card Payment” as the category for an expenditure made by credit card when an individual, entity, or vendor receives payment from the credit card company. Instead, choose the category that corresponds to the goods, services, or other thing of value purchased from the individual, entity, or vendor.



**11. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/OFFICEHOLDER:**

See instructions for Schedule F1, section 9.

## SCHEDULE G: POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS

*These instructions are for candidates and officeholders using SCHEDULE G: POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS.*

You may use this schedule to disclose information about political expenditures from personal funds that were made during the reporting period. Alternatively, you may choose to disclose political expenditures from personal funds as a loan on Schedule E (see the Schedule E instructions above for more information). Do not enter on this schedule information about personal funds deposited in an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. (Report the deposit of personal funds into a political account as a loan on Schedule E.)

**Expenditures Made by Credit Card:** Effective July 5, 2015, you must disclose expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When you pay the credit card bill, you must disclose the payment to the credit card company on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), or Schedule I (used for nonpolitical payments from political contributions), as applicable. See instructions for Schedule F4: [Expenditures Made by Credit Card](#) for more information.

If you intend to seek reimbursement *in any amount* from political contributions for a political expenditure made from personal funds, you must either report the expenditure on Schedule E or itemize the expenditure on this schedule and check the box in Section 6 to indicate that you intend to seek reimbursement from political contributions. ***You may not correct a report to allow reimbursement.*** When you reimburse yourself, disclose the reimbursement as an outgoing political expenditure on Schedule F1.

See the Campaign Finance Guide for important restrictions regarding the use of political funds to rent or purchase real property.

**Itemization:** If you choose to report political expenditures from personal funds on this schedule, you must itemize political expenditures paid to one individual or entity during a reporting period that in the aggregate exceed \$100 on this schedule. If you made more than one expenditure to the same payee, the total of which exceeded \$100, enter each expenditure separately. Although you are not required to do so, you may also report expenditures to one person that do not exceed \$100 in the period on this schedule. You must total all political expenditures from personal funds that you do not itemize on this schedule and include them in the total of unitemized political expenditures on the C/OH Cover Sheet, page 2, section 17, line 3.

Officeholder expenditures from personal funds for which you do not intend to seek reimbursement are not required to be reported on this schedule or included in the total of unitemized political expenditures.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

1. **TOTAL PAGES SCHEDULE G:** After you have completed Schedule G, count the total number of pages. Each side of a two-sided form counts as one page.
2. **FILER NAME:** Enter your full name.
3. **FILER ID:** See instructions for Cover Sheet, page 1, section 1.
4. **DATE:** Enter the date the expenditure was made.
5. **PAYEE NAME:** See instructions for Schedule F1, section 7.
6. **AMOUNT:** Enter the exact amount of the expenditure.

**“Reimbursement from Political Contributions Intended” box:** Check this box if you intend to reimburse yourself for the expenditure. (In order to be reimbursed from political contributions in any amount for an expenditure made out of personal funds, you must itemize the expenditure on this schedule and check this box or you must report the expenditure as a loan to yourself on Schedule E.)

7. **PAYEE ADDRESS:** Enter the complete address of the person to whom the expenditure was made.
8. **PURPOSE OF EXPENDITURE:** See instructions for Schedule F1, section 8.
9. **DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/OFFICEHOLDER:** See instructions for Schedule F1, section 9.

## **SCHEDULE H: PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH**

*These instructions are for candidates and officeholders using SCHEDULE H: PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH.*

Use this schedule to disclose information about payments from political contributions that were made to a business in which you have an interest of more than 10%, a position on the governing body, or a position as an officer. Do not enter on this schedule other payments from political contributions made during the reporting period.

See the *Campaign Finance Guide for Candidates and Officeholders* for a discussion on the important restrictions on making and reporting payments from political contributions to a business in which you have an interest.

This schedule is for payments to a business in which you have one or more of the following interests or positions:

- 1) a participating interest of more than 10%;
- 2) a position on the governing body of the business; or
- 3) a position as an officer of the business.

**Itemization:** You must enter all payments from political contributions made to certain businesses (as defined above) of a candidate or officeholder made during the reporting period on this schedule, regardless of the amount.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE H:** After you have completed Schedule H, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter your full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. DATE:** Enter the date you made the payment.
- 5. BUSINESS NAME:** Enter the full name of the business to which you made the payment.
- 6. AMOUNT:** Enter the dollar amount of the payment.
- 7. BUSINESS ADDRESS:** Enter the complete address of the business to which you made the payment.
- 8. PURPOSE OF EXPENDITURE:** See instructions for Schedule F1, section 8.
- 9. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/OFFICEHOLDER:** See instructions for Schedule F1, section 9.

## **SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS**

*These instructions are for candidates and officeholders using SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS.*

Use this schedule to disclose information about non-political expenditures from political contributions made during the reporting period. Do not enter political expenditures on this schedule. Also, do not enter non-political expenditure obligations you incurred in this reporting period but have not yet paid or non-political expenditures made by credit card. (Report unpaid incurred obligations on Schedule F2; report expenditures made by a credit card on Schedule F4.)

**Expenditures Made by Credit Card:** Effective July 5, 2015, you must disclose non-political expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When you pay the credit card bill, you must disclose the payment to the credit card company on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), or Schedule I (used for nonpolitical payments from political contributions), as applicable. See instructions for Schedule F4: Expenditures Made by Credit Card for more information.

**Itemization:** You must enter all non-political expenditures from political contributions on this schedule, regardless of the amount. A non-political expenditure is an expenditure that is neither a campaign expenditure nor an officeholder expenditure. As a practical matter, *very few* expenditures made from political contributions are non-political expenditures. For instance, expenditures for administrative expenses, banking fees, and professional dues are typically political expenditures. You may not convert political contributions to personal use.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE I:** After you have completed Schedule I, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter your full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. DATE:** Enter the date the expenditure payment was made.
- 5. PAYEE NAME:** See instructions for Schedule F1, section 5.
- 6. AMOUNT:** Enter the exact amount of the expenditure payment.
- 7. PAYEE ADDRESS:** Enter the complete address of the person to whom the expenditure was made.
- 8. PURPOSE OF EXPENDITURE:** See instructions for Schedule F1, section 8.

## **SCHEDULE K: INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER**

*These instructions are for candidates and officeholders using SCHEDULE K: INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER.*

Use this schedule to report information regarding any credit, interest, rebate, refund, reimbursement, or return of a deposit fee resulting from the use of a political contribution or an asset purchased with a political contribution, any proceeds of the sale of an asset purchased with a political contribution, the amount of which exceeds \$100, and any other gain from a political contribution received during the reporting period.

**Itemization:** You must enter interest, credits, gains, refunds and returned contributions received during a reporting period that in the aggregate exceed \$100 on this schedule. Although you are not required to do so, you may also report any credit/gain/refund, or interest that does not exceed \$100 in the period on this schedule.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE K:** After you have completed Schedule K, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter your full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. DATE:** Enter the date the credit/gain/refund was received or the interest was earned, as applicable.
- 5. NAME OF PERSON FROM WHOM AMOUNT IS RECEIVED:** Enter the full name of the person or business from whom the credit/gain/refund/returned contribution or interest was received.
- 6. ADDRESS OF PERSON FROM WHOM AMOUNT IS RECEIVED:** Enter the complete address of the person or business from whom the credit/gain/refund/returned contribution or interest was received.
- 7. PURPOSE FOR WHICH AMOUNT IS RECEIVED:** Enter a brief statement or description of the purpose for which the amount was received (for example, “phone service deposit return” “returned contribution” or “interest on savings account”).

**“Check if political contribution returned to filer” box:** If the incoming credit/gain was originally made by you in the form of a political contribution to another candidate or political committee and was returned to you in this reporting period, check this box.

- 8. AMOUNT:** Enter the exact dollar amount of the credit/gain/refund/returned contribution, or interest.

## **SCHEDULE T: IN-KIND CONTRIBUTIONS OR POLITICAL EXPENDITURES FOR TRAVEL OUTSIDE OF TEXAS**

*These instructions are for candidates and officeholders using SCHEDULE T: IN-KIND CONTRIBUTIONS OR POLITICAL EXPENDITURES FOR TRAVEL OUTSIDE OF TEXAS.*

Use this schedule to disclose information about contributions accepted or expenditures made during the reporting period. In addition to completing this schedule, you must also report the actual contribution or expenditure on the appropriate schedule or form. The law requires detailed information regarding in-kind contributions or political expenditures for travel outside of the state of Texas.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE T:** After you have completed Schedule T, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter the full name of the candidate, committee, or party on whose report you are including this schedule.
- 3. FILER ID:** If you are filing with the Commission, enter your account number. If you do not file with the Commission, you are not required to enter an account number.
- 4. NAME OF CONTRIBUTOR / CORPORATION OR LABOR ORGANIZATION / PLEDGOR / PAYEE:** Enter the full name of the contributor / corporation or labor organization / pledgor / payee as it appears on the schedule or form on which you reported the actual contribution or expenditure.
- 5. CONTRIBUTION / EXPENDITURE REPORTED ON:** Check the appropriate box for the schedule or form on which you reported the actual contribution or expenditure.
- 6. DATES OF TRAVEL:** Enter the dates on which the travel occurred.
- 7. NAME OF PERSON(S) TRAVELING:** Enter the full name of the person or persons traveling on whose behalf the travel was accepted or on whose behalf the expenditure was made.
- 8. DEPARTURE CITY OR NAME OF DEPARTURE LOCATION:** Enter the name of the departure city or the name of each departure location.
- 9. DESTINATION CITY OR NAME OF DESTINATION LOCATION:** Enter the name of the destination city or the name of each destination location.
- 10. MEANS OF TRANSPORTATION:** Enter the method of travel (e.g., airplane, bus, boat, car, etc.)
- 11. PURPOSE OF TRAVEL:** Enter the campaign or officeholder purpose of the travel, including the name of a conference, seminar, or other event.

## FORM C/OH-FR: DESIGNATION OF FINAL REPORT

*These instructions are for candidates and officeholders using Form C/OH-FR: C/OH REPORT: DESIGNATION OF FINAL REPORT. A final report must include this form (Form C/OH-FR) and the CAMPAIGN FINANCE REPORT (Form C/OH) with the “Final Report” box checked on page 1, section 9. It must also include Schedules A1, A2, B, E, F1, F2, F3, F4, G, H, I, K, and T, as applicable.*

### GENERAL INFORMATION

For filing purposes, you are a “candidate” as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make any further campaign expenditures, you may file a final report of contributions and expenditures. A final report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate.

If you do not have an appointment of campaign treasurer on file, you may not accept **campaign** contributions or make **campaign** expenditures. A payment on a campaign debt is a campaign expenditure. An officeholder who does not have an appointment of campaign treasurer on file may accept **officeholder** contributions and make **officeholder** expenditures.

The effect of filing a final report differs depending on whether you are an officeholder at the time you file a final report.

**Officeholders Filing a Final Report:** You will not have to worry about surplus political funds and assets until you cease to be an officeholder. You may still be required to file semiannual reports of contributions and expenditures as an officeholder. The only officeholders who are not required to file semiannual reports are local officeholders who do not exceed \$500 in contributions or expenditures during the reporting period.

If you cease to be an officeholder at a time when you do not have a campaign treasurer appointment on file, and you retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions after filing the last required report as an officeholder, you **must** file an annual report of unexpended contributions not earlier than January 1 and not later than January 15 of each year following the year in which you filed the last required report as an officeholder. You may not retain these unexpended funds longer than six years after the date you ceased to be an officeholder. For information about important restrictions regarding the use and reporting of unexpended contributions, see the Campaign Finance Guide.

**Non-Officeholders Filing a Final Report:** You will no longer be required to file reports **unless** you retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions. If you retain any of those items, you must file an annual report of unexpended contributions not earlier than January 1 and not later than January 15 of each year after the year in which you filed your final report. You may not retain these unexpended funds longer than six years after the date of filing a final report. For information about important restrictions regarding the use and reporting of unexpended contributions, see the Campaign Finance Guide.



## COMPLETING THE FORM

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. C/OH NAME:** Enter your full name.
- 2. FILER ID:** If you are filing with the Commission, enter your Filer ID. If you do not file with the Commission, you are not required to enter a Filer ID.
- 3. SIGNATURE:** You must sign this section to indicate that you understand the consequences of filing a final report.
- 4. FILER WHO IS NOT AN OFFICEHOLDER:** Complete this section if you are not an officeholder at the time of filing your final report. Be sure to check the appropriate box in both sections A and B and sign on the “Signature” line.
- 5. OFFICEHOLDER:** Complete this section if you are an officeholder at the time of filing your final report. You must check the box to indicate awareness of further filing requirements.

## **EXAMPLES: REPORTING EXPENDITURES MADE BY CREDIT CARD**

*This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting expenditures made by credit card and payments made to credit card companies.*

### **Example #1: Candidate Using Credit Card to Make Political Expenditures and Using Political Contributions to Pay the Credit Card Bill in the Same Reporting Period**

A candidate for office uses her credit card to buy \$1,000 in campaign office supplies from an office store. During the same reporting period, the candidate uses her credit card to buy \$500 in political advertising signs from a sign company. During the same reporting period, the candidate makes a single payment from her political contributions account to pay the \$1,500 credit card bill.

To report that activity, the candidate would report all of the following on a campaign finance report (Form C/OH) covering the period in which she made the credit card charges and sent the payment to the credit card company:

1. For the credit card charges: a \$1,000 expenditure on the “Expenditures Made by Credit Card” Schedule (F4). The schedule identifies the office store as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as “Office Overhead/Rental Expense,” and a description as “Campaign Office Supplies.” In Section 9 of the schedule, the box for “Political” is also checked. The candidate also reports the \$500 expenditure on the “Expenditures Made by Credit Card” Schedule and identifies the sign company as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as “Advertising Expense,” and a description as “Political Advertising Signs.” In Section 9 of the schedule, the box for “Political” is also checked.
2. For the payment to the credit card company: a \$1,500 expenditure on the “Political Expenditures from Political Contributions” Schedule (F1). The schedule identifies the credit card company as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as “Credit Card Payment,” and a description as “Payment of credit card bill for credit card expenditures.”
3. Both \$1,500 amounts reported on each schedule will also be included in the appropriate totals sections of Cover Sheet Pages 2 and 3.

### **Example #2: Candidate Using Credit Card to Make a Political Expenditure and Using Personal Funds to Pay the Credit Card Bill in the Same Reporting Period**

A candidate for *non-judicial* office uses his credit card to purchase \$3,000 in political advertising materials from a print shop. During the same reporting period, the candidate makes a payment from his personal funds account to pay the \$3,000 credit card bill.

To report that activity, the candidate would report all of the following on a campaign finance report (Form C/OH) covering the period in which he made the credit card charge and sent the payment to the credit card company:

1. For the credit card charge: a \$3,000 expenditure on the “Expenditures Made by Credit Card” Schedule (F4). The schedule identifies the print shop as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as “Advertising Expense,” and a description as “Political Advertising Materials.” In Section 9 of the schedule, the box for “Political” is also checked.
2. For the payment to the credit card company: a \$3,000 expenditure on the “Political Expenditures Made from Personal Funds” Schedule (G). The schedule identifies the credit card company as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as “Credit Card Payment,” and a description as “Payment of credit card bill for political advertising materials.” If the candidate intends to seek reimbursement from political contributions, the candidate may also check the appropriate box in Section 6.
3. Both \$3,000 amounts reported on each schedule will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

**Example #3: Political Committee Using Credit Card to Make a Political Expenditure and Using Political Contributions to Pay the Credit Card Bill in Different Reporting Periods**

A general-purpose committee uses its credit card to buy \$500 in political advertising in a newspaper. The committee receives the statement from the credit card company but does not send a payment until after the reporting period ends. When the committee sends a payment to the credit card company, it makes a \$500 payment from its political contributions account.

To report the credit card charge, the committee’s campaign treasurer would report all of the following on a campaign finance report (Form GPAC) covering the period in which it made the credit card charge:

1. A \$500 expenditure on the “Expenditures Made by Credit Card” Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as “Advertising Expense,” and a description as “Political Advertising.” In Section 9 of the schedule, the box for “Political” is also checked.
2. The \$500 amount reported on the “Expenditures Made by Credit Card” Schedule (F4) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

To report the payment to the credit card company, the committee’s campaign treasurer would also report all of the following on a campaign finance report (Form GPAC) covering the period in which it made the payment to the credit card company:

1. A \$500 expenditure on the “Political Expenditures from Political Contributions” Schedule (F1). The schedule identifies the credit card company as the payee of the

expenditure and includes the address, date, amount, a category of the expenditure as “Credit Card Payment,” and a description as “Payment of credit card bill for political advertising.”

2. The \$500 amount reported on the “Political Expenditures from Political Contributions” Schedule (F1) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

**Example #4: Candidate Using Credit Card to Make a Political Expenditure and Using Political Contributions to Pay the Credit Card Bill in Different Reporting Periods**

A candidate for *judicial* office uses her credit card to buy \$500 in political advertising in a newspaper. The candidate receives the statement from the credit card company but does not send a payment until after the reporting period ends. When the candidate sends a payment to the credit card company, she makes a \$500 payment from her political contributions account.

To report the credit card charge, the candidate would report all of the following on a campaign finance report (Form JC/OH) covering the period in which she made the credit card charge:

1. A \$500 expenditure on the “Expenditures Made by Credit Card” Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as “Advertising Expense,” and a description as “Political Advertising.” In Section 9 of the schedule, the box for “Political” is also checked.
2. The \$500 amount reported on the “Expenditures Made by Credit Card” Schedule (F4) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

To report the payment to the credit card company, the candidate would also report all of the following on a campaign finance report (Form JC/OH) covering the period in which the payment to the credit card company was made:

1. A \$500 expenditure on the “Political Expenditures from Political Contributions” Schedule (F1). The schedule identifies the credit card company as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as “Credit Card Payment,” and a description as “Payment of credit card bill for political advertising.”
2. The \$500 amount reported on the “Political Expenditures from Political Contributions” Schedule (F1) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

## EXAMPLES: PURPOSE OF EXPENDITURES

*This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting the purpose of an expenditure. However, it is not, and is not intended to be, an exhaustive or an exclusive list of how a filer may permissibly report the purpose of an expenditure.*

(1) Example: Candidate X is seeking the office of State Representative, District 2000. She purchases an airline ticket from ABC Airlines to attend a campaign rally within District 2000. The acceptable category for this expenditure is “travel in district.” The candidate activity that is accomplished by making the expenditure is to attend a campaign rally. An acceptable brief statement is “airline ticket to attend campaign event.”

(2) Example: Candidate X purchases an airline ticket to attend a campaign event outside of District 2000 but within Texas, the acceptable category is “travel out of district.” The candidate activity that is accomplished by making the expenditure is to attend a campaign event. An acceptable brief statement is “airline ticket to attend campaign or officeholder event.”

(3) Example: Candidate X purchases an airline ticket to attend an officeholder related seminar outside of Texas. The acceptable method for the purpose of this expenditure is by selecting the “travel out of district” category and completing the “Schedule T” (used to report travel outside of Texas).

(4) Example: Candidate X contracts with an individual to do various campaign related tasks such as work on a campaign phone bank, sign distribution, and staffing the office. The acceptable category is “salaries/wages/contract labor.” The candidate activity that is accomplished by making the expenditure is to compensate an individual working on the campaign. An acceptable brief statement is “contract labor for campaign services.”

(5) Example: Officeholder X is seeking re-election and makes an expenditure to purchase a vehicle to use for campaign purposes and permissible officeholder purposes. The acceptable category is “transportation equipment and related expenses” and an acceptable brief description is “purchase of campaign/officeholder vehicle.”

(6) Example: Candidate X makes an expenditure to repair a flat tire on a campaign vehicle purchased with political funds. The acceptable category is “transportation equipment and related expenses” and an acceptable brief description is “campaign vehicle repairs.”

(7) Example: Officeholder X purchases flowers for a constituent. The acceptable category is “gifts/awards/memorials expense” and an acceptable brief description is “flowers for constituent.”

(8) Example: Political Committee XYZ makes a political contribution to Candidate X. The acceptable category is “contributions/donations made by candidate/officeholder/political committee” and an acceptable brief description is “campaign contribution.”

(9) Example: Candidate X makes an expenditure for a filing fee to get his name on the ballot. The acceptable category is “fees” and an acceptable brief description is “candidate filing fee.”

(10) Example: Officeholder X makes an expenditure to attend a seminar related to performing a duty or engaging in an activity in connection with the office. The acceptable category is “fees” and an acceptable brief description is “attend officeholder seminar.”

(11) Example: Candidate X makes an expenditure for political advertising to be broadcast by radio. The acceptable category is “advertising expense” and an acceptable brief description is “political advertising.” Similarly, Candidate X makes an expenditure for political advertising to appear in a newspaper. The acceptable category is “advertising expense” and an acceptable brief description is “political advertising.”

(12) Example: Officeholder X makes expenditures for printing and postage to mail a letter to all of her constituents, thanking them for their participation during the legislative session. Acceptable categories are “advertising expense” OR “printing expense” and an acceptable brief description is “letter to constituents.”

(13) Example: Officeholder X makes an expenditure to pay the campaign office electric bill. The acceptable category is “office overhead/rental expense” and an acceptable brief description is “campaign office electric bill.”

(14) Example: Officeholder X makes an expenditure to purchase paper, postage, and other supplies for the campaign office. The acceptable category is “office overhead/rental expense” and an acceptable brief description is “campaign office supplies.”

(15) Example: Officeholder X makes an expenditure to pay the campaign office monthly rent. The acceptable category is “office overhead/rental expense” and an acceptable brief description is “campaign office rent.”

(16) Example: Candidate X hires a consultant for fundraising services. The acceptable category is “consulting expense” and an acceptable brief description is “campaign services.”

(17) Example: Candidate/Officeholder X pays his attorney for legal fees related to either campaign matters or officeholder matters. The acceptable category is “legal services” and an acceptable brief description is “legal fees for campaign” or “for officeholder matters.”

(18) Example: Candidate/Officeholder X makes food and beverage expenditures for a meeting with her constituents. The acceptable category is “food/beverage expense” and an acceptable brief statement is “meeting with constituents.”

(19) Example: Candidate X makes food and beverage expenditures for a meeting to discuss candidate issues. The acceptable category is “food/beverage expense” and an acceptable brief statement is “meeting to discuss campaign issues.”

(20) Example: Officeholder X makes food and beverage expenditures for a meeting to discuss officeholder issues. The acceptable category is “food/beverage expense” and an acceptable brief statement is “meeting to discuss officeholder issues.”

(21) Example: Candidate/Officeholder X makes food and beverage expenditures for a meeting to discuss campaign and officeholder issues. The acceptable category is “food/beverage expense” and an acceptable brief statement is “meeting to discuss campaign/officeholder issues.”

## EXAMPLES: REPORTING EXPENDITURES FROM PERSONAL FUNDS

*This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting expenditures from personal funds.*

If you intend to seek reimbursement of any amount from political contributions for a political expenditure made from your personal funds, you must report the expenditure in one of three ways. Keep in mind that this reporting system is not an accounting system and duplication of expenditures is not uncommon when reporting transactions related to expenditures made from personal funds.

**Method #1:** Itemize the expenditure on the “Political Expenditures Made from Personal Funds” schedule (Schedule G) and check the box to indicate that you intend to seek reimbursement from political contributions. You may not correct a report to allow reimbursement without subjecting yourself to a possible penalty. When you reimburse yourself, which could be months or years later, report the reimbursement on the “Political Expenditures” schedule (Schedule F1).

**Example:** On December 1, 2007, Candidate A spends \$500 of her own personal funds to purchase political advertising signs. She reports the expenditure to the vendor on Schedule G and checks the box to indicate that reimbursement is intended. One year later, Candidate A reimburses herself from political contributions. She reports the reimbursement on Schedule F1. Candidate A is the payee and the purpose of the expenditure is to reimburse herself for a political expenditure made from personal funds on December 1, 2007.

If you intend to seek reimbursement from political contributions for a political expenditure of any amount made from personal funds, you must itemize the expenditure on Schedule G.

**Method #2:** Report the political expenditures made from your personal funds as a loan to your campaign on the “Loans” schedule (Schedule E). Next, report the political expenditures made from that loan as if they were made from political funds (report on Schedules F1, F2, F3, F4, or H as appropriate). Do NOT report political expenditures made from the loan on Schedule G. The amount you report as a loan in a reporting period may NOT exceed the amount you actually spent from personal funds in that reporting period. In other words, do not report a \$100,000 loan to your campaign if the amount actually spent from personal funds in the reporting period was \$5,000. When you reimburse yourself, which could be months or years later, report the reimbursement on the Schedule F1.

**Example:** In one reporting period, Candidate B spends \$5,000 of his own personal funds to purchase political advertising materials. He spends \$3,000 at Business One and \$2,000 at Business Two. He reports the expenditures as a \$5,000 loan on Schedule E and then itemizes each of the two expenditures as a political expenditure on Schedule F1. A year later, Candidate B reimburses himself from political contributions by disclosing the reimbursement on Schedule F1. He reports the reimbursement on Schedule F1. The payee in this instance is Candidate B, the category of the expenditure is “Loan



Repayment/Reimbursement,” and “political expenditure made from personal funds reported as a loan” is an acceptable brief description.

**Method #3:** Deposit personal funds in an account in which your political contributions are maintained and report that amount as a loan on the "Loans" schedule (Schedule E). Next, report the political expenditures made from that loan as if they were made from political funds (report on Schedules F1, F2, F3, or H as appropriate). When you reimburse yourself, which could be months or years later, report the reimbursement on the Schedule F1. The reimbursement may not exceed the amount reported as a loan. Personal funds deposited in an account in which political contributions are held are subject to the personal use restriction.)

**Example:** In one reporting period, Candidate C opens a campaign bank account and deposits \$5,000 of her own personal funds into the account. She makes one \$3,000 expenditure for political advertising. Candidate C has no other activity in the reporting period. She reports the \$5,000 as a loan on Schedule E, itemizes the \$3,000 expenditure for the political advertising on Schedule F1, and includes the remaining \$2,000 on her contributions maintained at the end of the reporting period total. A year later, Candidate C reimburses herself from political contributions by disclosing the reimbursement on Schedule F1. The payee in this instance is Candidate C, the category of expenditure is "Loan Repayment/Reimbursement," and "political expenditure made from personal funds reported as a loan" is an acceptable brief description.

## EXAMPLES: REPORTING STAFF REIMBURSEMENT

*This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting staff reimbursements.*

When a staff member makes political payment(s) out of his or her personal funds, how you disclose the payment(s) depends on two things: 1) the aggregate total of those payments in the reporting period; and 2) whether or not you reimburse the staff worker in the same reporting period.

**Example #1:** The payment out of the staff worker's personal funds does not exceed \$5,000 in the reporting period **and** you reimburse the staff worker from political funds in the same reporting period – You will simply itemize the payment (if over the \$100 itemization threshold) on Schedule F1 as if you made the expenditure directly to the vendor out of your political funds, with the name of the vendor who sold the goods or services as the payee for the expenditure. **Do not** disclose as the payee the name of your staff worker.

**Example #2:** The payment(s) out of the staff worker's personal funds are over \$5,000 in the aggregate in the reporting period **and** you reimburse the staff worker from political funds in the same reporting period – You will use a 3-step process, disclosing everything on the same report: (1) On Schedule E, disclose the total amount paid from the staff worker's personal funds as a loan from the staff worker to your campaign; (2) On Schedule F1, itemize the payments made by your staff worker separately, with the names of the vendors who sold the goods or services to your staff worker as the payees for the expenditures. **Do not** disclose as the payee the name of your staff worker; and (3) On Schedule F1, disclose the payment to your staff worker for the reimbursement of the loan.

**Example #3:** The payment(s) out of the staff worker's personal funds do not exceed \$5,000 in the aggregate in the reporting period **but** you reimburse the staff worker from political funds in a different reporting period – You will use a 3-step process, disclosing steps 1 and 2 on the same report and step 3 later, when the reimbursement occurs: (1) On Schedule E, disclose the total amount paid from the staff worker's personal funds as a loan from the staff worker to your campaign; (2) On Schedule F1, itemize the payments made by your staff worker separately, with the names of the vendors who sold the goods or services to your staff worker as the payees for the expenditures. **Do not** disclose as the payee the name of your staff worker; and (3) When you reimburse your staff worker, if ever, disclose on Schedule F1 of the report covering the period in which the reimbursement occurs the payment to your staff worker for the reimbursement of the loan.



We Make a Difference!

# Montgomery County Hospital District

## District Purchasing Policy

MONTGOMERY COUNTY HOSPITAL DISTRICT

PURCHASING POLICIES

Updated through September 27, 2016

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## INTRODUCTION

Montgomery County Hospital District is a political subdivision of the State of Texas created by an election of the District's voters in 1977. The District's purpose is to provide medical care and other health care services to qualifying, low-income residents of Montgomery County. In connection with such duties, the District must periodically make expenditures of public funds for purchases of supplies, equipment, materials and services. Although not required by the District's enabling legislation, the Board of Directors has sought to adopt comprehensive purchasing policies to ensure that District receives the best value.

This policy outlines the methods of procurement and the duties and responsibilities of the Montgomery County Hospital District as delegated to the Chief Executive Officer or his/her designee(s) by the Board of Directors.

It is the District's intention that all purchases of supplies, equipment, materials, and contracted services, (other than those covered by the Texas Professional Services Procurement Act)<sup>1</sup> where the costs exceed \$50,000 are to be purchased using a procurement methodology selected by the Chief Executive Officer and/or Board of Directors which is intended to result in obtaining the best value for the district.

Purchases of less than \$50,000 may be made to the open market by the District's Chief Executive Officer and/or his/her designee(s) as outlined in this policy.

### **PUBLIC PURCHASING HAS SEVERAL GOALS:**

- Purchase the proper goods or services to suit the District's needs.
- Procure the best possible price and value for the goods or services required.
- Have the goods or services available where and when they are needed.
- Assure a continuing supply of needed goods and services.
- Guard against any misappropriation of the District Funds.

### **PUBLIC PURCHASING MUST ALSO ASSURE THAT:**

- Responsible bidders are given a fair opportunity to compete for the District's business.
- The best value is received for the public dollar.
- Public spending is not used to enrich elected officials or government employees, or to confer favors upon constituents.

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<sup>1</sup> Texas Local Government Code ch. 2254

The efficiency and effectiveness of any program depends on good, sound principles and management. Purchasing is no different. There are common, basic principles of purchasing which can be applied to any purchasing program to make it operational to the best advantage of any organization.

It is the intent of the policy to promote effective, efficient and consistent procurement in Montgomery County Hospital District, using procurement methodologies yielding the best value to the District for the benefit of its taxpayers.

There are several different types of purchases. They are as follows:

EMERGENCY:

Emergency purchases are made to meet a critical, unforeseen need of the District due to urgent circumstances and/or factors outside the District's control. Because the utilization of normal procurement processes would result in unreasonable delay in situations where public health and/or safety is at immediate risk, emergency purchases shall be exempt from otherwise applicable purchasing procedures as set forth herein.

SOLE SOURCE:

Sole Source purchases are goods and services available from only one supplier. This may be because of patents and copyrights or simply because a single vendor supplies the particular goods or services. These purchases shall be exempt from the otherwise applicable purchasing procedures set forth herein, so long as the decision is made that sole source procurement represents the best value to the District in light of the circumstances.

SERVICES:

Different types of services are needed by the District. Professional services shall be procured pursuant to the Professional Services Procurement Act for those services contemplated under said Act, and pursuant to a request for qualifications and/or request for proposals for services not contemplated under the Professional Services Procurement Act. In some instances, due to sole source, specialized skills and/or knowledge, service providers will be directly retained by the District, based upon the discretion of the Chief Executive Officer that a request for qualifications and/or request for proposals is unnecessary.

CONSTRUCTION:

These are projects normally involving the extensive use of plans, prints and/or professional construction services. The supervision of this type of procurement typically requires the services of an engineer. These projects will be procured pursuant to the methodology which results in the best value to the District and in strict compliance with Chapter 2267 of the Texas Government Code.

ITEMS:

Items include any service, equipment, goods, or other tangible or intangible personal property, including insurance and technology and are generally subject to competitive procurement as provided by these policies.

MCHD utilizes the following instruments in effecting purchases:

**REQUISITION:** Is a request for a purchase to be made. It is the first step taken after the need for goods and services is recognized. The requisition process must include a system of authorizations and safeguards to ensure that ethical purchasing procedures are followed.

**PURCHASE ORDERS:** Constitutes a contract for delivery of the goods and services and usually contains the terms, quantity, delivery and price.

MCHD personnel shall exercise diligence in utilizing requisitions and purchase orders for purchases of goods and services.

**CIRCUMVENTING THE SYSTEM**

Some types of purchases by the District are governed by statutory requirements of local, state or federal origin. The requirements of the statutes have been incorporated into the District's internal policies and will be followed where applicable. Circumvention of these policies is discouraged and any evidence of circumvention will constitute grounds for disciplinary action up to and including termination.

**CHAPTER 1**

**STATEMENT OF PURCHASING POLICY**

Approved by BOD on September 26, 2017

Montgomery County Hospital District operates under the authority granted by the State of Texas in its enabling statute (Chapter 1063 Texas Special District Local Law Code). With the exception of contracts for construction governed by ch. 2267 of the Government Code, the District's Board of Directors has been granted "the power to prescribe the method and manner of making purchases and expenditures by and for the hospital district."<sup>2</sup> The District's Board of Directors has elected to establish the following policies and reserve the right to amend them at any time.

The Montgomery County Hospital District pledges to discharge its duties in a manner that will provide, to all responsible vendors and contractors, an equitable and competitive access to Montgomery County Hospital District procurement processes. Further, the District's procurement will be conducted in a manner that will promote public confidence in the integrity of the organization.

## **CHAPTER 2**

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<sup>2</sup> Texas Special District Local Law Code §1063.106 .



**PURCHASING**  
**CODE OF ETHICS**

**GENERAL ETHICAL STANDARDS**

1. It shall be a breach of ethics for an employee of the Montgomery County Hospital District to attempt to realize personal gain through public employment with Montgomery County Hospital District by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be a breach of ethics for an employee of the Montgomery County Hospital District to attempt to influence any public employee of Montgomery County Hospital District to breach the standards of ethical conduct set forth in these policies.
3. It shall be a breach of ethics for any employee of Montgomery County Hospital District to participate directly or indirectly in procurement when the employee knows that:
  - a. the employee, or a member of the employee's immediate family has a financial interest pertaining to the procurement;
  - b. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or any other person, business, or organization with whom the employee, or any member of the employee's immediate family, is negotiating or, has an arrangement concerning prospective employment, or is involved in the procurement.
4. Gifts – It shall be a breach of ethics for any person to offer, give or agree to give any employee or former employee of Montgomery County or for any employee or former employee of Montgomery County Hospital District to solicit, demand, accept or agree to accept from another person, a gift or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or any other advisory capacity in any proceeding or application request for ruling, determination, claim or controversy, or other peculiar matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal, therefore, pending before the District.
5. Kickbacks – It shall be a breach of ethics for any payment, gift or offer of employment to be made by or on behalf of a subcontractor under a contract to the

prime contractor or higher tier of subcontractor for any contract for Montgomery County Hospital District or any person associated therewith, as an inducement for the award of a subcontract or order. No such inducement is proper prior to or subsequent to an award of contract.

6. It shall be a breach of ethics for any employee or former employee of Montgomery County Hospital District knowingly to use confidential information for actual or anticipated personal gain or for the actual or anticipated gain of any person.
7. Employees of the Montgomery County Hospital District who are found to have violated any one or more of the Code of Ethics shall be subject to disciplinary action, including possible termination of employment with the District and prosecution as may be afforded by law.
8. Employees of the Montgomery County Hospital District shall ensure that all applicable laws and regulations pertaining to procurements of goods and services are honored, including for example, acknowledging conflicts of interest under Chapter 171 of the Texas Local Government Code, vendors who are disbarred from participating in government contracts due to violations of Medicare or Medicaid regulations, et cetera.
9. It shall be a breach of ethics for any employee who is involved in the purchasing of goods or services for Montgomery County Hospital District to intentionally seek to evade the competitive procurement of such goods or services by breaking down the purchase into component or sequential purchases.

### **CHAPTER 3**

### **THE PURCHASING AGENT**

1. The Chief Executive Officer of the Hospital District, and/or his designee(s), shall act as the District's purchasing agent and supervise all purchases to ensure compliance with this policy.
2. A purchase made by the Chief Executive Officer and/or his designee(s) shall be paid for by the manner provided by law, including but not limited to the Texas Prompt Payment Act (Texas Government Code chapter 2251). The District may not honor a payment for a purchase unless the purchase is made and/or authorized by the Chief Executive Officer and/or his designee(s) or by the Board of Directors and funds have been appropriated and budgeted for such purchase.
3. In addition to the aforementioned requirements, the Chief Executive Officer for Montgomery County Hospital District and/or his designee(s) will:
  - a. encourage and support compliance with the Texas state statutes, including the District's enabling legislation and the policies adopted there under by the Board of Directors, including but not limited to this policy; and
  - b. promote local business participation in the Montgomery County Hospital District procurement process.

#### **CHAPTER 4**

#### **THE PURCHASING PROCESS**

Approved by BOD on September 26, 2017

**A. GENERAL INFORMATION**

1. Montgomery County Hospital District will not be obligated to purchase equipment or accessories that are delivered for use on a trial basis.
2. The following purchasing procedures that are made with the intention of avoiding competitive bidding requirements are not authorized:
  - a. **COMPONENT PURCHASES:** defined as purchasing an item that, as a whole, would have normally been competitively bid, in a series of component purchases.
  - b. **SEPARATE PURCHASES:** defined as purchasing an item in a series of separate purchases that normally would have been purchased in one.
  - c. **SEQUENTIAL PURCHASES:** defined as purchases made over a period of time that in normal purchasing practices would be made as one purchase.
3. No District employee has the authority to request a purchase of supplies, materials, equipment, or services for his/her own personal use.

**B. ADDITIONAL PURCHASING RESPONSIBILITIES**

1. The Chief Executive Officer and/or his designee(s) should be cognizant of budget balances and refrain approving expenditures in excess of those balances, except in cases of public necessity and/or public calamity.
2. The Chief Executive Officer and/or his designee(s) shall plan purchases in order to keep “rush” and “emergency” purchases to a minimum. The District rarely enjoys any economic benefits from rush and emergency purchases. In most cases, prices for commodities and services are at a premium when there is not proper time allowed to explore sources, options, and alternatives.
3. The Chief Executive Officer and/or his designee(s) shall assure that all District employees responsible for making requests for purchases have read and understand the purchasing policies of Montgomery County Hospital District as embodied in this policy.
4. The Chief Executive Officer and/or his designee(s) shall ensure that where possible, purchase and procurement requests are descriptive and specific but do not prevent competitive bidding of comparable items.

5. The Chief Executive Officer and/or his designee(s) should understand and appreciate the nature of public purchasing, and seek to put all interested vendors on a level playing field with respect to awards of MCHD contracts.

### **C. PURCHASES**

1. The purchase process should include a system of authorizations and safeguards so that improper or illegal purchasing is difficult both to initiate and to conceal.
2. Purchases for services will include information from the requisitioning employee that will provide additional details regarding the required service if necessary, and the budget account for which such item shall be charged.
3. The Chief Executive Officer may designate one or more persons authorized to make purchasing decisions for MCHD based upon department needs, employment seniority, employment responsibility, employment designation, amount of purchase, or other criteria as chosen by the Chief Executive Officer. The Chief Executive Officer at his discretion may set purchasing limits for his designees and authorized employees. All such delegations shall be memorialized in writing in one or more instruments.
4. In purchasing under this Policy any real property or personal property that is not affixed to real property, if MCHD receives one or more bids from a responsible bidder whose principal place of business is in Montgomery County and whose bid is within three percent of the lowest bid price received by MCHD from a responsible bidder who is not a resident of Montgomery County, MCHD, at its sole option may enter into a contract with:
  - a. the lowest responsible bidder; or
  - b. the responsible bidder whose principal place of business is in Montgomery County if MCHD determines, in writing, that the local bidder offers MCHD the best combination of contract price and additional economic development opportunities for MCHD created by the contract award, including the employment of residents of Montgomery County and increased tax revenues to MCHD.<sup>3</sup>
  - c. This section does not prohibit MCHD from rejecting all bids.

### **CHAPTER 5**

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<sup>3</sup> Texas Local Government Code § 271.905.

## STANDARD PURCHASE ORDERS

### **A. STANDARD PURCHASE ORDERS**

1. Authorized purchases must be conducted through the District's Requisition Process. Whenever practical the Purchase Order must be completed and approved prior to the time of purchase of the good or service. Point of sale purchases, generally for smaller amounts and small items are not required to have a Purchase Order completed prior to purchase; however, all District employees shall endeavor to use the Purchase Order process as much as possible.
2. Whenever possible, a Purchase Order should be generated using the online electronic Requisition System.
3. File copies of all Purchase Orders will be maintained in accordance with the District's records retention policy.

### **B. CONTRACTS/BLANKET PURCHASE ORDERS**

1. Contract/Blanket Purchase Orders are agreements with vendors which allow frequent or small purchases by departments during the District's fiscal year without going through repetitive procurement procedures. Blanket Purchase Orders can also control pricing.
2. Montgomery County Hospital District will have two classes of Contract/Blanket Purchase Orders:
  - a. Purchase Orders of up to and including \$25,000 in a fiscal year which will be solicited unilaterally by the Chief Executive Officer and/or his designee(s);
  - b. Purchase Orders expected to exceed \$25,000 in a fiscal year, and which require the approval of the Board of Directors.
3. Annual Contracts for Maintenance and Service Agreements.
  - a. Where feasible, the District may enter into annual contracts with selected vendors for various maintenance services. These contracts may include, but not be limited to, office machine maintenance including computers and related office equipment, software maintenance and upgrades, cleaning services, pest control, and equipment rental agreements.
  - b. Negotiation of these contracts and agreements is the responsibility of the Chief Executive Officer and/or his designee(s).
  - c. As contracts are initiated, appropriate staff will be notified as to the terms of the agreements and how to obtain needed service through them.

**C. PURCHASE ORDERS FOR TRAINING, SEMINARS, MEMBERSHIPS, SUBSCRIPTIONS, TRAVEL, LODGING, FOOD, AND BOOKS.**

Competitive quotes are not required for individual expenses incurred in connection with training, seminars, memberships, subscriptions, travel, foods, or books which total less than \$2,000.00 per person unless the Chief Executive Officer and/or his designee(s) deems it necessary; however, persons making such purchases are encouraged to ensure the District is obtaining a reasonable governmental rate for all expenditures in connection with District business. Persons making such expenses are not required to select the lowest cost item under this section if legitimate reasons exist for selection of an item of higher cost. Expenses incurred for travel, lodging, and meals will be approved and paid in accordance with the Personnel Policies & Procedures – Travel and Entertainment Policy<sup>4</sup>.

**D. DOLLAR THRESHOLDS FOR PURCHASE ORDERS**

1. If a purchase requires an expenditure of funds in an amount up to and including \$25,000 the Chief Executive Officer and/or his designee(s) will make and approve all purchases unilaterally. The purchasing procedure will be as follows:
  - a. \$2,000.00 or LESS –  
quotations may or may not be solicited, only if Chief Executive Officer and/or his designee(s) deems necessary;
  - b. \$2,000.01 to \$ 10,000.00  
telephone and/or electronic (internet, online, email) price quotations will be sought. All telephone and/or electronic quotations will be documented and recorded by the Chief Executive Officer and/or his designee(s). Alternatively, informal written bids and/or proposals may be solicited. Whenever possible, any quotes received shall be documented in the electronic Requisition system;
  - c. \$10,000.01 to \$50,000.00  
written quotations will be requested and documented in connection with the award decision;
  - d. Greater than \$50,000.00  
will be conducted by the formal, sealed, bid or request for proposal process.
2. The Chief Executive Officer and/or his designee(s) reserves the right to deviate from these policies for any purchases under the \$50,000 competitive bidding

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<sup>4</sup> These policies incorporate by reference the reimbursement rates approved by the federal government.

threshold, if it is in the best interest of the District and if it will facilitate specific District operations.

3. Sequential, Component, Separate, or Cumulative purchase orders for a single particular product and which would amount to \$50,000 or more within a fiscal year shall be subject to the competitive bid procedures set out in this policy.

**E. EXCEPTIONS TO THE PURCHASE CYCLE FOR EXPENDITURES UNDER \$50,000**

1. As with any set of guidelines or rules, there will be exceptions to the normal purchasing cycle with the understanding that the exceptions will only apply when there is a legitimate and obvious need.
2. EMERGENCY: An emergency situation is commonly described as an unforeseen situation which adversely and unduly affects the life, health, or convenience of the residents of Montgomery County, or circumstances that would cause a loss to the District. If an emergency arises during normal working hours, the affected employee(s) shall:
  - a. notify the Chief Executive Officer and/or his designee(s) of the situation and possible cost, if known;
  - b. within the working day or not exceeding the next working day, the employee will submit the Requisition to the Chief Executive Officer and/or his designee(s) noting the reason for the emergency.
3. If an emergency should arise after regular hours, the employee may proceed with the emergency acquisition and on the next regular day of business, a Requisition, invoices and properly completed receiving report (including a brief explanation of the purchase) will be sent to the Chief Executive Officer and/or his designee(s). The Chief Executive Officer and/or his designee(s) will then assign a Purchase Order number and forward that number to the appropriate vendor.

**EMERGENCY PURCHASES EXCEEDING \$50,000 CAN NOT BE MADE WITHOUT PRIOR APPROVAL FROM THE BOARD OF DIRECTORS AND THE CHIEF EXECUTIVE OFFICER OR HIS EXECUTIVE STAFF DESIGNEE.**

**F. REIMBURSEMENTS TO AN INDIVIDUAL AND/OR STORE ACCOUNT**



1. Since reimbursements are different from purchases, only in that the vendor is a specified employee or Store account, they must meet all purchasing procedures as outlined in the Purchasing Policy.
2. When possible, reimbursements must have prior approval from the Chief Executive Officer and/or his designee(s).
3. If prior approval was not obtained, written documentation explaining why it was not possible to do so, must be submitted to the Chief Executive Officer and/or his designee(s).

**G. CONTRACT WITH PERSON INDEBTED TO THE DISTRICT**

1. The District may refuse to enter into a contract or other transaction with a person and/or entity indebted to the District.

**CHAPTER 6**

**PROCUREMENT OF PROFESSIONAL SERVICES**

Approved by BOD on September 26, 2017

1. The procurement of professional services will be governed by the “Professional Services Procurement Act” (Tex. Gov’t. Code ch. 2254). Professional Services includes:
  - a. accounting,
  - b. architecture,
  - c. landscape architecture,
  - d. land surveying,
  - e. medicine,
  - f. optometry,
  - g. professional engineering,
  - h. real estate appraising, or
  - i. professional nursing.
  
2. Though competitive bids/quotes may not be used, it will be the policy of the District to procure, in most cases, professional services through a request for qualifications (RFQ). There may be instances when it is not practical to pursue this method of procurement for professional services. The procurement of services must be based on qualifications and competence, and shall comply with the express statutory requirements where such are applicable.
  
3. The Board of Directors is required to approve any contract for a professional service which will exceed \$25,000 during a fiscal year. The contract shall be in writing and approved and signed before services are rendered.
  
4. The Chief Executive Officer will sign contracts up to and including \$25,000 for professional services; the contract shall be in writing and signed before services are rendered.
  
5. For other professional type services not specifically defined above in paragraph 1 of this Chapter, the District shall review whether such services should be bid by Request for Proposal (RFP), Request for Qualifications (RFQ), or direct hire. The Chief Executive Officer or his designee shall have the discretion to decide the manner and method of contracting for such services based upon his evaluation of each circumstance.

## **CHAPTER 7**

### **COMPETITIVE BIDS/PROPOSALS**

## **A. COMPETITIVE BIDS**

1. Competitive bidding means letting the available vendors compete with each other to provide goods and/or services. In the case of local governmental entities, the bidding process has two additional purposes.
  - a. The first purpose of competitive bidding is to ensure that public monies are spent properly, legally, and for public projects or goods, and that the best possible value is received for the money.
  - b. The second purpose is to give those qualified and responsible vendors who desire to do business with the District a fair and equitable opportunity to do so. The employment of a standard, and consistent bidding process provides the public with an assurance that their tax dollars are being spent properly.
2. With a few exceptions, competitive bidding of expenditures in excess of \$50,000 will be accomplished by the following:
  - a. After specifications are developed, notice of the proposed purchase will be advertised in the manner required by law or this policy.
  - b. All purchases over \$25,000 require Board approval and are subject to the bidding criteria set forth in the bid specifications.
3. Nothing in these policies shall be construed to prohibit or prevent the District from using competitive bidding and/or competitive proposals for procurements of items in which the anticipated expenditure by the District is less than \$50,000, where it is determined to be advantageous to the District to do so.

## **B. REQUEST FOR PROPOSALS**

If the Chief Executive Officer and/or his designee(s) determine that it is impractical to prepare detailed specifications for an item to support the award of a purchase contract, the person may use a competitive proposal procedure.

## **C. BONDING**

Bid solicitations may include, as necessary, bonding requirements (e.g. bid bonds). This is to ensure that if the bidder attempts to withdraw after his bid is accepted, the District will not suffer financial loss.

**D. PRE-BID CONFERENCE**

The Chief Executive Officer and/or his designee may require a principal, officer, or employee of each prospective bidder/proposer to attend a mandatory pre-bid/pre-proposal conference for the purpose of discussing specifications, contract requirements and answering questions of prospective bidders/proposers.

**E. AWARDING A CONTRACT**

1. The Chief Executive Officer and/or his designee(s) will evaluate all bids and/or proposals, and a recommendation will be made to the Board of Directors for those purchases that require Board of Directors' approval. Factors that shall be considered in such evaluation shall include but not be limited to, the bidder's/proposer's ability to perform and or supply the product or service in a timely manner, the bidder's/proposer's history in supplying such goods and /or services, the quality of the goods and/or services offered, and any other factors identified by the Chief Executive Officer and/or his designee as being pertinent to the determination of a bidder's/proposer's responsibility and ability to perform under its bid and/or proposal. The District shall endeavor to determine and publish its scoring criteria for evaluation of bids and/or proposals in the bid specifications and/or request for proposals.
2. The Chief Executive Officer and/or his designee(s) or Board of Directors as appropriate, will either approve the recommendation or reject all bids and authorize the Chief Executive Officer to re-bid the item and/or service.
3. After an award is made, a purchase order will be issued and a contract signed as may be appropriate under the circumstances.

**F. MODIFICATION AFTER AWARD**

1. After award of a contract but before the contract is made, the Chief Executive Officer and/or his designee(s) may negotiate a modification of the contract if the modification is in the best interests of the District and does not substantially change the scope of the contract or cause the contract amount to exceed the next lowest bid.

2. If it becomes necessary to make changes in plans, specifications, or proposals after a contract is made or if it becomes necessary to increase or decrease the quantity of items purchased, the Chief Executive Officer and/or his designee(s) may make the changes. Generally such changes will be documented in a change order or a contract amendment reflecting the reasons for the change and the amount the contract is increased or decreased. However, the total contract price may not be increased unless the cost of the change can be paid from budgeted and available funds of the District.
3. No change order and/or attempted modification of a contract, in the aggregate, which causes the contract price to increase by \$25,000 or more shall be valid unless approved by the District's Board of Directors.

## **CHAPTER 8**

### **EXEMPTIONS TO THE COMPETITIVE BIDDING PROCESS**

Some goods and services are exempt from the competitive bidding process. Section 262.024 of Texas Local Government Code lists several circumstances when purchases may be exempt from the competitive bidding process. While the District is not bound to Section 262.024 of the Texas Local Government Code, by way of example, the following is a list of items and circumstances that may be exempt from competitive bidding. The Chief Executive Officer may in his discretion exempt a purchase from competitive bidding for good cause. In such instance the Chief Executive Officer must get Board approval for any exception over \$50,000.00.

**A. ITEMS AND SERVICES THAT ARE EXEMPT FROM COMPETITIVE BIDDING INCLUDE:**

1. An item that must be purchased in a case of public calamity, if it is necessary to make the purchase promptly to relieve the necessity of the citizens, or to preserve the property of the District,
2. Personal or professional services,
3. Real property purchases or right of way circumstance,
4. Personal property sold at auction or at a going out of business sale,
5. Property owned by a political subdivision of a local, state or federal governmental entity,
6. Purchases made by and through the District's participation in a local government purchasing cooperative and/or through an interlocal agreement<sup>5</sup> with another governmental entity shall be deemed to have satisfied the requirements of this policy.

**(NOTE: EMERGENCY ORDERS WHICH EXCEED \$50,000 REQUIRE THE BOARD OF DIRECTORS APPROVAL BEFORE A PURCHASE ORDER CAN BE ISSUED)**

**B. GOODS AND SERVICES WHICH CAN ONLY BE OBTAINED FROM ONE SOURCE, INCLUDING:**

1. Goods and services for which competition is precluded because of the existence of patents, copyrights, trade secrets, or monopolies,
2. Electric power, gas, water, other utility type services,
3. Captive replacement parts for equipment or parts made by a specific manufacturer for equipment produced by same manufacturer,
4. Other goods or services which may be provided by only one vendor or manufacturer.

**SOLE SOURCE ITEMS** require a memo or statement from the Chief Executive Officer and/or his designee(s) supported by a statement from the vendor as to the existence of only one

source, to be accepted by the Board of Directors and this must be reflected in the minutes of the meeting of the Board of Directors.

**C. THE RENEWAL AND/OR EXTENSION OF A LEASE, MAINTENANCE AGREEMENT, LICENSE AGREEMENT, OR SIMILAR CIRCUMSTANCE.**

1. The renewal or extension of a lease, maintenance agreement, license, or similar issue is exempt from competitive bidding, but remains subject to appropriations by the Board when:
  - a. The lease, maintenance agreement, license, or similar issue has gone through the competitive bidding procedure originally, or was exempt by Sole Source exceptions and continues to be subject to Sole Source exceptions.
2. It is possible that a lease, maintenance agreement, license, or similar issue may be subject to a Sole Source exception as well. In such cases, the Chief Executive Officer may with good cause exempt the purchase from competitive bidding on that basis. However, the Chief Executive Officer shall endeavor at all times to secure the best price available for the District.
3. The Chief Executive Officer may in his discretion exempt EMS Station Leases which are \$25,000 or less per year per Station from competitive bidding requirements.

**CHAPTER 9**

**CONSTRUCTION**

- A.** Chapter 2267 of the Texas Government Code shall govern all contracts for construction by the Montgomery County Hospital District. In addition, the bonding requirements set forth in Chapter 2253 of the Texas Government Code shall apply to all contracts for construction.
- B.** The District will consult legal counsel before entering into a construction contract to ensure all legal requirements have been met.
- C.** All the methods for construction set forth in Chapter 2267 of the Texas Government Code shall be available to the District to choose from at the discretion of the Board of Directors, which shall pick the method which provides the best value to the District.

## **CHAPTER 10**



**STATE CONTRACT, CATALOGUE PURCHASES AND INTERLOCAL  
AGREEMENTS**

**A. INTRODUCTION**

Several statutory provisions in Texas law provide authority to local governments to purchase goods and services through the State General Services Commission's vendors and/or through agreements with other local governments and political subdivisions and through local government purchasing cooperatives. One such provision allows purchasing from vendors with which the State has entered into contracts as a result of competitive bidding procedures. These are referred to as State Contract purchases. Another provision allows purchasing automated information services from approved vendors based on their catalogue prices and negotiations. These are referred to as State Catalogue purchases. Other provisions allow for purchasing through interlocal agreements, including through local government purchasing cooperatives.

**B. STATE CONTRACT PURCHASES**

1. Sections 271.081 through 271.083 of the Texas Local Government Code requires the State Purchasing and General Services Commission to establish a local government purchasing program. The Montgomery County Hospital District may participate in this program and may make purchases under such program and by doing so is deemed to have satisfied the bidding requirements imposed by these policies.
2. The Chief Executive Officer or his designee is designated to act for the District at the direction of the Board of Directors in all matters relating to the program, including the purchase of goods and services from the vendor under any contract. The District is responsible for making payments directly to the vendor.
3. The Chief Executive Officer or his designee is responsible for submitting requisitions to the commission under any contract or electronically sending purchase orders directly to vendors and reports to the commission on actual purchases in compliance with the commission's regulations.
4. The Chief Executive Officer is responsible for vendor's compliance with all the conditions of delivery and quality of the purchased goods and services.
5. The Chief Executive Officer is authorized to sign and deliver all necessary documents for purchases under this program on behalf of the District.

6. The award of any contract from state contracts shall be in writing, approved and signed by the Chief Executive Officer up to and including \$25,000 or if more than \$25,000 such award approved by the Board of Directors prior to any services being rendered.

#### **C. STATE CATALOGUE PURCHASES**

1. The District is authorized by the Texas Government Code Section 2157.067 and the Texas Local Government Code Sections 271.082 and 271.083 to participate in the State General Services Commission's catalogue purchasing procedure for automated information systems.
2. The District will follow procedures outlined the Texas Government Code Chapter 2157 for the purchase of automated information systems. The District will seek the best value which is in the District's best interest by following the Request for Offer (RFO) procedure.
3. The award of any contract from the state catalogue shall be in writing, approved by either the Chief Executive Officer if the contract amount is up to and including \$25,000 or approved by the Board of Directors if more than \$25,000 prior to services being rendered.

#### **D. INTERLOCAL AGREEMENTS**

Purchases made by the District through interlocal agreements with other local governmental entities and/or through local government purchasing cooperatives shall be deemed to satisfy these purchasing policies with respect to the competitive bidding and/or competitive procurement of items purchased through such agreements.

### **CHAPTER 11**

Approved by BOD on September 26, 2017

## **SPECIFICATIONS**

### **A. SPECIFICATIONS – GENERAL**

A specification is a concise description of a good or service an entity seeks to buy, and the requirements the vendor must meet in order to be considered for the award. A specification may include requirements for testing, inspection, preparing, or installation. The specification is the total description of the purchase. The specification may also contain the evaluation criteria for the evaluation of the bid or proposal.

### **B. PURPOSE**

The purpose of any specification is to provide clear guides of what is to be purchased and to provide vendors with firm criteria of a minimum standard acceptable for goods or services. A properly drafted specification has four characteristics:

1. It establishes the minimum acceptability of the goods or services;
2. It promotes competitive bidding;
3. It contains provisions for reasonable test and inspections for acceptability of the goods or services; and
4. It provides for an equitable award to the lowest and best bid from a responsible bidder.

- C. PREPARATION OF SPECIFICATIONS** – District personnel shall use diligent efforts to prepare procurement specifications meeting these policies and guidelines, and such specifications shall provide sufficient detail to enable all bidders/proposers to avoid speculation and/or conjecture in the preparation of their bids in identifying the goods and/or services sought by the District.

## **CHAPTER 12**

## **PROPERTY SALVAGE AND DISPOSAL – DISPOSITON**

1. Throughout the fiscal year, items may outlive their usefulness and become unserviceable or obsolete. Prior to taking any item out of service, it should first be determined that the item in question could not be transferred to another user department for continued service. If it is found that the item is no longer serviceable to the District it shall be reported to the Board of Directors for ultimate disposal.
2. Upon approval by the Board of Directors, surplus or salvage material, and equipment may be disposed of in one the following methods:
  - a. public auction and or public sale;
  - b. trade-in on new equipment;
  - c. sealed bids;
  - d. distribution as unsalvageable and/or donation to local charity groups;
  - e. if salvage property cannot be donated, then disposed of in a commercially prudent manner.
3. At times, the District may be asked to purchase an item for and on behalf of another Government Entity wishing to rely on expertise of the District in a particular area. The District may do so only when the purchase will not interfere financially or otherwise with the mission of the District and when such purchase is outlined in a written interlocal agreement. Such purchases may not result in a gift or grant to the other Government Entity.

## **CHAPTER 13**

## **INVOICES**

Invoicing is considered an important part of the procurement process.

As per this policy, the vendor's invoice will be submitted directly to the Chief Executive Officer and/or his designee(s) by the vendor. If the mail is used, the address to be used is:

MONTGOMERY COUNTY HOSPITAL DISTRICT  
ACCOUNTS PAYABLE  
P.O. BOX 478  
CONROE, TX 77305

OR

[accountspayable@mchd-tx.org](mailto:accountspayable@mchd-tx.org)

## **CHAPTER 14**

Approved by BOD on September 26, 2017

## **PURCHASING AUTHORIZATION**

### **A. APPOINTMENT OF DESIGNEES**

1. The Chief Executive Officer shall be authorized to appoint one or more designees as purchasing officers to carry out the requirements of this policy and to act in the place of the Chief Executive Officer in the making of purchases of goods and services for the District.

### **B. PURCHASING AUTHORIZATION FORM**

1. A written designation shall be signed by the Chief Executive Officer for each person who has been delegated the authority to approve purchases on the Chief Executive Officer's behalf.
2. The purchasing authorization designation shall indicate that the person having the authority to approve purchases has read and understood the Purchasing Policies and Procedures and will abide by the guidelines, restrictions, and duties enumerated therein.

## **CONCLUSION**

This Purchasing Policy may be amended and supplemented from time to time by resolution of the Board of Directors. All existing purchasing policies of the District containing provisions inconsistent with these policies and procedures are hereby repealed and replaced by these policies and procedures. No violation of these policies and procedures alone shall constitute a basis for a legal challenge, as it is intended by the District that these policies are intended to provide a method of guidance for the District's purchases, but shall not be construed as having the force and effect of law. Any provisions of the District's enabling status as well as other state or federal laws, rules or regulations which are applicable to the District and which conflict with these policies and procedures shall supersede these policies and procedures to the extent of such conflict.

This policy has been approved by the Board of Directors of the Montgomery County Hospital District, acting at a public meeting held in strict compliance with the Texas Open Meetings Act, to take effect immediately.

THESE POLICIES AND PROCEDURES WERE PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT ON THE 17<sup>TH</sup> DAY OF JUNE, 2008. AMENDMENTS TO THIS POLICY WERE ADOPTED BY THE BOARD OF DIRECTORS ON THE 28<sup>TH</sup> DAY OF MAY, 2012 AND ON THE 27<sup>TH</sup> DAY OF SEPTEMBER, 2016.

# Board Resolutions

Resolution No.	Resolution(s)	Date Approved	Category
<b>ADM</b>	<b>Administration</b>		
008-ADM-12/15/2015	By-Laws Amendment - regarding Authority of Board Members	12/15/15	Administration
007-ADM-06/24/2014	Ethics Policy & Resolution	06/24/14	Administration
006-ADM-09/10/2013	Montgomery County Health Facilities Development Corporation - New Directors	09/10/13	Administration
004-ADM-01/23/2007	National Incident Management (NIMS)	01/23/07	Administration
003-ADM-01/20/2004	Proper Spokesman Resolution	01/20/04	Administration
005-ADM-05/28/2013	Public Information Request Pursuant to the Texas Government Code Section 552.275 - Limit the expenditure of time and uncompensated resources when responding to Public Information Request	05/28/13	Administration
001-ADM-07/15/2003	Public Participation at Board Meetings	07/15/03	Administration
002-ADM-09/16/2003	Records Retention Policy Resolution	09/16/03	Administration
<b>ELE</b>	<b>Election</b>		
001-ELE-07/26/2011	Election of Directors - Change in Election Date	07/26/11	Election
<b>EMS</b>	<b>EMS</b>		
<b>FIN</b>	<b>Finance</b>		
008-FIN-09/10/2013	Financing by The Woodloch Health Facilities Development Corporation	09/10/13	Finance
005-FIN-09/27/2011	GASB 54 Governmental Account Stanadrd Board Policy	09/27/11	Finance
006-FIN-12/20/2011	Goods In Transit	12/20/11	Finance
002-FIN-09/16/2003	Openness in Government Resolution #5: Money in the Minutes	09/16/03	Finance
003-FIN-11/23/2004	Operating Fund Surplus	11/23/04	Finance
007-FIN-05/22/2012	Purchasing Policy (Including revisions made thereto as a result of acts of the 82nd Texas Legislature	05/22/12	Finance
004-FIN-06/17/2008	Purchasing Policy to Provide for Updated Charge Card Procurement Alternatives	06/17/08	Finance
001-FIN-05/12/2003	Remove MCHD from Tax Rolls	05/12/03	Finance
<b>FIN</b>	<b>Finance - Non MCHD</b>		
001-FIN-NonMCHD-05/17/2001	Memorial Herman The Woodlands Hospital	04/17/01	Finance - Non MCHD
002-FIN-NonMCHD-08/21/2007	St. Luke's Community Medical Center/The Woodlands - Consenting to Action by Harris County Health Facilities Development Corporation to Cause Renovations of Improvements to and Acquisition of Additional Equipment	08/21/07	Finance - Non MCHD
<b>IND</b>	<b>Indigent Care</b>		
001-IND-08/17/2004	Establishing rules and policies regarding reimbursement to Non-Mandated Health Care Providers for treatment of HCAP patients	08/17/04	Indigent Care
003-IND-01/27/2014	Health Care Insurance Gap and FQHC Funding	01/27/14	Indigent Care
002-IND-04/07/2007	Health Care Programs offered by the District, including the Health Care program promulgated under Chapter 61 of the Texas Health & Safety Code	04/17/07	Indigent Care
<b>LEG</b>	<b>Legislative</b>		



STATE OF TEXAS                   §  
                                                 §  
COUNTY OF MONTGOMERY       §

**A RESOLUTION OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT'S BOARD OF DIRECTORS AMENDING THE BY-LAWS OF THE GOVERNING BOARD REGARDING AUTHORITY OF BOARD MEMBERS**

WHEREAS, the Montgomery County Hospital District maintains a set of By-Laws for guidance of the District; and

WHEREAS, the Montgomery County Hospital District's enabling legislation allows the Board of Directors to adopt rules when needed in furtherance of the mission of the District; and

WHEREAS, the Montgomery County Hospital District Board of Directors has previously adopted bylaws governing the procedures and conduct of the Board; and

WHEREAS, by a record vote taken on September 22, 2015, the Montgomery County Hospital District Board of Directors amended Article II, Section 3 of its By-Laws to add additional provisions regarding the authority of members of the Board of Directors in connection with day-to-day operations of the District; and

WHEREAS, the Board of Directors seeks to amend and revise its By-Laws regarding those provisions approved on September 22, 2015;

**NOW, THEREFORE, BE IT RESOLVED BY THE MONTGOMERY COUNTY HOSPITAL DISTRICT'S BOARD OF DIRECTORS THAT:**

1. **Approval of Recitals as Findings Of Fact.** The foregoing recitals, having been found by the Board of Directors to be true and correct, are hereby incorporated into this Resolution as findings of fact.
2. **Amendment of By-Laws.** The By-Laws of the Governing Board of the Montgomery County Hospital District are hereby amended and revised by the amendment to Article II, Section 3 attached hereto as Exhibit "A", which is hereto adopted and incorporated into the By-Laws by reference. The By-Laws amendment approved on September 22, 2015 is hereby replaced and superseded by this Resolution and Exhibit "A" appended hereto.

**BE IT SO RESOLVED.**

Passed and Approved this 15 day of DECEMBER 2015, by a vote of 5 in favor and 0 against, 0 abstaining.

**MONTGOMERY COUNTY HOSPITAL  
DISTRICT BOARD OF DIRECTORS**

ABSENT

Harold Posey, Chairman

Mark Cole

Mark Cole, Vice Chairman

Sandy Wagner

Sandy Wagner, Secretary

ABSENT

Chris Grice, Treasurer

Kenn Fawn

Kenn Fawn, Member

Bob Bagley

Bob Bagley, Member

Georgette Whatley  
Georgette Whatley, Member

Attest:

Donna Daniel

Donna Daniel, Board Liason

## EXHIBIT "A"

ARTICLE II, Section 3, is hereby amended to read as follows:

Section 3. Authority.

a. Board Members shall have no authority except when functioning as a member of the Board in an official meeting. No individual member of the Board may exercise authority with respect to the operation of the Health Care Assistance Program, Public Health Department and Clinic, or the Emergency Medical Service or of services Montgomery County Hospital District employees by virtue of their status as Board Members.

b. Board members must follow established MCHD policies applicable to MCHD personnel at all times when on District property (whether owned or leased) and/or at a location where MCHD personnel are performing their prescribed duties, except to the extent such policies conflict with these Bylaws.

STATE OF TEXAS                    §  
                                                  §  
COUNTY OF MONTGOMERY   §

**A RESOLUTION OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT'S  
BOARD OF DIRECTORS ADOPTING AN ETHICS POLICY**

WHEREAS, the Board of Directors of the Montgomery County Hospital District desire to adopt an Ethics Policy for guidance and accountability concerning District officials and employees; and

WHEREAS, the Board of Directors of the Montgomery County Hospital District and District officials are subject to various laws concerning ethical conduct such as Section 255.003 of the Texas Election Code and Chapter 176 of the Texas Local Government Code; and

WHEREAS, the Board of Directors of the Montgomery County Hospital District desire to establish clear ethical standards for District officials and employees by and through an Ethics Policy so as to ensure a high standard of ethical conduct in carrying out their duties and responsibilities on behalf of the District and its residents;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
THE MONTGOMERY COUNTY HOSPITAL DISTRICT THAT:**

1. **Approval of Recitals as Findings Of Fact.** The foregoing recitals, having been found by the Board of Directors to be true and correct, are hereby incorporated into this Resolution as findings of fact.
2. **Adoption of Amendments to Existing Ethics Policy.** The Montgomery County Hospital District Ethics Policy attached hereto as "Exhibit A", is approved and adopted to be effective immediately upon passage, such Ethics Policy to apply to District officials and employees until such time as this policy is amended or repealed by further action of the Board of Directors.
3. **Open Meetings.** The Board of Directors finds that the meeting at which this Resolution was passed was held in strict compliance with the Texas Open Meetings Act, ch. 551, Tex. Gov't Code.

**BE IT SO RESOLVED.**

Passed and Approved this 24 day of JUNE, 2014.

**MONTGOMERY COUNTY HOSPITAL  
DISTRICT**

By: Kenn Fawn  
Kenn Fawn, Chairman

Attest:

Sandra Wagner  
Board Secretary

# Exhibit A

**Montgomery County Hospital District**  
**Ethics Policy**  
**June 2014**

# Montgomery County Hospital District

## Ethics Policy

### Table of Contents

#### Part A: Declaration of Policy

Section 1 - Statement of Purpose

Section 2 – Personnel Policy and Purchasing Policy Control

#### Part B: District Officials and Employees

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Section 2      Unfair Advancement of Private Interests

Section 3      Confidential Information

Section 4      Representation of Private Interests

Section 5      Conflicting Outside Employment

Section 6      Public Property and Resources

Section 7      Political Activity

#### Part C: Violations



## Montgomery County Hospital District

### Ethics Policy

#### Part A: Declaration of Policy

##### **Section 1 - Statement of Purpose**

It is essential in a democratic system that the public have confidence in the integrity, independence, and impartiality of those who act on their behalf in government. Such confidence depends not only on the conduct of those who exercise official power, but on the availability of aid or redress to all persons on equal terms and on the accessibility and dissemination of information relating to the conduct of public affairs. For the purpose of promoting confidence in the Montgomery County Hospital District ("District") and thereby enhancing the District's ability to function effectively, this ethics policy is adopted. The policy establishes standards of conduct relating to District officials and employees whose actions inevitably affect public faith in local government, such as former District officials and employees, candidates for public office. By prohibiting conduct incompatible with the District's best interests and minimizing the risk of any appearance of impropriety, this policy furthers the legitimate interests of democracy. For purposes of this policy, District officials include Board Members of the Montgomery County Hospital District.

##### **Section 2 – Personnel Policy and Purchasing Policy Control**

The District's Personnel Policy and the District's Purchasing Policy shall control over this Ethics Policy if a conflict arises between the Policies.

#### Part B: Present District Officials and Employees

##### **Section 1 - Improper Economic Benefit**

- a. **General Rule.** To avoid the appearance and risk of impropriety, a District official or employee shall not take any official action that he or she knows is likely to affect the economic interests of:
1. himself or herself,
  2. a member of his or her family,
  3. a business or organization that the District official or employee has a financial interest in or is planning to acquire a financial interest with.

- b. **Recusal and Disclosure.** A District official or employee whose conduct would otherwise violate Subsection a. must recuse himself or herself. From the time that the conflict is, or should have been recognized, he or she shall:
1. immediately refrain from further participation in the matter, including discussions with any persons likely to consider the matter; and
  2. promptly disclose the issue in writing to the District's official record keeper and disclose the nature and extent of the prohibited conduct.

A supervised employee shall promptly bring the conflict to the attention of his or her supervisor, who will then, if necessary, reassign responsibility for handling the matter to another person.

c. **Abstention of District Officials.**

Additionally, under Chapter 171 of the Texas Government Code, District officials are required to submit an affidavit of abstention and abstain from voting as follows:

**§ 171.004. Affidavit and Abstention From Voting Required**

- (a) If a District official has a substantial interest in a business entity or in real property, the District official shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if:
- (1) in the case of a substantial interest in a business entity the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
  - (2) in the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.
- (b) The affidavit must be filed with the District's official record keeper.
- (c) If a District official is required to file and does file an affidavit under Subsection (a), the District official is not required to abstain from further participation in the matter requiring the affidavit if a majority of the members of the District is composed of persons who are likewise required to file and who do file affidavits of similar interests on the same official action.

**§ 171.005. Voting on Budget**

- (a) The District shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a District official has a substantial interest.
- (b) Except as provided by Section 171.004(c), the affected District official may not participate in that separate vote. The District official may vote on a final budget if:
  - (1) the person has complied with this chapter; and
  - (2) the matter in which the person is concerned has been resolved.

**§ 171.002. Substantial Interest in Business Entity**

- (a) For purposes of this chapter, a person has a substantial interest in a business entity if:
  - (1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
  - (2) funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year.
- (b) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.
- (c) A District official is considered to have a substantial interest under this section if a person related to the District official in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest under this section.

**Section 2 - Unfair Advancement of Private Interests**

**General Rule.** A District official or employee may not use his or her official position to unfairly advance or impede private interests, or to grant or secure, or attempt to grant or secure, for any person (including himself or herself) any form of special consideration, treatment, exemption, or advantage beyond that which is lawfully available to other persons.

### Section 3 - Confidential Information

- a. **Improper Access.** A District official or employee shall not use his or her position to obtain official information about any person or entity for any purpose other than the performance of official duties.
- b. **Improper Disclosure or Use.** A District official or employee shall not intentionally, knowingly, or recklessly disclose any confidential information gained by reason of said official's or employee's position concerning the property, operations, policies or affairs of the District. This rule does not prohibit:
  - 1. any disclosure that is no longer confidential by law; or
  - 2. the confidential reporting of illegal or unethical conduct to authorities designated by law.

### Section 4 - Representation of Private Interests

- a. **Representation by a Member of the Board.** A District official or employee shall not represent any person, group, or entity:
  - 1. before the board or other related District body;
  - 2. before District staff having responsibility for making recommendations to, or taking any action on behalf of, that board or body, unless the board or body is only advisory in nature; or
  - 3. before a board or other District body which has appellate jurisdiction over the board or body of which the District official or employee is a member, if any issue relates to the official's or employee's official duties.

### Section 5 - Conflicting Outside Employment

- a. **General Rule.** A District official or employee shall not solicit, accept, or engage in concurrent outside employment which could reasonably be expected to impair independence of judgment in, or faithful performance of, official duties.
- b. **Special Application.** The following special rule applies in addition to the general rule: A District official or employee shall not provide services to an outside employer related to the official's or employee's District duties.

### Section 6 - Public Property and Resources

A District official or employee shall not use, request, or permit the use of District facilities and premises, personnel, equipment, or supplies for private purposes (including political purposes), except:

- a. pursuant to duly adopted District policies, or
- b. to the extent and according to the terms that those resources are lawfully available to the public.

### Section 7 - Political Activity

- a. **Influencing Subordinates.** A District official or employee shall not, directly or indirectly, induce or attempt to induce any District subordinate of the official or employee:

1. to participate in an election campaign, contribute to a candidate or political committee, or engage in any other political activity relating to a particular party, candidate, or issue, or
2. to refrain from engaging in any lawful political activity.

A general statement merely encouraging another person to vote or participate does not violate this rule.

- b. **Official Vehicles.** A District official or employee shall not display or fail to remove campaign materials on any District vehicle under his or her control.

- c. **Individual Involvement in Campaigns.** A District official or employee, in their individual capacity, may involve themselves in support or in opposition to political candidates and campaigns pursuant to the following provisions:

1. Individual political activity must not interfere with the official's or employee's duties or responsibilities to the District.
2. A District official or employee shall not use their District affiliation in connection with their individual political activity such that a reasonable person would think that the District has endorsed the activity or person (example: an endorsement in a political advertisement).

- d. **Use of MCHD Facilities and Resources:**

1. A District official or employee may not use or provide District resources including, but not limited to office space, property, telephones, computers, printers, technology, photocopying, or personnel to support or oppose a political candidate, campaign, political party, political action committee or group.
2. A District official or employee may not use District letterhead or email in support of or in opposition to a candidate, campaign, political party, or political action committee. Unsolicited interoffice communications, including but not limited to email, texting, and other digital communications, in support of or against a

political candidate, campaign, political party, political action committee or group are prohibited.

3. A District official or employee may not place political advertising (e.g. signage) on District property, and no political candidate will be permitted to place political advertising on District property.

**Part C: Violations**

Upon a finding by the Board of Directors that a District official or employee has violated a provision of this Ethics Policy, the Board of Directors may refer the matter to other governmental agencies with jurisdiction over such matters for further investigation and prosecution as is allowed by law. In addition, District employees who are found to have violated any provision of this Ethics Policy may be subject to appropriate discipline in accordance with the District's Personnel Policy.

**PASSED AND APPROVED by the Board of Directors of the Montgomery County Hospital District on the 24 day of JUNE, 2014.**

ADMINISTRATION  
9/10/2013

STATE OF TEXAS                   §  
                                                 §  
COUNTY OF MONTGOMERY       §

**A RESOLUTION OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT TO APPOINT NEW DIRECTORS TO THE MONTGOMERY COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**

**WHEREAS**, the Montgomery County Hospital District is a government body authorized to create a non-profit Health Facilities Development Corporation pursuant to Chapter 221 of the Texas Health & Safety Code; and

**WHEREAS**, pursuant to Chapter 221 of the Texas Health & Safety Code, the Montgomery County Hospital District approved the creation of the Montgomery County Health Facilities Development Corporation which was created through the filing of articles of incorporation with the Texas Secretary of State on July 26, 1982; and

**WHEREAS**, the Board of Directors of the Montgomery County Hospital District seeks to remove and replace the current directors of the Montgomery County Health Facilities Development Corporation with a slate of new directors, per its authority to do so under section 221.024(d) of the Texas Health & Safety Code;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT THAT:**

1. **Approval Of Recitals As Findings Of Fact.** The foregoing recitals, having been found by the Board of Directors to be true and correct, are hereby incorporated into this Resolution as findings of fact.
2. **Removal of Current Board Members of the Montgomery County Health Facilities Development Corporation Without Cause.** The current directors of the Montgomery County Health Facilities Development Corporation are hereby removed without cause pursuant to section 221.024(d) of the Texas Health & Safety Code.
3. **Appointment of New Directors To The Montgomery County Health Facilities Development Corporation.** The persons named below shall serve as directors of the Montgomery County Health Facilities Development Corporation upon their acceptance of such positions and having qualified for such positions in the manner as may be required by law.

<p><i>new</i> <i>M</i></p> <p><del>Rigby Owen, Jr.</del></p> <p><del>Morris Straughan</del></p> <p><del>Roger Galatas</del></p> <p><del>Debbie Glenn</del></p> <p><del>Mark Cole</del></p>	<p><i>Gregory Woolley</i></p> <p><i>Abdul-Raziq</i></p> <p><i>Mark Cole</i></p>
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Administration

NIMS

RESOLUTION  
NATIONAL INCIDENT MANAGEMENT (NIMS)

- WHEREAS, On February 28, 2003, the President issued Homeland Security Presidential Directive – 5 (HSPD-5) that directed the Department of Homeland Security, in cooperation with representatives of federal, state, and local government, to develop a National Incident Management System (NIMS) to provide a consistent approach to the effective management of situations involving natural disasters, man-made disasters or terrorism; and
- WHEREAS, The final NIMS was released on March 1, 2004; and
- WHEREAS, The NIMS contains a practice model for the accomplishment of the significant responsibilities associated with prevention, preparedness, response, recover, and mitigation of all major and national hazards situations; and
- WHEREAS, The HSPD-5 requires that state and local governments adopt the NIMS by fiscal year 2005 as a pre-condition to the receipt of federal grants, contract and activities related to the management and preparedness for certain disaster and hazard situations; and
- WHEREAS, The Montgomery County Hospital District desires to adopt the NIMS as required by HSPD-5.

NOW THEREFORE BE IT ORDERED, ADJUDGED AND DECREED that the Montgomery County Hospital District Board of Directors does hereby adopt the National Incident Management System.



David Witt, Chairman of the Board of Directors

1/23/07

Date

Passed



**Proper Spokesman Resolution**

RESOLVED that counsel for the District is not authorized to make public statements on behalf of the District to the news media unless such statements are approved by the Board or by the Chief Executive Officer (Executive Director) in advance.

FURTHER RESOLVED that the general counsel shall not disclose matters upon which he has been asked to render legal opinions or matters which he anticipates rendering legal opinions to the District, unless the Board or the Chief Executive Officer (Executive Director) has approved such disclosure in advance.

Respectfully submitted,



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Eric "Bulldog" Yollick  
Trustee  
At-Large Position Number One

Passed:

Administration

552.275

STATE OF TEXAS                   §  
                                                 §  
COUNTY OF MONTGOMERY       §

**A RESOLUTION OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT TO  
LIMIT THE EXPENDITURE OF TIME AND UNCOMPENSATED RESOURCES  
WHEN RESPONDING TO A PUBLIC INFORMATION REQUEST PURSUANT TO  
THE TEXAS GOVERNMENT CODE SECTION 552.275**

**WHEREAS**, the Montgomery County Hospital District is a government body as defined under the Texas Public Information Act which must comply with a request for public information; and

**WHEREAS**, the State of Texas has amended the Texas Public Information Act (Texas Government Code chapter 552, hereinafter the "Act") to add Section 552.275 that allows a public entity to charge a fee for the amount of time and resources spent on public information requests from the same individual during a 12 month period after a reasonable period of not less than 36 hours has been expended upon such request; and

**WHEREAS**, the Board of Directors desires to direct the District's Officer For Public Information under the Act, to take advantage of the protections afforded under the laws of the State of Texas, so as to save the District's taxpayers and the District from incurring unreasonable expenditures of staff time and uncompensated expenses in responding to unreasonable Public Information Act requests; and

**WHEREAS**, by this Resolution the Board of Directors seeks to amend, supersede, and or adopt any policies, rules, or internal guidelines consistent with the limits established under Texas Government Code Section 552.275;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT THAT:**

1. **Approval Of Recitals As Findings Of Fact.** The foregoing recitals, having been found by the Board of Directors to be true and correct, are hereby incorporated into this Resolution as findings of fact.
2. **Adoption Of An Aggregate Time Limit For The Officer For Public Information To Respond To Requests For Public Information.** The Officer For Public Information under the Act, as well as his/her assistants are hereby directed to adopt, use, and follow all requirements of Texas Government Code Section 552.275 when responding to a request for Public Information. It is hereby established, that a reasonable limit on the amount of time that personnel of the Montgomery County Hospital District are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor is a **total of 36 hours** for any particular requestor during the 12-month period that corresponds to the fiscal year of the District.

3. **Timekeeping Requirement.** The Officer For Public Information, as well as his/her assistants are hereby directed to track and record their time spent producing public information for inspection or duplication by a requestor. The Officer For Public Information, shall provide the requestor with a written statement of the amount of personnel time spent complying with that request and the cumulative amount of time spent complying with requests for public information to the District from that requestor during the applicable 12-month period. The amount of time spent preparing the written statement may not be included in the amount of time included in the statement provided to the requestor.
4. **Coordination of Timekeeping.** The Officer For Public Information as well as his/her assistants are hereby directed to coordinate their timekeeping records for purposes of establishing the aggregate amount of time spent in responding to a requestor's requests during each fiscal year of the District, so that an accurate account can be provided to the requestor of the aggregate time spent in responding to the requestor's requests for public information.
5. **Estimate Of Expenses.** If in connection with a request for public information, the cumulative amount of personnel time spent complying with requests for public information from the same requestor equals or exceeds the limit under Section 2 above, the Officer For Public Information shall provide the requestor with a written estimate of the total cost, including materials, personnel time, and overhead expenses, necessary to comply with the request. The written estimate must be provided to the requestor on or before the 10th day after the date on which the public information was requested. The amount of this charge relating to the cost of locating, compiling, and producing the public information shall be established by rules prescribed by the Attorney General under Sections 552.262(a) and (b). If the Officer For Public Information determines that additional time is required to prepare the written estimate under Subsection 552.275(e) and provides the requestor with a written statement of that determination, the Officer For Public Information shall provide the written statement under that subsection as soon as practicable, but on or before the 10th day after the date the Officer For Public Information provided the statement under Subsection 552.275(f).
6. **Written Response From Requestor.** The officer for public information is not required to produce public information for inspection or duplication or to provide copies of public information in response to the requestor's request unless on or before the 10th day after the date the officer for public information provides the written statement under subsection 552.275(e), the requestor submits a statement in writing to the officer for public information in which the requestor commits to pay the lesser of:
  - (a) the actual costs incurred in complying with the requestor's request, including the cost of materials and personnel time and overhead; or
  - (b) the amount stated in the written statement provided under Subsection 552.275(e).

If the requestor fails or refuses to submit the written statement under subsection 552.275(g) the requestor is considered to have withdrawn the requestor's pending request for public information.

7. Previous Policies Not Consistent With This Resolution Are Revoked. Any previous policies or guidelines concerning the District's response to a request for public information which conflict with this Resolution are hereby amended or revoked to conform to this Resolution.
8. Compliance With Section 552.275 of the Act. Any provisions of this Resolution that are found to be in conflict with Section 552.275 of the Act, or any future amendments thereto, shall be superseded and replaced by the applicable provisions of Section 552.275 of the Act.

**BE IT SO RESOLVED.**

Passed and Approved this 29<sup>th</sup> day of May, 2013, by a vote of \_\_\_\_\_  
in favor and 7 against, 0 abstaining.

**MONTGOMERY COUNTY HOSPITAL  
DISTRICT BOARD OF DIRECTORS**

By: Kenn Fawn  
Kenn Fawn, Chairman

Attest:

Sandy Wagner  
Sandy Wagner, Board Secretary

To: MCHD Board  
From: William C. Leigh  
Subject: Policy regarding public participation at Board Meetings

Date: July 9, 2003

**RESOLVED**

Audience participation at a Board meeting shall be limited to the portion of the meeting designated for that purpose. At all other times during the Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board unless recognized by the Board's presiding officer.

Persons wishing to participate in this portion of the meeting shall submit their request to do so in a signed writing (see below) to the Board's presiding officer (or its designee) no later than 5 minutes prior to the scheduled commencement time of the meeting on the day of the meeting. Each such signed notice shall indicate the topic about which the individual wishes to speak.

No individual presentation shall exceed 3 minutes in length. Individuals shall be recognized in the chronological order their written notifications are received by the presiding officer.

Only specific factual information or recitation of existing Board policy may be furnished by the Board in response to inquiries made during the public comment portion of the Board meeting. Board members shall not question or respond to speakers, nor shall they deliberate or decide any subject that is not included in the agenda posted with notice of the meeting. The Board shall only deliberate or decide a subject at the point in the agenda scheduled for that subject.

The Board shall not tolerate any disruption caused by members of the audience. If, after at least one warning from the Board's presiding officer, any person continues to disrupt the meeting by her/his words or actions, the presiding officer shall request assistance from law enforcement officer(s) to have the person removed from the meeting.

001-ADM-07/15/2003

7/15/03

Administration

Records Retention

**Records Retention Policy Resolution**

RESOLVED that the Records Retention Policy is amended to state in Section 5: "The Executive Director shall appoint a Records Management Officer for the Hospital District who shall provide a records management report to the Board at the Board's regular October meeting. As provided by state law, each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library within thirty days of the initial designation or of taking up the office, as applicable."

Respectfully submitted,



---

Eric "Bulldog" Yollick  
Trustee  
At-Large Position Number One

(Recommended by PADCOM)

002-ADM-09/16/2003

9/16/03

Election

STATE OF TEXAS                   §  
                                                  §  
COUNTY OF MONTGOMERY       §

**A RESOLUTION OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT'S BOARD OF DIRECTORS TO CHANGE THE ELECTION DATE FOR THE ELECTION OF DIRECTORS TO THE MONTGOMERY COUNTY HOSPITAL DISTRICT**

**WHEREAS**, The Montgomery County Hospital District's enabling legislation, as codified in chapter 1063 TEXAS SPECIAL DISTRICT LOCAL LAWS CODE, sets the election date of staggered four-year terms of the Board of Directors to be held on the uniform election date in May of each even numbered year; and

**WHEREAS**, The 82<sup>nd</sup> Legislature of the State of Texas passed Senate Bill 100, and Governor Perry signed Senate Bill 100 into law on June 17, 2011, which allows the governing body of a political subdivision of the State of Texas to change the election date of the political subdivision's governing board to the November uniform election date for the State of Texas; and

**WHEREAS**, the Elections Administrator for Montgomery County has informed the District that changing the District's election date to the November uniform election date is recommended and will help to reduce cost and create efficiencies in the election process for future elections held in Montgomery County; and

**WHEREAS**, the Montgomery County Hospital District desires to change the election date of the District to the November uniform date to better serve its constituents by saving money through efficiency and economies of scale by conducting elections concurrently with November elections for state and county and precinct offices in Montgomery, County; and

**WHEREAS**, SB 100 requires a decision by the Board of Directors to change the election date of the District to be made before December 31, 2012, and this Resolution is made and approved within that deadline; and

**NOW, THEREFORE, BE IT RESOLVED BY THE MONTGOMERY COUNTY HOSPITAL DISTRICT'S BOARD OF DIRECTORS THAT:**

1. Approval of Recitals as Findings of Fact. The foregoing recitals, having been found by the Board of Directors to be true and correct, are hereby incorporated into this Resolution as findings of fact.
2. Adoption of November Uniform Election Date. Pursuant to authority granted by SB 100, the Board of Directors hereby moves its election from the uniform election date in May of each even-numbered year to the uniform election date in November of each even-numbered year.

3. Adjustment of Terms of Current Directors. Those Directors whose terms currently expire on the second Tuesday of June 2012 shall hold over until their respective successors are elected and qualified following the November 2012 election. In addition, those Directors whose terms currently expire on the second Tuesday of June 2014 shall hold over until their respective successors are elected and qualified following the November 2014 election. Thereafter, Directors shall continue to be elected on staggered terms on even numbered years at the November election of such years.
4. Submission to U.S. Department of Justice. The Board of Directors directs that this Resolution be sent to the United States Department of Justice, Voting Section for consideration and preclearance under section 5 of the Voting Rights Act of 1965, as a voting change of the District.
5. Submission to Montgomery County Elections Administrator. The Board of Directors directs that a copy of this Resolution be delivered to the Montgomery County Elections Administrator, advising the Elections Administrator of the change in the election date for the election of Directors to the Montgomery County Hospital District.
6. Effective Date. This Resolution shall become effective on the latter of January 1, 2012 or upon preclearance by the Voting Rights Division of the United States Department of Justice.

**BE IT SO RESOLVED.**

Passed and Approved this 26<sup>th</sup> day of July, 2011, by a vote of 6 in favor and 0 against, 0 abstaining.

**MONTGOMERY COUNTY HOSPITAL  
DISTRICT**

By: Georgette Whatley  
Georgette Whatley, Chairperson

Attest:

Sandy Wagner  
Sandy Wagner, Board Secretary





U.S. Department of Justice  
Civil Rights Division

TCH:RSB:JBG:EEK:par  
DJ 166-012-3  
2011-4416

Voting Section - NWB  
950 Pennsylvania Avenue, NW  
Washington, DC 20530

December 7, 2011

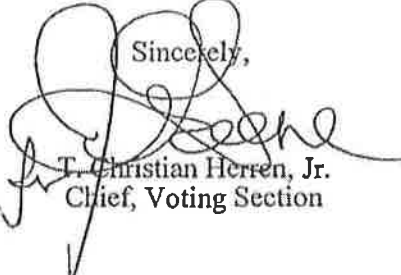
J. Greg Hudson, Esq.  
Hudson & O'Leary  
1010 MoPac Circle, Suite 201  
Austin, Texas 78746

Dear Mr. Hudson:

This refers to the change in general election date from May to November, a one-time extension in terms of office and implementation schedule for the Montgomery County Hospital District in Montgomery County, Texas, submitted to the Attorney General pursuant to Section 5 of the Voting Rights Act of 1965, 42 U.S.C. 1973c. We received your submission on October 20, 2011.

The Attorney General does not interpose any objection to the specified changes. However, we note that Section 5 expressly provides that the failure of the Attorney General to object does not bar subsequent litigation to enjoin the enforcement of the changes. Procedures for the Administration of Section 5 of the Voting Rights Act of 1965, 28 C.F.R. 51.41.

Sincerely,



T. Christian Herren, Jr.  
Chief, Voting Section

001-ELE-07/26/2011

FINANCE

Woodloch

RESOLUTION APPROVING THE FINANCING BY THE  
WOODLOCH HEALTH FACILITIES DEVELOPMENT CORPORATION  
OF A HEALTH FACILITY LOCATED WITHIN MONTGOMERY COUNTY HOSPITAL DISTRICT  
FOR WOODHAVEN VILLAGE, LLC

WHEREAS, the Health Facilities Development Act, Chapter 221, Texas Health and Safety Code (the "Act"), authorizes and empowers Woodloch Health Facilities Development Corporation (the "Issuer") to issue revenue bonds on behalf of the City of Woodloch, Texas (the "Issuing Unit") to finance and refinance the costs of health facilities found by the Board of Directors of the Issuer to be required, necessary or convenient for health care, research and education, any one or more, within the State of Texas and in furtherance of the public purposes of the Act; and

WHEREAS, Section 221.030 of the Act provides that the Issuer may provide for the financing or refinancing of health facilities located outside the limits of the Issuing Unit with the consent of each city, county or hospital district within such health facility is or is to be located; and

WHEREAS, Woodhaven Village, LLC (the "Borrower"), a Texas limited liability company, proposes to obtain financing and refinancing from the Issuer from the proceeds of one or more series of the Issuer's bonds and notes in a maximum principal amount of \$35,000,000 for the costs of a senior living facility consisting of approximately 77 independent living units, 80 units of assisted living/memory care and related common areas such as dining, recreation and administrative spaces (the "Facilities"), located at 2275 Riverway Dr., Conroe, Texas; and

WHEREAS, the Facilities will be located within Montgomery County Hospital District, Texas (the "District") and outside the limits of the Issuing Unit;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT THAT:

Section 1. The District hereby consents to the financing by the Issuer of the Facilities for the purposes of Section 221.030 of the Act; provided that the District shall have no liability in connection with the financing of the Facilities and shall not be required to take any further action with respect thereto.

Section 2. This Resolution shall take effect immediately from and after its adoption and it is accordingly so ordered.

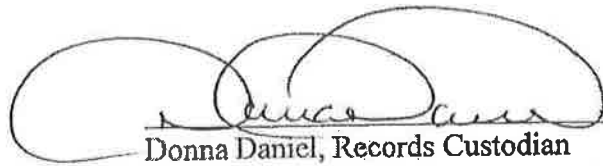
PASSED AND APPROVED, this the 10 day of ~~August~~ <sup>September</sup>, 2013.

By: Kenn Gann  
Chairman

State of Texas           §  
                                  §  
County of Montgomery   §

CERTIFIED COPY

I, Donna Daniel, in my official capacity as records custodian of the Montgomery County Hospital District, do certify that on this 30<sup>th</sup> day of September, 2013, I carefully compared the attached copy of Resolution approving the Financing by the Woodloch Health Facilities Development Corporation with the original. It is a complete and true copy of the original document now existing among the records of the Montgomery County Hospital District.



Donna Daniel, Records Custodian  
Montgomery County Hospital District

FINANCIAL  
GASB 54

GASB 54 Policy

Montgomery County Hospital District

RESOLUTION

The Board of Directors of Montgomery County Hospital District being convened in Regular Session on the 27th day of September, 2011, with a quorum present in the persons of

Bob Bagley, Naus Ambrosia, John Hennigan, Georgette Whatley, Sandy Wagner, Harold Posey & Glenn I-ADN

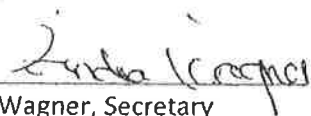
Directors being absent: N/A

WHEREAS Director Posey introduced the following motion, moved its adoption, and the motion having been seconded by Director Ambrosia was duly put and carried, said Resolution reading as follows:

**IT IS HEREBY RESOLVED**, ordered, and directed that the Montgomery County Hospital District adopts Governmental Accounting Standard Board Statement (GASB) 54 effective September 30, 2011. To comply with GASB 54, the following policies will be adopted:

- The District shall report governmental fund balances per GASB 54 definitions in the balance sheet as follows:
  - Nonspendable
  - Restricted
  - Committed
  - Assigned
  - Unassigned
- The Board of Directors shall approve all commitments by formal action. The action to commit funds must occur prior to fiscal year-end, to report such commitments in the balance sheet of the respective period, even though the amount may be determined subsequent to fiscal year-end. A commitment can only be modified or removed by the same formal action.
- The Board of Directors delegates the responsibility to assign funds pursuant to the District's approved Purchasing Policy to the Chief Executive Officer or his/her designee. The Board of Directors shall have the authority to assign any amount of funds. Assignments may occur subsequent to fiscal year-end.
- The Board of Trustees will utilize funds in the following spending order:
  - Restricted
  - Committed
  - Assigned
  - Unassigned

  
Georgette Whatley  
Montgomery County Hospital District

Attest:  
  
Sandy Wagner, Secretary  
Montgomery County Hospital District

005-FIN-09/27/2011

Finance  
Goods IN Transit

MONTGOMERY COUNTY HOSPITAL DISTRICT

RESOLUTION

APPROVING THE TAXATION OF GOODS-IN-TRANSIT THAT ARE OTHERWISE EXEMPT FROM TAXATION BY SECTION 11.253, TEXAS TAX CODE

WHEREAS, the 82<sup>nd</sup> Texas Legislature during its Special Session enacted Senate Bill 1 which amended Tex. Tax Code § 11.253, under which personal property of goods-in-transit, as newly defined, are exempt from taxation; and

WHEREAS, a new subsection (j-1) was added to § 11.253 by Senate Bill 1, and which provides for a local option under which a taxing unit may tax such goods-in-transit otherwise exempt, if the governing body of such taxing unit after a public hearing takes official action to tax such personal property; and

WHEREAS, on the 20 day of DECEMBER, 2011, the governing body of Montgomery County Hospital District held a public hearing at which members of the public were permitted to speak for or against the taxation of certain goods-in-transit personal property; and

WHEREAS, following the public hearing, the governing body of Montgomery County Hospital District has determined that such personal property, as exempted by Tex. Tax Code § 11.253, should be subject to taxation by Montgomery County Hospital District for tax year 2012 and all subsequent years.

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF MONTGOMERY COUNTY HOSPITAL DISTRICT THAT:

(1) all of the recitals are incorporated and made a part of this Resolution and,

(2) all such goods-in-transit personal property as defined by the amendments to Texas Tax Code § 11.253 under Senate Bill 1, shall be, and are hereby declared to be, taxable by Montgomery County Hospital District for tax year 2012 and for every year thereafter, all as provided for and in accordance with Texas Tax Code § 11.253.

PASSED, APPROVED and ADOPTED this 20 day of DECEMBER, 2011.

MONTGOMERY COUNTY HOSPITAL DISTRICT

BY: Georgette Whalley

Printed Name: GEORGETTE Whalley  
Chair/Presiding Officer

ATTEST:

Sandy Wagner

Printed Name: Sandy Wagner  
Secretary

006-FIN-12/20/2011

VIA REGULAR MAIL

DECEMBER 21, 2011

MARK CASTLESCHOULD  
CHIEF APPRAISER  
MONTGOMERY CENTRAL APPRAISAL DISTRICT  
109 GLADSTELL  
CONROE, TEXAS 77301

**RE: MONTGOMERY COUNTY HOSPITAL DISTRICT –  
PROPERTY TAX CODE SECTION 11.253, TANGIBLE PERSONAL PROPERTY IN  
TRANSIT – RESOLUTION/ORDINANCE/ORDER ADOPTING THE TAXATION OF  
GOODS-IN-TRANSIT PERSONAL PROPERTY**

Dear Mr. Castleschouldt,

Regarding the referenced matter and relating to Property Tax Code Section 11.253, Tangible Personal Property in Transit, attached for your information and use is a copy of the resolution/ordinance/order approved on DECEMBER 20, 2011 by the governing body for the Montgomery County Hospital District wherein the governing body provide for the taxation of goods-in-transit personal property beginning with tax year 2012 and applicable to every tax year thereafter. As you know, in accordance with Section 11.253, this decision is subject to any subsequent rescission or repeal of same or later determination by the governing body that the exemption prescribed by that section will apply.

Please feel free to contact me should you have any questions, concerns and/or require additional information.

Sincerely,



Georgette Whatley  
Printed Name

Enclosure(s)

cc: J.R. Moore, Jr. Montgomery County Tax Assessor-Collector

006-FIN-12/20/2011

**Openness in Government Resolution #5: Money in the Minutes**

RESOLVED that the Planning and Development Committee recommends that the Bylaws of the District be amended to require that minutes of the District reflect the amount of money which each adopted action of the Board will cost, as declared (by certainty or by estimate) by the Chief Financial Officer at the Board meeting.

FURTHER RESOLVED that a new Section 10 shall be added to Article III of the Bylaws to read: "Minutes of the District shall reflect the amount of money which each adopted action of the Board will cost, as declared (by certainty or by estimate) by the Chief Financial Officer at the Board meeting."

Respectfully submitted,



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Eric "Bulldog" Yollick  
Trustee  
At-Large Position Number One

(First Paragraph Recommended by PADCOM)

002-FIN-09/16/2003

9/16/03

**BOARD RESOLUTION  
Operating Fund Surplus**

WHEREAS, MCHD policy requires that it budget to establish an operating fund surplus in the approximate amount of 25% of its annual budget to protect against unforeseen challenges;

WHEREAS, accounting guidelines recommend that governmental agencies such as MCHD establish an operating fund surplus in the minimum amount of approximately 15% to 20% of its annual budget;

WHEREAS, MCHD policy specifically permits MCHD to borrow funds from time to time as needed to fund its cash flow requirements so long as it repays those amounts during the current year's budgeted operations,

RESOLVED, that, MCHD shall request the Foundation to lend it such funds from time to time as will allow MCHD to maintain an operating fund cash reserve of not less than 20% of its annual budget.

Approved: \_\_\_\_\_  
Date

Secretary: \_\_\_\_\_  
Erick Yollick

9/10/2013; approved to keep w/change minimum 15% - maximum 35%

003-FIN-11/23/2004  
Revision - 09/10/2013 - Minimum 15% - Maximum 35%

11/23/04



Finance  
District  
Purchasing Policy

STATE OF TEXAS                   §  
                                                 §  
COUNTY OF MONTGOMERY       §

**A RESOLUTION OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT'S  
BOARD OF DIRECTORS RE-ADOPTING THE DISTRICT'S PURCHASING POLICY  
INCLUDING REVISIONS MADE THERETO AS A RESULT OF ACTS OF THE 82<sup>ND</sup>  
TEXAS LEGISLATURE**

**WHEREAS**, the Board of Directors of the Montgomery County Hospital District has previously adopted a Purchasing Policy for guidance and accountability concerning purchases by the District; and

**WHEREAS**, the Montgomery County Hospital District has continually updated and amended the District's Purchasing Policy to reflect best accounting practices and transparency in purchasing; and

**WHEREAS**, the Montgomery County Hospital District is required to re-adopt the Purchasing Policy every two years to comply with audit requirements and to provide for continued transparency, guidance, and accountability of the District's purchases; and

**WHEREAS**, the 82<sup>nd</sup> Texas Legislature made certain changes to the laws applicable to construction of public works by local governments, necessitating changes to the District's purchasing policy; and

**WHEREAS**, by this Resolution the Board of Directors seeks to re-adopt the Purchasing Policy, as amended, so as to address the foregoing matters;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT THAT:**

1. **Approval of Recitals as Findings Of Fact.** The foregoing recitals, having been found by the Board of Directors to be true and correct, are hereby incorporated into this Resolution as findings of fact.
2. **Adoption of Existing Purchasing Policy.** The Purchasing Policy attached hereto as "EXHIBIT A" is adopted and to be placed in effect immediately until such time as this policy is amended or repealed by further action of the Board of Directors.
3. **Open Meetings.** The Board of Directors finds that the meeting at which this Resolution was passed was held in strict compliance with the Texas Open Meetings Act, ch. 551, Tex. Gov't Code.

**BE IT SO RESOLVED.**

Passed and Approved this 22 day of May, 2012.

**MONTGOMERY COUNTY HOSPITAL  
DISTRICT**

By: Georgette Whatley  
Georgette Whatley, Chairman

Attest:

Debra Boyer  
Board Secretary

# **Exhibit A**

## **MCHD Purchasing Policy**

## **Amendment to Montgomery County Hospital District Purchasing Policy Chapter IV**

Amending Chapter "IV" to include a new paragraph "D" as follows:

**D. Credit Card and Charge Card Program**

- I. The Chief Executive Officer may authorize the use of a Credit Card or Charge Card program based upon the Texas Comptroller's Texas Procurement and Support Services Program (TPASS). The Chief Executive Officer shall have discretion to use other charge card or credit card programs which offers similar restrictions, controls, and advantages as the Texas Comptroller's Texas Procurement and Support Services Program. The use of a credit card or charge card, authorized under this policy, by any District personnel does not alter or change any other existing purchasing policies.

Finance  
CHARGE CARD  
Purchasing Policy

STATE OF TEXAS                   §  
                                                 §  
COUNTY OF MONTGOMERY       §

**A RESOLUTION OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT'S BOARD OF DIRECTORS AMENDING THE CURRENT PURCHASING POLCY TO PROVIDE FOR UPDATED CHARGE CARD PROCUREMENT ALTERNATIVES**

**WHEREAS**, the Board of Directors of the Montgomery County Hospital District has previously adopted a Purchasing Policy for guidance and accountability concerning purchases by the District; and

**WHEREAS**, the Montgomery County Hospital District's enabling legislation allows the Board of Directors to promulgate a Purchasing Policy, which it is free to amend from time to time at its discretion; and

**WHEREAS**, the Montgomery County Hospital District has recently applied for and been accepted to participate in a charge card program offered through the Texas Comptroller's Texas Procurement and Support Services Program; and

**WHEREAS**, the Board of Directors has determined that the addition of this charge card program is in the best interest of the District to provide enhanced accountability, tracking, and payment options for vendor purchases; and

**WHEREAS**, by this Resolution the Board of Directors seeks to amend the Purchasing Policy so as to address the foregoing matters;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT THAT:**

1. **Approval of Recitals as Findings Of Fact.** The foregoing recitals, having been found by the Board of Directors to be true and correct, are hereby incorporated into this Resolution as findings of fact.
2. **Amendment of Purchasing Policy.** The Purchasing Policy amendment attached hereto is adopted and to be placed in effect immediately until such time as this policy is amended or repealed by further action of the Board of Directors.
3. **Open Meetings.** The Board of Directors finds that the meeting at which this Resolution was passed was held in strict compliance with the Texas Open Meetings Act, ch. 551, Tex. Gov't Code.

**BE IT SO RESOLVED.**

Passed and Approved this 17<sup>th</sup> day of June, 2008.

004-FIN-06/17/2008

6/12/08

**MONTGOMERY COUNTY HOSPITAL  
DISTRICT**

By: Francis Bourgeois  
Francis Bourgeois, Chairman

Attest:

Sandra Wagner  
Board Secretary

## **Amendment to Montgomery County Hospital District Purchasing Policy Chapter 4**

Amending Chapter "4" to include a new paragraph "D" as follows:

### **D. Credit Card and Charge Card Program**

1. The Chief Executive Officer may authorize the use of a Credit Card or Charge Card program based upon the Texas Comptroller's Texas Procurement and Support Services Program (TPASS). The Chief Executive Officer shall have discretion to use other charge card or credit card programs which offers similar restrictions, controls, and advantages as the Texas Comptroller's Texas Procurement and Support Services Program. The use of a credit card or charge card, authorized under this policy, by any District personnel does not alter or change any other existing purchasing policies.

REMOVE FROM  
TAX ROLLS

STATE OF TEXAS §

COUNTY OF MONTGOMERY §

**A RESOLUTION PROVIDING FOR A PENALTY TO DEFRAY COSTS OF COLLECTING DELINQUENT PROPERTY TAXES PURSUANT TO TEXAS TAX CODE SECTIONS 33.07 AND 33.08**

WHEREAS, It has been and remains the longstanding policy of the Montgomery County Hospital District that the expenses of collecting delinquent taxes owed to the District should not constitute an unfair burden on the general revenue and on the taxpayers who pay on time, and should be borne instead by the delinquent properties and their owners who are responsible for causing such expenses, and

WHEREAS, the Montgomery County Hospital District, Board of Directors, is authorized by the provisions of Sections 33.07 and 33.08 of the Texas Property Tax Code to impose an additional penalty to defray the costs of collecting delinquent taxes due to the District, and

WHEREAS, the provisions of Section 6.30 of the Texas Property Tax Code have been complied with and an additional penalty of 20% of all delinquent taxes, penalties and interest due and unpaid as of July 1, 2003 to \_\_\_\_\_ is appropriate and needed to defray the delinquent tax collection cost;

NOW THEREFORE BE IT RESOLVED by the Board of Directors that the Montgomery County Hospital District adopts and ratifies the additional twenty (20%) percent penalties to defray the costs of collection of delinquent taxes, as authorized by Texas Tax Code, Sections 33.07 and 33.08 and under preceding Texas law, for the 2002 tax year, and for each succeeding year thereafter.

Passed and approved this the \_\_\_\_\_ day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
President

Attested:

\_\_\_\_\_  
Board Secretary

001-FIN-05/12/2003

← 12/03





MONTGOMERY COUNTY  
OFFICE OF  
TAX ASSESSOR AND COLLECTOR  
400 N. SAN JACINTO  
CONROE, TEXAS 77301

TAX COLLECTION 936-539-7897  
ACCOUNTING 936-539-7809  
AUTO LICENSE DEPT. 936-539-7896

J.R. MOORE, JR.  
TAX ASSESSOR AND COLLECTOR

April 10, 2003

To: All Taxing Jurisdictions

From: J. R. Moore, Jr.

RE: CHANGES TO SECTION 6:30(c) OF THE STATE PROPERTY TAX CODE THAT ALLOWS TAXING ENTITIES TO PROVIDE FOR A PENALTY ON TAXES THAT REMAIN DELINQUENT ON JULY 1 OF THE YEAR IN WHICH THEY BECOME DELINQUENT TO DEFRAY COST OF COLLECTIONS. THE CHANGE IS FROM 15% TO 20%

Dear Governing Body,

On April 7, 2003 the County changed the percent that delinquent taxpayers will be charged a penalty for non-payment of their taxes. This penalty is commonly called "attorney fees". Law firms that contract with taxing entities get paid by collecting the delinquent taxes owed. Their payment is added to the amount owed and not paid until collected. This keeps taxing entities from losing the funds originally levied and from having to pay "in-house" salaries to force collections of taxes owed.

The law firms representing taxing entities that the County collects for have done an excellent job working with my office. Since 1987 (sixteen years) they have been compensated with a 15% penalty added to the taxes owed and paid when the taxes are collected. A 5% increase is not unreasonable. Just ten (10) years ago the percent of the County's levy represented by delinquent taxes owed was 20.5%. It is now 9.5%. This is an overall 11% gain in delinquent tax collections which in turn helped to increase current tax collections. The law firms have a local office and personnel that constantly assist my office and taxpayers by administering contacts, by generating and paying for required notices, and by purchasing some of my equipment. They are "key players" in my tax collection program.

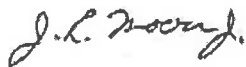
I have enclosed an amendment to your existing contract with the County. Section IV. of your current contract needs to be amended in order to increase the penalty. Consistency is what my office needs. We represent 62 taxing entities and if all taxing entities use the same percentages it is much easier to maintain consolidated record keeping, billing, and to answer inquiries concerning how much is owed. If all taxing entities use the same percentages it will eliminate sending separate notices required by Section 33.07 of the Tax Code.

001-FIN-05/12/2003

Please take action on or before May 9<sup>th</sup> and return the original Amendment to me on or before May 12<sup>th</sup>. The attorneys will be preparing the required 33.07 Notice of Delinquent Taxes from tapes my office must generate for them in order to meet the statutory required notice time frame.

Should you have any questions regarding this issue or wish to remain at the current 15% please contact me at 936/760-6934.

Sincerely,



J. R. Moore, Jr.

cc: County Judge and Commissioners  
Jim Blair - Linebarger, Goggan, Blair & Sampson  
Robert Mott - Perdue, Brandon, Fielder, Collins & Mott  
Dylan Wood - Ray, Wood and Bonilla

001-FIN-05/12/2003

AMENDMENT TO CONTRACT

BY AND BETWEEN

MONTGOMERY COUNTY

AND

Montgomery County Hospital District

WHEREAS, the above Taxing Entities have previously entered into an Interlocal Agreement for Collection Services; and

WHEREAS, the Taxing Entities agree to amend Section IV of the Interlocal Agreement, paragraph two, to read "twenty percent (20%)" instead of the current "fifteen percent (15%)";

NOW THEREFORE, be it resolved and passed on this \_\_\_\_\_ day of \_\_\_\_\_, 2003, in Montgomery County, Texas.

Entity: Montgomery County Hospital District

By: \_\_\_\_\_

Title: \_\_\_\_\_

Montgomery County

By: \_\_\_\_\_

Title: \_\_\_\_\_

Reviewed and Approved

\_\_\_\_\_  
J. R. Moore, Jr.  
Tax Assessor-Collector  
Montgomery County

001-FIN-05/12/2003

FINANCE  
NON MCHD  
MEMORIAL HERMANN

**RESOLUTION CONSENTING TO ACTION BY HARRIS COUNTY HEALTH  
FACILITIES DEVELOPMENT CORPORATION TO CAUSE  
IMPROVEMENTS TO AND ACQUISITION OF  
ADDITIONAL EQUIPMENT FOR  
MEMORIAL HERMANN THE WOODLANDS HOSPITAL**

WHEREAS, the Harris County Health Facilities Development Corporation (the "HCHFDC") has been requested to issue its bonds, in one or more series, to finance improvements to and additional equipment for Memorial Hermann The Woodlands Hospital (the "Health Facilities") and, through the loan of proceeds of such bonds, to cause Memorial Hermann Hospital System to acquire and construct the Health Facilities, which are to be located within the jurisdiction of the Montgomery County Hospital District (the "District") in Montgomery County, Texas;

WHEREAS, under the Health Facilities Development Act, chapter 221, Texas Health and Safety Code, the HCHFDC may do so only with the consent of the Commissioners Court of Montgomery County and the District; and

WHEREAS, the District desires to facilitate the financing, acquisition, construction, and improvement of the Health Facilities in order better to provide for the health care needs of its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT THAT the District hereby consents to the issuance of such bonds and the use of proceeds thereof by the HCHFDC to cause Memorial Hermann Hospital System to acquire and construct the Health Facilities, provided that the District shall in no way be obligated on such bonds or incur any other liability in connection therewith.

PASSED and APPROVED this \_\_\_\_\_.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

CERTIFICATE

THE STATE OF TEXAS  
COUNTY OF HARRIS  
MONTGOMERY COUNTY HOSPITAL DISTRICT

§  
§  
§

We, the undersigned officers of the Board of Directors (the "Board") of the Montgomery County Hospital District (the "District"), hereby certify as follows:

1. The Board convened in regular session, open to the public, on April \_\_, 2001, at 200 Riverpoint Drive, Conroe, Texas, and the roll was called of the Board, to-wit:

- John Sallee, Chair
- Starlett Curry, Vice Chair
- Nicol Huff, Secretary
- Dr. Greg Hall, Treasurer
- Jack Mitchell
- Marie Wilcoxson
- Monte West

All members of the Board were present, except the following: \_\_\_\_\_, thus constituting a quorum. Whereupon among other business, the following was transacted at such meeting: A written

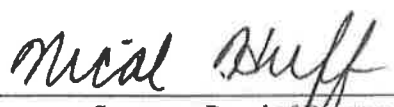
**RESOLUTION CONSENTING TO ACTION BY HARRIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION TO CAUSE IMPROVEMENTS TO AND ACQUISITION OF ADDITIONAL EQUIPMENT FOR MEMORIAL HERMANN THE WOODLANDS HOSPITAL**


was duly introduced for the consideration of the Board. It was then duly moved and seconded that such Resolution be adopted; and, after due discussion, such motion, carrying with it the adoption of such Resolution, prevailed and carried by the following votes:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_

2. A true, full, and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to this Certificate; such Resolution has been duly recorded in the Board's minutes of such meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the Board's minutes of such meeting pertaining to the adoption of such Resolution; the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of such meeting, and that such Resolution would be introduced and considered for adoption at such meeting; and such meeting was open to the public, and public notice of the time, place, and purpose of such meeting was given, all as required by Chapter 551, Texas Government Code, as amended.

SIGNED AND SEALED this \_\_\_\_\_.

  
\_\_\_\_\_  
Secretary, Board of Directors

  
\_\_\_\_\_  
President, Board of Directors

(DISTRICT SEAL)

**RESOLUTION CONSENTING TO ACTION BY HARRIS COUNTY HEALTH  
FACILITIES DEVELOPMENT CORPORATION TO CAUSE  
IMPROVEMENTS TO AND ACQUISITION OF  
ADDITIONAL EQUIPMENT FOR  
MEMORIAL HERMANN THE WOODLANDS HOSPITAL**

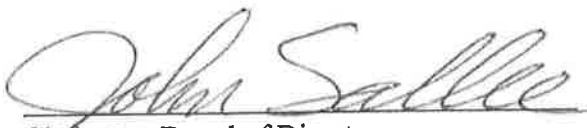
WHEREAS, the Harris County Health Facilities Development Corporation (the "HCHFDC") has been requested to issue its bonds, in one or more series, to finance improvements to and additional equipment for Memorial Hermann The Woodlands Hospital (the "Health Facilities") and, through the loan of proceeds of such bonds, to cause Memorial Hermann Hospital System to acquire and construct the Health Facilities, which are to be located within the jurisdiction of the Montgomery County Hospital District (the "District") in Montgomery County, Texas;

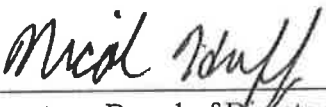
WHEREAS, under the Health Facilities Development Act, chapter 221, Texas Health and Safety Code, the HCHFDC may do so only with the consent of the Commissioners Court of Montgomery County and the District; and

WHEREAS, the District desires to facilitate the financing, acquisition, construction, and improvement of the Health Facilities in order better to provide for the health care needs of its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT THAT the District hereby consents to the issuance of such bonds and the use of proceeds thereof by the HCHFDC to cause Memorial Hermann Hospital System to acquire and construct the Health Facilities, provided that the District shall in no way be obligated on such bonds or incur any other liability in connection therewith.

PASSED and APPROVED this \_\_\_\_\_

  
Chairman, Board of Directors

  
Secretary, Board of Directors

FULBRIGHT & JAWORSKI L.L.P.

A REGISTERED LIMITED LIABILITY PARTNERSHIP

1301 MCKINNEY, SUITE 5100  
HOUSTON, TEXAS 77010-3095

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TELEPHONE: 713/651-5151  
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FREDRIC A. WEBER  
PARTNER

INTERNET ADDRESS:  
fweber@fulbright.com

DIRECT DIAL: 713/651-3628

March 28, 2001

Re: Financing of Improvements to and Equipment for  
Memorial Hermann The Woodlands Hospital

Honorable John Sallee, Chair  
Montgomery County Hospital District  
P.O. Box 478  
Conroe, Texas 77305-0478

BO Approved  
4-17-01

Dear Mr. Sallee:

On behalf of our clients, Memorial Hermann Hospital System ("Memorial Hermann") and the Harris County Health Facilities Development Corporation (the "HCHFDC"), we respectfully request that your hospital district assist Memorial Hermann's efforts to improve and purchase additional equipment for Memorial Hermann The Woodlands Hospital (the "Hospital") by consenting to the issuance of tax-exempt bonds for that purpose by the HCHFDC at your first board of directors meeting on or after April 16, as you did in 1997 and 1998 when Memorial Hermann financed earlier improvements to the Hospital.

**Proposed Financing.** The Hospital is a 92-bed acute care hospital located at 9520 Pinecraft Drive in The Woodlands. Memorial Hermann anticipates making additional capital investments to improve, renovate, and further equip the Hospital to serve the growing needs of Montgomery County. To minimize financing costs and, accordingly, hospital charges, Memorial Hermann would like to finance its investments with tax-exempt bonds.

Memorial Hermann is a Texas non-profit corporation. It owns or leases and operates community based health care facilities, including eight non-sectarian general acute care hospitals (including Memorial Hermann Hospital--a tertiary care teaching hospital, among other health-care facilities, all serving the greater Fort Bend, Harris, and Montgomery County area. It would like to finance additional capital investments in its other hospitals with tax-exempt bonds, too. To minimize overall transaction costs, Memorial Hermann would like to finance its investments in the Hospital and these hospitals in a single financing through the HCHFDC.

Honorable John Sallee  
March 28, 2001  
Page 2

Since Memorial is a non-profit organization, savings realized by it through the proposed financing will enable it to provide better health care services to Montgomery stabilize the cost of its services.

**Required State Law Consent.** The Texas Health Facilities Development Act authorizes the HCHFDC to finance improvements to and equipment for the Hospital, but only if the Montgomery County Commissioners Court and your board of directors consent. Memorial Hermann has received preliminary approval from the HCHFDC to undertake the proposed financing. Memorial Hermann has asked for Montgomery County's consent. On behalf of Memorial Hermann and the HCHFDC, we respectfully request that your board of directors consent to the issuance of bonds by HCHFDC to finance improvements to and equipment for the Hospital in accordance with the Act.

**Proposed Resolution and Timing.** A proposed resolution of your board of directors granting the requested consent is enclosed. As you can see from the resolution, it does not impose any obligation on the District, but rather merely satisfies legal conditions to action by the HCHFDC. Also enclosed is a suggested form of certificate to evidence adoption of the resolution.

To permit the HCHFDC to sell the bonds on schedule, we respectfully request the board of directors' consideration of this matter at its first meeting on or after April 16. The caption of the resolution should suffice as a description of the agenda item for open meetings law purposes.

I would be pleased to answer any questions you, your board or your attorney may have about the requested action. I will contact your office in the near future to answer any questions you may have about this request, and I plan to attend your board of directors meeting when it is considered to address any questions that may come up then. Please feel free to call me if you have any questions that should be answered before I contact your office.

Thank you in advance for any assistance you can provide in scheduling action on our request and for facilitating the financing of this worthwhile project. I look forward to discussing this request with you, either by phone or at the board of directors meeting.

Very truly yours,



Fredric A. Weber

FAW/mgv  
Enclosures  
Via Messenger



Honorable John Sallee  
March 28, 2001  
Page 3

cc: Ms. Debbie Geegir (w/enclosures)

Mr. Greg Hudson (w/enclosures)

Mr. Carrol E. Aulbaugh (w/enclosures)  
Memorial Hermann Healthcare System

## NOTICE OF PUBLIC HEARING

Take Notice that, for purposes of section 147(f) of the Internal Revenue Code of 1986, as amended, the Harris County Health Facilities Development Corporation (the "Issuer") will hold a public hearing on April 16, 2001, at 10:00 a.m. at the offices of Nathan Sommers Lippman Jacobs & Gorman, a Professional Corporation, 2800 Post Oak Boulevard, Suite 6100, Houston, Texas 77056, with respect to the proposed issuance of the Issuer's limited obligation revenue bonds in the approximate maximum aggregate principal amount of \$325,000,000 (the "Bonds") to finance renovations of, additions (including elderly care facilities) to, and the acquisition of capital equipment for the following healthcare facilities, located at the following locations in the State of Texas:

<u>Facilities</u>	<u>Location</u>
Memorial Hermann Hospital (including Memorial Hermann Children's Hospital), a 908-bed acute care hospital	6411 Fannin Houston, Harris County
Memorial Hermann Southwest Hospital, a 600-bed acute care hospital	7600 Beechnut Houston, Harris County
Memorial Hermann Southeast Hospital, a 256-bed acute care hospital	11800 Astoria Boulevard Houston, Harris County
Memorial Hermann Northwest Hospital, a 177-bed acute care hospital	Loop 610 and Ella Boulevard Houston, Harris County
Memorial Hermann Memorial City Hospital, a 520-bed acute care hospital	290 Frostwood Houston, Harris County
Memorial Hermann The Woodlands Hospital, a 92-bed acute care hospital	9520 Pinewood Drive The Woodlands, Montgomery County
Memorial Hermann Katy Hospital, a 103-bed acute care hospital	5602 Medical Center Drive Katy, Fort Bend County
Memorial Hermann Fort Bend Hospital, an 80-bed acute care hospital	3803 F.M. 1092 Missouri City, Fort Bend County
Memorial Hermann Rehabilitation Hospital, a 129-bed rehabilitation hospital	3043 Gessner Houston, Harris County

Memorial Hermann Spring Shadows Glen,  
a 176-bed mental health facility

2801 Gessner  
Houston, Harris County

Proposed inpatient and/or outpatient  
health care facilities

Highway 290 at F.M. 1960  
Harris County

The facilities are or are to be owned, operated, or managed by Memorial Hermann Hospital System, a Texas non-profit corporation, or (in the case of Memorial Hermann Rehabilitation Hospital and Memorial Hermann Spring Shadows Glen) its affiliate, Memorial Hermann Continuing Care Corporation, a Texas non-profit corporation.

The Bonds would be limited recourse obligations of the Issuer payable solely from the repayment of the loan of proceeds of such obligations to Memorial Hermann Hospital System or its affiliates and would not constitute a debt or obligation of Harris County, any of the other jurisdictions listed above, or any other public body or be in any way payable from taxes or other public funds.

All interested persons are invited to attend the public hearing and will be given an opportunity to address the question of whether the Harris, Fort Bend, and Montgomery County Commissioners Courts and/or County Judges and/or the City Councils or Mayors of Missouri City and/or Katy, Texas, should approve the issuance of the Bonds and the use of proceeds for the purposes described above. Following the public hearing, a report concerning the hearing will be submitted to the approving governmental body or official, who may act on a request to approve the issuance of the Bonds and use of such proceeds for such purposes.

Questions, requests for additional information, or written comments may be directed in writing to the Issuer in care of Nathan Sommers Lippman Jacobs & Gorman, a Professional Corporation, 2800 Post Oak Boulevard, Suite 6100, Houston, Texas 77056, Attention: Ann C. Jacobs, Esq.

HARRIS COUNTY HEALTH FACILITIES  
DEVELOPMENT CORPORATION

FULBRIGHT & JAWORSKI L.L.P.

A REGISTERED LIMITED LIABILITY PARTNERSHIP

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March 28, 2001

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Honorable John Sallee, Chair  
Montgomery County Hospital District  
P.O. Box 478  
Conroe, Texas 77305-0478

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Honorable John Sallee  
March 28, 2001  
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**Proposed Resolution and Timing.** A proposed resolution of your board of directors granting the requested consent is enclosed. As you can see from the resolution, it does not impose any obligation on the District, but rather merely satisfies legal conditions to action by the HCHFDC. Also enclosed is a suggested form of certificate to evidence adoption of the resolution.

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Fredric A. Weber

FAW/mgv  
Enclosures  
Via Messenger

Honorable John Sallee

March 28, 2001

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health care facilities

Highway 290 at F.M. 1960  
Harris County

The facilities are or are to be owned, operated, or managed by Memorial Hermann Hospital System, a Texas non-profit corporation, or (in the case of Memorial Hermann Rehabilitation Hospital and Memorial Hermann Spring Shadows Glen) its affiliate, Memorial Hermann Continuing Care Corporation, a Texas non-profit corporation.

The Bonds would be limited recourse obligations of the Issuer payable solely from the repayment of the loan of proceeds of such obligations to Memorial Hermann Hospital System or its affiliates and would not constitute a debt or obligation of Harris County, any of the other jurisdictions listed above, or any other public body or be in any way payable from taxes or other public funds.

All interested persons are invited to attend the public hearing and will be given an opportunity to address the question of whether the Harris, Fort Bend, and Montgomery County Commissioners Courts and/or County Judges and/or the City Councils or Mayors of Missouri City and/or Katy, Texas, should approve the issuance of the Bonds and the use of proceeds for the purposes described above. Following the public hearing, a report concerning the hearing will be submitted to the approving governmental body or official, who may act on a request to approve the issuance of the Bonds and use of such proceeds for such purposes.

Questions, requests for additional information, or written comments may be directed in writing to the Issuer in care of Nathan Sommers Lippman Jacobs & Gorman, a Professional Corporation, 2800 Post Oak Boulevard, Suite 6100, Houston, Texas 77056, Attention: Ann C. Jacobs, Esq.

HARRIS COUNTY HEALTH FACILITIES  
DEVELOPMENT CORPORATION



CERTIFICATE

THE STATE OF TEXAS  
COUNTY OF HARRIS  
MONTGOMERY COUNTY HOSPITAL DISTRICT

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§  
§

We, the undersigned officers of the Board of Directors (the "Board") of the Montgomery County Hospital District (the "District"), hereby certify as follows:

1. The Board convened in regular session, open to the public, on April \_\_, 2001, at 200 Riverpoint Drive, Conroe, Texas, and the roll was called of the Board, to-wit:

- John Sallee, Chair
- Starlett Curry, Vice Chair
- Nicol Huff, Secretary
- Dr. Greg Hall, Treasurer
- Jack Mitchell
- Marie Wilcoxson
- Monte West

All members of the Board were present, except the following: \_\_\_\_\_, thus constituting a quorum. Whereupon among other business, the following was transacted at such meeting: A written

**RESOLUTION CONSENTING TO ACTION BY HARRIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION TO CAUSE IMPROVEMENTS TO AND ACQUISITION OF ADDITIONAL EQUIPMENT FOR MEMORIAL HERMANN THE WOODLANDS HOSPITAL**

was duly introduced for the consideration of the Board. It was then duly moved and seconded that such Resolution be adopted; and, after due discussion, such motion, carrying with it the adoption of such Resolution, prevailed and carried by the following votes:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_

2. A true, full, and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to this Certificate; such Resolution has been duly recorded in the Board's minutes of such meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the Board's minutes of such meeting pertaining to the adoption of such Resolution; the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of such meeting, and that such Resolution would be introduced and considered for adoption at such meeting; and such meeting was open to the public, and public notice of the time, place, and purpose of such meeting was given, all as required by Chapter 551, Texas Government Code, as amended.

SIGNED AND SEALED this \_\_\_\_\_.

  
Secretary, Board of Directors

  
President, Board of Directors

(DISTRICT SEAL)

FINANCE  
NON MCHD  
ST. LUKE'S

**RESOLUTION CONSENTING TO ACTION BY HARRIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION TO CAUSE RENOVATIONS OF, IMPROVEMENTS TO, AND ACQUISITION OF ADDITIONAL EQUIPMENT FOR ST. LUKE'S COMMUNITY MEDICAL CENTER - THE WOODLANDS**

WHEREAS, the Harris County Health Facilities Development Corporation (the "HCHFDC") has been requested to issue its bonds, in one or more series, to finance renovations of, additions to, and the acquisition of capital equipment for St. Luke's Community Medical Center - The Woodlands (the "Health Facilities") and, through the loan of proceeds of such bonds, to cause St. Luke's Community Health Services to acquire and construct the Health Facilities, which are to be located within the jurisdiction of the Montgomery County Hospital District (the "District") in Montgomery County, Texas;

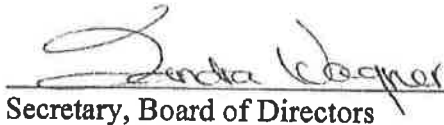
WHEREAS, under the Health Facilities Development Act, chapter 221, Texas Health and Safety Code, the HCHFDC may do so only with the consent of the Commissioners Court of Montgomery County and the District; and

WHEREAS, the District desires to facilitate the financing, acquisition, construction, and improvement of the Health Facilities in order better to provide for the health care needs of its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT THAT the District hereby consents to the issuance of such bonds and the use of proceeds thereof by the HCHFDC to cause St. Luke's Community Health Services to acquire and construct the Health Facilities, provided that the District shall in no way be obligated on such bonds or incur any other liability in connection therewith.

PASSED and APPROVED this 21<sup>st</sup> day of August, 2007.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

002-FIN-NonMCHD-08/21/2007

8/21/07

Indigent Care

STATE OF TEXAS §  
                                          §  
COUNTY OF MONTGOMERY §

Non-Mandated

**A RESOLUTION OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT'S BOARD OF DIRECTORS ESTABLISHING RULES AND POLICIES REGARDING REIMBURSEMENT TO NON-MANDATED HEALTH CARE PROVIDERS FOR TREATMENT OF HEALTH CARE ASSISTANCE PROGRAM PATIENTS**

**WHEREAS**, under the District's enabling legislation, Montgomery County Hospital District ("District") is obligated to provide health care to the needy inhabitants of Montgomery County; and

**WHEREAS**, the District's enabling legislation gives the Board of Directors complete discretion in the establishment and maintenance of an adequate health care system for the District's needy inhabitants; and

**WHEREAS**, the District has created and approved a Health Care Assistance Program, providing both emergency and non-emergency health care services for the District's needy inhabitants who qualify for such program; and

**WHEREAS**, the District has contracted with provider entities as its mandated health care provider to persons enrolled in the District's Health Care Assistance Program, both for emergency and non-emergency services; and

**WHEREAS**, the District's Board of Directors have promulgated certain rules and policies regarding the Health Care Assistance Program, such being intended to establish a process that will improve the overall quality of care to all needy inhabitants in Montgomery County requiring medical care and/or medical assistance; and

**WHEREAS**, the District occasionally receives requests for reimbursement from health care providers including hospitals and health care facilities for treatment of the District's Health Care Assistance Program patients for which the District has not designated as mandated health care providers for the provision of such services; and

**WHEREAS**, the Texas Indigent Health Care And Treatment Act (chapter 61, Texas Health & Safety Code) provides guidance regarding the District's obligations for reimbursement to non-mandated health care providers who have provided health care services to the District's Health Care Assistance patients; and

**WHEREAS**, in addition to the provisions of the Texas Indigent Health Care And Treatment Act, as applicable, the District's Board of Directors acting pursuant to the authority granted by the District's enabling act, seek to establish rules pertaining to the reimbursement of those non-mandated health care providers including hospitals and health care facilities who present claims for payment to the District for treatment of persons enrolled in the District's Health Care Assistance Program;

001-IND-08/17/2004

8/17/04

**NOW, THEREFORE, BE IT RESOLVED BY THE MONTGOMERY COUNTY HOSPITAL DISTRICT'S BOARD OF DIRECTORS THAT THE FOLLOWING RULES AND POLICIES ARE HEREBY ADOPTED :**

**Policy Regarding Reimbursement Requests From Non-Mandated Providers For The Provision Of Emergency And Non-Emergency Services**

**Continuity of Care:**

It is the intent of the District and its HCAP Office to assure continuity of care is received by the patients who are on the rolls of the program. For this purpose mandated provider relationships have been established and maintained for the best interest of the patients' health status. The client patients have the network of mandated providers explained to them and sign a document to this understanding at the time of eligibility processing in the HCAP Office. Additionally, they demonstrate understanding in a like fashion that failure to use mandated providers, unless otherwise authorized, will result in them bearing independent financial responsibility for their actions.

**Prior Approval:**

A non-mandated health care provider must obtain approval from the Hospital District's Health Care Assistance Program (HCAP) Office before providing health care services to an active HCAP patient. Failure to obtain prior approval or failure to comply with the notification requirements below will result in rejection of financial reimbursement for services provided.

**Mandatory Notification Requirements:**

- The non-mandated provider shall attempt to determine if the patient resides within District's service area when the patient first receives services if not beforehand as the patients condition may dictate.
- The provider, the patient, and the patient's family shall cooperate with the District in determining if the patient is an active client on the HCAP rolls of the District for HCAP services.
- Each individual provider is independently responsible for their own notification on each case as it presents.
- If a non-mandated provider delivers emergency or non-emergency services to a HCAP patient who the provider suspects might be an active client on the HCAP rolls with the District, the provider shall notify the District's HCAP Office that services have been or will be provided to the patient.
- The notice shall be made:
  - (1) by telephone not later than the 72nd hour after the provider determines that the patient resides in the District's service area and is suspect of being an active client on the District's HCAP rolls; and
  - (2) by mail postmarked not later than the fifth working day after the date on which the provider determines that the patient resides in the District's service area.

**Authorization:**

The District's HCAP Office may authorize health care services to be provided by a non-mandated provider to a HCAP patient only:

- in an emergency (as defined below and interpreted by the District);
- when it is medically inappropriate for the District's mandated provider to provide such services; or
- when adequate medical care is not available through the mandated provider.

**Emergency Defined:**

An "emergency medical condition" is defined as a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in:

- Placing the patients health in serious jeopardy,
- Serious impairment of bodily functions, or
- Serious dysfunction of any bodily organ or part.

**Emergency Medical Services:**

MCHD as a provider of EMS for Montgomery County is independently responsible in determining the most appropriate destination by its own policies and procedures for all transported patients, including HCAP client patients. HCAP client patients are to (as conditions allow) notify EMS about their mandated provider as a preferred destination.

**Reimbursement:**

In such event, the District shall provide written authorization to the non-mandated provider to provide such health care services as are medically appropriate, and thereafter the District shall assume responsibility for reimbursement for the services rendered by the non-mandated provider at the reimbursement rates approved for the District's mandated provider, generally but not limited to, being those reimbursement rates approved by the Texas Department of Health pursuant to the County Indigent Health Care And Treatment Act. Acceptance of reimbursement by the non-mandated provider will indicate payment in full for services rendered.

If a non-mandated provider delivers emergency or non-emergency services to a patient who is on the HCAP rolls of the District and fails to comply with this policy, including the mandatory notice requirements, the non-mandated provider is not eligible for reimbursement for the services from the District.

**Return to Mandated Provider:**

Unless authorized by the District's HCAP Office to provide health care services, a non-mandated provider, upon learning that the District has selected a mandated provider, shall see that the patient is transferred to the District's selected mandated provider of health care services.

**Appeal:**

If a health care provider disagrees with a decision of the HCAP Office regarding reimbursement and/or payment of a claim for treatment of a person on the rolls of the District's HCAP, the provider will have to appeal the decision to the District's Board of Directors and present its position and evidence regarding coverage under this policy. The District will conduct a hearing on such appeal in a reasonable and orderly fashion. The health care provider and a representative of the HCAP Office will have the opportunity to present evidence, including their own testimony and the testimony of witnesses. After listening to the parties' positions and reviewing the evidence, the District's Board of Directors will determine an appropriate action and issue a written finding.

**BE IT SO RESOLVED.**

Passed and Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

MONTGOMERY COUNTY HOSPITAL  
DISTRICT BOARD OF DIRECTORS

By: \_\_\_\_\_  
Francis Bourgeois, Chair

By: \_\_\_\_\_  
Bill Leigh

By: \_\_\_\_\_  
Matthew Thomas

By: \_\_\_\_\_  
Sandy Wagner

By: \_\_\_\_\_  
Georgette Lucado

By: \_\_\_\_\_  
David Witt

By: \_\_\_\_\_  
Eric Yollick

Montgomery County Hospital District  
Healthcare Assistance Program

[Today's Date}

Mr. \_\_\_\_\_  
[title]  
[hospital]  
[address]

RE: Claim for Reimbursement in connection with [patient name]

Dear Mr. \_\_\_\_\_:

This letter is in response to your letter of [date] in which [name of hospital] requests payment for the treatment of [patient name] for healthcare services provided on or about [date]. You contend that since the patient is enrolled in Montgomery County Hospital District's Healthcare Assistance Program, (an indigent care program offered by the District pursuant to the District's enabling act and chapter 61 of the Texas Health & Safety Code), that [name of hospital] is entitled to reimbursement for care and treatment of this individual.

Montgomery County Hospital District ("MCHD") must respectfully decline your request for reimbursement. MCHD has a contractual arrangement with Conroe Regional Medical Center as its mandated provider for the treatment of its Healthcare assistance patients. Persons enrolled in MCHD's Healthcare Assistance Program are directed to obtain healthcare services from the District's mandated provider, Conroe Regional Medical Center.

In the current instance, since the services provided by [name of hospital] to the patient are within the scope of services provided by MCHD's mandated provider, Conroe Regional Medical Center, the patient should have presented to that facility for such services. For this reason, MCHD respectfully declines [name of hospital]'s request for reimbursement for such services provided.

Sincerely,

Kelly Curry  
Healthcare Assistance Program  
Director

cc: file

001-IND-08/17/2004

**RESOLUTION OF BOARD OF MONTGOMERY COUNTY HOSPITAL DISTRICT  
CONCERNING HEALTH CARE INSURANCE GAP  
AND FEDERALLY QUALIFIED HEALTH CENTER (FQHC) FUNDING**

AT A MEETING OF THE BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DIRECTORS, IN MONTGOMERY COUNTY, TEXAS, HELD AT MONTGOMERY COUNTY HOSPITAL DISTRICT BUILDING ON JAN. 27, 2015,

**Texas Coverage Gap:**

WHEREAS, the MONTGOMERY COUNTY HOSPITAL BOARD OF DIRECTORS acknowledges that Federally Qualified Health Center (FQHC) patients face a unique set of challenges to improve their health status and to obtain health insurance coverage; and

WHEREAS, these challenges contribute to FQHC patients' inability to fully contribute to the local economy; and

WHEREAS, to reach their physical, educational, and economic potential FQHC patients must have access to a full array of health services afforded by health insurance coverage and access to care beyond the care provided by health centers; and

WHEREAS, health insurance coverage is essential for Montgomery County residents to improve their health status and to reach their full potential; and

WHEREAS, approximately 75% of Texas FQHC patients are at or below 100% of the Federal Poverty Level (FPL) and approximately one million Texas adults with annual incomes of \$11,490 or less do not have access to affordable health insurance and the benefits it provides; and

**Montgomery County Statistics:**

WHEREAS, more than 33,000 of Montgomery County residents currently receive primary and preventative healthcare from community health centers;

WHEREAS, Montgomery County has an unemployment rate of 5% yet an uninsured rate of 27% indicating a large percentage of those in need of primary health services are among the working poor;

WHEREAS, more than 42,000 of Montgomery County residents are at or below 100% of the Federal Poverty Level (FPL)

**Funding Cliff:**

WHEREAS, the federal Community Health Center Trust Fund (CHCF), intended to increase health center sites and services, expires in 2016.

WHEREAS, significant funding cuts were made to the federal health center base grant in 2011 and 2013.

WHEREAS, health centers face an upcoming funding cliff in 2016 with a total loss of up to 70% of federal health center funds due to significant federal funding cuts made to health center funding in 2011 and 2013.

WHEREAS, this funding instability will have a significant impact on health center's ability to serve patients and their communities.

NOW, THEREFORE, BE IT RESOLVED, that the MCHD Board of Directors supports to strengthen and expand the health coverage and access to care for patients in Montgomery County, Texas.



3 Passed and Approved this 27<sup>th</sup> day of January, 2015, by a vote of 4 in favor and against, 0 abstaining.

**MONTGOMERY COUNTY HOSPITAL  
DISTRICT BOARD OF DIRECTORS**

By: Harold E. Posey  
Harold Posey, Chairman

Attest:

Sandy Wagner  
Sandy Wagner, Board Secretary

Montgomery County Hospital District Board of Directors Montgomery County, TX

Judgment Case

Chapter 61

STATE OF TEXAS            §  
                                          §  
COUNTY OF MONTGOMERY   §

**A RESOLUTION OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT'S BOARD OF DIRECTORS ESTABLISHING RULES, REGULATIONS AND PROCEDURES CONCERNING HEALTH CARE PLANS OFFERED BY THE DISTRICT, INCLUDING THE HEALTH CARE PLAN PROMULGATED UNDER CHAPTER 61 OF THE TEXAS HEALTH & SAFETY CODE**

**WHEREAS**, the enabling legislation for the Montgomery County Hospital District provides that the Board of Directors shall manage, control and administer the health care and resources of the District; and

**WHEREAS**, the enabling legislation for the Montgomery County Hospital District further provides that the Board of Directors is charged with the responsibility for the provision of health care services as permitted by the Texas Constitution and Chapter 61, Health and Safety Code, and its subsequent amendments, on terms and conditions as the board of directors determines to be in the best interests of the district; and

**WHEREAS**, the Board of Directors has previously adopted a single set of criteria and guidelines for eligibility and participation in the health care services provided by the District; and

**WHEREAS**, the Board of Directors believes it is in the best interest of the District and its residents to adopt new criteria for eligibility and participation in the health care services provided by the District, with segregated and separate eligibility and benefit criteria for such Plan participants, with eligibility for a particular Plan dependent upon a participant's income and resources; and

**WHEREAS**, the Board of Directors believes that by providing separate eligibility criteria for participants seeking health care services provided by the District, such eligibility dependent upon income and resources of the participant, it may better allocate the funds expended by the District for such services and extend health care services to a wider pool of participants, thereby improving the overall quality of health care services to eligible residents in Montgomery County; and

**WHEREAS**, the Board of Directors at its February 2007 and March 2007 has adopted certain changes to its eligibility and benefit rules in connection with these efforts to better allocate available District funds to a wide pool of participants, to protect the interests of the District's taxpayers, and to recognize the fact the District's role as the "payor of last resort"; and

**WHEREAS**, by this Resolution the Board of Directors seeks to ratify, amend and adopt those health care eligibility and benefit plan policies and rules to govern the operations of the District's health care program;

**NOW, THEREFORE, BE IT RESOLVED BY THE MONTGOMERY COUNTY**

002-IND-04/07/2007

4/17/07

**HOSPITAL DISTRICT'S BOARD OF DIRECTORS THAT:**

1. **Approval of Recitals as Findings Of Fact.** The foregoing recitals, having been found by the Board of Directors to be true and correct, are hereby incorporated into this Resolution as findings of fact.
2. **Adoption of New Health Care Plan Policies.** The Health Care Plan policies appended hereto as Exhibits "A" and "B" as amended from those adopted by the Board of Directors at its February and March 2007 meetings, are hereby RATIFIED, APPROVED AND ADOPTED and are incorporated herein for all respects. Such Policies shall constitute the health care policies and rules governing the eligibility and benefits for health care services provided by the District from this day forward, subject to future amendment by the Board of Directors. These policies and rules are to be construed and interpreted independently from one another, are adopted pursuant to sections 5, 11, and 20 of the District's enabling legislation, and are generally described as follows:

**Plan 1: Montgomery County Indigent Care Plan** - The Montgomery County Indigent Care Plan will emulate and adhere to the eligibility criteria and benefits for indigent healthcare as set forth in Chapter 61 of the Texas Health & Safety Code. The federal poverty income limit (FPIL) will be 0-21%, or at such level as is established for County indigent care programs under Chapter 61 of the Texas Health & Safety Code. Undocumented immigrants would remain ineligible; however, employer-sponsored insurance availability and five-year residency for temporary and/or "qualified" U.S. residents for would not affect one's eligibly for this Plan's coverage.

**Plan 2: Montgomery County Medical Assistance Plan** - The Montgomery County Medical Assistance Plan will have the same eligibility criteria as the Montgomery County Indigent Care Plan, except the Plan will cover those whose incomes and resources fall above Chapter 61 guidelines for County indigent care programs up to 150% of FPIL. This Plan will continue in force the prior eligibility exclusions for undocumented immigrants, persons with employer-sponsored insurance, and the five-year residency requirement for temporary and/or "qualified" U.S. residents. This Plan affords benefits to persons to which coverage is not mandated under Chapter 61 of the Health & Safety Code.
3. **Grandfathering of Current HCAP Enrollees.** All current Plan participants shall be entitled to the same services guaranteed under the Plan policies and rules that were in effect as of the time of their enrollment. However, the policies and rules appended hereto and approved by this Resolution shall apply prospectively to such participants at such time as they reapply for eligibility.
4. **Provision of Notice As Required By Law.** The Board of Directors authorizes the staff of the District to provide notice to the public of the attached policies and rules as may be required by law.
5. **Open Meetings Act.** The Board of Directors further finds that the meeting at which this Resolution was voted upon and approved was timely noticed and held in strict compliance

with the Texas Open Meetings Act, ch. 551, Tex. Gov't. Code.

**BE IT SO RESOLVED.**

Passed and Approved this 17 day of April, 2007, by a vote of 5  
in favor and 1 against, 1 abstaining, 1 not present.

**MONTGOMERY COUNTY HOSPITAL  
DISTRICT BOARD OF DIRECTORS**

By:   
David Witt, Chairman

Attest:

  
Francis Bourgeois, Board Secretary