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**FIVE SIGNATURE DOCUMENT(s) FOR CONSIDERATION**

Minister's Letter of Appreciation

**DATE(s) TO REMEMBER**

Legislative Briefing - February 9, 2001 @ 9:00 a.m. Commissioners Courtroom
TO: COMMISSIONERS COURT
FROM: Betty Culbreath-Lister, Director
DATE: January 30, 2001

SUBJECT: DCHHS WEB PAGE

BACKGROUND

Dallas County Department of Health and Human Services (DCHHS) has developed a public health web page. The web site will be an online source for public health news and information about services provided by DCHHS. It will serve as a tool which empowers individuals and communities in Dallas County with services, current public health trends and alerts, and methods of mitigating their impact with the goal of achieving better health by providing access to accurate information. This web site will also be an access tool of contact names, telephone and fax numbers for each of DCHHS’s service divisions. DCHHS’s home page will include information on the following: Immunization schedules, Well-Baby Clinic schedules; Environmental Health Division, STD/HIV Program, Tuberculosis Division, Foreign Travel Division, Communicable Disease, Tattoo Removal Program, County Welfare, Comprehensive Energy Assistance Program (CEAP), HIV Grants Division, Weatherization Program, Older Adult Services Program, Dallas County Housing Programs, STD/HIV Prevention Training Center, Inmate Health Services, and Inmate Mental Health Services. It will link to the Texas Department of Health (TDH) and the Centers for Disease Control and Prevention (CDC).

IMPACT ON OPERATIONS

The DCHHS web page will have no impact on operations. DCHHS will manage technical changes and update information from the web page station. Current staff will be developed to operate and update web page.

FINANCIAL INFORMATION

No financial impact on Dallas County.
RECOMMENDATION

It is recommended that the Commissioners Court does hereby approve the request for the DCHHS web page.

RECOMMENDED BY: Betty Culbreath-Lister, Director

attachment
c: J. Allen Clemson, Court Administrator
   Virginia Porter, County Auditor
   John Nero, Data Services -SCT
Welcome

Welcome to Dallas County Health and Human Services' web page! We are here to protect the health of the general public through disease prevention and health promotion, with the entire population benefiting from these efforts. We hope to provide you with information about the various public health and human services that are available to Dallas County residents, specific information on program-based services, and most current statistical data on reportable conditions. We will also give links to related sites. Each program area has its own web page, detailing the services offered. If you are a physician or hospital, and would like to report a communicable disease, you may like to e-mail to do so. You may also call 214-819-2004 to report.

Thank you for your interest in public health in Dallas County.

Betty Culbreath-Lister
Director
MISSION STATEMENT
The mission of the Dallas County Department of Health and Human Services is to protect the health of the citizens of Dallas County through disease prevention and intervention, and through promotions of a healthy community and environment. The Health and Human Services Department will promote a healthy community through assessment, community input education, disease monitoring, regulation, and health services that help control the spread of disease; and to direct its human and financial resources toward areas where improvement in public health services is needed. The Department will make every effort to ensure that the people of Dallas County receive the information and services needed to maintain and improve their health and provide good stewardship of public resources.
ABOUT DCDHHS
Dallas County Health Department was organized in 1919. It was then composed of a full time county physician and a sanitary inspector. In 1933, the first paid nurse joined the staff. The population served in 1939 was estimated at 60,900. Total budget for the year was $29,696.80.

In 1956, there were eight deaths due to rabies in the USA, four of them occurring in Dallas. Dallas was termed the "Rabies Capitol of the World". A rabies control program was initiated that year and has been very successful. There have been intermittent discussions of a possible merger between the Health Departments of Dallas County and the City of Dallas. In 1947, the Dallas County Medical Society urged that a combined City-County Health department be established. This call was reiterated in 1952 and resulted in the design and construction of the Dallas City-County Public Health Center in the late 1950's. In 1975, the Community Council of Greater Dallas reported on the organization of a county wide public health service.

In 1976, a search for a qualified physician to fill the combined position of Dallas County Health Office/Director, Dallas county Public Health Services, was begun. This physician was charged with the responsibility of forming a single department to serve all the municipalities in Dallas County. This position was filled in 1979 and plans were developed for the transfer of certain programs from the City to the County as the first step in the eventual transfer of all public health activities to management by the County. Three programs: Tuberculosis Control, Sexually Transmitted Disease Clinical Services and Epidemiology /Communicable Disease Control-and the supporting Laboratory were transferred in 1980. The County Health Department became responsible for health care of prisoners in County jail in the 1970's, and later for Juveniles in the Detention Center.

Dallas County Health Department and Dallas County Human Services were merged in 1996. Thus, the name, Dallas County Department of Health and Human Services.
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<tr>
<th>DEPARTMENT</th>
<th>PHONE NUMBER</th>
<th>FAX NUMBER</th>
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<tr>
<td>STD CLINIC SERVICES</td>
<td>(214) 819 - 1819</td>
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<td>HIV TESTING AND COUNSELING</td>
<td>(214) 819 - 1980</td>
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<td>HIV EARLY INTERVENTION CLINIC</td>
<td>(214) 819 - 2800</td>
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<td>AIDS/HIV SURVEILLANCE PROGRAM</td>
<td>(214) 819 - 1971</td>
<td>(214) 819-6025</td>
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<td>DISEASE INTERVENTION</td>
<td>(214) 819 - 2818</td>
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<td>TB ELIMINATION PROGRAM</td>
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<td>IMMUNIZATION AND WELL CHILD CLINIC</td>
<td>(214) 819 - 2000</td>
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<td>VACCINE FOR CHILDREN (VFC) PROGRAM</td>
<td>(214) 819 - 2162</td>
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<td>FOREIGN TRAVEL DIVISION</td>
<td>(214) 819 - 2189</td>
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<td>COMMUNICABLE DISEASE DIVISION</td>
<td>(214) 819 - 2004</td>
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<td>HANSEN'S DISEASE</td>
<td>(214) 819 - 2010</td>
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<td>ENVIRONMENTAL HEALTH DIVISION</td>
<td>(214) 819 - 2115</td>
<td>(214) 819-2868</td>
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<td>HEALTH EDUCATION DIVISION</td>
<td>(214) 819 - 2029/2033</td>
<td>(214) 819-2045</td>
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<td>TATTOO REMOVAL PROGRAM</td>
<td>(214) 819 - 1947</td>
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<td>STD/HIV PREVENTION TRAINING</td>
<td>(214) 819 - 1800</td>
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<td>WELFARE PROGRAM</td>
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<td>COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)</td>
<td>(214) 819 - 1849</td>
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<td>HIV GRANTS DIVISION</td>
<td>(214) 819 - 1882</td>
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<td>WEATHERIZATION ASSISTANCE PROGRAM (WAP)</td>
<td>(214) 819 - 1880</td>
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<td>OLDER ADULT SERVICES PROGRAM</td>
<td>(214) 819 - 1860</td>
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The Public Information Act

Texas Government Code, Chapter 552, gives you the right to access government records, and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decisions, or information for which an exception to disclosure has not been sought.

Rights of Requestors

You have the right to:

- Prompt access to information that is not confidential or otherwise protected;
- Receive treatment equal to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;
- Receive certain kinds of information without exceptions, like the voting record of public officials, and other information;
- Receive a written statement of estimated charges, when charges will exceed $40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
- A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;
- Lodge a written complaint about overcharges for public information with the General Services Commission. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be file with the Office of the Attorney General.

Responsibilities of Governmental Bodies

All governmental bodies responding to information requests have the responsibility to:

- Establish reasonable procedures for inspecting or copying public information and inform requestors of these procedures;
- Treat all requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirements;
- Be informed about open records laws and educate employees on the requirements of those laws;
- Inform requestors of the estimated charges greater than $40 and any changes in the estimates above 20 percent of the original estimate, and confirm that the requestor accepts the charges, or has amended the request, in writing before finalizing the request;
- Inform the requestor if the information cannot be provided promptly and set a date and time to provide it within a reasonable time;
- Request a ruling from the Office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor;
- Segregate public information from information that may be withheld and provide that public information promptly;
- Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body;
- Respond in writing to all written communications from the General Services Commission regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

Procedures to Obtain Information

✓ Submit a request by mail, fax email or in person according to a governmental body's reasonable procedures.

✓ Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.

✓ Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

A. Information to be released

- You may review it promptly, and if it cannot be produced within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available.
- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested

Cost of Records

- You must respond to any written estimate of charges within

B. Information that may be withheld due to an exception

- By the 10th business day after a governmental body receives your written request, a governmental body must:
  1. request an Attorney General opinion and state which exceptions apply;
  2. notify the requestor of the referral to the Attorney General; and
  3. notify third parties if the request involves their proprietary information.
- Failure to request an Attorney General opinion and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.
10 days of the date the governmental body sent it or the request is considered automatically withdrawn.

- If estimated costs exceed $100.00 (or $50.00 if a governmental body has fewer than 16 full time employees) the governmental body may require a bond, prepayment for deposit.
- You may ask the governmental body to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges.
- Make a timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding $100.00, or obtain a security deposit, before processing additional requests from you.

- Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy.
- The Attorney General must issue a decision no later than the 45th working day from the day after the attorney general received the request for a decision. The attorney general may request an additional 10 working day extension.
- Governmental bodies may not ask the Attorney General to "reconsider" an opinion.

To request information from this governmental body please contact Health & Human Services. You may send your request by mail to: Betty Culbreath-Lister
By e-mail to beculbreath@dallascounty.org
By fax to: (214)819-2107
In person at: 2377 N. Stemmons, Suite 603, Dallas, TX 75207

For complaints regarding failure to release public information, please contact your local County or District Attorney at:

- You may also contact the Office of the Attorney General, Open Records Hotline at 512-478-6736 or toll free at 1-877-673-6839.
- For complaints regarding overcharges, please contact the General Services Commission at 512-475-2497.

If you need special accommodations pursuant to the Americans With Disabilities Act (ADA), please contact our ADA Coordinator, Ed Bailey at (214) 653-6437.
LINKS TO RELATED SITES

1. Link to TDH for STD/HIV/AIDS reporting rules and regulations
2. Link to CDC General information (Frequently asked questions) about Immunizations
   Link to CDC Immunization Schedule
   Link to TDH, Immunization Division parents FAQ's, vaccination information etc.
3. Links to Health related sites
4. Link to Texas Department of Health for Communicable Disease information
5. Link to CDC for communicable disease information
   Link to CDC(Center for Disease) Web Site for Foreign Travel information
6. Link to TDH for TB Statistics
7. Link for Facts on TB
8. Link to TDH for Laws relating to Food Establishments
9. Link to Texas Department of Health for Laws relating to Animal Control
10. Link to TDH for Laws relating to Private Sewerage Facilities
11. Link to TDH for information related to General Sanitation
12. Link to National Network of STD/HIV PTC Website:
13. Link to Dallas County Main Home Page
14. Link to TDH for most up-to-date listing of Forms and Literature Catalog - Fax # (512)458-7707
HEALTH ALERT

Purpose:
The health alert page is intended to inform the public about outbreaks of communicable diseases. This page also educates the public on the signs and symptoms, mode of transmission, and prevention methods.

Previous Health Alerts:
1997:
- Hepatitis A in children & young men
- Cryptosporidiosis among people living with HIV
- An imported case of measles in Dallas County
- A suspected case of vaccine-associated polio
- Prevention of morbidity & mortality from heat waves
- St. Louis encephalitis in sentinel chicken confirmed

1998:
- Targeted vaccination against hepatitis A in Dallas County
- The level and trend of tuberculosis in Dallas County
- Outdoor air pollution (Smoke & haze from Mexican Fires) and ER visits from respiratory & cardiovascular diseases
- A proposal for county-wide education on sexual abstinence
- Morbidity & Mortality from Reportable Conditions in Dallas County
- Prevention of morbidity and mortality from heat waves
- Hepatitis B & Hepatitis C in Dallas County: Their mode of spread and methods of prevention
- Vancomycin-resistant Staphylococcus aureus
- Immunization against influenza and pneumonia
- Invasive Streptococcal Disease

1999:
- Outbreak of hepatitis A linked to a restaurant
- Morbidity and Mortality from Reportable Conditions
- Prevention of Morbidity and Mortality from Heat Waves
- Rotavirus vaccine linked to intussusception
- Cryptosporidium cases linked to a swimming pool
- Morbidity and Mortality from HIV/AIDS among African Americans
- Cases of Vibrio vulnificus linked to consumption of raw oysters
- Rabies prevention

2000:
- Increased incidence of pertussis
- Outbreak of Hemolytic Uremic Syndrome
- Investigation of a cluster of tuberculosis

INFLUENZA SURVEILLANCE

Dallas County Department of Health and Human Services, Communicable Disease Division, is once again helping the Texas Department of Health with influenza surveillance by sending throat swabs collected from four sentinel sites to the TDH lab on a weekly basis. The first positive culture was collected on 11-14-2000, with six additional positive cultures reported over the next three weeks. All have been identified as influenza A, type H1N1. In addition, two positive cultures of type A and another two type B have been reported by local hospital laboratories.
PRIVATE POLICY

DALLAS COUNTY DEPARTMENT OF HEALTH AN HUMAN SERVICES maintain this site as a public service. The following is the privacy policy of this site.

1. We do not collect personal information of a web site visitor.

2. If you send us an electronic mail message with a question or comment that contains personally identifying information, DCDHHS will only use the personally identifiable information to respond to your request. We may also redirect your message to another government agency or person who is in a better position to answer your question. Please be advised that any information including personal information that you send to us in an electronic mail message may be public information and therefore subject to disclosure under the Texas Public Information Act.

3. For site management functions, information is collected for analysis and statistical purposes. DCDHHS does not report or use this information in any manner that would reveal personally identifiable information. However, any information collected on the website may be public information and therefore subject to disclosure under the Texas Public Information Act.
COPY RIGHT

All of the information provided is believed to be accurate and reliable; however, the Dallas County Department of Health and Human Services (DCDHHS) assumes no responsibility for any errors, appearing in rules or otherwise. DCDHHS assumes no responsibility for the use of the information provided. Unless otherwise stated on any pages, DCDHHS grants permission to copy and distributes information for non-commercial use.

DCDHHS makes no representations, or warranties as to the accuracy, completeness or suitability of the information provided via this website. DCDHHS specifically disclaims any and all liability for any claims or damage that may result from providing the website or the information it contains, including any websites maintained by third parties and linked to the DCDHHS website.

we may use this pupil only if we need it.
PROGRAM AND SERVICES
The Dallas County Department of Health & Human Services provides both health and human services to citizens of Dallas County that is essential, affordable and of high quality. The health services are organized under special programs that focus towards the early detection, investigation and control of major public health problems in Dallas County with the goal of reducing illness and death and promoting healthier lives at the population level. These public health programs include surveillance and control activities aimed at tuberculosis, HIV/AIDS, sexually transmitted diseases, and over fifty other reportable environmental hazards and communicable diseases like hepatitis, meningitis, encephalitis, lead exposure, etc.

Dallas County Department of Health & Human Services also renders immunization services to all eligible children and senior citizens throughout Dallas County at various sentinel sites. It also helps protect the health of citizens that plan to visit foreign countries by offering immunization against diseases that are endemic in the destination sites through its Foreign Travel Clinic at Stemmons. The department provides inmate medical and psychiatric services for those incarcerated at Dallas County jail/prison facilities and at the Juvenile Detention Center. Dallas County Department of Health & Human Services also has a nationally recognized Prevention Training Program in sexually transmitted diseases, funded by the Centers for Disease Control and Prevention. Furthermore, there is a health education unit that is designed to inform, educate and empower citizens of Dallas County on major public health problems. The human services programs give support services to citizens who are in need either because of their health, physical or economic condition in society. The services provided include but are not limited to welfare, assistance with the costs of energy as in the hot summer months through the Comprehensive Energy Assistance Program, housing needs and administer grants to HIV/AIDS services providers throughout Dallas County.
STD/HIV PROGRAM

WELCOME
You have accessed the STD/HIV Program Website. The program provides comprehensive STD cares for the Dallas County community. The clinic serves over 20,000 clients annually. This is an integrated program combining STD clinical services, HIV Testing & Counseling, HIV Early Intervention, Partner Services, and AIDS/HIV Surveillance.

OBJECTIVE
The STD/HIV clinic plays a key role in the prevention of sexually transmitted diseases within the community. The primary goal of the clinic is to provide early identification of disease, rapid testing and treatment, and timely partner referral. The overall result is a decrease in disease transmission and complications.

SERVICES AVAILABLE THROUGH STD/HIV PROGRAM

1. STD CLINIC SERVICES
2. HIV TESTING, COUNSELING AND EARLY INTERVENTION CLINIC
3. DISEASE INTERVENTION and REPORTABLE STDs
4. AIDS/HIV SURVEILLANCE PROGRAM

STATISTICS AND MORBIDITY

1. STD STATISTICS AND MORBIDITY

2. HIV/AIDS STATISTICS AND MORBIDITY
STD CLINIC SERVICES

LABORATORY TESTING
Testing is available for Gonorrhea, Chlamydia, Syphilis, HIV, Bacterial Vaginosis, Herpes with symptoms, Trichomonas, Chancroid with symptoms, and Yeast Infection.

PHYSICAL EXAMINATION
Medical staff perform comprehensive physical examination and obtain medical and sexual history.

TREATMENT AND DIAGNOSIS
On-site treatment is available for the above mentioned STDs. Preventative treatment is also provided for clients exposed to STDs. In addition treatment is available for human Papilloma virus (genital warts). Diagnosis is based on client symptoms, medical history, STD exposure, and laboratory results.

COUNSELING
Counseling concerning transmission and prevention of STD, is provided by both medical and counseling staff to reduce the likelihood of acquiring future STD infections.

PARTNER SERVICES
Disease intervention staff provide confidential sex and/or needle sharing partner notification and referral services.

LOCATION AND HOURS OF OPERATION
DALLAS COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
2377 NORTH STEMMONS FREEWAY ROOM 100
DALLAS, TEXAS 75207
FOR APPOINTMENTS CALL 214-819-1819 AT 7:45 AM M - F
HOURS: M / T / W / Th 8:00AM - 6:30PM
FRIDAY 8:00AM - 4:30PM
ALL APPOINTMENTS ARE FOR THE SAME DAY
FEES
REQUESTED FEE: $15.00 - $45.00 OR MEDICAID
Please Link to Texas Department of Health (HIV and STD prevention)

RETURN TO STD/HIV PROGRAM
HIV TESTING AND COUNSELING

SERVICES AVAILABLE
INDIVIDUAL HIV TESTING AND COUNSELING

Offers confidential testing for HIV and syphilis. Confirmatory western blot for positive whole blood E.L.I.S.A. Results within 3-5 days. Results must be picked up in person. Walk-ins welcome.

REFERRAL FOR HIV SERVICES

Individuals testing positive will be referred to appropriate HIV service providers for medical and psycho social needs.

PARTNER REFERRAL SERVICES

Partner notification provided to newly diagnosed individuals as well as individual and couple counseling.

FEES
REQUESTED FEE - $13.00
DALLAS COUNTY HEALTH AND HUMAN SERVICES
3rd FLOOR ROOM 336
FOR INFORMATION CALL 214 - 819 - 1980

Offers intervention to persons newly diagnosed with HIV or to individuals with known HIV positive status that have not sought medical intervention. The goal is to assist the client in selecting and enrolling with a primary care provider and to educate and prepare individuals for the challenges that exist with an HIV+ diagnosis.

SERVICES AVAILABLE
Services include a complete evaluation of health status, laboratory testing, immunizations, TB skin test and chest x-ray. Private individual, couple, and family counseling is provided to meet the challenges of living with HIV. Flexible hours and bilingual services available.

FOR APPOINTMENTS
CALL 214 - 819 - 2800
CLINIC HOURS
MONDAY - FRIDAY 8:00AM - 6:30PM
DISEASE INTERVENTION SPECIALISTS

SERVICES AVAILABLE

PARTNER SERVICES
Provide confidential and timely client sex and/or needle sharing partner notification and referral services.

EDUCATIONAL PRESENTATIONS
STD presentations are made to health care providers, other health departments, and high-risk individuals. The presentations contain detailed information concerning risk reduction techniques, available STD services in the community, printed material on the most common STDs, and how to access services.

PREVENTION COUNSELING
Counseling is designed to enable clients formulate a risk reduction plan to reduce their chances of acquiring STDs in the future.

NOTIFICATION OF POSITIVE STD RESULTS
Field staff notify clients of positive laboratory results and make appropriate referrals for treatment. All notifications are made confidentially.

OUTREACH STD/HIV SCREENING
Conduct STD/HIV testing in different geographic areas in Dallas County. Clients are tested for both HIV and syphilis.

NOTIFICATION OF STD/HIV EXPOSURE
Clients are notified in a confidential manner of their exposure to STD and HIV. Referrals are made to the Dallas county STD clinic or other health care providers to provide appropriate examination, testing, and treatment.

PHYSICIAN AND LABORATORY VISITS
Visits are made to laboratories and physicians to improve STD/HIV reporting.

REPORTING STDs TO THE HEALTH DEPARTMENT
CURRENT REPORTABLE STDs
AIDS
HIV
CHANCROID
SYPHILIS
CHLAMYDIA
GONORRHEA

TO REPORT STDs BY TELEPHONE OR TO OBTAIN ADDITIONAL INFORMATION
CALL:
214-819-2155
TO REPORT BY FAX: 214-819-2825
TO REPORT BY MAIL: (REPORTING FORMS & MAILERS ARE AVAILABLE)
DALLAS COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES
STD/DIS SUITE 132
2377 N. STEMMONS FREEWAY
DALLAS, TEXAS 75207

LAWS
CHAPTER 97, COMMUNICABLE DISEASES
CHAPTER 97, SUBCHAPTER F, SEXUALLY TRANSMITTED DISEASES INCLUDING AIDS AND HIV
For more detailed information related to the STD/HIV/AIDS reporting rules and regulations see RELATED LINK TO OTHER WEBSITE.
AIDS/HIV SURVEILLANCE PROGRAM

WELCOME
THIS IS THE AIDS/HIV SURVEILLANCE PROGRAM WEBSITE. THE PROGRAM IS RESPONSIBLE FOR REPORTING NEW AND PREVIOUSLY UNREPORTED AIDS/HIV CASES TO THE TEXAS DEPARTMENT OF HEALTH.

OBJECTIVE
ENSURE TIMELY, COMPLETE, AND ACCURATE AIDS/HIV CASE REPORTING. PROVIDE STATISTICS AND DATA ANALYSIS FOR DALLAS COUNTY HEALTH CARE PROVIDERS, COMMUNITY ORGANIZATIONS, TEXAS DEPARTMENT OF HEALTH, COMMUNITY PLANNING GROUPS, AND THE DALLAS COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES.

Who shall report HIV/AIDS cases:
The Texas Board of Health approved new HIV/AIDS reporting regulations on January 1999. State reporting Regulations require reports from: (a) Physicians, Chief Administrative Officer of a Hospital, medical facility, or a penal institution, medical director or other physician responsible for medical oversight of a counseling and testing site or community based organization, and Dentists (including any organization or agency operating under the standing orders of a physician, and (b) Any person in charge of a clinical laboratory, blood bank, mobile unit, or other facility in which laboratory examination of blood specimen or any specimen derived from a human body.

Why should HIV/AIDS cases be reported:
(a) Protect the health of the community.
(b) Accurate information about the disease is being used in defining the broad range of clinical manifestations of HIV/AIDS.
(c) The health department uses information from cases for statistical and epidemiological studies.
(d) Epidemiological data is used to determine allocation of funds for treatment and prevention activities.
(e) Sex partner and/or needle sharing partner referral.
(f) Disease trends

When should HIV/AIDS cases be reported?
HIV/AIDS cases should be reported within 7 days after case identification, regardless of the status of the patient.
(a) On January 1st, 1999 HIV became reportable by name.
(b) On January 1st, 2000 Viral Loads became reportable by name.

How should HIV/AIDS cases be reported?
(a) Case report forms can be mailed to the address below. Please be sure to mark the envelope, Confidential, (report forms are available by calling the phone number below).
(b) Case report forms can also be faxed at the fax number below.
(c) HIV/AIDS cases can be reported by telephone to the surveillance program.

LAWS
HIV/AIDS case information is protected by state and federal laws governing the Confidentiality of medical information. No names or identifying information are released to the public. Dallas County Health & Human Services encodes all information, including patient names.

CHAPTER 97, COMMUNICABLE DISEASES
CHAPTER 97, SUBCHAPTER F, SEXUALLY TRANSMITTED DISEASES INCLUDING AIDS AND HIV
FOR MORE DETAILED INFORMATION ON STD/HIV/AIDS REPORTING RULES & REGULATIONS PLEASE LINK TO TDH WEBSITE.
Link to CDC website for more information
Where to report and get more information:

Dallas County Health & Human Services
HIV/AIDS Surveillance Dept., Suite 328
Dallas TX 75207
Telephone Numbers:
(214) 819-1971*
(214) 819-6025 Fax
*Call this number for assistance with HIV/AIDS case reporting.
Welcome to the web site for the Dallas County Health and Human Services, Tuberculosis Elimination Program. The department's goal is to ELIMINATE TB in Dallas County. This site offers educational information and services provided by TB Elimination Program. We hope this will be benefit all inquiries. If further information is needed please call (214)819-2071.

OBJECTIVES
The objective of the Tuberculosis Elimination Division is to prevent, control and eliminate tuberculosis among the people of Dallas County. Dallas County Health and Human Services shall accomplish these tasks through the initiation and cultivation of strong relationships with the Texas Department of Health, local health departments, hospitals, health care providers and community citizen leaders.

TUBERCULOSIS FACTS
What is TB?
"TB" is short for a disease called tuberculosis. TB is spread by tiny germs that can float in the air. The TB germs may spray into the air if a person with TB disease of the lungs or throat coughs, shouts, or sneezes. Anyone nearby can breathe TB germs into their lungs.

TB germs can live in your body without making you sick. This is called TB infection. Your immune system traps TB germs with special germ fighters. Your germ fighters keep TB germs from making you sick. But sometimes the TB germs can break away. Then they cause TB disease. The germs can attack the lungs or other parts of the body. They can go to the kidneys, the brain, or the spine. If anyone has TB disease, they need medical help. If they don't get help, they can die.

How do I know if I have TB infection?
A skin test is the only way to tell if you have TB infection. This test is usually done on the arm. A small needle is used to put some testing material, called tuberculin, under the skin. In two or three days, a health worker will check to see if there is a reaction to the test. The test is "positive" if a bump about the size of a pencil eraser or bigger appears on your arm. This bump means you probably have the TB infection. You may need medicine to keep from getting sick. If you are infected with human immunodeficiency virus (HIV, the virus that causes AIDS), your body may not react to a TB skin test. The health worker may give you other tests.

The TB skin test should be done when you first enter jail or prison. If it is "negative" then it may be repeated every year. If anyone in the facility gets sick with TB disease, you may be tested more often to be sure you don't have TB infection.

Note: If you have ever had a "Positive" reaction to a TB skin test or if you have been treated with TB drugs, tell the health worker.

SERVICES AVAILABLE
Dallas County Health And Human Services Tuberculosis Elimination Division has many services available to the public and to the health care profession. Among them are consultation and information to health professionals on TB related matters, medication therapy through the direct observed therapy (DOT), delivery of direct observed preventive therapy (DOPT) to school age children in a collaborative effort with area school districts, case management of TB cases, referrals to other agencies or providers when appropriate, disease surveillance and investigation, complete evaluation and treatment for tuberculosis infection or disease upon referral from other health care providers, court ordered quarantine of noncompliant patients when applicable.

DEPARTMENT SERVICES
1. TB ELIMINATION CLINIC
Dispense TB medication, PPD testing, chest x-ray, blood draw, sputum collection,
blood pressure, weight, visual acuity, audiogram, health history, toxicity assessments (physician/nurse), consultation to infection control nurses, private physicians, follow up on referrals from medical community and contact investigation.

2. DISEASE SURVEILLANCE AND INVESTIGATION
Provide medical epidemiology intake service including receiving and coordinating referrals from providers and institutions.

3. TB OUTREACH SERVICES
Locate patients/refugees, identify contacts, collect sputum, deliver RX and CPX, administer DOT and DOPT, transport patients/refugees, social services (assist patients

4. TB REFUGEE SCREENING PROGRAM
TB testing, Ova and parasite testing, patient assessment including: medical history, vital signs, vision and hearing testing, glucose and anemia screening.

5. SPECIAL POPULATIONS
Screening activities of people at high risk for TB, education presentations, TB testing at drug treatment centers, HIV pre and post test counseling, serve as liaison between the health department and methadone clinics, perform monthly toxicity checks on patients that receive DOT and DOPT.

6. TB JAIL SCREENING
TB evaluation, PPD testing, chest x-rays, DOT,DOPT and toxicity checks of inmates in Dallas County jails.

7. TB FIELD NURSES
Home visits, case management, DOT,DOPT, toxicity checks, contact investigation, PPD testing, blood draws, injections, sputum collection, locate and transport patients, health history and TB screening of homeless shelters.

8. RESEARCH (DNA FINGERPRINTING PROJECT)
Dallas County Health and Human Services TB Elimination Division participates in the National TB Genotyping Sentinel Surveillance Project sponsored by the Centers for Disease Control (CDC ), and the Texas Department of Health (TDH ). Dallas county is one of four counties in Texas that routinely submit specimens from culture-positive tuberculosis morbidity cases to the DNA laboratory in San Antonio for DNA RFLP testing, as well as being involved in the collection of patient epidemiological data. The results of this research will determine how many people in Texas have been infected with the same TB germ, how many different TB germs there are in Texas and will identify the various factors associated with TB transmission across the state and the nation. This information can then be used to increase our efforts at controlling and possibly eliminating tuberculosis.

LAWS
Confirmed or suspected cases of tuberculosis is reportable by state law to the local health department in addition to tuberculosis infection in persons less than 15 years of age . Tuberculosis disease shall be reported within one working day of identification with the following minimal information: name, city, age, date of birth, sex, race and ethnicity, physician, disease, type of diagnosis, date of onset, type of antibiotics and antibiotic susceptibility: COMMUNICABLE DISEASE PREVENTION AND CONTROL ACT, HEALTH and SAFETY CODE, CHAPTER 81.

COURT ORDERED MANAGEMENT ( QUARANTINE )
Tuberculosis Elimination Department is able to obtain a court ordered management of TB for a small number of patients who are unable or unwilling to adhere to treatment recommendations of their local health department in accordance with CHAPTER 81, SUBCHAPTER G ( theLAW ) of the Texas Health and Safety Code.
TB STATISTICS
Link to TB Statistics for Dallas County and State of Texas

FEES, APPOINTMENTS AND CONTACT INFORMATION
Tuberculosis Evaluation and Treatment
Referral is required.
Fee for service as follows:
$40.00-$105.00 Sliding Scale Medicare/Medicaid accepted.
Hours: Monday, Tuesday and Friday 8:00am-11:00am and 1:00pm-3:00pm,
       Wednesday 10:30am-12:00pm and 2:00pm-6:00pm and Thursday 8:00am-11:00am
Please call 214-819-2071 for appointment.
General Screening (Skin Testing) for work, school, etc.
No appointment necessary.
Fee $12.00
Hours for: Tuesday 1:00pm-3:00pm, Wednesday 2:00pm-4:00pm,
Hours for Skin test reading: Thursday 8:00am-11:00am and Friday 1:00pm-3:00pm.
Please call 214-819-2065 for questions.
PREVENTIVE HEALTH

Welcome to the Dallas County Health & Human Services Preventive Health Web site. You will find the services available, locations, and cost for services. The services provided by Preventive Health are:

Immunizations
Well Child Clinics

IMMUNIZATIONS
Dallas County Health and Human Services provides immunizations at locations throughout Dallas County for any resident from infancy through adulthood. There is a $3.00 fee per child for children thru age 18. Medicaid recipients are free with valid Medicaid card. Adults pay a nominal fee. International travel vaccines are priced separately however, please see the following sections regarding those immunizations provided. All immunizations provided are per CDC, ACIP, and TDH guidelines. Immunization clinics operate on a walk-in basis, no appointments are necessary. Our hours of operations and locations are as follows:

Dallas County Health & Human Services Building
2377 Stemmons Freeway 1st floor
Monday - Friday 8:30 - 4:30
Wednesday - 8:30 - 6:30
City of Irving Human Services Building
440 S. Nursery
Monday - Friday 8:30 - 4:00
Second Monday of each month hours are 8:30 - 12:00
Shady Trail WIC Office
10505 shady Trail Suite 500
Thursday 8:30 - 4:00
Lancaster (Cedar Valley College)
3030 N. Dallas Ave.
First Thursday 12:30 - 3:30
Carrollton WIC Office
1235 S. Josey Lane Suite 518
Monday, Tuesday, Thursday, Friday 8:30 - 4:00
Second Monday of each month hours are 8:30 - 12:00
Garland WIC Office
3306 W. Walnut Suite 500
Wednesday and Friday 8:30 - 4:00
Cockrell Hill - Anson Jones Elementary
3901 Meredith St.
Second Wednesday 1:00 - 3:30
Grand Prairie
1413 Densman
First, second, third Wednesday and fourth Friday 8:30 - 4:00
Balch Springs Recreation Center
5300 Main St.
Third Thursday 1:00 - 3:30
Rowlett Recreation Center
5300 Main St.
Second Thursday 8:30 - 12:00
Seagoville Church of Christ
510 N. Kaufman
First Friday 1:00 - 3:30
Cedar Hill Recreation Center
1740 Mansfield Rd
Second and Fourth Tuesdays 1:00 - 3:30
Northgate United Methodist Church (N. Irving)
3700 W. Northgate Dr.
First and third Wednesdays 1:00 - 3:30
General Info about imms Q&A
Recommended imms schedule
Info on vaccine safety

Please Link to General information (Frequently asked questions) about Immunizations
Please Link to Immunization Schedule
Link to TXH, Immunization Division(Parents FAQ's, Legal requirements, vaccination information etc.)

For more information or an appointment please call 214-819-2000.

WELL CHILD CLINICS
Well Child Clinics offer individual health checks and Texas Health Steps exams by registered nurses who have completed specialized training approved by the Texas Department of Health.
Conduct physical exams, developmental screening, hearing and vision testing, newborn screening, and TB testing as required by the Texas Health Steps programs.
Assess the development of infants, toddlers and children newborn through age 5 by integrating knowledge of medical history, physical examination and development.
Refer children with problems for comprehensive testing, diagnosis and treatment to appropriate community agencies or medical facility.
Offer immunization screening to determine vaccine requirements and immunize per age appropriate protocol.
Reinforce positive parenting behavior.
Provide anticipatory guidance in child health and baby care techniques, normal growth and development, discipline, nutrition and safety. Refer to community agencies, such as WIC, Medicaid and Human Services.
We serve the children in ten Dallas County cities outside the city of Dallas. Children are seen by appointment at specified intervals. The cost for the Well Child exam is $5.00 and free for Medicaid recipients. Locations for Well Child Clinics are as follows:

Balch Springs Recreation Center
4372 Shepherd Rd.
Third Thursday of each month

Carrollton WIC Office
1235 S. Josey Lane Suite 518
First, third, and fourth Wednesday

Farmers Branch Recreation Center
2919 Amber Lane
Second and third Fridays
Cedar Hill Recreation Building
1740 Mansfield Rd.
Fourth Tuesday of each month
Cockrell Hill - Anson Jones Elementary
3901 Meredith St.
Second Wednesday of each month
Grand Prairie
1413 Densman
Second Tuesday, second Friday, and Third Thursday of each month
Irving - City of Irving Human Services Building
440 S. Nursery
First, third, and fourth Tuesdays
First, second, and third Thursdays of each month
Lancaster
107 Texas St.
First Tuesday of each month
Rowlett Recreation Center
5300 Main St.
Second Thursday of each month
Seagoville Church of Christ
510 N. Kaufman
First Friday of each month

For more information or an appointment please call 214-819-2000.
Please Link to General information (Frequently asked questions) about Immunizations
Please Link to Immunization Schedule
Link to TDH, Immunization Division(Parents FAQ's, Legal requirements, vaccination information etc.)
FOREIGN TRAVEL

Welcome to the web site for the Dallas County Health and Human Services, Foreign Travel Division. Foreign Travel Office is a reference for those who need advise about international health risk. Travelers, academic institutions, doctor's offices, airlines, cruise lines and missionary organization may find our information useful. We can specify the vaccinations required by different countries and give council on preventive measures that travelers should take to protect their health.

Some countries require an international certificate of vaccination against yellow fever, which we issue at time of visit. We hope this will be benefit to all inquires. If further information is needed please call at (214)819-2162.

OBJECTIVES
The objective of the Foreign Travel Division is to educate travelers on vaccine preventable diseases and update adults on routine immunization.

SERVICES AVAILABLE
Educate travelers on vaccine preventable diseases
Update adults on routine immunization.
Immunization for college students who require shots for admission.
Immigrants with an I-94 card are granted vaccines free of charge.

FEES, APPOINTMENT AND CONTACT INFORMATION
Clinic fee is $25 per visit.
Method of payment is cash. May pay by check if Dallas County resident with proper ID

Fee for low cost vaccine for diseases include:
Price/Each
Vaccine
$70
Yellow Fever -a mosquito borne viral disease
$10
Tetanus -caused by germs entering the body through open wound
Diphtheria -germs pass from an infected person to the nose or throat of others
$25
Polio -virus enters body through mouth causing paralysis
$35
Typhoid -contracted by consuming bacterially infected food and water.
$90
$125
Rabies ID -a virus caused by the bite of infected animals.
Rabies IM-
$25
$25
Hepatitis A -virus spread by eating food or drinking water containing hepatitis A virus
$50
Hepatitis B -a disease transmitted by blood and body fluid
$85
Japanese Encephalitis -transmitted by mosquito in the northern tropical zones of Southern and Eastern Asia
$60
Varicella -a virus spread from person to person thru the air or by contact with chicken pox blister
$60
Lyme -a tick borne transmitted illness
$10
Pneumonia -a bacterial disease that can lead to serious infections of the lung varies
Influenza -virus causing upper respiratory disease (seasonably available)
$30
MMR (Measles, Mumps, Rubella) -serious air borne virus
$75
Meningococcal disease - acute bacterial disease causing inflammation of brain and spinal cord
*Fees subject to change
3. Clinic hours:
   8:30a.m. - 4:00 p.m. Monday to Friday
   and open until 6:p.m. on Wednesday
   No Appointment necessary.
   If you have any question, please call at (214)819-2162
COMMUNICABLE DISEASE DIVISION

WELCOME

Welcome to the Communicable Disease Division of Dallas County Department of Health and Human Services. This division investigates, intervenes to prevent transmission, and reports to Texas Department of Health (TDH) all reportable conditions in Dallas County except for sexually transmitted disease (STD), Human Immunodeficiency Virus/Acquired Immunodeficiency Disease (HIV/AIDS) and Tuberculosis (TB). STD/HIV and TB have separate divisions specifically for these diseases. The reportable condition list is created by Texas Department of Health with information received from The Centers for Disease Control and Prevention (CDC).

OBJECTIVES

The Communicable Disease Surveillance Program of Dallas County Department of Health and Human Services is committed to protecting the citizens of Dallas County from the threat posed by the spread of infectious diseases through early detection, prompt investigation, vigilant surveillance and institution of rigorous control efforts aimed at reducing morbidity and mortality rates at a population level.

SERVICES

Education and consultation are available to the public, health care providers and other agencies (i.e., day care providers, work place sites, schools, etc.) for each program area listed below. Specific interventions to prevent the spread of reportable conditions are available depending on the program. See specific programs below. For information, consultation or an appointment call (214) 819-2004. APPOINTMENT REQUIRED FOR OFFICE VISITS.

VIRAL HEPATITIS

Viral hepatitis is an infectious disease that affects the liver. There are several types of viruses that cause this illness. The type of virus that causes the illness determines how the disease is transmitted from one person to another. Hepatitis means inflammation of the liver. Symptoms of hepatitis are similar no matter what type of virus causes it. Symptoms can include extreme fatigue, loss of appetite, nausea, vomiting and abdominal discomfort, followed within a few days by jaundice. The severity of symptoms varies from none to severe illness. Children have milder symptoms than adults. The most common types of viral hepatitis in the United States are listed below:

Type A hepatitis is transmitted from one person to another through the fecal-oral route. This means that the germ is found in the bowel movement of the patient and must get into another person's mouth to cause illness. Hand-washing is the most important way to protect yourself and others from getting this disease. Hepatitis A has a sudden onset of symptoms approximately 4 weeks after exposure. This illness is contagious from about 2 weeks before to about 1 week after onset of symptoms. There is no carrier state for hepatitis A. The Communicable Disease Division can provide immune globulin (IG) to household and intimate contacts of laboratory confirmed cases of hepatitis A. An appointment is required for this service. Day Care intervention with immune globulin (IG) is available in certain situations. There is a vaccine available to protect people from this illness but vaccine works best if given before an exposure has occurred. Hepatitis A vaccine is covered in the VFC program and is available through Immunization and Foreign Travel for a fee.

Type B hepatitis (acute) is most commonly transmitted from one person to another through sexual contact, needle sticks and blood exposure to non intact skin and mucous membranes. It can also be transmitted through exposure to sharp instruments contaminated with infected blood, such as tattooing, body piercing and acupuncture needles, sharing of razors, nail files, or toothbrushes with an infected person, following human bites or through blood received before 1975. An acute case of hepatitis B can be contagious for approximately 6 months. There is a gradual onset of symptoms with this illness. This division provides a screening test for intimate contacts of laboratory confirmed cases of acute hepatitis B. If it is determined that the contact has not had hepatitis B already, vaccine is provided. Approximately 90% of adults diagnosed with acute hepatitis B recover and remain immune to hepatitis B for life. About 1-10% of adults who get hepatitis B become chronic carriers. Infants and young children have a greater risk of becoming a chronic carrier.

Type B hepatitis (chronic carrier) is transmitted from one person to another in the same way acute hepatitis B is transmitted. A chronic carrier is someone who had acute hepatitis B and for some reason did not completely rid the body of the virus. Anyone still contagious after 6 months is usually considered a chronic
carrier. Approximately 10% of adults diagnosed with acute hepatitis B become chronic carriers. Because this person will be contagious for an extended period of time, this division provides vaccine to household as well as intimate contacts of laboratory confirmed cases. A blood test is done to insure that the contact has not already had hepatitis B. Type C hepatitis is usually transmitted from one person to another through blood to blood contact. There is no vaccine to protect against this illness and immune globulin is not considered a protective measure. Approximately 85% of people diagnosed with hepatitis C become chronic carriers. Type D hepatitis is transmitted through blood to blood and intimate contact. A person can get hepatitis D only if they are already infected with hepatitis B.

PERINATAL HEPATITIS B PROGRAM

Viral hepatitis B is a disease of the liver that occurs principally among adults and teenagers. Hepatitis B infection among babies and young children, however, often leads to serious consequences, including death from advanced liver disease in 25% of those who are infected at birth. In 1988, the U.S. Public Health Service/ The Advisory Committee on Immunization Practices (ACIP) published recommendations addressing prenatal hepatitis B surface antigen (HBsAg) screening and therapy to provide newborns protection against hepatitis B. The purpose of the Perinatal Hepatitis B Prevention Program is to prevent perinatal transmission of the hepatitis B virus (HBV) to infants delivered by women who are HBsAg-positive. Infants born to mothers who have a positive HBsAg test have a higher risk of becoming infected if left untreated, and 85% to 90% of those infected will subsequently become chronic carriers. HBV is transmitted through direct contact with blood and other body fluids. Hepatitis B immune globulin (HBIG) (0.5ml dose) and hepatitis B vaccine administered at birth, followed by two subsequent doses of vaccine at one and six months of age, can prevent more than 90% of these cases.

INVASIVE BACTERIAL DISEASES

The following diseases are caused by bacterial infections that invade a normally sterile site in the body. These sterile sites include spinal fluid, blood, synovial fluid (joint fluid), lungs, cells and others. Following are diseases included in this group of illnesses:

Haemophilus influenzae (type B)
Meningococcal infection
Legionellosis
Streptococcal (group A or B) disease, invasive
Listeriosis

This division provides antibiotic therapy (if financially necessary) to household and intimate contacts of invasive meningococcal and haemophilus infections. Symptoms to watch for 2 to 10 days after exposure to meningococcal disease include sudden onset of high fever, severe headache, stiff neck, and possibly vomiting and a rash. If these symptoms develop, a physician should be seen immediately and notified of the exposure to a meningococcal disease.

VACCINE PREVENTABLE DISEASE PROGRAM provides surveillance for

chicken pox
pertussis
diphtheria
polio
measles
rubella
mumps
tetanus

Laboratory screening is available for confirmation of diagnosis for measles, mumps, and rubella. Vaccine is available but works best if given before exposure. Specific antibiotics are available for household and close contacts to prevent the spread of pertussis.
ENTERIC DISEASE PROGRAM deals with diarrheal diseases. Most diseases in this category are transmitted through the fecal-oral route or through contaminated food or drink. This means that the germ is found in the bowel movement of the patient and must get into another person's mouth to cause illness. Hand-washing is the most important way to protect yourself and others from getting a disease in this category. Proper cooking and storage of food is also important. Diseases in this category include:

ANIMAL BITES AND RABIES VACCINE PROGRAM
Human rabies is reportable. Because there is no cure for rabies, prevention through immunization is very important and the only "treatment" for exposure to rabies. This program provides rabies vaccine to doctors whose patients need post-exposure rabies vaccine. A prescription is required. The patient pays the Texas Department of Health for this vaccine through insurance or monthly payments (dependent on income). The patient needs to call (214) 819-2004 for information and to make an appointment to pick up post-exposure rabies vaccine to transport to the prescribing physician. The patient needs to bring a prescription for the post exposure vaccine, a small ice chest with ice and an insurance card or proof of income to the appointment. This program also provides pre-exposure vaccination to individuals who are at high risk for possible exposure to rabies, such as animal control officers. There is a fee for this service and an appointment is required.

LEAD PROGRAM
This program takes reports of adults (15 years and older) with blood lead levels of 25 g/dL and greater and reports of children (birth through age 14 years) with blood lead levels of 10 g/dL and greater. Home visits are provided to Dallas County residents, who live outside the city of Dallas, to evaluate the cause of elevated blood lead levels in children with blood lead levels of 14 g/dL and greater. The Dallas City Health Department provides this service to residents of the city of Dallas.

ZOOINTIC DISEASE and VECTOR BORNE ILLNESSES
This program addresses diseases that are communicable from animals and insects to man. Diseases in this category include:

- Anthrax
- Hantavirus
- Relapsing fever
- Brucellosis
- Lyme Disease
- Spotted fever group, rickettsioses
- Dengue
- Malaria
- Typhus
- Ehrlichiosis
- Plague
- Yellow fever
- Encephalitis

PUBLIC SAFETY WORKER EXPOSURES
The Communicable Disease Prevention and Control Act, Health and Safety Code, §81.050, provides a mechanism by which an emergency medical service employee, paramedic, fire fighter, correctional officer, or law enforcement officer, (this group to be known as Public Safety Worker or PSW) who receives a bona fide exposure to a reportable disease in the course of employment or volunteer service may request the department or the department's designee to order testing of the person who may have exposed the worker. All licensed medical facilities must notify the local health authority when a PSW has been exposed to a
communicable disease. PSW personnel are required to present a sworn affidavit to the health authority to request testing of a person who may have exposed him/her to a reportable disease in the course of his/her duties.

Diseases
1. Diphtheria, measles, pertussis, meningococcal infections, plague, rubella, TB, viral hemorrhagic
2. AIDS, HIV infection, malaria, plague, syphilis, hepatitis.

Exposures requiring notification
Mouth-to-mouth resuscitation, throat exam, intubation, suctioning, fever.
Needlestick, penetrating puncture; or splatter or aerosol into eye, nose, mouth; or contamination of open wound or non-intact skin.

OCCUPATIONAL EXPOSURES and ACCIDENTS include work related conditions and accidents. These conditions are reported to specific Texas Department of Health Departments for follow-up. Conditions include:
- Acute Pesticide Poisoning
- Drowning and Near Drowning
- Asbestosis Silicosis

For information, consultation or an appointment call (214) 819-2004.

APPOINTMENT REQUIRED FOR OFFICE VISITS.

HANSEN'S DISEASE PROGRAM (LEPROSY)
The Regional Hansen's Disease Program of the U.S. Public Health Service, in cooperation with the Texas Department of Health Hansen's Disease Program, has organized a Hansen's Disease Project for North Texas. The project consists of providing case management, screening procedures, education, and referral for clients, families, and contacts. All services are provided to the client at no cost. Services available include the following:

Outpatient Care:
All services rendered in treatment of Hansen's disease and related conditions, as well as preventive care, should be approved prior to delivery to assure reimbursement. Complete and accurate records must be submitted within sixty days of services performed.

Medications:
Antibacterial medications will be supplied to the client at no cost. These can be delivered to the home by public health nurses who will assist with instruction about administration and expected results. Medication may also be obtained for treatment of complications due to drug therapy.

Laboratory Studies:
All lab studies required by protocol for monitoring drug therapy are made available and will be reimbursed. These services are available to clients in their home without the need of an office visit.

Diagnostic Studies:
Reimbursement is available for all prior approved studies needed to diagnose, confirm, or monitor conditions due to Hansen's disease, including pathology, surgical, radiology, and neurology services. A copy of the reports should be forwarded to the project coordinator.

Medical Consultative Services:
Primary care physicians may refer to physicians to perform specialty services. These may include ophthalmology, ENT, orthopedics, dermatology, neurology, and urology. These services will also be reimbursed if documentation is provided with findings and recommendations of exam. Prior approval is required.

Support Services:
Support services will be reimbursed if documentation is provided prior to performing services and reports are furnished documenting findings and recommendations. Also included is a full range of prosthetic devices and protective supplies available to clients. Prior approval is necessary for reimbursement.
Public Health Services:
Public health nursing personnel are available to assist in evaluation of clients and contacts, provide direct patient care, conduct contact exams, assist with medication and laboratory procedures, client, family, and contact education, and provide referral services.

Hansen's Disease Clinic:
Several clinics are operated to provide medical care to all clients in the service area at no cost to the client. The clinics are operated on an appointment basis and all services are provided through these comprehensive clinics, including specialty care, as well as management of complications, is available as well as consultative services.

Referrals:
A comprehensive referral base is maintained by the project coordinator of all services offered to Hansen's disease clients, family members, and contacts.

Inpatient Admissions:
Inpatient admissions of Hansen's disease patients are available in selected local hospitals. Reimbursement is available for all services performed in relation to the treatment of Hansen's disease. All admissions should be pre-authorized prior to admission. For management of long term care, complicated cases, or research cases, Summit Hospital in Baton Rouge, Louisiana is available. For details of inpatient services or to arrange admission, contact the project coordinator.
To receive additional information regarding services available, to refer clients, families, or contacts, to request public health nursing services, or request additional services, please contact:
Nancy Bernstein, B.S.N., R.N.
Hansen's Disease Project Coordinator
Dallas County Department of Health and Human Services
2377 North Stemmons Freeway, Suite 522
Dallas, Texas 75207
Appointment for Hansen's Disease Call: 214-819-2010
For information, consultation or an appointment call (214) 819-2004.
APPOINTMENT REQUIRED FOR OFFICE VISITS.
GO TO NEXT PAGE FOR STATISTICS FOR FREQUENCY OF EVENTS OF DISEASES REPORTED TO DCDHHS
Link to Texas Department of Health

Link to Center for Disease Control
ENVIRONMENTAL HEALTH DIVISION

WELCOME
On behalf of Dallas County Health and Human Services Department (Environmental Health Division), we welcome you to our Website. The Website will provide you with information regarding environmental activities such as food and drinking establishment inspections; public health complaints and investigations; water quality, nuisance abatement/illegal dumping activities; private sewerage facilities, vector/mosquito control, and animal control services. For additional information or assistance, feel free to call our office at (214) 819-2115, or fax us at (214) 819-2868.

OBJECTIVES/GOAL
Our objective/goal is to provide, prevent, and protect the citizens of Dallas County from diseases associated with food, animals, vectors, water, solid and liquid wastes, hazardous waste, etc., as required by federal, state, and local laws.

SERVICES AVAILABLE
1. Food Service Sanitation:
   Our division ensures that the many food establishments (restaurants, deli's, supermarkets, convenience stores, fast food facilities, etc.) in Dallas County maintain required standards of sanitation in order to minimize the likelihood of food-borne illness outbreaks. Registered Professional Sanitarians/Environmental Health Specialists inspect restaurants, retail food stores, and schools at least three times per year. Additionally, the division conducts food handlers courses during the year in which food prepares are taught sanitary food handling procedures. Also, our division reviews building plans for new food establishments, as well as newly remodeled food establishments. We are extremely proud of our Food Sanitation Program, and consider it to be one of the best.

2. Child Care Facilities:
   Our division ensures that minimum sanitation, safety, and communicable disease control standards are met in licensed daycare centers. This task is carried out by conducting one unannounced inspection per year of each facility, as required by the Texas Department of Human Services, which is the licensing authority. Besides daycare inspections, our division also inspects group day homes, foster homes, residential treatment centers, halfway houses, and boarding homes. One unannounced inspection per year is conducted by our Department, based on a request from the licensing authority.

3. Public Health Complaints/Investigations:
   The Dallas County Environmental Health Division is responsible for conducting on-site investigations regarding conditions that might be specifically declared to be nuisances dangerous to the public's health.

4. Water Quality:
   Based on complaints, on-site inspections/investigations are conducted. Normally, these complaints are related to public and private wells, in which samples are taken and submitted to an approved laboratory to determine if bacteria, hazardous chemicals, or heavy metal are present.

5. Nuisance Abatement/Illegal Dumping:
   Our division responds to complaints regarding public nuisances and illegal dumping activities. On-site inspections and investigations are conducted, with verbal warnings and the issuing of citations when required. The division works very closely with the County's District Attorney's Office, Texas Natural Resource Conservation Commission (TNRCC), Texas Department of Health (TDH), and Environmental Protection Agency (EPA). Two full-time certified police officers are employed and work out of the Environmental Health Division.

6. Private Sewerage Facilities:
   Due to ongoing complaints regarding overflowing septic systems, Dallas County Commissioners' Court passed a Court Order establishing Septic Tank Regulations in Dallas County. The Court Order became effective August 15, 1977. On October 6, 1998, the Court Order was amended in order to comply with state law regarding the adoption of the latest "Regulations for On-Site Sewerage Facilities", authorized by the Texas Natural Resource Conservation Commission (TNRCC), 30 Texas Administrative Code 285.1-285.91, Chapter 366 of the Health and Safety Code. Restrictions: Dallas County is exempt from the Ten (10) acre rule.

7. Vector Control:
   The Environmental Health Division provides certain services for control of vectors of communicable diseases (vectors include mosquitoes, rodents, ticks, fleas, etc.). An adult mosquito surveillance program is carried out to detect early warning/presence of arbovirus in a given area. Live adult mosquito samples are collected and submitted to the state lab in Austin for St. Louis Encephalitis (S. L. E.) detection. In addition, 100 sentinel chickens are distributed throughout Dallas County, in which blood samples are taken each
month and submitted to the state lab in Austin for testing to determine the presence of the virus. Also, 10 black jars are distributed throughout the County, in which eggs are collected and identified. This program is needed to prevent yellow fever and dengue in relation to Aedes aegypti mosquitoes.

Other control measures such as larviciding (killing mosquito larvae in standing water) and adulticiding (utilizing a truck mounted sprayer to fog residential areas) are used based on complaints and the types of mosquitoes that are present. Identification and consultative advice are given to the general public regarding vectors, rodents, and chemical controls by the County Entomologist. Staff responds to complaints in residential areas and provide educational materials to citizens regarding insects, rodents, etc.

8. Animal Control:
Our Animal Control Section is responsible for preventing and controlling outbreaks of Rabies in Dallas County. This process is carried out by responding to animal control complaints, such as bites, cruelty to animals, stray animals running at large, etc. In addition, animals are routinely quarantined and observed for several days.

Note: As required by State Law, the Dallas County Health and Human Services Department (Environmental Health Division), is responsible for protecting the environment in all unincorporated areas of Dallas County. In addition, the County Environmental Health Division presently contracts with several cities, which covers restaurant/retail food inspections as well as other environmental issues.

Note: All inspectors are required to be Registered Professional Sanitarians/Environmental Health Specialists.

CURRENT FEES
Food and Drinking Establishments $150.00 per year
$ 50.00 per inspection Minimum 3 inspections
Temporary Food Establishments (0 - 14 days) $ 35.00 - plus $5.00 for each day of operation
Daycare Centers $ 1.00 per/authorized child
Group Day Homes No fee at this time
Foster Homes No fee at this time
Residential Treatment Centers $ 50.00 (Annual Inspection)
Boarding Homes, Halfway Houses, Emergency Shelters $ 50.00 (Annual Inspection)
FHA, VA, Conventional Loans Inspections $ 75.00 Licensed System
$100.00 - Non-Licensed System
Septic Tank Inspection (Including Consultation) $210.00
Subdivision Plat Approval $125.00
Animal Control Services $ 50.00/day - Transport Fee (Vicious dog)
$ 25.00/day - Transport Fee (Non-vicious dog)
$ 5.00/day - Quarantine Fee
$ 10.00/day - Quarantine Fee (Vicious dog)
Water Sampling $ 25.00 per sample
Food Handler’s Course $ 5.00 per participantLAWS

Laws relating to Food and Drinking Establishments: Refer to the Texas Department of Health; rules authorized by the Texas Board of Health, Chapter 437 of the Texas Health and Safety Code; 25 Texas Administration Code (TAC) Chapter 229, Sections 229.161 - 229-175.


Laws relating to Animal Control: Refer to Chapter 826, Health and Safety Code.

Laws relating to Nuisances and General Sanitation: Refer to Chapter 341, Health and Safety Code.

Laws relating to the Abatement of Public Nuisances in certain counties: Refer to Chapter 343, Health and Safety Code.

Laws relating to Litter: Refer to Chapter 365, Health and Safety Code.

RELATED LINKS
1) Laws relating to Texas Department of Health - Food Establishments
2) Laws relating to Texas Department of Health - Animal Control
3) Laws relating to Private Sewerage Facilities
4) TDH for General Sanitation
HEALTH EDUCATION

WELCOME The Dallas County Health and Human Services Health Education Department would like to welcome you to our Website. The Website is designed to help you with your Health Education needs. For additional information or to schedule presentations, please feel free to call our office at (214) 819-2029 or (214) 819-2033, or fax us at (214) 819-2045.

OBJECTIVE
Our objective is to provide quality information during our presentations and through our literature to Dallas County residents on various health topics that would promote disease prevention and intervention.

SERVICES AVAILABLE
1. Presentations
   The Dallas County Health Education Department provides presentations and literature on various health issues such as abstinence, breast care, communicable diseases, diabetes, hygiene, immunizations, nutrition, STD=s/HIV, tobacco awareness and tuberculosis to schools, work sites, community organizations and other interested groups.

2. Health Fairs
   Our division attends Health Fairs in order to promote health education on a greater scale. Also, to provide diabetic screening to his risk populations.

CURRENT FEES
1. Presentations no fee at this time
2. Health Fairs no fee at this time
3. Tattoo Removal Program based on a sliding fee scale

RELATED LINKS FOR CATALOG AND PAMPHLETS
Link to TDH for most up-to-date listing of Forms and Literature Catalog - Fax # (512)458-7707
TATTOO REMOVAL PROGRAM

WELCOME
The Dallas County Health and Human Services Tattoo Removal Program would like to welcome you to our Website. The Website is designed to help people remove tattoos that are visible and provide them with a second chance. For more information call (214) 819-2189.

OBJECTIVE
Our objective is to provide Tattoo Removals in order to help people turn their lives around. Visible tattoos may be a serious obstacle to getting a job and building a new future.

SERVICES AVAILABLE
An individual can be referred for tattoo removal screening by a Probation Officer, School Official or anyone in the community. Individuals may also make self referrals.

CURRENT FEES: Tattoo Removal Program based on a sliding fee scale
You have accessed the DCHHS GRANTS/WELFARE/Housing Program Website. This is an integrated program combining County Welfare, CEAP, HIV Grants and Weatherization Program. We hope the information provided here will be beneficial to you

1. County Welfare Program
2. Comprehensive Energy Assistance Program (CEAP)
3. HIV Grants Division
4. Weatherization Program
5. Dallas County Older Adult Services Program
6. Dallas County Housing Agency
WELFARE DIVISION

GOAL
To provide temporary financial assistance to indigent, disabled residents of Dallas County in an efficient and effective manner.

Services available
Dallas County Welfare division provides short-term emergency financial assistance to eligible persons and families residing in Dallas County. In order to be eligible for such an assistance an applicant must be disabled or the primary caretaker must have a disability. In addition, an applicant cannot be receiving any other form of government or private assistance. These strict requirements ensure that Dallas County truly is a safety net for indigent residents. The County Welfare program is temporary until the individual is able to return to work or until they develop other resources such as Social Security Income (SSI), Worker's Compensation, or Social Security Disability Income (SSDI). Assistance is usually in the form of rental, room & board, utility, transportation and food.

Stakeholders/Customer: Indigent Dallas County residents are the primary customers of the Welfare program.
Please call for information (214)819-2000
CEAP

WELCOME

Welcome to the website of Dallas County Health and Human Services, Comprehensive Energy Assistance Program (CEAP). DCHHS provides short-term assistance with shelter, food, and transportation for Dallas County residents, operates a nutrition program for senior citizens, and administers several public housing programs.

PROGRAM OBJECTIVES

Dallas County proposes to adopt the objective to increase efficiency of energy usage while protecting health and safety of low-income households. Dallas County will track energy savings for those CEAP recipient households that also receive weatherization assistance to evaluate the achievement of the objective.

SERVICES AVAILABLE

This program provides a wide range of assistance to income eligible residents who reside in Dallas County. The Dallas County CEAP program:

1) Assists a household in developing goals for self-sufficiency through case management and a co-pay utility plan;

2) provides relief to those low-income elderly and physically impaired households most vulnerable to the high cost for home heating and cooling;

3) provides one-time assistance in an energy related crisis;

4) Addresses inefficient home heating and cooling appliances through a retrofit, repair and replacement program;

DCHHS provides these services through the four (4) components and also provides educational information on the Weatherization and TU Electric Piggy-back programs to interested clients. Weatherization referrals are based on Eligibility Referral Specialists’ review of client’s twelve (12) month billing history for electric/gas consumption. Based on the billing history and the heating/cooling survey a need is determined for referral into weatherization program. Referrals are made on an ongoing basis.

APPLICANT INTAKE PROCESS

Potential clients enter the program by appointments through telephone calls, walk-ins and referrals by other social service providers. At the time of appointment Receptionist generates a case file with all necessary documentation. The Eligibility Referral Specialist interviews client verifying all documentation provided and makes an overall assessment of the household need. Client’s eligibility for the program is determined and all necessary CEAP forms are completed. Please call for information at (214)819-1848
HIV Grants Division

The HIV Grants Division of Dallas County Health and Human Services is responsible for administering over 16 million dollars in federal and state HIV/AIDS grants. These grants include Ryan White Title I, Ryan White Title II, the Housing Opportunities for Persons with HIV/AIDS (HOPWA) grant, and the State of Texas HIV Health and Social Services grant. All grants are intended to provide HIV-related health and social services to persons living with HIV/AIDS.

The HIV Grants Division administers these grants in order to pay for services within an eight county service delivery area which includes Collin, Dallas, Denton, Ellis, Henderson, Hunt, Kaufman, and Rockwall counties. In fiscal year 2000, the following services were contracted to HIV/AIDS service providers in the Dallas service delivery area.

<table>
<thead>
<tr>
<th>Medical Care</th>
<th>Home Health Care</th>
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<tbody>
<tr>
<td>Medical Case Management</td>
<td>Hospice Care</td>
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<tr>
<td>Drug Reimbursement</td>
<td>Mental Health</td>
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<tr>
<td>Transportation of Medicine</td>
<td>Insurance Assistance</td>
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<tr>
<td>Dental Care</td>
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<tr>
<td>Housing Facility Operations</td>
<td>Information and Referral</td>
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<td>Food Pantry</td>
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<tr>
<td>Congregate Meals</td>
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<tr>
<td>Home Delivered Meals</td>
<td>Legal Services</td>
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<td>Transportation</td>
<td>Day/Respite Care for Adults</td>
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<tr>
<td>Comprehensive Case Management</td>
<td>Day/Respite Care for Children</td>
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<tr>
<td>Client Advocacy</td>
<td>Buddy/Companion Services</td>
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In order to find out more about these services, contact the HIV/AIDS service hotline at 1-800-924-AIDS. In order to find out more about obtaining funding to provide services to people living with HIV/AIDS, contact Tom Thomas at (214) 819-1849.
Weatherization Assistance Program
The Dallas County Weatherization Assistance Program (WAP) provides assistance to income eligible households by weatherizing their homes to promote energy conservation and reduce the impact of high utility cost to households. Please call (214) 819-2882 for WAP applications.

I. COMPLETED WEATHERIZATION APPLICATION
The application consists of six pages (including the cover sheet). All pages, with the exception of page four, must be completed before the application is submitted to our agency. All incomplete applications will be returned to the applicant agency for re-submission.

II. INCOME DOCUMENTATION
Applicants for the Weatherization Assistance Program must submit copies of income documentation (this includes documentation of all persons who reside in the dwelling). Copies of income documentation must be current. Once the application has been submitted, the Weatherization Assistance Program staff will determine if the client is eligible for the program. Applications submitted without the income documentation or containing insufficient income documentation cannot be processed and will be returned to the agency. When the application has been corrected, the agency may resubmit the application for processing.

III. LANDLORD INFORMATION FOR RENTAL UNITS
Dallas County Weatherization Assistance Program requires financial participation from landlords to avoid undue or excessive enhancement in the value of rental dwelling units resulting from the provision of weatherization services. For units where landlords pay the heating/cooling costs, the Weatherization Assistance Program will require the landlord to pay 35% of the total cost of weatherizing the rental unit. If the client pays the heating/cooling costs, the landlord will be required to pay 25% of the total cost for weatherizing the rental unit.

The tenant shall not be denied weatherization services based on the landlords inability to financially participate. In the case of the landlords inability to participate, the Weatherization Assistance Program will ensure that no undue or excessive enhancement will occur to the unit. The landlord must provide complete financial records substantiating the inability to contribute funds. Landlords who are willing to participate financially will be accorded priority in the receipt of weatherization services over building landlords who are not willing to participate.

Dallas County Weatherization Assistance Program has an approximate waiting list of twelve months for priority clients. Low priority clients may be on the wait list for an undetermined amount of time. This needs to be explained to the client, at the time the client applies for this program. The prioritization of the wait list is determined by the program staff using a prioritization schedule.

The Weatherization Assistance Program is designed for energy savings and is not a rehabilitation program. Caseworkers referring clients to the Weatherization Assistance Program should explain this program as an energy and cost savings program and not a rehabilitation program. The programs guidelines allow us to install materials (solid core doors, storm windows, insulation, caulk etc.) that will reduce the energy cost on the clients dwelling. The program cannot install materials (roof, electrical, plumbing, etc.) that is is considered rehabilitation on the clients dwelling. The material installed or repairs performed, on the clients dwelling, will be determined by the assessment and computer audits mandated by TDHCA.

Each dwelling will be assessed and a computer audit performed before the Weatherization Assistance Program assessor will know the exact measures that will be taken. Dwellings may be determined non-feasible and denied the Weatherization Assistance Program services if the test readings performed on the dwellings are too high. These clients will be referred to a city rehabilitation program that may be able to assist them.

At the time of the assessment, clients may lease energy saving compact flourescent light bulbs if the client resides in a TXU serviced area. The Compact Flourescent Lights (CFL) will give more light and use less
electricity than a regular incandescent light bulb. As an example a 25 watt CFL will produce the same amount of light as a 100 watt incandescent light bulb. The 25 watt CFL will use a quarter of the electricity that a 100 watt incandescent light bulb uses. The CFL used four hours a day, will have a life span of seven years (10,000 hours). The CFL Lights lease for $0.25 each per month for a 48 month period.

The Weatherization Assistance Program Staff will also test refrigerators to determine the average energy consumption that the refrigerators use per year. Refrigerators using more than 1675 KWH of electricity per year will be eligible for the replacement of a new energy efficient refrigerator. The client will have the opportunity to lease the new energy efficient refrigerator at $8.00 per month for 48 months. Refrigerators using 1210 KWH per year will be eligible for an outright purchase. The price of a refrigerator for outright purchase is $210. Clients will be required to pay in full by check or money order (NO CASH WILL BE ACCEPTED) at the time of the assessment. The term for any item leased is 48 months. After the lease has been completed, the item that was leased will be the property of the client. If the client has trouble with the leased product the client will need to contact TXU at the number on their lease agreement. TXU will handle any and all warranty repairs on leased items.

The Program Staff will also install water saving devices in the client dwellings. This includes kitchen aerators, bathroom aerators, and shower heads. The aerators and shower heads installed are low consumption water saving devices. Even though these are low consumption devices they normally do not affect the water pressure of the faucets or showers. These items will be installed on the clients dwelling at no cost to the client.

This packet covers basic information for the Dallas County Weatherization Assistance Program. If you have any questions please call the WAP-Clerk at (214) 819-2882.
Older Adult Services Program

WELCOME

Welcome to the web site of Dallas County Older Adult Services Program. The Dallas County Older Adult Services Program has been providing services through community senior citizen centers since 1972. Through the cooperative efforts of local churches, non-profit organizations, the Dallas Area Agency on Aging, Dallas County and surrounding municipalities, the program continues to address many of the needs of older Dallas County residents.

Each year, over 10,000 older citizens take part in the program. They make friends, develop new interests, and become more active and independent. There are no fees associated with the program, though, voluntary contributions are encouraged. Senior centers are open between the hours of 9:00 a.m. and 2:00 p.m. If you know of someone who would benefit from the services provided, please contact our office at (214) 819-1860.

If you would like more information about the program, or if you

Why should a senior citizen attend a Dallas County Senior Center?

Appetizing and nutritionally balanced meals.

Health screenings and preventive health services

Trips to special events and local points of interest.

Dances, concerts, and opportunities to enjoy life-enriching activities, such as arts and crafts.

Transportation to and from the Senior Center within a designated service area.

These services are offered in a friendly and supportive environment that encourages social activity and fellowship. Center activities present opportunities that ensure an independent lifestyle and a high quality of life for participating older adults.

Dallas County Senior Citizen Centers

Balch Springs
2919 Balch Springs
972/286-9317
Cedar Crest
1007 Hutchins Rd.
214/941-7404
Church Street
121 W. Church St.
972/262-6673
Concord
6808 Boulder
214/331-8522
Duncanville
206 James Collins
972/780-5073
Elmwood
1315 Berkley
214/330-7144
Happy House
5111 Capitol Ave.
214/824-6724
Hutchins
500 W. Hickman
972/225-1032
Jefferson
1617 W. Jefferson
214/943-3304
Juanita Craft
4500 Spring Ave
214/670-8203
King/New Beg
114 W Hobson
214/670-7595
Lancaster
100 N. Henry
972/227-2650
MLK
2901 Pennsylvania
214/670-8169
Mountain View
4849 W Illinois Ave. E Foyer
214/819-1860
Pleasant Grove
7224 Umphress
214/398-5215
Polk/Mbird
6801 Roper
214/670-6308
Richard Hsu
2129 E. Arapaho
972/231-7969
South
2500 Romine
214/421-5301
Sunshine
8341 Elam Rd.
214/398-6619
West
2828 Fish Trap
214/670-6350
Mountain View
4849 W. Illinois
(214)819-1860
White Rock
9100 Diceman
214/328-4863

The Dallas County Older Adult Services Program does not discriminate on the basis of race, creed, color, sex, age, ancestry, national origin, religion, or handicap in services or employment. The program is funded in part by the Texas Department on Aging, Dallas Area Agency on Aging and Dallas County.
Keeping Older Adults Happy!
DALLAS COUNTY HOUSING AGENCY

SERVICES AVAILABLE
Section 8 Housing Assistance Program
Family Self Sufficiency Program
Home Loan Counseling Center
Section 8 Homeownership Program
Walker Distress Fund Program

DESCRIPTION OF EACH SERVICES

Section 8 Housing Assistance Program
Assist low and moderate income renters to afford decent, safe and sanitary housing. The program provides financial assistance, counseling and housing inspection services. Applications for assistance are accepted when the Waiting List is open. A contact person is Jay Reyno, Housing Administrator, (214) 819-1871.

Family Self Sufficiency Program
Provides supportive services to enable participants to achieve economic independence and self-sufficiency. The program assists eligible Section 8 Program participants in acquiring basic educational needs, developing employment skills and training. Program participation is up to five years during which time participant must seek and maintain suitable employment. A contact person is Anglinette Stratford, FSS Program Coordinator, (214) 819-1871.

Home Loan Counseling Center
Provides financial, educational and counseling assistance to enable low and moderate income families to become homeowners. At no cost to the prospective first-time home buyer the program offers counseling in pre-purchase, pre-occupancy, budgeting, post purchase, mortgage default and HECM. The program also provides financial assistance through the Upfront Cost Assistance Program (UPCAP) to qualified first-time home buyers. A contact person is Jamie Fitchko, Home Loan Counseling Center Administrator, (214) 819-6060.

Section 8 Homeownership Program
(This is a new program at Dallas County that will be operative in FY 2000-2001). The Program provides homeownership opportunities to eligible Section 8 Program participants. Section 8 financial assistance can be applied for homeownership purposes. A contact person is Jamie Fitchko, Home Loan Counseling Center Administrator, (214) 819-6060.

Walker Distress Fund Program
Assist families residing in eligible WALKER Section 3.5 units who experience an involuntary decline in income. Program provides up to three months rental, mortgage and utility payments in a twelve-month period. A contact person is Margaret Ogun, Walker Distress Program Coordinator, (214) 819-1871.
The Dallas County Jail Health Program, a division of the Dallas County Health and Human Services, provides full medical services for adult male and female inmates. These services include General Internal Medical Care, Minor Surgical Care and Full Psychiatric Services.

Our staff consists of a Full Time Medical Director, as well as, a Full Time Nursing Director, each of whom supervise approximately 100 nurses both L.V.N. and R.N., as well as Full Time and Part Time Primary Care Physicians. In addition we are staffed with a Full Time Psychiatric Director, as well as, a Full Time Women’s Health Director. Our goal at the Jail is to provide as many medical services as possible on campus without sacrificing any quality inmate health care.

For emergencies and sub-specialty clinic needs, we utilize Parkland Memorial Hospital a county hospital in Dallas, Texas.

In essence we are a 24 hours operation which is fully staffed by both nurses and physicians. In addition, we have a fully staffed Pharmacy which is an extension of the county hospital pharmacy.
JAIL PSYCHIATRY DIVISION

Jail Psychiatry provides screening, evaluation, and treatment for mental illness at the Lew Sterrett Criminal Justice Center. The team treats schizophrenia, mood disorders, other serious mental illnesses, and screens for suicidal risk. Referrals come from several sources. Inmates are evaluated upon arrival at jail. Other referrals come from the Sheriff’s Department, the inmates themselves or their cell mates, family members, health care providers, attorneys, community groups, and former detention facilities from which the inmates may have been transferred.

Psychiatric staff includes board-certified psychiatrists, psychiatric nurses, psychologists, counselors, and caseworkers. Staff, including physicians, are in-house seven days a week, and respond to emergencies 24-hours a day.

The jail has a pharmacy in-house. For security reasons, we do not accept patient medication from families, but will attempt to get a refill to an inmate rapidly.

Contact information:
If you need to refer an inmate for services, please call (214) 653-2845 with the inmate’s full name. Provide the date of birth and jail location if you have that information.

Our mailing address is:

Psychiatry Department
Lew Sterrett Criminal Justice Center
111 Commerce St.
Dallas, TX 75207-7401
(214) 653-2845
LABORATORY

Services
Provides required testing for the major diseases of public health concern, such as sexually transmitted diseases and tuberculosis; Mycobacterial isolation and identification; Screening feces for salmonella and shigella spp.; Group A Streptococci Screen, Blood lead screening, and Laboratory screening for pathogens with high case fatality rates such as plague, anthrax, etc., and Laboratory training for Health Care Providers in cooperation with STD Training Center.
JUVENILE DETENTION CENTER

Services Available
The health services provided at Juvenile Detention Center include intake screening for tuberculosis, chlamydia, gonorrhea, pregnancy, use of illicit drugs, and psychiatric illnesses. Physical examination is done at intake on all detainees. Daily sick calls are evaluated by a full time Physician. Health education is given to detainees appropriate to their age on methods of preventing communicable diseases such as sexually transmitted diseases, Viral hepatitis, and Tuberculosis. Emergency referral is provided following proper medical evaluation by a doctor.
TO: COMMISSIONERS COURT
FROM: Betty Culbreath-Lister, Director
DATE: February 6, 2001

SUBJECT: SECTION 8 HOMEOWNERSHIP PROGRAM

BACKGROUND

Commissioners Court has expressed an interest in developing a Section 8 Homeownership Program, in conjunction with the Home Loan Counseling Center, in order to expand home ownership opportunities to low and moderate income Section 8 rental families in Dallas County. This program will enable qualified Section 8 tenants to become home owners by converting their current rental subsidy voucher to landlords into a monthly mortgage subsidy toward the purchase of a home.

Toward this objective, HLCC staff has begun preliminary work. Staff has made presentations to two lenders, both of whom have expressed an initial interest in making mortgage loans for the program and currently have it under advisement. Staff plans to meet with one additional lender as well as Fannie Mae to present this home ownership program within the next month. Additionally, staff has attended a Section 8 Homeownership training session in Austin sponsored by the Texas NAHRO organization which served as an introduction and overview of the HUD regulations. Further, a letter has been sent to the Fort Worth HUD office asking for clarification on several program regulations and to establish a specific contact person in that office to whom we can direct future communications and submit the County’s Section 8 Homeownership administrative plan once it is completed.

FISCAL IMPACT

There is no separate or additional Section 8 funding available from HUD to operate this program. Therefore, staff will be working with HHS administration and the Planning & Development director to ascertain available funding for an additional HLCC home loan counselor position for this new program as well as additional budget funds for office furniture, equipment and supplies. A projected budget will be presented to Court along with the program’s administrative plan at a later date.

OPERATIONAL IMPACT

An additional HLCC housing counselor position will be needed to work with the Section 8 Family Self-Sufficiency coordinator to implement this program. Responsibilities of this position will include coordinating the selection of qualified Section 8 tenants, development of savings accounts with these tenants, expansion of the current home ownership curriculum to include extensive pre and post home ownership counseling over a long period of time to ensure successful home owners, working with lenders, realtors, and title companies in the home purchase process at a much more in-depth level due to the HUD regulations involved with this program.
Statistics show that 45% of the current Section 8 tenants are employed. When we begin the program and processing of applicants for home ownership an estimate can be made of potential tenants who may become home owners. Realistically, it should be feasible to convert 25 to 50 Section 8 rental subsidy families into Section 8 Homeownership within twelve months of starting the program.

HLCC desires to move forth with implementation of the Section 8 Homeownership Program, staff will continue to work on developing an administrative plan and can have this plan ready to present for Court’s approval by April 1.

LEGAL IMPACT

The Section 8 Homeownership administrative plan will be submitted to the Civil District Attorney’s office for review prior to submission to Commissioners Court. The administrative plan will be written to adhere to all HUD mandated regulations.

RECOMMENDATION

Therefore, it is recommended that the Dallas County Commissioners Court does hereby authorize proceeding with development of an administrative plan for Court approval.

Recommended by: Betty Culbreth-Lister, Director

cc: J. Allen Clemson, County Administrator
Virginia Porter, County Auditor
January 31, 2001

TO: Commissioners Court

THRU: Dan Savage, Assistant Administrator for Operations

FROM: Jim Barrett, Assistant Director, Facilities Management

SUBJECT: Old Criminal Courts Building - Stained Glass Skylights Project

BACKGROUND OF ISSUE:

The Old Criminal Courts Building, constructed in 1913, has three ornamental stained glass skylights over the second floor hallway. These skylights have deteriorated to the level that repairs are required in order to preserve a safe environment in this facility.

IMPACT/OPERATION:

Refurbishment of these skylights will not affect County operations. Removal and reinstallation will be performed after normal business hours.

LEGAL:

Bids were advertised in accordance with Dallas County Policy.

M/WBE INFORMATION:

The M/WBE Coordinator shall supply the certification report.

FINANCIAL IMPACT:

Funding for renovation/replacements is available in 126 (Permanent Improvements) 08130 (Building and Land Improvements) 70038 (Minor Building Alterations) 2001 (FY2001). Options are as follows:

Option 1: Remove, restore and reinstall three stained glass skylights $23,000.00

Option 2: Remove, restore and crate the three skylights. Install opaque plexiglass in place of stained glass. Determine possible usage of stained glass panels at later date.

$25,000.00

600 Commerce, 9th Floor
George L. Allen Sr., Courts Building Dallas, Texas 75202

(214) 653-7175

Fax (214) 653-6822
Option 3: Remove stained glass panels and crate. Install opaque plexiglass in their place. $15,000.00

RECOMMENDATION:

Facilities Management recommends, due to the historic nature of this facility, that Commissioners Court approves Option 1 at an estimated cost of $23,000.00.

APPROVED BY:

[Signature]
Dan Savage.
Assistant Administrator for Operations

JB alh
January 31, 2001

To: Commissioners Court

Through: Dan Savage, Assistant Administrator for Operations

From: Chris Thompson, Director, Communications & Central Services

Subject: Amendment to Contract for Texas Automated Victim Notification Pilot Study

Background of Issue
In May of last year, the Court approved participation in the state Automated Victim Notification Pilot Study. The contract was forwarded to the state Attorney General’s Office for their execution. The state’s internal review and approval process was not completed until July. The first billing date by VINE (now Appriss), although covered by the grant period as stated in their contract, was prior to the date of signing by the Attorney General’s Office (AGO).

THE AGO is requesting an amendment to the contract to change the effective date from the date of signing to the beginning of the grant period, so that costs may be covered by grant funds as outlined in the contract.

Impact on Operations
None.

Financial Considerations
Approving the amendment will enable the AGO to reimburse Dallas County $20,500.

Legal Considerations
A copy of the amendment was provided for the District Attorney’s review and comment.

Recommendation
Approve the attached amendment.

CT/sh

Attachment
January 17, 2001

Chris Thompson, Director
Communications and Central Services
509 Main, Suite 608
Dallas, TX 75202

Dear Mr. Thompson:

This letter is in reference to Contract No.00-09216 between the Office of the Attorney General (OAG) and Dallas County regarding the Statewide Automated Victim Notification Pilot Study. Attached is an amendment to this contract for review and approval by the Dallas County Commissioners’ Court.

Background:
Dallas County Commissioners’ Court approved and signed the contract with the OAG for participation in the pilot study and also approved and signed a separate contract with The VINE Company. The OAG contract was forwarded for internal review and approval by staff of the Attorney General’s Office. However, the first billing date by VINE, although covered by the grant period as stated in their contract, was prior to the date of signing by the Attorney General’s Office. The total amount for this billing was $20,500.

Reason for Amendment:
We are requesting an amendment to Article 4 of the contract to change the effective date from the date of signing to the beginning of the grant period, so that costs may be covered by grant funds as outlined in the contract. Article 4 states "Nothing herein shall prevent the parties from revising the period of this contract by written agreement at a later date."

The Year 2 contract has been written in such a way that January 1, 2001, the start date of the grant period, is the effective date as to avoid this problem in the future.

Please feel free to contact me at (512) 936-1653, or Dr. Dawn Wiatrek at (512) 936-6423, should you have any questions.

Sincerely,

Dr. Brian Ogawa
Director
Crime Victims’ Institute
AMENDMENT TO THE CONTRACT FOR
TEXAS AUTOMATED VICTIM NOTIFICATION PILOT STUDY

STATE OF TEXAS

COUNTY OF TRAVIS

OAG Contract No. 00-09216.A1

THIS CONTRACT AMENDMENT is made and entered into by and between the Office of the
Attorney General of the State of Texas, hereinafter referred to as “OAG,” and Dallas County,
hereinafter referred to as “County”. The parties hereto severally and collectively have agreed and
by the execution hereof are bound to the mutual obligations and performance of the tasks hereinafter
described.

INDUCEMENTS

Whereas, on or about July 25, 2000, the OAG and the County agreed to and executed that certain
County contract identified as OAG Contract No. 00-09216, hereinafter the"Original Contract."

Whereas, the OAG and County desire to amend and or modify, alter, excise or add certain terms,
conditions and/or mutual covenants of the Original Contract as set forth hereinafter.

Whereas, the OAG and the County intend to create a new contract consisting of the new amended
and or modified, altered, excised or added terms, conditions and/or mutual covenants of this
Amendment to The Contract For Texas Automated Victim Notification Pilot Study and the
remaining unchanged provisions of the Original Contract.

NOW, THEREFORE, in consideration of the inducements, mutual covenants and conditions herein
contained, the parties agree as follows:

SECTION 1. MODIFICATIONS

1.1 First Modification. The OAG and County agree to modify and amend the Original Contract
provision(s) ARTICLE 4. CONTRACT TERM, to read as follows:

ARTICLE 4. CONTRACT TERM

4.1 This term of this contract shall commence upon January 1, 2000 and terminate on
December 31, 2000, unless terminated earlier (1) when, in the OAG's sole
determination, PILOT STUDY COUNTY has defaulted on any of its obligations
under this contract or (2) as provided by another provision of this contract. No
commitment of contract funds is permitted prior to the first day or subsequent to the
last day of the contract period. Nothing herein shall prevent the parties from revising
4.2 Subject to the availability of future Grant Funds for this project and the agreement of the parties, this contract may be renewed for an additional period to coincide with the term of future Grants, if any, not to exceed twelve months. Such renewal shall be by a written document executed with the same formalities as this contract.

SECTION 2. ENTIRE AGREEMENT

The entire agreement between the OAG and the County consists of the new amended and or modified, altered, excised or added terms, conditions and/or mutual covenants of this Amendment to the Contract For Texas Automated Victim Notification Pilot Study and the remaining unchanged provisions of the Original Contract. No 00-09216 prior agreement or understanding, oral or otherwise, of the parties or their agents will be valid or enforceable unless embodied in this contract.

IN WITNESS THEREOF, THE PARTIES HAVE SIGNED AND EXECUTED THIS CONTRACT IN DUPLICATE COUNTERPARTS.

Office of the Attorney General

Dallas County

Andy Taylor
First Assistant Attorney General

Lee F. Jackson, County Judge

Date: __________________________

Date: __________________________
January 25, 2001

To: John Dahill, Assistant District Attorney

From: Chris Thompson, Director, Communications & Central Services

Subject: Amendment to Contract No. 00-09216 between the Office of the Attorney General and Dallas County

Our execution of this contract was subsequent to the effective date for the grant funding this contract. As the state contract allowed the VINEs company to recover development costs from all participating counties, the invoice is dated prior to our contract execution. For us to recover these costs, an amendment is attached to change the effective date to correspond with the grant start date.

Please review and advise.

CT/sh

Attachment
January 17, 2001

Chris Thompson, Director
Communications and Central Services
509 Main, Suite 608
Dallas, TX 75202

Dear Mr. Thompson:

This letter is in reference to Contract No.00-09216 between the Office of the Attorney General (OAG) and Dallas County regarding the Statewide Automated Victim Notification Pilot Study. Attached is an amendment to this contract for review and approval by the Dallas County Commissioners’ Court.

**Background:**
Dallas County Commissioners’ Court approved and signed the contract with the OAG for participation in the pilot study and also approved and signed a separate contract with The VINE Company. The OAG contract was forwarded for internal review and approval by staff of the Attorney General’s Office. However, the first billing date by VINE, although covered by the grant period as stated in their contract, was prior to the date of signing by the Attorney General’s Office. The total amount for this billing was $20,500.

**Reason for Amendment:**
We are requesting an amendment to Article 4 of the contract to change the effective date from the date of signing to the beginning of the grant period, so that costs may be covered by grant funds as outlined in the contract. Article 4 states "Nothing herein shall prevent the parties from revising the period of this contract by written agreement at a later date."

The Year 2 contract has been written in such a way that January 1, 2001, the start date of the grant period, is the effective date as to avoid this problem in the future.

Please feel free to contact me at (512) 936-1653, or Dr. Dawn Wiatrek at (512) 936-6423, should you have any questions.

Sincerely,

Dr. Brian Ogawa
Director
Crime Victims’ Institute
AMENDMENT TO THE CONTRACT FOR
TEXAS AUTOMATED VICTIM NOTIFICATION PILOT STUDY

STATE OF TEXAS § OAG Contract No. 00-09216.A1

COUNTY OF TRAVIS §

THIS CONTRACT AMENDMENT is made and entered into by and between the Office of the Attorney General of the State of Texas, hereinafter referred to as “OAG,” and Dallas County, hereinafter referred to as “County”. The parties hereto severally and collectively have agreed and by the execution hereof are bound to the mutual obligations and performance of the tasks hereinafter described.

INDUCEMENTS

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Whereas, the OAG and County desire to amend and or modify, alter, excise or add certain terms, conditions and/or mutual covenants of the Original Contract as set forth hereinafter.

Whereas, the OAG and the County intend to create a new contract consisting of the new amended and or modified, altered, excised or added terms, conditions and/or mutual covenants of this Amendment to The Contract For Texas Automated Victim Notification Pilot Study and the remaining unchanged provisions of the Original Contract.

NOW, THEREFORE, in consideration of the inducements, mutual covenants and conditions herein contained, the parties agree as follows:

SECTION 1. MODIFICATIONS

1.1 First Modification. The OAG and County agree to modify and amend the Original Contract provision(s) ARTICLE 4. CONTRACT TERM, to read as follows:

ARTICLE 4. CONTRACT TERM

4.1 This term of this contract shall commence upon January 1, 2000 and terminate on December 31, 2000, unless terminated earlier (1) when, in the OAG’s sole determination, PILOT STUDY COUNTY has defaulted on any of its obligations under this contract or (2) as provided by another provision of this contract. No commitment of contract funds is permitted prior to the first day or subsequent to the last day of the contract period. Nothing herein shall prevent the parties from revising
the period of this contract by written agreement at a later date.

4.2 Subject to the availability of future Grant Funds for this project and the agreement of the parties, this contract may be renewed for an additional period to coincide with the term of future Grants, if any, not to exceed twelve months. Such renewal shall be by a written document executed with the same formalities as this contract.

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The entire agreement between the OAG and the County consists of the new amended and or modified, altered, excised or added terms, conditions and/or mutual covenants of this Amendment to the Contract For Texas Automated Victim Notification Pilot Study and the remaining unchanged provisions of the Original Contract. No 00-09216 prior agreement or understanding, oral or otherwise, of the parties or their agents will be valid or enforceable unless embodied in this contract.

IN WITNESS THEREOF, THE PARTIES HAVE SIGNED AND EXECUTED THIS CONTRACT IN DUPLICATE COUNTERPARTS.

Office of the Attorney General  
Dallas County

______________________________  ________________________________
Andy Taylor  
First Assistant Attorney General  
Lee F. Jackson, County Judge

Date: ______________________  Date: ______________________
MEMORANDUM:

TO: Commissioners Court

THROUGH: Kenneth A. Mayfield, Commissioner, R & B District 4

FROM: Selas Camarillo, P.E., R.P.L.S., Assistant Director - Property Division

SUBJECT: S.H. 161, Project 91-553
(1-20 to Rock Island)
Agreement to Contribute Funds

Background:

The 1991 Dallas County Thoroughfare Bond Program included $3.5 million to fund the local 10% of share of ROW and Utility Adjustment costs on the subject project. In an effort to advance the project and commence acquisition of ROW by summer of 1999, Dallas County and TxDOT developed a Six-Phase Implementation Plan to acquire ROW. Subsequently, pursuant to Court Order No. 99-400, Dallas County executed TxDOT “Agreement to Contribute Funds” and provided payment to TxDOT in the amount of $1,959,131.00 for the local share of ROW acquisition on Section III, Jefferson to Shorthill ($1,162,851.00) and Section V, Egyptian Way to Trinity River ($796,280.00).

Under the Implementation Plan, TxDOT agreed to leverage 100% Federal Funding for the interchange at I.H. 20 and Lakeridge (Section I) and the interchange at I.H. 30 and S.H. 161 (Section IV), thereby releasing the local match requirement. Also under the Implementation Plan, TxDOT agreed to credit Dallas County as a “soft match” the value of two parcels of land (17.06 acres) acquired by County in 1972, (Section II, North I-20 to Jefferson). TxDOT has notified the Dallas County Public Works Department that it has been released to acquire the ROW for the remaining portion of the S.H. 161 Project, (Section VI, from Trinity River to Rock Island)

Financial Impact:

TxDOT, has submitted an Agreement to Contribute Funds requesting that Dallas County remit payment in the amount of $1,473,900.00 for the local 10% share of ROW costs in Section VI Trinity River to Rock Island. Funding for this request is available from fund 424, Project 553.
**Performance Measures Impact:**

Successful completion of this cooperative Project with TxDOT will allow Dallas County to meet encumbrances target for FY 2001.

**Project Schedule:**

TxDOT will initiate Right of Way acquisition activities for Section VI of this project as soon as it receives payment of the local 10% share from Dallas County.

**Recommendation:**

The Director of Public Works has reviewed the Agreement to Contribute Funds submitted by TxDOT, concurs with the terms of the agreement and recommends:

1. that the County Judge be authorized to execute the attached TxDOT Agreement to Contribute Funds,

2. that the County Treasurer be authorized to remit payment in the amount not to exceed $1,473,900.00, to be paid from fund 424 project 91-553.

If the Commissioners Court concurs, a Court Order will be placed on the next formal agenda authorizing the matters above.

**Approved By:**

Donald R. Holzwarth, P.E.
Director of Public Works

---

*Attachments: Draft Agreement to Contribute Funds*
Agreement to Contribute Funds
(County Form)

THE STATE OF TEXAS  Contract No. 
COUNTY OF TRAVIS County  Dallas

This Agreement by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the State, and COUNTY OF TRAVIS, Texas, acting by and through its duly authorized officials under Commissioners Court Order dated the day of 1991, hereinafter called the County, shall be effective on the date of approval and execution by and on behalf of the State.

WHEREAS, the State has previously requested the County to enter into a contractual agreement and acquire right of way for a highway project on Highway No. SH-161 with the following project limits:
From: West Fork of The Trinity River
To: Rock Island Road (Excluding Utilities); and

WHEREAS, the County has now requested that the State assume responsibility for acquisition of all necessary right of way for said highway project; and

WHEREAS, the County desires to voluntarily contribute to the State funds equal to ten (10) percent of the cost of the said right of way for the proper development and construction of the State Highway System;

NOW, THEREFORE, in consideration of the foregoing premises and the mutual benefits to be derived therefrom, the County shall contribute to the State an amount equal to ten (10) percent of the cost of the right of way to be acquired by the State and shall transmit to the State with the return of this agreement, duly executed by the County, a warrant or check payable to the Texas Department of Transportation in the amount of $1,473,900.00, which represents ten (10) percent of the estimated cost of the right of way. If it is found that this amount is insufficient to pay the County’s obligation, then the County, upon request of the State, will forthwith supplement this amount in such amount as is requested by the State. Upon completion of the highway project and in the event the total amount as paid by the County is more than ten (10) percent of the actual cost of the right of way, any excess amount will be returned to the County by the State. Cost of the right of way acquired by the State shall mean the total value of compensation paid to owners, lessees, and tenants for their property interests either through negotiations or eminent domain proceedings.

EXECUTION RECOMMENDED:

By: County Judge
dated: 

By: Commissioner, Precinct Number 1

By: Commissioner, Precinct Number 2

By: Commissioner, Precinct Number 3

By: Commissioner, Precinct Number 4

District Engineer
THE STATE OF TEXAS
Certified as being executed for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission under the authority of Minute Order ____________.

By: Director of Right of Way
dated: 
January 31, 2001

To: Commissioners Court

Through: Ryan Brown
Acting Budget Officer

From: Amanda S. Perez
Budget & Policy Analyst

Subject: Contract Court Reporter Initiative for County Court at Law #4 (Woody)

Background

In FY98, Commissioners Court authorized a DDA initiative for Dallas County courts regarding the utilization of contract court reporters. Significant cost savings have been shown to result from engaging in an Independent Court Reporter Agreement with a contract court reporter in lieu of hiring a full-time salaried court reporter, and as a result, some of these savings have been agreed to be returned to the court that has taken such action. Court Order 97-2220 identifies that one-half of the savings gained through this type of arrangement be placed in the judge's DDA. The purpose of this briefing is to inform Commissioners Court that Judge Bruce Woody, County Court at Law #4, has asked to participate in this initiative.

Operational Impact

Judge Bruce Woody has used contract court reporters since October 1, 2000. The court has actually been alternating between two contract court reporters instead of filling the authorized court reporter position. The results with this arrangement have been successful, and the court intends to continue utilizing the contract court reporter arrangement through the remainder of the year.

Financial Impact

The cost savings is based on the difference between the total costs of a salaried court reporter, including benefits, and the payments made to the contract court reporter for the same period. It should be noted that the contract court reporter does not receive benefits from the County.

411 Elm Street - 3rd Floor, Dallas Texas 75202-3340
(214) 653-6588 • Fax (214) 653-6517 • aperez@dallascounty.org
County Court at Law #4, it is estimated that a full-time salaried court reporter would have had an annual cost of $85,267. Based on the first quarter of FY2001, the projected annual cost of the contract court reporters is $63,360. Therefore, it is projected that this initiative will generate an annual savings of $21,907.

One-half of this is savings will be transferred to Judge Woody’s DDA with the other half benefitting the taxpayers. As with other courts participating in this initiative, Judge Woody will receive DDA credit based on actual expenses. Typical annual DDA awards to other judges for this initiative have ranged between $9,000 and $10,000. If the court should decide to return to a full-time salaried court reporter, only the expenses occurring within the period of the contract employee will be used to calculate cost savings.

**Recommendation**

The Office of Budget and Evaluation recommends Commissioners Court approve Judge Woody's request to participate in the contract court reporter/DDA initiative. Judge Woody’s DDA will receive one-half the cost savings resulting from his agreement to employ contract court reporters for FY2001. The effective date of this engagement, October 1, 2000, will serve as the baseline for the calculations of the savings.
TO: J. Allen Clemson  
Dallas County Commissioners Court Administrator  

FROM: Sandra K. Peters  
Computer Operations Supervisor, SCT/Information Technology Services  

THRU: John Nero  
Account Executive, SCT/Information Technology Services  

SUBJECT: Contract for data services between National Crime Reporting and Dallas County.  

DATE: January 30, 2001  

Background  
A request has been received from National Crime Reporting; to purchase the following: (1.) a daily report R09916, Released Felony & Misdemeanor Bond List and; (2.) a daily report R09662, Misdemeanor & Felony Defendants Without Attorney.

Financial Impact/Considerations  

Cost Recovery  

| Administrative Fee | $75.00 |
| Set Up Cost        | $70.00 |
| Daily Report R09916, Released Felony & Misdemeanor Bond List | $2,015.00 |
| Daily Report R09662, Misdemeanor & Felony Defendants Without Attorney | $1,450.00 |
| Total First Quarter Cost | $3,610.00 |
| Succeeding Quarterly Cost | $3,465.00 |

Project Schedule  
Implementation by SCT/Information Technology Services will commence within thirty days of the contract execution date.

Recommendation  
SCT/Information Technology Services recommends this request.

Reviewed By: John Hennessey, Management Information Systems Director
STATE OF TEXAS  §  §  §
COUNTY OF DALLAS  §  §  §

CONTRACT FOR COMPUTER SERVICES

BETWEEN COUNTY OF DALLAS, TEXAS AND NATIONAL CRIME REPORTING

National Crime Reporting, whose principal office address is 9815 Kennebec Way Suite 1000, Alpharetta, Georgia 30202 (hereinafter referred to as "Requestor"), and County of Dallas, Texas (hereinafter referred to as "County"), by and through the Dallas County Commissioners Court, and in consideration of the mutual covenants, agreements, and promises herein contained, do agree as follows:

I. SERVICES AND COST

County through its Information Technology Services Department will produce for the use of Requestor the following: (1.) a daily report R09916, Released Felony & Misdemeanor Bond List and; (2.) a daily report R09662, Misdemeanor & Felony Defendants Without Attorney.

Requestor agrees to reimburse County in the sum of:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Set Up Cost</td>
<td>70.00</td>
</tr>
<tr>
<td>Daily Report R09916, Released Felony &amp; Misdemeanor Bond List</td>
<td>2,015.00</td>
</tr>
<tr>
<td>Daily Report R09662, Misdemeanor &amp; Felony Defendants Without Attorney</td>
<td>$1,450.00</td>
</tr>
<tr>
<td>Total First Quarter</td>
<td>$3,610.00</td>
</tr>
<tr>
<td>Succeeding Quarter Cost</td>
<td>$3,465.00</td>
</tr>
</tbody>
</table>

Requestor will reimburse County all of its costs in advance on a quarterly basis before any services shall be provided by County. Subject to any change in costs, all future payments for quarterly costs in succeeding quarters shall be in the amount of three thousand four hundred sixty five dollars ($3,465.00), due and payable thirty (30) days prior to the start of each quarter. Under the terms of this Contract, County will not provide to Requestor any complainant information or defendants’ social security numbers.

Requestor understands and agrees that County may convert computer systems, or may address potential problems in existing systems (including, but not limited to, year 2000 compliance) as deemed necessary by County which may require County to reprogram its system in order to produce the above described judicial records. In that event, County shall provide Requestor thirty (30) days written notice of any cost of reprogramming or increase in quarterly costs. Requestor agrees to pay County such costs, unless it notifies County otherwise in writing within ten (10) days of receipt of notice from County. If Requestor sends County such written rejection of these additional costs, this Contract and all obligations hereunder shall immediately terminate.
II. TERM

The initial term of this Contract shall be one year from the date of execution. This Contract shall be automatically renewed quarterly thereafter unless either party gives written notice to the other thirty (30) days prior to the quarterly renewal date that it elects not to renew the Contract.

III. TERMINATION

In addition to termination set forth in Section I and II, either of the parties shall have the right, in each party's sole discretion and at its sole option, to terminate this Contract by giving the other party thirty (30) days written notice of its intention to terminate.

IV. WARRANTY DISCLAIMER: LIMITATION OF LIABILITY; SOLE REMEDY

a. County does not warrant the accuracy of the information provided, and shall not be liable to Requestor or any other person for any damages arising, directly or indirectly, from any inaccurate information.

b. County shall not be liable for any defects in software or data, including "viruses" which may be inadvertently transmitted along with the requested information.

c. If either party breaches this Contract, the sole remedy shall be cancellation of the Contract. County shall provide all information due up to the date of cancellation; Requestor shall pay all fees owed up to the date of cancellation. County shall refund to Requestor all prepaid amounts on a pro rata basis for periods extending beyond the date of cancellation. Neither party shall be liable for any other damages, including costs, expenses or attorneys' fees, arising from the breach.

d. It is the express intention of the parties hereto that Requestor shall protect, defend, indemnify and hold County harmless from any and all claims, demands, judgments and expenses resulting from County's performance under this Contract. If County becomes a participant in legal proceedings due to the incidental or consequential use of information provided to Requestor, Requestor shall hold County harmless and indemnify County from all liability, including, but not limited to, all damages that may be awarded, attorneys' fees, court costs, and any and all other costs.

e. Requestor understands and agrees that County shall suffer no liability or expense of any kind as a result of this Contract, other than a refund of fees paid in accordance with subsection (c) of this section.
f. Requestor acknowledges and understands that often the information and records that have been purchased are required to be changed, including changes or deletions made pursuant to court-ordered expunctions of criminal records. Future copies of files already requested may be different and not agree with those previously delivered. Future monthly reports will not reference or notify Requestor of records that have been expunged pursuant to court order. Requestor shall take all steps necessary to insure that any requestor and any subsequent user of this information is properly informed of the likelihood of such changes and the existence in the database of records that have been expunged subsequent to the original receipt by Requestor of the information from County.

It is the express intention of the parties hereto that Requestor shall be solely responsible and liable for any damages, liability or any cause of action resulting from the expungement of previously acquired information from County and agrees to protect, defend, indemnify and hold County harmless from any and all claims, demands, judgments, costs (including attorneys' fees) and expenses resulting from any sale, distribution or use of content or information furnished by County under this Contract to Requestor including but not limited to any expunged criminal histories, records or other information. All costs and expenses will be paid by Requestor as they accrue.

This Indemnification Provision shall survive the termination of this Contract.

V. AMENDMENTS OR MODIFICATION

This Contract shall not be amended or modified except by written agreement executed by duly authorized representatives of Requestor and County.

VI. VENUE AND GOVERNING LAW

This Contract is expressly made subject to County's Sovereign Immunity. Title 5, Texas Civil Practice and Remedies Code. This Contract and all matters pertinent thereto shall be construed and enforced in accordance with the laws of the State of Texas, and venue shall lie exclusively in Dallas County, Texas.

VII. FORMAL COURT APPROVAL

This Contract is expressly subject to and contingent upon formal approval by the Dallas County Commissioners Court.
IN WITNESS WHEREOF by their signatures hereon each of the undersigned represents and warrants that they are the duly authorized agents of each entity and have full right and authority to enter into this Contract. This Contract is to be effective upon the signature of both County and Requestor.

EXECUTED THIS ___ day of ______________, 2001.

COUNTY OF DALLAS

BY: LEE F. JACKSON
    COUNTY JUDGE

REQUESTOR

BY: Wm. Austin Burt
    President

APPROVED AS TO FORM:

BY: John B. Dahill
    Advisory Chief,
    Civil Section
January 31, 2001

To: Commissioners Court

From: Mattye Mauldin-Taylor, Ph.D.
Director of Personnel/Civil Service

Subject: PEBC Request for Information Proposal

Background
The Board of Governance of the Public Employee Benefits Cooperative (PEBC) has recommended that Dallas County Commissioners Court accept a proposal by Arthur Andersen LLP (Attachment 1) to distribute a Request for Information (RFI) on behalf of the PEBC. This RFI will facilitate gathering information about medical, dental, pharmacy and mental health networks and fees as well as Flex spending, Cobra, and Retiree billing administration. The RFI will also solicit information on long term care and vision benefits. By using a RFI, PEBC will avoid interfering with guaranteed rate agreements; yet, be able to access information regarding networks, fees and administration.

Operational Impact
No impact is anticipated.

Financial Impact
The estimated $8,650.00 in Arthur Andersen consulting fees for the RFI will fall within the budget of, and will be paid from, the Benefit Trust.

Recommendation
The Personnel/Civil Service Department recommends the Commissioners Court approve an agreement with Arthur Andersen for production and distribution of a Request for Information on behalf of the PEBC and authorize the County Judge to sign the agreement on behalf of the County.

Recommended by: Mattye Mauldin Taylor, Ph.D.
Director of Personnel/Civil Service

Attachment

501 Main Street, Room 103
Criminal Courts Building
Dallas, Texas 75202
(214) 653-7638
Equal Opportunity Employer
January 24, 2001

RE: Proposal for Request for Information (RFI) Process

Dear Ms. Kongevick:

We are pleased to submit this proposal to provide health and welfare benefits consulting services to Dallas County, Tarrant County and the North Texas Tollway Authority, as members of the Public Employee Benefits Cooperative of North Texas (PEBC). This letter outlines the project scope and our proposed approach, as well as professional fees and expenses. We appreciate the opportunity to assist you with this project.

Project Scope and Approach

This project consists of assisting the PEBC with a Request for Information (RFI) process. The objective of the RFI process is to gather competitive information for the PEBC's use in evaluating whether to conduct a formal vendor search and selection process.

We have attempted to outline an approach that gives the PEBC flexibility in determining the appropriate level of consulting time versus internal PEBC staff time for this project. Our suggested approach follows:

1) Planning Meeting - Arthur Andersen consultants will meet with appropriate individuals at the PEBC to review your strategy and objectives for this process. In advance of this meeting, we will prepare a list of potential questions for the RFI for discussion purposes. During this meeting we hope to identify the specific questions and issues to be addressed by the RFI.

2) Development of RFI - Based on the information gained in Step 1, we will prepare a Request for Information (RFI). This RFI will include a background section on the PEBC and current benefit plans provided by the PEBC, a questionnaire, and other information that will be needed by potential vendors. We will work with the PEBC to revise and finalize this RFI, so that it is ready for distribution. At this time, we will also prepare a template for the PEBC for summarizing RFI responses. We will also work with the PEBC to develop a list of potential vendors to whom the RFI will be sent.

3) We will prepare a cover letter for PEBC use when distributing the RFI and contact all potential vendors directly to help build vendor interest in the RFI. The RFI will direct vendors to contact the PEBC directly with any questions.

4) At the PEBC's request, we will meet with the PEBC Executive Director to review the results of the RFI, discuss specific vendor responses if necessary and suggest potential next steps.

The RFI may include any or all of the following PEBC benefit plans and vendor contracts:

- Self-funded medical (EPO and PPO) plan administration including subrogation of claims
- EPO and PPO provider networks, medical management and claims repricing
• Fully insured HMO plans
• Mental health provider network and claim administration
• Employee Assistance Program (EAP)
• Pharmacy benefit management (PBM) services
• Self-funded dental plan administration
• Dental provider networks
• Dental HMOs
• Flexible spending account administration
• COBRA administration
• Retiree billing administration
• Vision plan options
• Long-term care insurance.

The following types of plans are excluded from this process: life insurance, accidental death and dismemberment (AD&D), short-term disability, long-term disability, and any other voluntary benefit plans not specifically shown in the bulleted list above.

**Project Fees & Expenses**

Arthur Andersen's professional fees are based upon the estimated time and hourly billing rate of the professional staff assigned to the project. For the services outlined above, our fees will not exceed the following:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Planning Meeting</td>
<td>$1,950</td>
</tr>
<tr>
<td>Step 2</td>
<td>Development of RFI</td>
<td>$5,000</td>
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<tr>
<td>Step 3</td>
<td>Market to Vendors/Cover Letter</td>
<td>$500</td>
</tr>
<tr>
<td>Step 4</td>
<td>Evaluation Meeting</td>
<td>$1,200</td>
</tr>
<tr>
<td>Total</td>
<td>(if Arthur Andersen performs all project steps)</td>
<td>$8,650</td>
</tr>
</tbody>
</table>

The fees shown assume the following:

- The RFI will be limited to no more than 30 general questions (including sub-questions or bullets) and an additional 10 questions considered to be industry specific.

- The fees shown above do not include any meetings with potential vendors.

Our consulting fee estimates are based on our best estimate of the time and consultant level required to deliver a quality product. In no event will our fees exceed the identified levels, unless the scope of the project changes. If we determine the project scope has changed, we will notify you accordingly and confirm your authorization to proceed before incurring any additional time and expense. Any additional project work requested outside the fee limits shown above will be billed at the PEBC/Arthur Andersen contractual rate of $180/hour.

Note that the PEBC may elect for Arthur Andersen to perform any or all of the project steps outlined above. The only stipulation is that we must perform Step 1 in order to be able to perform Step 2.

As a result of the RFI project, if Arthur Andersen is engaged to assist the PEBC with an RFP process for any of the benefit plans listed above, fees charged for the RFI process will be credited against total fees charged for development of an RFP.
We will bill the PEBC on a monthly basis at the beginning of the month during which services will be performed. The initial invoice will reflect $4,000 in professional fees. Payment is due within 30 days of receipt of proper documentation.

Direct out-of-pocket expenses, such as travel, photocopying, printing, mailing, telephone and other miscellaneous expenses will be billed as incurred (at cost) and are in addition to professional fees. We agree to limit expenses to no more than 10% of professional fees, as long as travel outside the Dallas-Fort Worth area is not required.

Project Acceptance

Please confirm your agreement with the terms of this letter and the attached *Arthur Andersen Engagement Terms*, which terms are hereby made a part of this letter, by signing a copy of this letter and returning it to Alison Archer at Arthur Andersen. If you have any questions concerning this arrangement, please do not hesitate to call us.

Very truly yours,

ARTHUR ANDERSEN LLP

Executed this the ______ day of ________________________, 2001 by the member organizations of the Public Employee Benefits Cooperative (PEBC):

DALLAS COUNTY, TEXAS

By:

NORTH TEXAS TOLLWAY AUTHORITY

By:

TARRANT COUNTY, TEXAS

By:

Certification of Funds Available for the Amount of $__________________________.
To PEBC:  Ms. Diana Kongevick  
Executive Director  
PEBC  
P.O. Box 5888  
616 Six Flags Drive, Suite 200  
Arlington, TX 76005-5888

Copies of all notices sent by Contractor shall also be sent to:

DALLAS COUNTY  
411 Elm Street  
Dallas, TX 75202  
Attn: County Judge Lee Jackson

TARRANT COUNTY  
100 E. Weatherford  
Fort Worth, TX 76196  
Attn: County Judge Tom Vandergriff

NORTH TEXAS TOLLWAY AUTHORITY  
5900 West Plano Parkway, Suite 100  
Plano, TX 75093  
Attn: Beth Aubin

To CONTRACTOR:  Alison W. Archer  
Experienced Manager  
Arthur Andersen LLP  
901 Main Street, Suite 5600  
Dallas, Texas 75202  
(214) 741-8663

Insurance

Arthur Andersen, at its expense, shall secure and maintain at all times during the term of this agreement, insurance as follows:

1. Commercial General Liability Insurance, including Products, Completed Operations Liability and Personal Injury, Contractual Liability, and Broad Form Property Damage Liability coverage for damages to any property and injuries to any person caused by the negligence of Arthur Andersen, with a minimum combined single limit of $1,000,000 per occurrence.

2. Errors and Omissions Liability Insurance covering the liability for financial loss due to error, omission, negligence of Arthur Andersen employees or contractors in an amount of at least $2,000,000.


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Standard Business Practices

The following basic principles govern this project:

1. We will bill the PEBC on a monthly basis at the beginning of the month during which services will be performed. Payment is due within 30 days of receipt of proper documentation.

   Arthur Andersen will send invoices to the PEBC member entities using the following contacts and addresses:

   DALLAS COUNTY:
   Virginia Porter, Dallas County Auditor
   Dallas County Records Building
   509 Main St, Room 407
   Dallas, TX 75202

   TARRANT COUNTY:
   Ron Bertel
   Tarrant County Auditor's Office
   Tarrant County Administration Building
   100 E. Weatherford, Room 506
   Fort Worth, TX 76196

   NORTH TEXAS TOLLWAY AUTHORITY:
   Beth Aubin, Director of Human Resources
   North Texas Tollway Authority
   5900 West Plano Parkway, Suite 100
   Plano, TX 75093

   All payments should be made to Arthur Andersen LLP at the following address:

   Arthur Andersen LLP
   P.O. Box 730201
   Dallas, TX 75373-0201

2. Should any invoice remain unpaid for more than thirty days, interest shall be paid as set forth in Section 2251.025, Texas Government Code.

3. In connection with the project, each of us will have access to confidential information made available by the other; each shall protect such confidential information in the same manner as it protects its own confidential information of like kind.

4. Upon final payment, you shall have a perpetual, nontransferable, paid-up right and license to use, copy and prepare derivative works for purposes of your internal business the deliverable items developed in the course of this engagement, whether jointly or individually. All other rights in the deliverable items and related intellectual property rights remain in and/or are assigned to us. The parties will cooperate with each other and execute such other documents as may be appropriate to achieve the objectives of this Section. Subject to our obligations of confidentiality, each of us shall
be free to use the concepts, techniques and know-how used and developed in the project. In any event, we shall continue to be free to perform similar services for our other clients using our general knowledge, skills and experience.

5. We warrant that our services will be performed in a professional and workmanlike manner in accordance with applicable professional standards, and we will reperform any work not in compliance with this warranty brought to our attention within thirty days after the work is performed. However, we do not warrant, nor will we be responsible for, the performance of any third party products. Your sole and exclusive rights and remedies with respect to any third party product, including rights and remedies in the event a third party product gives rise to an infringement claim, will be against the third party vendor and not against us. We do agree, however, to assign to you any assignable warranties we may receive from any such party vendor. In the event you ask Arthur Andersen to reperform any work and it is determined that we have already met our obligations under this paragraph, you agree to pay us on a time and materials basis at our standard rates for time spent on such additional work.

THE PRECEDING IS OUR ONLY WARRANTY CONCERNING THE SERVICES AND ANY WORK PRODUCT, AND IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES AND REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY OR OTHERWISE.

6. To allow us to be able to manage our participation in the project most effectively, we reserve the right to determine the personnel to perform the work although we will attempt to honor your requests for specific individuals. For the duration of this agreement and for a period of one year after the services are completed, you agree not to employ or solicit the employment of any Arthur Andersen personnel who performed services under this arrangement contract. You agree to pay us an amount equal to the annual compensation for the one-year period immediately preceding the hiring or solicitation of any such Arthur Andersen personnel.

7. Arthur Andersen’s maximum liability relating to services rendered under this letter (regardless of form of action, whether in contract or tort), and for any reason, including Arthur Andersen’s negligence shall be limited to 1.5 TIMES the fees paid to Arthur Andersen under this agreement with a maximum liability of 1.5 TIMES the value of the contract as specified in the “Estimated Project Fees and Expenses” section above, for only those services which Arthur Andersen has been asked to perform. In no event shall Arthur Andersen be liable for consequential, special, or incidental loss, damage or expense (including without limitation, lost profits, opportunity costs, etc.) even if it has been advised of their possible existence.

8. NOT WITHSTANDING THE LIMITATION ON LIABILITY IN ITEM 7 (ABOVE) OF THIS AGREEMENT, ARTHUR ANDERSEN SHALL INDEMNIFY AND HOLD HARMLESS THE MEMBERS OF THE PEBC, INCLUDING DALLAS COUNTY, TARRANT COUNTY, AND THE NORTH TEXAS TOLLWAY AUTHORITY, THEIR EMPLOYEES AND AGENTS, FROM AND AGAINST ANY CLAIMS, DEMANDS, LOSS, DAMAGE OR EXPENSE RELATING TO BODILY INJURY OR DEATH OF ANY PERSON OR DAMAGE TO REAL AND/OR TANGIBLE PERSONAL PROPERTY INCURRED WHILE ARTHUR ANDERSEN IS PERFORMING SERVICES AND TO THE EXTENT PROXIMATELY CAUSED BY THE NEGLIGENT OR WILLFUL ACTS OR OMISSIONS OF ARTHUR ANDERSEN, ITS PERSONNEL OR AGENTS IN THE PERFORMANCE OF THE SERVICES HEREUNDER.
9. TO THE EXTENT PERMITTED BY LAW, WITHOUT ESTABLISHING A SINKING FUND, THE MEMBERS OF THE PEBC, DALLAS COUNTY, TARRANT COUNTY, AND THE NORTH TEXAS TOLLWAY AUTHORITY, SHALL INDEMNIFY AND HOLD HARMLESS ARTHUR ANDERSEN, ITS PARTNERS AND EMPLOYEES FROM AND AGAINST ANY LOSS, DAMAGE, EXPENSE OR LIABILITIES THAT MAY RESULT FROM ANY THIRD PARTY CLAIMS ARISING OUT OF OR RELATING TO ANDERSEN'S SERVICES OR ANY USE BY DALLAS COUNTY, TARRANT COUNTY, OR THE NORTH TEXAS TOLLWAY AUTHORITY OF ANY WORK PRODUCT EXCEPT TO THE EXTENT ANY SUCH CLAIM IS BASED UPON THE NEGLIGENCE OR WILLFUL MISCONDUCT OF ANDERSEN.

10. TO RECEIVE THE FOREGOING INDEMNITY (ITEM 9 ABOVE), THE PARTY SEEKING INDEMNIFICATION MUST NOTIFY THE OTHER IN WRITING OF A CLAIM OR SUIT PROMPTLY AND PROVIDE REASONABLE COOPERATION (AT THE INDEMNIFYING PARTY’S EXPENSE) AND FULL AUTHORITY TO DEFEND OR SETTLE THE CLAIM OR SUIT. NEITHER PARTY SHALL HAVE ANY OBLIGATION TO INDEMNIFY THE OTHER UNDER ANY SETTLEMENT MAKE WITHOUT ITS WRITTEN CONSENT.

11. Either party may, upon giving thirty (30) days written notice identifying specifically the basis for such notice, terminate this Letter for breach of a material term or condition of this Letter, provided the breaching party shall not have cured such breach within the thirty (30) day period. In the event of such termination, you shall pay us for all services rendered and expenses incurred by us prior to the date of termination.

12. Neither of us shall be liable for any delays or failures to perform due to causes beyond our control.

13. This arrangement contract sets forth the complete agreement between the parties and supersedes all previous discussions and communications relating to the subject matter of this arrangement.

14. If any provision of this agreement shall be held invalid, void or unenforceable, the remaining provisions hereof shall not be affected or impaired, and such remaining provisions shall remain in full force and effect.

15. This Agreement is expressly made subject to the Governmental and/or Counties Sovereign Immunity, Title 5, Texas Civil Practice and Remedies Code. This agreement and all matters pertinent thereto shall be construed and enforced in accordance with the laws of the State of Texas and venue shall lie exclusively in Dallas County, Texas for issues brought against Dallas County and the North Texas Tollway Authority; and venue shall lie exclusively in Tarrant County, Texas for suits brought against Tarrant County.

Notice

Any notice, payment, statement or demand given under this agreement may be effected in writing by personal delivery or by certified mail, postage prepaid, return receipt requested. Mailed notice shall be sent to the parties at the addresses appearing below. Either party may change its address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of five days after mailing.
February 1, 2001

To: Commissioners Court

From: Mattye Mauldin-Taylor, Ph.D.
        Director of Personnel/Civil Service

Subject: Change in PEBC Pharmacy Copayment Policy

Background
The Executive Director of the Public Employee Benefits Cooperative has recommended (Attachment 1) and Boardmembers support changing the 3rd Tier pharmacy copay for multi source drugs retroactively to January 1, 2001. Currently, the EPO and PPO plans have three Tiers of copays. The 1st Tier is a pharmacy copay for brand name drugs with no generic equivalent. The 1st Tier copay is $25 for retail and $30 for mail order. The 2nd Tier is a pharmacy copay for selecting a generic rather than a brand name. The 2nd Tier copay is $20 for retail and $25 for mail order. The 3rd Tier copay is the greater of 50% of the price of the drug or the scheduled copay for drugs that have a generic equivalent available and the patient (or doctor) selects a brand name.

The 3rd Tier is being affected because of the rapid development of alternative drugs. When a brand name is specified for a particular medical condition, it may be the only drug available for that condition. The alternative may exacerbate the condition. Because of this situation, many cases are reviewed for exception to the current copay policy.

A change in the 3rd Tier copay to the lesser of $50 retail/$60 mail order for selecting brand name drugs when a generic is available will avoid the adverse impact of the current copay policy on expense to the employee and workload on staff and vendors.

Operational Impact
The new copay policy will eliminate the need for drawn out coordination between the employee, the prescribing doctor and the Prescription Benefit Manager when multi source drugs are prescribed for specific medical conditions.

Financial Impact
The Executive Director of the PEBC does not anticipate the change will significantly impact the expected savings to the Benefit Program originally associated with the 3rd Tier copay policy.
Recommendation
The Personnel/Civil Service Department recommends the Commissioners Court approve a change retroactive to January 1, 2001 in the PEBC prescription benefit 3rd Tier copay to provide for retail payment of the lesser of $50 or 50% of cost for selecting brand name drugs when a generic is available and mail order payment of $60 or 50% of cost for selecting brand name drugs when a generic is available.

Recommended by:

Mattye Mouldin Taylor, Ph.D.
Director of Personnel/Civil Service
Change in 3rd Tier Pharmacy Copay
Multi Source Drugs

Background on benefit plan (RX-3rd tier) change effective January 1, 2001

The PEBC benefit plan adopted a third tier level of copay for those brand drugs prescribed when a generic was available. The copay adopted is the greater of 50% of the cost of the drug, or the appropriate copay (mail order or retail). The adoption of this copay was one of several cost-containment items adopted this year. At the time the benefit plan was changed, PEBC offered to consider any unusual occurrences on a case-by-case basis.

Why target multi source drugs?

A brand drug enjoys patent protection for approximately 15 years. When the drug’s patent expires, generic manufacture of the drug is possible at a much reduced cost. In cases where the patient selects the brand drug anyway, a large cost savings opportunity is missed—both for the employee and employer. (If you would like additional information about generic drugs, please contact me at 817-695-9141.)

Revision recommended

Subsequent to the adoption of the 3rd tier copay, an unusual occurrence to recommend an immediate change to this benefit plan provision

Situation: A drug used to maintain transplant patients very recently became available in generic form. Technology and development is accelerating quickly. To avoid time delay in obtaining his medications and since medical protocols connected with this specific condition require time and cost to assess before a change in medication of any type is approved, the patient selected brand.

Impact to member:
- The copay in this case would exceed $228 per month. If the generic was not available, the copay would have been $30 for a 90 day supply.

Additional: Annual total medical cost to maintain a transplant patient is estimated to be approximately $20,000. The testing cost to evaluate even the most insignificant of changes is estimated to range from $15,000-$20,000. In this case, the total cost difference in the generic vs. brand is approximately $700 per year.

PEBC Goals:
• Maintain the intent of the 3rd tier provision. Encourage those who, when offered the choice between a brand drug or its generic equivalent, will select the generic drug;
• Avoid severe financial hardship to those who select a brand drug due to a very specific medical condition or because they are not aware of generic is now available.
• Eliminate the need to consider individual exceptions for each individual medical condition

Recommendation:

• Revise the 3rd tier benefit provision effective January 1 2001 as follows:

FROM:
Retail (30 day supply): If Brand selected when a generic available, you pay greater of applicable copay ($25) or 50% of cost.
Mail Order (90 day supply): If Brand selected when a generic available, you pay greater of applicable copay ($30) or 50% of cost.

TO:
Retail: If Brand selected when a generic is available, you pay lesser of $50 (twice brand copay) or 50% of cost.
Mail Order: If Brand selected when a generic available, you pay lesser of $60 (twice brand copay) or 50% of cost.

Result:
• Maintains intent of 3rd tier by encouraging patient to select generic.
• Avoids severe cost hardship to patients who cannot change to generic and provides opportunity for patients to discuss with physician
• Eliminates diagnosis based exceptions
• It is expected cost savings will not be significantly impacted with this revision. You may remember the greatest savings with this provision was in brand drugs with patents expiring in the future...specifically, the next few years.

Communication / Administration:

• Express Scripts will reprocess any scripts filled since January 1 and process refunds on multi-source when brand selected. No additional charges will be assessed in the event the previous
provision resulted in slightly lesser cost to patient than revised provision.

- PEBC will prepare newsletter article for member groups to use as desired.
- Change will be communicated to Express Scripts for auto claim processing on Tuesday, February 9, 2001. Until that time, Express Scripts will contact PEBC if any issues similar to above occur.
February 6, 2001

MISCELLANEOUS

1) **EVOLUTION ACADEMY** - submits notification to Dallas County of its intent to operate a Charter School in Garland, TX to focus on service for students in the Garland-Richardson area. A copy of the Evolution Academy’s notice is provided in the Information section of your briefing book.

*(PLEASE REFER TO INFORMATION ITEM #4)*

2) **PLANNING & DEVELOPMENT** - requests approval of an additional four (4) week extension to Add-On Construction for the housing rehab project at 722 Cedar Hill Street in Cedar Hill, TX (Bid #2000-223-624). The Formica counter top that the homeowner picked will take 3-5 weeks to have built. The revised completion date for this project will now be February 24, 2001.

3) **FACILITIES MANAGEMENT** - requests authorization to renovate the Old Law Library, Room 634 in the Records Building, which has recently been vacated by Data Services, in order to afford a training and conference room to the departments located in this complex. Along with renovations, 36 chairs, 18 folding tables, one podium, and one projector screen will be purchased. Estimated cost is $8,000. Funds are available in Permanent Improvements, Building and Land, FY2001 Budget, (00126.70038.2001).

TRAVEL REQUESTS

5) **HEALTH & HUMAN SERVICES** - requests:


b) Dr. Steven Bowers - Annual American College of Physicians-American Society of Internal Medicine Meeting - Atlanta, GA - March 26-April 1, 2001: $2,248.50 from General Fund, Inmate Health Services Department, Conference Travel Account, FY2001 Budget, (00120.5217.04210.2001).


7) **SHERIFF’S DEPARTMENT** - John Murphy, Jay Norris, J.D. Harris, Steve Jones, Lindsey Ray, Johnny Holub, and Jesse Herrera - Annual Texas Auto Theft Prevention Authority Conference - South Padre Island, TX - April 21-26, 2001 at **no cost to Dallas County** (all expenditures to be paid by NTATTF).


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**MISCELLANEOUS EQUIPMENT**

1) **DEPARTMENTS: 5210**

**ITEMS:** Health and Human Services

**ESTIMATED COST:** One (1) Cellular Telephone $264.91 (7 1/2 months)

**FUNDING SOURCE:** Reserves and Contingency, Furniture and Equipment
EXPENDITURE SOURCES: 120.5210.07213.2001
PROPOSED ACTION: The Health and Human Services office requests one (1) cellular telephone to be used by one of their inspectors. Recommended by Communications and Central Services.

2) DEPARTMENT: Grant
ITEMS: Sheriff's Department
ESTIMATED COST: One (1) Cellular Telephone
$546.24 (7 1/2 months)
FUNDING SOURCE: Grant funds, North Texas Auto Theft Task Force, Cellular Phones
EXPENDITURE SOURCES: 00466.0000.07213.2000.0.0.5600.0
PROPOSED ACTION: The Sheriff Department's Auto Theft Task Force requests one (1) cellular telephone to be used by one of their new members. Recommended by Communications and Central Services.

3) DEPARTMENT: 2510
ITEMS: Road and Bridge District #1
ESTIMATED COST: One (1) Cellular Telephone
$580.99 (7 1/2 months)
FUNDING SOURCE: New Program Contingency
EXPENDITURE SOURCES: 105.2510.7213.2001
PROPOSED ACTION: The Road and Bridge District #1 office requests one (1) cellular telephone to be used by a crew member. This crew member needs constant ability to contact the foreman and superintendent. Recommended by Communications and Central Services.

4) DEPARTMENTS: 4455
ITEMS: 363rd Criminal District Court - Judge Faith Johnson
1 - Secretarial Desk ($610)
1 - File Cabinet ($147.19)
ESTIMATED COST: $757.19
FUNDING SOURCE: Reserves and Contingency, Furniture and Equipment
EXPENDITURE SOURCES: 120.4455.8410.2001
PROPOSED ACTION: Judge Faith Johnson, 363rd Criminal District Court, requests the replacement of her Court Coordinator's desk and the purchase of a file cabinet. Recommended by the Office of Budget and Evaluation.
5) DEPARTMENT: 1035
ITEMS: Tax Office
ESTIMATED COST: One (1) Cellular Telephone
$580.99 (7 1/2 months)
FUNDING SOURCE: Reserves and Contingency, Furniture and Equipment
EXPENDITURE SOURCES: 120.1035.07213.2001
PROPOSED ACTION: The Tax Office requests one (1) cellular telephone to be used by their Data Processing Manager. Recommended by Communications and Central Services.

6) DEPARTMENT: 3111
ITEMS: Sheriff's Office (Special Investigations)
ESTIMATED COST: Fax Machine
$400
FUNDING SOURCE: Furniture & Equipment Contingency
EXPENDITURE SOURCE: 120.3111.08610.2001 (General Fund, Special Investigations, Special Equipment, FY2001)
PROPOSED ACTION: Sheriff's Office Special Investigations requests authorization to replace a thermal paper machine that is no longer functioning properly. Recommended by Communications and Central Services.

TELECOMMUNICATIONS REQUESTS

Health & Human Services - requests to install:
M-0101057 - five single-line phones in business office on the 2nd floor for four new workstations and one fax. Installation: $135.81; no monthly service increase. Recommended.

M-0101066 - a new coaxial cable to the nurses station on the 2nd floor of the North Tower to connect to Mainframe. Installation: $90.58; no monthly service increase. Recommended.

M-0101067 - a multi-line phone in the 1st floor cashier booth. Installation: $197.50; no monthly service increase. Recommended.
M-0101069 - one data-line in Suite 159 and two in Room 157 to access ICES WAN resources. Installation: $135.81; no monthly service increase. **Recommended.**

M-0101070 - one data-line in Room 002 to provide network access. Installation: $45.27; no monthly service increase. **Recommended.**

M-0101071 - one data-line in Room 339 and two in Room 361 to provide network access. Installation: $135.81; no monthly service increase. **Recommended.**

M-0101072 - one data-line in Room 713 and two in Room 518 to provide network access. Installation: $135.81; no monthly service increase. **Recommended.**

M-0101073 - one data-line in Room 610 to provide network access. Installation: $45.27; no monthly service increase. **Recommended.**

**Constable Precinct 4 M-0101052** - four new data-lines in the Constables area to provide additional network access. Installation: $181.08; no monthly service increase. **Recommended.**

**CSCD** - requests to install:
M-0101053 - a single-line phone in Room A-3 of the Frank Crowley Courts Building for a new position in Divert Court. Installation: $31.50; no monthly service increase. **Recommended.**

M-0101051 - a data-line between the 9th floor computer Room A-3 and the 5th floor Divert Court. Installation: $90.58; no monthly service increase. **Recommended.**

**Auditor M-0101054** - requests to install a single-line for a modem in the Payroll Manager’s office. Installation: $39.50; no monthly service increase. **Recommended.**

**Constable Precinct 6** - requests to relocate:
M-0101058 - a fax line to the Chief Deputies office to provide better security. Installation: $39.50; no monthly service increase. **Recommended.**

M-0101062 - 3 coaxial cables to new area within department. Installation: $213.00; no monthly service increase. **Recommended.**

**Warrant Execution M-0101063** - requests to install one new coaxial cable in Room B-3 of the Frank Crowley Courts Building. Installation: $71.58; no monthly service increase. **Recommended.**
Inmate Health Services M-0101064 - requests to install one data-line in Room 3M-10 to provide network access. Installation: $90.58; no monthly service increase. Recommended.

Communications & Central Services M-0101048 - requests to install a feeder cable between the main IDF in the basement and the ground floor IDF of the Records Building. Installation: $210.00; no monthly service increase. Recommended.

Funding for the above request is available from countywide Department 800, line item 432, Telephone Contingency.

Pagers

Facilities Management M-0101081 - requests to replace 3 pagers (972) 879-0906, (214) 408-0058 & (214) 408-0413 which were lost during the course of official business. Installation: $147.00; no monthly service increase. Recommended.

Sheriff Intake M-0101086 - requests to provide a pager for the Automug System Technician to provide on-call access. Monthly service increase: $2.88. Recommended.

Pagers are funded by the requesting department unless otherwise indicated.

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