

**NOTICE OF MEETING OF THE COMMISSIONERS' COURT OF
HOCKLEY COUNTY, TEXAS**

Notice is hereby given that a Regular Meeting of the above named Commissioners' Court will be held on the 5th day of February, 2024 at 9:00 a.m. in the Commissioners' Courtroom, Hockley County Courthouse, Levelland, Texas, at which time the following subjects will be discussed to-wit:

1. Read for approval the minutes of the Special Meeting held at 9:00 a.m. on Monday, January 22, 2024.
2. Read for approval all monthly bills and claims submitted to the Court and dated through February 5, 2024.
3. Consider and take necessary action to approve the renewal of intergovernmental agreement between Hale County and Hockley County for the housing of inmates.
4. Consider and take necessary action to approve renewal of Interagency Memorandum of Understanding between the Hockley County Sheriff's Office and the Children's Advocacy Center of the South Plains for the Multidisciplinary Team.
5. Hear the monthly Public Assistance report.
6. Discussion and potential action concerning the Public Assistance Guidelines.
7. Consider and take necessary action to approve the 2024 Federal Poverty Income Limits.
8. Consider and take necessary action to approve the annual Services Agreement between Hockley County and Texas Association of Counties, County Information Resources Agency.
9. Consider and take necessary action to approve the Rider of Maggie Rodriguez that changes her title from Deputy District Clerk to Chief Deputy District Clerk.
10. Consider and take necessary action to approve the Continuation Certificate for Janie Salazar, the Power of Attorney that changes her name from Janie Salazar to Janie Reyna and Rider that changes her title from Deputy County Clerk to Chief Deputy County Clerk.
11. Consider and take necessary action to award the bid per belly dump truck load for hauling 75 belly dump loads (minimum of 22 tons per load) of rock from R.E. Jane Gravel Company's pit in Slaton, Texas to Blackgold Road in Precinct 2, with a minimum of 4 trucks hauling at the same time.

COMMISSIONERS' COURT OF HOCKLEY COUNTY, TEXAS.

BY: Sharla Baldrige
Sharla Baldrige, Hockley County Judge

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the above named Commissioners' Court, is a true and correct copy of said Notice on the bulletin board at the Courthouse, and at the east door of the Courthouse of Hockley County, Texas, as place readily accessible to the general public at all times on the 1st day of February, 2024, and said Notice remained posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this 1st day of February, 2024.

Jennifer Palermo
Jennifer Palermo, County Clerk, and Ex-Officio
Clerk of Commissioners' Court, Hockley County, Texas



Filed for Record
at ___ o'clock ___ M.

FEB 01 2024

Jennifer Palermo
County Clerk, Hockley County, Texas

THE STATE OF TEXAS
COUNTY OF HOCKLEY

IN THE COMMISSIONER'S COURT
OF HOCKEY COUNTY, TEXAS

REGULAR MEETING

February 5, 2024

Be it remembered that on this the 5th day of February A.D. 2024, there came on to be held a Regular Meeting of the Commissioners Court, and the court having convened in Regular Session at the usual meeting place thereof at the Courthouse in Levelland, Texas, with the following members present to-wit:

Sharla Baldridge	County Judge
Alan Wisdom	Commissioner Precinct No. 1
Larry Carter	Commissioner Precinct No. 2
Seth Graf	Commissioner Precinct No. 3
Thomas R "Tommy" Clevenger	Commissioner Precinct No. 4

Jennifer Palermo, County Clerk, and Ex-Officio Clerk of Commissioners Court when the following proceedings were had to-wit:

Motion by Commissioner Graf, second by Commissioner Carter, 4 Votes Yes, 0 Votes No, that the Minutes of a Special Meeting of the Commissioner's Court, held on Monday January 22, 2024, at 9:00 a.m., be approved and stand as read.

Motion by Commissioner Carter, second by Commissioner Wisdom, 4 Votes Yes, 0 Votes No, that all monthly claims and bills submitted to the court and dated through February 5, 2024, A.D. be approved and stand as read.

Motion by Commissioner Carter, second by Commissioner Clevenger, 4 votes yes, 0 votes No, that Commissioners Court approved the renewal of intergovernmental agreement between hale County and Hockley County for housing inmates. As per Interlocal Governmental Agree between Hale County and Hockley County Regarding Housing of Prisoners recorded below.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
HALE COUNTY AND HOCKLEY COUNTY
REGARDING HOUSING OF PRISONERS**

The County of HALE, Texas, hereafter referred to as "**HALE**" and the County of **Hockley**, Texas, hereafter referred to as "**HOCKLEY**", hereby enter into the following Agreement with the regard to housing of inmates of County of **Hockley**, Texas, in the jail operated by Hale (hereinafter "the Jail"):

1. **HALE** hereby agrees to house prisoners incarcerated by **HOCKLEY** if space is available in the Jail. The availability of the space shall be determined by the **HALE** County Sheriff in accordance with current jail regulations set out by the Texas Commission on Jail Standards with regard to the current and expected census of the Jail.
2. **HALE** shall assess a fee for housing said prisoners at the rate of **\$62.00** per day per prisoner; and **HALE** shall bill **HOCKLEY** on a monthly basis for said cost in an itemized statement showing the number of days per each individual prisoner housed in the Jail. **HALE** shall assess a full day's fee beginning on the date inmate is booked into the Jail.
3. **HOCKLEY** will pay for all hospitalizations, health care services and prescription drugs provided to any prisoners housed in the Jail. **HOCKLEY** agrees to be billed directly by any providers of such services or products. **HALE** will administer nonprescription medications without charge.
4. **HOCKLEY** agrees to comply with all booking procedures of **HALE**. **HALE** agrees to furnish **HOCKLEY** a copy of the required forms and procedures.
5. **HALE** and **HOCKLEY** hereby agree that **HALE** will not house any injured prisoner unless **HOCKLEY** furnishes an acceptable medical release signed by medical personnel certifying that the prisoner may be incarcerated.
6. **HALE** agrees that, if a prisoner incarcerated in the Jail under this Agreement becomes injured during incarceration, **HALE** will notify **HOCKLEY** within ten (10) hours of the occurrence of the injury and will provide **HOCKLEY** with copies of all incident reports relating to the injury.

7. The **HALE** County Sheriff may refuse to accept any prisoner brought by **HOCKLEY** under this Agreement. The **HALE** County Sheriff may remove any prisoner incarcerated under this Agreement from the Jail. **HOCKLEY** agrees to promptly arrange to take custody of any such refused or removed prisoners upon request of the **HALE** County Sheriff.
8. **HOCKLEY** agrees to defend, save, indemnify, and hold harmless **HALE** and the **HALE** County Sheriff from any and all suits, claims, damages, losses, or expenses (including reasonable attorney's fees) that arise from the performance or nonperformance of any specifically assigned duties under this Agreement by **HOCKLEY** or the transport of prisoners by **HOCKLEY** to the jail. Notwithstanding any of the above, **HALE** shall defend, save, indemnify and hold harmless **HOCKLEY** from any and all suits, claims, damages, losses, or expenses (including reasonable attorney's fees) that arise from the performance or nonperformance of any duties assigned to **HALE** under this Agreement, following the booking in of prisoners to the Jail.
9. This Agreement shall become effective on the date shown below (hereinafter "the effective date"). The Agreement shall terminate at midnight, December 31 following the effective date. Thereafter, unless one of the parties gives written notice on or before December 1 of intent not to renew the Agreement, the Agreement shall automatically renew each year on January 1 and run through midnight December 31. Either party may terminate the Agreement by giving written notice 30 days prior to termination. Any notice given under this Agreement shall be in writing and shall be delivered to the Sheriff or Chief of Police of the respective county or city.
10. All agreements between the parties are set out in this Agreement; no prior agreement not contained herein shall be enforceable against either party. This Agreement may only be modified in writing signed by both parties.
11. Nothing herein shall be construed to expand the liability of either party to a third party beyond the liabilities and immunities provided by law.

ACCEPTED, APPROVED and WITNESSED our hands on this the 22 day of

January, 2024.

COUNTY OF HALE

BY: Robb M. Miller
Hale County Judge

ATTEST:

Christine Puma
Hale County Clerk

APPROVED:

Dave Cochran
Hale County Sheriff

COUNTY OF HOCKLEY

BY: Sharla Baldrige
Hockley County Judge

ATTEST:

Jenny Pateron
Hockley County Clerk



APPROVED:

Roy L. [Signature]
Hockley County Sheriff

Motion by Commissioner Wisdom, second by Commissioner Carter, 4 votes yes, 0 votes no, that commissioner's court approved renewal of Interagency memorandum of Understanding between the Hockley County Sheriff's Office and the Childrens Advocacy Center of the South Plains for the Multidisciplinary Team. As per Hockley/Cochran County Interagency memorandum of Understanding recorded below.

HOCKLEY/COCHRAN COUNTY INTERAGENCY MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“Agreement” or “MOU”) is entered into by and between the Hockley/Cochran County District Attorney’s Office, Hockley County Attorney, the Levelland, Sundown and Anton Police Departments, the Cochran and Hockley County Sheriff Offices, the Children’s Advocacy Center of the South Plains (CACSP), the Texas Department of Family and Protective Services, the Health and Human Services Commission, the TTUHSC C.A.R.E. Clinic, the Forensic Nurse Staffing of West Texas group, University Medical Center, Covenant Health Systems and the LUBBOCK RAPE CRISIS CENTER – d.b.a. Voice of Hope, each a “Participating Agency” and collectively the “Multidisciplinary Team” or the “Parties”. The purpose of this Agreement is to set forth the duties and obligations of the Parties.

I. LEGAL AUTHORITY

This Agreement is authorized by and in compliance with the provisions of Texas Family Code, Section 264.403

II. MISSION STATEMENT

The mission of the Multidisciplinary Team is to effectively protect the children of the community by consolidating the community’s investigative, legal, and social services into one collaborative effort. In support of this mission, each Participating Agency agrees to cooperate pursuing the following goals:

1. Minimizing revictimization of alleged abuse and neglect victims and nonoffending family members through the investigation, assessment, intervention, and prosecution process; and
2. Maintaining a cooperative team approach to facilitate successful outcomes in the criminal justice and child protection systems through shared fact-finding and strong, collaborative case development.

The Multidisciplinary Team recognizes that one of the primary tools to be utilized in the achievement of the aforementioned goals will be reports generated by the Department of Family and Protective Services (DFPS). The reports are received by the DFPS, Law Enforcement and CACSP. Partner Agencies recognize CACSP’s role is to receive, review, and track the reports relating to the suspected abuse or neglect of a child or the death of a child from abuse or neglect and identify those cases that meet the case acceptance criteria outlined in the Multidisciplinary Team Working Protocols, attached hereto as Attachment A. The CACSP shall coordinate the activities of the Participating Agencies relating to abuse and neglect investigations and delivery of services to alleged abuse and neglect victims and their families.

In addition, the Multidisciplinary Team understands that the duties prescribed to the CACSP do not relieve a Participating Agency of its duty to investigate a report of abuse or neglect as required by law. This MOU shall not be construed to change, reduce, or expand the authority or jurisdiction of the CACSP or any Participating Agency as it relates to initiating and conducting investigations, assessments, and/or interventions.

III. THE MULTIDISCIPLINARY TEAM

The Multidisciplinary Team recognizes that the best interest of the children is served when investigations and services are coordinated and when agencies collaborate in a way that is mutually supportive. Each Participating Agency accepts and supports the value of the role and contribution of every other agency and agrees to support the collaborative effort. This includes the commitment of resources to the Multidisciplinary Team and the sharing of information to the extent allowed by law

IV. TERM OF THE MOU

This MOU is effective on the signature date of the latter of the Participating Agency to sign this MOU. This MOU will remain in effect for three (3) years from the effective date. There are no extension options.

All Participating Agencies commit to a routine evaluation of the collaborative effort.

This Agreement must be re-executed at least every three (3) years, on a significant change to the Agreement, or on a change of authorized signatory of a Participating Agency. The Parties agree to provide written notice to the other Parties if it determines that there is a material change in the Agreement.

V. BUDGET

There is no funding associated with this MOU.

VI. GENERAL TERMS

- A. This MOU may be amended or modified by the consent of all Parties at any time during its term. Amendments to this MOU must be in writing and signed by all Participating Agencies.
- B. The Parties shall comply with all applicable federal and state statutes, rules, and regulations as these statutes, rules, and regulations currently exist and as amended throughout the term of this MOU.
- C. This MOU may be terminated by any Participating Agency without cause upon thirty (30) days written notice to the signatory of each Participating Agency.

- D. The Participating Agencies shall not discriminate against any person in the delivery of services on the basis of race, color, national origin, religion, sex, disability, or age. The Participating Agencies shall take reasonable steps to communicate with and provide meaningful access to services to persons with limited English proficiency and persons with disabilities.
- E. Upon termination of all or part of this MOU, the Parties will be discharged from any further obligation created under the applicable terms of this MOU except for the equitable settlement of the respective accrued interests or obligations incurred prior to termination. All confidentiality requirements survive termination or expiration of this MOU.
- F. The Parties agree there is nothing in this MOU that is meant to be a waiver by any state governmental agency or the State of Texas of any immunities from suit or from liability that each state governmental agency or the State of Texas may have by operation of law.
- G. A member of the Multidisciplinary Team, a Board member, staff member, or volunteer of the CACSP is not liable for civil damages for a recommendation made or an opinion rendered in good faith while acting in the official scope of the person's duties. The limitation on civil liability does not apply if a person's actions constitute gross negligence.
- H. This Agreement may be executed in any number of counterparts, each of which will be an original, and all of such counterparts will together constitute but one and the same agreement.
- I. This document and the Multidisciplinary Team Working Protocols constitutes the entire agreement of the Parties and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Any additional or conflicting terms in any future document incorporated into this Agreement will be harmonized with this Agreement to the extent possible.

VII. ATTACHMENTS

Attachment A – Multidisciplinary Team Working Protocols

By signing below, the Participating Agency acknowledges that it has read the MOU and agrees to its terms, and that the person whose signature appears below has the requisite authority to execute this MOU on behalf of the named Participating Agency.

SIGNATURE PAGES FOLLOW

FOR HOCKLEY COUNTY DISTRICT ATTORNEY:

Angela Overman
Hockley/Cochran County District Attorney

Date of Signature

FOR HOCKLEY COUNTY ATTORNEY:

Anna Hord
Hockley County Attorney

Date of Signature

FOR HOCKLEY COUNTY SHERIFF'S OFFICE:

Ray Scifres
Hockley County Sheriff

Date of Signature

FOR COCHRAN COUNTY SHERIFF' S OFFICE:

Jorge De La Cruz
Cochran County Sheriff

Date of Signature

FOR THE CITY OF LEVELLAND POLICE DEPARTMENT:

Albert Garcia
Levelland Police Department Chief

Date of Signature

FOR THE CITY OF SUNDOWN POLICE DEPARTMENT:

Jeff Foster
Sundown Police Department Chief

Date of Signature

FOR THE CITY OF ANTON POLICE DEPARTMENT:

David Kinney
Anton Police Department Chief

Date of Signature

FOR THE TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER:

Dr. Jennifer Hansen
TTUHSC Director of Child Abuse Pediatrics

Date of Signature

FOR THE LUBBOCK RAPE CRISIS CENTER – D.B.A. VOICES OF HOPE:

Kristin Murray
Lubbock Rape Crisis Center – D.B.A. Voice of Hope
Executive Director

Date of Signature

FOR THE TEXAS DEPARTMENT OF FAMILY PROTECTIVE SERVICES:

Tonya Harmon
Regional Director
Texas Department of Family Protective Services - CPI

Date of Signature

George Cannata
Regional Director
Texas Department of Family Protective Services – CPS

Date of Signature

Cody Minze
District Director
Texas Department of Family Protective Services – APS

Date of Signature

Clint Cox
Childcare Investigator Director
Texas Department of Family Protective Services

Date of Signature

Marshall Davidson
Regional Director
Special Investigations

Date of Signature

FOR THE TEXAS HEALTH AND HUMAN SERVICES COMMISSION:

David Kostroun
Deputy Executive Commissioner for Regulatory Services
Health and Human Services Commission

Date of Signature

FOR FORENSIC NURSE STAFFING OF WEST TEXAS:

Carrie Edwards
Forensic Nurse Staffing of West Texas

Date of Signature

FOR UNIVERSITY MEDICAL CENTER HEALTH SYSTEM:

Tammy Williams
Chief Nursing Officer

Date of Signature

FOR COVENANT HEALTH SYSTEMS:

Daniel Hronek
Chief Nursing Officer

Date of Signature

FOR THE CHILDREN'S ADVOCACY CENTER:

Jeremy Steen
Children's Advocacy Center Board President

Date of Signature

Derek Danner
Children's Advocacy Center Executive Director

Date of Signature

MULTIDISCIPLINARY TEAM WORKING PROTOCOLS HOCKLEY/COCHRAN COUNTY

I. Children's Advocacy Center of the South Plains, Texas, Inc. Mission Statement

The mission of the Children's Advocacy Center of the South Plains, Texas, Inc. (CACSP or Center) is to bring together community resources to speed the healing of child victims of abuse and other forms of trauma. In furtherance of this mission, the Center has facilitated a multidisciplinary team response to abuse and neglect allegations and sets forth the role of each participating agency through adoption of these Working Protocol.

The mission of the Hockley/Cochran County Multidisciplinary Team is to more effectively protect the children of the service area by consolidating the community investigative, legal, and social services provided by the Hockley/Cochran County District Attorney's Office, the Hockley County Attorney, the Levelland Police Department, the Sundown Police Department, the Anton Police Department, the Hockley and Cochran County Sheriff's Office, the Texas Tech University C.A.R.E. clinic, the Lubbock Rape Crisis Center-dba Voice of Hope, the Forensic Nurse Staffing of West Texas group, University Medical Center, Covenant Health Systems, the CACSP, and the Texas Department of Family and Protective Services and the Health and Human Services Commission into one collaborative effort.

The South Plains service area consists of the following counties: Lubbock, Hockley/Cochran, Hockley/Cochran, Cochran, Dickens, Hockley/Cochran, Garza, Lynn, Hockley, King, Lamb, Motley, Terry, Hockley/Cochran, and Yoakum.

II. Multidisciplinary Team (MDT) Members

The Multidisciplinary Team members for Hockley/Cochran County include the following participating agencies: Hockley/Cochran County District Attorney's office, the Hockley County Attorney, the Levelland Police Department, the Sundown Police Department, the Anton Police Department, the Hockley and Cochran County Sheriff's Office, the Texas Tech University C.A.R.E. clinic, the Forensic Nurse Staffing of West Texas group, University Medical Center, Covenant Health Systems, the Lubbock Rape Crisis Center-dba Voice of Hope, the CACSP, the Texas Department of Family and Protective Services, and the Health and Human Services Commission.

III. MDT Member Roles and Responsibilities

A. Hockley County Attorney and Hockley/Cochran District Attorney's office:

- Hockley County Attorney represents the Texas Department of Family and Protective Services in civil cases regarding child abuse and neglect
- Hockley/Cochran District Attorney represents the Texas Department of Family and Protective Services in criminal cases involving child abuse and neglect
- Assists with all aspects of criminal investigations of child abuse
- Assists with grand jury subpoenas, search warrants, and decisions on filing charges
- Reviews all criminal child abuse cases for presentation to the grand jury, closure, or return for further investigation
- Prosecutes all criminal cases of physical abuse, sexual abuse, and neglect of a child
- Collaborates with other MDT members in child abuse investigations
- Attends MDT case review meetings
- Presents pertinent case information at MDT case review meetings

B. City of Levelland, Sundown, and Anton-Police Departments

- Investigates all criminal cases of physical abuse and neglect of children who are 17 years of age and younger and sexual abuse of children younger than 17 in the cities of Levelland, Sundown and Anton Texas.
- Makes referrals to CACSP that meet the target population defined in this document
- If a sexual assault is reported within 120 hours after the assault, the department shall request a forensic medical examination. If reported after the 120 hours, the department shall request a medical examination at the C.A.R.E. Center.
- Gathers and preserves investigation evidence to ensure a prosecutable criminal case
- Interviews and takes statements of witnesses and suspects
- Preserves crime scenes
- Prepares and executes search and arrest warrants
- Collaborates with other MDT members in child abuse investigations
- Attends MDT case review meetings

- Presents pertinent case information at MDT case review meeting

C. Hockley and Cochran County Sheriff's Offices

- Investigates all criminal cases of physical abuse and neglect of children who are 16 years of age and younger and sexual abuse of children younger than 17 years of age in Hockley and Cochran Counties
- Makes referrals to CACSP that meet the target population defined in this document
- If a sexual assault is reported within 120 hours after the assault, the department shall request a forensic medical examination. If reported after the 120 hours, the department shall request a medical examination at the C.A.R.E. Center.
- Gathers and preserves investigation evidence to ensure a prosecutable criminal case
- Interviews and takes statements of witnesses and suspects
- Preserves crime scenes
- Prepares and executes search and arrest warrants
- Collaborates with other MDT members in child abuse investigations
- Attends MDT case review meetings
- Presents pertinent case information at MDT case review meetings

D. Texas Tech University Health Sciences Center C.A.R.E Clinic

- Performs forensic sexual abuse exams
- Performs physical abuse/neglect exams
- Review 100% of all findings deemed abnormal or "diagnostic" of trauma from sexual abuse have been reviewed by an "advanced medical consultant"
- Collaborates with other MDT members in child abuse investigations
- Attends MDT case review meetings
- Shares exam result information at case review meetings and with other members of the MDT.

E. Forensic Nurse Staffing of West Texas group, University Medical Center and Covenant Health Systems

- Performs forensic sexual abuse exams of children on acute cases presenting at the local hospital emergency rooms
- Review 100% of all findings deemed abnormal or "diagnostic" of trauma from sexual abuse have been reviewed by an "advanced medical consultant"

- May perform forensic sexual abuse exams of children on non- acute cases that present at local hospital emergency rooms or make referral to the C.A.R.E. Center.
- Informs and shares information on children's cases with CACSP
- Collaborates with other MDT members in child abuse investigations
- Attends MDT case review meetings
- Shares exam result information at case review meetings and with other members of the MDT

F. Lubbock Rape Crisis Center – d.b.a. Voice of Hope

- Accompanies sexual assault victims at local hospital emergency rooms
- Assures that child victims of sexual assault are not interviewed at the hospital
- Gathers information from caregivers and outcry witnesses
- Collaborates with other MDT members in child abuse investigations
- Attends MDT case review meetings and shares pertinent case information on cases seen at Lubbock hospitals

G. Texas Department of Family and Protective Services (DFPS)

- Investigates allegations of child/elder/disabled abuse and neglect by parents, relatives, or caretakers
- Makes referrals to CACSP that meet the target population as defined in this document
- The following circumstances require a response by the CACSP and MDT. DFPS must attempt to contact CACSP before making initial contact with a child who is the subject of a report of abuse that:
 - Is made by a professional reporter and;
 - alleges sexual abuse of a child; or
 - is a type of case handled by CACSP according to CACSP's Working Protocol; or
 - Involves a child fatality in which there are surviving children in the deceased child's household or under the supervision of a caregiver involved in the child fatality.
- Assesses and addresses any issues related to the child's protection, including issues of present or future risk of abuse or neglect
- If a sexual assault is reported within 120 hours after the assault, the department shall request a forensic medical examination. If reported after the 120 hours, the department shall request a medical examination at the C.A.R.E. Center.
- If risk is identified, provides services to families and children to reduce the risks and alleviate the effects of abuse and neglect

- Coordinates with community resources, family members, and the courts to address any factors affecting the child's ongoing safety
- Provides a secure, confidential area for forensic interviews as needed (if the victim cannot be transported to the CAC) and a supervisor has given approval for an off-site interview
- Collaborates with other MDT members in child abuse investigations
- Attends MDT case review meetings
- Presents pertinent case information at MDT case review meetings

H. Texas Department of Family and Protective Services – Adult Protective Services in Home Investigations (DFPS-APS)

- One of the mandates of DFPS – APS In Home Investigations is to investigate allegations of elder and disabled individuals and neglect by parents, relatives, or caretakers to assess and address any issues related to the individual's protection, including issues of present or future risk of abuse or neglect.
- Once risk is identified, services are provided to reduce the risks and to alleviate the effects of abuse and neglect.
- Services range from moderate in-home contact to removal of the adult from the home. Responsibilities include coordinating with outside resources, family members, and the courts to address any changing factors affecting the adult's ongoing safety.
- Provides a secure, confidential area for forensic interviews as needed (if the victim cannot be transported to CACSP and a supervisor has given approval for an off-site interview)
- Collaborates with other MDT members in child abuse investigations
- Attends MDT case review meetings as needed
- Presents pertinent case information at MDT case review meetings

I. Texas Department of Family and Protective Services – Child Care Investigations (DFSP-CCI)

- One of the mandates of DFPS – CCI is to investigate allegations of abuse and neglect in childcare facilities.
- Collaborates with other MDT members in child abuse investigations
- Attends MDT case review meetings as needed
- Presents pertinent case information at MDT case review meetings

J. Health and Human Services Commission – Adult Protective Services Provider Investigations

- Investigates allegations of abuse, neglect, and exploitation of clients receiving services in state operated or contracted settings, or both, that serve adults and children with mental illness or intellectual or developmental disability.
- Collaborates with other MDT members in child abuse investigations
- Attends MDT case reviews as needed

K. Children’s Advocacy Center of the South Plains, Texas Inc.

Provides a neutral, child-focused environment that is comfortable, private, and physically and psychologically safe for diverse populations at which an MDT can meet to facilitate the efficient and appropriate disposition of abuse and neglect cases through the civil and criminal justice systems as follows

- At the agency office in Lubbock, Texas or
- Travels to counties with signed agreements and interviews children using the agency’s mobile interviewing equipment, when feasible or
- During inclement weather, when travel is not safe, investigators are asked to transport or schedule for a time when travel is safer or
- CACSP¹ staff ensures the separation of victims and alleged offenders (juvenile offenders)
- Receives and reviews DFPS reports and contacts the appropriate investigative agencies when the intake meets CACSP services criteria
- Collaborates with MDT members to prevent the re-victimization of the child by minimizing the trauma surrounding the interview and reducing the number of times a child must be interviewed
- Facilitates joint investigations and forensic interviews among participating agencies
- Coordinates and facilitates MDT case review meetings on a regular basis
- Assists with MDT training
- Provides case follow-up
- Provides support services for children and families such as family advocacy, assistance with Crime Victim’s Compensation paperwork, referral to social service agencies as needed, and referrals to therapy as needed
- Provides community education regarding child abuse issues
- To request CACSP services/response after normal working hours or on holidays, DFPS or Law Enforcement shall contact the Associate Director (AD) or Executive Director (ED) by their cell phones. The AD and ED shall maintain a current on-call schedule for

CACSP staff. The AD or ED shall immediately contact the on-call staff on behalf of the MDT member that is requesting services.

- The AD or ED will then contact the staff on call that the participating agencies are requesting services.

IV. Target Population

The target population served by the Hockley/Cochran County Multidisciplinary Team includes:

- Persons with a disability and children between the ages of 0 to 17 involved in reports of suspected sexual or physical abuse or neglect of the child or the death of a child from abuse or neglect.

V. Intake and Case Coordination Process

- The CACSP's role in reviewing the reports is to review and identify DFPS reports within the case acceptance criteria as defined by this Working Protocol and facilitate CACSP/MDT services related to case investigation, assessment, and intervention.
- In addition, the Multidisciplinary Team understands that the CACSP's access to the DFPS reports shall not be construed to change, reduce, or expand the authority or jurisdiction of the CACSP or MDT member agency as it relates to initiating and conducting investigations, assessments, and/or interventions.
- The CACSP shall review the intake reports daily, Monday through Friday.
- The intake reports are then recorded in the CACSP database as reviewed or referred with case notes.
- Upon determination of the suspected allegations, it will be the responsibility of Law Enforcement investigators and/or DFPS investigators to determine the need for a forensic interview by the CACSP following the criteria in this Working Protocol.
- It is the responsibility of DFPS and/or Law Enforcement to collaborate and make direct referrals when the CACSP does not receive an intake report.
- The *preferred* location is CACSP for forensic interviews at established neutral, child-friendly, safe site in Lubbock County.
- In cases where a DFPS investigator determines that a school visit is most appropriate, a DFPS supervisor must approve.

A. Definitions

Forensic Interviewers:

- Forensic Interviewers have specialized training equipping them to talk with alleged child victims in a safe environment and in a developmentally appropriate, non-suggestive manner.
- By meeting the informational needs of the various investigative agencies, forensic interviewers can eliminate the need for unnecessarily duplicative interviews by multiple individuals.

- Conduct forensic interviews of children between the ages of 2 to 17 who have made an outcry of sexual or severe physical abuse/neglect
- Conduct forensic interviews of children considered to be at risk for sexual or severe physical abuse/neglect due to reported allegations of abuse for other children
- Conduct forensic interviews of developmentally delayed adults over the age of 17 who are suspected victims of abuse/neglect
- Conduct forensic interviews of children who have been witnesses to abuse/neglect, domestic violence, kidnappings, homicides, suicides
- Conduct forensic interviews of child fatality incidents in which there are surviving children living in the household or under supervision of a caregiver involved in a child fatality
- Presents pertinent case information at MDT case review meetings

B. Forensic Interviews (FI)

- A developmentally sensitive and legally sound method of gathering factual information regarding allegations of abuse and/or exposure to violence using a semi-structured narrative process.
- This interview is conducted by a competently trained, neutral professional utilizing research and practice-informed techniques as part of a larger investigative process.

C. Subsequent Forensic Interviews

- An interview to supplement the initial completed forensic interview.
- Based upon a unanimous team decision of the MDT members
- Subsequent interview to be conducted by the same Forensic Interviewer
- Used in cases in which a child makes a disclosure about something but later on discloses additional information. (ex: child discloses fondling at initial FI but later discloses oral sex as well)

D. Multi-Session Forensic Interview (MSFI)

- One forensic interview completed over multiple sessions for children and cases with special considerations
- Based upon a unanimous team decision of the MDT members
- Suitable for
 - Children with disabilities
 - Children from diverse cultural backgrounds
 - Preschool children
 - Children who have experienced extreme trauma
 - Children who are victims of human trafficking

E. Forensic Interview Process

- Initial DFPS reports of abuse/neglect will go through Law Enforcement and/or DFPS. CACSP shall also receive and review DFPS reports and contact the appropriate investigative agencies when the intake meets CACSP services criteria.
- DFPS and HHSC shall assume responsibility for referring cases in which they are involved that pertain to the target population as defined in this document. Law enforcement agencies shall refer those cases that do not fall under the jurisdiction of DFPS that pertain to the target population as defined in this document.
- Scheduling, Notification of other member agencies
 - The CACSP shall only take appointments for forensic interviews from Law Enforcement and/or DFPS investigators
 - Appointments shall be scheduled via a phone call either to the CACSP office in Lubbock or the Executive Director or Associate Director's cell phone.
 - If investigators cannot get in touch with the SWI Coordinator, Associate Director, a phone call should be made to the Executive Director at the CACSP office or to the E.D.'s cell phone. The E.D. shall then assist in setting up the appointment.
 - Only the SWI Coordinator and Associate Director may schedule forensic interviews. No other CACSP staff has the authority to schedule interviews for the interviewers except for the Executive Director.
 - Cell phone numbers for the Associate Director and Executive Director shall be provided to all investigators.
 - It is the responsibility of the investigator making the forensic interview appointment to notify any other MDT members that could be involved in the investigation about the appointment (i.e.: cases in which DFPS and Law Enforcement will be working simultaneously).
- CACSP shall conduct emergency forensic interviews after hours and on weekends and holidays. To request CACSP services/response after normal working hours or on weekends or holidays, DFPS or Law Enforcement shall contact the Associate Director or Executive Director by their cell phones. The AD and ED shall maintain a current on-call schedule for CACSP staff. The AD or ED will immediately contact the on-call staff for the MDT member requesting services.
- Who conducts interviews:
 - Interviews may only be conducted by the CACSP's appropriately trained forensic interviewers.

- Interviewers shall conduct the interviews using a Semi-Structured Narrative Process.
- Interviewers shall utilize interview aids when necessary to assist a child and/or adult with disabilities in communicating about an event. All interviewers shall be properly trained and familiar with field-tested and accepted methods on how to properly use interview aids as taught in all forensic interview core curriculum training. Interview aids may include, but are not limited to, one or more of the following:
 - Anatomical Diagrams;
 - Anatomical Dolls;
 - Baby Dolls;
 - Paper to allow the child to write or make free hand drawings to help describe something to the interviewer;
 - Flash Cards; and/or
 - Other items to help active or distracted children focus, concentrate, and communicate with the interviewer (e.g., paper, crayons, markers, shape sorter, playdough and other miscellaneous items deemed necessary by the trained interviewer).
- Should the need arise, forensic interviewers may present physical evidence during the interview (e.g., photos, text messages, writings or drawings done by the child before the interview, etc.). Each case shall be discussed by all MDT members involved to make a team decision on whether evidence should be presented during the interview.
- Criteria for selecting an interviewer for a specific case shall include Spanish speaking or when investigators state the parents/child have a preference of male or female interviewer.
- The only people in the interview room are the forensic interviewer and the individual being interviewed and any interpreter necessary to conduct the interview.
- Who must be present for observation:
 - Lead investigators must be present in the observation of the forensic interview.
 - CACSP does not offer/allow remote live observation of forensic interviews.
 - If an investigator (Law Enforcement or DFPS) is not present, the interview shall not take place.

- Others allowed to observe the interview include other representatives of the MDT member agencies and CACSP staff and representatives.
- Parents/guardians and other parties who are not members of the MDT member agencies or the CACSP shall not be allowed in the observation room during an interview.
- CACSP does not offer tele-forensic forensic interviews.
- Procedures for MDT team staffing (pre- and post- interview):
 - Investigators will staff with the forensic interviewers prior to the interview if desired.
 - Assigned staff shall share pertinent case background and information.
 - Investigators may also staff the case with the forensic interviewer, family advocate, other investigators, and supervisors after the interview.
 - Decisions about whether a case meets the requirements for MSFI should be made during the pre-interview staffing or post-interview decision making.
- Procedures for communications with parent/guardian pre/post interview:
 - Investigators are responsible for communicating with parents/guardians to advise of appointments for forensic interviews or the need for multiple session forensic interviews.
 - Investigators shall meet with parents/guardians after the interview.
 - The CACSP Family Advocate shall assist parents/guardians in completing intake paperwork at the interview appointment.
- Digital recording procedures:
 - All cases scheduled for a forensic interview at the CACSP office, the mobile interviewing unit, or at local law enforcement and/or DFPS offices shall be digitally recorded.
- Which interviews shall be digitally recorded:
 - All forensic interviews involving outcries and/or reports of child abuse/neglect that fit the criteria shall be digitally recorded.
 - DFPS investigators who decide to have the forensic interviewer interview a child at school are responsible for audio-taping the interview.
- Operation of digital recording equipment:
 - The forensic interviewers are responsible for operation of digital recording equipment.

- Communication between the MDT and the forensic interviewer:
 - The case team (investigators, forensic interviewer, family advocate) shall have a pre-interview meeting to discuss any pertinent information related to the case.
 - The forensic interviewer shall take a break after the conversation regarding the allegations with the child.
 - At that time, the forensic interviewer shall enter the observation room for discussion with the team regarding any additional questions, clarifications, or additional concerns that have arisen regarding the forensic interview of the victim.
 - The above may be repeated as many times as needed.
- Issues involving ownership, storage, duplication, viewing of video:
 - A digital recording of an interview with a child that is made by the CACSP is the property of the prosecuting attorney involved in the criminal prosecution of the case involving the child. If no criminal prosecution occurs, the digital recording is the property of the attorney involved in representing the department in civil action alleging child abuse, neglect, or exploitation. If the matter involving the child is not prosecuted, the digital recording is the property of the department if the department is investigating the alleged abuse, neglect, or exploitation. If the department is not investigating or does not intend to investigate the matter, the electronic recording is the property of the agency that referred the matter to the Center.
 - The CACSP does not usually store copies of the interviews. The investigating agency has sole responsibility for storage of digitally recorded interviews. (**Exceptions to this are delineated below).
 - The CACSP shall provide additional digital recordings, as needed, to other MDT member agencies participating in the investigation
 - Digital recordings are the property of the investigating agency and thus it is at their discretion who may view those digital recordings. Those cases selected by forensic interviewers for peer review are an exception to this statement.
 - ** The CACSP forensic interviewers shall have the option to make copies of interviews only upon the express written permission of parents/legal guardian(s).
 - **Interviews that are copied may be used for two limited purposes: 1) Peer review meetings in which forensic interviewers meet with other forensic interviewers for the purpose of additional training and critique from their colleagues; and 2) To assist CACSP in its role of training law enforcement officers on the CASP model and procedures.

F. Joint investigations

- Lead investigators are responsible for notifying investigators from member agencies of interviews (i.e., DFPS shall notify Law Enforcement and vice versa in cases that could involve criminal proceedings).
- Procedures for developing joint strategies
 - Each agency shall work with and assist the others and the Center to ensure that the best interest and protection of children will be served.
 - The appropriate law enforcement agency shall investigate and determine whether a crime has been committed, and, if so, present information to the proper authorities for prosecution.
 - DFPS is responsible for the protection of children/elders/disabled from harm by their parents or others responsible for their care. DFPS is responsible for conducting a civil investigation and taking whatever action it deems necessary to protect the children from further harm.
 - The Health and Human Services Commission Adult Protection Services Provider is responsible for investigating allegations of abuse, neglect, and exploitation of clients receiving services in state-operated or contracted settings, or both, that serve adults and children with mental illness or intellectual or developmental disabilities.
 - The office of the appropriate prosecuting authority is responsible for assessing and handling the civil and criminal legal aspects of the case in accordance with civil and criminal law.
 - Appropriate medical personnel shall be responsible for providing the medical direction.
 - Mental health direction shall be provided by the Center's Director of Clinical Services.

G. Procedures for sharing information and reports

- All MDT members shall assume responsibility for sharing pertinent case information with other MDT member agencies in a timely manner. All MDT members must share pertinent case information with the appropriate agency. In reports involving a public agency or medical organization, or its staff, as the suspected offenders; confidentiality shall be maintained by all MDT members involved in the investigation, and these cases shall not be reviewed in MDT Case review.
- Information sharing may take place during staffing and/or during MDT case review meetings as well as through e-mails and phone calls.

- The end goal is providing the best services and building the strongest case for the best overall outcome for the families served by the Center and MDT member agencies.

H. MSFI considerations

- I. If determined by the Case Team after the initial forensic interview that a MSFI is needed, it shall be conducted by the managing forensic interviewer.
- J. The Case Team shall agree on the scheduling of the impending interviews.
- K. Sessions should be scheduled close together (later the same day or the next day) when possible.
- L. MSFI may take up to 7 sessions (usually finished with 2-3 sessions).
- M. Each session shall be recorded on a separate digital recording and labeled “session ___ of ___.”
- N. All tools used during the interviews shall be turned over to the investigators after each MSFI session.
- O. Staffing at MDT case review shall occur as usual with continued discussion at subsequent case review meetings until the case is resolved.
- P. For each session the “Case Team” shall consist of the same MSFI-trained forensic interviewer and, when possible, the same investigators from Law Enforcement and/or DFPS and HHSC, as were involved in the initial session.
- Q. “Comfort” gifts should not be given to the child until the conclusion of all sessions.
- R. Courtesy interviews – the CACSP MSFI-trained forensic interviewer should consult with the prosecuting attorney prior to starting the MSFI.

I. Separation of Victims and Alleged Perpetrators

- CACSP staff shall ensure the separation of victims and alleged offenders (juvenile offenders)
- Juvenile perpetrators of sexual abuse may be interviewed for the purpose of establishing whether they have been victims of sexual abuse at the request of investigators. These interviews shall be conducted separate and apart from the victim interviews.
- Alleged perpetrators shall remain separated from victims by sight and sound by placing them in the lobby with parent/caregiver that has secure access into the main building by a security code lock

J. Team Meeting/Case Review Process

- Case review is the formal process that enables the MDT to monitor and assess its independent and collective effectiveness to ensure the safety and well-being of children and families. The process encourages mutual accountability and assures children's and families' needs are met sensitively, effectively, and in a timely manner.
- Cases reviewed are those that have met the criteria for a forensic interview, received other CAC services (i.e., Sexual Assault Nurse Examination, or other medical examination) when the child is too young or non-verbal for a forensic interview
- Case review meetings for Hockley/Cochran County shall be held monthly at a time, date, and location that accommodates all MDT members. The CACSP shall confer with the member agencies in scheduling the case review meeting. Notification of the meetings shall be sent via e-mail, fax, or phone calls.
- If there are fewer than 2 new cases and/or only case continuations, the case review meetings shall be conducted remotely at a time and date that accommodates the MDT members.
- If there are no new cases and no continuous cases without dispositions, then no case review meeting will take place that month.
- Representatives of each member agency are required to attend each case review meeting: Law Enforcement, DFPS, HHSC, the CACSP, the District Attorney's office, C.A.R.E. clinic staff, Forensic Nurse Staffing of West Texas, Voice of Hope Executive Director or other paid staff, and the Sheriff's office. If the investigator working the case is not present – those who are representing that agency shall have information about, and be prepared to discuss, the case during the meeting.
- DFPS CCI, DFPS APS In-Home Investigations, and HHSC Provider Investigations are only required to have a representative at the case review meeting if they have a case on the case review list.
- The CACSP staff has the responsibility of including DFPS-APS In-Home Investigations and DFPS-CCI cases on the case review list and sending the assigned representative the case review list, as needed.
- Cases are reviewed at the next case review meeting following the interview and at each case review meeting thereafter until final disposition.
- MDT member agencies may request cases for review that do not fall in the required review category. These may be cases in which Law Enforcement or DFPS did not request a forensic interview or any other CACSP service but want the MDT to discuss/review the investigation. This can be accomplished by contacting the MDT coordinator to place the case on the MDT case review list.

- The MDT Coordinator or other designated representative of the CACSP is responsible for generating the case review list and agenda for each meeting. The list and agenda are disseminated via encrypted e-mail the week of the meeting.
- MDT case review meetings are facilitated by the MDT Coordinator or other designated CACSP representative.
- CACSP staff is responsible for documentation of the dispositions of the cases being reviewed and that information shall be entered into the CACSP case tracking system database.
- Any recommendations from the MDT regarding concerns about the family should be followed-up with by the lead investigator or the family advocate and discussed at the next case review meeting as to the status of the recommendations.
- Case disposition shall be communicated to CACSP staff at case review meetings by the investigator(s). If the investigator(s) are unable to attend the meeting, the investigator(s) shall provide the information by phone or email.
- The appropriate District Attorney's office are available to conduct preliminary intake of cases for initial filing decisions at each case review meeting.

K. Case Tracking

- Case tracking collects and documents essential demographic and case information and investigation/intervention outcomes as well as generating statistical reports. The data collected is useful for monitoring ongoing case progress and program evaluation to inform continuous quality improvement. This enables MDT members to provide accurate information on the status and disposition of cases to clients and critical support for seeking funding and responding to grant requirements.
- CACSP provides case tracking via CACTX Collaborate. Cases receiving services are entered into the database by CACSP staff. The cases that are identified based on pending criminal charges and civil dispositions due to Law Enforcement and/or DFPS involvement shall be entered through completion.
- CACSP shall monitor cases. As part of that monitoring, CACSP staff shall update the database in a timely manner from the moment when services are first accessed up to completion of the case.
- MDT member agencies may contact CACSP to request information entered in the database.
- The information is available for statistical information, grant reports, and MDT members.

I. Mental Health Component

- The CACSP provides free Trauma Focused Cognitive-Behavioral Therapy for abused children and their non-offending caregivers, siblings, etc. that meet the target population criteria at a designated location or at the child's school. Funding for these services is provided by grants and volunteers.
- The child and family will meet with a therapist and based on familial needs and individual needs a determination of what type of treatment will work in the best interest of the child and family.
- Therapy is not a part of the forensic process and is not intended for gathering information of abuse. Therapy is about helping the child heal from trauma and should begin only after the forensic interview has been completed.
- If investigators decide to refer the child off-site for a forensic evaluation, therapy may not begin until after that process has been completed.
- Therapists at the CACSP do not conduct forensic evaluations to determine whether abuse has taken place.
- Therapy is provided by four full-time therapists and one part-time therapist.
- Therapy is also provided by four graduate student interns supervised by the CACSP contracted supervisor.
- Interns providing therapy are Master and Doctoral level graduate student interns in a counseling/therapy field.
- Therapy/counseling is offered to individuals, families and in group settings.
- Therapy may also be conducted through tele-health.
- Referrals for therapy may be initiated by CACSP staff or any MDT member agency staff.
- The initial appointment for therapy is scheduled by the CACSP Family Advocate or the Executive Director. Individual therapists are responsible for any subsequent appointments.
- Referrals to other therapy resources shall be made when all CACSP therapy slots are filled or when the child did not make an outcry during their forensic interview.
- Therapist will share relevant information with the MDT while protecting the clients' right to confidentiality and the mental health professional's legal and ethical requirements.
- Therapist will monitor and share with the MDT regarding the child's and caregiver's engagement in, and completion of, treatment.

- Expectations of the CACSP mental health providers include providing feedback at case review meetings, preparing children for court, and providing copies of therapy case notes upon subpoena.
- Volunteers and staff monitor (both visual and auditory) families who are in the building for therapy to keep an eye on any sexually reactive children who may be attending therapy as well as to assure that adults are not freely entering other offices where confidential information may be kept.
- MSFI consideration: Referrals to mental health services should be made at the conclusion of MSFI sessions. The exception to this would be with victims of human trafficking.
- Therapists shall serve as clinical consultants to the MDT members on issues relevant to child trauma and evidence-based treatment.
- Therapist presents pertinent case information at MDT case review meetings.

M. Medical Component

The inability of a member of the target population to pay for a forensic medical evaluation shall not present a barrier to receiving one in this service area. Sexual assaults examinations reported within 120 hours may performed at a hospital. SANE shall be reimbursed through a fund operated by the Victim Services Office of the Texas Attorney General. If a family has medical insurance, the exam may be billed to their insurance; however, not having insurance does not exclude anyone from receiving an exam if needed.

- The CACSP collaborates with the Texas Tech University Health Sciences Center C.A.R.E. Clinic (TTUSHC), Forensic Nurse Examiners Staffing of West Texas (FNSWT), Covenant Health Systems, and University Medical Center, which provide forensic sexual abuse exams.
- If a sexual assault is reported within 120 hours after the assault, DFPS or Law Enforcement shall request a forensic medical examination. If reported after 120 hours, DFPS or Law Enforcement shall request for a medical examination at the TTUHSC C.A.R.E. Clinic.
- Exams for sexual assaults that have occurred within 120 hours (acute exams) should be referred to the emergency rooms at the above-mentioned hospitals. If patients present at the ER for a non-acute sexual assault case, the ER staff shall notify the SANE on-call. The SANE on-call shall evaluate the patient and determine whether a SANE exam should be performed or if the patient would be best served by a referral to the C.A.R.E. Clinic. The SANE on-call shall notify the C.A.R.E. Clinic with information on any patient who is being referred.
- Exams not considered acute (assault has taken place more than 120 hours ago) may be conducted Monday through Friday between 8 a.m. and 5 p.m. and may be scheduled with the TTUHSC C.A.R.E. Clinic by calling that agency at (806) 743-

7770. Exam appointment may be scheduled by the investigator or by CACSP staff (at the request of investigators).

- Forensic interviews generally shall occur after an acute SANE exam and usually before a non-acute exam.
- Forensic sexual abuse exams are conducted by specially trained Sexual Assault Nurse Examiners only.
- Medical services results may be shared with the MDT at case review meetings. The providing medical personnel may also share medical services results to investigators in writing.
- Exams for physical abuse are at the direction and discretion of the investigators (Law Enforcement or DFPS).
- Medical examinations/reports provided by a medical provider that is not an MDT member shall be referred by DFPS or Law Enforcement to the MDT medical member for review.
- Medical providers are expected to attend case review meetings and be prepared to discuss exam results. Medical providers shall also provide written reports to the investigators regarding exam results.
- Circumstances under which a medical evaluation is recommended:
 - For acute/hospital cases - All ER patients are screened and cleared medically by the ER physician prior to the SANE exam. SANEs shall consult with the ER physician following the forensic exam if needed for additional treatment or follow-up care.
 - For C.A.R.E. cases – where there are allegations or an outcry of sexual abuse.
- Purpose of the medical evaluation:
 - For acute/hospital cases - To screen for injuries and/or underlying medical conditions aside from the sexual assault
 - For C.A.R.E. cases – to determine if there are any physical findings to corroborate a sexual assault
- How the medical evaluation is made available:
 - For acute/hospital cases – once medical staff and an investigator have determined that an exam is necessary, the hospital SANE or contact is made with the on-call Forensic Nurse of West Texas SANE to request that they conduct the exam at the hospital.

- For C.A.R.E. cases – an appointment is scheduled by the investigator or by CACSP staff if requested by the investigator
- How emergency situations are addressed:
 - For acute/hospital cases - Emergency situations are handled by the hospital Emergency Department physicians
 - For C.A.R.E. cases – emergency cases can be seen between the hours of 8 a.m. – 5 p.m., Monday through Friday.
- How multiple evaluations are limited:
 - The hospital SANE, Forensic Nurse Staffing of West Texas SANE and the C.A.R.E. Clinic shall contact each other to ensure an exam has not already been performed at the agency
- How medical care is documented:
 - For acute/hospital cases - The medical evaluation and hospital staff nursing notes are available in the patient's medical record. The forensic medical evaluation files are kept in a separate location from the patient's hospital chart.
 - For C.A.R.E. cases – the SANE report includes the patient's history as well as the results of the examination. This information shall be shared with the investigator and discussed at case review meetings.
- How the medical evaluation is coordinated with the MDT to avoid duplication of interviewing and history taking:
 - There shall be communication at MDT case review meetings regarding exams already conducted and whether an exam is needed or not.
- Procedures for medical intervention in cases of suspected physical abuse and maltreatment, if applicable:
 - For acute/hospital cases - emergency room personnel contact DFPS and/or Law Enforcement
 - For C.A.R.E. cases – Staff contact DFPS and/or Law Enforcement
- C.A.R.E. personnel, Hospital SANE's and Forensic Nurse Staffing of West Texas presents pertinent case information at MDT case review meetings

N. Family and Victim Advocacy Component

- The CACSP is responsible for providing a family advocate for clients in the target population who access CACSP services in the service area.
- Initial contact between the family and the CACSP family advocate occurs when the family comes in for the forensic interview appointment.
- The Family Advocate (or if necessary trained CACSP staff) provides the following services to families:
 - Sits with the non-offending caregivers while other CACSP services are being conducted
 - Explains the MDT response for all cases when a forensic interview cannot be conducted (e.g., too young, non-verbal, etc.)
 - Explains the process of conducting a forensic interview
 - Assists the family with filling out intake paperwork
 - Explains the rights available to the families during the process
 - Explains the Crime Victims' Compensation Program and assists in filling out paperwork
 - Explains crime victims' rights
 - Assesses the families for unmet needs and makes referrals to social service agencies, as needed
 - Provides education on the dynamics of abuse
 - Provides families with a trauma symptom checklist
 - Provides crisis intervention when needed
 - Discusses the importance of therapy with the family and makes referrals for therapy to the CACSP Clinical Director
 - Explains the medical forensic evaluation to families
 - Makes follow-up phone calls to families to check on their progress and assess any needs
 - Presents pertinent case information at MDT case review meetings
 - Contacts families regarding an appointment for court room orientation when a case is proceeding to criminal court
 - Accompanies families to court proceedings during trial

- Family Advocates of the CACSP, within the bounds allowed by law, agree to maintain confidentiality of all records and information gathered on all child sexual and physical abuse cases as outlined by the Texas Family Code.

VI. Confidentiality

All files, reports, records, communications, and working papers used or developed in providing services under these Working Protocol are confidential and not subject to public release under Chapter 552, Texas Government Code, and may only be disclosed for purposes consistent with Chapter 264, Subchapter E, Texas Family Code. A file may include client data including, but not limited to: names, addresses, names of children, children's date of birth, ages, school(s) attended, type of abuse alleged, alleged perpetrator, and age and sex of alleged perpetrator. The file may also include the following information: identity of person(s) conducting the interview(s), identity of persons(s) in the screening room during interview(s), each MDT member who received a digital recording of the interview(s), and any information related to referral(s) for additional services.

All personnel involved with the operations of the CACSP, within the bounds allowed by law, agree to maintain confidentiality of all records and information gathered on all child sexual and physical abuse cases as outlined by the Texas Family Code.

VII. Conflict Resolution

Conflicts that occur within the Multidisciplinary Team shall be escalated to each participating Agency's immediate supervisors. If the dispute is not resolved, then the matter shall be addressed in a meeting with each agency's designated representative(s) and the CACSP Executive Director. The role of the CACSP is to ensure continued collaboration and communication between member agencies, which shall be encouraged and reinforced through a successful dispute resolution process.

VIII. Other general provisions

1. All MDT member agencies and their staff shall be invited and encouraged to attend training sponsored by the CACSP. The CACSP shall provide financial support for professionals and volunteers to attend specialized training when funding is available.
2. CACSP shall provide opportunities for community involvement through its formalized volunteer program dedicated to supporting the Center. To qualify as a volunteer, a community members must meet the CACSP's eligibility criteria.
3. Each MDT member agency expressly understands that it will work within its departmental mandates and policies. Nothing contained in this document supersedes the statutes, rules, and regulations governing each agency. To the extent that any provision of these Working Protocol is inconsistent with any such statute, rule, or regulation; the statute, rule, or regulation shall prevail.
4. The MDT member agencies understand that the duties prescribed to the CACSP do not relieve an agency of its duty to investigate a report of abuse or neglect as required by law. These Working Protocol shall not be construed to change, reduce, or expand the authority

or jurisdiction of the CACSP or any MDT member agency as it relates to initiating or conducting investigations, assessments, and/or interventions.

5. All agencies/organizations participating in the MDT agree to provide specially trained professionals with skills in child abuse interviewing, assessment, and investigation. The trained professionals shall be jointly assigned to multidisciplinary teams for review of appropriate abuse or neglect cases as provided by these Working Protocol.
6. These Working Protocol are effective on the signature date of the latter of the participating agency to sign this document. These Working Protocol remain in effect for three (3) years from the effective date. There are no renewal or extension options.
7. These Working Protocol must be re-executed at least every three (3) years; on a significant change to the Working Protocol; or on a change of a signatory of a participating agency. The Working Protocol may be reviewed and modified during its term as determined by the CACSP Executive Director and the members of the Multidisciplinary Team. The appropriate agencies shall be notified of any modification, and if agreed, shall sign the modified Working Protocol document. These Working Protocol may be modified:
 - a. to conform to existing or new statutes, rules, regulations, or departmental policies that may conflict with any provisions of these Working Protocol;
 - b. to better meet the needs of families and children in the provision of child abuse related services;
 - c. to improve the procedures set forth in these Working Protocol;
 - d. to add or delete agencies as participants to the Multidisciplinary Team; and
 - e. for such other purposes as the Parties may agree.
8. The Working Protocol may be terminated by any participating agency upon thirty (30) days written notice to the signatory of each participating agency.
9. These Working Protocol may be executed in any number of counterparts, each of which will be an original, and all of such counterparts will together constitute but one and the same agreement.
10. This document and the Memorandum of Understanding constitutes the entire agreement of the Parties and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Any additional or conflicting terms in any future document incorporated into this Working Protocol will be harmonized with this document to the extent possible.

11. Signatories of these Working Protocol include the following participating agencies:

- a. Hockley/Cochran County District Attorney's Office
- b. Hockley County Attorney
- c. Hockley County Sheriff's Office
- d. Cochran County Sheriff's Office
- e. Texas Department of Family and Protective Services-CPI
- f. Texas Department of Family and Protective Services – CPS
- g. Texas Department of Family and Protective Services - APS
- h. Texas Department of Family and Protective Services- CCI
- i. Health and Human Services Commission
- j. City of Levelland -Police Department
- k. City of Sundown– Police Department
- l. City of Anton– Police Department
- m. Texas Tech University Health Science Center C.A.R.E. Clinic - Director
- n. Forensic Nurse Examiners Staffing of West Texas – Director
- o. University Medical Center
- p. Covenant Health Systems
- q. Lubbock Rape Crisis Center d.b.a. Voice of Hope - Executive Director
- r. Board Chairperson—Children's Advocacy Center of the South Plains, Texas, Inc.
- s. Executive Director—Children's Advocacy Center of the South Plains, Texas, Inc.

By signing below, the Participating Agency acknowledges that it has read these Working Protocol and agree to its terms, and that the person whose signature appear below have the requisite authority to execute these Working Protocol on behalf of the named Agency.

SIGNATURE PAGES FOLLOW

FOR HOCKLEY COUNTY DISTRICT ATTORNEY:

Angela Overman
Hockley/Cochran County District Attorney

Date of Signature

FOR HOCKLEY COUNTY ATTORNEY:

Anna Hord
Hockley County Attorney

Date of Signature

FOR HOCKLEY COUNTY SHERIFF'S OFFICE:

Ray Scifres
Hockley County Sheriff

Date of Signature

FOR COCHRAN COUNTY SHERIFF' S OFFICE:

Jorge De La Cruz
Cochran County Sheriff

Date of Signature

FOR THE CITY OF LEVELLAND POLICE DEPARTMENT:

Albert Garcia
Levelland Police Department Chief

Date of Signature

FOR THE CITY OF SUNDOWN POLICE DEPARTMENT:

Jeff Foster
Sundown Police Department Chief

Date of Signature

FOR THE CITY OF ANTON POLICE DEPARTMENT:

David Kinney
Anton Police Department Chief

Date of Signature

FOR THE TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER:

Dr. Jennifer Hansen
TTUHSC Director of Child Abuse Pediatrics

Date of Signature

FOR THE LUBBOCK RAPE CRISIS CENTER – D.B.A. VOICES OF HOPE:

Kristin Murray
Lubbock Rape Crisis Center – D.B.A. Voice of Hope
Executive Director

Date of Signature

FOR THE TEXAS DEPARTMENT OF FAMILY PROTECTIVE SERVICES:

Tonya Harmon
Regional Director
Texas Department of Family Protective Services - CPI

Date of Signature

George Cannata
Regional Director
Texas Department of Family Protective Services – CPS

Date of Signature

Cody Minze
District Director
Texas Department of Family Protective Services – APS

Date of Signature

Clint Cox
Childcare Investigator Director
Texas Department of Family Protective Services

Date of Signature

Marshall Davidson
Regional Director
Special Investigations

Date of Signature

FOR THE TEXAS HEALTH AND HUMAN SERVICES COMMISSION:

David Kostroun
Deputy Executive Commissioner for Regulatory Services
Health and Human Services Commission

Date of Signature

FOR FORENSIC NURSE STAFFING OF WEST TEXAS:

Carrie Edwards
Forensic Nurse Staffing of West Texas

Date of Signature

FOR UNIVERSITY MEDICAL CENTER HEALTH SYSTEM:

Tammy Williams
Chief Nursing Officer

Date of Signature

FOR COVENANT HEALTH SYSTEMS:

Daniel Hronek
Chief Nursing Officer

Date of Signature

FOR THE CHILDREN'S ADVOCACY CENTER:

Jeremy Steen
Children's Advocacy Center Board President

Date of Signature

Derek Danner
Children's Advocacy Center Executive Director

Date of Signature

Hear Monthly Public Assistance report.



HOCKLEY COUNTY PUBLIC ASSISTANCE



January 2024 Dispositions and Request for Payment

Hockley County Public Assistance Administrator, Cara Phelan presents the following requests for financial assistance to the Hockley County Commissioner's Court.

SUMMARY OF APPROVED ASSISTANCE REQUESTS FOR					
APPLICANT		PHYSICAL ADDRESS	ASSISTANCE REQUEST		ASSISTANCE
			RENT	UTILITY	
Kittridge	Leanne	1837 Ave I #111A	X		150.00
Olivas	Candelario	1504 B 11th Street	X		150.00
White	Irvina	1837 Ave. I, 113-B	X		150.00
Escobar Jr.	Pablo	1706 Houston Street		X	45.99
Cantu	Rubin	1306 10th Street		X	75.00
Samuels	Greg	214-D Poplar Street		X	75.00
Cortez	Teresa	908 Ave. E		X	75.00
Mitchell	Catherine	1617 Austin Street	X		150.00
Chavez	Billie Jo	119 Poplar Street	X		150.00
Carranza	Delia	1623 9th Street		X	75.00
TOTAL PUBLIC ASSISTANCE APPROVED					\$1095.99
APPLICANT		REQUEST	REASON FOR DENIAL		
Epke	Samantha	Rent	Over Income		
Castillo	Salvador	Elect	The applicant does not live in the residence.		
Golightly	Kay	Rent	Over Income		
Vestal	Colleen	Rent	Over Income		
PAUPER BURIAL ASSISTANCE REQUESTS					
APPLICANT	DECEASED	DISPOSITION		COMMENT	
		APPROVED	DENIED		
None					

Respectfully Submitted to:
Hockley County Commissioners Court

Monday, February 5, 2024

Hockley County Public Assistance Administrator

Cara Phelan

Motion by Commissioner Carter, second by Commissioner Graf, 4 votes yes, 0 votes no, that commissioner's court approved the Public Assistance Guidelines. As per Hockey County Public Assistance Guidelines recorded below.



HOCKLEY COUNTY PUBLIC ASSISTANCE GUIDELINES

To determine eligibility, countable income is defined as: *Monies available to the household in the thirty-day period prior to the deadline date as determined by the Public Assistance Office.* Countable income includes but may not be limited to:


- Earned Income
- Retirement/Pension
- Child Support
- Food Stamps
- Other unearned income
- Social Security
- Unemployment
- Bank Accounts
- Housing Payments to Landlords
- Contributions
- Worker's Compensation
- TANF
- Utility Reimbursements

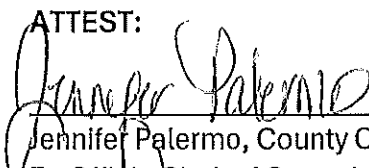
The base amount for determining public assistance eligibility is **100%** of the Health and Human Services Poverty Income Guidelines which are recorded in the Federal Register.

2024 Federal Poverty Income Limits (FPIL) (Department of Health & Human Services-January 2024)		
Number of persons in household	100% Annual Income Limit	100% Monthly Income Limit
1	\$ 15,060.00	\$ 1,255.00
2	\$ 20,440.00	\$ 1,703.33
3	\$ 25,820.00	\$ 2,151.67
4	\$ 31,200.00	\$ 2,600.00
5	\$ 36,580.00	\$ 3,048.33
6	\$ 41,960.00	\$ 3,496.67
7	\$ 47,340.00	\$ 3,945.00
8	\$ 52,720.00	\$ 4,393.33
For each additional person	Add \$ 5,380.00	Add \$ 448.33

The 2024 Public Assistance Guidelines are posted on the Public Information Board inside the Hockley County Courthouse.

Given under my hand and seal of said Court, this 5th day of February 2024.


 Judge Sharla Baldrige
 Hockley County, Texas

ATTEST:

 Jennifer Palermo, County Clerk, and
 Ex-Officio Clerk of Commissioners' Court
 Hockley County, Texas



Motion by Commissioner Carter, second by Commissioner Graf, 4 votes yes, 0 votes no, that commissioner's court approved the 2024 Federal Poverty Income Limits. As per 2024 Federal Poverty Income limits (FPIL) recorded below.

2024 Federal Poverty Income Limits (FPIL)

Number in household	INDIGENT HEALTHCARE		PUBLIC ASSISTANCE		COURT APPOINTED ATTORNEY	
	21% Annual Income	21% Monthly Income	100% Annual Income	100% Monthly Income	125% Annual Income	125% Monthly Income
1	\$ 3,162.60	\$ 263.55	\$ 15,060.00	\$ 1,255.00	\$ 18,825.00	\$ 1,568.75
2	\$ 4,292.40	\$ 357.70	\$ 20,440.00	\$ 1,703.33	\$ 25,550.00	\$ 2,129.17
3	\$ 5,422.20	\$ 451.85	\$ 25,820.00	\$ 2,151.67	\$ 32,275.00	\$ 2,689.58
4	\$ 6,552.00	\$ 546.00	\$ 31,200.00	\$ 2,600.00	\$ 39,000.00	\$ 3,250.00
5	\$ 7,681.80	\$ 640.15	\$ 36,580.00	\$ 3,048.33	\$ 45,725.00	\$ 3,810.42
6	\$ 8,811.60	\$ 734.30	\$ 41,960.00	\$ 3,496.67	\$ 52,450.00	\$ 4,370.83
7	\$ 9,941.40	\$ 828.45	\$ 47,340.00	\$ 3,945.00	\$ 59,175.00	\$ 4,931.25
8	\$ 11,071.20	\$ 922.60	\$ 52,720.00	\$ 4,393.33	\$ 65,900.00	\$ 5,491.67
For each additional person	Add \$1,129.80	Add \$94.15	Add \$ 5,380.00	Add \$ 448.33	Add \$6,725.00	Add \$560.42

Motion by Commissioner Clevenger, second by Commissioner Graf, 4 votes yes, 0 votes no, that commissioner's court approved the annual Service Agreement between Hockley County and Texas Association of Counties, County information resources Agency. As per Service Agreement recorded below.



TEXAS ASSOCIATION *of* COUNTIES COUNTY INFORMATION RESOURCES AGENCY

SERVICES AGREEMENT

FINDINGS:

1. CIRA is an Interlocal entity as authorized by the Texas Interlocal Cooperation Act, Texas Government Code Chapter 791, to provide certain technology services to its members.
2. Member is a local government or governmental entity that has executed an Interlocal Participation Agreement with CIRA and would like to obtain technology services from CIRA.
3. Member's governing body has approved execution of an Interlocal Participation Agreement with CIRA.

AGREEMENT:

In consideration of the mutual covenants and agreements set forth below, CIRA and the Member agree as follows:

1. GENERAL TERMS AND CONDITIONS

1.1 Definitions.

- 1.1.1 "Member" includes the Member and all officials and employees who use CIRA Services.
- 1.1.2 "Services" means a CIRA-sponsored or -provided service authorized by this Agreement.

1.1.3 "TAC" means the Texas Association of Counties.

1.1.4 "User" includes any person authorized by Member to use CIRA email or other Services.

1.2 Scope and conflict.

These General Terms and Conditions apply to the entire Agreement. If there is a conflict between this section and the specific terms and conditions for a particular Service, the individual terms and conditions govern. If the relationship between the terms is unclear the General Terms and Conditions will govern.

1.3 Authorized use.

Member may use CIRA-provided Services for a public purpose only and not for any private pecuniary gain. Member agrees not to use a CIRA Service to conduct a business or activity or solicit the performance of an activity that is prohibited by law. Member agrees to use the Services only for lawful purposes and in accordance with this Agreement. CIRA may amend its policies and guidelines at any time without notice to the Member.

1.4 Abuse of Services and CIRA's rights.

1.4.1 Prohibited activity. Activity that interrupts the normal use of the CIRA services or system for other CIRA Members is considered to be abuse of system resources and is prohibited. Examples of service abuse include spawning dozens of processes, or consuming excessive amounts of memory or CPU for long periods of time. Depending on the severity of the conduct or consequences, CIRA may issue a User that abuses the system an email warning or suspend the Member's or a User's account without notice. If CIRA determines that the abuse or misuse is unintentional, it may rescind a User's suspension.

1.4.2 Reporting required. Member must report to CIRA any information it has or obtains related to a current or past violation of CIRA policies or guidelines resulting in abuse of Services.

1.4.3 Investigation and action authorized. CIRA may investigate any reported violation of this Agreement or CIRA policies or guidelines and take any action that it deems appropriate and reasonable under the circumstance to protect CIRA services and systems, Members or third parties. CIRA will not access or review the contents of any email or similar stored electronic communications except as required or permitted by applicable law or legal process.

1.4.4 Public information. Member also understands that information stored on CIRA servers and systems incident to use of CIRA Services may be subject to disclosure under the Public Information Act, Government Code Chapter 552.

1.4.5 Content restriction or removal. CIRA may, but is not obligated to, restrict or remove any content that violates this Agreement or related policies or guidelines, or is otherwise objectionable or potentially infringing on any third party's rights or that potentially violates any laws. If CIRA becomes aware that a Member or User has violated this Agreement or related policies or guidelines, third party rights or laws, CIRA may immediately take action, including:

- (a) issuing a warning;
- (b) suspending or terminating a Service;
- (c) restricting or prohibiting use of hosted content ; and
- (d) disabling or removing any hypertext link to third-party websites, any information or content distributed or made available for distribution through a Service, or other content not supplied by CIRA that, in CIRA's sole discretion, may violate a law or infringe on a third-party right or that otherwise exposes or potentially exposes CIRA to civil or criminal liability.

1.4.6 Editorial control. CIRA's rights under this Agreement do not obligate CIRA to monitor or exert editorial control over information or content made available by a Member for distribution through a Service.

1.5 Security.

1.5.1 Password protection. SECURITY IS THE RESPONSIBILITY OF EVERYONE. Member and each authorized User agree to keep individual passwords secure and not disclose individual passwords to any other person **for any reason. A CIRA representative will never ask you for your password.** If a User believes that the security of a password has been compromised, it is the User's responsibility to change the password or request a password reset from CIRA or a Member email administrator to prevent unauthorized access to an account. If a User loses or cannot remember a password, the User must contact CIRA or a Member email administrator immediately to request that the password be reset.

1.5.2 Security breach. Member and its Users are solely responsible for any security breaches affecting Member accounts. If a Member's account is responsible for or involved in an attack on or unauthorized access into another server or system, CIRA may terminate the account and Services without notice.

1.5.3 Security enhancements. CIRA may make updates and/or implement changes

to Member email security settings to address critical security concerns without advance notice.

1.5.4 Policy compliance. If a Member's failure to comply with the CIRA service agreement causes damage to a CIRA or third-party account, another Member, or CIRA systems, CIRA may hold the Member responsible for the costs incurred by CIRA to correct the security breaches and restore the servers or systems.

1.6 Intellectual Property.

1.6.1 Compliance with copyright and other laws. Member agrees not to infringe or violate the rights of any third party, including any intellectual property rights, or violate any applicable law or regulation. Member agrees not to upload or transmit copyrighted materials using CIRA Services without the permission of the copyright holder or as otherwise permitted by law. Member is solely responsible for ensuring that it has the authorization necessary to publish or enable hypertext links from its website to other third-party websites. In addition, Member shall retain all intellectual property rights it has (including copyrights and trademarks) as well as ownership of any data it provides.

1.6.2 CIRA's rights. CIRA retains exclusive proprietary rights to all materials it uses to provide Service under this Agreement, including:

- (a) computer software in object code and source code form;
- (b) data or information developed or provided by CIRA or its suppliers or agents under this Agreement;
- (c) know-how, methodologies, equipment, or processes used by CIRA to provide Services; and
- (d) copyrights, trademarks, patents, trade secrets, and any other proprietary rights related to the Services.

1.7 Disclaimer.

1.7.1 No warranties. CIRA makes no warranties of any kind, either express or implied, for the Services it provides. CIRA disclaims any warranty of merchantability or fitness for a particular purpose. CIRA will not be responsible for any direct, indirect or consequential damages that may result from the use of its Services including loss of data resulting from delays, non-delivery or interruption in service. CIRA exercises no control over, and accepts no responsibility for, the content of the information passing through CIRA's servers, host computers, network hubs or the Internet. ALL SERVICES PERFORMED UNDER THIS AGREEMENT ARE PERFORMED "AS IS" AND WITHOUT WARRANTY AGAINST FAILURE OF PERFORMANCE INCLUDING ANY FAILURE BECAUSE OF COMPUTER HARDWARE OR COMMUNICATION

SYSTEMS. EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, CIRA DOES NOT MAKE AND DISCLAIMS, AND MEMBER WAIVES ALL RELIANCE ON, ANY REPRESENTATIONS OR WARRANTIES, ARISING BY LAW OR OTHERWISE, REGARDING THE SERVICES, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR ARISING FROM COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE IN TRADE.

1.7.2 No liability. CIRA is not liable for any temporary delay, outages or interruptions of a Service, nor is CIRA liable for any damages resulting from a delay, outage or interruption. CIRA is not liable for unauthorized access to, alteration, theft, or destruction of a website or a Member's data files, programs or information through accident, fraudulent or unauthorized means or devices, if resulting from the action of Members officials, employees or agents, or a third party authorized by Member. CIRA is liable for unauthorized access to, or alteration, theft, or destruction of a website or a Member's data files, programs or information through accident, fraudulent or unauthorized means or devices, if resulting from the action of CIRA's employees or agents, or a third party authorized by CIRA. CIRA's liability for any reason or any cause of action, including breach of contract, breach of warranty, negligence, strict liability, misrepresentation, and other torts is limited to three times the amount of annual fees actually paid to CIRA by Member under this Agreement.

1.8 Indemnification and defense.

Each party (Indemnitors) will indemnify and defend the other party and its officers, directors, employees, agents, successors and assigns (Indemnitees) to the extent allowed by law from and against all claims, liabilities, damages and losses including without limitation attorneys' fees and costs arising out of or resulting from any claim brought or made by any third party against any Indemnitees and arising from: (i) any alleged or actual violation or infringement by Indemnitor of any copyright or other intellectual property of a third party in connection with this Agreement; (ii) death or injury to the extent caused by the negligence or willful misconduct of the Indemnitor, or any of Indemnitor's agents, employees or contractors; (iii) damage to, or loss or destruction of, any real or tangible personal property to the extent caused by the negligence or willful misconduct of the Indemnitor, its affiliates, or any of Indemnitor's or its affiliates' agents, employees or contractors; (iv) any violation of applicable law by the Indemnitor after the Effective Date; or (v) any breach by the Indemnitor of any of its representations and warranties under the Agreement.

In claiming any Indemnification under this provision, the Indemnitee shall promptly provide the Indemnitor with written notice of any claim that the Indemnitee believes falls within the scope of this provision. The Indemnitee may, at its own expense assist in the defense if it so chooses, provided that: (1) the Indemnitor shall control such

defense and all negotiations relative to the settlement of any claim; and (2) any settlement intended to bind the Indemnatee shall not be final without the Indemnatee's written consent, which shall not be unreasonably withheld.

1.9 Notice.

All notices and communications under this agreement must be sent in writing to the following by United States Postal Service, hand delivery, email or fax:

To CIRA:

**The County Information Resources Agency
c/o Texas Association of Counties**
1210 San Antonio Street
Austin, Texas 78701
Attn: CIRA Manager
Support@county.org
Fax: (512) 479-1807

To Member:

To the CIRA Coordinator specified on the signature page.

1.10 Term and Termination.

1.10.1 Term. The term of this Agreement is from the effective date to December 31 of the same year. The Agreement will automatically renew annually for one-year terms beginning January 1 and ending December 31, unless terminated as provided in this section.

1.10.2 Agreement termination. Either party may terminate this Agreement at any time following 30-days written notice to the other party.

1.10.3 Service termination. Either party may terminate a Service at any time following 30-days written notice to the other party. If Member terminates a Service without cause, Member will not be entitled to a refund of fees paid under this Agreement. If CIRA fails to perform a Service under this Agreement and fails to cure the defect within 30 days of receiving written notice of the failure by the Member, Member may terminate for cause. If Member terminates this agreement for cause as provided in this section, Member will be entitled to return of any fees paid for Services that have not been rendered at the time of termination.

1.11 Applicable Law.

The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this Agreement. Venue is in Travis County, Texas.

1.12 Severability.

If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, the legality, validity and enforceability of the remaining provisions of this Agreement will not be affected.

1.13 Amendment.

Except as provided in Section 1.3, Authorized Use, this Agreement may not be amended or modified except in writing, as authorized by the governing bodies of CIRA and the Member.

1.14 Third Party Rights.

This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties.

1.15 Assignment.

This Agreement may not be assigned by either party without the prior written consent of the other party, which consent shall not be unreasonably withheld.

1.16 Payment terms.

CIRA will invoice Member for services under this Agreement as follows: (1) monthly for email; and (2) annually for websites. Either Party may terminate this Agreement for convenience by providing 30 days written notice to the other Party. Email licenses may only be terminated effective the monthly anniversary date of when the email license was initially purchased. Monthly fees cannot be prorated. Upon Member requesting cancellation of a license, CIRA will remove the email license on the next eligible cancellation date at the end of the monthly commitment, and the Member will be responsible for the cost of that email license until it can be removed. For example, if an email license is added on the 15th day of a month, it can physically only be removed on the 15th day of another month. Website hosting services are renewed annually for a term that runs from January through December and Member's first annual payment shall be prorated based on when Member first obtains CIRA website hosting service. Member will pay within 30 days of receipt of invoice, unless other payment arrangements are approved in writing by CIRA. If Member fails to make a payment when due, CIRA may: (1) suspend services; and (2) charge a service charge of one percent per month on the total amount due or the maximum legal rate allowed by law, whichever is less. CIRA may recover legal costs, including attorney fees, if collection activities are required to collect outstanding fees under this Agreement. CIRA may increase prices for any of its services with 90 days' notice to the Member.

2. TERMS AND CONDITIONS FOR EMAIL SERVICES.

2.1 Email storage.

A Member may not allow its employees to store personal emails on the email server, and should require employees to promptly delete personal email after it is sent or received. Storage of Member-related email must comply with the Member's email retention policies.

2.2 Email deletion.

Member understands and agrees that CIRA may purge any *deleted* email that has been on the email server for more than 90 days after it has provided Member with 60 day notice that it intends to purge email, including the date of the purge. CIRA may purge any other email after one year, following 60 day notice to the Member that it intends to purge email.

2.3 Email backup.

CIRA Services under this agreement do not include making backup copies of email, and CIRA is not responsible for retrieving deleted or purged emails.

2.4 Records retention.

CIRA is not responsible for ensuring that the Member's officials and employees comply with applicable records retention laws and policies. **Member understands and agrees that it is the Member's obligation to ensure that emails subject to records retention requirements are retained in a format other than on the email server for an appropriate period of time.**

2.5 Email Administrator.

Member shall designate three individuals who will authorize the fulfillment of email-related requests submitted to CIRA by Member county. At the Member's discretion, it may grant additional administrative access to the three designated email administrators to manage the Member's email accounts and perform the duties set forth below. CIRA will provide training to an Email Administrator as necessary to facilitate Member use of CIRA Services and to promote compliance with CIRA policies and guidelines. The frequency and content of any training provided under this section will be at CIRA's discretion.

2.6 Responsibilities of Email Administrator.

Responsibilities of the Email Administrator include:

2.6.1 Authorizing CIRA to fulfill requests for Member's employees that involve email accounts, such as new email applications, email deletion requests, password resets, and other related requests. Approval must be provided by email administrator in a timely manner to ensure Member does not experience delays.

2.6.2 Developing and implementing a procedure for determining which employees will be allowed to use the available email accounts.

2.6.3 Maintaining a record of the name of each email User and a copy of each User's Individual User Agreement.

2.6.4 Resetting passwords and emphasizing the importance of proper security measures in the use of the password.

2.6.5 Assisting email account Users with complying with applicable records retention requirements and schedules and any Member policies regarding records management.

2.6.6 Adding, modifying and deleting email accounts in compliance with applicable records retention schedules and records management plans.

2.6.7 Notifying an individual User before deleting an email account to provide an opportunity for preservation of email off of the email server.

2.6.8 Configuring email programs on a Member's device(s) as necessary to access the email server.

2.7 E-mail Terms and Conditions; Individual User's Obligations.

As a condition of a Member receiving email Service, each User authorized by the Member must agree to abide by the CIRA email terms and conditions by executing the form attached as Exhibit C and delivering it to the Member's Email Administrator. A User periodically may be required, prior to log in, to confirm the User's agreement to abide by CIRA's email terms and conditions. Member understands that a User's failure to confirm his or her agreement to abide by CIRA's email terms and conditions may result in the User's inability to access an email account. CIRA may change the terms and conditions for email Service and use as necessary to protect CIRA, its network, and its Members and their resources. To the extent practical, CIRA will promptly notify Member of any changes made to CIRA's email terms and conditions. CIRA will post the current version of the applicable terms and conditions on Texas Association of Counties website at <https://www.county.org/TAC-CIRA>.

2.8 Email security.

2.8.1 Maintaining the security and integrity of the Member's e-mail system is VERY IMPORTANT and is EVERYONE'S RESPONSIBILITY.

2.8.2 Alias, office, or department accounts may be shared but each User is required to obtain their own email license and is strongly encouraged to limit access or use of the account to only those officials or employees who need access to perform their job duties.

2.8.3 Member agrees not to share email passwords with anyone. Technical exception will apply if the User requests assistance from a CIRA representative.

2.8.4 Each User's email password will be required to meet certain requirements set by CIRA for security purposes, and Member agrees to comply with those standards when establishing or changing an email password.

2.8.5 Member agrees to prohibit Users from leaving an email password in plain view on or near a computer.

2.8.6 Member agrees to implement and/or enable two factor authentication for each individual e-mail account, which requires that each individual has his or her own e-mail license, including in instances of shared mailboxes. For mailboxes integrated with third-party applications, such as a fax line or printer, an exception for implementing two factor authentication can be requested.

2.9 Email Support.

2.9.1 CIRA staff will provide basic email support and assistance to Member. CIRA staff is not liable for implementation or support for third-party mail client programs such as Outlook, Thunderbird, Mac Mail, Apple Mail etc. CIRA staff will provide instruction and settings for Email account setup, troubleshooting send and receive errors and password assistance. Member is responsible for support beyond these parameters. CIRA does not provide support for software applications, computer hardware, or operating systems for a User's computer.

3. TERMS AND CONDITIONS FOR WEBSITE SERVICES.

3.1 Internet domain name.

Member authorizes CIRA to obtain and/or host the Member's domain name and server settings.

3.2 Internet service.

CIRA does not provide a Member with Internet access as a part of its website Service. Member must make arrangements with an Internet provider for Internet access.

3.3 Server storage.

CIRA will provide a Member with storage space on CIRA's website hosting provider's servers to house the data and files that constitute the Member's website. If a Member permits a specific department to operate a separate website, CIRA will also host that website at an additional charge for each website as provided in Exhibit B.

3.4 CIRA and TAC logos and links.

Member agrees to allow CIRA to place CIRA and Texas Association of Counties (TAC) logos on the Member's website home page and to include a link to both the TAC and CIRA websites on the Member's home page.

3.5 Website availability and Service interruption.

Except as provided below, CIRA will ensure that Member's website is available to third parties via the World Wide Web portion of the Internet 24 hours a day, seven days a week. At its sole discretion, CIRA may conduct maintenance and repair to its servers and systems which may result in a temporary loss of website availability or Service. Additionally, equipment failure may cause a temporary loss of website availability or Service. Member agrees that CIRA is not liable for any loss or interruption of website availability or Service regardless of the cause of interruption.

3.6 Website posting.

3.6.1 CIRA is not responsible for providing or posting website content unless that Service is specifically selected on Exhibit B. If Member determines website content and posts directly to its website, it agrees to use the content management software authorized or provided by CIRA.

3.6.2 If Member elects for CIRA to provide website posting assistance for Member's website, then the scope for services will follow these guidelines:

- (a) CIRA will post all state mandated documents submitted by Member.
- (b) CIRA will update staff information and all basic text updates requested by Member
- (c) CIRA will post all photos, graphics and documents that are appropriate and submitted by Member.
- (d) CIRA will post content and attachments in the format that is submitted by Member and will not make changes to content within attachments. Content adjustments within documents and attachments must be completed by Member.
- (e) Any edit request submitted by Member that is deemed a customization of the

website will be subject to a customization fee and is not included in the annual content management fee. A CIRA representative will notify Member of potential charge and discuss the edit request in depth with Member before implementation.

3.6.3 Member is responsible for compliance with all statutory posting requirements for its website, regardless of whether CIRA is providing website maintenance service.

3.6.4 CIRA performs website posting updates during the following business hours: Monday through Friday 8am to 5pm. Website posting requests received after 5pm will be processed on the following business day. In order to comply with Government Code §551.056, member is solely responsible for timely submission of materials to CIRA for purposes of compliance with statutorily imposed deadlines; e.g. 72 hour notice for commissioners court agendas. Emergency meeting notifications will be posted promptly after actual receipt by a CIRA staff member.

3.6.5 Member is responsible for submitting time-sensitive posting requests to CIRA in a timely manner. CIRA is not responsible for failure to comply with legal mandate if Member submits a posting request outside the window of time required by the State of Texas.

3.6.6 Member is responsible for ensuring that content published to its website follows accessibility guidelines and best practices in a manner that provides a reasonable accommodation for individuals with disabilities. When providing website posting services for a Member, CIRA staff will not alter or format content that is submitted to CIRA by Member and published on the Member's behalf. Content submitted by Member will be web published in the format the content was submitted to CIRA.

3.6.7 Customization of county websites. If a member requests a website update that will alter the appearance of the website beyond the standard template, it will be considered a customization of the website, and the Member will be charged accordingly.

3.7 Third-party content.

Member understands and agrees that Member and its individual Users are responsible for:

- (a) acquiring any authorization necessary for hypertext links to third-party web sites;
- (b) ensuring the accuracy of materials posted on the website, including third-party material; and

- (c) ensuring that the posted content does not infringe or violate any right, including an intellectual property right, of any third party.

3.8 Prohibited content.

Member agrees not to place or allow a User to place on the website any content or materials that:

- (a) could be seen as obscene, threatening, or malicious;
- (b) violates an applicable law or regulation;
- (c) infringes on a proprietary, contract, or other third-party right, including an intellectual property right; or
- (d) is designed to cause damage or harm to a computer or computer system accessing the website, including interruption of service.

4. ADDITIONAL SERVICES.

4.1 CIRA may offer Member services in addition to email and website services as agreed to in writing by both parties in an addendum to this Agreement. Payment terms for any additional services will be included in the negotiated terms.

COUNTY INFORMATION RESOURCE AGENCY

By: DocuSigned by:
Susan Redford Date: 02/07/2024 | 3:35 PM PST
02E38178377049E...
 Executive Director
 Texas Association of Counties

MEMBER:

By: Sharla Baldrige Date: 2/5/2024
 [Signature]

Sharla Baldrige
 [Printed Name]

County Judge
 [Title]

CIRA COORDINATOR CONTACT

The CIRA Coordinator is the county official or employee who will serve as the primary point of contact for any notices, updates, or other communications from TAC CIRA.

Name: Sharla Buldrige
Title: County Judge
County: Hockley
Telephone Number: 806-894-6856
Email Address: sbuldrige@hockleycounty.org
Physical Address: 802 Houston St, Ste 101
Levelland, TX 79236

MEMBER EMAIL ADMINISTRATOR (*required - applicable for email services only*) The member email administrator is a county official or employee who will manage the county's email accounts and perform the duties as outlined in this service agreement (see 2.5 and 2.6 for responsibilities.) Members are required to designate at least three email administrators, each of whom will be granted 1-3 levels of privileges, with Level 1 being required for three Email Administrators.

Level 1 (*Required for all Email Administrators*)

Responsible for authorizing TAC CIRA to fulfill member county's email-related requests.

Level 2 (*Optional for all Email Administrators*)

Provides the Administrator the ability to manage county email accounts (E.g., add and delete accounts, reset passwords.)

Level 3 (*Optional for all Email Administrators – Use discretion when granting*)

This privilege level grants the Administrator with global administrator access in the email control panel. Global administrator privileges allow the individual to make significant changes to service, including all security settings. **Two factor authentication must be enabled for users with this privilege level. It is**

suggested that this privilege level is reserved for IT professionals, as significant negative impacts are possible with unintended changes.

Email Administrator 1 (required)

Name: _____

Title: _____

County: _____

Telephone Number: _____

Email Address: _____

Physical Address: _____

Level 1 (required) Provide this email administrator with privileges to approve or reject email-related requests.

Level 2 (optional) Provide this email administrator with privileges on the platform to manage email accounts (e.g., add and delete mailboxes.)

Level 3 (optional) Provide this email administrator with global administrator privileges for the email dashboard, including access to security settings.

Email Administrator 2 (required)

Name: _____

Title: _____

County: _____

Telephone Number: _____

Email Address: _____

Physical Address: _____

Level 1 (required) Provide this email administrator with privileges to approve or reject email-related requests.

Level 2 (optional) Provide this email administrator with privileges on the platform to manage email accounts (e.g., add and delete mailboxes.)

Level 3 (optional) Provide this email administrator with global administrator privileges for the email dashboard, including access to security settings.

Email Administrator 3 (required)

Name: _____

Title: _____

County: _____

Telephone Number: _____

Email Address: _____

Physical Address: _____

Level 1 (required) Provide this email administrator with privileges to approve or reject email-related requests.

Level 2 (optional) Provide this email administrator with privileges on the platform to manage email accounts (e.g., add and delete mailboxes.)

Level 3 (optional) Provide this email administrator with global administrator privileges for the email dashboard, including access to security settings.

Exhibit A: Email Services, Pricing and Order Form

Email Services

All email services are provided by a third-party vendor. Support and migration is provided by TAC CIRA. Please place an "X" in the box next to the email service selected, the number of email accounts and authorized signature below.

County/Member Name: _____

The required management fee offsets TAC's administrative expenses, including personnel, network, hardware and professional fees that are generated by the migration, support, licensing and administration of email services to the member. The member's management fees are charged on a monthly basis, amounting to 30% of the member's total monthly license fees for all email services products.

Selected Service	Email Service Description	Cost
<input type="checkbox"/> # of Email Accounts: _____	<p>Plan 1: Microsoft 365 Business Basic Email (50 GB)</p> <p>Exchange email, Instant messaging and collaboration tools.</p> <ul style="list-style-type: none"> • 50 GB mailboxes • Enhanced email anti-virus and SPAM protection • Includes <u>online-only</u> version of Office Suite applications (Word, Excel, etc.) • Collaboration tools like SharePoint and Teams • 1 TB of One Drive Storage • Active directory integration • Content protections through Content Search • Maximum of 300 users • Email migration included 	<p>\$4.90 per email / per month</p> <p style="text-align: center;">+</p> <p style="text-align: center;">30%</p> <p>Management Fee per month</p>

<input type="checkbox"/> # of Email Accounts: <hr/>	Plan 2: Microsoft 365 Business Standard Email (50 GB) Full featured productivity suite including collaboration tools, and the full Microsoft Office suite <ul style="list-style-type: none"> • 50 GB mailboxes • Enhanced email anti-virus and SPAM protection • Includes online and installed versions of Office Suite applications (Word, Excel, etc.) on up to 5 devices per user • Collaboration tools like SharePoint and Teams • 1 TB of One Drive Storage • Active directory integration • Content protections through Content Search • Maximum of 300 users • Email migration included 	\$12.40 per email / per month + 30% Management Fee per month
<input type="checkbox"/> # of Email Accounts: <hr/>	Plan 3: Microsoft 365 Business Premium Email (50 GB) Full featured productivity suite including collaboration tools, and the full Microsoft Office suite, plus robust security features. <ul style="list-style-type: none"> • 50 GB mailboxes • Enhanced email anti-virus and SPAM protection • Includes online and installed versions of Office Suite applications (Word, Excel, etc.) on up to 5 devices per user • Collaboration tools like SharePoint and Teams • 1 TB of One Drive Storage • Active directory integration • Content protections through Content Search and Data Loss Prevention • Maximum of 300 users • Email migration included • Includes Exchange Online Archiving • Includes robust security features like Defender for Office 365, Azure Information Protection, and Azure Active Directory (Plan 1.) 	\$21.90 per email / per month + 30% Management Fee per month

<input type="checkbox"/> # of Email Accounts: <hr/>	Plan 4: Office 365 Enterprise - E1 (50 GB) Online versions of Microsoft Exchange email, instant messaging, and collaboration tools with unlimited users per plan. <ul style="list-style-type: none"> • 50 GB mailboxes • Enhanced email anti-virus and SPAM protection • Includes <u>online-only</u> version of Office Suite applications (Word, Excel, etc.) • Collaboration tools like SharePoint and Teams • 1 TB of One Drive Storage • Active directory integration • Content protections through Content Search • Unlimited number of users • Email migration included 	\$7.90 per email / per month + 30% Management Fee per month
<input type="checkbox"/> # of Email Accounts: <hr/>	Plan 5: Office 365 Enterprise - E3 (100 GB) Advanced enterprise features and management tools coupled with an Exchange mailbox, collaboration tools and the full Microsoft Office applications with unlimited users per plan. <ul style="list-style-type: none"> • 100 GB mailboxes • Enhanced email anti-virus and SPAM protection • Includes online and installed versions of Office Suite applications (Word, Excel, etc.) on up to 5 devices per user • Collaboration tools like SharePoint and Teams (with purchase of 5+ mailboxes) • 1 TB of One Drive Storage (free upgrade to up to 10 TB with purchase of more than 5 licenses) • Active directory integration • Content protections through Content Search, Core eDiscovery, and Data Loss Prevention • Unlimited number of users • Email migration included 	\$19.90 per email / per month + 30% Management Fee per month
<input type="checkbox"/> # of Email Accounts: <hr/>	Plan 6: Office 365 Exchange Online Plan 1 (50 GB) Reliable business class email with 50 GB mailbox per user <ul style="list-style-type: none"> • 50 GB mailboxes • Enhanced email anti-virus and SPAM protection • Active directory integration • Content protections through Content Search • Unlimited number of users • Email migration included 	\$3.90 per email / per month + 30% Management Fee per month

<input type="checkbox"/> # of Email Accounts: <hr/>	Plan 7: Exchange Online Plan 2 (100 GB) All of the features of Exchange Online Plan 1, plus 100 GB of mailbox storage and data loss prevention. <ul style="list-style-type: none"> • 100 GB mailboxes • Enhanced email anti-virus and SPAM protection • Active directory integration • Content protections through Content Search and Data Loss Prevention • Unlimited number of users • Email migration included 	\$7.90 per email / per month + 30% Management Fee per month
<input type="checkbox"/> # of Email Accounts: <hr/>	Plan 8: Office 365 - F3 (2 GB) Low-storage mailbox with collaboration tools and a selection of Microsoft Office applications. <ul style="list-style-type: none"> • 2 GB mailboxes • Enhanced email anti-virus and SPAM protection • Includes <u>online-only</u> version of Office Suite applications (Word, Excel, etc.) • Collaboration tools like SharePoint and Teams • 2 GB of OneDrive storage • Active directory integration • Content protections through Content Search • Unlimited number of users • Email migration included 	\$3.90 per email / per month + 30% Management Fee per month
<input type="checkbox"/> # of Email Accounts <hr/>	Add-On Feature 1: Email Archiving Implement archiving for all of your email users. Your county email administrator will receive training on utilizing the archiving dashboard. From the moment archiving is enabled, all emails sent and received from that point are archived. Counties can opt to perform a historical import of stored emails sent/received previously for about \$6 per GB.	\$3.00 per email / per month + 30% Management Fee per month

<input type="checkbox"/> # of Email Accounts: _____	Add-On Feature 2: Microsoft Defender for Office 365 (Plan 1) Add Microsoft Defender for Office 365 to any 365 mailbox for enhanced security features, such as an additional layer of security for links and attachments, and advanced anti-phishing capabilities.	\$3.00 per email / per month + 30% Management Fee per month
<input type="checkbox"/> # of Email Accounts: _____	Add-On Feature 3: Microsoft Defender for Office 365 (Plan 2) All of the features of Microsoft Defender for Office 365 Plan 1, plus threat tracking, automated investigations of flagged activity, attack simulator module.	\$8.00 per email / per month + 30% Management Fee per month
<input type="checkbox"/> # of Email Accounts: _____	Add-On Feature 4: Azure Information Protection (Plan 1) Add Azure Information Protection to any 365 mailbox to classify and protect certain types of data and files by tracking and controlling how these materials are emailed internally and externally.	\$3.00 per email / per month + 30% Management Fee per month
<input type="checkbox"/> # of Email Accounts: _____	Add-On Feature 5: Azure Active Directory Premium P1 A robust set of capabilities to empower organizations with more complex identity and access management needs.	\$5.00 per email / per month + 30% Management Fee per month

Printed Name: _____ Title: _____

Authorized Signature: _____ Date: _____

Exhibit B: Website Services, Pricing and Order Form

Website Services

Website hosting is provided by a third-party vendor. Migration, management and support services provided by TAC CIRA. Please place an "X" in the box next to the website service selected and get authorized signature below.

County/Member Name: Hockley County

Selected Service	Website Service Description	Cost
<input type="checkbox"/>	<p>Standard Website Package</p> <ul style="list-style-type: none"> • Modern & streamlined pre-set website design • Responsive design adapts to variety of screen sizes • Secure Sockets Layer Certificate - security best practice, automatically renewed yearly • Training for county staff on website platform & making website edits • Project Management Services for Migration Included • Phone & email support, Monday - Friday, 8 am to 5 pm • This package does not qualify for website postings add-on option 	<p>\$1,550 per year</p>
<input checked="" type="checkbox"/>	<p>Standard Plus Website Package</p> <ul style="list-style-type: none"> • Includes all features of Standard Package, plus website postings add-on • Modern & streamlined pre-set website design • Responsive design adapts to variety of screen sizes • Secure Sockets Layer Certificate - security best practice, automatically renewed yearly • Training for county staff on website platform & making website edits • Project Management Services for Migration Included • Phone & email support, Monday - Friday, 8 am to 5 pm • Website Postings Add-on: unlimited website edits posted by TAC CIRA staff on your behalf – submit via email or web form 	<p>\$3,550 per year</p>

<input type="checkbox"/>	<p>Premium Website Package</p> <ul style="list-style-type: none"> • Modern & streamlined website design • Responsive design adapts to variety of screen sizes • Secure Sockets Layer Certificate - security best practice, automatically renewed yearly • Training for county staff on website platform & making website edits • Project Management Services for Migration Included • Phone & email support, Monday - Friday, 8 am to 5 pm • Custom designed website layout • Advanced website modules like blogs, database, custom site search engine and mobile website 	<p>\$4,500 first year (includes set-up fee & first annual payment)</p> <p>/</p> <p>\$3,200 annual fee (after first year)</p>
<input type="checkbox"/>	<p>Ultimate Website Package</p> <ul style="list-style-type: none"> • Modern & streamlined website design • Responsive design adapts to variety of screen sizes • Secure Sockets Layer Certificate - security best practice, automatically renewed yearly • Training for county staff on website platform & making website edits • Project Management Services for Migration Included • Phone & email support, Monday - Friday, 8 am to 5 pm • Custom designed website layout • Advanced website modules like blogs, database, custom site search engine and mobile website • Communicator module to prominently place county news & announcements on website homepage 	<p>\$5,500 first year (includes set-up fee & first annual payment)</p> <p>/</p> <p>\$4,200 annual fee (after first year)</p>
<input type="checkbox"/>	<p>Website Postings Add-on</p> <ul style="list-style-type: none"> • Available for Premium and Ultimate Website Packages only at a discounted rate • Website content posts and edits fulfilled by TAC CIRA staff on your behalf • Edits are submitted via email or web form 	<p>\$1,800 per year</p>

Selected Service	Website Service Description	Cost
<input type="checkbox"/>	Website Content Migration or Customization <ul style="list-style-type: none"> • If a member requests a website update that will alter the appearance of the website or if the request is beyond the scope of normal posting procedure, the member will incur a website customization charge. • Performing content migration from one website to another. 	\$50 / per hour
<input type="checkbox"/>	Mobile App <ul style="list-style-type: none"> • Available for Ultimate Website Packages only • Custom designed Mobile App for iOS and Android • Mobile Apps available for download in the App Store and Google Play Store • Project Management Services for Setup Included • Phone & email support, Monday - Friday, 8 am to 5 pm 	\$6,500 first year (includes set-up fee & first annual payment) / \$5,000 annual fee (after first year)
<input type="checkbox"/>	New Custom Seal/Logo Design <ul style="list-style-type: none"> • Have a new custom seal or logo designed for your county, department or program • Includes up to three custom design mockups • Final design format: Vector 	\$2,000 per logo
<input type="checkbox"/>	Existing Seal/Logo Refresh <ul style="list-style-type: none"> • Give your existing county seal or program logo a refreshed look • Includes design and color modifications • Price quote provided upon request • Final design format: Vector 	\$150 / per hour

Printed Name: Sharla Buldrige Title: County Judge
 Authorized Signature: Sharla Buldrige Date: 2/5/2024

Exhibit C: Email Terms and Conditions -Individual User's Agreement

As a condition of receiving access to the email Service provided by the Texas Association of Counties County Information Resources Agency (TAC CIRA), I understand and agree that:

1. I must comply with TAC CIRA's email terms and conditions as attached to this agreement;
2. The email terms and conditions may be revised by TAC CIRA from time to time and that the current version of the applicable terms and conditions is the version posted on the TAC website: <https://www.county.org/TAC-CIRA/Email-Services>;
3. I may periodically be required, before I am allowed to log into my email account, to confirm my agreement to abide by TAC CIRA's terms and conditions;
4. My failure to confirm my agreement to abide by TAC CIRA's email terms and conditions may result in TAC CIRA's refusal to allow me access to my email account;
5. I will keep my password secure and not disclose it to any other person for any reason;
6. If I believe that the security of my password has been compromised, I will immediately change it to prevent unauthorized access to my email account; and
7. If I lose or cannot remember my password, I will immediately contact TAC CIRA to request that my password be reset.
8. I will abide by and consent to the following terms and conditions
 - [Rackspace Acceptable Use Policy \(AUP\)](#)
 - [Microsoft End User License Terms](#)
 - [Microsoft License Mobility Terms](#)

SIGNED the ___ day of _____, 20__

Signature: _____

Printed Name: _____ Title: _____

County: _____

Email address: _____

Motion by Commissioner Graf, second by Commissioner Carter, 4 votes yes, 0 votes no, that commissioner's court approved the rider of Maggie Rodriguez that changes her title from Deputy District Clerk to Chief Deputy District Clerk. As per Rider recorded below.



Western Surety Company

RIDER

To be attached to and form part of Bond No. 65357638

It is hereby mutually agreed and understood by and between Western Surety Company and MAGGIE RODRIGUEZ

that instead of as originally written; the bond is changed or revised in the particulars checked below:

- Principal Name changed to:
- Principal Address changed to:
- Vehicle/Vessel/Hull Information changed to:
- Lost Instrument Information changed to:
- Identification Number changed to:
- Penalty Amount changed to:
- Additional or Event Location:
- Effective Date changed to:
- Expiration Date changed to:
- The following bond information changed:
DESCRIPTION CHANGED TO:
CHIEF DEPUTY DISTRICT CLERK COUNTY OF HOCKLEY

But in no event shall Western Surety Company's total liability for all locations exceed the aggregate amount set forth in the bond, regardless of the number of years this bond remains in force, the number of claims made, or the number of renewal premiums payable or paid.

It is further understood and agreed that all other terms and conditions of this bond shall remain unchanged.

This Rider becomes effective on the 11th day of January, 2024.

Signed this 11th day of January, 2024.

WESTERN SURETY COMPANY

By: *Larry Kasten*
Larry Kasten, Vice President



Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Larry Kasten of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One CHIEF DEPUTY DISTRICT CLERK COUNTY OF HOCKLEY

bond with bond number 65357638

for MAGGIE RODRIGUEZ

as Principal in the penalty amount not to exceed: \$30,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

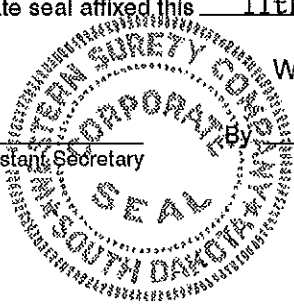
This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Larry Kasten with the corporate seal affixed this 11th day of January, 2024.

ATTEST

L. Bauder
L. Bauder, Assistant Secretary



WESTERN SURETY COMPANY

Larry Kasten
Larry Kasten, Vice President

STATE OF SOUTH DAKOTA

COUNTY OF MINNEHAHA

} ss

On this 11th day of January, 2024, before me, a Notary Public, personally appeared Larry Kasten and L. Bauder

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



S. Green
Notary Public

My Commission Expires February 12, 2027

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



Motion by Commissioner Carter, second by Commissioner Graf, 4 votes yes, 0 votes no, that commissioner's court approved the Continuation Certificate for Janie Salazar, the Power of Attorney that changes her name from Janie Salazar to Janie Reyna and Rider that changes her title from Deputy Couty Clerk to Chief Deputy County Clerk. As per Continuation Certificate recorded below.



Western Surety Company

CONTINUATION CERTIFICATE

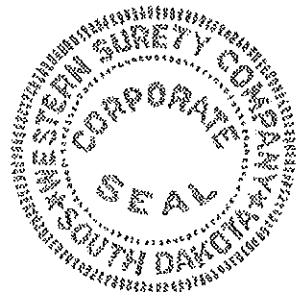
Western Surety Company hereby continues in force Bond No. 65365136 briefly described as DEPUTY COUNTY CLERK COUNTY OF HOCKLEY,
 _____,
 for JUANITA SALAZAR
 _____, as Principal,
 in the sum of \$ FORTY THOUSAND AND NO/100 Dollars, for the term beginning January 21, 2024, and ending January 21, 2025, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 25th day of October, 2023.

WESTERN SURETY COMPANY

By Larry Kasten
 Larry Kasten, Vice President



THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Larry Kasten of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One CHIEF DEPUTY COUNTY CLERK COUNTY OF HOCKLEY
bond with bond number 65365136
for JUANITA REYNA
as Principal in the penalty amount not to exceed: \$40,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

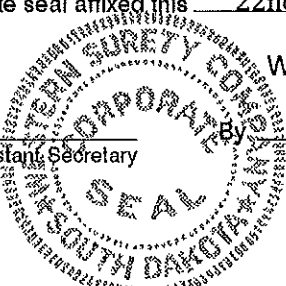
"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Larry Kasten with the corporate seal affixed this 22nd day of January, 2024.

ATTEST

L. Bauder

L. Bauder, Assistant Secretary



WESTERN SURETY COMPANY

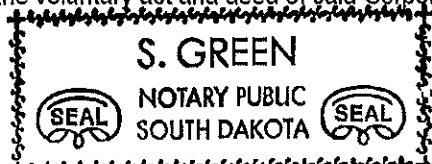
Larry Kasten

Larry Kasten, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } SS

On this 22nd day of January, 2024, before me, a Notary Public, personally appeared Larry Kasten and L. Bauder

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



S. Green

Notary Public

My Commission Expires February 12, 2027

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



Figure: 28 TAC § 1.601(a)(2)(B)

Have a complaint or need help?

If you have a problem with a claim or your premium, call your insurance company or HMO first. If you can't work out the issue, the Texas Department of Insurance may be able to help.

Even if you file a complaint with the Texas Department of Insurance, you should also file a complaint or appeal through your insurance company or HMO. If you don't, you may lose your right to appeal.

Western Surety Company, Surety Bonding Company of America or Universal Surety of America

To get information or file a complaint with your insurance company or HMO:

Call: Customer Service at **1-605-336-0850**

Toll-free: **1-800-331-6053**

Email: uwservices@chasurety.com

Mail: P.O. Box 5077, Sioux Falls, SD 57117-5077

The Texas Department of Insurance

To get help with an insurance question or file a complaint with the state:

Call with a question: **1-800-252-3439**

File a complaint: www.tdi.texas.gov

Email: ConsumerProtection@tdi.texas.gov

Mail: Consumer Protection, MC: CO-CP, Texas Department of Insurance, P.O. Box 12030, Austin, TX 78711-2030

Tiene una queja o necesita ayuda?

Si tiene un problema con una reclamacion o con su prima de seguro, llame primero a su compania de seguros o HMO. Si no puede resolver el problema, es posible que el Departamento de Seguros de Texas (Texas Department of Insurance, por su nombre en ingles) pueda ayudar.

Aun si usted presenta una queja ante el Departamento de Seguros de Texas, tambien debe presentar una queja a traves del proceso de quejas o de apelaciones de su compania de seguros o HMO. Si no lo hace, podria perder su derecho para apelar.

Western Surety Company, Surety Bonding Company of America or Universal Surety of America

Para obtener informacion o para presentar una queja ante su compania de seguros o HMO:

Llame a: Servicio al Cliente al **1-605-336-0850**

Telefono gratuito: **1-800-331-6053**

Correo electronico: uwservices@chasurety.com

Direccion postal: P.O. Box 5077, Sioux Falls, SD 57117-5077

El Departamento de Seguros de Texas

Para obtener ayuda con una pregunta relacionada con los seguros o para presentar una queja ante el estado:

Llame con sus preguntas al: **1-800-252-3439**

Presente una queja en: www.tdi.texas.gov

Correo electronico: ConsumerProtection@tdi.texas.gov

Direccion postal: Consumer Protection, MC: CO-CP, Texas Department of Insurance, P.O. Box 12030, Austin, TX 78711-2030

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Larry Kasten of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One DEPUTY COUNTY CLERK COUNTY OF HOCKLEY

bond with bond number 65365136

for JUANITA SALAZAR

as Principal in the penalty amount not to exceed: \$40,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Larry Kasten with the corporate seal affixed this 25th day of October, 2023.

ATTEST

L. Bauder
L. Bauder, Assistant Secretary



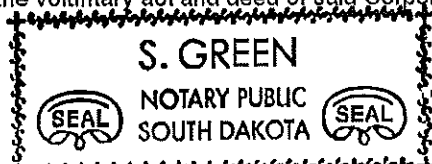
WESTERN SURETY COMPANY

Larry Kasten
Larry Kasten, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } SS

On this 25th day of October, 2023, before me, a Notary Public, personally appeared Larry Kasten and L. Bauder

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



S. Green
Notary Public

My Commission Expires February 12, 2027

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.





Western Surety Company

RIDER

To be attached to and form part of Bond No. 65365136

It is hereby mutually agreed and understood by and between Western Surety Company and JUANITA REYNA

that instead of as originally written; the bond is changed or revised in the particulars checked below:

- Principal Name changed to:
- Principal Address changed to:
- Vehicle/Vessel/Hull Information changed to:
- Lost Instrument Information changed to:
- Identification Number changed to:
- Penalty Amount changed to:
- Additional or Event Location:
- Effective Date changed to:
- Expiration Date changed to:
- The following bond information changed:
DESCRIPTION CHANGED TO:
CHIEF DEPUTY COUNTY CLERK COUNTY OF HOCKLEY

But in no event shall Western Surety Company's total liability for all locations exceed the aggregate amount set forth in the bond, regardless of the number of years this bond remains in force, the number of claims made, or the number of renewal premiums payable or paid.

It is further understood and agreed that all other terms and conditions of this bond shall remain unchanged.

This Rider becomes effective on the 22nd day of January, 2024.

Signed this 22nd day of January, 2024.

WESTERN SURETY COMPANY

By: Larry Kasten
Larry Kasten, Vice President





Western Surety Company

RIDER

To be attached to and form part of Bond No. 65365136

It is hereby mutually agreed and understood by and between Western Surety Company and JUANITA SALAZAR

that instead of as originally written; the bond is changed or revised in the particulars checked below:

- Principal Name changed to:**
JUANITA REYNA
- Principal Address changed to:**
- Vehicle/Vessel/Hull Information changed to:**
- Lost Instrument Information changed to:**
- Identification Number changed to:**
- Penalty Amount changed to:**
- Additional or Event Location:**
- Effective Date changed to:**
- Expiration Date changed to:**
- The following bond information changed:**

But in no event shall Western Surety Company's total liability for all locations exceed the aggregate amount set forth in the bond, regardless of the number of years this bond remains in force, the number of claims made, or the number of renewal premiums payable or paid.

It is further understood and agreed that all other terms and conditions of this bond shall remain unchanged.

This Rider becomes effective on the 10th day of January, 2024.

Signed this 10th day of January, 2024.

WESTERN SURETY COMPANY

By: Larry Kasten
Larry Kasten, Vice President



Motion by Commissioner Carter, second by Commissioner Clevenger, 4 votes yes, 0 votes no, that commissioner's court approved awarded the bid per belly dump load for hauling 75 belly dump loads (minimum of 22 tons per load) of rock from R.E. Jane Gravel Company's pit in Slaton, Texas to Black gold Road in Precinct 2, with a minimum of 4 trucks hauling at the same time to Tony's Oilfield Services. As per Bid recorded below.

BID FORM

Hockley County, Texas

DATE 1/22/24

DESCRIPTION FREIGHT ONLY

ITEMS: N/A

YEARS 2024

GROSS BID \$33,750.00 (#450 per LOAD)

DISCOUNT (If Any) N/A

NET BID F.O.B.

HOCKLEY COUNTY, TEXAS #450 per LOAD

EFFECTIVE DATE 1/29/24

I certify that I have read and understand the specifications and that the unit bid meets all specifications unless noted otherwise and technical supporting data provided.

Variances from specifications (If Any) ^① CONTRACTOR SHALL HAUL ALL LOADS ^② CHANGE IN SCOPE OF WORK REQUIRES CHANGE IN FEE ^③ IF FUEL PRICES (DIESEL) EXCEED \$4.00/gal DURING PROJECT, CONTRACTOR MAY DISCUSS SURCHARGE

Signature of Authorized Representative Rory Mulroy w/ COUNTY

Name of Company TONY'S OILFIELD SERVICES, INC

DATE 2/7/2024

Sharla Caldwell
COUNTY JUDGE, HOCKLEY COUNTY

THE STATE OF TEXAS
COUNTY OF HOCKLEY

IN THE COMMISSIONERS' COURT
OF HOCKLEY COUNTY, TEXAS

**BID SPECIFICATIONS FOR HAULING ROCK- 1/8/24
BLACKGOLD ROAD**

Notice is hereby given that the Commissioners' Court of Hockley County, Texas, will receive sealed bids, in the office of the County Judge located at 802 Houston St., Ste. 101, Levelland, Texas, until 9:00 A.M., Monday, January 29, 2024, for the following described:

Per belly dump truck load for hauling 75 belly dump loads (minimum of 22 tons per load) of rock from R.E. Jane Gravel Company's pit in Slaton, Texas to Blackgold Road in Precinct 2, with a minimum of 4 trucks hauling at the same time.

The Commissioners' Court of Hockley County reserves the right to reject any and all bids.

The required bid forms and specifications for said hauling is available at the office of the County Judge, between 9:00 A. M., and 5:00 P. M., Monday through Friday.

There being no further business to come before the Court, the Judge declared Court adjourned, subject to call.

The foregoing Minutes of a Commissioner's Court meeting held on the 5th day of February, A. D. 2024, was examined by me and approved.

Alan Wisdom
Commissioner, Precinct No. 1

[Signature]
Commissioner, Precinct No. 3

[Signature]
Commissioner, Precinct No. 2

[Signature]
Commissioner, Precinct No. 4

Shada Baldrige
County Judge

Jennifer Palermo
JENNIFER PALERMO, County Clerk, and
Ex-Officio Clerk of Commissioners' Court
Hockley County, Texas

