



## **COURT ORDER 2022-1141**

### **MOU between The University of Texas Health Science Center at Houston and Dallas County Health and Human Services**

On a motion made by Commissioner Dr. Theresa Daniel, and seconded by Commissioner John Wiley Price, the following order was passed and adopted by the Commissioners Court of Dallas County, State of Texas:

BRIEFING DATE: October 18, 2022

Be it resolved and ordered that the Dallas County Commissioners Court does hereby approve the Memorandum of Understanding between the University of Texas Health Science Center of Houston and Dallas County Health and Human Services, and authorize the County Judge to sign the agreement on behalf of Dallas County.

Done in open Court October 18, 2022 by the following vote:

|            |   |
|------------|---|
| IN FAVOR:  | County Judge Clay Jenkins, Commissioner Dr. Theresa Daniel, Commissioner JJ Koch, Commissioner John Wiley Price, and Commissioner Dr. Elba Garcia |
| OPPOSED:   | None  |
| ABSTAINED: | None  |
| ABSENT:    | None  |



**Dallas County**  
**BRIEFING / COURT ORDER**  
**Commissioners Court - Oct 18 2022**

- Resolution
- Solicitation/Contract
- Executive Session
- Addendum

**MOU between The University of Texas Health Science Center at Houston and  
 Dallas County Health and Human Services**

**Briefing Date:** Oct 18 2022  
**Funding Source:**  
**Originating Department:** Health and Human Services  
**Prepared by:** Britnee Rosales, Contracts Management  
**Recommended by:** Philip Huang, MD, MPH, HHS Director

**BACKGROUND INFORMATION:**

The University of Texas Health Science Center at Houston (UTHealth Houston) seeks to enter into a Memorandum of Understanding with Dallas County Health and Human Services (DCHHS) to recognize the ever-evolving, necessary relationship between an academic public health institution and a public health practice organization by establishing a framework for an Academic Health Department (“AHD”).

An AHD represents a collaborative relationship between an academic institution and a public health practice organization. It is designed to enhance public health education and training, research, and service to the community. The use of the AHD model will benefit both entities as it aims to address: the preparedness of students and public health professionals to meet local public health needs; continuing education and exposure to public health innovation for public health professionals; and creating a pathway for graduates seeking employment in public health departments.

The goal of the AHD is to identify and enhance existing collaborative measures and foster new and innovative means to support the current and future public health workforce to better address the public health needs of the communities we serve. The AHD will achieve this by facilitating collaboration in areas such as, but not limited to, educational programs, research, workforce development, and public health practice. This AHD will strengthen and enhance an existing, mutually beneficial relationship between DCHHS and UTSPH.

**OPERATIONAL IMPACT:**

There is no operational impact to Dallas County. The AHD Coordinating Committee will work to foster a close working relationship between DCHHS and UTHealth Houston School of Public Health and oversee activities relative to this MOU.

**FINANCIAL IMPACT:**

There is no financial impact to Dallas County.

**LEGAL IMPACT:**

The Civil Division of the District Attorney’s Office has reviewed and approved MOU.

**PROJECT SCHEDULE:**

This MOU shall be effective as of the Effective Date for an initial term of one (1) year and shall automatically renew on its anniversary date for additional one (1) year terms, subject to the termination provisions of this MOU.

**SBE PARTICIPATION:**

N/A

**ADMINISTRATIVE PLAN COMPLIANCE:**

Recommendations included in this briefing are consistent with the Dallas County Administrative Plan, Vision 2: Dallas County is a healthy community.

**RECOMMENDATION:**

Approve the Memorandum of Understanding between the University of Texas Health Science Center of Houston and Dallas County Health and Human Services, and authorize the County Judge to sign the agreement on behalf of Dallas County.

**MOTION:**

**On a motion made by TBD, and seconded by TBD, the following order will be voted on by the Commissioners Court of Dallas County, State of Texas:**

**Be it resolved and ordered that the Dallas County Commissioners Court does hereby approve the Memorandum of Understanding between the University of Texas Health Science Center of Houston and Dallas County Health and Human Services, and authorize the County Judge to sign the agreement on behalf of Dallas County.**

**ATTACHMENTS:**

[2022 MOU DCHHS UTHealth School of Public Health AHD \(FINAL\) 100522](#)

## MEMORANDUM OF UNDERSTANDING

**Memorandum of Understanding  
between  
The University of Texas Health Science Center at Houston  
and  
Dallas County, Texas**

This Memorandum of Understanding ("MOU") is entered into effective on the last date signed ("Effective Date"), by and between Dallas County, Texas, on behalf of its Department of Health and Human Services ("DCHHS") and The University of Texas Health Science at Houston ("UTHealth Houston"), on behalf of all of its School of Public Health regional campuses ("UTHealth Houston School of Public Health"), a state institution of higher education organized under the laws of the State of Texas. UTHealth Houston and DCHHS shall be known collectively as "the Parties" and singularly as "a Party" or "the Party."

WHEREAS, this MOU is designed to recognize the ever-evolving, necessary relationship between an academic public health institution and public health practice organization by establishing a framework for an Academic Health Department ("AHD"). This AHD will strengthen and enhance an existing, mutually beneficial relationship between DCHHS and UTHealth Houston School of Public Health.

### **Section 1 - Background and Goal**

An AHD represents a collaborative relationship between an academic institution and a public health practice organization. It is designed to enhance public health education and training, research, and service to the community. The use of the AHD model will benefit both entities as it aims to address: the preparedness of students and public health professionals to meet local public health needs; continuing education and exposure to public health innovation for public health professionals; and graduates seeking employment in public health departments. DCHHS and UTHealth Houston School of Public Health have a standing, collaborative relationship and are currently involved in several initiatives.

The goal of the AHD is to identify and enhance existing collaborative measures and foster new and innovative means to support the current and future public health workforce to better address the public health needs of the communities we serve. The AHD will achieve this by facilitating collaboration in areas such as, but not limited to, educational programs, research, workforce development, and public health practice.

### **Section 2 - Scope of Activities**

NOW, THEREFORE, in consideration of the premises, the following general areas of collaboration will be hereto addressed as follows:

#### **2.1 DCHHS/UTHealth Houston School of Public Health Academic Health Department Coordinating Committee**

**2.1.1** The AHD will have the oversight of a coordinating committee ("AHD Coordinating Committee") comprised of a minimum of two (2) persons from each Party, appointed by each Party's leadership, which will include a student from UTHealth Houston School of Public Health. The AHD Coordinating Committee will work to foster a close working relationship between DCHHS and UTHealth Houston School of Public Health and oversee activities relative to this MOU.

**2.1.2** A minimum of one (1) meeting of the AHD Coordinating Committee will be convened annually to review the interactions between the Parties over the preceding year of this MOU and suggest modifications to this MOU for the upcoming years. Recommendations, modifications, or initiatives proposed by the AHD

## MEMORANDUM OF UNDERSTANDING

Coordinating Committee will be forwarded to appropriate DCHHS and UTHealth Houston School of Public Health leadership for approval.

**2.1.3** AHD Coordinating Committee business will be conducted on a consensus basis, and the committee will identify and establish mechanisms for communicating and sharing information in a timely manner.

**2.1.4** Each Party may designate a point person to facilitate day-to-day activities related to this collaboration and serve as their party's AHD central contact or liaison. These individuals may or may not also serve as part of the AHD Coordinating Committee.

### **2.2 Faculty/Staff Appointments**

**2.2.1** DCHHS staff may become adjunct faculty at UTHealth Houston School of Public Health. UTHealth Houston School of Public Health shall provide DCHHS with written descriptions of the qualifications, expectations, and approval process required for the appointment. The AHD Coordinating Committee should be made aware each time an adjunct appointment of a DCHHS staff member is made, which can occur at any time during an academic year.

**2.2.2** DCHHS shall notify UTHealth Houston School of Public Health and the AHD Coordinating Committee of opportunities for UTHealth Houston School of Public Health faculty and staff to participate on DCHHS committees, advisory boards, and other entities as such needs/opportunities arise.

**2.2.3** DCHHS staff with adjunct faculty appointments and UTHealth Houston School of Public Health faculty and/or staff on DCHHS committees or an advisory board are not considered employees of that Party and will not receive any salary or other fringe benefits.

### **2.3 Student-specific Activities**

**2.3.1** DCHHS and the AHD Coordinating Committee will work to identify suitable opportunities to involve students in applied learning experiences at, or facilitated through, DCHHS. Examples include, but are not limited to, practicum placements, research assistantships, various forms of involvement in DCHHS field projects. UTHealth Houston School of Public Health will promote such opportunities to its students. All such participation by student in such projects must meet UTHealth Houston School of Public Health practicum guidelines and/or DCHHS student internship guidelines and shall be document in agreement(s) as necessary or required.

### **2.4 Research, Teaching, and Practice Collaboration**

**2.4.1** DCHHS and UTHealth Houston School of Public Health may collaborate on research projects including, but not limited to, communicating research interests, planning projects, applying for joint funding, supplying letters of support, writing joint publications, and the analysis and sharing of data, when appropriate, through means aligned with currently established rules, regulations, and processes of both Parties. Any such research activities shall be document in agreement(s) as necessary or required.

**2.4.2** DCHHS and UTHealth Houston School of Public Health may collaborate on teaching-related activities including, but not limited to, presentations, guest lecturing, and the facilitation of educational events.

**2.4.3** DCHHS and UTHealth Houston School of Public Health may participate in joint community health initiatives and provide technical assistance and consultation to each other as requested and when appropriate.

## MEMORANDUM OF UNDERSTANDING

**2.5 Workforce Development**

**2.5.1** The AHD Coordinating Committee will work with appropriate DCHHS and UTHealth Houston School of Public Health leadership, faculty, and staff to plan, develop, and implement workforce development initiatives based on the needs identified by the Parties and community partners.

**2.6 Information and Resource Exchange**

**2.6.1** When appropriate, both Parties will identify areas where resources can be leveraged or shared. Examples include, but are not limited to, the creation of data use agreements to freely share data between organizations meeting security and other requirements or procedures.

**2.6.2** DCHHS and UTHealth Houston School of Public Health agree to utilize respective facilities when appropriate, and prior approval is granted, for training, educational sessions, meetings, and the facilitation of AHD initiatives.

**Section 3 - Additional Items****3.1 AHD Initiatives**

**3.1.1** DCHHS, UTHealth Houston School of Public Health, and the AHD Coordinating Committee will continually investigate options for AHD growth and develop, support, and track relevant activities and outcomes.

**3.2 Payment**

**3.2.1** This MOU does not involve the exchange of money between the Parties hereto, except where agreed upon in writing and signed by authorized representatives of both Parties for specific activities.

**3.3 Evaluation/Amendment**

**3.3.1** This MOU will be reviewed every year by the Parties and amended, if necessary, to ensure appropriateness.

**3.3.2** Change(s) to this MOU may be made with input from the AHD Coordinating Committee, and shall be agreed upon in writing and signed by authorized representatives of both Parties.

**3.4 Miscellaneous**

**3.4.1** Each Party shall comply with all federal, state, and local laws, ordinances, and regulations in relation to this MOU.

**3.4.2** This MOU shall be effective as of the Effective Date for an initial term of one (1) year and shall automatically renew on its anniversary date for additional one (1) year terms, subject to the termination provisions of this MOU.

**3.4.3** Either Party may terminate this MOU upon thirty (30) days written notice to the other Party.

MEMORANDUM OF UNDERSTANDING

IN WITNESS WHEREOF, the authorized representatives of both Parties have executed this MOU in multiple originals, effective as of the Effective Date.

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON

DALLAS COUNTY, TEXAS

By: Eric Solberg  
Eric Solberg, MS, ABD  
Sr. Vice President, Academic and Research Affairs

DocuSigned by:  
Dr. Philip Huang  
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Philip Huang, MD, MPH  
Director

DocuSigned by:  
Clay Lewis Jenkins  
01209D9C1D1C4F9...  
Clay Jenkins  
Dallas County Judge

Read and Understood:

APPROVED AS TO FORM\*:

By: Eric Boerwinkle  
Eric Boerwinkle, PhD  
Dean  
School of Public Health

JOHN CREUZOT  
DALLAS COUNTY DISTRICT ATTORNEY

RUSSELL RODEN  
CHIEF, CIVIL DIVISION

By: Rebecca L. Lundberg  
Rebecca L. Lundberg  
Assistant District Attorney

\*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).

APPROVED AS TO LEGAL FORM  
on behalf of UTHealth  
By: dsl 10/20/2022