



**HELEN FARABEE**  
**CENTERS**

Contracts/Purchasing Department  
P. O. Box 8266  
1000 Brook Street  
Wichita Falls, Texas 76307  
Phone: 940-397-3116  
Fax: 940-397-3150


July 1, 2019

Quanah ISD  
Superintendent Melissa Sulak  
P. O. Box 150  
Quanah, TX 79252

Dear Ms. Sulak,

On behalf of Helen Farabee Centers, thank you for Quanah ISD's continual support of Helen Farabee Centers' services.

Enclosed are two copies of the Fiscal Year 2020 Memorandum of Agreement (MOA) between Quanah ISD and Helen Farabee Centers. Please sign both, maintain one copy for county records, and return one to me at the address above.

 In the past, Quanah ISD County has fulfilled their annual contribution of \$1,200.00 in one lump sum payment. **Please consider this your invoice for the total amount, due by October 31, 2019.**

Please feel free to contact me by phone or at [zotzl@helenfarabee.org](mailto:zotzl@helenfarabee.org) if any questions arise now or throughout the year.

Again, thank you for your support.

Sincerely,

  
Lauren Zotz  
Contracts Manager

Enc: (2) signed MOA

**MEMORANDUM OF AGREEMENT (MOA)  
Inter-local Government Agreement**

**Helen Farabee Centers**

is a non-profit governmental entity headquartered in Wichita Falls, Texas, established in TITLE 7. Mental Health and Intellectual Disability, Subtitle A. Chapter 534 Subchapter A. of the Texas Health and Safety Code. Helen Farabee Centers provides community-based services to adults and children residing in the counties of: Archer, Baylor, Childress, Clay, Cottle, Dickens, Foard, Hardeman, Haskell, Jack, King, Knox, Montague, Stonewall, Throckmorton, Wichita, Wilbarger, Wise, and Young.

**This Memorandum of Agreement (MOA) is effective as referenced above, by and between:**

**Helen Farabee Centers (“Center”)**  
P. O. Box 8266  
Wichita Falls, TX 76307  
acting by and through its Executive Director

and

**Quanah ISD (“ISD”)**  
P. O. Box 150  
Quanah, TX 79252  
acting by and through its role as a Sponsoring Agency of the Center per the Interlocal Governmental Agreement effective September 1, 1998.

This MOA sets forth the terms and conditions under which the Center will provide Public Behavioral Health and Intellectual Disability Services pursuant to the authority contained in the Texas Health and Safety Code, Section 534.

**ISD agrees to:**

1. Allow the Helen Farabee Centers to supervise and administer Behavioral Health Services at Center’s location(s) in compliance with appropriate standards.
2. Register any complaints or questions with:  
Contracts Manager, Lauren Zotz  
940.397.3116 or [zotzl@helenfarabee.org](mailto:zotzl@helenfarabee.org)  
or  
Executive Director, Raymond Atkins  
940.397.3101

or by mail at  
P. O. Box 8266  
Wichita Falls, TX 76307

3. Contribute support for Center’s services made available for ISD residents, as follows:

**a) Cash contribution in the amount of:**

- 1) \$1,200
- 2) to be paid to the Center one (1) lump sum

and/or

**b) In-kind contribution, as follows:**

- 1) No in-kind contribution at this time.

The total value of cash contribution and in-kind support from ISD to Center is:

\$1,200

**Center agrees to:**

1. Provide sufficient staff to offer Behavioral Health Services at Center’s location(s). All services will be in compliance with the standards set forth in Texas Department of State Health Services Rules and Community Standards.
2. Furnish all staff and program monies to support local service delivery including staff training, travel monies, cost for medications, laboratory, and other medical supplies, telephone costs to Helen Farabee Centers and other phone calls for administrative purposes, telephone line(s) for facsimile communication, computer support and equipment, and other supplies as may be deemed necessary.
3. Provide services in or from other locations, including:
  - a) Crisis Hotline for all local residents,
  - b) residential options,
  - c) laboratory testing,
  - d) psychological testing as deemed necessary,
  - e) continuity of care/discharge planning for those hospitalized, and
  - f) all other available services provided by Center, upon eligibility.
4. Continually promote and upgrade communications and services allowing both the Community and Center to offer quality services to residents of Center’s catchment area.

**It is mutually agreed that:**

1. Fees charged and collected from residents for services shall be retained by Center. No one is refused services solely on inability to pay.

- 2. This Agreement shall be a continuing until either party desires to revise or cancel the agreement.
- 3. A review of this agreement will be conducted annually for the purpose of making revisions that might be required; either party may request an additional review at any time.
- 4. This agreement may be canceled by either party by giving written notice to the other party thirty (30) days in advance.

**Correspondence regarding this Agreement should be directed to:**

Quanah ISD  
Melissa Sulak, Superintendent  
melissasuiak@qisd.net  
940.663.2281

Helen Farabee Centers  
Lauren Zotz, Contracts Manager  
zotzi@helenfarabee.org  
940.397.3116

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*Duly authorized signatories for each party:*

**Quanah ISD**

**Helen Farabee Centers**

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature – Raymond Atkins

\_\_\_\_\_  
Printed Name

Executive Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
7/8/19  
Date

\_\_\_\_\_  
Date

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**Quanah ISD**

**Helen Farabee Centers**

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature – Raymond Atkins

\_\_\_\_\_  
Printed Name

Executive Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date 7/8/19

\_\_\_\_\_  
Date