

**AGREEMENT FOR PROGRAM DIRECTOR SERVICES  
FOR  
WILLIAMSON COUNTY TRANSFORMATIVE JUSTICE PROGRAM**

This Agreement for Program Director Services for the Williamson County Transformative Justice Docket (“Agreement”) is by and between Williamson County (“County”) and Terence Davis (“Program Director”).

**1. Description of Program and Purpose of Agreement**

1.1 The mission and vision of the Williamson County Transformative Justice Program (“Program”) is to reduce incarceration of and improve outcomes for emerging adults ages 17- 24 in the Williamson County, Texas justice system. The Program is designed to positively impact the following: (1) a Public Health Alternative to Incarceration Program (ATI), (2) direct litigation, and (3) community engagement & re-entry. The Program partners with community stakeholders, criminal justice agencies and health and human services professionals that will address the underlying factors contributing to the emerging adults’ involvement in the criminal justice system. Finally, community engagement and re-entry efforts support the Program participants as they transition back to their communities.

1.2 The purpose of this Agreement is to provide the terms, conditions, covenants, and compensation relating to Program Director’s provision of program management and director services for the Program.

**2. Term and Termination**

2.1 Term. The Term of this Agreement shall be from October 1, 2020 until September 30, 2021, unless terminated earlier under this Agreement.

2.2 Termination for Convenience. Either party may terminate this Agreement for convenience and without cause or further liability upon thirty (30) calendar day’s written notice to the other party. In the event of termination for convenience, it is understood and agreed that only the amounts due to Program Director services provided up to and including the date of termination, will be due and payable. No penalty will be assessed for a party’s termination of this Agreement for convenience.

2.3 Termination for Cause. If either party commits an Event of Breach (a breach of any of the covenants, terms and/or conditions of this Agreement), the non-breaching party shall deliver written notice of such Event of Breach to the breaching party. Such notice must specify the nature of the Event of Breach and inform the breaching party that unless the Event of Breach is cured within three (3) business days of receipt of the notice, additional steps may be taken to terminate this Agreement. If the breaching party begins a good faith attempt to cure the Event of Breach within three (3) business days, then and in that instance, the three (3) business day period may be extended by the non-breaching party, so long as the breaching party continues to prosecute a cure diligently to completion and continues to make a good faith attempt to cure the Event of Breach. If, in the opinion of the non-breaching party, the breaching party does not cure the breach within three (3) business days or otherwise fails to make any diligent attempt to correct the Event of

Breach, the breaching party shall be deemed to be in breach and the non-breaching party may, in addition to seeking the remedies available hereunder and under the law, terminate this Agreement.

Termination for breach under this section does not waive either party's claim for direct damages resulting from the breach, and the non-breaching party may, among other remedies, withhold from compensation owed the breaching party an amount necessary to satisfy its claim against the breaching party.

### **3. Scope of Services**

3.1 Program Director agrees to provide the following Scope of Services in relation to the Program:

- a. Assure that all service providers maintain program integrity in the implementation of the individualized treatment plans, interactions with program participants, and interactions among providers. This will include creating “systems” for initiating cases, maintaining documents, and corresponding with the participants .
- b. Engage in ongoing support with community members and identifying additional partners for sustainable expansion of the program.
- c. Successfully enroll participants in program in partnership with program attorneys, prosecutors, jail officials, judges, and magistrates
- d. Lead the program team comprised of case managers, attorneys, counselors, and partners
- e. Ensure fidelity to grant and research design in collaboration with funding sources and governing bodies
- f. Facilitate multidisciplinary team meetings and partner meetings
- g. Supervise program case managers and counselors
- h. Lead court preparation including court reports and docket
- i. Lead team in data collection and reporting to court and grant officials ensuring that goals and benchmarks are met or exceeded
- j. Collect, report, and evaluate program output and outcome data
- k. Manage program budget including personnel, operating, and participant costs
- l. Lead collaboration with community partners including participation and presenting to local collaboratives
- m. Report regularly on program updates and participant progress and outcomes to Judge, District Attorney, program team, and other partners
- n. Seek funding and resources for participant needs including healthcare, transportation, housing, and job training/placement/ and incentives
- o. Manage Emerging Adult facility needs in partnership with county and outside partners to ensure phones, technology, furniture, supplies, equipment and other resources and needs are available and functioning
- p. Communicate and participate with research partners in collecting and processing data
- q. Complete and submit all reports timely to satisfy grant funders

#### **4. Compensation**

4.1 County agrees to pay Program Director the total not to exceed fee of \$93,000.00 to provide the Scope of Services as described in Paragraph 3 for the entire Term of this Agreement. The said total not to exceed fee shall be paid in twelve (12) monthly installments of \$7,750.00 each.

4.2 Program Director agrees to submit an invoice to County once per month on the last day of the invoiced month. Each invoice shall be submitted electronically to the Williamson County Juvenile Services' Director of Operations at [jpelczar@wilco.org](mailto:jpelczar@wilco.org), or as otherwise designated, in writing, by County.

4.3 County's payment hereunder shall be governed by Chapter 2251 of the Texas Government Code. Invoices shall be paid by County within thirty (30) days from the date of the Williamson County Auditor's receipt of an invoice. Interest charges for any late payments shall be paid by County in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of County's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday. In the event that a discrepancy arises in relation to an invoice, such as an incorrect amount on an invoice or a lack of documentation that is required to be attached to an invoice to evidence the amount claimed to be due, County shall notify Program Director of such an invoice of the discrepancy. Following County's notification of any discrepancy as to an invoice, Program Director must resolve the discrepancy and resubmit a corrected or revised invoice, which includes all required support documentation, to the Williamson County Auditor. County shall pay the invoice within thirty (30) days from the date of the Williamson County Auditor's receipt of the corrected or revised invoice. County's payment of an invoice that contains a discrepancy shall not be considered late, nor shall any interest begin to accrue until the thirty-first (31<sup>st</sup>) day following the Williamson County Auditor's receipt of the corrected or revised invoice.

#### **5. Independent Contractor**

5.1 It is expressly acknowledged that Program Director is an independent contractor and that nothing in this Agreement is intended or shall be construed to create an employer/employee relationship between County and Program Director. Program Director acknowledges and agrees that he/she will not be entitled to any benefits generally provided by the County to its employees (including, without limitation, health insurance, retirement, severance, vacation, and disability) or any compensation other than what is set forth herein.

It is understood and agreed that Program Director shall pay all taxes, licenses, and fees levied or assessed on Program Director in connection with or incident to the performance of this Agreement by any governmental agency, including, without limitation, unemployment compensation insurance, old age benefits, social security, or any other taxes upon fees or wages of Program Director, Program Director's agents, employees, and representatives. Program Director agrees to reimburse the County on demand for all such taxes or governmental charges, state or federal, which the County may be required or deem it necessary to pay on account of employees of Program

Director. Program Director agrees to furnish the County with the information required to enable it to make the necessary reports and pay such taxes or charges. At its election, the County is authorized to deduct all sums so paid for such taxes and governmental charges from any fee or amounts that may be or become due to Program Director.

5.2 Program Director shall not be deemed or construed to be an agent or representative of County for any purposes whatsoever and Program Director hereby agrees to not hold himself/herself out as a representative or agent of County. In this respect, Program Director acknowledges and agrees that he/she shall have no right or authority to commit or obligate the County in any way to any third party or parties unless specifically authorized to do so by the Williamson County Commissioners Court.

## **6. Representations and Warranties**

6.1 Program Director represents and warrants that:

- a. Program Director has the authority to sign and be bound by the terms of this Agreement; and
- b. Program Director is licensed by the State Bar of Texas and in good standing.

## **7. Responsibility for Acts and Omissions**

7.1 Program Director is responsible for providing the services under this Agreement. TO THE FULLEST EXTENT PERMITTED BY LAW, PROGRAM DIRECTOR SHALL INDEMNIFY, DEFEND (WITH COUNSEL OF COUNTY'S CHOOSING), AND HOLD HARMLESS COUNTY, AND COUNTY'S EMPLOYEES, AGENTS, REPRESENTATIVES, PARTNERS, OFFICERS, AND DIRECTORS (COLLECTIVELY, THE "INDEMNITEES") FROM AND AGAINST CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEYS' FEES, ARISING OUT OF OR ALLEGED TO BE RESULTING FROM THE PERFORMANCE OF THIS AGREEMENT OR THE WORK DESCRIBED HEREIN, TO THE EXTENT CAUSED BY THE NEGLIGENCE, ACTS, ERRORS, OR OMISSIONS OF PROGRAM DIRECTOR OR ITS SUBCONTRACTORS, ANYONE EMPLOYED BY THEM OR ANYONE FOR WHOSE ACTS THEY MAY BE LIABLE, REGARDLESS OF WHETHER OR NOT SUCH CLAIM, DAMAGE, LOSS OR EXPENSE IS CAUSED IN WHOLE OR IN PART BY A PARTY INDEMNIFIED HEREUNDER.

7.2 Program Director expressly waives rights or claims of subrogation Program Director may have against County.

## **8. General Terms**

8.1 If the party obligated to perform is prevented from performance by an act of war, order of legal authority, act of God, or other unavoidable cause not attributable to the fault or negligence of said party, the other party shall grant such party relief from the performance of this Agreement. The burden of proof for the need of such relief shall rest upon the party obligated to perform. To obtain release based on force majeure, the party obligated to perform shall file a written request with the other party.

8.2 This Agreement shall be binding upon and inure to the benefit of parties hereto and their respective successors and assigns. No party to this Agreement may assign or transfer its interest in or obligations under this Agreement without the prior written consent of all parties to this Agreement.

8.3 Each party to this Agreement hereby agrees and acknowledges that venue and jurisdiction of any suit, right, or cause of action arising out of or in connection with this Agreement shall lie exclusively in Williamson County, Texas, and the parties hereto expressly consent and submit to such jurisdiction. Furthermore, except to the extent that this Agreement is governed by the laws of the United States, this Agreement shall be governed by and construed in accordance with the laws of the State of Texas, excluding, however, its choice of law rules.

8.4 No provision of this Agreement is intended to waive County's sovereign/governmental immunity, including but not limited to immunity from suit or immunity from liability, as provided by Title 5, Texas Civil Practice & Remedies Code, and other applicable law.

8.5 No provision of this Agreement is intended to create any third-party beneficiary.

8.6 Each party to this Agreement shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, salary and wage statutes and regulations, licensing laws and regulations. When required, Program Director shall furnish the County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

8.7 If any provision included in this Agreement is determined to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceable provision shall not affect any other provision and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been included.

8.8 Written notice or communication required by or related to this Contract shall be provided to the following party representatives:

County  
Attn: County Judge  
710 Main Street  
Suite 101  
Georgetown, Texas 78626

Program Director  
Terence Davis  
201 S. Lakeline Blvd., Suite 202  
Cedar Park, Texas 78613

With Copy To:

Williamson County Juvenile Services  
Attn: Scott Matthew, MBA  
Executive Director

1821 SE Inner Loop  
Georgetown, Texas 78626

8.9 Program Director agrees that County or its duly authorized representatives shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine and photocopy any and all books, documents, papers and records of Program Director which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. Program Director agrees that County shall have access during normal working hours to all necessary Program Director facilities and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with the provisions of this section. County shall give Program Director reasonable advance notice of intended audits.

8.10 Program Director acknowledges that the funding to be paid to Program Director is from a grant. The obligations of the County under this Agreement do not constitute a general obligation or indebtedness of County for which the County is obligated to levy, pledge, or collect any form of taxation. It is understood and agreed that County shall have the right to terminate this Agreement if the grant funding source does not appropriate sufficient grant funds to fund the Program in the future. County may effect such termination by giving written notice of termination to Program Director immediately upon notice that any such grant funding is terminated and, in such case, County shall pay Program Director for all amounts incurred and earned up to date of the termination of grant funding.

8.11 This Agreement represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either oral or written. This Agreement may be amended only by written instrument signed by each party to this Agreement. NO OFFICIAL, EMPLOYEE, AGENT, OR REPRESENTATIVE OF THE COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO AMEND THIS AGREEMENT, EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE WILLIAMSON COUNTY COMMISSIONERS COURT.

**IN WITNESS WHEREOF**, the parties have duly executed and delivered this Agreement on the date set forth above, to be effective as of October 1, 2020.

WILLIAMSON COUNTY

PROGRAM DIRECTOR

By: \_\_\_\_\_

By: Terence Davis

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

Printed Name: Terence Davis

Title: Presiding Officer of Williamson  
County Commissioners Court

Title: Program Director