

# PENSION-PRESS

The Newsletter of the Houston Municipal Employees Pension System

www.hmeps.org

# **Board of Trustees Election Results in New Trustees**

In results announced August 28, Lenard Polk and Terrence Ardis were elected to the HMEPS Board of Trustees. Polk, Division Manager in the City



Newly-elected Board Trustee Lenard Polk.

Controller's Office, was elected as the employee Trustee in Position 3. Ardis, Senior Buyer for the City's Department of Public Works & Engineering, was elected as the employee Trustee in Position 4. The election was conducted under the independent administration of Mir, Fox & Rodriguez, P.C.

Also in the election, Lonnie Vara was unopposed for Retiree Trustee Position 7.

During the summer, the Mayor re-appointed Craig Mason to the Board of Trustees, the Controller reappointed Gilbert Garcia, and the City Council reappointed Richard Badger and appointed for his first term Art Morales.





Newly-elected Board Trustees Terrence Ardis (left) and Lonnie Vara take their oaths of office at the August Board meeting.

# **HMEPS** Retirees Form Association to Inform, **Educate and Preserve Benefits**

For some HMEPS retirees, retirement is a time when they can relax and enjoy the benefits they worked so hard for during their careers with the City of Houston. Recently, however, a group of HMEPS retirees – faced with rising healthcare costs and the common desire to preserve and protect their hard-



Newly-elected AHRME Chairman George Bravenec (left) and Board member Al Mays.

earned benefits - decided it was time to quit relaxing. The group came together and created the Association of Retired Houston Municipal Employees or "ARHME." This past June, AHRME's first meetings were held, bylaws were drafted and approved, and the group elected its first Board of Directors.

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# **HMEPS Board Reaches Out to Members Affected** by Hurricane Ike

The Board of Trustees and staff of HMEPS would like to convey its concern for those members affected by Hurricane Ike. We understand that many members are now facing challenges brought on by the devastation of the storm. The Board, in response to retirees' need for access to funds during this time of crisis, has approved an emergency, temporary waiver for eligible retired DROP participants who want to access their funds. The following are highlights:

### Temporary Waiver of Six-Month Restriction on Partial DROP Distributions

HMEPS regulations authorize DROP participants who have retired and who have not made a DROP balance distribution election (eligible DROP participants) to

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# Information on the Current Financial Market and Your HMEPS Benefit

The recent events on Wall Street have raised questions about the financial impact of the volatile markets on HMEPS. HMEPS is responsible for managing and investing the pension fund and understands that markets will fluctuate. During these challenging market conditions, the HMEPS Board, investment staff, and consultants are closely monitoring HMEPS' investment portfolio. However, the retirees and active members of HMEPS should feel secure that their benefits and pensions are safe and will be paid. Retiree benefits are not adjusted downward because of investment losses. DROP accounts for both active and retired DROP participants are secure.

As a member of HMEPS you are participating in a defined benefit plan. When you retired HMEPS calculated your monthly pension benefit based on various factors such as years of service and salary, not investment results. In such times, it is reassuring to participants in a defined benefit plan that is supported by a professionally managed, well-diversified portfolio that your benefits are not tied to any account balance that may go up or down. Funds used to pay benefits come into HMEPS through member and employer contributions, and from investments. And while

the market value of the HMEPS fund may fluctuate, as do the markets in general, the HMEPS fund that is used to pay benefits is sufficient to meet these obligations.

It is important to remember that HMEPS is a long-term investor with a time horizon that lasts over decades and that the investment portfolio is well diversified in many different asset classes. Because the pension promises which the City of Houston has made to its retirees and active members are payable over many years and often decades, HMEPS can maintain a longer term investment strategy and weather short-term market fluctuations. Our long-term focus means that we are not forced to change investment strategy when there is market volatility.

While unpleasant to go through, we generally view the recent market events as an understandable and necessary correction to the overall financial system. Ultimately, we believe that the investment environment will offer opportunities for patient, long-term investors such as HMEPS. Over the long-term, we believe this prudent and diversified approach will provide consistent and meaningful investment returns for HMEPS.

# HMEPS' New Financial Counselor Is Eager to Help Members Plan For Retirement

Steve Waas has a passion for helping people with their financial questions, especially when it comes to retirement planning. Waas, who was recently hired by HMEPS to serve as financial counselor, says he can't wait to help members plan properly for their retirements. "The benefit of an HMEPS pension is not always fully appreciated until one starts planning for retirement – I plan on helping members realize just how important their pension benefit is."

Waas understands that with more than 12,500 active City of Houston employees (who are members of HMEPS), he has a big task ahead of him. But it is an important one. "I want the members to have someone to go to for objective, professional financial planning and retirement information. This should be information that applies to their personal situations, and comes from someone who isn't

trying to sell them any kind of financial product or service."



Financial Counselor Steve Waas.

"Steve comes to HMEPS with real-world expertise, an impressive educational background and a deep desire to help our members with their retirement planning," said David L. Long, Executive Director. "We are confident his expertise will add to the already superior customer service experience our members receive from the staff of HMEPS."

Waas received his undergraduate degree from the University of Colorado. He earned his Master's Degree from New York University. After graduate school, Waas worked in banking in New York City for about seven years. He moved to Houston in 1990 and worked with Tenneco, Vastar Gas and Calpine in energy trading and financial positions. He ultimately joined UBS in 2004 as a financial adviser, helping individuals with financial planning, investing and insurance issues. Waas completed his CFP (Certified Financial Planner) certification in 2007.

Another quality HMEPS felt was important in choosing Waas was his understanding of the effect of "family" on a member's retirement planning. Children, the cost of schooling and tuition for college, and car-

ing for relatives can have a great impact on how one plans for the future.

Waas will implement new retirement planning sessions and financial education for participants. Look for him at the upcoming Financial Fitness Expo, October 21-22, 2008 (see page 6 for more details).

### **HMEPS Board Reacts to Hurricane Ike**

(Continued from Page 1)

receive a partial distribution from the DROP participant's DROP account, subject to certain limitations. One limitation is that a DROP participant may not request a partial distribution more than once in a six month period, as measured from the date of the previous partial distribution (six month restriction).

In order to allow eligible DROP participants with DROP account balances to receive partial distributions during the extraordinary circumstances brought on by Hurricane Ike and its aftermath, the HMEPS Board of Trustees decided to waive the six month restriction effective from October 1, 2008 through December 31, 2008 (waiver period). This means that a request for a partial distribution that is received from an eligible DROP participant during the waiver period will not be subject to the six month restriction. In addition, if an eligible DROP participant makes a request for a partial distribution during the waiver period, but the partial distribution is paid to the DROP participant after the waiver period ends, the payment of that partial distribution will not be considered in determining the six month measurement date for a subsequent request.

Upon termination of the waiver period on December 31, 2008, the six month restriction shall be effective again. Any request for a partial distribution received after December 31, 2008 will be subject to the six month restriction. Also, this temporary waiver does not change any of the other limitations on partial distributions, and does not alter the time periods for processing requests and providing tax notices. Participants should consult a tax advisor for information regarding the tax consequences of a DROP distribution.

#### HMEPS Systems Secure During Hurricane Ike

Also, during the disaster HMEPS' systems worked as they should. All member data is safe, secure and up to date:

- Days before Hurricane Ike closed in on the Texas coast, staff members
  were busy engaging emergency procedures created for just such an
  emergency. For example, all desktop PC's on the perimeter of the
  building (window offices) were moved to the interior spaces. Also,
  backup communications capabilities between executive/management
  staff and all regular employees were initiated to ensure communications were capable during and after the storm.
- Member data, which is backed up on a regular basis, was backed up again on Tuesday, September 9th to ensure its safety and timeliness.
   The disks containing the data were taken off-site to ensure their safety.

HMEPS members can call the HMEPS office at 713-595-0100 for any questions or information they have about their benefits or retirement.

# HMEPS Pension Payment Schedules October to December 2008

The following are the dates for pension benefit payments in the months ahead. The schedule will be strictly adhered to. If you are interested in direct deposit of your pension benefit checks, please call our office at 713-595-0100.



= Benefit checks mailed from the HMEPS office



 Direct deposit (ACH), the last business day of each month

#### October 2008

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
			22		_	
26	27	28	29	30	31	

#### November 2008

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
			19			
23	24	25	26	27	28	29
30						

#### December 2008

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# **Everything You Need to Know About Direct Deposit of Benefit Checks**

Using Direct Deposit is an easy and convenient way to deposit your benefit payments electronically to checking or savings accounts at a participating bank, savings and loan association

# The Advantages of Direct Deposit:

- Convenience
- Reliability
- Security
- Flexibility

or credit union. (The term
"bank" is used generically in
this overview to describe any
bank, savings and loan association or credit union.) All you
have to do is fill out one form
("Electronic Funds Transfer
Direct Deposit Enrollment
Application") and the process

becomes easier. Please see the following page for instructions. If you are still depositing your benefit check in person at your bank, HMEPS asks that you consider the following advantages that Direct Deposit offers:

### Direct Deposit Eliminates Postal Delays and Lost or Stolen Checks

Lost or stolen mail can result in delays in receiving your benefit payment, identification theft, and forgery of your benefit payment. It also can result in unnecessary delays before a replacement check can be issued, and there are specific rules HMEPS must follow to issue replacement checks.

# • With Direct Deposit Your Money is Immediately Available

Funds directly deposited into your account are immediately available on the payment date. Most banks provide a toll-free number, which you can call to confirm receipt of the funds made by Direct Deposit. (Most banks also offer online account viewing where you can view the details, including deposits, of your account.) With a paper check, there may be mailing delays and funds may not be available to you for several days after you deposit the check into your account.

In addition, there is no need to worry about your deposit if you are sick, on vacation or if inclement weather occurs. Your payments are automatically available to you when you need them. When a payment is made to your account under Direct Deposit, you will receive an "advice" that provides the same

type of information that you received with your paper check.

The lower portion of the advice informs you that your payment has been directly deposited to your bank.

#### • Direct Deposit Offers "Flexibility"

By utilizing Direct Deposit, funds can be deposited into your checking or savings account, as you choose. As your situation requires, you may cancel a Direct Deposit arrangement at any time by sending HMEPS a written notice. Contact HMEPS regarding the information that must be contained in the written notice, information on contacting your bank, and to make arrangements to have your benefit check mailed. Also, you may change the bank or the account to which payments are deposited by completing a new "Electronic Funds Transfer Direct Deposit Enrollment Application" form (available by calling the HMEPS office at 713-595-0100 or on the HMEPS website at www.hmeps.org).

#### • Direct Deposit Eliminates the Need for You to:

- personally endorse your check.
- use gas visiting your bank to deposit or cash your check.
   No waiting in teller lines.
- make special check mailing arrangements when you are away from home.

If you don't have an account, consider opening one and sign up for direct deposit at that time. Most banks, savings and loans and credit unions offer a variety of accounts, some with little or no fees. Some financial institutions offer low-cost Electronic Transfer Accounts (ETA) that feature a maximum cost of \$3.00 per month and limited cash withdrawals per month. Look for one that meets your needs.

Direct deposit is extremely reliable, but it is not perfect because of the possibility of human or machine error. If you believe that an error has occurred, contact HMEPS.

If you have any questions about Direct Deposit of your pension benefit please call the HMEPS office at 713-595-0100 and then press "2".

# If you are interested in Direct Deposit, here is the two-step process:

- I. Complete an "Electronic Funds Transfer Direct Deposit Enrollment Application" form, available by calling the HMEPS office or downloading from the HMEPS website at www.hmeps.org.
- 2. Have a bank officer complete and sign the form in the space provided.

The Direct Deposit network regulations require that a test of your transaction be made the first month you have Direct Deposit. This is called a pre-note. Therefore, your first pension check will be a paper check mailed to your address of record. If the pre-note works correctly, your second and subsequent checks will be deposited electronically. HMEPS must receive your Direct Deposit form before the 15th of the month in order for the process to begin that month. If HMEPS receives your Direct Deposit form after the 15th, the process will begin the next month.

Please note that if you ever have the need to close or change a Direct Deposit account you must first notify the bank that you would like to close the account. They can work with you and keep the account open until you have opened another account. Also, notify the HMEPS office that you are closing the account and what your plans are for opening another. HMEPS can then make arrangements to send your check to another location until you have had time to open another account. Depending on the date the cancellation is received by HMEPS, the cancellation may not occur until the following month.

### Electronic Funds Transfer HOUSTON MUNICIPAL EMPLOYEES PENSION SYSTEM (HMEPS) Direct Deposit Enrollment 1111 BAGBY, SUITE 2450, HOUSTON, TX 77002 (713) 595-0100 Application Section 1. PAYEE INFORMATION (TO BE COMPLETED BY PAYEE) SOCIAL SECURITY NUMBER NAME OF PAYER (Last, First, MI) CITY, STATE, ZIP ADDRESS (Street, P.O. Box) DATE TELEPHONE NUMBER w/Area Code Section 2. DIRECT DEPOSIT SIGN-UP (TO BE COMPLETED BY PAYER) I certify that I have read, understood, and agreed to the back of this form, and Livereby request and authorize benefits payable to me from the Houston Municipal Employees Pension System (HMEPS) to be electronically deposited with the financial institution named below, in the following designated account. ACCOUNT 8 Section 3. FINANCIAL INSTITUTION CERTIFICATION (To Be Completed By Financial Institution) NAME OF FINANCIAL INSTITUTION ADDRESS OF FINANCIAL INSTITUTION YPE OF DEPOSITOR ACCOUNT CHECKING SAVINGS CHECK DIGIT ROUTING NUMBER DEPOSITOR ACCOUNT NUMBER In consideration of HMEPS making payments in accordance with the above request concerning direct deposit of funds, in consideration of LIMEES making payments in accordance with the above request concerning direct deposit of linds, without requiring the personal endorsement of the payce and without requiring proof that the payce is prive on the date such payment(s) fall due, we agree to repay and refund to said HMEPS on demand, the amount of any such payments made to us and received by us, the due date of which shall occur subsequent to the date of death of the particle. agree to accept the certification of TIMEPS as sufficient evidence as to the date of death of such payee. INSTITUTION OFFICER'S SIGNATURE INSTITUTION OFFICER'S PRINTED NAME & TITLE DATE TELEPHONE NUMBER w/Area Code Page 1 of 2 GE10 Rev05/2001

# Avoid These Common Mistakes When Filling Out Direct Deposit Forms

- The retiree fails to sign the form.
- Invalid bank routing number. Make sure the bank representative supplies this information. The ABA routing number may be different from the number shown on the paper check. Some banks use a different routing number for ACH transfers or direct deposit.
- Inconsistent account numbers. The account number supplied by the retiree under Section 2 and the account number supplied by the bank representative in Section 3 must be the same. The account numbers should must be consistent in both sections.
- The bank representative fails to sign the form.
- Incomplete Form. All the blanks and fields in the form must be completely and accurately filled out.
- Incorrect forms are submitted. Only the official HMEPS Direct Deposit form can be used. HMEPS will not accept direct deposit forms from the banking institution.

# City of Houston Third Annual Financial Fitness Expo!

Presented by the Houston Municipal Employees Pension System and the City of Houston Deferred Compensation Plan



# All City of Houston Employees Invited



- Listen to Speakers and Talk to Vendors and Benefits Counselors
  - Gain a Better Understanding of Your Pension,
     Deferred Compensation and Social Security Benefits

Tuesday, October 21, 2008 900 Bagby, City Hall Annex (Public Level) 11:00 a.m. - 2:00 p.m. Wednesday, October 22, 2008 611 Walker, Garden Level 11:00 a.m. - 2:00 p.m.

For more information regarding the Expo call Peter Koops at HMEPS at 713-595-0100

## New Association formed by HMEPS Retirees (Continued from Page 1)

Al Mays, a former HMEPS Board member who now sits on the AHRME Board, explained, "The idea for ARHME began in late 2007 when a handful of former City of Houston co-workers got together and shared common concerns. Word of mouth soon found others sharing that interest and the group grew."

"ARHME was created to give a voice and face to those of us who – after years of loyal and conscientious public service – are retired

from the City of Houston and are receiving pension benefits from HMEPS," said newly-elected AHRME Board Chairman George Bravenec. "The bond we shared on the job, and now in retirement, required us to come together to face vital common issues."

According to Bravenec, ARHME is currently seeking members who are willing to be active participants in the organization. "An example is on those occasions when hearings or meetings are held to discuss and decide on matters affecting our pensions and benefits. We may put out a call for volunteer members of ARHME to attend and show we care, to show that we are watching and listening. Just being there and wearing a small badge that shows you care is often enough to get the message out. Our strength will be in our numbers."

AHRME is an all-volunteer association and there is no cost to join or regular dues. If you have questions, need more information, or want to be an active participant of ARHME, please contact the association by e-mail at ARHME@sbcglobal.net.

## **HMEPS** Investments

#### Market Values as of June 30, 2008

Domestic Equity	\$ 446,275,513
International Equity	379,821,709
Fixed Income	352,942,811
Real Assets	358,358,904
Alternative Investments	359,930,831
Cash Equivalents	624,232
City of Houston Pension	
Obligation Note	369,893,532

#### **Total Fund** \$ 2,267,847,531

- For Fiscal Year 2008, HMEPS' investment return was 0.47%.
- For the first six months of Calendar Year 2008, HMEPS' investment return was -2.59%.

# **Retirements - March to June 2008**

#### **Affirmative Action**

Roach, Lynda\*

#### **Aviation**

Broaden-Smith, Paula
Clayton, Craig\*
Eckles, James
Fernandez-Oxios, Richard\*
Harvey, Verna\*
Heang, Ly
Leach, Richard
McLemore, Kent\*
Pot, Chieth
Pruitt, Jacqueline
Reath, San
Sanders, Lisa\*
Taneja, Dayal
Vasauez, Anita

#### **Building Services**

Olorondu, Juliana\* Stewart, Maple\*

#### **City Council**

Oliver, Elaine\*

#### Controller

Arnett, Lorie\*

# Convention & Entertainment

Bambace, Mark\*

#### Finance & Administration

Delgado, Guadalupe Love, Socorro Massingill, Lewis Sanchez, Reynaldo Webb, Elizabeth Wedge, Margaret

#### Fire

Arellano, Margarito Elbus, Betty Johnson, Ivis\*

#### **Health & Human Services**

Bell, Carol
Drais, Mara\*
Evans, Lee
Hertz, Kenneth\*
Janus, Conrad
Leadon, Louise
Ramirez, Robertina\*
Ramirez, Yolanda\*
Rodriguez, Rita
Rogers, Peggy
Sands, Daphine
Thompson, Constance
Vazquez, Guadalupe
Zuber, Frederick

#### Housing

Espree, Linda Henry, Janine\* Hernandez, Luis King, Kym\*

#### Houston Emergency Center (HEC)

Byrd, Willie\* Castro, Mary\* Coley, John\* Harris, Mattie\* Hill. Neva\* Jefferson, Jimmie\*
Johnson, Christine\*
McPhail, Irene\*
Meyers, Kenneth
Tates, Gwendolyn\*
Thomas, Latrella\*
Zaharis, Debbie\*

#### **Human Resources**

Araiza, Benigno\* Nagy, Carl\*

#### **Information Technology**

Lee, Bik\*
Milne, Lee
Moore, Elton
O'Connor, Leticia\*
Riley, Robert
Williams, Ronnie\*

#### Legal

Beedon, Dennis\* Foerster, Charles Jackson, Annette

#### Library

Brackett, George Doroin, Maria-Goretti Parris, Frederick

#### **Parks & Recreation**

Cavazos, Jesus\* Charles, Lupe\* Dorian, Russell Green, Lawrence\* Lane, Elizabeth\* Lemons, Walter Martinez, Humberto Regalado, Raul\* Rodriguez, Rudolph Santos, Ronald\*

#### Police

Belleza, Francisco
Gilhooly, Clifford
Hayes, Ike\*
Hill, Adreanna\*
Luther, Jerry\*
Malveaux, Vanessa\*
McCarty, Clay\*
Sailor, Nora
Shepherd, Gwendolyn\*
Stots, Leon
Thompson, Dwight\*
Trevino, Doreen\*
Viser, Rickey\*
Yip, Kam Sing\*

# Public Works & Engineering

Alexander, John
Allison, Marvin
Anderson, Dolores
Ansari, Seemin
Bankston, Randall
Brownlee, Valdon\*
Bui, Son
Chapman, Arthur\*
Coleman, Charles\*
Cooper, Donald\*
Davis, Frank
Delgado, Monica\*
Denton, Loenard
Dorantes, Irma\*

Edmond, Napoleon Fernandez, Nelly Fontenette, Mark Foy, Denitra Gardner, Sammy Green, Marjorie Jeanes, Paul Johnson, Wesley Jones, Herbert Manale, Mary Mann, Avtar McCollough, Walter McGuire, John Metoyer, John Mussett, Joe\* Perez. Jose Phan, Thuong Phillips, Danny Rose, Barbara Sakolosky, John Salas, Bernardo Sledge, Suzanne Tijerina, Juan\* Torres Jr., Richard Tyler, Robert Washington, Henry Whitfield, Douglas\* Williams, Allie

#### **Solid Waste**

King, Bobbie\* Leassear, Debra Orlando, Frank\* Suarez, Juanita Vega, Jorge

\*Deferred Retirement

# In Remembrance: Active Employee and Retiree Deaths – March to June 2008

HMEPS received notification of the following participants' deaths. We wish to remember these individuals and their dedication and service to the City of Houston.

Aguillon, Isabel
Alegria, Jesus
Alridge, Flossie
Anderson, Jonathan
Andrews, Larue
Bailey, Larry
Balazs, Paul
Bess, John
Boutwell, Douglas
Bramlett, John
Brooks, Leo
Brown, Grace
Cavanaugh, Leola

Clifton, Maxine
Collins, Marlene
Dees, Thomas
Denkins, Loretha
Eck, Anna
Faber, Wilma
Ferguson, Gregory\*
Garcia, Anita
Green, Bobbie
Grymes, Jeanne
Guzman, Magdalena\*
Hankins, James
Harris, Tena

Hartfield, Nettie Haywood, Merria Herrera, Pauline Hill, Bill Holmes, James Holmes, Fred Howell, A. Jackson, Fred Johnson, Willis Jones, Casey Kindriche, Roszlyn Kleiber, W. Leach, Richard Lee, Oliver
Little, Charles
Lucherk, Margaret
Maher, Frances
Marshall, Clarence
Martinez, Pauline
Mason, Lola
Mattern, James
May, Neoma
McCoslin, Waymond
McDaniel, Texas
Mendoza, Jose
Merchant, Mildred

Moore, Melba Munoz, Adam Nguyen, Mai Nichols, Jerelene Norwood, Harold\* Rodriguez, Noe Sadberry, Floyd Sammy, Teresa Satchell, Elizabeth Singletary, Melvin Smith, Brenda Smith, Mable Sotelo, Mario Stevenson, E. Ward, Mary White, Claud Williams, Carl Williams, Herman Williamson, Paul Wilson, Dorothy Wilson, Noline Wootan, Winnie

\* Active Death

## **Pension Press**

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## **BOARD OFTRUSTEES**

#### **ELECTED AND APPOINTED TRUSTEES**

Sherry Mose, Chair
Ray Kennedy, Vice-Chair
Lonnie Vara, Secretary
Terrence Ardis
Mark V. Mancuso
Lenard Polk
Barbara Chelette, Appointed

## **CITY APPOINTED TRUSTEES**

Richard Badger Gilbert Garcia Craig T. Mason Art Morales

#### **PENSION PRESS**

David L. Long, Executive Director Peter Koops, Director of Communications Naomi "Amy" Rowley, Executive Assistant

Thanks to the HMEPS staff for their contributions to the ongoing success of the *Pension Press*.

### **NEWSLETTER CONTENT**

The material contained in this newsletter is intended to provide you with important information about your pension participation. The content cannot be taken as the basis of any contractual rights between HMEPS and its participants. If there is a question of interpretation, retirement laws are the final authority.

#### **HMEPS** Contact Information

#### **HMEPS Address:**

Houston Municipal Employees Pension System 1111 Bagby Street, Suite 2450 Houston, Texas 77002-2555

#### **HMEPS Phone Numbers:**

Phone: 713-595-0100 Toll Free: 800-858-1450 Fax: 713-650-1961

#### **HMEPS Website:**

www.hmeps.org