



**GULF COAST CENTER
BOARD OF TRUSTEES MEETING**
Wednesday, October 22, 2014
Brazoria Community Service Center
101 Tigner, Angleton, TX

MINUTES

1. **CALL TO ORDER** – Jamie Travis, Board Chair of the Board of Trustees, convened the regular meeting on Wednesday, October 22, 2014 at 6:30 p.m. at the Brazoria Community Service Center located at 101 Tigner, Angleton, Texas.

The following Board Members were present: Trey Picard, Jaime Castro, Karen DeJean, Caroline Rickaway, and Linda Coleman

The following Board Members were absent: Vivian Renfrow, Excused; Mary Lou Flynn-Dupart, Excused and Robert Flick, Excused

Also present were: G. Michael Winburn, Executive Director – Gulf Coast Center, Chris Cahill, Mills Shirley, LLC and other Center staff.

2. **CITIZENS' COMMENTS:** None.
3. **BOARD MEMBERS' REPORTS:** None
4. **PROGRAM PRESENTATION:** Melisa McNeil, Diversion Coordinator and Heather Busha, Crisis Case Manager presented to the Board an overview of the PASRR project and its operations and services. Preadmission Screening and Resident Review (PASRR) is a federally mandated program that is applied to all individuals seeking admission to a Medicaid-certified nursing facility, regardless of funding source. The purpose of the PASRR program is to ensure that placement of a patient in a nursing facility is necessary; to identify alternate placement options when applicable; and to identify specialized services that may benefit the person with a diagnosis of mental illness, intellectual disability, or developmental disability.
5. **ACTION ITEMS:**
 - a. **Review and approval of previous meeting minutes: September 24, 2014.**

On motion by Karen DeJean, seconded by Jaime Castro, the board voted to approve the September 24, 2014 meeting minutes. The motion carried with all members voting in favor.
 - b. **Consider the approval of the September 2014 check register.**

On motion by Caroline Rickaway, seconded by Trey Picard the board voted to approve the September 2014 check register. The motion carried with all members voting in favor.
 - c. **Consider the approval of the nominations for Places 4, 5, and 6 on the Texas Council Risk Management Fund Board of Trustees.**

On motion by Jaime Castro, seconded by Trey Picard the board approved the approval of the nominations for Places 4, 5, and 6 on the Texas Council Risk Management Fund Board of Trustees. The motion carried with all members voting in favor.
 - d. **Consider the approval of the update revisions to the Center's Bank Account listing and recommended bank account signatures.**

On motion by Karen DeJean, seconded by Linda Coleman, the board voted the approval of the update revisions to the Center's Bank Account listing and recommended bank account signatures. The motion carried with all members voting in favor.
 - e. **Consider the approval of the Center FY2015 Budget Amendment #1.**

On motion by Karen DeJean, seconded by Trey Picard, the board voted the approval of the Center FY2015 Budget Amendment #1. The motion carried with all members voting in favor.
 - f. **Consider the approval of the resolution approving the Board of Trustees Commitment of Fund Balance funds as of September 1, 2014.**

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On motion by Trey Picard, seconded by Caroline Rickaway, the board voted the approval of the resolution approving the Board of Trustees Commitment of Fund Balance funds as of September 1, 2014. The motion carried with all members voting in favor.

CONNECT SERVICES ACTION ITEMS:

- g. Consider approval of the revised agreement with the City of Galveston to expand transit service capacity for the Victory Lakes Park and Ride Facility.**

On motion by Karen DeJean, seconded by Linda Coleman the board voted the approval of the revised agreement with the City of Galveston to expand transit service capacity for the Victory Lakes Park and Ride Facility. The motion carried with all members voting in favor.

Description: The Center and City have previously entered into an Agreement for the provision of Park and Ride service between Galveston Island and the Mall of the Mainland and between Galveston Island and the UTMB Victory Lakes campus in League City. Due to increasing transit ridership at the Victory Lakes Park and Ride facility has necessitated the need for additional transit equipment and expanded service to support the demand. The center will compensate the City at a base rate of \$60 per hour for transit operating services and \$20 per hour for the lease of transit equipment and utilization of the Island Transit Maintenance and Bus Wash facilities, for a total hourly rate of \$80 per hour, for the provision of Full Turnkey transit services (\$90 for Partial Turnkey services).

- h. Consider approval of the Resolution of the Board of Trustees of The Gulf Coast Center to The Houston Galveston Area Council for the 2015-2018 Transportation Improvement Program (TIP) for potential acquisition of three (3) additional medium duty mid-size transit vehicles to support high ridership fixed-route transit service in the Texas City Urbanized Area; and the acquisition of three (3) additional medium duty mid-sized transit vehicles to support high ridership fixed-route transit service in the Lake Jackson-Angleton Urbanized Area.**

On motion by Karen DeJean, seconded by Trey Picard the board voted the approval of the Resolution of the Board of Trustees of The Gulf Coast Center to The Houston Galveston Area Council for the 2015-2018 Transportation Improvement Program (TIP) for potential acquisition of three (3) additional medium duty mid-size transit vehicles to support high ridership fixed-route transit service in the Texas City Urbanized Area; and the acquisition of three (3) additional medium duty mid-sized transit vehicles to support high ridership fixed-route transit service in the Lake Jackson-Angleton Urbanized Area. The motion carried with all members voting in favor.

- i. Consider approval of a Resolution of the Board of Trustees of the Gulf Coast Center supporting a request to the Houston Galveston Area Council, in response to the "2015-2018 tip call for projects" for flexible federal funding to be used for the support of one hundred percent of the cost of constructing the Texas City Park and Ride. The Center will assume responsibility of all maintenance, operations, and all other associated costs in the on-going operation of the Park and Ride**

On motion by Karen DeJean, seconded by Caroline Rickaway the board voted the approval of the Resolution of the Board of Trustees of the Gulf Coast Center supporting a request to the Houston Galveston Area Council, in response to the "2015-2018 tip call for projects" for flexible federal funding to be used for the support of one hundred percent of the cost of constructing the Texas City Park and Ride. The Center will assume responsibly of all maintenance, operations, and all other associated costs in the on-going operation of the Park and Ride. The motion carried with all members voting in favor.

FACILITY AND ASSET SERVICES ACTION ITEMS:

- j. Consider the approval of the addition of \$9,000.00 to the previously approved \$25,000.00 for architectural and consultant engineering services by Bay-IBI Group Architects for the expansion and repairs to the parking lot for the Center's Mainland Community Service Center, Texas City. Maximum dollar amount: \$34,000.00.**

On motion by Trey Picard, seconded by Karen DeJean the board voted the approval of the addition of \$9,000.00 to the previously approved \$25,000.00 for architectural and consultant engineering services by Bay-IBI Group Architects for the expansion and repairs to the parking lot for the Center's Mainland



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Community Service Center, Texas City. Maximum dollar amount: \$34,000.00. The motion carried with all members voting in favor.

- k. **Consider the approval of the purchase of two 2015 Ford Fusion sedans for the new 1115 Youth Crisis Program for a total of \$33,483.00 through the best value opportunity with the Buyboard Cooperative Purchasing Program.**

On motion by Jaime Castro, seconded by Linda Coleman the board voted the approval of the purchase of two 2015 Ford Fusion sedans for the new 1115 Youth Crisis Program for a total of \$44,483.00 through the best value opportunity with the Buyboard Cooperative Purchasing Program. The motion carried with all members voting in favor.

IDD SERVICES ACTION ITEMS:

- r. **Consider the approval of the new agreements with the 3 below listed non-traditional providers for the provision of respite and/or community support services.**

County of Service: Galveston	TERM:	County of Service: Brazoria	TERM:
Cora Cotton	09/26/14-08/31/15	Savannah Kylbert	09/26/14-08/31/1
Debra Burek	09/26/14-08/31/15		

On motion by Karen DeJean, seconded by Jaime Castro the board voted the approval of the new agreements with the 3 listed non-traditional providers for the provision of respite and/or community support services. The motion carried with all members voting in favor.

Reimbursement Rate: Standard base level = \$10/hr; Medical/Behavioral need = \$15/hr.

Description: The Non-Traditional Providers (NTP) are part of the Open Enrollment Network for IDD Services. NTP is made up of individual family members, friends, neighbors and others who provide respite and/or community support services (this is new to the agreement) for families or consumers.

6. PENDING ACTION ITEMS:

Pending action items are those items which were on a prior board agenda but not completely resolved. The items may be listed for update or final action by the Board.

- a. **Revision of the Center's Authorized Signature Resolution. Removed Pat Wareing and adding Rick Elizondo.**

On motion by Karen DeJean, seconded by Jaime Castro the board voted the approval of the Center's Authorized Signature Resolution. Removed Pat Wareing and adding Rick Elizondo. The motion carried with all members voting in favor.

- b. **Consider approval of the Gulf Coast Center's Center Plan.**

On motion by Karen DeJean, seconded by Trey Picard the board voted the approval of the Gulf Coast Center's Center Plan and bylaws. The motion carried with all members voting in favor.

7. EXECUTIVE DIRECTOR'S CALENDAR: Mike Winburn

- Review of the financial report: Mike Winburn – Executive Director, reported that for the month of September the Center preliminarily recognized year-to-date operational expenses \$2,192,109.75 and operational revenue of \$2,221,212.67; for an operational positive variance of \$29102.92. No action required.
- Grant activity update: None
- Presentation and review of state comparative reports. None



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- Review and discussion of ETBHN: Mike Winburn, Executive Director gave a brief update on the retreat held in Galveston by ETBHN on October 8th and 9th.
- Review Texas Council Community MHMR Center Activities and updates: None
- Quarterly Update - Texas Council Risk Management Fund (TCRMF): None
- Executive Directors Legislative update: Mike Winburn, Executive Director gave a brief update on the events with the legislative. Jaime Castro will be presenting at the Ed's meeting in November. No action required.
- Connect Transit Update: None
- 1115 DSRIP Update: None
- Presentation of calendar of upcoming events: Mike Winburn, Executive Director informed the board of trustees of the upcoming events listed above. No action required.
 - All Center Staff Meeting - October 24, 2014 - Alvin Community College
 - Open House - Nov 5th - Wellness Recovery Clinic for Youth- League City

8. ADJOURN

There being no further business to bring before the Board of Trustees the meeting was adjourned at 7:11 p.m.

Respectfully,

Approved as to Content and Form,

Cathy Claunch-Scott

Secretary to the Board of Trustees

Jamie Travis

Board Chair

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