

NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of April will be held on Wednesday, **April 24, 2019** at **6:15 p.m.** at the Mall of the Mainland, Administration Office, 10000 E.F. Lowry Expressway, Texas City, Texas.

Thank you,



Cathy Claunch-Scott
Secretary to the Board of Trustees

cc: April Board of Trustees File



10000 Emmett F Lowry,
Suite 1220
Texas City, TX 77591

409.763.2373

Toll Free- 1-800-643-0967

FAX 409.763-5538

www.GulfCoastCenter.org

Better community healthcare promoting healthy living.

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Mall of the Mainland-Admin Office
10000 E.F. Lowry Expwy, Suite 1220, Texas City, TX
Wednesday, April 24, 2019
6:15 pm



"Better community healthcare promoting healthy living."

1. **Call To Order**..... Jamie Travis, Board Chair
2. **Citizens' Comments**
3. **Program Report: SOS Network Presentation**
4. **Board Member Reports**
 - a. Texas Council of Community Centers Jamie Travis, Board Chair
 - b. Texas Council Risk Management Fund..... Mary Lou Flynn-Dupart, TCRMF Board Chair
5. **CEO Report** Melissa Tucker, CEO
 - a. Recruitment & Retention:
 - b. Communication Update:
 - c. Community Engagement:
6. **Operations Report:**
 - a. Key Performance Indicators:
 - b. Community Outreach:
7. **Budget, Finance and Admin Reports** Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary (**Pg. 1-3**)
 - b. Sale of Property Update
8. **Consent Agenda**..... Linda Bell, JD
Consideration and Approval of Recommendations and Acceptance of Consent Agenda Items. (*Consent agenda items may be pulled from this consideration for individual action or presentation.*)
 - a. Review and approval of March 27, 2019 board meeting minutes. (**Pg. 4-7**)
 - b. Review and approval of March 2019 check register.
9. **Action Items**..... Linda Bell, JD
 - a. Consider the approval of the revised Connect Policy and Procedures.

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If you need additional assistance to effectively participate in or observe this meeting please contact (409) 763-2373 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist you.

- b. Consider approval of the Drug and Alcohol Testing Policy for Connect Transit.
- c. Consider approval of the modification to the Center's Employee Travel Management Policy. The policy is being modified to require all IDD staff to submit travel related expenses by the 10th day of the following Month as required for contract compliance. (Pg. 8)
- d. Consider ratification of the renewal agreement with **The Harris Center** for a crisis intervention helpline. Term: March 1, 2019 thru February 29, 2020. Rate: \$7,161.00 for call volume of 501-750 calls/month.
- e. Consider approval of the Gulf Coast Center Resolution to approve submission and receipt of the grant application for the Santa Fe Community Response Team through the Office of the Governor. FY20
- f. Consider approval of the below identified vehicle purchases:
 - 2019 Toyota Sienna Van. Funds provided from the approved budget of the Governor's Victims of Crimes Grant. Cost not to exceed \$32,000.00.
 - 2019 Toyota Sienna Wheel Chair equipped Van. Funds provided from the approved budget of the Governor's Victims of Crimes Grant. Cost not to exceed \$46,000.00.
 - 2019 Ford F-250 Transit Cargo Van to be used in the Facility Services program. Funds to be provided from general operations. Cost not to exceed \$28,000.00.
- g. Consider the approval of A Resolution by the Board of Trustees of the Gulf Coast Center approving the Connect Transit FY2019 Program of Projects and submittal to the Houston-Galveston Area Council for approval; and, requesting the approval of Transportation Development credits to match all FTE Section 5307 funding contained therein.
- h. Consider approval of the recommended qualified vendor in response to RFP # Budget 2019-1 to provide and implement an integrated financial budget system for the Center.

10. Pending or Revised Action Items.....Linda Bell, JD

Pending or revised items are those items which were on a prior board agenda but not completely resolved or there has been a revision since approval. The items may be listed for update purposes or final action by the Board.

11. Calendar.....Jamie Travis, Board Chair

Date	Event	Time	Location
May 22, 2019	Board Meeting	6:15 p.m.	Angleton
June 2019	No meeting due to Texas Council Annual Conference: June 19-21, 2019 Houston Galleria		
July 24, 2019	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
August 28, 2019	Board Meeting	6:15 p.m.	Angleton

12. Executive Session

As authorized by Chapter §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at any time during the course of this meeting to seek legal advice from its Attorney about any matters listed on the agenda.

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If you need additional assistance to effectively participate in or observe this meeting please contact (409) 763-2373 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist you.

13. Action Regarding Executive Session

14. Adjourn

The Gulf Coast Center Fiscal Year 2019 Board Operational Budget Schedule											
EXPENSES - OPERATING	FY2019 Annual Budget Preliminary	FY2019 Sep-18	FY2019 Oct-18	FY2019 Nov-18	FY2019 Dec-18	FY2019 Jan-19	FY2019 Feb-19	FY2019 Mar-19	FY2019 YTD Actual YTD % of 50%		
Salary and Wages	15,005,170	1,000,356.89	1,064,112.89	1,162,413.74	1,067,020.51	1,083,895.31	1,151,702.07	1,044,694.80	7,580,796.21	51%	
Fringe Benefits	5,601,972	388,203.19	413,163.56	431,634.02	454,178.06	439,260.75	383,855.60	397,751.14	2,908,046.32	52%	
Travel	232,417	13,557.90	21,863.16	10,685.68	14,002.45	14,745.77	16,916.96	21,842.03	113,613.95	49%	
Consumable Supplies	542,286	14,263.39	39,477.65	28,181.02	24,051.75	28,328.28	31,992.05	22,519.59	188,813.73	35%	
Pharmaceuticals/Laboratory	245,386	19,510.05	18,881.98	28,484.29	25,760.97	19,730.57	24,393.06	25,927.95	162,688.87	66%	
Capital Outlay - Furniture/Facilities	552,874	29,424.31	18,136.01	72,140.48	25,830.39	24,361.84	29,519.95	27,760.44	227,173.42	41%	
Facilities - Rent/Maintenance/Utilities	1,244,595	117,502.86	100,988.21	84,231.88	107,933.66	118,962.22	106,218.43	111,533.63	747,370.89	60%	
Other Operating Expenses	2,292,345	174,920.80	199,542.12	191,052.96	179,047.34	184,126.67	155,764.95	166,250.54	1,251,605.38	55%	
Client Support Costs	537,157	50,766.25	30,211.70	28,119.44	27,388.74	33,148.04	29,293.37	31,706.23	230,633.77	43%	
Consultant Professional Providers	10,560,642	605,512.75	718,906.32	680,774.99	602,206.12	799,317.66	597,563.76	774,681.13	4,838,962.73	46%	
	\$ 36,814,843	\$ 2,420,018.39	\$ 2,625,283.60	\$ 2,717,718.50	\$ 2,588,919.99	\$ 2,745,877.11	\$ 2,527,220.20	\$ 2,624,667.48	\$ 18,249,705.27	50%	
TOTAL EXPENSE											
REVENUES - OPERATING											
Local Funds											
County Funds	1,146,995	95,708.10	102,877.91	102,474.94	102,083.18	101,822.87	99,499.27	102,995.11	707,461.38	62%	
Patient Fees Insurance/Reimbursement	871,625	45,130.55	1,481.67	51,131.98	61,255.52	42,240.35	33,876.43	5,586.79	240,703.29	28%	
Miscellaneous Local Income	1,767,561	59,961.31	333,039.40	139,011.40	96,551.30	73,310.17	720,222.14	90,393.86	1,512,491.58	86%	
	3,786,181	200,799.96	437,398.98	292,618.32	259,892.00	217,373.39	853,597.84	198,975.76	2,460,656.25		
Earned Grant Income											
RUD - Transitional/Permanent Housing	677,234	42,001.00	73,542.32	65,199.97	70,100.00	114,459.94	88,112.59	91,869.77	545,285.59	81%	
Recovery - Fee for Services / Grants	4,350,299	283,097.04	317,116.00	276,309.75	309,745.80	272,021.42	256,132.17	264,631.71	1,979,053.89	45%	
File XIX - Medicaid	3,030,516	141,547.92	81,562.62	159,786.29	174,720.90	185,328.00	160,014.71	89,634.31	992,594.75	25%	
Transportation - Federal/State	4,214,864	204,896.35	319,075.08	270,073.60	240,833.04	390,443.99	291,950.87	413,821.01	2,131,093.94	51%	
Medicaid 1115 Waiver/Misc Federal	3,537,756	272,535.69	290,461.02	281,506.60	261,251.39	312,499.40	284,333.33	249,999.98	1,952,587.41	55%	
Other State Federal Funds-MAC	1,240,300	70,485.83	61,465.17	75,788.72	69,188.96	48,842.20	63,645.49	59,477.66	448,894.03	36%	
	17,950,968	1,014,563.83	1,143,222.21	1,128,664.93	1,125,840.09	1,323,594.95	1,144,189.16	1,169,434.44	8,049,509.61		
Performance Contract DSHS & DADS											
General Revenue - MH (Adult & Child & Vets) - 10%	6,609,440	556,072.41	555,174.85	554,574.85	554,174.83	554,014.83	550,714.20	553,614.87	3,878,340.84	59%	
General Revenue - Regional Hospital	4,058,304	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20	2,381,310.40	59%	
General Revenue - NGM (Adult & Child)										#DIV/0!	
General Revenue - Crisis Services - 10%	1,124,716	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10	751,751.70	67%	
General Revenue Permanency Plan - IDD	2,223,852	171,896.15	178,666.31	180,437.59	180,650.28	188,525.58	189,073.67	202,798.52	1,292,057.10	58%	
Federal Block - MH (Adult & Child) and Crisis	1,061,382	82,948.58	82,948.58	105,298.82	82,948.58	82,948.58	82,948.58	82,948.58	602,990.30	57%	
	15,077,694	1,258,497.44	1,264,370.04	1,287,891.56	1,265,362.99	1,273,069.29	1,270,316.75	1,286,942.27	8,906,450.34		
	\$ 36,814,842	\$ 2,473,861.23	\$ 2,644,991.23	\$ 2,709,174.81	\$ 2,651,095.08	\$ 2,814,037.63	\$ 3,208,103.75	\$ 2,655,352.47	\$ 19,416,616.20	53%	
	\$ (1)	\$ 53,842.84	\$ 219,707.63	\$ (8,543.69)	\$ 62,175.09	\$ 68,160.52	\$ 740,883.55	\$ 30,684.99	\$ 1,166,910.93		
TOTAL REVENUES											
SUBTOTAL OPERATING (Rev-Exp)											
FUND BALANCE EXPENDITURES (NOT Inc. above)											
Flexible Spending											
Flexible Spending - MH Adult	-	404.00	2,600.00	300.31	604.07	1,654.95	348.00	188.14	6,099.47		
Flexible Spending - IDD Services	-	2,100.00	485.32	594.88	-	-	120.00	70.00	3,370.20		
All Crisis Staff Recognition	-	-	-	-	-	-	-	-	-		
IDD Services - Community Support	-	5,988.00	4,814.40	5,215.50	4,963.50	4,815.00	5,580.00	5,017.50	36,393.90		
Contract Transit	-	-	-	-	-	-	-	-	-		
Contract Transit - Brazoria County	-	-	-	-	-	-	-	-	-		
Asset Management - Special Facility Projects	-	-	-	-	-	-	-	-	-		
Capital Projects - MIS Services	-	-	-	-	-	-	-	-	-		
Capital Projects - Major Facility/Equipment	-	-	-	-	-	-	-	-	-		
	\$ -	\$ 8,492.00	\$ 7,899.72	\$ 6,110.69	\$ 5,567.57	\$ 6,469.95	\$ 6,048.00	\$ 5,275.04	\$ 45,863.57		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
SUBTOTAL FUND BALANCE EXPENSE											
VARIANCE (REV-EXP) - w/o Self Funded Health Plan											
	\$ 45,350.84	\$ 211,807.91	\$ (14,654.38)	\$ 56,607.52	\$ 61,690.57	\$ 734,835.55	\$ 25,409.35	\$ 1,121,047.36	\$ 1,480,306.58		
SELF FUNDED HEALTH INSURANCE PLAN (NOT Inc. above)											
Health Insurance Fund Expenses (Claims & Admin)	-	206,083.21	200,030.34	174,702.51	201,890.44	264,434.10	260,861.96	232,304.02	1,793,497.39		
Health Insurance Funding	-	233,458.34	253,963.23	261,820.13	261,698.78	267,732.79	259,218.18	255,605.04	313,190.81		
	\$ -	\$ 27,375.13	\$ 53,932.89	\$ 87,117.62	\$ 59,808.34	\$ 3,298.69	\$ 58,356.22	\$ 23,301.92	\$ 1,434,238.17		
OVERALL FINANCIAL VARIANCE (REV-EXP) - w/Self Funded Health Plan											
	\$ 72,725.97	\$ 265,740.80	\$ 72,463.24	\$ 116,415.86	\$ 64,989.26	\$ 793,191.77	\$ 48,711.27	\$ 1,434,238.17	\$ 1,434,238.17		

The Gulf Coast Center
FY2019 Monthly Board Financial Review

Unaudited as of 03/31/2019

Fiscal Year 2019 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/18 (audited)..... \$ (3,042,723)

FY2019 Year-to-Date Reported Expense and Revenue Totals (Unaudited)

Expenditures	Operational	18,249,705		
	Non-Operational	-		
	Fund Balance	45,864	18,295,569	
Revenues	Operational	19,416,616		
	Non-Operational	-	19,416,616	\$ 1,121,047

Total General Fund Balance Year-to-Date (Unaudited)..... \$ (4,163,770)

Board Committed Use General Funds (Fiscal Year Committed)

Capital Projects - Facility (FY2008-FY2011)	(200,000)		
Capital Projects - Facility (FY2013)	(100,000)		
Capital Projects - Facility (FY2014)	(100,000)		
Capital Projects - Facility (FY2015)	(150,000)	(550,000.00)	
fy2008-fy2015 Expenditure		408,065.86	
fy2016 Expenditure		31,088.00	
fy2017 Expenditure		-	
fy2018 Expenditure		-	
			(110,846)
Capital Projects - IT (FY2003-FY2014)	(600,000)		
Capital Projects - IT (FY2015)	(150,000)		
Capital Projects - IT (FY2017)	(140,000)	(890,000.00)	
fy2003-fy2015 Expenditure		677,587.43	
fy2016 Expenditure		-	
fy2017 Expenditure		66,432.75	
fy2018 Expenditure		-	
			(145,980)
IDD Community Service Support (FY2011-2014)	(300,000)		
IDD Community Service Support (FY2016)	(100,000)		
IDD Community Service Support (FY2018)	(100,000)	(500,000.00)	
fy2005-fy2016 Expenditure		320,406.95	
fy2017 Expenditure		27,159.00	
fy2018 Expenditure		62,298.00	
fy2019 Expenditure		36,393.90	
			(53,742)
Connect Transit (FY2015) LJ Urban	(320,000)	(320,000.00)	
fy2016-fy2017 Expenditure		-	
fy2018 Expenditure		-	(320,000)
Connect Transit (FY2013) General Services	(422,869)	(422,869.00)	
fy2015-fy2016 Expenditure		300,000.00	
fy2017 Expenditure		-	
fy2018 Expenditure		-	
			(122,869)
Major Facility Repairs (FY2014)	(186,940)	(186,940.00)	
fy2014-fy2015 Expenditure		186,940.00	
fy2016 Expenditure		-	
fy2017 Expenditure		-	
fy2018 Expenditure		-	
			-
Flexible Spending Supports (FY2004-2013)	(500,000)		
Flexible Spending Supports (FY2018)	(100,000)	(600,000.00)	
fy2005-fy2016 Expenditure		475,482.60	
fy2017 Expenditure		9,984.17	
fy2018 Expenditure		15,893.58	
fy2019 Expenditure		9,469.67	
			(89,170)
			(842,607)

Total General Fund Balance Year-to-Date (Unaudited)

\$ (4,163,770)

Unrestricted Use General Fund Balance (Unaudited)

\$ (3,321,163)

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The Gulf Coast Center

FY2019 Monthly Fund Balance Report

Unaudited as of 03/31/2019

Fiscal Year 2019 Unaudited Centerwide General Fund Balance Status												
Total General Fund Balance as of 08/31/18 (Unaudited).....												\$ (3,042,723)
FY2019 Monthly Reported Expense and Revenue Totals (Unaudited)												
	September	October	November	December	January	February	March	April	May	June	July	August
Operational Expenses:	2,420,018	2,625,284	2,717,719	2,588,920	2,745,877	2,527,220	2,624,667	-	-	-	-	-
Non-Operational Expenses:												
Fund Balance Expenses:	8,492	7,900	6,111	5,568	6,470	6,048	5,276	-	-	-	-	-
Total Expenses:	2,428,510	2,633,183	2,723,829	2,594,488	2,752,347	2,533,268	2,629,943	-	-	-	-	-
Operational Revenues:	2,473,861	2,844,991	2,709,175	2,651,095	2,814,038	3,268,104	2,655,352	-	-	-	-	-
Non-Operational Revenues:												
Fund Balance Revenues:	2,473,861	2,844,991	2,709,175	2,651,095	2,814,038	3,268,104	2,655,352	-	-	-	-	-
Total Revenues:	4,947,722	5,689,982	5,418,350	5,302,190	5,628,076	6,536,208	5,310,704	-	-	-	-	-
Net increase/decrease to Fund Balance	45,351	211,808	(14,654)	56,608	61,691	734,836	25,409	-	-	-	-	-
Total General Fund Balance:	(3,088,074)	(3,299,882)	(3,285,227)	(3,341,835)	(3,403,525)	(4,138,361)	(4,163,770)	(4,163,770)	(4,163,770)	(4,163,770)	(4,163,770)	(4,163,770)
Total Unrestricted Fund Balance	(2,208,071)	(2,390,755)	(2,369,990)	(2,467,593)	(2,549,595)	(3,290,478)	(3,321,163)	-	-	-	-	-
Avg. Cost per day:	80,667	84,687	90,591	83,514	88,577	90,258	84,667	-	-	-	-	-
DAYS OF OPERATION OF TOTAL FUND BALANCE												
	38	39	36	40	38	46	49	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE												
	27	28	26	30	29	36	39	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Brazoria County Community Service Center
101 Tigner, Angleton, TX
Wednesday, March 27, 2019
6:15 pm



"Better community healthcare promoting healthy living."

Minutes

- 1) **Call To Order**– Jaime Castro, Vice-Chair of the Board of Trustees, convened the regular meeting on Wednesday, March 27, 2019 at 6:18 p.m. at the Brazoria County Community Service Center located at 101 Tigner, Angleton, Texas.

The following Board Members were present: Jaime Castro, Vivian Renfrow, Rick Price, Caroline Rickaway, Lori Rickert, Mary Lou Flynn-Dupart and Stephen Holmes

The following Board Members were absent: Jamie Travis, Excused; Linda Coleman, Excused

Also present were: Melissa Tucker, CEO – Gulf Coast Center, Chris Cahill - The Cahill Law Firm, Pam Brown and Pam Goodson, and several Center staff.

- 2) **Citizens' Comments**: Pam Brown and Pam Goodson, Brazoria County parents of family members enrolled in the Intellectual & Developmental Disabilities program. The parents reported to the concerns to the board regarding IDD Services inclusive of high turnover rate; abbreviated duration of service delivery; unavailability of timelines within Medical Records (ensuring released records includes duration of services, as well as claim detail); and the need for increased effort specific to community outreach. Further indication was made to ensure that letters sent out to families demonstrate accuracy in terms of information provided, grammar used, as well as purpose/timing of the action related to the letter. Each parent personally detailed the importance and value of ensuring such concerns are directly addressed across IDD Services.
- 3) **Program Report**: Reginald Brumfield and Casey Dorsett presented to the Board of Trustees on the Road to SmartCare and Tavoca-Automated appointment reminder.
- 4) **Board Member Reports**:
- a. Texas Council of Community Centers: No Report.
 - b. Texas Council Risk Management Fund: No Report
- 5) **CEO Report**: Melissa Tucker, CEO
- a. Mid-Year Report – Final: Final version of the Mid-Year Report was provided and reviewed.
 - b. Community Engagement Update: Preparation efforts, specific to the first year anniversary of the shooting that occurred at Santa Fe High School on May 18, 2018

were discussed. Gulf Coast Center's role and level of engagement in supporting SFISD, and the City of Santa Fe were highlighted, as were the additional Coordinated Response partners.

6. Operations Report:

Genoa Pharmacy Update – Sarah Holt: Sarah Holt, Director of Nursing, presented to the board on Genoa Pharmacy. Gulf Coast Center is exploring a potential partnership with Genoa, which is one of the largest providers of integrated pharmacy & medication management services in the country with more than 15 years of experience serving individuals with behavioral health needs. Responsible for absorbing all associated costs, Genoa builds on-site, full-service pharmacies within BH Centers. Genoa has existing contracts with Tri-County, Spindletop, Tropical Texas, Pecan Valley as well as other LMHAs. Medication distribution will occur on-site, with pharmacy hours coinciding with GCC hours of operation. Value-added services include PAP inventory/dispensing, convenient packaging for specialized populations and refill reminder calls. Goal of partnership is to improve clinical outcomes, decrease staff workload, enhance efficiencies and improve medication adherence.

7. Budget, Finance and Admin Reports:

- a. Financial & Operational Monthly Report & YTD Summary: Rick Elizondo, CFO, reported for the month of February the Center's year-to-date operational expenses totaled \$15,625,037.79 and operational revenue totaled \$16,761,263.73; for an operational surplus of \$1,136,225.94.
- b. Sale of Property Update: None

8. Consent Agenda:

Consideration and Approval of Recommendations and Acceptance of Consent Agenda Items.
(Consent agenda items may be pulled from this consideration for individual action or presentation.)

a. Review and approval of February 27, 2019 board meeting minutes.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the February 27, 2019 board meeting minutes with changes. The motion carried with all members voting in favor.

b. Review and approval of February 2019 check register:

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the February 2019 check register. The motion carried with all members voting in favor.

9. Action Items:

- a. **Consider the approval of the revised Connect Policy and Procedures.**
Deferred
- b. **Consider approval of the new agreement with ISC Group for the management and administration of the Center's retirement plan. ISC is the endorsed Retirement Plan Provider for the Texas Council Retirement Plan and will consolidate current plans (457**

and 401(a)) which will provide employees with one login, one statement, one investment lineup and lower fees.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the new agreement with ISC Group for the management and administration of the Center's retirement plan. ISC is the endorsed Retirement Plan Provider for the Texas Council Retirement Plan and will consolidate current plans (457 and 401 (a)) which will provide employees with one login, one statement, one investment lineup and lower fees. The motion carried with all members voting in favor.

- c. **Consider the approval of the Amendment #8 to the HHSC Treatment Adult Services contract (TRA) #2016-048501-003 to reflect the FY18 request to move \$283,000 from adult outpatient to residential services.**

On motion Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the Amendment #8 to the HHSC Treatment Adult Services contract (TRA) #2016-048501-003 to reflect the FY18 request to move \$283,000 from adult outpatient to residential services. The motion carried with all members voting in favor.

- d. **Consider approval of the FY19 addendum to the professional service agreement with Christopher L. Baker for specialized training for staff regarding social security benefits representation and counseling.**
Reimbursement: \$500 for full training; \$100/mo for 8hrs of consultation; \$250 for small group refresher; and \$100 for 1:1 refresher.

On motion Mary Lou Flynn-Dupart, seconded by Stephen Holmes, the board voted the approval of the FY19 addendum to the professional service agreement with Christopher L. Baker for specialized training for staff regarding social security benefits representation and counseling. The motion carried with all members voting in favor.

- e. **Consider the approval of the Resolution by the Board of Trustees of the Gulf Coast Center approving the Connect Transit FY2018 Program of Projects and submittal to the Houston-Galveston Area Council for Approval; and, requesting the approval of the Transportation Development Credits to match all FTA Section 5307 funding contained therein.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the Resolution by the Board of Trustees of the Gulf Coast Center approving the Connect Transit FY2018 Program of Projects and submittal to the Houston-Galveston Area Council for Approval; and, requesting the approval of the Transportation Development Credits to match all FTA Section 5307 funding contained therein. The motion carried with all members voting in favor.

- f. **Consider the approval of the Resolution by the Board of Trustees of the Gulf Coast Center requesting Galveston and Brazoria counties to appoint a Bi-county committee to evaluate the creation of a Bi-County Transit District and the transfer of Connect Transit from the GCC to the new Transit District.**

On motion by Caroline Rickaway, seconded by Mary Lou Flynn-Dupart, the board voted the approval of the Resolution by the Board of Trustees of the Gulf Coast Center requesting Galveston and Brazoria counties to appoint a Bi-County committee to evaluate the creation of a Bi-County Transit District and the transfer of Connect Transit from the GCC to the new Transit District. The motion carried with all members voting in favor.

g. Consider the approval of the Resolution by the Board of Trustees of the Gulf Coast Center adopting A Title VI Compliance Plan.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the Resolution by the Board of Trustees of the Gulf Coast Center adopting A Title VI Compliance Plan. The motion carried with all members voting in favor.

10. Pending or Revised Action Items: NONE

Pending or revised items are those items which were on a prior board agenda but not completely resolved or there has been a revision since approval. The items may be listed for update purposes or final action by the Board.

11. Calendar.....Jamie Travis, Board Chair

Date	Event	Time	Location
April 24, 2019	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
May 22, 2019	Board Meeting	6:15 p.m.	Angleton
June 2019	No meeting due to Texas Council Annual Conference: June 19-21, 2019 Houston Galleria		
July 24, 2019	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
August 28, 2019	Board Meeting	6:15 p.m.	Angleton

12. Executive Session: NONE

As authorized by Chapter §551.072 of the Texas Government Code for deliberations related to real property.

13. Action Regarding Executive Session: NONE

14. Adjourn:

There being no further business to bring before the Board of Trustees the meeting was adjourned at 7:47 p.m.

Respectfully,

Cathy Claunch-Scott

Secretary to the Board of Trustees

Approved as to Content and Form,

Jamie Travis

Board Chair

**Requested Modifications to the
Employee Travel Management Policy and Procedures**

CURRENT LANGUAGE:

2. General Reimbursement

- 2.2 Employees have 60 calendar days from the last travel day to submit expenses for reimbursement. **Receipts and expenses received after 60 days will not be reimbursed unless there is a significant extenuating circumstance which caused the delay. Only a member of Executive Team can approve the reimbursement after 60 days.**

REQUESTED LANGUAGE MODIFICATION

- 2.2 Employees have 60 calendar days from the last travel day to submit expenses for reimbursement except as noted below. **Receipts and expenses received after 60 days will not be reimbursed unless there is a significant extenuating circumstance which caused the delay. Only a member of Executive Team can approve the reimbursement after 60 days.**
- Staff providing Intellectual and Developmental Disability services must submit all travel related expenses by the 10th day of following month. For example if staff obtain travel expenses on any day in the month of March, the receipts and expenses related to all March travel must be entered and submitted by April 10th in order to receive reimbursement. **Receipts and expenses received after the 10th day of the month will not be reimbursed.**