

NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of August will be held on Wednesday, **August 29, 2018** at **6:15 p.m.** at the **Brazoria County Community Service Center**, located at **101 Tigner, Angleton, Texas.**

Thank you,



Cathy Claunch-Scott
Secretary to the Board of Trustees

cc: August Board of Trustees File



"Better community healthcare promoting healthy living."

1. **Call To Order**..... Jamie Travis, Board Chair
2. **Citizens' Comments**
3. **Program Report: PATH to Mental Health Services**.....Sandy Patterson
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
Action Item 9. B.
5. **CEO Report** Melissa Tucker, CEO
 - a. Coordinated Response – Santa Fe Update
 - b. Mental Health Response – Community & County Jails Update
 - c. Vacancies, Recruitment, On-boarding, Training & Retention
6. **Operations Report: NONE**
7. **Budget, Finance and Admin Reports** Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary (**Pg. 1-4**)
 - 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 July 25, 2018 board meeting minutes. (**Pg. 5-10**)
 - b. Review and approval of July 2018 check register.
9. **Action Items**.....Linda Bell, JD
 - a. Consider the approval of the appointment of members to the Nominating Committee for the FY19 Board Elections.
 - b. Consider the approval of the nominations for Places 7, 8, and 9 of the Texas Council Risk Management Fund Board of Trustees. (**Pg. 11-13**)

- c. Consider the approval of the final FY2018 Budget amendments. **(Pg. 14)**
- d. Consider the approval of the Resolution #2018-1 to increase committed Fund Balance Use funds as detailed in the table of the attached resolution. **(Pg. 15)**
- e. Consider the approval to purchase a 2018 Ford F-150 for Administration/Facility services for fleet replacement due to a vehicle going to surplus in September. Amount not to exceed \$39,000.00.
- f. Consider the approval to purchase a wheelchair accessible van for IDD Services. Amount not to exceed: \$50,000.00.
- g. Consider the approval of Amendment #3 to the FY18 HHSC Mental Health First Aid (MHFA) contract #2017-049433-001. This amendment adds \$22,100 and increases the service target from 75 to 296.
- h. Consider approval of the Amendment #3 to the HHSC Youth Prevention Selective (YPS) contract #2016-048028-003 which adds funding for FY19. Total allocation is \$200,000 which represents no change from FY18.
- i. Consider approval of the Amendment #3 to the HHSC HIV Early Intervention Services (HEI) contract #2016-048266-003 which adds funding for FY19. Total allocation is \$125,537 which represents no change from FY18.
- j. Consider approval of the Amendment #5 to the HHSC-HIV Outreach (HIV) contract #2016-048182-003 which adds funding for FY19. Amount not to exceed \$214,280 which represents no change from FY18.
- k. Consider approval of the Amendment #6 to the HHSC Outreach, Screening, Assessment, and Referral (OSAR) contract #2016-048253-003 which adds funding for FY19. Amount not to exceed \$478,638 which represents change from FY18.
- l. Consider approval of the FY19 HHSC Mental Health First AID (MHFA) contract #HHS000181000001. Amount not to exceed \$5,000. This is a \$3,500 decrease from FY18.
- m. Consider approval of Amendment #4 to the HHSC Treatment Youth Services (TRY) contract #2016-048314-003 which adds funding for FY19. Total allocation is \$93,340 which is a decrease of \$31,000 from FY18.
- n. Consider approval of Amendment #2 to the HHSC YES Waiver Pre-Engagement Services contract #2017-049612-001B which adds funding for FY19. Total allocation is \$2,000 which represents no change from FY18.
- o. Consider approval of the below Connect Transit related agreements:

- Addendum to the Goodman Corporation consulting agreement for additional services related to the construction of the Connect Transit City Administration Facility (Work Order #14: Texas City Administration Facility Construction Phase Services in the amount of \$559,711).
- Addendum to The Goodman Corporation consulting agreement for additional services related to Gulf Coast Center/Connect Transit Separation Study (Work Order #15: Connect Transit Reorganization Study).
- Addendum to The Goodman Corporation consulting agreement for additional services related to General Transit Planning (Work Order #16: General Transit Planning, in the amount of \$280,000).
- A Resolution authorizing the Chief Executive Officer to submit a letter of support for the Connect Transit Fleet Replacement application to be submitted in response to the Houston-Galveston Area Council 2018 Transportation Improvement Program (TIP) Call for Projects. (This request is for the purchase of four (4) transit vehicles)
- A Resolution authorizing the Chief Executive Officer to submit a letter of support for the Angleton Sidewalk Improvements applications to be submitted in response to the Houston-Galveston Area Council 2018 Transportation Improvement Program (TIP) Call for Projects (pedestrian access related improvements within Angleton)
- A Resolution authorizing the Chief Executive Officer to submit a letter of support for the League City Park & Ride Houston IZA 5307 application to be submitted in response to the METRO Houston UZA 5307 Call for Projects (This request is for federal funding of approximately \$1.2 million in federal formula funding to support the next three (3) years of League City Park and Ride operations)

p. Consider approval of the below identified FY19 renewal agreements with no changes from FY18.

| <u>Recovery Services</u> CONTRACTOR NAME: | DESCRIPTION: | AMOUNT: |
|---|---|--|
| The University of Texas Medical Branch at Galveston d/b/a UTMB Health | Provides psychiatric services to clients in the COPSD program (Dr. Harvey designated). Two 4hour clinics per week | \$720/4hr clinic \$180hr for admin serv for clinic |
| Alcohol Drug Abuse Women's Center, Inc. | Provides TRA and TRF residential intensive and supportive services | <u>TRA Rates: (Pg. 16)</u> Detox: \$191 Intensive: \$92 Supportive: \$35 <u>TRF Rates:</u> Detox: \$191 |
| BARC Medically Indigent Care | Provides TRA residential detox, intensive and supportive services | |
| ADAPT Foundation Inc | Provides TRA and TRF residential detox, intensive and supportive services | |
| On the Pathway to Recovery | Provides TRA residential intensive and supportive services | |

| | | |
|---|---|--|
| | | Intensive: \$92 Supportive: \$68 |
| Adult Mental Health Services Contractor Name: | | DESCRIPTION: |
| Nilesh Patel, MD | | Provides onsite professional psychiatry services |
| The Wood Group | | Provides crisis respite services at Harbor House facility |
| The Wood Group | | Harbor House lease associated with crisis respite program |
| JSA Health Corporation | | Provides professional psychiatric telemedicine services |
| SJ Medical Center, LLC d/b/a ST. Joseph Medical Center | | Provides a designated 20 bed unit for Center adult consumers in need of inpatient services. |
| NorTek Medical Staffing | | Provides professional psychiatric telemedicine services |
| NAMI Gulf Coast | | provides MH family and consumer education, support and training services; and community education, training and partnerships |
| SOLUTA, Inc | | Provides comprehensive psychiatric and mental health services and pharmacy services in the Galveston County Jail |
| IDD Services Contractor Name: | | DESCRIPTION: |
| Golden Rule Services, Inc | | Provides Day Habilitation svc (General Revenue and Nursing Facility (HHSC)) |
| All the Little Things Country | | Provides Day Habilitation svc (General Revenue |
| Quality OF Care | | Provides Day Hab, community support, employment svc, respite, supported home living, HCS svc, and Nursing facility services (General Revenue, HCS and Nursing Facility (HHSC)) |
| Sunshine Center, Inc. | | Provides Day Hab, community support, employment svc, respite, supported home living, HCS svc, and Nursing facility services (General Revenue, HCS and Nursing Facility (HHSC)) |
| ICE Care Group | | Provides community support, day hab, employment and respite services |
| ARC of the Gulf Coast | | provides family education and training services for individuals in the local communities |
| Galveston Matthew Bell Kimberly Covert Linda Finn | Brazoria Alma Bell Maria Dejulian Stephen Edwards | IDD Non-Traditional Provider Network Agreements for the purpose of providing respite, community support, Community First Choice Transportation, and/or Independent |
| | | IDD Fee Schedule see (Pg. 24) |

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.

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| Constance Freuden Michelle Hollins Sharon Holloway Katrina Moran Patricia Petteway Eleanor Pope Althea Thomas Megan Turner Harris Jennifer Bertrand Ruth Burrell Vicki Dancer Jan Davidson Alejandra Morales Jennifer Vincent | Devyn Lemons Hope Menard Cindy Morris Deborah Schuler Michael Tupin Katherine Walker Yolinda Yu | Living Skills (ILS) for nursing facilities | |
|--|---|--|--|

q. Consider approval of the below FY19 renewal agreements with identified revisions from FY18:

| Adult Mental Health Services CONTRACT NAME: | DESCRIPTION: | AMOUNT: |
|---|--|--|
| The University of Texas Medical Branch at Galveston d/b/a UTMB Health | Inpatient physician services at St. Joseph Medical Center | Rate increase from \$63 to \$65/daily visit per bed (\$474,500 annually) |
| Administrative Services CONTRACT NAME: | DESCRIPTION: | AMOUNT: |
| Rowan HCI | Provides healthcare related consulting services including strategic direction on national, state and local trends in healthcare delivery | \$2,400/mo for 8 hrs (decrease from FY18 \$3000 for 10 hrs) |
| County of Galveston (Mental Health Deputy Program) | Fund a support staff/Mental Health deputy position for the Mental Health Deputies Program | 2% COLA increase: \$75,279.26 annually |

r. Consider approval of the FY19 RFP recommended Vendors for the service(s) identified:

| VENDOR NAME: | DESCRIPTION: | FY19 Amount not to exceed |
|---|--|----------------------------------|
| Killum Pest Control | Pest control services for Galveston & Brazoria counties | \$18,000 |
| Dreyfus Printing (2 year agreement) | Printing services and related supplies | \$12,500 |
| Kleen Supply Co. (2 year agreement) | Janitorial paper products | \$15,000 |
| | Cleaning products & supplies | \$13,500 |
| M&R's Elite Janitorial Solutions, LLC | New vendor for Janitorial, Floor Service, and Upholstery Cleaning | \$117,000 |
| NAO Global Health (2 year agreement) | New vendor for Medical supplies & equipment | \$6,500 |

| | | |
|---|--|----------|
| Reliant Business Products (2 year agreement) | New vendor for Office supplies and furniture | \$55,500 |
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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 |
|--------------------|---|-----------|--|
| July 25, 2018 | Board Meeting | 6:15 p.m. | Administration (Mall of the Mainland) Texas City |
| August 29, 2018 | Board Meeting | 6:15 p.m. | Angleton |
| September 12, 2018 | Board Retreat | 2:00 p.m. | Administration (Mall of the Mainland) Texas City |
| September 26, 2018 | Board Meeting | 6:15 p.m. | Administration (Mall of the Mainland) Texas City |
| October 24, 2018 | Board Meeting | 6:15 p.m. | Angleton |
| November 2018 | No meeting held during this month due to holiday | | |
| December 5, 2018 | Board Meeting | 6:15 p.m. | Administration (Mall of the Mainland) Texas City |
| January 23, 2019 | Board Meeting | 6:15 p.m. | Angleton |
| February 27, 2019 | Board Meeting | 6:15 p.m. | Administration (Mall of the Mainland) Texas City |
| March 27, 2019 | Board Meeting | 6:15 p.m. | Angleton |
| 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

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.

13. Action Regarding Executive Session

14. Adjourn

MONTHLY BOARD REPORT

JULY 2018

| | <u>MONTHLY</u> <u>FY2018</u> <u>BUDGET</u> | <u>MONTHLY</u> <u>FY 2018</u> <u>July</u> | <u>ANNUAL</u> <u>FY 2018</u> <u>BUDGET</u> | <u>YEAR TO DATE</u> <u>FY 2018</u> <u>July</u> | <u>YTD</u> <u>Percent</u> <u>Variance</u> | <u>YTD</u> <u>Dollar</u> <u>Variance</u> |
|--|--|---|--|--|---|--|
| <u>EXPENSES</u> | | | | | | |
| Salary and Wages | \$1,250,430.89 | \$1,144,823.37 | \$15,005,169.95 | \$11,921,117.23 | 79 | \$3,084,052.72 |
| Fringe Benefits | \$466,831.11 | \$352,807.42 | \$5,601,971.66 | \$4,544,297.66 | 81 | \$1,057,674.00 |
| Travel | \$19,368.08 | \$19,605.54 | \$232,417.00 | \$164,634.08 | 71 | \$67,782.92 |
| Consumables | \$45,190.49 | \$47,684.81 | \$542,286.00 | \$288,474.96 | 53 | \$253,811.04 |
| Pharmaceuticals/other | \$20,448.84 | \$22,847.74 | \$245,386.00 | \$260,350.08 | 106 | (\$14,964.08) |
| Capital Improvements | \$4,166.67 | \$0.00 | \$50,000.00 | \$0.00 | 0 | \$50,000.00 |
| Furniture/Equip/Computer>\$5000 | \$15,234.87 | \$17,131.13 | \$182,818.48 | \$468,256.06 | 256 | (\$285,437.58) |
| Furniture/Equip/Computer<\$5000 | \$26,671.29 | \$2,751.99 | \$320,055.64 | \$127,163.11 | 40 | \$192,892.53 |
| Facility Costs: | \$69,056.54 | \$57,369.34 | \$828,678.00 | \$851,052.46 | 103 | (\$22,374.46) |
| Debt Service | \$14,008.34 | \$14,141.67 | \$168,100.00 | \$143,916.70 | 86 | \$24,183.30 |
| Utilities | \$20,651.44 | \$19,129.73 | \$247,816.64 | \$205,456.77 | 83 | \$42,359.87 |
| Communications: | \$39,493.58 | \$30,835.73 | \$473,923.27 | \$360,501.11 | 76 | \$113,422.16 |
| Insurance | \$47,747.18 | \$48,696.90 | \$572,965.74 | \$571,180.50 | 100 | \$1,785.24 |
| Vehicle Operating | \$77,788.79 | \$115,343.01 | \$933,465.34 | \$775,180.16 | 83 | \$158,285.18 |
| Other Operating | \$22,556.17 | \$29,199.99 | \$270,674.00 | \$208,564.85 | 77 | \$62,109.15 |
| Client Support Cost | \$44,763.06 | \$27,086.54 | \$537,157.00 | \$366,325.66 | 68 | \$170,831.34 |
| Unallowable Costs | \$3,443.09 | \$0.00 | \$41,317.00 | \$10,929.66 | 26 | \$30,387.34 |
| Consultant/Professional - Internal | \$0.00 | \$3,605.00 | \$0.00 | \$18,305.00 | 0 | (\$18,305.00) |
| Consultant/Professional - External | \$10,579.34 | \$15,936.50 | \$126,952.00 | \$118,657.97 | 93 | \$8,294.03 |
| Other Organizations - Internal | \$24,683.41 | \$15,345.00 | \$296,201.00 | \$249,352.34 | 84 | \$46,848.66 |
| Other Organizations - External | \$579,073.13 | \$606,380.77 | \$6,948,877.50 | \$5,998,730.82 | 86 | \$950,146.68 |
| Other Organizations - Non-Clinical | \$265,717.60 | \$45,720.10 | \$3,188,611.00 | \$1,925,406.20 | 60 | \$1,263,204.80 |
| <u>TOTAL EXPENSES:</u> | <u>\$3,067,903.91</u> | <u>\$2,636,442.28</u> | <u>\$36,814,843.22</u> | <u>\$29,577,853.38</u> | <u>80</u> | <u>\$7,236,989.84</u> |
| <u>REVENUES</u> | | | | | | |
| County Funds | \$95,582.89 | \$93,555.65 | \$1,146,995.00 | \$1,055,046.00 | (92) | \$91,949.00 |
| Patient Fees/ins/Reimb | \$72,635.44 | \$76,825.43 | \$871,625.00 | \$717,355.21 | (82) | \$154,269.79 |
| Miscellaneous | \$147,296.71 | \$58,832.84 | \$1,767,560.51 | \$889,673.23 | (50) | \$877,887.28 |
| State Funds Contracted | \$1,158,859.31 | \$1,266,495.41 | \$13,906,311.50 | \$12,995,313.90 | (93) | \$910,997.60 |
| State Funds - Other: | \$833,410.32 | \$530,514.68 | \$10,000,923.55 | \$6,156,033.14 | (62) | \$3,844,890.41 |
| Federal Funds Contracted: | \$104,471.82 | \$90,924.79 | \$1,253,662.00 | \$1,003,480.24 | (80) | \$250,181.76 |
| Federal Funds - Other: | \$655,647.14 | \$592,751.72 | \$7,867,765.76 | \$7,081,947.54 | (90) | \$785,818.22 |
| Total Revenue | \$3,067,903.63 | \$2,709,900.52 | \$36,814,843.32 | \$29,898,849.26 | (81) | \$6,915,994.06 |
| EXCESS OF REVENUE OVER EXPENSES | (\$0.28) | \$73,458.24 | \$0.10 | \$320,995.88 | (320995880) | (\$320,995.78) |

| The Gulf Coast Center Fiscal Year 2018 Board Operational Budget Schedule | | FY2018 Annual Budget Preliminary | FY2018 Sep-17 | FY2018 Oct-17 | FY2018 Nov-17 | FY2018 Dec-17 | FY2018 Jan-18 | FY2018 Feb-18 | FY2018 Mar-18 | FY2018 Apr-18 | FY2018 May-18 | FY2018 Jun-18 | FY2018 Jul-18 | FY2018 YTD Actual YTD % of 50% |
|--|--|--|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------------------|
| EXPENSES - OPERATING | | | | | | | | | | | | | | |
| Salary and Wages | | 15,005,170 | 1,008,000.34 | 1,096,710.70 | 1,112,772.70 | 1,106,477.20 | 1,063,519.67 | 1,090,818.62 | 1,031,420.94 | 1,070,445.52 | 1,076,640.99 | 1,119,487.18 | 1,144,823.37 | 11,921,117.23 |
| Fringe Benefits | | 5,601,972 | 395,163.73 | 415,856.29 | 433,444.12 | 435,802.06 | 405,885.47 | 452,801.82 | 417,549.48 | 394,313.33 | 421,875.11 | 418,798.83 | 352,807.42 | 4,544,297.66 |
| Travel | | 232,417 | 14,180.35 | 14,141.11 | 10,840.68 | 13,989.53 | 14,565.73 | 12,983.09 | 14,793.38 | 21,171.34 | 14,133.64 | 22,022.74 | 19,605.54 | 172,427.04 |
| Consumable Supplies | | 542,286 | 15,704.81 | 32,759.24 | 24,866.36 | 14,213.05 | 24,168.43 | 19,101.22 | 15,787.50 | 22,017.10 | 44,151.80 | 28,020.64 | 27,684.81 | 268,474.96 |
| Pharmaceuticals/Laboratory | | 245,386 | 18,562.16 | 19,500.00 | 23,314.89 | 21,469.42 | 23,700.22 | 28,282.70 | 30,910.23 | 19,879.37 | 24,773.61 | 27,109.74 | 22,847.74 | 260,350.08 |
| Capital Outlay - Furniture/Equipment/Facilities | | 552,874 | 28,594.69 | 36,788.78 | 45,164.28 | 190,986.34 | 21,693.30 | 32,080.01 | 131,795.82 | 28,604.74 | 30,698.94 | 19,883.12 | 27,847.74 | 268,474.96 |
| Facilities - Rent/Maintenance/Utilities | | 1,244,595 | 92,978.31 | 118,958.71 | 88,264.02 | 104,405.65 | 102,406.64 | 132,232.94 | 113,194.78 | 105,242.11 | 125,391.31 | 126,620.72 | 90,640.74 | 1,200,425.93 |
| Other Operating Expenses | | 2,292,345 | 152,008.57 | 167,439.73 | 169,979.11 | 162,467.24 | 195,095.64 | 164,318.18 | 186,217.39 | 160,659.54 | 157,588.38 | 178,713.91 | 224,075.63 | 1,918,563.32 |
| Client Support Costs | | 537,157 | 56,709.72 | 32,016.09 | 32,364.80 | 31,446.03 | 31,920.32 | 37,920.32 | 37,920.32 | 37,920.32 | 37,920.32 | 37,920.32 | 37,920.32 | 350,832.08 |
| Consultant/Professional Providers | | 10,560,642 | 672,189.07 | 743,106.80 | 719,566.06 | 753,409.97 | 835,478.00 | 661,157.80 | 766,303.66 | 749,120.74 | 871,336.66 | 810,711.20 | 680,507.37 | 8,252,887.33 |
| TOTAL EXPENSE | | \$ 36,814,843 | \$ 2,454,091.75 | \$ 2,660,577.02 | \$ 2,834,736.40 | \$ 2,620,997.40 | \$ 2,708,435.42 | \$ 2,620,997.40 | \$ 2,760,760.31 | \$ 2,598,841.32 | \$ 2,792,834.53 | \$ 2,721,271.71 | \$ 2,659,001.40 | \$ 20,504,794.80 |
| REVENUES - OPERATING | | | | | | | | | | | | | | |
| Local Funds | | | | | | | | | | | | | | |
| County Funds | | 1,146,995 | 92,362.28 | 93,507.02 | 97,356.68 | 94,432.49 | 93,452.52 | 93,773.75 | 101,610.86 | 73,739.62 | 121,313.98 | 99,941.15 | 93,555.65 | 1,055,046.00 |
| Patient Fees Insurance/Reimbursement | | 871,625 | 64,990.24 | 60,718.79 | 84,354.00 | 130,911.59 | 40,167.96 | 43,230.75 | 64,506.97 | 66,154.90 | 46,578.06 | 38,847.52 | 32,867.01 | 717,355.21 |
| Miscellaneous Local Income | | 1,767,561 | 72,184.44 | 79,110.64 | 86,319.56 | 113,201.92 | 67,694.26 | 58,920.62 | 132,887.46 | 71,186.15 | 52,858.18 | 96,477.16 | 58,832.84 | 889,673.23 |
| TOTAL REVENUES | | 3,786,181 | 229,545.96 | 233,336.45 | 268,030.24 | 338,546.00 | 201,314.74 | 195,925.12 | 299,065.29 | 211,080.67 | 220,750.22 | 235,265.83 | 229,213.92 | 2,662,074.44 |
| HUD - Transitional/Permanent Housing | | 677,234 | 50,000.00 | 77,430.20 | 65,201.25 | (14,273.42) | 39,015.81 | 31,891.29 | 35,253.75 | 36,237.83 | 36,938.57 | 34,700.00 | 35,777.48 | 428,162.76 |
| Recovery - Fee for Services / Grants | | 4,350,209 | 250,450.00 | 238,448.63 | 200,132.81 | 235,965.25 | 270,145.03 | 248,783.44 | 263,183.65 | 276,784.57 | 322,867.01 | 201,312.88 | 238,168.83 | 2,736,742.10 |
| Traffic XIX - Medicaid | | 3,930,516 | 145,144.35 | 193,795.54 | 172,076.59 | 203,333.31 | 178,107.96 | 210,010.40 | 193,265.17 | 206,370.40 | 181,998.60 | 176,842.76 | 193,308.36 | 2,054,253.44 |
| Transportation - Federal/State | | 4,214,864 | 225,700.00 | 297,521.94 | 269,400.31 | 435,095.44 | 407,348.96 | 364,737.46 | 317,594.28 | 323,787.26 | 326,721.94 | 361,019.84 | 185,210.79 | 3,514,138.22 |
| Medicaid 1115 Waiver/Misc Federal | | 3,537,756 | 294,812.92 | 308,560.75 | 317,812.92 | 324,812.92 | 332,253.82 | 303,776.09 | 364,705.15 | 346,443.74 | 347,580.04 | 411,508.99 | 406,046.05 | 3,758,313.39 |
| Other State/Federal Funds/MAC | | 1,240,300 | 70,273.83 | 77,416.42 | 87,385.65 | 68,841.03 | 66,005.65 | 73,345.58 | 82,271.11 | 51,795.09 | 73,536.43 | 57,999.78 | 67,923.52 | 776,794.09 |
| Performance Contract DSIS & DADS | | 17,950,968 | 1,036,381.10 | 1,183,173.48 | 1,112,009.53 | 1,253,774.53 | 1,292,877.23 | 1,232,544.26 | 1,256,273.11 | 1,241,408.89 | 1,289,642.59 | 1,243,884.25 | 1,126,435.03 | 13,268,404.00 |
| General Revenue - MH (Adult & Child & Vets) - 10% | | 6,609,440 | 532,079.74 | 531,079.74 | 531,079.74 | 544,367.31 | 543,406.64 | 511,084.82 | 515,912.97 | 592,942.01 | 614,030.19 | 615,281.57 | 614,262.57 | 6,145,527.30 |
| General Revenue - Regional Hospital | | 4,058,304 | 340,187.17 | 340,187.17 | 340,187.17 | 340,187.17 | 337,445.44 | 342,945.44 | 342,945.44 | 342,945.44 | 342,945.44 | 342,945.44 | 342,945.44 | 3,755,866.86 |
| General Revenue - NGM (Adult & Child) | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| General Revenue - Crisis Services - 10% | | 1,124,716 | 104,039.24 | 104,039.24 | 104,039.24 | 104,039.24 | 106,325.27 | 103,719.60 | 99,763.60 | 107,812.80 | 107,812.80 | 107,812.80 | 118,478.14 | 1,167,882.05 |
| General Revenue/Permanency Plan - IDD | | 2,223,852 | 170,390.04 | 178,317.87 | 188,789.97 | 185,046.91 | 169,818.92 | 170,096.90 | 176,475.09 | 174,554.16 | 187,124.30 | 190,429.22 | 195,616.84 | 1,986,600.22 |
| Federal Block - MH (Adult & Child) and Crisis | | 1,061,382 | 82,948.58 | 82,948.58 | 82,948.58 | 82,948.58 | 82,948.58 | 82,948.58 | 82,948.58 | 82,948.58 | 82,948.58 | 82,948.58 | 82,948.58 | 912,434.82 |
| TOTAL REVENUES | | 15,077,694 | 1,229,644.77 | 1,236,572.60 | 1,247,044.70 | 1,256,589.39 | 1,239,944.85 | 1,210,795.35 | 1,218,045.68 | 1,301,202.99 | 1,334,861.31 | 1,339,417.61 | 1,354,251.57 | 13,968,370.82 |
| SUBTOTAL OPERATING (Rev-Exp) | | \$ 2,495,571.83 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 |
| FUND BALANCE EXPENDITURES (NOT Inc. above) | | | | | | | | | | | | | | |
| Flexible Spending | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Flexible Spending - MH Adult | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Flexible Spending - IDD Services | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| All Center Staff Recognition | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| IDD Services - Community Support | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Connect Transit | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Connect Transit - Brainerd County | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Asset Management - Special Facility Projects | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Capital Projects - MIS Services | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Capital Projects - Major Facility/Equipment | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| SUBTOTAL FUND BALANCE EXPENSE | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| VARIANCE (REV-EXP) - w/o Self Funded Health Plan | | \$ 2,495,571.83 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 |
| SELF FUNDED HEALTH INSURANCE PLAN (NOT Inc. above) | | | | | | | | | | | | | | |
| Health Insurance Fund Expenses (Claims & Admin) | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Health Insurance Funding | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| SUBTOTAL HEALTH INSURANCE PLAN | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| OVERALL FINANCIAL VARIANCE (REV-EXP) - w/ Self Funded Health Plan | | \$ 2,495,571.83 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 | \$ 2,657,084.47 |

The Gulf Coast Center
FY2018 Monthly Board Financial Review

Unaudited as of 7/31/2018

Fiscal Year 2018 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/17 (Audited)..... \$ (2,506,932)

FY2018 Year-to-Date Reported Expense and Revenue Totals (Unaudited)

| | | | | |
|--------------|-----------------|------------|------------|------------|
| Expenditures | Operational | 29,504,795 | | |
| | Non-Operational | - | | |
| | Fund Balance | 73,059 | 29,577,853 | |
| Revenues | Operational | 29,898,849 | | |
| | Non-Operational | - | 29,898,849 | \$ 320,996 |

Total General Fund Balance Year-to-Date (Unaudited)..... \$ (2,827,928)

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) | (200,000) | | | |
| IDD Community Service Support (FY2014) | (100,000) | | | |
| IDD Community Service Support (FY2016) | (100,000) | (400,000.00) | | |
| fy2011-fy2015 Expenditure | | 263,360.65 | | |
| fy2016 Expenditure | | 57,046.30 | | |
| fy2017 Expenditure | | 27,159.00 | | |
| fy2018 Expenditure | | 57,565.00 | | |
| | | | 5,131 | |
| 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) | (400,000) | | | |
| Flexible Spending Supports (FY2013) | (100,000) | (500,000.00) | | |
| fy2005-fy2015 Expenditure | | 456,602.07 | | |
| fy2016 Expenditure | | 18,880.53 | | |
| fy2017 Expenditure | | 9,984.17 | | |
| fy2018 Expenditure | | 15,493.58 | | |
| | | | 960 | (693,604) |

Total General Fund Balance Year-to-Date (Unaudited)..... \$ (2,827,928)

Unrestricted Use General Fund Balance (Unaudited)..... \$ (2,134,324)

The Gulf Coast Center

FY2018 Monthly Fund Balance Report

Unaudited as of 06/30/2018

Fiscal Year 2018 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/17 (Audited)..... \$ (2,506,932)

FY2018 Monthly Reported Expense and Revenue Totals (Unaudited)

| | September | October | November | December | January | February | March | April | May | June |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Operational Expenses:</i> | 2,454,092 | 2,677,277 | 2,660,577 | 2,834,756 | 2,708,435 | 2,620,997 | 2,736,760 | 2,598,841 | 2,792,835 | 2,791,222 |
| <i>Non-Operational Expenses:</i> | | | | | | | | | | |
| <i>Fund Balance Expenses:</i> | 8,860 | 9,681 | 8,638 | 6,380 | 4,860 | 7,084 | 7,409 | 2,297 | 6,848 | 3,562 |
| <i>Total Expenses:</i> | 2,462,952 | 2,686,958 | 2,669,215 | 2,841,137 | 2,713,295 | 2,628,082 | 2,744,170 | 2,601,138 | 2,799,682 | 2,794,783 |
| <i>Operational Revenues:</i> | 2,495,572 | 2,653,083 | 2,627,084 | 2,848,910 | 2,734,137 | 2,639,265 | 2,773,384 | 2,753,693 | 2,845,254 | 2,818,568 |
| <i>Non-Operational Revenues:</i> | | | | | | | | | | |
| <i>Fund Balance Revenues:</i> | | | | | | | | | | |
| <i>Total Revenues:</i> | 2,495,572 | 2,653,083 | 2,627,084 | 2,848,910 | 2,734,137 | 2,639,265 | 2,773,384 | 2,753,693 | 2,845,254 | 2,818,568 |
| <i>Net increase/decrease to Fund Balance</i> | 32,620 | (33,876) | (42,130) | 7,773 | 20,842 | 11,183 | 29,214 | 152,554 | 45,572 | 23,784 |

| | | | | | | | | | | |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <i>Total General Fund Balance:</i> | (2,539,552) | (2,505,676) | (2,463,546) | (2,471,320) | (2,492,161) | (2,503,344) | (2,532,559) | (2,685,113) | (2,730,685) | (2,754,470) |
| <i>Total Unrestricted Fund Balance</i> | | | | | | | | | | (2,053,425) |

| | | | | | | | | | | |
|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| <i>Avg. Cost per day:</i> | 81,803 | 86,364 | 88,686 | 91,444 | 87,369 | 93,607 | 88,283 | 86,628 | 90,091 | 93,041 |
|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|

| | | | | | | | | | | |
|--|----|----|----|----|----|----|----|----|----|----|
| DAYS OF OPERATION OF TOTAL FUND BALANCE | 31 | 29 | 28 | 27 | 29 | 27 | 29 | 31 | 30 | 30 |
|--|----|----|----|----|----|----|----|----|----|----|

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|----|
| DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE | - | - | - | - | - | - | - | - | - | 22 |
|---|---|---|---|---|---|---|---|---|---|----|

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Mall of The Mainland – Administration Building
10000 E.F. Lowry Expressway, Suite 1220, Texas City, TX
Wednesday, July 25, 2018
6:15 pm



"Better community healthcare promoting healthy living."

Minutes

- 1) **Call To Order**– Jamie Travis, Board Chair of the Board of Trustees, convened the regular meeting on Wednesday, July 25, 2018 at 6:30 p.m. at the Mall of the Mainland Administration Building located at 10000 E.F. Lowry Expressway, Suite 1220, Texas City, Texas.

The following Board Members were present: Vivian Renfrow, Linda Coleman, Jaime Castro, Caroline Rickaway, Rick Price and Stephen Holmes

The following Board Members were absent: Mary Lou Flynn-Dupart, Excused

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

- 2) **Citizens' Comments**: NONE

- 3) **Program Report**: NONE

- 4) **Board Member Reports**:

- a. Texas Council of Community Centers: Jamie Travis, Board Chair gave a brief update on the Texas Council Annual Conference held in Dallas.
- b. Texas Council Risk Management Fund: None

5. **CEO Report**: Melissa Tucker, CEO

- a. Santa Fe Coordinated Response Update: Melissa Tucker, CEO, discussed coordinated local community behavioral health efforts to support the community of Santa Fe, as well as the Santa Fe ISD. Summary was provided on submitted grant application for Victims of Crime dollars to support continuation and expansion of efforts.
- b. Certified Community Behavioral Health Center Model: Melissa Tucker, CEO, discussed the comprehensive, coordinated, and integrated model of care designed to enhance the operations and outcomes of traditional behavioral health clinics. Local efforts identified that support CCBHC to complement change efforts occurring within IDD Services. Discussion included Gulf Coast Center's participation in National Council's upcoming year-long Trauma-Informed Organizations Transformation program/training through Texas Council of Community Center.
- c. Grant Application Status: Status update and summary of grant applications completed by King Consulting in partnership with Gulf Coast Center was presented.

6. Operations Report:

- a. Quarterly Board Report – QTR 3: Jerry Freshour, COO, gave a brief update on the Third Quarterly Board Report.
- b. SB292 Update: Jerry Freshour, COO, gave an update on the status of the SB292 funding for an additional mental health professional with experience in criminal justice to serve up to ten (10) individuals referred directly by the Galveston County jail. Service will be community based and individuals served will meet criteria for Assertive Community Treatment. Discussed collaboration with Galveston County Jail, and match to be provided by Galveston County.
- c. Naloxone Training & Distribution: Sarah Holt, Chief Nursing Officer, gave a brief overview of the Naloxone Training and Distribution plan. Cheryl Folkes stated that seven Center staff have completed the required Center training in Opioid Overdose Prevention and will be able to distribute naloxone. Naloxone should be provided to community residents who may encounter an overdose scene, such as friends, family, and neighbors of persons at risk for overdose. Staff in HIV Outreach, TTOR, and OSAR have completed the training. Plans continue for coordination of this service with MH Adult Clinics and Nursing staff.

7. Budget, Finance and Admin Reports:

- a. Financial & Operational Monthly Report & YTD Summary: Jerry Freshour, COO, reported for the month of June the Center's preliminary year-to-date operational expenses totaled \$26,875,793.41 and operational revenue totaled \$27,188,948.68; for an operational surplus of \$256,042.33.
- b. Sale of Property Update: Jerry Freshour, COO, recommended to the board to approve the following: Transitional Housing – Renew agreement with current realtor. Maintain listing of \$289,500; Jones Building – Renew agreement with current realtor and reduce the price to 1.5 million; Lone Oak Ranch – Renew the agreement with current realtor and reduce the price to \$785,000. Motion by Vivian Renfrow, seconded by Stephen Holmes the board voted the approval of the recommendations listed above. The Coombs building as been sold.

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 May 23, 2018 board meeting minutes.

On motion by Stephen Holmes, seconded by Jaime Castro, the board voted the approval of the May 23, 2018 board meeting minutes with changes. The motion carried with all members voting in favor.

b. Review and approval of May and June 2018 check register:

On motion by Stephen Holmes, seconded by Jaime Castro, the board voted the approval of the May and June 2018 check register. The motion carried with all members voting in favor.

9. **Action Items:**

All Action items terminate at the end of FY 2017 unless indicated otherwise

a. **Consider the approval of the Audit Engagement Letter with EideBailly CPAs & Business Advisors for complete of the FY2018 Financial and Compliance Audit.**

On motion by Stephen Holmes, seconded by Caroline Rickaway, the board voted the approval of the Audit Engagement Letter with EideBailly CPAs & Business Advisors for complete of the FY2018 Financial and Compliance Audit. The motion carried with all members voting in favor.

b. **Consider the approval to declare Vehicle #6050 surplus and authorized for disposal. This vehicle is a 2004 Chevrolet Van, VIN#1GAGG25U541216050, License Plate #128-6367, has 238,708 miles, and is no longer cost effective to maintain in the fleet.**

On motion by Jaime Castro, seconded by Stephen Holmes, the board voted the approval to declare Vehicle #6050 surplus and authorized for disposal. This vehicle is a 2004 Chevrolet Van, VIN#1GAGG25U541216050, License Plate #128-6367, has 238,708 miles, and is no longer cost effective to maintain in the fleet. The motion carried with all members voting in favor.

c. **Consider approval of the contract #HHS0001134700001 for the provision of Mental Health Services for Justice-Involved Individuals in accordance with SB 292. The term is April 1, 2018 to August 31, 2019 with an amount not to exceed \$183,914.00.**

On motion by Vivian Renfrow, seconded by Jaime Castro, the board voted the approval of the contract #HHS0001134700001 for the provision of Mental Health Services for Justice-Involved Individuals in accordance with SB292. The term is April 1, 2018 to August 31, 2019 with an amount not to exceed \$183,914.00. The motion carried with all members voting in favor.

d. **Consider approval of the Interlocal Agreement with City of Texas City for the construction of pedestrian and bike shared use paths on public right-of-way within the City utilizing Transportation Alternatives-Set Aside (TASA) funding (approximately \$410,000.) The Center as a direct recipient/grantee of the FTA will administer the funds and the City will maintain control of the project and oversee design and construction.**

On motion by Stephen Holmes, seconded by Jaime Castro, the board voted the approval of the Interlocal Agreement with City of Texas City for the construction of pedestrian and bike shared use paths on public right-of-way within the City utilizing Transportation Alternatives-Set Aside (TASA) funding (approximately \$410,000.) The Center as a direct recipient/grantee of the FTA will administer the funds and the City will maintain control of the project and oversee design and construction. The motion carried with all members voting in favor.

e. **Consider approval of the FY18 Addendum #1 with Brazoria County Work Activity Center to add skills training services to their service provision at a rate of \$18/hr.**

On motion by Vivian Renfrow, seconded by Caroline Rickaway, the board voted the approval of the FY18 Addendum #1 with Brazoria County Work Activity Center to add skills training services to their service provision at a rate of \$18/hr. The motion carried with all members voting in favor.

- f. **Consider the approval of the FY18 Provider Contracts for the IDD NON-TRADITIONAL PROVIDER NETWORK with the 3 below identified individuals for the provision of respite, community support, Community First Choice Transportation, and/or Independent Living Skills (ILS) for nursing facilities.**

| <u>Brazoria County</u> Jennifer Bertrand Hope Menard <u>Galveston County</u> Katrina Moran | REIMBURSEMENT RATES | |
|---|----------------------------------|---|
| | Respite | Standard base level = \$10/hr; Medical/Behavioral need = \$15/hr |
| | Community Support | Standard base level = \$13/hr |
| | Skills Training Nursing Facility | Independent Living Skills \$18/ hr |
| | Mileage | 0-5=\$3; 6-12=\$6; 13-20=\$9; 20-25=\$15; 33-40=\$18 |

On motion by Rick Price, seconded by Stephen Holmes, the board voted the approval of the FY18 Provider Contracts for the IDD NON-TRADITIONAL PROVIDER NETWORK with the 3 above identified individuals for the provision of respite, community support, Community First Choice Transportation, and/or Independent Living Skills (ILS) for nursing facilities. The motion carried with all members voting in favor.

- g. Consider approval of the below identified FY19 renewal agreements with no changes from FY18.

| <u>Youth Behavioral Services</u> CONTRACTOR NAME: | DESCRIPTION: | AMOUNT: |
|--|---|--|
| Brazoria County Juvenile Justice Department | Center provides assessments, recommendations, and coordination of services on as needed basis | \$900/mo (Revenue) |
| Houston Behavioral Healthcare Hospital Youth | Inpatient Services on an as needed basis for youth | \$600/bed day |
| Youth Advocate Programs Inc. | Coordinating referrals and resources for the provision of specific YES Waiver Services for youths | No monetary impact |
| The Children's Center, Inc. | Provides community crisis respite services to youth | Not to exceed \$3000 \$106.22/bed day |
| Quality of Care LLC | Coordinating referrals and resources for the provision of specific YES Waiver Services for youths | No monetary impact |
| Galveston County Juvenile Justice Department | Provides funding for Placement Transition Service | \$110,000.39 annually (Revenue) |
| Galveston County Juvenile Justice Department | Provides funding for Endeavor Program | \$110,236.00 annually (Revenue) |
| Galveston County Juvenile Justice Department | Provides funding for Discover Program | \$86,745.00 annually (Revenue) |
| Galveston County Juvenile Justice Department | Center to provide counseling and group sessions | \$50.00 per hour for assessment, individual and family substance abuse counseling sessions |
| <u>IDD Services</u> CONTRACTOR NAME: | DESCRIPTION: | AMOUNT: |

| | | |
|--|--|--|
| Modern Psychological & Allied Services, PLLC | Provides Determination of Eligibility | \$350.00/completed Determination of Eligibility assessment |
| Lifetime Homecare HCS, LLC | Provides crisis respite services | \$120,000.00 annually |
| John Chaconas, DDS | Provides dental services thru Home and Community Bases Services waiver program | \$2,000.00/ plan year |
| Terry Driggers, DDS | Provides dental services thru Home and Community Bases Services waiver program | \$2,000.00/ plan year |
| James T. Floyd | Provides Host Home/Companion Care previously referred to as Foster Care Services | \$18,574.85 annually |
| Jamie Lynn Travis | Provides Host Home/Companion Care previously referred to as Foster Care Services | \$25,254.35 annually |
| | | |
| Hurricane Season/Disaster Management related CONTRACTOR NAME: | DESCRIPTION: | AMOUNT: |
| The Wood Group | Provides emergency evacuation services in the event of a disaster in Brazoria and/or Galveston Counties | \$55/day for food, incidentals, and shelter |
| Richmond State Supported Living Center | Emergency day respite services for up to 75 individuals with IDD | Not to exceed \$30,000 |
| City of Galveston | Provides for 2 CENTER-owned handicap accessible vehicles including a qualified driver in the event a formal mandatory evacuation, to a short-term shelter in the City of Austin (Host Shelter) or other designated Host Shelter. | n/a |

On motion by Vivian Renfrow, seconded by Rick Price, the board voted the approval of the above identified FY19 renewal agreements with no changes from FY18 and correction to Lifetime Homecare HCS, LLC. The motion carried with all members voting in favor. Jamie Travis and Linda Coleman abstained from the vote.

- h. Consider approval of the below FY19 renewal agreements with identified revisions from FY18:

| | | |
|---|---|---|
| IDD Services CONTRACT NAME: | DESCRIPTION: | AMOUNT: |
| Brazoria County Work Activity Center | Skills training added as a service provision | \$18.00/hr |
| Youth Behavioral Services CONTRACT NAME: | DESCRIPTION: | AMOUNT: |
| Sun Behavioral Houston | Rate increase for inpatient child/adolescent services | from \$600/bed day to \$618/per bed day |

On motion by Vivian Renfrow, seconded by Stephen Holmes, the board voted the approval of the above FY19 renewal agreements with identified revisions from FY18. 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 |
|-----------------|---------------|-----------|--|
| July 25, 2018 | Board Meeting | 6:30 p.m. | Administration (Mall of the Mainland) Texas City |
| August 29, 2018 | Board Meeting | 6:30 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 7:28 p.m.

Respectfully,

Approved as to Content and Form,

Cathy Claunch-Scott

Secretary to the Board of Trustees

Jamie Travis

Board Chair



August 7, 2018

MEMORANDUM

TO: Members, Texas Council Risk Management Fund

FROM: TCRMF Nominating Committee

SUBJECT: **NOMINATIONS FOR PLACES 7, 8, and 9 OF THE BOARD OF TRUSTEES**

On Friday, November 9, 2018 the annual meeting of the Texas Council Risk Management Fund will take place. At that time, elections will be finalized to fill the positions of Trustees in Places 7, 8, and 9, whose terms will expire at 12:01 a.m., January 1, 2019.

The Board Places up for election are currently occupied as follows:

Place 7: Mr. Hartley Sappington

Place 8: Mr. LaDoyce Lambert

Place 9: Ms. Rita Johnston

In accordance with the Fund Bylaws, the Nominating Committee will present a slate of nominees for election by the members. A mail ballot will be compiled listing the nominees chosen by the Nominating Committee. The mail ballot will be sent to each center before the end of September so that ballots may be returned and tabulated prior to the annual meeting on Friday, November 9th.

In addition to the incumbent trustees, each member has the opportunity to submit nominations of their own. These nominations must be received no later than Friday, **September 14, 2018**. The qualifications set out in the Fund Bylaws state that all nominees for the Board must be trustees of a member community center.

If your center would like to submit a nomination outside of the current incumbents, please complete the attached form. Also include a biographical sketch of your nominee(s) along

with a brief statement from the nominee(s) outlining their interest in serving on the TCRMF Board of Trustees. All nominations made will be considered by the Nominating Committee for inclusion on the ballot. However, not all nominations will necessarily be included on the ballot. The Nominating Committee determines the final ballot. The nomination form, biographical sketch, and statement of goals and objectives should be returned to the Texas Council Risk Management Fund, Attention: Nominating Committee, P.O. Box 26655, Austin, Texas 78755-0655. You may also return the requested items by fax at (614) 956-2636 or by email to Alicia.Smith@yorkrsg.com.

Timeline:

- Request for Nominations – August 07, 2018
- Deadline for Member Nominations – September 14, 2018
- Nominating Committee will have a conference call during this period:
September 17-21, 2018
- Ballots Distributed to Members – September 19, 2018
- Ballots Due from Members – October 26, 2018
- Annual Membership Meeting – November 9, 2018

If you have any questions, please contact Greg Womack (512) 427-2309 or Janina Flores (512) 427-2369. You may also dial toll free (800) 580-6467.

Remember, you will need to return your nomination form by **September 14, 2018.**

Thank you for your attention to this matter.

cc: Board of Trustees, Texas Council Risk Management Fund
Advisory Committee, Texas Council Risk Management Fund
Danette Castle, Texas Council of Community Centers, Inc.



NOMINATION FORM

The undersigned Center would like to make the following nomination(s) for election to the Board of Trustees of the Texas Council Risk Management Fund:

NOMINATION

I understand that any submitted nominations received after Friday, September 14, 2018 cannot be considered. In addition, I recognize that nominees for Trustee must meet the required qualification of being a Trustee of a community center that is also a member of the Fund, as stated in Article IV, Section 2 of the Fund Bylaws. I understand that the Fund's Nominating Committee might not elect to include all nominees on the ballot sent to members. I also understand that the Fund's Nominating Committee is responsible for determining the place for which each candidate will be considered and placed on the ballot.

Respectfully submitted, this _____ day of _____, 2018.

CENTER

Signature

Name

Title

Please return by September 14, 2018, to:

Texas Council Risk Management Fund
Attention: Nominating Committee
P.O. Box 26655
Austin, Texas 78755-0655
Or fax: (614) 956-2636
Or email: Alicia.Smith@yorkrsg.com

**GULF COAST CENTER
BUDGET AMENDMENT:
AUGUST 2018**

| REVENUE | CATEGORY | CURRENT BUDGET | REVISED BUDGET | BUDGET CHANGES |
|----------------------|---------------------------------------|-------------------|-------------------|--------------------|
| | COUNTY FUNDS | 1,146,995 | 1,154,622 | 7,627 |
| | PATIENT FEES/INSURANCE REIMB | 871,625 | 703,941 | (167,684) |
| | MISCELLANEOUS - LOCAL, GRANTS | 1,767,561 | 2,227,808 | 460,248 |
| | STATE FUNDS: GENERAL REVENUE: MH, IDD | 13,906,312 | 14,296,771 | 390,460 |
| | STATE FUNDS: SUD | 4,350,299 | 3,651,717 | (698,582) |
| | STATE FUNDS: TRANSPORTATION | 997,588 | 1,011,749 | 14,161 |
| | STATE FUNDS: OTHER | 790,454 | 675,454 | (115,000) |
| | MEDICAID FUNDS | 3,862,583 | 2,811,529 | (1,051,054) |
| | FEDERAL FUNDS - MH | 1,253,662 | 1,213,662 | (40,000) |
| | FEDERAL FUNDS - TRANSPORTATION | 3,217,276 | 2,911,372 | (305,904) |
| | FEDERAL FUNDS - OTHER | 4,650,490 | 5,080,466 | 429,976 |
| REVENUE TOTAL | | 36,814,843 | 35,739,091 | (1,075,752) |

| EXPENSES | CURRENT BUDGET | REVISED BUDGET | BUDGET CHANGES |
|-----------------------------|---------------------|---------------------|-----------------------|
| SALARIES AND WAGES | \$15,005,170 | \$14,518,412 | (486,757.92) |
| FRINGE BENEFITS | \$5,601,972 | \$5,392,996 | (208,975.80) |
| TRAVEL | \$232,417 | \$231,654 | (763.27) |
| CONSUMABLES | \$542,286 | \$559,487 | 17,200.79 |
| PHARMACEUTICALS/LABS | \$245,386 | \$336,886 | 91,500.00 |
| CAPITAL IMPROVEMENTS | \$50,000 | \$50,000 | 0.00 |
| CAPITAL PURCHASES >\$5000 | \$182,818 | \$340,126 | 157,307.37 |
| EQUIPMENT PURCHASES <\$5000 | \$320,056 | \$267,556 | (52,499.88) |
| FACILITY COSTS | \$996,778 | \$996,664 | (113.94) |
| INSURANCE | \$572,966 | \$574,090 | 1,124.06 |
| COMMUNICATIONS | \$473,923 | \$371,260 | (102,662.86) |
| UTILITIES | \$247,817 | \$228,935 | (18,881.46) |
| VEHICLE OPERATING | \$933,465 | \$895,489 | (37,976.33) |
| OTHER OPERATING | \$270,674 | \$307,751 | 37,077.41 |
| CLIENT SUPPORT | \$537,157 | \$460,917 | (76,240.13) |
| CONTRACTS | \$10,560,642 | \$10,163,750 | (396,891.34) |
| UNALLOWABLE | \$41,317 | \$43,118 | 1,801.00 |
| EXPENSES TOTAL | \$36,814,843 | \$35,739,091 | (1,075,752.30) |
| GRAND TOTAL | \$0 | \$0 | \$0 |

**THE GULF COAST CENTER
BOARD OF TRUSTEE'S
RESOLUTION #2018-1**

At their regularly scheduled Board of Trustees meeting of August 29th, 2015 held in Angleton, Texas (Brazoria County); that the Board of Trustees of the Gulf Coast Center ("Center"), a community-based mental health, intellectual and developmental disabilities center, unanimously approved the adoption of the following resolution:

BE IT RESOLVED

That the Board of Trustees of the Gulf Coast Center has formally approved the below identified Committed Fund Balance amounts. In accordance with the Center's approved Fund Balance Policy, designated staff will report on the status of each of these amounts at the Board of Trustees' monthly meetings as a part of the Center's financial report. The effective date of the Committed Fund Balance amounts will be effective August 29th, 2018; and will remain in effect until expended.

| Committed Use | Original Commitment Date | Balance as of 07/31/2018 (Unaudited) | Additional Funds to be Added | Adjusted Balance as of 08/29/2018 |
|--|--------------------------|--------------------------------------|------------------------------|-----------------------------------|
| Capital Projects Facility and Equipment Assets | FY2008 | \$110,846 | \$ 0 | \$ 110,846 |
| Major Facility Improvements | FY2014 | \$ -0- | \$ 0 | \$ 0 |
| IT/MIS Supports and Equipment | FY2003 | \$ 145,980 | \$ 0 | \$ 145,980 |
| MH Adult and IDD Flexible Spending Funds | FY2004 | \$(960) | \$100,000 | \$ 99,040 |
| Connect Transit – Brazoria County | FY 2015 | \$ 320,000 | \$ 0 | \$ 320,000 |
| Connect Transit | FY2013 | \$ 122,869 | \$ 0 | \$ 122,869 |
| IDD Community Services Support | FY2011 | \$ (5,131) | \$ 100,000 | \$ 94,869 |
| All Center Staff Recognition | FY2012 | \$ 0 | \$ 0 | \$ 0 |

Utilization of the Committed Fund Amounts shown above will be in accordance with Center established procedures for the funds; with use oversight provided by Board of Trustees' authorized Staff Signatures - Executive Director; Chief Operating Officer; and Director HR/MIS Services.

The above resolution was passed by a majority of those present and voting in accordance with the Bylaws of the Gulf Coast Center; and is a true and correct copy of a portion of the minutes of the regular Board of Trustees' meeting of the Gulf Coast Center held August 29th, 2018.

Approved:

Jamie Travis, Chairperson - Board of Trustees

Attest:

Secretary, Board of Trustees

| | TRA- DETOX | TRA-INTENSIVE | TRA-SUPP | TRF-DETOX | TRF-INTENSIVE | TRF-SUPP | GRAND TOTAL |
|-----------------------------|---------------|-----------------|--------------|--------------|---------------|--------------|-----------------|
| 2019 Rates | \$191.00 | \$92.00 | \$35.00 | \$191.00 | \$92.00 | \$68.00 | |
| 2019 HHSC Original Contract | \$ 100,000.00 | \$ 1,059,127.96 | \$ 93,900.00 | \$ 42,500.00 | \$ 107,753.00 | \$ 23,800.00 | \$ 1,427,080.96 |
| Santa Maria | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$ - |
| ADA | 0.00 | 126,624.96 | 3,756.00 | 0.00 | 103,443.00 | 13,566.00 | \$ 247,389.96 |
| BAY AREA | 50,000.00 | 83,624.69 | 26,292.00 | 0.00 | 0.00 | 0.00 | \$ 159,916.69 |
| Adapt (Brazos Place) | 50,000.00 | 257,254.40 | 36,621.00 | 42,500.00 | 4,310.00 | 10,234.00 | \$ 400,919.40 |
| Pathway | 0.00 | 591,623.91 | 27,231.00 | 0.00 | 0.00 | 0.00 | \$ 618,854.91 |
| TOTAL | 100,000.00 | 1,059,127.96 | 93,900.00 | 42,500.00 | 107,753.00 | 23,800.00 | 1,427,080.96 |

Fee Schedule
GOLDEN RULE SERVICES INC.

Funding Source : GENERAL REVENUE

Day Habilitation

| | | |
|--------------------|----------------------|-----------------------------|
| Service | .50 unit= min. 2 hrs | 1 unit=5 hrs direct service |
| • Day Habilitation | \$13.50 | \$27.00 |

Funding Source: HEALTH AND HUMAN SERVICES COMMISSION

Nursing Facility Specialized Services

Day Habilitation

| | | |
|--------------------|--------------------------|-------------------------------|
| Service | .50 unit= min. 1-2.9 hrs | 1 unit= 3+ hrs direct service |
| • Day Habilitation | \$18.00 | \$36.00 |

ALL THE LITTLE THINGS COUNTRY
FY19 Fee Schedule

Funding Source : GENERAL REVENUE

Day Habilitation

| | | |
|--------------------|----------------------|-----------------------------|
| Service | .50 unit= min. 2 hrs | 1 unit=5 hrs direct service |
| • Day Habilitation | \$13.50 | \$27.00 |

QUALITY OF CARE Fee Schedule

Funding Source : GENERAL REVENUE

Community Support Services

| <u>Service</u> | <u>Hrly rate</u> | <u>Timeframes</u> |
|---------------------|------------------|-------------------|
| • Community Support | \$13/hr | as requested |

Day Habilitation

| <u>Service</u> | <u>.50 unit= min. 2 hrs</u> | <u>1 unit=5 hrs direct service</u> |
|--------------------|-----------------------------|------------------------------------|
| • Day Habilitation | \$13.50 | \$27.00 |

Employment

| <u>Service</u> | <u>1 unit per hour</u> |
|-------------------------|------------------------|
| • Employment Assistance | \$26.50 |
| • Supported Employment | \$26.50 |

Respite (non-traditional provider AND applies to behavioral /medical needs only)

| <u>Service</u> | <u>Rate/</u> | <u>Description</u> |
|-----------------------------------|-------------------|------------------------------------|
| • Respite Medical/behavioral need | \$15.00/hr | up to 24 hrs max per day |
| • Intense Medical/behavioral need | | determined on a case by case basis |

Funding Source: HOME & COMMUNITY BASED SERVICES

Day Habilitation

| <u>Service</u> | <u>50 unit</u> | <u>.75 Unit</u> | <u>1 unit</u> |
|----------------|----------------|-----------------|---------------|
| LON 1 | \$10.48 | \$15.72 | \$20.95 |
| LON 5 | \$11.66 | \$17.49 | \$23.32 |
| LON 8 | \$14.11 | \$21.17 | \$28.22 |
| LON 6 | \$19.03 | \$28.55 | \$38.05 |

Supported Employment Services

| <u>Service</u> | <u>Hrly rate</u> | <u>Description</u> |
|-------------------------|------------------|---------------------|
| • Employment Assistance | \$28.14/hr | Job search |
| • Supported Employment | \$28.14/hr | Supports on the job |

Supported Home Living services

| <u>Service</u> | <u>Hrly rate</u> | <u>Timeframes</u> |
|-------------------------|------------------|-------------------|
| • Supported Home Living | \$19.05 | as requested |

Respite

| <u>Service</u> | <u>Rate</u> | <u>Description</u> |
|----------------------------|-------------|--------------------------------------|
| ▪ Respite | | |
| ○ In-Home | \$16.18 | hr up to 10 hrs max per calendar day |
| ○ Facility-based | \$16.18 | hr up to 10 hrs max per calendar day |
| • Host Home/Companion Care | LON 1 | \$47.24 |
| | LON 5 | \$50.89 |
| | LON 8 | \$69.19 |
| | LON 6 | \$94.81 |

Funding Source: HOME & COMMUNITY BASED SERVICES (continued)

| | |
|-------------------------|---------|
| • Psychology/Behavioral | \$72.15 |
| • Dietary | \$48.07 |

- Nursing
 - RN \$40.00
 - LVN \$25.00
- Social Work services \$44.30/hr
- Specialized Therapies up to \$1,000.00 Dental
- Audiology, \$45.52
- Occupational Therapy \$68.97
- Physical Therapy \$73.25
- Speech/Language Therapy \$69.78

Funding Source: HEALTH AND HUMAN SERVICES COMMISSION

Nursing Facility Specialized Services

Employment

| <u>Service</u> | <u>1 unit per hour</u> |
|-------------------------|------------------------|
| • Employment Assistance | \$26.50 |
| • Supported Employment | \$26.50 |

Skills training

| <u>Service</u> | <u>1 unit per hour</u> |
|-----------------------------|------------------------|
| • Independent Living Skills | \$18.00 |

Day Habilitation

| <u>Service</u> | <u>.50 unit= min. 1-2.9 hrs</u> | <u>1 unit= 3+ hrs direct service</u> |
|----------------------------------|---------------------------------|--------------------------------------|
| • Day Habilitation | \$18.00 | \$36.00 |
| ◦ Day Habilitation 1 – 2.9 Hours | | |
| ◦ Day Habilitation 3+ Hours | | |

Fee Schedule
SUNSHINE CENTER

Funding Source : GENERAL REVENUE

Community Support Services

| <u>Service</u> | <u>Hrly rate</u> | <u>Timeframes</u> |
|---------------------|------------------|-------------------|
| • Community Support | \$13/hr | as requested |

Day Habilitation

| <u>Service</u> | <u>.50 unit= min. 2 hrs</u> | <u>1 unit=5 hrs direct service</u> |
|--------------------|-----------------------------|------------------------------------|
| • Day Habilitation | \$13.50 | \$27.00 |

Employment

| <u>Service</u> | <u>1 unit per hour</u> |
|-------------------------|------------------------|
| • Employment Assistance | \$26.50 |
| • Supported Employment | \$26.50 |

Respite (non-traditional provider AND applies to behavioral /medical needs only)

| <u>Service</u> | <u>Rate/Description</u> |
|-----------------------------------|------------------------------------|
| • Respite | |
| ○ Medical/behavioral need | \$15.00/hr up to 24 hrs per day |
| ○ Intense Medical/behavioral need | determined on a case by case basis |

Funding Source: HOME & COMMUNITY BASED SERVICES

Day Habilitation

| | <u>Unit Rates</u> | | |
|----------------|-------------------|-----------------|---------------|
| <u>Service</u> | <u>50 unit</u> | <u>.75 Unit</u> | <u>1 unit</u> |
| • LON 1 | \$10.48 | \$15.72 | \$20.95 |
| • LON 5 | \$11.66 | \$17.49 | \$23.32 |
| • LON 8 | \$14.11 | \$21.17 | \$28.22 |
| • LON 6 | \$19.03 | \$28.55 | \$38.05 |

Supported Employment Services

| <u>Service</u> | <u>Hrly rate</u> | <u>Description</u> |
|-------------------------|------------------|---------------------|
| • Employment Assistance | \$28.14/hr | Job search |
| • Supported Employment | \$28.14/hr | Supports on the job |

Supported Home Living services

| <u>Service</u> | <u>Hrly rate</u> | <u>Timeframes</u> |
|-------------------------|------------------|-------------------|
| • Supported Home Living | \$19.05 | as requested |

Respite

| <u>Service</u> | <u>Rate</u> | <u>Description</u> |
|------------------|-------------|--------------------------------------|
| ▪ Respite | | |
| ○ In-Home | \$16.18 | hr up to 10 hrs max per calendar day |
| ○ Facility-based | \$16.18 | hr up to 10 hrs max per calendar day |

Funding Source: HEALTH AND HUMAN SERVICES COMMISSION

Nursing Facility Specialized Services

Day Habilitation

| Service . | | .50 unit= min. 1-2.9 hrs | 1 unit= 3+ hrs direct service |
|----------------------------------|--|--------------------------|-------------------------------|
| • Day Habilitation | | \$18.00 | \$36.00 |
| ○ Day Habilitation 1 – 2.9 Hours | | | |
| ○ Day Habilitation 3+ Hours | | | |

Fee Schedule
ICE CARE GROUP

Funding Source : GENERAL REVENUE

Community Support Services

| <u>Service</u> | <u>Hrly rate</u> | <u>Timeframes</u> |
|---------------------|------------------|-------------------|
| • Community Support | \$13/hr | as requested |

Day Habilitation

| <u>Service</u> | <u>.50 unit= min. 2 hrs</u> | <u>1 unit=5 hrs direct service</u> |
|--------------------|-----------------------------|------------------------------------|
| • Day Habilitation | \$13.50 | \$27.00 |

Employment

| <u>Service</u> | <u>1 unit per hour</u> |
|-------------------------|------------------------|
| • Employment Assistance | \$26.50 |
| • Supported Employment | \$26.50 |

Respite (non-traditional provider AND applies to behavioral /medical needs only)

| <u>Service</u> | <u>Rate/Description</u> |
|-----------------------------------|------------------------------------|
| • Respite | |
| ○ Medical/behavioral need | \$15.00/hr up to 24 hrs/day |
| ○ Intense Medical/behavioral need | determined on a case by case basis |

**IDD NON-TRADITIONAL PROVIDER NETWORK
FY19 Fee Schedule**

Local Authority will reimburse Provider for services at the rates indicated below:

a. Community Support Services

Funding Source: General Revenue

\$13.00/hr unless otherwise approved by IDD provider services contract monitor until the end of the IPC year.

b. Respite

Funding Source: General Revenue

Base level Respite - **\$10.00/hr**

- In the event it is identified in the plan that the individual has needs beyond base level respite care the following reimbursements will be utilized when applicable.

Medical /Behavioral need - \$15.00/hr

Medical/Behavioral (Intense– at risk) to be determined case by case

c. Transportation related to community support transportation services to individual's receiving PAS/HAB services through the Community First Choice program ONLY. The transportation service shall be reimbursed based on the below mileage scale.

| |
|-------------------------|
| 0 - 5 miles = \$3.00 |
| 6 - 12 miles = \$6.00 |
| 13 - 20 mile = \$9.00 |
| 20 - 25 miles = \$12.00 |
| 26 - 32 miles = \$15.00 |
| 33 - 40 miles = \$18.00 |

d. Skills Training for Individuals in Nursing Facilities ONLY

Funding Source: HEALTH AND HUMAN SERVICES COMMISSION

\$18.00/hr for Independent Living Skills unless otherwise approved by IDD provider services contract monitor until the end of the IPC year

e. In-home Crisis Respite

Funding Source : HEALTH AND HUMAN SERVICES COMMISSION

In-Home ONLY - hourly max of 72 hours only

- o \$15 per hour up to 10 hours
- o \$250 per 24 hrs