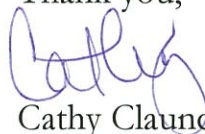


NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of December will be held on Wednesday, **December 13, 2017** at **6:15 p.m.** at the **Mall of The Mainland Administration Office**, located at **10000 Emmett F. Lowry Expressway, Suite 1220, Texas City, Texas.**

Thank you,



Cathy Claunch-Scott
Secretary to the Board of Trustees

cc: December Board of Trustees File

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Mall of The Mainland Administration Office
10000 Emmet F. Lowry Expressway, Suite 1220
Wednesday, December 13, 2017
6:15 pm



"Better community healthcare promoting healthy living."

1. **Call To Order**..... Jamie Travis, Board Chair
2. **Citizens' Comments**
3. **Program Report**
Veteran Services..... Heather Melton
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. Center Reorganization and Transition Update
 - b. 1115 Waiver Status Report
 - c. Communication, Legislative & Community Development Efforts
 - d. Hurricane Harvey Update
6. **Operations Report**..... Jerry Freshour, COO
 - a. IDD Services
 - b. Adult Mental Health
 - c. Recovery Services
 - d. Youth Behavioral Health Services
 - e. Medical Services
 - f. Crisis & Forensic Services
 - g. Information Services
 - h. Connect Transit
7. **Budget, Finance and Admin Reports**..... Rick Elizondo, CFO

- a. Financial Board Monthly & YTD Summary (**Pg. 1-4**)
- b. Financial & Operational Highlight – Managed Care
- c. 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 October 25, 2017 board meeting minutes. (**Pg. 5-11**)
 - b. Review and approval of October and November 2017 check register.

- 9. Action Items**.....Linda Bell, JD
All Action items terminate at the end of FY2018 unless indicated otherwise
- a. Consider the approval to declare surplus and dispose of Center vehicle #3819, a 2009 Fusion with 135,911 miles, VIN#3FAHP06Z49R133819, License Place #124-6109, per attachment, due to the fact that the repair costs of this vehicle are no longer cost-effective for continued use. (**Pg. 12**)
 - b. Consider the approval to declare surplus and dispose of the following Connect Transit vehicles with repair cost no longer cost effective for continued use: Vehicle #2402, a Ford Goshen 15 passenger van with 229,903 miles, VIN#1FD4E4FPXADA32402; Vehicle #2405, a Ford Goshen 15 passenger van with 385,793 miles, VIN#1FD4E491ADA32405; and Vehicle #3475, a Ford E-450 20 passenger van with 271,690 miles, VIN#1FDXE45S37D43475. (**Pg. 13**)
 - c. Consider a RESOLUTION by the Board of Trustees of Gulf Coast Center calling on the Houston-Galveston Area Council to consider amending the prospective investment Matrix for the 2019-2022 Transportation Improvement Program (TIP) Discretionary call. (**Pg. 14**)
 - d. Consider the approval of the RESOLUTION to allow CFO or designee to obtain short term financing through our current financial institution for an amount to not exceed \$2,000,000.00.
 - e. Consider the approval of selection of DATIS for new Payroll/HR software system recommended by the review committee through formal RFP process and the approval of CFO or his designee to negotiate the contract terms with DATIS. (**Pg. 15-17**)
 - f. Consider the approval of the FY18 renewal Amendment with **J Allen and Associates of Texas, LLC** for comprehensive psychiatric/telepsychiatric services, mental health services and pharmacy services in the Brazoria County Jail. Term: November 1, 2017 to

October 31, 2018. Reimbursement rate: \$1000.00/month + medication costs (No change from FY17)

- g. Consider the approval of the MOU with Brazoria County to fund services and supports within the county including Mental Health services at the Brazoria County Detention Center, psychiatric medications, IDD services, mobile crisis, outpatient recovery services, psychiatric hospitalization coordination and public transportation. Term: October 1, 2017 to September 30, 2018. Total Annual BC funding amount: \$331,000.00.

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
January 24, 2018	Board Meeting	6:30 p.m.	Angleton
February 28, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
March 28, 2018	Board Meeting	6:30 p.m.	Angleton
April 25, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
May 23, 2018	Board Meeting	6:30 p.m.	Angleton
June 20-22, 2018	TX Council Conference		Sheraton, Dallas
July 25, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
August 22, 2018	Board Meeting	6:30 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

The Gulf Coast Center Fiscal Year 2018 Board Operational Budget Schedule	FY2018 Annual Budget Preliminary	FY2018 Sep-17	FY2018 Oct-17	FY2018 YTD Actual YTD % s/b %
EXPENSES - OPERATING				
Salary and Wages	15,005,170	1,008,000.34	1,096,710.70	2,104,711.04 14%
Fringe Benefits	5,601,972	395,163.73	415,856.29	811,020.02 14%
Travel	232,417	14,180.35	14,141.11	28,321.46 12%
Consumable Supplies	542,286	15,704.81	32,759.22	48,464.03 9%
Pharmaceuticals/Laboratory	245,386	18,562.16	19,500.00	38,062.16 16%
Capital Outlay - Furniture/Equipment/Facilities	552,874	28,594.69	36,788.78	65,383.47 12%
Facilities - Rent/Maintenance/Utilities	1,244,595	92,978.31	118,958.71	211,937.02 17%
Other Operating Expenses	2,292,345	152,008.57	167,439.73	319,448.30 14%
Client Support Costs	537,157	56,709.72	32,016.09	88,725.81 17%
Consultant/Professional Providers	10,560,642	672,189.07	743,106.80	1,415,295.87 13%
TOTAL EXPENSE	\$ 36,814,843	\$ 2,454,091.75	\$ 2,677,277.43	\$ 5,131,369.18 14%
REVENUES - OPERATING				
<u>Local Funds</u>				
County Funds	1,146,995	92,362.28	93,507.02	185,869.30 16%
Patient Fees Insurance/Reimbursement	871,625	64,999.24	60,718.79	125,718.03 14%
Miscellaneous Local Income	1,767,561	72,184.44	79,110.64	151,295.08 9%
	3,786,181	229,545.96	233,336.45	462,882.41
<u>Earned/Grant Income</u>				
HUD - Transitional/Permanent Housing	677,234	50,000.00	77,430.20	127,430.20 19%
Recovery - Fee for Services / Grants	4,350,299	250,450.00	228,448.63	478,898.63 11%
Title XIX - Medicaid	3,930,516	145,144.35	193,795.54	338,939.89 9%
Transportation - Federal/State	4,214,864	225,700.00	297,521.94	523,221.94 12%
Medicaid 1115 Waiver/Misc Federal	3,537,756	294,812.92	308,560.75	603,373.67 17%
Other State/Federal Funds/MAC	1,240,300	70,273.83	77,416.42	147,690.25 12%
	17,950,968	1,036,381.10	1,183,173.48	2,219,554.58
<u>Performance Contract DSHS & DADS</u>				
General Revenue - MH (Adult & Child & Vets) - 10%	6,609,440	532,079.74	531,079.74	1,063,159.48 16%
General Revenue - Regional Hospital	4,058,304	340,187.17	340,187.17	680,374.34 17%
General Revenue - NGM (Adult & Child)	-	-	-	- #DIV/0!
General Revenue - Crisis Services - 10%	1,124,716	104,039.24	104,039.24	208,078.48 19%
General Revenue/Permanency Plan - IDD	2,223,852	170,390.04	178,317.87	348,707.91 16%
Federal Block - MH (Adult & Child) and Crisis	1,061,382	82,948.58	82,948.58	165,897.16 16%
	15,077,694	1,229,644.77	1,236,572.60	2,466,217.37
TOTAL REVENUES	\$ 36,814,842	\$ 2,495,571.83	\$ 2,653,082.53	\$ 5,148,654.36 14%
SUBTOTAL OPERATING (Rev-Exp)	\$ (1)	\$ 41,480.08	\$ (24,194.90)	\$ 17,285.18
NON-OPERATING EXPENSE & REVENUE				
<u>Staff Recognition</u>				
Staff Tenure Bonuses - Expenses	-	-	-	-
<u>Connect Transit</u>				
Capital Projects - Expenses	-	-	-	-
Capital Projects - Revenues	-	-	-	-
<u>DSRIP</u>				
Expenses	-	-	-	-
Revenues	-	-	-	-
<u>Streamline, Inc</u>				
Expenses	-	-	-	-
Revenues	-	-	-	-
SUBTOTAL NON-OPERATING (Rev-Exp)	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING AND NON (Rev-Exp)	\$ (1)	\$ 41,480.08	\$ (24,194.90)	\$ 17,285.18
FUND BALANCE EXPENDITURES (NOT Inc. above)				
<u>Flexible Spending</u>				
Flexible Spending - MH Adult	-	100.00	2,600.00	2,700.00
Flexible Spending - IDD Services	-	2,850.00	1,510.00	4,360.00
All Center Staff Recognition	10,166	-	-	-
IDD Services - Community Support	-	5,910.00	5,571.00	11,481.00
Connect Transit	-	-	-	-
Connect Transit - Brazoria County	7,882	-	-	-
Asset Management - Special Facility Projects	6,997,870	-	-	-
Capital Projects - MIS Services	2,400	-	-	-
Capital Projects - Major Facility/Equipment	214,770	-	-	-
SUBTOTAL FUND BALANCE EXPENSE	\$ 7,233,089	\$ 8,860.00	\$ 9,681.00	\$ 18,541.00
TOTAL VARIANCE (REV-EXP)		\$ 32,620.08	\$ (33,875.90)	\$ (1,255.82)

The Gulf Coast Center
FY2018 Monthly Board Financial Review

Unaudited as of 10/31/2017

Fiscal Year 2018 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/17 (UnAudited)..... \$ (2,311,470)

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

Expenditures	Operational	5,131,369	
	Non-Operational	-	
	Fund Balance	-	5,131,369
Revenues	Operational	5,148,654	
	Non-Operational	-	5,148,654
			<u>17,285</u>

Total General Fund Balance Year-to-Date (Unaudited)..... \$ (2,328,755)

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		11,481.00	
			(40,953)
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		7,060.00	
			(7,473)

(748,121)

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

\$ (2,328,755)

Unrestricted Use General Fund Balance (Unaudited)

\$ (1,580,634)

2

The Gulf Coast Center

FY2018 Monthly Fund Balance Report

Unaudited as of 10/31/2017

Fiscal Year 2018 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/17 (Unaudited)..... \$ (2,311,470)

FY2018 Monthly Reported Expense and Revenue Totals (Unaudited)

	September	October	November	December	January	February	March	April	May	June	July	August
<i>Operational Expenses:</i>	2,454,092	2,677,277										
<i>Non-Operational Expenses:</i>												
<i>Fund Balance Expenses:</i>	8,860	9,681										
<i>Total Expenses:</i>	2,462,952	2,686,958	-	-	-	-	-	-	-	-	-	-
<i>Operational Revenues:</i>	2,495,572	2,653,083										
<i>Non-Operational Revenues:</i>												
<i>Fund Balance Revenues:</i>												
<i>Total Revenues:</i>	2,495,572	2,653,083	-	-	-	-	-	-	-	-	-	-
<i>Net increase/decrease to</i>	32,620	(33,876)	-	-	-	-	-	-	-	-	-	-
<i>Fund Balance</i>												
<i>Total General Fund Balance:</i>	(2,344,090)	(2,377,966)	(2,377,966)	(2,377,966)	(2,377,966)	(2,377,966)	(2,377,966)	(2,377,966)	(2,377,966)	(2,377,966)	(2,377,966)	(2,377,966)
<i>Avg. Cost per day:</i>	81,803	86,364	-	-	-	-	-	-	-	-	-	-
DAYS OF OPERATION	29	28	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

**GULF COAST CENTER
HEALTH INSURANCE FUNDING
AS OF 10/31/2017**

TOTAL OUTLAYS : \$365,495.07

Including Claims and Fees

TOTAL FUNDING : \$486,226.65

*including Employer and employee
contributions*

TOTAL SURPLUS/(DEFICIT) : \$ 120,731.58

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Brazoria County Community Service Center
101 Tigner, Angleton, TX 77515
Wednesday, October 25, 2017
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, October 25, 2017, 6:30 p.m. at the Brazoria County Community Service Center located at 101 Tigner, Angleton, Texas.

The following Board Members were present: Jamie Travis, Mary Lou Flynn-Dupart, Jaime Castro, Vivian Renfrow, Caroline Rickaway, Linda Coleman and Stephen Holmes

The following Board Members were absent:

Also present were: Melissa Tucker, CEO – Gulf Coast Center, Chris Cahill – Mills, Shirley, and other Center staff.

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

- 3) **Program Report:** Amanda Groller, Disaster Response Team Program Manager, presented to the board on the Disaster Crisis Counseling Program. The Crisis Counseling Program's scope will include serving those impacted by the Hurricane Harvey within our local catchment area to identify personal strengths, develop or enhance coping and stress management skills, provision of education on reactions to the disaster, and management of the experienced reactions, encouragement of social and community support, as well as referrals to recovery resources. Currently, the FEMA grant through HHSC is for an Immediate Services Program with an ending extension change from October 24th to November 24th. The Regular Services Program grant has been submitted and is pending approval allowing the Crisis Counseling Program to continue services for an additional 9 to 15 months. The team consists of six subcontractors working in Galveston and Brazoria County Disaster Recovery Centers (DRC's). Gulf Coast Center MCOT team is providing coverage at League City DRC and response to shelters and community. The next step is to transition from subcontractors to hiring 2-4 Crisis Counselors and 2 Team Leaders; expand to provider services at all DRC's; response and follow up on referrals, community education and outreach; speaking at local volunteers groups and churches; networking; identifying and responding to special populations; ongoing education; support to school districts and working to identify other areas of support as needed.

- 4) **Board Member Reports:**

- a. Texas Council of Community Centers: Jamie Travis, Board Chair reminded the board that the Texas Council Consortium and Quarterly Board Meeting will be November 2 & 3 in Austin.

- b. Texas Council Risk Management Fund: Mary Lou Flynn-Dupart made a recommendation to vote for Mr. Gus Harris, Mr. John Jackson and Judge Van L. York for the Texas Council Risk Management Fund Board of Trustees Election Ballot.

5. CEO Report: Melissa Tucker, CEO

- a. Center Reorganization and Transition Update: Melissa Tucker, CEO, reported on the on-going evaluation component of restructuring leading to identification of areas in need of more attention, praise for accomplishments, and work plans to address plan improvements that were not as successful as initially planned. Improvements needed led to the following: on-site consultation by Smartcare; integrated clinical operational flow meetings by location; concentrated efforts on specific positions requiring more support and training; more structured plan of action developed for the Reimbursement Department and MIS, respectively. All in an effort to better structure restructure strategies and efforts. Melissa stated in an effort to further develop Jerry's role as COO all clinical service area managers are now reporting to Jerry. Melissa's direct clinical supervision of operational programs is now limited to 1115, Disaster Response, and Revenue Cycle Management for Recovery Services. Melissa will also work closely with Rick Elizondo, CFO on the further development of Revenue Cycle Management Leadership positions.
- b. 1115 Waiver Status Report: Melissa Tucker, CEO, reported that the reporting period closed October 31st. The Reporting Team experienced difficulties within the team due to personnel medical leave and relocation that impacted the process. However, the team was successful in reporting all intended metrics for this period.
- c. Communication, Legislative & Community Development Efforts: Melissa Tucker, CEO, reported community collaborative is forming in both counties. For Brazoria County, the collaborative includes Brazoria County District Attorney's Office, Sherriff's Office and local hospital administrators. Follow-up meetings with Brazoria County continue with an upcoming meeting that will include local city jails and city attorneys regarding new legislation. Galveston County Community Collaborative includes Sherriff's Office, County Jail, Mental Health Deputies, and County Judge's Office. Efforts at this time are focused on the Galveston County Justice Assessment completed recently by the Council of State Governments, as well as new legislative requirements. The Center started participating in the Long Term Recovery Group for Galveston County, as well as a subcommittee of this group termed, Public & Behavioral Health. Melissa reported on the following grants: Valero – electronic accessibility door opening button for Administration; Kempner-submitted an application for transportation and certified peer; SB 292 – application to add a QMHP (with experience and focus on working with individuals with a mental illness who are currently interfacing with legal system), and a Certified Peer Recovery Coach on Gulf Coast Center's Assertive Community Treatment Team. The application will also include physician time for ACT to accommodate added capacity of 10 individual- submission due November 7th (pending Galveston County). Awarded ability to utilize Kempner dollars allocated for Ambulatory Detox for COPSD related services, specifically physician time (\$30K). Submitted applications to HHSC for additional hospital beds- and working with Brazoria County on additional funding for eight hours weekend coverage per week. Melissa reminded the Board members that the All Center Staff meeting is on Tuesday which will



focus the new theme of Fitting the Pieces which follows the Connecting the Dots theme from FY17.

- d. Hurricane Harvey Update: Melissa Tucker, CEO, gave an update on disaster response. Melissa reported that repair work continues at the Center's Administration Office. The storage unit that sustained damage has been resolved and as well as Shearn Moody Plaza. Sub-Contractor, Bay Area Recovery Center's three sites that sustained damage are scheduled to re-open on November 1st.

6. Operations Report:

- a. IDD Services: Jerry Freshour, COO reported on the progress that Jamie White, IDD Director, has made with reorganizing the IDD authority and provider leadership to hire the right people with the necessary skills in IDD leadership roles. IDD has hired individuals for four program manager positions. The program managers will next hire the IDD team lead positions.
- b. Adult Mental Health: Jerry Freshour, COO, updated that Sandy Patterson started her new role as the Director of Adult Behavioral Health Clinic Services on October 1st and she is completing program site visits to observe the programs and meet with on-site management to determine what improvements need to be made in Adult Behavioral Health Services.
- c. Recovery Services: Jerry Freshour, COO, updated that Recovery Services is planning to change their hours of operation to move from having Recovery Services open Monday through Friday for nine hour days and a half day on Friday to operational hours of Monday through Friday 8AM to 5PM.
- d. Youth Behavioral Health Services: Jerry Freshour, COO, updated that Youth Behavioral Health Services will start a pilot to test closure of the Boat House site on Tuesdays and some Fridays so that Qualified Mental Health Professional (QMHP) staff can increase time spent with customers in the field rather than office coverage on those two days where time is minimal volume of customers presenting in the clinic.
- e. Medical Services: Jerry Freshour, COO, updated that The Center is still recruiting for a full-time physician to replace Dr. Eades who retired on October 1st.
- f. Crisis & Forensic Services: NONE
- g. Information Services: Pam Melgares, Chief Information Officer, reported that Programmer, Robert Edeker, transitioned from a network focus to programming in order to provide additional support to the Smartcare implementation. Information Services also hosted David Ryland, CEO, with Streamline on October 17 & 18 to provide assistance with Smartcare set-up for reimbursement and the general ledger.
- h. Connect: Rick Elizondo, CFO, updated on moving the demand response in-house after LeFleur terminated the contract for this service. This is the plan until Connect can complete an RFP to secure a new contractor.

7. Budget, Finance and Admin Reports:

- a. Financial Board Monthly & YTD Summary: Rick Elizondo, CFO, reported for the month of October that The Center's preliminarily year-to-date operational expenses totaled

\$4,406,177.12 and operational revenue totaled \$3'936,007.45; for an operational balance of \$470,169.67. Auditors will be on-site the week of November 27th to conduct their annual review.

- b. Financial & Operational Highlight – Managed Care: None
- c. FY17 4th Quarter Board Report: Linda Bell, Chief General Counsel, provided a brief update on the 4th quarter board report.
- d. FY17 4th Quarter Investment Report: Rick Elizondo, CFO, provided a brief update on the 4th quarter investment report.
- e. Property Update: Rick Elizondo, CFO, provided an update on the properties currently for sale. Recommendations included: lowering the price on the Transitional Houses; Lower the amount of Coombs Building and offer an amount at the appraised value for the current tenant; No change for the Jones building; and lower the price on Lone Oak Ranch.

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 August 23, 2017 board meeting minutes.

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the August 23, 2017 board meeting minutes. The motion carried with all members voting in favor.

b. Review and approval of September 27, 2017 board meeting minutes.

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the August 23, 2017 board meeting minutes. The motion carried with all members voting in favor.

c. Review and approval of September 2017 check register.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the August 2017 check register. The motion carried with all members voting in favor.

d. Review and approval of September 19, 2017 board retreat meeting minutes.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the August 2017 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 nominations for Places 4, 5, and 6 on the Texas Council Risk Management Fund Board of Trustees.

On motion by Caroline Rickaway, seconded by Jaime Castro, the board voted the approval of the nominations for Places 4, 5 and 6 on the Texas Council Risk

Management Fund Board of Trustees. The motion carried with all members voting in favor.

- b. **Consider the approval of the Chief Executive Officer or her designee to enter into a short-term lease for up to 10 minivans or buses to minimize the disruption of service due to the unexpected contract termination of a subcontractor of Connect Transit's general demand response service.**

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman, the board voted the approval of the Chief Executive Office or her designee to enter into a short-term lease for up to 10 minivans or buses to minimize the disruption of service due to the unexpected contract termination of a subcontractor of Connect Transit's general demand response service. The motion carried with all members voting in favor.

- c. **Consider the approval of the Chief Executive Officer or her designee to pursue the purchasing of transit rolling stock subject to the availability of State and/or Federal funding to minimize the disruption of service due to the recent development of the current contractor terminating the contract to provide general demand response service.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the Chief Executive Office or her designee to pursue the purchasing of transit rolling stock subject to the availability of State and/or Federal funding to minimize the disruption of service due to the recent development of the current contractor terminating the contract to provide general demand response service. Following discussion the motion carried with all members voting in favor.

- d. **Consider the approval to declare surplus and dispose of Center vehicle #1111, a 2006 Ford Taurus with 123,904 miles, Vin#FAFP53266A261111, License Plate #124-6107, per attachment, due to the fact that the repair costs to this vehicle are no longer cost-effective for continued use.**

On motion by Jaime Castro, seconded by Mary Lou Flynn-Dupart, the board voted the approval to declare surplus and dispose of Center vehicle #1111, a 2006 Ford Taurus with 123,904 miles, Vin#FAFP53266A261111, License Plate #124-6107, per attachment, due to the fact that the repair costs to this vehicle are no longer cost-effective for continued use. The motion carried with all members voting in favor.

- e. **Consider the approval of the renewal lease with ARC of the Gulf Coast for office space located at 204 W. Coombs in Alvin. Term: month-to-month agreement November 1, 2017 to October 31, 2018 as this property is for sale. Service Area: Brazoria County-IDD. Annual Revenue: \$7,206 annual for full term of lease agreement (increase of \$5,196 from FY17).**

On motion by Jaime Castro, seconded by Mary Lou Flynn-Dupart, the board voted the approval of the renewal lease with ARC of the Gulf Coast for office space located at 204 W. Coombs in Alvin. Term: month-to-month agreement November 1, 2017 to October 31, 2018 as this property is for sale. Service Area: Brazoria County-IDD. Annual Revenue: \$7,206 annual for full term of lease agreement (increase of \$5,196 from FY17). The motion carried with all members voting in favor.

- f. **Consider the ratification of the renewal Consulting Agreement with King Consulting for an organized effort to secure new gifts, renew current gifts, and build relationships with foundations in order to create an ever-widening base of support for the sustainability, growth and improvement of Center services. Term: July 24, 2017 to August 31, 2018. Reimbursement: \$500 per submitted/written application and competed grant; \$25/hr for relationship building, networking and foundation research.**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the FY18 HHSC HIV Outreach Services contract #2016-048182-003 SA/HIV. Amount not to exceed \$214,280 which is an increase of \$96,640 from FY17. The motion carried with all members voting in favor.

- g. **Consider ratification of the FY18 Amendments for renewal with the below listed Substance Abuse Residential Service Providers at the rates and reimbursement limits indicated.**

	TRA-Detox	TRA-Intensive	TRA-Supp	TRF-Detox	TRF-Intensive	TRF-Supp
Revised Rates	\$191.00	\$92.00	\$35.00	\$191.00	\$92.00	\$68.00
ADA	-	\$126,624.96	\$4,063.00	-	\$122,800.00	\$36,375.00
BARC	\$140,000.00	\$83,624.69	\$28,309.00	-	-	-
ADAPT	\$226,589.00	\$257,254.40	\$40,000.00	\$42,500.00	\$4,247.80	\$27,375.00
On the Path To Recovery	-	\$591,623.91	\$29,828.00	-	-	-

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the ratification of the FY18 Amendments for renewal with the above listed Substance Abuse Residential Service Providers at the rates and reimbursement limits indicated. The motion carried with all members voting in favor. Caroline Rickaway abstained from the vote.

- h. **Consider the approval of the FY18 renewal agreement with Brazoria County Juvenile Justice Department for as needed assessments for BCJJD youth. Term: September 1, 2017 to August 31, 2018. Amount of Reimbursement: \$900/month (no change from FY17).**

On motion by Jaime Castro, seconded by Mary Lou Flynn-Dupart, the board voted the approval of the FY18 renewal agreement with Brazoria County Juvenile Justice Department for as needed assessments for BCJJD youth. Term: September 1, 2017 to August 31, 2018. Amount of Reimbursement: \$900/month (no change from FY17). The motion carried with all members voting in favor.

- i. **Consider the approval of the FY18 renewal with MJ Naschke Public Relations to render services in the areas of marketing and public relations. Term: September 1, 2017 to August 31, 2018. Amount of Reimbursement: \$500/per quarter.**

On motion by Vivian Renfrow, seconded by Mary Lou Flynn-Dupart, the board voted the approval of the FY18 renewal with MJ Naschke Public Relations to render services in

the areas of marketing and public relations. Term: September 1, 2017 to August 31, 2018. Amount of Reimbursement: \$500/per quarter. 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
December 13, 2017	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
January 24, 2018	Board Meeting	6:30 p.m.	Angleton
February 28, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
March 28, 2018	Board Meeting	6:30 p.m.	Angleton
April 25, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
May 23, 2018	Board Meeting	6:30 p.m.	Angleton
June 20-22, 2018	TX Council Conference		Sheraton, Dallas
July 25, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
August 22, 2018	Board Meeting	6:30 p.m.	Angleton

12. Executive Session: 7:13 p.m.

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. Return to Open Session: 7:23

14. Action Regarding Executive Session: On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the following recommendations are to lower the price for Transitional Housing to \$315,000.00; lower the price for Coombs to \$172,000 and CEO or her designee to offer the ARC owner finance for \$135,000; No change for the Jones Building; and lower the price for Lone Oak Ranch to \$799,000.00. The motion carried with all members voting in favor.

15. Adjourn

There being no further business to bring before the Board of Trustees the meeting was adjourned at 7:33 p.m.

Respectfully,

Cathy Claunch-Scott
Secretary to the Board of Trustees

Approved as to Content and Form,

Jamie Travis
Board Chair



MEMORANDUM

November 29, 2017

To: Board of Trustees

From : Tom Writer, Asset Director

Re: Declaration of Surplus Vehicle

Approval is requested to declare Vehicle #3819 surplus and authorized for disposal. This vehicle is a 2009 Ford Fusion, VIN. #3FAHP06Z49R133819, License Plate #124-6109, has 135,911 miles, and is no longer cost effective to maintain in the fleet. As a result it is requested that this vehicle be considered surplus.

Thank you for your consideration.

123 ROSENBERG, SUITE 6
GALVESTON, TEXAS 77550

409.763.2373
FAX 409.763-5538

www.GulfCoastCenter.org



Memo

To: Cathy Scott – Board Secretary

From: James Hollis – Director of Transportation

Cc: Linda Bell

Date: November 21, 2017

Re: Bus Auction

Consider the approval to declare surplus and dispose of the following Connect Transit vehicles with repair costs no longer cost effective for continued use:

- Vehicle 2402 a 2010 Ford Goshen 15 passenger van with 229,903 miles. VIN # 1FDFE4FPXADA32402
- Vehicle 2405 a 2010 Ford Goshen 15 passenger van with 385,793 miles. VIN # 1FDFE491ADA32405
- Vehicle 3475 a Ford E-450 20 passenger van with 271,690 miles. VIN # 1FDXE45S37D43475



10000 Emmett F Lowry,
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Texas City, TX 77591

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**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE GULF COAST CENTER
CALLING ON THE HOUSTON-GALVESTON AREA COUNCIL TO CONSIDER
AMENDING THE PROSPECTIVE INVESTMENT MATRIX FOR THE 2019 – 2022
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DISCRETIONARY CALL.**

WHEREAS, the Gulf Coast Center is located within the Houston-Galveston
Metropolitan Planning Area; and,

WHEREAS, the Gulf Coast Center administers and operates Connect Transit, a small
urban and rural transit provider; and,

WHEREAS, the Houston-Galveston Area Council (H-GAC) has released a proposed
Investment Priorities Matrix for the 2019 – 2022 TIP as a prospective framework for the next
TIP discretionary call; and,

WHEREAS, the Gulf Coast Center recognizes the need to identify funding criteria that is
compatible with the needs of all regional transit providers and must include administration and
operations facilities.

**NOW, THEREFORE, BE IT RESOLVED BY THE GULF COAST CENTER BOARD OF
TRUSTEES THAT H-GAC SHOULD ENSURE MECHANISMS TO PROMOTE THE
EQUITABLE DISTRIBUTION OF FUNDING TO ALL TRANSIT PROVIDERS
WITHIN THE METROPOLITAN PLANNING AREA AND MUST INCLUDE
ADMINISTRATION AND OPERATIONS FACILITIES AS A REGIONAL
INVESTMENT PRIORITY.**

APPROVED ON THIS 13TH DAY OF DECEMBER, 2017.

Melissa Tucker
Chief Executive Officer

Secretary

Approved as to form:

Counsel to the Gulf Coast Center



12/13/2017

To: Board of Trustees

From: Rick Elizondo

Subject: Payroll/HR Software Vendor Recommendation

We have completed the formal RFP process in which we received a total of 6 respondents.

Out of the 6, a top 3 was selected based upon scoring from the 9 members of the RFP selection committee. The scoring took into account 3 main categories:

1. Products and Service
2. Cost
3. Company history

The top 3 were asked to perform on-site software demonstrations.

After viewing the demonstrations, it is the recommendation of the committee that we should select **DATIS** for our Payroll/HR solution. The committee feels strongly that its position control platform will allow for greater integration with our newly implemented EHR and allow for greater administrative efficiencies as it relates to budgeting, recruiting, on-boarding and general ledger allocation.



Thank you.

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GULF COAST CENTER - COST COMPARISON
RFP - HR/Payroll

Annual recurring costs are based upon 350 active employees and includes all processing fees and including annual tax filing instruments.

VENDOR	ONE-TIME IMPLEMENTATION COSTS	ANNUAL RECURRING COSTS	TOTAL 1ST YEAR COSTS
ADP	\$ -	\$ 90,000.00	\$ 90,000.00
CERIDIAN	\$ 36,655.00	\$ 109,850.00	\$ 146,505.00
DATIS	\$ 45,000.00	\$ 77,875.00	\$ 122,875.00
KRONOS	\$ 97,270.00	\$ 142,651.20	\$ 239,921.20
PAYCOR	\$ 13,660.00	\$ 86,886.90	\$ 100,546.90
UNICORN	\$ 36,250.00	\$ 59,740.00	\$ 95,990.00

THE GULF COAST CENTER
INITIAL HR/Payroll RFP Evaluation worksheet summary by scorer
 USED TO SELECT TOP 3

VENDOR	AVERAGE	RANK
ADP	4.34	1.00
Datis	3.67	2.00
Ceridian	3.40	3.00
Unicorn	3.34	4.00
Kronos	3.32	5.00
PayCor	2.96	6.00