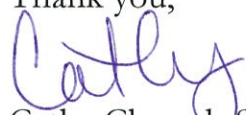


NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of February will be held on Wednesday, **February 28, 2018** at **6:15 p.m.** at the **Mall of the Mainland-Administration Office**, located at **10000 E.F. Lowry Expressway, Suite 1220, Texas City, Texas.**

Thank you,



Cathy Claunch-Scott
Secretary to the Board of Trustees

cc: February Board of Trustees File

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Mall of the Mainland-Administration Office
10000 E.F. Lowry Expwy, Suite 1220, Texas City, TX 77591
Wednesday, February 28, 2018
6:15 pm



"Better community healthcare promoting healthy living."

- 1. Call To Order**.....Jamie Travis, Board Chair
- 2. Citizens' Comments**
- 3. Program Report**
Audit Presentation.....Davis, Kinard & Co
- 4. Board Member Reports**
 - a. Texas Council of Community CentersJamie Travis, Board Chair
 - b. Texas Council Risk Management FundMary Lou Flynn-Dupart, TCRMF Board Chair

(Pg. 1)
- 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
 - i. Quarterly Board Report – FY18 Quarter 1

Page 1 of 3

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.

- 7. Budget, Finance and Admin Reports** Rick Elizondo, CFO
- a. Financial & Operational Monthly Report & YTD Summary (**Pg. 2-5**)
 - 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 January 24, 2018 board meeting minutes. (**Pg. 6-11**)
 - b. Review and approval of January 2018 check register.
- 9. Action Items**.....Linda Bell, JD
All Action items terminate at the end of FY2018 unless indicated otherwise
- a. Consider the acceptance of the FY2017 Financial and Compliance Audit.
 - b. Consider the approval of an increase in the Center's mileage reimbursement rate from \$0.535/mile to \$0.545/mile effective January 1, 2018 for any mileage paid on or after this date. This revised rate is consistent with the IRS allowable mileage rate for use of personal vehicle, as well as the State of Texas travel policy, both which were revised effective January 1, 2018 for the \$0.545 per mile rate.
 - c. Consider the approval of the Interlocal Agreement with **Clear Creek ISD** for the purpose of coordinating referrals, resources, and disaster counseling for students impacted by Hurricane Harvey who attend Clear Creek ISD.
 - d. Consider the approval of Connect Transit's amended drug and alcohol policy and "A Resolution by the Board of Trustees of the Gulf Coast Center Approving the Drug and Alcohol Policy Amended January 1, 2018." (**Pg. 12-14**)
 - e. Consider the approval of the revisions to the Center's Recovery Program Policy and Procedures which was previously approved February 22, 2017. (**Pg.15**)
 - f. Consider the approval of the Settlement Agreement between the Center and the City of Kemah, Kemah Public Facility Transportation Corporation, Kemah Public Facilities Corporation, and Kemah Community Development Corporation related to unsuccessful attempt to develop a joint parking facility and possible City Hall site. (\$34,494.16).
 - g. Consider the approval of the Scope of Work (Work Order #11) and Resolution by the Board of Trustees of the Gulf Coast Center approving The Goodman Corporation Work Order #11 for a needs assessment for a new transit service to be provided on Galveston Island and funded by grant funds awarded by the Moody and Kempner Foundations. (Budget: \$34,000)

- h. Consider the approval of the purchase of up to twenty (20) 2018 Nissan Altima sedans for the utilization by multiple programs at a cost of \$17,997 each through the best value set-aside opportunity with the H-GAC Buy Cooperative purchasing program with at \$600 H-GAC processing charge per purchase order.
- i. Consider ratification of the Memorandum of Understanding between the Gulf Coast Center and **The Council Recovery's Outreach, Screening and Referral (OSAR) and Recovery Support Services (RSS)** programs for OSAR resources and referrals. Term: September 1, 2017 through August 31, 2018.
- j. Consider approval of the new Client Services Agreement with **BrightStar of Friendswood (PCDG Enterprises, LLC)** for licensed professionals on an as needed basis. Term: One-Year from signature Rate: RN \$54/hr; LPN \$39.50/hr; CNA \$22/hr
- k. Consider the approval of the 2 new Family Contracts for the IDD voucher respite program. Sonia R. James and Jianjun Jiange Term: 1 Year

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
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



Board Update
February 2018

The Board of Trustees and Advisory Committee held a training session on February 1st and conducted a regular Board meeting on February 2nd. Following are some highlights of the training session and meeting.

- The topics at the training session on February 1st included: Insurance 101, which related to contracts and coverage issues; an overview of the Fund's investment strategy and performance; and an update on the Alliance's use of analytics in working with providers. A significant portion of the training included a presentation by Greg Wagner of Beazley (Cyber Breach insurer) who outlined step by step the process of identifying a potential breach and Beazley's response to such incidents. Pam Beach also explained what a HIPAA breach is and examples of such activities.
- The Board authorized the Chair to bind the Errors & Omissions coverage renewal for the Board of Trustees.
- The Board approved the recommendation to perform flood zone determinations for all scheduled buildings using the services of American Flood Research. These determinations will be conducted with the renewal process starting in March 2018.
- The Board and Advisory Committee welcomed Border Region Behavioral Health Center to the Fund as well as the Executive Director Maria Sanchez, as their representative to the Advisory Committee.
- The Fund's Investment Consultant reported that the investment strategy is working as anticipated as demonstrated with a twelve month return of 6.19% as of December 31, 2017.
- The Fund will sponsor a reception at the Texas Council Annual Conference to celebrate its 30 years in operation. In addition, the Fund will continue to sponsor the breakfast.

The next Board of Trustees meeting will be held on May 4, 2018 at the Double Tree – University in Austin, Texas. This meeting will be preceded by a Board planning session on May 3rd.

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MONTHLY BOARD REPORT

JANUARY 2018

	<u>MONTHLY</u> <u>FY2018</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2018</u> <u>January</u>	<u>ANNUAL</u> <u>FY 2018</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2018</u> <u>January</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	\$1,063,519.67	\$15,005,169.95	\$5,387,480.61	36	\$9,617,689.34
Fringe Benefits	\$466,831.11	\$405,885.47	\$5,601,971.66	\$2,086,151.68	37	\$3,515,819.98
Travel	\$19,368.08	\$14,565.73	\$232,417.00	\$67,717.40	29	\$164,699.60
Consumables	\$45,190.49	\$24,168.43	\$542,286.00	\$111,711.89	21	\$430,574.11
Pharmaceuticals/other	\$20,448.84	\$23,700.22	\$245,386.00	\$106,546.69	43	\$138,839.31
Capital Improvements	\$4,166.67	\$0.00	\$50,000.00	\$0.00	0	\$50,000.00
Furniture/Equip/Computer>\$5000	\$15,234.87	\$9,722.78	\$182,818.48	\$237,970.54	130	(\$55,152.06)
Furniture/Equip/Computer<\$5000	\$26,671.29	\$11,972.52	\$320,055.64	\$85,258.87	27	\$234,796.77
Facility Costs:	\$69,056.54	\$71,506.77	\$828,678.00	\$359,869.84	43	\$468,808.16
Debt Service	\$14,008.34	\$14,141.67	\$168,100.00	\$56,566.68	34	\$111,533.32
Utilities	\$20,651.44	\$16,758.20	\$247,816.64	\$90,666.81	37	\$157,149.83
Communications:	\$39,493.58	\$32,014.73	\$473,923.27	\$164,577.51	35	\$309,345.76
Insurance	\$47,747.18	\$44,314.40	\$572,965.74	\$261,329.73	46	\$311,636.01
Vehicle Operating	\$77,788.79	\$67,904.98	\$933,465.34	\$319,758.49	34	\$613,706.85
Other Operating	\$22,556.17	\$51,101.53	\$270,674.00	\$97,550.31	36	\$173,123.69
Client Support Cost	\$44,763.06	\$34,070.44	\$537,157.00	\$195,913.09	36	\$341,243.91
Unallowable Costs	\$3,443.09	(\$240.00)	\$41,317.00	\$3,774.20	9	\$37,542.80
Consultant/Professional - Internal	\$0.00	\$1,295.00	\$0.00	\$6,825.00	0	(\$6,825.00)
Consultant/Professional - External	\$10,579.34	\$9,100.73	\$126,952.00	\$41,865.89	33	\$85,086.11
Other Organizations - Internal	\$24,683.41	\$22,895.00	\$296,201.00	\$105,166.25	36	\$191,034.75
Other Organizations - External	\$579,073.13	\$611,240.52	\$6,948,877.50	\$2,645,426.33	38	\$4,303,451.17
Other Organizations - Non-Clinical	\$265,717.60	\$183,656.25	\$3,188,611.00	\$941,428.44	30	\$2,247,182.56
<u>TOTAL EXPENSES:</u>	<u>\$3,067,903.91</u>	<u>\$2,713,295.04</u>	<u>\$36,814,843.22</u>	<u>\$13,373,556.25</u>	<u>36</u>	<u>\$23,441,286.97</u>
<u>REVENUES</u>						
County Funds	\$95,582.89	\$93,452.52	\$1,146,995.00	\$471,110.99	(41)	\$675,884.01
Patient Fees/ins/Reimb	\$72,635.44	\$40,167.96	\$871,625.00	\$381,151.58	(44)	\$490,473.42
Miscellaneous	\$147,296.71	\$67,694.26	\$1,767,560.51	\$418,510.82	(24)	\$1,349,049.69
State Funds Contracted	\$1,158,859.31	\$1,146,996.27	\$13,906,311.50	\$5,744,053.41	(41)	\$8,162,258.09
State Funds - Other:	\$833,410.32	\$660,345.14	\$10,000,923.55	\$2,715,481.13	(27)	\$7,285,442.42
Federal Funds Contracted:	\$104,471.82	\$89,881.91	\$1,253,662.00	\$454,168.53	(36)	\$799,493.47
Federal Funds - Other:	\$655,647.14	\$635,598.76	\$7,867,765.76	\$3,174,309.11	(40)	\$4,693,456.65
Total Revenue	\$3,067,903.63	\$2,734,136.82	\$36,814,843.32	\$13,358,785.57	(36)	\$23,456,057.75
EXCESS OF REVENUE OVER EXPENSES	(\$0.28)	\$20,841.78	\$0.10	(\$14,770.68)	14770680	\$14,770.78

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Account Description	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	YTD FY2018 Total Actual
OPERATING Variance (Revenues - Expenses)	41,480.08	(24,194.90)	(33,842.80)	14,153.43	25,701.40	23,647.21
BOARD COMMITTED USE FUNDS (Expenses NOT included in financials)						
<i>Committed Use Expenditures</i>						
MH Adult Flex Spending - RU 4115	100.00	2,600.00	300.00	226.01	1,700.00	4,926.01
IDD Adult Flex Spending - RU 4115	2,850.00	1,510.00	480.00	1,240.00	450.12	6,530.12
IDD Community Support Services - Day Hab acct 6410.0004	5,910.00	5,571.00	7,857.50	4,914.00	2,709.50	26,962.00
Connect Transit	-	-	-	-	-	-
Connect Transit - Brazoria County	-	-	-	-	-	-
MIS - RU 945	-	-	-	-	-	-
All Center Staff Recognition (includes FICA)	-	-	-	-	-	-
Asset Management - Building Renovations	-	-	-	-	-	-
Asset Management - General Major Facility Repairs - RU 0925	-	-	-	-	-	-
Total Committed Use Expenditures	8,860.00	9,681.00	8,637.50	6,380.01	4,859.62	38,418.13
Variance (Rev - Exp) LESS Committed Use Expenses	32,620.08	(33,875.90)	(42,480.30)	7,773.42	20,841.78	(14,770.92)
HEALTH INSURANCE FUNDS (NOT included in financials)						
Health Insurance Funding	238,505.23	247,721.42	251,052.02	243,446.09	237,172.73	1,217,897.49
Health Insurance Expenses	151,407.61	214,090.46	254,517.59	350,858.52	236,517.53	1,207,391.71
Net Health Insurance Proceeds:	87,097.62	33,630.96	(3,465.57)	(107,412.43)	655.20	10,505.78
CENTER GROSS FINANCIAL POSITION	119,717.70	(244.94)	(45,945.87)	(99,639.01)	21,496.98	(4,265.14)

The Gulf Coast Center
FY2018 Monthly Board Financial Review

Unaudited as of 1/31/2018

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	13,335,138		
	Non-Operational	-		
	Fund Balance	38,418	13,373,556	
Revenues	Operational	13,358,786		
	Non-Operational	-	13,358,786	\$ (14,771)

Total General Fund Balance Year-to-Date (Unaudited)..... \$ (2,296,699)

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		26,962.00	
			(25,472)

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		11,456.13	

(3,077) (728,244)

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

\$ (2,296,699)

Unrestricted Use General Fund Balance (Unaudited)

\$ (1,568,455)

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The Gulf Coast Center

FY2018 Monthly Fund Balance Report

Unaudited as of 1/31/2018

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	2,660,577	2,834,756	2,708,435							
<i>Non-Operational Expenses:</i>												
<i>Fund Balance Expenses:</i>	8,860	9,681	8,638	6,380	4,860							
<i>Total Expenses:</i>	2,462,952	2,686,958	2,669,215	2,841,137	2,713,295	-	-	-	-	-	-	-
<i>Operational Revenues:</i>	2,495,572	2,653,083	2,627,084	2,848,910	2,734,137							
<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	-	-	-	-	-	-	-
<i>Net increase/decrease to Fund Balance</i>	32,620	(33,876)	(42,130)	7,773	20,842	-	-	-	-	-	-	-
<i>Total General Fund Balance:</i>	(2,344,090)	(2,310,214)	(2,268,084)	(2,275,858)	(2,296,700)	(2,296,700)	(2,296,700)	(2,296,700)	(2,296,700)	(2,296,700)	(2,296,700)	(2,296,700)
<i>Avg. Cost per day:</i>	81,803	86,364	88,686	91,444	87,369	-	-	-	-	-	-	-
<i>DAYS OF OPERATION</i>	29	27	26	25	26	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Brazoria County Community Service Center
101 Tigner, Angleton, TX
Wednesday, January 24, 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, January 24, 2018 at 6:30 p.m. at the Brazoria County Community Service Center located at 101 Tigner, Angleton, Texas.

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

The following Board Members were absent: NONE

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

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

- 3) **Program Report:**

Deanna David and Jamie White presented on the IDD Respite Voucher Plan. The Respite Voucher Program will be incorporated into IDD Provider Services, resulting in a more person-centered model of services that is based on the individuals' needs and preferences. Respite has primarily been provided within a facility-based model, and only offered on weekends. The Respite Voucher Program is in line with the direction the State is going to requires services to become more individualized and community-based, discouraging facility-based service provision. As they transition into the Respite Voucher model of services, the Provider Services team will relocate to the Mackey building for operations. This will complete the planned restructure for Provider Services, as all positions have been filled, and the process for switching families to the voucher model is finalized. Letters were sent to the families, informing them of the new program and the dates available to sign up for the services the week of January 25-26, 2018. Meetings will be held for families to inform and transition those interested to the voucher model the week of February 1-17, 2018. The last day of respite at Lone Oak Ranch will be February 17. The move to Mackey will take place the weeks of February 18-28 with Provider services fully operational at Mackey March 1.

- 4) **Board Member Reports:**

- a. Texas Council of Community Centers: NONE
- b. Texas Council Risk Management Fund: The next Texas Council Risk Management Fund meeting will be February 1-2, 2018.

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

- a. **Center Reorganization and Transition Update:** Melissa Tucker, CEO, discussed Revenue Cycle Management and Smartcare implementation progress.
- b. **1115 Waiver Status Report:** Melissa Tucker, CEO, discussed the 5 year extension of the Texas Healthcare Transformation and Quality Improvement Program – 1115, reviewed that the 1115 focus at this time includes transition from a project based focus to a system definition with selected metrics system-wide. Reviewed the funding valuation to remain the same as Year 6 for Years 7 & 8 with the federal funder's intent to ramp-down funding during Years 9 and 10 resulting in zero dollars by Year 11. Gulf Coast Center will work with other centers and Texas Council to submit a replacement suggestion to access federal waiver funds following Year 11 of 1115. Gulf Coast Center will collaborate with Texas Council to explore and work toward Certification as a Certified Behavioral Health Center.
- c. **Communication, Legislative & Community Development Efforts:** Melissa Tucker, CEO discussed preliminary award feedback provided on SB292 proposal submitted. More detail is pending finalization through HHSC.
- d. **Hurricane Harvey Update:** Melissa Tucker, CEO, provided an update on Gulf Coast Center's participation on Brazoria County and Galveston County's Long Term Recovery Groups; reviewed membership on the committee for Public & Behavioral Health for Galveston County; referenced Disaster response Update report for January 2018, as well as an informational graphic providing an overview on the magnitude of hurricane impact for each county.

6. **Operations Report:**

- a. **IDD Services:** NONE
- b. **Adult Mental Health:** Melissa Tucker, CEO, summarized operational flow meetings occurring at the Texas City and Angleton locations that are focused on integration of MH/SUD, as well as Revenue Cycle Management and improved overall efficiency.
- c. **Recovery Services:** Melissa Tucker, CEO, discussed recent operational hour change to Monday through Friday versus closing at noon on Fridays.
- d. **Youth Behavioral Health Services:** NONE
- e. **Medical Services:** NONE
- f. **Crisis & Forensic Services:** Melissa Tucker, CEO, discussed on-going meetings with Brazoria County Sheriff's Office and District Attorney's Office regarding crisis response involving law enforcement collaboration. Discussed efforts to increase use of alternative treatment options to hospitalization.
- g. **Information Services:** NONE

h. **Connect:** Melissa Tucker, CEO, reviewed the decrease in demand response due to shortage of drivers and highlighted efforts regarding recruitment.

i. **Quarterly Board Report – FY18 Quarter 1:** DEFERRED

7. Budget, Finance and Admin Reports:

- a. **Financial Board Monthly & YTD Summary:** Rick Elizondo, CFO, reported for the month of December the Center's preliminary year-to-date operational expenses totaled \$10,660,261.21 and operational revenue totaled \$10,624,648.75; for an operational deficit of \$35,612.46.
- b. **Financial & Operation Highlight-Managed Care:** Rick Elizondo, CFO, reported that two positions for two managers have been posted for the billing department for both counties and one position for Recovery billing staff person.
- c. **Property Update:** Rick Elizondo, CFO, reported that for Transitional Housing, Lone Oak Ranch and Coombs no changes at this time. Jones building has one interested party and waiting on financing no changes at this time. Educare has moved out of the Jones building and some improvements have been made.
- d. **Annual Corporate Compliance Report:** Linda Bell, General Counsel presented information on the Center's corporate compliance plan and the FY17 Annual Compliance Report. In summary there were a total of 16 trainings inclusive of 291 staff. The Center's Compliance Officer received 25 compliance concerns impacting 418 individuals in service. All incidents were related to confidentiality/HIPAA violations and included unencrypted emails, incorrect fax numbers/mailing addresses and client information stolen from staff vehicles. The majority of incidents effected seven (7) individuals or less with 75% of these events impacting only one (1) individual. The 2 vehicle thefts accounted for 80% of the total breaches during FY2017 with one impacting 298 individuals and the other 38 individuals.

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 December 13, 2017 board meeting minutes.**

On motion by Jaime Castro, seconded by Mary Lou Flynn-Dupart, the board voted the approval of the December 13, 2017 board meeting minutes. The motion carried with all members voting in favor.

b. **Review and approval of December 2017 check registers.**

On motion by Jaime Castro, seconded by Mary Lou Flynn-Dupart, the board voted the approval of the December 2017 check registers. The motion carried with all members voting in favor.

9. Action Items:

All Action items terminate at the end of FY 2018 unless indicated otherwise

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- a. **Consider the approval of Jamie Smith as the new HUD Permanent Housing Liaison. The liaison will be responsible for reporting issues to homelessness in Galveston and Brazoria Counties.**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of Jamie Smith as the new HUD Permanent Housing Liaison. The liaison will be responsible for reporting issues to homelessness in Galveston and Brazoria Counties. The motion carried with all members voting in favor.

- b. **Consider the approval of the update revision to the Center's Bank Account listing and recommended bank account signature adding the Asset Coordinator to the Facility Management account.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the updated revision to the Center's Bank Account listing and recommended bank account signature adding the Asset Coordinator, to the Facility Management account. The motion carried with all members voting in favor.

- c. **Consider the RESOLUTION by the Board of Trustees of Gulf Coast Center AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SUBMIT APPLICATIONS FOR THE TEXAS DEPARTMENT OF TRANSPORTATION 2018 COORDINATED CALL FOR PROJECTS.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the Resolution by the Board of Trustees of Gulf Coast Center authorizing the Chief Executive Officer to submit applications for the Texas Department of Transportation 2018 coordinated call for projects. The motion carried with all members voting in favor.

- d. **Consider the approval of the RESOLUTION BY THE BOARD OF TRUSTEES OF THE GULF COAST CENTER AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO TAKE ACTION TO ENSURE THE LEAGUE CITY PARK AND RIDE OPERATIONS ARE TRANSFERRED FROM THE CITY OF GALVESTON ISLAND TRANSIT TO GULF COAST CENTER CONNECT TRANSIT.**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the RESOLUTION by the Board of Trustees of the Gulf Coast Center authorizing the Chief Executive Officer to take action to ensure the League City Park and Ride operations are transferred from The City of Galveston Island Transit to Gulf Coast Center Connect Transit. The motion carried with all members voting in favor.

- e. **Consider the approval of the FY18 Agreement with Chris Cahill d/b/a The Cahill Law Firm for legal representation and consultation services to the Center and its Board of Trustees. Term: January 1, 2018 to August 31, 2018. Fy18 Annual Flat Rate \$7,500.00.**

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the FY18 Agreement with Chris Cahill d/b/a The Cahill Law Firm for legal representation and consultation services to the Center and its Board of Trustees. The motion carried with all members voting in favor.

- f. **Consider the approval of the Interlocal Agreement with University of Texas Medical Branch at Galveston for short term maintenance of the park and ride vehicles as of March 1, 2018, for a period not to exceed one-hundred and eighty (180) days.**

On motion by Caroline Rickaway, seconded by Vivian Renfrow, the board voted the approval of the Interlocal Agreement with University of Texas Medical Branch at Galveston for short term maintenance of the park and ride vehicles as of March 1, 2018, for a period not to exceed one-hundred and eighty (180) days. The motion carried with all members voting in favor. Mary Lou Flynn-Dupart abstained from the vote.

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 for which there have been revisions since approval. The items may be listed for update purposes or final action by the Board.

- a. **Consider ratification of the lease extension with Educare Community Living Corporation-Gulf for an additional 3 months at the current lease rate of \$6,593.33 per month. Term: September 1, 2017 to November 30, 2017.**

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman, the board voted the approval of the ratification of the lease extension with Educare Community Living Corporation-Gulf for an additional 3 months at the current lease rate of \$6,593.33 per month. The motion carried with all members voting in favor

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

Date	Event	Time	Location
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: None

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: None

14. Adjourn

There being no further business to bring before the Board of Trustees the meeting was adjourned at 7:24 p.m.

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Respectfully,

Cathy Claunch-Scott

Secretary to the Board of Trustees

Approved as to Content and Form,

Jamie Travis

Board Chair

DRUG AND ALCOHOL POLICY ADDENDUM

EFFECTIVE: JANUARY 1, 2018

The United States Department of Transportation (USDOT) – Office of Drug and Alcohol Policy and Compliance (ODAPC) has issued an update to USDOT’s drug and alcohol testing regulation (49 CFR Part 40). The new regulation has been revised and the changes (summarized below) will become effective on January 1, 2018. Therefore, the Gulf Coast Center – Connect Transit drug and alcohol testing policy is amended as follows:

1. CHANGES TO THE DRUG TESTING PANEL

- a. Four new opioids added to the drug testing panel –
 - i. The USDOT drug test remains a “5-panel” drug test; however, the list of opioids for which are tested will expand from three to seven opioids.
 - ii. The “opioid” category will continue to test for codeine, morphine, and heroin; however, the “opioid” testing panel will now be expanded to include four (4) new semi-synthetic opioids:
 1. (1) Hydrocodone, (2) Hydromorphone, (3) Oxycodone, and (4) Oxymorphone.
 2. Common brand names for these semi-synthetic opioids include, but may not be limited to: OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.
- b. ‘MDA’ will be tested as an initial test analyte
- c. ‘MDEA’ will no longer be tested for under the “amphetamines” category.

2. BLIND SPECIMEN TESTING

- a. The USDOT no longer requires blind specimens to be submitted to laboratories.

3. ADDITIONS TO THE LIST OF “FATAL FLAWS”

- a. The following three circumstances have been added to the list of “fatal flaws”:
 - i. No CCF received by the laboratory with the urine specimen.
 - ii. In cases where a specimen has been collected, there was no specimen submitted with the CCF to the laboratory.
 - iii. Two separate collections are performed using one CCF.

4. MRO VERIFICATION OF PRESCRIPTIONS

- a. When a tested employee is taking a prescribed medication, after verifying the prescription and immediately notifying the employer of a verified negative result, the MRO must then (after notifying the employee) wait five (5) business days to be contacted by the employee's prescribing physician before notifying the employer of a medical qualification issue or significant safety risk.
 - i. Specifically, in cases where an MRO verifies a prescription is consistent with the Controlled Substances Act, but that the MRO has still made a determination that the prescription may disqualify the employee under other USDOT medical qualification requirements, or that the prescription poses a significant safety-risk, the MRO must advise the employee that they will have five (5) business days from the date the MRO reports the verified negative result to the employer for the employee to have their prescribing physician contact the MRO. The prescribing physician will need to contact the MRO to assist the MRO in determining if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. If in the MRO's reasonable medical judgment, a medical qualification issue or a significant safety risk still remains after the MRO communicates with the employee's prescribing physician, or after five (5) business days, whichever is shorter, the MRO must communicate this issue to the employer consistent with 49 CFR Part 40.327.

5. DEFINITIONS


- a. The term "***DOT, the Department, DOT Agency***"
 - i. Modified to encompass all DOT agencies, including, but not limited to, FAA, FRA, FMCSA, FTA, PHMSA, NHTSA, Office of the Secretary (OST), and any designee of a DOT agency.
 - ii. For the purposes of testing under 49 CFR Part 40, the USCG (in the Department of Homeland Security) is considered to be a DOT agency for drug testing purposes.
- b. The term "***Opiate***" is replaced with the term "***Opioid***" in all points of reference.

- c. The definition of "**Alcohol Screening Device** (ASD)" is modified to include reference to the list of approved devices as listed on ODAPC's website.
- d. The definition of "**Evidential Breath Testing Device** (EBT)" is modified to include reference to the list of approved devices as listed on ODAPC's website.
- e. The definition of "**Substance Abuse Professional** (SAP)" will be modified to include reference to ODAPC's website. The fully revised definition includes:
 - i. A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

NOTE: The revisions listed in this addendum include only those revisions to 49 CFR Part 40 which may be referenced in our drug & alcohol testing policy. A list of all the revisions made to 49 CFR Part 40 can be found at <https://www.transportation.gov/odapc>.

Addendum Authorization Date: January 1, 2018

Authorized Official (Printed Name): Melissa Tucker, Chief Executive Officer

Signature:  (CEO), CEO

Recovery Policy and Procedure Revisions

pg 5: under Program Description, Ambulatory Detoxification Services was removed.

pg 6: under Program Description HEI/HEI services, change of wording from substance use/dependence to substance use disorder was updated.

pg 3 under Program Description, OSAR, change of wording from substance use/dependence to substance use disorder was updated.

pg 7: under waiting list eligibility, under section iii removed the paragraph regarding "Federal and Adult Probation will be placed immediately into services"; added mention of peer recovery services (interim services).

pg 10: under section Walk In, section c: removed mention of client referrals from probation of 2054.

page 7 under Walk In, revised and updated the times of Walk In Clinic to reflect current hours (8am-11am).

page 8, under Proof of Residency Form, section ii changed Driver's License to "Texas Driver's license and /or ID".

page 14: under Reporting Compliance, changed US mail location from League City to updated Mall of the Mainland address.

on page 17: under Program Personnel, changed wording of Program Manager and Director.