



NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of March will be held on Wednesday, **March 28, 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: March Board of Trustees File

123 ROSENBERG, SUITE 6
GALVESTON, TEXAS 77550

409.763.2373
FAX 409.763-5538

www.GulfCoastCenter.org

Our mission is to provide accessible, efficient and quality services to support the independent and health living of those we serve.

THE GULF COAST CENTER
Regular Board of Trustees Meeting
Brazoria County Community Service Center
101 Tigner, Angleton, TX
Wednesday, March 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**
 - Youth Juvenile Justice & Prevention Services.....Cathy Brown
 - Adolescents in Recovery.....Monica Mehalshick
- 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. 1115 Waiver Status Report
 - b. Mid-Year Center Review
 - c. Communication Development Efforts
 - d. Hurricane Harvey Disaster Response Update
- 6. Operations Report**
 - a. Community Mental Health Hospital/Continuity of Care Services – Sarah Holt
 - b. Planning & Development of Centralizes Scheduling – Jerry Freshour
 - c. IDD Provider Services-Facility Changes – Jerry Freshour
 - d. Youth Behavioral Health Services-Satellite Project Completion – Jerry Freshour
 - e. Quarterly Board Report – FY18 Quarters 1 & 2 – Jerry Freshour
- 7. Budget, Finance and Admin Reports** Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary (**Pg. 1-3**)
 - b. Vehicle Replacement Schedule Update

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

c. 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 February 28, 2018 board meeting minutes. **(Pg. 4-9)**
- b. Review and approval of February 2018 check register.

9. Action Items.....Linda Bell, JD
All Action items terminate at the end of FY2018 unless indicated otherwise

- a. To demonstrate staff appreciation, consider approval of a Mental Wellness Day permitting 8 hours of time off to be taken by employees and approved by supervisors between April 1, 2018 and August 31, 2018.
- b. Consider approval of Centers revised Payment of Leave Balance policy effective March 1, 2018. **(Pg. 10)**
- c. Consider approval of a Gulf Coast Center Board Resolution approving the Connect Transit program of projects for federal transit administration (FTA) section 5307 funding for the FY2017 operating period.
Description: Federal, state, and regional procedures require that Gulf Coast Center create a Program of Projects which delineates intended utilization of federal formula transit funding. Connect Transit Fy17 Urbanized Area Program of Projects for Texas City/LaMarque is \$1,418,392; Lake Jackson/Angleton is \$1,076,665 utilizing the federal funding formula.
- d. Consider approval of a Gulf Coast Center Board Resolution approving the Goodman Corporation work order #12 for a Clute mobility strategy.
Description: The City of Clute is committing \$40,000 and Gulf Coast Center is committing \$120,000 in FY2018 of local resources to complete the Clute Mobility Strategy.
- e. Consider approval of the Interlocal Agreement with the **City of Clute** to create a plan to identify and implement an infrastructure strategy tied to economic development to enhance transit and pedestrian access, to spur downtown development, create connections to activities and schools, provide bikeway access, and create roadway related mobility improvements: Term: 12 months
- f. Consider approval of the Interlocal Agreement with the **City of Angleton** to partner together to utilize previously programmed FTA Section 5307 resources to implement sidewalks, ADA ramps, and transit shelters which are supportive of fixed route ridership.

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

Term: 12 months. Approximate Total Coast is \$250,000 (City of Angleton is \$50,000 (20% match); Gulf Coast Center is \$200,000).

- g. Consider approval of a Gulf Coast Center Board Resolution approving the Goodman Corporation work order #13 for sidewalk, ramp, and transit shelter implementation in City of Angleton in the amount of \$67,500.
- h. Consider the approval of the Interlocal Agreement with the **City of Angleton** to pursue discretionary federal and state mobility funding (funding through the Houston-Galveston Area Council's (H-GAC) Transportation Improvement Program (TIP) for the implementation of previously identified sidewalks, ADA ramps, and transit shelters which are supportive of fixed route ridership. Approximate Total cost is \$1,580,568 (City of Angleton is \$716,114 (20% match); Gulf Coast Center is \$2,864,454).
- i. Consider approval of Gulf Coast Center Board Resolution agreeing to accept the transfer of federally funded assets from the City of Galveston, and to pay compensation for the remaining local share interest in the transit assets.
Description: Connect Transit will begin operation of the League City Park and Ride May 1, 2018. There are 5 Gillig vehicles, which have been used to support the provision of Park and Ride service between Galveston and League City which have approximately 50% of their useful life remaining. Equitable interest in the Gillig transit vehicles will not exceed \$100,000.
- j. Consider ratification of the renewal agreement with **The Harris Center** for Mental Health and IDD for the purpose of providing crisis intervention helpline services to consumer callers and the Brazoria and Galveston County communities. Term: March 1, 2018 to February 28, 2019 Cost: \$6,720.00/month for a call volume between 501 to 750 calls per month.
- k. Consider approval of the new Letter of Authorization and NonDisclosure Agreement with **The SpyGlass Group, LLC** for the purpose of performing telecom management billing analysis.
- l. Consider approval of the following 2 local plans:
 - 2018 Consolidated Local Service Plan – completed every 2 years this plan communicates the Center's service priorities and plans to our stakeholders. It describes an array of local services and how the local service delivery system will respond to crisis situations and divert individuals from the criminal justice system and emergency rooms. encompasses the service planning requirements for the Center. The CLSP has three sections: Local Services and Needs, the Psychiatric Emergency Plan, and Plans and Priorities for System Development.
 - 2018 Provider Network Development Plan – completed every 2 years to determine if there are any providers interested in providing full level of care services in our area. The plan only addresses services for the non-Medicaid population.

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
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 §551.072 of the Texas Government Code for deliberations related to real property.

- a. Consider approval of the sale of the property located at 204 W. Coombs, Alvin, Texas.

13. Reconvene to Open Session

14. Consider and take actions as a result of executive session

15. Adjourn

The Gulf Coast Center Fiscal Year 2018 Board Operational Budget Schedule										FY2018 YTD Actual YTD %s/b 50%	
EXPENSES - OPERATING											
FY2018 Annual Budget Preliminary	FY2018 Sep-17	FY2018 Oct-17	FY2018 Nov-17	FY2018 Dec-17	FY2018 Jan-18	FY2018 Feb-18					
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					6,478,299.23 43%
5,601,972	395,163.73	415,856.29	433,444.12	435,802.06	432,801.82	452,801.82					2,538,953.49 45%
232,417	14,180.35	14,141.11	10,840.68	13,989.53	14,565.73	12,983.00					80,700.40 35%
542,286	15,704.81	32,759.24	24,866.36	14,213.05	24,168.43	19,101.22					130,813.11 24%
245,386	18,562.16	19,500.00	23,314.89	21,469.42	23,700.22	28,282.70					134,829.39 55%
552,874	28,594.69	36,788.78	45,164.28	190,986.34	21,695.30	32,080.01					355,309.40 64%
1,244,595	92,978.31	118,958.71	88,264.02	104,495.65	102,406.64	132,232.94					639,336.27 51%
2,292,345	152,008.57	167,439.73	169,979.11	162,467.24	195,095.64	164,318.18					1,011,308.47 44%
537,157	56,709.72	32,016.09	32,364.80	31,446.03	31,920.32	27,221.11					211,678.07 39%
10,560,642	672,189.07	743,106.80	719,566.06	753,409.97	825,478.00	661,157.80					4,374,907.70 41%
\$ 36,814,843	\$ 2,454,091.75	\$ 2,677,277.45	\$ 2,660,577.02	\$ 2,834,756.49	\$ 2,708,435.42	\$ 2,620,997.40					\$ 15,956,135.53 43%
TOTAL EXPENSE											
REVENUES - OPERATING											
Local Funds											
County Funds	1,146,995	92,362.28	93,507.02	97,356.68	94,432.49	93,452.52					564,884.74 49%
Patient Fees Insurance/Reimbursement	871,625	64,999.24	60,718.79	84,354.00	130,911.59	40,167.96					424,382.33 49%
Miscellaneous Local Income	1,767,561	72,184.44	79,110.64	86,319.56	113,201.92	67,694.26					477,431.44 27%
Earned/Grant Income	3,786,181	229,545.96	233,336.45	268,030.24	338,546.00	201,314.74					1,466,698.51
HUD - Transitional/Permanent Housing	677,234	50,000.00	77,430.20	65,201.25	(14,273.42)	39,015.81					249,265.13 37%
Recovery - Fee for Services / Grants	4,350,299	250,450.00	228,448.63	200,132.81	235,965.25	270,145.03					1,433,925.16 33%
Title XIX - Medicaid	3,930,516	145,144.35	193,795.54	172,076.59	203,333.31	178,107.96					1,102,468.15 28%
Transportation - Medicaid/State	4,214,864	225,700.00	297,521.94	269,400.31	435,095.44	407,348.96					1,999,804.11 47%
Medicaid 1115 Waiver/Misc Federal	3,537,756	294,812.92	308,560.75	317,812.92	324,812.92	303,776.09					1,882,029.42 53%
Other State/Federal Funds/MAC	1,240,300	70,273.83	77,416.42	87,385.65	68,841.03	66,005.65					443,268.16 36%
Performance Contract DSHS & DADS	17,950,968	1,036,381.10	1,183,173.48	1,112,009.53	1,253,774.53	1,292,877.23					7,110,760.13
General Revenue - MH (Adult & Child & Vets) - 10%	6,609,440	532,079.74	531,079.74	531,079.74	544,367.31	511,084.82					3,193,097.99 48%
General Revenue - Regional Hospital	4,058,304	340,187.17	340,187.17	340,187.17	340,187.27	342,945.44					2,041,139.66 50%
General Revenue - NGM (Adult & Child)	-	-	-	-	-	-					#DIV/0!
General Revenue - Crisis Services - 10%	1,124,716	104,039.24	104,039.24	104,039.24	104,039.32	106,325.27					626,201.91 56%
General Revenue/Permanency Plan - IDD	2,223,852	170,390.04	178,317.87	188,789.97	185,046.91	169,818.92					1,062,460.61 48%
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					497,691.49 47%
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					7,420,591.66
SUBTOTAL OPERATING (Rev-Exp)	\$ 36,814,842	\$ 2,495,571.83	\$ 2,653,082.53	\$ 2,627,084.47	\$ 2,848,909.92	\$ 2,734,136.82					\$ 15,998,050.30 43%
\$ (1)	\$ 41,480.08	\$ (24,194.92)	\$ (33,492.55)	\$ 14,153.43	\$ 25,701.40	\$ 18,267.33					\$ 41,914.77
FUND BALANCE EXPENDITURES (NOT Inc. above)											
Flexible Spending	-	100.00	2,600.00	300.00	226.01	1,700.00					5,274.86
Flexible Spending - MH Adult	-	2,850.00	1,510.00	480.00	1,240.00	450.12					7,285.09
Flexible Spending - IDD Services	-	-	-	-	-	-					-
All Center Staff Recognition	-	5,910.00	5,571.00	7,857.50	4,914.00	2,709.50					32,942.50
IDD Services - Community Support	-	-	-	-	-	-					-
Connect Transit	-	-	-	-	-	-					-
Connect Transit - Brazoria County	-	-	-	-	-	-					-
Asset Management - Special Facility Projects	-	-	-	-	-	-					-
Capital Projects - MIS Services	-	-	-	-	-	-					-
Capital Projects - Major Facility/Equipment	-	-	-	-	-	-					-
SUBTOTAL FUND BALANCE EXPENSE	\$ -	\$ 8,860.00	\$ 9,681.00	\$ 8,637.50	\$ 6,380.01	\$ 4,859.62					\$ 45,502.45
VARIANCE (REV-EXP) - w/o Self Funded Health Plan	\$ -	\$ 32,620.08	\$ (33,875.92)	\$ (42,130.05)	\$ 7,773.42	\$ 20,841.78					\$ (3,587.68)
SELF FUNDED HEALTH INSURANCE PLAN (NOT Inc. above)											
Health Insurance Fund Expenses (Claims & Admin)	-	151,407.61	214,090.46	254,517.59	350,858.52	236,517.53					1,361,855.89
Health Insurance Funding	-	238,505.23	247,721.42	251,052.02	243,446.09	237,172.73					1,457,086.21
SUBTOTAL HEALTH INSURANCE PLAN	\$ -	\$ 87,097.62	\$ 33,630.96	\$ (3,465.57)	\$ (107,412.43)	\$ 655.20					\$ 95,230.32
OVERALL FINANCIAL VARIANCE (REV-EXP) - w/Self Funded Health	\$ 119,717.70	\$ (244.96)	\$ (45,595.62)	\$ (99,639.01)	\$ 21,496.98	\$ 95,907.55					\$ 91,642.64

The Gulf Coast Center
FY2018 Monthly Board Financial Review

Unaudited as of 12/31/2017

Fiscal Year 2018 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/17 (Audited)..... \$ (2,228,955)

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

Expenditures	Operational	15,956,136		
	Non-Operational	-		
	Fund Balance	45,502	16,001,638	
Revenues	Operational	15,998,050		
	Non-Operational	-	15,998,050	\$ (3,588)

Total General Fund Balance Year-to-Date (Unaudited)..... \$ (2,225,367)

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		32,942.50		
			(19,492)	
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		12,559.95		
			(1,973)	
			(721,160)	

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

\$ (2,225,367)

Unrestricted Use General Fund Balance (Unaudited)

\$ (1,504,208)

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The Gulf Coast Center

FY2018 Monthly Fund Balance Report

Unaudited as of 12/31/2017

Fiscal Year 2018 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/17 (Unaudited)..... \$ (2,228,955)

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	2,620,997						
<i>Non-Operational Expenses:</i>												
<i>Fund Balance Expenses:</i>	8,860	9,681	8,638	6,380	4,860	7,084						
<i>Total Expenses:</i>	2,462,952	2,686,958	2,669,215	2,841,137	2,713,295	2,628,082	-	-	-	-	-	-
<i>Operational Revenues:</i>	2,495,572	2,653,083	2,627,084	2,848,910	2,734,137	2,639,265						
<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	-	-	-	-	-	-
<i>Net increase/decrease to Fund Balance</i>	32,620	(33,876)	(42,130)	7,773	20,842	11,183	-	-	-	-	-	-
<i>Total General Fund Balance:</i>	(2,261,575)	(2,295,451)	(2,337,581)	(2,329,808)	(2,308,966)	(2,297,783)	(2,297,783)	(2,297,783)	(2,297,783)	(2,297,783)	(2,297,783)	(2,297,783)
<i>Avg. Cost per day:</i>	81,803	86,364	88,686	91,444	87,369	93,607	-	-	-	-	-	-
DAYS OF OPERATION	28	27	26	25	26	25	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

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."

Minutes

- 1) **Call To Order**– Jamie Travis, Board Chair of the Board of Trustees, convened the regular meeting on Wednesday, February 28, 2018 at 6:16 p.m. at the Mall of the Mainland-Administration Office located at 10000 E.F. Lowry Expressway, Suite 1220, Texas City, Texas.

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

The following Board Members were absent: Caroline Rickaway, Excused

Also present were: Melissa Tucker, CEO – Gulf Coast Center, Chris Cahill - The Cahill Law Firm, Diane Terrell – Davis, Kinard & Company PC and other Center staff.

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

- 3) **Program Report**:

Diane Terrell, CPA– Davis Kinard & Company PC presented the Center's FY14 Financial and Compliance Audit. Ms. Terrell presented the various report schedules; noted that they were presenting an unqualified opinion; and stated that once again there were no State or Federal findings or management letter comments. Ms. Terrell commended the Center's financial staff for their assistance during the audit, as well as their work. As in previous years, in the next month or so, Ms. Terrell will send over comparative audit data using the eleven community centers' information from their firm's audits for review by the Board and staff's members.

- 4) **Board Member Reports**:

- a. Texas Council of Community Centers: Jamie Travis, Board Chair introduced the new board member for Galveston County – Rick Price. Rick Price is Executive Vice President Chief Retail Banking Officer for Moody National Bank.
- b. Texas Council Risk Management Fund: Mary Lou Flynn-Dupart, Texas Council Risk Management Fund Board Chair gave a brief update on the Texas Council Risk Management Fund board update for February 2018.

- 5) **CEO Report**: Melissa Tucker, CEO

- a. Center Reorganization and Transition Update: Specific to operationalizing revenue Cycle Management (RCM) Melissa Tucker, CEO, reported that two key management positions were added to provide more on-site and content specific support to RCM

positions in the clinics. Specific to implementation of the new Electronic Healthcare Record (EHR), Melissa Tucker, CEO, reported an upward trend in productivity and revenue collection. With regard to the work plans that were completed for clinical service areas and added to the master work plan provided to the board during the Annual Retreat, the process to develop a two-year strategic plan will now begin.

- b. 1115 Waiver Status Report: Melissa Tucker, CEO, reported the Plan Update is due to UTMB by COB of March 9th: UTMB will review and submit to HHSC by COB of April 30th. This document delineates the Center's proposal for its System Definition and selected Measures and Core Activities, which are aligned with the CCBHC model of care. Reporting for two metrics, granted an extension due to the hurricane had been completed in January and will be paid in March. Three audits have been submitted, and the outcome is pending.
- c. Communication, Legislative & Community Development Efforts: Melissa Tucker, CEO, reported the Center was awarded the SB292 grant to expand the ACT Team with a criminal justice position serving ten adults referred by Galveston County Jail and who meet ACT criteria and are high utilizes of the jail. This is a joint effort with Galveston County which will provide the funding match. IN addition, Melissa reported on attendance of the Communities Joined in Action to present on the Center's 1115 related collaboration with UTMB and the Galveston County Health District's. Staff will continue to attend Emergency Department discussions with local hospitals and, law enforcement as well as continue representation in disaster response collaborative groups for both counties.
- d. Hurricane Harvey Update: Melissa Tucker, CEO, reported that the Immediate Service Program grant operated from August 25th through January 31st and the second phase started (Regular Service Program) started February 1st with the focus continuing on individual, family and group encounters. Services setting have shifted to include more contacts directly in the community with venues like laundry mats and libraries. Melissa referenced the Interlocal agreement on the agenda tonight in collaboration with Clear Creek ISD for the provision of disaster related services on select campuses. In addition, the Center hired four additional Crisis Counselor positions to manage the increases capacity evident in both counties.

6. Operations Report:

- a. IDD Services: Jerry Freshour, COO, reported that the last day for facility respite at the Lone Oak Ranch was February 16th. The families have been signing up for the respite voucher program and the staff reports that the families seem excited for the change.
- b. Adult Mental Health: Jerry Freshour, COO, reported the Center has gone live with the revenue cycle management processes and integrated flow of services for the Texas City Adult service site with the Southern Brazoria site going live on March 1st. The revenue cycle management and integration planning to bring the Northern Brazoria and Galveston Island clinics online will be in March.

- c. Recovery Services: Sarah Holt, Chief Nursing Officer, gave a brief update on the progress of the COPSD services that will begin in Brazoria County in March with Dr. Harvey seeing customers by Telehealth.
- d. Youth Behavioral Health Services: Jerry Freshour, COO, reported, on a pilot plan to operate the Angleton Children's clinic as a satellite clinic only on clinic and screening days. The Texas City and Angleton Children's clinics have been successfully operating under one program manager. These pilots are resulting in greater efficiencies and consistent management of the clinics.
- e. Medical Services: NONE
- f. Crisis & Forensic Services: NONE
- g. Information Services: None
- h. Connect: Sean Middleton gave a brief update on Connect.
- i. Quarterly Board Report-FY18 Quarter 1: NONE

7. Budget, Finance and Admin Reports:

- a. Financial & Operational Monthly Report & YTD Summary: Rick Elizondo, CFO, reported for the month of January the Center's preliminary year-to-date operational expenses totaled \$13,373,556.25 and operational revenue totaled \$13,358,785.57; for an operational deficit of \$14,770.79.
- b. Sale of Property Update: Rick Elizondo, CFO, reported no status changes for Transitional Houses, Coombs Building and Jones Building. There were three offers for the Lone Oak Ranch but no status change at this time.

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 January 24, 2018 board meeting minutes.

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the January 24, 2018 board meeting minutes. The motion carried with all members voting in favor.

b. Review and approval of January 2018 check register:

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the January 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 acceptance of the FY2017 Financial and Compliance Audit.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the acceptance of the FY2017 Financial and Compliance Audit. The motion carried with all members voting in favor.

- 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.**

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman, the board voted the approval of the 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. The motion carried with all members voting in favor.

- 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.**

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

- 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."**

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman, the board voted the approval of the 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". The motion carried with all members voting in favor.

- e. **Consider the approval of the revisions to the Center's Recovery Program Policy and Procedures which was previously approved February 22, 2017.**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the revisions to the Center's Recovery Program Policy and Procedures which was previously approved February 22, 2017. Following discussion the motion carried with all members voting in favor.

- 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).**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted 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). The motion carried with all members voting in favor.

- 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.**

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman, the board voted 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. The motion carried with all members voting in favor.

- 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 a \$600 H-GAC processing charge per purchase order.**

On motion by Mary Lou Flynn-Dupart, seconded by Stephen Holmes, the board voted 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 G-GAC Buy Cooperative purchasing program with a \$600 H-GAC processing charge per purchase order. The motion carried with all members voting in favor.

- 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.**

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

- 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; CAN \$22/hr.**

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the new Client Services Agreement with BrightStar of Friendswood (PCDG Enterprises, LLC) for licensed professionals on an as needed basis. The motion carried with all members voting in favor.

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k. Consider the approval of the new Family Agreement Contracts for the IDD voucher respite program. Term: 1 year

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the new Family Agreement Contracts for the IDD voucher respite program. Term: 1 year. 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
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: 7:15

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: 7:40

14. Action Regarding Executive Session: None

15. Adjourn:

There being no further business to bring before the Board of Trustees the meeting was adjourned at 7:41 p.m.

Respectfully,

Approved as to Content and Form,

Cathy Claunch-Scott

Secretary to the Board of Trustees

Jamie Travis

Board Chair

F. Payment of Leave Balance

Eligible employee must have met the 60-day waiting period in order to receive any type of PL payout upon separation from the Gulf Coast Center. Personal leave accrual is halted during the use of any unpaid leave to include leave without pay, Family and Medical Leave, Worker's Compensation Leave, Short and Long Term Disability Leave, and Sabbatical Leave. Its accumulation is resumed upon return to active duty.

- Eligible employee who voluntarily resign from the Gulf Coast Center by providing at least two full weeks advance written notice AND who work his/her full resignation period as scheduled, returns all Center property, and completes all necessary work will be paid for any remaining PL balance. (Exception will be given to FMLA-approved absences).
- Exception to resignation notification requirements may be granted due to a family emergency, personal illness, and/or other extenuating circumstances-as determined by the CEO and CHRO. A written request and documentation to support the circumstance will be required. If approved, the employee will receive the payout for any remaining PL balance.
- Employees who resign without giving at least two full weeks advance written notice will not receive payment of accrued PL.
- Employees who are involuntarily separated from the Gulf Coast Center for cause such as misconduct, compliance investigation, discrimination investigation, fraud or other cause related incidents will not receive payment of accrued PL.
- Employees who are involuntarily separated from the Gulf Coast Center due to reorganization, reduction in force, neutral termination or involuntarily termination not related to cause (as aforementioned above) will receive payment of accrued PL.
- Any payment made under this procedure will be subject to deductions for any amounts due or owed, pursuant to legal requirements and to any wage deduction authorization agreements signed by the employee.