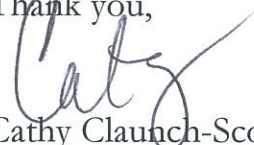


NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of May will be held on Wednesday, **May 24, 2017** 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: May Board of Trustees File

THE GULF COAST CENTER
 Regular Board of Trustees Meeting
 Brazoria Community Service Center
 101 Tigner, Angleton, TX 77515
 Wednesday, May 24, 2017
 6:15 pm



"Better community healthcare promoting healthy living."

- 1. Call To Order**.....Jamie Travis, Board Chair
- 2. Citizens' Comments**
- 3. Program Report**
 Integrated Healthcare (IHC).....Terry Wilsey, RN
- 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
 - c. Facility Review Ad-Hoc Committee.....Jamie Travis, Board Chair
- 5. CEO Report** Melissa Tucker, CEO
 - a. Revenue Cycle Management Reorganization and Transition Update
 - b. 1115 Waiver Status Report
 - c. Communication, Legislative & Community Development Efforts
- 6. Operations Report**.....
 - a. IDD Services.....Jamie White
 - b. Adult Mental Health.....Sarah Holt
 - c. Recovery Services.....Monica Mehalshick
 - d. Youth Behavioral Health Services.....Amy McMahon
 - e. MIS.....Pam Melgares
 - f. Connect.....Rick Elizondo
- 7. Budget, Finance and Admin Reports**
 - a. Financial Board Monthly & YTD Summary.....Rick Elizondo
 - b. Financial & Operational Highlight – Managed Care.....Rick Elizondo

8. Consent Agenda.....Linda Bell, RN 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 April 19, 2017 board meeting minutes. **(Pg. 1-7)**
- b. Review and approval of April 2017 check register.

9. Action Items.....Linda Bell, RN JD

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

- a. Consider the approval of FY2017 Authorization for the Chief Financial Officer to obtain a line of credit with a local financial institution.
- b. Consider the approval of the FY2018 Mental Health First Aid (MHFA) contract #2017-049433-001A amount not to exceed \$7,500.00.
- c. Consider the approval of the FY2018 YES Waiver Pre-Engagement Services contract #2017-049612-001A amount not to exceed \$2,000.00.
- d. Consider the approval of the revised Salary Computation policy. **(Pg. 8-9)**
- e. Consider appointing a Board and Staff Ad-hoc committee to review employee benefits and related RFP submissions for self-funded, partially self-funded and insured plans.
- f. Approval of the Gulf Coast Center FY2017 budget amendments #1-4.
- g. To demonstrate staff appreciation, consider approval of a Mental Wellness Day permitting 8 hours of time off to be taken by employees as approved by supervisors between June 1, 2017 and August 31, 2017, instead of the annual Spring Fling celebration.
- h. Consider approval of the Brazoria County Jail Forensic Services policy. This policy is intended to outline policy and procedures for Gulf Coast Center (GCC) forensic services staff in the Brazoria County jail. This policy is applicable to all Gulf Coast Center forensic staff including the Mental Health Liaison, Mental Health Case Manager, Mental Health Intake Specialists and any other GCC staff performing services in the jail.
- i. Consider the approval to allow the Chief Executive Officer or Chief Financial Officer to initiate the closure of the Regional Resources General Operating account at Moody National Bank.
- j. Consider approval of the Resolution for Work Order #6 with the Goodman Corporation which authorizes the Center Chief Executive Officer to execute the purchase of 2 type 3 Transit Vehicle for Connect Transit in the total amount of \$152,000.00 (as awarded by Tiger VII grant program).

- k. Consider authorization and designation of the Center's Chief Executive Officer or Chief Financial Officer to hire a local licensed realtor to list and sell the following identified Center properties:
- Lone Oak Ranch, 7000 Ave B, Santa Fe, TX 77510, City of Santa Fe, County of Galveston, Texas
 - Coombs building, 204 W. Coombs, Alvin, TX 77511, City of Alvin, County of Brazoria, Texas
 - Jones building (PAF), 4650 Dixie Farm Road, Pearland, TX 77581, City of Pearland, County of Brazoria, Texas
- l. Consider ratification of the MOU with **King Consulting** to pursue an organized effort to secure new grants/gifts, renew current grants/gifts, and to create an ever-widening base of support for sustainability, growth and improvement of the Center and its services and programs. This MOU supports 3 proposals submitted or to be submitted on behalf of the Center to include Bromberg Trust, the Episcopal Health Foundation and Valero: Reimbursement total: \$500.00 per completed proposal.
- m. Consider approval of the two new agreements listed below for the provision of respite, community support, Community First Choice Transportation, and/or Independent Living Skills (ILS) for nursing facilities services to individuals with intellectual and developmental disabilities.

Provider:	County of Service:	Term:
Katherine Walker	Brazoria	04/124/2017-08/31/2017
Megan Turner	Galveston	04/14/2017-08/31/2017

Reimbursement Rate for respite: Standard base level = \$10/hr; Medical/Behavioral need = \$15/hr.

Reimbursement Rate for Community Support: Standard base level = \$13/hr

Reimbursement for Transportation:

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

Description: The Non-Traditional Providers (NTP) is part of the Open Enrollment Network for IDD Services. NTP is made up of individual family members, friends, neighbors and others who provide respite and/or community support services (this is new to the agreement) for families or consumers.

- n. Consider the approval of the agreement with **Dahill** for a four year lease of Xerox multi-functional printers (MFPs) at Center facilities from November 1, 2017 through October 31, 2021 through the best value state set-aside cooperative purchasing program with Choice Partners (HCDE) with monthly lease payments of \$5,403.17 (Total 48 month contract: \$259,352.16). The new MFPs will be installed (and existing MFPs returned)

the first week of August 2017 (month 46 to 48 of the current contract with Dahill) to coincide with the multiple program moves between facilities including the start of the mall lease and the final three monthly lease payments of the current contracts (\$5m843.20/month) will be paid. Decrease from Current Contract: \$41,752.75.

10. Pending or Revised Action Items.....Linda Bell, RN 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
June 28-30, 2017	Texas Council Conference		Moody Gardens, Galveston
July 19, 2017	Board Meeting	6:15 pm	Texas City
August 23, 2017	Board Meeting	6:15 pm	Angleton
August 16-19	Texas Council		Austin

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

Regular Board of Trustees Meeting
Mainland Community Service Center
7510 FM 1765, Texas City, TX 77591
Wednesday, April 19, 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, April 19, 2017 at 6:21 p.m. at the Mainland Community Service Center located at 7510 FM1765, Texas City, Texas.

The following Board Members were present: Trey Picard, Linda Coleman, Vivian Renfrow, Stephen Holmes, Jaime Castro, George Grimes and Caroline Rickaway

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

Also present were: Melissa Tucker, CEO – Gulf Coast Center, Chris Cahill – Mills, Shirley Luke Ricards and Amy Varhely –Ingenuity Health, Barry Goodman-Goodman Corporation, Chris Jolivet –HopeBridge, Ricky Broussard, Gwen & Andy Noser, Mari Fox –ARC and other Center staff.

2. **Citizens' Comments:** Jamie Travis-Board Chair introduced the new board member George Grimes and Stephen Holmes. Sarah Holt introduced the new Brazoria County Sheriff's Mental Health Deputy Shane Vandergrift. Ricky Broussard-Arc thanked the board for the donation of the van to Capital Day in Austin. Ricky stated his concerns regarding transportation in the Friendswood, Pearland and Alvin. Gwen and Andy Noser-ARC stated concerns regarding transportation in the Friendswood and Alvin area.

3. **Program Report:**

Ingenuity Health: Amy Varhely and Luke Ricards presented to the board on Ingenuity Health Medication Monitoring solutions for Behavioral Health. Ingenuity Health's objectively assess if patients are taking prescribed medications to allow for early intervention, Identify possible use of non-prescribed medications, illicit drugs and alcohol that could interfere with treatment goals, detect whether genetic polymorphisms could be effecting medications prescribed to the patient; reduce costs associated with relapse, hospitalization, unnecessary med changes and unused prescriptions and make clinical decisions with confidence.

4. **Board Member Reports:**

- a. Texas Council of Community Centers: Jamie Travis-Board Chair reported that the next Council Board meeting is April 28-29. Jamie encouraged board members to attend the Texas Council Annual Conference in Galveston on June 28-30 if able.

- b. Texas Council Risk Management Fund: Linda Bell, Director of Legal Affairs stated that May 4-5 is the next Strategic Planning Meeting.

5. **CEO Report:** Melissa Tucker, CEO introduced the new Intellectual and Developmental Disability Director, Jamie White.

- a. Mid-Year Center Review: Melissa Tucker, CEO gave a summary of the Center's service are six month review. This included Youth Behavioral Health Services; Adult Mental Health Services; Recovery Substance Abuse Services; Intellectual and Developmental Disabilities; Revenue Cycle Management; Connect Transit; Smartcare Implementation and 1115 Reporting Services.
- b. Transition Update / CQI Team Progress Summary: Melissa Tucker, CEO updated the board regarding the Smartcare and Revenue Cycle Management. The new clinical system Smartcare will go live on June 1st. The implementation team and Information Services staff completed the training materials and training will start May 2017. The Revenue Cycle Management established and developed an action-oriented Managed Care Continuous Quality Improvement team; completed communication efforts to educate staff, defined the following positions to standardize RCM flow with all clinical service areas. The plan is to have staff hired and in position for training specific to define their new role and Smartcare during May.
- c. 1115 Waiver Status Report: Melissa Tucker, CEO identified focus at this time is reporting month, strategic selection of measures for next year. Described efforts to determine data collection capabilities for each measure for next year. Melissa is a member of the Bundle Advisory Team (BAT) providing voting/input on Behavioral Health measures for the next two demonstration years of 1115. Initial strategic planning session for the next two years completed on April 17.
- c. Communication, Legislative & Community Development Efforts: Melissa Tucker, CEO updated the board on grant applications. Four grant applications submitted at \$500 each. Grant application of \$150,000 to Moody Foundation designed to support IDD Services – not awarded. Grant application for \$50,000 to Permanent Endowment Fund – Moody Methodist designed to support Connect Transit – awarded. Two additional grant applications are pending; one to John P McGovern Foundation at \$50,000 for IDD and the second to Harris & Eliza Kempner Fund at \$40,000 for Ambulatory Detox. The letter to the Texas Register to address proposed rate cut of 21% impacting Community First Choice HAB/PAS services has been completed. Melissa attended the National Council Conference where the focus of the majority of sessions was on the transition communities centers need to make into healthcare organizations.

6. **Operations Report:**

- a. IDD Services: Jerry Freshour, COO gave a brief update regarding the program changes and finalizing teams, leadership and communication. Focus on bringing case loads down. A new Director was hired and started on April 17 Jamie White. Community First Choice is operational. CFC provides home and community-based attendant services and supports to eligible individuals under their MCO plans.

- b. Adult Mental Health: Sarah Holt, Director of Mental Health Adult Services gave a brief update on the MH Adult Intakes Services and Recovery programs MH Services has four vacant positions and they continue with the Call Center.
- c. Recovery Services: No report
- d. Child & Adolescent Services: Amy McMahon, Director of Child and Adolescent Services stated that they have three trained therapists with parent/child.
- e. MIS: Pam Melgares, Director of IT Services gave a brief update on the new electronic records. Medical Records will be moved under MIS.
- f. Connect: Rick Elizondo, CFO gave a brief update. Connect ordered four new 30—passenger medium duty buses with no cost to the Center. Awarded a \$50,000 grant through Moody Memorial Church permanent endowment fund. The funding will be used to help pay for demand response and Veteran services. Connect has partnered with the City of Dickinson. Ninety percent of fare-card technology implementation project is complete with finalization expected by the end of this fiscal year.

7. **Budget And Finance Report**

- a. Financial Board Monthly & YTD Summary: Rick Elizondo, CFO **reported that** for the month of March the center had a surplus of \$73,766.08. The Center preliminarily recognized year-to-date operational expenses \$19,999,815.22 and operational revenue of \$20,278,782.07; for an operational balance of \$278,996.85.
- b. Financial & Operational Highlight – Managed Care: No report
- c. Quarterly Investment Report: Rick Elizondo, CFO gave a brief update on the investment report.
- d. 2nd Quarter Board Report: Melissa Hollman, Contracts Manager/OM Supervisor gave a brief update.
- e. Review and discuss RPNAC IDD Transportation Survey and Recommendations: Linda Bell, Director of Legal Affairs gave a brief update on the transportation survey and recommendations on RPNAC IDD.

8. **Consent Agenda**.....Linda Bell, RN 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 22, 2017 board meeting minutes:**

On motion by Vivian Renfrow, seconded by Trey Picard, the board voted to approve the February 22, 2017 board meeting minutes. The motion carried with all members voting in favor.

b. **Review and approval of February and March 2017 check register:**

On motion by Vivian Renfrow, seconded by Trey Picard, the board voted to approve the February and March 2017 check registers. The motion carried with all members voting in favor.

3

9. Action Items.....Linda Bell, RN JD

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

- a. **Consider the approval of Amendment #3 to the DADS performance contracts (#539-16-0072-00001). This amendment includes an allocation of \$46,236 for (ECC) Enhanced Community Coordination Services as well as changes to reporting requirements for PASRR and IDD Crisis Respite Services.**

On motion by Caroline Rickaway, seconded by Linda Coleman the board approved the Amendment #3 to the DADS performance contracts (#539-16-0072-00001). This amendment includes an allocation of \$46,236 for (ECC) Enhanced Community Coordination Services as well as changes to reporting requirements for PASRR and IDD Crisis Respite Services. The motion carried with all members voting in favor.

- b. **Consider the approval of the Gulf Coast Center joining the State of Texas Co-Op Program for best value purchasing through State of Texas qualified vendors.**

On motion by Jaime Castro, seconded by Vivian Renfrow the board voted the approval of the Gulf Coast Center joining the State of Texas Co-Op Program for best value purchasing through State of Texas qualified vendors. The motion carried with all members voting in favor.

- c. **Consider approval of the renewal agreement with The Harris Center for Mental Health and IDD for the operation of a crisis intervention helpline to service callers in Galveston and Brazoria counties 24 hours a day, 365 days a year. Term: March 1, 2017 through February 28, 2017. Monthly Rate: \$6720.010. Increase from FY17 of \$850.00.**

On motion by Vivian Renfrow, seconded by Caroline Rickaway the board voted the approval of the renewal agreement with The Harris Center for Mental Health and IDD for the operation of a crisis intervention helpline to service callers in Galveston and Brazoria counties 24 hours a day, 365 days a year. The motion carried with all members voting in favor.

- d. **Consider approval of the amended revenue agreement with Brazoria County, for the Brazoria County Detention Center for Forensic Intake Specialists provided by Center staff and the roles associated policies. Reimbursement Rate: \$11,250.00 quarterly.**

On motion by Jaime Castro, seconded by Vivian Renfrow, the board voted to approve the amended revenue agreement with Brazoria County, for the Brazoria County Detention Center for Forensic Intake Specialist provided by Center staff and the roles associated policies. The motion carried with all members voting in favor. Caroline Rickaway abstained from the vote.

- e. **Consider approval of the renewal agreement with Beck Institute for Cognitive Behavior Therapy for the purposes of professional review and scoring of audio-taped cognitive behavioral therapy sessions per the requirements of the State of Texas. The fee for rating taps is \$250 per 45 minute tape with a score but not feedback; \$400 per 45 minute tape with score and feedback. Term: January 1, 2017 to December 31, 2017.**

On motion by Stephen Holmes, seconded by Jaime Castro, the board voted to approve the renewal agreement with Beck Institute for Cognitive Behavior Therapy for the purposes of professional review and scoring of audio-taped cognitive behavioral therapy sessions per the requirements of the State of Texas. The motion carried with all members voting in favor.

- f. **Consider approval of the new Business Associate Agreement with Ingenuity Health for implementation of a medication monitoring program in designated Center clinics. Term: on-going until terminated Cost to Center: \$0**

On motion by Caroline Rickaway, seconded by Trey Picard, the board voted to approve the new Business Associate Agreement with Ingenuity Health for implementation of a medication monitoring program in designated Center clinics. The motion carried with all members voting in favor.

- g. **Consider approval of the new Driver Policy and Acknowledgment.**

On motion by Vivian Renfrow, seconded by Jaime Castro, the board voted the approval of the new Driver Policy and Acknowledgment. The motion carried with all members voting in favor.

- h. **Consider approval of the revised Arbitration and Single-employee Resolution Policy. The revision removes arbitration by AAA and adds 3 local Arbitrator options.**

On motion by Trey Picard, seconded by Caroline Rickaway, the board voted the approval of the revised Arbitration and Single-employee Resolution Policy. The revision removes arbitration by AAA and adds 3 local Arbitrator options. The motion carried with all members voting in favor.

- i. **Consider approval of the “Leave without Pay” Policy revision.**

On motion by Caroline Rickaway, seconded by Linda Coleman, the board voted the approval of the “Leave without Pay” Policy revision. The motion carried with all members voting in favor.

- j. **Consider the approval of the renewal lease agreement (Amendment #14) with Shearn Moody Plaza for 12,595 square feet of the fourth floor, including the 7,440 square feet of existing mental health clinic space along with 5,149 square feet of new Recovery Services space while at the same time ending the lease of the sixth floor. Term: September 1, 2017 through August 31, 2018.**

On motion by Caroline Rickaway, seconded by Trey Picard the board voted the approval of the renewal lease agreement (Amendment #14) with Shearn Moody Plaza for 12,595 square feet of the fourth floor, including the 7,440 square feet of existing mental health clinic space along with 5,149 square feet of new Recovery Services space while at the same time ending the lease of the sixth floor. The board approved the changes to square feet. 12,595 to 12,589 and 5,149 to 5,155. Following discussion the motion carried with all members voting in favor.

- k. **Consider the approval of the Interlocal Agreement and Resolution between the City of LaMarque and Gulf Coast Center of an Economic Development and Mobility Strategy to improve pedestrian – transit connectivity and other economic development related objectives. City commitment of \$37,500 in FY2017 and \$37,500 in FY2018.**

On motion by Stephen Holmes, seconded by Linda Coleman, the board voted the approval of the Interlocal Agreement and Resolution between the City of LaMarque and Gulf Coast Center of an Economic Development and Mobility Strategy to improve pedestrian – transit connectivity and other economic development related objectives. City commitment of \$37,500 in FY2017 and \$37,500 in FY2018. The motion carried with all members voting in favor.

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

- a. **Consider ratification of the MOU with King Consulting to pursue and complete a formal application for Kempner funding to support the Center’s Ambulatory Detox program. Application deadline: March 15, 2017. Reimbursement total \$500. Termination date: February 16, 2018 31, 2022.**

On motion by Jaime Castro, seconded by Trey Picard, the board voted the ratification of the MOU with King Consulting to pursue and complete a formal application for Kempner funding to support the Center’s Ambulatory Detox program. The motion carried with all members voting in favor.

- b. **Authorize CEO or designee to survey, list and sell 15 or more acres of Lone Oak Ranch.**

On motion by Caroline Rickaway, seconded by Trey Picard the board voted the approval to get survey and appraisal for the four properties including the Lone Oak Ranch to get ready to put on market recommend by the Ad-hoc Committee Report. The motion carried with all members voting in favor.

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

Date	Event	Time	Location
April 26-29, 2017	Texas Council		Austin
Wed, May 24, 2017	Board Meeting	6:15 pm	Angleton
June 28-30, 2017	Texas Council Conference		Moody Gardens, Galveston
July 19, 2017	Board Meeting	6:15 pm	Texas City
August 23, 2017	Board Meeting	6:15 pm	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 8:30 p.m.

Respectfully,

Approved as to Content and Form,

Cathy Claunch-Scott
Secretary to the Board of Trustees

Jamie Travis
Board Chair

Board of Trustee
Policy Revision Request May 24, 2017

Consider the approval of the revisions to the Center's Salary Computation policy.

The revisions, which are highlighted, are made solely to clarify when salary adjustments occur. One year of services was changed to first year of service to avoid confusion when staff transfer to a new position or is rehired. Also the position titles were revised to reflect the new titles (namely CEO and the Chief of Human Resources)

Salary Computation

New employees will begin work in the Center according to the pay schedule established by Human Resources Department. This schedule will be reviewed every fiscal year and, if needed, revised. Base salary levels are set by the Chief of Human Resources. These will represent the entry-level pay for each job. All employees with no experience or less than one year's experience will enter work at this level. Employees hired with previous experience will have their experience reviewed by Human Resources staff to assess the match of prior experience with the skills required by the position. In cases where the match is judged as related experience, the employee will be compensated at a rate determined by the HR department (currently 1.5%) for each completed year of experience. A maximum of 10 (ten) years' experience can be credited. This amount is added to the base salary to arrive at the starting salary for the employee.

Salary adjustments will be allowed at the completion of first year of service with supervisory approval and satisfactory performance. This adjustment will generally consist of a five (5%) percent pay increase unless specified otherwise by Human Resources.

Salary increases will consist of five primary types.

1. Salary adjustment at the completion of first year of service, for new hires only and would not include rehires to the Center or job transfers.
2. Bonus pay as defined by Human Resources. Generally, bonus pay is restricted to exemplary performance as noted by the employee's supervisor and approved by the appropriate Center Director. Any bonus payment must have the approval and consent of the CEO. All bonuses are one-time, lump-sum distributions.
3. Annual salary adjustments may be made to the Center's salary schedule or implemented as across-the-board cost of living adjustments as approved by the Center's Board of Trustees. This may occur across-the-board as is the case with cost of living adjustments, or in certain designated job classifications via a response to a local market salary survey.
4. Employee promotion to a position requiring higher skills or increased responsibility at the time of promotion only and would not include an additional increase after one year in the position.

5. Job reclassification due to a significant change in job role. Such reclassification is made upon recommendation of the supervisor, the appropriate Center Director(s), and the review and approval of the Chief of Human Resources.

All salary adjustments whether step or otherwise are contingent upon the financial status of the Center. **This is to state such adjustments are conditional and not a guaranteed part of employment.**

All salary increases shall be initiated by contacting Human Resources staff to complete a Personnel Action Sheet requesting a Type II or VIII action. Salary increases require the approval of the immediate supervisor, the responsible Center Director(s), the Chief of Human Resources, and the CEO.