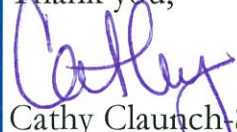


NOTICE OF MEETING

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 22, 2019 at 6:15 p.m. at the Brazoria County Community Service Center, 101 Tigner, Angleton, Texas.

Thank you,



Cathy Claunch-Scott
Secretary to the Board of Trustees

cc: May Board of Trustees File



10000 Emmett F Lowry,
Suite 1220
Texas City, TX 77591

409.763.2373

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www.GulfCoastCenter.org

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1. **Call To Order** Jamie Travis, Board Chair
2. **Citizens' Comments**
3. **Program Report:** Santa Fe Coordinated Response.....Amanda Groller
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
(Pg. 1-2)
5. **CEO Report** Melissa Tucker, CEO
 - a. Community Partnerships Update:
 - b. Legislative Update:
 - c. 1115 Update:
6. **Operations Report:**
 - a. Genoa Pharmacy Update – Sarah Holt, Chief Nursing Officer
 - b. Recruitment and Retention – Jeanine McNulty, Chief Human Resources Officer
 - c. Quarterly Board Report
7. **Budget, Finance and Admin Reports** Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary (Pg. 3-6)
 - 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 April 24, 2019 board meeting minutes. (Pg. 7-10)
 - b. Review and approval of April 2019 check register.
9. **Action Items**.....Linda Bell, JD
 - a. Consider approval of the FY2020 Holiday Schedule. (Pg. 11)
 - b. Consider approval of the below required HHSC Performance Contract plans:

- FY19 ADA Self-Evaluation and Transition Plan
- FY19-20 Quality Management Plan
- FY19-20 Utilization Management Plan

c. Consider approval of the service agreement with **Tejas Health Association** for technical assistance and services including delivery, implementation and ongoing support specific to the Benefits Eligibility Comparison Application (BECA) product and other requested IT related services. Associated costs include a one-time fee of \$3,500.00 for purchase of the application followed by \$700.00 per year for on-going maintenance and support.

d. Consider approval of the below identified FY20 renewal agreements with no change from FY19:

Asset Management Contractor Name:	DESCRIPTION:	AMOUNT:
Killum Pest Control, Inc	established to furnish Scheduled pest control and treatment services at identified Center facilities	\$18,000.00
M&R'S Elite Janitorial Solutions LLC	established to furnish Scheduled janitorial routine cleaning and other special cleaning services at identified Center facilities	\$117,000 annually
Hurricane Season/Disaster Management related Contractor Name:	DESCRIPTION:	AMOUNT:
The Wood Group	provides emergency evacuation services in the event of a disaster in Brazoria and/or Galveston Counties	\$55/day for food, incidentals, and shelter
Richmond State Supported Living Center	ILA for Emergency day respite services for up to 75 individuals with IDD	Not to exceed \$30,000
City of Galveston	ILA for Provides for 2 CENTER-owned handicap accessible vehicles including a qualified driver in the event a formal mandatory evacuation, to a short-term shelter in the City of Austin (Host Shelter) or other designated Host Shelter.	n/a
Recovery Services Contractor Name:	DESCRIPTION:	AMOUNT:
UTMB	Program Agreement for residents of Psychiatry Department to gain educational and patient care experience at GCC facilities related to individual dually diagnosed	n/a

e. Consider approval of the below identified FY20 NEW agreements:

Administration Contractor Name:	DESCRIPTION:	AMOUNT:
Genoa Healthcare, LLC	To establish a pharmacy and related pharmacy services at MCSC	\$10.00 per PAP prescription \$75/hr for consultant pharmacist services

Genoa Healthcare, LLC	Lease for pharmacy space	\$681.66 per month (revenue)
SHI Government Solutions (DELL)	Provides for one time purchase of newly procured computers/laptops with Windows10 pre-installed which will address security concerns and will immediately be available to receive current security patches and updates.	\$198,000.00 one time purchase
SHI Government Solutions (Microsoft)	Provides for Microsoft Office 365, which will provide the organization with Outlook/Exchange 2019 for email, Skype for Business for video conferencing, Office 19 to include Word, Excel, PowerPoint, SharePoint 19 for group collaboration and a host of other upgrades to improve our productivity and security posture.	\$75,642.00 annually
Youth Behavioral Services	DESCRIPTION	AMOUNT
Contractor Name		
Clear Creek Independent School District	ILA for the purpose of coordinating referrals, resources, skills training and case management services in order to assist youth at risk of placements or returning from placement who attend Clear Creek ISD	n/a
Hurricane Season/Disaster Management related	DESCRIPTION:	AMOUNT:
Contractor Name:		
Clear Creek Independent School District	ILA for GCC participation in CCISD annual disaster response training as well as screening, assessment, and mental health supports to students, staff members, and guests impacted by a catastrophic event	n/a

- f. Consider approval of the 3 Resolutions for the creation of an Internal Service Fund to account for the accounting and activities related to:
- Gulf Coast Center's Capital Replacement Fund
 - Gulf Coast Center's Self Funded Health Insurance Plan
 - Gulf Coast Center's Self Funded Unemployment Insurance Plan
- g. Consider the approval to declare the below listed vehicles for disposal. These vehicles are no longer cost effective to maintain in the fleet. As a result it is requested that these vehicles be considered surplus and sent to auction:
- 2010 El Dorado Bus, Vin #1FD4E4FSXADA11184, License Plate #106-7874, 333,534 miles
 - 2008 Goshen Bus, Vin #1FD4E45S48DA32647, License Plate #132-6979, 294,248 miles
 - 2010 Goshen Bus, Vin#1FD4E4FP1ADA32405, License Plate #109-7482, 385,900 miles
 - 2004 Chevrolet Van, Vin #1GAGG25U541214718, License Plate #124-6111, 187,426 miles
- h. Consider approval of the recommended qualified vendor, Centage Corp, in response to RFP# Budget2019-1 to provide and implement an integrated financial budget system for the center.

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
June 2019	No meeting due to Texas Council Annual Conference: June 19-21, 2019 Houston Galleria		
July 24, 2019	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
August 28, 2019	Board Meeting	6:15 p.m.	Angleton

12. Executive Session

As authorized by Chapter §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at any time during the course of this meeting to seek legal advice from its Attorney about any matters listed on the agenda.

13. Action Regarding Executive Session**14. Adjourn**



Board Update

May 2019

The Board of Trustees and Advisory Committee held a strategic planning session on May 2nd and conducted a regular Board meeting on May 3rd. Following are some highlights of the session and meeting.

- The strategic planning session was facilitated by Michelle Bechamps, Vice President of Pooling Administration and Member Communications for York Risk. Michelle led the Board and Advisory Committee members through sessions on Strategic Foresight & Generative Thinking, Interview Summaries conducted with Board and Committee members, Vision & Mission Statements and Goal Areas, as well as Next Steps. The Board will be presented with a revised Purpose Statement as well as a Statement of Goals at a future Board meeting.
- The Board ratified the renewal of the Errors & Omissions coverage for the Board of Trustees.
- The Board Chair appointed a Nominating Committee for the 2019 Board Election. Judge Van York was appointed as the Nominating Committee Chair; he will be joined by Mr. John Jackson and Mr. LaDoyce Lambert.
- The Board approved a resolution approving the Program Executive to serve as the EDI Compliance Coordination on record with the Texas Department of Insurance Division of Workers' Compensation for the Fund.
- The Board accepted the performance audit report from Collins Consulting who conducted the TCRMF Performance Audit on the services and operations performed by York. Mr. John Gantz was in attendance to present the audit findings. The overall theme of the report was very positive and favorable towards York's performance. The Board will be presented with updates on the handful of recommendations that were made at future Board meetings.
- The Board approved the proposed changes for the Fund's policies on Claims Settlement, Claims Handling, Selection of Core Group of Attorneys, TCRMF involvement in Non-Covered Liability Issues, as well as the Fund's Workers' Compensation Claims Handling Minimum Standards.
- The Board approved the use of surplus for credits Minimum Contribution Plan Adjustments as well as the 2019-20 reinsurance/excess quotations that were recommended for the Fund. The adjustments will be paid now and credited back to members on their renewal.
- The Board Chair was authorized to execute the Genesis liability reinsurance endorsement. TCRMF's Member Representative with GEM was authorized to execute the Reinsurance Agreements on behalf of the Fund.



- The Board approved the funding levels for member rates and contribution development for each coverage program as well as the implementation of the actuarially determined deductible factors. On average, member contributions will remain roughly flat for 2019-2020 renewal.
- The Board reviewed a preliminary version of the Budget and the Surplus Management Strategy for 2019-2020, consistent with the funding levels adopted by the Board.
- The Board adopted a resolution approving the revised list of signers for the TCRMF Texpool account and accepted the investment report from Concord. The Fund's Investment Consultant reported that the investment strategy is still on track as demonstrated by a return of 3.86% since inception.
- The Board reviewed that preliminary version of the Risk Control Budget and Plan of Service. The Claims and Loss Control Committee also reviewed claims activity over the past quarter and select individual claims.

The next Board of Trustees meeting will be held on August 2, 2019, at the Austin Marriott North, in Round Rock, Texas.

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The Gulf Coast Center Fiscal Year 2019 Board Operational Budget Schedule									
EXPENSES - OPERATING	FY2019 Annual Budget Preliminary	FY2019 Sep-18	FY2019 Oct-18	FY2019 Nov-18	FY2019 Dec-18	FY2019 Jan-19	FY2019 Feb-19	FY2019 Mar-19	FY2019 Apr-19
Salary and Wages	15,005,170	1,006,356.89	1,064,112.89	1,162,413.74	1,067,620.51	1,083,895.31	1,151,702.07	1,044,694.80	1,093,800.69
Fringe Benefits	5,601,972	388,203.19	413,163.56	431,634.02	454,178.06	439,260.75	383,855.60	397,751.14	397,638.62
Travel	232,417	13,557.90	21,863.16	10,685.68	14,002.45	14,745.77	16,916.96	21,842.03	14,267.85
Consumable Supplies	542,286	14,263.39	39,477.65	28,181.02	24,051.75	28,328.28	31,992.05	22,519.59	25,522.45
Pharmaceutical/Laboratory	245,386	19,510.05	18,881.98	28,484.29	25,760.97	19,730.57	24,393.06	25,927.95	21,565.85
Capital Outlay - Furniture/Equipment/Facilities	552,874	29,424.31	18,136.01	72,140.48	25,830.39	24,361.84	29,519.95	27,760.44	81,620.81
Facilities - Rent/Maintenance/Utilities	1,244,595	117,502.86	100,988.21	84,231.88	107,933.66	118,962.22	106,218.43	111,533.63	114,294.26
Other Operating Expenses	2,292,345	174,920.80	199,542.12	191,052.96	179,947.34	184,126.67	155,764.95	166,250.54	222,383.22
Client Support Costs	537,157	50,766.25	30,211.70	28,119.44	27,388.74	33,148.04	29,293.37	31,706.23	26,977.29
Consultant/Professional Providers	10,560,642	605,512.75	718,906.32	680,774.99	662,206.12	799,317.66	597,563.76	774,681.13	625,858.36
TOTAL EXPENSE	\$ 36,814,843	\$2,420,018.39	\$ 2,625,283.60	\$2,717,718.50	\$ 2,588,919.99	\$ 2,745,877.11	\$ 2,527,220.20	\$2,624,667.48	\$2,623,929.40
REVENUES - OPERATING									
Local Funds									
County Funds	1,146,995	95,708.10	102,877.91	102,474.94	102,083.18	101,822.87	99,499.27	102,995.11	98,807.91
Patient Fees Insurance/Reimbursement	871,625	45,130.55	1,481.67	51,131.98	61,255.52	42,240.35	30,751.43	5,586.79	88,929.22
Miscellaneous Local Income	1,767,561	59,961.31	333,039.40	139,011.40	96,553.30	76,435.17	720,222.14	90,393.86	167,548.87
Earned/Grant Income	3,786,181	200,799.96	437,398.98	292,618.32	259,892.00	220,498.39	850,472.84	198,975.76	355,286.00
HUD - Transitional/Permanent Housing	677,234	42,001.00	73,542.32	65,199.97	70,100.00	114,459.94	88,112.59	91,869.77	102,600.00
Recovery - Fee for Services / Grants	4,350,299	283,097.04	317,116.00	276,309.75	309,745.80	272,021.42	256,132.17	264,631.71	249,322.90
Title XIX - Medicaid	3,930,516	141,547.92	81,562.62	159,786.29	174,720.90	185,338.00	160,014.71	89,634.31	145,909.04
Transportation - Federal/State	4,214,864	204,896.35	319,075.08	270,073.60	240,833.04	390,443.99	291,950.87	417,564.02	314,842.12
Medicaid 1115 Waiver/Misc Federal	272,535.69	272,535.69	290,461.02	281,506.60	261,251.39	312,499.40	284,333.33	249,999.98	410,000.00
Other State/Federal Funds/MAC	1,240,300	70,485.83	61,465.17	75,788.72	69,188.96	48,842.20	63,645.49	59,477.66	55,313.01
Performance Contract DSHS & DADS	17,950,968	1,014,563.83	1,143,222.21	1,128,664.93	1,125,840.09	1,323,594.95	1,144,189.16	1,173,774.45	1,277,987.07
General Revenue - MH (Adult & Child & Vets) - 10%	6,609,440	556,072.41	555,174.85	554,574.85	554,174.83	554,014.83	550,714.20	553,614.87	553,414.83
General Revenue - Regional Hospital	4,055,304	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20
General Revenue - NGM (Adult & Child)	-	-	-	-	-	-	-	-	-
General Revenue - Crisis Services - 10%	1,124,716	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10
General Revenue/Permanency Plan - IDD	2,223,852	171,896.15	178,666.31	180,437.59	180,659.28	188,525.58	189,073.67	202,798.52	189,744.82
Federal Block - MH (Adult & Child) and Crisis	1,061,382	82,948.58	82,948.58	105,298.82	82,948.58	82,948.58	82,948.58	82,948.58	82,948.58
TOTAL REVENUES	\$ 36,814,842	\$2,473,861.23	\$ 2,844,991.23	\$2,709,174.81	\$ 2,651,095.08	\$2,817,162.63	\$ 3,264,978.75	\$2,659,095.48	\$2,906,961.60
SUBTOTAL OPERATING (Rev-Exp)	\$ (1)	\$ 53,842.84	\$ 219,707.63	\$ (8,543.69)	\$ 62,175.09	\$ 71,285.52	\$ 737,758.55	\$ 34,428.00	\$ 283,032.20
FUND BALANCE EXPENDITURES (NOT Inc. above)									
Flexible Spending	-	404.00	2,600.00	300.31	604.07	1,654.95	348.00	188.14	700.00
Flexible Spending - MH Adult	-	-	-	-	-	-	-	-	-
Flexible Spending - IDD Services	-	2,100.00	485.32	594.88	-	-	120.00	70.00	550.00
All Center Staff Recognition	-	-	-	-	-	-	-	-	-
IDD Services - Community Support	-	5,988.00	4,814.40	5,215.50	4,963.50	4,815.00	5,580.00	5,017.50	5,166.00
Connect Transit	-	-	-	-	-	-	-	-	-
Connect Transit - Brazoria County	-	-	-	-	-	-	-	-	-
Asset Management - Special Facility Projects	-	-	-	-	-	-	-	-	-
Capital Projects - MIS Services	-	-	-	-	-	-	-	-	-
Capital Projects - Major Facility/Equipment	-	-	-	-	-	-	-	-	-
SUBTOTAL FUND BALANCE EXPENSE	\$ -	\$ 8,492.00	\$ 7,899.72	\$ 6,110.69	\$ 5,567.57	\$ 6,469.95	\$ 6,048.00	\$ 5,275.64	\$ 6,416.00
VARIANCE (REV-EXP) - w/o Self Funded Health Plan	\$ 45,350.84	\$ 211,807.91	\$ (14,654.38)	\$ 56,607.52	\$ 64,815.57	\$ 731,710.55	\$ 29,152.36	\$ 276,616.20	\$ 1,401,406.57
SELF FUNDED HEALTH INSURANCE PLAN (NOT Inc. above)									
Health Insurance Fund Expenses (Claims & Admin)	-	206,083.21	200,030.34	174,702.51	201,890.44	264,434.10	209,861.96	232,304.02	254,704.95
Health Insurance Plan	-	223,458.34	253,963.23	261,820.13	261,698.78	267,732.79	259,218.18	255,605.94	253,895.87
SUBTOTAL HEALTH INSURANCE PLAN	\$ -	\$ 27,375.13	\$ 53,932.89	\$ 87,117.62	\$ 59,808.34	\$ 3,298.69	\$ 58,356.22	\$ 23,301.92	\$ (809.08)
OVERALL FINANCIAL VARIANCE (REV-EXP) - w/Self Funded Health	\$ 72,725.97	\$ 265,740.80	\$ 72,463.24	\$ 116,415.86	\$ 68,114.26	\$ 790,066.77	\$ 52,454.28	\$ 275,807.12	\$ 1,713,788.30

The Gulf Coast Center
FY2019 Monthly Board Financial Review

Unaudited as of 04/30/2019

Fiscal Year 2019 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/18 (audited)..... \$ (3,042,723)

FY2019 Year-to-Date Reported Expense and Revenue Totals (Unaudited)

Expenditures	Operational	20,873,635		
	Non-Operational	-		
	Fund Balance	52,280	20,925,914	
Revenues	Operational	22,327,321		
	Non-Operational	-	22,327,321	\$ 1,401,407

Total General Fund Balance Year-to-Date (Unaudited)..... \$ (4,444,130)

Board Committed Use General Funds (Fiscal Year Committed)

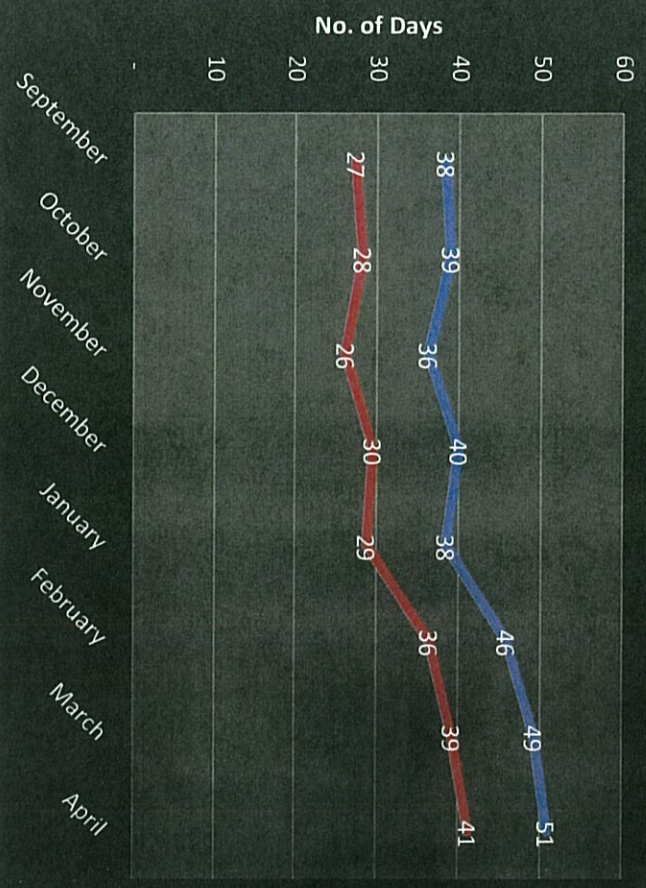
Capital Projects - Facility (FY2008-FY2011)	(200,000)			
Capital Projects - Facility (FY2013)	(100,000)			
Capital Projects - Facility (FY2014)	(100,000)			
Capital Projects - Facility (FY2015)	(150,000)	(550,000.00)		
fy2008-fy2015 Expenditure		408,065.86		
fy2016 Expenditure		31,088.00		
fy2017 Expenditure		-		
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 (FY2011-2014)	(300,000)			
IDD Community Service Support (FY2016)	(100,000)			
IDD Community Service Support (FY2018)	(100,000)	(500,000.00)		
fy2005-fy2016 Expenditure		320,406.95		
fy2017 Expenditure		27,159.00		
fy2018 Expenditure		62,298.00		
fy2019 Expenditure		41,559.90		
			(48,576)	
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 (FY2004-2013)	(500,000)			
Flexible Spending Supports (FY2018)	(100,000)	(600,000.00)		
fy2005-fy2016 Expenditure		475,482.60		
fy2017 Expenditure		9,984.17		
fy2018 Expenditure		15,893.58		
fy2019 Expenditure		10,719.67		
			(87,920)	(836,191)

Total General Fund Balance Year-to-Date (Unaudited)..... \$ (4,444,130)

Unrestricted Use General Fund Balance (Unaudited)..... \$ (3,607,938)

4

DAYS OF OPERATION



— DAYS OF OPERATION OF TOTAL FUND BALANCE
— DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE

The Gulf Coast Center
FY2019 Monthly Fund Balance Report

Unaudited as of 04/30/2019

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Fiscal Year 2019 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/18 (Unaudited)..... \$ (3,042,723)

FY2019 Monthly Reported Expense and Revenue Totals (Unaudited)

	September	October	November	December	January	February	March	April	May	June	July	August
Operational Expenses:	2,420,018	2,625,284	2,717,719	2,588,920	2,745,877	2,527,220	2,624,667	2,623,929	-	-	-	-
Non-Operational Expenses:	8,492	7,900	6,111	5,568	6,470	6,048	5,276	6,416	-	-	-	-
Fund Balance Expenses:	2,428,510	2,633,183	2,723,829	2,594,488	2,752,347	2,533,268	2,629,943	2,630,345	-	-	-	-
Total Expenses:												
Operational Revenues:	2,473,861	2,844,991	2,709,175	2,651,095	2,817,163	3,264,979	2,659,095	2,906,962	-	-	-	-
Non-Operational Revenues:												
Fund Balance Revenues:												
Total Revenues:	2,473,861	2,844,991	2,709,175	2,651,095	2,817,163	3,264,979	2,659,095	2,906,962	-	-	-	-
Net Increase/decrease to	45,351	211,808	(14,654)	56,608	64,816	731,711	29,152	276,616	-	-	-	-
Fund Balance												
Total General Fund Balance:	(3,088,074)	(3,299,882)	(3,285,227)	(3,341,835)	(3,406,650)	(4,138,361)	(4,167,513)	(4,444,130)	(4,444,130)	(4,444,130)	(4,444,130)	(4,444,130)
Total Unrestricted Fund Balance	(2,208,071)	(2,390,755)	(2,369,990)	(2,467,593)	(2,549,595)	(3,290,478)	(3,321,163)	(3,607,938)				
Avg. Cost per day:	80,667	84,687	90,591	83,514	88,577	90,258	84,667	87,464	-	-	-	-
DAYS OF OPERATION OF TOTAL FUND BALANCE	38	39	36	40	38	46	49	51	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE	27	28	26	30	29	36	39	41	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Mall of the Mainland-Admin Office
10000 E.F. Lowry Expwy, Suite 1220, Texas City, TX
Wednesday, April 24, 2019
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 24, 2019 at 6:28 p.m. at the Mall of the Mainland-Admin Offices located at 10000 E.F. Lowry Expwy, Suite 1220, Texas City, Texas.

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

The following Board Members were absent: Rick Price, Excused, Mary Lou Flynn-Dupart, Excused and Lori Rickert, Excused

Also present were: Melissa Tucker, CEO – Gulf Coast Center, Chris Cahill - The Cahill Law Firm, Ellie Hanley and Curtis Brown – ADA House, Clay Burton and several Center staff.

- 2) **Citizens' Comments**: Clay Burton addressed the board on the HEI Program.
- 3) **Program Report**: Ellie Hanley with Alcohol Drug Abuse Women's Center presented to the board on the SOS Networking.

4) **Board Member Reports**:

- a. Texas Council of Community Centers: No Report. Handout was presented to each board member.
- b. Texas Council Risk Management Fund: None

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

- a. Recruitment & Retention: Jeanine McNulty, Chief Human Resources Director, presented to the board on turnover increase, number of current vacancies, as well as current recruitment and retention strategies.
- b. Communications Update: Deferred
- c. Community Engagement:
 - On April 29, 2019, Gulf Coast Center will co-host an event with City of Texas City specific to Aftermath of an Extreme Event in support of the Santa Fe Community with attendance open to first responders, emergency management personnel, victim assistance personnel, mental health counselors, and elected officials. Information provided will include suicide prevention information and education.

- Efforts to educate law enforcement about crisis services (MCOT, IDD Crisis, and OSAR) are underway with completed discussion held with officers of the Galveston Police Department and Santa Fe Police Department.
- Gulf Coast Center Disaster Team remains engaged in disaster response serving the Santa Fe community with Center leadership engaged with leaders of the community to prepare for the first year anniversary.
- Hurricane Preparation presentations were completed by the Harvey Disaster Response Team at Gulf Coast Center facility locations in an effort to educate staff on hurricane preparation. Efforts facilitated informing staff, as well as encouraged for staff to educate individuals served.

6. Operations Report:

- a. Key Performance Indicators: Format suggested for Board of Trustees Quarterly Report was reviewed, no request for changes were indicated.
- b. Community Outreach: Developing Community Outreach Plan specific to IDD was shared with the Board.

7. Budget, Finance and Admin Reports:

- a. Financial & Operational Monthly Report & YTD Summary: Rick Elizondo, CFO, reported for the month of March the Center's year-to-date operational expenses totaled \$18,249,705.27 and operational revenue totaled \$19,416,616.20; for an operational surplus of \$1,166,910.93. Rick
- b. Sale of Property Update: Rick Elizondo, CFO, updated the board on the Jones Building.

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 March 27, 2019 board meeting minutes.

On motion by Jaime Castro, seconded by Caroline Rickaway, the board voted the approval of the March 27, 2019 board meeting minutes with changes. The motion carried with all members voting in favor.

b. Review and approval of March 2019 check register:

On motion by Jaime Castro, seconded by Caroline Rickaway, the board voted the approval of the March 2019 check register. The motion carried with all members voting in favor.

9. Action Items:

a. Consider the approval of the revised Connect Policy and Procedures.

On motion by Caroline Rickaway, seconded by Vivian Renfrow, the board voted the approval of the revised Connect Policy and Procedures. The motion carried with all members voting in favor.

b. Consider the approval of the Drug and Alcohol Testing Policy for Connect Transit.

On motion by Vivian Renfrow, seconded by Stephen Holmes, the board voted the approval of the Drug and Alcohol Testing Policy for Connect Transit. The motion carried with all members voting in favor.

c. Consider ratification approval of the modification to the Center's Employee Travel Management Policy. The policy is being modified to require all IDD staff to submit travel related expenses by the 10th day of the following Month as required for contract compliance.

On motion by Stephen Holmes, seconded by Vivian Renfrow, the board voted the approval of the modification to the Center's Employee Travel Management Policy. The policy is being modified to require all IDD staff to submit travel related expenses by the 10th day of the following Month as required for contract compliance. The motion carried with all members voting in favor.

d. Consider ratification of the renewal agreement with The Harris Center for a crisis intervention helpline. Term: March 1, 2019 thru February 29, 2020. Rate: \$7,161.00 for call volume of 501-750 calls/month.

On motion by Jaime Castro, seconded by Caroline Rickaway, the board voted the ratification of the renewal agreement with the Harris Center for a crisis intervention helpline. Term: March 1, 2019 thru February 29, 2020. Rate: \$7,161.00 for call volume of 501-750 calls/month. The motion carried with all members voting in favor.

e. Consider approval of the Gulf Coast Resolution to approve submission and receipt of the grant application for the Santa Fe Community Response Team through the Office of the Governor. FY20.

On motion by Vivian Renfrow, seconded by Linda Coleman, the board voted the approval of the Gulf Coast Resolution to approve submission and receipt of the grant application for the Santa Fe Community Response Team through the Office of the Governor. FY20. The motion carried with all members voting in favor.

f. Consider approval of the below identified vehicle purchases: 2019 Toyota Sienna Van. Funds provided from the approved budget of the Governor's Victims of Crimes Grant. Cost not to exceed \$32,000.00; 2019 Toyota Sienna Wheel Chair equipped van. Funds provided from the approved budget of the Governor's Victims of Crimes Grant. Cost not to exceed \$46,000.00; 2019 Ford F-250 Transit Cargo Van to be used in the Facility Services program. Funds to be provided from general operations. Cost not to exceed \$28,000.00.

On motion by Jaime Castro, seconded by Vivian Renfrow, the board voted the approval of the above identified vehicle purchases. The motion carried with all members voting in favor.

g. Consider the approval of A Resolution by the Board of Trustees of the Gulf Coast Center approving the Connect Transit FY2019 Program of Projects and submittal to the Houston-Galveston Area Council for approval; and, requesting the approval of Transportation Development credits to match all FTE Section 5307 funding contained therein.

On motion by Stephen Holmes, seconded by Caroline Rickaway, the board voted the approval of A Resolution by the Board of Trustees of the Gulf Coast Center approving the Connect Transit FY2019 Program of Projects and submittal to the Houston-Galveston Area Council for approval; and, requesting the approval of Transportation Development credits to match all FET Section 5307 funding contained therein. The motion carried with all members voting in favor.

- h. **Consider approval of the recommended qualified vendor in response to RFP # Budget 2019-1 to provide and implement an integrated financial budget system for the center.**
DEFERRED

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
May 22, 2019	Board Meeting	6:15 p.m.	Angleton
June 2019	No meeting due to Texas Council Annual Conference: June 19-21, 2019 Houston Galleria		
July 24, 2019	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
August 28, 2019	Board Meeting	6:15 p.m.	Angleton

12. Executive Session: NONE

As authorized by Chapter §551.072 of the Texas Government Code for deliberations related to real property.

13. Action Regarding Executive Session: NONE

14. Adjourn:

There being no further business to bring before the Board of Trustees the meeting was adjourned at 7:31 p.m.

Respectfully,

Approved as to Content and Form,

Cathy Claunch-Scott

Secretary to the Board of Trustees

Jamie Travis

Board Chair

GULF COAST CENTER

FY2020 Holiday Schedule

HOLIDAY

DAY OBSERVED

Labor Day (Monday)	09/02/2019
Thanksgiving (Thursday) Early release at 2 pm on Wednesday the 27th.	11/28/2019
Day after Thanksgiving (Friday)	11/29/2019
Christmas Eve (Tuesday) Early release at 2 pm on Monday the 23 rd .	12/24/2019
Christmas (Wednesday)	12/25/2019
New Years Day (Wednesday) Early release at 2 pm on Tuesday the 31st.	01/01/2020
Martin Luther King Day (Monday)	01/20/2020
President's Day (Monday)	02/17/2020
Good Friday (Friday) Early release at 2 pm on Thursday the 9th.	04/10/2020
Memorial Day (Monday)	05/25/2020
Independence Day (Friday)	07/03/2020