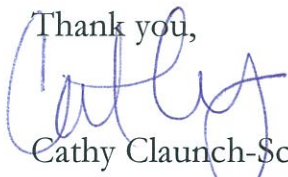


NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of October will be held on Wednesday, **October 19, 2016** at **6:30 p.m.** at the **Brazoria Community Service Center**, located at **101 Tigner, Angleton, Texas**.

Thank you,



Cathy Claunch-Scott
Secretary to the Board of Trustees

cc: October Board of Trustees File



THE GULF COAST CENTER
Regular Board of Trustees Meeting
Wednesday, October 19, 2016

The Board of Trustees of the Gulf Coast Center will have its regular monthly meeting at 6:30 p.m. on Wednesday, October 19, 2016 at the **Brazoria Community Service Center** located at **101 Tigner, Angleton, TX (979) 849-2311**. If you need additional assistance to effectively participate in or observe this meeting please contact the Executive Director's office at (409) 763-2373 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist you.

1. 6:30 P.M. CALL TO ORDER.....Jamie Travis, Board Chair

2. CITIZENS' COMMENTS:

3. BOARD MEMBERS' REPORTS:

4. PROGRAM PRESENTATION: 1115 Services Update

5. ACTION ITEMS:

- a. Review and approval of September 28, 2016 board meeting minutes. **(Pg. 1-7)**
- b. Consider the approval of the September 2016 check register.
- c. Consider the approval of the revised Gulf Coast Center vision and mission statements.

ADMINISTRATION SERVICES ACTION ITEMS:

- d. Consider the approval of the FY17 agreement with **MJ Naschke Public Relations** to render services in the areas of marketing and public relations. Term: September 1, 2016 to August 31, 2017.
Amount not to exceed: \$20,000.00 (decrease of \$15,000.00)

CONNECT SERVICES ACTION ITEMS:

- e. Consider the approval of the awarded contract with Creative Bus Sales through RFP Solicitation #2016-Connect-002 for the purchase of medium duty buses for a period of 5 years with an initial order of 4 buses not to exceed \$460,084.00 total. The Center has an option available to purchase 22 additional buses on this contract.

IDD SERVICES ACTION ITEMS:

- f. Consider approval of the FY17 renewal agreement with **LIFETIME HOMECARE HCS, LLC** for crisis respite services. Term: FY17
Total Amount not to exceed: \$90,000.00
Description: The Center entered into an agreement with Lifetime in July 2016 due to an emergency crisis situation. IDD services intend to utilize Lifetime for crisis respite services at \$350/day as well as a \$1,500 monthly retainer to insure immediate access. Currently Lifetime is currently located in Harris County.
- g. Consider approval of the FY17 renewal agreement with **HIRSH AND ASSOCIATES** for IDD Intake and Assessment Network of providers. Term: September 1, 2016 to August 31, 2017
Rate: \$350/assessment (No change from FY16)
Description: The Center published an Open Enrollment Application process in April 2015 seeking licensed psychologists with experience working with individuals with disabilities to perform Determination of Eligibility services for individuals seeking services within our service area.

- h. Consider approval of the renewal agreements listed below for the provision of respite and/or community support services/skills training for nursing facilities and mileage rates in Galveston County. Term: September 1, 2016 to August 31, 2017.

Providers:					
Coni Carter	Katrina Moran	Caroline James	Dorothy Hughes	Constance Freuden	Evelyn Nolan Turner
Felicia Ward	Eleanor Pope	Shivera Millsap	Shandrekh Purdy	Patricia Petteway	Holland Vanden Bossche
Lorie Chinn	Annie Burton	Fareena Hosein	Cheryl Kennard	Cynthia Martinez	

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 Rate for Skills training for nursing facilities: Independent Living Skills \$18.00/1 per hour

Reimbursement Rate for Mileage: 0-5miles=\$3.00; 6-12 miles=\$6.00; 13-20 miles=\$9.00; 20-25 miles=\$12.00; 26-32 miles=\$15.00 and 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.

- i. Consider approval of the renewal agreements listed below for the provision of respite and/or community support services/skills training for nursing facilities and mileage rates in Brazoria County. Term: September 1, 2016 to August 31, 2017.

Providers:					
Amanda Almone	Michael Andrada	Jennifer Bertrand	Yolanda Martinez	Cindy Morris	Joshua Walker
Jeanette Davidson	Maria Dejulian	Stephen Edwards	Hilda Prewitt	Althea Thomas	
Sharon Holloway	Veronica Jackson	Marie Jimenez	Deborah Shuler	Michael Tupin	

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 Rate for Skills training for nursing facilities: Independent Living Skills \$18.00/1 per hour

Reimbursement Rate for Mileage: 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 and 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.

MH ADULT SERVICES ACTION ITEMS:

- j. Consider approval of the MOU with SOLUTA, Inc. to provide psychiatric and mental health services and pharmacy services in the Galveston County Jail as a result of RFP#B152015 issued by the Galveston County Purchasing Agent.

Amount not to exceed: \$14,166.67/monthly

Discussion: Boon-Chapman is the award recipient of the RFP#152015 related to Inmate Health Services.

Boon-Chapman has designated SOLUTA, Inc. as the subcontractor to provide said services in the jail.

LEASE ACTION ITEMS:

- k. Consider approval of the renewal Facility Use Agreement with ARC of the Gulf Coast for utilization of 204 W. Coombs, Alvin, TX 77511 as their primary business space. Term: November 1, 2016 to October 31, 2017.

Lease amount: \$200.00/monthly (new for FY17)

6. PENDING or REVISED ACTION ITEMS:

Pending or revised action 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. NO PENDING ACTIONS

7. CHIEF EXECUTIVE OFFICER'S CALENDAR: Melissa Tucker

- Review of the financial report
- Review and discussion of ETBHN
- Review Texas Council Community Center Activities and updates
- Legislative update

- 1115 Update (Presentation)
- Connect Transit Update
- HUD/Transitional Housing Update
- FY16 4th Quarter Board Report
- Presentation of calendar of upcoming events
 - November 10th - 2016 Legislative Forum – 7:00 – 9:00 pm – Lake Jackson Civic Center, Plaza 1 & 2, 333 Hwy 332 E., Lake Jackson, TX 77566
 - June 28-30, 2017 – Texas Council Annual Conference – Moody Gardens, Galveston

8. ADJOURN

**GULF COAST CENTER
BOARD OF TRUSTEES MEETING**
Wednesday, September 28, 2016
Mainland Community Service Center
7510 FM 1765, Texas City, TX

MINUTES

1. **CALL TO ORDER** – Jamie Travis, Board Chair of the Board of Trustees, convened the regular meeting on Wednesday, September 28, 2016 at 6:30 p.m. at the Mainland Community Service Center located at 7510 FM 1765, Texas City, Texas.

The following Board Members were present: Robert Flick, Jaime Castro, Linda Coleman and Vivian Renfrow.

The following Board Members were absent: Mary Lou Flynn-Dupart-Excused; Caroline Rickaway-Excused and Trey Picard-Excused

Also present were: G. Michael Winburn, Executive Director – Gulf Coast Center, Chris Cahill – Mills, Shirley, Greg Goodman & Yvonne Fedee with Goodman Corporation; Jeani Smith & Dusty Branmer with GenoPath PGx testing and other Center staff.

- **Consider the approval of the recommendations for the Gulf Coast Center Board of Trustees' Officer Positions by the Board of Trustees' Nominating Committee.**

On motion by Linda Coleman the board voted to approve the recommendations of the Gulf Coast Center Board of Trustees' Officer Positions by the Board of Trustees' Nominating Committee as follows: Jamie Travis-Chair, Jaime Castro-Vice Chair, Vivian Renfrow-Treasurer and Trey Picard-Secretary. The motion carried with all members voting in favor.

2. **CITIZENS' COMMENTS:** None
3. **BOARD MEMBERS' REPORTS:** Jamie Travis, Board Chair announced that Robert Flick will be resigning after 10 ½ years serving on as a board member for Galveston county.
4. **PROGRAM PRESENTATION:** Greg Goodman with The Goodman Corporation presented to the board on Google Transit. Google Transit is a public transportation planning tool that utilizes data direct with resources for trip planning and integration into Google maps and Google earth along with desktop and mobile accessibility. Jeani Smith with Genetix presented to the board on GenPath advancing precision medicine and enhancing personalized care for the center's clients.
5. **ACTION ITEMS:**

- a. **Review and approval of previous meeting minutes: August 24, 2016.**

On motion by Jaime Castro, seconded by Robert Flick, the board voted to approve the August 28, 2016 meeting minutes. The motion carried with all members voting in favor.

- b. **Consider the approval of the August 2016 check register.**

On motion by Jaime Castro, seconded by Vivian Renfrow the board voted to approve the August 2016 check register. The motion carried with all members voting in favor.

- c. **Consider the approval of the FY2017 Texas Council membership dues.**

On motion by Robert Flick, seconded by Linda Coleman the board voted the approval of the FY2017 Texas Council membership dues. The motion carried with all members voting in favor.

- d. **Consider approval of the revised Connect Transit Drug and Alcohol Testing Program Policy and Procedure Manual. Revisions include: 1) Addendum No. 12; 2) page 26 and page 27 – Additional language was included for behaviors that constitute a refusal to submit to a drug or alcohol test.**

On motion by Vivian Renfrow, seconded by Jaime Castro the board voted to approval of the revised Connect Transit Drug and Alcohol Testing Program Policy and Procedure Manual Revision. The motion carried with all members voting in favor.

- e. **Consider approval of the new Business Associate Agreement with Genetix, LLC for pharmacogenomic testing.**

**GULF COAST CENTER
BOARD OF TRUSTEES MEETING**
Wednesday, September 28, 2016
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MINUTES

On motion by Robert Flick, seconded by Linda Coleman the board voted the approval of the new Business Associate Agreement with Genetix, LLC for pharmacogenomic testing. Following discussion the motion carried with all members voting in favor.

HHS/DSHS/DADS RELATED ACTION ITEMS:

- f. **Consider the approval of the FY17 DADS IDD performance contract #100 which includes \$158,000 in additional funding for IDD Crisis Services and PASRR. Total allocation is \$2,165,318.**

On motion by Vivian Renfrow, seconded by Robert Flick the board voted the approval of the FY17 DADS IDD performance contract #100 which includes \$158,000 in additional funding for IDD Crisis Services and PASRR. Total allocation is \$2,165,318. The motion carried with all members voting in favor.

- g. **Consider the approval of the FY17 Mental Health First AID (MHFA) contract #2017-049433-001. Amount not to exceed is \$7,500.00.**

On motion by Vivian Renfrow, seconded by Robert Flick the board voted the approval of the FY17 Mental Health First AID (MHFA) contract #2017-049433-001. Amount not to exceed is \$7,500.00. The motion carried with all members voting in favor.

- h. **Consider the approval for the FY17 YES Waiver Pre-Engagement Services contract #2017-049612-001 MH/YESPE. Amount not to exceed \$2,000.**

On motion by Vivian Renfrow, seconded by Robert Flick the board voted the approval of the FY17 YES Waiver Pre-Engagement Services contract #2017-049612-001 MH/YESPE. Amount not to exceed \$2,000. The motion carried with all members voting in favor.

- i. **Consider the approval of the FY17 Co-Occurring Mental Health and Substance Abuse Services (COPSD) contract #2016-048313-003 SA/TCO in the amount of \$65,952.**

On motion by Vivian Renfrow, seconded by Robert Flick the board voted the approval of the FY17 Co-Occurring Mental Health and Substance Abuse Services (COPSD) contract #2016-048313-003 SA/TCO in the amount of \$65,952. The motion carried with all members voting in favor.

- j. **Consider the approval of the FY17 Treatment Adult Services Female contract #2016-048313-004 Sa/TRF in the amount of \$647,012.**

On motion by Vivian Renfrow, seconded by Robert Flick the board voted the approval of the FY17 Treatment Adult Services Female contract #2016-048313-004 Sa/TRF in the amount of \$647,012. The motion carried with all members voting in favor.

- k. **Consider the approval of the FY17 Treatment Adult Services contract #2016-048501-002 SA/TRA in the amount of \$2,623,469.**

On motion by Vivian Renfrow, seconded by Robert Flick the board voted the approval of the FY17 Treatment Adult Services contract #2016-048501-002 SA/TRA in the amount of \$2,623,469. The motion carried with all members voting in favor.

- l. **Consider the approval of the FY17 HIV Outreach Services contract #2016-048182-001 SA/HIV. Amount not to exceed \$159,321.**

On motion by Vivian Renfrow, seconded by Robert Flick the board voted the approval of the FY17 HIV Outreach Services contract #2016-048182-001 SA/HIV. Amount not to exceed \$159,321. The motion carried with all members voting in favor.

- m. **Consider the approval of the FY17 HIV Early Intervention Services contract #2016-048266-002 SA/HEI. Amount not to exceed \$125,537.**

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BOARD OF TRUSTEES MEETING**
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MINUTES

On motion by Vivian Renfrow, seconded by Robert Flick the board voted the approval of the FY17 HIV Early Intervention Services contract #2016-048266-002 SA/HEI. Amount not to exceed \$125,537. The motion carried with all members voting in favor.

n. Consider the approval of the FY17 Treatment Youth Services contract #2016-048314-001 SA/TRY in the amount of \$153,079.

On motion by Vivian Renfrow, seconded by Robert Flick the board voted the approval of the FY17 Treatment Youth Services contract #2016-048314-001 SA/TRY in the amount of \$153,079. The motion carried with all members voting in favor.

o. Consider the approval of the FY17 Outreach, Screening, Assessment, and Referral (OSAR) contract #2016-048253-002 SA/OSAR. Amount not to exceed \$413,638.

On motion by Vivian Renfrow, seconded by Robert Flick the board voted the approval of the FY17 Outreach, Screening, Assessment, and Referral (OSAR) contract #2016-048253-002 SA/OSAR. Amount not to exceed \$413,638. The motion carried with all members voting in favor.

CONNECT SERVICES ACTION ITEMS:

p. Consider approval of the renewal agreement for Coordination of Non-Emergency Transportation Services to Elderly, Disabled and Low Income Residents through Harris County RIDES Program within the urbanized areas of Pearland, Friendswood and League City. Term: September 25, 2016 to September 25, 2017. (No change from FY16).

On motion by Vivian Renfrow, seconded by Jaime Castro the board voted the approval of the renewal agreement for Coordination of Non-Emergency Transportation Services to Elderly, Disabled and Low Income Residents through Harris County RIDES program within the urbanized areas of Pearland, Friendswood and League City. The motion carried with all members voting in favor.

q. Consider approval of the new Agreement with UTMB for the use of temporary parking spaces within the League City Park and Ride facility. Term: September 1, 2016 to December 31, 2018.

Reimbursement Amount to Center: \$2,000 per month

Description: The Center will permit UTMB to utilize a maximum of 200 spaces contained within the existing League City Park and Ride facility, on a temporary basis, for use by UTMB employees, visitors and others parking for UTMB related purposes.

On motion by Vivian Renfrow, seconded by Jaime Castro the board voted the approval of the new Agreement with **UTMB** for the use of temporary parking spaces within the League City Park and Ride facility. The motion carried with all members voting in favor.

r. Consider approval of the FY17 Amendment with Genfare, a Division of SPX Corporation to extend the original agreement through fiscal year 2017. Term: September 25, 2016 to August 31, 2017.

Description: Genfare is the award recipient of the 2013' RFP for Public Transportation Fare and Date Collection System.

On motion by Vivian Renfrow, seconded by Jaime Castro the board voted the approval of the FY17 Amendment with **Genfare, a Division of SPX Corporation** to extend the original agreement through fiscal year 2017. The motion carried with all members voting in favor.

s. Consider approval of the Board Resolution and Policy for Fare Increase and Major Service Change Policy.

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MINUTES

On motion by Vivian Renfrow, seconded by Jaime Castro the board voted the approval of the Board Resolution and Policy for Fare Increase and Major Service Change Policy. The motion carried with all members voting in favor.

t. Consider the approval of the awarded contract with A-1 Construction Services for the Dickinson Bus Stop Improvement Program. Term: FY17

Amount: \$76,241.00

Description: Installation of forty (40) bus stop signs along the Dickinson "Gator" route and one shelter at the Dickinson City Hall/Library stop.

On motion by Vivian Renfrow, seconded by Jaime Castro the board voted the approval of the awarded contract with **A-1 Construction Services** for the Dickinson Bus Stop Improvement Program. The motion carried with all members voting in favor.

IDD SERVICES ACTION ITEMS:

u. Consider approval of the new agreement with Shivera Millsap for the provision of respite and/or community support services in Galveston County. Term: July 25, 2016 to August 31, 2016.

Reimbursement Rate for respite: Standard base level = \$10/hr;

Medical/Behavioral need = \$15/hr.

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

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.

On motion by Jaime Castro, seconded by Linda Coleman the board voted the approval of the new agreement with **Shivera Millsap** for the provision of respite and/or community support services in Galveston County. The motion carried with all members voting in favor.

v. Consider the approval of FY17 Addendum with Golden Rule Services, Inc. to provide community support transportation services to individual's receiving PAS/HAB services through the Community First Choice program. The transportation service shall be reimbursed base on the below mileage scale.

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

On motion by Jaime Castro, seconded by Linda Coleman the board voted the approval of FY17 Addendum with **Golden Rule Services, Inc.** to provide community support transportation services to individual's receiving PAS/HAB services through the Community First Choice program. The transportation service shall be reimbursed base on the above mileage scale. The motion carried with all members voting in favor.

w. Consider the approval of the FY17 Amendment with The ARC of the Gulf Coast to provide intellectual and development disability family education and training services for individuals in the local communities. Term: September 1, 2016 to August 31, 2017.

County of Service: Galveston and Brazoria

Total Amount not to exceed: \$16,000.00 (no change from FY16)

On motion by Jaime Castro, seconded by Linda Coleman the board voted the approval of the FY17 Amendment with **The ARC of the Gulf Coast** to provide intellectual and development disability family education and training services for individuals in the local communities.

**GULF COAST CENTER
BOARD OF TRUSTEES MEETING**
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MINUTES

The motion carried with all members voting in favor.

MH CHILD SERVICES ACTION ITEMS:

- x. **Consider approval of the renewal agreement with the Hopebridge Health for mental health Inpatient Services on an as needed basis for children and adolescents receiving services by the Center. Term: FY17**

Amount: \$540/bed day (increase from \$498)

On motion by Linda Coleman, seconded by Robert Flick the board voted the approval of the renewal agreement with the Hopebridge Health for mental health Inpatient Services on an as needed basis for children and adolescents receiving services by the Center. The motion carried with all members voting in favor.

- y. **Consider approval of the renewal agreement with the Brazoria County Juvenile Justice Department for a shared Juvenile Justice Coordinator Position. Term: September 1, 2016 to August 31, 2017.**

Amount of Reimbursement: \$900/month (decrease from FY16).

Description: The decrease is due to the day sessions no longer being needed therefore the amount of staff time has decreased significantly.

On motion by Linda Coleman, seconded by Robert Flick the board voted the approval of the renewal agreement with the **Brazoria County Juvenile Justice Department** for a shared Juvenile Justice Coordinator Position. The motion carried with all members voting in favor.

MH ADULT SERVICES ACTION ITEMS:

- z. **Consider approval of the FY17 Amendment with NAMI Gulf Coast to provide MH family and consumer education, support and training services; and community education, training and partnerships as well as coordination of Mental Health First Aid training. Term: September 1, 2016 to August 31, 2017**

County of Service: Galveston and Brazoria

Total Amount not to exceed: \$28,000.00 (no change from FY16)

Description: NAMI is a long time contractor of the Center providing advocacy and training for those we serve, their families and the community.

On motion by Robert Flick, seconded by Linda Coleman the board voted the approval of the FY17 Amendment with NAMI Gulf Coast to provide MH family and consumer education, support and training services; and community education, training and partnerships as well as coordination of Mental Health First Aid training. The motion carried with all members voting in favor.

- aa. Consider approval of the renewal agreement with **Galveston County** to fund a support staff/Mental Health deputy position for **Mental Health Deputies Program**. Term: September 1, 2016 to August 31, 2017.

Service Area: MH Adult

County of Service: Galveston

Amount not to Exceed: \$73,432.19 (increase from FY16)

Description: Responsibilities of the position include: responding to crisis calls, transportation, attending commitment hearings, maintaining documentation for civil commitments and other associated duties and functions.

On motion by Robert Flick, seconded by Linda Coleman the board voted the approval of the renewal agreement with Galveston County to fund a support staff/Mental Health deputy position for Mental Health Deputies Program. The motion carried with all members voting in favor. Jaime Castro abstained from the vote.

**GULF COAST CENTER
BOARD OF TRUSTEES MEETING**
Wednesday, September 28, 2016
Mainland Community Service Center
7510 FM 1765, Texas City, TX

MINUTES

6. PENDING or REVISED ACTION ITEMS:

Pending action items are those items which were on a prior board agenda but not completely resolved. The items may be listed for update or final action by the Board.

a. Correction to agenda item #q approved at last month's board meeting. The following Providers also provide Specialized Therapies:

Specialized Therapies – Individuals in Nursing Facilities	<i>Funding Source: Department of Aging & Disability Services</i> Service .50 unit = min. 1-2.9 hrs 1 unit = min. 3 hrs Direct Service Day Habilitation \$18.00 \$36.00	Quality of Care Sunshine MOSAIC BWAC Amandole Golden Rule TLC-HCS	Brazoria Galveston Brazoria Brazoria Galveston Brazoria Galveston/Brazoria
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NO ACTION REQUIRED

7. EXECUTIVE DIRECTOR'S CALENDAR: Mike Winburn

- Review of financial report: Rick Elizondo, Chief Financial Officer, reported that he does not have a financial report but he did attend the CFO Consortium and gave a brief report of the comparisons ratios from FY15 for all the community centers. No action required
- Review and discussion of ETBHN: Melissa Tucker, CEO gave a brief update on ETBHN. The retreat was well attending. No action required.
- Review Texas Council Community MHMR Center Activities and updates: Melissa Tucker, CEO gave a brief update. No action required
- Legislative update: Melissa Tucker, CEO gave a brief update on legislative updates. The Legislative Forum will be held on November 10th co-hosted with ARC and NAMI. No action required.
- 1115 Update: Melissa Tucker, CEO gave a brief update on the upcoming 1115 staff reporting and drawing down dollars and waiting to hear on the number of projects that the center will be going fourth. No action required.
- Connect Transit Update: None
- HUD/Transitional Housing Update: None
- Completion of the HHSC required Affidavits for Board Members and Chief Executive Officer. No Action Required.
- Presentation of calendar of upcoming events:
 - November 10, 2016 Legislative Forum – 7:00 – 9:00 pm – Lake Jackson Civic Center, Plaza 1 & 2, 333 Hwy 332 E., Lake Jackson, TX 77566
 - June 28-30, 2017 – Texas Council Annual Conference – Moody Gardens, Galveston, Texas.

8. ADJOURN

There being no further business to bring before the Board of Trustees the meeting was adjourned at 7:59 p.m.



GULF COAST CENTER
BOARD OF TRUSTEES MEETING
Wednesday, September 28, 2016
Mainland Community Service Center
7510 FM 1765, Texas City, TX

MINUTES

Respectfully,

Cathy Claunch-Scott

Secretary to the Board of Trustees

Approved as to Content and Form,

Jamie Travis

Board Chair

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77550

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