



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 25, 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: October 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 77573
Wednesday, October 25, 2017
6:15 pm



"Better community healthcare promoting healthy living."

- 1. Call To Order**.....Jamie Travis, Board Chair
- 2. Citizens' Comments**
- 3. Program Report**
Disaster Response.....Amanda Groller
- 4. Board Member Reports**
 - a. Texas Council of Community CentersJamie Travis, Board Chair
 - b. Texas Council Risk Management FundMary Lou Flynn-Dupart, TCRMF Board Chair
- 5. CEO Report** Melissa Tucker, CEO
 - a. Center Reorganization and Transition Update
 - b. 1115 Waiver Status Report
 - c. Communication, Legislative & Community Development Efforts
 - d. Hurricane Harvey Update
- 6. Operations Report**.....Jerry Freshour, COO
 - a. IDD Services
 - b. Adult Mental Health
 - c. Recovery Services
 - d. Youth Behavioral Health Services
 - e. Medical Services
 - f. Crisis & Forensic Services
 - g. Information Services
 - h. Connect Transit
- 7. Budget, Finance and Admin Reports** Rick Elizondo, CFO

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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.

- a. Financial Board Monthly & YTD Summary (**Pg.1-4**)
- b. Financial & Operational Highlight – Managed Care
- c. FY17 4th Quarter Board Report (Melissa Hollman)
- d. FY2017 4th Quarter Investment Report (**Pg. 5**)
- e. 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 August 23, 2017 board meeting minutes. (**Pg. 6-15**)
- b. Review and approval of September 27, 2017 board meeting minutes. (**Pg. 16-23**)
- c. Review and approval of September 2017 check register.
- d. Review and approval of September 19, 2017 board retreat meeting minutes. (**Pg. 24**)

9. Action Items.....Linda Bell, JD
All Action items terminate at the end of FY 2017 unless indicated otherwise

- a. Consider the approval of the nominations for Places 4, 5 and 6 on the Texas Council Rick Management Fund Board of Trustees. (**Pg. 25-27**)
- b. Consider the approval of the Chief Executive Officer or her designee to enter into a short-term lease for up to 10 minivans or buses to minimize the disruption of service due to the unexpected contract termination of a subcontractor of Connect Transit's general demand response service.
- c. Consider the approval of the Chief Executive Officer or her designee to pursue the purchasing of transit rolling stock subject to the availability of State and/or Federal funding to minimize the disruption of service due to the recent development of the current contractor terminating the contract to provide general demand response service.
- d. Consider the approval to declare surplus and dispose of Center vehicle #1111, a 2006 Ford Taurus with 123,904 miles, Vin#FAFP53266A261111, License Plate #124-6107, per attachment, due to the fact that the repair costs o this vehicle are no longer cost-effective for continued use. (**Pg. 28**)
- e. Consider the approval of the renewal lease with **ARC of the Gulf Coast** for office space located at 204 W. Coombs in Alvin. Term: month-to-month agreement November 1, 2017 to October 31, 2018 as this property is for sale. Service Area: Brazoria County-IDD. Annual Revenue: \$7,206 annual for full term of lease agreement (increase of \$5,196 from FY17).
- f. Consider the ratification of the renewal Consulting Agreement with **KING Consulting** for an organized effort to secure new gifts, renew current gifts, and build relationships

with foundations in order to create an ever-widening base of support for the sustainability, growth and improvement of Center services. Term: July 24, 2017 to August 31, 2018. Reimbursement: \$500 per submitted/written application and completed grant; \$25/hr for relationship building, networking and foundation research.

- g. Consider ratification of the FY18 Amendments for renewal with the below listed Substance Abuse Residential Service Providers at the rates and reimbursement limits indicated.

	TRA-Detox	TRA-Intensive	TRA-Supp	TRF-Detox	TRF-Intensive	TRF-Supp
Revised Rates	\$191.00	\$92.00	\$35.00	\$191.00	\$92.00	\$68.00
ADA	-	\$126,624.96	\$4,063.00	-	\$122,800.00	\$36,375.00
BARC	\$140,000.00	\$83,624.69	\$28,309.00	-	-	-
ADAPT	\$226,589.00	\$257,254.40	\$40,000.00	\$42,500.00	\$4,247.80	\$27,375.00
On the Path To Recovery	-	\$591,623.91	\$29,828.00	-	-	-

- h. Consider the approval of the FY18 renewal agreement with the **Brazoria County Juvenile Justice Department** for a shared Juvenile Justice Coordinator position. Term: September 1, 2017 to August 31, 2018. Amount of Reimbursement: \$900/month (no change from FY17).
- i. Consider the approval of the FY18 renewal with **MJ Naschke Public Relations** to render services in the areas of marketing and public relations. Term: September 1, 2017 to August 31, 2018. Amount of Reimbursement: \$500/per quarter

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
December 13, 2017	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
January 24, 2018	Board Meeting	6:30 p.m.	Angleton
February 28, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
March 28, 2018	Board Meeting	6:30 p.m.	Angleton
April 25, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
May 23, 2018	Board Meeting	6:30 p.m.	Angleton
June 20-22, 2018	TX Council Conference		Sheraton, Dallas
July 25, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the

			Mainland) Texas City
August 22, 2018	Board Meeting	6:30 p.m.	Angleton

12. Executive Session

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

MONTHLY BOARD REPORT

FY 2017 - UNAUDITED

	<u>MONTHLY</u> <u>FY2017</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2017</u> <u>August</u>	<u>ANNUAL</u> <u>FY 2017</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2017</u> <u>August</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
EXPENSES						
Salary and Wages	\$1,262,836.40	\$1,161,142.12	\$15,154,036.26	\$14,132,265.98	93	\$1,021,770.28
Fringe Benefits	\$490,292.80	\$235,885.22	\$5,883,509.71	\$5,043,578.37	86	\$839,931.34
Travel	\$24,204.30	\$17,401.94	\$290,453.00	\$194,966.73	67	\$95,486.27
Consumables	\$66,334.59	\$32,956.51	\$796,013.78	\$226,455.29	28	\$569,558.49
Pharmaceuticals/other	\$25,258.84	\$3,608.85	\$303,106.00	\$302,506.92	100	\$599.08
Capital Improvements	\$9,166.67	\$34,222.24	\$110,000.00	\$104,137.95	95	\$5,862.05
Furniture/Equip/Computer>\$5000	\$80,363.11	\$20,906.36	\$964,357.25	\$708,107.57	73	\$256,249.68
Furniture/Equip/Computer<\$5000	\$19,778.40	\$32,877.49	\$237,340.05	\$188,185.19	79	\$49,154.86
Facility Costs:	\$111,569.43	\$107,692.55	\$1,338,831.24	\$1,193,571.34	89	\$145,259.90
Debt Service	\$0.00	(\$1,000.00)	\$0.00	\$0.00	0	\$0.00
Utilities	\$20,127.53	\$18,351.81	\$241,529.19	\$199,968.72	83	\$41,560.47
Communications:	\$47,280.55	\$42,721.57	\$567,365.77	\$490,855.65	87	\$76,510.12
Insurance	\$43,968.09	\$42,532.60	\$527,615.26	\$502,718.74	95	\$24,896.52
Vehicle Operating	\$77,862.51	\$97,094.57	\$934,350.19	\$853,432.41	91	\$80,917.78
Other Operating	\$19,371.72	\$30,677.61	\$232,460.03	\$232,425.67	100	\$34.36
Client Support Cost	\$42,149.76	\$6,985.59	\$505,797.25	\$409,650.73	81	\$96,146.52
Unallowable Costs	\$4,570.01	\$1,500.01	\$54,840.00	\$59,338.30	108	(\$4,498.30)
Consultant/Professional - External	\$8,629.34	\$11,655.26	\$103,552.00	\$102,664.97	99	\$887.03
Other Organizations - Internal	\$27,148.67	\$4,510.00	\$325,784.00	\$275,230.00	84	\$50,554.00
Other Organizations - External	\$564,305.58	\$500,295.24	\$6,771,667.00	\$6,203,391.03	92	\$568,275.97
Other Organizations - Non-Clinical	\$294,288.08	\$327,920.92	\$3,531,455.73	\$3,044,435.03	86	\$487,020.70
TOTAL EXPENSES:	\$3,239,506.38	\$2,729,938.46	\$38,874,063.71	\$34,467,886.59	89	\$4,406,177.12
REVENUES						
County Funds	\$99,655.49	\$94,120.79	\$1,195,866.11	\$1,168,628.06	(98)	\$27,238.05
Patient Fees/ins/Reimb	\$81,843.52	\$58,862.45	\$982,122.00	\$739,087.65	(75)	\$243,034.35
Miscellaneous	\$150,744.26	\$183,413.98	\$1,808,931.34	\$1,226,425.12	(68)	\$582,506.22
State Funds Contracted	\$1,166,052.59	\$1,120,190.74	\$13,992,630.84	\$13,760,689.60	(98)	\$231,941.24
State Funds - Other:	\$821,438.58	\$477,965.50	\$9,857,261.88	\$7,338,936.17	(74)	\$2,518,325.71
Federal Funds Contracted:	\$97,620.78	\$92,848.51	\$1,171,449.31	\$1,145,742.47	(98)	\$25,706.84
Federal Funds - Other:	\$822,150.25	\$835,166.37	\$9,865,802.23	\$9,558,547.19	(97)	\$307,255.04
Total Revenue	\$3,239,505.47	\$2,862,568.34	\$38,874,063.71	\$34,938,056.26	(90)	\$3,936,007.45
EXCESS OF REVENUE OVER EXPENSES	(\$0.91)	\$132,629.88	\$0.00	\$470,169.67	0	(\$470,169.67)

The Gulf Coast Center

FY2017 Monthly Board Financial Review

Unaudited as of 08/31/2017

Fiscal Year 2017 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/16 (UnAudited).....				\$	1,832,357
FY2017 Year-to-Date Reported Expense and Revenue Totals (Unaudited)					
Expenditures	Operational	34,282,188			
	Non-Operational	(506,000)			
	Fund Balance	185,813	33,962,000		
Revenues	Operational	34,938,170			
	Non-Operational	(506,000)	34,432,170	\$	470,170
Total General Fund Balance Year-to-Date (Unaudited).....				\$	2,302,526

Board Committed Use General Funds (Fiscal Year Committed)

Capital Projects - Facility (FY2008-FY2014)	(400,000)				
Capital Projects - Facility (FY2015)	(150,000)	(550,000.00)			
fy2008-fy2014 Expenditure		179,655.89			
fy2015 Expenditure		228,409.97			
fy2016 Expenditure		31,088.00			
fy2017 Expenditure		-			
			(110,846)		
Capital Projects - IT (FY2003-FY2015)	(750,000)				
Capital Projects - IT (FY2017)	(190,000)	(940,000.00)			
fy2003-fy2014 Expenditure		540,129.33			
fy2015 Expenditure		137,458.10			
fy2016 Expenditure		-			
fy2017 Expenditure		91,143.20			
			(171,269)		
IDD Community Service Support (FY2011-2014)	(300,000)				
IDD Community Service Support (FY2016)	(100,000)	(400,000.00)			
fy2011-fy2014 Expenditure		202,472.65			
fy2015 Expenditure		60,888.00			
fy2016 Expenditure		57,046.30			
fy2017 Expenditure		76,530.20			
			(3,063)		
Connect Transit (FY2015) LJ Urban	(320,000)	(320,000.00)			
fy2016 Expenditure		-			
fy2017 Expenditure		-	(320,000)		
Connect Transit (FY2013) General Services	(422,869)	(422,869.00)			
fy2016 Expenditure		300,000.00			
fy2017 Expenditure		-			
			(122,869)		
Major Facility Repairs (FY2014)	(186,940)	(186,940.00)			
fy2014-2015 Expenditure		186,940.00			
fy2016 Expenditure		-			
fy2017 Expenditure		-			
Flexible Spending Supports (FY2004-2013)	(500,000)				
		(500,000.00)			
fy2005-fy2014 Expenditure		435,217.02			
fy2015 Expenditure		21,385.05			
fy2016 Expenditure		18,880.53			
fy2017 Expenditure		18,139.13			
			(6,378)		(734,426)
Total General Fund Balance Year-to-Date (Unaudited)				\$	2,302,526
Unrestricted Use General Fund Balance (Unaudited)				\$	1,568,101

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The Gulf Coast Center

FY2017 Monthly Fund Balance Report

Unaudited as of 8/31/2017

<u>Fiscal Year 2017 Unaudited Centerwide General Fund Balance Status</u>											
Total General Fund Balance as of 08/31/16 (Audited).....											\$ 1,832,357
FY2017 Monthly Reported Expense and Revenue Totals (Unaudited)											
	September	October	November	December	January	February	March	April	May	June	July
Operational Expenses:	2,765,005	2,898,877	2,857,587	2,818,451	2,839,179	2,790,208	2,928,540	2,746,061	2,756,801	2,788,247	2,878,591
Non-Operational Expenses:										506,000	
Fund Balance Expenses:	16,609	14,709	18,923	20,488	32,846	18,094	(19,702)	15,487	14,364	15,977	16,719
Total Expenses:	2,781,614	2,913,586	2,876,511	2,838,939	2,872,025	2,808,303	2,908,838	2,761,548	2,771,165	3,310,224	2,895,197
Operational Revenues:	2,797,234	2,924,176	2,953,583	2,851,263	2,913,655	2,830,618	3,008,253	2,790,146	2,900,343	2,697,402	2,902,815
Non-Operational Revenues:										506,000	
Fund Balance Revenues:											
Total Revenues:	2,797,234	2,924,176	2,953,583	2,851,263	2,913,655	2,830,618	3,008,253	2,790,146	2,900,343	3,203,402	2,902,815
Net increase/decrease to Fund Balance	15,620	10,590	77,073	12,324	41,630	22,315	99,415	28,598	129,178	(106,821)	7,619
Total General Fund Balance:	1,847,976	1,858,566	1,935,639	1,947,963	1,989,593	2,011,908	2,111,323	2,139,921	2,269,099	2,162,278	2,169,896
Avg. Cost per day:	92,167	93,512	95,253	90,918	91,586	99,650	94,469	91,535	88,929	92,942	95,953
DAYS OF OPERATION	20	20	20	21	22	20	22	23	26	23	23

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**GULF COAST CENTER
HEALTH INSURANCE FUNDING
AS OF 8/31/2017**

TOTAL OUTLAYS : \$2,682,621.48

Including Claims and Fees

TOTAL FUNDING : \$2,894,502.36

*including Employer and employee
contributions*

TOTAL SURPLUS/(DEFICIT) : \$ 211,880.88

THE GULF COAST CENTER QUARTERLY INVESTMENT REPORT

FY2017
Quarter 4

Reporting Period: June 1, 2017 - August 31, 2017

This report was prepared in compliance with generally accepted accounting principals, The Gulf Coast Center's Investment policy and the Public Funds Investment Act.

INVESTMENT SUMMARY - Texas Local Government Investment Pool

Month	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Ending Balance	Average Daily Interest Rate
Jun-17	\$2,121,031.53	\$0.00	\$1,600,000.00	\$812.55	\$521,844.08	0.06%
Jul-17	\$521,844.08	\$800,000.00	\$0.00	\$582.50	\$1,322,426.58	0.05%
Aug-17	\$1,322,426.58		\$0.00	\$1,121.94	\$1,323,548.52	0.04%
Quarterly Total		\$800,000.00	\$1,600,000.00	\$2,516.99		
Year to Date Total				\$12,722.35		

PORTFOLIO SUMMARY - Texas Local Government Investment Pool

Month	Beginning Market Value	Share Price	Shares Owned	Ending Market Value
Jun-17	\$2,121,031.53	\$1.00	\$521,844.08	\$521,844.08
Jul-17	\$521,844.08	\$1.00	\$1,322,426.58	\$1,322,426.58
Aug-17	\$1,322,426.58	\$1.00	\$1,323,548.52	\$1,323,548.52

Rick Elizondo
Investment Officer

vacant
Alternate Investment Officer

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Brazoria County Community Service Center
101 Tigner, Angleton, TX 77515
Wednesday, August 23, 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, August 23, 2017, at 6:28 p.m. at the Brazoria County Community Service Center located at 11 Tigner, Angleton, Texas.

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

The following Board Members were absent: Jaime Castro, George Grimes and Stephen Holmes

Also present were: Melissa Tucker, CEO – Gulf Coast Center, Chris Cahill – Mills, Shirley, Todd Patch MMA, Kara McManus The Goodman Corporation and other Center staff.

2. **Citizens' Comments:** NONE

3. **Program Report:**

Connect Transit – The Goodman Corporation: Barry Goodman and Jim Webb presented to the board the Fiscal Year 2017-2021 Plan. Barry reviewed the Connect Transit 10-year Operating Trend which reflected the operating expense per hour; per trip and trips per hour. The cost for an hour of service increased from an average of \$68 before 2013 to \$100 after 2013. Connect Transit is a \$5.0 million operation which operates in 4 different programs and 15 different services, each with different funding sources and services. The breakdown is Texas City/LaMarque-\$1.9 million (fixed route, ADA and Demand response); Lake Jackson/Angleton-\$1.0 million (fixed route, ADA and Demand response); Rural-\$900k (fixed route, ADA and Demand response) and Houston-\$1.2 million (commuter bus and taxi voucher). The Goodman Corporation's five-year plan included recommendations to reduce costs associated with urban demand response services; improve and expand fixed route services; determine sustainable solutions for Houston Taxi Service/Commuter Bus service; new facility development for Lake Jackson/Angleton and new facility development for Texas City/LaMarque. The vision for Connect Transit includes determining viable re-organization models that will lend to further growth of the transit system for which Connect Transit has become today.

4. **Board Member Reports:**

- a. Texas Council of Community Centers: NONE

- b. Texas Council Risk Management Fund: Mary Lou Flynn-Dupart stated that the Property Insurance is going up.

5. CEO Report..... Melissa Tucker, CEO

- a. Center Reorganization and Transition Update: Melissa Tucker, CEO gave a packet to the Board "Connecting the Dots" – Connect, Promote, Provide. The pack and discussion included detail on collaboration, co-location, and reorganization of clinical service areas, as well as key functions of support to improving efficiencies and preparing for future challenges. Areas reviewed included-Youth Behavioral Health Services; Adult Behavioral Health Services; Intellectual and Developmental Disability (IDD) Services; Intensive Behavioral Health Services: Revenue Cycle Management; 1115 Waiver; Data Team.
- b. 1115 Waiver Status Report: None
- c. Communication, Legislative & Community Development Efforts: None

6. Operations Report:

- a. IDD Services: Jerry Freshour, COO gave a brief update on the Jail Diversion and Jamie White gave an update on the restructure of IDD Services.
- b. Adult Mental Health: Sarah Holt, Chief Nursing Officer reminded those in attendance that the Ambulatory Detox program in Galveston will close effective August 31, 2017. Dr. Harvey will continue to contract with Gulf Coast Center.
- c. Recovery Services: None
- d. Youth Behavioral Health Services: None
- e. MIS: Pam Melgares, Chief Information Officer, provided an update on the new Electronic Health Record, Smartcare implantation.
- f. Connect: None

7. Budget, Finance and Admin Reports:

- a. Financial Board Monthly & YTD Summary: Rick Elizondo, CFO for the month of July the Center preliminarily recognized year-to-date operational expenses of \$31,738,061.94 and operational revenue of \$32,075,487.92; for an operational balance of \$337,425.98.
- b. Financial & Operational Highlight – Managed Care: None

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 July 19, 2017 board meeting minutes.** Deferred
- b. **Review and approval of July 2017 check register.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway the board voted the approval of the July 2017 check register. The motion carried with all members voting in favor.

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

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

a. **Consider the approval of the appointment of the Nominating Committee for the FY18 Board Elections.**

Mary Lou Flynn-Dupart will serve as Chair of Committee with Caroline Rickaway, Vivian Renfrow and Linda Coleman serving on the committee.

b. **Consider the approval of the FY18 Holiday Schedule.**

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman the board voted the approval of the FY18 Holiday Schedule. The motion carried with all members voting in favor.

c. **Consider the approval of the Audit Engagement Letter with Davis, Kinard & Co, PC for completion of the FY2017 Financial and Compliance Audit.**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the Audit Engagement Letter with Davis, Kinard & Co. PC for completion of the FY2017 Financial and Compliance Audit. Following discussion the motion carried with all members voting in favor.

d. **Consider the approval of the renewal lease agreement (Amendment #15) with Shearn Moody Plaza for 853 square feet of the fourth floor for the HIV/HEI programs, in addition to the 12,589 square feet leased on this floor. Term: September 1, 2017 to August 31, 2018.**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the renewal lease agreement (Amendment #15) with Shearn Moody Place for 667 square feet of the fourth floor for the HIV/HEI programs in addition to the 12,589 square feet leased on this floor. The motion carried with all members voting in favor.

e. **Consider the approval of the Interlocal Participation Agreement and Resolution with the Goodbuy Purchasing Cooperative for Gulf Coast Center to join for the best value purchasing through this cooperative's qualified vendors.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway the board voted the approval of the Interlocal Participation Agreement and Resolution with the Goodbuy Purchasing Cooperative for Gulf Coast Center to join for the best value purchasing through this cooperative's qualified vendors. The motion carried with all members voting in favor.

f. **Consider the approval of the FY18 contract with The Behavioral Health Center of Nueces County for the purpose of providing (CLOIP) Community Living Options Information Process.**

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman the board voted the approval of the FY18 contract with The Behavioral Health Center of Nueces County to provide the (CLOIP) Community Living Options Information Process. The motion carried with all members voting in favor.

g. **Consider 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 area of Pearland, Friendswood and League City. Term: September 26, 2017 through September 25, 2018 (no change from FY17)

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway 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 area of Pearland and League City. The motion carried with all members voting in favor.

h. Consider the Resolution in support of application to Houston METRO for Section 5307 federal funding for operations of League City Park & Ride.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the Resolution in support of application to Houston METRO for Section 5307 federal funding for operations of League City Park & Ride. The motion carried with all members voting in favor.

i. Consider the approval of the Resolution in support of application to Federal Transit Administration Section 5339(b) (Bus and Bus Facilities) funding for construction of Connect Transit Texas City Administrative Facility.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the Resolution in support of application to Federal Transit Administration Section 5339(b) Bus and Bus Facilities) funding for construction of Connect Transit Texas City Administrative Facility.

j. Consider the approval of the Demand Response (DR) fare increase and start of 30-day public notice period for implementation of DR fare increase.

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway the board voted the approval of the Demand Response (DR) fare increase and start of 30-day public notice period for implementation of DR fare increase. Following discussion the motion carried with all members voting in favor.

k. Consider the 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, 2017 to August 31, 2018. Service Area: MH Adult County of Service: Galveston Amount not to Exceed: \$73,437.19 (\$5.00 increase from FY17)

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the renewal agreement with Galveston County to fund a support staff/Mental Health deputies position for Mental Health Deputies Program. The motion carried with all members voting in favor.

l. Consider the approval of the FY18 renewal 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 Mental Health First Aid training. Term: September 1, 2017 to August 31, 2018. Total Amount not to exceed: \$28,000.00 (no change from FY17)

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman the board voted the approval of the FY18 renewal 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 Mental Health First Aid training. Following discussion, the motion carried with all members voting in favor.

- m. **Consider the approval of the FY18 renewal 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, 2017 to August 31, 2018. Total Amount not to exceed: \$16,000.00 (no change from FY17).**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the FY18 renewal 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. The motion carried with all members voting in favor.

- n. **Consider approval of the Amendments to the FY17 Residential Services Network Agreement for the below listed providers due to end of year reallocation of funding. ADA: Decrease FY17 by \$2,374.49 – Amount not to exceed for FY17: \$302,582.33 BARC: Increase FY17 by \$60,000.00 – Amount not to exceed for FY17 \$249,933.69 Adapt: Decrease FY17 by \$82,373.51 – Amount not to exceed for FY17 \$616,734.69 On the Path to Recovery: Decrease FY17 by \$45,000.00 – Amount not to exceed for FY17 \$641,951.68.**

On motion by Marylou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the Amendments to the FY17 Residential Services Network Agreement for the above listed providers due to end of year reallocation of funding. The motion carried with all members voting in favor. Caroline Rickaway abstained

- o. **Consider the approval of the new agreement with Houston Behavioral Healthcare Hospital to provide mental health Inpatient Services on an as needed basis for children and adolescents receiving services by Center. Term: September 1, 2017 to August 31, 2018. Amount: \$600.00 per day flat rate; all fees include all necessary and required services and medications.**

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman the board voted the approval of the new agreement with Houston Behavioral Healthcare Hospital to provide mental health Inpatient Services on an as needed basis for children and adolescents receiving services by Center. The motion carried with all members voting in favor.

- p. **Consider the approval of the renewal agreement with Rowan HCI, Inc to provide healthcare related consulting services to Gulf Coast Center, including strategic direction on national, state and local trends in healthcare delivery. Change from FY17; decrease in hours from 16 to 10 per month. Amount not to exceed: \$3000/month**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway the board voted the approval of the renewal agreement with Rowan HCI, Inc. to provide healthcare

related consulting services to Gulf Coast Center, including strategic direction on national, state and local trends in healthcare delivery. Following discussion the motion carried in favor.

- q. **Consider the approval of the renewal MOU with Quality of Care LLC for the purpose of coordinating referrals and resources for the provision of specific Youth Empowerment Services (YES) Waiver program for youths who are residents of Galveston and Brazoria Counties. No change**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted to approval of the renewal MOU with Quality of Care LLC coordinate referrals and resources for the provision of specific Youth Empowerment Services (YES) Waiver program for youths who are residents of Galveston and Brazoria Counties. The motion carried with all members voting in favor.

- r. **Consider the approval of the FY18 Amendment with Mills, Shirley LLP for legal representation and consultation services to the Center and its Board of Trustees. Term: September 1, 2017 to August 31, 2018. FY18 Annual Flat Rate \$7,500.00.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway the board voted the approval of the FY18 Amendment with Mills, Shirley LLP for legal representation and consultation services to the Center and its Board of Trustees. Following discussion the motion carried with all members voting in favor.

- s. **Consider approval of the agreement with Lifetime Homecare HCS, LLC to provide crisis respite for individuals with intellectual or developmental disabilities (IDD), Individual's demonstrating in crisis that cannot be stabilized in a less intensive setting. Term: September 1, 2017 to August 31, 2018. Amount not to Exceed: \$90,000.00 County of Service: Galveston and Brazoria.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway the board voted the approval of the agreement with Lifetime Homecare HCS, LLC to provide crisis respite for individuals with intellectual developmental disabilities (IDD). Individual's demonstrating in crisis that cannot be stabilized in a less intensive setting. The motion carried with all members voting in favor.

- t. **Consider approval of the new agreement with ICE Care Group to provide community support services, day habilitation, employment, and behavioral support and respite services. Term: September 1, 2017 to August 31, 2018. Fee Schedule Attached**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the new agreement with ICE Care Group to provide community support services, day habilitation, employment, and behavioral support and respite services. The motion carried with all members voting in favor.

- u. **Consider the approval of the FY18 renewal agreement with Nortek Medical Staffing for locum tenens coverage at the Center's mental health clinics. Term: September 1, 2017 to August 31, 2018. County of Service: Galveston and Brazoria Total Amount not to exceed: \$140/hr for telemedicine service (no change from FY17)**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the FY18 renewal agreement with Nortek Medical Staffing for locum tenens coverage at the Center's mental health clinics. The motion carried with all members voting in favor.

- v. **Consider the approval of the below FY18 renewal agreements with identified providers for the specified Home and Community Based services (HCS). Term: September 1, 2017 to August 31, 2018**

County of Services: Identified Below, (no change from FY17)

HCS Services	Reimbursement Rate	Provider	County of Service
Foster Care	\$25,254.35 (\$69.19)	Jamie Travis	Brazoria
Foster Care	\$18,574.85 (\$50.89)	James Floyd	Galveston

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman the board voted the approval of the above FY18 renewal agreements with identified providers for the specified Home and Community Based services (HCS). The motion carried with all members voting in favor. Jamie Travis abstained from the vote.

- w. **Consider the approval of the renewal agreement with Modern Psychological and Allied Services, LLP providing Determination of Eligibility for individuals with intellectual and developmental disabilities, Autism, and other related diagnosis services. Term: September 1, 2017 to August 31, 2018 Service Area: IDD County of Services: Galveston Amount: \$350/completed Determination of Eligibility assessment (no change from FY17)**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway the board voted the approval of the renewal agreement with Modern Psychological and Allied Services, LLP providing Determination of Eligibility for individuals with intellectual and developmental disabilities, Autism, and other related diagnosis services. The motion carried with all members voting in favor.

- x. **Consider the approval of the renewal agreement with JSA Telehealth who will provide telemedicine services in designated Center facilities on an as needed basis. Term: September 1, 2017 to August 31, 2018. County of Service: Galveston & Brazoria Rate of Reimbursement: \$295/consumer for emergency evals; \$188/hr for outpatient management (adult); \$100/no shows (no change from FY17)**

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman the board voted the approval of the renewal agreement with JSA Telehealth who will provide telemedicine services in designated Center facilities on an as needed basis. The motion carried with all members voting in favor.

- y. **Consider approval of the FY18 Renewal Amendments for the IDD NON-TRADITIONAL PROVIDER NETWORK with the 27 below identified individuals for the provision of respite, community support, Community First Choice Transportation, and/or Independent Living Skills (ILS) for nursing facilities. No changes from FY17.**

Brazoria County	Galveston County	REIMBURSEMENT RATES	
Dejulian, Maria	Covert, Kimberly*		
Edwards, Stephen*	Chinn, Lorie	Respite	Standard base level = \$10/hr; Medical/Behavioral need = \$15/hr
Green, Janice "Jan"	Finn, Linda*		
Morris, Cindy *	Freuden, Constance "Laura"	Community Support	Standard base level = \$13/hr
Roberts III, Charles	Holloway, Sharon*	Skills Training Nursing Facility	Independent Living Skills \$18/ hr
Shuler, Deborah *	Hosein, Fareena "Neesha"*	Mileage	0-5=\$3; 6-12=\$6; 13-20=\$9; 20-25=\$15; 33-40=\$18
Tupin, Michael *	James, Caroline	*One Client	
Walker, Katherine	Millsap, Shivera		
Andrada, Michael	Petteway, Patricia		
	Pope, Eleanor		
Harris County	Purdy, Shandrekh		
Morales, Alejandra	Simmons, Malinka		
Prewitt, Hilda *	Thomas, Althea		
Davidson, Jeanette "Jan"*	Turner, Megan *		
	Burton, Annie C.		

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway the board voted the approval of the FY18 renewal amendments for the IDD Non-Traditional Provider Network with the 27 above identified individuals for the provision of respite, community support, Community First Choice Transportation, and/or Independent Living Skills (ILS) for nursing facilities.

z. Consider the approval of the FY17 addendum to the current Agreement with C&J Janitorial Services, Inc. for additional janitorial services and cost beyond the original Agreement (increase of \$4,731.34).

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman the board voted the approval of the FY17 addendum to the current Agreement with C&J Janitorial Services, Inc. for additional janitorial services and cost beyond the original agreement. The motion carried with all members voting in favor.

aa. Consider the approval of the FY18 renewal contract with C&S Janitorial Services, Inc. to provide janitorial services to Center facilities in Galveston and Brazoria Counties including the addition of service to the new Administration lease. Term: September 1, 2017 to August 31, 2018. Total Amount not to exceed for FY18: \$119,374.00

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman the board voted the approval of the FY18 renewal contract with C&S Janitorial Services, Inc. to provide janitorial services to Center facilities in Galveston and Brazoria Counties including the addition of service to the new Administration lease. The motion carried with all members voting in favor.

bb. Consider the approval of the FY17 addendum to the current agreement with Killum Pest Control, Inc. for additional pest control services and cost beyond the original agreement. (Increase of \$6,150.40).

On motion by Caroline Rickaway, seconded by Mary Lou Flynn-Dupart the board voted the approval of the FY17 addendum to the current agreement with Killum Pest Control, Inc. for additional pest control services and cost beyond the original agreement. The motion carried with all members voting in favor.

cc. Consider the approval of the FY18 renewal contract with Killum Pest Control, Inc. to provide pest control services to Center facilities in Galveston and Brazoria Counties.

Term: September 1, 2017 to August 31, 2018. Total Amount not to exceed for FY18: \$9,790.00.

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway the board voted the approval of the FY18 renewal contract with Killum Pest Control, Inc. to provide pest control services to Center facilities in Galveston and Brazoria Counties. The motion carried with all members voting in favor.

dd. Review, discuss, and approve recommendations regarding benefit eligible employees who opt out (do not require) health insurance coverage via the Center's plan. Note: Legal advice from General Counsel and Board of Trustee Attorney required for discussion.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted to approve the recommendations regarding benefit eligible employees who opt out (do not require) health insurance coverage via the Center's plan. The recommendation is to eliminate the policy regarding benefit eligible employees receiving health insurance opt out stipend effective immediately. The motion carried with all members voting in favor.

- 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. 8:05 p.m.
- Return to open session: 8:30 p.m.

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
August 23, 2017	Board Meeting	6:30 pm	Angleton
August 16-19, 2017	Texas Council		Austin
September 19, 2017	Board Retreat	1:00	Mall of the Mainland, Texas City
September 19, 2017	Board Retreat-Ribbon Cutting	4:30	Mall of the Mainland, Texas City
September 27, 2017	Board Meeting	6:30 p.m.	Mall of the Mainland, Texas City
October 5-6, 2017	ETBHN Board Retreat		Moody Gardens, Galveston
October 25, 2017	Board Meeting	6:30 p.m.	Angleton
December 13, 2017	Board Meeting	6:30 p.m.	Mall of the Mainland, Texas City
January 24, 2018	Board Meeting	6:30 p.m.	Angleton
February 28, 2018	Board Meeting	6:30 p.m.	Mall of the Mainland, Texas City
March 28, 2018	Board Meeting	6:30 p.m.	Angleton
April 25, 2018	Board Meeting	6:30 p.m.	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.	Mall of the Mainland, Texas City
August 22, 2018	Board Meeting	6:30 p.m.	Angleton

12. Executive Session:

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

13. Action Regarding Executive Session

14. Adjourn

There being no further business to bring before the Board of Trustees the meeting was adjourned at 8:35 p.m.

Respectfully,

Approved as to Content and Form,

Cathy Claunch-Scott

Jamie Travis

Secretary to the Board of Trustees

Board Chair

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Mainland Community Service Center
7510 FM 1765, Texas City, TX 77591
Wednesday, September 27, 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, September 27, 2017 at 6:19 p.m. at the Mainland Community Service Center located at 7510 FM1765, Texas City, Texas.

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

The following Board Members were absent: Caroline Rickaway, Linda Coleman and George Grimes

Also present were: Melissa Tucker, CEO – Gulf Coast Center, Chris Cahill – Mills, Shirley, Jan Melis-NAMI Gulf Coast and other Center staff.

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

The recommendations for the Gulf Coast Center Board of Trustees' Officer Position as presented by the Board of Trustees' Nomination Committee as follows: Jamie Travis, Chair; Jaime Castro, Vice-Chair; Vivian Renfrow, Treasurer and Caroline Rickaway, Secretary. All members voted in favor.

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

- 3) **Program Report:**

Cheryl Folkes, Jesse Soto and Paul Stone presented to the board on the Opioid Overdose Education/Prevention Training "Project Respect 2017". Jesse and Paul are risk reduction specialists that identify people at risk for HIV and Substance Use Disorders. Project Respect serves individuals of all ages from youths to seniors. In addition to community-based HIV testing, the program also provides referrals to local behavioral and physical health providers, Housing programs, Risk Reduction Education, and Focus Groups. Jesse and Paul used a text naloxone sample to demonstrate how the over-the-counter medication can impact the Opioid Epidemic.

- 4) **Board Member Reports:**

- a. Texas Council of Community Centers: Jamie Travis, Board Chair reminded the board that the ETBHN Board Retreat will be October 5 & 6 at Moody Gardens, Galveston.
- b. Texas Council Risk Management Fund: NONE

5. CEO Report: Melissa Tucker, CEO

- a. Center Reorganization and Transition Update: Rick Elizondo, CFO provided a property update on facilities for sale. Recommendations for each were discussed. Rick will provide monthly updates to the Board on the status of each property.
- b. 1115 Waiver Status Report: None
- c. Communication, Legislative & Community Development Efforts: Melissa Tucker, CEO reported on disaster response. Melissa reported that the Center was closed for 3.5 days and 2 Center facilities and 1 storage unit sustained damage. The number of Sub-Contractor facilities impacted involved three Bay Area Recovery Center sites, two of which remain close. Melissa reported on the human, financial and community impact of the flooding within our local area. Disaster response provided for employees and clients was detailed.

6. Operations Report:

- a. IDD Services: None
- b. Adult Mental Health: Jerry Freshour, COO announced that Sandy Patterson will be the new Director of Adult Behavioral Health Clinic Services.
- c. Recovery Services: None
- d. Youth Behavioral Health Services: None
- e. MIS: None
- f. Connect: Rick Elizondo, CFO stated that transportation provider, Lefleur, will not renew the Demand Response Program effective October 27, 2017.

7. Budget, Finance and Admin Reports:

- a. Financial Board Monthly & YTD Summary: None
- b. Financial & Operational Highlight – Managed Care: None

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 July 19, 2017 board meeting minutes.

On motion by Mary Lou Flynn-Dupart, seconded by Stephen Holmes the board voted the approval of the July 19, 2017 board meeting minutes. The motion carried with all members voting in favor.

b. Review and approval of August 2017 check register:

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the August 2017 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 ratification of the FY17 HHSC Amendment #4 to the Co-Occurring Mental Health and Substance Abuse Services (COPSD) contract #2016-048313-004 SA/TCO and Treatment Adult Services Female contract #2016-048313-004 SA/TRF. This amendment reflects the de-obligation of \$37,825 in COPSD funds and \$118,129 in TRF funds as well as reductions to service targets.**

On motion by Mary Lou Flynn-Dupart, seconded by Stephen Holmes the board voted the ratification of the FY17 HHSC Amendment #4 to the Co-Occurring Mental Health and Substance Abuse Services (COPSD) contract #2016-048313-004 SA/TCO and Treatment Adult Services Female contract #2016-048313-004 SA/TRF. This amendment reflects the de-obligation of \$37,825 in COPSD funds and \$118,129 in TRF funds as well as reductions to service targets. The motion carried with all members voting in favor.

- b. **Consider the approval of the FY18 HHSC Yes Waiver Provider Agreement (#2015-048189-001B MH/YESPROV). Amount not to exceed \$96,000.**

On motion by Mary Lou Flynn-Dupart, seconded by Stephen Holmes the board voted the approval of the FY18 HHSC Yes Waiver Provider Agreement (#2015-048189-001B MH/YESPROV. Amount not to exceed \$96,000. The motion carried with all members voting in favor.

- c. **Consider the approval of the FY18 HHSC Projects for Assistance in Transition from Homelessness (PATH) contract (#2016-048163-001A). The total amount awarded is \$191,513 and remains unchanged from FY17.**

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro the board voted the approval of the FY18 HHSC Projects for Assistance in Transition from Homelessness (PATH) contract (#2016-048163-001A). The total amount awarded is \$191,513 and remains unchanged from FY17. The motion carried with all members voting in favor.

- d. **Consider the approval of the FY18 HHSC Co-Occurring Mental Health and Substance Abuse Services (COPSD) contract #2016-048313-005 SA/TCO. Amount not to exceed \$28,127 which is a decrease of \$37,825 from FY17.**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the FY18 HHSC Co-Occurring Mental Health and Substance Abuse Services (COPSD) contract #2016-048313-005 SA/TCO. Amount not to exceed \$28,127 which is a decrease of \$37,825 from FY17. The motion carried with all members voting in favor.

- e. **Consider the approval of the FY18 HHSC Treatment Adult Services Female contract #2016-048313-006 SA/TRF. Amount not to exceed \$528,883 which is a decrease of \$118,129 from FY17.**

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro the board voted the approval of the FY18 HHSC Treatment Adult Services Female contract #2016-048313-006 SA/TRF. Amount not to exceed \$528,883 which is a decrease of \$118,129 from FY17. The motion carried with all members voting in favor.

- f. **Consider the approval of the FY18 HHSC HIV Outreach Services contract #2016-048182-003 SA/HIV. Amount not to exceed \$214,280 which is an increase of \$96,640 from FY17.**

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro the board voted the approval of the FY18 HHSC HIV Outreach Services contract #2016-048182-003 SA/HIV. Amount not to exceed \$214,280 which is an increase of \$96,640 from FY17. The motion carried with all members voting in favor.

- g. **Consider the approval of the FY18 HHSC Outreach, Screening, Assessment, and Referral (OSAR) contract #2016-048253-003 SA/OSR. Amount not to exceed \$478,638 which is an increase of \$65,000 from FY17.**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the FY18 HHSC Outreach, Screening, Assessment, and Referral (OSAR) contract #2016-048253-003 SA/OSR. Amount not to exceed \$478,638 which is an increase of \$65,000 from FY17. The motion carried with all members voting in favor.

- h. **Consider the approval of the FY18 HHSC Treatment Youth Services contract #2016-048314-003 SA/TRY. The total amount awarded is \$124,340 which is a decrease of \$28,739 from FY17.**

On motion by Jaime Castro, seconded by Mary Lou Flynn-Dupart the board voted the approval of the FY18 HHSC Treatment Youth Services contract #2016-048314-003 SA/TRY. The total amount awarded is \$124,340 which is a decrease of \$28,739 from FY17. The motion carried with all members voting in favor.

- i. **Consider the approval of the FY18 HHSC Youth Prevention-Selective contract #2016-048028-003 SA/YPS. The total amount awarded is \$200,000 and remains unchanged from FY17.**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the FY18 HHSC Youth Prevention-Selective contract #2016-048028-003 SA/YPS. The total amount awarded is \$200,000 and remains unchanged from FY17. The motion carried with all members voting in favor.

- j. **Consider the approval of the FY18 HHSC Treatment Adult Services contract #2016-048501-03 SA/TRA. Amount not to exceed \$2,754,642 which is an increase of \$131,173 from FY17.**

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro the board voted the approval of the FY18 HHSC Treatment Adult Services contract #2016-048501-03 SA/TRA. Amount not to exceed \$2,754,642 which is an increase of \$131,173 from FY17. The motion carried with all members voting in favor.

- k. **Consider the approval of the FY18 HHSC Mental Health performance contract #537-17-0127-00034. The total amount awarded is \$12,998,193 which is an increase of \$89,377 from FY17.**

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro the board voted the approval of the FY18 HHSC Mental Health performance contract #537-17-0127-00034.

The total amount awarded is \$12,998,193 which is an increase of \$89,377 from FY17. The motion carried with all members voting in favor.

l. Consider the approval of the FY18-19 TCOOMMI contract #696-TX-18-19-L044. Amount not to exceed \$700,000.

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro the board voted the approval of the FY18-19 TCOOMMI contract #696-TX-18-19-L044. Amount not to exceed \$700,000.00. The motion carried with all members voting in favor.

m. Consider the approval of the FY18 HHSC Adult Mental Health Home and Community-Based Services contract #529-17-0144-00035. Amount not to exceed \$5,591.00. This is a new contract for FY18

On motion by Mary Lou Flynn-Dupart, seconded by Stephen Holmes the board voted the approval of the FY18 HHSC Adult Mental Health Home and Community-Based Services contract #529-17-0144-00035. Amount not to exceed \$5,591.00. This is a new contract for FY18. The motion carried with all members voting in favor.

n. Consider the approval of the FY18 HHSC Mental Health First Aid contract #2017-049433-001B. Amount not to exceed \$8,500.00. This is a \$1,000.00 increase from FY17.

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro the board voted the approval of the FY18 HHSC Mental Health First Aid contract #2017-049433-001B. Amount not to exceed \$8,500.00. This is a \$1,000.00 increase from FY17. The motion carried with all members voting in favor.

o. Consider the approval of the FY2018 Texas Council membership dues.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the FY2018 Texas Council membership dues. The motion carried with all members voting in favor.

p. Consider the approval of the resolution designating identified Board members and Center employees authorize signatures; and approval of the Center's Signature Procedures. The designated Board members and Center employees are authorized to sign documents as necessary and required for the Center and its operations.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the resolution designating identified Board members and Center employees authorize signatures; and approval of the Center's Signature Procedures. The designated Board members and Center employees are authorized to sign documents as necessary and required for the Center and its operations. The motion carried with all members voting in favor.

q. Consider the approval of the update revisions to the Center's Bank Account listing and recommended bank account signatures.

On motion by Jaime Castro, seconded by Mary Lou Flynn-Dupart the board voted the approval of the update revisions to the Center's Bank Account listing and recommended bank account signatures. The motion carried with all members voting in favor.

r. Consider the approval of the Investment Policy 14.1.

On motion by Mary Lou Flynn-Dupart, seconded by Stephen Holmes the board voted the approval of the Investment Policy 14.1. The motion carried with all members voting in favor.

s. Consider the approval of the Initial FY18 Budget.

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro the board voted the approval of the Initial FY18 Budget. The motion carried with all members voting in favor.

t. Consider the approval of the Chief Executive Officer evaluation.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval the Chief Executive Officer evaluation as discussed during the September 19, 2017 board retreat. The motion carried with all members voting in favor.

u. Consider approval of the new agreement with the University of Texas Medical Branch (UTMB) for the provision and administration of psychiatric services to individuals enrolled in the Center's Co-Occurring Psychiatric and Substance Disorder (COPSD) program. Term: FY18 Reimbursement rate: \$720 per 4 hour clinic; \$180/hr for clinic Administrative Services.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the new agreement with the University of Texas Medical Branch (UTMB) for the provision and administration of psychiatric services to individuals enrolled in the Center's Co-Occurring Psychiatric and Substance Disorder (COPSD) program. Term: FY18 Reimbursement rate: \$720 per 4 hour clinic; \$180/hr for clinic Administrative Services. The motion carried with all members voting in favor.

v. Consider approval of the renewal agreement with Waymaker, LLC to provide community support services, day habilitation, employment, and behavioral support and respite services. Term: September 1, 2017 to August 31, 2018. Fee Schedule Attached.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the renewal agreement with Waymaker, LLC to provide community support services, day habilitation, employment, and behavioral support and respite services. Term: September 1, 2017 to August 31, 2018. The motion carried with all members voting in favor.

w. Consider approval of the new Professional Services Agreement with Counseling Connections for Change, Inc. to provide required services related to the Center Crisis Counseling Grant including Psychological First Aid, crisis counseling for individuals (youth, adults and elders) impacted by current disaster. Term: Crisis Counseling Grant – 60 day period with opportunity to extend. Reimbursement Rate: Crisis Counselor – Team Lead (1 at \$75/hr not to exceed \$27,600.00); Crisis Counselor (5 at \$55/hr not to exceed \$101,200.00).

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the new Professional Services Agreement with Counseling Connections for Change, Inc. to provide required services related to the Center Crisis Counseling Grant including Psychological First Aid, crisis counseling for individuals (youth, adults and elders) impacted by current disaster. Term: Crisis Counseling Grant – 60 day period with opportunity to extend. Reimbursement Rate: Crisis Counselor – Team Lead (1 at

\$75/hr not to exceed \$27,600.00); Crisis Counselor (5 at \$55/hr not to exceed \$101,200.00). The motion carried with all members voting in favor.

- x. **Consider approval of the FY18 Addendum with TWG Investments, LTD The Wood Group to provide crisis respite services for individuals with co-occurring diagnosis. Amount not to exceed: \$13,500.00. (no change)**

On motion by Jaime Castro, seconded by Mary Lou Flynn-Dupart the board voted the approval of the FY18 Addendum with TWG Investments, LTD The Wood Group to provide crisis respite services for individuals with co-occurring diagnosis. Amount not to exceed: \$13,500.00. (no change). The motion carried with all members voting in favor.

- y. **Consider approval of the renewal agreements identified below with East Texas Behavioral HealthCare Network. Term: September 1, 2017 to August 31, 2018.**

- **PRN Telemedicine: \$150/hr (no change)**
- **Regional Authorizations process: \$2360.00/month (no change)**
- **Medical Director leadership services: \$175/hr (increase from \$151/hr)**
- **24 Hour Crisis Telemedicine (no change)**

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro the board voted the approval of the renewal agreements identified below with East Texas Behavioral HealthCare Network. Term: September 1, 2017 to August 31, 2018.

- PRN Telemedicine: \$150/hr (no change)
- Regional Authorizations process: \$2360.00/month (no change)
- Medical Director leadership services: \$175/hr (increase from \$151/hr)
- 24 Hour Crisis Telemedicine (no change)

The motion carried with all members voting in favor.

- z. **Consider approval of the Resolution approving submittal of an application to the Kempner Foundation seeking multi-year funding to support continuation and enhancement of the Path Program (Project for Assistance in Transition from homelessness).**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow the board voted the approval of the Resolution approving submittal of an application to the Kempner Foundation seeking multi-year funding to support continuation and enhancement of the Path Program (Project for Assistance in Transition from homelessness). The motion carried with all members voting in favor.

- aa. **Consider approval of addendum to The Goodman Corporation consulting agreement for additional tasks related to leadership transition of Connect Transit including professional services by designated in-house transit professional a minimum of 70% FTE. Term: October 1, 2017 to September 30, 2019. Amount of \$7,500.00 per month.**

On motion by Mary Lou Flynn-Dupart, seconded by Stephen Holmes the board voted the approval of addendum to The Goodman Corporation consulting agreement for additional tasks related to leadership transition of Connect Transit including professional services by designated in-house transit professional a minimum of 70% FTE. Term: October 1, 2017 to September 30, 2019. Amount of \$7,500.00 per month. 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
September 27, 2017	Board Meeting	6:30 p.m.	Texas City
October 5-6, 2017	ETBHN Board Retreat		Moody Gardens, Galveston
October 25, 2017	Board Meeting	6:30 p.m.	Angleton
December 13, 2017	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
January 24, 2018	Board Meeting	6:30 p.m.	Angleton
February 28, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
March 28, 2018	Board Meeting	6:30 p.m.	Angleton
April 25, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
May 23, 2018	Board Meeting	6:30 p.m.	Angleton
June 20-22, 2018	TX Council Conference		Sheraton, Dallas
July 25, 2018	Board Meeting	6:30 p.m.	Administration (Mall of the Mainland) Texas City
August 22, 2018	Board Meeting	6:30 p.m.	Angleton

12. Executive Session: None

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

13. Action Regarding Executive Session: None

14. Adjourn

There being no further business to bring before the Board of Trustees the meeting was adjourned at 7:20 p.m.

Respectfully,

Approved as to Content and Form,

Cathy Claunch-Scott

Secretary to the Board of Trustees

Jamie Travis

Board Chair

THE GULF COAST CENTER
Board Of Trustees Retreat Minutes
September 19, 2017

Call to Order

Jamie Travis, Chair of the Board of Trustees convened the meeting on September 19, 2017 at 1:00 pm at Anchor Point, 3201 FM 2004, Texas City, TX 77591.

The following board members were present: Jamie Travis, Caroline Rickaway, Linda Coleman, Vivian Renfrow, Mary Lou Flynn Dupart, Jaime Castro, and Stephen Holmes. No board members were absent.

Handouts presented to Board Members

CEO Succession Plan	FY18 Preliminary Budget
CEO Job description	FY18 Board Calendar
FY17 Center Report	Board Profile
FY18 Center Goals	Board Eval tool

FY17 Center Report & FY18 Center Goals – Presentation by Melissa Tucker, CEO

FY 18 Preliminary Budget Workshop – Presentation by Rick Elizondo, CFO

Board & Center Evaluation

The Board used the "Board of Director's Appraisal" tools in the evaluation along with the provided handouts. The Board recognized Melissa Tucker and The Gulf Coast Center staff for all of the accomplishments in FY2017 and the initiatives planned for FY2018. No action taken.

CEO Evaluation

The board evaluated the first year performance of Melissa Tucker, CEO. Action will be taken at the September regular board meeting.

Adjourn

There being no further business to bring before the Board of Trustees; the meeting was adjourned at 4:00 pm.

Respectfully,

Jamie Travis, Chair



September 22, 2017

MEMORANDUM

To: Executive Directors
Member Centers, Texas Council Risk Management Fund

From: Nominating Committee

Subject: **Board of Trustees Election Ballot
Places 4, 5, and 6**

The election process for Places 4, 5, and 6 will be completed at the November 17, 2017 Annual Meeting of the Texas Council Risk Management Fund. Attached is the ballot indicating the eligible candidates for this election.

There are three expiring terms and the Nominating Committee has prepared a ballot consisting of four candidates. Members are asked to vote for three, and **only three**, of the four candidates. The candidates listed alphabetically on the ballot are: Mr. Daniel T. Barret, Center for Health Care Services; Mr. Gus Harris, Spindletop Center; Mr. John Jackson, Behavioral Health Center of Nueces County; and Judge Van L. York, West Texas Center. A brief bio for each of the candidates is attached to this memorandum. Places will be assigned to each Board member following the election.

Please return the election ballot by email, mail or fax so that it is received in the Fund's office **no later than Friday, November 3, 2017**. You may also vote in person at the Annual Member Meeting on November 17, 2017.

If you have any questions, please call Alicia Smith at the Fund, either 1-800-580-6467 x12432 or direct 512-427-2432; or email: alicia.smith@yorkrsg.com

cc: TCRMF Board of Trustees
Advisory Committee
Pam Beach



**TEXAS COUNCIL RISK MANAGEMENT FUND
BOARD OF TRUSTEES ELECTION BALLOT**

At the November 17, 2017 Annual Meeting of the Texas Council Risk Management Fund, elections will be held to fill the positions of Trustees in Places 4, 5, and 6 which are expiring. Each center may cast its ballot by email, mail or fax. Votes may also be cast in person at the Annual Meeting to be held on November 17, 2017 at 8:00 a.m. at the Crowne Plaza hotel in Austin, Texas.

Please vote for three, and only three, of the four candidates listed alphabetically below.

<input type="checkbox"/>	Mr. Daniel T. Barret
<input type="checkbox"/>	Mr. Gus Harris
<input type="checkbox"/>	Mr. John Jackson
<input type="checkbox"/>	Judge Van L. York

I certify that the above represents the Board of Trustees Election Ballot of the below named Texas Council Risk Management Fund member and that I am duly authorized to execute and deliver this ballot on behalf of the Center.

Name of Community Center

Signature of Authorized Representative

Date

**PLEASE COMPLETE AND EMAIL, MAIL OR FAX THIS BALLOT
NO LATER THAN November 3, 2017 TO:**

TEXAS COUNCIL RISK MANAGEMENT FUND
P.O. Box 26655, Austin, Texas 78755-0655
NEWFax Number (614) 956-2636 **Attention: Alicia Smith**
Email: alicia.smith@yorkkrsg.com

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**Board of Trustees
2017 Election
Biographical Summaries of Candidates**

Mr. Daniel T. Barrett

Mr. Dan Barrett is the President and CEO of Barrett Insurance Services. Dan has been serving on the Board of Directors for The Center for Health Care Services since 2011. He served on the Texas Council Risk Management Fund's first founding board in 1988.

Mr. Gus Harris

Mr. Gus Harris has been a member of the Board of Trustees for Spindletop Center for 35 years and has held various roles capacities including Chair and Finance Committee Chair. Gus is currently Chief Properties Officer for the Stark Foundation and is responsible for numerous buildings and other physical assets. He has served on the Texas Council Risk Management Fund Board since 1998 and is presently the Vice-Chair and Chair of the Claims and Loss Control Committee.

Mr. John Jackson

Mr. John Jackson served as the Fiscal Officer for the Corpus Christi Army Depot for 34 years. He was appointed to the Behavioral Health Center of Nueces County's Board of Trustees in 1992 and has served in various capacities including Chair, Vice Chair and Treasurer. John also serves on the Texas Council of Community Centers Board of Directors as well as the Business Committee representative. John has served as a Trustee on the Texas Council Risk Management Fund Board since 2017.

Judge Van L. York

Judge Van L. York served as Borden County Judge for 28 years. He has been a member of the Board of Trustees of West Texas centers since 2001. Judge York also serves as a Board member for Texas Council Community Centers. He has served as a Trustee on the Texas Council Risk Management Fund Board since 2010.



MEMORANDUM

October 4, 2017

To: Board of Trustees

From : Tom Writer, Asset Director

Re: Declaration of Surplus Vehicle

Approval is requested to declare Vehicle #1111 surplus and authorized for disposal. This vehicle is a 2006 Ford Taurus, VIN. #1FAFP53266A261111, License Plate #124-6107, has 123,904 miles, and is no longer cost effective to maintain in the fleet. As a result it is requested that this vehicle be considered surplus.

Thank you for your consideration.

123 ROSENBERG, SUITE 6
GALVESTON, TEXAS 77550

409.763.2373
FAX 409.763-5538

www.GulfCoastCenter.org