



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 24, 2018** at **6:15 p.m.** at the **Brazoria County Community Service Center**, located at **101 Tigner, Angleton, Texas.**

Thank you,

Cathy Claunch-Scott
Secretary to the Board of Trustees

cc: 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.



"Better community healthcare promoting healthy living."

1. **Call To Order**.....Jamie Travis, Board Chair
2. **Citizens' Comments**
3. **Program Report: Projects for Assistance in Transition from Homelessness (PATH)**.....
.....Deinisha Tryals and Justine St. Cyr
4. **Board Member Reports**
 - a. Texas Council of Community CentersJamie Travis, Board Chair
 - b. Texas Council Risk Management Fund.....Mary Lou Flynn-Dupart, TCRMF Board Chair
Action Item 9. A.
5. **CEO Report** Melissa Tucker, CEO
 - a. TICTOC 2.0/CCBHC Report:
 - b. Legislative & Community Update:
6. **Operations Report**.....Jerry Freshour, COO
 - a. Forensic Update:
7. **Budget, Finance and Admin Reports** Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary (**Pg. 1-3**)
 - b. Sale of Property Update
8. **Consent Agenda**.....Linda Bell, JD
Consideration and Approval of Recommendations and Acceptance of Consent Agenda Items. (*Consent agenda items may be pulled from this consideration for individual action or presentation.*)
 - a. Review and approval of September 26, 2018 board meeting minutes. (**Pg. 4-9**)
 - b. Review and approval of September 2018 check register.
9. **Action Items**.....Linda Bell, JD
 - a. Discuss and vote on the Texas Council Risk Management Fund election Ballot to fill positions of Trustees in Places 7, 8, and 9 which are expiring. (**Pg. 10-11**)

- b. Discuss and consider approval of the recommended best value respondent from RFP#092018 Public Relations/Strategic Communications Consultant.
- c. Consider approval of the FY19 renewal agreement with **J Allen and Associates of Texas, LLC** for comprehensive psychiatric/telepsychiatric/mental health services and pharmacy services in the Brazoria County Jail. (FY19: \$1000/mo+meds; no change from FY18)
- d. Authorize the Chief Executive Officer to enter into a long term ground lease with the City of Lake Jackson to facilitate the development of transit storage and maintenance improvements for the Connect-Southern Brazoria County Transit System.

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.

- a. Consider approval of the revised agreement with **UTMB at Galveston** for child psychiatry services. This agreement was original approved at the September 26, 2018 meeting however it was submitted to the Center with the FY18 rate (\$170.00/hr). The FY19 rate to be approved is \$175.00/hr; not to exceed \$138,000.

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

Date	Event	Time	Location
November 2018	No meeting held during this month due to holiday		
December 5, 2018	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
January 23, 2019	Board Meeting	6:15 p.m.	Angleton
February 27, 2019	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
March 27, 2019	Board Meeting	6:15 p.m.	Angleton
April 24, 2019	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
May 22, 2019	Board Meeting	6:15 p.m.	Angleton
June 2019	No meeting due to Texas Council Annual Conference: June 19-21, 2019 Houston Galleria		
July 24, 2019	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
August 28, 2019	Board Meeting	6:15 p.m.	Angleton

12. Executive Session

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

13. Action Regarding Executive Session

14. Adjourn

The Gulf Coast Center Fiscal Year 2018 Board Operational Budget Schedule	FY2019 Annual Budget Preliminary	FY2019 Sep-18	FY2019 YTD Actual YTD % s/b 30%
EXPENSES - OPERATING			
Salary and Wages	15,032,533	1,006,356.89	7%
Fringe Benefits	5,688,847	388,203.19	7%
Travel	239,531	13,557.90	6%
Consumable Supplies	1,006,238	14,263.39	1%
Pharmaceuticals/Laboratory	317,123	19,510.05	6%
Capital Outlay - Furniture/Equipment/Facilities	633,559	29,424.30	5%
Facilities - Rent/Maintenance/Utilities	1,327,725	117,502.83	9%
Other Operating Expenses	2,106,187	174,920.83	8%
Client Support Costs	426,724	50,791.25	12%
Consultant/Professional Providers	8,046,823	605,512.75	8%
TOTAL EXPENSE	\$ 34,825,290	\$ 2,420,043.38	7%
REVENUES - OPERATING			
Local Funds			
County Funds	1,214,482	95,708.10	8%
Patient Fees Insurance/Reimbursement	703,941	45,130.55	6%
Miscellaneous Local Income	1,387,396	59,945.43	4%
Earned/Grant Income	3,305,819	200,784.08	
HUD - Transitional/Permanent Housing	1,118,557	42,001.00	4%
Recovery - Fee for Services / Grants	3,370,324	283,097.04	8%
Title XIX - Medicaid	2,879,462	141,547.92	5%
Transportation - Federal/State	4,269,055	204,896.35	5%
Medicaid 1115 Waiver/Misc Federal	3,350,000	272,535.69	8%
Other State/Federal Funds/MAC	1,252,222	70,501.71	6%
Performance Contract DSJIS & DADS	16,239,620	1,014,579.71	
General Revenue - MH (Adult & Child & Ychs) - 10%	6,778,809	556,072.41	8%
General Revenue - Regional Hospital	4,079,064	340,187.20	8%
General Revenue - NGM (Adult & Child)	1,124,716	107,393.10	#DIV/0!
General Revenue - Crisis Services - 10%	2,235,878	171,896.15	8%
General Revenue/Permanency Plan - IDD	1,664,382	82,948.58	8%
Federal Block - MH (Adult & Child) and Crisis	15,279,849	1,258,497.44	
TOTAL REVENUES	\$ 34,825,289	\$ 2,473,861.23	7%
SUBTOTAL OPERATING (REV-EXP)	\$ (1)	\$ 53,817.85	
FUND BALANCE EXPENDITURES (NOT Inc. above)			
<i>Flexible Spending</i>			
Flexible Spending - MH Adult	-	300.00	300.00
Flexible Spending - IDD Services	-	2,100.00	2,100.00
All Center Staff Recognition	-	-	-
IDD Services - Community Support	-	5,988.00	5,988.00
Connect Transit	-	-	-
Connect Transit - Brazoria County	-	-	-
Asset Management - Special Facility Projects	-	-	-
Capital Projects - MIS Services	-	-	-
Capital Projects - Major Facility/Equipment	-	-	-
SUBTOTAL FUND BALANCE EXPENSE	\$ -	\$ 8,388.00	\$ 8,388.00
VARIANCE (REV-EXP) - w/o Self Funded Health Plan	\$ 45,429.85	\$ 45,429.85	\$ 45,429.85
SELF FUNDED HEALTH INSURANCE PLAN (NOT Inc. above)			
Health Insurance Fund Expenses (Claims & Admin)	-	-	206,083.21
Health Insurance Funding	-	-	233,458.34
SUBTOTAL HEALTH INSURANCE PLAN	\$ -	\$ -	\$ 277,375.13
OVERALL FINANCIAL VARIANCE (REV-EXP) - w/ Self Funded Health	\$ 45,429.85	\$ 45,429.85	\$ 72,804.98

The Gulf Coast Center
FY2019 Monthly Board Financial Review

Unaudited as of 9/30/2018

Fiscal Year 2018 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/18 (Unaudited).....					\$	(3,042,723)
FY2018 Year-to-Date Reported Expense and Revenue Totals (Unaudited)						
	Expenditures	<i>Operational</i>	2,420,043			
		<i>Non-Operational</i>	-			
		<i>Fund Balance</i>	8,388	2,428,431		
	Revenues	<i>Operational</i>	2,473,861			
		<i>Non-Operational</i>	-	2,473,861	\$	45,430
Total General Fund Balance Year-to-Date (Unaudited).....					\$	(3,088,153)

Board Committed Use General Funds (Fiscal Year Committed)

Capital Projects - Facility (FY2008-FY2011)	(200,000)					
Capital Projects - Facility (FY2013)	(100,000)					
Capital Projects - Facility (FY2014)	(100,000)					
Capital Projects - Facility (FY2015)	(150,000)	(550,000.00)				
fy2008-fy2015 Expenditure		408,065.86				
fy2016 Expenditure		31,088.00				
fy2017 Expenditure		-				
fy2018 Expenditure		-				
				(110,846)		
Capital Projects - IT (FY2003-FY2014)	(600,000)					
Capital Projects - IT (FY2015)	(150,000)					
Capital Projects - IT (FY2017)	(140,000)	(890,000.00)				
fy2003-fy2015 Expenditure		677,587.43				
fy2016 Expenditure		-				
fy2017 Expenditure		66,432.75				
fy2018 Expenditure		-				
				(145,980)		
IDD Community Service Support (FY2011-2014)	(300,000)					
IDD Community Service Support (FY2016)	(100,000)					
IDD Community Service Support (FY2018)	(100,000)	(500,000.00)				
fy2011-fy2015 Expenditure		263,360.65				
fy2016 Expenditure		57,046.30				
fy2017 Expenditure		27,159.00				
fy2018 Expenditure		62,298.00				
fy2019 Expenditure		5,988.00				
				(84,148)		
Connect Transit (FY2015) LJ Urban	(320,000)	(320,000.00)				
fy2016-fy2017 Expenditure		-				
fy2018 Expenditure		-		(320,000)		
Connect Transit (FY2013) General Services	(422,869)	(422,869.00)				
fy2015-fy2016 Expenditure		300,000.00				
fy2017 Expenditure		-				
fy2018 Expenditure		-				
				(122,869)		
Major Facility Repairs (FY2014)	(186,940)	(186,940.00)				
fy2014-fy2015 Expenditure		186,940.00				
fy2016 Expenditure		-				
fy2017 Expenditure		-				
fy2018 Expenditure		-				
Flexible Spending Supports (FY2004-2013)	(500,000)					
Flexible Spending Supports (FY2018)	(100,000)	(600,000.00)				
fy2005-fy2015 Expenditure		456,602.07				
fy2016 Expenditure		18,880.53				
fy2017 Expenditure		9,984.17				
fy2018 Expenditure		15,893.58				
fy2019 Expenditure		2,400.00				
				(96,240)		(880,083)

Total General Fund Balance Year-to-Date (Unaudited)					\$	(3,088,153)
Unrestricted Use General Fund Balance (Unaudited)					\$	(2,208,071)

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The Gulf Coast Center
FY2019 Monthly Board Financial Review

Unaudited as of 9/30/2018

Fiscal Year 2018 Unaudited Centerwide General Fund Balance Status

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

FY2018 Monthly Reported Expense and Revenue Totals (Unaudited)

	September	October	November	December	January	February	March	April	May	June
<i>Operational Expenses:</i>	2,420,043	-	-	-	-	-	-	-	-	-
<i>Non-Operational Expenses:</i>										
<i>Fund Balance Expenses:</i>	8,388	-	-	-	-	-	-	-	-	-
<i>Total Expenses:</i>	2,428,431	-	-	-	-	-	-	-	-	-
<i>Operational Revenues:</i>	2,473,861	-	-	-	-	-	-	-	-	-
<i>Non-Operational Revenues:</i>										
<i>Fund Balance Revenues:</i>										
<i>Total Revenues:</i>	2,473,861	-	-	-	-	-	-	-	-	-
<i>Net increase/decrease to</i>	45,430	-	-	-	-	-	-	-	-	-
<i>Fund Balance</i>										
<i>Total General Fund Balance:</i>	(3,088,153)	(3,088,153)	(3,088,153)	(3,088,153)	(3,088,153)	(3,088,153)	(3,088,153)	(3,088,153)	(3,088,153)	(3,088,153)
<i>Total Unrestricted Fund Balance</i>	(2,208,071)									
<i>Avg. Cost per day:</i>	80,668	-	-	-	-	-	-	-	-	-

	September	October	November	December	January	February	March	April	May	June
DAYS OF OPERATION OF TOTAL FUND BALANCE	38	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE	27	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Mall of The Mainland – Administration Office
10000 E.F. Lowry Expwy, Suite 1220, Texas City, TX
Wednesday, September 26, 2018
6:15 pm



"Better community healthcare promoting healthy living."

Minutes

- 1) **Call To Order**– Jamie Travis, Board Chair of the Board of Trustees, convened the regular meeting on Wednesday, September 26, 2018 at 6:28 p.m. at the Mall of The Mainland – Administration Office located at 10000 E. F. Lowry Expwy, Suite 1220, Texas City, Texas.

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

The following Board Members were absent: Lori Rickert, excused

Also present were: Melissa Tucker, CEO – Gulf Coast Center, Chris Cahill - The Cahill Law Firm, and several 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:** Deanna David, IDD Provider Services Program Manager, and Respite Providers, Ruth Burrell and Michelle Hollins provided a presentation on IDD Provider Services transitioning from service provision on-site of Lone Oak Ranch to a community-based voucher system. The voucher system provides individuals and families served with in-home or community-based choices. Deana, Ruth and Michelle described the transition process for families and staff to involve significant amount of change for which they were not certain would have a positive impact. Each provider anecdotal examples of the transition to be a benefit for all involved inclusive of serving more individuals and their families, providing more choice around location of service provision, and flexibility around hours and days of service provision. The transition process and challenges associated with change was discussed. Each presenter stressed the recognized value of the voucher option for individuals and families served, as well as the change process.

- 4) **Board Member Reports:**

- a. Texas Council of Community Centers: Jamie Travis, Board Chair, stated that the next Texas Council of Community Centers board meeting will be held on November 1-3 in Austin.
- b. Texas Council Risk Management Fund: Mary Lou Flynn-Dupart stated that the next meeting will be in November.

5. CEO Report: Melissa Tucker, CEO

- a. CCBHC Report – Trauma Informed Care/Organizational Change: Melissa Tucker, CEO, discussed Gulf Coast Center's participation in TICTOC 2/0 with emphasis placed on the significance of organizational change related to becoming a trauma-informed agency. Melissa Tucker referenced the alignment of TICTOC 2.0 efforts with current efforts related to becoming a Certified Community Behavioral Health Center that has been discussed previously. Role of the Core Implementation Team was discussed as well as plan for facility-based sub-teams. Upcoming participation in Texas Council's sponsored Change Management Training will include 5 center staff and one board member.
- b. Community Engagement & Education: Melissa Tucker, CEO, discussed collaborative efforts with Galveston County and Brazoria County related to forensic services, emergency management, and coordinated response. Upcoming events were reviewed including GCC/Drug Court collaborative event – Walk For Recovery in Brazoria County., All Center Staff Wellness Conference & Meeting, as well as ARC Gulf Coast Legislative Listening Hour. Melissa Tucker discussed outreach underway to provide MHFA training to local school districts; all district trainers and superintendents will receive an email inviting them to consider MHFA on their campuses for all faculty and staff, as well as a follow-up phone call to each district's designated trainer. New MHFA marketing card was shared and reviewed. MHFA training was offered to the board members.

6. Operations Report:

- a. 4th Quarter Performance Board Report: Sarah Holt, Director of Nursing, gave an update on the 4th Qtr Performance Board report.

7. Budget, Finance and Admin Reports:

- a. Financial & Operational Monthly Report & YTD Summary: NONE
- b. Sale of Property Update: Rick Elizondo, CFO, reported that the Transitional Houses have been sold and is set to close on September 27, 2018; The Jones Building and Lone Oak Ranch has had no change at this time.

8. Consent Agenda:

Consideration and Approval of Recommendations and Acceptance of Consent Agenda Items.

(Consent agenda items may be pulled from this consideration for individual action or presentation.)

a. Review and approval of August 29, 2018 board meeting minutes.

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the August 29, 2018 board meeting minutes. The motion carried with all members voting in favor.

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b. Review and approval of August 2018 check register:

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the August 2018 check register. The motion carried with all members voting in favor.

c. Review and approval of September 12, 2018 Board Retreat minutes:

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the September 12, 2018 Board Retreat minutes. The motion carried with all members voting in favor.

9. Action Items:

a. Consider the approval of the FY2019 Texas Council membership dues.

Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the FY2019 Texas Council membership dues. The motion carried with all members voting in favor.

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

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

c. Consider the approval of the Preliminary Budget for FY2019.

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the Preliminary Budget for FY2019. The motion carried with all members voting in favor.

d. 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.

e. Consider the approval to declare Vehicle #1437 and Vehicle #5309 surplus and authorized for disposal.

On motion by Jaime Castro, seconded by Vivian Renfrow, the board voted the approval to declare Vehicle #1437 and Vehicle #5309 surplus and authorized for disposal. The motion carried with all members voting in favor.

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- f. **Consider a RESOLUTION authorizing the CEO to enter into the Year-1 option of the service contract which consists of scheduled and unscheduled maintenance for the Gulf Coast Center's fleet, to include Connect Transit's fleet.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickway, the board voted the approval of the RESOLUTION authorizing the CEO to enter into the Year-1 option of the service contract which consists of scheduled and unscheduled maintenance for the Gulf Coast Center's fleet, to include Connect Transit's fleet. The motion carried with all members voting in favor.

- g. **Consider a RESOLUTION authorizing the CEO to submit a letter of support for the Southern Brazoria County Transit Maintenance/Administrative Facility Transportation Improvement Program (TIP) funding application.**

On motion by Mary Lou Flynn-Dupart, seconded by Rick Price, the board voted the approval of the RESOLUTION authorizing the CEO to submit a letter of support for the Southern Brazoria County Transit Maintenance/Administrative Facility Transportation Improvement Program (TIP) funding application. The motion carried with all members voting in favor.

- h. **Consider approval of the below revised Plan documents in compliance with HHSC performance contract requirements.**

- **FY19-20 Quality Management Plan**
- **Historically Underutilized Business (HUB) Plan: updated for reference dates and date, no major changes**
- **Center Plan: updated service information and leadership information**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the above revised Plan documents in compliance with HHSC performance contract requirements. The motion carried with all members voting in favor.

- i. **Consider approval of the below identified HHSC renewal agreements/amendments for FY19.**

DESCRIPTION:	Funding:
Amendment #3 Mental Health performance contract #537-17-0127-00034B	\$13,145,810 which is an increase of \$402,467 from FY18 original allocation
Amendment #1 Home and Community Base Services AMH Pre-Engagement (HCBS) contract #529-0144-00035A	Amount not to exceed \$5,591 no change from FY18.
Amendment #3 YES Waiver Provider Agreement #2015-048189-001C	Amount not to exceed \$96,000 no change from FY18.
Amendment #6 Adult Specialized Female (TRF) contract #2016-048313-006	\$278,183 which is a decrease of \$250,700 from FY18
Amendment #6 Co-Occurring Mental Health and Substance Abuse Services (COPSD) contract #2016-048313-005	\$8,127 which is a decrease of \$20,000 from FY18
Amendment #3 Projects for Assistance in Transition from Homelessness (PATH) contract #2016-048163-001C	Amount not to exceed \$191,513 no change from FY18.

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the above identified HHSC renewal agreements/amendments for FY19. The motion carried with all members voting in favor.

j. Consider approval of the below identified New FY19 agreements for the service(s) noted.

<u>Administrative Services</u> CONTRACTOR NAME:	DESCRIPTION:	AMOUNT:
Bob Flick	Provides Mental health first aid training to Center staff, public school district employees, public school resource officers, and university employees	\$45/hr
Crystal Trahan	Provides ASIST training to staff as well as community partners. Provides Mental Health First Aid to Center staff, school district staff and university staff	\$45/hr

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman, the board voted the approval of the above identified New FY19 agreements for the service(s) noted. The motion carried with all members voting in favor.

k. Consider approval of the below identified FY19 renewal agreements with no changes.

<u>Administrative Services</u> Contractor Name:	DESCRIPTION:	AMOUNT:
The Cahill Law Firm	Provides legal representation and consultation services	\$1,875.00/quarter
<u>Adult Mental Health Services</u> Contractor Name:	DESCRIPTION:	AMOUNT:
East Texas Behavioral Healthcare Network	Provides the following services 1. Routine Telemedicine at \$150/hr (MD) or \$120/hr (APN, PA) 2. 24Hr Crisis Telemedicine for IDD at \$225/IDD encounter 3. Medical Director at \$175/hr 4. Authorization Services at \$2510/month 5. Pharmacy Services	See description
The University of Texas Medical Branch at Galveston d/b/a UTMB Health	Provides a designated psychiatrist (Dr. Robin Mallett) for child and adolescent services for 16 hrs/wk	\$170/hr not exceed \$134,000
<u>IDD Services</u> Contractor Name:	DESCRIPTION:	AMOUNT:
FY19 IDD Non-Traditional Provider Network Agreement	Template agreement used for individuals providing respite, in-home crisis respite, community support, Community First Choice Transportation, and/or Independent Living Skills (ILS) for nursing facilities	No rate change from FY18
FY19 Family Agreement for Voucher Respite Program	Allows families to hire a person(s) of their choosing to provide respite for consumers.	No change from FY18

On motion by Mary Lou Flynn-Dupart, seconded by Linda Coleman, the board voted the approval of the above identified FY19 renewal agreements with no changes from FY18. The

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motion carried with all members voting in favor. Mary Lou Flynn-Dupart abstained from the vote.

On motion by Caroline Rickaway, seconded by Jaime Castro, the board voted the approval of the FY19 renewal agreement with The University of Texas Medical Branch at Galveston d/b/a/ UTMB Health with no changes from FY18. The motion carried with all members voting in favor. Mary Lou Flynn-Dupart abstained from the vote.

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
October 24, 2018	Board Meeting	6:15 p.m.	Angleton
November 2018	No meeting held during this month due to holiday		
December 5, 2018	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
January 23, 2019	Board Meeting	6:15 p.m.	Angleton
February 27, 2019	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
March 27, 2019	Board Meeting	6:15 p.m.	Angleton
April 24, 2019	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
May 22, 2019	Board Meeting	6:15 p.m.	Angleton
June 2019	No meeting due to Texas Council Annual Conference: June 19-21, 2019 Houston Galleria		
July 24, 2019	Board Meeting	6:15 p.m.	Administration (Mall of the Mainland) Texas City
August 28, 2019	Board Meeting	6:15 p.m.	Angleton

12. Executive Session: NONE

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

13. Action Regarding Executive Session: NONE

14. Adjourn:

There being no further business to bring before the Board of Trustees the meeting was adjourned at 7:10 p.m.

Respectfully,

Approved as to Content and Form,

Cathy Claunch-Scott
Secretary to the Board of Trustees

Jamie Travis
Board Chair



September 27, 2018

MEMORANDUM

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

From: Nominating Committee

Subject: **Board of Trustees Election Ballot
Places 7, 8, and 9**

The election process for Places 7, 8, and 9 will be completed at the November 9, 2018 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 based on incumbent Board members. The nominees are as follows: Mr. Hartley Sappington (Place 7), Mr. LaDoyce Lambert (Place 8), and Ms. Rita Johnston (Place 9).

Please return the election ballot by email, mail or fax so that it is received in the Fund's office **no later than Friday, October 26, 2018**. You may also vote in person at the Annual Member Meeting on November 9, 2018.

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 9, 2018 Annual Meeting of the Texas Council Risk Management Fund, elections will be held to fill the positions of Trustees in Places 7, 8, and 9 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 9, 2018 at 8:00 a.m. at the Sheraton Austin Hotel at the Capitol in Austin, Texas.

Please vote for one candidate for each of the three places.

Place 7	[]	Mr. Hartley Sappington
Place 8	[]	Mr. LaDoyce Lambert
Place 9	[]	Ms. Rita Johnston

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 October 26, 2018 TO:**

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

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