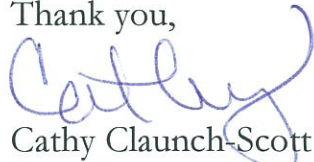


## NOTICE OF MEETING

### MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of September will be held on Wednesday, **September 28, 2016** at **6:30 p.m.** at the **Mainland Community Service Center**, located at **7510 FM 1765, Texas City, Texas.**

Thank you,



Cathy Claunch-Scott  
Secretary to the Board of Trustees

cc: September Board of Trustees File



**THE GULF COAST CENTER**  
**Regular Board of Trustees Meeting**  
**Wednesday, September 28, 2016**

The Board of Trustees of the Gulf Coast Center will have its regular monthly meeting at 6:30 p.m. on Wednesday, September 28, 2016 at the **Mainland Community Service Center** located at **7510 FM 1765, Texas City, TX (409) 935-6083**. If you need additional assistance to effectively participate in or observe this meeting please contact the Executive Director's office at (409) 763-2373 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist you.

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

- 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.

**2. CITIZENS' COMMENTS:**

**3. BOARD MEMBERS' REPORTS:**

**4. PROGRAM PRESENTATION:** The Goodman Corporation: Google Transit  
GenoPath PGx testing

**5. ACTION ITEMS:**

- a. Review and approval of August 24, 2016 board meeting minutes. **(Pg. 1-9)**
- b. Consider the approval of the August 2016 check register.
- c. Consider the approval of the FY2017 Texas Council membership dues. **(Pg. 10-11)**
- d. Consider approval of the revised Connect Transit Drug and Alcohol Testing Program Policy and Procedure Manual. Revisions include: 1) Addendum No. 12; 2) page 26 and page 27 – Additional language was included for behaviors that constitute a refusal to submit to a drug or alcohol test. **(Pg. 12-14)**
- e. Consider approval of the new Business Associate Agreement with **Genetix, LLC** for pharmacogenomic testing.  
Term: on-going until terminated Cost to Center: \$0

**HHS/DSHS/DADS RELATED ACTION ITEMS:**

- f. Consider the approval of the FY17 DADS IDD performance contract #100 which includes \$158,000 in additional funding for IDD Crisis Services and PASRR. Total allocation is \$2,165,318.
- g. Consider the approval of the FY17 Mental Health First AID (MHFA) contract #2017-049433-001. Amount not to exceed is \$7,500.00
- h. Consider the approval for the FY17 YES Waiver Pre-Engagement Services contract #2017-049612-001 MH/YESPE. Amount not to exceed \$2,000.
- i. Consider the approval of the FY17 Co-Occurring Mental Health and Substance Abuse Services (COPSD) contract #2016-048313-003 SA/TCO in the amount of \$65,952.
- j. Consider the approval of the FY17 Treatment Adult Services Female contract #2016-048313-004 Sa/TRF in the amount of \$647,012.
- k. Consider the approval of the FY17 Treatment Adult Services contract #2016-048501-002 SA/TRA in the amount of \$2,623,469.
- l. Consider the approval of the FY17 HIV Outreach Services contract #2016-048182-001 SA/HIV. Amount not to exceed \$159,321.

- m. Consider the approval of the FY17 HIV Early Intervention Services contract #2016-048266-002 SA/HEI. Amount not to exceed \$125,537.
- n. Consider the approval of the FY17 Treatment Youth Services contract #2016-048314-001 SA/TRY in the amount of \$153,079.
- o. Consider the approval of the FY17 Outreach, Screening, Assessment, and Referral (OSAR) contract #2016-048253-002 SA/OSAR. Amount not to exceed \$413,638.

**CONNECT SERVICES ACTION ITEMS:**

- p. Consider approval of the renewal agreement for Coordination of Non-Emergency Transportation Services to Elderly, Disabled and Low Income Residents through Harris County RIDES Program within the urbanized areas of Pearland, Friendswood and League City. Term: September 25, 2016 to September 25, 2017. (No change from FY16)
- q. Consider approval of the new Agreement with **UTMB** for the use of temporary parking spaces within the League City Park and Ride facility. Term: September 1, 2016 to December 21, 2018  
**Reimbursement Amount to Center:** \$2,000 per month  
**Description:** The Center will permit UTMB to utilize a maximum of 200 spaces contained within the existing League City Park and Ride facility, on a temporary basis, for use by UTMB employees, visitors and others parking for UTMB related purposes.
- r. Consider approval of the FY17 Amendment with **Genfare, a Division of SPX Corporation** to extend the original agreement through fiscal year 2017. Term: September 25, 2016 to August 31, 2017.  
**Description:** Genfare is the award recipient of the 2013 RFP for Public Transportation Fare and Date Collection System.
- s. Consider approval of the Board Resolution and Policy for Fare Increase and Major Service Change Policy. **(Pg. 15-18)**
- t. Consider the approval of the awarded contract with **A-1 Construction Services** for the Dickinson Bus Stop Improvement Program. Term: FY17  
**Amount:** \$76,241.00  
**Description:** Installation of forty (40) bus stop signs along the Dickinson “Gator” route and one shelter at the Dickinson City Hall/Library stop.

**IDD SERVICES ACTION ITEMS:**

- u. Consider approval of the new agreement with **Shivera Millsap** for the provision of respite and/or community support services in Galveston County. Term: July 25, 2016 to August 31, 2016.  
**Reimbursement Rate for respite:** Standard base level = \$10/hr; Medical/Behavioral need = \$15/hr.  
**Reimbursement Rate for Community Support:** Standard base level = \$13/hr  
**Description:** The Non-Traditional Providers (NTP) are part of the Open Enrollment Network for IDD Services. NTP is made up of individual family members, friends, neighbors and others who provide respite and/or community support services (this is new to the agreement) for families or consumers.
- v. Consider the approval of FY17 Addendum with **Golden Rule Services, Inc.** to provide community support transportation services to individual’s receiving PAS/HAB services through the Community First Choice program. The transportation service shall be reimbursed base on the below mileage scale.

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

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

**County of Service:** Galveston and Brazoria

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

**MH CHILD SERVICES ACTION ITEMS:**

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

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

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

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

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

**MH ADULT SERVICES ACTION ITEMS:**

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

**County of Service:** Galveston and Brazoria

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

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

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

**Service Area:** MH Adult

**County of Service:** Galveston

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

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

**6. PENDING or REVISED ACTION ITEMS:**

Pending or revised action items are those items which were on a prior board agenda but not completely resolved or there has been a revision since approval. The items may be listed for update purposes or final action by the Board. NO PENDING ACTIONS

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

Specialized Therapies – Individuals in Nursing Facilities	<i>Funding Source: Department of Aging &amp; Disability Services</i>	Quality of Care Sunshine MOSAIC BWAC Amandole Golden Rule TLC-HCS	Brazoria Galveston Brazoria Brazoria Galveston Brazoria Galveston/Brazoria
	<i>Service .50 unit = min. 1-2.9 hrs 1 unit = min. 3 hrs</i>		
	<i>Direct Service</i>		
	• Day Habilitation \$18.00	\$36.00	

**7. EXECUTIVE DIRECTOR'S CALENDAR:** Melissa Tucker

- Review of the financial report
- Review and discussion of ETBHN
- Review Texas Council Community MHMR Center Activities and updates
- Legislative update
- 1115 Update

- Connect Transit Update
- HUD/Transitional Housing Update
- Completion of the HHSC required Affidavits for Board Members and Chief Executive Officer
- Presentation of calendar of upcoming events
  - November 10<sup>th</sup> - 2016 Legislative Forum – 7:00 – 9:00 pm – Lake Jackson Civic Center, Plaza 1 & 2, 333 Hwy 332 E., Lake Jackson, TX 77566
  - June 28-30, 2017 – Texas Council Annual Conference – Moody Gardens, Galveston

## **8. ADJOURN**





**GULF COAST CENTER  
BOARD OF TRUSTEES MEETING**  
Wednesday, August 24, 2016  
Brazoria Community Service Center  
101 Tigner, Angleton, TX

**MINUTES**

1. **CALL TO ORDER** – Jamie Travis, Board Chair of the Board of Trustees, convened the regular meeting on Wednesday, August 24 25, 2016 at 6:30 p.m. at the Brazoria Community Service Center located at 101 Tigner, Angleton, Texas.

**The following Board Members were present:** Caroline Rickaway, Vivian Renfrow, Robert Flick, Jaime Castro, Linda Coleman and Trey Picard

**The following Board Members were absent:** Mary Lou Flynn-Dupart-Excused

**Also present were:** G. Michael Winburn, Executive Director – Gulf Coast Center, Chris Cahill – Mills, Shirley, Melissa McNeil – ARC and other Center staff.

2. **CITIZENS' COMMENTS:** None

3. **BOARD MEMBERS' REPORTS:** Jamie Travis, Chair announced that this is the last board meeting for Mike Winburn, Executive Director and presented him with a card and gift. Linda Bell, Director of Legal Affairs reported that the Texas Council nominations are due by September 23<sup>rd</sup> and Mary Lou Dupart holds that position currently.

4. **PROGRAM PRESENTATION:** Rick Elizondo, CFO presented the preliminary FY2017 Center Budget. Moving into 2017, there have been no significant changes to state contracts. Rick reduced the budgeted salary line due to inflated FTE's related to anticipated 2016 DSRIP revenue that did not materialize. Included in the budget are 29 vacant positions, \$2.00 per hour increase to Drive Salaries and 5% increase to Health Insurance due to the upcoming change in carrier to Aetna. There is a capital budget item for 5 buses for a total of \$500,000 which we received special one-time funding. \$400,000 decrease in Consultant line due to cancellation of the Wood Group DSRIP project and Reduction to SFA for the Integrated HC DSRIP project. Increase of \$0,000 from the Galveston County municipalities for the fixed route service. Transitional Housing grant will not be renewed. We received additional Detox funds as well looking at ways to increase billing/adding billable service positions. Slight increase to TXDOT allocations. Received new Crisis dollars for IDD respite.

5. **ACTION ITEMS:**

- a. **Review and approval of previous meeting minutes: July 27, 2016.**

On motion by Vivian Renfrow, seconded by Caroline Rickaway, the board voted to approve the July 27, 2016 meeting minutes. The motion carried with all members voting in favor.

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

On motion by Robert Flick, seconded by Trey Picard the board voted to approve the July 2016 check register. The motion carried with all members voting in favor.

- c. **Consider the approval of Amendment #3 to the DSHS performance contract (#537-16-0124-00015C). This amendment includes an allocation of \$2,342 for services provided under the Residential Treatment Center contract attachment. (Outpatient services for children/youth referred by DFPS).**

On motion by Trey Picard, seconded by Jaime Castro the board voted to approval of Amendment #3 to the DSHS performance contract (#537-16-0124-00015C). This amendment includes an allocation of \$2,342 for services provided under the



**GULF COAST CENTER  
BOARD OF TRUSTEES MEETING**  
Wednesday, August 24, 2016  
Brazoria Community Service Center  
101 Tigner, Angleton, TX

**MINUTES**

Residential Treatment Center contract attachment. (Outpatient services for children/youth referred by DFPS). The motion carried with all members voting in favor.

- d. **Consider the approval of Amendment #3 to the DSHS FY16 Treatment Adult Services contract (#2016-048501-001C SA/TRA). This amendment adjusts the funding and service targets for: Residential Detoxification reduced from \$442,750 to \$392,750 and 492 to 436 number of clients served. Ambulatory Detoxification increased from \$88,250 to \$138,250 and 173 to 271 number of clients served.**

On motion by Robert Flick, seconded by Vivian Renfrow the board voted to approval of Amendment #3 to the DSHS FY16 Treatment Adult Services contract (#2016-048501-001C SA/TRA). This amendment adjusts the funding and service targets for: Residential Detoxification reduced from \$442,750 to \$392,750 and 492 to 436 number of clients served. Ambulatory Detoxification increased from \$88,250 to \$138,250 and 173 to 271 numbers of clients served. The motion carried with all members voting in favor. Caroline Rickaway abstained from the vote.

- e. **Consider the approval of the FY17 DSHS Mental Health performance contract (#537-17-0127-00034).**

On motion by Jaime Castro, seconded by Linda Coleman the board voted to approval of the FY17 DSHS Mental Health performance contract (#537-17-0127-00034). The motion carried with all members voting in favor.

- f. **Consider the approval of the FY17 DSHS PATH contract (#2016-048163-001A). The total amount awarded is \$191,513 which is a reduction of \$771 from FY16.**

On motion by Robert Flick, seconded by Vivian Renfrow the board voted to approval of the FY17 DSHS PATH contract (#2016-048163-001A). The total amount awarded is \$191,513 which is a reduction of \$771 from FY16. The motion carried with all members voting in favor.

- g. **Consider the approval of the FY17 DSHS Youth Prevention-Selective contract (#2016-048028 SA/YPS). The total amount awarded is \$200,000 and remains unchanged from FY16.**

On motion by Jaime Castro, seconded by Robert Flick the board voted to approval of the FY17 DSHS Youth Prevention-Selective contract (#2016-048028 SA/YPS). The total amount awarded is \$200,000 and remains unchanged from FY16. The motion carried with all members voting in favor.

- h. **Consider the approval of the FY17 DSHS YES Waiver Provider Agreement (#2015-048189-001 MH/YESPROV).**

On motion by Vivian Renfrow, seconded by Linda Coleman the board voted to approval of the FY17 DSHS YES Waiver Provider Agreement (#2015-048189-001 MH/YESPROV). The motion carried with all members voting in favor.

- i. **Review, discuss and approve recommended changes to the Center's Employee Health Benefits Plan to Aetna (self-insured).**

On motion by Jaime Castro, seconded by Caroline Rickaway the board voted the approval of the recommended changes to the Center's Employee Health Benefits Plan to Aetna (self-insured). The motion carried with all members voting in favor.

- j. **Consider the approval of the FY16 End of the Year Center Budget Amendments.**  
Deferred

- k. **Consider the approval of the preliminary FY17 Center Budget.**

On motion by Jaime Castro, seconded by Vivian Renfrow the board voted the approval of the preliminary FY17 Center Budget. Following discussion the motion carried with all members voting in favor.



**GULF COAST CENTER  
BOARD OF TRUSTEES MEETING**  
Wednesday, August 24, 2016  
Brazoria Community Service Center  
101 Tigner, Angleton, TX

**MINUTES**

**ADMINISTRATION SERVICES ACTION ITEMS:**

- l. Consider approval of the FY17 Amendment with Mills, Shirley LLP for legal representation and consultation services to the Center and its Board of Trustees. Term: September 1, 2016 to August 31, 2017.**

**Reimbursement Rates:** \$195/hr for partners, \$135/hr for designated associates and \$65/hr for designated assistants (no change from FY16)

**Description:** Mills Shirley has a long standing relationship with the Center and has provided legal services to the Center for numerous years. Chris Cahill is the designated attorney for the Board and other Center related legal matters.

On motion by Robert Flick, seconded by Vivian Renfrow the board voted to approval of FY17 Amendment with Mills, Shirley LLP for legal representation and consultation services to the Center and its Board of Trustees. The motion carried with all members voting in favor.

- m. Consider approval of the renewal agreement with Rowan HCI, Inc. for healthcare related consulting services. Term: September 1, 2016 to August 31, 2017.**

**Rate:** monthly fee of \$4,800

**Description:** The increased amount due to our request of 16 hours per month instead of 8 hours so we may take advantage of increased on-site consultation.

On motion by Robert Flick, seconded by Vivian Renfrow the board voted to approval of the renewal agreement with Rowan HCI, Inc. for healthcare related consulting services. The motion carried with all members voting in favor.

**CONNECT SERVICES ACTION ITEMS:**

- n. Consider approval of an Interlocal Agreement between the City of Galveston and the Gulf Coast Center to jointly procure Medium Duty Transit Vehicles. Term: 5 years**

On motion by Robert Flick, seconded by Vivian Renfrow the board voted to approval of Interlocal Agreement between the City of Galveston and the Gulf Coast Center to jointly procure Medium Duty Transit Vehicles. The motion carried with all members voting in favor.

**FACILITY AND ASSET SERVICES ACTION ITEMS:**

- o. Consider the approval of the FY16 addendum to the current Agreement with C&S Janitorial Services, Inc. for additional janitorial services and cost beyond the original Agreement. (Increase of \$500.00).**

On motion by Vivian Renfrow, seconded by Linda Coleman the board voted to approval of FY16 addendum to the current Agreement with C&S Janitorial Services, Inc. for additional janitorial services and cost beyond the original Agreement. (Increase of \$500.00). The motion carried with all members voting in favor.

- p. Consider the approval of the FY16 addendum to the current Agreement with Killum Pest Control, Inc. for additional pest control services and cost beyond the original Agreement. (Increase of \$4,800.00).**

On motion by Vivian Renfrow, seconded by Linda Coleman the board voted to approval of the FY16 addendum to the current Agreement with Killum Pest Control, Inc. for additional pest control services and cost beyond the original Agreement. (Increase of \$4,800.00). The motion carried with all members voting in favor.

**IDD SERVICES ACTION ITEMS:**

- q. Consider approval of the below listed renewal agreement with identified Providers in IDD Provider Service Network as indentified. Term: September 1, 2016 to August 31, 2017.**



**GULF COAST CENTER  
BOARD OF TRUSTEES MEETING**  
Wednesday, August 24, 2016  
Brazoria Community Service Center  
101 Tigner, Angleton, TX

**MINUTES**

IDD Provider Services Network			
Service	Reimbursement	Providers Available	County of Services
Day Habilitation	<i>Funding Source: General Revenue</i> <u>Service</u> .50 unit = min. 2 hrs 1 unit = min. 5 hrs <u>Direct Service</u>	Mosaic	Brazoria
	• Day Habilitation \$13.50/ ½ unit \$27.00/unit	Golden Rule Services, Inc.	Brazoria
	<i>Funding Source: HCS Funded Services</i> <u>Unit Rate</u> <u>Service</u> .50 unit .75 Unit 1	Quality of Care	Galv/Braz
	• LON 1 \$10.48 \$15.72 \$20.95	Sunshine Center Inc.	Galveston
	• LON 5 \$11.66 \$17.49 \$23.32		
	• LON 8 \$14.11 \$21.17 \$28.22 LON 6 \$19.03 \$28.55 \$38.05	BWAC	Brazoria
		Amandole	Galveston
		TLC-HCS	Galv/Braz
		ALTC	Brazoria
Supported Employment	<i>Funding Source: HCS Funded Services</i> <u>Service</u> <u>Rate</u> <u>Description</u>	Mosaic	Brazoria
	• Supported Employment \$28.14/hr Supports on the job	Sunshine Center Inc.	Galveston
	• Employment Assistance \$28.14/hr Supports on the job		
Community Support	<i>Funding Source: General Revenue</i> <u>Service</u> <u>Rate</u> <u>Timeframes</u>	Mosaic (HCS Only)	Brazoria
	• Community Support \$19.05/hr as Requested (2 individuals those grandfathered in prior to State reduction in General Revenue)	Sunshine Center Inc.	Galveston
	• Community Support (GR) \$13.00/hr as Requested (for any additional individuals requesting contract agency community support services over the two grandfathered individuals)	Quality of Care (HCS Only)	Galv/Brazoria
	<i>Funding Source: HCS</i> <u>Service</u> <u>Rate</u> <u>Timeframes</u> Community Support \$19.05/hr as Requested	Amandole	Galv/Brazoria
		TLC-HCS	Brazoria
		ALTC	Brazoria







**GULF COAST CENTER  
BOARD OF TRUSTEES MEETING**

Wednesday, August 24, 2016  
Brazoria Community Service Center  
101 Tigner, Angleton, TX

**MINUTES**

- u. **Consider approval of the FY17 renewal agreement with TWG Investments, LTD dba The Wood Group for a 10 bed crisis respite facility in Texas City, Texas (Galveston County). Term: September 1, 2016 to August 31, 2017.**

**Total Amount not to exceed:** \$368,740.00 (no change from FY16)

**Description:** The Wood Group has operated a 10 bed crisis respite facility at 5825 E. F. Lowry Expressway, Texas City, Texas 77591 since Hurricane Ike and the loss of the UTMB hospital bed unit in 2008.

On motion by Robert Flick, seconded by Jaime Castro the board voted to approval of the FY17 renewal agreement with TWG Investments, LTD dba The Wood Group for a 10 bed crisis respite facility in Texas City, Texas (Galveston County). The motion carried with all members voting in favor.

- v. **Consider approval of the revenue renewal lease with TWG Investments, LTD dba The Wood Group for the Center premises located at 5825 E.F. Lowery Expressway, Texas City, Texas 77591. Term: September 1, 2016 to August 31, 2017.**

**Service Area:** MH Adult

**County of Service:** Galveston

**Total Amount of Revenue Lease FY16:** \$19,710.00 (no change from FY16)

**Description:** The Wood Group has operated a 10 bed crisis respite facility at the specified premises since Hurricane Ike. The lease up for renewal is directly related to the crisis respite services being performed by The Wood Group under contract.

On motion by Robert Flick, seconded by Jaime Castro the board voted to approval of the revenue renewal lease with TWG Investments, LTD dba The Wood Group for the Center premises located at 5825 E.F. Lowery Expressway, Texas City, Texas 77591. The motion carried with all members voting in favor.

- w. **Consider approval of the FY17 renewal agreement with Stephen F. Austin Community Health Network for coordination, development and collaboration of an Integrated Healthcare project located in designated Center's. Term: September 1, 2016 to August 31, 2017.**

**County of Service:** Galveston & Brazoria

**Total Amount not to exceed:** \$52,000.00 (daily rate of \$500.00) (decrease from \$152,000 to \$52,000 for FY17 due to 2/days/week at Angleton site only).

**Description:** Primary care services at Galveston/Alvin sites will continue but funded by SFA not 1115. Primary Care service provision for individuals with chronic health conditions not yet assigned a medical home. Includes after hours on-call, quality assurance, monitoring of key measures relative to 1115 Waiver project, working in partnership with nurse care coordinator and other members of the behavioral health and primary healthcare teams for the delivery of quality primary care services to registered GCC individuals at the Alvin MH adult outpatient treatment site.

On motion by Robert Flick, seconded by Jaime Castro the board voted to approval of the FY17 renewal agreement with Stephen F. Austin Community Health Network for coordination, development and collaboration of an Integrated Healthcare project located in designated Center's. The motion carried with all members voting in favor.

- x. **Consider renewal of the Professional Services Agreement with The University of Texas Medical Branch at Galveston for Child Psychiatry Services. Term: September 1, 2016 to August 31, 2017.**

**County of Service:** Galveston

**Amount not to exceed:** \$134,000 (no change from FY16)

6



**GULF COAST CENTER  
BOARD OF TRUSTEES MEETING**  
Wednesday, August 24, 2016  
Brazoria Community Service Center  
101 Tigner, Angleton, TX

**MINUTES**

**Description:** The Center has a long standing relationship with UTMB who has been providing child psychiatry for the Center for well over a decade. This agreement is for 16 hours of child psychiatrist time in Galveston County.

On motion by Robert Flick, seconded by Jaime Castro the board voted to approval of the renewal of the Professional Services Agreement with The University of Texas Medical Branch at Galveston for Child Psychiatry Services. The motion carried with all members voting in favor.

**y. Consider the approval of the renewal agreements indentified below with East Texas Behavioral HealthCare Network. Term: September 1, 2016 to August 31, 2017.**

- PRN Telemedicine: \$150.00/hr
- Regional Authorizations process: \$2390.00/month
- Medical Director leadership services: \$143.00/hr

On motion by Robert Flick, seconded by Jaime Castro the board voted to approval of renewal agreements indentified above with East Texas Behavioral HealthCare Network. The motion carried with all members voting in favor.

**z. Consider the approval of the FY17 renewal agreement with JSA Telehealth who will provide telemedicine services in designated Center facilities on an as needed basis. Term: September 1, 2016 to August 31, 2017.**

**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 FY16)

**Description:** Telemedicine services shall include psychiatric diagnostic interview and follow up in both Galveston and Brazoria Counties.

On motion by Robert Flick, seconded by Jaime Castro the board voted to approval of the FY17 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.

**aa. Consider the approval of the renewal agreement with SJ Medical Center, dba St. Joseph Medical Center for hospital and professional services related to the 20 inpatient beds in its behavioral health department located in Houston, TX. Term: September 1, 2016 to August 31, 2017.**

**County of Service:** Harris

**Total Amount not to exceed:** \$2,774,000.00 (no change from FY16)

**Description:** Subsequent to Hurricane Ike, St. Joseph's Hospital has housed the Center's inpatient unit. The unit consists of 20 adult beds.

On motion by Robert Flick, seconded by Jaime Castro the board voted to approval of the renewal agreement with SJ Medical Center, dba St. Joseph Medical Center for hospital and professional services related to the 20 inpatient beds in its behavioral health department located in Houston, TX. The motion carried with all members voting in favor.

**RECOVERY SERVICES ACTION ITEMS:**

**bb. Consider the approval of the MOU with Brazoria County Juvenile Justice Department to provide and coordinate both internal and external OSAR (outreach, screening, assessment and referral) for the Center's recovery program. Term: September 1, 2016 to August 31, 2017.**

**County of Service:** Brazoria



**GULF COAST CENTER  
BOARD OF TRUSTEES MEETING**  
Wednesday, August 24, 2016  
Brazoria Community Service Center  
101 Tigner, Angleton, TX

**MINUTES**

On motion by Vivian Renfrow, seconded by Linda Coleman the board voted to approval of the MOU with Brazoria County Juvenile Justice Department to provide and coordinate both internal and external OSAR (outreach, screening, assessment and referral) for the Center's recovery program. The motion carried with all members voting in favor.

**cc. Consider the approval of the renewal agreement with The University of Texas Medical Branch at Galveston d/b/a UTMB Health for the provision and administration of a substance abuse Detox clinic to be located at the Center's Shearn Moody Plaza location. Term: September 1, 2016 to August 31, 2017.**

**County of Service:** Galveston

**Reimbursement Rate:** \$680 per 4 hour clinic ((\$12.00 increase from FY16)

**Description:** UTMB will provide a Detox clinic for up to twelve (12) hours per week, consisting of three, four hour clinics per week (for a minimum of 46 weeks with any additional weeks to be mutually agreed). The designated physician is Dr. Harvey.

On motion by Vivian Renfrow, seconded by Linda Coleman the board voted to approval of the renewal agreement with The University of Texas Medical Branch at Galveston d/b/a UTMB Health for the provision and administration of a substance abuse Detox clinic to be located at the Center's Shearn Moody Plaza location. The motion carried with all members voting in favor.

**LEASE SERVICES ACTION ITEMS:**

**dd. Consider approval of the renewal of the revenue lease agreement with Educare Community Living Corporation-Gulf for office and workshop space located at 4650 Dixie Farm Road in Pearland. Term: September 1, 2016 to August 31, 2017.**

**Service Area:** IDD

**County of Service:** Brazoria

**Annual Revenue:** \$79,120.00 per term of lease agreement (Increase of \$2,535 from FY16)

**Description:** Educare provides work training, extended day care and/or adult activity services or other age-appropriate day service to "individuals with IDD and dual diagnosis of IDD and MH". The lease is for 11,000 square footage of the Jones Building.

On motion by Robert Flick, seconded by Vivian Renfrow the board voted to approval of the renewal of the revenue lease agreement with Educare Community Living Corporation-Gulf for office and workshop space located at 4650 Dixie Farm Road in Pearland. The motion carried with all members voting in favor.

**6. PENDING or REVISED ACTION ITEMS:**

Pending action items are those items which were on a prior board agenda but not completely resolved. The items may be listed for update or final action by the Board. NO PENDING ACTIONS

**7. EXECUTIVE DIRECTOR'S CALENDAR: Mike Winburn**

- Review of financial report: Rick Elizondo, Chief Financial Officer, reported that for the month of July the Center preliminarily recognized year-to-date operations as a deficit of \$754,100.12. For the month of July the Center preliminarily recognized year-to-date operational expenses \$3,77,155.13 and operational revenue of \$2,978,623.77; for an operational negative variance of \$98,531.36. No action required
- Presentation and review of state comparative reports: None
- Review and discussion of ETBHN: Mike Winburn, Executive Director reminded that the ETBHN Board Retreat is September 8-9, 2016 at Goody Gardens in Galveston. No action required
- Review Texas Council Community MHMR Center Activities and updates: None

**GULF COAST CENTER  
BOARD OF TRUSTEES MEETING**

Wednesday, August 24, 2016  
Brazoria Community Service Center  
101 Tigner, Angleton, TX

**MINUTES**

- Executive Director's Legislative update: Mike Winburn, Executive Director gave a brief update regarding the upcoming process of setting up meetings with elected officials in Galveston and Brazoria Counties. No action required
  - 1115 Update: Melissa Tucker, COO gave a brief update on the 10 projects waiting for feedback to go forward. No action required
  - Connect Transit Update: None
  - HUD/Transitional Housing Update: Melissa Hollman, Contract Manager/QM Supervisor gave a brief update regarding the five residents that will be placed in a safe environment before the closure date of January 31<sup>st</sup>.
  - Presentation of calendar of upcoming events:
    - September 8 & 9, 2016 – ETBHN Retreat, Moody Gardens
    - September 9, 2016 – All Center Staff Meeting, Alvin Community College  
- Mike Winburn Retirement Party – The Garage Bar & Grill in Alvin
- Jamie Travis, Chair appointed the nominating committee for office elections as follows: Linda Coleman and Jaime Castro for Galveston County and Caroline Rickaway and Mary Lou Flynn-Dupart for Brazoria County. Linda Coleman will Chair the Committee. Jamie Travis, Chair save the date for the Gulf Coast Center Board Retreat for September 28<sup>th</sup>, 2016 at 4:00 p.m. before the regular scheduled board meeting in Texas City.

**8. ADJOURN**

There being no further business to bring before the Board of Trustees the meeting was adjourned at 7:13 p.m.

Respectfully,

\_\_\_\_\_  
Cathy Claunch-Scott  
Secretary to the Board of Trustees

Approved as to Content and Form,

\_\_\_\_\_  
Jamie Travis  
Board Chair






**Texas Council**  
of Community Centers

**MEMO**  
**August 17, 2016**

TO: Mike Winburn  
Executive Director, Gulf Coast Center

FROM: Danette Castle   
Chief Executive Officer

SUBJECT: FY 2017 Commitment of Dues for  
Texas Council of Community Centers

Please find attached the FY 2017 (September 1, 2016 – August 31, 2017) Commitment of Dues Payment Form. This form establishes the basis for payment of your dues. Please note on the form that you can choose a payment schedule that meets your needs.

The dues assessment reflects the budget as approved at the August 13, 2016 meeting of the Texas Council Board of Directors. To assist with local discussions with your Board of Trustees, we include the following information:

- Budget Overview
- FY 2017 Budget (with side-by-side comparison to FY 2016)
- FY 2017 Dues Comparison to FY 2016 Dues
- FY 2017 Commitment of Dues Payment Form

If you have any questions, please contact Mike Horne at [mhorne@txcouncil.com](mailto:mhorne@txcouncil.com) or call the Texas Council office at 512.794.9268.

Enclosure

cc: Jamie Travis, Texas Council Board Delegate

# FY 2017 Commitment of Dues Payment for Texas Council of Community Centers

CENTER: Gulf Coast Center

The dues for FY 2017 have been calculated as follows:

Total Dues ... .....\$39,005.00

**LESS: Credit for Texas Council Risk  
Management Fund Members...(2,344.00)**

Net Dues .....\$36,661.00

The dues payment may be paid in one payment or in monthly or quarterly installments. Please identify the dues payment methodology you plan to use:

	<u>Monthly</u>	<u>Quarterly</u>	<u>Lump Sum</u>
September 2016	_____	_____	\$ _____
October	_____		
November	_____		
December	_____		
January 2017	_____	_____	
February	_____		
March	_____	_____	
April	_____		
May	_____		
June	_____	_____	
July	_____		
August	_____		
<b>TOTALS</b>	\$ _____	\$ _____	\$ _____

Invoice for each payment required? \_\_\_\_\_ Yes \_\_\_\_\_ No

We appreciate your prompt and timely payment!

APPROVED:

\_\_\_\_\_  
Chairperson, Board of Trustees

\_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_



## **ADDENDUM NO. 12**

### **Gulf Coast Center/ Connect Transit Drug and Alcohol Testing Program Policy and Procedure Manual Revision**

#### **Summary of Changes**

**Page 26** – Additional language was included in the GCC policy for behaviors that constitute a refusal to submit to a drug or alcohol test.

**Page 27** – Additional language was included in the GCC policy for behaviors that constitute a refusal to submit to a drug or alcohol test.

- Leaving the scene of an accident without a valid reason prior to the administration of appropriate testing.
- Inability or refusal to provide sufficient quantities of saliva, breath and/or urine for testing without a valid medical reason.
- Exhibiting behaviors that constitute a refusal to submit to required and/or requested drug and/or alcohol testing. (Reference the following section)

### ***Behaviors Constituting Refusal to Test***

The following actions reflect behavior constituting refusal to submit to required and/or requested testing. Such refusals are considered to be prohibited behaviors and constitute a verified positive drug and/or alcohol test result:

- A covered employee fails to provide adequate saliva, urine or breath alcohol sample as required by the regulations without a valid, verifiable medical reason. This would include inability and/or refusal to provide adequate quantities.
- Failure to report for pre-employment drug testing.
- Failure to take a second test if directed to do so.
- Failure to permit the observation or monitoring of a directly observed collection.
- For an observed collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the Drug and Alcohol Program Manager or the Human Resources Department.
- Failure to report for requested drug and/or alcohol testing or to fail or decline to take an additional drug test the GCC or collector has directed you to take.
- Failure to report for any testing and/or failure to report for testing in a timely manner (immediately following notification or in the case of post accident

testing notification the covered employee must remain readily available, and proceed immediately for testing after being released from the accident scene)

- Leaving the scene of an accident without a valid reason prior to the administration of appropriate testing.
- Tampering with or attempting to adulterate the specimen or specimen collection procedure and/or the MRO reports that you have a verified adulterated or substituted test result.
- Failure to take a second test, if directed, because a positive drug test was dilute is considered to be a refusal to test.
- Failure to remain at the testing site until the testing process is completed. (Does not apply to pre-employment testing)
- Refusal by the covered employee to sign the certification on the federal drug and alcohol testing forms.
- Verbal or written refusal to provide a required urine and/or breath specimen or to sign the required testing forms.
- Conduct that prevents the completion of a required drug and/or alcohol test. Such conduct includes failure to cooperate with any part of the testing process.
- Failure to admit to the MRO that the employee altered or substituted the specimen.

Covered employees who are unable to provide saliva, urine or breath sample that have a valid, verifiable medical inability to provide the specimen, as determined by a medical evaluation, will not be considered to have exhibited a behavior constituting refusal to submit to testing.

As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

## **ACTIONS AFTER RECEIVING VERIFIED TEST RESULTS**

The following actions will be taken after receiving verified results:

- According to the federal regulations, during the pre-employment screening process for new hires or transferring employees, potential employees are required to furnish information regarding their drug and alcohol testing record from previous employers (refer to the “Applicant Notification Section” for more detail). An employee (new hire or transfer) who refuses to provide written consent for previous employer information will



**RESOLUTION NO.**

**WHEREAS**, the Board of Trustees desires to approve a written Fare Increase and Major Service Change Policy governing transit services provided by Connect Transit, and

**WHEREAS**, the Board of Trustees has reviewed the attached Policy and wishes to approve same, Now Therefore

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE GULF COAST CENTER,**

That the Fare Increase and Major Service Change Policy, attached hereto as Exhibit "A" and incorporated herein, is hereby approved and adopted.

The Board of Trustees hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**RESOLVED** this \_\_\_ day of \_\_\_, 2016.

## **Fare Increase and Major Service Change Policy**

### **Gulf Coast CenterPublic Transportation Division – Connect Transit**

**Purpose:** The purpose of this Policy is to establish goals, objectives, and guidelines to assist Connect Transit staff in making decisions regarding adjustments to fares and major service changes.

**Goal:** The goal of this Policy is to supportConnect Transit’s overall strategic mission to provide quality public transportation choices for Galveston and Brazoria Counties. Connect Transit will strive to provide an equitable public transportation service, which takes into account the socioeconomic make-up of our customers. Connect Transit will establish a public transportation system which is uniform and easy to understand.

### **Fare Policy**

**Objectives:** The following objectives are designed to support the Connect Transit policy to keep fares affordable for transit customers with the need to maximize fare revenue to help maintain and expand operations.

All fare adjustments will follow the process as outlined in the policy.

1. **Customer/Community:**Connect Transit will consider what the impact of setting or restructuring fares has on customers and the community. Connect Transit seeks to set fares which are equitable to the widest possible range of existing and potential users. Connect Transitwill establish fares which are uniform and easy to understand for all public transportation options provided.
2. **Financial:**Fare revenue helps offset the cost of operating the system. Setting or restructuring fares should ensure the total fare revenue stream is maintained at an appropriate level. Connect Transitstaff will consider what the financial impact of setting or restructuring fares has on the long-term sustainability of public transportation provided. Connect Transitwill monitor ridership, operational productivity, and efficiency and propose fare adjustments, as necessary.

**Fare Change Process:** The following guidelines outline the required steps for developing, evaluating, and implementing fare changes.

1. Recommendations for setting or restructuring fares will be developed by Connect Transit staff, in keeping with this policy. Multi-year increases may be proposed.
2. Staff will complete or have completed an operations and ridership analysis to evaluate the overall costs of operating the service and levels of ridership.
3. A public comment period will be held to solicit feedback on any proposed fare increases. There will be a minimum thirty (30) day period, which will be announced via multiple media including, but not limited to, posting on the Connect Transit website and in the

Connect Transit administrative offices, "Take One" flyers on the buses, and paid notices in local newspapers. All notices will be published in Spanish in addition to English. Public comments will be received via email, phone, or written form. All public comments will be considered by Connect Transit before any fare adjustments are made.

4. The public will be given the opportunity to request a public meeting on the proposed fare increase. Instructions for requesting a public meeting will be included in the posted announcements informing the public of the proposed fare increase. The public meeting will be held in an ADA accessible facility that is accessible through the use of public transit services. The public meeting will be scheduled at times that transit services are available to facilitate attendance by transit users.
5. All fare structure changes, adjustments, or increases must be approved by the Gulf Coast Center Board of Trustees. The proposed fare structure change will be placed on the agenda of the GCC Board of Trustees for consideration following the conclusion of the public comment period and the public meeting (if held). Public comments will be presented to the Board for consideration.
6. Once fare increase(s) have been approved by the Board of Trustees, appropriate ads will be placed with local media outlets, posted on public transportation vehicles, and posted on the Connect Transit website thirty (30) days prior to the effective date of the fare increase.

**Fare Policy Review:** Connect Transit will review its fare policy and pricing as needed with the expectation fares may be adjusted as necessary to keep pace with the rate of increase in the cost of operations. Connect Transit reserves the right to make fare adjustments at any time.

### **Major Service Change Policy**

**Definition:** A major service change is defined as any of the following:

- a) The elimination of an entire route OR 25 percent of route miles on a single route. The realignment of a route or elimination of 25 percent of a route when existing or new service will still be available within one-quarter mile of the previous alignment will not be considered a major service change.
- b) A 25 percent reduction in the total service hours of a single route for an individual day type (weekday or Saturday).
- c) The addition of a new route.

**Objective:** Connect Transit will consider the impact that changing service has on customers and the community.

**Major Service Change Process:** The following guidelines outline the required steps for developing, evaluating, and implementing a service change.



1. Recommendations for major service changes will be developed by Connect Transit, in keeping with this policy.
2. Connect Transit will complete or have completed a service equity analysis to evaluate the overall impact of the proposed service change.
3. A public comment period will be held to solicit feedback for any major service change; there will be a minimum thirty (30) day period, which will be announced via multiple media, including, but not limited to, posting on the Connect Transit website and in the Connect Transit administrative offices, "Take One" flyers on the buses, and paid notices in local newspapers.. All announcements will be posted in Spanish in addition to English. Public comments will be received via email, phone, or written form. All public comments will be considered by Connect Transit before any major service changes are made.
4. The public will be given the opportunity to request a public meeting on the proposed service change. Instructions for requesting a public meeting will be included in the posted announcements informing the public of the proposed change. The public meeting will be held in an ADA accessible facility that is accessible through the use of public transit services. The public meeting will be scheduled at times that transit services are available to facilitate attendance by transit users.
5. All major service changes must be approved by the Gulf Coast Center Board of Trustees. The proposed service change will be placed on the agenda of the GCC Board of Trustees for consideration following the conclusion of the public comment period and the public meeting (if held). Public comments will be presented to the Board for consideration.
6. Once major service changes have been approved by the Board of Trustees, appropriate ads will be placed with local media outlets, posted on public transportation vehicles, and posted on the Connect Transit website thirty (30) days prior to the effective date of the service change.

**Major Service Change Review:** Connect Transit will review its public transportation service annually with the expectation service may be adjusted, as necessary.

**Emergencies:** Notwithstanding the above policy, Connect Transit may with no notice, make changes in service in times of emergencies, such as adverse weather, mass evacuations, etc. Once the emergency has ended the service will be returned to its pre-emergency service level. The return to pre-emergency service level may be done in stages.