



NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of August will be held on Wednesday, **August 26, 2020** at **3:00 p.m.**

Join the meeting by phone (audio only) United States:

Phone Number: +1 (646) 749-3112

Access Code: 745-266-421

Thanks,

Cathy Claunch-Scott

Secretary to the Board of Trustees

cc: August Board of Trustees File



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Texas City, TX 77591

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www.GulfCoastCenter.org

Better community healthcare promoting healthy living.



"Better community healthcare promoting healthy living."

1. **Call To Order** Jamie Travis, Board Chair
2. **Citizens' Comments**
3. **Program Report:**
4. **Board Member Reports**
 - a. Texas Council of Community Centers Jamie Travis, Board Chair
 - b. Texas Council Risk Management Fund. **(Pg. 1-2)**...Mary Lou Flynn-Dupart, TCRMF Board Chair
5. **General Behavioral Health & IDD Operational Update (Pg. 3-4)** Melissa Tucker, CEO
6. **Operations Report:**
 - a. COVID-19 Status Report.....Sarah Holt, CNO
7. **Budget, Finance and Admin Reports** Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary **(Pg. 5-8)**
 - b. Sale of Property Update: Jones Building location
 - c. Galveston County Transit District/Connect Transition Update:
 - d. FY20 Provider Network Development Plan: Linda Bell, JD **(Pg. 9-16)**
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 22, 2020 board meeting minutes. **(Pg. 17-20)**
 - b. Review and approval of July 2020 check register.
9. **Action Items**.....Linda Bell, JD
 - a. Consider the approval of the appointment of members to the Nominating Committee for the FY21 GCC Board of Trustee Officer Elections.
 - b. Consider approval and renewal of the Center's Employee Health Benefit plan coverage. *(Changes from FY20 include addition of Sunlife's stop/loss policy and bariatric coverage)*

- c. Consider ratification of the Lease Agreement Amendment #17 with Shearn Moody Plaza extending the term of the lease through FY21. The annual lease cost is approximately \$178,160 and annual utilities cost of \$30,000.
- d. Consider approval of the MOU with Brazoria County for funding support of Center Services. (revenue contract \$256,000 (decrease of \$75K))
- e. Consider approval of the FY21 Interlocal Agreement with ETBHN for
 - Routine Telemedicine Services at a rate of \$65/hr on call services, \$150/hr for psychiatrist, \$120 for APN
 - Authorization Services at \$2510/mo.
 - Medical Director Services at \$175/hr
 - Pharmacy Services
 - 24 Hour Crisis Telemedicine Services at \$200/hr
(No changes from FY 20)
- f. Consider approval of the FY21 agreement with Brazoria County Juvenile Justice Department for the provision of MH assessments, recommendations, and coordination on an as needed basis. (revenue contract \$900 monthly)
- g. Consider approval of the Resolution for Authorization of the CEO to execute a contract with Brookstone LP for construction of the Connect Transit Brazoria County Operating & Maintenance Facilities in Lake Jackson, Texas. Amount not to exceed: 2,390,000
- h. Consider approval of the Resolution for Authorization of the CEO to award a bid, pursuant to the State Comptroller's purchasing program to J. Tyler Services Inc. for furnishings related to the Texas City Administration/Emergency Management Facility. Amount not to exceed: \$130,000
- i. Consider approval of the Resolution for Authorization for the CEO to award and execute a contract with Double Map/Ride Systems for the provision of software to support Reservations, Scheduling and Dispatch services. Amount not to exceed: \$295,295.80 over five (5) years
- j. Consider approval of the Resolution authorizing the CEO to award a contract with vendors for on call Preventive and Unscheduled transit fleet maintenance services as a result of the vehicle maintenance RFP.
- k. Consider approval of the below listed HHSC required plans: **(Pg. 21-29)**
 - FY21-22 Utilization Management Plan
 - FY20 Provider Network Development Plan
- l. Consider approval of the FY20 Amendment #3 to the HHSC Mental Health First Aid (MHFA) contract #HHS000181000001. The purpose of this amendment is to correct a calculation error on the total allocation from Amendment #2 that was signed in January. Amount of contract remains unchanged.
- m. Consider approval of the procurement of Adobe HelloSign (similar to DocuSign) to support OSAR, MCOT, MH, Medical Records and PAP efforts. A cloud-based e-signature service that will allow GCC staff to send, sign, track, and manage document signature processes remotely. One-year subscription with annual pricing of \$8640 for 20 users. Additional users can be added at \$36/user/month if needed for other programs.

n. Consider approval of the below identified HHSC renewal contracts for FY21: Funding changes from FY20

- Resilient Youth Safer Environment Project (RYSE). Total allocation is \$216,019. New Contract for FY21
- Co-Occurring Mental Health and Substance Abuse Services (COPSD) #HHS000663700064. Total allocation is \$150,000.00
- Adult Specialized Female (TRF) #HHS00063700189. Total allocation is \$200,000 to provide outpatient services only.
- Treatment Adult Services (TRA) #HHS000663700142. Total allocation is \$450,000 to provide outpatient services only.
- IDD Performance Contract #HHS0008659000001. Total allocation is \$2,208,239.23 which is unchanged from FY20.

o. Consider approval of the below FY21 Renewal Amendments with the below identified entities. (No changes from FY20)

Youth Behavioral Services Provider	Provision of Service	Rate/Amount not to exceed
The Children's Center, Inc	Crisis Respite Services Network Agreement	\$106.22/bed day not to exceed \$3000.00
Houston Behavioral Healthcare Hospital	inpatient hospitalization and associated services for youth	\$600/bed day
SUN Behavioral Health	inpatient hospitalization and associated services for youth	\$618 per bed day (up to 6 bed days only)
Youth Advocate Programs Inc.	coordinating referrals and resources for the provision of specific Youth Empowerment Services (YES) Waiver Services	N/A

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

Due to Covid-19 all Board meetings shall occur virtually until further notice

Date	Event	Time
September 23, 2020	Board Meeting	TBA
September 30, 2020	Executive Session	4:00 PM
October 28, 2020	Board Meeting	TBA
November 18, 2020	Board Meeting	TBA
December 9, 2020	Board Meeting	TBA
December 17-19, 2020	Texas Council Annual Conf	San Antonio
January 27, 2021	Board Meeting	TBA
February 24, 2021	Board Meeting	TBA
March 24, 2021	Board Meeting	TBA
April 28, 2021	Board Meeting	TBA
May 26, 2021	Board Meeting	TBA
June 23, 2021	Board Meeting	TBA
July 28, 2021	Board Meeting	TBA
August 25, 2021	Board Meeting	TBA

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.

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 this meeting to seek legal advice from its Attorney about any matters listed on the agenda.

13. Adjourn



Board Meeting Summary August 13, 2020

The following are the highlights of the TCRMF Board meeting, including all actions taken by the Board during the meeting.

All Board members were present. Chair Flynn-DuPart noted that Rita Johnston will be retiring from her the Betty Hardwick Center Board at the end of the month. The Board thanked Rita for her valuable contributions to the Fund while serving as Trustee on the TCRMF Board.

The Chair appointed Dion White to replace Pam Stockman as the representative from The Center for Life Resources on the Advisory Committee. Ms. Stockman retired from the Center after 32 years of service.

The Board approved the minutes of the May 8, 2020 Board meeting.

The Board approved the Work Plan for 2020-2021.

The Board accepted the Assurance Letter presented by Sedgwick. The Board also approved the Administrative Services Agreement (ASA) and Exhibit A (fee schedule) between the Fund and Sedgwick. The new ASA is effective September 1, 2020 for a period of five years.

The Board approved the Memorandum of Agreement between the Fund and Texas Council of Community Centers effective September 1, 2020 for a period of three years.

The Board approved the contract between the Fund and Pam Beach for General Counsel and legal consultation services effective September 1, 2020, for a period of three years.

The Executive Committee made a recommendation to the Board for approval of Davis Kaufman PLLC as the new legislative consulting firm effective September 1, 2020. The Board approved this recommendation and authorized the Board Chair to execute a contract, upon review by Pam Beach.

The Board approved the 2020-21 GEM Member reinsurance agreement and authorized TCRMF's Member Representative with GEM to execute the agreement on behalf of the Fund. The Board also approved the 2019-2019 Genesis excess liability reinsurance agreement audit endorsement and authorized the Board Chair to execute the agreement on behalf of the Fund.



Texas Council
Risk Management Fund

The Fund's property reinsurance renewal is still being worked. Staff covered the current reinsurer's preliminary indication that includes a 65% rate increase and significant reductions in certain sublimits (e.g., flood, wind and hail). If the preliminary indication were to hold, the Fund's property reinsurance costs would be approximately \$520,000 over budget. This overage would come from surplus.

The Board approved the engagement letter with Holtzman Partners for the August 31, 2020 audit of the Fund's financial statements.

The Board approved a surplus management strategy with anticipated use of surplus for rate stabilization of approximately \$524,000 for the 2020/21 Fund year. This anticipated use of surplus does not include the increased cost of property reinsurance noted above.

The Board approved the funding budgets for the 2020-21 Fund year. The Board directed staff to present a budget amendment in November based on the outcome of the property reinsurance costs.

The Board accepted the investment report presented by Brad Stephan with Concord. The Fund's year to date return is 2.2%. Looking over the last 12 months, the Fund's rate of return is 5.9%.

The Board approved the Risk Control Budget and Plan of Service for fiscal year 2020-2021. The Fund will begin offering Cyber Risk Control Services to members. Anticipated expenses for these Cyber Risk Control services would be within 10% of the overall 2020-2021 risk control budget. Any expense beyond that would have to be approved by the Board.



Friday, May 29, 2020

Ms. Sonja Gaines
Deputy Executive Commissioner IDD and BH Services
4900 N. Lamar Blvd.
Austin, TX 78751-2316

Re: Gulf Coast Center Award for RFA #HHS0006637

Ms. Gaines,

Gulf Coast Center received notification of our award under the FY21 SUD RFA for TRA and TRF Outpatient Services, as well as COPSD. Though we are grateful for each award, there is a significant concern for which we need your guidance.

The concern identified is that our TRA and TRF funding awarded under the FY21 SUD RFA, does not include residential and detoxification services due to disqualification because Gulf Coast Center is not licensed to provide said services.

For nearly 20 years, Gulf Coast Center has subcontracted residential services through TRF and TRA funding. Gulf Coast Center was originally approached by HHS almost 20 years ago with a request to serve as the fiduciary to subcontract with substance use residential facilities in our local area. Each year that followed of this long-standing arrangement, through HHS funding, Gulf Coast Center subcontracted with multiple partners in our local area to provide residential and detoxification substance use services. My understanding is this arrangement was unique to Gulf Coast Center as the only recipient across Texas. As you can imagine, a program lasting this long, abruptly changing without discussion, notification, nor understanding of our arrangement significantly impacts long-term community partnerships and our local communities. More than anything, this decision places each of our subcontractors at the risk of no longer operating due to monies that they have counted on for years abruptly ending. Notwithstanding the fact that the abrupt ending is due to a requirement that has never been applicable to the Gulf Coast Center, the Center would not have been able to acquire the required licensure within the timeframe allotted for the grant submission.

The license for each subcontractor was placed in the RFA folder titled Supportive Information. In addition, each license number is listed on Form A of the Respondent Information Form.

Gulf Coast Center was informed by Carolyn DeBoer that we were not considered for this funding because Gulf Coast Center does not have a license to provide residential and detox services. It was explained to Ms. DeBoer that Gulf Coast Center subcontracts the services to a network of providers as we have done for nearly 20 years. Ms. DeBoer then explained that the RFA did not allow awardees the ability to subcontract services for which they are not licensed. Though this is completely understood for any new services we might have requested, not allowing this long-standing arrangement to continue, and without warning for our subcontractors, is something we must advocate against. And, ask your help in navigating a solution.

The residential and detox services offered by the providers in our network make it possible for residents of Brazoria and Galveston Counties, as well as residents outside our catchment area, to receive an array of intensive and supportive services in their community which means a greater chance for positive treatment outcomes versus having to travel outside of the area for essential treatment. The critical services that are available in our community are made possible with the 2 million dollars that is provided by HHSC. Without this funding we have providers who will be forced to close, which means many more individuals who will not receive the treatment they so desperately need.

In addition to the impact on our system of care and the risk of the subcontractors being forced to close, there is the fact that our area has experienced significant impact already due to Hurricane Harvey and the Mass Casualty on May 18, 2018. COVID-19 is impacting our area, as other areas across Texas. However, place all the segments of impact together, the loss of this service would be a determinant to our system of care and our communities.

We would greatly appreciate the opportunity to further discuss this matter to determine if a resolution could be reached that would help to ensure that our community does not have to plan for the impact that this funding loss would have on those we serve and those who work to serve them.

Respectfully,



Melissa Tucker, LCSW
Chief Executive Officer
10000 Emmett F. Lowry, Ste. 1220
Texas City, TX 77591
melissat@gulfcoastcenter.org
409-944-4382

Account	FY 2020												FY 2020 YTD Actual	FY 2020 YTD % of Budget				
	Annual Budget Preliminary	Step-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20			Adj'd			
OPERATING																		
Salary and Wages	15,118,123	1,141,961.46	1,174,205.76	1,278,076.32	1,144,734.39	1,221,350.35	1,224,372.91	1,139,346.79	1,204,206.22	1,155,355.58	1,121,134.02	1,165,092.54	1,155,029.37	495,029.37	495,029.37	1,655,092.54	12,970,436.34	86%
Fringe Benefits	5,982,912	418,986.73	448,825.99	487,994.53	469,790.49	481,239.29	498,887.22	489,673.22	506,887.08	500,682.84	495,029.37	495,029.37	495,029.37	495,029.37	495,029.37	1,655,092.54	5,294,403.70	88%
Travel	179,941	17,063.59	20,772.86	32,269.26	25,278.64	18,518.51	15,278.64	16,496.84	6,977.33	1,478.47	1,934.65	1,655,092.54	1,655,092.54	1,655,092.54	1,655,092.54	1,655,092.54	5,294,403.70	88%
Consumable Supplies	422,792	20,708.65	21,348.78	29,377.36	26,584.09	33,668.39	21,937.79	32,694.06	15,468.44	13,804.39	19,534.65	1,655,092.54	1,655,092.54	1,655,092.54	1,655,092.54	1,655,092.54	5,294,403.70	88%
Pharmaceutical/Laboratory	318,580	23,500.00	26,309.96	29,377.36	26,264.69	23,255.66	28,582.72	29,077.31	29,077.31	29,138.12	22,489.63	1,655,092.54	1,655,092.54	1,655,092.54	1,655,092.54	1,655,092.54	5,294,403.70	88%
Capital Outlay - Furniture/Equipment/Facilities	11,389,903	73,566.84	38,158.07	401,268.85	527,031.92	843,423.89	289,891.30	1,416,173.36	2,014,877.07	2,014,877.07	23,392.63	1,131,619.54	1,131,619.54	1,131,619.54	1,131,619.54	1,131,619.54	7,945,815.12	70%
Facilities - Rent/Maintenance/Utilities	1,459,429	125,207.88	110,592.54	110,592.54	110,592.54	123,630.96	107,865.73	104,239.84	104,239.84	104,239.84	104,239.84	1,131,619.54	1,131,619.54	1,131,619.54	1,131,619.54	1,131,619.54	7,945,815.12	70%
Other Operating Expenses	2,707,030	137,128.11	222,529.03	202,172.95	220,816.49	179,266.89	183,866.18	249,779.23	222,428.09	222,428.09	222,428.09	1,131,619.54	1,131,619.54	1,131,619.54	1,131,619.54	1,131,619.54	7,945,815.12	70%
Client Support Costs	521,792	51,457.46	24,659.70	27,252.29	27,252.29	26,743.49	179,266.89	183,866.18	249,779.23	222,428.09	222,428.09	1,131,619.54	1,131,619.54	1,131,619.54	1,131,619.54	1,131,619.54	7,945,815.12	70%
Consultant/Professional Providers	9,812,064	571,561.10	609,349.93	843,822.59	739,338.99	707,007.88	815,356.18	662,452.01	1,048,775.95	922,227.08	727,298.48	1,019,140.92	1,019,140.92	1,019,140.92	1,019,140.92	1,019,140.92	8,722,480.11	89%
TOTAL EXPENSE	47,912,487	2,577,013.48	2,704,052.18	3,434,175.45	3,313,534.90	3,654,212.03	3,216,160.30	4,162,899.31	5,156,792.48	5,021,386.43	3,977,353.51	4,201,291.36	4,201,291.36	4,201,291.36	4,201,291.36	4,201,291.36	30,399,574.43	82%
NON-OPERATING																		
Local Funds	1,250,815	92,849.71	97,245.78	97,557.90	95,148.09	103,767.05	101,432.38	98,754.92	97,533.14	96,791.93	117,417.07	105,678.94	105,678.94	105,678.94	105,678.94	105,678.94	1,104,176.91	83%
County Funds	519,693	58,981.22	55,236.73	38,604.38	73,818.37	62,033.15	60,509.98	28,597.97	41,348.85	51,019.02	9,557.10	26,174.39	26,174.39	26,174.39	26,174.39	26,174.39	506,381.36	97%
Patient Fees Insurance/Reimbursement	1,086,312	61,615.31	54,071.60	99,071.60	75,052.42	81,751.75	186,146.81	227,192.91	189,298.66	8,071.24	15,056.16	24,122.12	24,122.12	24,122.12	24,122.12	24,122.12	981,553.66	93%
Miscellaneous Local Income	2,826,820	213,446.24	207,057.19	195,233.88	244,018.88	247,551.95	348,089.17	354,545.89	328,280.65	135,882.19	142,030.33	153,973.65	153,973.65	153,973.65	153,973.65	153,973.65	2,592,111.93	93%
Funds/Grant Income	1,282,965	153,000.00	122,669.31	75,150.28	73,754.36	79,103.27	77,494.03	47,478.54	99,618.43	81,880.83	73,200.00	77,221.14	77,221.14	77,221.14	77,221.14	77,221.14	960,570.19	75%
HUD - Transitional/Permanent Housing	4,617,026	254,700.00	189,239.17	371,781.51	164,603.35	299,999.91	287,918.62	215,539.32	218,868.31	222,572.68	229,016.13	241,458.22	241,458.22	241,458.22	241,458.22	241,458.22	2,695,405.22	58%
Recovery - Fee for Services / Grants	181,051.41	181,051.41	235,296.17	182,978.07	210,840.12	241,265.72	218,491.00	160,488.20	178,472.88	186,283.61	150,232.82	176,579.91	176,579.91	176,579.91	176,579.91	176,579.91	2,122,079.91	80%
Title XIX - Medicaid	14,805,914	211,540.69	334,455.52	906,788.14	784,516.86	1,186,477.69	537,564.33	1,617,224.94	2,497,744.88	480,039.16	1,488,791.74	1,488,791.74	1,488,791.74	1,488,791.74	1,488,791.74	1,488,791.74	11,677,707.41	79%
Transportation - Federal/State	4,368,000	289,840.00	293,064.21	349,981.28	396,883.79	398,378.25	390,898.38	470,792.49	613,569.11	612,003.26	648,543.09	637,968.76	637,968.76	637,968.76	637,968.76	637,968.76	5,101,922.62	117%
Medical 1115 Waiver/Medic Federal	70,127,198	72,221.52	72,221.52	85,324.52	72,221.52	72,221.52	72,221.52	72,221.52	72,221.52	72,221.52	72,221.52	72,221.52	72,221.52	72,221.52	72,221.52	72,221.52	832,722.74	75%
Other State/Federal Funds/MAC	28,840,297	1,160,305.93	1,247,335.90	1,972,003.80	1,702,896.38	2,283,571.61	1,593,676.91	2,590,768.51	3,667,669.10	1,653,449.33	2,665,169.11	2,851,561.61	2,851,561.61	2,851,561.61	2,851,561.61	2,851,561.61	23,390,408.09	95%
Performance Contract DSHS & DADS	7,602,215	594,526.28	598,426.26	659,858.27	674,360.94	674,360.96	674,360.96	674,360.94	674,360.95	674,360.94	674,360.94	674,360.94	674,360.94	674,360.94	674,360.94	674,360.94	7,247,698.38	95%
General Revenue - Regional Hospital	4,082,246	340,187.17	340,187.17	340,187.17	340,187.17	340,187.17	340,187.17	340,187.19	340,187.17	340,187.17	340,187.17	340,187.17	340,187.17	340,187.17	340,187.17	340,187.17	3,742,058.91	92%
General Revenue - NGM (Adult & Child)	1,125,427	60,236.65	60,236.65	60,236.65	60,236.65	66,758.65	66,758.65	66,758.65	66,758.65	66,758.65	66,758.65	66,758.65	66,758.65	66,758.65	66,758.65	66,758.65	714,749.15	64%
General Revenue - Crisis Services - 10%	2,195,156	180,968.95	186,337.04	183,884.57	191,383.88	162,850.67	190,434.91	182,341.57	168,643.68	181,246.03	179,599.90	166,609.00	166,609.00	166,609.00	166,609.00	166,609.00	1,974,300.20	90%
General Revenue/Performance Plan - IDD	1,029,301	82,948.58	82,948.58	96,417.61	96,417.61	122,779.27	98,365.40	103,225.94	103,225.94	103,225.94	101,235.69	118,029.68	118,029.68	118,029.68	118,029.68	118,029.68	1,112,660.27	105%
Federal Block - MH (Adult & Child) and Crisis	16,064,345	1,258,857.63	1,268,123.70	1,340,574.22	1,392,469.93	1,340,487.00	1,370,107.09	1,366,874.29	1,351,182.79	1,369,200.92	1,362,642.33	1,365,954.44	1,365,954.44	1,365,954.44	1,365,954.44	1,365,954.44	14,773,987.41	85%
TOTAL REVENUES	47,731,562	2,637,609.80	2,722,518.79	3,507,813.95	3,342,383.09	3,871,810.56	3,311,873.17	4,312,188.60	5,349,332.54	5,169,532.44	4,169,841.79	4,373,283.70	4,373,283.70	4,373,283.70	4,373,283.70	4,373,283.70	40,773,987.43	85%
SUBTOTAL OPERATING (Rev-Exp)	(180,925)	55,596.32	18,466.61	73,636.50	28,850.19	217,398.53	95,712.87	149,289.29	198,537.06	159,146.01	212,488.28	171,291.34	171,291.34	171,291.34	171,291.34	171,291.34	1,374,413.00	
NON-OPERATING																		
Flexible Spending		300.00	2,500.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	7,201.56	
Flexible Spending - MH Adult		1,370.00	495.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	4,534.00	
All Center Staff Recognition		3,515.70	2,673.00	5,643.00	3,726.00	3,105.00	4,347.00	15,053.50	54.00	-	-	-	-	-	-	-	38,117.20	
IDD Services - Community Support		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Connect Transit		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Connect Transit - Brazoria County		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management - Special Facility Projects		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects - MIS Services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects - Major Facility/Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL FUND BALANCE EXPENSE		5,185.70	5,668.00	6,943.00	4,526.00	5,123.00	5,031.59	15,053.50	1,182.99	1,237.98	-	-	-	-	-	-	49,952.76	
VARIANCE (REV-EXP) -		50,410.62	12,798.61	66,693.50	24,344.19	217,274.53	90,681.28	134,235.79	191,354.07	157,608.03	212,488.28	171,291.34	171,291.34	171,291.34	171,291.34	171,291.34	1,374,460.24	

The Gulf Coast Center
FY2020 Monthly Board Financial Review

Unaudited as of 7/31/2020

Fiscal Year 2020 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/2020 (Aaudited).....				\$	(4,950,085)
FY2019 Year-to-Date Reported Expense and Revenue Totals (Unaudited)					
	Expenditures	Operational	39,399,574		
		Non-Operational	-		
		Fund Balance	49,953		39,449,527
	Revenues	Operational	40,773,987		
		Non-Operational	-		40,773,987
				\$	1,324,460
Total General Fund Balance Year-to-Date (Unaudited).....				\$	(6,274,545)

Board Committed Use General Funds (Fiscal Year Committed)

Capital Projects - Facility (FY2008-FY2011)	(200,000)				
Capital Projects - Facility (FY2013)	(100,000)				
Capital Projects - Facility (FY2014)	(100,000)				
Capital Projects - Facility (FY2015)	(150,000)	(550,000.00)			
fy2008-fy2015 Expenditure		408,065.86			
fy2016 Expenditure		31,088.00			
fy2017 Expenditure		-			
fy2018 Expenditure		-			
					(110,846)
Capital Projects - IT (FY2003-FY2014)	(600,000)				
Capital Projects - IT (FY2015)	(150,000)				
Capital Projects - IT (FY2017)	(140,000)	(890,000.00)			
fy2003-fy2015 Expenditure		677,587.43			
fy2016 Expenditure		-			
fy2017 Expenditure		66,432.75			
fy2018 Expenditure		-			
					(145,980)
IDD Community Service Support (FY2011-2014)	(300,000)				
IDD Community Service Support (FY2016)	(100,000)				
IDD Community Service Support (FY2018)	(100,000)	(500,000.00)			
fy2005-fy2017 Expenditure		347,565.95			
fy2018 Expenditure		62,298.00			
fy2019 Expenditure		61,667.90			
fy2020 Expenditure		38,117.20			
					9,649
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-fy2017 Expenditure		485,466.77			
fy2018 Expenditure		15,893.58			
fy2019 Expenditure		16,303.09			
fy2020 Expenditure		11,835.56			
					(70,501)
					(760,547)

Total General Fund Balance Year-to-Date (Unaudited) \$ (6,274,545)

Unrestricted Use General Fund Balance (Unaudited) \$ (5,513,998)

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The Gulf Coast Center
 FY2020 Monthly Fund Balance Report

Unaudited as of 7/31/2020

Fiscal Year 2020 Unaudited Centerville General Fund Balance Status

Total General Fund Balance as of 08/31/19 (Audited)..... \$ (4,950,085)

FY2019 Monthly Reported Expense and Revenue Totals (Unaudited)

	September	October	November	December	January	February	March	April	May	June	July	August
Operational Expenses:	2,577,013	2,704,052	3,434,175	3,313,535	3,654,212	3,216,160	4,162,899	5,156,795	3,021,386	3,957,354	4,201,991	-
Non-Operational Expenses:	5,186	5,668	(416,212)	(493,506)	(805,278)	(258,521)	(1,384,010)	(1,975,594)	1,183	(1,094,142)	(1,140,417)	-
Fund Balance Expenses:	2,582,199	2,709,720	3,024,906	2,824,555	2,854,059	2,962,671	2,793,943	3,182,385	3,022,624	2,863,212	3,061,574	-
Operational Revenues:	2,632,610	2,722,519	3,507,812	3,342,385	3,871,611	3,311,873	4,312,189	5,349,333	3,180,532	4,169,842	4,373,283	-
Non-Operational Revenues:			(416,212.00)	(493,506.00)	(805,278.00)	(258,520.83)	(1,384,010)	(1,764,634)		(1,094,142)	(1,140,417)	-
Fund Balance Revenues:	2,632,610	2,722,519	3,091,600	2,848,879	3,066,333	3,053,352	2,928,179	3,584,699	3,180,532	3,075,700	3,232,866	-
Total Revenues:	50,411	12,799	66,694	24,324	212,274	90,681	134,236	402,314	157,908	212,488	171,292	-
Net Increase/Decrease to Fund Balance												

Total General Fund Balance: (5,000,496) (5,013,294) (5,079,988) (5,104,312) (5,316,586) (5,407,267) (5,541,503) (5,943,817) (6,101,725) (6,314,213) (6,485,505) (6,485,505)

Total Unrestricted Fund Balance (4,060,652) (4,038,177) (4,069,432) (4,140,651) (4,533,537) (4,629,250) (4,762,600) (4,971,071) (5,130,219) (5,341,796) (5,513,998)

Avg. Cost per day: 85,900 86,753 91,394 91,323 91,473 93,176 92,733 94,380 94,734 94,804 95,170

DAVS OF OPERATION OF TOTAL FUND BALANCE	September	October	November	December	January	February	March	April	May	June	July
DAVS OF OPERATION OF UNRESTRICTED FUND BALANCE	58	58	56	56	58	58	60	63	64	67	68
	47	47	45	45	50	50	51	53	54	56	58



HEALTH INSURANCE ISF

	<u>MONTHLY</u> <u>FY2020</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2020</u> <u>July</u>	<u>ANNUAL</u> <u>FY 2020</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2020</u> <u>July</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
<u>REVENUES:</u>						
Employer Contributions:	\$256,000.00	\$270,451.32	\$3,072,000.00	\$2,915,446.10	(95)	\$156,553.90
Employee Contributions:	\$28,000.00	\$29,816.35	\$336,000.00	\$311,184.78	(93)	\$24,815.22
Total Revenue:	\$284,000.00	\$300,267.67	\$3,408,000.00	\$3,226,630.88	(95)	\$181,369.12
<u>EXPENSES:</u>						
Medical Claims:	\$150,000.00	(\$18,264.43)	\$1,800,000.00	\$1,694,722.52	94	\$105,277.48
Pharmaceutical Claims:	\$32,333.00	\$16,666.56	\$387,996.00	\$394,552.02	102	(\$6,556.02)
Stop-Loss Premiums:	\$47,000.00	\$48,279.06	\$564,000.00	\$521,256.36	92	\$42,743.64
Administration Fees:	\$13,000.00	\$12,970.79	\$156,000.00	\$115,626.77	74	\$40,373.23
Increase to Fund Balance:	\$41,667.00	\$0.00	\$500,004.00	\$0.00	0	\$500,004.00
TOTAL EXPENSES:	\$284,000.00	\$59,651.98	\$3,408,000.00	\$2,726,157.67	80	\$681,842.33
EXCESS OF REVENUES OVER EXPENSES	\$0.00	\$240,615.69	\$0.00	\$500,473.21	0	(\$500,473.21)



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THE GULF COAST CENTER

2020 PROVIDER NETWORK DEVELOPMENT PLAN

PART I: Required for all LMHA/LBHAs

Local Service Area

The Counties of Galveston and Brazoria jointly agreed in 1969 to the establishment of the Gulf Coast Center (originally known as Gulf Coast Regional Mental Health Mental Retardation Center). The Center is governed by a nine-member volunteer Board of Trustees appointed by the County Commissioner's Courts of Galveston (5 members) and Brazoria (4 members) Counties, Texas.

Population	697,004	Number of counties (total)	2
Square miles	1,736	◆ Number of urban counties	1 - Galveston
Population density	1,151	◆ Number of rural counties	1 - Brazoria

Major populations centers:

Name of City	Name of County	City Population	County Population	County Population Density	County Percent of Total Population
Galveston	Galveston	50,446	334,304	884	48%
Texas City	Galveston	50,094	334,304	884	48%
Angleton	Brazoria	19,431	362,700	267	52%
Alvin	Brazoria	26,723	362,700	267	52%

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Current Services and Contracts

The table below provides an overview of current services and contracts. The Levels of Care are specific to non-Medicaid individuals and contracts for discrete services were not used when calculating percentages.

1)

	FY 2019 service capacity (non-Medicaid only)	Estimated FY 2020 service capacity (non-Medicaid only)	Percent total non-Medicaid capacity provided by external providers in FY 2019*
Adult Services: Complete Levels of Care			
Adult LOC 1m	2	2	0%
Adult LOC 1s	1864	1980	0%
Adult LOC 2	64	77	0%
Adult LOC 3	42	47	0%
Adult LOC 4	36	43	0%
Adult LOC 5	9	11	0%

Child and Youth Services: Complete Levels of Care	FY 2019 service capacity (non-Medicaid only)	Estimated FY 2020 service capacity (non-Medicaid only)	Percent total non-Medicaid capacity provided by external providers in FY 2019*
Children's LOC 1	13	12	0%
Children's LOC 2	34	38	0%
Children's LOC 3	10	16	0%
Children's LOC 4	1	2	0%
Children's CYC	1	3	0%
Children's LOC 5	4	1	0%

Crisis Services	FY 2019 service capacity	Estimated FY 2020 service capacity	Percent total capacity provided by external providers in FY 2019*
Crisis Hotline	1749	1749	100%

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Mobile Crisis Outreach Team	1992	1992	0%
Other (Please list all PESC Projects and other Crisis Services):			
Crisis Respite (encounters)	3051	3051	100%
Inpatient Services (bed days)	6197	6260	100%

➤ **Below are the Gulf Coast Center's FY19 and FY20 Contracts.**

Provider Organizations	Service(s)
University Of Texas Medical Branch (UTMB)	Physician/psychiatric services for child and adolescent services, St. Joseph Hospital physician inpatient services, and COPSD program services (physician service only)
ETBHN	Telemedicine, authorization service, pharmacy services, and medical director leadership & consultation
The Wood Group	Crisis respite services at Texas City locations; Emergency evacuation
NorTek Medical Staffing	Physician/psychiatric services
The Children's Center, INC.	Community based crisis respite to youth on an as needed basis
Boon-Chapman (Soluta)	Comprehensive psychiatric and mental health and pharmacy services in the Galveston County Jail
Houston Behavioral Healthcare Hospital	Inpatient Services on an as needed basis for children and adolescents
SUN Behavioral Houston	Inpatient Services on an as needed basis for children and adolescents
J Allen And Associates Of Texas, Llc	Comprehensive psychiatric/telepsychiatric, mental health services and pharmacy services in the Brazoria County Jail
Coastal Health & Wellness	MOU coordinating referrals, resources, training, and technical assistance
Teen Health Center	MOU coordinating referrals, medication resources, training, technical assistance and office space in order to assist in providing quality, affordable, medical and mental health care to Galveston County kids and teens
NAMI Gulf Coast	MH family and consumer education, support and training services; and community education, training and partnerships; and Mental Health First Aid training coordination
SJ Medical Center, LLC	Adult Inpatient hospital services

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The Harris Center for Mental Health and IDD	Crisis Intervention Hotline
Stephen F. Austin Community Health Network	MOU coordinating referrals, resources, training, and technical assistance for Integrated Primary and Behavioral Health Care services
Youth Advocate Programs Inc.	Coordinating referrals and resources for the provision of specific Youth Empowerment Services (YES) Waiver Services
Quality of Care LLC	Coordinating referrals and resources for the provision of specific Youth Empowerment Services (YES) Waiver program for youths
Clear Creek Independent School District	<ul style="list-style-type: none"> • Collaboration to expand the number of school personnel trained and certified in Mental Health First Aide • ILA coordinating referrals, resources, skills training and case management services in order to assist youth at risk of placements or returning from placement who attend Clear Creek ISD
Dean's Professional Services	Phlebotomists services
Genoa Healthcare, LLC	Onsite Pharmacy Services
Southside Pharmacy	Provide and deliver injectable medication directly to GCC Facilities
Individual Practitioners/Providers	
Nilesh Patel, MD	Physician/psychiatric services (thru FY19 only)
Bob Flick, MS, MDiv, MBA, LPC	a certified instructor and/or trainer in Mental Health First Aid (MHFA)
Crystal Trahan, MA	a certified instructor and/or trainer in Mental Health First Aid (MHFA) as well as Applied Suicide Intervention Skills Training (ASIST)
Christopher L. Baker	Social Security representation and counseling services

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Administrative Efficiencies

The Gulf Coast Center continues to utilize the following strategies to minimize overhead and administrative costs and achieve purchasing and other administrative efficiencies, as required by the state legislature.

2) *Using bullet format, describe the strategies the LMHA/LBHA is using to minimize overhead and administrative costs and achieve purchasing and other administrative efficiencies, as required by the state legislature (see Appendix C).*

<ul style="list-style-type: none"> ◆ Continued membership in ETBHN (see below) resulting in the benefits and efficiencies of consolidation and standardization of various activities ◆ Continued participation in group purchasing contracts such as DIR, The Interlocal Purchasing System (TIPS-TAPS) of the Region VIII Education Service Center, HGAC, and BuyBoard ◆ Actively pursues grants and funding related to IT infrastructure and enhancement ◆ Actively seeks collaboration with local agencies and providers, as well as ETBHN, in seeking major grant and funding opportunities
--

3) **Partnerships (current, ongoing) with other LMHA/LBHAs related to planning, administration, purchasing, and procurement or other authority functions, or service delivery are listed in the below table.**

Start Date	Partner(s)	Functions
	ETBHN: Members include ACCESS Andrews Center Bluebonnet Trails Community Center Burke Center Community Healthcare Gulf Bend Center Gulf Coast Center Lakes Regional Center Pecan Valley Center Spindletop Services Tri-County Services	<ul style="list-style-type: none"> • Utilization Management Authorization for Center services • Medical Director leadership and consultation services • Sharing of IT personnel for consultation, training, and programming services. • Pharmacy Services which provides cost containment of medication costs, as well as provides needed oversight and monitoring assistance • Regional Planning and Advisory Committee comprising of 11 member Centers • Regional purchase of electricity – which results in a group purchase of power; and provides assurance of stable electricity costs • Regional Informational Technology purchasing and projects

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	<ul style="list-style-type: none"> • Consultation and training in areas such as fundraising, financial wellness, assessment tools, etc are available to Member Centers. • Seek major grants and other funding opportunities; i.e. recently awarded a grant for services for Veterans.
--	---

Provider Availability

NOTE: The LPND process is specific to provider organizations interested in providing full levels of care to the non-Medicaid population or specialty services. It is not necessary to assess the availability of individual practitioners. Procurement for the services of individual practitioners is governed by local needs and priorities.

4) The following steps were taken to identify potential external providers for this planning cycle

- ◆ Provider Interest notice posted on Center’s website (www.gulfcostcenter.org) and Facebook page
- ◆ Continuous review of HHSC website specific to Potential Provider Profiles
- ◆ Review of current contractors for potential expansion of services

5) Complete the following table, inserting additional rows as needed.

- ◆ The following table represents those potential providers who expressed interest in joining the Center’s Provider Network. While the Center’s IDD Provider Network via open enrollment and contracted services maintains external providers, there was no external interest in Mental Health Services from outside providers this planning cycle.

Provider	Source of Identification	Summary of Follow-up Meeting or Teleconference	Assessment of Provider Availability, Services, and Capacity
Not applicable			

Part II: Required for LMHA/LBHAs with potential for network development

- Due to the Center NOT receiving inquiries from interested providers to provide a full level of care to the non-Medicaid population serviced, Part II is not required and has been omitted.

PART III: Required for all LMHA/LBHAs

PNAC Involvement

6) Show the involvement of the Planning and Network Advisory Committee (PNAC) in the table below. PNAC activities should include input into the development of the plan and review of the draft plan. Briefly document the activity and the committee's recommendations.

Date	PNAC Activity and Recommendations
8/19/2020	Plan submitted to the RPNAC for final review. As a result of the review by the RPNAC the following recommendations were made: response pending
8/5/2020	Ad-Hoc review committee consisting of 15 local community representatives was emailed the plan for review and comment. There were no recommendations made.
8/X/2020	

Stakeholder Comments on Draft Plan and LMHA/LBHA Response

On August 1, 2020 the Center posted and provided notice via Facebook that it's Draft 2020 Provider Network Development Plan was available for review and public comment on www.gulfcoastcenter.org. The draft plan remained posted until August 30, 2020.

Comment	Stakeholder Group(s)	LMHA/LBHA Response and Rationale
None received thus far		

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COMPLETE AND SUBMIT ENTIRE PLAN TO Performance.Contracts@hsc.state.tx.us by August 31, 2020.

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Wednesday, July 22, 2020 at 3:00pm
Join the meeting by phone (audio only) :
Phone Number: +1 (646) 749-3112
Access Code: 745-266-421



"Better community healthcare promoting healthy living."

Minutes

- 1) **Call To Order**– Jamie Travis, Chair of the Board of Trustees, convened the regular meeting on Wednesday, July 22, 2020 at 3:00 p.m.

The following Board Members were present: Jamie Travis, Mary Lou Flynn-Dupart, Caroline Rickaway, Stephen Holmes, Rick Price, Wayne Mallia, Vivian Renfrow, Lori Rickert, Lt. Jaime Castro of the, Galveston County Sheriff's Department.

The following Board Members were absent:

Also present were: Melissa Tucker, CEO – Gulf Coast Center, Barry Goodman-The Goodman Corporation, Todd Patch and Erin Roman – Marsh & McLennan Agency and several Center staff.

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

- 3) **Program Report**: Todd Patch and Erin Roman with Marsh & McLennan Agency gave a brief overview of the Employee Health Benefits Review for October 2020 Renewal.

- 4) **Board Member Reports**:

- a. Texas Council of Community Centers: None
- b. Texas Council Risk Management Fund: None

- 5) **CEO Report**: Melissa Tucker, CEO

- a. **3rd Quarter Board Report**: Melissa Tucker, CEO presented the 3rd Quarter Board Report,; providing background and explanation for each section.
- b. **CCBHC Update**: Melissa Tucker, CEO identified the following steps currently in progress specific to application for Gulf Coast Center to become a Certified Behavioral Health Center:
 - Preparing to apply for certification during November of 2020
 - Piloting Care Coordination activity with a licensed clinician
 - Integrated substance use and mental health services as much as possible given two separate contracts and electronic records
 - Focusing on policy and procedures updating and additions
 - Collection and reporting development of 9 primary reporting measures specific to CCBHC
 - Developing an education campaign to further efforts to engage and educate staff on CCBHC, Trauma Informed Care Engagement, as well as self-care

- 6) **Operations Report**:

- a. **COVID-19**: Sarah Holt, CNO reported the Center is in the process of refining and shoring-up COVID-19 procedures and protocols. The Center continues to follow the

guidance from the CDC, state and local public health authorities. The Center has recently resumed in-person/home visits with several individuals connected to the ACT team program with in-depth health screening conducted prior to each home visit. Efforts are underway in preparation of phase reopening, the health and safety of GCC employees and the persons and families served remains top priority.

7. Budget, Finance and Admin Reports:

- a. Financial & Operational Monthly Report & YTD Summary: Rick Elizondo, CFO, provided a summary for the Month of June 2020 with revenues exceeding expenses by \$211,577.67 and Year to Date, surplus of \$1,152,258.29. The Total Fund Balance provides 67 days with the unrestricted Fund Balance at 56 days.
- b. Sale of Property Update: Rick Elizondo, CFO, reported that the closing date is still set for August 21-22.

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 June 24, 2020 board meeting minutes.

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the June 24, 2020 board meeting minutes. The motion carried with all members voting in favor.

b. Review and approval of June 2020 check register.

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the June 2020 check register. The motion carried with all members voting in favor.

9. Action Items:

- a. **Consider approval other resolution and associated Amendment No. 2 for Authorization for the Chief Executive Officer to execute Amendment No. 2 to the "incidental use" Agreement with the University of Texas Medical Branch (UTMB). The Gulf Coast Center Board of Trustees authorized the execution of Addendum No. 1 to the existing "incidental use" Agreement with UTMB on April 22, 2020 to extend the agreement which provides up to 200 parking spaces for UTMB employees until August 31, 2020. UTMB pays the GCC \$2,000 per month for this incidental use. The UTMB has now requested that the BOT approve Addendum No. 2 to the existing Agreement which would allow UTMB to implement access control management modifications to the League City Park and Ride facility to insure that UTMB employees do not encroach upon existing spaces for Park and Ride users. UTMB will pay for the improvements and, at the request of the GCC or successor agency, remove same at UTMB expense.**

On motion by Caroline Rickaway, seconded by Rick Price, the board voted the approval of the resolution and associated Amendment No. 2 for Authorization for the Chief Executive Officer to execute Amendment No. 2 to the "incidental use" Agreement with the University of Texas Medical Branch (UTMB). The Gulf Coast Center Board of Trustees authorized the execution on Addendum No. 1 to the existing "incidental use" Agreement with UTMB on April 22, 2020 to extend the agreement which provides up to 200 parking spaces for UTMB employees Until August 31, 2020. UTMB pays the GCC \$2,000 per month for this incidental use. The UTMB has now requested that the BOT approve Addendum No. 2 to the existing Agreement which would allow UTMB to implement access control management modifications to the League City Park

and Ride facility to insure that UTMB employees do not encroach upon existing spaces for park and Ride users. UTMB will pay for the improvements and, at the request of the GCC or successor agency, remove same at UTMB expense. The motion carried with all members voting in favor. Mary Lou Flynn-Dupart abstained from the vote.

b. Consider approval of the Resolution appointing the Chief Executive Officer to represent the Gulf Coast Center, along with other social service agencies within Galveston and Brazoria Counties, on the Gulf Coast Transit District Board of Directors.

On motion by Lori Rickert, seconded by Mary Lou Flynn-Dupart, the board voted the approval of the Resolution appointing the Chief Executive Officer to represent the Gulf Coast Center, along with other social service agencies within Galveston and Brazoria Counties, on the Gulf Coast Transit District Board of Directors. The motion carried with all members voting in favor.

c. Consider approval of the FY21 renewal agreement with The University of Texas Medical Branch at Galveston d/b/a UTMB Health to provide inpatient physician services in the Center's contracted inpatient unit located within the behavioral health department at St. Joseph Medical Center in Houston. Amount not to exceed: \$457,500.00 (no change from FY20).

On motion by Rick Price, seconded by Wayne Mallia, the board voted the approval of the FY21 renewal agreement with The University of Texas Medical Branch at Galveston d/b/a UTMB Health to provide inpatient physician services in the Center's contracted inpatient unit located within the behavioral health department at St. Joseph Medical Center in Houston. Amount not to exceed: \$457,500.00 (no change from FY20). The motion carried with all members voting in favor. Mary Lou Flynn-Dupart abstained.

d. Consider approval of the FY21 IDD Non-Traditional Provider Network Agreement to be utilized for eligible providers meeting the Open Enrollment requirements for respite, in-home crisis respite, community support, Community First Choice Transportation, and/or Independent Living Skills (ILS) for nursing facilities to individuals with intellectual and developmental disabilities referred and receiving services from the Center.

On motion by Mary Lou Flynn-Dupart, seconded by Rick Price, the board voted the approval of the FY21 IDD Non-Traditional Provider Network Agreement to be utilized for eligible providers meeting the Open Enrollment requirements for respite, in-home crisis respite, community support, Community First Choice Transportation, and/or Independent Living Skills (ILS) for nursing facilities to individuals with intellectual and developmental disabilities referred and receiving services from the Center. The motion carried with all members voting in favor.

e. Consider approval of the FY21 IDD Provider Services Family Agreement for the Voucher Respite Program to be utilized throughout the fiscal year.

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the FY21 IDD Provider Services Family Agreement for the Voucher Respite Program to be utilized throughout the fiscal year. The motion carried with all members voting in favor.

f. Consider approval of the FY21-22 RFP recommended vendors for the service(s) identified:

VENDOR NAME	DESCRIPTION	AMOUNT NOT TO EXCEED
Killum Pest Control	Pest control services	\$13,039
Dreyfus Printing	Printing services and related supplies	N/A
Kleen Supply Company	Janitorial paper products and	N/A

	cleaning products & supplies	
Adventus Technologies	New Vendor for Janitorial Floor Services	\$155,625
HI-Touch Business Services	Office supplies & furniture	N/A

On motion by Lori Rickert, seconded by Mary Lou Flynn-Dupart, the board voted the approval of the FY21-22 RFP recommended vendors for the services identified above. The motion carried with all members voting in favor.

g. Consider approval of the RESOLUTION BY THE BOARD OF TRUSTEES OF THE GULF COAST CENTER APPROVING THE CONNECT TRANSIT PUBLIC TRANSIT AGENCY SAFETY PLAN REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION AND DEVELOPED IN CONJUNCTION WITH THE TEXAS DEPARTMENT OF TRANSPORTATION IN COMPLIANCE WITH 49 CFR PART 673.

On motion by Mary Lou Flynn-Dupart, seconded by Rick Price, the board voted the approval of the RESOLUTION BY THE BOARD OF TRUSTEES OF THE GULF COAST CENTER APPROVING THE CONNECT TRANSIT PUBLIC TRANSIT AGENCY SAFETY PLAN REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION AND DEVELOPED IN CONJUNCTION WITH THE TEXAS DEPARTMENT OF TRANSPORTATION IN COMPLIANCE WITH 49 CFR PART 673. 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
August 26, 2020	Board Meeting	6:15 PM	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 this meeting to seek legal advice from its Attorney about any matters listed on the agenda.

13. Adjourn

There being no further business to bring before the Board of Trustees the meeting was adjourned at 4:34 p.m.

Respectfully,

Cathy Claunch-Scott
Secretary to the Board of Trustees

Approved as to Content and Form,

Jamie Travis
Board Chair

The Gulf Coast Center Utilization Management Plan, FY2021 - 2022

This Utilization Management Plan (UM Plan) describes the Utilization Management (UM) program of The Gulf Coast Center, hereafter “the Center”, and is written to be consistent with the Center’s policies and procedures and applicable regulatory and contractual requirements. The Center’s Utilization Manager, under the direction of a UM psychiatrist and in consultation with the East Texas Behavioral Network’s Regional UM Committee, assumes the responsibility for execution of this UM Plan. This Utilization Management Plan shall be reviewed and revised biennially or more frequently, as necessary.

A. Psychiatrist Oversight of UM Program

The psychiatrist who provides oversight of the responsibilities of the UM Program and Committee is the Centers Medical Director, a board eligible psychiatrist licensed to practice in the State of Texas and through East Texas Behavioral Healthcare Network (ETBHN), Mark Janes, M.D, Bluebonnet Trails Community Services, Medical Director.

B. Utilization Manager Designation

The Center’s Utilization Manager is Casey Duty, LPC. The Utilization Manager’s job description includes UM responsibilities and the position must meet HHSC qualifications.

C. Utilization Review Activities

1. Procedure for Eligibility Determination: The Center conducts screenings of each consumer to determine whether the requirements are met for admission to services and initial Level of Care assignment using Texas Health Services (HHSC) criteria. Determinations are conducted to ensure the Center’s practice guidelines deliver treatment in the most effective and efficient manner.
2. Procedure for Level of Care Assignment: The Center assigns each consumer to the appropriate Level of Care according to HHSC UM guidelines and conducts retrospective oversight of initial and subsequent level of care assignments to ensure consistent application of HHSC UM guidelines. These processes ensure sufficient utilization and resource allocation determinations based on clinical data, practice guidelines, and information regarding the consumer’s needs with consideration of the consumer’s (and LAR's on the consumer’s behalf) treatment preferences and objections.
3. Procedure for Authorizations and Reauthorizations: The Center conducts retrospective oversight of initial and subsequent level of care assignments to ensure consistent application of HHSC Utilization Management guidelines.

4. Procedure for Outlier Review: The Center and ETBHN, as designated by the Center, by and through its Utilization Management Committee, will conduct Outlier Review. This process will consist of a review of data to identify outliers and to determine any need for change in level of care assignment processes, service intensity or other Utilization Management activities. These reviews are conducted to ensure provider treatment is consistent with practice guidelines as is the process for making utilization/resource allocation determinations.
5. Procedure for Inpatient Admissions, including State Hospitals and Discharge: The Center conducts reviews of inpatient admissions to ensure the most clinically effective and efficient length of stay at an inpatient facility and reviews discharge plans to ensure timely and appropriate treatment following an inpatient stay. These reviews are conducted to ensure continuity of services for coordinating the delivery of mental health community services by multiple providers.

D. UM activities fulfilled by persons other than Utilization Manager

The following person(s) conduct UM activities who are not the qualified Utilization Manager: Lead Continuity of Care Mental Health Liaison and the Director of Crisis Services ensures inpatient admissions and continued stays are appropriate and information is submitted promptly to the UM Manager for review as well as having necessary discharge plans in place. Clients Rights Protection Officer, presides over the appeals process in conjunction with the Utilization Manager. Crisis, Therapist, and Admissions program staff may provide Authorization of Uniform Assessments including overrides and exceptions within the HHSC UM Guidelines and under direct supervision of the Utilization Manager. The staff is licensed at the LPHA level and at a minimum all Authorizing staff are a QMHP-CS with 3 years experience in direct care for adults with serious mental illness or children and adolescents with serious emotional disturbances. ETBHN under agreement with the Center performs Authorization of Uniform Assessments in accordance with HHSC UM Guidelines and Center policies. The UM activities conducted by these persons have oversight review provided by the Utilization Manager.

E. Conflict of Interest

It is the policy of the Center that providers of mental health services may conduct screening and eligibility determination functions on behalf of the Center, as well as other business functions, however providers of mental health services may not grant Authorizations. [COVID-19 exception for Utilization Management activities: If it becomes necessary for a provider of mental health services to be involved in the Authorization of services, no Authorization will be for a service that the provider themselves will provide.]

F. UM Documentation of Training and Supervision

It is the policy of the Center that UM staff are properly trained and supervised as required by HHSC or by other policy, law or regulation. It is the responsibility of the Center's Utilization Manager, in consultation with the UM psychiatrist and the Human Resources department, as necessary, to ensure documentation and supervision are properly maintained.

G. UM Committee

The Center participates in a Regional Utilization Management Committee through ETBHN. The primary function of the UM Committee is to assist the promotion, maintenance and availability of high quality care in conjunction with effective and efficient utilization of resources. ETBHN will facilitate a UM Committee to ensure compliance with applicable contractual and regulatory UM requirements. UM Committee meetings are held quarterly or more frequently as needed at a designated time and includes a physician, UM staff, Quality Management staff, and Fiscal/Financial services staff. The UM Committee will maintain representation from all Member Centers of ETBHN. UM Committee members are appointed by each ETBHN Member Center's respective Executive Director/CEO. A listing of Centers and membership is included at the end of the Plan. ETBHN is responsible for taking, distributing, and storing minutes of every UM Committee meeting. The Center reviews and compares Regional Centers' benchmarked performance and analyze local data for any process improvement and needed changes. The Utilization Management Physician, Utilization Manager, Quality Management Assurance Coordinator, Chief Financial Officer, Director of Mental Health Adult Clinics, and others as needed discuss compliance, performance, and local service issues as needed.

H. Exception/Clinical Override Process

The Center will maintain a system to override the Texas Resiliency and Recovery Guidelines (TRR) when there is the need and to make exceptions to and manage the service authorized for a consumer and will report on exceptions and overrides as required by HHSC.

I. Appeal Process

Pursuant to 25 TAC 401.464, the Center is dedicated to providing mental health services which are viewed as satisfactory by persons receiving those services and their legally authorized representatives. The purpose of this procedure is to assure that these persons:

- (1) have a method to express their concerns or dissatisfaction;
- (2) are assisted to do so in a constructive way; and
- (3) have their concerns or dissatisfaction addressed through a review process.

A request to review decisions described in this section may be made by the person requesting or receiving services/supports, the person's legal representative, or any other individual with the person's consent. The appeal process is handled through the Clients Rights Protection Office in conjunction with the Utilization Manager.

J. HHSC UM Oversight Activities

The Center will participate in UM oversight activities, including submitting the requisite Appeal Reports, as defined and scheduled by HHSC.

K. Quality Management and Utilization Management

The Center Quality Management (QM) provides oversight to ensure compliance with and the quality of the implementation of Texas Resiliency & Recovery practices, monitor fidelity to service models, monitor performance in relation to HHSC defined performance measures, and coordinate activities with the UM program.

L. Provider Profiling

The Center will utilize provider profiling to review, identify, and analyze current mental health community services, providers, and utilization patterns in order to educate clinicians and facilitate practice improvement.

M. Delegated UM Activities and Oversight

Pursuant to a written agreement, certain Utilization Management Activities have been designated by the Center to East Texas Behavioral Healthcare Network (ETBHN), as have been described as such in this Utilization Management Plan. It is the responsibility of the Center's Utilization Manager to ensure oversight of these delegated activities. To that end, ETBHN will provide all Utilization Management reports, results, analysis, of the above-mentioned Delegated Activities to the ETBHN Regional Oversight Committee, as well as to the Center's Utilization Manager as requested.

N. Utilization Management Program Evaluation

The UM program of the Center is evaluated at least biennially to determine its effectiveness in facilitating access, managing care, improving outcomes, and providing useful data for resource allocation, quality improvement, and other management decisions and what improvements may be made. The UM Committee will provide ongoing input and oversight of the Program when there are issues discovered.

EAST TEXAS BEHAVIORAL HEALTHCARE NETWORK
REGIONAL UTILIZATION MANAGEMENT COMMITTEE

LOCAL MENTAL HEALTH AUTHORITIES: Access, Andrews Center, Bluebonnet Trails, Burke Center, Community HealthCore, Gulf Coast Center, Gulf Bend Center, Lakes Regional, Pecan Valley, Spindletop Center, and Tri-County MHMR

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Jamie Travis, Board Chairman

Approval Date