



## NOTICE OF MEETING

### MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of December will be held on Wednesday, **December 11, 2019** at **6:15 p.m.** at the Mall of the Mainland Administration Office, 10000 E.F. Lowry Expwy, Suite 1220, Texas City, Texas.

Thank you,

Cathy Claunch-Scott  
Secretary to the Board of Trustees

cc: December Board of Trustees File



10000 Emmett F Lowry,  
Suite 1220  
Texas City, TX 77591

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[www.GulfCoastCenter.org](http://www.GulfCoastCenter.org)

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**"Better community healthcare promoting healthy living."**

1. **Call To Order** ..... Jamie Travis, Board Chair
2. **Citizens' Comments**
3. **Program Report:** Board Training: HB2840: Open Meeting Act rule change regarding public comments – Linda Bell, JD, BSN, RN  
Genoa Pharmacy Introduction and Tour
4. **Board Member Reports**
  - a. Texas Council of Community Centers ..... Jamie Travis, Board Chair
  - b. Texas Council Risk Management Fund.....Mary Lou Flynn-Dupart, TCRMF Board Chair
5. **CEO Report** ..... Melissa Tucker, CEO
  - a. DSRIP (1115) Transition
  - b. Taking Texas Tobacco Free Project
6. **Operations Report: NONE**
7. **Budget, Finance and Admin Reports** ..... Rick Elizondo, CFO
  - a. Financial & Operational Monthly Report & YTD Summary **(Pg.1-4)**
  - b. Sale of Property Update
8. **Consent Agenda**.....Linda Bell, JD  
**Consideration and Approval of Recommendations and Acceptance of Consent Agenda Items.** (*Consent agenda items may be pulled from this consideration for individual action or presentation.*)
  - a. Review and approval of September 25, 2019 board meeting minutes. **(Pg. 5-9)**
  - b. Review and approval of September & October 2019 check register.
9. **Action Items**.....Linda Bell, JD
  - a. Consider approval of a mental health day to be utilized during FY20 for Center employees.
  - b. Consider approval of the Resolution wherein the Gulf Coast Center Board of Trustees approves submission and receipt of the grant application for the Santa Fe Community Response Team through the Office of the Governor.

- c. Consider approval of the Purchase Order for eight, Medium Duty transit vehicles with gasoline engines based on the Solicitation #2016-Transit-002. The total amount for this order is \$944,216. **(Pg. 10-11)**
- d. Consider approval of Resolution by the Board of Trustees of the Gulf Coast Center approving the Goodman Corporation work order #21 for extension of time of completion for the City of Angleton pedestrian improvement projects through fiscal year 2021.
- e. Consider approval of Resolution by the Board of Trustees of the Gulf Coast Center approving the Goodman Corporation work order #22 for extension of time of completion for the City of Clute pedestrian improvement projects through fiscal year 2020.
- f. Consider approval to authorize the Chief Executive Officer to enter into an Interlocal Agreement with City of Angleton for pedestrian, transit connectivity improvements on Cedar Street with a total cost not to exceed \$400,000.00.
- g. Consider approval to authorize the Chief Executive Officer to enter into an Interlocal Agreement with the City of Clute for improvements on South Main and South Shanks which will enhance transit connectivity, cost not to exceed \$510,000.00.
- h. Consider approval of the Connect Transit Equal Employment Opportunity Program developed in December of 2019.
- i. Consider approval of Board Resolution No 2019-2 for transfer of \$300,000 (committed amount) of cash reserves for capital improvements and replacements. Updates on the status of cash transfers for capital replacements will be made at the Board of Trustees' monthly meetings as a part of the Center's financial report. The effective date of the Committed Cash Balance amounts will be effective August 30, 2019. **(Pg. 12)**
- j. Consider approval of the Memorandum of Understanding with The University of Houston and Integral Care for the Center to participate in the Taking Texas Tobacco Free project, a multi-component tobacco-free workplace program for Substance Use Treatment Centers in Texas.
- k. Consider ratification of the below listed Residential Services Network Agreement and IDD Provider Services Network Agreement:

<b>IDD Provider Network</b>	<b>Services</b>	<b>Not to Exceed Amount</b>
Lifetime Homecare HCS, LLC	Short term Crisis Respite services	\$120,000
The Harmony Place Community Care, LLC	Community Supports, Day hab, Behavioral Supports, crisis respite, respite, supported home living, Nursing Facility Specialized Services, skills training	FY20 IDD Network Fee Schedule
<b>Recovery Residential Provider Network</b>	<b>Services</b>	<b>Not to Exceed Amount</b>
Alcohol Drug Abuse Women's Center, Inc.	TRA Intensive, TRA Supportive, TRF Intensive, TRF Supportive	\$247,389.96
BARC Medically Indigent Care	TRA Detox, TRA Intensive, TRA Supportive	\$141,698.69
ADAPT Foundation Inc. dba Brazos Place	TRA Detox, TRA Intensive, TRA Supportive, TRF Detox, TRF Intensive, TRF Supportive	\$382,701.40
On the Pathway to Recovery	TRA Intensive, TRA Supportive	\$618,854.91

**10. Pending or Revised Action Items.....Linda Bell, JD**

*Pending or revised items are those items which were on a prior board agenda but not completely resolved or there has been a revision since approval. The items may be listed for update purposes or final action by the Board.*

- a. Consider re-approval of the renewal agreement with the County of Galveston to fund a support staff/Mental Health depute position for the Mental Health Deputies Program. There was an error in the not to exceed amount. The correct not to exceed for this agreement is \$80,304.59.

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

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Location</b>
January 29, 2020	Board Meeting	6:15 PM	Angleton
February 26, 2020	Board Meeting	6:15 PM	Texas City
March 25, 2020	Board Meeting	6:15 PM	Angleton
April 22, 2020	Board Meeting	6:15 PM	Texas City
May 27, 2020	Board Meeting	6:15 PM	Angleton
June 24-26, 2020	Annual Conference		Grand Hyatt – San Antonio
July 22, 2020	Board Meeting	6:15 PM	Texas City
August 26, 2020	Board Meeting	6:15 PM	Angleton

**12. Executive Session**

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

**13. Action Regarding Executive Session**

**14. Adjourn**

The Gulf Coast Center Fiscal Year 2020 Operational Budget Schedule		FY2020 Annual Budget Preliminary	FY2020 Sep-19	FY2020 Oct-19	FY2020 YTD Actual YTD % s/b 50%
<b>EXPENSES - OPERATING</b>					
Salary and Wages	15,058,123	1,141,961.46	1,174,705.76	2,316,667.22	15%
Fringe Benefits	5,282,912	418,986.73	448,823.99	867,812.72	16%
Travel	179,941	17,640.90	20,772.86	38,413.76	21%
Consumable Supplies	422,792	20,708.65	13,539.00	34,247.65	8%
Pharmaceuticals/Laboratory	318,500	23,500.00	26,309.96	49,809.96	16%
Capital Outlay - Furniture/Equipment/Facilities	428,401	73,566.84	38,158.07	111,724.91	26%
Facilities - Rent/Maintenance/Utilities	1,269,429	115,424.51	125,207.88	240,632.39	19%
Other Operating Expenses	2,312,030	136,819.88	222,529.03	359,348.91	16%
Client Support Costs	521,792	51,502.46	24,659.70	76,162.16	15%
Consultant/Professional Providers	8,290,444	577,156.08	609,077.23	1,186,233.31	14%
<b>TOTAL EXPENSE</b>	<b>\$ 34,084,365</b>	<b>\$3,577,267.51</b>	<b>\$ 2,703,785.48</b>	<b>\$ 5,281,052.90</b>	<b>15%</b>
<b>REVENUES - OPERATING</b>					
Local Funds					
County Funds	1,250,815	92,849.71	97,249.54	190,099.25	15%
Patient Fees Insurance/Reimbursement	519,693	58,981.22	55,736.73	114,717.95	22%
Miscellaneous Local Income	1,056,312	61,615.31	54,074.68	115,689.99	11%
<b>Earned/Grant Income</b>	<b>2,826,820</b>	<b>213,446.24</b>	<b>207,060.95</b>	<b>420,507.19</b>	
HUD - Transitional/Permanent Housing	1,282,965	153,000.00	122,669.31	275,669.31	21%
Recovery - Fee for Services / Grants	3,488,411	254,700.00	189,529.17	444,229.17	13%
Title XIX - Medicaid	2,800,934	181,051.41	235,306.17	416,447.58	15%
Transportation - Federal/State	3,844,412	211,540.69	334,455.52	545,996.21	14%
Medicaid 1115 Waiver/Misc Federal	3,438,352	289,840.00	293,064.21	582,904.21	17%
Other State/Federal Funds/MAC	1,107,198	70,173.83	72,221.52	142,395.35	13%
<b>Performance Contract DSHS &amp; DADS</b>	<b>15,962,271</b>	<b>1,160,305.93</b>	<b>1,247,335.90</b>	<b>2,407,641.83</b>	
General Revenue - MH (Adult & Child & Vets) - 10%	6,833,144	594,526.28	598,426.26	1,192,952.54	17%
General Revenue - Regional Hospital	4,082,246	340,187.17	340,187.17	680,374.34	17%
General Revenue - NGM (Adult & Child)	-	-	-	-	#DIV/0!
General Revenue - Crisis Services - 10%	1,125,427	60,226.65	60,226.65	120,453.30	11%
General Revenue/Permanency Plan - IDD	2,195,156	180,968.95	186,337.04	367,305.99	17%
Federal Block - MH (Adult & Child) and Crisis	1,059,301	82,948.58	82,948.58	165,897.16	16%
	15,295,274	1,258,857.63	1,268,125.70	2,526,983.33	
<b>TOTAL REVENUES</b>	<b>\$ 34,084,365</b>	<b>\$2,632,609.80</b>	<b>\$ 2,722,522.55</b>	<b>\$ 5,355,132.35</b>	<b>16%</b>
<b>SUBTOTAL OPERATING (Rev-Exp)</b>	<b>\$ 0</b>	<b>\$ 55,342.29</b>	<b>\$ 18,737.07</b>	<b>\$ 74,079.36</b>	
<b>FUND BALANCE EXPENDITURES (NOT Inc. above)</b>					
<b>Flexible Spending</b>					
Flexible Spending - MH Adult	-	300.00	2,500.00	2,800.00	
Flexible Spending - IDD Services	-	1,370.00	495.00	1,865.00	
All Center Staff Recognition	-	-	-	-	
IDD Services - Community Support	-	3,515.70	2,673.00	6,188.70	
Connect Transit	-	-	-	-	
Connect Transit - Brezoria Comm	-	-	-	-	
Asset Management - Special Facility Projects	-	-	-	-	
Capital Projects - MIS Services	-	-	-	-	
Capital Projects - Major Facility/Equipment	-	-	-	-	
<b>SUBTOTAL FUND BALANCE EXPENSE</b>	<b>\$ -</b>	<b>\$ 5,185.70</b>	<b>\$ 5,668.00</b>	<b>\$ 10,853.70</b>	
<b>VARIANCE (REV-EXP) - w/o Self Funded Health Plan</b>	<b>\$ 50,156.59</b>	<b>\$ 13,069.07</b>	<b>\$ 63,225.66</b>		
<b>SELF FUNDED HEALTH INSURANCE PLAN (NOT Inc. above)</b>					
Health Insurance Fund Expenses (Claims & Admin)	-	168,160.00	186,447.63	354,607.63	
Health Insurance Funding	-	270,565.09	275,410.71	545,975.80	
<b>SUBTOTAL HEALTH INSURANCE PLAN</b>	<b>\$ -</b>	<b>\$ 102,405.09</b>	<b>\$ 88,963.08</b>	<b>\$ 191,368.17</b>	
<b>OVERALL FINANCIAL VARIANCE (REV-EXP) - w/self Funded Health</b>	<b>\$ 152,561.68</b>	<b>\$ 102,032.15</b>	<b>\$ 254,593.83</b>		

**The Gulf Coast Center**  
**FY2020 Monthly Board Financial Review**

Unaudited as of 10/31/2019

**Fiscal Year 2020 Unaudited Centerwide General Fund Balance Status**

<b>Total General Fund Balance as of 08/31/19 (Unaudited).....</b>				<b>\$ (4,774,598)</b>
<b>FY2019 Year-to-Date Reported Expense and Revenue Totals (Unaudited)</b>				
Expenditures	<i>Operational</i>	5,281,053		
	<i>Non-Operational</i>	-		
	<i>Fund Balance</i>	10,854	5,291,907	
Revenues	<i>Operational</i>	5,355,132		
	<i>Non-Operational</i>	-	5,355,132	<b>\$ 63,226</b>
<b>Total General Fund Balance Year-to-Date (Unaudited).....</b>				<b>\$ (4,837,823)</b>

**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		6,188.70		
				(22,279)
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		4,665.00		
				(77,672)

<b>Total General Fund Balance Year-to-Date (Unaudited)</b>				<b>\$ (4,837,823)</b>
<b>Unrestricted Use General Fund Balance (Unaudited)</b>				<b>\$ (4,038,177)</b>

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The Gulf Coast Center  
FY2020 Monthly Fund Balance Report

Unaudited as of 10/31/2019

Fiscal Year 2020 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/19 (Unaudited)..... \$ (4,774,598)

FY2019 Monthly Reported Expense and Revenue Totals (Unaudited)

	September	October	November	December	January	February	March	April	May	June	July	August
Operational Expenses:	2,577,268	2,703,785	-	-	-	-	-	-	-	-	-	-
Non-Operational Expenses:	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance Expenses:	5,186	5,668	-	-	-	-	-	-	-	-	-	-
Total Expenses:	2,582,453	2,709,453	-	-	-	-	-	-	-	-	-	-
Operational Revenues:	2,632,610	2,722,523	-	-	-	-	-	-	-	-	-	-
Non-Operational Revenues:	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance Revenues:	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues:	2,632,610	2,722,523	-	-	-	-	-	-	-	-	-	-
Net increase/decrease to Fund Balance	50,157	13,069	-	-	-	-	-	-	-	-	-	-

Total General Fund Balance: (4,824,754) (4,837,823) (4,837,823) (4,837,823) (4,837,823) (4,837,823) (4,837,823) (4,837,823) (4,837,823) (4,837,823) (4,837,823) (4,837,823) (4,837,823)

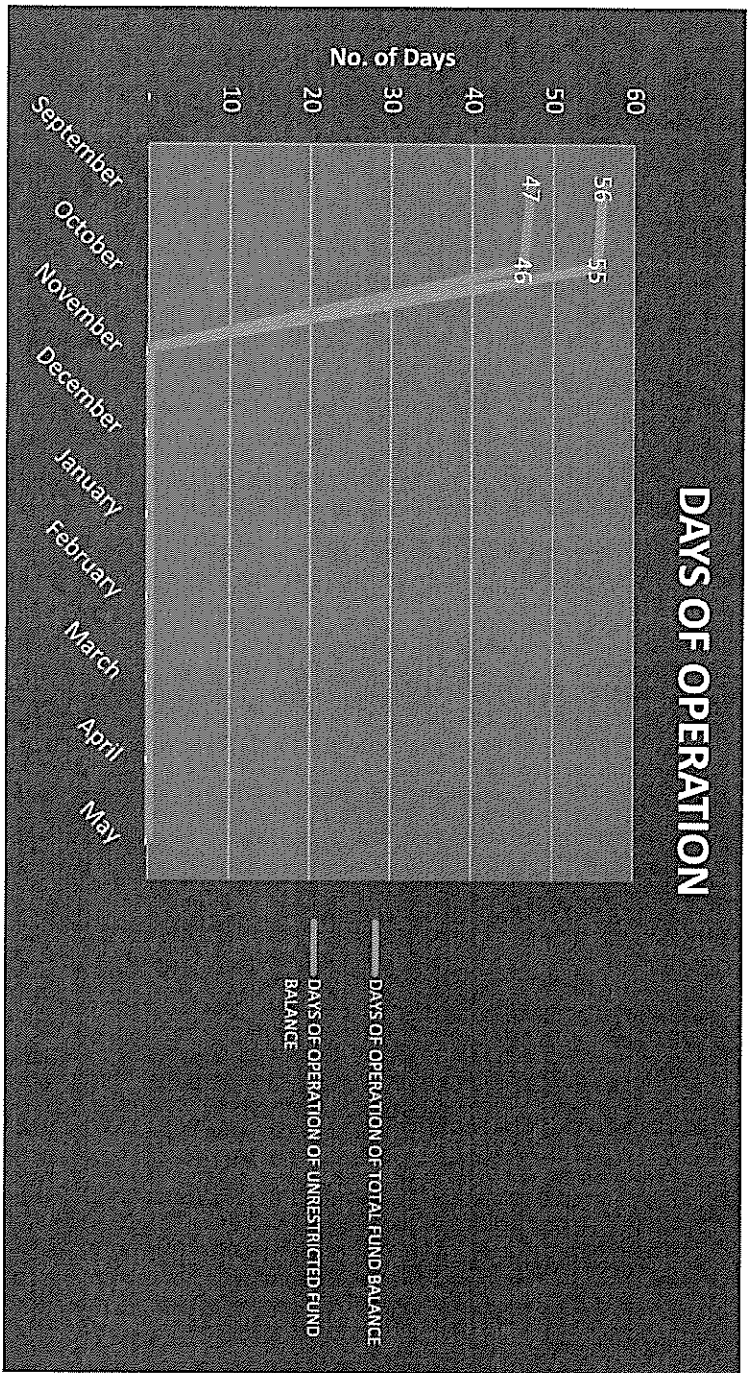
Total Unrestricted Fund Balance (4,060,652) (4,038,177)

Avg. Cost per day:

	September	October	November	December	January	February	March	April	May	June	July	August
	85,909	87,219	-	-	-	-	-	-	-	-	-	-

DAYS OF OPERATION OF TOTAL FUND BALANCE	56	55	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE	47	46	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!







## THE GULF COAST CENTER

Regular Board of Trustees Meeting  
Mall of the Mainland-Admin Office  
10000 E.F. Lowry Expwy, Suite 1220, Texas City, TX  
Wednesday, September 25, 2019  
6:15 pm



**"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, September 25, 2019 at 6:31 p.m. at the Mall of the Mainland Administration Office located at 10000 E.F. Lowry Expwy, Suite 1220, Texas City, Texas.

**The following Board Members were present:** Jamie Travis, Lt. Jaime Castro, Galveston County Sheriff's Department, Vivian Renfrow, Caroline Rickaway, Lori Rickert, Stephen Holmes and Rick Price.

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

**Also present were:** Melissa Tucker, CEO – Gulf Coast Center, Brazoria County Sheriff's Office Ex Officio Non-voting Member, Norine Gill and Melisa McNeil – Arc Gulf Coast, Chris Cahill - The Cahill Law Firm and several Center staff.

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

On motion by Vivian Renfrow, seconded by Rick Price the board approved the recommendations for the Gulf Coast Center Board of Trustees' Officer Positions as presented by the Board of Trustees' Nominating Committee as follows: Jamie Travis, Chair; Jaime Castro, Vice-Chair; Vivian Renfrow, Treasurer and Caroline Rickaway, Secretary. All members voted in favor.

- 2) **Citizens' Comments**: Norine Jaloway Gill, ARC Gulf Coast, passed out a handout and reported to the board on the ARC Gulf Coast's regained momentum and stability in their operations and advocacy. Norine reviewed priorities determined by ARC Gulf Coast regarding serving individuals with intellectual and developmental disabilities.

- 3) **Program Report**: **NONE**

- 4) **Board Member Reports**:

- a. Texas Council of Community Centers: **NONE**
- b. Texas Council Risk Management Fund: Report attached

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

- a. Clinical Operations Update: Melissa Tucker, CEO, provided an update on the Center's operation during Tropical Storm Imelda inclusive of 1.5 days of closure with no reports of damage or loss from clients or staff, as well as no report of asset damage or loss. Gulf

Coast Center's mobile unit vehicle was transported to Beaumont in an effort to support Spindletop Center. Disaster Response staff are available to provide relief service support for Spindletop pending finalization of request.

**6. Operations Report: NONE**

**7. Budget, Finance and Admin Reports:**

- a. Financial & Operational Monthly Report & YTD Summary: **None**
- b. Sale of Property Update: Rick Elizondo, CFO reported on developing interest from an out-of-the-area party regarding the Jones property. Should interest develop further, Rick will update the board.

**8. Consent Agenda:**

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

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

- a. **Review and approval of August 28, 2019 board meeting minutes.**  
On motion by Stephen Holmes, seconded by Jaime Castro, the board voted the approval of the August 28, 2019 board meeting minutes. The motion carried with all members voting in favor.
- b. **Review and approval of September 11, 2019 Board Retreat minutes.**  
On motion by Stephen Holmes, seconded by Jaime Castro, the board voted the approval of the September 11, 2019 Board Retreat meeting minutes. The motion carried with all members voting in favor.
- c. **Review and approval of August 2019 check register.**  
On motion by Stephen Holmes, seconded by Jaime Castro, the board voted the approval of the August 2019 check register. The motion carried with all members voting in favor.

**9. Action Items:**

- a. **Consider the approval of the FY2020 Texas Council membership dues.**  
On motion by Stephen Holmes, seconded by Jaime Castro, the board voted the approval of the FY2020 Texas Council membership dues. The motion carried with all members voting in favor.
- b. **Consider the approval of the updated revisions to the Center's Bank Account listing and recommended bank account signatures.**  
On motion by Stephen Holmes, seconded by Lori Rickert, the board voted the approval of the updated revisions to the Center's Bank Account listing and recommended bank account signatures. The motion carried with all members voting in favor.
- c. **Consider the approval of the Center Budget for FY2020.**  
On motion by Jaime Castro, seconded by Stephen Holmes, the board voted the approval of the Center Budget for FY2020. The motion carried with all members voting in favor.
- d. **Consider the approval of the RESOLUTION designating identified Board members and Center employees authorize signatures; and approval of the Center's signature Procedures. The designated Board members and Center employees are authorized to sign documents as necessary and required for the Center and its operations.**  
On motion by Stephen Holmes, seconded by Rick Price, the board voted the approval of the RESOLUTION designating identified Board members and Center employees authorize



signatures; and approval of the Center's signature Procedures. The designated Board members and Center employees are authorized to sign documents as necessary and required for the Center and its operations. The motion carried with all members voting in favor.

- e. **Consider approval of the renewal agreement with County of Galveston, for the purpose of funding a support staff/Mental Health deputy position for the Galveston County Mental Health Deputies Program. Term September 1, 2019 – August 31, 2020; amount not to exceed \$78,642.71/yr (increase from FY19 due to 3% COLA increase).**

On motion by Caroline Rickaway, seconded by Vivian Renfrow, the board voted the approval of renewal agreement with County of Galveston, for the purpose of funding a support staff/Mental Health deputy position for the Galveston County Mental Health Deputies Program. Term September 1, 2019 – August 31, 2020; amount not to exceed \$78,642.71/yr (increase from FY19 due to 3% COLA increase). The motion carried with all members voting in favor. Jaime Castro abstained from the vote.

- f. **Consider a RESOLUTION authorizing the CEO to enter into the Year-2 option of the service contract which consists of scheduled and unscheduled maintenance for the Gulf Coast Center's fleet including Connect Transit's fleet.**

On motion by Lori Rickert, seconded by Caroline Rickaway, the board voted the approval of the Resolution authorizing the CEO to enter into the Year-2 option of the service contract which consists of scheduled and unscheduled maintenance for the Gulf Coast Center's fleet including Connect Transit's fleet. The motion carried with all members voting in favor.

- g. **Consider approval of the new agreement with Shred-It for secure destruction of confidential, private and sensitive documents and hard drive destruction. Term: FY20; amount not to exceed \$768.00 monthly plus \$175 (5 hard drives).**

On motion by Stephen Holmes, seconded by Jaime Castro, the board voted the approval of the new agreement with Shred-It for secure destruction of confidential, private and sensitive documents and hard drive destruction. Term: FY20; amount not to exceed \$768.00 monthly plus \$175 (5 hard drives). The motion carried with all members voting in favor.

- h. **Consider approval of the new agreement with Dr. Mark Stephenson, DDS a licensed Dentist for the purpose of providing dental services under the Home and Community Based Services waiver program. Term: FY20; Amount not to exceed: \$2000 per plan year.**

On motion by Vivian Renfrow, seconded by Caroline Rickaway, the board voted the approval of the new agreement with Dr. Mark Stephenson, DDS a licensed Dentist for the purpose of providing dental services under the Home and Community Based Services waiver program. Term: FY20; Amount not to exceed: \$2000 per plan year. The motion carried with all members voting in favor. Jamie Travis abstained from the vote.

- i. **Consider approval of revisions to the Connect Transit Manual of Rules and Procedures. Revisions were made for FTA compliance and include: adding ADA compliant procedures, adding Title VI Training procedures, and adding 30 minute time goal to providing a spare wheelchair bus after a bus failure.**

On motion by Vivian Renfrow, seconded by Lori Rickert, the board voted the approval of the revision to Connect Transit Manual of Rules and Procedures. Revisions were made for FTA compliance and include: adding ADA complaint procedures, adding Title VI Training procedures, and adding 30 minute time goal to providing a spare wheelchair bus after a bus failure. The motion carried with all members voting in favor.

- j. **Consider approval of the 4<sup>th</sup> Amendment to the agreement with Harris County for the coordination of non-emergency transportation services for people who are elderly, disabled or low-income and have no alternate transportation in the Pearland, Friendswood, and League City area. Term: FY20, Amount not to exceed: \$125,000.**

On motion by Stephen Holmes, seconded by Vivian Renfrow, the board voted the approval of the 4<sup>th</sup> Amendment to the agreement with **Harris County** for the coordination of non-emergency transportation services for people who are elderly, disabled or low-income and have no alternate transportation in the Pearland, Friendswood, and League City area. Term: FY20, Amount not to exceed: \$125,000. The motion carried with all members voting in favor.

- k. **Consider approval of the below identified HHSC renewal agreements/amendments for FY20:**

<b>DESCRIPTION:</b>	<b>Funding:</b>
Amendment #6 to the HHSC HIV Outreach contract #2016-048182-003	Total allocation is \$166,132 which is a \$48,148 decrease from FY19
Amendment #4 to the HHSC HIV Early Intervention Services (HEI) contract #2016-048266-003	Total allocation is \$79,750 which is a \$55,784 decrease from FY19
Amendment #7 to the HHSC Outreach, Screening, Assessment, and Referral (OSAR) contract #2016-048253-003	Amount not to exceed \$478,638 which represents no change from FY19
Amendment #5 to the HHSC Co-occurring Mental Health and Substance Abuse Services (COPSD) contract #2016-048313-005	Total allocation is \$8,127 which represents no change from FY19.
FY20 HHSC IDD performance contract #HHS000608400001	\$2,056,520.56 which does not include Q3 and Q4 funding for crisis services. The allocation of additional crisis funds will occur at the end of Q2.
FY20 HHSC Projects for Assistance in Transition from Homelessness (PATH) contract #HHS000231500012	Amount not to exceed \$191,513 which represents no change from FY19.
Amendment #3 to the HHSC YES Waiver Pre-Engagement Services contract #2017-049612-001C	Fee for service
FY20 modification to the TCOOMMI contract #696-TC-18-19-L044 which extends the contract through 8/31/21	Amount not to exceed \$756,000.

On motion by Jaime Castro, seconded by Caroline Rickaway, the board voted the approval of the above identified HHSC renewal agreements/amendments for FY20. 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
October 23, 2019	Board Meeting	6:15 PM	Angleton
December 11, 2019	Board Meeting	6:15 PM	Texas City
January 29, 2020	Board Meeting	6:15 PM	Angleton
February 26, 2020	Board Meeting	6:15 PM	Texas City
March 25, 2020	Board Meeting	6:15 PM	Angleton
April 22, 2020	Board Meeting	6:15 PM	Texas City
May 27, 2020	Board Meeting	6:15 PM	Angleton
June 24-26, 2020	Annual Conference		Grand Hyatt – San Antonio
July 22, 2020	Board Meeting	6:15 PM	Texas City
August 26, 2020	Board Meeting	6:15 PM	Angleton

**12. Executive Session:** NONE

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

**13. Action Regarding Executive Session:** NONE

**14. Adjourn:**

There being no further business to bring before the Board of Trustees the meeting was adjourned at 6:51 p.m.

Respectfully,

Approved as to Content and Form,

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

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





October 10, 2019

Jason Roy  
Senior Sales Representative  
Creative Bus Sales, Inc.  
4955 Northgate Dr.  
Irving, TX 75062

Subject: Purchase Order #02 for Medium Duty Transit Vehicle Contract,  
Solicitation #2016-Transit-002

Dear Mr. Roy:

This letter serves as a Notice to Proceed for the Medium Duty Transit Vehicle Contract.

I am enclosing an order form for an order of eight (8) Medium Duty Transit Vehicles with gasoline engines based on the Solicitation #2016-Transit-002. Each order form includes the pricing from the contract and the vehicle options requested. The total amount for this order is \$944,216.

Please confirm receipt of this order and provide the estimated delivery date for each vehicle.

If you have any questions, contact me at 409-944-4451 or [ricke@gulfcoastcenter.org](mailto:ricke@gulfcoastcenter.org). The Center staff looks forward to receiving these vehicles from Creative Bus Sales.

Sincerely,



Rick Elizondo, CPA  
Chief Financial Officer  
Gulf Coast Center

Enclosures: Order Form

Cc:  
Sean Middleton, The Goodman Corporation  
Susan Maclay, The Goodman Corporation

10000 Emmett F. Lowry,  
Suite 1220  
Texas City, TX 77591

409.763.2373  
FAX 409.763-5538  
[www.GulfCoastCenter.org](http://www.GulfCoastCenter.org)

ORDER FORM FOR MEDIUM DUTY TRANSIT VEHICLES					
Solicitation #2016-Transit-002					
VEHICLES					
Item #	Item Description	Make/Model	Unit Price	Quantity	Total Price
1	Medium Duty Transit Vehicle	Starcraft Allstar 32 XL Diesel	\$ 115,635.00	0	\$0.00
1	Medium Duty Transit Vehicle	Starcraft Allstar 32 XL Gasoline	\$ 105,527.00	8	\$844,216.00
<b>VEHICLE TOTAL</b>					<b>\$844,216.00</b>
VEHICLE OPTIONS					
Item #	Item Description	Make/Model	Unit Price	Quantity	Total Price
1	Destination Signs	Transign LED	\$5,000.00	8	\$40,000.00
2	Destination Sign Programming	Laptop with Program	\$500.00	8	\$4,000.00
3	Automated Bus Stop Announcement System (Annunciator)	Transig voice announcement and next stop	\$9,000.00		\$0.00
4	Low Floor With Alternate Wheelchair Positions	Not available	N/A	N/A	N/A
5	Driver Seat Upgrade	USSC G2E	\$2,000.00		\$0.00
6	Passenger Seat Upgrade	Citi Pro Transit per person	N/A	N/A	N/A
7	Bus Wrap	Bus Wrap	\$7,500.00		\$0.00
8	Bicycle Rack	Sportsworks	\$2,200.00	8	\$17,600.00
9	Backing Proximity Sensor System	Echovision	\$950.00	8	\$7,600.00
10	Stop Request System	Pull cord, sign, chime	\$1,150.00	8	\$9,200.00
11	File Storage	File storage	\$50.00		\$0.00
12	Upgraded Seat Fabric	Level 3 seat fabric per seat	\$130.00		\$0.00
13	Wi-Fi	Hardware and install only	\$1,500.00	8	\$12,000.00
14	Bonded Windows	N/A on stock units	\$3,000.00		\$0.00
15	Front Wheelchair Lift Doors With Alternate Wheelchair Positions	N/A on stock units	N/A	N/A	N/A
16	Special Painting	Full body paint non-metallic	\$7,500.00		\$0.00
17	Electric Mirrors	Rosco	\$1,200.00		\$0.00
18	Wheel Inserts	Stainless wheel insert	\$260.00		\$0.00
19	Electronic Fare Collection System	GFI Genfare	\$18,000.00		\$0.00
20	Diamond Fare Box	Diamond SV model	\$1,200.00	8	\$9,600.00
21	Extended Warranty	Not available	N/A	N/A	N/A
22	Video Monitoring System	CWI 6 cameras	\$4,200.00		\$0.00
<b>VEHICLE OPTION TOTAL</b>					<b>\$100,000.00</b>
<b>GRAND TOTAL</b>					<b>\$944,216.00</b>



**THE GULF COAST CENTER  
BOARD OF TRUSTEE'S  
RESOLUTION #2019-2**

At their regularly scheduled Board of Trustees meeting of October 23rd, 2019 held in Angleton, Texas (Brazoria County); that the Board of Trustees of the Gulf Coast Center ("Center"), a community-based mental health, intellectual and developmental disabilities Center, unanimously approved the adoption of the following resolution:

**BE IT RESOLVED**

That the Board of Trustees of the Gulf Coast Center has formally approved to transfer of the stated amount of cash reserves identified in the table below. The designated staff will report on the status of each of these amounts at the Board of Trustees' monthly meetings as a part of the Center's financial report. The effective date of the Committed Cash Balance amounts will be effective August 30th, 2019.

Committed Use	Original Commitment Date	Balance as of 08/01/2019 (Unaudited)	Additional Funds to be Added	Adjusted Balance as of 08/31/2019
Capital Projects Facility and Equipment Assets	FY2019	\$-0-	\$ 0	\$ 300,000

Utilization of the Committed Amounts shown above will be in accordance with Center established procedures for the funds; with use oversight provided by Board of Trustees' authorized Staff Signatures - Executive Director; Chief Operating Officer; and Director HR/MIS Services.

The above resolution was passed by a majority of those present and voting in accordance with the Bylaws of the Gulf Coast Center; and is a true and correct copy of a portion of the minutes of the regular Board of Trustees' meeting of the Gulf Coast Center held October 23rd, 2019.

Approved:

\_\_\_\_\_  
Jamie Travis, Chairperson - Board of Trustees

Attest:

\_\_\_\_\_  
Secretary, Board of Trustees