



## NOTICE OF MEETING

### MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of February will be held on Wednesday, **February 26, 2020** at **6:15 p.m.** at the Mall of the Mainland-Admin Office, 10000 E.F. Lowry Expwy, Suite 1220, Texas City, Texas.

Thank you,

Cathy Claunch-Scott  
Secretary to the Board of Trustees

cc: February Board of Trustees File



10000 Emmett F Lowry,  
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Texas City, TX 77591

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

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1. **Call To Order** ..... Jamie Travis, Board Chair
2. **Citizens' Comments**
3. **Program Report: Bi-County Transit District Update**.....Barry Goodman
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. Community Engagement Efforts:
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 January 29, 2020 board meeting minutes. **(Pg. 5-8)**
  - b. Review and approval of January 2020 check register.
9. **Action Items**.....Linda Bell, JD
  - a. Consider approval of First Amendment to the FY20 Professional Service Agreement between **East Texas Behavioral Healthcare Network** and the Center for addition of 24-Hour MH Crisis Services (Crisis on Demand). Services and rates include: Emergent 8 a/m. – 5 p.m., Mon-Fri \$200; Emergent After Hours & Weekends \$225; Block Coverage – MD \$185; Block Coverage – APRN \$135; Patient Follow Ups \$100; Treatment Team Follow Ups \$100; Phone Consultation \$100.
  - b. Consider approval of the NEW Tobacco Free Worksite Policy effective June 26, 2020. **(Pg. 9-11)**

- c. Consider the approval to declare the below listed vehicles for disposal. These vehicles are no longer cost effective to maintain in the fleet. As a result it is requested that these vehicles be considered surplus and sent to auction. (Pg. 12)

Vehicle Number	Year	Model	Vin Number	Mileage
1180	2010	El Dorado	1FDFE4FS2ADA11180	340,974
1183	2010	El Dorado	1FDFE4FS8ADA11183	294,868
2403	2010	Goshen	1FDFE4FP8ADA32403	265,971
3479	2007	E-450	1FDXE45S07DB43479	333,184
3482	2007	E-450	1FDXE45S07DB43482	426,924
7793	2009	El Dorado	1FDFE45S49DA37793	169,962
2407	2010	Goshen	1FDFE4FP5ADA32407	302,868

- d. Consider the renewal agreement with **The Harris Center** for Mental Health and IDD for the purpose of providing crisis intervention helpline services to consumer callers and the Brazoria and Galveston County communities. Term: March 1, 2020 to February 28, 2021 Cost: \$7,161.00/month for a call volume between 501 to 750 calls per month. (no change from FY19)

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

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

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

Date	Event	Time	Location
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. Adjourn**

The Gulf Coast Center Fiscal Year 2020 Board Operational Budget Schedule	FY2020 Annual Budget Preliminary	FY2020 Sep-19	FY2020 Oct-19	FY2020 Nov-19	FY2020 Dec-19	FY2020 Jan-20	FY2020 YTD Actual YTD % s/b 50%
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<b>EXPENSES - OPERATING</b>							
Salary and Wages	15,118,123	1,141,961.46	1,174,705.76	1,278,076.32	1,144,734.39	1,221,350.35	5,960,828.28
Fringe Benefits	5,982,912	418,986.73	448,825.99	487,994.53	469,790.49	481,239.29	2,306,837.03
Travel	179,941	17,063.59	20,772.86	32,269.26	19,578.64	16,566.23	106,250.58
Consumable Supplies	422,792	20,708.65	13,539.00	21,348.76	26,584.09	31,668.37	113,848.87
Pharmaceuticals/Laboratory	318,500	23,500.00	26,309.96	29,377.36	22,624.69	23,255.66	125,067.67
Capital Outlay - Furniture/Equipment/Facilities	428,401	73,566.84	38,158.07	401,268.85	527,031.92	843,423.88	1,883,449.56
Facilities - Rent/Maintenance/Utilities	1,459,429	115,424.51	125,207.88	110,592.54	117,061.79	123,630.96	591,917.68
Other Operating Expenses	2,707,030	137,188.11	222,529.03	202,172.95	220,816.49	179,265.89	961,972.47
Client Support Costs	51,457.92	51,457.46	24,659.70	27,252.29	25,973.41	26,743.49	156,086.35
Consultant/Professional Providers	9,812,064	577,156.08	609,343.93	843,822.59	739,338.99	707,067.88	3,476,729.47
<b>TOTAL EXPENSE</b>	<b>\$ 36,950,985</b>	<b>\$2,577,013.43</b>	<b>\$ 2,704,052.18</b>	<b>\$ 3,434,175.45</b>	<b>\$ 3,313,534.90</b>	<b>\$ 3,654,212.00</b>	<b>\$ 15,682,987.96</b>
<b>REVENUES - OPERATING</b>							
Local Funds							
County Funds	1,250,815	92,849.71	97,249.54	97,557.90	95,148.09	103,767.05	486,572.29
Patient Fees Insurance/Reimbursement	519,693	58,981.22	55,736.73	38,604.38	73,818.37	62,033.15	289,173.85
Miscellaneous Local Income	1,056,312	61,615.31	54,074.68	59,071.60	75,052.42	81,751.75	331,565.76
<b>Earned/Grant Income</b>	<b>2,826,820</b>	<b>213,446.24</b>	<b>207,060.95</b>	<b>195,233.88</b>	<b>244,018.88</b>	<b>247,551.95</b>	<b>1,107,311.90</b>
HUD - Transitional/Permanent Housing	1,282,965	153,000.00	122,669.31	75,150.28	73,754.36	79,103.27	503,677.22
Recovery - Fee for Services / Grants	4,617,026	254,700.00	189,529.17	371,781.51	164,603.35	299,399.91	1,280,013.94
Title XIX - Medicaid	2,659,295	181,051.41	235,396.17	182,978.07	210,840.12	241,265.72	1,051,531.49
Transportation - Federal/State	3,844,412	211,540.69	334,455.52	906,788.14	784,516.86	1,186,472.69	3,423,773.90
Medicaid 1115 Waiver/Misc Federal	4,368,000	289,840.00	293,064.21	349,981.28	396,883.79	398,378.25	1,728,147.53
Other State/Federal Funds/MAC	1,107,198	70,173.83	72,221.52	85,324.52	72,297.80	78,951.77	378,969.44
<b>Performance Contract DSHS &amp; DADS</b>	<b>17,878,895</b>	<b>1,160,305.93</b>	<b>1,247,335.93</b>	<b>1,972,003.80</b>	<b>1,702,896.28</b>	<b>2,283,571.61</b>	<b>8,366,113.52</b>
General Revenue - MH (Adult & Child & Vets) - 10%	7,602,215	594,526.28	598,426.26	659,858.27	674,360.94	674,360.96	3,201,532.71
General Revenue - Regional Hospital	4,082,246	340,187.17	340,187.17	340,187.17	340,187.19	340,187.17	1,700,935.87
General Revenue - NCM (Adult & Child)	-	-	-	-	-	-	-
General Revenue - Crisis Services - 10%	1,125,427	60,226.65	60,226.65	60,226.65	66,758.65	66,758.65	314,197.25
General Revenue/Permanency Plan - IDD	2,195,156	180,968.95	186,337.04	183,884.57	191,383.88	162,850.67	905,425.11
Federal Block - MH (Adult & Child) and Crisis	1,059,301	82,948.58	82,948.58	96,417.61	122,779.27	96,329.55	481,423.59
<b>TOTAL REVENUES</b>	<b>36,950,985</b>	<b>\$2,632,609.80</b>	<b>\$ 2,722,522.55</b>	<b>\$ 3,507,811.95</b>	<b>\$ 3,342,385.09</b>	<b>\$ 3,871,610.56</b>	<b>\$ 16,076,939.95</b>
<b>SUBTOTAL OPERATING (Rev-Exp)</b>	<b>\$ (180,925)</b>	<b>\$ 55,596.37</b>	<b>\$ 18,470.37</b>	<b>\$ 73,636.50</b>	<b>\$ 28,850.19</b>	<b>\$ 217,398.56</b>	<b>\$ 393,951.99</b>

<b>FUND BALANCE EXPENDITURES (NOT Inc. above)</b>							
<b>Flexible Spending</b>							
Flexible Spending - MH Adult	300.00	2,500.00	300.00	300.00	300.00	1,400.00	4,800.00
Flexible Spending - IDD Services	1,370.00	495.00	1,000.00	500.00	500.00	619.00	3,984.00
<b>All Center Staff Recognition</b>							
IDD Services - Community Support	3,515.70	2,673.00	5,643.00	3,726.00	3,105.00	-	18,662.70
Connect Transit	-	-	-	-	-	-	-
Connect Transit - Brazoria County	-	-	-	-	-	-	-
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>\$ 6,943.00</b>	<b>\$ 4,526.00</b>	<b>\$ 5,124.00</b>	<b>\$ 27,446.70</b>
<b>VARIANCE (REV-EXP) -</b>	<b>\$ 50,410.67</b>	<b>\$ 12,802.37</b>	<b>\$ 66,693.50</b>	<b>\$ 24,324.19</b>	<b>\$ 212,274.56</b>	<b>\$ 366,505.29</b>	

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

Unaudited as of 1/31/2020

**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	15,682,988		
		Non-Operational	-		
		Fund Balance	27,447	15,710,435	
	Revenues	Operational	16,076,940		
		Non-Operational	-	16,076,940	\$ 366,505
Total General Fund Balance Year-to-Date (Unaudited).....				\$	(5,316,590)

**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		18,662.70			
				(9,805)	
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		8,784.00			
				(73,553)	(783,053)

**Total General Fund Balance Year-to-Date (Unaudited)** \$ (5,316,590)

**Unrestricted Use General Fund Balance (Unaudited)** \$ (4,533,537)

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The Gulf Coast Center  
 FY2020 Monthly Fund Balance Report

Unaudited as of 1/31/2020

Fiscal Year 2020 Unaudited Centerwide 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	-	-	-	-	-	-	-
Non-Operational Expenses:			(416,212)	(493,506)	(805,278)	-	-	-	-	-	-	-
Fund Balance Expenses:	5,186	5,668	6,943	4,526	5,124	-	-	-	-	-	-	-
Total Expenses:	2,582,199	2,709,720	3,024,906	2,824,555	2,854,059	-	-	-	-	-	-	-

Operational Revenues:	2,632,610	2,722,523	3,507,812	3,342,385	3,871,611	-	-	-	-	-	-	-
Non-Operational Revenues:			(416,212.00)	(493,506.00)	(805,278.00)	-	-	-	-	-	-	-
Fund Balance Revenues:						-	-	-	-	-	-	-
Total Revenues:	2,632,610	2,722,523	3,091,600	2,848,879	3,066,333	-	-	-	-	-	-	-
Net increase/decrease to Fund Balance	50,411	12,802	66,694	24,324	212,274	-	-	-	-	-	-	-

Total General Fund Balance:	(5,000,496)	(5,013,298)	(5,079,992)	(5,104,316)	(5,316,590)	(5,316,590)	(5,316,590)	(5,316,590)	(5,316,590)	(5,316,590)	(5,316,590)	(5,316,590)
Total Unrestricted Fund Balance	(4,060,652)	(4,038,177)	(4,069,432)	(4,140,651)	(4,533,537)	-	-	-	-	-	-	-

Avg. Cost per day:

September	85,900	86,753	91,394	91,323	91,473							
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DAYS OF OPERATION OF TOTAL FUND BALANCE	58	58	56	56	58	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
UNRESTRICTED FUND BALANCE	47	47	45	45	50	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

# INTERNAL SERVICE FUND

## SELF FUNDED HEALTH INSURANCE PLAN

	<u>MONTHLY</u> <u>FY2020</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2020</u> <u>January</u>	<u>ANNUAL</u> <u>FY 2020</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2020</u> <u>January</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
<b><u>REVENUES:</u></b>						
Employer Contributions:	\$256,000.00	\$1,277,889.81	\$3,072,000.00	\$1,277,889.81	(42)	\$1,794,110.19
Employee Contributions:	\$28,000.00	\$136,041.07	\$336,000.00	\$136,041.07	(40)	\$199,958.93
<b>Total Revenue:</b>	<b>(\$284,000.00)</b>	<b>(\$1,413,930.88)</b>	<b>(\$3,408,000.00)</b>	<b>(\$1,413,930.88)</b>	<b>41</b>	<b>(\$1,994,069.12)</b>
<b><u>EXPENSES:</u></b>						
Medical Claims:	\$150,000.00	\$194,369.76	\$1,800,000.00	\$668,038.97	37	\$1,131,961.03
Pharmaceutical Claims:	\$32,333.00	\$19,413.43	\$387,996.00	\$145,093.08	37	\$242,902.92
Stop-Loss Premiums:	\$47,000.00	\$193,556.23	\$564,000.00	\$253,024.39	45	\$310,975.61
Administration Fees:	\$13,000.00	\$0.00	\$156,000.00	\$12,112.80	8	\$143,887.20
Increase to Fund Balance:	\$41,666.74	\$0.00	\$500,002.34	\$0.00	0	\$500,002.34
<b>TOTAL EXPENSES:</b>	<b>\$283,999.74</b>	<b>\$407,339.42</b>	<b>\$3,407,998.34</b>	<b>\$1,078,269.24</b>	<b>32</b>	<b>\$2,329,729.10</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$0.26</b>	<b>\$1,006,591.46</b>	<b>\$1.66</b>	<b>\$335,661.64</b>	<b>(20220581)</b>	<b>(\$335,659.98)</b>



**"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, January 29, 2020 at 6:27 p.m. at the Brazoria County Community Service Center located at 101 Tigner, Angleton, 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, Mary Lou Flynn-Dupart, Wayne Mallia and Rick Price.

**The following Board Members were absent:** None

**Also present were:** Melissa Tucker, CEO – Gulf Coast Center, Brazoria County Sheriff's Office Ex Officio Non-voting Member, and several Center staff.

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

- 3) **Program Report:** Diane Terrell, CPA – Eli Bailey LLC presented the Center's FY19 Financial and Compliance Audit. Ms. Terrell presented the various report schedules; noted that they were presenting an unqualified opinion; and stated that again there were no State or Federal findings or management letter comments. Ms. Terrell commended the Center's financial staff members for their assistance during the audit, as well as their work. As in previous years, in the next month or so, Ms. Terrell will send over comparative audit data using the eleven community centers' information from their firm's audits for review by the Board and staff's members

- 4) **Board Member Reports:**

- a. Texas Council of Community Centers: Jamie Travis, Board Chair briefly reviewed the two-page handout from the board meeting last month to the board members.
- b. Texas Council Risk Management Fund: NONE

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

- a. **CCBHC Update:** Melissa Tucker, CEO, provided high summary review of the six core components necessary to become a CCBHC (national model), current reimbursement status in Texas, scope of services, successful outcome reported to National Council, and steps Gulf Coast Center has taken toward positing ready to apply for CCBHN certification.

- 6) **Operations Report:**



- a. **1<sup>st</sup> Quarter Board Report:** Melissa Tucker, CEO, reviewed new format for Quarterly Board Report. Highlighted measures identified on the report, reviewed data collection and reporting successes and challenges, as well as operational factors impacting data.

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

- a. **Financial & Operational Monthly Report & YTD Summary:** Rick Elizondo, CFO, reviewed the overall financial variance through December 2019. As well as the days of operation total fund balance, restricted and unrestricted
- b. **Sale of Property Update:** Rick Elizondo, CFO went over the sell of the Jones property.
- c. **Corporate Compliance Annual Training and 2019 Report Approval:** Linda Bell, General Counsel, gave a summary regarding the Corporate Compliance Annual Report to include trainings; compliance reports/investigations; annual compliance survey; corporate compliance committee and fiscal audit.

## 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 December 11, 2019 board meeting minutes.**

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the December 11, 2019 board meeting minutes. The motion carried with all members voting in favor.

- b. **Review and approval of November & December 2019 check register.**

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the November & December 2019 check register. The motion carried with all members voting in favor.

## 9. **Action Items:**

- a. **Consider the approval of the FY2020 Budget Amendment #1.**

On motion by Rick Price, seconded by Caroline Rickaway, the board voted the approval of the FY2020 Budget Amendment #1 without the Mental Health Day. The motion carried with all members voting in favor.

- b. **Consider the acceptance of the FY2019 Financial and Compliance Audit.**

On motion by Mary Lou Flynn-Dupart, seconded by Lori Rickert, the board voted the approval of the FY2019 Financial and Compliance Audit. The motion carried with all members voting in favor.

- c. **Consider the approval of Amendment #2 the HHSC Mental Health First Aid (MHFA) contract #HHS000181000001. This amendment increases training funds by \$15,000 per year through 2023 for a total increase of \$60,000.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the Amendment #2 the HHSC Mental Health First Aid (MHFA) contract #HHS000181000001. This amendment increases training funds by \$15,000 per year through 2023 for a total increase of \$60,000. The motion carried with all members voting in favor.

**d. Consider the approval of Amendment #8 to the HHSC Adult Specialized Female (TRF) contract #2016-048313-006. This amendment increases funding by \$1,528,463.00.**

On motion by Mary Lou Flynn-Dupart, seconded by Rick Price, the board voted the approval of the Amendment #8 to the HHSC Adult Specialized Female (TRF) contract #2016-048313-006. This amendment increases funding by \$1,528,463.00. The motion carried with all members voting in favor.

**e. Consider ratification of the FY20 renewal agreement with J Allen and Associates of Texas, LLC for comprehensive psychiatric/telepsychiatric and mental health services and pharmacy services in the Brazoria County Jail. Reimbursement: \$1000/mo plus medication expense. Term: December 1, 2019 – November 30, 2020. (no change from FY19).**

On motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the ratification of the FY20 renewal agreement with J Allen and Associates of Texas, LLC for comprehensive psychiatric/telepsychiatric and mental health services and pharmacy services in the Brazoria County Jail. Reimbursement: \$1000/mo plus medication expense. Term: December 1, 2019 – November 30, 2020. (no change from FY19). The motion carried with all members voting in favor. Jaime Castro abstained from the vote.

**f. Consider ratification of the FY20 professional service renewal agreement with Christopher L. Baker for social security representation and counseling services for individuals designated by GCC and specialized training for staff regarding social security benefits representation and counseling. Reimbursement: \$500 for full social security representations; \$500 for full training; \$100/mo for 8 hours of consultation; \$250 for small group refresher; and \$100 for 1:1 refresher. (no change from FY19)**

On motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the ratification of the FY20 professional service agreement with Christopher L. Baker for social security representation and counseling services for individuals designated by GCC and specialized training for staff regarding social security benefits representation and counseling. Reimbursement: \$500 for full social security representations; \$500 for full training; \$100/mo for 8 hours of consultation; \$250 for small group refresher; and \$100 for 1:1 refresher. (no change from FY19). The motion carried with all members voting in favor.

**g. Consider approval of the new mileage reimbursement rate of 57.5 cents/mile decrease from .58 cents/mile. This decrease is in keeping with the rate decrease that has been implemented by the State of Texas; and is consistent with the IRS allowable mileage rate for the use of personal vehicles – both decreased on January 1, 2020.**

On motion by Mary Lou Flynn-Dupart, seconded by Lori Rickert, the board voted the approval of the new mileage reimbursement rate of 57.5 cents/mile decrease from .58 cents/mile. This decrease is in keeping with the rate decrease that has been implemented by the State of Texas; and is consistent with the IRS allowable mileage rate for the use of personal vehicles – both decreased on January 1, 2020. The motion carried with all members voting in favor.

**h. Consider the approval of Carol Gaylord to be appointed as the Center's representative on the ETBHN Regional Planning and Network Advisory Committee.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of Carol Gaylord to be appointed as the Center's representative on the ETBHN Regional Planning and Network Advisory Committee. The motion carried with all members voting in favor.

**i. Consider approval of the recommended vendor, Integrated Technology Solutions for Audio Visual Equipment for the Administration Board Room. Description: Requesting funding to upgrade the Admin board room which will allow us to modernize how we**

**conduct meetings, host video conferences and presentations. These innovations will include a large theater screen, HD laser projector, and an audio system. GCC received five (5) budgetary quote proposals and Integrated Technology Solutions provided the best AV equipment quality for the price when compared to other vendors. The quotes ranged from \$8,000-39,000K. Integrated Technology Solutions came in at \$9,985.00.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the recommended vendor, Integrated Technology Solutions for Audio Visual Equipment for the Administration Board Room. Descript: Requesting funding to upgrade the Admin board room which will allow us to modernize how we conduct meetings, hot video conferences and presentations. These innovations will include a large theater screen, HD laser projector, and an audio system. GCC received five (5) budgetary quote proposals and Integrated Technology Solutions provided the best AV equipment quality for the price when compared to other vendors. The quotes ranged from \$8,000-39,000K. Integrated Technology Solutions came in at \$9,985.00. 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
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 §551.071 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.*

*EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 AND 551.072 OF THE TEXAS GOVERNMENT CODE: CONSULTATION WITH COUNSEL AND DELIBERATION REGARDING THE PURCHASE, EXCHANGE, OR VALUE OF REAL PROPERTY LOCATED AT 4650 DIXIE FARM RD, PEARLAND, TX*

**13. Reconvene to Open Session: NONE**

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

**15. Adjourn:**

There being no further business to bring before the Board of Trustees the meeting was adjourned at 8:07 p.m.

Respectfully,

Approved as to Content and Form,

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

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

**GULF COAST CENTER**  
**TOBACCO FREE WORKSITE POLICY**

**Effective JUNE 26, 2020**

**I. Purpose**

The Center's vision is **Better community healthcare promoting healthy living**. In line with that vision, the Center is committed to providing a safe and healthy workplace and promoting the health and wellbeing of its employees therefore the Center will be a Tobacco Free Worksite starting June 26, 2020.

The health hazards of smoking and tobacco use are well known. Tobacco use is the number one cause of preventable illness and death across the nation. Allowing the use of tobacco products in and around our facilities does not promote a healthy environment for individuals in services and employees. Supporting and encouraging employees, Center consumers and visitors to be tobacco free will be part of the implementation of this policy.

**II. Definitions**

- a. **Tobacco** - Any product containing tobacco including, but not limited to: cigarettes, cigarette facsimiles (such as e-cigarettes, vape pens), cigars, pipes, chewing tobacco, and snuff. This procedure does **not** apply to the use of smoking cessation products such as nicotine patches or chewing gum.
- b. **Facilities** - All property owned, leased or operated by the Center for the purpose of conducting business, including but not limited to:
  - Indoor and outdoor spaces and common areas;
  - Parking lots and driveways (including inside vehicles while on Center premises);
  - Vehicles owned or leased by the Center; and
  - Sidewalks, curbs and gutters adjacent to property owned or leased by the Center.
  - At facilities where the Center does not have ownership or direct management of the grounds and is not able to implement a 100% tobacco-free policy. In such instances, it is expected that all employees will not use tobacco products inside the building, on the grounds, or in private vehicles parked on the grounds at any time.
- c. **Employee** - For purposes of this procedure only, Gulf Coast Center employees (fulltime, part-time and provisional), volunteers, and students (interns and residents).
- d. **Consumer or Client** - Any individual receiving services from the Center regardless of service area.
- e. **Third Party Contractor** - Any non-Employee who is a party to a contract with the Center.

- f. **Visitor** - Any person using or present at any Center facility who is not an Employee or Client or Consumer.

### **III. Policy**

1. Smoking and the use of tobacco products is prohibited in or on all property owned, leased, operated or adjacent to the Gulf Coast Center. Use of tobacco products is also prohibited for any Center staff member while providing services or conducting business on behalf of Gulf Coast Center whether those services are provided on/in Center property or not. For facilities in which GCC shares leased space (i.e., Shearn Moody Plaza), the tobacco free policy would still extend to all employees. All employees are expected to adhere to the tobacco free policy and not use tobacco on those grounds. **(NOTE: This procedure does not apply to the clients who use tobacco products while receiving services at the Wood Group location.)**
2. Employees will not be allowed to smoke or use any tobacco products during their paid work time (including breaks) and are encouraged not to use tobacco products during their unpaid work time (lunch).
3. Human Resources will post on all job postings, inform all candidates through the hiring process, and inform all new hires at new employee orientation that the Center is a tobacco-free workplace.
4. Supervisors are expected to educate employees about this policy and ensure that the policy is implemented and enforced.
5. Employees who violate this policy will be subject to disciplinary actions in accordance with the Center's Disciplinary Policy.
6. The Center wishes to maintain good relationships with our neighbors, so loitering on, littering (including cigarette butts) on, smoking on, or the use of tobacco products on neighboring property is discouraged.
7. Signs will be posted at strategic locations around each facility to notify employees, consumers, visitors, contractors, vendors, and volunteers of this policy.
8. All Gulf Coast Center contracts with Third Party Contractors and vendors shall contain language enforcing the Center's Tobacco-Free Campus policy.
9. All employees are authorized to communicate this policy in a courteous and diplomatic manner to other employees, consumers, visitors, contractors and volunteers.
10. Center employees providing services to consumers are responsible for educating them about the Center's tobacco free policy.

- a. Consumers will be informed about the tobacco-free policy during the intake process.
- b. Consumer education and training programs in health topics will include information on the health hazards of tobacco use and information on smoking cessation programs.
- c. Printed materials designed for distribution to consumers and family members will include a notice about the Center's tobacco free policy.

11. No exceptions to this policy will be granted.

GCC Board approval: pending

**MEMORANDUM**

**Feb 26, 2020**

**To: Board of Trustees**

**From : Luis Diaz, Asset Director**

**Re: Connect Transit bus disposal request**

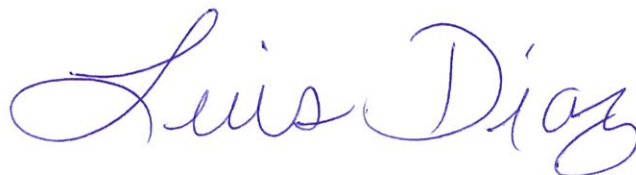
**Approval is requested to dispose of seven buses through the Houston Auto Auction.**

**The Ford buses listed below are obsolete and no longer mechanically functional.**

<u>VEH#</u>	<u>YEAR</u>	<u>MODEL</u>	<u>VIN</u>	<u>MILEAGE</u>
1180	2010	EL DORADO	1FDFE4FS2ADA11180	340,974
1183	2010	EL DORADO	1FDFE4FS8ADA11183	294,868
2403	2010	GOSHEN	1FDFE4FP8ADA32403	265,971
3479	2007	E-450	1FDXE45S07DB43479	333,184
3482	2007	E-450	1FDXE45S07DB43482	426,924
7793	2009	EL DORADO	1FDFE45S49DA37793	169,962
2407	2010	GOSHEN	1FDFE4FP5ADA32407	302,868



**Thank you for your consideration.**



**Luis Diaz  
Asset Director**

10000 Emmett F Lowry,  
Suite 1220  
Texas City, TX 77591  
409.763.2373  
Toll Free- 1-800-643-0967  
FAX 409.763-5538

www.GulfCoastCenter.org

*Better community healthcare promoting healthy living.*