



NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of May will be held on Wednesday, May 27, 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: May Board of Trustees File



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Texas City, TX 77591

409.763.2373

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www.GulfCoastCenter.org

Better community healthcare promoting healthy living.

THE GULF COAST CENTER
 Regular Board of Trustees Meeting
 Wednesday, May 27, 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."

1. **Call To Order** Jamie Travis, Board Chair
2. **Citizens' Comments**
3. **Program Report: NONE**
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 **(Pg. 1-2)**
5. **CEO Report** Melissa Tucker, CEO
 - a. COVID-19 Response Plan-Executive Summary
 - b. 2nd Quarter Board Report – FY20
6. **Operations Report:**
 - a. Gulf Coast Transit District..... Rick Elizondo, CFO
 - b. COVID-19 Infectious Disease Summary.....Sarah Holt, CNO
7. **Budget, Finance and Admin Reports** Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary **(Pg. 3-6)**
 - b. Sale of Property Update: Jones Building location
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 April 22, 2020 board meeting minutes. **(Pg. 7-11)**
 - b. Review and approval of March & April 2020 check register.
9. **Action Items**.....Linda Bell, JD
 - a. Consider approval of the Resolution approving a policy for the protection of bus operators and passengers seeking access to connect public transportation services, which request that passengers wear a face mask until government, health and medical professionals have deemed it safe to operate public transportation without this requirement.

- b. Consider approval of the revised Drug and Alcohol Testing policy for Connect Transit. This policy was revised to make it a zero-tolerance policy.
- c. Consider approval of the new Furlough Policy. **(Pg. 12-14)**
- d. Consider approval of the Fiscal Year 2021 Holiday Calendar. **(Pg. 15)**
- e. Consider the approval of the CFO or designee to obtain short term financing through our current financial institution by: Approving the ORDER AUTHORIZING THE ISSUANCE OF \$2,500,000.00 GULF COAST CENTER REVENUE ANTICIPATION NOTES, SERIES 2020.
- f. Consider approval of the Resolution by the Board of Trustees of the Gulf Coast Center approving The Goodman Corporation Work Order #25 for additional compensation in support of the Texas City Administration/Emergency Management Facility Construction Phases Services Project.
- g. Consider approval of the Resolution by the Board of Trustees of the Gulf Coast Center approving The Goodman Corporation Work Order #26 for a Gulf Coast Bi-County Transit District Transition Phase Services Project.
- h. Consider approval of the Resolution by the Board of Trustees of the Gulf Coast Center approving The Goodman Corporation Work Order #27 for the Gulf Coast Transit District Branding and Identity Program.
- i. Consider A Resolution by the Board of Trustees of the Gulf Coast Center, in response to the COVID-19 Pandemic, approving a policy which requests all Connect Transit passengers to wear a face mask until health officials have deemed it safe to operate public transportation without this precaution.
- j. Consider ratification of the First Amendment to the ground lease with the City of Lake Jackson.
- k. Consider ratification of the Second Amendment to Professional Service Agreement with East Texas Behavioral Healthcare Network. The amendment was done solely to **add** On-Call Services for Dr. Gollavelli Krishna, MD at the rate of \$60 per day effective March 1, 2020.

l. Consider approval of the below FY21 Renewal Agreements with no change from FY20:

| Youth Behavioral Services Contractor | Description | Amount: |
|---|---|--|
| Galveston County Juvenile Justice Department | Endeavor Program Discover Program | \$110,236.00 \$86,745.00 |
| Galveston County Juvenile Justice Department (Revenue Contract) | to furnish assessment, treatment, counseling or training for Galveston County adolescent offenders and Galveston County adolescents | \$50.00/hr. for assessment, individual and family substance abuse counseling sessions; \$70.00/session for substance abuse group counseling, group time length from 1 -1.5hrs; limit of 12 per group |

m. Consider approval of the below identified FY21 renewal agreements with no change from FY20:

| <u>Hurricane Season/Disaster Management related Contractor Name:</u> | DESCRIPTION: | AMOUNT: |
|--|--|---|
| The Wood Group | provides emergency evacuation services in the event of a disaster in Brazoria and/or Galveston Counties | \$55/day for food, incidentals, and shelter |
| Richmond State Supported Living Center | ILA for Emergency day respite services for up to 75 individuals with IDD | Not to exceed \$30,000 |
| City of Galveston | ILA for Provides for 2 CENTER-owned handicap accessible vehicles including a qualified driver in the event a formal mandatory evacuation, to a short-term shelter in the City of Austin (Host Shelter) or other designated Host Shelter. | 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

| Date | Event | Time | Location |
|------------------|-------------------|-------------|-----------------|
| June 24-26, 2020 | Annual Conference | CANCELLED | |
| 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 this meeting to seek legal advice from its Attorney about any matters listed on the agenda.

13. Adjourn



Board Meeting Summary May 11, 2020

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

The Board excused the absence of Gus Harris. All other Board members were present.

The Chair appointed Jesse Vick to replace Chris Barnhill as the representative from PermianCare on the Advisory Committee.

The Board approved the minutes of the February 7, 2020 Board meeting.

The Board ratified the renewal of the Board's Errors & Omissions coverage effective May 1, 2020.

The Chair appointed Steve Hipes (Chair), Rita Johnston and Judge Morgan to the Nominating Committee.

The following meeting dates were approved for 2021:

- February 4-5, 2021
- May 6-7, 2021
- August 6, 2021
- November 19, 2021

The Board preliminarily reviewed renewal contracts for Sedgwick (Fund Administrator), Texas Council, Pam Beach (General Counsel and Legal Consultant) and Pam Beachley (workers' compensation legislative consultant). These contracts will be considered for approval at the August Board meeting.

The Board approved a Request for Proposal for Legislative Consulting and Advocacy Services.

The Board passed a Resolution of Appreciation honoring LaDoyce Lambert for his service on the Fund Board.

The Board approved use of surplus of approximately \$46,000 for workers' compensation minimum contribution plan adjustments.

The Board accepted the actuarial study as of February 28, 2020 prepared by Glicksman

 Texas Council
Risk Management Fund

Consulting, LLC. The report reflected an increase in net position of approximately \$2.5 million from the last actuarial study as of August 31, 2019. The actuarial report reflected an increase in net position of approximately \$3.7 million from the prior year's report, the actuarial study as of February 2019.

The Board approved reinsurance renewal indications as recommended by the Fund's broker for workers' compensation and liability (Option 1). Property reinsurance will not be finalized until late August as has been the case for the last several years due to the state (hard) of the property market.

The Board approved the Funding levels as recommended by the Fund Administrator resulting in essentially holding member contributions flat (on average for all members) based on anticipated use of surplus of approximately \$320,000.

The Board approved the 2020-2021 Reinsurance Agreement with Government Entities Mutual and authorized signature by TCRMF's Member representative.

The Board reviewed the preliminary versions of the 2020-2021 Budget and the Surplus Management Strategy. The numbers reflected in these documents were consistent with the funding levels reviewed by the Underwriting Committee and approved by the Board.

The Board accepted the investment report presented by Brad Stephan with Concord.

The Board reviewed the preliminary version of the Risk Control Budget and Plan of Service for 2020-2021. The budget reflected a slight (1%) increase over the current budget for risk control.

The Board approved the renewal of the agreement with First Net Learning for online training services effective July 15, 2020.

| EXPENSES - OPERATING | Annual Budget Preliminary | Fiscal Year 2020 | | | | | | | | | | | | FY2020 YTD Actual 177 % sb 50% |
|---|---------------------------|------------------|--------------|--------------|--------------|---------------|--------------|---------------|---------------|---------------|------------|--------------|--|-----------------------------------|
| | | Sep-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | Adjust | YTD Actual | 177 % sb 50% | | |
| Salary and Wages | 15,118,123 | 1,141,961.46 | 1,174,703.76 | 1,278,076.32 | 1,144,734.39 | 1,221,350.35 | 1,224,372.91 | 1,139,346.79 | 1,204,306.22 | 9,528,854.20 | 63% | | | |
| Travel | 5,982,912 | 418,986.73 | 448,823.99 | 487,994.53 | 469,790.49 | 481,239.29 | 498,887.22 | 489,673.22 | 506,887.08 | 3,802,284.55 | 64% | | | |
| Consumable Supplies | 179,941 | 17,063.59 | 20,772.86 | 32,269.26 | 19,578.64 | 16,566.23 | 18,518.51 | 16,406.84 | 6,977.33 | 148,153.26 | 82% | | | |
| Pharmaceuticals/Laboratory | 422,792 | 26,708.65 | 13,539.00 | 21,348.76 | 26,584.09 | 31,668.69 | 21,927.79 | 32,674.06 | 15,468.44 | 183,919.18 | 44% | | | |
| Capital Outlay - Furniture/Equipment/Facilities | 318,500 | 23,500.00 | 26,309.96 | 29,377.36 | 22,624.69 | 23,255.66 | 28,582.72 | 27,217.80 | 29,077.31 | 209,945.50 | 66% | | | |
| Facilities - Rent/Maintenance/Utilities | 428,401 | 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 | 5,604,391.30 | 1308% | | | |
| Other Operating Expenses | 1,459,429 | 115,424.54 | 125,207.88 | 110,592.54 | 117,061.79 | 123,630.96 | 107,788.73 | 104,239.84 | 85,080.41 | 889,024.69 | 61% | | | |
| Client Support Costs | 2,707,030 | 137,188.11 | 222,529.03 | 202,172.95 | 220,816.49 | 179,265.89 | 173,686.18 | 249,779.23 | 222,428.09 | 1,617,865.97 | 60% | | | |
| Consultant/Professional Providers | 521,792 | 51,457.46 | 24,659.70 | 27,252.29 | 25,973.41 | 26,743.49 | 21,150.76 | 24,936.16 | 22,917.58 | 231,090.85 | 44% | | | |
| TOTAL EXPENSE | 9,812,004 | 577,156.10 | 609,343.93 | 843,822.59 | 739,338.99 | 707,067.88 | 815,356.18 | 662,453.48 | 1,048,775.95 | 6,003,315.10 | 61% | | | |
| REVENUES - OPERATING | 36,950,985 | 2,577,013.48 | 2,704,052.18 | 3,434,175.45 | 3,313,534.90 | 3,654,212.03 | 3,216,160.30 | 4,162,900.78 | 5,156,795.48 | 28,218,844.60 | 76% | | | |
| Local Funds | | | | | | | | | | | | | | |
| County Funds | 1,250,815 | 92,849.71 | 97,245.78 | 97,557.90 | 95,148.09 | 103,767.05 | 101,452.38 | 98,754.92 | 97,533.14 | 784,288.97 | 63% | | | |
| Patient Fees Insurance/Reimbursement | 519,693 | 58,981.22 | 55,736.73 | 38,604.38 | 73,818.37 | 62,033.15 | 60,509.98 | 28,597.97 | 41,348.85 | 419,630.65 | 81% | | | |
| Miscellaneous Local Income | 1,056,312 | 61,615.31 | 54,074.68 | 59,071.60 | 75,052.42 | 81,751.75 | 186,146.81 | 227,192.91 | 189,398.66 | 934,304.14 | 88% | | | |
| Enacted/Grant Income | 2,826,820 | 213,446.24 | 207,057.19 | 195,233.88 | 244,018.88 | 247,551.95 | 348,089.17 | 354,545.80 | 328,280.65 | 2,138,223.76 | | | | |
| HUD - Transitional/Permanent Housing | 1,282,965 | 153,000.00 | 122,669.31 | 75,150.28 | 73,754.36 | 79,103.27 | 77,404.03 | 47,478.54 | 99,618.43 | 728,268.22 | 57% | | | |
| Recovery - Fee for Services / Grants | 4,617,026 | 254,700.00 | 189,529.17 | 371,781.51 | 164,603.35 | 299,399.91 | 287,918.62 | 215,539.32 | 218,886.31 | 2,002,358.19 | 43% | | | |
| Title XIX - Medicaid | 2,659,295 | 181,051.41 | 235,396.17 | 182,978.07 | 210,840.12 | 241,265.72 | 218,491.00 | 160,488.20 | 178,472.88 | 1,608,983.57 | 61% | | | |
| Transportation - Federal/State | 3,844,412 | 211,540.69 | 334,455.52 | 906,788.14 | 784,516.86 | 1,186,472.69 | 537,564.33 | 1,617,224.94 | 2,497,744.88 | 8,076,308.55 | 210% | | | |
| Medicaid 1115 Waiver/Misc Federal | 4,368,000 | 289,840.00 | 293,064.21 | 349,981.28 | 396,893.79 | 398,378.25 | 390,898.38 | 470,792.49 | 613,569.11 | 3,203,407.51 | 73% | | | |
| Other State/Federal Funds/MAC | 1,107,198 | 70,173.83 | 72,221.52 | 85,324.52 | 72,297.80 | 78,951.77 | 81,310.55 | 79,245.02 | 59,577.49 | 599,102.30 | 54% | | | |
| Performance Contract DSHS & DADS | 17,878,895 | 1,160,305.93 | 1,247,335.90 | 1,972,003.80 | 1,702,896.28 | 2,283,571.61 | 1,593,676.91 | 2,590,768.51 | 3,667,869.10 | 16,218,428.04 | | | | |
| General Revenue - MH (Adult & Child & Yets) - 10% | 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 | 5,224,615.56 | 69% | | | |
| General Revenue - Regional Hospital | 4,082,246 | 340,187.17 | 340,187.17 | 340,187.17 | 340,187.19 | 340,187.17 | 340,187.17 | 340,187.19 | 340,187.17 | 2,721,497.40 | 67% | | | |
| General Revenue - NCGM (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 | 66,758.65 | 66,758.65 | 66,758.65 | 514,473.20 | 46% | | | |
| General Revenue/Permanency Plan - IDD | 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 | 1,446,845.27 | 66% | | | |
| 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 | 98,365.40 | 103,225.94 | 103,232.34 | 788,247.27 | 74% | | | |
| TOTAL REVENUES | 36,770,060 | 2,632,609.80 | 2,722,518.79 | 3,507,811.95 | 3,342,385.09 | 3,871,610.56 | 3,311,873.17 | 4,312,188.60 | 5,349,332.54 | 29,050,330.50 | 79% | | | |
| SUBTOTAL OPERATING (Rev-Exp) | (180,925) | \$ 55,966.32 | \$ 18,466.61 | \$ 73,636.50 | \$ 28,850.19 | \$ 217,398.53 | \$ 95,712.87 | \$ 149,287.82 | \$ 192,537.06 | \$ 831,485.90 | | | | |
| FUND BALANCE EXPENDITURES (NOT INC ABOVE) | | | | | | | | | | | | | | |
| Flexible Spending | | | | | | | | | | | | | | |
| Flexible Spending - MH Adult | | 300.00 | 2,500.00 | 300.00 | 300.00 | 1,400.00 | 484.59 | - | 878.99 | 6,163.58 | | | | |
| Flexible Spending - IDD Services | | 1,370.00 | 495.00 | 1,000.00 | 500.00 | 619.00 | 200.00 | - | 250.00 | 4,434.00 | | | | |
| All Center Staff Recognition | | - | - | - | - | - | - | - | - | - | | | | |
| IDD Services - Community Support | | 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 | | | | |
| 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 | \$ 5,124.00 | \$ 5,031.59 | \$ 15,053.50 | \$ 1,182.99 | \$ 48,714.78 | | | | |
| VARIANCE (REV-EXP) - | | \$ 50,410.62 | \$ 12,798.61 | \$ 66,693.50 | \$ 24,324.19 | \$ 212,274.53 | \$ 90,681.28 | \$ 134,234.32 | \$ 191,354.07 | \$ 782,771.12 | | | | |

The Gulf Coast Center
FY2020 Monthly Board Financial Review

Unaudited as of 4/30/2020

Fiscal Year 2020 Unaudited Centerwide General Fund Balance Status

| | | | | | | |
|--|--------------|------------------------|------------|------------|-----------|--------------------|
| Total General Fund Balance as of 08/31/2020 (Audited)..... | | | | | \$ | (4,950,085) |
| FY2019 Year-to-Date Reported Expense and Revenue Totals (Unaudited) | | | | | | |
| | Expenditures | <i>Operational</i> | 28,218,845 | | | |
| | | <i>Non-Operational</i> | - | | | |
| | | <i>Fund Balance</i> | 48,715 | 28,267,559 | | |
| | Revenues | <i>Operational</i> | 29,050,331 | | | |
| | | <i>Non-Operational</i> | - | 29,050,331 | \$ | 782,771 |
| Total General Fund Balance Year-to-Date (Unaudited)..... | | | | | \$ | (5,732,856) |

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 | | 10,597.58 | | | | |
| | | | | | | (71,739) |
| | | | | | | (761,785) |

| | | | | | | |
|--|--|--|--|--|-----------|--------------------|
| Total General Fund Balance Year-to-Date (Unaudited) | | | | | \$ | (5,732,856) |
| Unrestricted Use General Fund Balance (Unaudited) | | | | | \$ | (4,971,071) |

4

The Gulf Coast Center

FY2020 Monthly Fund Balance Report

Unaudited as of 4/30/2020

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 | 3,216,160 | 4,162,901 | 5,156,795 | - | - | - | - |
| Non-Operational Expenses: | | | (416,212) | (493,506) | (805,278) | (258,521) | (1,384,010) | (1,975,594) | - | - | - | - |
| Fund Balance Expenses: | 5,186 | 5,668 | 6,943 | 4,526 | 5,124 | 5,032 | 15,054 | 1,183 | - | - | - | - |
| Total Expenses: | 2,582,199 | 2,709,720 | 3,024,906 | 2,824,555 | 2,854,059 | 2,962,671 | 2,793,944 | 3,182,385 | - | - | - | - |
| Operational Revenues: | 2,632,610 | 2,772,519 | 3,507,812 | 3,342,385 | 3,871,611 | 3,311,873 | 4,312,189 | 5,349,333 | - | - | - | - |
| Non-Operational Revenues: | | | (416,212.00) | (493,506.00) | (805,278.00) | (258,520.83) | (1,384,010) | (1,764,634) | - | - | - | - |
| Fund Balance Revenues: | | | | | | | | | - | - | - | - |
| Total Revenues: | 2,632,610 | 2,772,519 | 3,091,600 | 2,848,879 | 3,066,333 | 3,053,352 | 2,928,179 | 3,584,699 | - | - | - | - |
| Net Increase/decrease to Fund Balance: | 50,411 | 12,799 | 66,694 | 24,324 | 212,274 | 90,681 | 134,234 | 402,314 | - | - | - | - |

Total General Fund Balance:

| | | | | | | | | | | | | |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | (5,008,496) | (5,013,294) | (5,079,988) | (5,104,312) | (5,316,586) | (5,407,267) | (5,541,502) | (5,943,815) | (5,943,815) | (5,943,815) | (5,943,815) | (5,943,815) |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|

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) | | | | |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--|--|--|--|

Avg. Cost per day:

| | September | October | November | December | January | February | March | April | May | June | July | August |
|--|-----------|---------|----------|----------|---------|----------|--------|--------|-----|------|------|--------|
| | 85,900 | 86,753 | 91,394 | 91,323 | 91,473 | 93,176 | 92,733 | 94,380 | | | | |

| DAYS OF OPERATION OF TOTAL FUND BALANCE | September | October | November | December | January | February | March | April | May | June | July | August |
|--|-----------|---------|----------|----------|---------|----------|-------|-------|---------|---------|---------|---------|
| | 58 | 58 | 56 | 56 | 58 | 58 | 60 | 63 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE | 47 | 47 | 45 | 45 | 50 | 50 | 51 | 53 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |

HEALTH INSURANCE FUND

| | <u>MONTHLY</u> <u>FY2020</u> <u>BUDGET</u> | <u>MONTHLY</u> <u>FY 2020</u> <u>April</u> | <u>ANNUAL</u> <u>FY 2020</u> <u>BUDGET</u> | <u>YEAR TO DATE</u> <u>FY 2020</u> <u>April</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 | \$270,812.89 | \$3,072,000.00 | \$2,094,487.04 | (68) | \$977,512.96 |
| Employee Contributions: | \$28,000.00 | \$29,139.86 | \$336,000.00 | \$223,455.93 | (67) | \$112,544.07 |
| Total Revenue: | \$284,000.00 | \$299,952.75 | \$3,408,000.00 | \$2,317,942.97 | (68) | \$1,090,057.03 |
| <u>EXPENSES:</u> | | | | | | |
| Medical Claims: | \$150,000.00 | \$261,451.98 | \$1,800,000.00 | \$1,315,858.17 | 73 | \$484,141.83 |
| Pharmaceutical Claims: | \$32,333.00 | \$10,552.58 | \$387,996.00 | \$269,669.34 | 70 | \$118,326.66 |
| Stop-Loss Premiums: | \$47,000.00 | \$48,551.62 | \$564,000.00 | \$374,870.56 | 66 | \$189,129.44 |
| Administration Fees: | \$13,000.00 | \$12,970.79 | \$156,000.00 | \$76,310.64 | 49 | \$79,689.36 |
| Increase to Fund Balance: | \$41,666.74 | \$0.00 | \$500,002.34 | \$0.00 | 0 | \$500,002.34 |
| TOTAL EXPENSES: | \$283,999.74 | \$333,526.97 | \$3,407,998.34 | \$2,036,708.71 | 60 | \$1,371,289.63 |
| EXCESS OF REVENUES OVER EXPENSES | \$0.26 | (\$33,574.22) | \$1.66 | \$281,234.26 | (16941823) | (\$281,232.60) |

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Wednesday, April 22, 2020 at 12:00pm

Join the meeting (video or audio):

<https://call.lifesizecloud.com/1840780>

Join the meeting by phone (audio only) :

Phone Number: +1 (312) 584-2401

Meeting extension: 1840780#



"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, April 22, 2020 at 12:11 p.m.

The following Board Members were present: Jamie Travis, Mary Lou Flynn-Dupart, Lori Rickert, Caroline Rickaway, Stephen Holmes and Rick Price.

The following Board Members were absent: Vivian Renfrow, Excused; Lt. Jaime Castro, Galveston County Sheriff's Department, Excused; Wayne Mallia, Excused

Also present were: Melissa Tucker, CEO – Gulf Coast Center, Barry Goodman-The Goodman Corporation and several Center staff.

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

- 3) **Program Report:** None

- 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. COVID-19 Infectious Disease Response Plan- Executive Summary: Melissa Tucker, CEO, provided an executive summary of the COVID-19 Infection Disease Operational Response Plane to-detail efforts taken to protect the health and safety of our patients and staff while ensuring essential service delivery continues. Summary included impact of transitioning to virtual care for clinical services while continuing limited in-person service delivery for patients requiring closer monitoring. The reduction in occupancy for Connect Transit services was summarized, as were other precautionary measures which have been implemented.

- 6) **Operations Report:**

- a. MIS: Lifesize Platform Implementation: Reginald Brumfield, CIO, provided an overview on the Lifesize platform rapidly implemented across the organization for clinical service delivery to continue in response to COVID-19.
- b. Medical Services: Changes in services due to COVID-19: Sarah Holt, Chief Nursing Officer, provided an overview of service delivery within medical services.

- c. Human Resources: Changes due to COVID-19: Jeanine McNulty, Chief Human Resources Officer, provided an overview of the health-related benefit supports put in place to support staff in response to COVID-19.

7. Budget, Finance and Admin Reports:

- a. Financial & Operational Monthly Report & YTD Summary: Rick Elizondo, CFO, provided an executive level financial summary for the Month of March 2020 with revenues exceeding expenses by \$118,300.64 and Year to Date, revenues exceeding expenses by \$575,483.37. The Total Fund Balance provides 60 days with the unrestricted Fund Balance at 51 days.
- b. Sale of Property Update: Rick Elizondo, CFO, reported that the sale contract for Center Property, Jones Building, is on track and has been executed with an estimated closing date of April 15th.
- c. Bi-County Transit District: Barry Goodman, The Goodman Corporation, provided an update on the Bi-County Transit District, and reviewed the agenda items.

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 February 29, 2020 board meeting minutes.

On motion by Mary Lou Flynn-Dupart, seconded by Lori Rickert, the board voted the approval of the February 29, 2020 board meeting minutes. The motion carried with all members voting in favor.

b. Review and approval of February 2020 check register.

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

9. Action Items:

a. Consider the approval of Amendment #1 to the FY20 HHSC IDD performance contract #HHS000608400001. The amendment decreases the amount of required match and includes a revised Date Use Agreement (DUA).

On motion by Caroline Rickaway, seconded by Mary Lou Flynn-Dupart, the board voted the approval of Amendment #1 to the FY20 HHSC IDD performance contract HHS000608400001. The amendment decreases the amount of required match and includes a revised Date Use Agreement (DUA). The motion carried with all members voting in favor.

b. Consider the approval of the FY20 Amendment #2 to the HHSC IDD performance contract #HHS000608400001. This amendment adds additional funding for Crisis Services. Increase of \$151,718.68.

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the FY20 Amendment #2 to the HHSC IDD performance contract #HHS000608400001. This amendment adds additional funding for Crisis Services. Increase of \$151,718.68. The motion carried with all members voting in favor.

c. Consider the approval of the FY20 Amendment #1 to the HHSC MH performance contract HHS000522700001. This amendment adds additional funding for Private

Psychiatric Beds and Post-Discharge Medications for Civil Commitments and includes minor modifications to various program attachments. Increase of \$361,850.00 for two years.

On motion by Lori Rickert, seconded by Mary Lou Flynn-Dupart, the board voted the approval of the FY20 Amendment #1 to the HHSC MH performance contract HHS000522700001. This amendment adds additional funding for Private Psychiatric Beds and Post-Discharge Medications for Civil Commitments and includes minor modifications to various program attachments. Increase of \$361,850.00 for two years. The motion carried with all members voting in favor.

- d. **Consider the approval of the FY20 Contract #HHS000740900035 TDCJ Rider 39 Grant Program. This is a cost reimbursement grant that will expire in 2023. No maximum reimbursement limit, it is only until total funds are expended by all agencies eligible for funds each year.**

On motion by Caroline Rickaway, seconded by Mary Lou Flynn-Dupart, the board voted the approval of the FY20 Contract #HHS000740900035 TDCJ Rider 39 Grant Program. This is a cost reimbursement grant that will expire in 2023. No maximum reimbursement limit, it is only until total funds are expended by all agencies eligible for funds each year. The motion carried with all members voting in favor.

- e. **Consider approval of the Resolution accepting the recommendation of the GCC Transit Evaluation Committee that the GCC transfer its existing responsibility for the provisions of public transportation within Galveston and Brazoria County, and the responsibility for the receipt and expenditure of federal and state transit funding to a Bi-County Transit District. A proposed Resolution and memorandum.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the Resolution accepting the recommendation of the GCC Transit Evaluation Committee that the GCC transfer its existing responsibility for the provisions of public transportation within Galveston and Brazoria County, and the responsibility for the receipt and expenditure of federal and state transit funding to a Bi-County Transit District. A proposed Resolution and memorandum. The motion carried with all members voting in favor.

- f. **Consider approval of an addendum to an existing incidental use agreement with the University of Texas Medical Branch (UTMB) for continuing use of the League City Park and Ride facility. This agreement provides the GCC \$2,000 per month for this use. A Resolution, memorandum, and Addendum.**

On motion by Lori Rickert, seconded by Caroline Rickaway, the board voted the approval of an addendum to an existing incidental use agreement with the University of Texas Medical Branch (UTMB) for continuing use of the League City Park and Ride facility. This agreement provides the GCC \$2,000 per month for this use. A Resolution memorandum, and Addendum. The motion carried with all members voting in favor. Mary Lou Flynn-Dupart abstained from the vote.

- g. **Consider approval of Task Order #23, in the amount of \$122,124 related to the Lake Jackson Maintenance Facility. Additional financial support is being requested to cover increases, in design, testing and construction phase services. No local GCC funding will be required. A proposed Task Order and memorandum.**

On motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of Task Order #23, in the amount of \$122,124 related to the Lake Jackson Maintenance Facility. Additional financial support is being requested to cover increases, in design, testing and construction phase services. No local GCC funding will be required. A proposed Task Order and memorandum. The motion carried with all members voting in favor

- h. Consider approval of Task Order #24, in the amount of \$71,450 related to the Texas City Administration and Emergency Management Facility cover the added costs associated with hazardous materials testing, roof integrity testing and design/construction activities. No local GCC funding will be required. A proposed Task Order and memorandum.**

On motion by Mary Lou Flynn-Dupart, seconded by Lori Rickert, the board voted the approval of Task Order #24, in the amount of \$71,450 related to the Texas City Administration and Emergency Management Facility cover the added costs associated with hazardous materials testing, roof integrity testing and design/construction activities. No local GCC funding will be required. A proposed Task Order and memorandum. The motion carried with all members voting in favor.

- i. Consider Approval and acceptance of three (3) Gillig transit coaches from the City of Galveston at no cost to the GCC. TGC and GCC staff are working with Federal Transit Administration on this proposed transfer. TGC has inspected the three (3) vehicles and found them to be in good working order. A Resolution, memorandum, and Galveston correspondence.**

On motion by Caroline Rickaway, seconded by Mary Lou Flynn-Dupart, the board voted the approval and acceptance of three (3) Gillig transit coaches from the City of Galveston at no cost to the GCC. TGC and GCC staff are working with Federal Transit Administration on this proposed transfer. TGC has inspected the three (3) vehicles and found them to be in good working order. A Resolution, memorandum, and Galveston correspondence. The motion carried with all members voting in favor.

- j. Consider approval of the Resolution for the FY 2020 Program Projects for FTA Section 5307 funding for the Texas City/LaMarque and Lake Jackson/Angleton urbanized areas.**

On motion by Mary Lou Flynn-Dupart, seconded by Lori Rickert, the board voted the approval of the Resolution for the FY 2020 Program Projects for FTA Section 5307 funding for the Texas City/LaMarque and Lake Jackson/Angleton urbanized areas. The motion carried with all members voting in favor.

- k. Consider authorizing the CEO or her designee to make necessary policy and operational changes due to the COVID19 in conformity with recommended guidance or suggestions from local, state and federal governments. Changes may include revisions to employee benefits, leave policy, compensation, work at home allowances, and temporary closures of services where warranted (this is not an all-inclusive list).**

Tabled

10. Pending or Revised Action Items:

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. Revised no action needed: The agreement between the Center and the County of Galveston, Mental Health Deputy program previously approved for \$80,304.59 annually has been decreased to \$64,969.83 due to staffing changes.**

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

| Date | Event | Time | Location |
|----------------|---------------|-------------|-----------------|
| 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 this meeting to seek legal advise 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 1:35 p.m.

Respectfully,

Approved as to Content and Form,

Cathy Claunch-Scott
Secretary to the Board of Trustees

Jamie Travis
Board Chair

The Gulf Coast Center Furlough Policy and Guidelines

A. Policy

In times of extraordinary budget restraints or emergency situations it may become necessary to implement an employee furlough in order to preserve the financial well-being of the Gulf Coast Center. A furlough may occur for all employees or for a specific group of employees.

It is the policy of Gulf Coast Center to implement an employee furlough, after reasonable alternatives have been exhausted; ensuring the overall operational needs of the Center. Furloughs will be implemented in a manner that is sensitive to the financial needs of the Center as well as the needs of the clients and employees.

B. Definition

A furlough is the placement of an employee in a temporary leave without pay status for a specified number of days or reduction in hours within a specified time frame. A furlough is not a layoff or reduction in workforce and may be used to avoid or delay such action.

C. Types of Furloughs

1. **Extended Unpaid Furlough.** Placement of an employee in a temporary leave without pay status for a length of time.
2. **Reduced Hours Furlough.** Reduction of hours during the work week for an employee on a temporary basis for a length of time.

D. Time Limits

A furlough may be a minimum of two weeks and maximum of six months. The length of a furlough may be extended beyond the initial notification to employees based on continued financial hardship or emergency situations.

E. Personal Leave: Accrual and Use

1. **Extended Unpaid Furlough.** During an extended unpaid furlough, personal leave accruals will cease to accrue. Personal leave is not allowed to be used during an extended unpaid furlough.
2. **Reduction in Hours Furlough.** During a reduction in hours furlough, personal leave accruals will be pro-rated based on the number of hours worked.

Furlough hours during the work week are unpaid. However, an employee could request additional time off during the work week, either utilizing personal leave or leave without pay if personal leave is unavailable. This leave must be pre-approved by your manager and the total number of hours paid during the work week cannot be more than the designated reduced amount as indicated by the furlough letter.

F. Impact on Benefits

1. **Extended Unpaid Furlough.** Benefit coverage will continue during an extended unpaid furlough for the initial thirty days with all premiums being paid by the employer. If the furlough extends beyond thirty days, Gulf Coast Center may re-evaluate and require a portion or all premium costs regularly paid by the employee to be paid by the employee either through invoicing the employee or due by the employee upon return to work.
2. **Reduction in Hours Furlough-Full Time Status.** Benefit coverage will continue during a reduction in hours furlough if the employee remains in a full time status (more than 30 hours) and the employee will be expected to continue to pay all premiums.
3. **Reduction in Hours Furlough-Reduced to Part Time Status (below 30 Hours).** Benefit coverage may continue during a reduction in hours resulting in change from FT to PT status (below 30 hours) furlough if the employee elects to maintain coverage; the employee will be expected to continue to pay all premiums.

Benefit coverage may be discontinued by the employee as a result of change from FT to PT status as this constitutes a “qualifying event”. Once the employee returns to FT status, benefits will be reinstated on the first of the month following the return to work if this option is elected by the employee.

G. Recall

Employees will be expected to return to work based on the initial date provided in the furlough notification. Any change in the initial date of return will be sent to the employee via certified letter, receipt requested as well as email with read receipt. Employees will be recalled according to Center needs. Returning employees will be paid at the same rate of pay as before they were furloughed. Any unused PL will be reinstated and available for use if the employee had previously reached the eligibility period for utilizing of PL. All employee benefits will be restored at the same rate as before the furlough unless a new plan year has commenced and an increase in benefit premiums have occurred.

H. Separation in Lieu of Recall

1. **No Recall.** If the situation changes and a furloughed employee cannot be recalled within the six-month period, the employee must separate unless the employee has accepted an offer of employment to another position within the Center. If some, but not all furloughed employees in a competitive level must be separated, employees are selected for separation based on layoff or reduction in force (RIF) guidelines. A new layoff or RIF will be given to the furloughed employees at least 30 days prior to the end of the six-month furlough period unless additional time is required by the WARN law. The separation of the employee(s) is considered a new layoff or RIF action.

2. **Failure to Return.** If a furloughed employee refused or does not respond to a notice to return to duty, the department may separate the employee effective the specified date of recall. A new layoff or RIF notice of separation is not required.



FY21 Holiday Calendar

| Holiday | Day Observed |
|--|-------------------------|
| Labor Day (Monday) | 9/7/2020 |
| Thanksgiving (Thursday) | 11/26/2020 |
| Day after Thanksgiving (Friday) | 11/27/2020 |
| Christmas Eve (Thursday) | 12/24/2020 |
| Christmas Day (Friday) | 12/25/2020 |
| New Year's Day (Friday) | 1/11/2021 |
| Martin Luther King Day (Monday) | 1/18/2021 |
| President's Day (Monday) | 2/15/2021 |
| Good Friday (Friday) | 4/2/2021 |
| Memorial Day (Monday) | 5/31/2021 |
| Independence Day (Monday) | 7/5/2021 |
| Employee Wellness Day-Floating Holiday | To be Used by 8/31/2021 |