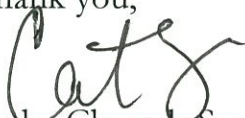


NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of August will be held on Wednesday, August 28, 2019 at 6:15 p.m. at the Brazoria County Community Service Center, 101, Angleton, Texas.

Thank you,



Cathy Claunch-Scott
Secretary to the Board of Trustees

cc: August Board of Trustees File



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.



"Better community healthcare promoting healthy living."

1. **Call To Order** Jamie Travis, Board Chair
2. **Citizens' Comments**
3. **Program Report:** Veteran Services' Program Report – Amanda Groller & Glen McGraw
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 Initiatives
 - b. Update: Clinical Operations
6. **Operations Report:**
 - a. Update: Information Services – Reggie Brumfield, CIO
 - b. Update: Recruitment & On-boarding – Jeanine McNulty, Chief Human Resources Officer
 - c. Update: Genoa Pharmacy – Sarah Holt, Chief Nursing Officer
7. **Budget, Finance and Admin Reports**Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary (**Pg. 1-3**)
 - 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 July 24, 2019 board meeting minutes. (**Pg. 4-9**)
 - b. Review and approval of July 2019 check register.
9. **Action Items**.....Linda Bell, JD
 - a. Consider the approval of the appointment of members to the Nominating Committee for the FY20 GCC Board of Trustee Officer Elections.
 - b. Consider the approval of the Audit Engagement Letter with EideBailly CPA's & Business Advisors for complete of the FY2019 Financial and Compliance Audit. (**Pg. 10-19**)

- c. Consider the approval of the FY2019 Attestation Engagement Letter specific to FTA requirements from EideBailly. **(Pg. 20-26)**
- d. Consider the approval of the nominations for Places 1, 2, and 3 of the Texas Council Rick Management Fund Board of Trustees. **(Pg. 27-28)**
- e. Consider approval of the FY20 IDD Non-Traditional Provider Network Agreement for new providers and the FY20 IDD Non-Traditional Provider Network Renewal Amendment for existing providers. Both agreements are to be utilized throughout FY20 for qualified non-traditional providers for the purpose of providing respite, in-home crisis respite, community support, Community First Choice Transportation, and/or Independent Living Skills for nursing facilities to individuals with intellectual and developmental disabilities referred and receiving services from The Gulf Coast Center.
- f. Consider approval of the new lease with JMK 5 Holdings, Inc. for additional office space (6 offices) at Mall of the Mainland to be utilized by the Center's VOCA team. Term: July 23, 2019 – August 31, 2020. Rental Rate: \$3000/mo.
- g. Consider approval of the below Connect Transit related agreements:
 - Approval of Resolution by the Board of Trustees of the Gulf Coast Center approving the Goodman Corporation Work Order #1 for FY19-20 Gulf Coast Center General Planning Services with the Goodman Corporation. **(Pg. 29-34)**
 - Approval of a Lease of Space Agreement between the GCC and the City for the Texas City Emergency Management Facility. 10year lease at \$68,250/year
 - Approval an updated Ground Lease between the GCC and the City for the Connect Transit Administration, Operations and Park & Ride facility and a Texas City Emergency Management facility. 40year lease at \$1/year
- h. Consider approval of the below Contracts with Health and Human Services Commission:

CONTRACT NO. 529-17-0144-00035	FY20 Amendment #2 Home and Community-Based Services – Adult Mental Health Pre-Engagement Services Renewal Amendment for FY20-22; Fee for service
CONTRACT NO. HHS000181000001	FY19-FY23 HHSC Mental Health First Aid (MHFA)contract Amount not to exceed \$470,250
CONTRACT NO. HHS000522700001	FY20-FY21 HHSC Mental Health performance contract Amount not to exceed \$26,602,800
CONTRACT NO. HHS000134700001A	FY20 Mental Health Grant Program for Justice-Involved Individuals and Jail-Based Competency Restoration program Amount not to exceed \$155,379
CONTRACT NO. 529-18-0054-00001	FY19 Amendment #2 revises funding for categories of service associated with PASRR service coordination: <ul style="list-style-type: none"> • adds \$40,773.32 for Enhanced Community Coordination (ECC) services for the period January 1, 2019 - August 31, 2019 • adds \$4,162.70 for ECC services for the period January 2018 - August 2018 • decreases \$118.41 for ECC services for the period September 2018 - December 2018

- decreases \$7,184.62 allocated for PASRR services

i. Consider approval of the below FY20 Renewal Agreements with no change from FY19:

Administrative Services Contractor	Service Description:	Reimbursement Amount:
Cardinal360, LLC	to provide financial consultation	\$250/hr (no more than 8/hr/mo)
Rowan Communication, Inc.	to provide public relations and strategic communications consulting	\$3,000/mo plus project fees
Adult Behavioral Services Contractor	Description	Amount
NorTek Medical Staffing, Inc.	Provides for outpatient psychiatrist services (Dr. Tayi).	\$140/hr
TWG Investments, LTD dba The Wood Group	Provides for crisis respite services	\$368,740.00/yr
IDD Services Contractor	Description	Amount
Modern Psychological & Allied Services, PLLC	To provide IDD Intake and Assessment, Determination of Eligibility for individuals with intellectual and developmental disabilities, Autism, and other related diagnosis services for individuals seeking services within its service area	\$350.00/completed Determination of Eligibility assessment
All the Little Things Country	To provide GR funded Day Habilitation	\$13.50/.50 unit= min. 2 hrs \$27.00/1 unit=5 hrs direct service
Brazoria County Work Activity Center	To provide GR and HCBS funded Day Habilitation as well as HHSC nursing facility specialized services	IDD Provider Network Fee Schedule (Pg. 35)
Golden Rule Services, Inc.	To provide GR funded Day Habilitation as well as HHSC nursing facility specialized services	IDD Provider Network Fee Schedule (Pg. 36)
Ice Care Group	To provide GR Funded Day Habilitation, Community Support, Employment and Respite Services	IDD Provider Network Fee Schedule (Pg. 37)
Quality of Care	To provide GR funded Day Habilitation, Community Support, Employment and Respite Services, HCBS funded day hab, supported employment, supported home living, respite and IDD specialty services as well as HHSC nursing facility specialized services	IDD Provider Network Fee Schedule (Pg. 38-39)
Sunshine Center, Inc	To provide GR funded Day Habilitation, Community Support, Employment and Respite Services, HCBS funded day hab, supported employment, supported home living, respite services as well as HHSC	IDD Provider Network Fee Schedule (Pg. 40)

If you need additional assistance to effectively participate in or observe this meeting please contact (409) 763-2373 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist you.

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
September 11, 2019	Board Retreat	12:00 PM	Texas City
September 25, 2019	Board Meeting	6:15 PM	Texas City
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

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 2019 Board Operational Budget Schedule												FY2019 YTD Actual YTD % of 50%
EXPENSES - OPERATING												FY2019 Jul-19
Annual Budget Preliminary												FY2019 Jun-19
Annual Budget Preliminary												FY2019 May-19
Annual Budget Preliminary												FY2019 Apr-19
Annual Budget Preliminary												FY2019 Mar-19
Annual Budget Preliminary												FY2019 Feb-19
Annual Budget Preliminary												FY2019 Jan-19
Annual Budget Preliminary												FY2019 Dec-18
Annual Budget Preliminary												FY2019 Nov-18
Annual Budget Preliminary												FY2019 Oct-18
Annual Budget Preliminary												FY2019 Sep-18
Salary and Wages	15,005,170	1,064,112.89	1,162,413.74	1,083,895.31	1,151,702.07	1,044,694.80	1,093,800.69	1,102,698.26	1,147,394.85	1,107,623.02	12,032,313.03	80%
Fringe Benefits	5,601,972	413,163.56	431,634.02	439,260.75	383,855.60	397,751.14	397,638.62	389,450.37	403,810.11	404,099.85	4,503,051.27	80%
Travel	232,417	13,557.90	10,685.68	14,745.77	16,916.96	14,002.45	14,267.85	24,533.50	28,474.93	3,567.58	184,457.81	79%
Consumable Supplies	542,286	39,477.65	28,181.02	24,051.75	31,992.05	22,519.59	25,522.45	35,010.56	15,462.12	34,573.99	299,382.85	55%
Pharmaceuticals/Laboratory	245,386	19,510.05	18,881.98	28,484.29	25,760.97	19,730.57	24,393.06	25,927.95	36,476.26	25,136.58	273,647.81	112%
Capital Outlay - Furniture/Equipment/Facilities	552,874	29,424.31	18,136.01	72,420.88	24,361.84	21,620.44	81,620.81	29,519.43	24,618.88	248,582.65	649,864.09	118%
Facilities - Rent/Maintenance/Utilities	1,244,595	100,988.21	84,231.88	107,933.66	118,962.22	111,533.63	114,294.26	120,549.84	111,145.79	108,917.59	1,202,278.37	97%
Other Operating Expenses	2,292,345	174,920.80	199,542.12	191,052.96	179,947.34	184,190.05	155,764.95	222,383.22	217,527.05	226,096.36	2,125,822.25	93%
Client Support Costs	537,157	50,766.25	30,211.70	28,119.44	33,148.04	29,293.37	33,148.04	26,977.29	29,863.65	27,580.91	342,875.58	64%
Consultant/Professional Providers	10,560,642	605,512.75	718,906.32	680,774.99	662,206.12	799,317.66	597,563.76	822,776.29	680,423.99	813,242.89	7,781,264.26	74%
TOTAL EXPENSE	\$ 36,814,843	\$ 2,420,018.39	\$ 2,717,718.50	\$ 2,745,940.49	\$ 2,527,220.20	\$ 2,624,667.48	\$ 2,623,929.40	\$ 2,838,064.10	\$ 2,683,773.75	\$ 2,999,421.42	\$ 29,394,957.32	80%
REVENUES - OPERATING												
Local Funds												
County Funds	1,146,995	95,708.10	102,877.91	102,474.94	102,083.18	101,822.87	99,499.27	102,995.11	98,807.91	93,460.59	1,092,794.03	95%
Patient Fees Insurance/Reimbursement	871,625	45,130.55	1,481.67	51,131.98	61,255.52	42,240.35	30,751.43	5,586.79	88,929.22	42,018.66	69,094.28	55%
Miscellaneous Local Income	1,767,561	59,961.31	333,039.40	139,011.40	96,533.30	76,435.17	720,222.14	90,393.86	167,548.87	127,523.85	1,971,656.66	112%
Earned/Grant Income	3,786,181	200,799.96	437,398.98	292,618.32	259,892.00	220,498.39	850,472.84	198,975.76	355,286.00	263,515.95	3,542,739.68	
HUD - Transitional/Permanent Housing	677,234	42,001.00	73,542.32	65,199.97	70,100.00	114,459.94	88,112.59	91,869.77	102,600.00	78,298.13	955,632.26	141%
Recovery - Fee for Services / Grants	4,350,299	283,097.04	317,116.00	276,309.75	309,745.80	272,021.42	256,132.17	264,631.71	249,322.90	244,204.15	2,938,750.14	68%
Title XIX - Medicaid	3,930,516	141,547.92	81,562.62	159,786.29	174,720.90	183,328.00	160,014.71	89,634.31	145,909.04	172,116.04	1,707,533.38	43%
Transportation - Federal/State	4,214,864	204,896.35	319,075.08	270,073.60	240,833.04	390,443.99	291,950.87	417,564.02	422,835.81	271,600.00	3,639,145.00	86%
Medicaid 1115 Waiver/Misc Federal	3,537,756	272,535.69	290,461.02	281,506.60	261,251.39	312,499.40	284,333.33	249,999.98	410,000.00	448,947.02	3,703,331.64	105%
Other State Federal Funds/MAC	1,340,300	70,485.83	61,465.17	75,788.72	69,188.96	48,842.20	63,645.49	59,477.66	55,313.01	63,801.74	681,978.05	55%
Performance Contract DSHS & DADS	17,950,968	1,014,563.83	1,143,222.21	1,128,664.93	1,125,840.09	1,323,594.95	1,144,189.16	1,173,177.45	1,411,052.49	1,361,229.34	13,626,372.47	
General Revenue - MH (Adult & Child) - 10%	6,609,440	556,072.41	555,174.85	554,574.85	554,174.83	550,714.20	553,614.87	553,414.83	553,264.83	553,264.83	6,110,457.07	92%
General Revenue - Regional Hospital	4,058,304	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20	340,187.20	3,742,059.20	92%
General Revenue - NGM (Adult & Child)	1,124,716	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10	107,393.10	1,181,324.10	105%
General Revenue - Crisis Services - 10%	2,223,852	171,896.15	178,666.31	180,437.59	180,659.28	188,525.58	189,073.67	202,798.52	189,744.82	194,881.41	2,061,493.20	93%
General Revenue/Permanency Plan - IDD	1,061,382	82,948.58	82,948.58	105,298.82	82,948.58	82,948.58	82,948.58	82,948.58	82,948.58	82,948.58	934,784.65	88%
Federal Block - MH (Adult & Child) and Crisis	15,077,694	1,258,497.44	1,264,370.04	1,287,891.56	1,265,362.99	1,273,669.29	1,270,316.75	1,286,942.27	1,273,688.53	1,278,675.15	14,030,118.22	
TOTAL REVENUES	\$ 36,814,842	\$ 2,473,861.23	\$ 2,844,991.23	\$ 2,709,174.81	\$ 2,651,095.08	\$ 2,817,162.63	\$ 2,624,978.75	\$ 2,659,095.48	\$ 2,886,173.82	\$ 2,896,609.92	\$ 31,199,230.37	85%
SUBTOTAL OPERATING (Rev-Exp)	\$ 53,842.84	\$ 219,707.63	\$ 8,543.69	\$ 62,175.09	\$ 62,175.09	\$ 71,222.14	\$ 737,558.55	\$ 34,428.00	\$ 48,109.72	\$ 212,836.17	\$ 1,804,273.05	
FUND BALANCE EXPENDITURES (NOT Inc. a above)												
Flexible Spending	-	404.00	2,600.00	300.31	604.07	1,654.95	348.00	188.14	700.00	1,450.00	10,099.39	
Flexible Spending - IDD Services	-	2,100.00	485.32	594.88	-	-	120.00	70.00	550.00	-	4,320.20	
All Center Staff Recognition	-	-	-	-	-	-	-	-	-	-	-	
IDD Services - Community Support	-	5,988.00	4,814.40	5,215.50	4,963.50	5,580.00	5,017.50	5,166.00	3,492.00	9,039.00	57,978.90	
Connect Transit	-	-	-	-	-	-	-	-	-	-	-	
Connect Transit - Brazoria County	-	-	-	-	-	-	-	-	-	-	-	
Asset Management - Special Facility Projects	-	-	-	-	-	-	-	-	-	-	-	
Capital Projects - MIS Services	-	-	-	-	-	-	-	-	-	-	-	
Capital Projects - Major Facility/Equipment	-	-	-	-	-	-	-	-	-	-	-	
SUBTOTAL FUND BALANCE EXPENSE	\$ -	\$ 8,492.00	\$ 7,899.72	\$ 6,110.69	\$ 5,567.57	\$ 6,469.95	\$ 6,048.00	\$ 5,275.64	\$ 10,489.00	\$ 10,489.00	\$ 72,398.49	
VARIANCE (REV-EXP) - w/o Self Funded Health Plan	\$ 45,350.84	\$ 211,807.91	\$ 14,654.38	\$ 56,607.52	\$ 64,752.19	\$ 731,710.55	\$ 29,152.36	\$ 276,616.20	\$ 44,117.72	\$ 202,347.17	\$ 84,066.48	
SELF FUNDED HEALTH INSURANCE PLAN (NOT Inc. a above)												
Health Insurance Fund Expenses (Claims & Admin)	-	206,083.21	200,030.34	174,702.51	201,890.44	264,434.10	200,861.96	232,304.02	254,704.95	237,897.75	2,425,958.67	
Health Insurance Funding	-	233,458.34	253,963.23	261,820.13	261,698.78	267,732.79	259,218.18	255,605.94	252,222.43	258,804.24	2,815,798.65	
SUBTOTAL HEALTH INSURANCE PLAN	\$ -	\$ 27,375.13	\$ 53,932.89	\$ 87,117.62	\$ 59,808.34	\$ 3,298.69	\$ 58,556.22	\$ 23,301.92	\$ 14,324.68	\$ 26,883.62	\$ 389,839.98	
OVERALL FINANCIAL VARIANCE (REV-EXP) - w/Self Funded Health	\$ 72,725.97	\$ 265,740.80	\$ 72,463.24	\$ 116,415.86	\$ 68,050.88	\$ 790,066.77	\$ 52,454.28	\$ 275,807.12	\$ 58,442.40	\$ 229,230.79	\$ 120,316.43	

The Gulf Coast Center
FY2019 Monthly Board Financial Review

Unaudited as of 07/31/2019

Fiscal Year 2019 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/18 (audited)					\$ (3,042,723)
FY2019 Year-to-Date Reported Expense and Revenue Totals (Unaudited)					
	Expenditures	<i>Operational</i>	29,394,957		
		<i>Non-Operational</i>	-		
		<i>Fund Balance</i>	72,398	29,467,356	
	Revenues	<i>Operational</i>	31,199,230		
		<i>Non-Operational</i>	-	31,199,230	\$ 1,731,875
Total General Fund Balance Year-to-Date (Unaudited)					\$ (4,774,598)

Board Committed Use General Funds (Fiscal Year Committed)

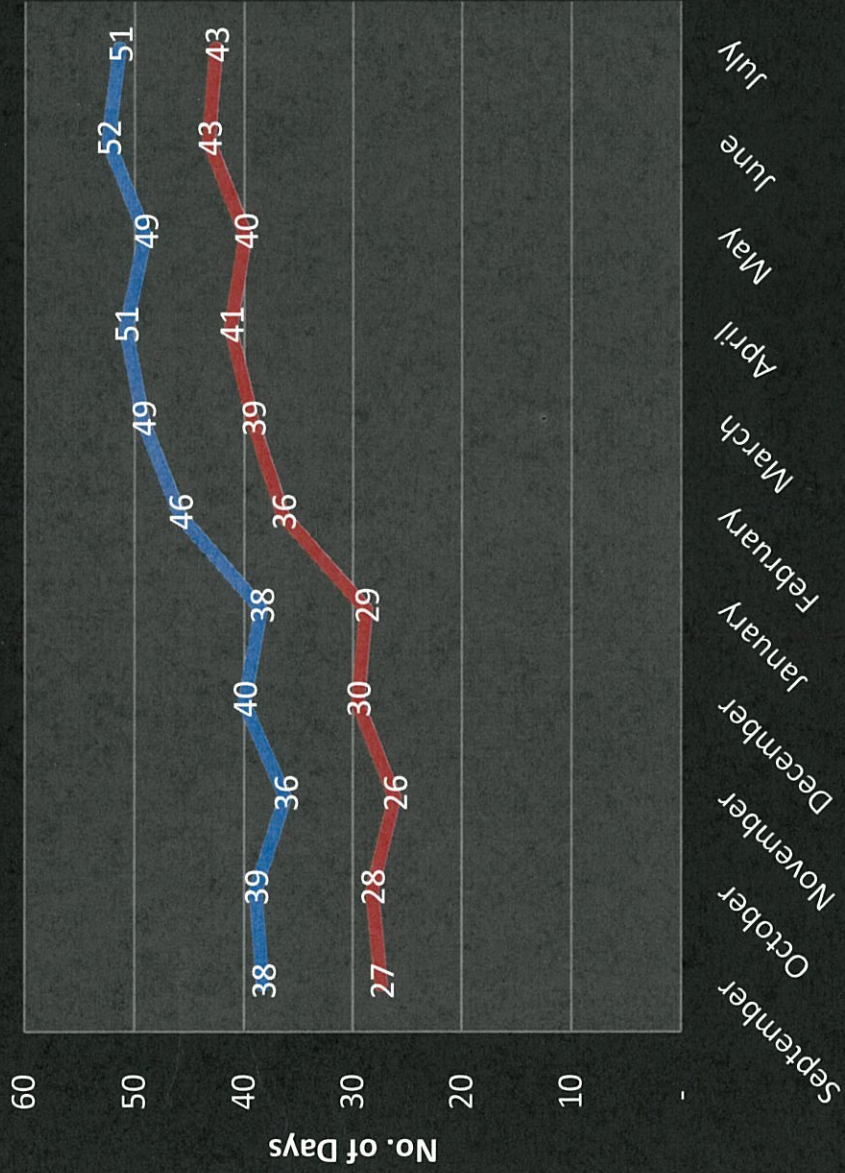
Capital Projects - Facility (FY2008-FY2011)	(200,000)				
Capital Projects - Facility (FY2013)	(100,000)				
Capital Projects - Facility (FY2014)	(100,000)				
Capital Projects - Facility (FY2015)	(150,000)	(550,000.00)			
fy2008-fy2015 Expenditure		408,065.86			
fy2016 Expenditure		31,088.00			
fy2017 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-fy2016 Expenditure		320,406.95			
fy2017 Expenditure		27,159.00			
fy2018 Expenditure		62,298.00			
fy2019 Expenditure		57,978.90			
				(32,157)	
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-fy2016 Expenditure		475,482.60			
fy2017 Expenditure		9,984.17			
fy2018 Expenditure		15,893.58			
fy2019 Expenditure		14,419.59			
				(84,220)	(816,072)

Total General Fund Balance Year-to-Date (Unaudited)..... **\$ (4,774,598)**

Unrestricted Use General Fund Balance (Unaudited)..... **\$ (3,958,525)**

2

DAYS OF OPERATION



— DAYS OF OPERATION OF TOTAL FUND BALANCE

— DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE

THE GULF COAST CENTER
Regular Board of Trustees Meeting
Mall of the Mainland Admin Building
10000 EF Lowry Expwy, Ste. 1220, Texas City, TX
Wednesday, July 24, 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, July 24, 2019 at 6:35 p.m. at the Mall of the Mainland Admin Building located at 10000 EF Lowry Expwy, Ste. 1220, Texas City, Texas.

The following Board Members were present: Jamie Travis, Jaime Castro, Vivian Renfrow, Rick Price, Lori Rickert, Linda Coleman and Stephen Holmes

The following Board Members were absent: Mary Lou Flynn-Dupart, Excused; Caroline Rickaway, 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. Legislative Update: Melissa Tucker, CEO, provided an overview of the 86th Legislative Session specific to Gulf Coast Center.

b. 1115 Update: Melissa Tucker, CEO, updated the board on the full approval of reporting measures submitted by Gulf Coast Center during the 2019 April submission and all measures were approved.

- 6) **Operations Report:**

a. Human Resources – Employee Health Benefit Update: Jeanine McNulty, Chief Human Resources Officer gave a brief overview of the employee health benefits with the October 1, 2019 renewal. With regards to the health insurance, Jeanine stated there would be no cost increase to employee only coverage. She further explained that employee plus dependent coverage will involve a \$25 increase per paycheck – this will be the first cost increase since 2014. No change in rates for the Vision Plan. Dental rates will decrease with DHMO Plan and increase with PPO Plan. The Center is changing from Sun Life Financial to MetLife for the Dental and Vision plans. All renewal dates will be October 1st.

- 7) **Budget, Finance and Admin Reports:**

4

- a. Financial & Operational Monthly Report & YTD Summary: Rick Elizondo, CFO, reported for the month of May the Center's year-to-date operational expenses totaled \$23,711,762.15 and operational revenue totaled \$25,213,494.63; for an operational surplus of \$1,501,7332.48.
- b. Sale of Property Update: Rick Elizondo, CFO, gave a brief update on the Jones Property, the only Center property still on the market.

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 May 22, 2019 board meeting minutes.

On motion by Stephen Holmes, seconded by Vivian Renfrow, the board voted the approval of the May 22, 2019 board meeting minutes with changes. The motion carried with all members voting in favor.

b. Review and approval of May & June check register:

On motion by Stephen Holmes, seconded by Vivian Renfrow, the board voted the approval of the May & June 2019 check register. The motion carried with all members voting in favor.

9. **Action Items:**

a. Consider approval of the renewal agreement with Aetna for GCC employee medical and health coverage plan.

On motion by Vivian Renfrow, seconded by Jaime Castro, the board voted the approval of the renewal agreement with Aetna for GCC employee medical and health coverage plan. The renewal date will be October 1, 2019. The motion carried with all members voting in favor.

b. Consider ratification of the new agreement with Texoma Community Center for mental health first aid funding/reimbursement. Amount not to exceed: \$10,000. Term: February 1, 2019 thru August 31, 2019.

On motion by Stephen Holmes, seconded by Vivian Renfrow, the board voted the approval of the ratification of the new agreement with Texoma Community Center for mental health first aid funding/reimbursement. The motion carried with all members voting in favor.

c. Consider the approval of the new agreement with Asset Panda for the new Asset Management Software. Term: Two-year subscription. Amount not to exceed: \$9,665.60.

On motion by Stephen Holmes, seconded by Vivian Renfrow, the board voted the approval of the new agreement with Asset Panda for the new Asset Management Software. The motion carried with all members voting in favor.

d. Consider the FY19 HHSC Disaster Crisis Counseling Program contract #HHS000434500025 for July 1, 2019 through August 31, 2022. In the event of a state and/or federal disaster declaration, a Notice to Proceed will be issued which shall specify all terms and conditions for Disaster Crisis Counseling services to include award amount and award period.

On motion by Stephen Holmes, seconded by Rick Price, the board voted the approval of the FY19 HHSC Disaster Crisis Counseling Program contract #HHS000434500025 for July 1, 2019 through August 31, 2022. In the event of a state and/or federal disaster declaration, a Notice to Proceed will be issued which shall specify all terms and conditions for Disaster Crisis Counseling services to include award amount and award period. The motion carried with all members voting in favor.

e. **Consider the FY19 Medicaid Administrative Claiming Services (MAC) contract for September 1, 2019 through August 31, 2024.**

On motion by Jaime Castro, seconded by Linda Coleman, the board voted the approval of the FY19 Medicaid Administrative Claiming Services (MAC) contract for September 1, 2019 through August 31, 2024. The motion carried with all members voting in favor.

f. **Consider approval of the recommended awardee of the RFP for Public Transportation Consulting Services #2019-Transit-003. (Pg. 10-37)**

On motion by Stephen Holmes, seconded by Linda Coleman, the board voted the approval of the recommended awardee of the RFP for Public Transportation Consulting Services #2019-Transit-003. The motion carried with all members voting in favor.

g. **Consider approval of the below Gulf Coast Center policy revisions. Revisions were made for compliance with HHSC audit or CCBHC certification:**

1. **Clinical Supervision: detail added on supervision of MH Rehab services**
2. **Standardized Scheduling Policy: scheduling adult and youth prescriber appointments**

On motion by Jaime Castro, seconded by Linda Coleman, the board voted the approval of the above Gulf Coast Center policy revisions. Revisions were made for compliance with HHSC audit or CCBHC certification. The motion carried with all members voting in favor.

h. **Consider approval of the following 4 Resolutions by the Board of Trustees for The Goodman Corporation:**

1. **Resolution to approve Construction Contract for the Texas City Admin/Emergency Management Facility. (Pg. 38-39)**
2. **Resolution to approve formation of Bi-County Transit District Evaluation Committee.**
3. **Approving Goodman Corporation work order #19 for a time extension and additional compensation for materials testing for the Texas City Administration Facility Construction Phases Services Project of an additional 24 months and additional \$85,000.**
4. **Approving the Goodman Corporation work order #20 for a time extension for the Lake Jackson Operations and Maintenance Facility Project of an additional 24 months.**

On motion by Vivian Renfrow, seconded by Linda Coleman, the board voted the approval of the above 4 Resolutions by the Board of Trustees for the Goodman Corporation. The motion carried with all members voting in favor.

i. **Consider approval of the below Connect Transit Interlocal Agreements intended to secure three years of funding support from FY 2020 – FY 2022. The 3 year operating agreement includes continuation and improvement to fixed route transit services and/or associated ADA paratransit services and/or other related services:**

	Proposed Contribution/Local Share provided annually
City of Texas City	\$121,228
City of La Marque	\$44,062
City of Dickinson	\$44,710
City of Clute	\$21,232
City of Freeport	\$26,552
City of Lake Jackson	\$68,994
City of Angleton	\$41,080

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On motion by Jaime Castro, seconded by Lori Rickert, the board voted the approval of the above Connect Transit Interlocal Agreements intended to secure three years of funding support from FY202 – FY2022. The 3 year operating agreement includes continuation and improvement to fixed route transit services and/or associated ADA paratransit services and/or other related services. The motion carried with all members voting in favor.

j. Consider approval of the below FY20 Renewal Agreements with no change from FY19:

Administrative Services Contractor	Service Description:	Reimbursement Amount:
Bob Flick, MS, MDiv, MBA, LPC	to provide Adult MHFA or Youth MHFA training	\$45 per hour after the required training is complete (plus travel costs)
Crystal Trahan, MA	to provide Adult MHFA or Youth MHFA training as well as ASIST training	\$45 per hour after the required training is complete (plus travel costs)
The Cahill Law Firm	to provide legal representation and consultation services	\$1,875.00/quarter
NAMI Gulf Coast	to provide MH family and consumer education, support and training services; and community education, training and partnerships	\$1,250.00/mo family and consumer education and training services, \$1,083.33/mo Community Education and Partnerships Not to exceed: \$28,000
The ARC of the Gulf Coast	to provide family education and training services	\$1,333.00/mo Not to exceed: \$16,000
Youth Behavioral Services Contractor	Description	Amount:
The Children's Center, Incorporated	for community crisis respite services to youth	\$106.22/bed day not to exceed \$3000.00
Galveston County Juvenile Justice Department	Placement Transition Program Endeavor Program Discover Program	\$110,000.39 \$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
Youth Advocate Programs Inc.	MOU coordinating referrals and resources for the provision of specific Youth Empowerment Services (YES) Waiver Services	N/A
SUN Behavioral Houston	To coordinate and provide inpatient child/adolescent services.	\$618.00/ bed day (up to 6 bed days only)
Houston Behavioral Healthcare Hospital	To coordinate and provide inpatient child/adolescent services.	\$600/ bed day

The University of Texas Medical Branch at Galveston d/b/a UTMB Health	Provides for a child psychiatrist 16 hr/week	\$175/hr not to exceed \$138,000
Adult Behavioral Services Contractor	Description	Amount
SJ Medical Center, LLC	Program Agreement for residents of Psychiatry Department to gain educational and patient care experience at GCC facilities related to individual dually diagnosed	n/a
The University of Texas Medical Branch at Galveston d/b/a UTMB Health	Provides for necessary inpatient physician services for 20 bed adult inpatient unit at SJ Medical Center.	\$65/ bed daily visit
Recovery Services Contractor	Description	Amount
The University of Texas Medical Branch at Galveston d/b/a UTMB Health	Interlocal Agreement provides for psychiatric services for patients enrolled in the Clinic's Co-Occurring Psychiatric and Substance Disorder program	\$720/ 4hr clinic \$180/hr for admin duties

On motion by Jaime Castro, seconded by Rick Price, the board voted the approval of the above listed FY20 renewal agreements (Administrative Services-Recovery Services) with no change from FY19. The motion carried with all members voting in favor.

IDD Services Contractor	Description	Amount
John Chaconas, DDS	To provide dental services under the Home and Community Based Services waiver program	not to exceed \$2,000 per plan year
Terry Driggers, DDS	To provide dental services under the Home and Community Based Services waiver program	not to exceed \$2,000 per plan year
James T. Floyd	To provide Host Home/Companion Care services	\$50.89/day (LON 5) not to Exceed: \$18,574.85
Jamie Lynne Travis	To provide Host Home/Companion Care services	\$69.19/day (LON 8) not to Exceed: \$25,254.35

On motion by Rick Price, seconded by Linda Coleman, the board voted the approval of above listed FY20 renewal agreements (IDD Services) with no change from FY19. The motion carried with all members voting in favor. Jamie Travis abstained from the vote.

10. Pending or Revised Action Items: NONE

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

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

Date	Event	Time	Location
August 28, 2019	Board Meeting	6:15 p.m.	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 7:25 p.m.

Respectfully,

Approved as to Content and Form,

Cathy Claunch-Scott

Secretary to the Board of Trustees

Jamie Travis

Board Chair



July 2, 2019

To the Board of Trustees of
The Gulf Coast Center
C/O Mr. Rick Elizondo, CFO
10000 Emmett F. Lowry Expressway
Suite 1220
Texas City, Tx. 77591

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of **The Gulf Coast Center (“the Center”)** as of August 31, 2019, and for the year then ended, and the related notes to the financial statements, which collectively comprise **the Center’s** basic financial statements. In addition, we will audit the entity’s compliance over major federal and state award programs for the period ended August 31, 2019. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity’s major federal and state award programs.

Accounting principles generally accepted in the United States of America require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management’s responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management’s Discussion and Analysis

Supplementary information other than RSI will accompany **the Center’s** basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Schedule of Expenditures of Federal and State Awards

Schedule of Expenditures of Federal and State awards

We will subject the schedule of expenditures of federal and state awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal and state awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- Introductory Section
- Statistical Section

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal and state awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), the State of Texas Uniform Grant Management Standards (UGMS), the Guidelines for Annual Financial and Compliance Audits of Community MHMR Centers promulgated by THHSC; and the State of Texas Single Audit Circular (TSAC). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the

financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America and/or state or regulatory audit requirements. Please note that the determination of abuse is subjective, and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of **the Center's** basic financial statements. Our report will be addressed to the governing body of **the Center**. We cannot provide assurance that any unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of **the Center's** major federal and state award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the provisions of the Uniform Guidance and the State of Texas Single Audit Circular (TSAC); and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, TSAC and other procedures we consider necessary to enable us to express such an opinion on major federal and state award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal and state award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an

opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal and state award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal and state award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Other Services

We will also assist in preparing the financial statements of the Center in conformity with U.S. generally accepted accounting principles, schedule of expenditures of federal and state awards, and related notes of the Organization in conformity with U.S. generally accepted accounting principles and Uniform Guidance and the State of Texas Single Audit Circular based on information provided by you. The financial statement preparation includes preparing GASB 34 adjusting journal entries. We will also provide other nonattest services related to completion of the auditee's portion of the Data Collection Form. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal and state awards received and expended during the period and the federal programs under which they were received, including federal and state awards and funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For the design, implementation, and maintenance of internal control over federal and state awards;
7. For establishing and maintaining effective internal control over federal and state awards that provides reasonable assurance that the nonfederal entity is managing federal and state awards in compliance with federal statutes, regulations, and the terms and conditions of the federal and state awards;

8. For identifying and ensuring that the entity complies with federal statutes, regulations, and the terms and conditions of federal and state award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal and state award programs;
9. For disclosing accurately, currently, and completely, the financial results of each federal and state award in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;
12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form to the appropriate parties;
15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
16. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal and state award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
17. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole;
18. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
19. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
20. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
21. For the accuracy and completeness of all information provided;
22. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
23. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With respect to financial statement preparation services, including preparing GASB 34 adjusting journal entries, schedule of expenditures of federal and state awards preparation services, and any other nonattest services we perform including completion of the auditee's portion of the Data Collection Form, **the Center's** management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

With regard to the schedule of expenditures of federal and state awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal and state awards, (c) to include our report on the schedule of expenditures of federal and state awards in any document that contains the schedule of expenditures of federal and state awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal and state awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal and state awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

The Center will be responsible for ensuring that the audit report is received by the Texas Health and Human Services Commission by February 1, 2020. **The Center** is further responsible for ensuring that other appropriate governmental agencies receive copies of the audit report according to instructions in the current *Guidelines for Annual Financial and Compliance Audits of Community MHMR Centers*.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Fees and Timing

L. Diane Terrell is the engagement partner for the audit services specified in this letter. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our interim procedures on approximately August 19, 2019 and our final audit procedures on approximately December 2, 2019.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices are payable upon presentation. We estimate that our fee for the audit will be \$60,250. We also estimate that our fees for the August 31, 2020, 2021 and 2022 audits will be \$62,050, 63,900, 65,000, respectively. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use **the Center's** personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of Eide Bailly LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Texas Health and Human Services Commission, or its designee and federal agencies and the U.S. Government Accountability Office pursuant to authority given to them by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Texas Health and Human Services Commission, or its designee. The Texas Health and Human Services Commission, or its designee, may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Board of Trustees the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and

- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Government Auditing Standards require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, a copy of our most recent peer review report accompanies this letter.

Eide Bailly LLP is a member of HLB International, a worldwide organization of accounting firms and business advisors, ("HLB"). Each member firm of HLB, including Eide Bailly LLP is a separate and independent legal entity and is not owned or controlled by any other member of HLB. Each member firm of HLB is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of HLB or any other member firm of HLB and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of HLB.

Eide Bailly LLP formed The Eide Bailly Alliance Network, a network for small to mid-sized CPA firms across the nation. Each member firm of The Eide Bailly Alliance, including Eide Bailly LLP, is a separate and independent legal entity and is not owned or controlled by any other member of The Eide Bailly Alliance. Each member firm of The Eide Bailly Alliance is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of The Eide Bailly Alliance or any other member firm of The Eide Bailly Alliance and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of The Eide Bailly Alliance.

DISPUTE RESOLUTION

The following procedures shall be used to resolve any disagreement, controversy or claim that may arise out of any aspect of our services or relationship with you, including this engagement, for any reason ("Dispute"). Specifically, we agree to first mediate.

Mediation

All Disputes between us shall first be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator. The mediator will be selected by mutual agreement, but if we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA").

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute. Mediation will be conducted with the parties in person in Abilene, Texas.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Either party may commence suit on a Dispute after the mediator declares an impasse.

INDEMNITY

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively "Eide Bailly") shall be responsible for or liable to you for any misstatements in your financial statements that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

If a claim is brought against you by a third-party that arises out of or is in any way related to the services provided under this engagement, you agree to indemnify Eide Bailly LLP, its partners, affiliates, officers and employees, against any losses, including settlement payments, judgments, damage awards, punitive or exemplary damages, and the costs of litigation (including attorneys' fees) associated with the services performed hereunder provided that the services were performed in accordance with professional standards, in all material respects.

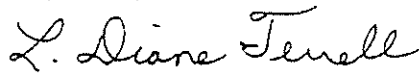
ASSIGNMENTS PROHIBITED

You agree that you will not and may not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly LLP, its partners, affiliates, officers and employees, to any other person or party, or to any trustee, receiver or other third party.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal and state award programs including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,



L. Diane Terrell
Partner

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of management of **The Gulf Coast Center** by:

Name: Rain Elyardo

Title: CFO

Date: 8/1/19

Acknowledged and agreed on behalf of the Board of Trustees of **The Gulf Coast Center** by:

Name: _____

Title: _____

Date: _____



July 2, 2019

To the Board of Trustees of
The Gulf Coast Center
C/O Mr. Rick Elizondo, CFO
10000 Emmett F. Lowry Expressway
Suite 1220
Texas City, Tx. 77591

This letter sets forth our understanding for applying agreed-upon procedures, as stated in Appendix A, to **Connect Transit of The Gulf Coast Center** as of or for the period ended August 31, 2019.

This engagement is solely for the purpose of reporting our findings in regards to the results of the procedures performed. The procedures we will perform have been agreed to by the specified parties to this engagement. We will apply the following procedures as listed in Appendix A.

We will conduct our engagement in accordance with the attestation standards for agreed-upon procedures engagements of the American Institute of Certified Public Accountants. We are responsible for carrying out the procedures and reporting findings in accordance with these standards. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation as to the sufficiency of these procedures for the purposes of the specified parties or for any other purpose.

The agreed-upon procedures to be performed do not constitute an examination or review of the subject matter. Accordingly, we will not express an opinion or conclusion on the subject matter. If we did perform additional procedures, other matters might come to our attention that would be reported to you.

Our report will list the procedures performed and our findings. Our report will be addressed to **Connect Transit of The Gulf Coast Center** and will be intended for use by and restricted to the use of the specified parties as identified above. Our report will contain such restricted-use language.

Should we have any reservations with respect to the subject matter, we will discuss them with you before the report is issued.

We have no responsibility to update our report for events and circumstances occurring after the date of our report.

As part of our engagement, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the agreed upon procedures.

Connect Transit of The Gulf Coast Center's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

During the course of the engagement, we may communicate with you or with your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We plan to begin our procedures on approximately December 2, 2019.

Diane Terrell is the engagement partner for the services specified in this letter. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the agreed-upon procedures report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices are payable upon presentation. We estimate that our fee for the engagement will be billed at our standard hourly rates. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate.

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our agreed upon procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

We will maintain the confidentiality of your personal information and will apply procedures to protect against any unauthorized release of your personal information to third parties.

We agree to retain our attest documentation or work papers for a period of at least seven years from the date of our report.

DISPUTE RESOLUTION

The following procedures shall be used to resolve any disagreement, controversy or claim that may arise out of any aspect of our services or relationship with you, including this engagement, for any reason ("Dispute"). Specifically, we agree to first mediate.

Mediation

All Disputes between us shall first be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the

aid of an impartial mediator. The mediator will be selected by mutual agreement, but if we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA").

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute. Mediation will be conducted with the parties in person in Abilene, Texas.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Either party may commence suit on a Dispute after the mediator declares an impasse.

Governing Law and Venue

We both agree to submit any unresolved Dispute to trial by a federal or state court venued in Minneapolis, Minnesota. This agreement shall be governed by and construed in accordance with the laws of the State of Minnesota (regardless of the laws that might be applicable under the principles of conflict of law) as to all matters including without limitation, matters of validity, construction, effect, and performance.

LIMITATION OF DAMAGES AND NO PUNITIVE DAMAGES

The exclusive remedy available to you in any adjudication proceeding shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement and/or under applicable professional standards, such damages will be limited to no more than two times fees paid under this agreement. In no event shall we be liable to you for any punitive or exemplary damages, or for attorneys' fees.

TIME LIMITATION

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute. We both agree that, notwithstanding any statute of limitations that might otherwise apply to a Dispute, it is reasonable that you may not bring any legal proceeding against us unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our report, return or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the agreed-upon procedure report.

The Limitations Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

INDEMNITY

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively "Eide Bailly") shall be responsible for or liable to you for any misstatements in your financial statements that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

If a claim is brought against you by a third-party that arises out of or is in any way related to the services provided under this engagement, you agree to indemnify Eide Bailly LLP, its partners, affiliates, officers and employees (collectively "Eide Bailly"), against any losses, including settlement payments, judgments, damage awards, punitive or exemplary damages, and the costs of litigation (including attorneys' fees) associated with the services performed hereunder provided that the services were performed in accordance with professional standards, in all material respects.

ASSIGNMENTS PROHIBITED

You agree that you will not and may not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly, its partners, affiliates, officers and employees, to any other person or party, or to any trustee, receiver or other third party.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement including our respective responsibilities. If you have any questions, please let us know.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Respectfully,

L. Diane Terrell

Diane Terrell
Partner

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of **Connect Transit of The Gulf Coast Center** by:

Name: *Rui Eligunda*

Title: *CFD*

Date: *8/1/19*

APPENDIX A

1. Procedure: NTD Crosswalk

- a. Obtain the following NTD Reporting Forms prepared by management for the year ended August 31, 2019:
 - NTD Form F-10, Sources of Funds - Funds Expended and Funds Earned (USOA Section 2)
 - NTD Form F-20, Uses of Capital (USOA Section 3)
 - NTD Form F-30, Operating Expenses (USOA Section 4, 5, and 6 and Appendix A)
 - NTD Form F-40, Operating Expenses Summary
 - NTD Form F-60, Financial Statement
- b. Obtain the reconciliation documentation management prepares (referred to as "the crosswalk" throughout this report) to reconcile the chart of accounts, general ledger, and/or trial balance and other supporting documents such as Excel spreadsheets (collectively referred to as the accounting system) to the respective NTD Reporting Forms identified above.
- c. Inquire of management as to whether the crosswalk obtained in procedure 1.b is supported by the accounting system.
- d. For a transit agency that is part of a larger reporting entity, inquire of management as to whether the crosswalk includes the full cost of providing transit service, including costs incurred by the larger reporting entity to specifically support the agency's transit service.
- e. Inspect the crosswalk to determine that it incorporates NTD reporting using the applicable modes and types of service identified in the bulleted list below:
 - Sources of Funds, Form F-10 - Funding sources, passenger fares by mode and service type, passenger fares by passenger paid or by organization paid fares, revenue object class, and funds expended on operations and capital fund types
 - Uses of Capital, Form F-20 - Type of use, asset classifications, and modes and service types
 - Operating Expenses, Form F-30 - Modes, service types, object classes and functions
 - Operating Expenses Summary, Form F-40 - Expense reconciling items
 - Financial Statement, Form F-60 - Current assets, non-current assets, deferred outflows of resources, current liabilities, non-current liabilities, and deferred inflows of resources.

2. Procedure: Accrual Accounting

- a. Obtain the most recent audited financial statements that include the transit agency and inspect the notes to the financial statements to determine whether the accrual basis of accounting was used.

- b. Inquire of management as to whether the accrual basis of accounting has continued to be used since the last audited reporting period and that it is used for NTD reporting in the current period.
- c. If the notes to the financial statements indicate that an accrual basis of accounting is not being used, or the results of the inquiry to management in procedure 2.b indicate the accrual basis of accounting is not being used in the current period, inspect the crosswalk to determine that the transit agency made adjustments to convert to an accrual basis for NTD reporting.

3. Procedure: Sources of Funds (Form F-10)

- a. Trace and agree total sources of funds from Form F-10 to revenue reported in the accounting system using the crosswalk.
- b. Inspect the crosswalk for a written reconciliation between total revenues reported in the audited financial statements or the accounting system and the total revenues reported on Form F-10.
- c. Trace and agree the two largest directly generated fund passenger fare revenue modes (all service types) from Form F-10 to the accounting system.
- d. Trace and agree the largest revenue object class (other than passenger fares) in the following major categories of funds from Form F-10 to the accounting system: (1) Local Government; (2) State Government; (3) Federal Funds; and (4) Other Directly Generated Funds (i.e., 4100 and 4200 combined).
- e. Inspect the crosswalk to determine that it identifies, evaluates, and classifies financial transactions into categories of funds expended on operations and funds expended on capital (USOA Section 2) for the reporting year.

4. Procedure: Uses of Capital (Form F-20)

- a. Obtain accounting system documentation on capital asset additions for the reporting period.
- b. Trace and agree total uses of capital from Form F-20 to the crosswalk reconciliation of total capital asset additions.
- c. Trace and agree types of use (existing service and expansion of service) from Form F-20 to the crosswalk or other supporting documentation reflecting the nature of the uses of capital.
- d. Trace and agree asset classifications (guideway, revenue vehicles, etc.) from Form F-20 to the crosswalk or other documentation reflecting the assets classes of capital additions.
- e. For the largest mode/service type, trace and agree the type of use classification and asset classification from Form F-20 to the crosswalk or other documentation reflecting the uses of capital.

- f. If capital projects support multiple modes/types of services or and/or asset classifications, inquire of management as to whether management reported the use of capital considering the predominant use rules as described in the "Predominant Use" section of the 2018 NTD Policy Manual.
- g. If capital projects involve: 1) Rehabilitation/Reconstruction/Replacement/Improvement for Existing Service; and 2) Expansion of Service; inquire of management as to whether project costs were allocated between the two project purposes and whether such allocation was documented in the crosswalk or other supporting documentation.

5. Procedure: Operating Expenses (Form F-30)

- a. For the two largest modes/type of services, trace and agree functions (vehicle operations, vehicle maintenance, etc.) from Form F-30 to the crosswalk or other written documentation of functional expenses.
- b. For the two largest modes/type of services, trace and agree object classes (natural expenses) from Form F- 30 to the crosswalk or other written documentation of object class categories.
- c. If management allocated shared operating expenses, inquire of management as to whether (1) the operating expenses are split between direct and shared costs; (2) shared costs were allocated across modes, services types and functions, (3) the allocation was documented in the crosswalk or other supporting documentation; and (4) the driving variables used are updated annually.

6. Procedure: Operating Expenses Summary (Form F-40)

- a. Obtain total expenses from the accounting system for the reporting period. Trace and agree total expenses from Form F-40 to the accounting system using the crosswalk.
- b. Trace and agree the reconciling items appearing on Form F-40 through the crosswalk to the accounting system.

7. Procedure: Financial Statement (Form F-60)

- a. Trace and agree (1) Current Assets; (2) Non-Current Assets; (3) Deferred Outflows of Resources; (4) Current Liabilities; (5) Non-Current Liabilities; and (6) Deferred Inflows of Resources appearing on Form F-60 to the crosswalk or other supporting documentation.



August 7, 2019

MEMORANDUM

To: Executive Directors
Member Centers, Texas Council Risk Management Fund

From: Nominating Committee

Subject: **Board of Trustees Election Ballot
Places 1, 2, and 3**

The election process for Places 1, 2, and 3 will be completed at the Annual Member Meeting of the Texas Council Risk Management Fund on November 15, 2019. Attached is the ballot indicating the eligible candidates for this election.

There are three Places with expiring terms and the Nominating Committee has prepared a ballot based on incumbent Board members. The nominees are as follows: Ms. Mary Lou Flynn-DuPart (Place 1), Mr. Steve Hipes (Place 2), and Judge Dorothy Morgan (Place 3).

Please return the election ballot by email, mail or fax so that it is received in the Fund's office **no later than Friday, October 25, 2019**. You may also vote in person at the Annual Member Meeting on November 15, 2019. The Annual Member Meeting will be held at 8:30 a.m. at the Double Tree Hotel located at 6505 N. Interstate 35, Austin, Texas, 78752.

If you have any questions, please contact Greg Womack (512) 427-2309. You may also dial toll free (800) 580-6467 x12309 or email: greg.womack@yorkrisk.com

cc: TCRMF Board of Trustees
Advisory Committee
Pam Beach



**TEXAS COUNCIL RISK MANAGEMENT FUND
BOARD OF TRUSTEES ELECTION BALLOT**

At the November 15, 2019, Annual Member Meeting of the Texas Council Risk Management Fund, elections will be held to fill the positions of Trustees in Places 1, 2, and 3 which are expiring. Each center may cast its ballot by email, mail or fax. Votes may also be cast in person at the Annual Member Meeting to be held on November 15, 2019, at 8:30 a.m. at the Double Tree Hotel located at 6505 N. Interstate 35, Austin, Texas, 78752.

Please vote for one candidate for each of the three places.

Place 1	[]	Ms. Mary Lou Flynn-DuPart
Place 2	[]	Mr. Steve Hipes
Place 3	[]	Judge Dorothy Morgan

I certify that the above represents the Board of Trustees Election Ballot of the below named Texas Council Risk Management Fund member and that I am duly authorized to execute and deliver this ballot on behalf of the Center.

Name of Community Center

Signature of Authorized Representative

Date

**PLEASE COMPLETE AND EMAIL, MAIL OR FAX THIS BALLOT
NO LATER THAN October 25, 2019, TO:**

TEXAS COUNCIL RISK MANAGEMENT FUND
P.O. Box 26655, Austin, Texas 78755-0655
Fax Number (614) 956-2636 **Attention: Alicia Smith**
Email: alicia.smith@yorkrisk.com



HOUSTON:
3200 Travis Street
Suite 200
Houston, TX 77006
(713) 951-7951
THEGOODMANCORP.COM

AUSTIN:
911 W. Anderson Lane
Suite 200
Austin, TX 78757
(512) 236-8002

PROJECT SCOPE

FY19-20 GCC GENERAL PLANNING SERVICES

Task 1: On Site Planning Consultant: \$90,000

TGC staff will provide one employee who will spend 40% of their time (two days a week) on-site at either the Galveston County or Brazoria County office. The on-site planner will assist Connect Operations Manager in reporting, programming, planning, and administrative requirements associated with service delivery as needed. In addition, the on-site planner will provide services for:

Planning Process and Programming

- Facilitate Program of Projects (POP) process and associated requirements for all discretionary and formula grants
 - Translate POP
 - Submit public notice, take public comment, and maintain documentation
 - Present POP at GCC BOT or equivalent
 - Submit POP to HGAC and monitor programming in TIP and STIP to ensure program is described correctly, amounts are correct, TDCs are reflected, etc.
 - Complete documentation and monitor Transportation Development Credit (TDC) requests.
 - Monitor and coordinate Universal Planning Work Program (UPWP) and associated requirements.
 - Transmit materials documenting process to project manager

Service Planning (Ongoing)

- Prepare monthly service reports: trips, revenue hours, revenue miles
- Prepare and distribute quarterly and annual Dashboard Performance Report
- Track activity and respond to information from TxDOT for statewide public transportation agency safety plan (PTASP).
- Serve as on-site liaison to collect financial information and data relevant to monthly reporting.
- Update and maintain asset management inventory.
- Update TAM with new vehicle purchases
- Assign and tag all FTA- or TxDOT-funded capital assets or equipment (e.g. computers, bus shelters, benches, signposts).
- Execute agreements with cities for maintenance of transit amenities.

Planning Coordination

- Lead coordination with H-GAC, TxDOT, municipalities, and nonprofit agencies to share program information, review service, and consider program modifications.

- Attend and report on H-GAC Regional Coordination Committee, Technical Advisory Committee, Transportation Policy Council and other relevant H-GAC meetings.
- Attend and report on quarterly TxDOT PTAC meeting.
- Attend and participate at GCC Board of Trustees Meetings or equivalent; prepare of board materials, agenda items, and other materials for Board review and discussion as required.

Transition Planning

- Assist GCC Executive Team as needed in organizational planning/staffing.
- Provide training and technical support to new, full time Transit Director.

Deliverables: Monthly progress reports documenting activity

Task 2: Program Management: \$30,000

- Ensure Certifications and Assurances are executed annually
- Ensure results of A-133 are reported to FTA annually (send SF-SAC to FTA)
- Track formula and discretionary awards by year of award
- Monitor FTA Register publications, reauthorizations, State of Good Repair, Third Party procurement, Civil Rights, Livability, Programs, Safety & Oversight and other topics and recommend and monitor action by Connect Transit as needed
- Prepare materials and facilitate quarterly on-site meetings. Meetings to be scheduled approximately 60 days after the end of the quarter (January, April, July, Oct).
 - Dashboard Report for Financial/Service
 - Grant Status
 - Procurement
 - Other Contract Status/Deliverables
 - Agency News: TxDOT, FTA, other
 - Other

Deliverables: Quarterly meeting report and meeting minutes; meeting attendance on-site or by phone as required; regular emails on any federal or state agency action that may impact Connect Transit.

Task 3: Grant Development & Management - \$90,000

Manage pre- and post-award activities for all active and future FTA and TxDOT formula and discretionary grants.

Pre-Award Activity for FTA Formula & Discretionary Grant Development

Manage formula and discretionary grants for Texas City/La Marque and Lake Jackson/Angleton (Urban Section 5307, Section 5339; CMAQ, Fleet Replacement, etc.). Manage TxDOT Administered grants (Rural 5311, VRM, State Rural, State Texas City/La Marque and Lake Jackson/Angleton)

- Follow TxDOT and/or FTA Award Management guidelines (FTA C. 5010 Award Management, C. 9030 Urbanized Area Formula Program, C. 5100 Bus and Bus Facility, et. al.)
- Draft annual Program of Projects and coordinate with on-site planner to program in TIP/STIP
- Build Formula Grants: Narrative, CE, budget, TIP/STIP/UPWP, Fleet Replacement
 - Section 5339: FY17, FY18, FY19 for TCLM and LJA
 - Section 5307: FY20, FY21

- Identify local share. Document soft local share: TDCs, Land Value, etc.
- Identify all contracts that will be paid out of grant. Calculate federal and local share to track future unliquidated obligations.
- Coordinate with grantee or others to identify program milestones
- Respond to FTA or TxDOT questions/comments

Post-Award FTA Executed Formula & Discretionary Grants; State Executed Formula and Discretionary Grants. **Note: This activity does not include the process to draw down funds in ECHO.**

- Maintain files of grant development materials: POP, Public Notice, TIP/STIP, EA, resolutions, leases, other authorizations, etc.
- Track expenditures monthly by grant/Activity Line Item from financial information received from GCC.
- Recommend ECHO drawdown by grant/ALI quarterly
- Complete MPRs quarterly and FFRs
- Track unliquidated obligations quarterly
- Track award and application of TDCs quarterly
- Complete quarterly variance report
- Reconcile ECHO drawdown actuals with TGC grant records/TrAMS records quarterly
- Amend TIP/STIP as required
- Process grant revisions or amendments
- Respond to FTA or TxDOT questions/comments
- Close grants

Deliverables: An excel workbook or equivalent database that includes all active grants, ALIs, federal and local funds expended by ALI, unliquidated obligations; MPRs and FFRs; quarterly memo with ECHO drawdown recommendations.

Task 4: Reporting & Compliance: \$40,000

- Support On-site planner to complete quarterly and annual dashboard report
- Complete NTD Reduced Reporter annual report
- Complete TxDOT Quarterly PTN 128 quarterly and annual report
- Complete annual financial variance report. Create EEO program
- Complete DBE shortfall analysis
- Complete DBE goal-setting (completed every three years)
- Prepare materials in response to Triennial findings
- Complete facility maintenance plan

Deliverables: Submit quarterly PTN 128 report, annual NTD and PTN reports, annual DBE. Revision to Connect Transit policies and procedures per Triennial Review.

Task 5: Operating and Capital Budget: \$15,000

- Prepare annual FY21 budget
- Update 3- to 5- year operating and capital budgets
- Prepare quarterly financial report: budget, actual, YTD, variance, percent variance

- Provide information to GCC and Connect Transit staff regarding budget matters

Deliverable: A memo and excel spreadsheet with the annual budget and assumptions. A memo and excel spreadsheet with 3- to 5-year operating and capital budgets.

Task 6: Pursuit of Funds: \$15,000

- Prepare one grant application under TxDOT Coordinated Call. Attend informational sessions regarding the call. Coordinate with project managers to identify technical materials that support the funding request. Request letters of support from stakeholders.
- Prepare grant application for TxDOT Houston District Section 5310. Attend informational sessions regarding the call. Coordinate with project managers to identify technical materials that support the funding request. Request letters of support from stakeholders.

Deliverable: Prepare two grant applications and submit to TxDOT.

Task 7: Operations and Service Planning: \$15,000

- Provide support to on-site planner to plan and execute annual service modifications
- Plan and execute plan eliminate urban general public demand response service and replace with Limited Eligibility 5310 in small urban areas per FTA public engagement requirements.

Deliverable: Documentation of technical analysis and recommendation for service modifications; documentation of technical analysis and public engagement and outreach materials for use by Connect Transit staff regarding the elimination of general public demand response service and replacement with Limited Eligibility demand response service.

Task 8: Procurement Planning - \$25,000

- Update five-year capital plan.
 - Develop comprehensive needs assessment, recommendations/prioritization, and high-level pricing for IT and technology

Deliverable: Prepare a memo with recommendations and prioritization and high-level pricing for IT and technology investments.

Task 9: Procurement - \$35,000

- Execute Year 5 option for existing vehicle maintenance contract (expires Sept 30, 2020)
- Procure reservation, scheduling, and dispatch software/software as service
- Prepare RFP to procure contractors for vehicle maintenance (Oct 1, 2020 – Sept 30, 2025)
- Inspection and post-delivery of two, Arboc Type 3 vehicles and three (3) Lonestar Master Vans
- Procure eight, Type 11 vehicles under Fleet Replacement grant for Texas City and Lake Jackson under the existing Type 11 contract (expires October 18, 2021).

Deliverable: Documentation in procurement files in compliance with FTA and TxDOT requirements.

Task 10: Transit Evaluation Committee Coordination: \$100,000

The GCC is evaluating the separation of its transit division from the GCC and the formation of new bi-county transit district. The question of the separation will be considered by a Transit Evaluation

Committee that will be composed of transit stakeholders in Galveston and Brazoria counties. The TEC members will require a thorough understanding of the legal, technical and financial requirements and procedural framework that underpin public transportation in Texas; and the role a future board of directors would play in the oversight a new transit district.

Under this task, TGC will coordinate a minimum of six (6) meetings from September 2019 to August 2020 for TEC members, state and regional agencies, and other interested parties to consider data and information regarding the separation of Connect Transit from the GCC.

Task 10.1: Administer bi-monthly meetings of the TEC including finalize agenda, organize supporting materials, secure meeting date, time and location, notify attendees and stakeholders, publicize meeting and arrange for guest speakers as necessary. Take minutes of the meeting for distribution.

Task 10.2: Create an orientation and briefing book for each TEC meeting:

- Meeting 1: Introduction, Overview, Connect Transit Challenges & Opportunities
- Meeting 2: Administrative & Financial & Legal Framework
- Meeting 3: Operating Framework
- Meeting 4: Operating & Capital Budgets
- Meeting 5: Timeline & Transition Planning
- Meeting 6: Wrap Up

Task 10.3: Coordinate with stakeholders and local agencies to consider resolutions of support to form a new bi-county transit district:

- Resolutions by Lake Jackson, Clute, Angleton, Freeport seeking inclusion into new Bi-County Transit District as an urbanized area
- Resolutions by Texas City, La Marque, Dickinson seeking inclusion into new Bi-County Transit District as an urbanized area
- Resolution by City of Galveston seeking inclusion within new Bi-County Transit District
- Resolution of Brazoria and Galveston Commissioners forming new Rural Transit District
- Resolution by the GCC BOT transferring responsibility to new Transit District
- Resolution by the H-GAC TPC recognizing new Transit District
- Resolution of new Transit District seeking FTA Grantee status (certs/assurances/ opinion of counsel, etc.)

Deliverable: Documentation of materials prepared for the meetings, meeting minutes, meeting facilitation, and draft resolutions for agencies.

BUDGET SUMMARY		
TASK	DESCRIPTION	COST
1	On-Site Planning Consultant	\$90,000
2	Program Management	\$30,000
3	Grant Development & Management	\$90,000
4	Reporting & Compliance	\$40,000
5	Operating & Capital Budgets	\$15,000
6	Pursuit of Funds	\$15,000
7	Operations & Service Planning	\$15,000
8	Procurement Planning	\$25,000
9	Procurement	\$35,000
10	Transit Evaluation Committee Coordination & Separation	\$100,000
TOTAL		\$480,000

Brazoria County Work Activity Center
FY20 Fee Schedule

Funding Source : GENERAL REVENUE

Day Habilitation

<u>Service</u>	<u>.50 unit= min. 2 hrs</u>	<u>1 unit=5 hrs direct service</u>
• Day Habilitation	\$13.50	\$27.00

Funding Source: HOME & COMMUNITY BASED SERVICES

Day Habilitation

<u>Service</u>	<u>Unit Rates</u>		
	<u>50 unit</u>	<u>.75 Unit</u>	<u>1 unit</u>
• LON 1	\$10.48	\$15.72	\$20.95
• LON 5	\$11.66	\$17.49	\$23.32
• LON 8	\$14.11	\$21.17	\$28.22
• LON 6	\$19.03	\$28.55	\$38.05

Funding Source: HEALTH AND HUMAN SERVICES COMMISSION

Nursing Facility Specialized Services

Skills training

<u>Service</u>	<u>1 unit per hour</u>
• Independent Living Skills	\$18.00

Day Habilitation

<u>Service</u>	<u>.50 unit= min. 1-2.9 hrs</u>	<u>1 unit= 3+ hrs direct service</u>
• Day Habilitation	\$18.00	\$36.00
○ Day Habilitation 1 – 2.9 Hours		
○ Day Habilitation 3+ Hours		

**EXHIBIT A
SPECIALIZED SERVICES TO BE PROVIDED**

Type, Frequency, Quantity, and Duration of Services and the Rate, Amount and Frequency of Payment with Designation of Payees:

1. Provider agrees to provide day habilitation and specialized nursing facility services to Individuals referred by the Authority at the payment rate identified below and as described in the specified Attachment 1.

Fee Schedule/Payment Rate

Funding Source : GENERAL REVENUE

Day Habilitation

<u>Service</u>	<u>.50 unit= min. 2 hrs</u>	<u>1 unit=5 hrs direct service</u>
• Day Habilitation	\$13.50	\$27.00

Funding Source: HEALTH AND HUMAN SERVICES COMMISSION

Nursing Facility Specialized Services

Independent Living Skills training

<u>Service</u>	<u>1 unit per hour</u>
• Independent Living Skills	\$18.00

Day Habilitation

<u>Service</u>	<u>.50 unit= min. 1-2.9 hrs</u>	<u>1 unit= 3+ hrs direct service</u>
• Day Habilitation	\$18.00	\$36.00

2. The Authority will purchase only those hours of services and supports as identified in the persons Service Options Package and Person Directed Plan. Under no circumstances will Authority reimburse provider for any services and/or supports which have not been identified and authorized on the Individuals Service Options Package Person Directed Plan (PDP).
3. Provider agrees to participate in the individual's annual plan, upon request, and provide monthly monitoring and bi-monthly documentation of actions steps identified in the PDP. Provider is required to complete the "Provider Input Summary" form on individuals receiving services if unable to attend annual planning meeting.
4. Provider agrees to assign an identified staff person to each covered individual receiving covered services who has been admitted to the Authority through the IDD Intake and Assessment Unit.

FY20 Fee Schedule
ICE CARE GROUP

Funding Source : GENERAL REVENUE

Community Support Services

<u>Service</u>	<u>Hrly rate</u>	<u>Timeframes</u>
• Community Support	\$13/hr	as requested

Day Habilitation

<u>Service</u>	<u>.50 unit= min. 2 hrs</u>	<u>1 unit=5 hrs direct service</u>
• Day Habilitation	\$13.50	\$27.00

Employment

<u>Service</u>	<u>1 unit per hour</u>
• Employment Assistance	\$26.50
• Supported Employment	\$26.50

Respite (non-traditional provider AND applies to behavioral /medical needs only)

<u>Service</u>	<u>Rate/Description</u>
• Respite	
○ Medical/behavioral need	\$15.00/hr up to 24 hrs/day
○ Intense Medical/behavioral need	determined on a case by case basis

QUALITY OF CARE Fee Schedule

Funding Source : GENERAL REVENUE

Community Support Services

Service	Hrly rate	Timeframes
• Community Support	\$13/hr	as requested

Day Habilitation

Service	.50 unit= min. 2 hrs	1 unit=5 hrs direct service
• Day Habilitation	\$13.50	\$27.00

Employment

Service	1 unit per hour
• Employment Assistance	\$26.50
• Supported Employment	\$26.50

Respite (non-traditional provider AND applies to behavioral /medical needs only)

Service	Rate/	Description
• Respite Medical/behavioral need	\$15.00/hr up to 24 hrs max per day	
• Intense Medical/behavioral need	determined on a case by case basis	

Funding Source: HOME & COMMUNITY BASED SERVICES

Day Habilitation

Service	Unit Rates		
	50 unit	.75 Unit	1 unit
LON 1	\$10.48	\$15.72	\$20.95
LON 5	\$11.66	\$17.49	\$23.32
LON 8	\$14.11	\$21.17	\$28.22
LON 6	\$19.03	\$28.55	\$38.05

Supported Employment Services

Service	Hrly rate	Description
• Employment Assistance	\$28.14/hr	Job search
• Supported Employment	\$28.14/hr	Supports on the job

Supported Home Living services

Service	Hrly rate	Timeframes
• Supported Home Living	\$19.05	as requested

Respite

Service	Rate	Description
▪ Respite		
○ In-Home	\$16.18	hr up to 10 hrs max per calendar day
○ Facility-based	\$16.18	hr up to 10 hrs max per calendar day
• Host Home/Companion Care	LON 1	\$47.24
	LON 5	\$50.89
	LON 8	\$69.19
	LON 6	\$94.81

Funding Source: HOME & COMMUNITY BASED SERVICES (continued)

• Psychology/Behavioral	\$72.15
• Dietary	\$48.07

- Nursing
 - RN \$40.00
 - LVN \$25.00
- Social Work services \$44.30/hr
- Specialized Therapies up to \$1,000.00 Dental
- Audiology, \$45.52
- Occupational Therapy \$68.97
- Physical Therapy \$73.25
- Speech/Language Therapy \$69.78

Funding Source: HEALTH AND HUMAN SERVICES COMMISSION

Nursing Facility Specialized Services

Employment

<u>Service</u>	<u>1 unit per hour</u>
• Employment Assistance	\$26.50
• Supported Employment	\$26.50

Skills training

<u>Service</u>	<u>1 unit per hour</u>
• Independent Living Skills	\$18.00

Day Habilitation

<u>Service</u>	<u>.50 unit= min. 1-2.9 hrs</u>	<u>1 unit= 3+ hrs direct service</u>
• Day Habilitation	\$18.00	\$36.00
○ Day Habilitation 1 – 2.9 Hours		
○ Day Habilitation 3+ Hours		

SUNSHINE CENTER

Funding Source : GENERAL REVENUE

Community Support Services

<u>Service</u>	<u>Hrly rate</u>	<u>Timeframes</u>
• Community Support	\$13/hr	as requested

Day Habilitation

<u>Service</u>	<u>.50 unit= min. 2 hrs</u>	<u>1 unit=5 hrs direct service</u>
• Day Habilitation	\$13.50	\$27.00

Employment

<u>Service</u>	<u>1 unit per hour</u>
• Employment Assistance	\$26.50
• Supported Employment	\$26.50

Respite (non-traditional provider AND applies to behavioral /medical needs only)

<u>Service</u>	<u>Rate/Description</u>
• Respite	
o Medical/behavioral need	\$15.00/hr up to 24 hrs per day
o Intense Medical/behavioral need	determined on a case by case basis

Funding Source: HOME & COMMUNITY BASED SERVICES

Day Habilitation

	<u>Unit Rates</u>		
<u>Service</u>	<u>50 unit</u>	<u>.75 Unit</u>	<u>1 unit</u>
• LON 1	\$10.48	\$15.72	\$20.95
• LON 5	\$11.66	\$17.49	\$23.32
• LON 8	\$14.11	\$21.17	\$28.22
• LON 6	\$19.03	\$28.55	\$38.05

Supported Employment Services

<u>Service</u>	<u>Hrly rate</u>	<u>Description</u>
• Employment Assistance	\$28.14/hr	Job search
• Supported Employment	\$28.14/hr	Supports on the job

Supported Home Living services

<u>Service</u>	<u>Hrly rate</u>	<u>Timeframes</u>
• Supported Home Living	\$19.05	as requested

Respite

<u>Service</u>	<u>Rate</u>	<u>Description</u>
▪ Respite		
o In-Home	\$16.18	hr up to 10 hrs max per calendar day
o Facility-based	\$16.18	hr up to 10 hrs max per calendar day

Funding Source: HEALTH AND HUMAN SERVICES COMMISSION

Nursing Facility Specialized Services

Day Habilitation

<u>Service</u>	<u>.50 unit= min. 1-2.9 hrs</u>	<u>1 unit= 3+ hrs direct service</u>
• Day Habilitation	\$18.00	\$36.00
o Day Habilitation 1 – 2.9 Hours		
o Day Habilitation 3+ Hours		