



## NOTICE OF MEETING

### MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of September will be held on Wednesday, **September 23, 2020** at **3:00 p.m.**

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

**Phone Number: +1 (646) 749-3112**

**Access Code: 745-266-421**

Thanks, 

Cathy Claunch-Scott  
Secretary to the Board of Trustees

cc: September Board of Trustees File



10000 Emmett F Lowry,  
Suite 1220  
Texas City, TX 77591  
409.763.2373  
Toll Free- 1-800-643-0967  
FAX 409.978-2401

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

*Better community healthcare promoting healthy living.*

# THE GULF COAST CENTER

Regular Board of Trustees Meeting  
Wednesday, September 23, 2020 at 3:00pm  
Join the meeting by phone (audio only) :  
**Phone Number: +1 (646) 749-3112**  
**Access Code: 745-266-421**



## "Better community healthcare promoting healthy living."

1. **Call To Order** ..... Jamie Travis, Board Chair
  - Consider the approval of the recommendations for the Gulf Coast Center Board of Trustees Officer Positions as presented by the Board of Trustees Nominating Committee.
2. **Citizens' Comments**
3. **Program Report: NONE**
4. **Board Member Reports**
  - a. Texas Council of Community Centers ..... Jamie Travis, Board Chair
  - b. Texas Council Risk Management Fund. ....Mary Lou Flynn-Dupart, TCRMF Board Chair
5. **General Behavioral Health & IDD Operational Update** ..... Melissa Tucker, CEO
6. **Operations Report:**.....Melissa Tucker, CEO
  - a. FY20 4<sup>th</sup> Quarter Board Report
  - b. FY20 Annual Report
  - c. FY21 Operational Goals
7. **Budget, Finance and Admin Reports** ..... Rick Elizondo, CFO
  - a. Financial & Operational Monthly Report & YTD Summary **(Pg. 1-5)**
  - b. Sale of Property Update: Jones Building location
  - c. Galveston County Transit District/Connect Transition 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 August 2020 check register.
9. **Action Items**.....Linda Bell, JD
  - a. Consider the approval of the FY2021 Texas Council membership dues. **(Pg. 6-7)**
  - b. Consider the approval of the FY2021 Center's Bank Account listing and recommended bank account signatures. **(Pg. 8-9)**

- c. Consider the approval of the Center Budget for FY2021.
- d. Consider approval of the Center's Investment Policy. No changes from FY20. **(Pg. 10-17)**
- e. Consider the approval of the RESOLUTION designating identified Board members and Center employees authorize signatures; and approval of the Center's signature Procedures. The designated Board members and Center employees are authorized to sign documents as necessary and required for the Center and its operations.
- f. Consider the approval of the request to declare Vehicle #7054 surplus and authorized for disposal. This vehicle is a 2007 Ford Taurus, Vin#1FAFP53U77A187054, has 113,517 miles, and is no longer cost effective to maintain in the fleet. **(Pg. 18)**
- g. Consider approval of the Dell Lifecycle Laptop Replacement procurement to support all organizational programs and departments. This is the second and final round of laptop procurements (First round – May 2019). This purchase includes 150 Laptops, mice, keyboards, and docking stations for \$159,240.00.
- h. Consider approval of the FY21 renewal agreement with TWG Investments, LTD dba The Wood Group to provide crisis respite services. Term: September 1, 2020 through August 31, 2021. Amount not to exceed: \$368,740.00. No change from FY20
- i. Consider approval of the FY21 renewal lease agreement with TWG Investments, LTD dba The Wood Group. This lease is associated with the crisis respite program. Term: September 1, 2020 through August 31, 2021. \$16425.50 monthly. No change from FY20
- j. Consider approval of the FY21 renewal agreement with Lifetime Homecare HCS, LLC to provide crisis respite services. Term: September 1, 2020 through August 31, 2021. Amount not to exceed: \$120,000; \$250.00 per overnight stay. No change from FY20
- k. Consider approval of the Resolution wherein Gulf Coast Center's Board of Trustees approves submission of the grant application for the Santa Fe Community Response Team to the Office of the Governor.
- l. Consider approval of the RFP bid award and associated contract for Lawn Care Services at Center facilities to Texas Ranch Maintenance. Amount not to exceed: \$49,000.00; Term: FY21
- m. Consider the approval of the replacement of seven (7) medium duty transit vehicles and four (4) light duty vans purchased through the Oklahoma State procurement contract, which has been FTA approved. The total purchase price is approximately \$1,218,000 (Funding from federal resources; no local funding will be required.)

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

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

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

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

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

## **12. Executive Session**

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

## **13. Adjourn**

The Gulf Coast Center Fiscal Year 2020 Board Operational Budget Schedule											
EXPENSES - OPERATING											
FY 2020 Annual Budget Preliminary	FY 2020 Dec-19	FY 2020 Jan-20	FY 2020 Feb-20	FY 2020 Mar-20	FY 2020 Apr-20	FY 2020 May-20	FY 2020 Jun-20	FY 2020 Jul-20	FY 2020 Aug-20	FY 2020 YTD Actual	FY 2020 YTD % s/b 50%
Salary and Wages	1,144,734.39	1,221,350.35	1,224,372.91	1,139,346.79	1,204,306.22	1,155,355.58	1,121,134.02	1,165,092.54	1,181,239.80	14,151,676.14	94%
Fringe Benefits	469,790.49	481,239.29	498,887.22	489,673.22	506,887.08	500,682.84	495,029.37	496,242.02	542,645.55	5,836,884.33	98%
Travel	179,941	16,566.23	18,518.51	16,406.84	6,977.33	1,478.47	1,934.65	7,461.88	6,501.07	165,529.33	92%
Consumable Supplies	422,792	31,668.39	21,927.79	32,674.06	15,468.44	13,804.39	19,531.00	38,758.44	34,225.43	290,238.44	69%
Pharmaceuticals/Laboratory	318,500	23,255.66	28,582.72	27,217.80	29,077.31	29,138.12	22,489.63	2,631.87	25,400.55	289,605.67	91%
Capital Outlay - Furniture/Equipment/Facilities	11,389,903	843,423.89	289,891.30	1,416,173.36	2,014,877.07	23,392.63	1,131,619.54	1,186,411.23	629,386.38	8,575,201.08	75%
Facilities - Rent/Maintenance/Utilities	1,459,429	117,061.79	123,630.96	107,786.73	85,080.41	124,978.47	130,118.19	114,534.63	144,157.61	2,402,813.59	96%
Other Operating Expenses	2,707,030	220,816.49	179,265.89	249,779.23	222,428.09	226,824.39	234,076.78	145,975.83	350,973.19	1,507,571.16	95%
Client Support Costs	521,792	25,973.41	26,743.49	27,150.76	24,936.16	23,004.46	24,121.85	25,577.08	8,579.55	312,373.79	60%
Consultant/Professional Providers	9,812,064	739,338.99	707,067.88	662,452.01	1,048,775.95	922,727.08	777,298.48	1,019,140.92	775,189.52	9,497,669.63	97%
<b>TOTAL EXPENSE</b>	<b>\$ 47,912,487</b>	<b>\$ 3,313,534.90</b>	<b>\$ 3,654,212.03</b>	<b>\$ 3,216,160.30</b>	<b>\$ 5,156,795.48</b>	<b>\$ 3,021,386.43</b>	<b>\$ 3,957,353.51</b>	<b>\$ 4,201,826.44</b>	<b>\$ 3,698,298.65</b>	<b>\$ 43,097,708.16</b>	<b>90%</b>
REVENUES - OPERATING											
Local Funds											
County Funds											
Patient Fees Insurance/Reimbursement	1,250,815	95,148.09	101,432.38	98,754.92	97,533.14	96,791.93	117,417.07	105,678.94	78,069.63	1,182,246.54	95%
Miscellaneous Local Income	519,693	73,818.37	62,033.15	60,509.98	41,348.85	51,019.02	9,557.10	26,174.59	30,881.93	537,263.29	103%
	1,056,312	75,052.42	81,751.75	186,146.81	189,398.66	8,071.24	15,056.16	25,125.26	12,301.22	994,858.02	94%
Earned/Grant Income	2,826,820	244,018.88	247,551.95	348,089.17	328,280.65	155,882.19	142,030.33	156,978.79	121,252.78	2,714,367.85	
HUD - Transitional/Permanent Housing	1,282,965	73,754.36	77,494.03	47,478.54	99,618.43	81,880.83	73,200.00	77,221.14	58,491.91	1,019,062.10	79%
Recovery - Fee for Services / Grants	4,617,026	164,603.35	299,399.91	218,491.00	218,886.31	222,572.68	229,016.13	241,458.22	269,102.93	2,964,508.15	64%
Title XIX - Medicaid	2,659,295	210,840.12	241,265.72	160,488.20	178,472.88	186,283.61	150,232.82	176,579.91	171,479.77	2,293,559.68	86%
Transportation - Federal/State	14,805,914	784,516.86	1,186,472.69	1,617,224.94	2,497,744.88	480,039.16	1,488,791.74	1,632,568.46	1,201,858.24	12,879,565.65	87%
Medicaid 1115 Waiver/Misc Federal	4,368,000	396,883.79	398,378.25	390,898.38	613,569.11	612,003.26	648,543.09	637,968.76	632,917.66	5,734,840.28	131%
Other State/Federal Funds/MAC	1,107,198	72,297.80	78,951.77	81,310.55	59,577.49	72,669.79	75,385.33	85,565.12	85,880.77	918,603.51	83%
Performance Contract DSHS & DADS	28,840,397	1,702,896.28	2,283,571.61	1,593,676.91	3,667,869.10	1,655,449.33	2,665,169.11	2,851,361.61	2,419,731.28	25,810,139.37	
General Revenue - MH (Adult & Child & Vets) - 10%	7,602,215	674,360.94	674,360.96	674,360.94	674,360.95	674,360.94	674,360.94	674,360.94	674,439.79	7,922,138.17	104%
General Revenue - Regional Hospital	4,082,246	340,187.19	340,187.17	340,187.19	340,187.17	340,187.17	340,187.17	340,187.17	340,187.17	4,082,246.08	100%
General Revenue - NGM (Adult & Child)											#DIV/0!
General Revenue - Crisis Services - 10%	1,125,427	66,758.65	66,758.65	66,758.65	66,758.65	66,758.65	66,758.65	66,758.65	66,768.67	781,517.82	69%
General Revenue/Permanency Plan - IDD	2,195,156	191,383.88	162,850.67	190,434.91	182,341.57	181,246.03	179,599.90	166,609.00	187,601.49	2,161,901.69	98%
Federal Block - MH (Adult & Child) and Crisis	1,059,301	122,779.27	96,329.55	98,365.40	103,232.34	106,648.13	101,735.69	118,029.68	79,954.79	1,192,615.56	113%
<b>TOTAL REVENUES</b>	<b>\$ 16,064,345</b>	<b>\$ 1,395,469.93</b>	<b>\$ 1,340,487.00</b>	<b>\$ 1,370,107.09</b>	<b>\$ 1,353,182.79</b>	<b>\$ 1,369,200.92</b>	<b>\$ 1,362,642.35</b>	<b>\$ 1,365,945.44</b>	<b>\$ 1,348,951.91</b>	<b>\$ 16,140,419.32</b>	<b>94%</b>
<b>SUBTOTAL OPERATING (REV-EXP)</b>	<b>\$ (180,925)</b>	<b>\$ 28,850.19</b>	<b>\$ 217,398.53</b>	<b>\$ 95,712.87</b>	<b>\$ 192,537.06</b>	<b>\$ 159,146.01</b>	<b>\$ 212,488.28</b>	<b>\$ 172,459.40</b>	<b>\$ 191,637.32</b>	<b>\$ 44,664,926.54</b>	
FUND BALANCE EXPENDITURES (NOT Inc. above)											
Flexible Spending											
Flexible Spending - MH Adult		300.00	484.59	878.99	1,137.98					7,301.56	
Flexible Spending - IDD Services		500.00	200.00	250.00	100.00					4,534.00	
All Center Staff Recognition											
IDD Services - Community Support											
Connect Transit											
Connect Transit - Brazoria County											
Asset Management - Special Facility Projects											
Capital Projects - MIS Services											
Capital Projects - Major Facility/Equipment											
<b>SUBTOTAL FUND BALANCE EXPENSE</b>	<b>\$ -</b>	<b>\$ 4,526.00</b>	<b>\$ 5,124.00</b>	<b>\$ 5,031.59</b>	<b>\$ 1,182.99</b>	<b>\$ 1,237.98</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,952.76</b>	
<b>VARIANCE (REV-EXP) -</b>	<b>\$ 24,324.19</b>	<b>\$ 212,274.53</b>	<b>\$ 90,681.28</b>	<b>\$ 134,235.79</b>	<b>\$ 191,354.07</b>	<b>\$ 157,908.03</b>	<b>\$ 212,488.28</b>	<b>\$ 172,459.40</b>	<b>\$ 191,637.32</b>	<b>\$ 1,517,265.62</b>	

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

Unaudited as of 8/31/2020

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

Total General Fund Balance as of 08/31/2020 (Aaudited).....					\$	(4,950,085)
<b>FY2019 Year-to-Date Reported Expense and Revenue Totals (Unaudited)</b>						
	Expenditures	<i>Operational</i>	43,097,708			
		<i>Non-Operational</i>	-			
		<i>Fund Balance</i>	49,953	43,147,661		
	Revenues	<i>Operational</i>	44,664,927			
		<i>Non-Operational</i>	-	44,664,927	\$	1,517,266
<b>Total General Fund Balance Year-to-Date (Unaudited).....</b>						
					\$	(6,467,351)

**Board Committed Use General Funds (Fiscal Year Committed)**

Capital Projects - Facility (FY2008-FY2011)	(200,000)					
Capital Projects - Facility (FY2013)	(100,000)					
Capital Projects - Facility (FY2014)	(100,000)					
Capital Projects - Facility (FY2015)	(150,000)	(550,000.00)				
fy2008-fy2015 Expenditure		408,065.86				
fy2016 Expenditure		31,088.00				
fy2017 Expenditure		-				
fy2018 Expenditure		-				
				(110,846)		
Capital Projects - IT (FY2003-FY2014)	(600,000)					
Capital Projects - IT (FY2015)	(150,000)					
Capital Projects - IT (FY2017)	(140,000)	(890,000.00)				
fy2003-fy2015 Expenditure		677,587.43				
fy2016 Expenditure		-				
fy2017 Expenditure		66,432.75				
fy2018 Expenditure		-				
				(145,980)		
IDD Community Service Support (FY2011-2014)	(300,000)					
IDD Community Service Support (FY2016)	(100,000)					
IDD Community Service Support (FY2018)	(100,000)	(500,000.00)				
fy2005-fy2017 Expenditure		347,565.95				
fy2018 Expenditure		62,298.00				
fy2019 Expenditure		61,667.90				
fy2020 Expenditure		38,117.20				
				9,649		
Connect Transit (FY2015) LJ Urban	(320,000)	(320,000.00)				
fy2016-fy2017 Expenditure		-				
fy2018 Expenditure		-		(320,000)		
Connect Transit (FY2013) General Services	(422,869)	(422,869.00)				
fy2015-fy2016 Expenditure		300,000.00				
fy2017 Expenditure		-				
fy2018 Expenditure		-				
				(122,869)		
Major Facility Repairs (FY2014)	(186,940)	(186,940.00)				
fy2014-fy2015 Expenditure		186,940.00				
fy2016 Expenditure		-				
fy2017 Expenditure		-				
fy2018 Expenditure		-				
				-		
Flexible Spending Supports (FY2004-2013)	(500,000)					
Flexible Spending Supports (FY2018)	(100,000)	(600,000.00)				
fy2005-fy2017 Expenditure		485,466.77				
fy2018 Expenditure		15,893.58				
fy2019 Expenditure		16,303.09				
fy2020 Expenditure		11,835.56				
				(70,501)		(760,547)

<b>Total General Fund Balance Year-to-Date (Unaudited)</b>					\$	(6,467,351)
<b>Unrestricted Use General Fund Balance (Unaudited)</b>					\$	(5,706,804)

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**The Gulf Coast Center**  
**FY2020 Monthly Fund Balance Report**

*Unaudited as of 8/31/2020*

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

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

**FY2019 Monthly Reported Expense and Revenue Totals (Unaudited)**

	September	October	November	December	January	February	March	April	May	June	July	August
<i>Operational Expenses:</i>	2,577,013	2,704,052	3,434,175	3,313,535	3,654,212	3,216,160	4,162,899	5,156,795	3,021,386	3,957,354	4,201,826	3,698,299
<i>Non-Operational Expenses:</i>	(416,212)	(416,212)	(416,212)	(493,506)	(805,278)	(258,521)	(1,384,010)	(1,975,594)		(1,094,142)	(1,140,417)	(609,187)
<i>Fund Balance Expenses:</i>	5,186	5,668	6,943	4,526	5,124	5,032	15,054	1,183	1,238	-	-	-
<i>Total Expenses:</i>	2,582,199	2,709,720	3,024,906	2,824,555	2,854,059	2,962,671	2,793,943	3,182,385	3,022,624	2,863,212	3,061,409	3,089,112
<i>Operational Revenues:</i>	2,632,610	2,722,519	3,507,812	3,347,385	3,871,611	3,311,873	4,312,189	5,349,333	3,180,532	4,169,842	4,374,286	3,889,936
<i>Non-Operational Revenues:</i>	(416,212)	(416,212)	(416,212)	(493,506)	(805,278)	(258,521)	(1,384,010)	(1,764,634)		(1,094,142)	(1,140,417)	(609,187)
<i>Fund Balance Revenues:</i>	5,186	5,668	6,943	4,526	5,124	5,032	15,054	1,183	1,238	-	-	-
<i>Total Revenues:</i>	2,632,610	2,722,519	3,091,600	2,848,879	3,066,333	3,053,352	2,928,179	3,584,699	3,180,532	3,075,700	3,233,869	3,280,749
<i>Net increase/decrease to Fund Balance</i>	50,411	12,799	66,694	24,324	212,274	90,681	134,236	402,314	157,908	212,488	172,460	191,637

<i>Total General Fund Balance:</i>	(5,000,496)	(5,013,294)	(5,079,988)	(5,104,312)	(5,316,586)	(5,407,267)	(5,541,503)	(5,943,817)	(6,101,725)	(6,314,213)	(6,486,673)	(6,467,351)
<i>Total Unrestricted Fund Balance</i>	(4,060,652)	(4,038,177)	(4,069,432)	(4,140,651)	(4,533,537)	(4,629,250)	(4,762,600)	(4,971,071)	(5,130,219)	(5,341,796)	(5,513,998)	(5,706,804)

<i>Avg. Cost per day:</i>	September	October	November	December	January	February	March	April	May	June	July	August
	85,900	86,753	91,394	91,323	91,473	93,176	92,733	94,380	94,734	94,804	95,169	95,549

<i>DAYS OF OPERATION OF TOTAL FUND BALANCE</i>	September	October	November	December	January	February	March	April	May	June	July	August
	58	58	56	56	58	55	60	63	64	67	68	68
<i>DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE</i>	47	47	45	45	50	50	51	53	54	56	58	60

# HEALTH INSURANCE FUND

	<u>MONTHLY</u> <u>FY2020</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2020</u> <u>August</u>	<u>ANNUAL</u> <u>FY 2020</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2020</u> <u>August</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
<b><u>REVENUES:</u></b>						
Employer Contributions:	\$256,000.00	\$268,885.66	\$3,072,000.00	\$3,184,331.76	(104)	(\$112,331.76)
Employee Contributions:	\$28,000.00	\$28,821.15	\$336,000.00	\$340,005.93	(101)	(\$4,005.93)
<b>Total Revenue:</b>	<b>\$284,000.00</b>	<b>\$297,706.81</b>	<b>\$3,408,000.00</b>	<b>\$3,524,337.69</b>	<b>(103)</b>	<b>(\$116,337.69)</b>
<b><u>EXPENSES:</u></b>						
Medical Claims:	\$150,000.00	\$188,528.76	\$1,800,000.00	\$1,883,251.28	105	(\$83,251.28)
Pharmaceutical Claims:	\$32,333.00	\$48,525.05	\$387,996.00	\$443,077.07	114	(\$55,081.07)
Stop-Loss Premiums:	\$47,000.00	\$48,192.32	\$564,000.00	\$569,448.68	101	(\$5,448.68)
Administration Fees:	\$13,000.00	\$0.00	\$156,000.00	\$115,626.77	74	\$40,373.23
Increase to Fund Balance:	\$41,667.00	\$0.00	\$500,004.00	\$0.00	0	\$500,004.00
<b>TOTAL EXPENSES:</b>	<b>\$284,000.00</b>	<b>\$285,246.13</b>	<b>\$3,408,000.00</b>	<b>\$3,011,403.80</b>	<b>88</b>	<b>\$396,596.20</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$0.00</b>	<b>\$12,460.68</b>	<b>\$0.00</b>	<b>\$512,933.89</b>	<b>0</b>	<b>(\$512,933.89)</b>



**THE GULF COAST CENTER  
QUARTERLY INVESTMENT REPORT**

**FY2020  
Quarter 4**

Reporting Period: Jun-20 to Aug-20

This report was prepared in compliance with generally accepted accounting principals, The Gulf Coast Center's investment policy and the Public Funds Investment Act.

**INVESTMENT SUMMARY - Texas Local Government Investment Pool**

Month	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Ending Balance	Average Daily Interest Rate
Jun-20	\$3,017,046.77	\$0.00	\$0.00	\$536.74	\$3,017,583.51	0.22%
Jul-20	\$3,017,583.51	\$800,000.00	\$1,000,000.00	\$466.40	\$2,818,049.91	0.21%
Aug-20	\$2,818,049.91	\$4,000,000.00	\$0.00	\$803.47	\$6,818,853.38	0.18%
<b>Quarterly Total</b>		<b>\$4,800,000.00</b>	<b>\$1,000,000.00</b>	<b>\$1,806.61</b>		
<b>Year to Date Total</b>				<b>\$51,936.64</b>		

**PORTFOLIO SUMMARY - Texas Local Government Investment Pool**

Month	Beginning Market Value	Share Price	Shares Owned	Ending Market Value
Jun-20	\$3,017,046.77	\$1.00	\$3,017,583.51	\$3,017,583.51
Jul-20	\$3,017,583.51	\$1.00	\$2,818,049.91	\$2,818,049.91
Aug-20	\$2,818,049.91	\$1.00	\$6,818,853.38	\$6,818,853.38

*Rick Elizondo*  
Rick Elizondo  
Investment Officer

*vacant*  
vacant  
Alternate Investment Officer



Texas Council  
of Community Centers

**TEXAS COUNCIL MEMBERSHIP DUES - FY 2021  
INVOICE**

Invoice Date: September 4, 2020

\*\*\*\*\*

**Center:** Gulf Coast Center  
**ATTN: Accounts Payable**  
10000 EF Lowry Expressway, Suite 1220  
Texas City, TX 77591

\*\*\*\*\*

**Membership Dues for the Fiscal Year 2021**

Total Assessed Dues	\$35,232.00
Amount Received to Date	0.00
<b>FY 2021 Balance</b>	<b>\$35,232.00</b>

Amount of this Invoice: **\$2,936.00**

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## FY 2021 Commitment of Dues Payment for Texas Council of Community Centers

CENTER: Gulf Coast Center

The dues for FY 2021 have been calculated as follows:

Total Dues ... ..\$37,505.00  
**LESS: Credit for Texas Council Risk  
 Management Fund Members...(\$2,273.00)**

Net Dues .....\$35,232.00

The dues payment may be paid in one payment or in monthly or quarterly installments. Please identify the dues payment methodology you plan to use:

	<u>Monthly</u>	<u>Quarterly</u>	<u>Lump Sum</u>
September 2020	<u>2936.00</u>	_____	\$ _____
October	<u>2936.00</u>	_____	
November	<u>2936.00</u>	_____	
December	<u>2936.00</u>	_____	
January 2021	<u>2936.00</u>	_____	
February	<u>2936.00</u>	_____	
March	<u>2936.00</u>	_____	
April	<u>2936.00</u>	_____	
May	<u>2936.00</u>	_____	
June	<u>2936.00</u>	_____	
July	<u>2936.00</u>	_____	
August	<u>2936.00</u>	_____	
<b>TOTALS</b>	<b><u>\$35,232.00</u></b>	\$ _____	\$ _____

Invoice for each payment required? \_\_\_\_\_ Yes  No

We appreciate your prompt and timely payment!

APPROVED:

\_\_\_\_\_  
 (Authorized Signature)

Date: \_\_\_\_\_

**THE GULF COAST CENTER  
BANK ACCOUNT LISTING  
FY 2021**

Revised: 09/26/2020

<u>Ledger #</u>	<u>Account Name</u>	<u>Bank Name &amp; Address</u>	<u>Authorized Signatures</u>
1101.0001	Southern Brazoria CSC	Texas Gulf Bank P.O. Box 1719 Angleton, TX 77516-1719	Reggie Brumfiled-added Sarah Holt Rick Elizondo
1101.0002	Community Service Center of Northern Brazoria Co.	Wells Fargo 2900 S. Gordon St. Alvin, TX 77511	Jerry Freshour-delete Reggie Brumfiled-added Sarah Holt Rick Elizondo
1101.0003	Mainland Depository	Moody National Bank 2302 Post Office Galveston, TX 77550	Jerry Freshour-delete Reggie Brumfiled-added Sarah Holt Rick Elizondo
1101.0004	Depository Account	Frost National Bank P.O. Box 179 Galveston, TX 77553	Melissa Meadows Reggie Brumfiled-added Sarah Holt Rick Elizondo
1101.0005	Payroll Account	Frost National Bank P.O. Box 179 Galveston, TX 77553	Reggie Brumfiled-added Sarah Holt Rick Elizondo Melissa Meadows
1101.0006	General Operating Account	Frost National Bank P.O. Box 179 Galveston, TX 77553	Reggie Brumfiled-added Sarah Holt Rick Elizondo Melissa Meadows Jamie Travis
1101.0013	Facility Management	Frost National Bank P.O. Box 179 Galveston, TX 77553	Reggie Brumfiled-added Sarah Holt Rick Elizondo Luis Diaz
1101.0014	TexPool	Texas Treasury Safekeeping Trust Company P.O. Box 12608	Weidong Lin Rick Elizondo Sarah Holt

**THE GULF COAST CENTER  
BANK ACCOUNT LISTING  
FY 2021**

Revised: 09/26/2020

<u>Ledger #</u>	<u>Account Name</u>	<u>Bank Name &amp; Address</u>	<u>Authorized Signatures</u>
		Austin, TX 78711-2608	
1101.0018	Legal Ease	Frost National Bank P.O. Box 179 Galveston, TX 77553	Reggie Brumfiled-added Sarah Holt Rick Elizondo
1101.0020	GPA - FSA	Frost National Bank P.O. Box 179 Galveston, TX 77553	Reggie Brumfiled-added Sarah Holt Rick Elizondo Kathy Enochs

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**Procedure:** 14.1 Investment of Funds  
**Policy Reference:** 14.0 Fiscal Services and Management  
**Origin:** Administration  
**Oversight:** Director of Administration Services  
**Revision Date:** 09/01/10

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**14.1.1 Purpose**

The Center’s investment/cash management procedures are guided by the Public Funds Investment Act, a Texas state law which governs the investment of public funds. The investment/cash management procedures will outline and establish the types of investments authorized and the principles and criteria by which the funds of the Center are to be invested and secured to, in order of priority:

- Preservation and safety of the principal
- Provide liquidity to facilitate the prompt payment of expenses of the Center and its operations
- Provide yield

Additionally, the procedures will address:

- Internal Controls
- Investment Strategies
- Monitoring
- Designation of Authority
- Investment Activities
- Investment Allocation
- Safekeeping and Custody
- Standard of Care
- Annual Review

### 14.1.2 Definitions

Public Funds Investment Act - First adopted in 1987 and then amended by the 1995 Legislature, the Public Funds Investment Act (Chapter 2256 of the Texas Government Code) is a Texas state law which governs the investment of public funds. Referred to as the "Act".

Funds - Refers to the monies received by the Center (local, earned, grant, and state/federal revenues) in support of its operations. Unless specifically restricted or prohibited, all funds are considered available for investment.

Depository Account - Refers to the Center's primary bank account where receipts and cash are deposited. Only transfers to Center operating accounts and disbursements to approved investment options are made from this account.

Operating Account - Refers to the Center's primary bank account from which approved Center expenditures and payables are disbursed.

Primary Bank Accounts - Refers to the Center's depository, operating, and payroll accounts. These accounts are the primary bank accounts of the Center at a Board approved banking establishment. Other bank accounts at program level – Expense Bank Accounts or Program Deposit Accounts – may be authorized to facilitate program operations at the community level. The same standards and procedures as the primary bank accounts govern these accounts.

Cash - Refers to cash, coins, checks, direct deposits, or other forms of fund transfers to the Center.

### 14.1.3 Responsibility

It is the responsibility of the Center's Board of Trustees to annually review its investment procedures.

It is the responsibility of the Center's Board of Trustees to annually designate individual(s) having authority to make investment decisions. At a minimum, the Board will designate two individuals, with one to act as the primary responsible person and the second to act as an alternate. Designations will be clearly documented in the Board minutes. Only those authorized by the Board may withdraw, invest, transfer, or manage the funds of the Center.

Authority granted under this section is effective until rescinded by the Board or until termination of the individual(s) employment or association with the Center.

Designated individual(s), identified as Investment Officer(s), will sign an assignment responsibility statement identifying primary responsibilities and authority. The primary Investment Officer may delegate responsibilities of executing electronic transfers for payments or transfers to Center accounts. This designation must be in writing and the Board of Trustees notified.

The primary responsibilities of the Investment Officer(s) are:

- Obtain and review competitive rates
- Make or authorize the making of investments on behalf on the Center
- Authorize or confirm wire transfers of money
- Maintain custody of all records and supporting documentation relating to investments and the management of the Center's funds
- Provide quarterly reports to the Center's Executive Staff on investments and the management of the Center's funds
- Provide quarterly reports to the Center's Board of Trustees on investments and the management of the Center's funds
- Assure, as outlined in these procedures, that adequate securities are maintained
- Assures that the duties and requirements outlined in these procedures are implemented as instructed
- Perform other duties as appropriate to implement these procedures
- Annually, assist the Center's selected auditors in preparing their annual review and evaluation

Each individual designated by the Center's Board as an Investment Officer must disclose in writing any and all conflicts of interest.

To assure a continuing understand and knowledge of the laws, options, and risk of investments, investment officer(s) shall attend at least one (1) training session relating to the investment officer(s) responsibilities within twelve (12) months after designation by the Board. Training should include education in investment controls, compliance with the Act, and/or risks.

#### **14.1.4 Internal Controls**

In order to facilitate appropriate internal controls around investments and cash management, the following shall be maintained:

##### Cash Receipts:

- The Center shall be the primary party receiving cash, depositing cash, and making disbursements on behalf of the Center.
- All cash received by the Center shall be receipted in a pre-numbered receipt book. The receipt number will be placed at the top right corner of the cash document.
- Deposits will be made daily.
- Deposits will be made as collected or received.
- Copies of all items making up a deposit will be made and the deposit receipt attached. This deposit will be reconciled daily to the receipt book to assure that all funds receipted are deposited and accounted for. The individual preparing and making the deposit will not be the same individual receipting the cash or reconciling to the receipt book.
- The Investment Officer will assure that the deposits have been made correctly and posted to the Center's general ledger accordingly.
- The Director of Finance will be responsible for monitoring and reconciling account receivables and cash on a monthly basis.



Bank Reconciliation:

- All bank accounts will be reconciled monthly to the bank statement and the Center's general ledger. All supporting documentation will be maintained accordingly.
- All bank reconciliation will be performed at the Center's central office.
- Any individual having signatory authority on the account or a conflict of interest will not perform bank reconciliation.
- The Chief Financial Officer will monitor and review all of the reconciliation.
- All outstanding items will be reconciled within ninety (90) days following disbursement.

Signature Requirements:

The following will govern the signing and signatures for all banking disbursements:

- Single signature for checks \$1,500 (one thousand five hundred dollars) or less.
- Two (2) signatures for checks between and including \$1,501 (one thousand five hundred and one dollars) and \$5,000 (five thousand dollars).
- One (1) Board approved authorized Employee signature **and** one (1) other employee signature for checks greater than \$5,001 (five thousand and one dollars).
- Single signature for Center payroll checks.
- Single signature for the transfer of funds from the Center's Depository Account to the Center's Operating Account or Payroll Account.
- Single signature for transfer of funds from the Program Depository Accounts to the Center's Depository Account.
- Single signature for wire/electronic transfer of funds related to approved vendor payables; including payroll taxes, bond fund, insurance, gasoline, and contract payments.
- Single signature for facility utility payment checks; including payments made for electricity, water, sewer, gas, cable, and telephone service.

**14.1.5 Investment Strategies**

The primary objective of the Center's investment decisions is safety of principal and liquidity. Except as prohibited by policy, law, or otherwise, the following are authorized investments:

Preferred Investment Option

Certificates of deposit if issued by a state, bank, national bank, or savings and loan association domiciled in Texas and is:

- guaranteed or insured by the Federal Deposit Insurance Corporation or its successor
- secured by obligations which are otherwise authorized with a market value of not less than the principal amount of the certificates
- secured in any other manner and amount provided by law for deposits of the Center

Other Investment Options

- Obligations of the United States or its agencies and instrumentalities.
- Direct obligations of the State of Texas or its agencies and instrumentalities.

- Other obligations, the principal and interest which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or United States or respective agencies and instrumentalities.
- Obligations of states, agencies, counties, cities, and other political subdivision of any state rated as to investment quality by a nationally recognized investment firm not less than A or its equivalent.
- Repurchase agreements as defined in Section 2256.011 of the Public Funds Investment Act.
- Mutual Funds as defined in Section 2256.014 of the Public Funds Investment Act.
- Investment Pools as defined in Section 2256.016 of the Public Funds Investment Act.

#### Unallowable Investments

No investments may be made in:

- Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal
- Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. The Center shall take all prudent measures that are consistent with its investment procedures to liquidate an investment that does not have the minimum rating.

#### **14.1.6 Investment Objectives**

The investment objectives of the Center are:

- Preserve and maintain the safety of the investment principal
- Maintain adequate liquidity to assure the Center's ability to meet its obligations
- Enhance yield
- Retain marketability for each investment, should the need arise to liquidate if prior to maturity

#### **14.1.7 Investment Management Philosophy**

The Center's investment management philosophy will be managed as a "buy and hold" approach. That is, investments will be purchased with the intent to hold them until their maturity. The Center will not be an active trader of investments; it is not intended that the Center attempt to enhance investment income with realized market value gains.

#### **14.1.8 Monitoring**

Quarterly the primary Investment Officer will be responsible for the preparation and presentation to the Center's Executive Staff and Board of Trustees of a written review of the Center's year to date investment activities. All designated investment officers must sign the report. The report

will include all pertinent information detailing investment activities, security collaterals, and ending period status. During the regular annual financial audit, the auditors will provide an additional review and comment accordingly.

#### **14.1.9 Investment Allocations**

The allocation of the Center's cash and investments shall be made considering maturity duration and cash flow timings. The available cash shall be placed in a manner sufficient to meet the anticipated cash flow needs of the Center and its operations. The maximum final stated maturity date for any single investment should not exceed one (1) year.

At all times, the Center's cash and investments shall be secured by FDIC insurance or by collateral pledged to the extent of the fair market value of the amount not so insured. Acceptable collateral shall include all securities in the Public Funds Collateral Act (Art. 2529d. V.T.C.S.).

#### **14.1.10 Standard of Care**

Investments shall be made with judgement and care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable income to be derived.

In determining whether an investment officer(s) has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all cash and cash under the Center's control, over which the investment officer(s) had responsibility rather than a consideration as to the prudence of a single investment; and
- Whether the investment decision was consistent with the written investment procedure of the Center.

### **Attachments**

1. Assignment Responsibility – Investment Officer

**The Gulf Coast Center**

**Investment Officer  
Assignment Responsibility**

Name: \_\_\_\_\_

Center Relationship:

\_\_\_\_\_ Member - Board of Trustees  
\_\_\_\_\_ Center Employee  
\_\_\_\_\_ Other: \_\_\_\_\_

Date of Board of Trustee's Approval: \_\_\_\_\_

Begin Date of Designation: \_\_\_\_\_

Designation: Primary \_\_\_\_\_ Secondary \_\_\_\_\_

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The primary responsibilities as an Investment Officer are:

1. Obtain and review competitive rates
2. Make or authorize the making of investments on behalf on the Center
3. Authorize or confirm wire transfers of money
4. Maintain custody of all records and supporting documentation relating to investments and the management of the Center's funds
5. Provide quarterly reports to the Center's Executive Staff on investments and the management of the Center's funds
6. Provide quarterly reports to the Center's Board of Trustees on investments and the management of the Center's funds
7. Assure, as outlined in these procedures, that adequate securities are maintained
8. Assures that the duties and requirements outlined in these procedures are implemented as instructed.
9. Perform other duties as appropriate to implement these procedures

Authority granted is effective until rescinded by the Board or until termination of my relationship with the Center.

I have disclosed in a separate writing, any and all conflicts of interest that may exist.

To assure a continuing understand and knowledge of the laws, options, and risk of investments, I agree to attend at least one (1) training session relating to the investment officer(s)

responsibilities within twelve (12) months of the above noted appointment date by the Board. Training will include education in investment controls, compliance with the Act, and/or risks.

As an investment officer I agree to exercise prudence with respect to all investment decisions. Investments shall be made with judgement and care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable income to be derived.

Signatures:

\_\_\_\_\_ Date

\_\_\_\_\_ Date

\_\_\_\_\_ Date



MEMORANDUM

September 08, 2020

To: Board of Trustees

From: Sam Tingle, Asset Specialist

Re: GCC vehicle disposal request

Approval is requested to dispose of one car through the Houston Auto Auction.

The Ford car listed below is no longer mechanically sound or cost effective to retain.

<u>VEH#</u>	<u>YEAR</u>	<u>MODEL</u>	<u>VIN</u>	<u>MILEAGE</u>
7054	2007	Taurus	1FAFP53U77A187054	113,517

Thank you for your consideration.

The Gulf Coast Center  
4352 E.F. Lowry Expressway  
Texas City, Texas 77591  
(409) 944-4448  
(409) 948-1411 fax  
[samuelt@gulfcoastcenter.org](mailto:samuelt@gulfcoastcenter.org)