



## NOTICE OF MEETING

### MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Board of Trustees meeting for the month of December will be held on Wednesday, **December 09, 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: December 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, December 9, 2020 at 3:00pm  
Join the meeting by phone (audio only) :  
**Phone Number: +1 (646) 749-3112**  
**Access Code: 745-266-421**



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

1. **Call To Order** ..... Jamie Travis, Board Chair
2. **Citizens' Comments**
3. **Program Report:** IDD Collaboration with Brazoria County Sherriff's Office.....TJ Ornelas
4. **Board Member Reports**
  - a. Texas Council of Community Centers ..... Jamie Travis, Board Chair
  - b. Texas Council Risk Management Fund. **(Pg. 1-3)** ...Mary Lou Flynn-DuPart, TCRMF Board Chair
5. **Operations Report**.....Melissa Meadows, CEO
  - Homeless Point in Time Count
  - 1115 Waiver Transition Update
  - CCBHC Application Process Update
  - Legislative Update
  - COVID-19 Update
6. **Budget, Finance and Admin Reports** ..... Rick Elizondo, CFO
  - a. Financial & Operational Monthly Report & YTD Summary **(Pg. 4-8)**
  - b. Sale of Property Update: Jones Building and Mackey Building
  - c. Galveston County Transit District/Connect Transition Update
7. **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 October 28, 2020 Board Minutes. **(Pg. 9-13)**
  - b. Review and approval of November 18, 2020 Board Minutes. **(Pg. 14-15)**
  - c. Review and approval of the October and November 2020 Check Register.
8. **Action Items**.....Linda Bell, JD
  - a. Consider ratification of the new agreement with 24 Hour Translation for English-Spanish translation services. 24 Hour Translation was the selected best value responder from informal solicitation. Term: FY21; Rate: of \$0.087 per word.

- b. Consider approval of the new agreement with **FORTI SECURITY & INVESTIGATION, LLC** for an onsite security guard at the Park n Ride location at 1415 33rd Street Texas City, TX 77590. Term: November 23, 2020 to April 1, 2021. Amount: \$21.50/hr to \$24.50/hr ( if marked car used)
- c. Consider ratification of the FY21 Renewal Amendment with **NAMI GULF COAST** for MH family and consumer education, support and training services; and community education, training and partnerships. Amount not to exceed \$28,000. (No changes from FY20)
- d. Consider ratification of the FY21 Renewal Amendment with **THE ARC OF THE GULF COAST** for family education and training services for individuals in the local communities. Amount not to exceed \$16,000. (No changes from FY20).
- e. Consider approval of the new agreement with **SJ MEDICAL CENTER** for Private Psychiatric Beds to expand inpatient capacity (overflow beds). Term: December 1, 2020-August 31, 2021. Amount not to exceed: \$162,600 (\$600/bed day)
- f. Consider approval of the FY21 professional service renewal agreement with **Christopher L. Baker** for social security representation and counseling services for individuals designated by GCC and specialized training for staff regarding social security benefits representation and counseling. Reimbursement: \$500 for full social security representations; \$500 for full training; \$100/mo for 8 hours of consultation; \$250 for small group refresher; and \$100 for 1:1 refresher. (no change from FY20)

**9. 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.*

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

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

Date	Event	Time
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 23-25, 2021	Texas Council Annual Conf	Austin
July 28, 2021	Board Meeting	TBA
August 25, 2021	Board Meeting	TBA

**11. 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.*

**12. Adjourn**



## **Board Meeting Summary November 20, 2020**

### **Committee Meetings**

The Board and Advisory Committee members attended their assigned committee meetings throughout the day on Thursday (November 19).

### **Strategic Planning**

Also on Thursday, the Board and Advisory Committee spent time reviewing and discussing the Fund's 2019-2022 Strategic Plan. The discussions centered around the Strategic Plan Dashboard included in the Board packet. In reviewing all the goals and objectives, participants provided suggestions for tweaking the current Strategic Plan but there were no major changes suggested for the current goals and objectives. The planning session scheduled for earlier in the year had been cancelled due to the pandemic.

### **Annual Member Meeting**

Before the Board meeting, the Fund held its Annual Member Meeting. During that meeting, members approved the minutes from the 2019 annual meeting, the Trustee elections were finalized, and a State-of-the-Fund report was presented. Trustees Judge Van York, John Jackson and Gus Harris were re-elected by the membership to serve another three-year term. Trustees were asked to complete and submit the 2020-2021 Conflict of Interest and Ethics Statement.

### **Board Meeting**

The Board meeting immediately followed the Annual Member Meeting. The following are the highlights of the Board meeting, including all actions taken by the Board during the meeting.

All Board members were present.

The Fund Administrator introduced several new staff members. Gene McConnell, Senior Underwriter, was recognized and much appreciation was expressed for his 24 years of service with the Fund. Mr. McConnell is retiring at the end of 2020.

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

The Board re-elected the current officers for another one-year term. The officers are Mary Lou Flynn-DuPart, Chair; Gus Harris, Vice Chair; and John Jackson, Secretary.

The logo features a stylized five-pointed star on the left. To the right of the star, the words "Texas Council" are written in a serif font, with a horizontal line underneath. Below this, the words "Risk Management Fund" are written in a larger, bold serif font.

Texas Council  
Risk Management Fund

The Chair appointed Tammy Mahan as the representative from LifePath Systems, the Fund's newest member, to the Advisory Committee. The Chair also re-appointed all Advisory Committee members in Places 21-32.

The Board approved the renewal of the Fund's cyber policy with Beazley effective January 1, 2021.

The Board heard a presentation from its legislative consultants, Davis Kaufman. Lisa Kaufman provided an update on the election outcomes and discussed what to expect during the upcoming legislative session, with comments added by Denise Davis.

The Executive Committee reported that it had appointed two new trustees to fill the vacancies on the Fund's Board of Trustees. Ken Bernstein, a trustee with Metrocare Services, and Jim Lykes, a trustee with The Harris Center, were appointed to the TCRMF Board effective November 20, 2020 to fill the unexpired terms.

The Board accepted the Fund's audited financial report presented by Holtzman Partners. The audit reflected a clean opinion. For the period ended August 31, 2020, the audit reflected total assets of \$48.8 million and net position of \$34.7 million.

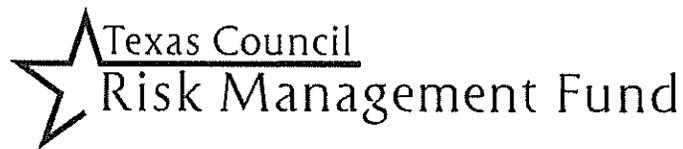
The Board approved an updated version of the 2020-2021 Fund Year Budget. The Budget reflected updated expenses, most notably the significant increase in the property reinsurance expense. The updated budget shows an anticipated use of surplus of \$1.7 million, up from approximately \$523,000 shown in the budget passed by the Board in August.

The Board accepted the Investment Report presented by Concord Advisory Group. The report reflected a year-to-date (calendar year) total return of 4.07% as of October 31, 2020 and one-year return of 5.56%.

The Board reviewed the Financial Management Policy, the Accounting Policy and the Statement of Investment Objectives and Guidelines. The Board approved minor changes to the Financial Management Policy.

The Board approved a communicable disease exclusion to be included in the Fund's Liability Coverage Document effective September 1, 2021. The Fund Administrator was directed to develop proposed language and pricing for an option to purchase a limited amount of defense of liability claims related to communicable disease.

The Board approved the 2020-2021 renewal endorsement to the Genesis Liability Reinsurance Agreement reflecting updated rates (approved by Board on May 8, 2020) and premiums, based on exposures updated through the Fund member renewal process. The Board authorized the Board Chair to execute the renewal endorsement on behalf of the Fund.

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Texas Council  
Risk Management Fund

As part of the Fund's policies and key document review process, the Fund's Liability Coverage Document was reviewed and discussed in detail by the Underwriting Committee. The Board approved proposed changes to the document effective September 1, 2021.

The Board accepted the actuarial study as of August 31, 2020, completed by Glicksman Consulting. The study reflected an increase of \$2.55 million in the Fund's net position as compared to the actuarial study completed for the period ended February 28, 2020.

An overview of the new cyber risk control program was presented to the Board. The Board approved the plan to move forward with cyber risk control services in the current Fund year. It is anticipated that the Fund Administrator will begin work with two or three pilot centers between now and the Fund's next Board meeting.

The Gulf Coast Center  
Fiscal Year 2021  
Board Operational Budget Schedule

	FY2021 Annual Budget Preliminary	FY2021 Sep-20	FY2021 Oct-20 Adjust	FY2021 YTD Actual YTD % <sup>a/b</sup> 8%
<b>EXPENSES - OPERATING</b>				
Salary and Wages	14,911,571	1,187,382.08	1,192,754.37	2,380,136.45 16%
Fringe Benefits	5,332,392	501,290.87	512,913.01	1,014,203.88 19%
Travel	149,275	929.41	8,487.84	9,417.25 6%
Consumable Supplies	324,104	11,589.50	31,322.68	42,912.18 13%
Pharmaceuticals/Laboratory	302,500	23,500.00	4,006.56	27,506.56 9%
Capital Outlay - Furniture/Equipment/Facilities	4,050,712	46,311.31	24,084.05	70,395.36 2%
Facilities - Rent/Maintenance/Utilities	1,122,117	102,183.88	89,214.06	191,397.94 17%
Other Operating Expenses	2,132,951	154,483.00	305,954.32	460,437.32 22%
Client Support Costs	468,347	51,486.06	30,118.63	81,604.69 17%
Consultant/Professional Providers	6,753,636	468,865.39	620,779.44	1,089,644.83 16%
<b>TOTAL EXPENSE</b>	<b>\$ 35,547,605</b>	<b>\$ 2,548,021.50</b>	<b>\$ 2,819,634.96</b>	<b>\$ 5,367,656.46 15%</b>

	FY2021 Annual Budget Preliminary	FY2021 Sep-20	FY2021 Oct-20 Adjust	FY2021 YTD Actual YTD % <sup>a/b</sup> 8%
<b>REVENUES - OPERATING</b>				
Local Funds				
County Funds	985,733	80,296.97	82,514.82	162,811.79 17%
Patient Fees Insurance/Reimbursement	551,672	51,556.67	37,167.56	88,724.23 16%
Miscellaneous Local Income	303,825	11,812.44	8,826.15	20,638.59 7%
Earned/Grant Income	1,841,230	143,666.08	128,508.53	272,174.61 15%
HUD - Transitional/Permanent Housing Recovery - Fee for Services / Grants	756,285	101,165.94	43,386.03	144,551.97 19%
Title XIX - Medicaid	1,221,638	95,750.97	104,534.31	200,285.28 16%
Transportation - Federal/State	2,393,600	210,743.49	194,940.00	405,683.49 17%
Medicaid 1115 Waiver/Misc Federal	7,536,818	367,061.23	607,482.47	974,543.70 13%
Other State/Federal Funds/MAC	3,572,072	345,504.88	380,146.07	725,650.95 20%
Performance Contract DSHS & DADS	1,611,115	79,669.83	84,390.24	164,060.07 10%
General Revenue - MH (Adult & Child & Vets) - 10%	17,091,528	1,199,896.34	1,414,879.12	2,614,775.46 15%
General Revenue - Regional Hospital	7,708,801	659,302.02	659,302.02	1,318,604.04 17%
General Revenue - NGM (Adult & Child)	4,082,246	340,187.16	340,187.16	680,374.32 17%
General Revenue - Crisis Services - 10%	-	-	-	-
General Revenue/Permanency Plan - IDD	1,125,427	65,671.04	65,671.04	131,342.08 12%
Federal Block - MH (Adult & Child) and Crisis	2,265,489	166,884.73	167,253.15	334,137.88 15%
	1,432,892	86,054.31	95,882.65	181,936.96 13%
	16,614,854	1,318,099.26	1,328,296.02	2,646,395.28 16%
<b>TOTAL REVENUES</b>	<b>\$ 35,547,612</b>	<b>\$ 2,661,661.68</b>	<b>\$ 2,871,683.67</b>	<b>\$ 5,533,345.35 16%</b>
<b>SUBTOTAL OPERATING (Rev-Exp)</b>	<b>\$ 7</b>	<b>\$ 113,640.18</b>	<b>\$ 52,048.71</b>	<b>\$ 165,688.89</b>

<b>FUND BALANCE EXPENDITURES (NOT Inc. above)</b>				
Flexible Spending				
Flexible Spending - MH Adult	-	-	-	-
Flexible Spending - IDD Services	-	-	-	-
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>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>VARIANCE (REV-EXP) -</b>	<b>\$ 113,640.18</b>	<b>\$ 52,048.71</b>	<b>\$ 165,688.89</b>
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**The Gulf Coast Center**  
**FY2021 Monthly Board Financial Review**

Unaudited as of 10/31/2020

**Fiscal Year 2021 Unaudited Centerwide General Fund Balance Status**

Total General Fund Balance as of 08/31/2020 (Unaudited).....				\$	(7,023,033)
FY2021 Year-to-Date Reported Expense and Revenue Totals (Unaudited)					
	Expenditures	<i>Operational</i>	5,367,656		
		<i>Non-Operational</i>	-		
		<i>Fund Balance</i>	-	5,367,656	
	Revenues	<i>Operational</i>	5,533,345		
		<i>Non-Operational</i>	-	5,533,345	\$ 165,689
Total General Fund Balance Year-to-Date (Unaudited).....				\$	(7,188,722)

**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-fy2018 Expenditure		439,153.86			
fy2020 Expenditure		-			
fy2021 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-fy2018 Expenditure		744,020.18			
fy2020 Expenditure		-			
fy2021 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-fy2019 Expenditure		471,531.85			
fy2020 Expenditure		-			
fy2021 Expenditure		-			
					(28,468)
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-fy2018 Expenditure		300,000.00			
fy2020 Expenditure		122,869.00			
fy2021 Expenditure		-			
					-
Major Facility Repairs (FY2014)	(186,940)	(186,940.00)			
fy2014-fy2018 Expenditure		186,940.00			
fy2020 Expenditure		-			
fy2021 Expenditure		-			
					-
Flexible Spending Supports (FY2004-2013)	(500,000)				
Flexible Spending Supports (FY2018)	(100,000)	(600,000.00)			
fy2005-fy2019 Expenditure		517,663.44			
fy2020 Expenditure		-			
fy2021 Expenditure		-			
					(82,337)
					(687,631)

**Total General Fund Balance Year-to-Date (Unaudited)** \$ (7,188,722)

**Unrestricted Use General Fund Balance (Unaudited)** \$ (6,501,091)

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The Gulf Coast Center  
 FY2021 Monthly Fund Balance Report

Unaudited as of 10/31/2020

Fiscal Year 2021 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/20 (Unaudited)..... \$ (7,023,033)

FY2019 Monthly Reported Expense and Revenue Totals (Unaudited)

	September	October	November	December	January	February	March	April	May	June	July	August
Operational Expenses:	2,548,021	2,819,635	-	-	-	-	-	-	-	-	-	-
Non-Operational Expenses:	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance Expenses:	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses:	2,548,021	2,819,635	-	-	-	-	-	-	-	-	-	-
Operational Revenues:	2,661,662	2,871,684	-	-	-	-	-	-	-	-	-	-
Non-Operational Revenues:	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance Revenues:	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues:	2,661,662	2,871,684	-	-	-	-	-	-	-	-	-	-
Net increase/decrease to Fund Balance	113,640	52,049	-	-	-	-	-	-	-	-	-	-

Total General Fund Balance: (7,136,673) (7,188,722) (7,188,722) (7,188,722) (7,188,722) (7,188,722) (7,188,722) (7,188,722) (7,188,722) (7,188,722) (7,188,722) (7,188,722) (7,188,722)

Total Unrestricted Fund Balance (6,447,477) (6,501,091)

Avg. Cost per day:

	September	October	November	December	January	February	March	April	May
DAVS OF OPERATION OF TOTAL FUND BALANCE	84	82	-	-	-	-	-	-	-
DAVS OF OPERATION OF UNRESTRICTED FUND BALANCE	76	74	-	-	-	-	-	-	-

# CENTERWIDE

OCTOBER - 2020

	<u>MONTHLY</u> <u>FY2021</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2021</u> <u>October</u>	<u>ANNUAL</u> <u>FY 2021</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2021</u> <u>October</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:	\$0.00	\$276,057.38	\$0.00	\$541,912.06	0	(\$541,912.06)
Employee Contributions:	\$0.00	\$30,287.50	\$0.00	\$60,347.98	0	(\$60,347.98)
<b>Total Revenue:</b>	<b>\$0.00</b>	<b>\$306,344.88</b>	<b>\$0.00</b>	<b>\$602,260.04</b>	<b>0</b>	<b>(\$602,260.04)</b>
<b><u>EXPENSES:</u></b>						
Medical Claims:	\$0.00	\$154,216.40	\$0.00	\$284,607.14	0	(\$284,607.14)
Pharmaceutical Claims:	\$0.00	\$15,870.43	\$0.00	\$15,870.43	0	(\$15,870.43)
Stop-Loss Premiums:	\$0.00	\$53,513.53	\$0.00	\$101,160.73	0	(\$101,160.73)
Administration Fees:	\$0.00	\$12,970.79	\$0.00	\$25,588.29	0	(\$25,588.29)
<b>TOTAL EXPENSES:</b>	<b>\$0.00</b>	<b>\$236,571.15</b>	<b>\$0.00</b>	<b>\$427,226.59</b>	<b>0</b>	<b>(\$427,226.59)</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$0.00</b>	<b>\$69,773.73</b>	<b>\$0.00</b>	<b>\$175,033.45</b>	<b>0</b>	<b>(\$175,033.45)</b>

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# CENTERWIDE

OCTOBER - 2020

	<u>MONTHLY</u> <u>FY2021</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2021</u> <u>October</u>	<u>ANNUAL</u> <u>FY 2021</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2021</u> <u>October</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:	\$0.00	\$276,057.38	\$0.00	\$541,912.06	0	(\$541,912.06)
Employee Contributions:	\$0.00	\$30,287.50	\$0.00	\$60,347.98	0	(\$60,347.98)
<b>Total Revenue:</b>	<b>\$0.00</b>	<b>\$306,344.88</b>	<b>\$0.00</b>	<b>\$602,260.04</b>	<b>0</b>	<b>(\$602,260.04)</b>
<b><u>EXPENSES:</u></b>						
Medical Claims:	\$0.00	\$154,216.40	\$0.00	\$284,607.14	0	(\$284,607.14)
Pharmaceutical Claims:	\$0.00	\$15,870.43	\$0.00	\$15,870.43	0	(\$15,870.43)
Stop-Loss Premiums:	\$0.00	\$53,513.53	\$0.00	\$101,160.73	0	(\$101,160.73)
Administration Fees:	\$0.00	\$12,970.79	\$0.00	\$25,588.29	0	(\$25,588.29)
<b>TOTAL EXPENSES:</b>	<b>\$0.00</b>	<b>\$236,571.15</b>	<b>\$0.00</b>	<b>\$427,226.59</b>	<b>0</b>	<b>(\$427,226.59)</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$0.00</b>	<b>\$69,773.73</b>	<b>\$0.00</b>	<b>\$175,033.45</b>	<b>0</b>	<b>(\$175,033.45)</b>

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**THE GULF COAST CENTER**  
Regular Board of Trustees Meeting  
Wednesday, October 28, 2020 at 3:00 pm  
Join the meeting by phone (audio only) :  
**Phone Number: +1 (646) 749-3112**  
**Access Code: 745-266-421**



**"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, October 28, 2020 at 3:00 p.m.

**The following Board Members were present:** Jamie Travis, Mary Lou Flynn-DuPart, Caroline Rickaway, Stephen Holmes, Rick Price, Wayne Mallia, Lt. Jaime Castro, Galveston County Sheriff's Department and Vivian Renfrow.

**The following Board Members were absent:** Lori Rickert, Excused

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

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

- 3) **Program Report:** Theodore Ross, Operations Manager, provided a historical overview on the inception of Connect Transit, and summarized current services accessible through Connect Transit. Sean Middleton, Interim Executive Director for Galveston County Transit District (GCTD), reported on current utilization of transportation services, COVID-19 protective measures in place for riders and staff, as well as the on-going efforts to transition Connect Transit into Galveston County Transit District.

- 4) **Board Member Reports:**

- a. Texas Council of Community Centers: Next meeting is November 6, 2020.
- b. Texas Council Risk Management Fund: Next meeting occurs in November 2020

- 5) **Operations Report:**

- a. **IDD Services Update:** Jamie White, Director of IDD Services, provided a brief update on the 77 HCS slots that will become available to individuals and families within Gulf Coast Center's catchment area that have been waiting on the interest list. The waiting period and the value of the additional slots was discussed. Gulf Coast Center currently has 2,288 persons on the interest list, while the state has 107,500 persons on the interest list. Jamie also discussed her appointment as Vice Chair to the IDD State Committee on StarPlus.
- b. **FY21 Communication Plan:** Wendy Norris, Communications Specialist, provided an update on communication and community education efforts provided through social media under the Crisis Counseling Program – COVID-19 and CCBHC initiatives.

- c. CCBHC Update: Sandy Patterson, Director of Behavioral Health Services, and Melissa Meadows, CEO, presented a summary on Gulf Coast Center's kick-off of a CCBHC Academy that will include three different levels of training across the organization.

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

- a. Financial & Operational Monthly Report & YTD Summary: Rick Elizondo, CFO, provided a summary for the Month of September 2020 with revenues exceeding expenses by \$112,074.77. The Total Fund Balance provides 84 days of operation with the unrestricted Fund Balance at 76 days of operation.
- b. Sale of Property Update: Rick Elizondo, CFO, reported that the closing date on the Jones Building has been pushed back to November 9, 2020 due to permit issues.
- c. Galveston County Transit District/Connect Transition Update: Barry Goodman, The Goodman Corporation, gave a brief update on Galveston County Transit District as well went over the agenda items f and h.

## 7. **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 September 2, 2020 Board Minutes.**

On motion by Mary Lou Flynn-DuPart, seconded by Caroline Rickaway, the board voted the approval of the September 2, 2020 Board Minutes. The motion carried with all members voting in favor.

### b. **Review and approval of September 23 2020 Board Minutes.**

On motion by Mary Lou Flynn-DuPart, seconded by Caroline Rickaway, the board voted the approval of the September 23, 2020 Board Minutes. The motion carried with all members voting in favor.

### c. **Review and approval of September 30 2020 Board Retreat Minutes.**

On motion by Mary Lou Flynn-DuPart, seconded by Caroline Rickaway, the board voted the approval of the September 30, 2020 Board Retreat Minutes. The motion carried with all members voting in favor.

### d. **Review and approval of September 2020 Check Register.**

On motion by Mary Lou Flynn-DuPart, seconded by Caroline Rickaway, the board voted the approval of the September 2020 check register. The motion carried with all members voting in favor.

## 8. **Action Items:**

- a. **Consider the approval of Amendment #4 to the FY21 HHSC Mental Health First Aid (MHFA) performance contract #HHS000181000001, this amendment allows funds to be used for the purchase of a vehicle as well as incorporates additional reporting requirements.**

On motion by Caroline Rickway, seconded by Vivian Renfrow, the board voted the approval of Amendment #4 to the FY21 HHSC Mental Health First Aid (MHFA) performance contract #HHS000181000001, this amendment allows funds to be used for the purchase of a vehicle as well as incorporates additional reporting requirements. The motion carried with all members voting in favor.

**b. Consider approval of the FY21-22 Quality Management Plan.**

On motion by Caroline Rickaway, seconded by Vivian Renfrow, the board voted the approval of the FY21-22 Quality Management Plan. The motion carried with all members voting in favor.

**c. Consider the approval of the request to declare Vehicle #3749 surplus and authorized for disposal. This vehicle is a 2007 Box Van, Vin#1FAFP53U77A187054, and has 174,064 miles, and is no longer cost effective to maintain in the fleet.**

On motion by Jaime Castro, seconded by Rick Price, the board voted the approval of the request to declare Vehicle #3749 surplus and authorized for disposal. This vehicle is a 2007 Box Van, Vin#1FAFP53U77A187054, and has 174,064 miles, and is no longer cost effective to maintain in the fleet. The motion carried with all members voting in favor.

**d. Consider approval of the following FY21 renewal agreements with no changes in fees or services from FY20.**

- **Crystal Trahan** is a certified instructor who provides Mental Health First Aid (MHFA) as well as Applied Suicide Intervention Skills Training (ASIST) for the Center. (\$45/hr plus travel)
- **Sunshine Center Inc.** provide day habilitation services under the IDD Provider Services Network Agreement
- **Harmony Place LLC** provides crisis respite, behavioral supports, day habilitation, supported home living services, respite, and nursing facility specialized services under the IDD Provider Services Network Agreement
- **SJ Medical Center, LLC** provides a 20-bed inpatient unit located at its Houston campus. (Amount not to exceed: \$2,774,000; 20 beds @ \$380.00/bed day)

On motion by Mary Lou Flynn-DuPart, seconded by Jaime Castro, the board voted the approval of the following above FY21 renewal agreements with no changes in fees or services from FY20. The motion carried with all members voting in favor.

**e. Consider approval of the FY21 Interlocal Agreement with Harris County RIDES (renewal). Gulf Coast Center will pay the County the metered cost of the one-way trip plus a 15% service delivery fee. All taxi trips are capped at \$48.00 per one-way trip; it will be client's responsibility to pay any amount over \$48.00.**

On motion by Rick Price, seconded by Mary Lou Flynn-DuPart, the board voted the approval of the FY21 Interlocal Agreement with **Harris County RIDES (renewal)**. Gulf Coast Center will pay the County the metered cost of the one-way trip plus a 15% service delivery fee. All taxi trips are capped at \$48.00 per one-way trip; it will be client's responsibility to pay any amount over \$48.00. The motion carried with all members voting in favor.

**f. Consider approval of the below listed Agreements related to the transition of Connect Transit to Galveston County Transit District (GCTD):**

- Approval of the Custodian Agreement with the Gulf Coast Transit District and its associated Resolution of the Board of Trustees of GCC authorizing the CEO to enter into a "custodian" agreement with the Gulf Coast Transit District for the receipt of local funding pending establishment of the GCTD Financial Management Systems



- Approval of Task Order #29 and its associated Resolution by the Board of Trustees of the GCC approving the Goodman Corporation work order #29 for completion of a Gulf Coast Transit District transit delivery service plan. (Amount: \$230,000 to complete the Plan by the spring of 2021)
- Approval of an Addendum to existing Interlocal Agreements and its associated Resolution of the Board of Trustees of GCC authorizing the CEO to enter into addendum agreements to existing interlocal agreements with the City of Angleton and City of Clute, Texas which clarify roles and responsibilities related to development of pedestrian – transit infrastructure.
- Consider approval of the recommended Bid Award contract (Solicitation #:2020-TRANSIT-005) and Resolution of the Board of Trustees of GCC authorizing the CEO to award and execute a contract with Soileau’s Parts & Services, Inc. for the provision of transit vehicle maintenance services to support Connect Transit’s Brazoria County Fleet. (not to exceed \$250,000 annually; funding is in place from federal and state resources to support the proposed award).  
On motion by Mary Lou Flynn-DuPart, seconded by Jaime Castro, the board voted the approval of the above listed Agreements related to the transition of Connect Transit to Galveston County Transit District (GCTD). The motion carried with all members voting in favor.

**g. Consider the approval of Jessica Jeffers to be appointed on the ETBHN Regional Planning and Network Advisory Committee serving as a member representing individuals and families served.**

On motion by Mary Lou Flynn-DuPart, seconded by Jaime Castro, the board voted the approval of Jessica Jeffers to be appointed on the ETBHN Regional Planning and Network Advisory Committee serving as a member representing individuals and families served. The motion carried with all members voting in favor.

**h. Consider approval of Rick Elizondo, Gulf Coast Center to be appointed as the Transition Liaison for the transition of Connect Transit to Galveston County Transit District.**

On motion by Mary Lou Flynn-DuPart, seconded by Vivian Renfrow, the board voted the approval of Rick Elizondo, Gulf Coast Center to be appointed as the Transition Liaison for the transition of Connect Transit to Galveston County Transit District. The motion carried with all members voting in favor.

**9. 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.*

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

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

Date	Event	Time
November 18, 2020	Board Meeting	TBA
December 9, 2020	Board Meeting	TBA
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 23-25, 2021	Texas Council Annual Conf	Austin
July 28, 2021	Board Meeting	TBA
August 25, 2021	Board Meeting	TBA

**11. Executive Session: NONE**

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

**12. Adjourn:**

There being no further business to bring before the Board of Trustees the meeting was adjourned at 3:53 p.m.

Respectfully,

Approved as to Content and Form,

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Cathy Claunch-Scott

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Jamie Travis

Secretary to the Board of Trustees

Board Chair

**THE GULF COAST CENTER**

Regular Board of Trustees Meeting  
Wednesday, November 18, 2020 at 3:00 pm  
Join the meeting by phone (audio only) :  
**Phone Number: +1 (646) 749-3112**  
**Access Code: 745-266-421**



**"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, November 18, 2020 at 3:04 p.m.

**The following Board Members were present:** Jamie Travis, Caroline Rickaway, Stephen Holmes, Rick Price, Wayne Mallia and Lt. Jaime Castro, Galveston County Sheriff’s Department.

**The following Board Members were absent:** Lori Rickert, Excused; Mary Lou Flynn-DuPart, Excused; Vivian Renfrow, Excused

**Also present were:** Melissa Meadows, CEO – Gulf Coast Center, and several Center staff.

1. **CLOSED/EXECUTIVE SESSION:** Pursuant to Chapter §551.072 of the Texas Government Code, the Board of Trustees will convene into Executive Session to discuss and deliberate the purchase, exchange, lease, or value of real property located at 4352 Emmett F Lowry, Texas City, Texas 77591 (Mackey Building location).

2. **Reconvene in Open Session:** Reconvened at 3:11 PM

3. **Action Items**.....Linda Bell, JD

a. **Consider approval the Resolution of the Gulf Coast Center’s Board of Trustees authorizing the Chief Executive Officer and Chief Financial Officer to negotiate for the exchange of approx. 3.1 acres of undeveloped property located at 4352 Emmett F Lowry Expwy, Texas City, TX 77591 (Legal Description: ABST 176 PAGE 3 PT of BLK 3 (300-3) SUB G KOHFELDTS RESUM) with Texas Gulf Coast Holdings as discussed in Executive Session.**

On motion by Caroline Rickaway, seconded by Wayne Mallia, the board voted to approve the Resolution of the Gulf Coast Center’s Board of Trustees authorizing the Chief Executive Officer and Chief Financial Officer to negotiate for the exchange of approx. 3.1 acres of undeveloped property located at 4352 Emmett F Lowry Expwy, Texas City, TX 77591 (Legal Description: ABST 176 PAGE 3 PT of BLK 3 (300-3) SUB G KOHFELDTS RESUM) with Texas Gulf Coast Holdings as discussed in Executive Session. The motion carried with all members voting in favor.

**4. Adjourn**

There being no further business to bring before the Board of Trustees the meeting was adjourned at 3:15 p.m.

Respectfully,

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Cathy Claunch-Scott

Secretary to the Board of Trustees

Approved as to Content and Form,

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Jamie Travis

Board Chair