

## THE GULF COAST CENTER

Regular Board of Trustees Meeting  
Mall of the Mainland – Administration Bldg.  
10000 E.F. Lowry Expwy, Suite 1220, Texas City, TX  
Wednesday, September 22, 2021  
6:15 pm



"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 Position as presented by the Board of Trustees Nominating Committee.
2. **Citizens' Comments**
3. **Program Report** ..... Mannix Keith Smith, VP, ISC Group, Inc  
Retirement Benefit Plan Recommendations
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
    - Meeting Recap for the August 6, 2021, TCRMF Board Meeting **(Pg. 4)**
5. **Operations Report** ..... Melissa Meadows, CEO
  - a. CCBHC Certification Status
  - b. FY21 Annual Report
  - c. FY22 Organizational Goals & Key Initiatives
  - d. 1115 Waiver Extension Update
  - e. Facility Utilization Update & Feedback Request
6. **Budget, Finance and Admin Reports** ..... Rick Elizondo, CFO
  - a. Financial & Operational Monthly Report & YTD Summary
7. **Consent Agenda** ..... Linda Bell, JD, BSN, RN  
**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 25, 2021, Board Minutes. **(Pg. 6)**
  - b. Review and approval of the August 2021 Check Register **(Pg. 15)**
8. **Action Items** ..... Linda Bell, JD, BSN, RN
  - a. Consider the approval of the Preliminary FY 2022 Center Budget **(Pg. 22)**

- b. Consider the approval of the Center's FY2022 Bank Account listing and recommended bank account signatures. **(Pg. 23-26)**
- c. 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. **(Pg. 28)**
- d. Consider the approval of the Center's Investment Policy. **(Pg. 30)**
- e. Discuss and vote on the Texas Council Risk Management Fund Election Ballot to fill positions of Trustees in Places 7, 8, and 9 which are expiring. There are four candidates seeking to fill three places. Vote for three of the four candidates as indicated on the ballot. **(Pg. 81)**
- f. Consider the approval of the FY2022 Texas Council membership dues. (Increase of \$8,861.00)
- g. Consider approval of the FY22 HHSC MH Performance Contract #HHS00102220035. Total allocation is \$28,502,792 which is unchanged from FY21.
- h. Consider approval of the FY22 HHSC Treatment Adult (TRA) contract #HHS000663700142. Amount not to exceed \$1,750,000 which is an increase of \$400,000 from FY21
- i. Consider approval of the FY22 HHSC Treatment Adult Female (TRF) contract #HHS00066300189. Amount not to exceed \$200,000 which is unchanged from FY21.
- j. Consider approval of the FY21-22 Quality Management Plan.
- k. Consider ratification of the renewal agreement with NorTek Medical Staffing, Inc. for psychiatric/physician services for the Center. This agreement is specifically for Dr. Sudha Tayi services. rate: \$140/hr; term: July 2021-June 30, 2022. (No change from FY21) **(Pg. 90)**
- l. Consider approval of the new agreement with the University of Texas Medical Branch (UTMB) for the provision and administration of psychiatric services to individuals enrolled in the Center's Co-Occurring Psychiatric and Substance Disorder (COPSD) program. Term: FY22 Reimbursement rate: \$740 per 4-hour clinic (increase of \$20); \$185/hr. for clinic Administrative Services (increase of \$5).
- m. Consider approval of the FY22 renewal agreement with A1 Best Staffing Agency which provides RN and LVN staffing needs for the Center. (Rate: LVN: \$31.29; RN: \$46.72; unchanged from FY21.

**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

<b>Date</b>	<b>Event</b>	<b>Location</b>	<b>Time</b>
September 22, 2021	Board Meeting	Admin Bldg.	6:15 PM
October 27, 2021	Board Meeting	SBCSC	6:15 PM
November 17-19, 2021	Annual Texas Council Conf.		Austin
December 8, 2021	Board Meeting	Admin Bldg.	TBA
January 26, 2022	Board Meeting	SBCSC	6:15 PM
February 23, 2022	Board Meeting	Admin Bldg.	6:15 PM
March 23, 2022	Board Meeting	SBCSC	6:15 PM
April 27, 2022	Board Meeting	Admin Bldg.	6:15 PM
May 25, 2022	Board Meeting	SBCSC	6:15 PM
June 22, 2022	Board Meeting	Admin Bldg.	6:15 PM
July 27, 2022	Board Meeting	SBCSC	6:15 PM
August 24, 2022	Board Meeting	Admin Bldg.	6:15 PM
<b>Admin location:</b> 10000 EF Lowry Expressway #1220, Texas City, TX			
<b>SBCSC location:</b> 101 Tigner, Angleton, TX			

**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.*
- *Pursuant to Texas Government Code §551.074 the Board will convene in Executive Session to discuss personnel matters related to the Chief Executive Officer position.*
- *Pursuant to Texas Government Code §551.074 the Board will convene in Executive Session to discuss personnel matters specifically the Chief Executive Officer's Annual Performance Evaluation.*

**12. Reconvene to Open Session**

**13. Adjourn**



## **Board Meeting Summary**

**August 6, 2021**

**(Virtual Meeting via Zoom)**

### **Committee Meetings**

The Board and Advisory Committee members attended committee meetings during the day on Thursday, August 5<sup>th</sup>.

### **Board Meeting**

Highlights from the Board meeting, including all actions taken by the Board during the meeting, are outlined below.

All Board members were present for the meeting. There were no new guests in attendance.

The Board approved the minutes of the May 7, 2021 Board meeting.

The Board approved the 2021-2022 Work Plan. The Work Plan outlines the special projects and areas of focus for the Fund year. The Work Plan is, in large part, driven by the Fund's 2019-2022 Strategic Plan.

The Board accepted the Assurance Letter presented by Sedgwick, the Fund Administrator. The letter assures the Board that Sedgwick has the expertise and resources required to carry out the obligations outlined in the Administrative Services Agreement.

The Board approved the Sedgwick Fee Schedule for the 2021-2022 Fund year and an amendment attaching the fee schedule to the Administrative Services Agreement. The overall increase is approximately \$175,000, much of which is attributable to the addition of cyber risk control services.

The Board approved the 2021-2022 Government Entities Mutual Reinsurance Agreement for workers' compensation and liability.

The Board heard a report indicating that staff is working with coverage counsel to develop language for the Property Coverage Document to clarify the Fund's intent that coverage for loss of revenue is only triggered when there is direct physical loss to covered property. Proposed changes to the coverage document will be presented to the Board in November.

The Board approved changes to the policy on Clarifying and Consolidating Board Underwriting Policies Pertaining to Fund Membership Rights and Obligations (3.02) and the policy on Contractual Transfer of Risk (3.03).

The Board approved the Engagement Letter with Holtzman for the August 31, 2021 audit of the Fund's financial statements.

The Board approved the Surplus Management Strategy for the 2021-2022 Fund year wherein the estimated use of surplus is approximately \$2.1 million. This is approximately five percent of the Fund's current surplus. The surplus will be used to offset member contributions, primarily mitigating increases in property contributions by reducing workers' compensation and liability contributions.

The Board approved the budget for the 2021-2022 Fund year. Total revenues are estimated to be \$15.5 million. Total expenses, including losses (claims), reinsurance costs and administrative expenses, are estimated to be \$17.6 million. The anticipated use of surplus of \$2.1 million, consistent with the Surplus Management Strategy, makes up the difference between revenues and expenses.

The Board accepted the investment report presented by Brad Stephan with Concord. The report reflected a year-to-date (calendar year) total return of 3.2% as of June 30, 2021 and one-year return of 11.8%.

The Board approved the 2021-2022 Risk Control Budget and Plan of Service. Cyber risk control was added to the Plan of Service and resulted in an increase in the budget of \$120,000 based on estimated utilization.

The Board approved a new Vehicle Use Policy, replacing the previous policy on Passenger Vans. The policy was expanded to address risks associated with the use of private passenger vehicles. The policy maintains the requirement that all van drivers complete the TCRMF Van Driver training, including a hands-on van driver training component.

The Board authorized the Board Chair to execute a letter requesting changes to the Section 111 Mandatory Reporting Profile Report and approved Sedgwick to perform the electronic submission of data to CMS and the Medicare Set Aside services on behalf of the Fund. The Board also extended the Letter of Authorization signed by the Board Chair on August 2, 2019 until the Fund Administrator makes a shift to the Sedgwick claims system.

The Board Chair reaffirmed that the Fund's next Board meeting will be held in-person in Austin on November 4-5, 2021. The meetings will include a strategic planning session on November 4<sup>th</sup> and the Annual Member Meeting and Board meeting on November 5<sup>th</sup>.



# GULF COAST CENTER

"Better community healthcare promoting healthy living."

## **MINUTES - Gulf Coast Center Regular Meeting of the Board of Trustees August 25, 2021, at 3 p.m.**

Join the meeting by phone (audio only) :

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

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

1. **Call To Order**– Jamie Travis, Chair of the Board of Trustees, convened the regular meeting on Wednesday, August 25, 2021, at 3:03 p.m.

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

**The following Board Member(s) were absent:** Lori Rickert, Excused.

**Also, present:** Melissa Meadows, CEO - Gulf Coast Center, Rick Elizondo, CFO, Amy McMahon, Director, Behavioral Health, Brazoria County Adult & Youth

**Announcement(s):** NONE

2. **Citizen's Comments:** NONE

3. **Program Report:** Amy McMahon, LPC, LPHA, Director, Behavioral Health, Brazoria County Adult & Youth, Gulf Coast Center, provided an update on the Brazoria County Mental Health Clinic Consolidation and the Galveston Island Community Service Center relocation. The Alvin Clinic is moving services to Angleton, and is set to reopen there, on October 4, 2021. An Impact Analysis was used to determine that consolidation will help to address challenges associated with staff recruitment and retention and assure the best coordination of workforce coverage. McMahon explained that this change will improve the quality and continuity of care, providing opportunity for enacting the missional value of a "warm hand-off" between Mental Health and Substance Use provider teams for clients. The transition plan includes a no-cost shuttle that will run between clinics three days per week. The Alvin location will retain Crisis Counseling for COVID, Veteran Services, ACT Team, and the Texas Correctional Office. There is a communication plan in place to keep internal and external partners, clients, and staff informed

throughout the transition. The consolidation and transportation models will be monitored and adjusted for efficacy as needed. Gulf Coast Center is working to employ strategies that meet the ever-changing service delivery needs of Brazoria and Galveston Counties, while balancing resource strategies, pandemic impact, and necessity of patient care.

Today, August 25<sup>th</sup>, 2021, marks the day that Gulf Coast Center's Galveston Clinic began moving out of their location of over thirty years, in Shearn Moody Plaza. Relocating to 3828 Ursuline Avenue, Galveston, into a property that is owned by UTMB and is co-located with the Veterans of America, offers strategic advantages to our clients and staff. McMahon explained that this will provide better access to parking and transportation, as well as offset some of the challenges that inclement weather in Galveston posed at the former locale. As always, this co-location with partner services will be monitored and reviewed as a possible solution to providing Mental Health and Substance Use Services in the most accessible and efficient mode possible.

**4. Board Member Reports:**

**a. Texas Council of Community Centers.....** Jamie Travis, Board Chair

Jamie Travis, Board Chair, Gulf Coast Center, reported that the Texas Council of Community Centers Meeting of the Board of Trustees was held on Friday, August 20<sup>th</sup>, 2021. There was no flyer available to give out. Board Members will be emailed with a recap. One major takeaway was that the Preliminary Injunction against the 1115 Waiver Extension was blocked. Melissa Meadows commented that leadership continues to closely monitor events associated with the 1115 Waiver Extension.

**b. Texas Council Risk Management Fund.....**Mary Lou Flynn-Dupart, TCRMF Board Chair

Mary Lou Flynn-Dupart, TCRMF Board Chair, reported that Cyber Security Coverage may become harder to get, require more infrastructure, and provide less coverage. Additionally, that the issue of property damage with the freeze and hailstorms will be hard to manage. Linda Bell, General Council, Gulf Coast Center, stated that she and Reginald Brumfield, CIO, Gulf Coast Center, had selected a Cyber Security option. Brumfield commented that the coverage will start in July of 2022.

**5. Operations Report: ..... Melissa Meadows, CEO**

**a. CCBHC Application Update**

Melissa Meadows, CEO, reported on the purpose of a Planning Network & Advisory Committee (PNAC) and the value of input from members that have lived experience as a family member or individual with IDD or a Behavioral Health needs. Meadows discussed Gulf Coast Center's PNAC to be the Regional PNAC (RPNAC) coordinated through East Texas Behavioral Health Network (ETBHN), with meetings occurring quarterly. Current initiatives of the RPNAC includes focus on membership in order to ensure a balance of professional and lived experience across the region from community centers participating. Meadows then discussed examples of paid roles in existence within our local organization that provide lived experience and emphasized the value of such

experience within the CCBHC model. Roles described include Certified Family Partners, Recovery Coach, and Mental Health Peer Support, Veteran Peers, and Law Enforcement Peer Trainer.

**b. COVID-19 Update**

Melissa Meadows, CEO, Gulf Coast Center, informed that, in response to the pandemic, and with positivity rising in our community and organization, most of our in-person services have returned to video, as of August 9, 2021. Starting August 16<sup>th</sup>, 2021, our Mental Health diagnostics and health screenings transitioned back to video. We continue to provide in-person services with our crisis team, hospital discharges, lab studies, and medication pick-up. If clinically warranted, our prescribers will see patients in person for routine services. Otherwise, we are limiting in-person visits. We continue to encourage staff to consider becoming vaccinated and to practice precautions.

**c. Regional Planning Network & Advisory Committee (RPNAC) Update**

Melissa Meadows, CEO, Gulf Coast Center, discussed the focus of *Lived Experience* as a threshold for improving Mental Health and IDD services.

**6. Budget, Finance and Admin Reports ..... Rick Elizondo, CFO**

**a. Financial & Operational Monthly Report & YTD Summary**

Rick Elizondo, CFO, Gulf Coast Center, reported a surplus of \$173,000 for the month of July 2021, with a projected \$1.31 million surplus for the year, bringing Gulf Coast Center YTD in Total Fund Balance to \$8.225 million with 93 days of unrestricted operation, and with Total Cash Available at \$7.5 million and 85 days of unrestricted operation. Elizondo reported a (-) \$28,000 deficit YTD in the Health Insurance Fund and noted the challenges that COVID and high insurance claims presented in FY21. Gulf Coast Center is now in the target financial position that is recommended for Community Centers by Texas Council.

**7. Consent Agenda..... Linda Bell, JD, BSN, RN**  
**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 28, 2021, Board Minutes**

On motion by Mary Lou Flynn-DuPart, seconded by Caroline Rickaway, the board voted the approval of the July 28, 2021, Board Minutes. The motion carried with all members voting in favor. There was no public comment.

**b. Review and approval of the July 2021 Check Register**

On motion by Mary Lou Flynn-DuPart, seconded by Caroline Rickaway, the board voted the approval of the July 2021 Check Register. The motion carried with all members voting in favor. There was no public comment.

**8. Action Items..... Linda Bell, JD, BSN, RN**



- a. **Consider the appointment of members to the Nominating Committee for the FY22 GCC Board of Trustee Officer Elections, with 2 members each, from Brazoria County and Galveston County.**

Jamie Travis, Chair, appointed the following members to the nominating committee for Board officer elections. The Chair appointed Mary Lou Flynn-DuPart and Caroline Rickaway from Brazoria County and Vivian Renfrow and Stephen Holmes from Galveston County. Mary Lou Flynn-DuPart will chair the committee. The committee will present nominations for Board Officer Elections at the September board meeting.

- b. **Consider approval of the FY22 Holiday schedule.**

On motion by Mary Lou Flynn-DuPart, seconded by Vivian Renfrow, the board voted the approval of the FY22 Holiday Schedule. The motion carried with all members voting in favor. There was no public comment.

- c. **Consider Approval of the Fund Balance Resolution 2021-1 as identified on the following chart:**

Committed Use	Original Commitment Date	Balance as of 07/30/2021 (Unaudited)	Additional Funds to be Added	Adjusted Balance as of 07/31/2021
Capital Facility and Equipment Assets	FY2008	\$ 110,846	\$ 320,000	\$ 430,846
IT/MIS Supports and Equipment	FY2003	\$ 145,980	\$ 0	\$ 145,980
MH Adult and IDD Flexible Spending Funds	FY2004	\$ 82,337	\$ 0	\$ 82,337
Connect Transit – Brazoria County	FY 2015	\$ 320,000	\$ (320,000)	\$ 0
IDD Community Services Support	FY2011	\$ 28,468	\$ 0	\$ 28,468
All Center Staff Recognition	FY2012	\$ 0	\$ 0	\$ 0
<b>Total</b>				<b><u>\$ 687,631.00</u></b>

On motion by Caroline Rickaway, seconded by Mary Lou Flynn-DuPart, the board voted the approval of the Fund Balance Resolution 2021-1 as identified on the above chart. The motion carried with all members voting in favor. There was no public comment.

- d. **Consider approval of the Gulf Coast Center Board Resolution 2021-1 for the transfer of cash reserves from the General Fund to the Capital Replacement fund.**

Committed Use	Original Commitment Date	Balance as of 08/01/2021 (Unaudited)	Additional Funds to be Added	Adjusted Balance as of 08/31/2021
Capital Projects Facility and Equipment Assets	FY2019	\$150,000	\$ 400,000	\$ 550,000

On motion by Caroline Rickaway, seconded by Mary Lou Flynn-DuPart, the board voted the approval of the Fund Balance Resolution 2021-1 as identified on the above chart. The motion carried with all members voting in favor. There was no public comment.

**e. Consider approval of the final FY 2021 Budget as presented.**

On motion by Mary Lou Flynn-DuPart, seconded by Vivian Renfrow, the board voted the approval of the FY 2021 Budget as presented. The motion carried with all members voting in favor. There was no public comment.

**f. Consider approval of the FY22 HHSC Resilient Youth Safer Environment Project (RYSE) contract #HHS000865900001. Total allocation is \$238,157 which is an increase of \$22,138 from FY21.**

On motion by Rick Price, seconded by Vivian Renfrow, the board voted the approval of the FY 2021 Budget as presented. The motion carried with all members voting in favor. There was no public comment.

**g. Consider approval of the FY22 HHSC IDD Performance Contract #HHS0008659000001. Total allocation is \$2,208,239.23 which is unchanged from FY21.**

On motion by Mary Lou Flynn-DuPart, seconded by Jaime Castro, the board voted the approval of the FY22 HHSC IDD Performance Contract #HHS0008659000001. The motion carried with all members voting in favor. There was no public comment.

**h. Consider approval of the FY22 TCOOMMI contract modification #1 to contract #21097. Contract modification includes additional performance measures, substance abuse standards, and standards pertaining to medical, psychological, AIDS and HIV.**

On motion by Mary Lou Flynn-DuPart, seconded by Caroline Rickaway, the board voted the approval of the FY22 TCOOMMI contract modification #1 to contract #21097. The motion carried with all members voting in favor. There was no public comment.

**i. Consider approval of the FY22 Co-Occurring Psychiatric and Substance Use Disorder (COPSD) contract #HHS000663700064. Total allocation is \$157,500 which is unchanged from FY21.**

On motion by Rick Price, seconded by Caroline Rickaway, the board voted the approval of the FY22 Co-Occurring Psychiatric and Substance Use Disorder (COPSD) contract

#HHS000663700064. The motion carried with all members voting in favor. There was no public comment.

**j. Consider approval of FY21-22 Utilization Management Plan. Plan revised to include language required for CCBHC.**

On motion by Mary Lou Flynn-DuPart, seconded by Vivian Renfrow, the board voted the approval of the FY21-22 Utilization Management Plan. The motion carried with all members voting in favor. There was no public comment.

**k. Consider approval of the below FY22 Renewal Agreements for Youth Behavioral Services with the below identified entities and services.**

1. Galveston County Juvenile Justice Department for the **Discover Program**. The Center provides a therapist and case manager for crisis screening and assessments, trainings, recreational development, and case management for adolescent offenders and adolescents under the supervision of the Juvenile Justice Department for misdemeanor charges. (revenue contract \$86,745.00 annually). **No change from FY21**
2. Galveston County Juvenile Justice Department for the **Endeavor Program**. The Center provides a therapist and case manager for crisis screening and assessments, trainings, recreational development, and case management for adolescent offenders and adolescents under the supervision of the Juvenile Justice Department for felony charges (revenue contract \$110,236.00 annually). **No change from FY21**

On motion by Rick Price, seconded by Mary Lou Flynn-DuPart, the board voted the approval of the FY22 Renewal Agreements for Youth Behavioral Services with the Galveston County Juvenile Justice Department for the Discover Program and the Galveston County Juvenile Justice Department for the Endeavor Program. The motion carried with all members voting in favor. There was no public comment.

**l. Consider approval of the new lease agreement with UTMB Healthcare Systems, Inc. for building space located at 3828 Ursuline Avenue Galveston, TX 77550. This is the location of Galveston Island Community Service Center. (Term: 8-26-2021–8-31-2023; Lease amount: \$75,600.00).**

On motion by Mary Lou Flynn-DuPart, seconded by Caroline Rickaway, the board voted the approval of the new lease agreement with UTMB Healthcare Systems, Inc. for building space located at 3828 Ursuline Avenue Galveston, TX 77550. The motion carried with all members voting in favor. There was no public comment.

**m. Consider approval of the Interlocal Agreement with Brazoria County for the Mental Health Deputy Telehealth Crisis Services pilot. A pilot project that will coordinate telehealth Crisis Intervention Services for residents of Brazoria County and connect mental health deputies**

**in the community with the Mobile Crisis Outreach Team and Intellectual and Developmental Disabilities Crisis Intervention Specialist staff. (Term: FY22; no financial impact)**

On motion by Caroline Rickaway, seconded by Mary Lou Flynn-DuPart, the board voted the approval of the Interlocal Agreement with Brazoria County for the Mental Health Deputy Telehealth Crisis Services pilot. The motion carried with all members voting in favor. There was no public comment.

- n. Consider approval of the Interlocal Agreement with Galveston County for the Galveston County Mental Health Court. The Center will provide a qualified treatment staff for the court including a Court Clinician as well as applicable mental health service provisions including psychiatry, medication, lab work, tele-health therapy, substance use counseling, and peer coach services for court participants who do not have third party coverage (Term: FY22; revenue contract: \$259,101.00 annually (3% increase from FY21))**

On motion by Mary Lou Flynn-DuPart, seconded by Vivian Renfrow, the board voted the approval of the Interlocal Agreement with Galveston County for the Galveston County Mental Health Court. Wayne Mallia abstains. The motion carried with all members voting in favor. There was no public comment.

- o. Consider approval of the Memorandum of Understanding with The University of Texas Medical Branch at Galveston d/b/a UTMB Health for the purpose of collaborating on a project for GCC to provide telehealth crisis intervention services for UTMB emergency department (ED) patients in Galveston and Brazoria counties. (Term: FY22; no financial impact)**

On motion by Mary Lou Flynn-DuPart, seconded by Vivian Renfrow, the board voted the approval of the Memorandum of Understanding with The University of Texas Medical Branch at Galveston d/b/a UTMB Health. The motion carried with all members voting in favor. There was no public comment.

- p. Consider approval of the below FY22 Renewal Agreements for residential and treatment services for individuals recovering from addictions to alcohol and/or substances with the below identified entities and services for Adult (TRA) Intensive Residential (Level II) services at \$96.07/day per client and Adult (TRA) Supportive Residential (Level III) services at \$36.47/day per client. No change from FY21**

1. Alcohol/Drug Abuse Women's Center, Inc.: Amount not to exceed \$220,000
2. BARC Medically Indigent Care: Amount not to exceed \$220,000.00
3. On the Pathway to Recovery: Amount not to exceed \$580,000.00

On motion by Mary Lou Flynn-DuPart, seconded by Jaime Castro, the board voted the approval of the FY22 Renewal Agreements for residential and treatment services with Alcohol/Drug Abuse Women's Center, Inc., BARC Medically Indigent Care, and On the Pathway to Recovery for Adult (TRA) Intensive Residential (Level II) services at \$96.07/day per client and Adult (TRA)

Supportive Residential (Level III) services at \$36.47/day per client. The motion carried with all members voting in favor. There was no public comment.

**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. ....*

NONE

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

Due to Covid-19 all Board meetings shall occur virtually thru August 31, 2021

Date	Event	Location	Time
August 25, 2021	Board Meeting		3:00 PM
<del>September 2021</del>	<del>Annual Board Retreat</del>	<del>Admin Bldg.</del>	<del>TBA</del>
September 22, 2021	Board Meeting	Admin Bldg.	6:15 PM
October 27, 2021	Board Meeting	SBCSC	6:15 PM
November 17-19, 2021	Annual Texas Council Conf.		Austin
December 8, 2021	Board Meeting	Admin Bldg.	TBA
January 26, 2022	Board Meeting	SBCSC	6:15 PM
February 23, 2022	Board Meeting	Admin Bldg.	6:15 PM
March 23, 2022	Board Meeting	SBCSC	6:15 PM
April 27, 2022	Board Meeting	Admin Bldg.	6:15 PM
May 25, 2022	Board Meeting	SBCSC	6:15 PM
June 22, 2022	Board Meeting	Admin Bldg.	6:15 PM
July 27, 2022	Board Meeting	SBCSC	6:15 PM
August 24, 2022	Board Meeting	Admin Bldg.	6:15 PM
<b>Admin location:</b> 10000 EF Lowry Expressway #1220, Texas City, TX			
<b>SBCSC location:</b> 101 Tigner, Angleton, TX			

**Announcement:** The CEO Evaluation shall be moved to the September 22, 2021, Board of Trustees Meeting Agenda. There will be no separate meeting for the Annual Retreat.

**11. Executive Session: 3:36p.m.**

- *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.*
- *Pursuant to Texas Government Code §551.074 the Board will convene in Executive Session to discuss personnel matters related to the Chief Executive Officer position.*

Called by Jamie Travis, Board Chair to discuss personnel matters related to the CEO position.

**12. Reconvene to Open Session: 4:01p.m.**

There were no action items.

**13. Adjourn: 4:03p.m.**

There being no further business to bring before the Board of Trustees, the meeting was adjourned at 4:03 p.m.

Respectfully,

Approved as to Content and Form,

---

Lisa M. Becker  
Secretary to the Board of Trustees

---

Jamie Travis  
Board Chair

Check ID	Batch ID	Status	Trans. Date	Vendor ID	Vendor Name	Description	Check #	Amount
62774	52006	Posted	8/3/2021	0579	CENTERPOINT ENERGY		147537	\$0.00
62775	52006	Posted	8/3/2021	1089	VISA		147538	\$3,372.17
62776	52006	Posted	8/3/2021	2865	ACCENT DENTAL GROUP		147539	\$500.00
62777	52006	Posted	8/3/2021	6062	JUST ENERGY		147540	\$100.00
62778	52006	Posted	8/3/2021	6067	ETHEREDGE PROPERTY MANAGEMENT		147541	\$100.00
62779	52006	Posted	8/3/2021	6192	CAPTAINS LANDING		147542	\$10.00
62780	52006	Posted	8/3/2021	6207	COSTA AZUL		147543	\$29.19
62799	52037	Posted	8/4/2021	0435	GULF BREEZE APTS		147544	\$150.00
62800	52037	Posted	8/4/2021	2864	GALVESTON HISTORICAL FOUNDATION		147545	\$16,040.00
62801	52037	Posted	8/4/2021	6134	NATIONAL EXEMPTION SERVICE		147546	\$77.11
62802	52043	Posted	8/4/2021	0319	STATE COMPTROLLER		2514	\$183,057.61
62803	52043	Posted	8/4/2021	0121	TCRMF - WIRE		2515	\$8,227.00
62805	52051	Posted	8/4/2021	9700	AUDREY BRANNON		147547	\$162.00
62806	52055	Posted	8/5/2021	2864	GALVESTON HISTORICAL FOUNDATION		147548	\$16,040.00
62807	52059	Posted	8/5/2021	2466	ARTS BILLING MC 1470		147549	\$1,575.00
62808	52080	Posted	8/11/2021	2867	UTMB HEALTH CARE SYSTEMS		2517	\$57,631.88
62809	52085	Posted	8/11/2021	0107	SIGN SHARES		147550	\$1,637.50
62810	52085	Posted	8/11/2021	0177	NICOLAS SALAS		147551	\$30.00
62811	52085	Posted	8/11/2021	0443	ISLAND TRANSIT		147552	\$45.00
62812	52085	Posted	8/11/2021	0443	ISLAND TRANSIT		147553	\$45.00
62813	52085	Posted	8/11/2021	2844	JORDAN LOPEZ		147554	\$1,800.00
62814	52094	Posted	8/12/2021	7003	VERIZON WIRELESS		147555	\$14,835.29
62815	52094	Posted	8/12/2021	7009	CENTERPOINT		147556	\$29.68
62816	52094	Posted	8/12/2021	7031	CITY OF ANGLETON		147557	\$159.20
62817	52094	Posted	8/12/2021	7042	CENTERPOINT ENERGY		147558	\$23.19
62818	52094	Posted	8/12/2021	7059	PITNEY BOWES		147559	\$182.25
62819	52094	Posted	8/12/2021	7060	COMCAST		147560	\$244.63
62820	52094	Posted	8/12/2021	7065	PITNEY BOWES		147561	\$182.25
62821	52094	Posted	8/12/2021	7072	COMCAST		147562	\$10,578.72
62822	52094	Posted	8/12/2021	7073	COMCAST		147563	\$887.42
62823	52094	Posted	8/12/2021	7077	XEROX FINANCIAL SERVICES		147564	\$92.63
62824	52094	Posted	8/12/2021	7077	XEROX FINANCIAL SERVICES		147565	\$5,580.64
62825	52094	Posted	8/12/2021	7092	WASTE CONNECTIONS OF TEXAS		147566	\$81.76
62826	52094	Posted	8/12/2021	7099	AT&T		147567	\$36.05
62827	52094	Posted	8/12/2021	7105	AT&T		147568	\$39.45
62828	52094	Posted	8/12/2021	7106	AT&T		147569	\$155.72
62829	52094	Posted	8/12/2021	7147	CITY OF ANGLETON		147570	\$104.83
62830	52094	Posted	8/12/2021	7148	CITY OF ANGLETON		147571	\$61.31
62831	52094	Posted	8/12/2021	7151	FRONTIER		147572	\$675.68
62832	52094	Posted	8/12/2021	7155	FRONTIER		147573	\$71.71
62833	52094	Posted	8/12/2021	7445	AT&T		147574	\$212.40
62834	52094	Posted	8/12/2021	7451	AT&T		147575	\$48.25
62835	52094	Posted	8/12/2021	7452	AT&T		147576	\$453.81
62836	52094	Posted	8/12/2021	7478	AT&T		147577	\$562.62
62837	52094	Posted	8/12/2021	7480	AT&T		147578	\$561.76

Check ID	Batch ID	Status	Trans. Date	Vendor ID	Vendor Name	Description	Check #	Amount
62838	52094	Posted	8/12/2021	7481	AT&T		147579	\$274.49
62839	52094	Posted	8/12/2021	7487	PITNEY BOWES		147580	\$182.25
62840	52094	Posted	8/12/2021	7607	WASTE CONNECTIONS OF TEXAS LLC		147581	\$187.08
62841	52097	Posted	8/12/2021	0023	SOILEAU'S PARTS & SERVICE, INC.		147582	\$488.31
62842	52097	Posted	8/12/2021	0031	TCRMF/LIABILITY		147583	\$66,095.00
62843	52097	Posted	8/12/2021	0058	ORKIN, INC.		147584	\$408.83
62844	52097	Posted	8/12/2021	0073	AFLAC		147585	\$71.50
62845	52097	Posted	8/12/2021	0081	ALERT ALARMS		147586	\$1,420.00
62846	52097	Posted	8/12/2021	0103	JACK ROBINSON MOVING		147587	\$1,352.00
62847	52097	Posted	8/12/2021	0107	SIGN SHARES		147588	\$300.00
62848	52097	Posted	8/12/2021	0178	MAINLAND COMMUNITIES - UNITED WA		147589	\$30.34
62849	52097	Posted	8/12/2021	0190	MATTHEWS, INC.		147590	\$446.00
62850	52097	Posted	8/12/2021	0218	BIOMEDICAL WASTE SOLUTIONS		147591	\$269.50
62851	52097	Posted	8/12/2021	0236	EXPRESS SERVICES, INC.		147592	\$824.00
62852	52097	Posted	8/12/2021	0325	TRANSAMERICA LIFE INS. CO.		147593	\$30.00
62853	52097	Posted	8/12/2021	0331	BROOKSIDE EQUIPMENT SALES		147594	\$95.00
62854	52097	Posted	8/12/2021	0334	OFFICE DEPOT		147595	\$2,848.73
62855	52097	Posted	8/12/2021	0336	GOAN LOCKSMITH		147596	\$10.00
62856	52097	Posted	8/12/2021	0569	WRIGHT NATIONAL FLOOD INSURANCE		147597	\$2,392.00
62857	52097	Posted	8/12/2021	0595	HARRIS COUNTY TREASURER		147598	\$4,250.51
62858	52097	Posted	8/12/2021	0613	KWIK KAR LUBE & TUNE ANGLETON		147599	\$80.99
62859	52097	Posted	8/12/2021	0729	JENNIFER BERTRAND		147600	\$90.00
62860	52097	Posted	8/12/2021	0961	HOME DEPOT CREDIT SERVICES		147601	\$29.85
62861	52097	Posted	8/12/2021	1041	LEGAL SHEILD		147602	\$83.70
62862	52097	Posted	8/12/2021	1074	ALVIN SUN & ADVERTISER		147603	\$254.50
62863	52097	Posted	8/12/2021	1188	LINDA FINN		147604	\$100.00
62864	52097	Posted	8/12/2021	1203	FIVE STAR AUTO & TRUCK		147605	\$784.40
62865	52097	Posted	8/12/2021	1287	WAL-MART COMMUNITY		147606	\$818.85
62866	52097	Posted	8/12/2021	1528	CLAIM.MD		147607	\$406.40
62867	52097	Posted	8/12/2021	1971	AMERIGROUP		147608	\$96.28
62868	52097	Posted	8/12/2021	2268	HCDE BUSINESS OFFICE		147609	\$32.76
62869	52097	Posted	8/12/2021	2285	SIGNATURE STAFF RESOURCES, LLC		147610	\$3,143.35
62870	52097	Posted	8/12/2021	2303	TEI STAFFING		147611	\$733.18
62871	52097	Posted	8/12/2021	2433	WEX BANK		147612	\$219.22
62872	52097	Posted	8/12/2021	2488	AUNALYTICS		147613	\$1,913.50
62873	52097	Posted	8/12/2021	2515	HAMPSHIRE PLUBMING, LLC		147614	\$385.00
62874	52097	Posted	8/12/2021	2583	AFFORDABLE MOBILE AUTO GLASS LLC		147615	\$680.00
62875	52097	Posted	8/12/2021	2584	SHRED-IT USA		147616	\$1,981.70
62876	52097	Posted	8/12/2021	2587	DEANS PROFESSIONAL SERVICES		147617	\$812.50
62877	52097	Posted	8/12/2021	2627	LIONBRIDGE TECHNOLOGIES, INC.		147618	\$5.75
62878	52097	Posted	8/12/2021	2628	GILES SMALL ENGINE		147619	\$75.60
62879	52097	Posted	8/12/2021	2649	GREG MILLS ELECTRIC COMPANY		147620	\$260.00
62880	52097	Posted	8/12/2021	2773	VANESSA TORRES		147621	\$100.00
62881	52097	Posted	8/12/2021	2797	COMMUNITY HEALTH CHOICE		147622	\$118.53
62882	52097	Posted	8/12/2021	2813	MARTHA FUENTES		147623	\$450.00



Check ID	Batch ID	Status	Trans. Date	Vendor ID	Vendor Name	Description	Check #	Amount
62883	52097	Posted	8/12/2021	2820	MICHAEL BROWN		147624	\$100.00
62884	52097	Posted	8/12/2021	2830	JESSICA ADAMS		147625	\$90.00
62885	52097	Posted	8/12/2021	2831	LESLIE NOKELBY		147626	\$100.00
62886	52097	Posted	8/12/2021	2853	MARIA JIMENEZ		147627	\$150.00
62887	52097	Posted	8/12/2021	2868	EMILY TURNER		147628	\$200.00
62888	52097	Posted	8/12/2021	2869	AJURELLA SEMERA		147629	\$0.00
62889	52097	Posted	8/12/2021	2870	KARA FREEMAN		147630	\$135.00
62890	52097	Posted	8/12/2021	7517	EAST TX. BEHAVIORAL HEALTH		147631	\$113,108.50
62891	52097	Posted	8/12/2021	7528	ST JOSEPH MEDICAL CENTER		147632	\$235,600.00
62892	52097	Posted	8/12/2021	7561	ENVOLVE PHARMACY SOLUTIONS		147633	\$1,659.89
62893	52097	Posted	8/12/2021	9221	TEXAS COUNCIL OF COMMUNITY CENTE		147634	\$150.00
62894	52099	Posted	8/12/2021	0132	SUNSHINE		0	\$144.00
62895	52099	Posted	8/12/2021	0547	MICHAEL TUPIN		0	\$200.00
62896	52099	Posted	8/12/2021	0581	GLASS & GLAZING, INC.		0	\$585.00
62897	52099	Posted	8/12/2021	0887	KATRINA MORAN		0	\$100.00
62898	52099	Posted	8/12/2021	0951	TEJAS BEHAVIORAL HEALTH MGMT		0	\$750.00
62899	52099	Posted	8/12/2021	1149	ELEANOR POPE		0	\$82.50
62900	52099	Posted	8/12/2021	1156	MARIA DEJULIAN		0	\$1,270.00
62901	52099	Posted	8/12/2021	1426	ALTHEA THOMAS		0	\$100.00
62902	52099	Posted	8/12/2021	1729	PATRICIA PETTEWAY		0	\$195.00
62903	52099	Posted	8/12/2021	2097	RUTH BURRELL		0	\$728.25
62904	52099	Posted	8/12/2021	2127	MICHELLE HOLLINS		0	\$1,101.00
62905	52099	Posted	8/12/2021	2222	ALMANA AHMAD		0	\$100.00
62906	52099	Posted	8/12/2021	2279	JENNIFER TAYLOR		0	\$70.00
62907	52099	Posted	8/12/2021	2286	SHANNON WHITE		0	\$100.00
62908	52099	Posted	8/12/2021	2349	CRYSTAL CAMPBELL		0	\$40.00
62909	52099	Posted	8/12/2021	2363	AMANDA FOLEY		0	\$100.00
62910	52099	Posted	8/12/2021	2378	NAVIN GANDHI		0	\$100.00
62911	52099	Posted	8/12/2021	2561	DEJA VILLARREAL		0	\$222.25
62912	52099	Posted	8/12/2021	2623	JIANJUN JIANG		0	\$100.00
62913	52099	Posted	8/12/2021	2737	TRM, LLC		0	\$3,320.00
62914	52099	Posted	8/12/2021	2765	ADVENTUS TECHNOLOGIES, INC.		0	\$10,559.97
62915	52099	Posted	8/12/2021	2786	JOSEPH PATE		0	\$100.00
62916	52099	Posted	8/12/2021	7500	ALCOHOL & DRUG ABUSE WOMEN'S CEN		0	\$13,161.59
62917	52099	Posted	8/12/2021	7525	BAY AREA RECOVERY CENTER		0	\$5,056.10
62918	52099	Posted	8/12/2021	7535	J ALLEN & ASSOCIATES		0	\$1,000.00
62919	52099	Posted	8/12/2021	7550	ON THE PATH TO RECOVERY		0	\$15,371.20
62920	52099	Posted	8/12/2021	7557	LIFETIME HOMECARE SERVICES, LLC		0	\$6,500.00
62921	52099	Posted	8/12/2021	7655	JAMIE TRAVIS		0	\$1,937.32
62922	52134	Posted	8/16/2021	0366	TRANSAMERICA LIFE INSURANCE COMP		147635	\$1,099.22
62923	52134	Posted	8/16/2021	0551	LIFE INSURANCE COMPANY OF NORTH		147636	\$14,680.67
62924	52134	Posted	8/16/2021	0725	TIMOTHY ORNELAS		147637	\$22.21
62925	52134	Posted	8/16/2021	1445	TEXAS DEPARTMENT OF PUBLIC SAFET		147638	\$6.00
62926	52134	Posted	8/16/2021	1445	TEXAS DEPARTMENT OF PUBLIC SAFET		147639	\$67.00
62927	52134	Posted	8/16/2021	1554	JANINE EVANS		147640	\$53.00

Check ID	Batch ID	Status	Trans. Date	Vendor ID	Vendor Name	Description	Check #	Amount
62928	52134	Posted	8/16/2021	1906	ST. ELIZABETH FAMILY CARE		147641	\$160.00
62929	52134	Posted	8/16/2021	2049	AETNA		147642	\$10,346.35
62930	52134	Posted	8/16/2021	2068	LIFESECURE INSURANCE COMPANY		147643	\$341.80
62931	52134	Posted	8/16/2021	2184	INFINISOURCE		147644	\$794.75
62932	52134	Posted	8/16/2021	2313	STEALTH PARTNER GROUP		147645	\$42,845.09
62933	52134	Posted	8/16/2021	2383	TAVOCA		147646	\$570.38
62934	52134	Posted	8/16/2021	2447	TEXAS COUNCIL RISK MANAGEMENT		147647	\$60.50
62935	52134	Posted	8/16/2021	2486	METLIFE SMALL BUSINESS CENTER		147648	\$9,355.88
62936	52134	Posted	8/16/2021	2871	TRAVIS CRITTENDEN		147649	\$39.05
62937	52134	Posted	8/16/2021	2872	DIANA HERRIOTT		147650	\$39.05
62938	52134	Posted	8/16/2021	2873	THE SIGN SHOP		147651	\$1,637.50
62939	52134	Posted	8/16/2021	7605	THE HARRIS CENTER FOR MENTAL		147652	\$22,296.00
62940	52134	Posted	8/16/2021	7657	GALVESTON COUNTY		147653	\$80,304.59
62941	52136	Posted	8/16/2021	0951	TEJAS BEHAVIORAL HEALTH MGMT		0	\$750.00
62942	52136	Posted	8/16/2021	2060	PRESCRIPTION BENEFITS, INC.		0	\$50,708.68
62943	52136	Posted	8/16/2021	7515	GULF COAST NAMI		0	\$2,333.00
62944	52136	Posted	8/16/2021	7573	CRYSTAL TRAHAN		0	\$810.00
62945	52140	Posted	8/16/2021	2582	EMPOWER		2518	\$16,217.69
62946	52140	Posted	8/16/2021	2582	EMPOWER		2519	\$42,417.54
62948	52163	Posted	8/16/2021	0031	TCRMF/LIABILITY		147654	\$1,000.00
62949	52163	Posted	8/16/2021	0199	WEX BANK		147655	\$765.83
62950	52163	Posted	8/16/2021	6022	RELIANT ENERGY		147656	\$67.00
62951	52163	Posted	8/16/2021	6117	GALVESTON HOUSING AUTHORITY		147657	\$100.00
62952	52163	Posted	8/16/2021	6165	STREAM ENERGY		147658	\$100.00
62953	52163	Posted	8/16/2021	6214	GEXA ENERGY		147659	\$100.00
62954	52167	Posted	8/16/2021	6215	BLACKWATER HOLDING LLC		147660	\$100.00
62955	52172	Posted	8/18/2021	2031	EDGEWATER PROPERTY SOLUTIONS		147661	\$757.84
62956	52172	Posted	8/18/2021	2429	JB CUSTOM CARPENTRY		147662	\$600.00
62957	52172	Posted	8/18/2021	2732	TERRI JO'S ENTERPRISES LLC		147663	\$25.50
62958	52172	Posted	8/18/2021	2844	JORDAN LOPEZ		147664	\$1,100.00
62959	52172	Posted	8/18/2021	2874	DR JOHN WATKINS, DDS.		147665	\$290.00
62960	52172	Posted	8/18/2021	6096	GREEN MOUNTAIN ENERGY		147666	\$60.76
62961	52180	Posted	8/19/2021	0019	RESERVE ACCOUNT	PYMT 5/3/21	2521	\$400.00
62962	52180	Posted	8/19/2021	0019	RESERVE ACCOUNT	PYMT 5/25/21	2522	\$400.00
62963	52180	Posted	8/19/2021	0019	RESERVE ACCOUNT	PYMT 6/23/21	2523	\$400.00
62964	52190	Posted	8/20/2021	0023	SOILEAU'S PARTS & SERVICE, INC.		147667	\$226.07
62965	52190	Posted	8/20/2021	0120	LOWE'S		147668	\$2,144.59
62966	52190	Posted	8/20/2021	0236	EXPRESS SERVICES, INC.		147669	\$1,555.30
62967	52190	Posted	8/20/2021	1135	REDWOOD TOXICOLOGY		147670	\$609.85
62968	52190	Posted	8/20/2021	2268	HCDE BUSINESS OFFICE		147671	\$838.76
62969	52190	Posted	8/20/2021	2285	SIGNATURE STAFF RESOURCES, LLC		147672	\$1,871.61
62970	52190	Posted	8/20/2021	2303	TEI STAFFING		147673	\$208.56
62971	52190	Posted	8/20/2021	2587	DEANS PROFESSIONAL SERVICES		147674	\$1,237.50
62972	52190	Posted	8/20/2021	2830	JESSICA ADAMS		147675	\$100.00
62973	52190	Posted	8/20/2021	2853	MARIA JIMENEZ		147676	\$75.00

Check ID	Batch ID	Status	Trans. Date	Vendor ID	Vendor Name	Description	Check #	Amount
62974	52190	Posted	8/20/2021	2861	PAIGE ENCARNACION		147677	\$82.50
62975	52190	Posted	8/20/2021	7529	THE WOOD GROUP		147678	\$30,728.33
62976	52190	Posted	8/20/2021	7536	NORTEK MEDICAL STAFFING INC		147679	\$8,960.00
62977	52192	Posted	8/20/2021	1145	STEPHEN EDWARDS		0	\$150.00
62978	52192	Posted	8/20/2021	1729	PATRICIA PETTEWAY		0	\$65.00
62979	52192	Posted	8/20/2021	2127	MICHELLE HOLLINS		0	\$205.00
62980	52192	Posted	8/20/2021	2349	CRYSTAL CAMPBELL		0	\$50.00
62981	52192	Posted	8/20/2021	2561	DEJA VILLARREAL		0	\$104.00
62982	52192	Posted	8/20/2021	7500	ALCOHOL & DRUG ABUSE WOMEN'S CEN		0	\$9,607.00
62983	52192	Posted	8/20/2021	7525	BAY AREA RECOVERY CENTER		0	\$2,187.34
62984	52192	Posted	8/20/2021	7535	J ALLEN & ASSOCIATES		0	\$500.40
62985	52192	Posted	8/20/2021	7550	ON THE PATH TO RECOVERY		0	\$13,353.73
62986	52192	Posted	8/20/2021	7557	LIFETIME HOMECARE SERVICES, LLC		0	\$31,500.00
62987	52196	Posted	8/24/2021	0103	JACK ROBINSON MOVING		147680	\$2,470.00
62988	52196	Posted	8/24/2021	0128	SAM'S CLUB		147681	\$39.99
62989	52196	Posted	8/24/2021	0208	FEDERAL EXPRESS		147682	\$43.74
62990	52196	Posted	8/24/2021	0283	ALEX'S AIR CONDITIONING, INC.		147683	\$1,278.88
62991	52196	Posted	8/24/2021	0331	BROOKSIDE EQUIPMENT SALES		147684	\$572.70
62992	52196	Posted	8/24/2021	0629	WAUKESHA-PEARCE INDUSTRIES, INC.		147685	\$367.29
62993	52196	Posted	8/24/2021	0818	FIRST CHOICE POWER		147686	\$131.01
62994	52196	Posted	8/24/2021	1122	STANDARD PARKING		147687	\$100.00
62995	52196	Posted	8/24/2021	1203	FIVE STAR AUTO & TRUCK		147688	\$271.93
62996	52196	Posted	8/24/2021	1707	SYNCB AMAZON		147689	\$1,949.16
62997	52196	Posted	8/24/2021	2281	VISA		147690	\$5,025.87
62998	52196	Posted	8/24/2021	2409	HNS CABLING		147691	\$540.00
62999	52196	Posted	8/24/2021	2515	HAMPSHIRE PLUMBING, LLC		147692	\$135.00
63000	52196	Posted	8/24/2021	2649	GREG MILLS ELECTRIC COMPANY		147693	\$1,356.07
63001	52196	Posted	8/24/2021	2875	CASH'S CAR CLINIC		147694	\$145.00
63002	52198	Posted	8/25/2021	0581	GLASS & GLAZING, INC.		0	\$450.00
63003	52202	Posted	8/24/2021	2538	ETBHN PHARMACY		2524	\$44,697.52
63004	52202	Posted	8/24/2021	2538	ETBHN PHARMACY		2525	\$652.05
63005	52202	Posted	8/24/2021	2538	ETBHN PHARMACY		2526	\$19,289.59
63006	52202	Posted	8/24/2021	2435	BROOKSTONE LP		2527	\$111,658.16
63007	52206	Posted	8/20/2021	0589	ENTERPRISE FM TRUST		2528	\$633.75
63008	52215	Posted	8/24/2021	0131	UTMB		2529	\$20,160.00
63009	52221	Posted	8/25/2021	0774	MOLINA HEALTHCARE		147695	\$88.27
63010	52221	Posted	8/25/2021	1074	ALVIN SUN & ADVERTISER		147696	\$150.18
63011	52221	Posted	8/25/2021	2034	GRAND SLAM		147697	\$32.98
63012	52221	Posted	8/25/2021	2429	JB CUSTOM CARPENTRY		147698	\$100.00
63013	52221	Posted	8/25/2021	2546	WELLCARE		147699	\$90.23
63014	52221	Posted	8/25/2021	2645	GRAND SLAM #1		147700	\$71.97
63015	52221	Posted	8/25/2021	2697	TEXAS MEDICAID		147701	\$59.49
63016	52221	Posted	8/25/2021	7517	EAST TX. BEHAVIORAL HEALTH		147702	\$113,466.00
63017	52225	Posted	8/25/2021	0764	CUK PROPERTIES LLC		147703	\$8,500.00
63018	52225	Posted	8/25/2021	2031	EDGEWATER PROPERTY SOLUTIONS		147704	\$467.80

Check ID	Batch ID	Status	Trans. Date	Vendor ID	Vendor Name	Description	Check #	Amount
63019	52225	Posted	8/25/2021	2858	TRINITY MULTIFAMILY		147705	\$761.80
63020	52225	Posted	8/25/2021	6061	MANSIONS AT MOSES LAKE		147706	\$1,452.70
63021	52225	Posted	8/25/2021	6074	ANDREW GALLETTI		147707	\$560.00
63022	52225	Posted	8/25/2021	6098	SMITH HAMPTON HOLDINGS LLC		147708	\$671.80
63023	52225	Posted	8/25/2021	6103	1884 OLD GALVESTON NEWS BUILDING		147709	\$535.00
63024	52225	Posted	8/25/2021	6118	WESTWOOD PARK APARTMENTS		147710	\$699.80
63025	52225	Posted	8/25/2021	6124	BARCLAY APARTMENT		147711	\$768.85
63026	52225	Posted	8/25/2021	6130	PATTY SEGARS		147712	\$717.50
63027	52225	Posted	8/25/2021	6131	JUNIPER WILDWOOD TEXAS CITY LLC		147713	\$645.00
63028	52225	Posted	8/25/2021	6135	PROSPER REAL ESTATE		147714	\$1,060.10
63029	52225	Posted	8/25/2021	6193	BH STEWARTS LANDING LP		147715	\$571.80
63030	52225	Posted	8/25/2021	6205	DND TEXAS INVESTMENTS		147716	\$586.70
63031	52227	Posted	8/25/2021	6039	COASTAL COTTAGES, INC.		0	\$0.00
63032	52227	Posted	8/25/2021	6084	DANIEL ABEBE		0	\$0.00
63033	52227	Posted	8/25/2021	6136	AVATI HOLDING TX LLC		0	\$0.00
63034	52232	Posted	8/25/2021	6084	DANIEL ABEBE		0	\$848.10
63035	52232	Posted	8/25/2021	6097	VANDERHOOFREN HOMES, LLC		0	\$900.00
63036	52232	Posted	8/25/2021	6097	VANDERHOOFREN HOMES, LLC		0	\$616.24
63037	52236	Posted	8/25/2021	6039	COASTAL COTTAGES, INC.		0	\$750.00
63038	52236	Posted	8/25/2021	6136	AVATI HOLDING TX LLC		0	\$1,456.80
63039	52240	Posted	8/25/2021	0319	STATE COMPTROLLER		2530	\$6,859.40
63040	52247	Posted	8/25/2021	2647	ASSET PANDA, LLC		147717	\$9,165.60
63041	52247	Posted	8/25/2021	2876	AJURELLA HEARD		147718	\$455.83
63042	52247	Posted	8/25/2021	KELLI SLAWSON	KELLI SLAWSON		147719	\$500.00
63043	52247	Posted	8/25/2021	LYDIA SERRANO	LYDIA SERRANO		147720	\$500.00
63044	52251	Posted	8/25/2021	2535	NESTLE		147721	\$193.24
63045	52251	Posted	8/25/2021	6208	ENGIE		147722	\$26,869.56
63046	52251	Posted	8/25/2021	7012	AT&T		147723	\$68.71
63047	52251	Posted	8/25/2021	7027	CITY OF TEXAS CITY		147724	\$10.64
63048	52251	Posted	8/25/2021	7029	CITY OF TEXAS CITY		147725	\$43.61
63049	52251	Posted	8/25/2021	7035	CITY OF LEAGUE CITY		147726	\$43.47
63050	52251	Posted	8/25/2021	7036	CITY OF TEXAS CITY		147727	\$28.08
63051	52251	Posted	8/25/2021	7037	CITY OF TEXAS CITY		147728	\$459.68
63052	52251	Posted	8/25/2021	7041	CENTERPOINT ENERGY		147729	\$26.00
63053	52251	Posted	8/25/2021	7050	CENTERPOINT ENERGY		147730	\$23.75
63054	52251	Posted	8/25/2021	7077	XEROX FINANCIAL SERVICES		147731	\$5,545.64
63055	52251	Posted	8/25/2021	7082	CITY OF TEXAS CITY		147732	\$23.48
63056	52251	Posted	8/25/2021	7101	AMERIWASTE LEAGUE CITY		147733	\$44.17
63057	52251	Posted	8/25/2021	7127	CITY OF TEXAS CITY		147734	\$78.43
63058	52251	Posted	8/25/2021	7134	CENTERPOINT		147735	\$25.83
63059	52251	Posted	8/25/2021	7150	FRONTIER		147736	\$124.01
63060	52251	Posted	8/25/2021	7152	FRONTIER		147737	\$256.53
63061	52251	Posted	8/25/2021	7153	FRONTIER		147738	\$87.04
63062	52251	Posted	8/25/2021	7335	MITEL NETSOLUTIONS		147739	\$1,537.53
63063	52251	Posted	8/25/2021	7401	AT&T LONG DISTANCE		147740	\$33.12

## A/P Check List Detail

GULF COAST

9/13/2021 07:48:54

Page 7 of 8

Check ID	Batch ID	Status	Trans. Date	Vendor ID	Vendor Name	Description	Check #	Amount
63064	52251	Posted	8/25/2021	7443	AT&T		147741	\$240.64
63065	52251	Posted	8/25/2021	7444	AT&T		147742	\$86.36
63066	52257	Posted	8/26/2021	0009	RESERVE ACCOUNT		147743	\$300.00
63067	52257	Posted	8/26/2021	0050	CLINICAL PATHOLOGY LABS, INC.		147744	\$450.30
63068	52257	Posted	8/26/2021	0050	CLINICAL PATHOLOGY LABS, INC.		147745	\$39.20
63069	52257	Posted	8/26/2021	0140	THE GALVESTON COUNTY DAILY NEWS		147746	\$553.72
63070	52257	Posted	8/26/2021	0208	FEDERAL EXPRESS		147747	\$54.02
63071	52257	Posted	8/26/2021	1135	REDWOOD TOXICOLOGY		147748	\$519.99
63072	52257	Posted	8/26/2021	1966	RESERVE ACCOUNT		147749	\$500.00
63073	52259	Posted	8/26/2021	0424	KILLUM PEST CONTROL		0	\$289.99
63074	52259	Posted	8/26/2021	2482	JMK5 HOLDINGS		0	\$27,000.00
63075	52264	Posted	8/27/2021	0131	UTMB		2531	\$49,000.00
63076	52268	Posted	8/27/2021	0319	STATE COMPTROLLER		2532	\$15,105.62
63077	52281	Posted	8/31/2021	0045	BAKER DISTRIBUTING COMPANY		147750	\$570.49
63078	52281	Posted	8/31/2021	0050	CLINICAL PATHOLOGY LABS, INC.		147751	\$1,005.53
63079	52281	Posted	8/31/2021	0140	THE GALVESTON COUNTY DAILY NEWS		147752	\$314.80
63080	52281	Posted	8/31/2021	0236	EXPRESS SERVICES, INC.		147753	\$824.00
63081	52281	Posted	8/31/2021	0283	ALEX'S AIR CONDITIONING, INC.		147754	\$601.22
63082	52281	Posted	8/31/2021	0336	GOAN LOCKSMITH		147755	\$27.00
63083	52281	Posted	8/31/2021	0464	MELISSA MEADOWS		147756	\$0.00
63084	52281	Posted	8/31/2021	1089	VISA		147757	\$1,332.73
63085	52281	Posted	8/31/2021	1264	A&B TIRE N BRAKES		147758	\$63.00
63086	52281	Posted	8/31/2021	1287	WAL-MART COMMUNITY		147759	\$402.51
63087	52281	Posted	8/31/2021	1419	PATRICK'S ENTERPRISES, INC.		147760	\$90.00
63088	52281	Posted	8/31/2021	2266	HCTRA-VIOLATIONS		147761	\$5.25
63089	52281	Posted	8/31/2021	2309	SFISD PRINT SHOP		147762	\$404.40
63090	52281	Posted	8/31/2021	2409	HNS CABLING		147763	\$6,050.00
63091	52281	Posted	8/31/2021	2429	JB CUSTOM CARPENTRY		147764	\$375.00
63092	52281	Posted	8/31/2021	2515	HAMPSHIRE PLUMBING, LLC		147765	\$150.00
63093	52281	Posted	8/31/2021	2587	DEANS PROFESSIONAL SERVICES		147766	\$525.00
63094	52281	Posted	8/31/2021	6022	RELIANT ENERGY		147767	\$67.00
63095	52281	Posted	8/31/2021	6216	OAK VILLAGE APARTMENTS		147768	\$500.00
63096	52281	Posted	8/31/2021	KATIE DELAGARZA	KATIE DELAGARA		147769	\$500.00
63097	52287	Posted	8/31/2021	1971	AMERIGROUP		147770	\$213.85
63098	52287	Posted	8/31/2021	2874	DR JOHN WATKINS, DDS.		147771	\$210.00
63099	52289	Posted	8/31/2021	0951	TEJAS BEHAVIORAL HEALTH MGMT		0	\$750.00
63100	52289	Posted	8/31/2021	2737	TRM, LLC		0	\$3,320.00
63101	52289	Posted	8/31/2021	7571	CHRISTOPHER BAKER		0	\$500.00
63102	52293	Posted	8/31/2021	2582	EMPOWER		2533	\$15,331.15
63103	52293	Posted	8/31/2021	2582	EMPOWER		2534	\$39,908.67
63104	52293	Posted	8/31/2021	0121	TCRMF - WIRE		2535	\$7,973.00
63105	52293	Posted	8/31/2021	0124	FLEETCOR		2536	\$4,846.05
63138	52335	Posted	8/5/2021	7659	GULF COAST TRANSIT DISTRICT		2538	\$68,499.00

## A/P Check List Detail

GULF COAST

9/13/2021 07:48:54

Page 8 of 8

Check ID	Batch ID	Status	Trans. Date	Vendor ID	Vendor Name	Description	Check #	Amount
63143	52381	Posted	8/31/2021	2433	WEX BANK		2539	\$60.00
Report Total:								\$1,898,252.96

<b>FY 2022 INITIAL BUDGET</b>				
<b>as of 09/01/2021</b>				
<b>REVENUES CATEGORY</b>		<b>INITIAL BUDGET FY 22</b>	<b>REVISED FY 21 BUDGET</b>	<b>INC/DEC FROM PRIOR YR</b>
	COUNTY FUNDS	\$953,370	\$953,370	\$0
	LOCAL FUNDS	\$247,589	\$3,397,343	(\$3,149,754)
	HHSC - GENERAL REVENUE ALLOCATION - IDD	\$1,816,166	\$1,816,166	\$0
	HHSC - GENERAL REVENUE ALLOCATION - MH	\$12,781,922	\$12,781,922	\$0
	HHSC - GRANTS - IDD	\$417,694	\$417,694	\$0
	HHSC - GRANTS - MH	\$727,420	\$690,502	\$36,918
	HHSC - GRANTS - SUD	\$2,833,696	\$2,175,238	\$658,458
	HHSC - FEDERAL GRANTS	\$1,735,172	\$1,735,172	\$0
	HUD	\$467,824	\$467,824	\$0
	INSURANCE -PRIVATE/MEDICID/MEDICARE	\$2,642,754	\$2,547,693	\$95,061
	DSRIP-1115 WAIVER	\$3,834,000	\$4,149,401	(\$315,401)
	OTHER - FEDERAL	\$1,058,373	\$1,197,513	(\$139,141)
	TXDOT/FTA TRANSPORTATION	\$0	\$5,756,247	(\$5,756,247)
<b>REVENUES Total</b>		<b>\$29,515,978</b>	<b>\$38,086,086</b>	<b>(\$8,570,107)</b>
<b>EXPENSES CATEGORY</b>				
	SALARY	\$13,951,071	\$14,917,316	(966,245)
	FRINGE	\$5,174,198	\$5,456,758	(282,560)
	TRAVEL	\$138,134	\$140,202	(2,068)
	PROGRAM SUPPLIES	\$158,362	\$329,366	(171,005)
	MEDICATIONS	\$302,500	\$302,500	0
	CAPITAL	\$167,589	\$3,072,803	(2,905,214)
	EQUIPMENT <\$5000	\$99,549	\$254,963	(155,414)
	BUILDING COSTS	\$909,732	\$1,695,605	(785,872)
	TELECOM	\$358,872	\$391,985	(33,113)
	INSURANCE	\$367,010	\$480,560	(113,549)
	VEHICLE OPERATING	\$117,728	\$1,197,327	(1,079,599)
	CLIENT SUPPORT	\$469,875	\$470,347	(472)
	OTHER OPERATING	\$78,627	\$1,566,970	(1,488,342)
	UNALLOWABLE	\$259	\$411	(152)
	CONTRACT-MH	\$5,402,450	\$5,402,450	0
	CONTRACT-IDD	\$415,615	\$415,615	0
	CONTRACT SUD	\$1,020,000	\$811,758	208,242
	CONTRACT-OTHER	\$384,406	\$1,179,150	(794,744)
<b>EXPENSES TOTAL</b>		<b>\$29,515,978</b>	<b>\$38,086,086</b>	<b>(8,570,108)</b>
<b>Grand Total</b>		<b>\$0</b>	<b>\$0</b>	

**Procedure: 14.10 Authorized Signatures**

Policy Reference: 14.5 Bank Accounts

Origin: Administration

Oversight: Administration

Implementation Date: September 1<sup>st</sup>, 1992

Last Revision/Review Date: *Annually* – Most Recent: 8/26/2021

---

Table of Contents

14.10.1	Purpose.....
14.10.2	Definition.....
14.10.3	Responsibility.....
14.10.4	Document Signatures.....
14.10.5	Banking Disbursements.....
14.10.6	Conflict of Interest.....

---

**14.10.1 Purpose**

The Signature Procedures will outline the Center's guidelines with regards to signatory powers and requirements with regards to Center authorizing documentation and banking disbursements.

**14.10.2 Definitions**

Board of Trustees - As appointed and approved by the Commissioner's Courts of Galveston (5) and Brazoria (4) counties, nine-member volunteer Board who oversee the policies of the Center.

Board approved authorized Employee signature - Board of Trustees approved Center employees with authorization to sign legal documents for the Center.

Center - The Gulf Coast Center; the community mental health mental retardation authority, as designated by the State of Texas, for Galveston and Brazoria counties

Employees - Individuals employed by the Center – hourly and salaried, benefited and non-benefited. For the purpose of Signature Procedures, *Employee* does not include contract or volunteer personnel.

Primary Bank Accounts - Refers to the Center's depository, operating, and payroll bank accounts. These accounts are the primary bank accounts of the Center at a Board approved banking establishment.

- 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.

- Payroll Account - Refers to the Center's primary bank account from which approved Center payroll is disbursed.

Program Bank Accounts - Refers to other bank accounts authorized for utilization at the program level to facilitate program operations; and includes Expense Bank Accounts ("EBA") and Program Deposit Accounts ("PDA"). Written requests to open a Program Bank Account must be presented by the Program Director of the requesting program and the Chief Financial Officer to one of the Board approved authorized Employee signatures for approval prior to initiating the account. The same standards and procedures governing the Center's Primary Bank Accounts govern all Program Bank Accounts.

#### **14.10.3 Responsibilities**

It is the responsibility of the Chief Financial Officer to assure that at the beginning of each fiscal year, that authorizing signatures are identified and approved by the Center's Board of Trustees. It is the responsibility of the Director Administrative Services to assure that at the beginning of each fiscal year, that the Board of Trustees approves the listing of Center bank accounts and approved signatures thereof. It is the responsibility of each Board of Trustee and/or Center Employee approved as an authorized signature – for legal documents and banking disbursements – to annually declare in writing any possible conflicts of interest.

#### **14.10.4 Document Signatures**

At the beginning of each fiscal year at the first available Center Board of Trustees meeting, the Center's Board of Trustees will appoint and approve a maximum of four (4) Board members and four (4) Center employee signatory powers (*Board approved authorized Employee signature*) with regards to necessary and required Center legal documents. These will be the approved signatures for all required legal Center documents and would include such legal documents as facility and equipment leases, purchase or sale agreements, service contracts, grants, and revenue agreements.

#### **14.10.5 Banking Disbursements**

At the beginning of each fiscal year, the Board of Trustees will approve and authorize the listing of Center bank accounts, both Primary Bank Accounts and Program Bank Accounts. Included on the bank account listing presented for approval will be the designated employee signatures of each account, coordinated and approved by the Center's Chief Financial Officer. At a minimum, at least two (2) of the Board approved authorized Employee signatures must be listed as an authorized signature for each and every approved Center bank account, both Primary Bank Accounts and Program Bank Accounts. All other employee signatures must be appropriate for signature designation on the bank account; and with regards to Program Bank Accounts, must have knowledge of the program's operations and related contract requirements.

Original signatures are required on all banking disbursements, **with the exception** of payroll checks where a computer generated facsimile of a Board approved authorized Employee signature is accepted.

A copy of the authorized banking signatures will be maintained in the Finance Department files for each bank account. A copy of the authorized signatures and signature procedures will be forwarded to the banking establishment for the Center's Primary Bank Accounts for their files annually at the beginning of



each fiscal year. Upon termination from the Center of an approved employee bank account signature, the banking establishment will be notified in writing to remove the individual's signature from the signature card immediately. As required and requested by the banking establishment, the signature card will be updated accordingly.

Checks presented to Board members for signature must have attached all approved payment requisitions and attachments for their review when signing. At no time may any authorized signature for any Center bank account sign a blank check, a check made payable to "cash", a check made payable to them self, or a check to a vendor or provider for whom they may have or appear to have an interest in or be party to. Center employees not complying with this requirement will be subject to personnel action, up to and including termination.

At each regularly scheduled Board of Trustees' meeting, a complete copy of the previous month's Operating Account check register will be routed at the Board of Trustees meeting for attending Board of Trustees member's review and signature.

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 and approved equipment lease payment checks; including payments made for electricity, water, sewer, gas, cable, communications, and copier/FAX equipment leases.

#### **14.10.6 Conflicts of Interest**

Board members and Center employees approved to sign legal documents for the Center cannot sign or approve any Center related document, contract, or lease in which they may have or appear to have an interest in or be party to.

Neither Board members nor Center employees designated as an authorized signature for any Center bank account can sign on any Center banking disbursement made payable to them self or another in which they may have or appear to have an interest in or be party to.

Center employees not complying with these requirements will be subject to personnel action, up to and including termination.

**THE GULF COAST CENTER  
BANK ACCOUNT LISTING  
FY 2022**

**Revised: 08/05/2021**

<u>Ledger #</u>	<u>Account Name</u>	<u>Account #</u>	<u>Bank Name &amp; Address</u>	<u>Authorized Signatures</u>
1101.0001	Southern Brazoria CSC	4001008697	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.	3001009380	Wells Fargo 2900 S. Gordon St. Alvin, TX 77511	Reggie Brumfiled Sarah Holt Rick Elizondo
1101.0003	Mainland Depository	359109	Moody National Bank 2302 Post Office Galveston, TX 77550	Reggie Brumfiled Sarah Holt Rick Elizondo
1101.0004	Depository Account	740062927	Frost National Bank P.O. Box 179 Galveston, TX 77553	Melissa Meadows Reggie Brumfiled Sarah Holt Rick Elizondo
1101.0005	Payroll Account	740062943	Frost National Bank P.O. Box 179 Galveston, TX 77553	Reggie Brumfiled Sarah Holt Rick Elizondo Melissa Meadows
1101.0006	General Operating Account	740062935	Frost National Bank P.O. Box 179 Galveston, TX 77553	Reggie Brumfiled Sarah Holt Rick Elizondo Melissa Meadows Jamie Travis
1101.0013	Facility Management	740080144	Frost National Bank P.O. Box 179 Galveston, TX 77553	Reggie Brumfiled Sarah Holt Rick Elizondo Luis Diaz

1101.0014	TexPool	84141111	Texas Treasury Safekeeping  Trust Company P.O. Box 12608 Austin, TX 78711-2608	Weidong Lin Rick Elizondo Sarah Holt
1101.0018	Legal Ease	596010024	Frost National Bank  P.O. Box 179 Galveston, TX 77553	Reggie Brumfiled Sarah Holt Rick Elizondo
1101.0020	GPA - FSA	740094064	Frost National Bank  P.O. Box 179 Galveston, TX 77553	Reggie Brumfiled Sarah Holt Rick Elizondo Kathy Enochs
1101.0021	GPA - Group Health	740094056	Frost National Bank  P.O. Box 179 Galveston, TX 77553	Reggie Brumfiled Sarah Holt Rick Elizondo



## RESOLUTION

Upon motion duly made and seconded, it was

## RESOLVED

That the Board of Trustees of the Gulf Coast Center approved the Board of Trustee representatives: Jamie Travis, Caroline Rickaway and Vivian Renfro; and Gulf Coast Center Employee representatives Melissa Meadows, Rick Elizondo, Sarah Holt and Linda Bell be authorized to sign documents necessary and required for the Gulf Coast Center and its operations; in accordance with the document requirements and the Gulf Coast Center's Board of Trustee approved Authorized Signature Procedures 14.10.

The above and foregoing is a true and correct copy of a portion of the minutes of the regular Board of Trustees' meeting of the Gulf Coast Center held September 22nd, 2021.

Prepared and submitted by:

---

Lisa Becker  
Secretary to the Board of Trustees



123 ROSENBERG, SUITE 6  
GALVESTON, TEXAS 77550

409.763.2373  
FAX 409.763-5538

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



## Gulf Coast Center Authorized Signatures

Name

Title

- Board Members:

Jamie Travis

Board Chair

Caroline Rickaway

Board Secretary

Vivian Renfro

Board Treasurer

- Center Staff:

Melissa Meadows

Chief Executive Officer

Sarah Holt

Chief Nursing Officer

Rick Elizondo

Chief Financial Officer

Linda Bell

Chief Legal Officer

As Approved on \_\_\_\_\_

\_\_\_\_\_  
Lisa Becker, Secretary to the Board of Trustees



123 ROSENBERG, SUITE 6  
GALVESTON, TEXAS 77550

409.763.2373  
FAX 409.763-5538

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

---

<b>Procedure:</b>	<b>14.1 Investment of Funds</b>
<b>Policy Reference:</b>	14.0 Fiscal Services and Management
<b>Origin:</b>	Administration
<b>Oversight:</b>	Director of Administration Services
<b>Revision Date:</b>	09/01/18

---

### Table of Contents

14.1.1	Purpose .....	1
14.1.2	Definitions .....	2
14.1.3	Responsibility .....	2
14.1.4	Internal Controls .....	3
14.1.5	Investment Strategies .....	4
14.1.6	Investment Objectives .....	5
14.1.7	Investment Management Philosophy .....	5
14.1.8	Monitoring .....	6
14.1.9	Investment Allocations .....	6
14.1.10	Standard of Care .....	6

---

#### 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 \_\_\_\_\_

---

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:

_____ Designated Investment Officer	_____ Date
--	---------------

_____ Executive Director	_____ Date
-----------------------------	---------------

_____ Board of Trustees, Chairperson	_____ Date
---	---------------

---

<b>Procedure:</b>	<b>14.2 Payment Requisitions</b>
<b>Policy Reference:</b>	14.1 Management Practices to be Used
<b>Origin:</b>	Administration
<b>Oversight:</b>	Director of Finance
<b>Revision Date:</b>	6/1/99; 12/29/04

---

#### Table of Contents

14.2.1	Purpose .....	9
14.2.2	Procedures .....	9
14.2.3	For Approval Prior to Purchase .....	10
14.2.4	For Approval Following Purchase.....	10
14.2.5	Deadlines For Payment.....	11

---

#### **14.2.1 Purpose**

To provide Center staff with a document to acquire prior approval of purchases and approval of payment following a purchase. To provide the Finance Department with a document to pay approved vendor payments.

#### **14.2.2 Procedures**

A completed payment requisition is required for vendor payments to be made from the Finance Department or encumbrances of expenses to be made to the general ledger, with the exception of contract encumbrances.

The following steps must be done when completing a payment requisition and should be done legibly and neatly. The payment requisition should be dated the day it is initiated by the person initially requesting the payment to be made. The program number refers to the program that will be charged with the expense. If more than one (1) program is to be charged, write "multi" in the program number box and record the program numbers to be charged and their percentages of the expense in the description area of the payment requisition. The program initiating the request is the primary program of the person completing the payment requisition. Complete vendor information should be written legibly and include all the information requested on the payment requisition. If the vendor # is known, it is not necessary to record the address. Vendor is defined as the company or person to whom the check is to be made payable to. The service or product being reimbursed or paid for should be described in the description area of the payment requisition. If a service is listed date(s) of service should be included. If a consumer is involved, the consumer number should be given. The amount(s) of the request must be listed in the amount column and then totaled down at the bottom of the column. The person initially filling out the payment requisition is to sign under "*Requested By*" on the lower left-hand corner. The payment requisition should then be routed to the Program Director of the initiating program for signature under "*Program Director*" on the lower left hand corner. These steps must be followed for approval prior to a purchase or for approval following a purchase.

### 14.2.3 For Approval Prior to Purchase

The payment requisition should be routed to the Program Director of the initiating program for signature. The Program Director should review budgetary issues prior to approving the purchase. The Program Director will route the payment requisition to the Finance Department. The Finance Department will verify that all procedures were followed and that proper documentation is attached i.e. bids, proposals, advertisement. The payment requisition should be forwarded to the appropriate executive staff member for approval and signature. The executive staff member should also review budgetary issues before approving the purchase. The payment requisition is then sent to the Finance Department where it will be dated and set up for payment following receipt of invoice. The approved payment requisition will either be marked "Hold for Billing" and placed in the accounts payable pending file, or it will be sent back to the initiating program as per their request. When the billing invoice(s) or receipt(s) are received they are to be verified. Verified means that the billing invoice(s) or receipt(s) are signed-and dated by the staff receiving the service or product and that it was received in satisfactory condition. The verified billing invoice(s) or receipt(s) will then be forwarded to the Finance Department immediately if the approved payment requisition is in the accounts payable pending file. If the approved payment requisition was returned to the initiating program, the invoice(s) or receipt(s) should be attached to the proper payment requisition and immediately forwarded to the Finance Department. The Finance Department will compare the actual cost to the amount originally requested and approved. If there is a significant difference between the pre-approved amount and the actual cost, this difference will be brought to the attention of the appropriate executive staff member for final disposition or approval. If there is no significant difference, the Finance Department will set the payment requisition up for payment on the next vendor run in accordance with Center deadlines for payment. At any time during this process the purchase can be denied or the payment requisition can be returned if incomplete, or if additional bids or information are needed.

### 14.2.4 For Approval Following Purchase

The verified billing invoice(s) or receipt(s) should be attached to the back of the payment requisition, as well as any other necessary back up. Payment requisitions requesting payment for contract staff should have verified time sheets attached. The dates on the time sheet must correspond with the dates that payment is requested for on the payment requisition. Verified means that the billing invoice(s), receipts(s), or time sheet(s) are signed and dated by the staff receiving the service or product and that it was received in satisfactory condition. All payments, with the exception of contract payments, are to be made from billing invoice(s) or receipt(s). No payments will be made from cumulative statements. The total amount on the payment requisition must always equal the total amount of the verified billing invoice(s) or receipt(s) that are attached. **It should be noted that the Center is a tax-exempt organization.** Attention should also be given to discounts and credits.

After the above steps have been completed, the payment requisition and attachments should then be given to the Program Director of the initiating program for approval. The Program Director should verify the receipt of the service or product, check for any budgetary issues, and approve the payment.

The payment requisition should then be routed to the Finance Department. The Finance Department will verify that all procedures were followed and, if necessary will assure that signed contracts are on file. The Finance Department will also code the service or product to the appropriate general ledger

account(s) in the space provided for "*Finance Use Only*". Departments with large quantities of monthly payment requisitions will be given a list of appropriate Chart of Account codes and vendor numbers and are to code the expenses prior to sending the payment requisitions to the Finance Department. The Finance Department will sign and date the payment requisition when received. The payment requisition will then be passed on to the appropriate executive staff member for approval and signature. The executive staff member will check for budgetary issues and approve payment. At any time during this process, payment can be denied or the payment requisition and attachments can be returned if incomplete, or if additional information is needed.

Following payment of the payment requisition, a copy of the check is attached to the front of the payment requisition. The check copy, payment requisition, and all attachments are stamped "**Paid**" and dated the date of payment. This is then filed in the alphabetical vendor files that are maintained in the Finance Department. These files are maintained by fiscal year.

#### **14.2.5 Deadlines for Payment**

If the completed payment requisition and necessary attachments are received in the Finance Department by the 10th of the month, payment will be made on the 15th or the last working day prior to the 15th of the same month. If the completed payment requisition is received between the 10th and the 20th of the month, payment will be made on the last working day of that month.



---

<b>Procedure:</b>	<b>14.3 Change Fund/Petty Cash</b>
<b>Policy Reference:</b>	14.1 Management Practices to be Used
<b>Origin:</b>	Administration
<b>Oversight:</b>	Director of Finance
<b>Revision Date:</b>	6/1/99; 12/29/04

---

**Table of Contents**

14.3.1	Purpose .....	12
14.3.2	Change Fund.....	12
14.3.3	Petty Cash Fund.....	13

---

**14.3.1 Purpose**

To provide selected Center program/facilities with a Change Fund and Petty Cash for the convenience of Center staff, consumers, and guests.

**14.3.2 Change Fund**

A Change Fund may be requested by a Program Director for use in a program/facility where such a need is evident.

A request is made to the Finance Director for the Fund. The Finance Director will instruct the Program Director to complete a payment requisition to request initiation of the Change Fund. The payment requisition will be payable to the Change Fund Custodian, c/o Program Name Change Fund. Executive management must approve the requisition.

The Program Director acts as custodian or may designate another program staff member as such. Hourly, relief, or contract personnel may not act as custodian, unless authorized by the Deputy Executive Director.

A back-up custodian must also be designated by the Program Director. The back-up custodian will perform the functions for the custodian in his/her absence.

Change Fund policies and procedures are read by the assigned custodian and back-up custodian. If additional information is needed the Finance Department can assist in answering any questions and/or concerns. The custodian and back-up custodian are to sign that he/she have read and are aware of the Change Fund policies and procedures. The Finance Director will also sign to verify that the policies and procedures were reviewed. The signatures will be maintained in the Finance Department.

Upon receipt of the initial Change Fund check, the custodian cashes the check and sets up the Fund in a secured location at the program/facility. Every attempt must be made to avoid any and all check cashing fees.

The custodian will be responsible for the Change Fund at all times, with the exception of during his/her absence. At this time, the back-up custodian becomes responsible. It is suggested that at each time of absence, the custodian review his/her Fund and sign it over to the back-up custodian. At the time of the custodian's return, the Fund is to be reviewed and signed back over to the custodian.

#### Management

At least annually, the Finance Director, or his/her designee, will audit the Funds for accuracy and security. Any problems or discrepancies noted on the Change Fund Review form are to be corrected within three (3) working days of the audit. The Fund will be re-audited for verification of correction. Continued problems or abuse of the Fund could result in termination of the Fund and/or disciplinary action.

The maximum amount for a Change Fund is \$25.00. The Fund should, at all times, remain the initial negotiated amount in currency and/or coin.

Change Funds are to be used in programs/facilities to provide assistance with fee collections or change making. The Fund is not to be used for purchasing items, cashing checks, or paying vendors.

#### Transfer/Closing

Upon change of custodian or back-up custodian or termination of a Change Fund, a Receipt of Change Fund form will be completed.

When a Fund is closed, all monies are to be forwarded to the Finance Department for disposition.

### **14.3.3            Petty Cash Acquisition**

A Petty Cash Fund may be requested by a Program Director for use in a program/facility where such a need is evident.

A request is made to the Finance Director for the Fund. The Finance Director will instruct the Program Director to complete a payment requisition to request initiation of the Petty Cash Fund. The payment requisition will be payable to the Petty Cash Fund Custodian, c/o Program Name Petty Cash Fund. The requisition must be approved by the executive management.

The Program Director acts as custodian or may designate another program staff member as such. Hourly, relief, or contract personnel may not act as custodian, unless authorized by the Deputy Executive Director.

A back-up custodian must also be designated by the Program Director. The back-up custodian will perform the functions for the custodian in his/her absence.

Petty Cash Fund policies and procedures are read by the assigned custodian and back-up custodian. If additional information is needed, the Finance Department can assist in answering any questions and/or concerns. The custodian and back-up custodian are to sign that he/she have read and are aware of the Petty Cash Fund policies and procedures. The Finance Director will also sign to verify that policies and procedures were reviewed. The signatures will be maintained in the Finance Department.

The custodian will be responsible for the Petty Cash Fund at all times, with the exception of during his/her absence. At this time, the back-up custodian becomes responsible. it is suggested that at each time of absence, the custodian review his/her Fund and sign it over to the back-up custodian. At the time of the custodian's return, the Fund is to be reviewed and signed back over to the custodian.

Petty Cash Funds are reimbursed from the Finance Department. All Petty Cash checks will be made payable to:     Custodian's Name  
                              c/o Program Name Petty Cash Fund

Requests for reimbursement are to be made, as the funds are needed.

The funds are to be used for small emergency client expenses.

The funds are to be used for small miscellaneous purchases that have been cleared through the Finance Director, or his/her designee. Approval from the Finance Director **must** be noted on the Petty Cash Slip, or the receipt, with the date and the Finance Director's name.

Several petty cash funds are set up for client recreational expenses.

Petty Cash Funds are not to be used to reimburse Center staff, contract staff, staff family members, or businesses of which staff own, operate, or have interest in.

At the time the funds are distributed by the custodian, or back-up custodian, a Petty Cash Slip is to be filled out and placed with the Petty Cash Fund. The Petty Cash Slip will include the date, the name of the person or vendor receiving the funds, the program number, the amount, the signature of the receiver, a description of the expense, receipt amount, change amount, and the signature of the Petty Cash custodian. Several Petty Cash custodian will be exempt from completing the Petty Cash Slip due to the nature of their Petty Cash Fund.

**The Center is a tax-exempt organization.** Every attempt should be made to avoid paying sales tax. Amounts paid for sales tax **will not** be reimbursed, unless it is noted on the Petty Cash Slip that the vendor would not cooperate and deduct the sales tax or that the situation was an emergency and time did not allow for the discussion of tax-exemption.

Receipts **must** be obtained for all Petty Cash expenditures. The receipt is to be attached to the back of the Petty Cash Slip, if applicable.

For reimbursement of the Fund, a Payment Requisition must be completed, in accordance with, Center Payment Requisition procedures. It is to reflect the amount requested and the cash on hand. This should total to the authorized Petty Cash Fund amount. Reimbursement checks will be issued on the 15th and

the last working day of the month. All paperwork requesting reimbursement should be in the Finance Department no later than the 10th or the 20th of the month with all appropriate signatures.

Expenditures are itemized on a Petty Cash Reimbursement form. Proper coding of expenditures on the reimbursement form is to be in accordance with the approved Chart of Accounts and budget for the current fiscal year. This form and all receipts are then attached to the prepared Payment Requisition. The custodian will obtain the Program Director's signature and then route all documentation to the Finance Department.

Any lost receipts or unaccounted amounts will be the responsibility of the custodian. A Payment Requisition should be filled out in lieu of a lost receipt and attached to the Petty Cash Slip.

At least annually, the Finance Director, or his/her designee, will audit the Funds for accuracy and security. Any problems or discrepancies noted on the Petty Cash Fund Review form are to be corrected within three (3) working days of the audit. The Fund will be re-audited for verification of correction. Continued problems or abuse of the Fund could result in termination of the Fund and/or disciplinary action.

#### Transfer/Closing

Upon change of custodian or back-up custodian or termination of a Petty Cash Fund, a Receipt of Petty Cash Fund form will be completed, as well as a Receipt of Petty Cash Fund Policies and Procedures form by the new custodian, back-up custodian, supervisor, and Finance Director, as needed.

When a Fund is closed all receipts and cash are to be forwarded to the Finance Department for disposition. A Receipt of Petty Cash form must be completed. This form will state that the Petty Cash Fund and all current documentation has been received by the Finance Department from the past custodian. The Finance Director will make all necessary journal entries to close out the Petty Cash Fund in the general ledger.

---

<b>Procedure:</b>	<b>14.4 Central Purchasing</b>
<b>Policy Reference:</b>	14.4 Purchasing
<b>Origin:</b>	Administration
<b>Oversight:</b>	Director of Finance
<b>Revision Date:</b>	6/1/99; 12/29/04

---

**Table of Contents**

14.4.1	Purpose .....	16
14.4.2	Custodian.....	16
14.4.3	Vendor Contracts.....	16
14.4.4	Operating Procedures .....	17

---

**14.4.1 Purpose**

The following provides a systematic and fiscally sound system of ordering, purchasing, receiving, and distributing all supplies, equipment, and clinical record/personnel/financial forms purchased by and to be used by the Center; obtaining annual purchase agreements for office supplies, cleaning supplies, paper supplies, office equipment, and printing services. Responsibility of these procedures is that of the Finance Director. Failure to abide by these procedures can result in notification to the Executive Director and/or your personnel file, and/or disciplinary action.

**14.4.2 Custodian**

A Central Purchasing Custodian will be assigned by the Program Director. A Central Purchasing Custodian form must be completed for assigning the custodian. The original will be maintained in the purchasing files. When the responsibility of Central Purchasing custodian is accepted by a staff person, he/she is also accepting and agreeing to follow the Center’s policies and procedures regarding Central Purchasing. When a custodian terminates employment from the Center, notification should be sent to the Finance Director immediately by the Program Director. A new Central Purchasing Custodian should be assigned by the Program Director at that time.

**14.4.3 Vendor Contracts**

Whenever possible and cost effective, goods will be purchased through the vendor contracts approved by the Board of Trustees each fiscal year.

After going out for bids, vendor contracts will be submitted prior to the beginning of each fiscal year to begin participation in a contract.

**14.4.4 Operating Procedures**

### Stocking the Purchasing Warehouse

A Purchasing Order form will be completed for each vendor in order to maintain stock in the central purchasing warehouse. Upon receipt and verification of goods by the Central Purchasing, the vendor invoice will be attached to a payment requisition and routed to Finance for appropriate signatures and payment in accordance with Center Payment Requisition Procedures.

### Ordering Items from the Purchasing Warehouse

The purchasing catalog will list all items that will be made available for programs to order. This catalog includes office supplies, cleaning supplies, copier supplies, clinical records/personnel/financial forms, paper supplies, lawn/outdoor supplies, medical & meeting supplies, and vehicle supplies in alphabetical order.

Items listed in the catalog shall be purchased by completing the Catalog Order form (stock 9200) in detail and must be signed by the assigned Central Purchasing Custodian and Program Director of that program. The form should then be mailed to Central Purchasing.

**When a Custodian or Program Director will be out on personal leave, a memo should be sent to the Finance Director prior to the first day of the leave. The memo should note who is authorized to sign in the absence of the Custodian or the Program Director, and for what dates.**

At the discretion of the Finance Director, emergency orders may be faxed to Central Purchasing. Prior to faxing an order, contact the Finance Director for approval. Do not fax an order before calling Central Purchasing. Faxed emergency orders should be noted on the Catalog Order form as such, with an explanation as to the urgent need and the original must be stamped or marked in red 'Faxed'. When the order is delivered to the program the original Catalog Order form will be picked up by the purchasing driver to replace the previously faxed copy.

For those items available in stock - the order will be filled according to the delivery schedule. All back-ordered items will be noted on the purchasing invoice with an approximate date the item can be expected. Once a back-order has been received in the warehouse, the item will be delivered according to the program delivery schedule. Back-ordered items should NOT be re-ordered by the Custodian.

**Any forms that are stocked in the purchasing warehouse must not be copied.**

### Items ordered on a Special Purchase Request form

Items needed which are not listed in the purchasing catalog will be requested by completing a Special Purchase Request form (stock #9200. 1). This form must be signed by the Central Purchasing Custodian and the Program Director. For requests in excess of \$250.00, the signature of the Executive Management must be obtained prior to sending the request to Central Purchasing.

It is requested that all Special Purchase Request forms should have an explanation as to why each item is needed in order to avoid unnecessary questioning and phone calls. **Detailed** description of the item being requested will also assist in speeding up the purchasing process.

Prior to submitting a Special Purchase Request to Central Purchasing, approval from the Executive Management must be obtained for all purchases in excess of \$250.00.

Items will be purchased through vendor contracts, whenever possible and cost effective, and/or three vendors will be contacted for price comparisons on all purchases costing over \$250.00.

#### Purchases with Petty Cash

For small purchases that are under \$15.00 that a custodian wishes to purchase from petty cash the following process must occur:

- Complete a separate Special Purchase Request with the appropriate signatures and mail or fax to the Finance Director.
- The Finance Director must sign off on the request and will return it to the Central Purchasing Custodian.
- **A tax-exempt form must be brought to the store when a purchase is made as no tax should be paid.** The receipt and the approved Special Purchase Request form should then be given to the Petty Cash Custodian to be submitted to Finance along with the petty cash reimbursement request.

#### Unbudgeted Items in excess of \$2500.00

Unbudgeted items costing \$2500.00 or more will not be purchased without approval by the Board of Trustees. The following process must occur:

- The Program Director must complete a payment requisition with three written bids attached. The payment requisition is to be submitted to the Finance Director who will then request approval for this purchase from the executive management team.
- Upon notification from the Executive Director, Deputy Executive Director, Contracts Manager, or Business Manager, the Departmental Support Services Director will contact the Program Director concerning the request.
- The Finance Director will initiate the request for approval from the Board of Trustees.
- Upon approval/denial by the Board of Trustees, the Finance Director will take appropriate action.

The public bidding process will be used when required by law.

The purchasing software will generate an invoice. A copy of the invoice will be maintained in the purchasing files. The original invoice will accompany delivery of items from the purchasing warehouse. The original invoice must be signed by the staff person receiving the goods, verifying that all listed items on the **invoice** were received. The original signed invoice will be returned with the driver. Any discrepancies in the order should be reported to the Finance Director immediately.

It will be the responsibility of each Program Director to establish ordering procedures within the program e.g., designating a Central Purchasing Custodian to place orders, monitoring items ordered, making certain that there is an adequate amount of supplies kept on hand, and making sure orders are sent in according to the deadlines set. The Program Director will be responsible for insuring that the program's budget for supplies and equipment is not over-expended.

**All purchases made for the Center must go through Central Purchasing with the exception of medication, food, building maintenance/repair supplies, and Transportation mobile phones.**

**Staff will not be reimbursed for purchases made without prior authorization from the Finance Director, or his/her designee.**

### Delivering

A schedule will be set for weekly deliveries. The schedule can be obtained from Central Purchasing. The schedule will not change without prior notification.

**When a delivery day falls on a Center holiday, programs with that delivery day will their delay next regularly scheduled delivery day, unless other arrangements are made by Central Purchasing. Custodians should plan ahead for such occasions. If an emergency arises, custodians should contact Central Purchasing for emergency arrangements,**

If necessary, there will be no deliveries on the last full week of the following months March, June, August, and December. Sufficient notice will be given if deliveries will not be made. The Central Purchasing Custodian should order enough supplies to get through this week as Central Purchasing may close for inventory of warehouse stock items and completion of miscellaneous duties at this time.

### Printing Services

All items to be printed which include public information items (i.e. pamphlets, brochures, newsletters, etc.) and letterhead, envelopes, clinical record, personnel, financial forms, business cards, etc. should be presented in draft form, attached to a Special Purchase Request and then forwarded to Central Purchasing, who will then place the order with a contract vendor, whenever it is possible and cost effective, for printing services. If the item to be printed is not a contract item, the purchasing clerk will obtain 3 bids, if the cost will be in excess of \$250.00. If time does not allow, the contract vendor will be awarded the special printing job.

### Receipt of Deliveries

All initial deliveries of items will be made to the purchasing warehouse, unless other arrangements are made by Central Purchasing. When an order is delivered to the purchasing warehouse, the following procedure will be followed. The purchasing clerk will verify the order with the packing slip and pull the appropriate Purchasing Order form to verify that the items ordered are those received. The Purchasing Order form will be marked "*received*", signed, dated, and maintained in the purchasing files. For Special Purchase Request items, a packing slip will be made and given to the purchasing driver.

Vendors delivering goods to the purchasing warehouse will be asked to remain until the verification process has been completed. If it is not feasible for the vendor to remain, the order will be immediately verified and the vendor notified of any discrepancies.

### Returning Goods to Vendors

Central Purchasing will be primarily responsible for the return of merchandise to vendors when appropriate. All merchandise should be returned in the original shipping package.

### Programs Returning Goods to Central Purchasing

The Central Purchasing Custodian must contact Central Purchasing within five (5) working days of delivery to request an item to be returned or exchanged.

Returns/Exchanges will be limited to:

- An item delivered to the program when another item was ordered.
- Items damaged upon receipt into the program.



- Printed items can only be returned if the vendor printed the item without it being proofed first.
- The item is of enough value that another program could benefit from its use.
- The discretion of the Finance Director.

Once the Finance Director has approved that an item can be returned, the item will be picked up by the driver on the next delivery day, in accordance with the program delivery schedule. The item will then be returned to the original vendor or to the purchasing warehouse, whichever is more appropriate.

---

<b>Procedure:</b>	<b>14.5    Depository Bank Account</b>
<b>Policy Reference:</b>	14.5    Bank Accounts
<b>Origin:</b>	Administration
<b>Oversight:</b>	Director of Finance
<b>Revision Date:</b>	6/1/1999; 10/14/2003; 09/01/2004

---

#### **Table of Contents**

14.5.1	Purpose .....	21
14.5.2	Definitions .....	21
14.5.3	Custodian.....	22
14.5.4	Transfer of Custodianship .....	22
14.5.5	Closing a DBA .....	22
14.5.6	Revenues .....	23
14.5.7	Monthly Closing.....	24
14.5.8	Account Review .....	24
14.5.9	Management Review .....	25

---

#### **14.5.1            Purpose**

To provide selected Center programs with a depository bank account to conveniently and efficiently deposit funds that are received in the facility.

Depository Bank Accounts may be acquired and maintained for selected Center programs at conveniently located federally insured banking establishments. These accounts will be known as “Depository Bank Accounts” – “DBA’s”. These DBA’s will provide quick access for safely depositing funds.

Responsibility of these procedures will be that of the CFO with direct supervision from the Finance Director and the appropriate director of each DBA. Failure to abide by these procedures can result in notification to the Executive Director, and/or personnel file, and/or disciplinary action.

#### **14.5.2            Definitions**

A DBA is established through the actions of the appropriate director, the Finance Director, the CFO, and the Deputy Executive Director after a definite need is determined. The Finance Director will suggest a bank in accordance with Center procedures and the Finance Department will make the necessary arrangements to open the account. The DBA name on the account will read as follows:

**The Gulf Coast Center  
(DBA Name)**

The following information should be on all DBA documentation:

**4352 E.F. Lowry Expressway**

**Texas City, Texas 77591**  
**(409)763-2373 (281)488-2839**  
**Tax ID#74-1607987**

Signatures are limited to the CFO, the Contracts Manager, and the Deputy Executive Director.

#### **14.5.3 Custodian**

After a DBA is established, a custodian will be selected for the account. The custodian will have the responsibility for assuring that DBA procedures are followed and that the account is handled properly and professionally. The custodian will also be responsible for verifying that the DBA documentation is secure at all times. The appropriate director selects the custodian and notification is sent to the Finance Department on the Receipt of Depository Bank Account Policies and Procedures form.

When a staff person accepts the responsibility of DBA custodian, he/she is also accepting and agreeing to follow the Center's procedures regarding DBA's. Failure to follow said procedures or abuse of a DBA could result in termination of custodianship and/or disciplinary actions.

#### **14.5.4 Transfer of Custodianship**

The appropriate director may replace a custodianship by submitting a Receipt of Depository Bank Account Policies and Procedures form. A Receipt of DBA form must also be submitted to the Finance Department. The past custodian, the present custodian, and the appropriate director must complete it. The past custodian is responsible for forwarding all deposit receipts and forms to the present custodian. The new custodian, back-up custodian, supervisor, and the Business Manager must also complete a Receipt of DBA Policies and Procedures form.

When a custodian terminates employment from the Center, the appropriate director must submit a custodian revision to the Finance Department within three (3) working days following the custodian's termination date to initiate a new custodian. A Receipt of DBA form must also be submitted to the Finance Department, as well as a Receipt of DBA Policies and Procedures form completed by the new custodian, back-up custodian, supervisor, and the Finance Director.

#### **14.5.5 Closing a DBA**

A DBA can be closed with the authorization of the CFO, the Deputy Executive Director, or the Executive Director. When a DBA is closed, the custodian is responsible for forwarding all deposit receipts and forms to the Finance Department immediately following notification of closing. After the final reconciliation is complete and the remaining balance is determined the Finance Director, or his/her designee, will make the arrangements with the bank to close out the account. The remaining balance will be deposited into the Center's general depository account upon receipt.

#### **14.5.6 Revenues**

All funds received into the facility must be receipted. When checks are recorded in the receipt book, the receipt number is to be written on the upper left hand corner of the check that is being receipted. The receipt number must also be recorded on all documentation that was received with the check. When

cash is recorded in the receipt book, the receipt number is to be written on all documentation that accompanied the cash. Cash is not to be copied. The receipt should include the consumer's name and the amount paid. It should also be noted as to whether the payment was made by check, money order, or cash.

Checks are to be stamped "For Deposit Only" on the backside of the check in the appropriate area. The Finance Department will supply custodians with the "For Deposit Only" stamps, upon request. The stamps will read as follows:

**For Deposit Only**

**DBA Name**

**Bank Account Number**

After all funds are receipted, a deposit slip(s) is prepared for the day's receipts. The deposit slip must state the amount of currency and coin. It must also state whom each check was from and the check number.

If funds are received for different reasons, i.e. Patient fees, vendor earnings, donations, refunds, etc., separate deposit slips must be prepared. A copy of each deposit is to be made and forwarded to the Finance Department in the DBA packet at the close of each month. When the verified bank deposit receipt is received from the bank, the type of the deposit should be written on the deposit receipt. The receipt must then be attached to the copy of the deposit it represents.

Additional copies of deposit slips and all accompanying documentation for patient fees must be made and forwarded to Centralized Billing. This will assure that patient fee payments are posted to the appropriate consumer account.

Two (2) staff persons will perform the receipting of funds and deposit preparation. One person will receipt the monies in the receipt book, record the receipt number on all appropriate documentation, and stamp the backside of the check "For Deposit Only". After all monies are receipted and the deposit packet needs to be prepared, the monies will be given to another staff person. This person will prepare the deposit for the bank. He/she will make the necessary copies, separate the funds as needed, and see that the deposit(s) are actually made. Following the deposit being made at the bank, the deposit copies and the deposit receipt are returned to the person who receipted the funds. He/she will check off each receipt in the deposit packet to the receipt book to verify that all deposits were made. Any problems or discrepancies must be brought to the attention of the appropriate director immediately. The DBA custodian and/or the director should review the receipt book monthly.

Deposits should be made daily to ensure the safety of the funds. All funds receipted on the last working day of the month prior to noon are to be deposited before 2:00 p.m. on that day.

Funds collected in the facility must be deposited exactly as they are received. In the cases where several programs are utilizing the DBA for depositing funds, a separate deposit slip must be completed. The program number should be noted on the deposit copies.

#### **14.5.7 Monthly Closing**

On the last working day of the month, the DBA custodian will list, properly code, and total all deposits for that month on a DBA Monthly Recap Sheet form. The proper coding for deposit will be based on the type of revenue that is involved and the program that is involved. Proper coding of revenues on the DBA Monthly Recap Sheet form is to be in accordance with the approved Chart of Accounts and budget for the current fiscal year. The top right hand corner of the DBA Monthly Recap Sheet form is to be completely filled out by the custodian, including DBA name, bank name, bank account number, and general ledger number.

The deposit packets and the deposit receipts should be in order by deposit date and placed in the DBA packet. The packet will be provided by the Finance Department monthly. Procedures for packaging your DBA information are as follows:

1. All necessary signatures should be in the appropriate places.
2. The DBA Monthly Recap Sheet form(s) are to be placed in the manila folder.
3. All deposit packets and deposit receipts are to be placed behind the manila folder in date order.

DBA packets are to be submitted to the Finance Department even if there was no activity in the account for the month. If non-compliance continues past thirty (30) days, the Executive Director, Deputy Executive Director, or the CFO will be notified and any necessary action will be taken.

#### **14.5.8 Account Review**

##### Batching

Upon receipt of the monthly DBA packet, assigned financial staff will log the packet in on the Monthly Account Recap Sheet. The assigned financial staff will review the DBA packet. Proper packaging of the DBA information will be checked. The coding and deposit packets and receipts will be verified. Any problems or discrepancies will be brought to the attention of the Finance Director. The Finance Director may return the packet to the custodian for correction.

Following verification of the DBA packet, the assigned financial staff will enter the DBA revenues into the monthly general ledger.

##### Bank Reconciliation

An initial DBA Reconciliation will be completed. The reconciliation will verify deposit amounts recorded with the bank statement. The EBA bank reconciliation, the bank statement, and a copy of the recap sheets are all attached and forwarded to the Finance Director for review.

Deposit receipts for DBA's are maintained separately in the Finance Department.

##### Proof of Cash

A second reconciliation called a proof of cash is completed. This reconciliation verifies the bank balance to the book balance and the book balance to the general ledger balance. The proof of cash should be completed for each month prior to the close of the following month. Any discrepancies should be traced and corrected by the Finance Director or his/her designee. Journal entries will be made

to correct the discrepancies at the time the proof of cash is completed. No general ledger adjustment should go uncorrected for more than sixty (60) days. The Monthly Bank Account Recap form is updated after each proof of cash is done and all necessary journal entries are made. Following the completion of all proofs of cash, the Monthly Bank Account Recap form will be forwarded to the CFO for review.

#### **14.5.9            Management Review**

On a monthly basis, the CFO will review the Monthly Bank Account Recap form. On a random basis, one (1) to three (3) DBA's will be selected and reviewed in detail by the CFO. The DBA packet, reconciliation, and proof of cash will be pulled for the review. The CFO will sign and date each reconciliation form.

On a monthly basis, the Finance Director or his/her designee, will review the DBA's and transfer excess funds into the Center's general depository for Centerwide use.

---

<b>Procedure:</b>	<b>14.6 Expense Bank Account</b>
<b>Policy Reference:</b>	14.7 Expense Bank Accounts
<b>Origin:</b>	Administration
<b>Oversight:</b>	Director of Finance
<b>Revision Date:</b>	6/1/99; 12/29/04

---

**Table of Contents**

14.6.1	Purpose .....	26
14.6.2	Definitions .....	26
14.6.3	Custodian.....	27
14.6.4	Transfer of Custodianship .....	27
14.6.5	Closing a EBA.....	28
14.6.6	Management .....	28
14.6.7	Account Review .....	31
14.6.8	Management Review .....	32

---

**14.6.1 Purpose**

To provide selected Center programs with access to Center funds to quickly and efficiently maintain operations.

Expense Bank Accounts may be acquired and maintained for selected Center programs at conveniently located federally insured banking establishments. These accounts will be known as "Expense Bank Accounts" - "EBA's". These EBA's will provide quick turn-around for expenditures necessary to efficiently maintain Center operations.

Responsibility of these procedures will be that of the CFO with direct supervision from the Finance Director and the appropriate director of each EBA. Failure to abide by these procedures can result in notification to the Executive Director, and/or personnel file, and/or, disciplinary action.

**14.6.2 Definitions**

An EBA is established through the actions of the appropriate director, the Finance Director, the CFO, and the Deputy Executive Director after a definite need is determined. The Finance Director will suggest a bank in accordance with Center procedures and the Finance Department will make the necessary arrangements to open the account. The EBA name on the account will read as follows:

**The Gulf Coast Center  
(EBA Name)**

The following information should be on all EBA checks:

**4352 E.F. Lowry Expressway**

**Texas City, Texas 77591**  
**(409)763-2373 (713)488-2839**  
**Tax ID# 74-1607987**

Checks are to be prenumbered and written in sequence at all times.

Signatures are limited to staff selected by the appropriate director, the CFO and the Deputy Executive. The CFO and the Deputy Executive Director signatures are obtained last on the signature cards to ensure that they are aware of the additional signatures. Staff working on a relief, hourly, volunteer, or contract basis will not be authorized signers of an EBA, with the exception of those specifically approved by the Deputy Executive Director. Single signatures are acceptable on checks for \$250.00 or less. Dual signatures are required for checks in excess of \$250.00 with the exception of the Central Purchasing, HB1154MH and HB1154MR EBA. These accounts require dual signature on checks in excess of \$1000.00 and single signature on checks for \$1000.00 or less.

Any changes to the signature card will follow the same process as new EBA's.

The signing of one's name on an EBA signature card is an acceptance and an agreement of Center procedures regarding EBA'S. Failure to follow said procedures or abuse of an EBA could result in termination of signatory powers and/or disciplinary actions.

#### **14.6.3 Custodian**

After an EBA is established, a custodian will be selected for the account. The custodian may or may not be an authorized signature on the account. The custodian will have the responsibility for assuring that EBA procedures are followed and that the account is handled properly and professionally. The custodian will also be responsible for verifying that the EBA checkbook is secure at all times. The custodian is selected by the appropriate director and notification is sent to the Finance Department on the Receipt of Expense Bank Account Policies and Procedures form.

When a staff person accepts the responsibility of EBA custodian, he/she is also accepting and agreeing to follow the Center's procedures regarding EBA'S. Failure to follow said procedures or abuse of an EBA could result in termination of custodianship and/or disciplinary actions.

#### **14.6.4 Transfer of Custodianship**

A custodian may be replaced by the appropriate director by submitting a Receipt of Expense Bank Account Policies and Procedures form. A Receipt of EBA form must also be submitted to the Finance Department. It must be completed by the past custodian, the present custodian, and the appropriate director. The past custodian is responsible for forwarding all receipts, unused checks, and forms to the present custodian. A Receipt of EBA Policies and Procedures form must also be completed by the new custodian, back-up custodian, supervisor, and Finance Director.

When a custodian terminates employment from the Center, the appropriate director must submit a custodian revision to the Finance Department within three (3) working days following the custodian's termination date to initiate a new custodian. A Receipt of EBA form must also be submitted to the



Finance Department, as well as a Receipt of EBA Policies and Procedures form completed by the new custodian, back-up custodian, supervisor, and Finance Director. Failure to do so could result in a hold being placed on the EBA.

#### **14.6.5 Closing a EBA**

An EBA can be closed with the authorization of the CFO, the Deputy Executive Director, or the Executive Director. When an EBA is closed, the custodian is responsible for forwarding all receipts, unused checks, and forms to the Finance Department immediately following notification of closing. After the final reconciliatory is complete and the remaining balance is determined the Finance Director, or his/her designee, will make the arrangements with the bank to close out the account. The remaining funds will be deposited into the Center's general depository account upon receipt.

#### **14.6.6 Management**

##### Expenditures

Expenditures from an EBA will consist of approved payments that are needed immediately in order to maintain operations.

**Note:** The Gulf Coast Center is a *tax-exempt organization*. Make every effort to assure that your vendors are aware of this and that they are provided with the proper documentation.

All payments for staff expenses, staff reimbursements, travel, lease/note, payments, contract payments, recurring expenses, i.e. laboratory fees, vending, dumping fees, alarm services, answering services, vehicle/equipment repair and maintenance, pest control, etc. are paid from the Finance Department.

At no time are EBA checks to be written payable to cash, Center staff, or other EBA'S. "Center staff" includes full-time, part-time, hourly, and relief staff. These limitations include not writing checks to staff family members, contract staff, or to businesses or which staff or contract staff own, operate, or have interest in. Any such conflicts of interests should be brought to the attention of the appropriate director, the CFO, and Human Resources. When approved, these payments are to be made from the Finance Department.

No EBA checks are to be written for any purchases that are for staff personally and not for the Center.

No EBA checks are to be written for items that are to be received from the Central Purchasing warehouse, unless otherwise approved by the Finance Director, or his/her designee.

Checks are to be written in sequence and properly completed. Checks that are skipped or missed for any reason are to be voided and noted as such in the check register. The voided check must be stamped, or clearly marked "void" and the signature section removed. The voided check is to be placed in sequential order with the receipts and routed to the Finance Department in the EBA packet at the end of the month.

The check register is to be completely documented. It should include the date of the check, vendor name, amount, brief description of expenditure, and check number for each check written. **Balances are to be carried forward after each check is written.**

Each check **must** have a detailed vendor receipt/invoice. If receipts are missing, an explanation should be noted. The custodian will be reminded or notified of missing receipts with a Missing Receipts form. Payments are to be made from original receipt/invoices. Payments are not to be made from receipt/invoice copies or statements. If payment from a copy is absolutely necessary, the copy should be clearly marked "copy" and the payment should be thoroughly researched before being paid. All receipts/invoices must reflect vendor, date, total cost, and purchase description. The amount of the receipt/invoice must agree with the amount on the check.

Signed blank checks are not to be left in the facilities or given out for any reasons.

#### Receipt and Approval of Goods

Upon each EBA expenditure, a Receipt and Approval of Goods form must be attached to the vendor receipt/invoice. The top portion of the form is to be completed by the staff person receiving the goods or services. The program to be charged and a brief description of the goods or service are to be recorded on the form upon receipt. This form is the verification that the goods or services were received. The bottom portion of the form is to be completed when the EBA check is written. The approving signature should be the appropriate supervisor, or his/her designee's. Signing on the "Approved By" line represents that the goods or services purchased were approved and that payment should be made. Each check written from the EBA must have a Receipt and Approval of Goods attached to the front of a detailed receipt/invoice for that expenditure. This form does not take the place of a vendor receipt/invoice. If the original vendor receipt/invoice is lost or misplaced and a copy cannot be obtained, a payment requisition must be filled out with the proper information and signed by the custodian and the appropriate supervisor. The completed payment requisition should be attached to the back of a completed Receipt and Approval of Goods form and sent in with the monthly EBA packet in accordance with Center procedures.

All vendor receipts/invoices are to be verified. The appropriate supervisor is to sign and date all documents related to the EBA, expenditures, as well as the Receipt and Approval of Goods form.

The HB1154MH and HB1154MR expense account custodians will not complete the Receipt and Approval of Goods form for checks.

#### Revenues

All funds received into the facility must be receipted in a receipt book. When checks are recorded in the receipt book, the receipt number is to be written on the upper left-hand corner of the check that is being receipted. The receipt number must also be recorded on all documentation that was received with the check. When cash is recorded in the receipt book, the receipt number is to be written on all documentation that accompanied the cash. Cash is not to be copied.

Checks are to be stamped "For Deposit Only" on the backside of the check in the appropriate area. The Finance Department will supply custodians with the "For Deposit Only" stamps, upon request. The stamps will read as follows:

**For Deposit Only**  
**EBA Name**

## **Bank Account Number**

After all funds are receipted, a deposit slip(s) is prepared for the day's receipts. The deposit slip must state the amount of currency and coin. It must also state whom each check was from and the check number.

If funds are received for different reasons, i.e. patient fees, vendor earnings, production income, donations, refunds, etc., separate deposit slips must be prepared. A copy of each deposit is to be made and forwarded to the Finance Department in the EBA packet at the close of each month. When the verified bank deposit receipt is received from the bank, a brief description of the deposit should be written on the deposit receipt. The receipt must then be attached to the copy of the deposit it represents.

The receipting of funds and deposit preparation will be performed by two staff persons. One person will receipt the monies in the receipt book, record the receipt number on all appropriate, documentation, and stamp the backside of the check "For Deposit Only". After all monies are receipted and the deposit packet needs to be prepared, the monies will be given to another staff person. This person will prepare the deposit for the bank. He/she will make the necessary copies, separate the funds as needed, and see that the deposit(s) are actually made. Following the deposit being made at the bank, the deposit copies and the deposit receipt are returned to the person who receipted the funds. He/she will check off "each receipt in the deposit packet to the receipt book to verify that all deposits were made. Any problems or discrepancies must be brought to the attention of the appropriate supervisor immediately. The EBA custodian and/or the supervisor should review the receipt book monthly.

The amount of each deposit must be recorded immediately into the EBA check register. A brief description of the deposit should be written in the register beside the amount entered.

Deposits should be made daily to ensure the safety of the funds. All funds receipted on the last working day of the month are to be deposited before 2:00 p.m. that day.

Funds collected in the facility must be deposited exactly as they are received. In the cases where several programs are utilizing the EBA for depositing funds, a separate deposit slip must be completed. The program number should be noted on the copies of the deposits.

## **Monthly Closing**

On the last working day of the month, the EBA custodian will list, properly code, and total all checks and deposits for that month on an EBA Monthly Recap Sheet form. The proper coding for each check and deposit will be based on the type of expenditure or revenue that is involved and the program(s) that are involved. Proper coding of expenditures and revenues on the EBA Monthly Recap Sheet form is to be in accordance with the approved Chart of Accounts and budget for the current fiscal year. The top right hand corner of the EBA Monthly Recap Sheet form is to be completely filled out by the custodian, including EBA name, bank name, bank account number, and general ledger number.

Corresponding vendor receipts with completed Receipt and Approval of Goods forms attached, voided checks, a copy of that month's check register, and, if necessary, a payment requisition requesting reimbursement are to be placed in the EBA packet. The deposit packets and the deposit receipts should

be in order by deposit date and placed in the EBA packet. The packet will be provided by the Finance Department monthly. Procedures for packaging your EBA information are as follows:

1. All necessary signatures should be in the appropriate places.
2. The EBA Monthly Recap Sheet form(s) are to be placed in the manila folder.
3. The payment requisition requesting EBA reimbursement is to be placed in the manila folder.
4. The copy of the monthly check register is to be placed in the manila folder.
5. All EBA receipts, along with attached Receipt and Approval of Goods forms should be placed in front of the manila folder. The receipts are to be in check number order.
6. All deposit packets and deposit receipts are to be placed behind the manila folder in date order.

EBA packets are to be submitted to the Finance Department even if there was no activity in the account for the month. If non-compliance continues past thirty (30) days, a hold will be placed on the account at the bank until the EBA packets are brought current. At the time of the hold being placed on the bank account, the Executive Director or the Deputy Executive Director will be notified and any necessary action will be taken.

#### **14.6.7 Account Review**

##### Batching

Upon receipt of the monthly EBA packet, assigned financial staff will log the packet in on the Monthly Account Recap Sheet. The EBA packet will be reviewed by the assigned financial staff. Proper packaging of the EBA information will be checked. The coding, vendor receipts/invoices, and deposit packets and receipts will be verified. Any problems or discrepancies will be brought to the attention of the Finance Director. The Finance Director may return the packet to the custodian for correction.

Following verification of the EBA packet, the assigned financial staff will enter the EBA expenses and revenues into the monthly general ledger via the financial software.

##### Bank Reconciliation

An initial EBA Reconciliation will be completed. The reconciliation will verify check totals, deposit amounts, and the ending balance of the EBA check register with the bank statement. An outstanding check list by month will be prepared along with the reconciliation of the EBA. Any checks outstanding over ninety (90) days will be voided and stop payments will be requested by the Finance Department when necessary. An EBA Correction form will be completed detailing any corrections that may be needed in the check register at the custodial level. The original EBA Correction form will be forwarded to the custodian for entry and a copy will be maintained in the EBA reconciliation folder. The custodian **must** make the corrections to the EBA check register immediately upon receipt of the EBA Correction form. The corrections are to be made in the same manner as detailed on the EBA Correction form. The EBA bank reconciliation, the bank statement, the check register copy, and a copy of the recap sheets are all attached and forwarded to the Finance Director for review. This review is performed to determine whether or not there is a need for an EBA reimbursement.

Canceled checks and deposit receipts for EBA's are maintained separately in the Finance Department.

### Proof of Cash

A second reconciliation called a proof of cash is completed. This reconciliation verifies the bank balance to the check register balance and the check register balance to the general ledger balance. The proof of cash should be completed for each month prior to the close of the following month. Figures for the top portion of this reconciliation will be the same as those of the monthly bank statement. Figures for the middle portion of the reconciliation are the same as those on the EBA reconciliation form. Figures for the bottom portion of the proof of cash are the same as those on the monthly general ledger. Any discrepancies should be traced and corrected by the Finance Director. Journal entries will be made to correct the discrepancies at the time the proof of cash is completed. No general ledger adjustment should go uncorrected longer than sixty (60) days. The Monthly Bank Account Recap form is updated after each proof of cash is done and all necessary journal entries are made. Following the completion of all proofs of cash, the Monthly Bank Account Recap form will be forwarded to the CFO for review.

### **14.6.8            Management Review**

On a monthly basis, the CFO will review the Monthly Bank Account Recap form. On a random basis, two (2) to four (4) EBA's, will be selected and reviewed in detail by the CFO. The EBA packet, reconciliation, and proof of cash will be pulled for the review. The CFO will sign and date each reconciliation form.

---

<b>Procedure:</b>	<b>14.7 Inventory</b>
<b>Policy Reference:</b>	14.3 Operations
<b>Origin:</b>	Administration
<b>Oversight:</b>	Director of Finance
<b>Revision Date:</b>	6/1/99; 9/1/99; 12/29/04

---

#### Table of Contents

14.7.1	Purpose .....	34
14.7.2	Custodian.....	34
14.7.3	Operating Procedures .....	34
14.7.4	Personal Items .....	35
14.7.5	New Property Received in a Facility .....	36
14.7.6	Transfer of Property .....	36
14.7.7	Disposal of Property.....	36
14.7.8	Property in Inventory Warehouse .....	37
14.7.9	Small Tool Inventory.....	37

---

#### 14.7.1 Purpose

The following establishes a procedure governing the numbering and routine inventory of all Center owned furniture, equipment, vehicles, and software. It is the purpose of the following rules to provide efficient, organized, and controlled inventory procedures. Responsibility of these procedures will be that of the CFO with direct supervision and coordination provided by the Finance Director. Failure to abide by these procedures can result in notification to the Executive Director, and/or your personnel file, and/or disciplinary action.

#### 14.7.2 Custodian

An Inventory Custodian will be assigned by the Program Director. The Inventory Custodian form must be completed for assigning the custodian and the original will be maintained in the inventory files. When the responsibility of Inventory Custodian is accepted by a staff person he/she is also accepting and agreeing to follow the Center's policies and procedures regarding Inventory. When a custodian terminates employment from the Center a new Inventory Custodian will need to be assigned by the Program Director at that time.

As additional purchases, donations, transfers, or disposals occur it will be the responsibility of the Inventory Custodian to fill out the necessary forms (transfer and disposal forms) and send them to the Center's Inventory Coordinator.

#### 14.7.3 Operating Procedure

The Center's Inventory Custodian will be responsible for the actual numbering and inventory of all required furniture, equipment, vehicle, and/or software using an Inventory Information Sheet-Receiving. The tag

numbers will follow a numerical order pattern with the last two numbers being the facility number which houses the item.

Items to be tagged and inventoried are any item having a purchase value of \$1000.00 or greater. Also items having a “high security” status (computers, faxes, printers, etc.) must be tagged and recorded.

Any item purchased or donated to The Gulf Coast Center that meets the requirements shall be assigned a tag number as well as recorded as a Center asset.

The Inventory Coordinator will apply the identification labels to the items that are received. The tag should be placed in an inconspicuous but accessible location on the asset.

An annual inventory of each facility is required to coincide with the inventory records kept by Finance at the end of each fiscal year. This count may also be done throughout the year depending on the needs of Finance. This annual count is generally done by receiving a printout from Finance and then comparing that to what is actually found in each facility. Any additions, disposals, or changes of any kind are then recorded and sent to the Inventory Coordinator for the appropriate updates.

Results of this count are reviewed and updates are completed. New printouts of the corrected lists will then be sent out to the custodians to use as a tracking instrument for the next fiscal year.

#### **14.7.4 Personal Items**

Staff that bring personal items from home and the items have a value of \$1000.00 or greater and/or have a high security status must let the Inventory Coordinator know about the item. This item must also have a clearly marked label reading “personal property of (name of staff)”.

PLEASE NOTE: EMPLOYEES MUST USE DISCRETION ABOUT THE ITEMS BROUGHT AND LEFT AT A CENTER FACILITY. ITEMS THAT ARE NOT MARKED COULD BE CONSIDERED THE PROPERTY OF THE GULF COAST CENTER.

Labeling of property and notification to the Inventory Coordinator will eliminate the confusion or doubt of ownership.

#### **14.7.5 New Property Received in a Facility**

As property subject to inventory is received throughout the year, information pertaining to the property will be forwarded from the purchasing coordinator to the inventory coordinator so that the appropriate updates are done to the computer inventory records. An Inventory Receiving Sheet is used for every item that is required to be inventoried. A copy of the invoice should be attached to the Receiving Sheet and kept by the Inventory Coordinator in order to update records. The Inventory Custodian must make note of the received property on their property printout that was previously received from the Inventory Coordinator.

#### **14.7.6 Property Transferred to/from a Facility**

Any property that a facility wishes to transfer to/from another facility or program must be requested first by filling out a transfer sheet. This sheet **MUST** be completed by the Inventory Custodian of the facility **RECEIVING** the item. The sheet is then forwarded to the Inventory Coordinator where he/she will update the computer records.

#### **14.7.7           Property Disposal**

Any property that a facility wishes to dispose of should be requested by completing the Disposal sheet. The tag of the disposed item **MUST** be attached or the tag number written on the disposal form. The completed form is then forwarded to the Inventory Custodian where he/she then makes the necessary adjustments to the computer files. It is then the responsibility of the Inventory Custodian to make the appropriate arrangements to dispose of the item.

#### **14.7.8           Property Stored in Warehouse**

Property that requires storage must be requested to be stored in the Warehouse. Requests should be made to the Finance Director. A reply will be given to the Inventory Custodian whether or not room will permit the storage or if the item is worth storing. If an item is stored, it is to be reviewed annually and decided if it can be moved to another location or disposed of.

**PLEASE NOTE: STORAGE IN THE WAREHOUSE IS TEMPORARY.**



---

<b>Procedure:</b>	<b>14.8 Gasoline Credit Cards</b>
<b>Policy Reference:</b>	14.3 Operations
<b>Origin:</b>	Administration
<b>Oversight:</b>	Director of Finance
<b>Revision Date:</b>	6/1/99; 12/29/04

---

#### Table of Contents

14.8.1	Purpose .....	38
14.8.2	Gasoline Credit Card Coordinator .....	38
14.8.3	Acquisition .....	38
14.8.4	Distribution.....	39
14.8.5	Review .....	40
14.8.6	Transfer/Closing .....	40

---

#### 14.8.1 Purpose

To facilitate the acquisition of gasoline and minor maintenance of the Center's vehicle fleet in its daily operations.

#### 14.8.2 Gasoline Credit Card Coordinator

The CFO will appoint a Gasoline Credit Card Coordinator. This Coordinator will maintain credit card logs and files, and oversee the acquisition, distribution, reporting, and review of all Center gasoline credit cards. The Coordinator will assure that procedures are followed and will report any noncompliance immediately to the Finance Director and/or the CFO. The Coordinator will also assist gasoline credit card custodians with setting up files and records on gasoline credit cards.

#### 14.8.3 Acquisition

An application will be completed by the Gasoline Credit Card Coordinator and approved by the Finance Director or the CFO. Copies of all applications will be maintained in the credit card log file. Upon approval of application, a maintenance and log file will be set up for each gas card company. **Cards will be received in the Finance Department office only.**

Gasoline credit cards will be received, assigned, and distributed from the Finance Department by the Gasoline Credit Card Coordinator. Assigned gasoline credit cards may only be used for the purpose identified and may not be re-assigned or used for any other purpose or by anyone else than that noted. Failure to abide by or abuse of any gasoline credit card or procedures may result in termination of assignment and/or disciplinary action.

#### 14.8.4 Distribution

Gasoline credit cards are distributed from the Finance Department by the Gasoline Credit Card Coordinator or the back-up Gasoline Credit Card Coordinator. A master listing (by vendor) of all gasoline credit cards by credit card number will be maintained in the Finance Department. A copy of this listing will be forwarded to the Finance Director for review on a quarterly basis or as revisions are made.

#### Facility Cards

Credit cards will be placed at each Center facility and a custodian assigned who will monitor their use and maintenance. Gasoline credit cards will be made available to all Center operations, following the required sign-out/sign-in procedures. **Assigned cards will be for Center vehicles only and for gasoline and minor maintenance cost.** At no time shall more than \$50.00 (fifty dollars) be charged for any single purchase. **At no time will a custodian exchange, re-assign, or move their credit card(s) to any other facility or program.**

A Gasoline Credit Card Custodian will be appointed who will maintain a gasoline credit card file. This file will consist of procedures, authorization forms, gasoline credit cards, sign-out/sign-in sheets, and returned receipts. At the close of each month, the returned receipts and the monthly sign-out/sign-in sheet(s) will be forwarded to the Finance Department for the gasoline credit card maintenance files. Gasoline Credit Card Custodians must keep a copy of the monthly sign-out/sign-in sheets for their credit card file. These will be maintained by fiscal year.

When Center staff need to fill up a Center vehicle, they will use every effort to utilize the gasoline credit card located at their primary facility. Only in emergency cases should Center staff utilize a gasoline credit card from another facility. If this is necessary, the staff person must make it clear to the custodian which program should be charged for the gasoline purchase. Only Center staff can request a gasoline credit card from facilities. All information on the sign-out/sign-in sheet **must** be completed. **The Center staff must sign for the card on the sign-out/sign-in sheet.** Upon return of the gasoline credit card, the gas receipt for vehicles other than vehicles assigned to the Section 18 transportation system will be given to the custodian and the card noted returned. The gas receipts relating to Section 18 transportation vehicles that are to be attached to the monthly gasoline purchase report for use in the Transportation Department. The sign-out/sign-in sheet must be noted that the purchase was related to a Section 18 transportation vehicle. Cards must be returned within eight (8) working hours of sign-out. Cards not returned within this time frame are to be reported to the Finance Department. If the staff person cannot be contacted, the card will be reported stolen/lost and the number voided.

Gasoline Credit Card Custodians are responsible for reporting any lost, stolen, or damaged gasoline credit cards assigned to them to the Gasoline Credit Card Coordinator. They are responsible for the maintenance and upkeep of the gasoline credit card file. They are responsible for forwarding the monthly sign-out/sign-in reports to the Finance Department after the close of the month within five (5) working days. They are responsible for notifying the Finance Department of any problems or concerns regarding assigned gasoline credit cards.

#### Travel Cards

The Travel Coordinator will act as the gasoline credit card custodian for out-of-region travel gasoline credit cards and will monitor their use and maintenance. Cards assigned to the Travel Coordinator will be for gasoline costs associated with the approved out-of-region travel only. As with all out-of-region

travel cost, this must be approved prior to the travel being taken. At no time shall more than \$50.00 (fifty dollars) be charged for any single purchase or for more than the total authorized by the approved travel amount. At no time will the Travel Coordinator exchange, re-assign, or move the gasoline credit card(s) for out-of-region travel to any other person or facility. Assignment of the gasoline credit card to the traveling staff member(s) is for the period covered by the travel only and must be returned to the Travel Coordinator within eight (8) working hours of completion of the trip, along with all receipts. Copies of all receipts are to be attached to the out-of-region travel and the sign-out/sign-in sheet documented.

At the close of the month, the sign-out/sign-in sheet, along with all receipts must be sent to the Finance Department to be filed in the gasoline credit card maintenance files within five (5) working days of the close of the month.

The Travel Coordinator is responsible for the maintenance and upkeep of the gasoline credit card file for out-of-region travel.

#### Personal Cards

Only the Executive Director can assign gasoline credit cards to Center staff for personal use. At no time can more than two (2) gasoline credit cards be assigned to the staff person. Once assigned, staff cannot exchange, re-assign, or move their gasoline credit cards to any other staff person or program. For those staff not assigned a Center vehicle, only gasoline purchases can be made and may not be for more than \$50.00 (fifty dollars) for any single purchase. For those staff who are assigned a Center vehicle, only gasoline and minor maintenance cost may be placed on the card. The staff person is responsible for reporting any lost, stolen, or damaged gasoline credit cards to the Gasoline Credit Card Coordinator.

#### **14.8.5            Review**

The Finance Department will receive all sign-out/sign-in sheets and receipts and set up files for their maintenance. Files will be maintained by fiscal year. The sign-out/sign-in sheets will be used to properly code purchases to the general ledger. On a random basis, the sign-out/sign-in sheet, the monthly billing, and receipts will be reviewed and a report of any deficiencies or problems made to the executive staff. At a minimum, this review will occur twice a fiscal year. Facility operations will be reviewed at least annually by the Finance Department and a report of any deficiencies or problems will be made. A breakdown of gasoline and vehicle maintenance cost will be prepared by the Finance Director and forwarded to the CFO for review and comment. This report will be completed at least quarterly.

#### **14.8.6            Transfer/Closing**

Upon change or termination of a custodian or back-up custodian of a gasoline credit card file, the new custodian, back-up custodian, supervisor, and Finance Director, as needed will complete a Gasoline Credit Card Custodian Form.

When a Gasoline Credit Card file is closed, the current sign-out/sign-in sheet, receipts, and gasoline credit cards are to be forwarded to the Finance Department for disposition. It will be so noted on the appropriate Gasoline Credit Card Custodian Form and the Back-up Gasoline Credit Card Custodian

Form that the gasoline credit cards and all documentation have been received by the Finance Department from the past custodian and back-up custodian. The Finance Director, or his/her designee, will make all necessary arrangements to safeguard the returned gasoline credit cards.

---

**Procedure:** 14.9 Consumer Accounts  
**Policy Reference:** 14.11 Consumer Finances  
**Origin:** Consumer Support Services  
**Oversight:** Service Manager, Consumer Support Services  
**Revision Date:** 6/1/99

---

**Table of Contents**

14.9.1	Purpose .....	42
14.9.2	Definitions .....	42
14.9.3	Admission .....	42
14.9.4	Discharge .....	42
14.9.5	Objective .....	43
14.9.6	Application for Services .....	43
14.9.7	Account Set-Up .....	44
14.9.8	Account Management .....	44
14.9.9	Other Information .....	48

---

**14.9.1 Purpose**

The primary purpose of Consumer Account Management is to provide representative payeeship services for Center consumers who have no other individual or organization willing and/or able to assume payeeship. All consumers in need of a payee must be referred to this program for consideration. **Under no circumstances should a Center employee assume responsibility for a consumer's benefits by serving as his/her representative payee.**

**14.9.2 Description**

The Gulf Coast Center offers payeeship services to Center consumers who are unable to independently manage their financial affairs. The Center serves as representative payee for individuals receiving Supplemental Security Income and/or Retirement, Survivors, and Disability Benefits.

**14.9.3 Admission**

Individuals are accepted for services when they are identified by The Social Security Administration as needing a representative payee and when appropriate Center staff are unable to assist the consumer in finding an individual or organization willing and/or able to assume this responsibility.

**14.9.4 Discharge**

A consumer is discharged when representative payeeship is no longer required or is transferred to

another individual or organization with the approval of the Social Security Administration. A consumer may also be discharged in the event the individual becomes uncooperative to the point that services can no longer be delivered in an effective and appropriate manner. Discharge occurs only after consultation with the designated staff person and approval of the CSS Program Director.

#### **14.9.5 Objective**

The objective of this program is to provide individuals a financial management service to enhance their lives and to maintain their financial stability.

#### **14.9.6 Application for Services**

##### Request for Gulf Coast Center to Serve as Payee

A staff member wishing to initiate a request must submit a memorandum to the Consumer Account Manager outlining the circumstances necessitating the need for a representative payee. The memo must identify all alternative people and organizations that were investigated but unable or unwilling to assume payeeship. The memo must also state that money management training will be included in the treatment plan until such time as he/she is capable of assuming responsibility for their own finances.

**(Please note:** Requests from consumers having a history of transience shall be considered only after a minimum residency of six months has been established. Once residency is established, approval shall be granted on a case by case basis.)

Acceptance of representative payeeship shall be granted only by approval of the Program Director and only after it is clear that no other alternative exists. Staff will be notified of the final decision. The original request with the decision noted shall be filed in the consumer's financial record.

##### Application to SSA

Once approval is granted by Consumer Accounts, the responsible staff member will be advised to complete Form SSA-11-BK, "Request To Be Selected As Payee" (Attachment II). Once completed it must be forwarded to the Consumer Account Manager for signatures. It shall then be mailed to the appropriate officer at the Social Security Administration. A copy will be maintained in the consumer's financial record. Under no circumstances shall a staff member directly apply to SSA. All requests must go through Consumer Accounts.

##### Advance Notification of Representative Payment

Form SSA-4164, "Advance Notification of Representative Payment" the consumer can complete (Attachment III) in order to expedite the process. By providing this form to Social Security, the necessary waiting period that allows the consumer an opportunity to appeal SSA's decision to appoint a payee can be waived. If the consumer chooses to submit this form it must be forwarded to Consumer Accounts along with the SSA-II-BK.

##### Notification of SSA's Decision

The designated responsible staff person shall be contacted with SSA's decision as soon as Consumer

Accounts receives the notification. Funds will be accessible only after the consumer's first benefit check has been received and deposited.

#### **14.9.7 Account Set-up**

##### Account Information

All monies received on behalf of the beneficiaries shall be deposited and held in a collective, interest bearing checking account. The Federal Deposit Insurance Corporation (FDIC) insures funds to \$100,000.00. The individual beneficiaries' own interest earned on the collective account. The software utilized in managing the account allows for audited disbursements to consumers and their creditors according to a system of check generation. The account stands alone and is entirely separate from The Gulf Coast Center operating account.

##### Title of Ownership

In accordance with SSA regulations, the title of ownership on the account reflects that each beneficiary retains ownership interest but does not have direct access to the funds. The following title appears on the account and on all checks disbursed:

**The Gulf Coast Center  
Representative Payee for Social  
Security Beneficiaries**

Signatory powers are appointed and authorized by the Gulf Coast Center Board of Trustees each fiscal year. Authorized signatures shall include (1) board member and (3) Gulf Coast Center Staff. Under no circumstances shall the Consumer Account Manager ever have signatory powers.

#### **14.9.8 Account Management**

##### Deposits/Credits

Individuals for whom Gulf Coast Center serves as representative payee shall have their benefit checks mailed directly to the Consumer Accounts office. Consumers who are employed also have the option of forwarding their employment check to Consumer Accounts for deposit and management. It is strongly suggested that all working consumers elect this option as it enables the Consumer Account Manager to monitor their income and resources.

Monitoring the consumer's income and resources is essential to ensure they maintain their benefit entitlement, which includes Medicaid and/or Medicare. The primary responsibility for monitoring income remains with the responsible staff person. When a consumer goes to work or when pay rates or hours change, the responsible staff person must report it to the Consumer Account Manager. This is true for all consumers, whether or not they elect to forward employment checks to Consumer Accounts or not. Any designated responsible staff person failing to monitor or report necessary information resulting in a consumer overpayment or loss of benefits shall be subject to disciplinary action.

##### Supplementary Checking and/or Savings Accounts

However, it is permissible for any consumer for whom The Gulf Coast Center serves as payee to open a supplementary checking and/or savings account(s) with their employment earnings. This can provide an

excellent training opportunity and allow the consumer to take a first step toward resuming responsibility for his/her own finances. Should the consumer and responsible staff choose this option, it must be included in the individual's treatment plan (see attachment IV).

In addition, the Consumer Account Manager must be notified immediately of the existence of any supplementary account. The responsible staff person shall forward a "Notification of Supplementary Account" (Attachment V) to the Consumer Accounts office. The responsible staff person must continue to monitor employment income and report any changes to the Consumer Account Manager.

It should be understood by staff that even though they are required to report income and pay rate changes to the Consumer Account Manager, they must also maintain contact with SSA so that SSA staff can help plan and provide information regarding the consumer's work effort. This will enable the consumer and/or their family to make informed decisions regarding employment and continued benefit eligibility.

It should be noted that supplementary accounts may only be opened with employment earnings. Under no circumstances should an account be opened with monies left over from a cashed "allowance", "personal", or any other check disbursed by Consumer Accounts from the consumer's benefits. The Gulf Coast Center is legally responsible for accurately reporting how benefits are expended and the amount of benefits conserved over an annual reporting period. Accounts opened in this manner create inaccurate reporting to The Social Security Administration.

All checks received by Consumer Accounts will be receipted and deposited by two separate staff. One staff member will copy and receipt the checks into a pre-printed monthly deposit register. A second staff member, usually the Consumer Account Manager shall prepare and make the deposit. After the deposit is completed the receipting staff member will review and initial that all checks receipted were deposited. In the event the Consumer Account Manager elects to utilize a mail teller, the same procedure will be followed with respect to separation of receipt and verification. Any problems or discrepancies noted must be brought to the immediate attention of the Program Director.

Once the register is verified, all deposits shall be entered into the account management system. Each consumer's deposit will be identified by date of deposit, source of deposit and check number. Interest earned by the collective account shall be disbursed to each individual consumer, monthly. The amount of interest each individual receives will be based on the amount of funds he or she has on the statement closing date. This distribution process is performed automatically by the software and clearly tags each individuals credit adjustment.

#### Disbursements/Debits

All disbursements shall be classified as either recurring or non-budgeted expenditures. **Recurring disbursements** are those that are repeated monthly such as rent, utilities, allowances, etc. Non-budgeted disbursements are those that are unique to a particular month and are not identified on the consumer budget. Each type of disbursement is authorized by a separate source document. It is essential that the responsible staff complete these documents accurately since they are the legal authorization for check disbursement and must go into the computer exactly as submitted.

Recurring disbursements must be identified on the "Consumer Budget" (See attachment VI). Consumer budgets shall be completed upon acceptance of payeeship and then whenever a change occurs. This document, authorized by the consumer and approved by the Consumer Account Manager serves as the sole initiating source for all recurring expenditures. Initial and revised budgets shall be maintained in each consumer's respective financial file.

It is requested that the creditor mail any bills and/or statements associated with a consumer's recurring disbursements directly to the Consumer Accounts office. They should be sent in care of the Consumer Account Manager. This will ensure proper payment of bills within the allotted time frames.

**Non-budgeted disbursements** must be initiated on an individual basis by submitting a "Request for Payment of Non-Budgeted Disbursement" (See Attachment VII) to the Consumer Account Manager. The responsible staff person must submit the form with the consumer's signature. Under no circumstances shall phone requests be accepted. In instances where the consumer is unavailable to approve and sign the request, the staff member may sign on the consumer's behalf. However, it must be noted on the form why the consumer is unavailable. Hospitalization or incarceration is acceptable circumstances for a consumer being unavailable for signature.

#### Management Fee

The Gulf Coast Center is authorized by Social Security to assess a management fee for providing representative payeeship services (See attachment VIII). In compliance with SSA regulations, each consumer will be charged a monthly fee of twenty-five dollars (\$25.00) or ten percent (10%) of the total monthly SSA and/or SSI deposit, whichever is less. This charge will be assessed at the close of each month and will be waived if the individual's ending balance falls below one hundred dollars after the appropriate fee is deducted. No management fee will be charged for those months in which a consumer does not receive a benefit check.

#### Allowable Expenses

As representative payee, the Consumer Account Manager must determine how each consumer's benefits can best be used for their personal care and well being. SSA directs that funds must first be allocated for day to day needs such as food, shelter, and medical care. Once these basic needs are met, benefits can then be allocated to personal comfort items such as clothing, recreation, etc. All consumer budgets as well as requests for non-budgeted disbursements will be approved or denied according to these directives.

#### Time Frame of Disbursements

Checks will be cut on the first and last working day of each week. Recurring disbursements shall be scheduled within these check runs in accordance with their due dates. Approved requests for non-budgeted disbursements will be entered into the next scheduled check run or as requested. Consumer Accounts does recognize that emergencies arise which may require that a check be cut immediately. In such circumstances, the appropriate request must be completed and presented personally to the Consumer Account Manager for immediate processing.



### Check Generation

On the appointed days, checks will be generated utilizing the data from consumer budgets and non-budgeted disbursement requests. The information shall be entered into the system utilizing each consumer's unique code. The code prints on all documents generated by the system and provides an auditable trail for all transactions. Two-part voucher checks are utilized for all disbursements and are pre-printed with consecutive numbers. The checks shall be run according to sequence and any that are skipped or damaged for any reason shall be voided and noted as such and placed in the monthly bank reconciliation. Voided checks shall be stamped "VOID" on the face of the check and placed in the appropriate file.

In instances where several consumers share the same vendor, a single check shall be cut with the individual payments noted on the voucher. The carbon copy of each check and attached voucher will be placed in the appropriate consumer's financial record in order of date of disbursement. Multiple payment checks as described above shall be copied so that one duplicate is available for placement in each consumer's file.

This program's preference is to mail checks directly to the consumer or vendor bi-weekly. However, in instances where it may not be in the consumer's best interest to do so, checks can be mailed to the appropriate Center clinic. When this is the case, the need for this action must be clearly documented in the consumer's Individual Program Plan (see Attachment IV).

### Individual Account Balances

At the close of each month individual consumer ledger reports will be run. These document details each consumer's balance forward, monthly debits, credits, management fee, and interest earned and closing balance. The original shall be placed in each consumer's respective file with a copy forwarded to the responsible staff. Staff is expected to monitor their consumer's account balances closely and assist the consumer in monitoring their budget. The Consumer Account Manager will review balances monthly and notify staff of any SSI recipients with balances approaching \$2000. Once notified, it is the responsibility of the designated staff to address the situation with the consumer and encourage that a reasonable portion of funds be spent to prevent the loss of any benefits. However, care should be taken to ensure that funds are not expended on major purchases that are counted as resources. Responsible staff should check with the Consumer Account Manager if a question arises whether or not a particular purchase will be counted or not.

### Account Reconciliation

At the close of each month the Consumer Account Manager will reconcile the account immediately upon receipt of the bank statement. The reconciliation will include a verification of check totals, deposit amounts, and the ending balance of the check register with the bank statement. A reconciliation summary will be generated by the system and shall be attached to each monthly bank statement. When the reconciliation is completed, the Consumer Account Manager shall initial and date the bank statement and forward it to the Program Director for review. Upon completion of this review the Program Director will sign and date the bank statement also. All bank statements and reconciliation summaries shall be maintained in the program for audit purposes.

UN-cleared Checks: It is the responsibility of the designated responsible staff member to return all

unused checks to the Consumer Account Manager for voiding. All checks cut on the collective account for each payee are imprinted with the statement "*Void 90 Days from Date of Issue.*" However, it is expected that checks still in staff's possession after thirty days be returned. Those remaining outstanding and not returned after 90 days will be voided in the consumer management database.

#### **14.9.9 Other Information**

##### SSA Correspondence

All routine and official correspondence from Social Security regarding beneficiaries will come directly to the Consumer Accounts office. Original correspondence shall be filed in each consumer's financial file. Copies will be forwarded to the designated responsible staff either by mail or fax.

##### Reporting Changes in Consumer Status

The Gulf Coast Center in its capacity as representative payee is required to report directly to Social Security any changes that may affect the checks that a beneficiary receives. It is the responsibility of the designated staff person to report any changes in the consumer's status immediately to the Consumer Account Manager. ***A staff member will be held accountable for any failure to report resulting in unnecessary loss of benefits or recoupment of benefits to a consumer.*** See Attachment IX for a complete listing of changes that require reporting. When status changes are reported, the Consumer Account Manager shall put each change in memorandum form and forwarded to the appropriate caseworker at Social Security. Copies will be maintained in the consumer's financial record.

##### Continuing Benefits Provision for SSI Recipients

Consumers entering a hospital, nursing home, or Medicaid facility for more than thirty days may be subject to a temporary suspension or reduction of benefits. However, there is an exemption available for those consumers whose stay is expected to be more than thirty days but less than ninety. The key to qualifying for this exemption is promptness. SSA must have the request before the individual is discharged from the facility. SSA will not accept requests after the fact. A signed statement must be obtained from the physician at the admitting facility stating that the consumer is not expected to be hospitalized for longer than ninety days. A signed statement must also be obtained by the consumer indicating that he or she has expenses that must be met while hospitalized and that he or she does not want Social Security to interrupt his or her regularly scheduled payments. The Consumer Account Manager has a form available upon request that may be used for both the physician and consumer statements (see Attachment X). However, a single statement dictated by the physician or consumer is just as acceptable. The designated staff member is authorized to mail the original form or statements directly to Social Security but must forward a copy to the Consumer Account Manager for placement in the Consumer's file. Note: Consumers who are incarcerated do not qualify for this exemption.

##### Income Tax Returns

The Gulf Coast Center as representative payee is not responsible for preparing beneficiaries income tax returns. It is the consumer's responsibility to file his/her own tax return. However, should a consumer need assistance in preparing their return, it is suggested that a professional tax preparer be consulted.

##### Account Review and Audit

Annually, a fiscal representative from The Gulf Coast Center shall review and audit the year to date

financial records of three to five randomly selected consumers. In addition, records are also subject to by the Social Security Administration, TXMHMR, and the CPA firm appointed to audit the Center's financial records.

## **ATTACHMENTS**

### **I. Consent For Financial Management:**

This form must be signed by the consumer and forwarded to The Consumer Account Manager prior to completion of an application for payeeship.

### **II. Request to Serve as Representative Payee:**

This form must be completed and submitted to Social Security when requesting to serve as representative payee for any individual.

### **III. Advance Notification of Representative Payment:**

Form SSA-4164 can be completed by the consumer to waive the waiting period which is usually allowed to enable the consumer to appeal SSA's decision to appoint a

### **IV. Example Individual Treatment Plan:**

This treatment plan was written as an example for responsible staff to use as a guide when developing a plan for their consumers who need assistance with financial management.

### **V. Notification of Supplementary Account:**

This form is used by staff to notify the Consumer Account Manager of the existence of a consumer's supplementary account(s).

### **VI. Consumer Budget:**

This form is utilized solely to assist with consumer account management. Consumers and responsible staff complete this form annually and whenever a change occurs. All recurring expenditures are documented on this form. Additionally, it serves as the authorization to mail checks directly to consumers and vendors.

### **VII. Request for Payment of Non-Budgeted Disbursement:**

This form is used by staff to request a non-budgeted disbursement from a consumer's account.

### **VIII. Management Fee Authorization:**

The documents from the Department of Human Services and the Social Security Administration authorizing Gulf Coast Center to assess a management fee. The document also details information regarding appropriate assessment of fees.

### **IX. Important Information to Report to SSA:**

This is a complete listing of all status changes that must be reported to Social Security.

### **X. Continuing Benefits Provision for SSI Recipients:**

This form should be submitted to SSA for any consumer receiving SSI benefits and who has been hospitalized 90 days or less and wishes to continue his regular SSI payments to cover continuing expenses that must be met while in the hospital.

---

<b>Procedure:</b>	<b>14.10 Authorized Signatures</b>
<b>Policy Reference:</b>	14.5 Bank Accounts
<b>Origin:</b>	Administration
<b>Oversight:</b>	Administration
<b>Implementation Date:</b>	September 1, 1992
<b>Last Revision Date:</b>	6/1/99; 9/1/03

---

### Table of Contents

14.10.1	Purpose .....	50
14.10.2	Definitions .....	50
14.10.3	Responsibility .....	51
14.10.4	Document Signatures.....	51
14.10.5	Banking Disbursements.....	51
14.10.6	Conflict of Interest.....	52

---

#### 14.10.1 Purpose

The Signature Procedures will outline the Center’s guidelines with regards to signatory powers and requirements with regards to Center authorizing documentation and banking disbursements.

#### 14.10.2 Definitions

Center - The Gulf Coast Center; the community mental health mental retardation authority, as designated by the State of Texas, for Galveston and Brazoria counties.

Board of Trustees - As appointed and approved by the Commissioner’s Courts of Galveston (5) and Brazoria (4) counties, nine-member volunteer Board who oversee the policies of the Center.

Employees - Individuals employed by the Center, both hourly and salaried, benefited and non-benefited. For the purpose of Signature Procedures, an *employee* does not include contract personnel.

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.

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.

Payroll Account - Refers to the Center's primary bank account from which approved Center payroll is disbursed.

### **14.10.3 Responsibilities**

It is the responsibility of the Contract Manager to assure that at the beginning of each fiscal year, that authorizing signatures are identified and approved by the Center's Board of Trustees. It is the responsibility of the Business Manager to assure that at the beginning of each fiscal year, that the Board of Trustees approves the listing of Center bank accounts and approved signatures thereof. It is the responsibility of each Board and/or Employee approved as an authorized signature to annually declare any conflicts of interest.

### **14.10.4 Document Signatures**

At the beginning of each fiscal year at the first Center Board of Trustees meeting, the Center's Board of Trustees will appoint and approved a maximum of four (4) Board members and three (3) Center staff signatory powers with regards to necessary and required Center documents. These will be the approved signatures for all required legal Center documents and would include such legal documents as facility and equipment leases, service contracts, and revenue agreements.

### **14.10.5 Banking Disbursements**

At the beginning of each fiscal year, the Board of Trustees will approve and authorize the listing of required bank accounts, both Primary and Program. Included on the bank account listing will be the authorized signatures of each account, coordinated and approved by the Center's Business Manager. The Center's Business Manager and Deputy Executive Director must be an authorized signature for each and every approved Center bank account.

Original signatures are required on all banking disbursements, **with the exception** of payroll checks where a computer generated facsimile of a Board authorized employee signature is accepted.

A copy of the authorized banking signatures will be maintained in the Finance Department files for each bank account. A copy of the authorized signatures and signature procedures will be forwarded to the banking establishment for the Center's primary bank accounts for the their files annually at the beginning of each fiscal year.

At each regularly scheduled Board of Trustees' meeting, a complete copy of the previous month's operating and depository check register will be routed at the Board meeting for attending Board member's review and signature.

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

- Single Board member **or** Center employee signature for checks \$1000 (one thousand dollars) or less.

- Two signatures of any combination Board member and/or Center employee signatures for checks between and including \$1001 (one thousand and one dollars) and \$3500 (three thousand five hundred dollars).
- One Board member **and** one Center employee signature for checks greater than \$3501 (three thousand five hundred and one dollars).
- Single Board member **or** Center employee signature for Center payroll checks.
- Single Board member **or** Center employee signature for the transfer of funds from the Center's depository account to the Center's operating or payroll accounts.
- Single Board member **or** Center employee signature for transfer of funds from the Program depository accounts to the Center's depository account.
- Single Board member **or** Center employee signature for FICA/WH deposit checks and facility utility payment checks (i.e.: electricity, water, gas, and phone).

#### **14.10.6 Conflict of Interest**

Board members and Center employees approved to sign legal documents for the Center cannot sign or approve any document, contract, or lease, in which they may have or appear to have an interest in or be party to.

Neither Board members or Center employees designated as an authorized signature for any Center bank account can sign on any banking disbursement payable to them self or in which they may have or appear to have an interest in or be party to.

August 16, 2021

# MEMORANDUM

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

Nominating Committee

Subject: **Board of Trustees Election Ballot**  
**Places 7, 8, and 9**

---

The election process for Places 7, 8, and 9, will be finalized at the November 5, 2021 Annual Member Meeting of the Texas Council Risk Management Fund. Attached is the election ballot indicating the eligible candidates for this year's election.

The Nominating Committee has prepared the ballot for the upcoming election. Incumbents Hartley Sappington (Place 7) and Ken Bernstein (Place 8) and Jim Lykes (Place 9) are listed on the ballot. The nominating committee has also included Diane Hickey with Denton County MHMR Center, a non-incumbent nominee made by the Center. Bios are attached for all nominees.

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 15, 2021**. You may also vote in person at the Annual Member Meeting on November 5<sup>th</sup>.

If you have any questions, please call Jennifer Trejo at the Fund, either 305-804-0307 or email her at [jennifer.trejo@sedgwick.com](mailto:jennifer.trejo@sedgwick.com).

cc: TCRMF Board of Trustees  
Advisory Committee  
Pam Beach





## BOARD OF TRUSTEES ELECTION BALLOT

At the November 5<sup>th</sup> Annual Member Meeting of the Texas Council Risk Management Fund, elections will be finalized to fill the positions of Trustees in Places 7, 8, and 9. Each Center may cast its votes by email, mail, fax in advance (preferred) or in person at the Annual Member Meeting.

The terms for three places are expiring. **Please vote for three of the four candidates listed below by entering an "X."** The three candidates receiving the most votes will be elected to the Board and will be assigned to the three Places up for election, Places 7-9.

**Mark Vote ("X") In box below (for THREE)**

Mr. Hartley Sappington [       ]  
(Incumbent – seeking 5<sup>th</sup> term)

Mr. Ken Bernstein [     ]  
(Incumbent – seeking 2<sup>nd</sup> term)

Mr. Jim Lykes [     ]  
(Incumbent – seeking 2<sup>nd</sup> term)

Ms. Diane Hickey [     ]  
(Non-Incumbent – seeking 1<sup>st</sup> term)

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 MAIL OR FAX THIS BALLOT NO LATER  
THAN October 15, 2021 TO:**

TEXAS COUNCIL RISK MANAGEMENT FUND

P.O. Box 26655, Austin, Texas 78755-0655

FAX Number 614-956-2636

**Attention: Jennifer Trejo**

Email: [jennifer.trejo@sedgwick.com](mailto:jennifer.trejo@sedgwick.com)

## **Hartley Sappington – Williamson County – Chairman**

Chairman Hartley Sappington of Georgetown, a founding Board Member of Bluebonnet Trails Community Services, serves as the Williamson County representative on the Bluebonnet Trails Community Services Board of Trustees. Having worked on the plan creating Bluebonnet Trails, he was elected to the Board of Trustees in 1997 when Bluebonnet Trails Community Services was formed. Sappington holds a Bachelor degree in Sociology and Theology from Texas Christian University and a Masters in Social Work from the University of Tennessee. He has an extensive background with community center services having served as a program director at Permian Basin, the Executive Director of Texoma MHMR, and as Assistant Deputy Commissioner with the Texas Department of Mental Health and Mental Retardation (TXMHMR) Central Office.

Hartley is a dedicated Board Member, and a past Chairperson, of Board of Trustees of the Texas Council of Community Centers. In addition, Hartley has been elected to, and serves on, the Board for the Texas Council Risk Management Fund. He serves on the Williamson County Mental Health Committee which is a county-wide collaborative identifying and recommending solutions to local issues related to access for services for persons experiencing mental illness.

# JAMES R. LYKES

4062 Merrick Street, Houston, TX 77025 · (713) 201-4786 · jlykes@origin.bank

---

James R. Lykes is a dynamic, innovative leader with over three decades of executive leadership experience in the banking and risk management industry.

He currently serves as the Executive Vice President for Origin Bank, an organization dedicated to helping people, small businesses and large companies grow and prosper throughout the states of Texas, Louisiana and Mississippi. Since joining the organization, he has produced over \$350 million in new loans in the Houston area and oversees profit and loss strategies to improve processes and identify areas of improvement.

Prior to joining Origin Bank, he served as the Executive Vice President and Chairman of the Advisory Board of Directors for IberiaBank Corporation, a comprehensive financial services organization servicing retail, commercial, business, private banking and mortgage services for over 322 combined locations across 12 states. In this role, he created innovative solutions and strategies, managed leadership teams and built the largest loan portfolio in the Houston market.

Lykes graduated from Texas Christian University with a Bachelor in Business Administration and later from Baylor University with Master of Business Administration in Finance. He has spent the last few decades in leadership roles within large financial institutions including NationsBank, Compass Bank, Northern Trust Bank, Amegy Bank and Encore Bank. Throughout his career, he has devoted his talents to his clients, working in their best interest to develop custom solutions to their needs.

Lykes joined The Harris Center for Mental Health and IDD Board of Trustees in 2019 and Chairs the Governance Committee. Lykes joined the Texas Council Risk Management Fund Board of Trustees in 2020. Lykes also serves on numerous other Boards for charitable organizations in the Houston area, including the Harris Center Foundation, The Bryan Museum and Project

**Kenneth R. Bernstein**  
**Independent Accounting and Finance Professional Board**  
**Director**

*Director and Chair of Ad Hoc Finance Committee,  
Metrocare Services, Dallas, Texas*

*2018-present*

Metrocare provides a comprehensive array of services and supports for people dealing with the challenges of mental illness and/or developmental disabilities and has a budget of approximately \$115 million. Metrocare is governed by an independent Board appointed by the Dallas County Commissioners Court. Ken was nominated by County Judge Clay Jenkins.

*Board Member, Budget & Finance Committee,  
Texas Council Risk Management Fund, Austin, Texas*

*2020-present*

TCRMF is a self-insurance governmental risk pool that provides products and services for workers' compensation, liability and property. 34 of the 39 community centers in Texas are members of TCRMF. TCRMF's Board members are elected by the participating community centers.

*Board Member  
Texas Health Resources, Arlington, Texas*

*2021-present*

*Member, Audit and Compliance Committee,  
Texas Health Resources, Arlington, Texas*

*2019-present*

Texas Health Resources is a major tax-exempt, north-Texas based health care system, with 14 acute care hospitals and a variety of allied businesses, including physician services, imaging centers, and surgery centers.

*Member, Audit and Compliance Committee,  
Southwestern Health Resources, Dallas, Texas*

*2020-present*

Southwestern Health Resources is a clinically integrated network in north-Texas sponsored by Texas Health Resources and University of Texas Southwestern Medical School.

*Partner (Retired), Ernst & Young  
Dallas, Texas and National Offices*

*1979 - 2014*

Ernst & Young is a global leader in assurance, tax, transaction and advisory services. Ken was on the firm's National Healthcare Industry Operating Committee and served as Area Industry Leader.

- Over his 37-year career in public accounting, Ken served not-for-profit, publicly held, and governmental organizations, with an emphasis on healthcare providers, life sciences companies, and on private equity and venture backed growth companies. Ken also served companies in other industries, including consumer products and real estate. Ken provided audit and assurance services, and assisted with SEC and financial statement reporting, employee benefit plan reporting, mergers and acquisitions, equity and debt transactions, compliance services, and internal audit services.
- Healthcare provider clients served included a broad range of providers and affiliated businesses, including multihospital systems, community hospitals, nursing homes, retirement housing, ambulance and emergency medicine providers, therapist services, staffing, long-term acute care hospitals, physician groups, clinical laboratories, hospice, health maintenance organizations, hospital alliances and group purchasing organizations, and private foundations.
- Ken was involved in over \$5 billion of debt and equity offerings, including several initial public offerings; over 100 mergers, acquisitions and divestitures; internal control and financial reporting for both public and private companies; financing of major construction projects; and compliance matters.

Ken also worked with the firm's National Quality and Risk Management Group, assisting engagement teams with their work with the firm's regulator, the Public Company Accounting Oversight Board (PCAOB).

### Professional Credentials, Certifications and Related Activities

Certified Public Accountant, Texas (retired)

Fellow, Healthcare Financial Management Association (FHFMA) and Past President, Lone Star Chapter; Muncie Gold Medal Award and Founders Medal of Honor Award recipient

Fellow, American College of Healthcare Executives (FACHE)

Certified Management Accountant (inactive)

Author and speaker

### Education

University of Chicago Booth School of Business, MBA	1979
---	------

Macalester College (St. Paul, Minnesota), BA	1977
--	------

### Selected Community and Board Activities

*Dallas Theater Center Endowment Fund*  
Director and Vice President

2017- 2019

*Dallas Theater Center*  
Director, President and Treasurer

1996 - 2016

*Workforce Solutions Greater Dallas*  
Director, Officer, Chair—Audit Committee Appointed by  
Mike Rawlings, Mayor of Dallas

2010 - 2014

### Personal

Ken is married to Barbara Clay, has two children, and lives in east Dallas.

### Contact Information

972-955-9292 (cell)

[krbernstein@sbcglobal.net](mailto:krbernstein@sbcglobal.net)

8246 Forest Hills Blvd.  
Dallas, Texas 75218

References available upon request.

July 12, 2021

Dianne Hickey

Since moving to Flower Mound over 20 year ago, I have been engaged in many charitable efforts. My husband Robert and I have an amazing specialneeds daughter Alyse.

I have been doing charity work for over 45 years. I split my time between family and charitable works. The organizations that I have assisted include -Ronald McDONALD House, Cook Children's Hospital, Friends of the Family, Buckner Children's, North Texas Child Advocacy, CCA, Volunteers of America, United Way and of course MHMR to name a few.

I am on the advisory committee of HCS to help monitor the group homesand day labs that our clients are affiliated with. I was appointed to the Board of Trustees for MHMR in 2018. I am so proud of all that MHMR does for our communities and residents.

In 2020 I was honored with winning the Frank M. Adams Outstanding Volunteer Service Award from the TX Council of Community Centers.

My goal is to do as much as I can to help our community and speak for those that can't speak for themselves.

When the opportunity came up to be a Board Trustee for the Texas CouncilRisk Management fund, I knew I could help make a difference.

Thanks so much for considering my application. If you need more information please let me know

Respectfully,

Dianne Hickey



## CLIENT SERVICE AGREEMENT

---

This Agreement is entered into this 21st day of July 2021 by and between Gulf Coast Center MHMR (hereinafter "Client"), with an address of 4444 West Main, League City, TX 77573, and NorTek Medical Staffing, Inc. (hereinafter "NorTek" or "Supplier"), a Texas corporation with an address of 2313 Timber Shadows Drive, Suite 102, Kingwood, Texas 77339-2039.

WHEREAS Client desires to avail itself of NorTek's services described herein; and

WHEREAS NorTek desires to provide to Client the services described herein;

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

### 1. SCOPE OF SERVICES

NorTek has experience in locating and screening Medical Doctors (MDs), Doctors of Osteopathy (DOs), Certified Registered Nurse Anesthetists (CRNAs), Radiology Technologists (RadTechs), Physician Assistants (PAs), Nurse Practitioners (NPs), and Therapists (hereinafter individually and/or collectively referred to and known as "Candidate") to perform services in clinics, hospitals and for other healthcare providers, either on a temporary or permanent basis.

### 2. SUPPLIER'S OBLIGATIONS

NorTek will use good faith efforts to locate and screen one or more Candidate(s) for services, either on a temporary (locum tenens) or permanent basis, as requested from time to time in writing or otherwise by Client. In consideration of Client's agreement to perform the covenants and promises contained herein, NorTek will present Candidate(s) as described and contemplated herein.

NorTek will verify the credentials of all Candidates presented to Client, but NorTek makes no representation or warranty regarding the capability of any Candidate to perform the medical services requested by Client, other than as expressed or contemplated herein.

### 3. CLIENT'S OBLIGATIONS

Client agrees to pay for the services provided by NorTek, as set forth herein, and to otherwise perform all the covenants and conditions set forth herein.

- (i) *Locum Tenens Service or Coverage Provided by a Candidate:*  
It is agreed that the rates for any of the Candidates presented by NorTek will be paid in accordance with the attached Schedule A. Client understands and acknowledges that Client will be invoiced weekly for coverage provided by a Candidate on a locum tenens basis. All such invoices are due immediately upon receipt of same.
- (ii) *For a Permanent Placement:*  
A permanent placement fee is applicable only when a Candidate is employed by, becomes a direct independent contractor of, is a direct hire of, or by other direct arrangement is retained by Client within two (2) years of the referral of the Candidate to Client by NorTek, as directed through the efforts of NorTek. The permanent placement fees are due and payable as fifty percent (50%) due upon Candidate signing a contract with Client via NorTek, and then the remaining fifty percent (50%) of the permanent placement fees are due on the Candidate's first



start date performed on behalf of Client. To validate the Agreement, full payment must be made within ten (10) business days of the Candidate's first day of employment with Client.

(a) *Replacement Guarantee Policy*

Should the Candidate be terminated for unsatisfactory performance or voluntarily resign in less than sixty (60) days from the start date, the entire service fee paid to NorTek shall be refunded, and there shall be no requirement for a replacement Candidate. Should the Candidate be terminated for unsatisfactory performance or voluntarily resign in more than sixty (60) days and less than ninety (90) days from the start date, then fifty percent (50%) of the service fee paid to NorTek shall be refunded, and there shall be no requirement for a replacement Candidate. Performance and acceptance criteria are determined at Client's sole discretion. No other guarantees are made, written or implied.

(b) *Referral Policy*

Referrals are made on a confidential basis, and any breach of this confidence is strictly prohibited. As to any Candidate originally referred by NorTek to Client, any referral by said Client of said Candidate to any third party will result in a permanent placement fee under the terms of this Agreement.

NorTek conforms to all governmental regulations pertaining to equal employment opportunity, and it will not discriminatorily select or refer Candidates based on race, color, religion, age, sex, national origin, marital status, disability, or handicap.

NorTek attempts to verify all background information submitted as to a Candidate; however, NorTek assumes no liability for the accuracy or the completeness of this information, other than that of Candidate replacement and other than arising out of gross negligence, as may or may not be described in the guarantee. Therefore, NorTek advises you to verify all information independently to your satisfaction. Unless notified immediately to the contrary, Candidates hired through NorTek's services will constitute acceptance of our permanent placement fee and guarantee policy.

- (iii) Unpaid invoices or obligations owed to NorTek shall bear interest if payment has not been received by NorTek within thirty (30) days of receipt by Client, and the interest rate of eighteen percent (18%) per year shall apply.
- (iv) Client is responsible for reimbursing NorTek for all reasonable expenses related incurred when a Candidate is scheduled for any on-site interview(s) with the Client. Expenses include, but are not limited to, airfare, hotel accommodations and rental car. Any expenses incurred by a Candidate for the purpose of attending an on-site interview(s) shall be reimbursed to NorTek, regardless of whether the Candidate is hired by the Client or not.
- (v) In the event Client needs to cancel a confirmed (verbal or written) Candidate assignment, Client shall provide NorTek with a thirty (30) day notice (verbal or written) of said cancellation. If no notice is provided, or if notice is given after the thirty (30) day requirement, Client shall be responsible for paying NorTek up to one hundred percent (100%) of the total amount due for the scheduled time of this assignment. Any such fee that is due is payable upon cancellation. In the event the Client cancels a confirmed (verbal or written) Candidate assignment and travel expenses have already been incurred by NorTek, Client shall be responsible for reimbursing NorTek for all such expenses upon cancellation.

- (vi) For two (2) years after the termination of this Agreement and once a Candidate has been presented to Client by NorTek, Client may not accept the referral or services of that Candidate, whether on a temporary or permanent basis, through another of its entities, affiliates, or any other entity or individual concern, or as a result of direct contact with that Candidate, without compensating NorTek, as set forth herein.
- (vii) In the event that Client is dissatisfied regarding the quality or performance of a Candidate under this Agreement, Client shall promptly notify and provide NorTek an opportunity to replace the Candidate. Should NorTek be unable to replace Candidate, Client has the right to terminate the assignment. Pending resolution of any dispute regarding the services provided by a Candidate, the Client has an absolute right to immediately terminate the services of the Candidate. However, Client may still liable to pay for the services provided by the Candidate, and for the reimbursable expenses incurred, as set forth in the Confirmation Letter.

**4. TERM AND TERMINATION**

- (i) This Agreement shall remain in effect until terminated or otherwise modified in writing by one or more of the parties to it. Either party may terminate this Agreement upon thirty (30) days written notice to the other party. Termination does not affect Client's obligation to pay fees already due, or to perform any other obligation(s) that becomes due or may become due under any other provision of this Agreement.
- (ii) In addition to (i) above, NorTek shall have the right to terminate this Agreement immediately without notice if the financial investigations it performs upon Client are found to be unacceptable to NorTek.

**5. RELATIONSHIP OF PARTIES**

NorTek shall perform its services hereunder and shall be an independent contractor to Client. The Candidate who performs services for Client shall perform the services as an independent contractor to Client while Candidate is still engaged through NorTek. The Client shall not have the right to control the methods or details used by Candidate in the professional performance of his or her services, but Client shall direct and control the assignments and results of the assignments performed by the Candidate.

**6. CHOICE OF LAW, VENUE AND ATTORNEY'S FEES**

This Agreement shall be construed in accordance with the laws of the State of Texas, and any dispute concerning this Agreement must be brought in a court of competent jurisdiction in Houston, Harris County, Texas, and the parties hereto consent to such jurisdiction. In the event that either party to this Agreement secures the services of an attorney to collect any sums or enforce any other obligations owed to it under this contract, the prevailing party to said collection, or to the obligation or dispute at controversy or issue, shall be entitled to recover reasonable attorney fees and costs as the prevailing party.

**7. ENTIRE AGREEMENT, SUCCESSOR AND ASSIGNS**

This Agreement contains the entire Agreement between the parties hereto, and there are no representations, inducements, arrangements, promises, or agreements outstanding between them, either oral or in writing, other than those herein contained. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and to their successors, assigns, heirs, and personal representatives. No modification of this Agreement, whether oral or otherwise, is enforceable unless the same is memorialized in writing and signed by both parties executing this Agreement.

**8. NOTICES**

All notices shall be given in writing by registered or certified mail addressed to NorTek at the address listed below, and to Client at the address listed below.

To Supplier

NorTek Medical Staffing, Inc.  
Attention: Jenny Campbell  
Director of Quality Assurance  
2313 Timber Shadows Drive  
Suite 102  
Kingwood, Texas 77339-2039

To Client

Gulf Coast Center MHMR  
Attn: Ms. Tamera Yoakum  
4444 West Main  
League City, TX 77573

**9. SIGNATORIES**

Agreed To And Accepted By:

**Supplier:**

Signature: \_\_\_\_\_

Aswin Penukonda  
CFO, Nortek Medical Staffing, Inc.

Date: 7/21/2021

**Client:**

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

**Client Locum Tenens Rates**

**1. Psychiatrist (Outpatient, Inpatient)**

Hourly Rate

\$ 140.00

Per Hour\*

*Rates are based on the Candidate's experience and expertise. NorTek Medical Staffing, Inc. will try its best to provide coverage with a local Candidate. Client agrees to pay for travel and accommodation expenses in the event that the same are incurred for Candidate to perform services hereunder.*

*Call and overtime rates shall be negotiated and agreed upon in advance.*

*\*All Rates are subject to change at any time. All Fees will be confirmed, in writing, prior to placement, via a Confirmation Letter.*

**Supplier**

X

**Aswin Penukonda**

**CFO**

**NorTek Medical Staffing, Inc.**

**Date**

7/21/2021

**Client**

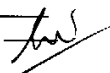
X

**Name**

**Title**

**Client Gulf Coast Center MHMR**

**Date**





## **Client Services Agreement and Mutual Responsibilities**

This is an Agreement (“Agreement”) made as of this 1st day of September, 2021 by and between A1 Best Staffing (hereinafter referred to as “RECRUITER”) with its principal place of business 1202 Harbor View Dr, Galveston, TX 77550; Signature Staff Resources, LLC with its principal place of business at 1460 TL Townsend Dr. Ste 104, Rockwall, TX 75032, and The Gulf Coast Center, with its principal office located at 10000 Emmett F. Lowry Expressway, Suite 1220, Texas City, TX 77591 (“CLIENT”)

### **Recitals**

WHEREAS, Signature Staff Resources is in the business of providing back office solutions and will serve as the administrative employer of record to assigned employees, fee payment to RECRUITERS and third party invoicing to CLIENT COMPANIES;

WHEREAS, CLIENT requires the services of the RECRUITER to source qualified candidates;

WHEREAS, RECRUITER is in the business of screening and sourcing qualified candidates for placement of CLIENT;

NOW THEREFORE, in consideration of the promises, and of the mutual covenants hereinafter set forth, and intending to legally bind hereby, the parties hereto agree as follows:

## **1. Signature Staff Resources’ Responsibilities**

### **1.1 Employer of Record Services**

Signature Staff Resources agrees to assume full responsibilities for paying, withholding, transmitting payroll taxes; making unemployment contributions; and having unemployment and workers compensation claims involving assigned employees.

### **1.2 Insurance**

Signature Staff Resources carries a comprehensive package of insurances that includes:

- Statutory Workers’ Compensation Insurance (\$1,000,000 EL Limits)
- Commercial Liability Insurance (\$1,000,000 per occurrence, \$2,000,000 aggregate)
- Hired and Non-Owned Auto Liability (\$1,000,000 combined single limits)
- Professional Liability (\$1,000,000 per occurrence, \$2,000,000 aggregate)
- Umbrella Liability (\$5,000,000 per occurrence, \$5,000,000 aggregate)

Certificates of Insurance are available upon request.

## **2. Client’s Responsibilities**

### **2.1 Timecard Authorization Terms and Conditions**

By approving employee timecards, the following certifications are made: (1) CLIENT understands that the employee is the general employee of A1 BEST STAFFING/Signature Staff Resources on assignment with CLIENT, and performs services at CLIENT’s direction; (2) the hours worked by the employee are correct; (3) the work was performed in a satisfactory manner; (4) CLIENT did not entrust assigned employees with cash, negotiable instruments, or other valuables, or unattended premises; (5) CLIENT acknowledges that insurance carried by Signature does not cover loss or damage caused by employees operating CLIENT’s owned or leased motor vehicles and that CLIENT shall be fully liable and responsible for any claims involving any damage including but not limited to bodily injury, property damage, fire, theft, collision, cargo damage, or public liability arising from the use of such vehicle, including the defense of any such claims.

### **2.2 Limitations on Employee Activities**

Unless CLIENT has obtained prior written consent from A1 BEST STAFFING/Signature, the CLIENT shall not allow employee to perform any of the following job related activities listed below:

- A) Driving an automobile or other motor vehicle while on company time;
- B) Handling cash, securities or other valuables;

At no time is any employee permitted to work on boats or on the water.

If prior written consent is not obtained, CLIENT agrees to waive all rights to make a claim against A1 BEST STAFFING/Signature Staff Resources, and to relieve A1 BEST STAFFING/Signature Staff Resources from all liability and responsibility for any damage, loss, or expense which CLIENT incurs as a result of the assigned employee engaging in such activities. CLIENT further agrees to indemnify and hold harmless A1 BEST STAFFING/Signature Staff Resources from and against all claims, damages, bodily injuries, losses and expenses which might be caused as a result of the assigned employee engaging in any of these activities without the prior written consent of A1 BEST STAFFING/Signature Staff Resources.

## 2.3 Safety

CLIENT shall not expose any A1 BEST STAFFING/Signature Staff Resources employees to hazardous conditions and shall not violate any OSHA or safety law, rule or regulation whether federal, state, or local. CLIENT will provide safety, hazardous communication and operational instructions in the same manner as all employees located at your site are required to receive. Please notify us immediately if an employee appears intoxicated or impaired.

## 3. Billing

### 3.1 Rates

Bill rates and conversion policy are quoted by RECRUITER. The mark-up above the pay rate includes payroll funding and processing, as well as applicable payroll taxes, FICA, Medicare, FUTA, and SUI taxes and insurances including workers compensation.

Job Title/Number	Shift	Location	Hourly Bill Rate
LVN/# as needed RN/# as needed	Monday through Friday (8am to 5pm with a 12 noon lunch hour)	Texas City Clinic (primary) Galveston or Alvin Clinic (secondary)	LVN: \$31.29 RN: \$46.72

### 3.2 Establishing Your Account

A completed credit application may be required prior to the start of service. A1 BEST STAFFING/Signature Staff Resources will run a Dun & Bradstreet Credit Report for verification of your company's sound credit history.

### 3.3 Invoicing

A1 BEST STAFFING/Signature Staff Resources will invoice CLIENT via email for the total hours on the employee's time card in accordance with price and payment terms set forth in this agreement.

### 3.4 Payment

Payment terms

Due on Receipt of Invoice

### 3.5

If CLIENT uses the services of any Assigned Employee as its direct employee, as an independent contractor, or through any person or firm other than A1 BEST STAFFING during or within 365 days after any assignment of the Assigned Employee to CLIENT from A1 Best Staffing, CLIENT must notify A1 BEST STAFFING and (a) continue the Assigned Employee's assignment from A1 BEST STAFFING for his or her next 520 consecutive work hours for CLIENT; or (b) pay A1 BEST STAFFING a fee in the amount of 1 times the final direct hire billing rate for that Assigned Employee.

## 4. Indemnification

CLIENT shall defend, indemnify and hold A1 BEST STAFFING/Signature Staff Resources and its officers, directors, employees, agents and affiliates ("Indemnified Parties") harmless from and against any and all liability, claims, demands, damages and costs, including reasonable attorneys' fees, that Indemnified Parties may sustain or incur resulting from or arising out of the acts, omissions, negligence or wrongful conduct of CLIENT or its agents, including but not limited to, claims against Indemnified Parties based on discrimination, sexual harassment, wrongful termination or other labor-related claims.

A1 BEST STAFFING/Signature Staff Resources shall defend, indemnify and hold CLIENT and its officers, directors, employees, agents and affiliates ("Indemnified Parties") harmless from and against any and all liability, claims, demands, damages and costs, including reasonable attorneys' fees, that Indemnified Parties may sustain or incur resulting from or arising out of the acts, omissions, negligence or wrongful conduct of A1 BEST STAFFING/Signature Staff Resources or its agents.

## 5. General Provisions

This agreement shall be governed by Texas law. If suit is brought on any claim relating to this agreement, such suit shall be filed and prosecuted in the state of Texas.

If any party commences an action or proceeding to enforce or interpret any of the provisions of this agreement, the prevailing party shall be awarded costs and reasonable attorneys' fees incurred in such action or proceeding.

This agreement constitutes the entire agreement between the parties pertaining to the subject matter herein and supersedes any and all prior or contemporaneous agreements and representations. This agreement may be modified only in a writing signed by the parties.

## 6. Term of Agreement

The term of this agreement will commence September 1, 2021 OR on the date signed by CLIENT and A1 BEST STAFFING/SIGNATURE. This Agreement will be for a term of 12 months from the first date on which both parties have executed it. Either party may terminate this agreement at any time by giving 30 days written notice of termination to the other. A1 BEST STAFFING/SIGNATURE reserves the right to terminate the contract immediately in cases of non-payment.

A1 BEST STAFFING/Signature Staff Resources requests you treat these terms as confidential.

Agreed and Accepted:

**The Gulf Coast Center**

**A1 Best Staffing**

CLIENT

STAFFING FIRM

Signature

Signature



**Cathy Townley-McGaughey**

Printed Name

Printed Name

**Owner**

Title

Title

**09/01/2021**

Date

Date