



NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

The Gulf Coast Center Meeting of the Board of Trustees for the month of August will be held on

Wednesday, August 17th, 2022, at 6:15 p.m.,

at the Mainland Community Service Center (MCSC),
7510 FM 1765, Texas City, TX.

Thanks,

Lisa M. Becker
Secretary to the Board of Trustees



10000 Emmett F Lowry,
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cc: August Board of Trustees File

THE GULF COAST CENTER
 Regular Board of Trustees Meeting
 Mainland Community Service Center
 7510 FM 1765, Texas City, TX
 Wednesday, August 17, 2022
 6:15 pm



"Better community healthcare promoting healthy living."

1. **Call To Order**Jamie Travis, Board Chair
 - a. Announcements and Introductions
2. **Citizens' Comments**
3. **Program Report: FY23 Preliminary Agenda**..... Rick Elizondo, CFO
4. **Board Member Reports**
 - a. Texas Council of Community Centers Jamie Travis, Board Chair
 - b. Texas Council Risk Management Fund.Mary Lou Flynn-Dupart, TCRMF Board Chair
5. **Operations Report:** Felicia Jeffery, CEO
 - a. Operational, Clinical, & Financial Excellence
 - b. Staff Response to Recruiting and Retention Strategies
 - c. 2022 Brazoria County + Galveston County Legislative Forum
 - d. Board Retreat, September 22nd, 2022
6. **Budget, Finance and Admin Reports**.....Rick Elizondo, CFO
 Financial & Operational Monthly Report & YTD Summary – Deferred.
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 27, 2022, Board Minutes. **(Pg.7)**
 - b. Review and approval of the July 2022 Check Register.
8. **Action Items**.....Linda Bell, JD, BSN, RN
 - a. Appointment of the Nominating Committee members for the FY23 Board of Trustee officer elections.
 - b. Consider the approval of the Approval of the FY 2023 Preliminary Budget.
 - c. Consider ratification of FY 2022 Employee Retention Incentive to not exceed \$625,000.00 including fringe of which funding is provided by the HRSA Provider Relief funding in the amount of \$520,787.62 and the remaining will be provided by GCC fund balance (\$96,867.16).

Skills (ILS) for nursing facilities to individuals with intellectual and developmental disabilities referred and receiving services from the Center. Reimbursement rate of \$10/hr for base level respite; \$13/hr for community support services; \$18.00/hr for Independent Living Skills. **No change from FY22.**

- k. Consider approval of the 31 Renewal Agreements for the FY23 IDD Non-Traditional Provider Network Agreement. Reimbursement rate of \$10/hr for base level respite; \$13/hr. for community support services; \$18.00/hr for Independent Living Skills.

Galveston County	Brazoria County	Other
Michael Brown	Isabel Cano	Jennifer Bertrand (Harris)
Paige Encarnacion	Maria Dejulian	Ruth Burrell (Harris)
Linda Finn	Patrice Harris	Stephen Edwards (Montgomery)
Enedina Gass	Kaffie Johnson	Martha Fuentes (Harris)
Michelle Hollins	Hope Menard	Navin Gandhi (Harris)
Katrina Moran	Cindy Morris	Alejandra Morales (Harris)
Patricia Petteway	Joseph Pate	Hyancinth Pickergill (Harris)
Eleanor Pope	Brandy Patterson	Jennifer Vincent (Harris)
Brianna Sanchez	Vanessa Romero	
Althea Thomas	Michael Tupin	
Vanessa Torres		
Emily Turner		
Deja Villarreal		

- l. Consider approval of the NEW FY23 IDD Provider Services Family Agreement for the Voucher Respite Program to be utilized throughout the fiscal year. Reimbursement rate: \$10-\$15/hr. **No change from FY22**
- m. Consider approval of the 9 Renewal Agreements for the FY23 IDD Provider Services Family Agreement for the Voucher Respite. Reimbursement rate: \$10- \$15/hr. **No change from FY22**

Galveston County	Brazoria County	Other
Almana Ahmad	Amy Reynolds	None
Jessica Scheer	Crystal Campbell	
Jennifer Taylor	Jan Jiang	
Sherry Wiedenfeld	Leslie Nokelby	
	Shannon White	

- n. Consider approval of the FY23 Renewal Agreement with The University of Texas Medical Branch at Galveston d/b/a/ UTMB Health to provide inpatient physician services at the Center's contracted inpatient hospitalization unit located within the behavioral health department of St. Joseph Medical Center in Houston.
 - Service Area:** Adult MH
 - County of Service:** Harris
 - Total Amount not to Exceed:** \$450,775; 19 beds at \$65/daily visit. No change from FY22
 - Description:** Due to a Hurricane Ike and the destruction of the inpatient psychiatric unit at UTMB Rebecca Sealy, the Center began contracting its inpatient unit at St Joseph Medical Center. UTMB physicians provide the psychiatric care for the Center's assigned 19 bed unit. With rate increase in April of 2022, the Center decreased to 19 beds in FY22.
- o. Consider approval of the FY23 Renewal Psychiatric and Administrative Services Agreement with The University of Texas Medical Branch at Galveston d/b/a/ UTMB Health for the provision and

administration of psychiatric services to individuals enrolled in the Center's Co-Occurring Psychiatric and Substance Disorder (COPSD) program.

Service Area: Adult MH and Substance Abuse Services **County of Service:** Galveston
Total Amount not to Exceed: \$73,600; \$200/hr. Increase of \$5,520 due to hourly rate increase of \$15 from FY22.

Description: Dr. Edythe Harvey provides psychiatric/substance abuse treatment services to Center clients with co-occurring disorders. COPSD services are approximately 6 hrs/week at GICSC. Mental health and substance use needs are addressed together with the GCC interdisciplinary treatment team with a unified recovery plan where goals and actionable items are developed.

- p. Consider approval of the FY23 Renewal agreement with Youth Advocacy Programs Inc (YAP) for the purpose of coordinating care, referrals and resources for the provision of specific Youth Empowerment Services (YES) Waiver Services for youths.

Service Area: Youth Behavioral Services **County of Service:** Galveston and Brazoria

Description: The Youth Empowerment Services Waiver is a 1915(c) Medicaid program that provides intensive services delivered within a strengths-based team planning process called Wraparound. Wraparound builds on family and community support and utilizes YES services to help build a family's natural support network and connection with community. YES services are family-centered, coordinated and effective at preventing out-of-home placement and promoting lifelong independence and self-defined success.

- q. Consider approval of the FY23 Renewal agreement with The Children's Center, Inc. (TCCI) for the purpose of providing crisis respite services.

Service Area: Youth Behavioral Services **County of Service:** Galveston

Total Amount not to Exceed: \$3,000; \$106.22/bed day. No change from FY22.

Description: TCCI provides community crisis respite services to youth who have low risk of harm to self or others and may have some functional impairment which requires direct supervision and care but does not require hospitalization. The provision of this service is in an effort to avoid youth receiving the service from experiencing a mental health crisis.

9. Pending or Revised Action Items.....Linda Bell, JD, BSN, RN

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

Date	Event	Location	Time
August 17, 2022	Board Meeting	MCSC	6:15 PM
FY23 Preliminary Board Meeting Dates			
<i>September 22, 2022</i>	<i>Board Retreat</i>	<i>TBD</i>	<i>12 PM – 5 PM</i>
September 28, 2022	Board Meeting	SBCSC	6:15 PM
October 26, 2022	Board Meeting	MCSC	6:15 PM
<i>December 7 or 14, 2022</i>	<i>Board Meeting</i>	<i>SBCSC</i>	<i>6:15 PM</i>
January 25, 2023	Board Meeting	MCSC	6:15 PM
February 22, 2023	Board Meeting	SBCSC	6:15 PM
March 22, 2023	Board Meeting	MCSC	6:15 PM
April 26, 2023	Board Meeting	SBCSC	6:15 PM
May 24, 2023	Board Meeting	MCSC	6:15 PM
June 21-23, 2023	TX Council Annual Conference	Westin Galleria Houston	
July 26, 2023	Board Meeting	SBCSC	6:15 PM
August 23, 2023	Board Meeting	MCSC	6:15 PM

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

MCSC location: 7510 FM 1765, Texas City, TX
SBCSC location: 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.*

12. Reconvene to Open Session

13. Adjourn



GULF COAST CENTER

"Better community healthcare promoting healthy living."

**MINUTES – GULF COAST CENTER
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 27, 2022, at 6:15 pm**

Join the meeting by phone (audio only):

Phone Number: +1 (646) 749-3112

Access Code: 745-266-421

1. **Call To Order:** With a Quorum present, Jamie Travis, Chairman of the Board of Trustees, convened the regular meeting on Wednesday, July 27th, 2022, at 6:18 p.m.

The following Board Members were present:

Jamie Travis, Commissioner Stephen D. Holmes, Lieutenant Jaime Castro, Vivian Renfrow, Sheriff Bo Stallman, Rick Price, and Caroline Rickaway.

The following Board Member(s) were absent:

Mary Lou Flynn-Dupart – Excused.

Also present: Felicia Jeffery, CEO; Rick Elizondo, CFO; Sarah Holt, CNO; Linda Bell, General Counsel; and Erin Roman, Marsh & McLennan Agency

- a. **Announcement(s):** None.

2. **Citizen’s Comments:** None.

3. **Program Report:** Erin Roman, Executive Team Lead for Marsh & McLennan, gave a high-level overview of the Center’s current medical insurance plan, financial analysis and renewal, and non-medical market analysis.

4. **Board Member Reports:**

- a. **Texas Council of Community Center.....** Jamie Travis, Chairman of the Board
Jamie Travis, Board Chairman, announced that the next Texas Council of Community Center board meeting would be held in Austin on August 24, 2022.
- b. **Texas Council Risk Management Fund...** Mary Lou Flynn-Dupart, TCRMF Board Chair
Linda Bell, General Counsel, reported that the next TCRMF meeting would be for the strategic planning meeting and the board meeting, which will be held next Thursday and Friday, August 4th and 5th.

5. Operations Report... Felicia Jeffery, CEO

a. Operational, Clinical, & Financial Excellence

Felicia Jeffery, CEO, announced that Gulf Coast Center team members will have fully exited the Administration Building in the Texas City Mall of the Mainland in the next week and that August will be used for final clean-up. The lease officially terminates on August 31, 2022. The termination of this lease will be a savings of \$375,000 annually for the Center.

b. Employee Benefit Plan Suggested Changes

Jeffery explained that the solutions offered by the Executive Leadership Team (ELT) for the suggested changes to the Employee Benefit Plan are part of a recruitment and retention strategy that will allow us to attract and retain good staff and increase staff morale which results in improved clinical care. These changes will be implemented on September 1st, 2022.

- Solution #1 is a 4% team member wage increase across-the-board.
- Solution #2 decreases Gulf Coast Center’s 8% discretionary contribution to 4%, allowing team members to opt for a more competitive wage upfront.
- Solution #3 changes the current team member cost for the LOW PLAN health insurance from \$10/monthly to \$0/monthly.
- Solution #4 uses plan forfeitures to offset expenses to Gulf Coast Center.

Rick Elizondo, CFO, added that the proposed changes represent a \$160,000 net increase to the Center.

In addition to the above changes, Jeffery also explained that the Center received HRSA Provider Relief funding which could be used for employee retention and recruitment. The strategy is to utilize the funds as a bonus for current staff. Rick Elizondo, CFO, stated that the bonus would be distributed to part-time staff at a pro-rated amount. Elizondo reported that the bonus would cost the Center around \$625,000, which will be paid for with HRSA Provider Relief Funding and the current Center surplus. He indicated we would be requesting approval later in the agenda.

c. Service Area Highlights – Integrating Services into the Community

To adjust for the time allocated to a robust discussion about the Employee Benefit Plan, the Center’s highlights were not discussed. Board members received updates in their board packets.

6. Budget, Finance, and Admin Report Rick Elizondo, CFO

a. Financial & Operational Monthly Report & YTD Summary

Rick Elizondo, CFO, presented the Operational Report for June 2022, showing an operating surplus of \$23,767 and a year-to-date surplus of \$367,000. The Center spent \$86,000 on facility renovations in June, bringing the total facility improvements for the year to a cost of around \$200,000. Most renovations are finalized, with one remaining project expected to close before August 31st, 2022. There is a total fund balance of \$ 9.1 million (YTD), maintaining \$ 8.8 million in unrestricted general fund balance and showing a fund balance of 116 days of operation, with 110 unrestricted days of operation.

7. Consent Agenda..... Linda Bell, JD, BSN, RN

a. Review and approval of the May 25th, 2022, Board Minutes

On a motion by Lt. Jaime Castro, seconded by Rick Price, the board approved May 25, 2022, Board Minutes. The motion carried with all members voting in favor. There was no public comment.

b. Review and approval of the May 2022 and June 2022 Check Registers

On a motion by Lt. Jaime Castro, seconded by Rick Price, the board approved the May 2022 and June 2022 Check Registers. 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 approval of the FY23 Employee Benefits plan coverage.

On a motion by Caroline Rickaway, seconded by Vivian Renfrow, the board approved the FY23 Employee Benefits plan coverage. The motion carried with all members voting in favor. There was no public comment.

A question was asked if the motion also included the \$2000 bonus from the HRSA Provider Relief Funding. Center Executive Staff in the audience indicated that was the intent. However, the board did not feel that was made clear.

Commissioner Holmes motioned the original motion rescinded, seconded by Jaime Castro. The motion carried with all members voting in favor. There was no public comment.

On a motion by Caroline Rickaway, seconded by Vivian Renfrow, the board approved the FY23 Employee Benefits plan coverage, as well as an across-the-board bonus of \$2000 to each employee. The motion carried with all members voting in favor. There was no public comment. However, Linda Bell, General Counsel, stated that the intent was for the bonus to be included in the Benefits

Strategy approval and was not listed as a standalone action item which possibly caused the confusion. She further stated for clarity; that there will be an action item on the August 17, 2022, Board of Trustee meeting agenda ratifying the \$2000 bonus funded by the HRSA Provider Relief Funding.

b. Consider approval of the FY23 Holiday Schedule.

On a motion by Commissioner Stephen D. Holmes, seconded by Vivian Renfrow, the board approved the FY23 Holiday Schedule. The motion carried with all members voting in favor. There was no public comment.

c. Consider approval of Amendment #3 to the Mental Health Home and Community-Based Pre-Engagement Services contract #529-17-0144-00035. This amendment extends the contract term to 8/31/23. There is no change from FY22.

On a motion by Caroline Rickaway, seconded by Rick Price, the board approved Amendment #3 to the Mental Health Home and Community-Based Pre-Engagement Services contract #529-17-0144-00035. This amendment extends the contract term to 8/31/23. There is no change from FY22. The motion carried with all members voting in favor. There was no public comment.

d. Consider approval of Amendment #4 to the HHSC Mental Health Grant Program for Justice-Involved Individuals (SB292) contract #HHS000134700001. This amendment adds \$95,132 for FY23.

On a motion by Commissioner Stephen D. Holmes, seconded by Caroline Rickaway, the board approved Amendment #4 to the HHSC Mental Health Grant Program for Justice-Involved Individuals (SB292) contract #HHS000134700001. This amendment adds \$95,132 for FY23. The motion carried with all members voting in favor. There was no public comment.

e. Consider approval of Amendment #1 to the HHSC Disaster Crisis Counseling Program (DCCP) contract #HHS00043400025. This amendment extends the contract term to 8/31/24. There is no roll-over associated with this amendment.

On a motion by Commissioner Stephen D. Holmes, seconded by Vivian Renfrow, the board approved Amendment #1 to the HHSC Disaster Crisis Counseling Program (DCCP) contract #HHS00043400025. This amendment extends the contract term to 8/31/24. There is no roll-over associated with this amendment. The motion carried with all members voting in favor. There was no public comment.

- f. **Consider approval of the FY21 HUD Permanent Supportive Housing (PSH) grant renewal TX0228L6E072114. Amount not to exceed \$641,103.**
On a motion by Caroline Rickaway, seconded by Lt. Jaime Castro, the board approved the FY21 HUD Permanent Supportive Housing (PSH) grant renewal TX0228L6E072114. Amount not to exceed \$641,103. The motion carried with all members voting in favor. There was no public comment.
- g. **Consider approval of Amendment #2 to the FY22-23 IDD Performance Contract #HHS000994700001. Amount not to exceed \$2,156,002.**
On a motion by Commissioner Stephen D. Holmes, seconded by Lt. Jaime Castro, the board approved Amendment #2 to the FY22-23 IDD Performance Contract #HHS000994700001. Amount not to exceed \$2,156,002. The motion carried with all members voting in favor. There was no public comment.
- h. **Consider approval of the renewal Agreement with Christopher L. Baker to provide social security representation and counseling services for individuals designated by the Authority. FY23 reimbursement of \$500.00 for each case assigned and completed through an appeal for denial of benefits if necessary. No change from FY22.**
On a motion by Lt. Jaime Castro, seconded by Caroline Rickaway, the board approved the renewal Agreement with Christopher L. Baker to provide social security representation and counseling services for individuals designated by the Authority. FY23 reimbursement of \$500.00 for each case assigned and completed through an appeal for denial of benefits if necessary. No change from FY22. The motion carried with all members voting in favor. There was no public comment.
- i. **Consider approval renewal agreement with Driggers and Baker Family Dentistry for the provision of dental services under the Home and Community Based Services waiver program. Amount not to exceed: \$2000. No change from FY22.**
On a motion by Commissioner Stephen D. Holmes, seconded by Lt. Jaime Castro, the board approved the renewal agreement with Driggers and Baker Family Dentistry for the provision of dental services under the Home and Community Based Services waiver program. Amount not to exceed: \$2000. No change from FY22. The motion carried with all members voting in favor. Jamie Travis abstained. There was no public comment.
- j. **Consider approval of renewal agreement with Jamie Travis for the provision of Host Home/Companion Care. Amount not to exceed: \$25,254.35. No change from FY22.**
On a motion by Rick Price, seconded by Caroline Rickaway, the board approved the renewal agreement with Jamie Travis for the provision of Host Home/Companion Care. Amount not to exceed: \$25,254.35. No change from FY22. The motion carried with all members voting in favor. Jamie Travis abstained. There was no public comment.

- k. **Consider the approval of the FY23 renewal agreement with Crystal Trahan MA, a certified instructor and trainer in Mental Health First Aid (MHFA), as well as Applied Suicide Intervention Skills Training (ASIST). Reimbursement: \$45/hr. + travel costs. No change from FY22.**

On a motion by Lt. Jaime Castro, seconded by Commissioner Stephen D. Holmes, the board approved the FY23 renewal agreement with Crystal Trahan MA, a certified instructor and trainer in Mental Health First Aid (MHFA), as well as Applied Suicide Intervention Skills Training (ASIST). Reimbursement: \$45/hr. + travel costs. No change from FY22. The motion carried with all members voting in favor. There was no public comment.

- l. **Consider approval of the FY23 renewal agreement with the County of Galveston to fund a support staff/Mental Health deputy position for the Mental Health Deputies Program. Amount not to exceed \$80,304.59. No change from FY22.**

On a motion by Sheriff Bo Stallman, seconded by Vivian Renfrow, the board approved the FY23 renewal agreement with the County of Galveston to fund a support staff/Mental Health deputy position for the Mental Health Deputies Program. Amount not to exceed \$80,304.59. No change from FY22. The motion carried with all members voting in favor. There was no public comment.

- m. **Consider the approval of the FY23 renewal agreements with the below vendors for Janitorial Services at Galveston and Brazoria Center facilities with no change from FY22.**

- **Trash It Services - providing services for Galveston County facilities at \$90,000.**
- **M&R Elite Janitorial Solutions – providing services for Brazoria County facilities at \$48,300.**

On a motion by Commissioner Stephen D. Holmes, seconded by Rick Price, the board approved the FY23 renewal agreements with the below vendors for Janitorial Services at Galveston and Brazoria Center facilities with no change from FY22 for Trash It Services - providing services for Galveston County facilities at \$90,000 and M&R Elite Janitorial Solutions – providing services for Brazoria County facilities at \$48,300. The motion carried with all members voting in favor. There was no public comment.

- n. **Consider the approval of the Gulf Coast Center Agreement with Angie Jackson for consulting services such as Family Partner Supervision, services related to the Nurturing Program, Wraparound Services such as Fidelity reviews, Case-by-case consultation, and Mental Health First Aid (MHFA) training. Reimbursement: \$50/hr. + travel costs.**

On a motion by Commissioner Stephen D. Holmes, seconded by Lt. Jaime Castro, the board approved the Gulf Coast Center Agreement with Angie Jackson for consulting services such as Family Partner Supervision, services related to the Nurturing Program, Wraparound Services such as Fidelity reviews, Case-by-case consultation, and Mental Health First Aid (MHFA) training. Reimbursement: \$50/hr. + travel costs. The motion carried with all members voting in favor. There was no public comment.

9. Pending or Revised Action Items.....Linda Bell, JD, BSN, RN

Pending or revised items are those items that were on a prior board agenda but not entirely resolved or that 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

FY22 Meeting of the Board of Trustees			
Date	Event	Location	Time
September 22, 2021	Board Meeting	SBCSC	6:15 PM
October 27, 2021	Board Meeting	Admin Bldg.	6:15 PM
November 17, 2021	Board Meeting — CANCELED	SBCSC	6:15 PM
December 8, 2021	Board Meeting	Admin Bldg.	6:15 PM
January 26, 2022	Board Meeting	SBCSC	6:15 PM
February 23, 2022	Board Meeting	Admin Bldg.	6:15 PM
March 23, 2022	Board Meeting — CANCELED	SBCSC	6:15 PM
April 27, 2022	Board Meeting — CANCELED	Admin Bldg.	6:15 PM
May 25, 2022	Board Meeting	SBCSC	6:15 PM
June 21–23, 2022	35 th Annual Texas Council Conference	Omni Hotel Fort Worth	
July 27, 2022	Board Meeting	SBCSC	6:15 PM
August 17, 2022	Board Meeting	MCSC, Bldg. 2	6:15 PM
Admin Bldg. location: 10000 Emmett F. Lowry Expressway, Suite 1220, Texas City, TX MCSC, Bldg. 2 location: 7510 FM 1765, Texas City, TX SBCSC location: 101 Tigner, Angleton, TX			

11. Executive Session: None.

- *As authorized by Chapter §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at any time during this meeting to seek legal advice from its Attorney about any matters listed on the agenda.*
- *Under Texas Government Code §551.074, the Board will convene in Executive Session to discuss personnel matters related to replacing the Chief Executive Officer position.*

12. Reconvene to Open Session

13. Adjourn: 7: 43 p.m.

There being no further business to bring before the Board of Trustees, the meeting was adjourned at 7:43 p.m.

Respectfully,

Approved as to Content and Form,

Lisa M. Becker
Secretary to the Board of Trustees

Jamie Travis
Board Chairman



Handbook of Operating Procedures Policy 7.13	
Section: Fiscal Services and Management	Responsibility and Oversight: Chief Financial Officer
Subject: Charity Care	Origination Date: Last Revision/Review:

I. Title: Charity Care

II. Policy:

The Gulf Coast Center (GCC), is committed to providing charity care to persons who have healthcare needs and are uninsured, underinsured, or otherwise unable to pay for medically necessary care based on their individual financial situation. GCC strives to ensure that the financial capacity of individuals who need quality healthcare services does not prevent them from seeking or receiving care.

Accordingly, this procedure:

- Includes eligibility criteria for financial assistance – free and discounted (partial charity care)
- Describes the basis for calculating amounts charged to individuals served who are eligible for financial assistance under this procedure
- Describes the method by which individuals served may apply for financial assistance
- Describes how GCC will widely publicize the procedure to the community
- Limits the amounts that GCC will charge for eligible services provided to individuals qualifying for financial assistance to the amount generally billed (received) by GCC for private and public insurance (Medicaid, Medicare, etc.)

Individuals served are expected to cooperate with GCC procedures for obtaining charity care or other forms of payment or financial assistance, and to contribute to the cost of their care based on their individual ability to pay subject to the rules, regulations, and contractual requirements of the various GCC funding agencies.

To manage its resources responsibly and to allow GCC to provide the appropriate level of assistance to the greatest number of people in need, GCC establishes the following guidelines for the provision of charity care for individuals served.

Definitions

1. **Charity Care:** Healthcare services that have been or will be provided but are never expected to result in cash inflows. Charity care results from the GCC procedure to provide healthcare services free or at a discount to individuals served who meet the established criteria.
2. **Bad Debt:** Healthcare services that have been or will be provided and cash inflow is anticipated for all or a portion of the charge, but not collected. Includes the monthly Sliding Scale Fee Schedule charges not collected for individuals above 150% of FPL. Bad Debt is not eligible for reimbursement from federal charity care programs.
3. **Family:** According to the Census Bureau, a group of two (2) or more people who reside together and who are related by birth, marriage, or adoption. In addition, according to Internal Revenue Service rules, if an

individual served claims someone as a dependent on their income tax return, that person may be considered a dependent for purposes of the provision of financial assistance.

4. **Family Income:** Family Income is determined using the Census Bureau definition, which uses the following income when computing federal poverty guidelines:
 - Includes earnings, unemployment compensation, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, survivor benefits, pension or retirement income, interest, dividends, rents, royalties, income from estates, trusts, educational assistance, alimony, child support, assistance from outside the household, and other miscellaneous sources.
 - Noncash benefits (such as food stamps and housing subsidies) do not count.
 - Determined on a before-tax basis.
 - Excludes capital gains or losses; and
 - If a person lives with a family, includes the income of all family members (non-relatives, such as housemates, do not count).
5. **Uninsured:** A person who has no level of insurance or third-party assistance with meeting their payment obligations.
6. **Underinsured:** A person who has some level of insurance or third-party assistance but still has out-of-pocket expenses that exceed their financial abilities.
7. **Gross charges:** Total charges at GCC full established rates for the provision of services before deductions from revenue are applied.
8. **Sliding Scale Fee Schedules:** Financial share of individual served, calculated utilizing rules, regulations, and contractual requirements of the various GCC funding agencies, such as but not limited to Texas Health and Human Services Commission (HHSC) and Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI) etc.

III. Procedures:

I. Eligible Services

A. For purposes of this procedure, "charity care" or "financial assistance" refers to healthcare services provided by GCC without charge or at a discount to qualifying individuals. The following healthcare services are eligible for charity care:

1. Behavioral health services
2. Immunizations
3. Public health services
4. Other preventative services

II. Eligibility

A. Eligibility for charity care will be considered for those individuals who are uninsured, underinsured, and who are unable to pay for their care, based upon a determination of financial need in accordance with this procedure. The granting of charity care is based on an individualized determination

of financial need, and does not consider age, gender, race, social or immigrant status, sexual orientation, or religious affiliation.

B. Method by Which Individuals May Apply or be Assessed for Charity Care:

1. Financial need is determined in accordance with procedures that involve an individual assessment of financial need and may:

a. Include an application or assessment process, in which the individual or the individual's Legally Authorized Representative (LAR) are required to cooperate and supply personal financial and other information and documentation relevant to making a determination of financial need.

b. Include the use of external publicly available data sources that provide information on an individual's or LAR's ability to pay (such as credit scoring).

c. Include reasonable efforts by GCC to explore appropriate alternative sources of payment and coverage from public and private payment programs, and to assist individuals to apply for such programs.

d. Consider the individual's available assets, and all other financial resources available to the individual.

e. Include a review of the individual's outstanding accounts receivable for prior services rendered and the individual's payment history.

2. A request or assessment for charity care and a determination of financial need can be done at any point in the collection cycle but is preferred to be completed within the first 30 days of treatment. The need for financial assistance is re-evaluated annually and whenever a significant change has occurred which affects the individual's or LAR's eligibility for charity care.

a. Requests for charity care shall be processed promptly with notification to the individual or LAR in writing within 30 days of receipt of a completed application or assessment.

C. Presumptive Financial Assistance Eligibility

1. There are instances when an individual may appear eligible for charity care discounts, but there is no financial assistance form on file due to a lack of supporting documentation. Often there is adequate information provided by the individual served or through other sources, which provide sufficient evidence to provide the individual with charity care assistance. In the event there is no evidence to support an individual's eligibility for charity care, GCC can use outside agencies in determining estimated income amounts for the basis of determining charity care eligibility and potential discount amounts. Once determined, due to the inherent nature of the presumptive circumstances, the only discount that can be granted is a 100% write-off of the account balance.

2. Presumptive eligibility may be determined based on individual life circumstances that may include:

a. State-funded prescription programs.

- b. Homeless or received care from a homeless clinic.
- c. Participation in Women, Infants and Children programs (WIC).
- d. Food stamp eligibility.
- e. Subsidized school lunch program eligibility.
- f. Eligibility for other state or local assistance programs that are unfunded (e.g., Medicaid spend-down).
- g. Low income/subsidized housing is provided as a valid address; and
- h. Individual is deceased with no known estate.

D. Eligibility Criteria and Amounts Charged to Individuals Served

1. Services eligible under this procedure are made available to individuals on Sliding Scale Fee Schedules, in accordance with financial need, as determined in reference to Federal Poverty Levels (FPL) in effect at the time of the determination.
2. The basis for the amounts charged to individuals served who qualify for financial assistance is as follows:

- a. Individuals whose family income is at or below 150% of the FPL are eligible to receive services at a discount of 100%.
- b. Individuals whose family income is above 150% but not more than 200% of the FPL are eligible to receive services at a discount (partial charity care) at rates discounted using Sliding Scale Fee Schedules. Uncollected fees assessed are Bad Debt and ineligible for reimbursement under federal charity care programs.
- c. Individuals whose family income exceeds 200% of the FPL may be eligible to receive discounted rates on a case-by-case basis based on their specific circumstances, such as catastrophic illness or medical indigence, at the discretion of GCC; however, the discounted rates shall not be greater than the amounts generally billed to private or public insurance and discounted using Sliding Scale Fee Schedules. Uncollected fees assessed are Bad Debt and ineligible for reimbursement under federal charity care programs.

III. Communication of the Charity Care Program to the Community and Individuals Served

- A. Notification about charity care available from GCC includes a contact number and is disseminated by various means, which include, but are not limited to, the publication of notices in monthly statements and by posting notices in clinics, waiting areas, intake and assessment, business offices, and financial services located in GCC facilities, and other public places.

B. GCC widely publicizes a summary of this charity care procedure on the GCC website, in brochures available within service access sites and at other places within the community served by GCC.

C. Such notices and summary information are provided in accordance with the GCC Cultural Competency Plan.

IV. Relationship to Collection Procedures

A. GCC develops policies and procedures for internal and external collection practices (including actions GCC may take in the event of non-payment, including collections action and reporting to credit agencies) that take into account the extent to which the individual qualifies for charity care, an individual's good faith effort to apply for charity care from GCC, and an individual's good faith effort to comply with their payment agreements with GCC. For individuals who qualify for charity care and who are cooperating in good faith to resolve their discounted bills, GCC may offer extended payment plans, will not send unpaid bills to outside collection agencies, and will cease all collection efforts.

B. GCC will not impose extraordinary collections actions such as wage garnishments; liens on primary residences, or other legal actions for any individual without first making reasonable efforts to determine whether that individual is eligible for charity care under this financial assistance procedure. Reasonable efforts shall include:

1. Validating that the individual owes the unpaid charges and that all sources of third-party payment have been identified and billed by GCC.

2. Documentation that GCC has attempted to offer the individual the opportunity to apply or be assessed for charity care pursuant to this policy and that the individual has not complied with GCC financial assessment requirements.

3. Documentation that the individual does not qualify for financial assistance on a presumptive basis.

4. Documentation that the individual has been offered a payment plan but has not honored the terms of that plan.

V. Other Requirements

A. Regulatory Requirements: Implementation of this procedure does not negate or supersede compliance with all other federal, state, and local laws, rules, and regulations applicable to the services outlined herein.

B. Staff Training Requirements: Staff will adhere to parameters outlined in TAC Rule §355.8215 and Healthcare Financial Management Association guidance found in the June 2019 Statement 15, "Valuation and Financial Statement Presentation of Charity Care, Implicit Price Concessions and Bad Debts by Institutional Health Care Providers" in relation Charity Care.



Handbook of Operating Procedures Policy 7.13	
Section: Fiscal Services and Management	Responsibility and Oversight: Chief Financial Officer
Subject: Charity Care	Origination Date: Last Revision/Review:

IV. Title: Charity Care

V. Policy:

The Gulf Coast Center (GCC), is committed to providing charity care to persons who have healthcare needs and are uninsured, underinsured, or otherwise unable to pay for medically necessary care based on their individual financial situation. GCC strives to ensure that the financial capacity of individuals who need quality healthcare services does not prevent them from seeking or receiving care.

Accordingly, this procedure:

- Includes eligibility criteria for financial assistance – free and discounted (partial charity care)
- Describes the basis for calculating amounts charged to individuals served who are eligible for financial assistance under this procedure
- Describes the method by which individuals served may apply for financial assistance
- Describes how GCC will widely publicize the procedure to the community
- Limits the amounts that GCC will charge for eligible services provided to individuals qualifying for financial assistance to the amount generally billed (received) by GCC for private and public insurance (Medicaid, Medicare, etc.)

Individuals served are expected to cooperate with GCC procedures for obtaining charity care or other forms of payment or financial assistance, and to contribute to the cost of their care based on their individual ability to pay subject to the rules, regulations, and contractual requirements of the various GCC funding agencies.

To manage its resources responsibly and to allow GCC to provide the appropriate level of assistance to the greatest number of people in need, GCC establishes the following guidelines for the provision of charity care for individuals served.

Definitions

9. **Charity Care:** Healthcare services that have been or will be provided but are never expected to result in cash inflows. Charity care results from the GCC procedure to provide healthcare services free or at a discount to individuals served who meet the established criteria.
10. **Bad Debt:** Healthcare services that have been or will be provided and cash inflow is anticipated for all or a portion of the charge, but not collected. Includes the monthly Sliding Scale Fee Schedule charges not collected for individuals above 150% of FPL. Bad Debt is not eligible for reimbursement from federal charity care programs.
11. **Family:** According to the Census Bureau, a group of two (2) or more people who reside together and who are related by birth, marriage, or adoption. In addition, according to Internal Revenue Service rules, if an

individual served claims someone as a dependent on their income tax return, that person may be considered a dependent for purposes of the provision of financial assistance.

12. **Family Income:** Family Income is determined using the Census Bureau definition, which uses the following income when computing federal poverty guidelines:
 - Includes earnings, unemployment compensation, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, survivor benefits, pension or retirement income, interest, dividends, rents, royalties, income from estates, trusts, educational assistance, alimony, child support, assistance from outside the household, and other miscellaneous sources.
 - Noncash benefits (such as food stamps and housing subsidies) do not count.
 - Determined on a before-tax basis.
 - Excludes capital gains or losses; and
 - If a person lives with a family, includes the income of all family members (non- relatives, such as housemates, do not count).
13. **Uninsured:** A person who has no level of insurance or third-party assistance with meeting their payment obligations.
14. **Underinsured:** A person who has some level of insurance or third-party assistance but still has out-of-pocket expenses that exceed their financial abilities.
15. **Gross charges:** Total charges at GCC full established rates for the provision of services before deductions from revenue are applied.
16. **Sliding Scale Fee Schedules:** Financial share of individual served, calculated utilizing rules, regulations, and contractual requirements of the various GCC funding agencies, such as but not limited to Texas Health and Human Services Commission (HHSC) and Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI) etc.

VI. Procedures:

VI. Eligible Services

B. For purposes of this procedure, "charity care" or "financial assistance" refers to healthcare services provided by GCC without charge or at a discount to qualifying individuals. The following healthcare services are eligible for charity care:

1. Behavioral health services
2. Immunizations
3. Public health services
4. Other preventative services

VII. Eligibility

E. Eligibility for charity care will be considered for those individuals who are uninsured, underinsured, and who are unable to pay for their care, based upon a determination of financial need in accordance with this procedure. The granting of charity care is based on an individualized determination

of financial need, and does not consider age, gender, race, social or immigrant status, sexual orientation, or religious affiliation.

F. Method by Which Individuals May Apply or be Assessed for Charity Care:

1. Financial need is determined in accordance with procedures that involve an individual assessment of financial need and may:

a. Include an application or assessment process, in which the individual or the individual's Legally Authorized Representative (LAR) are required to cooperate and supply personal financial and other information and documentation relevant to making a determination of financial need.

b. Include the use of external publicly available data sources that provide information on an individual's or LAR's ability to pay (such as credit scoring).

c. Include reasonable efforts by GCC to explore appropriate alternative sources of payment and coverage from public and private payment programs, and to assist individuals to apply for such programs.

d. Consider the individual's available assets, and all other financial resources available to the individual.

e. Include a review of the individual's outstanding accounts receivable for prior services rendered and the individual's payment history.

2. A request or assessment for charity care and a determination of financial need can be done at any point in the collection cycle but is preferred to be completed within the first 30 days of treatment. The need for financial assistance is re-evaluated annually and whenever a significant change has occurred which affects the individual's or LAR's eligibility for charity care.

a. Requests for charity care shall be processed promptly with notification to the individual or LAR in writing within 30 days of receipt of a completed application or assessment.

G. Presumptive Financial Assistance Eligibility

1. There are instances when an individual may appear eligible for charity care discounts, but there is no financial assistance form on file due to a lack of supporting documentation. Often there is adequate information provided by the individual served or through other sources, which provide sufficient evidence to provide the individual with charity care assistance. In the event there is no evidence to support an individual's eligibility for charity care, GCC can use outside agencies in determining estimated income amounts for the basis of determining charity care eligibility and potential discount amounts. Once determined, due to the inherent nature of the presumptive circumstances, the only discount that can be granted is a 100% write-off of the account balance.

2. Presumptive eligibility may be determined based on individual life circumstances that may include:

a. State-funded prescription programs.

- b. Homeless or received care from a homeless clinic.
- c. Participation in Women, Infants and Children programs (WIC).
- d. Food stamp eligibility.
- e. Subsidized school lunch program eligibility.
- f. Eligibility for other state or local assistance programs that are unfunded (e.g., Medicaid spend-down).
- g. Low income/subsidized housing is provided as a valid address; and
- h. Individual is deceased with no known estate.

H. Eligibility Criteria and Amounts Charged to Individuals Served

3. Services eligible under this procedure are made available to individuals on Sliding Scale Fee Schedules, in accordance with financial need, as determined in reference to Federal Poverty Levels (FPL) in effect at the time of the determination.

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C. GCC develops policies and procedures for internal and external collection practices (including actions GCC may take in the event of non-payment, including collections action and reporting to credit agencies) that take into account the extent to which the individual qualifies for charity care, an individual's good faith effort to apply for charity care from GCC, and an individual's good faith effort to comply with their payment agreements with GCC. For individuals who qualify for charity care and who are cooperating in good faith to resolve their discounted bills, GCC may offer extended payment plans, will not send unpaid bills to outside collection agencies, and will cease all collection efforts.

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1. Validating that the individual owes the unpaid charges and that all sources of third-party payment have been identified and billed by GCC.
2. Documentation that GCC has attempted to offer the individual the opportunity to apply or be assessed for charity care pursuant to this policy and that the individual has not complied with GCC financial assessment requirements.
3. Documentation that the individual does not qualify for financial assistance on a presumptive basis.
4. Documentation that the individual has been offered a payment plan but has not honored the terms of that plan.

X. Other Requirements

C. Regulatory Requirements: Implementation of this procedure does not negate or supersede compliance with all other federal, state, and local laws, rules, and regulations applicable to the services outlined herein.

D. Staff Training Requirements: Staff will adhere to parameters outlined in TAC Rule §355.8215 and Healthcare Financial Management Association guidance found in the June 2019 Statement 15, "Valuation and Financial Statement Presentation of Charity Care, Implicit Price Concessions and Bad Debts by Institutional Health Care Providers" in relation Charity Care.

THE GULF COAST CENTER

BOARD OF TRUSTEES

BYLAWS

(last revised: **August 4, 2022**)

SECTION I. DEFINITIONS

- a. "Application, Appointment and Removal Procedures" refers to the procedures established by the Commissioners Courts of Brazoria and Galveston Counties, Texas pursuant to Texas Health and Safety Code, §534.004.
- b. The "Center" refers to The Gulf Coast Center, a community center established by Brazoria and Galveston Counties, Texas, and an agency, a governmental unit, and a unit of local government of the State of Texas as described in Texas Health and Safety Code, §534.001.
- c. Fiscal Year refers to September 1st through August 31st.
- d. "HHSC" refers to Health and Human Services Commission.
- e. "IDD" refers to intellectual and developmental disabilities.

Intellectual and developmental disabilities replaced the term mental retardation. In Texas, an intellectual and development disability is defined as a permanent condition originating sometime between birth and age 18. The person's general intellectual functioning is significantly below average and his or her behavior does not meet the level of personal independence and social responsibility expected of the person's age and culture. Intellectual Development Disorders are found among all races and cultures.
- f. "Services" refers to those essential elements of a full range of effective mental health, intellectual and developmental disabilities and substance use recovery services as defined in the Rules of the Department of State Health Services and Department of Aging and Disability Services Governing Contracting for Services with Community Center.
- g. "Rules, Regulations and Standards Governing the Provision of Mental Health and Intellectual And Developmental Disabilities" refers to those rules, regulations and standards as promulgated by the Health

and Human Services Commission (formerly referred to as Department of State Health Services and Department of Aging and Disability Services) pursuant to authority contained in Texas Health and Safety Code, §534.052.

- h. "THSC" refers to the Texas Health and Safety Code.
- i. "Trustee" refers to a member of the Board of Trustees of the Center appointed in accordance with Texas Health and Safety Code, §534.003.

SECTION II. ESTABLISHMENT AND PURPOSE

- a. The Gulf Coast Center is a community center in Texas originally established on April 9, 1973 by the Commissioner's Courts of Galveston, Matagorda and Brazoria Counties. The Commissioner's Court of Matagorda County formally withdrew its participation on September 28, 1976. On October 4, 1976 Commissioners Courts of Galveston and Brazoria County established the operation of the Center pursuant to Chapter 534 of the *Texas Health and Safety Code Ann.* (Vernon 1992), as amended.
- b. The Center is organized exclusively for charitable, religious, educational and scientific purposes under section 501(c)(3) of the Internal Revenue Service Code, or corresponding section of any future federal tax code.
- c. The Center is intended to be a vital component in a continuum of services for persons with mental illness, intellectual and developmental disabilities and/or substance use recovery challenges. The Center shall plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of community services in Brazoria County and Galveston County.
- d. The Center shall also coordinate, develop partnerships and provide a public and human service transportation system for the communities of Galveston and Brazoria Counties. This public transportation system is known as Connect Transit.

SECTION III. TRUSTEES

- a. Trustees shall number and be appointed in accordance with the Application, Appointment and Removal Procedures and the THSC, §534.004, et. seq., and shall have the responsibility allocated to them by THSC, §534.008.
- b. Trustees shall comply at all times with the Training, Qualification, Conflict of Interest, Nepotism and other requirements set forth in the THSC, Chapter 534 including §534.006, §534.0065, and §534.0115. Trainings shall include but not be limited to:

1. an annual training program for members of a board of trustees administered by the professional staff of that community center, including the center's legal counsel; and
2. an advisory committee to develop training guidelines that includes representatives of advocates for persons with mental illness or an intellectual disability and representatives of boards of trustees.
3. an annual training on corporate compliance and the Center's Business Code of Conduct

Before a member of a board of trustees may assume office, the member shall attend at least one training session administered by that center's professional staff to receive information relating to:

1. the enabling legislation that created the community center;
 2. the programs the community center operates;
 3. the community center's budget for that program year;
 4. the results of the most recent formal audit of the community center;
 5. the requirements of Chapter 551, Government Code, and Chapter 552, Government Code;
 6. the requirements of conflict of interest laws and other laws relating to public officials; and
 7. any ethics policies adopted by the community center
 8. the corporate compliance program and plan.
- c. The term of office for each Trustee shall be two (2) years from date of appointment. Each Trustee duly appointed and qualified shall serve until his successor is duly appointed and qualified, or until the Trustee's earlier resignation, death, or removal.
- d. Vacancies on the Board of Trustees shall be filled in conformance with the Application, Appointment and Removal Procedures.
- e. A Trustee may be removed from office, in accordance with the Application, Appointment and Removal Procedures adopted by the County Commissioners Courts, for any of the following reasons:
1. conviction of a felony or a crime of moral turpitude;
 2. breach of fiduciary duty;
 3. behavior that is detrimental to the goals of the Center;
 4. violation of any provision of THSC, §534.0065; or
 5. at the discretion of the appointing Commissioners' Court, for other cause.

- f. By majority vote of the Board of the Trustees, a Trustee may be removed from office, if during the fiscal year he/she has three (3) unexcused absences. Any absence of a Trustee that is not reported prior to the scheduled meeting may be an unexcused absence.
- g. Leave of Absence. A member of the Board may request a leave of absence for up to three (3) months for each term. A member with such request shall notify the Board within a reasonable time. Should an emergency arise, the Board will act accordingly by automatically approving a 3 month leave of absence or requesting removal of the Board Member if warranted and said absence is predicted to be more than 3 months.

SECTION IV. OFFICERS

- a. The Board of Trustees shall have the following officers chosen at the first meeting of the fiscal year from among its membership: a Chair, a Vice-Chair, a Secretary and a Treasurer.
- b. There is not a term limitation for officer positions. Terms of office shall run until a successor has been elected, or the officer resigns his/her position, dies or is removed from the Board.
- c. The officers shall perform the usual duties entrusted to their respective offices or such other duties, which may from time to time be delegated by the Board of Trustees in administering the affairs and functions of the Board, but subject to the duties and limitations expressed by these Bylaws.
- d. The Chair and the Vice-Chair shall not reside in the same County nor shall the Treasurer and the Secretary reside in the same County. Further, to the extent possible the Board of Trustees shall alternate successors of an officer position between Galveston County and Brazoria County Board Members.
- e. Before a Board member is elected to serve as Chair of the Board, that Board member shall have served on the Board of Trustees for at least four (4) consecutive years.
- f. The Chair and Vice-Chair of the Board shall appoint a Nomination Committee before officer elections. The Chair will appoint no more than two (2) members from the County in which the Chair resides and the Vice-Chair shall appoint no more than two (2) members from the County in which the Vice-Chair resides. It is the desire and intent of the Board to allow participation from both counties on the Nomination Committee.
- g. Executive Committee. The Executive Committee shall serve as a body to which pressing matters can be referred to. In addition, executive matters may be referred to the Executive Committee by the Board for action and/or consideration between Board meetings. All actions of the Executive Committee, however, must be reported to the board at its next regular meeting or placed on the board agenda if a vote or action is required. The Executive Committee may not commit the Center to expenditures unless previously

granted the authority to do so by a **majority** vote of the Board. The Executive Committee shall meet upon call of the Chair or any one of its members, and a quorum of three members of the Committee must be present before it may act upon any pending business.

The Executive Committee shall be composed of the Chair, Vice-Chair, Treasurer and Secretary.

SECTION V. MEETINGS

- a. The Board of Trustees shall meet as often as necessary to transact business and conduct the affairs of The Gulf Coast Center during the fiscal year. The Chair of the Board of Trustees shall set the time and place of each meeting. The location of the meetings shall be split in an equitable manner between Galveston County and Brazoria County, for the convenience of all Board Members.
- b. All meetings shall be posted and open to the public in accordance with the Texas Open Meetings Act, except for matters the Board of Trustees elects to consider in closed session where permitted by the Act.
- c. A majority of appointed/filled Trustee positions shall constitute a quorum for the transaction of business.
- d. The Board of Trustees shall keep a record of its proceedings, and the record is open to inspection by any member of the Board or the public, during regular office hours.
- e. The meetings of the Board of Trustees shall be presided over by the Chair, or in his/her absence, the Vice-Chair.
- f. The conduct of all meetings of the Board of Trustees shall be governed by Roberts Rules of Order, revised. Board meetings, whether regular or special, shall be open to any person who desires to attend. Such visitors may address the Board but can not make any motion nor vote at such meetings. At any time during its regular or special meetings, however, the Board may declare itself in "executive session" and bar all non-Board members in order to discuss highly sensitive and confidential matters as allowed by law.
- g. If a Trustee is absent from a Board Meeting or a Special Meeting he/she may request an excused absence by communicating that request to the Secretary of the Board, to an Officer of the Board or the Chief Executive Officer (CEO) prior to the Meeting being convened. Any absence of a Trustee that is not established prior to the scheduled meeting may be an unexcused absence. Three (3) unexcused absences during the fiscal year may constitute grounds for removal of a Trustee by action of a majority of the Board of Trustees as stipulated in Sections III.f of these Bylaws.
- h. **Special Meetings.** The Chair of the Board of Trustees, or Secretary, upon request of any two (2) Board members, may call special meetings at any time that business warrants them. Each special meeting

agenda shall reasonably describe the business to be considered and shall be delivered to each Trustee seventy-two (72) hours before the scheduled meeting.

SECTION VI. ADMINISTRATION

- a. The Board of Trustees shall enact policies consistent with the State of Texas rules and standards for the administration of mental health, intellectual and developmental disabilities and substance use recovery services in Brazoria and Galveston Counties as well as public transit services provided. The Board shall also verify that such services meet the needs of the community and are updated in a timely fashion.
- b. The Board of Trustees may appoint committees, including medical committees, to advise the Board of Trustees on matters relating to mental health, intellectual and developmental disabilities and substance use recovery services. Each committee shall be composed of at least three (3) members. The appointment of a committee shall not relieve the Board of Trustees of the final responsibility for the matter considered by the committee.

SECTION VII. PERSONNEL

- a. The Board of Trustees shall appoint the CEO, who shall, in accordance with the Board's policies, employ and train personnel to administer the Center's programs and services.
- b. The CEO shall be evaluated by the Board at least annually. Such evaluation shall be completed within sixty (60) days of the start of the Fiscal Year. The Board reserves the right to request an interim evaluation at dates and times deemed necessary for the competent administration of the affairs of Center. Summary results of the evaluation, including areas of performance strengths and weaknesses and any measurable results in identified categories shall be reported to the Board in closed/executive session after the completion of the evaluation or at the next Board meeting. The Board shall observe the utmost care be taken to avoid the disclosure of protected information (i.e. such information including but not limited to medical, legal, and other information protected by law) to unauthorized parties.
- c. The Board of Trustees shall prescribe the number of employees and their salaries in the manner set forth in THSC, §534.011. No qualified individual shall be discriminated against with respect to the employment in any of programs of the Center, and the Board will comply with applicable federal and state laws, rules and regulations.

SECTION VIII. SERVICES

- a. The Board of Trustees may make rules, consistent with the purposes, policies, principles, and standards provided by Texas laws, federal law, and HHSC policies, to regulate the administration of the mental health, intellectual and developmental disabilities and substance use recovery services by the Center. The Board shall also consider the laws governing the Federal Transit Authority and Texas Department of Transportation when establishing policy for public transportation services.
- b. The Board of Trustees may contract with other units of government, with local agencies, and with qualified persons and organizations to provide services to individuals served by the Center.
- c. The Center may provide services to persons voluntarily seeking assistance and to persons legally committed.
- d. In accordance with the person's ability to pay and third party payor coverage, fees for Center services may range from \$0 to a maximum monthly fee established by Texas Administrative Code §412.113 to cover the costs of services provided. The CEO shall assure compliance with all Centers for Medicare & Medicaid Services rules and regulations, and other laws relating to billing and payments for clients eligible for Medicare and Medicaid reimbursement and other third party reimbursement.
- e. In the collection of fees from non-indigent persons, the Center has the rights described in THSC, §534.0017 and shall follow fee collection policies published by HHSC pursuant to THSC, §534.067.
- f. All facilities and services of the Center shall be made available to the general public of Galveston and Brazoria counties and comply with applicable federal and state laws, rules and regulations.

SECTION IX. DISSOLUTION

Upon the dissolution of the Gulf Coast Center, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

SECTION X. AMENDMENT

These Bylaws may be amended by a majority vote of a quorum of the Board of Trustees.

SECTION XI. COPIES

The Board Secretary shall certify the adoption and amendment of these Bylaws as of the date of their adoption or amendment by signing and dating the Bylaws. The original shall be kept with the Board minutes and other documents recording the activity of the Board of Trustees.

Caroline Rickaway, Board Secretary

Date

Board of Trustees

Lisa Becker

Date

Secretary to the Board of Trustees

Adopted September 10, 1975

Revised February 12, 1986, August 24, 1988, January 24, 1990, August 28, 1991, January 23, 1997, September 26, 2001, July 31, 2002, September 29, 2004, May 25, 2005, August 24, 2005, August 23, 2006, August 22, 2007 (reviewed, no revisions), February 25, 2009, September 28, 2011, September 15, 2014, August 26, 2015, September 19, 2017 (reviewed no revisions), July 19, 2017(revised III.b), September 12, 2018, **August 4, 2022**