



NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

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

Wednesday, January 25th, 2023, at 6:15 p.m.,

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

Thanks,

Rachel M. Griffitts

Secretary to the Board of Trustees



4352 Emmett F. Lowry
Expressway
Texas City, TX 77591
409.763.2373
Toll Free: 1-800-643-0967
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www.GulfCoastCenter.org

cc: January Board of Trustees File



"Better community healthcare promoting healthy living."

1. **Call To Order**Jamie Travis, Board Chair
 - a. Announcements and Introductions
 - Letter to the Editor **(pg.5)**
2. **Citizens' Comments**
3. **Program Report: Audit Report**..... Audit Presentation by Eide Bailly, LLP
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
 - BJEDI-A (Belonging, Justice, Equity, Diversity, Inclusion, Access) - Linda Bell, General Counsel
 - Status of Galveston Island Community Service Center relocation/move
 - Drug Court and DWI Court Update – Jerry Freshour, Director of Crisis & Community Outreach
 - The Power of Advocacy Webinar
 - b. Clinical Operations Dashboard
6. **Budget, Finance and Admin Reports**.....Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary **(Pg.6-9)**
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 December 7, 2022 Board Minutes. **(Pg.10-16)**
 - b. Review and approval of the December 2022 Check Register.
8. **Action Items**.....Linda Bell, JD, BSN, RN
 - a. Consider approval of the FY 2022 Financial and Compliance Audit.

- b. Consider approval of the FY 2023 contract with Total Ranch Maintenance for lawn services at Gulf Coast Center facilities.
Amount to not exceed: \$43,160.00 for base contract amount, increase of \$3,320 from the FY21/FY22 contract.
- c. Consider approval of the FY 2023 contract with Killum Pest Control for pest control services to Gulf Coast Center facilities.
Amount to not exceed: \$7,751.00 for base contract amount, decrease of \$1,241 from the FY21/FY22 contract.
- d. Consider approval of the 2024 VOCA Resolution wherein the Gulf Coast Center's Board of Trustees approves the submission and receipt of the grant for the GCC Crime Victims Counseling through the Office of the Governor. (pg.17)
- e. Consider approval of the revised Educational Leave Policy 2.40. (Pg.18 & 19)
Employees requesting leave must demonstrate pursuit of additional education, higher education and/or degrees in fields that fulfill the Gulf Coast Center strategic plan and benefit the operations of the Center.
Current wording: Staff become eligible at 5 years to utilize 8 hours of paid educational leave per week. At 10 years, they are eligible to take off an entire semester, paid. This program is not commonly taken advantage of.
Proposed Change: Staff become eligible at 90 days to utilize 4 hours of paid educational leave per week. At 1 year, they are eligible to utilize 8 hours per week
- f. Consider the approval to declare surplus and dispose of two Ford F350 Dually trucks as they are no longer cost effective to maintain. (Pg.20)
- Center Vehicle #3247, a 2008 Ford F350, VIN.#1FTWW32R88EC53247 with 165,094 miles
 - Center Vehicle #4840, a 2009 Ford F350, VIN.#1FTWW32R39EA84840 with 156,492 miles
- g. Consider approval of the purchase of 2 vehicles (replacements) purchased thru GoodBuy Purchasing Cooperative to be utilized by administrative staff.
- 2023 Ford F150 Pick-up Truck at a total price not to exceed \$54,443.75.
 - 2023 Toyota 4Runner at a total price not to exceed \$50,014.35.
- h. Consider approval of the new Lease Agreement between the Center and the Housing Authority of the City of Galveston, Texas for 1,126 sq.ft. of office space (suite F103) located at 4700 Broadway, Galveston TX 77551 for additional space for the Center's substance use disorder and mental health staff and services.
Term: January 2, 2023, and ending on December 31, 2026
Amount not to exceed: (\$1,520.00/month)
- i. Consider approval of the renewal agreement with THE UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON d/b/a UTMB Health to provide for an additional five (5) overflow beds that may be made available, on an as-needed basis, to support the inpatient care needs of referred individuals at St. Joseph Medical Center.
Term: through August 31, 2023.
Amount not to exceed: \$75,000.00 (\$75 per bed day (no change in rate from FY22)).
- j. Consider approval of Amendment 3 to the HHSC FY23 COVID-19 Supplemental Grant Program #HHS001108400035. This amendment updates budgeting procedures and reporting

requirements specific to the Outpatient Capacity Expansion statement of work (SOW). This SOW allows for an increase in admissions for adult and youth behavioral health services to help meet the growing demand for outpatient services precipitated by the COVID-19 pandemic.

- k. Consider approval of Amendment 3 to the HHSC FY23 Treatment Adult Services (TRA) contract #HHS000663700142. This amendment adds \$205,525 in funding for the provision of adult outpatient substance use disorder services for Brazoria and Galveston counties.

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
<i>September 20, 2022</i>	<i>Board Retreat</i>	<i>Tremont House</i>	<i>12:00</i>
September 28, 2022	Board Meeting	SBCSC	6:15 PM
October 26, 2022	Board Meeting	MCSC	6:15 PM
<i>December 7, 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
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.*
- *Pursuant to Tex. Government Code §551.071, Consultation with General Counsel regarding litigation, Gulf Coast Center v. Daniel Curry, Supreme Court Case # 20-0856 On Petition for Review from the First Court of Appeals Cause No. 01-18-00665-CV.*

12. Reconvene to Open Session

13. Adjourn

Letter to the Editor

To the Editor:

The Board of Directors of Alvin Meals on Wheels would like to thank everyone who made our Empty Bowls Fundraiser a success again this year. Thus far, we have raised over \$10,000 and still have a little more coming in on auction items.

First, we would like to thank the ACC Art Department. Each year, students, staff, faculty, and enrichment students handmake between 400-500 bowls that individuals who purchase tickets pick from a wide selection of colorful and unique bowls. The artists that create the bowls make it look easy, but it is indeed an art in and of itself.

We also want to thank all of the restaurants that support our cause each year. We would not have been able to have this event without their generous donations.

The bread this year was provided by Olive Garden and Gordon Street Tavern. Soups were provided by Corey's Kitchen, Kelly's Country Cooking, Chili's Grill and Bar, My Leigh's, La Costa Seafood, Joe's BBQ, Chic fil A, and Juanita's Taqueria.

As in the past, the bread and soup were delicious. Out of 400 pieces of bread, we had approximately 50 left and from the 40 gallons of soup, only 5 gallons were left. The bread and soup that were left over were donated to the Brazoria County Women's Center shelters. They were very

much appreciated by the clients and staff at the two locations.

Lastly, we would like to give a big thanks to all the individuals that purchased tickets or contributed to our cause.

It made the night of the event special to see so many people visiting, laughing, and having a good time fellowshiping.

Meals on Wheels is a non-profit, community funded organization. We do not receive money from any government funding or other sources such as United Way, etc.

Our goal is to serve those individuals who are homebound or have special needs to ensure that they receive meals on a weekly basis. If you would like to donate to the Alvin Meals on Wheels, we have a link on our Facebook page or you can mail a check to AMOW: P.O. Box 2086, Alvin Texas 77512

*Thank you for your support,
Board President
Andy Taquard*

To the Editor:

I am writing this big Thank You to some individuals that I think need some recognition for the great service they provide. I believe they are just as important as those in public service, such as law enforcement and all other emergency agencies, which are considered the true heroes of all communities.

I am talking about those that work with all the Gulf Coast Centers which most know as

The Mental Health Retardation Centers, M. H. M. R.

I have witnessed some very profound and traumatic instances throughout a 12-year period and not once have I seen these individuals back down from the days that I know they would not give up!

Instead, they go back day after day and face the tears and pain, the tears and fears and the tears of anger and my favorite, the tears of joy from these clients and the staff from overcoming obstacles.

I know that would not have been possible without their caring, compassionate hearts that have more patience in order to deal with such dilemmas.

In my opinion, these Gulf Coast Center staff deserve a "Big Huge" round of applause for doing a job that must be very stressful at the least.

I can say these things with great confidence about this organization because I have been a client of theirs for 12 years plus and I still am.

I am not one bit embarrassed about writing this letter, or claiming I have issues for the fact is we all one way or another, could use help in the areas of mental issues.

I am 56 years old, and I have not, in the last 50 years, met one flawless man or woman, or child.

Thank you to the unsung heroes at the Gulf Coast Centers.

David Rod Winford

MONTHLY BOARD REPORT

EXPENSE/REVENUE REPORT – DECEMBER 2022

	<u>MONTHLY</u> <u>FY2023</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2023</u> <u>December</u>	<u>ANNUAL</u> <u>FY 2023</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2023</u> <u>December</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
<u>EXPENSES</u>						
Salary and Wages	\$1,254,997.93	\$1,283,168.34	\$15,059,974.84	\$4,942,051.10	32.8%	\$10,117,923.74
Fringe Benefits	\$446,286.77	\$467,476.73	\$5,355,437.92	\$1,816,272.16	33.9%	\$3,539,165.76
Travel	\$4,881.84	\$26,563.90	\$58,581.66	\$65,124.61	111.2%	(\$6,542.95)
Comsumables	\$26,367.34	\$36,284.94	\$316,405.49	\$112,527.89	35.6%	\$203,877.60
Pharmaceuticals/other	\$26,384.25	\$22,103.13	\$316,610.91	\$72,468.10	22.9%	\$244,142.81
Furniture/Equip/Computer>\$5000	\$9,422.89	\$17,519.91	\$113,073.86	\$41,755.57	36.9%	\$71,318.29
Furniture/Equip/Computer<\$5000	\$16,098.57	\$8,971.36	\$193,181.82	\$48,121.67	24.9%	\$145,060.15
Facility Costs:	\$35,703.89	\$48,842.76	\$428,446.25	\$197,486.69	46.1%	\$230,959.56
Utilities	\$10,273.42	\$10,234.27	\$123,279.81	\$53,733.74	43.6%	\$69,546.07
Communications:	\$32,122.51	\$35,793.77	\$385,468.35	\$146,879.66	38.1%	\$238,588.69
Insurance	\$37,162.05	\$34,593.03	\$445,943.25	\$134,472.21	30.2%	\$311,471.04
Vehicle Operating	\$10,440.28	\$14,570.04	\$125,283.14	\$60,749.43	48.5%	\$64,533.71
Other Operating	\$13,625.08	\$8,347.17	\$163,500.97	\$38,687.82	23.7%	\$124,813.15
Client Support Cost	\$32,730.11	\$20,283.28	\$392,760.67	\$73,368.77	18.7%	\$319,391.90
Unallowable Costs	\$10,877.01	\$0.00	\$130,524.10	\$160.19	00.1%	\$130,363.91
Consultant/Professional - External	\$9,138.91	\$12,371.50	\$109,666.89	\$43,855.64	40.0%	\$65,811.25
Other Organizations - Internal	\$10,466.25	\$9,490.00	\$125,595.00	\$38,490.00	30.7%	\$87,105.00
Other Organizations - External	\$554,330.49	\$635,919.89	\$6,651,965.61	\$2,312,277.47	34.8%	\$4,339,688.14
Other Organizations - Non-Clinical	\$31,382.61	\$31,223.89	\$376,591.00	\$148,898.04	39.5%	\$227,692.96
<u>TOTAL EXPENSES:</u>	<u>\$2,572,692.20</u>	<u>\$2,723,757.91</u>	<u>\$30,872,291.54</u>	<u>\$10,347,380.76</u>	<u>33.5%</u>	<u>\$20,524,910.78</u>

MONTHLY BOARD REPORT

EXPENSE/REVENUE REPORT – DECEMBER 2022

	<u>MONTHLY</u> <u>FY2023</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2023</u> <u>December</u>	<u>ANNUAL</u> <u>FY 2023</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2023</u> <u>December</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
<u>REVENUES</u>						
Local Funds:	\$128,051.93	\$104,157.36	\$1,536,623.00	\$458,277.73	29.8%	\$1,078,345.27
Earned Income:	\$311,462.70	\$343,116.59	\$3,737,552.44	\$1,378,159.98	36.9%	\$2,359,392.46
State Funds Allocated:	\$1,216,533.25	\$1,216,533.27	\$14,598,398.88	\$4,866,133.08	33.3%	\$9,732,265.80
StateFunds Grants-Cost Reimb:	\$244,093.81	\$269,377.77	\$2,929,125.53	\$844,970.55	28.9%	\$2,084,154.98
Federal Funds - Allocated	\$80,716.07	\$80,716.07	\$968,593.00	\$322,864.28	33.3%	\$645,728.72
Federal Funds -Grants Cost Reimb:	\$290,618.35	\$227,850.58	\$3,487,420.15	\$788,839.18	22.6%	\$2,698,580.97
Federal Funds - Misc.:	\$28,333.60	\$28,333.60	\$340,003.00	\$139,334.40	41.0%	\$200,668.60
Federal Funds -DPP:	\$83,333.21	\$73,000.01	\$999,998.44	\$291,999.99	29.2%	\$707,998.45
Federal Funds - CCP	\$189,547.96	\$374,999.98	\$2,274,575.60	\$1,499,999.98	66.0%	\$774,575.62
Total Revenue	\$2,572,690.88	\$2,718,085.23	\$30,872,290.04	\$10,590,579.17	34.3%	\$20,281,710.87
EXCESS OF REVENUE OVER EXPENSES	(\$1.32)	(\$5,672.68)	(\$1.50)	\$243,198.41	6213227.3%	(\$243,199.91)

The Gulf Coast Center							
FY2023 Monthly Board Financial Review				<i>Unaudited as of 12/31/2022</i>			
Fiscal Year 2023 Unaudited Centerwide General Fund Balance Status							
Total General Fund Balance as of 08/31/2022 (UnAudited).....						\$	(9,330,581)
FY2023 Year-to-Date Reported Expense and Revenue Totals (Unaudited)							
Expenditures		Operational	10,347,381				
		Non-Operational	-				
		Fund Balance	-	10,347,381			
Revenues		Operational	10,590,579				
		Non-Operational	-	10,590,579	\$	243,198	
Total General Fund Balance Year-to-Date (Unaudited).....						\$	(9,573,779)
Board Committed Use General Funds (Fiscal Year Committed)							
Capital Projects - Facility (FY2008-FY2011)		(200,000)					
Capital Projects - Facility (FY2013)		(100,000)					
Capital Projects - Facility (FY2014)		(100,000)					
Capital Projects - Facility (FY2015)		(150,000)	(550,000.00)				
fy2008-fy2018 Expenditure			439,153.86				
fy2020 Expenditure			-				
fy2021 Expenditure			-				
				(110,846)			
Capital Projects - IT (FY2003-FY2014)		(600,000)					
Capital Projects - IT (FY2015)		(150,000)					
Capital Projects - IT (FY2017)		(140,000)	(890,000.00)				
fy2003-fy2018 Expenditure			744,020.18				
fy2020 Expenditure			-				
fy2021 Expenditure			-				
				(145,980)			
IDD Community Service Support (FY2011-2)		(300,000)					
IDD Community Service Support (FY2016)		(100,000)					
IDD Community Service Support (FY2018)		(100,000)	(500,000.00)				
fy2005-fy2019 Expenditure			471,531.85				
fy2020 Expenditure			-				
fy2021 Expenditure			-				
				(28,468)			
Connect Transit (FY LJ Urban		-	-				
fy2016-fy2017 Expenditure			-				
fy2018 Expenditure			-				
Connect Transit (FY General Services		(422,869)	(422,869.00)				
fy2015-fy2018 Expenditure			300,000.00				
fy2020 Expenditure			122,869.00				
fy2021 Expenditure			-				
				-			
Major Facility Repairs (FY2014)		(186,940)	(186,940.00)				
fy2014-fy2018 Expenditure			186,940.00				
fy2020 Expenditure			-				
fy2021 Expenditure			-				
				-			
Flexible Spending Supports (FY2004-2013)		(500,000)					
Flexible Spending Supports (FY2018)		(100,000)	(600,000.00)				
fy2005-fy2019 Expenditure			517,663.44				
fy2020 Expenditure			-				
fy2021 Expenditure			-				
				(82,337)			
Total General Fund Balance Year-to-Date (Unaudited)						\$	(9,573,779)
Unrestricted Use General Fund Balance (Unaudited)						\$	(9,206,148)
			-				
s/b -0-			-			(367,630.67)	

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.

The Gulf Coast Center		Unaudited as of 12/31/2022											
FY2023 Monthly Fund Balance Report													
Fiscal Year 2023 Unaudited Centerwide General Fund Balance Status													
Total General Fund Balance as of 08/31/22 (Unaudited)..... \$ (9,330,581)													
FY2023 Monthly Reported Expense and Revenue Totals (Unaudited)													
	September	October	November	December	January	February	March	April	May	June	July	August	
Operational Expenses:	2,433,929	2,588,534	2,600,290	2,723,758									
Non-Operational Expenses:													
Fund Balance Expenses:													
Total Expenses:	2,433,929	2,588,534	2,600,290	2,723,758									
Operational Revenues:	2,429,421	2,653,494	2,789,300	2,718,085									
Non-Operational Revenues:													
Fund Balance Revenues:													
Total Revenues:	2,429,421	2,653,494	2,789,300	2,718,085									
Net increase/decrease to Fund Balance	(4,508)	64,959	189,010	(5,673)									
Total General Fund Balance:	(9,326,072)	(9,391,032)	(9,580,042)	(9,574,369)	(9,574,369)	(9,574,369)	(9,574,369)	(9,574,369)	(9,574,369)	(9,574,369)	(9,574,369)	(9,574,369)	
Total Unrestricted Fund Balance	(\$,937,733)	(9,023,401)	(9,211,321)	(9,206,148)									
Total Restricted Fund Balance	(367,631)	(367,631)	(367,631)	(367,631)									
Avg. Cost per day:	81,131	82,335	83,767	87,137									
DAYS OF OPERATION OF TOTAL FUND BALANCE	115	114	114	110	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE	110	110	110	106	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
DAYS OF OPERATION OF RESTRICTED FUND BALANCE	5	4	4	4	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
cumulative # of days	30	61	91	122	153	182	213	243	274	304	335	366	
	30	31	30	31	31	29	31	30	31	30	31	31	

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GULF COAST CENTER

"Better community healthcare promoting healthy living."

MINUTES - Gulf Coast Center Regular Meeting of the Board of Trustees December 7th, 2022, at 6:15 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, December 7th, 2022, at 6:17 p.m.

The following Board Members were present: Jamie Travis, Galveston County Sheriff Lt. Jaime Castro, Galveston Commissioner Stephen Holmes, Caroline Rickaway, Rick Price, Mary Lou Flynn-Dupart, Vivian Renfrow, Chris Cahill and Brazoria County Sheriff Bo Stallman

The following Board Member(s) were absent: None.

Also present: Felicia Jeffery, CEO; Sarah Holt, CNO; Linda Bell, General Counsel, Devon Stanley, CIO; and Rick Elizondo, CFO.

Announcement(s): Jamie Travis, Chair welcomed the newly appointed Galveston County board member Chris Cahill. She stated Chris had previously served as the attorney to the Board of Trustees.

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

3. **Program Report:** None.

4. **Board Member Reports:**

a. Texas Council of Community Centers Jamie Travis Board Chair

Jamie Travis, Board Chairman, announced that the next Texas Council board meeting is January 18th. The meeting is right after the legislative session has started.

b. Texas Council Risk Management Fund... Mary Lou Flynn-Dupart TCRMF Board
Mary Lou Flynn-Dupart stated she does not have a report.

5. **Operations Report**.....Felicia Jeffery, CEO

a. Operational, Clinical, & Financial Excellence

3% Cost of Living Increase: Felicia Jeffery, CEO stated she would like to put forward a 3% pay increase for all staff. We have new dollars so we do have the funding to give an increase. Jamie Travis asked if the funding was already included in the budget?"

Rick Elizondo stated he would have to do a budget adjustment to include the salary increase. The center does have the funding."

Jamie Travis asked when the 3% increase would be effective if passed.

Felicia Jeffery answered the increase would be reflected on the December 15th payday for the pay period November 15th- November 30th.

Sheriff Bo Stallman asked what the cost is to do the 3% increase.

Rick Elizondo answered an amount not to exceed \$600,000.

Commissioner Stephen Holmes asked if we have enough funding to carry the 3% increase the rest of the fiscal year.

Felicia Jeffery stated they calculated a conservative amount of revenue of funding stream. The surplus in funds allows the center in to the 3% raise.

Jamie Travis noted the number of staff retention efforts made since the beginning of the fiscal year. Effective 9/1 they had a 4% across the board raise, effective 9/16 the board approved the salaries policy that move the 5% discretionary pay increase from 1 year to 90 days for new hires, and effective 8/15 the center gave employee bonuses that were funded by the HRSA provider relief.

Felicia noted Gulf Coast Center is under the 20% across the board staff turnover rate.

Android Tablets for display of the board packets: Felicia Jeffery deferred to the Secretary to the Board of Trustees, Rachel Gilroy to speak on the proposal to purchase Android tablets to display the board packets. Instead of printing the board packets for each board meeting Rachel has found an affordable android tablet for each board member. She would be responsible for making sure the monthly board packets, financial documents and any other materials would be assessable on the tablet.

Educational leave restructure: Felicia Jeffery, CEO explained Gulf Coast Center's current educational leave. The center gives educational leave after 5 years. A few have taken this opportunity. Our research shows that we lose a majority of staff within the first 90 days. Felicia would like to change that waiting period for education leave from 5 years to 90 days. A lot of the individuals we are targeting for our entry level positions are in school or plan to get their Master's.

Jamie Travis made a comment that she was provided information on what other center's do. Several of them do tuition. Is this the only policy we have regarding education? Do we have a tuition policy?

Linda Bell stated we do not have a tuition policy.

Rick Price asked if staff approved for educational leave have to be pursuing a degree that would benefit the Center?

Felicia stated she does not want to limit it.

Commissioner Stephen Holmes asked that a definition of education be included.

Felicia has asked Kelsey Hoosier, the Director of Human Resources to amend it to include an accredited university.

This item has been deferred till more language is added to the policy.

b. Clinical Operations Dashboard

Felicia Jeffery gave a status update of the clinical operations dashboard. She is still working on getting all the data needed. It takes time because we are building reports.

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

a. Financial & Operational Monthly Report & YTD Summary

Rick Elizondo, CFO, presented the Operational Report for October 2022, showing an operating deficit of \$65,139. There is a total fund balance of \$ 9.3 million (YTD), maintaining \$ 9.0 million in unrestricted general fund balance and showing a fund balance of 115 days of operation, with 110 unrestricted days of operation.

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 October 26, 2022, Board Minutes.

On a motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board voted the approval of the October 26, 2022, Board Minutes. Chris Cahill abstained. The motion carried with all members voting in favor. There was no public comment.

b. Review and approval of the 2022 October Check Register

On a motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board approved the October 2022 Check Register. Chris Cahill abstained. The motion carried with all members voting in favor. There was no public comment.

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

a. Consider ratification/approval of a 3% Cost of Living across the board salary increase for GCC staff effective November 16, 2022 in an amount not to exceed \$600,000 including fringe which shall be funded thru the GCC’s excess revenue.

On a motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of a 3% Cost of Living across the board salary increase for GCC staff effective November 16, 2022 in an amount not to exceed \$600,000 including fringe which shall be funded thru the GCC’s excess revenue. The motion carried with all members voting in favor. There was no public comment.

b. Consider approval of the Center’s 2022 PROVIDER NETWORK DEVELOPMENT PLAN (LPND Plan).

Linda Bell, General Counsel provided a summary of the 2022 Provider Network Development Plan. She explained it was created in 2008 by the legislature. Centers are required to seek procurement for services. Every two years GCC has to develop a plan. There were no significant changes to our plan. The plan is always posted to give comments. We did not receive comments. We have to have the plan submitted December 31st.

On a motion by Mary Lou Flynn-Dupart, seconded by Commissioner Stephen Holmes, the board voted the approval of the Center's 2022 PROVIDER NETWORK DEVELOPMENT PLAN (LPND Plan). The motion carried with all members voting in favor. There was no public comment.

- c. **Consider approval of the renewal lease agreement (Amendment #3) with CUK Properties LLC for Youth Behavioral Health Services-Galveston County, Juvenile Justice, AIR, YES, Program Administration, HR training, Call Center, Chief Nursing Officer and Medication Support office space at Anchor Point, 3201 FM 2004, Texas City, Texas 77591.**

On a motion by Jaime Castro, seconded by Mary Lou Flynn-Dupart, subject to the ETBHN comments be added, the board voted the approval of the renewal lease agreement (Amendment #3) with CUK Properties LLC for Youth Behavioral Health Services-Galveston County, Juvenile Justice, AIR, YES, Program Administration, HR training, Call Center, Chief Nursing Officer and Medication Support office space at Anchor Point, 3201 FM 2004, Texas City, Texas 77591. The motion carried with all members voting in favor. There was no public comment.

- d. **Consider ratification of the new consultation contract with Emmitt Wyche, III, EdD to provide consultation and recommendations on diversity, equity and inclusion initiatives, strategies, education, and development for the Center.**

On a motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the ratification of the new consultation contract with Emmitt Wyche, III, EdD to provide consultation and recommendations on diversity, equity and inclusion initiatives, strategies, education, and development for the Center. The motion carried with all members voting in favor. There was no public comment.

- e. **Consider approval of the new agreement with Integrated Prescription Management, Inc. to provide pharmacy benefit management services and establish a network of local retail pharmacies to deliver pharmacy services to specific individuals in services needing medication immediately.**

On a motion by Caroline Rickaway, seconded by Jaime Castro, the board voted the approval of the new agreement with Integrated Prescription Management, Inc. to provide pharmacy benefit management services and establish a network of local retail pharmacies to deliver pharmacy services to specific individuals in services needing medication immediately. The motion carried with all members voting in favor. There was no public comment.

- f. **Consider approval of Policy 15.4a YES Waiver wherein the Gulf Coast Center shall provide comprehensive home and community-based services, in lieu of institutionalization, to eligible youth in accordance with the approved Youth Empowerment Services (YES) Waiver (Waiver) and GCC program capacity.**

On a motion by Mary Lou Flynn-Dupart, seconded by Jaime Castro, the board

voted the approval of Policy 15.4a YES Waiver wherein the Gulf Coast Center shall provide comprehensive home and community-based services, in lieu of institutionalization, to eligible youth in accordance with the approved Youth Empowerment Services (YES) Waiver (Waiver) and GCC program capacity. The motion carried with all members voting in favor. There was no public comment.

- g. Consider approval of no more than eleven (11) 10” Android Tablets at \$67.99 to be utilized during Board of Trustee meetings for display of the board packet, presentation documents and other related board information.**

On a motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of no more than eleven (11) 10” Android Tablets at \$67.99 to be utilized during Board of Trustee meetings for display of the board packet, presentation documents and other related board information. The motion carried with all members voting in favor. There was no public comment.

- h. Consider approval of the revised Educational Leave Policy 2.40. (Pg.)
CURRENT: Staff become eligible at 5 years to utilize 8 hours of paid educational leave per week. At 10 years, they are eligible to take off an entire semester, paid. This program is not commonly taken advantage of.
PROPOSED CHANGE: Staff become eligible at 90 days to utilize 4 hours of paid educational leave per week. At 1 year, they are eligible to utilize 8 hours per week.**

Agenda item H has been Deferred.

- i. Consider approval of Facility use agreement between the Center and Coastal Health and Wellness for office space at 4700 Broadway, Galveston TX 77551. (no monetary)**

On a motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of Facility use agreement between the Center and Coastal Health and Wellness for office space at 4700 Broadway, Galveston TX 77551 with an amended monetary amount of \$1 dollar. The motion carried with all members voting in favor. There was no public comment.

- j. Consider approval of the purchase of five (5) Chevrolet Malibu sedans and one (1) Ford F150 Pick-up Truck from Buyboard at a total price not to exceed \$185,000.**

On a motion by Mary Lou Flynn-Dupart, seconded by Commissioner Stephen Holmes, the board voted the approval of the purchase of four (4) Chevrolet Malibu sedans and one (1) Ford F150 Pick-up Truck from Buyboard at a total price not to exceed \$185,000. The motion carried with all members voting in favor. There was no public comment.

- 9. Pending or Revised Action Item.....** 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

- a. **Consider ratification of the Interlocal Agreement/Cooperative Working Agreement with Galveston County identifying a collaborative partnership in the operation of the Galveston County Mental Health Specialty Court and Mental Health Docket.**

On a motion by Mary Lou Flynn-Dupart, seconded by Rick Price, the board voted the approval ratification of the Interlocal Agreement/Cooperative Working Agreement with Galveston County identifying a collaborative partnership in the operation of the Galveston County Mental Health Specialty Court and Mental Health Docket. The motion carried with all members voting in favor. There was no public comment.

- b. **Consider ratification of the Interlocal Agreement/Cooperative Working Agreement with Galveston County identifying a collaborative partnership in the operation of the Galveston County Mental Health Forensic Services.**

Galveston County financial support: Mental Health Specialty Court and the Mental Health Docket services up to \$292,027 annually; Galveston County Jail Forensic Services up to \$168,735 annually.

On a motion by Mary Lou Flynn-Dupart, seconded by Rick Price, the board voted the ratification of the Interlocal Agreement/Cooperative Working Agreement with Galveston County identifying a collaborative partnership in the operation of the Galveston County Mental Health Forensic Services. The motion carried with all members voting in favor. There was no public comment.

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

Date	Event	Location	Time
FY23 Preliminary Board Meeting Dates			
September 20, 2022	Board Retreat	Tremont Hotel	12 PM – 5 PM
September 28, 2022	Board Meeting	SBCSC	6:15 PM
October 26, 2022	Board Meeting	MCSC	6:15 PM
December 7, 2022	Board Meeting	SBCSC	6:15 PM
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
MCSC 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.*

- Pursuant to 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: 7:03 p.m.

There being no further business to bring before the Board of Trustees, the meeting was adjourned at 7:03 p.m.

Respectfully,



Rachel Gilroy
Secretary to the Board of Trustees

Approved as to Content and Form,



Jamie Travis
Board Chair

Rachel Gilroy, Secretary to the Board of Trustees

WHEREAS, The Gulf Coast Center’s Board of Trustees finds it in the best interest of the citizens of Galveston and Brazoria Counties that the GCC Crime Victims Counseling be operated for the Fiscal Year 2024 and

WHEREAS, Gulf Coast Center agrees to provide applicable matching funds for the said project as required by the Office of the Governor - VOCA grant application; and

WHEREAS, Gulf Coast Center agrees that in the event of loss or misuse of the Office of the Governor funds, Gulf Coast Center assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, Gulf Coast Center designates CFO as the grantee’s authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW, THEREFORE, BE IT RESOLVED that Gulf Coast Center’s Board of Trustees approves the submission of the grant application for the GCC Crime Victims Counseling to the Office of the Governor.

Signed by:

Passed and Approved this ____ 25 of ____ January, __2023__ (Year)

Grant Number: __ 4514402 _____



Handbook of Operating Procedures Policy 2.40	
Section: Personnel	Responsibility and Oversight: Human Resources Director
Subject: Educational Leave	Origination Date: unk Last Revision/Review: 1/5/2023

I. Title: Educational Leave

II. Policy

Educational leave, with or without pay, may be granted to a full-time, regular employee by the Chief Executive Officer. However, educational leave with pay may not be granted to an employee with less than 90 days of continuous employment unless the leave is directed toward job specific training not to exceed one month in its duration.

III. Procedure

Request for educational leave shall be filed a minimum of thirty (30) days prior to the beginning date of the leave. Granting of such leave is based upon supervisory discretion, program needs, employee performance, and tenure. **Employees requesting leave must demonstrate pursuit of additional education, higher education and/or degrees in fields that fulfill the Gulf Coast Center strategic plan and benefit the operations of the Center.** Leave for Center related training is generally granted with pay unless the training is unrelated to Center work.

Educational leave may be with or without pay. Leave without pay may be requested to complete work in the best interest of the individual. All educational leave in excess of forty (40) consecutive working hours must be approved by the Chief Executive Officer and is contingent upon the supervisor's written recommendation.

Full time, regular employees with at least 90 days of current longevity with the Center, may request educational leave with pay via a memo written to their immediate supervisor. Such requests will generally be limited to a substitution of education or training for one's working hours. In such situations, a substitution of hours in education or training must not exceed the reduction of an employee's regular work hours. Those with 90 days to one year of longevity are eligible for four (4) hours per week of paid leave. Those with one year or more of longevity are eligible for eight (8) hours per week of paid leave.

Any requests of this nature require supervisory approval and depend on program conditions and staffing levels. Requests may require extensive planning and may never be granted capriciously. Supervisory

approval should be documented via Center memo and routed to the Chief Executive Officer and Human Resources. The Chief Executive Officer's approval is required in all such actions. Approval of leave is limited to one semester duration at a time and staff must recertify before the next semester begins. If enrollment is dropped during the middle of the semester, the Human Resources Director must be notified and leave approval will be rescinded.

If educational leave is approved, the employee will submit a request through the Human Resources Information System (HRIS) for final approval by direct manager and the Human Resources Director.

IV. Attachments: None

V. Related Policies and Procedures

- 2.20 Leave Time Off
- 2.33 Employee Benefits



MEMORANDUM

January 25, 2023

To: Board of Trustees

From: Sam Tingle, Director Asset Management

Re: GCC vehicle disposal request

Approval is requested to dispose of two Ford F-350 Dually Pickups through via Auto Auction.

The Ford Pickups listed below are no longer mechanically sound or cost effective to retain.

<u>VEH#</u>	<u>YEAR</u>	<u>MODEL</u>	<u>VIN</u>	<u>MILEAGE</u>
3247	2008	F-350	1FTWW32R88EC53247	165,094
4840	2009	F-350	1FTWW32R39EA84840	156,492

Thank you for your consideration.

Sam Tingle
Director, Asset Management
The Gulf Coast Center
4352 E.F. Lowry Expressway
Texas City, Texas 77591
(409) 944-4448
(409) 948-1411 fax
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