



NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

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

Wednesday, July 26th, 2023, at 6:15 p.m.,

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

Thanks,

Rachel Griffitts

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
Fax: 409.978-2401
www.GulfCoastCenter.org

cc: July Board of Trustees File

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.



"Better community healthcare promoting healthy living."

1. **Call To Order**Jamie Travis, Board Chair
 - a. Announcements and Introductions
 - Appointment of the Nominating Committee members for the FY24 Board of Trustee officer elections.
2. **Citizens' Comments**
3. **Program Report:** FY24 Benefit Plan Review.....Erin Roman, March & McLennan Agency
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
 - TCRMF 2023 Member Communication Memo and Nomination Form (**Pg. 7-9**)
5. **Operations Report:**..... Felicia Jeffery, CEO
 - a. Operational, Clinical, & Financial Excellence
 - Brazoria County Coordinating Council
 - Hospital Inpatient Services Update
 - Status of the Crisis Center
 - b. Clinical Operations Dashboard
 - c. Legislative Update
6. **Budget, Finance and Admin Reports**.....Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary (**Pg. 10-12**)
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 April 26, 2023 Board Minutes. (**Pg. 13-21**)
 - b. Review and approval of the April, May, and June 2023 Check Register.

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

- a. Consider approval of the FY23 Budget Amendment (**Pg. 22**)
- b. Consider the approval of the FY24 Employee Benefits plan coverage.
- c. Consider approval of the FY24 Bank Account listing and Signatures (**Pg. 23-24**)
- d. Consider approval of the FY24 Signature Authority Resolution (**Pg. 25-26**)
- e. Consider approval of the Gulf Coast Center's FY24 holiday Schedule (**Pg. 27**)
- f. Consider approval of the Audit Firm for the Center's Annual Financial and Compliance Audit for FY23-FY28.
- g. Consider approval of the end of year, FY23 employee retention payment a measure directly related to the Center's Recruiting and Retention Strategies (**Pg. 28**)
- h. Consider approval of the FY24 HHSC YES Wavier Pre-Engagement contract #HHS001325300034. YES Waiver Pre-Engagement services assist individuals in enrolling in Medicaid so individuals can begin participating in the YES Wavier program.
- i. Consider approval of the FY24 HHSC Home and Community-Based Adult Mental Health Pre-Engagement Services (HCBS-AMH) contract #HHS001326200034. Pre-engagement services assist individuals who have a history of long-term psychiatric hospitalizations, frequent arrests, or frequent ER use by providing referral and enrollment to a HCBS provider. Term 9/1/23-8/31/28. Fee for service contract with no max amount.
- j. Consider approval of the FY24 HHSC Mental Health First Aid (MHFA) contract #HHS001335500035. Provide MHFA training to public school district and university employees to assist in early identification of children and adults at risk of social-emotional disorders. Amount not to exceed \$100,100.
- k. Consider approval of the of the FY22 HUD Permanent Supportive Housing (PSH) grant renewal TX0228L6E072215. PSH program provides funding for rental assistance, case management, and supportive services for up to 32 chronically homeless individuals. Amount not to exceed \$641,103.
- l. Consider approval of the FY23 Amendment with SJ Medical Center, LLC increasing the amount not to exceed to \$150,000 for May 1, 2023 - August 31, 2023 for Private Psychiatric Beds (PPB).
- m. Consider approval of the new agreement with **MTM Services** for consultation services in the areas of GAP Analysis, Same Day Access, and Provider Scheduling.
Term: FY24
Amount not to exceed: \$29,950.00
- n. Consider ratification of the new Interlocal Agreements with **Brazoria County**, specifically the Mental Health Deputy Program to begin a pilot *Crisis Co-Response Team*.
Term: June 1, 2023 – August 31, 2024
Financial implication: Center bears the cost of iPads and wi-fi connections.

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.

Description: For Gulf Coast Center (Center) and Brazoria County Sheriff Office to begin a pilot Crisis Co-Response Team (CCRT) that would have the Gulf Coast Center imbed a Crisis Co-Response Team Leader and a Crisis Co-Response Care Navigator with the Brazoria County Sheriff Office's Mental Health Deputy Unit. The CCRT joint project will enhance law enforcement-behavioral health response to individuals with mental health and co-occurring substance use disorders experiencing crisis within the county. The CCRT will improve public health and safety responses with the ability to safely respond to behavioral health crises anywhere in the county and through CCRT collaborating on crisis interventions and least restrictive treatments for individuals served. The Crisis Co-Response Team Leader and a Crisis Co-Response Care Navigator will also function as the primary crisis responders for requests from the Brazoria County Sheriff Office's Mental Health Deputy Unit for telehealth interventions when that intervention is needed and to be the primary crisis follow up clinicians to assist individuals to avoid a reoccurrence of crisis.

- o. Consider ratification of the new agreement with **Coastal Health and Wellness** for laboratory services referrals for GCC clients.

Term: June 15, 2023 to June 15, 2024

Reimbursement: EKGs= \$38; labs = \$4-\$30 depending on the specific lab test

Description: CHW will perform laboratory and EKG services in GCC's Texas City and Galveston Clinic locations to all GCC clients referred to CHW. CHW will submit all samples to LabCorp (or Quest upon request).

- p. Consider approval of the FY24 Amendment with **East Texas Behavioral Healthcare Network** which reflects an increase in reimbursement for psychiatrist services.

Term: FY24

Reimbursement: **Routine Services** (\$130/hour for Joseph Wright and Cynthia Sigur, APRN; \$170/hour for Gollavelli Krishna, MD; \$65/day for On Call Gollavelli Krishna, MD)

Crisis Services (\$225/hour for Child and Adolescent Crisis Blocks MD; \$140/hour, Child and Adolescent Crisis Blocks APRN)

- q. Consider the approval of the FY24 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).

Term: FY24

Reimbursement: \$45/hr. + travel costs. No change from FY23

- r. Consider ratification of the FY23 Amendment with **THE UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON D/B/A UTMB HEALTH** reflecting a decrease in bed capacity and reimbursement due to budget and financials concerns specific for the months of June – August 2023.

Term: June – August 2023

Reimbursement: \$65/bed day/patient (max: \$60,515.00)

Description: The Center's contract with St. Joseph Medical Center unexpectedly terminated on June 19, 2023 resulting in a temporary month to month arrangement wherein UTMB would continue to provide the psychiatric services to the 12-13 beds available (decrease from 19 beds).

- s. Consider ratification of the FY23 Amendment with **ST. JOSEPH MEDICAL CENTER, LLC** reflecting a decrease in bed capacity and increased reimbursement due to budget and financials concerns specific for the months of June – August 2023.

Term: June – August 2023

Reimbursement: \$835/bed day/patient (max: \$777,385.00)

Description: The Center's contract with St. Joseph Medical Center unexpectedly terminated on June 19, 2023 resulting in a temporary month to month arrangement with St. Joseph's at an increase in daily rate and a decrease in available beds to 12-13 beds (decrease from 19 beds).

- t. Consider approval of the renewal agreement with Community Health Network for psychiatric services associated with the Ambulatory Withdrawal Management Services.

Term: September 1, 2023 – August 31, 2024

Rate of Reimbursement: \$342.02/per encounter per patient/day

Description: Community Health Network (Brazoria County FQHC) will essentially provide the medical component (with exception of daily nursing service/assessment), while GCC will provide the counseling component with daily programming led by LCDCs and Peer Counselor for the Ambulatory Withdrawal Management services. An MD from CHN will serve as medical director and will evaluate/admit individuals in need of service; and will supervise their midlevel NPs who will provide follow-up visits following admission to program.

- u. Consider ratification of the amended agreement with SUN BEHAVIORAL HOUSTON for contracted, Private Psychiatric Beds for the purchase of 'overflow' beds when the Center's designated inpatient unit is at capacity.

Term: remainder of FY23

Reimbursement: \$656.00/bed day/referred individual

Description: SUN has provided inpatient services for the Center's youth program for multiple years. The Center's contract with St. Joseph Medical Center unexpectedly terminated on June 19, 2023. After meeting with several inpatient facilities in the service area; SUN is able to meet the Center's needs on such short notice.

- v. Consider approval of the renewal Agreement with **Christopher L. Baker** to provide social security representation and counseling services for individuals designated by the Authority.

Term: FY24

Reimbursement: \$500.00 each case assigned and completed through an appeal for denial of benefits if necessary. No change from FY23

- w. Consider approval of the renewal agreement for janitorial and cleaning supplies with Kleen Supply, Co.

Term: FY24

Amount not to exceed: \$40,000 no change in rates from FY23

- x. Consider approval of the following Janitorial Services vendors which were procured in the Asset Management FY24 Procurement Process (**Pg. 29**)

- Misty's Mystical Cleaning is the selected vendor for Galveston County facilities; amount not to exceed \$78,000.
- Quality Preparation and Custodial Services, LLC is the selected vendor for Brazoria County facilities; amount not to exceed \$42,087.

- y. Consider approval of the new landscape and lawncare services vendor, JTL Property Services obtained via RFP for Center properties.

Term: FY24

Amount not to exceed: \$60,000

Description: Lawn services were included in the asset management FY24 procurement process. (Pg. 29)

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
July 26, 2023	Board Meeting	MCSC	6:15 PM
August 16, 2023	Board Meeting	SBCSC	6:15 PM
<i>September 21, 2023</i>	<i>Board Retreat</i>	<i>TBA</i>	<i>12:00</i>
September 27, 2023	Board Meeting	MCSC	6:15 PM
October 25, 2023	Board Meeting	SBCSC	6:15 PM
<i>December 6th or 13th, 2023</i>	<i>Board Meeting</i>	<i>MCSC</i>	<i>6:15 PM</i>
January 24, 2024	Board Meeting	SBCSC	6:15 PM
February 28, 2024	Board Meeting	MCSC	6:15 PM
March 27, 2024	Board Meeting	SBCSC	6:15 PM
April 24, 2024	Board Meeting	MCSC	6:15 PM
May 22, 2024	Board Meeting	SBCSC	6:15 PM
June 17-19, 2024	TX Council Annual Conference	Grand Hyatt, San Antonio	
July 24, 2024	Board Meeting	MCSC	6:15 PM
August 28, 2024	Board Meeting	SBCSC	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.*

12. Reconvene to Open Session

13. Adjourn

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.



July 14, 2023

MEMORANDUM

TO: Members, Texas Council Risk Management Fund (TCRMF)

FROM: TCRMF Nominating Committee

SUBJECT: **2023 ELECTION PROCESS FOR PLACES 4, 5, and 6 OF THE TCRMF BOARD OF TRUSTEES**

On Friday, November 17, 2023, the Annual Member Meeting of Texas Council Risk Management Fund (TCRMF) will take place. At that time, elections will be finalized to fill the positions of Trustees in Places 4, 5, and 6, whose terms will expire at 12:01 a.m., January 1, 2024.

The Board Places up for election are currently occupied as follows:

Place 4: Judge Van L. York

Place 5: Currently Vacant

Place 6: Bob Brown

Member Participation

In accordance with the Fund Bylaws, TCRMF Members have two opportunities to participate in the election process, through: (1) nominating candidates; and (2) casting their vote in the Board Election once they receive the ballot.

Member

Nominations

In addition to the incumbent trustees, Members have the opportunity to nominate a candidate of their own for an expiring Place on the Board of Trustees. The qualifications set out in the Fund Bylaws state that all nominees for the Board must be trustees of a Fund member community center. If your center would like to submit a nomination, please complete the attached form. Please also include a biographical sketch of your nominee.

The nomination form and biographical sketch should be returned to the Texas Council Risk Management Fund by email to Jacey.GarzaRaines@sedgwick.com. These nominations must be received no later than Wednesday, **August 31, 2023**.

Preparation of the Ballot

Per the Fund Bylaws, all nominations made will be considered by the Nominating Committee for inclusion on the ballot; however, not all nominations will necessarily be included on the ballot. The Nominating Committee determines the final ballot and will present a slate of nominees for election by the members. A ballot will be compiled listing the nominees chosen by the Nominating Committee.

Member Voting by Ballot

The ballot determined by the Nominating Committee will be sent to each center in September so that ballots may be returned and tabulated prior to the annual meeting. Ballots are due by October 31, 2023, OR they may be submitted in person at the Annual Member Meeting on Friday, November 17th, 2023.

2023 TCRMF Trustee Election Timeline

- Request for Nominations – July 14, 2023
- Deadline for Member Nominations – August 31, 2023
- Nominating Committee will meet between - September 5 and September 9, 2023
- Ballots Distributed to Members – September 8, 2023
- Ballots Due from Members prior to the Annual Meeting – October 31, 2023
- Annual meeting of the Members – November 17, 2023

If you have any questions, please contact Greg Womack (512) 963-8192.

Thank you for your attention to this matter.

cc: Board of Trustees, Texas Council Risk Management Fund
Advisory Committee, Texas Council Risk Management Fund

Lee Johnson, Texas Council of Community Centers, Inc.



NOMINATION FORM

The undersigned Center would like to make the following nomination(s) for election to the Board of Trustees of the Texas Council Risk Management Fund:

NOMINATION

I understand that any submitted nominations received after Thursday, August 31, 2023, cannot be considered. In addition, I recognize that nominees for Trustee must meet the required qualification of being a Trustee of a community center that is also a member of the Fund, as stated in Article IV, Section 2 of the Fund Bylaws. I understand that the Fund’s Nominating Committee might not elect to include all nominees on the ballot sent to members. I also understand that the Fund’s Nominating Committee is responsible for determining the place for which each candidate will be considered and placed on the ballot.

Respectfully submitted, this _____ day of _____, 2023.

CENTER

Signature

Name

Title

Please return by August 31, 2023, to:

Texas Council Risk Management Fund
Email: [mail to:Jacey.GarzeRaines@sedgwick.com](mailto:Jacey.GarzeRaines@sedgwick.com)

MONTHLY BOARD REPORT - JUNE 2023

	<u>MONTHLY</u> <u>FY2023</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2023</u> <u>June</u>	<u>ANNUAL</u> <u>FY 2023</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2023</u> <u>June</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
EXPENSES						
Salary and Wages	\$1,254,997.93	\$1,367,411.27	\$15,059,974.84	\$12,704,106.68	84.4%	\$2,355,868.16
Fringe Benefits	\$446,286.77	\$492,196.17	\$5,355,437.92	\$4,701,750.46	87.8%	\$653,687.46
Travel	\$4,881.84	\$24,998.27	\$58,581.66	\$189,794.90	324.0%	(\$131,213.24)
Consumables	\$26,367.34	\$27,476.92	\$316,405.49	\$330,806.49	104.6%	(\$14,401.00)
Pharmaceuticals/other	\$26,384.25	\$20,133.30	\$316,610.91	\$193,640.42	61.2%	\$122,970.49
Furniture/Equip/Computer>\$5000	\$9,422.89	\$141,728.43	\$113,073.86	\$381,956.41	337.8%	(\$268,882.55)
Furniture/Equip/Computer<\$5000	\$16,098.57	\$11,515.19	\$193,181.82	\$115,322.54	59.7%	\$77,859.28
Facility Costs:	\$35,703.89	\$43,421.13	\$428,446.25	\$582,359.29	135.9%	(\$153,913.04)
Utilities	\$10,273.42	\$11,910.89	\$123,279.81	\$136,054.38	110.4%	(\$12,774.57)
Communications:	\$32,122.51	\$28,919.82	\$385,468.35	\$374,054.76	97.0%	\$11,413.59
Insurance	\$37,162.05	\$36,131.59	\$445,943.25	\$351,100.41	78.7%	\$94,842.84
Vehicle Operating	\$10,440.28	\$22,137.25	\$125,283.14	\$154,084.97	123.0%	(\$28,801.83)
Other Operating	\$13,625.08	\$17,236.88	\$163,500.97	\$96,974.23	59.3%	\$66,526.74
Client Support Cost	\$32,730.11	\$33,363.67	\$392,760.67	\$237,451.83	60.5%	\$155,308.84
Unallowable Costs	\$10,877.01	\$1,788.62	\$130,524.10	\$11,132.15	8.5%	\$119,391.95
Consultant/Professional - External	\$9,138.91	\$13,913.00	\$109,666.89	\$114,818.89	104.7%	(\$5,152.00)
Other Organizations - Internal	\$10,466.25	\$12,050.00	\$125,595.00	\$105,648.75	84.1%	\$19,946.25
Other Organizations - External	\$554,330.49	\$596,943.55	\$6,651,965.61	\$5,760,821.51	86.6%	\$891,144.10
Other Organizations - Non-Clinical	\$31,382.61	\$36,671.47	\$376,591.00	\$378,732.98	100.6%	(\$2,141.98)
TOTAL EXPENSES:	<u>\$2,572,692.20</u>	<u>\$2,939,947.42</u>	<u>\$30,872,291.54</u>	<u>\$26,920,612.05</u>	<u>87.2%</u>	<u>\$3,951,679.49</u>

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.

MONTHLY BOARD REPORT - JUNE 2023

	<u>MONTHLY</u> <u>FY2023</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2023</u> <u>June</u>	<u>ANNUAL</u> <u>FY 2023</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2023</u> <u>June</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
REVENUES						
Local Funds:	\$128,051.93	\$224,549.52	\$1,536,623.00	\$1,582,773.59	103.0%	(\$46,150.59)
Earned Income:	\$311,462.70	\$398,710.24	\$3,737,552.44	\$3,748,293.32	100.3%	(\$10,740.88)
State Funds Allocated:	\$1,216,533.25	\$1,216,533.27	\$14,598,398.88	\$12,165,332.70	83.3%	\$2,433,066.18
StateFunds Grants-Cost Reimb:	\$244,093.81	\$238,692.87	\$2,929,125.53	\$2,233,294.28	76.2%	\$695,831.25
Federal Funds - Allocated	\$80,716.07	\$80,716.07	\$968,593.00	\$807,160.70	83.3%	\$161,432.30
Federal Funds -Grants Cost Reimb:	\$290,618.35	\$425,859.79	\$3,487,420.15	\$2,468,938.78	70.8%	\$1,018,481.37
Federal Funds - Misc.:	\$28,333.60	\$37,668.00	\$340,003.00	\$423,236.47	124.5%	(\$83,233.47)
Federal Funds -DPP:	\$83,333.21	\$88,500.02	\$999,998.44	\$823,000.08	82.3%	\$176,998.36
Federal Funds - CCP	\$189,547.96	\$508,399.06	\$2,274,575.60	\$4,383,806.22	192.7%	(\$2,109,230.62)
Total Revenue	\$2,572,690.88	\$3,219,628.84	\$30,872,290.04	\$28,635,836.14	92.8%	\$2,236,453.90
EXCESS OF REVENUE OVER EXPENSES	(\$1.32)	\$279,681.42	(\$1.50)	\$1,715,224.09	14348272.7%	(\$1,715,225.59)

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
FY2023 Monthly Board Financial Review

Unaudited as of 06/30/2023

Fiscal Year 2023 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/2022 (Audited).....					\$ (9,374,633)
FY2023 Year-to-Date Reported Expense and Revenue Totals (Unaudited)					
	Expenditures	<i>Operational</i>	26,920,612		
		<i>Non-Operational</i>	-		
		<i>Fund Balance</i>	-	26,920,612	
	Revenues	<i>Operational</i>	28,635,836		
		<i>Non-Operational</i>	-	28,635,836	\$ (1,715,224)
Total General Fund Balance Year-to-Date (Unaudited).....					\$ (11,089,857)

Board Committed Use General Funds (Fiscal Year Committed)

Capital Projects - Facility (FY2008-FY2011)	(200,000)				
Capital Projects - Facility (FY2013)	(100,000)				
Capital Projects - Facility (FY2014)	(100,000)				
Capital Projects - Facility (FY2015)	(150,000)	(550,000.00)			
fy2008-fy2018 Expenditure		439,153.86			
fy2020 Expenditure		-			
fy2021 Expenditure		-			
				(110,846)	
Capital Projects - IT (FY2003-FY2014)	(600,000)				
Capital Projects - IT (FY2015)	(150,000)				
Capital Projects - IT (FY2017)	(140,000)	(890,000.00)			
fy2003-fy2018 Expenditure		744,020.18			
fy2020 Expenditure		-			
fy2021 Expenditure		-			
				(145,980)	
IDD Community Service Support (FY2011-2014)	(300,000)				
IDD Community Service Support (FY2016)	(100,000)				
IDD Community Service Support (FY2018)	(100,000)	(500,000.00)			
fy2005-fy2019 Expenditure		471,531.85			
fy2020 Expenditure		-			
fy2021 Expenditure		-			
				(28,468)	
Connect Transit (FY2015) LJ Urban	-	-			
fy2016-fy2017 Expenditure		-			
fy2018 Expenditure		-			
Connect Transit (FY2013) General Services	(422,869)	(422,869.00)			
fy2015-fy2018 Expenditure		300,000.00			
fy2020 Expenditure		122,869.00			
fy2021 Expenditure		-			
				-	
Major Facility Repairs (FY2014)	(186,940)	(186,940.00)			
fy2014-fy2022 Expenditure		186,940.00			
fy2023 Expenditure		-			
				-	
Flexible Spending Supports (FY2004-2013)	(500,000)				
Flexible Spending Supports (FY2018)	(100,000)	(600,000.00)			
fy2005-fy2022Expenditure		517,663.44			
fy2023 Expenditure		-			
				(82,337)	
Total General Fund Balance Year-to-Date (Unaudited)					\$ (367,631)

Total General Fund Balance Year-to-Date (Unaudited) \$ (11,089,857)

Unrestricted Use General Fund Balance (Unaudited) \$ (10,722,227)

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.



GULF COAST CENTER

"Better community healthcare promoting healthy living."

MINUTES – Gulf Coast Center

Regular Meeting of the Board of Trustees

April 26th, 2023, at 6:15 p.m.

Southern Brazoria Community Service Center

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, April 26th, 2023, at 6:14 p.m.

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

The following Board Member(s) were absent: Rick Price - excused

Also present: Felicia Jeffery, CEO; Linda Bell, General Counsel; Jerry Freshour, Director of Crisis and Community Outreach; Patty Thomas, Program Manager-Recovery and Rick Elizondo, CFO

Announcement(s): .

2. **Citizen's Comments:** Ruth Burrell attended the April meeting of the Board of Trustees to share her experience as an IDD Contract Provider for Gulf Coast Center. She states the first step with a client is building trust. Then she works with the client to discuss the individual need of that person living with IDD. Each individual's needs are different. The provider is also taking care of the family by giving them respite. Sometimes the parent just needs to have a moment to their selves. She takes the clients out to the movies, or they stay at home and come up with crafts and activities. Ruth noted the contract provider does not receive reimbursement for mileage or the time researching activities or gatherings. Some individuals she serves do not have the financial needs to participate in group activities. In those cases, she may use her own money to ensure that individual living with IDD has the opportunity to participate. Ruth would like providers to be paid at least \$15.00 an hour. She currently makes \$10.00 an hour.



GULF COAST CENTER

"Better community healthcare promoting healthy living."

3. **Program Report:** Patty Thomas, Program Manager-Recovery, spoke to the board of Trustees on the Substance abuse services provided in Brazoria County. Patty stated Gulf Coast Center provides outpatient substance use services for Adults in both Angleton and Alvin. Alvin group opened in July of 2022.

She team offers groups on Monday, Wednesday and Thursday from 9am to 12pm, 1pm to 4pm and 6pm to 9pm at Brazoria County Community Service Center in Angleton. At Northern Brazoria Community Service Center in Alvin, group is offered on Monday, Wednesday and Thursday from 10am to 3pm.

The Specialized Female group meets in Angleton at 9:00 am on Monday, Wednesday, and Thursday. Patty noted Gulf Coast Center offers Peer Support daily either in person or virtually. Peer Support Specialist also meets with clients one on one for ongoing support.

Patty also spoke on Gulf Coast Center's School integrated healthcare Collaborative. Recently, GCC in partnership with the Brazoria County Sheriff's office hosted a discussion with representatives from a majority of Brazoria County Independent School Districts to discuss ways our centers can provide services and support to local ISDs. One way is through OSAR screening for Youth treatment. Patty noted she wants to offer SUD services to the Brazoria County ISD's either in alternative schools, regular classrooms, or juvenile detention center.

Gulf Coast Center offers COPSD services for our substance use clients, either counseling or case management. Patty announced GCC has started offering SUD services in Brazoria County Jail two days a week along with Peer Support and COPSD services. Patty closed by saying we have a lot of things we are working on and that is exciting because these services are needed in the community.

4. **Board Member Reports:**

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

Jamie Travis stated Texas Council had a Board Meeting and Executive Director Consortia on April 20th and the 21st. She received a legislative update during the consortia. The state of Texas has a 30+ billion-dollar budget surplus. Behavioral Health Services across the state will receive an additional \$753 million.



GULF COAST CENTER

"Better community healthcare promoting healthy living."

The House and Senate have passed their respective budget bills. There are differences between the two bills. A Conference Committee has been appointed to go over the differences. Representative Greg Bonnen and Senator Joan Huffman are both on the conference committee. Among the differences that will be decided on are whether the legislature increases the IDD wavier Capacity by an additional 1,772 wavier slots per the Senate’s budget or 2,000 additional waiver slots per the House of Representatives’ budget. The conference committee will also be deciding if direct service workers’ hourly pay rate be increased to \$11 an hour per the Senate budget or \$15 an hour per the House of Representatives budget.

b. Texas Council Risk Management Fund.....Mary Lou Flynn-Dupart TCRMF Board
Mary Lou provided a brief report on the Texas Council Risk Management Fund. Risk Management Fund member, John Jackson, was not reappointed to his local board. Mary Lou also noted she attended Judge Rickert’s alcohol abuse graduation. The graduation was amazing. Judge Rickert is doing great work.

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

a. Operational, Clinical, & Financial Excellence

Leadership Consultant Contract, Felicia Jeffery, CEO notes she would like to propose the approval of bringing a leadership consultant, Dr. Armstrong. The consultant will hold a workshop for leadership. She will also provide some coaching and create an onboarding program. Felicia also noted Gulf Coast Center has less than 20 positions open.

2023 Spring Fling, Gulf Coast Center just held our Spring Fling on April 21st for all of our team members.

EMT Operations update – Jerry Freshour, Director of Crisis, and Community Outreach provided an update on several Brazoria County initiatives. He began by speaking on Brazoria County SO-GCC Telehealth Project. When you have a clinician only response system sometimes you can’t always send them into the homes. When you have a law enforcement only response system they can overlook the clinical needs. In response to this barrier we have done a telehealth initiative. Officers have tablets now where they have access to clinicians virtually for telehealth intervention. We diverted outpatient by 64%. He stated GCC is looking at taking the next step by embedding a crisis worker within the Brazoria County Sheriff’s



GULF COAST CENTER

"Better community healthcare promoting healthy living."

Department to do crisis de-escalation. He is also looking to have a team lead to work with the teams in Brazoria and Galveston. This team will do a lot of follow-up. There is a grant Jerry is looking at to assist with sustainability.

Jerry reported on the Brazosport ISD collaboration. The Brazosport ISD is looking to have a mental health peace officer.

GCC is working on improving continuity of care in the Brazoria County Jail by completing GCC screenings in the jail.

GCC received a lot of interest in the Handle with Care Program. If a child/student has experienced a traumatic event such as witnessing violence, law enforcement would send an alert to the school district. At that time the school would determine if they need to reach out to Gulf Coast Center as a referral.

The state of Texas wants Harris Center to be a regional provider for competency restoration. Harris Center would provide legal training in the jail.

b. Clinical Operations Dashboard

Felicia Jeffery presented on the clinical operations dashboard. We are tracking data monthly.

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

a. Financial & Operational Monthly Report & YTD Summary

Rick Elizondo, CFO presented the Operational Report for February and March 2023. There is a total fund balance of \$ 10.3 million (YTD), maintaining \$ 9.9 million in unrestricted general fund balance and showing a fund balance of 119 days of operation, with 115 unrestricted days of operation.

2. 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.)*



GULF COAST CENTER

"Better community healthcare promoting healthy living."

a. Review and approval of February 22nd, 2023, Board Minutes.

On a motion by Mary Lou Flynn-Dupart, seconded by Commissioner Stephen Holmes, the board approved the February 22nd, 2023, Board Minutes. The motion carried with all members voting in favor. There was no public comment.

b. Review and approval of the 2023 February and March Check Register

On a motion by Mary Lou Flynn-Dupart, seconded by Commissioner Stephen Holmes the board approved the February and March 2023 Check Register. The motion carried with all members voting in favor. There was no public comment.

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

a. Consider approval of Amendment #4 to the HHSC IDD Performance Contract #HHS000994700001. This amendment adds \$273,032.52 in American Rescue Plan Act (ARPA) funding. The purpose of the funding is to address workforce challenges related to the COVID-19 pandemic with a focus on reducing wait times for those needing assessments prior to enrollment into a waiver program.

On a motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of Amendment #4 to the HHSC IDD Performance Contract #HHS000994700001. The motion carried with all members voting in favor. There was no public comment.

b. Consider approval of the HHSC Youth Empowerment Services (YES) Waiver Contract #HHS001291000034. YES Waiver is designed to provide intensive support through community-based services, in-lieu of institutionalization or out-of-home-placement. Amount not to exceed \$10,000.

On a motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the HHSC Youth Empowerment Services (YES) Waiver Contract #HHS001291000034. The motion carried with all members voting in favor. There was no public comment.

c. Consider ratification of the Interlocal Agreement with Brazoria County wherein the Center will provide substance use services to inmates in the Brazoria County Jail.



GULF COAST CENTER

"Better community healthcare promoting healthy living."

Term: March 1, 2023 – August 31, 2024

Reimbursement to the Center: up to \$1460/month

Description: In a collaborative partnership with Brazoria County, the Center will provide substance use recovery services to county jail inmates including substance recovery intake, orientation, assessments, treatment plans, psychoeducation groups, group counseling, individual counseling, and peer mentoring services to inmates that do not have an active pay source while incarcerated.

On a motion by Jaime Castro, seconded by Mary Lou Flynn-Dupart, the board voted the ratification of the Interlocal Agreement with Brazoria County wherein the Center will provide substance use services to inmates in the Brazoria County Jail. The motion carried with all members voting in favor. There was no public comment.

d. Consider approval of the new agreement with Impac for a fuel card program for the Center's vehicle fleet.

Term: 3 years

Reimbursement: \$450 + fuel amount

Description: Impac is a vendor of Choice Partners Co-op of which the Center is a member thus satisfying procurement requirements. Impac's fuel card program is a better program in terms of cost and reporting than the current vendor. In addition, it will allow the Center to get rid of the multiple cards being used for gas/vehicle related expenses (i.e., Shell, Chevron, Exxon) and truly use one card.

On a motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval of the new agreement with Impac for a fuel card program for the Center's vehicle fleet. The motion carried with all members voting in favor. There was no public comment.

e. Consider approval of the new consulting and grant writing agreement with The Goodman Corporation (PCA OD-374-22).

Term: April 1, 2023 – August 31, 2024 (additional 1 year renewal expected)

Amount not to exceed: \$302,000/county (2-year budget)

Description: Goodman is a vendor of Purchasing Cooperative of America of which the Center is a member, thus satisfying procurement requirements. The



GULF COAST CENTER

"Better community healthcare promoting healthy living."

primary phase focuses on developing a program for future GCC facilities in Galveston and Brazoria Counties and to pursue federal, state, and local grant opportunities to design and construct state-of-the-art buildings.

On a motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the approval of the new consulting and grant writing agreement with The Goodman Corporation (PCA OD-374-22). The motion carried with all members voting in favor. There was no public comment.

- f. **Consider the approval of the new Interlocal Agreements with Texas City Police Department for a pilot project that will coordinate telehealth Crisis Intervention Services for referrals from the Texas City Police Department.**

Term: April 1, 2023 – August 31, 2023

Financial implication: Center bears the cost of iPads and wi-fi connections.

Description: The Texas City Police Department-Gulf Coast Center Telehealth Crisis Services pilot will use a virtual strategy of responding to crisis calls (meeting a defined criteria) utilizing iPads or iPhones and a HIPAA compliant technology platform (Microsoft Teams) to connect police officers in the community with the Mobile Crisis Outreach Team and Intellectual and Developmental Disabilities Crisis Intervention Specialist staff. The telehealth project was developed in collaboration with Texas City Police Chief Joe Stanton and it is intended to increase access to Gulf Coast Center's Crisis Intervention Services for Texas City Police Department referrals.

On a motion by Mary Lou Flynn-Dupart, seconded by Commissioner Stephen Holmes, the board voted the approval of the new Interlocal Agreements with Texas City Police Department for a pilot project that will coordinate telehealth Crisis Intervention Services for referrals from the Texas City Police Department. The motion carried with all members voting in favor. There was no public comment.

- g. **Consider approval of the new Interlocal Agreements with City of Texas City, 911 Operations for a pilot project with the Texas City 911 Operations to provide Crisis Line services to mental health and IDD crisis callers that do not include a public safety risk that are encountered by the Texas City 911 Operations.**

Term: April 1, 2023 – August 31, 2023

Financial implication: Center bears the cost of iPads and wi-fi connections.



GULF COAST CENTER

"Better community healthcare promoting healthy living."

Description: A pilot project for warm hand offs of 911 calls for emergency mental health assistance that do not involve a public safety risk to the Center's crisis line for callers to get Center clinician response rather than traditional police only response.

On a motion by Jaime Castro, seconded by Mary Lou Flynn-Dupart, the board voted the approval of the new Interlocal Agreements with City of Texas City, 911 Operations for a pilot project with the Texas City 911 Operations to provide Crisis Line services to mental health and IDD crisis callers that do not include a public safety risk that are encountered by the Texas City 911 Operations. The motion carried with all members voting in favor. There was no public comment.

h. Consider approval of the new consultant agreement with 3H Leadership Consulting LLC for leadership trainings, development, and coaching.

Timeframe: April 1, 2023 - October 31, 2023, Rate of reimbursement: A deposit in the amount of \$3,520, plus the flat fee of \$3,000 training; thereafter \$80.00/hr.

On a motion by Mary Lou Flynn-Dupart, seconded by Caroline Rickaway, the board voted the approval of the new consultant agreement with 3H Leadership Consulting LLC for leadership trainings, development, and coaching. The motion carried with all members voting in favor. There was no public comment.

4. 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.

- a. At the February Board Meeting the Board ratified the \$28,000 agreement with NAMI Gulf Coast. Subsequently the agreement was revised to remove the coordination of legislative forums.

On a motion by Mary Lou Flynn-Dupart, seconded by Vivian Renfrow, the board voted the approval revision to remove the coordination of legislative forums of the ratified the \$28,000 agreement with NAMI Gulf Coast. The motion carried with all members voting in favor. There was no public comment.

5. Calendar.....Jamie Travis, Board Chair



GULF COAST CENTER

"Better community healthcare promoting healthy living."

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			

6. 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.*

7. Reconvene to Open Session.

8. Adjourn 7:33 p.m.

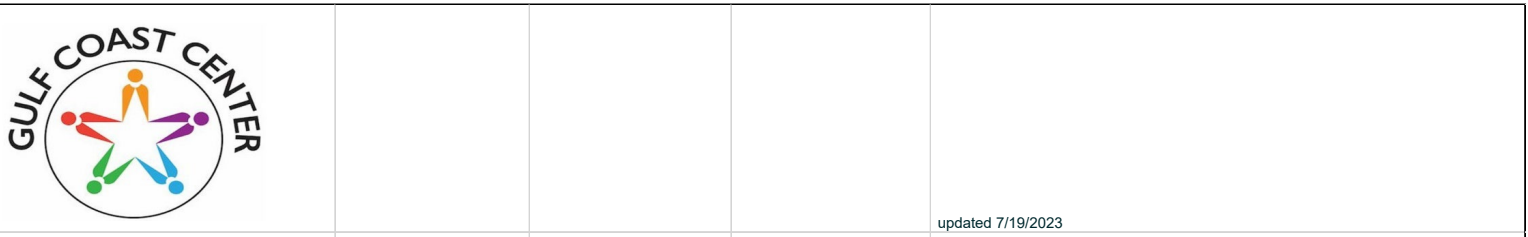
There being no further business to bring before the Board of Trustees, the meeting was adjourned at 7:33 p.m.

Respectfully,

Approved as to Content and Form,

Rachel Griffitts
Secretary to the Board of Trustees

Jamie Travis
Board Vice Chair



updated 7/19/2023

	FY 2023- INITIALBUDGET	FY 2023 - REVISED BUDGET	Increase/(decrease)	NOTES
EXPENSES:	\$ 30,872,291.54	\$ 36,271,974.35	\$ 5,399,682.81	
Salary and Wages	\$ 14,936,747.79	\$ 16,335,199.21	\$ 1,398,451.42	1.This increase adjustment is due to increase number of new hires as well as salary adjustments for certain classification of jobs. 2. This increase adjustment also includes end of the year employee retention payments funded by specific revenues
Fringe Benefits	\$ 5,355,437.92	\$ 5,727,733.29	\$ 372,295.37	1. This is systematic adjustment for the increase in salaries as well as budgeted increase for health insurance.
Travel	\$ 58,581.66	\$ 240,699.54	\$ 182,117.88	Since coming out of the pandemic, steady increase in travel costs related consortiums, trainings and staff reimbursement for personal car usage.
Consumable Supplies	\$ 316,405.49	\$ 483,964.67	\$ 167,559.18	This increase is due to specific purchases for supplies related to covid per grant funds.
Pharmaceuticals	\$ 316,610.91	\$ 262,120.94	\$ (54,489.97)	
Capital Outlay	\$ 113,073.86	\$ 586,656.98	\$ 473,583.12	This includes the purchase of 7 new vehicles and new laptops
Furn/Equip/Computer < \$5000	\$ 193,181.82	\$ 142,501.32	\$ (50,680.50)	
Facility Costs	\$ 428,446.25	\$ 698,290.78	\$ 269,844.53	This increase is mainly due to the cost of replacing new AC units at the Texas City Clinic due to theft which was reimbursed by insurance. We also continue to upgrade facilities.
Utilities	\$ 123,279.81	\$ 174,380.90	\$ 51,101.09	
Telephone	\$ 385,468.35	\$ 442,392.48	\$ 56,924.13	
Insurance Cost	\$ 445,943.25	\$ 411,092.62	\$ (34,850.63)	
Vehicle Operating Cost	\$ 125,283.14	\$ 186,819.79	\$ 61,536.65	
Other Operating Cost	\$ 286,728.02	\$ 314,648.02	\$ 27,920.00	
Client Support Costs	\$ 392,760.67	\$ 416,535.46	\$ 23,774.79	
Unallowable	\$ 130,524.10	\$ 31,526.16	\$ (98,997.94)	
Consultant/Professional Services	\$ 7,263,818.50	\$ 8,070,018.22	\$ 806,199.72	This budget increase is due to increase physician time of \$500,000 in addition to increase costs of about \$275,000 for Inpatient beds for the last quarter of the year
Increase to Fund Balance	\$ -	\$ 1,747,393.98	\$ 1,747,393.98	excess of revenues over expenses
REVENUES:	\$ 30,872,290.04	\$ 36,271,969.39	\$ 5,399,679.35	
Local Funds	\$ 1,536,623.00	\$ 2,061,967.09	\$ 525,344.09	1. One-time funds from the County to assist with costs of Inpatient beds. \$196,000 2. Increase in the interest earnings \$380,000
Earned Income	\$ 3,737,552.44	\$ 4,528,401.24	\$ 790,848.80	1. Increase of IDD billing of \$253,000. 2. Increase in total billing for our Managed Care Contracts of \$460,000
State Funds - Allocated	\$ 14,598,398.88	\$ 14,598,398.88	\$ 0.00	
State Funds - Grant	\$ 2,929,125.53	\$ 2,998,045.73	\$ 68,920.20	
Federal Funds - Allocated	\$ 968,593.00	\$ 1,213,593.00	\$ 245,000.00	One-time receipt of Covid funds from HHSC for Substance Use Outpatient
Federal Funds - Grant	\$ 3,487,420.15	\$ 3,803,446.73	\$ 316,026.58	IDD - ARPA funds of \$105,000 and increase of covid funds related to Outpatient Expansion.
Federal Funds - Misc	\$ 340,003.00	\$ 468,116.72	\$ 128,113.72	
Federal Funds - DPP	\$ 999,998.44	\$ 1,200,000.00	\$ 200,001.56	Increase in projected receipt of DPP funding
Federal Funds - CCP	\$ 2,274,575.60	\$ 5,400,000.00	\$ 3,125,424.40	Increase in the receipt of funds for the initial cost report submitted in Nov. 2022

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
BANK ACCOUNT LISTING
FY 2024**

Revised: 08/01/2023

<u>Ledger #</u>	<u>Account Name</u>	<u>Account #</u>	<u>Bank Name & Address</u>	<u>Authorized Signatures</u>
1101.0001	Southern Brazoria CSC	4001008697	Texas Gulf Bank P.O. Box 1719 Angleton, TX 77516-1719	Felicia Jeffery Sarah Holt Rick Elizondo
1101.0002	Community Service Center of Northern Brazoria Co.	3001009380	Wells Fargo 2900 S. Gordon St. Alvin, TX 77511	Sarah Holt Rick Elizondo
1101.0003	Mainland Depository	359109	Moody National Bank 2302 Post Office Galveston, TX 77550	Sarah Holt Rick Elizondo
1101.0004	Depository Account	740062927	Frost National Bank P.O. Box 179 Galveston, TX 77553	Felcia Jeffery Sarah Holt Rick Elizondo
1101.0005	Payroll Account	740062943	Frost National Bank P.O. Box 179 Galveston, TX 77553	Sarah Holt Rick Elizondo Felcia Jeffery
1101.0006	General Operating Account	740062935	Frost National Bank P.O. Box 179 Galveston, TX 77553	Sarah Holt Rick Elizondo Felcia Jeffery Jamie Travis
1101.0013	Facility Management	740080144	Frost National Bank P.O. Box 179 Galveston, TX 77553	Sarah Holt Rick Elizondo Luis Diaz
1101.0014	TexPool	84141111	Texas Treasury Safekeeping	Weidong Lin

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.

			Trust Company P.O. Box 12608 Austin, TX 78711-2608	Rick Elizondo Sarah Holt
1101.0018	Legal Ease	596010024	Frost National Bank P.O. Box 179 Galveston, TX 77553	Sarah Holt Rick Elizondo
1101.0020	GPA - FSA	740094064	Frost National Bank P.O. Box 179 Galveston, TX 77553	Felcia Jeffery Sarah Holt Rick Elizondo Kathy Enochs
1101.0021	GPA - Group Health	740094056	Frost National Bank P.O. Box 179 Galveston, TX 77553	Felcia Jeffery Sarah Holt Rick Elizondo
1101.0023	General Depository Secondary	20227518	Texas First Bank 3232 Palmer Highway Texas City, TX 77592	Felcia Jeffery Sarah Holt Rick Elizondo

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.



RESOLUTION

Upon motion duly made and seconded, it was

RESOLVED

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

The above and foregoing is a true and correct copy of a portion of the minutes of the regular Board of Trustees' meeting of the Gulf Coast Center held July 26th. 2023.

Prepared and submitted by:

Rachel Griffitts
Secretary to the Board of Trustees



4444 West Main St
League City, TX
77573
409.763.2373

Toll Free- 1-800-643-0967
FAX 409.978-2401

www.GulfCoastCenter.org



Gulf Coast Center Authorized Signatures

Name

Title

- Board Members:

Jamie Travis

Caroline Rickaway

Vivian Renfro

- Center Staff:

Felicia Jeffery

Chief Executive Officer

Sarah Holt

Chief Nursing Officer

Rick Elizondo

Chief Financial Officer

Linda Bell

Chief Legal Officer

Devon Stanley

Chief Information Officer

As Approved on _____

Rachel Griffiths, Secretary to the Board of Trustees



4444 West Main St
League City, TX
77573
409.763.2373
Toll Free- 1-800-643-0967
FAX 409.978-2401
www.GulfCoastCenter.org



FY23 Holiday Calendar

HOLIDAY	DAY OBSERVED	DAY OF WEEK
Labor Day	9/4/2023	Monday
Thanksgiving	11/23/2023	Thursday
Day after Thanksgiving	11/24/2023	Friday
Christmas Day	12/25/2023	Monday
Day after Christmas	12/26/2023	Tuesday
New Year's Day	1/1/2024	Monday
Martin Luther King Jr. Day	1/15/2024	Monday
President's Day	2/19/2024	Monday
Good Friday	3/29/2024	Friday
Memorial Day	5/27/2024	Monday
Juneteenth	6/19/2024	Wednesday
Independence Day	7/4/2024	Thursday

The Gulf Coast Center

Employee Retention incentive Recommendation: July 26, 2023

	Scenario	> 1 year as of 7/31/2023 = \$4,000
		< 1 year as of 7/31/2023 = \$2,000
		PT and PRN are prorated based upon FT equivalent
	216 employees = \$4,000, 79 employees = \$2,000, 25 employees = prorated amt	
SALARY		\$1,035,160.00
FRINGE		\$186,328.80
	Total Cost	\$1,221,488.80
Use of Funds:		
IDD Funds-ARPA		\$105,000.00
SUD FY2022 Covid funds		\$245,000.00
DPP Funds		\$871,488.80
Net reduction of current Surplus		\$1,221,488.80

The current year to date surplus as of 6/30/2023 is \$1,715,224.00. With the current recommendation presented, the Center will still maintain a carry forward surplus added to fund balance of approximately \$1,000,000 even if the DPP reconciliation funds are not received prior to year-end.

Each additional \$500 will be a total increase to the Center of \$178,000.



MEMORANDUM

June 20, 2023

To: Board of Trustees

From: Sam Tingle, Asset Director

Re: Recommendation of Vendor Contracts

Approval is requested for the selection of vendors for the contracts for services as listed below. Public Notices for the Request for Proposals (RFPs) were posted over a two-week period in the following publications:

Galveston County Daily News

The Facts

The Alvin Sun & Advertiser

The attached information summarizes the vendors that responded with bid proposals. After review of each of the proposals, taking into consideration best value cost effectiveness and product/service availability and quality, the following recommendations are submitted for Board of Trustees consideration of approval:

Janitorial Services (Galveston County facilities)

Misty's Mystical Cleaning

Janitorial Services (Brazoria County facilities)

Quality Preparation and Custodial Services

Landscape and Lawncare services

JTL Property Services

Thank you for your consideration of these recommended vendors.

Sam Tingle