



NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

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

Wednesday, March 27, 2024, at 6:15 p.m.,

at the Southern Brazoria County Service Center (SBCSC),
101 Tigner, Angleton 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: March Board of Trustees File



"Better community healthcare promoting healthy living."

1. **Call To Order**Jamie Travis, Board Chair
 - a. Announcements and Introductions
2. **Citizens' Comments**
3. **Program Report:** Brazoria County Crisis Co-response Team Update..... Arielle Gray, Program Manager, Co-Response
4. **Board Member Reports**
 - a. Texas Council of Community Centers Jamie Travis, Board Chair
 - b. Texas Council Risk Management Fund.Mary Lou Flynn-Dupart, TCRMF Board Chair
5. **Operations Report:**..... Felicia Jeffery, CEO
 - a. Operational, Clinical, & Financial Excellence
 - b. Clinical Operations Dashboard
 - CCBHC Metrics
6. **Budget, Finance and Admin Reports**.....Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary (**Pg. 5-8**)
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 January 31, 2024 Board Minutes. (**Pg. 9-19**)
 - b. Review and approval of the January and February 2024 Check Registers.
8. **Action Items**.....Linda Bell, JD, BSN, RN
 - a. Consider approval of the Gulf Coast Center's **FY23 Corporate Compliance Annual Report** and board training. (**Pg. 20-24**)

- b. Consider approval of the CEO or her designee negotiating and entering into a contract with the successful respondent from the Invitation to Bid for a Comprehensive Community Needs Assessment.
- c. Consider approval of the 2024-2025 **Harris County Department of Education, Records Management** Fee Schedule Amendment reflecting a price increase in annual membership fee to \$7000.00 (increase of \$250). Due to the price increase in steel and corrugated supply boxes vendor the Centers rates will go up.
- d. Consider approval of the Resolution for the Office of the Governor - **Byrne Justice State Crisis Intervention grant submission** for a Gulf Coast Center Crisis Diversion Program for the Fiscal Year 2025. The Center is applying for Byrne funding specifically for the Galveston County Crisis Diversion Center first year of operations and a Brazoria County Crisis Diversion 10 bed unit. **(Pg. 25)**
- e. Consider approval of the new FY24 YES Waiver Provider Services Network Agreements with **Bridging Lives LLC** for an Out-of-home respite camp located in Harris County.
Term: March 1, 2024 – August 31, 2024
Amount not to exceed: \$35,804.00 (\$9.84/hr.)
- f. Consider ratification of the FY24 new agreement with **Southwest Key Programs, Inc.** to support the delivery of services in an evidence-based intensive family-and community-based treatment program known as Multisystemic Therapy® services to at-risk youth with intensive needs and their families.
Term: March 1, 2024 – August 31, 2024
Amount not to exceed: cost reimbursement \$656,444.00
- g. Consider ratification of FY24 renewal agreement with **TWG Investments, LTD dba The Wood Group** for crisis respite services located at 5825 E.F. Lowry Expressway, Texas City, TX 77591.
Amount not to exceed: \$406,736.00
Description: Community crisis respite services provide short-term, community-based residential, crisis treatment to persons who have no risk of harm to self or others and may have some functional impairment who require direct supervision and care but do not require hospitalization. This 10-bed facility has a recommended length of stay is 1-7 days.
- h. Consider ratification of the revised FY24 Agreement with **Bay Area Recovery Center** for substance use residential treatment services reflecting a rate increase in November 2023.

		TRA-INTENSIVE	TRA-SUPP
Rates 9/1/2023-10/31/2023		96.07	36.47
Rates 11/1/2023-08/31/2024		103.76	45.69
Bay Area Recovery Center	Original Amount	175,000.00	30,000.00
	Revised Agreement	154,000.00	71,000.00
BAY AREA	Final Contract Amount	329,000.00	101,000.00

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

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.

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
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
September 2024 TBA	Board Retreat	TBA	12:00pm
September 25, 2024	Board Meeting	MCSC	6:15pm
October 23, 2024	Board Meeting	SBCSC	6:15pm
December 11, 2024	Board Meeting	MCSC	6:15pm
January 22, 2025	Board Meeting	SBCSC	6:15pm
February 26, 2025	Board Meeting	MCSC	6:15pm
March 26, 2025	Board Meeting	SBCSC	6:15pm
April 23, 2025	Board Meeting	MCSC	6:15pm
May 28, 2025	Board Meeting	SBCSC	6:15pm
June 2025 TBA	TX Council Annual Conference	TBA	
July 23, 2025	Board Meeting	MCSC	6:15pm
August 27, 2025	Board Meeting	SBCSC	6:15pm
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

The Gulf Coast Center
FY2023 Monthly Board Financial Review

Unaudited as of 2/29/2024

Fiscal Year 2023 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/2023 (Audited)					\$ (11,444,499)
FY2023 Year-to-Date Reported Expense and Revenue Totals (Unaudited)					
	Expenditures	Operational	18,188,421		
		Non-Operational	-		
		Fund Balance	-	18,188,421	
	Revenues	Operational	18,426,756		
		Non-Operational	-	18,426,756	\$ (238,335)
Total General Fund Balance Year-to-Date (Unaudited)					\$ (11,682,834)
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 (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-fy2022 Expenditure		517,663.44		
	fy2023 Expenditure		-		
				(82,337)	(367,631)
Total General Fund Balance Year-to-Date (Unaudited)					\$ (11,682,834)
Unrestricted Use General Fund Balance (Unaudited)					\$ (11,315,203)

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The Gulf Coast Center

FY2024 Monthly Fund Balance Report

Unaudited as of 2/29/2024

Fiscal Year 2023 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/23 (Unaudited)..... \$(11,444,499)

FY2024 Monthly Reported Expense and Revenue Totals (Unaudited)

	September	October	November	December	January	February	March	April	May	June	July	August
<i>Operational Expenses:</i>	2,808,827	2,886,361	2,949,925	3,157,084	3,163,617	3,222,608						
<i>Non-Operational Expenses:</i>												
<i>Fund Balance Expenses:</i>	-											
<i>Total Expenses:</i>	2,808,827	2,886,361	2,949,925	3,157,084	3,163,617	3,222,608	-	-	-	-	-	-
<i>Operational Revenues:</i>	2,816,481	3,019,553	2,989,125	3,219,042	3,202,424	3,180,132						
<i>Non-Operational Revenues:</i>												
<i>Fund Balance Revenues:</i>												
<i>Total Revenues:</i>	2,816,481	3,019,553	2,989,125	3,219,042	3,202,424	3,180,132	-	-	-	-	-	-
<i>Net Increase/Decrease to Fund Balance</i>	7,654	133,193	39,199	61,958	38,807	(42,476)	-	-	-	-	-	-
<i>Total General Fund Balance:</i>	(11,452,153)	(11,585,345)	(11,624,545)	(11,686,503)	(11,725,309)	(11,682,834)	(11,682,834)	(11,682,834)	(11,682,834)	(11,682,834)	(11,682,834)	(11,682,834)
<i>Total Unrestricted Fund Balance</i>	(11,084,522)	(11,217,715)	(11,256,914)	(11,318,872)	(11,357,679)	(11,315,203)						(11,315,203)
<i>Total Restricted Fund Balance</i>	(367,631)	(367,631)	(367,631)	(367,631)	(367,631)	(367,631)	(367,631)	(367,631)	(367,631)	(367,631)	(367,631)	(367,631)
<i>Avg. Cost per day:</i>	93,628	93,364	95,001	100,102	97,816	100,489	85,794	75,159	87,841	88,847	89,309	94,252
DAYS OF OPERATION OF TOTAL FUND BALANCE	122	124	122	117	120	116	136	155	133	131	131	124
DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE	118	120	118	113	116	113	-	-	-	-	-	120
DAYS OF OPERATION OF RESTRICTED FUND BALANCE	4	4	4	4	4	4	4	5	4	4	4	4

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MONTHLY BOARD REPORT - FEBRUARY 2024

	<u>MONTHLY</u> <u>FY2024</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2024</u> <u>February</u>	<u>ANNUAL</u> <u>FY 2024</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2024</u> <u>February</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
EXPENSES						
Salary and Wages	\$1,388,119.89	\$1,440,749.29	\$16,657,438.97	\$8,082,982.19	48.5%	\$8,574,456.78
Fringe Benefits	\$485,592.34	\$526,177.38	\$5,827,107.67	\$3,032,774.04	52.1%	\$2,794,333.63
Travel	\$20,045.76	\$18,043.52	\$240,549.00	\$87,020.80	36.2%	\$153,528.20
Comsumables	\$37,883.36	\$37,416.29	\$454,601.16	\$184,309.45	40.5%	\$270,291.71
Pharmaceuticals/other	\$21,843.34	\$23,471.34	\$262,120.00	\$142,573.50	54.4%	\$119,546.50
Furniture/Equip/Computer>\$5000	\$4,959.45	\$6,581.94	\$59,513.00	\$33,757.08	56.7%	\$25,755.92
Furniture/Equip/Computer<\$5000	\$29,240.21	\$15,216.17	\$350,882.53	\$107,695.94	30.7%	\$243,186.59
Facility Costs:	\$31,603.97	\$42,600.57	\$379,248.00	\$216,203.67	57.0%	\$163,044.33
Utilities	\$14,439.57	\$14,769.42	\$173,275.31	\$92,825.65	53.6%	\$80,449.66
Communications:	\$36,297.69	\$35,016.91	\$435,573.04	\$214,898.10	49.3%	\$220,674.94
Insurance	\$46,490.35	\$43,705.43	\$557,885.12	\$262,593.42	47.1%	\$295,291.70
Vehicle Operating	\$15,418.16	\$13,379.45	\$185,017.69	\$75,283.50	40.7%	\$109,734.19
Other Operating	\$14,489.70	\$7,680.29	\$173,876.74	\$80,275.33	46.2%	\$93,601.41
Client Support Cost	\$42,302.94	\$43,343.54	\$507,635.30	\$227,997.27	44.9%	\$279,638.03
Unallowable Costs	\$2,567.79	\$2,902.60	\$30,813.59	\$14,276.80	46.3%	\$16,536.79
Consultant/Professional - External	\$18,416.66	\$14,163.00	\$221,000.00	\$67,013.00	30.3%	\$153,987.00
Other Organizations - Internal	\$11,416.67	\$7,440.00	\$137,000.00	\$55,620.00	40.6%	\$81,380.00
Other Organizations - External	\$831,338.41	\$816,948.92	\$9,976,060.82	\$4,812,017.23	48.2%	\$5,164,043.59
Other Organizations - Non-Clinical	\$81,238.19	\$113,001.49	\$974,858.55	\$398,304.24	40.9%	\$576,554.31
TOTAL EXPENSES:	<u>\$3,133,704.45</u>	<u>\$3,222,607.55</u>	<u>\$37,604,456.49</u>	<u>\$18,188,421.21</u>	<u>48.4%</u>	<u>\$19,416,035.28</u>

MONTHLY BOARD REPORT - FEBRUARY 2024

	<u>MONTHLY</u> <u>FY2024</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2024</u> <u>February</u>	<u>ANNUAL</u> <u>FY 2024</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2024</u> <u>February</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
<u>REVENUES</u>						
Brazoria County:	\$22,416.66	\$22,376.66	\$269,000.00	\$134,259.96	49.9%	\$134,740.04
Galveston County:	\$88,680.00	\$205,112.48	\$1,064,160.09	\$594,564.59	55.9%	\$469,595.50
Local Funds:	\$49,811.17	\$68,536.00	\$597,734.00	\$393,407.63	65.8%	\$204,326.37
Earned Income:	\$413,726.45	\$491,261.20	\$4,964,717.73	\$2,138,560.06	43.1%	\$2,826,157.67
State Funds Allocated:	\$1,538,673.39	\$1,235,652.13	\$18,464,080.76	\$8,378,687.79	45.4%	\$10,085,392.97
StateFunds Grants-Cost Reimb:	\$239,491.96	\$285,578.48	\$2,873,903.54	\$1,558,942.93	54.2%	\$1,314,960.61
Federal Funds - Allocated	\$80,716.07	\$80,716.07	\$968,593.00	\$484,296.42	50.0%	\$484,296.58
Federal Funds -Grants Cost Reimb:	\$254,874.03	\$281,838.74	\$3,058,487.93	\$1,842,585.27	60.2%	\$1,215,902.66
Federal Funds - Misc.:	\$33,048.33	\$46,793.19	\$396,579.88	\$277,851.44	70.1%	\$118,728.44
Federal Funds -DPP:	\$100,000.02	\$100,000.02	\$1,200,000.00	\$600,000.12	50.0%	\$599,999.88
Federal Funds - CCP	\$312,266.64	\$362,266.64	\$3,747,199.63	\$2,023,599.90	54.0%	\$1,723,599.73
Total Revenue	\$3,133,704.72	\$3,180,131.61	\$37,604,456.56	\$18,426,756.11	49.0%	\$19,177,700.45
EXCESS OF REVENUE OVER EXPENSES	\$0.27	(\$42,475.94)	\$0.07	\$238,334.90	██████████	(\$238,334.83)

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GULF COAST CENTER

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**MINUTES – Gulf Coast Center
Regular Meeting of the Board of Trustees
January 31st, 2024, 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, January 31st, 2024, at 6:15 p.m.

The following Board Members were present: Galveston County Commissioner Stephen Holmes, Vivian Renfrow, Chris Cahill, Jamie Travis, Brazoria County Sheriff Bo Stallman, Rick Price and Caroline Rickaway

The following Board Member(s) were absent: Mary Lou Flynn-Dupart-excused and Galveston County Sheriff Lt. Jaime Castro - excused

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

Announcement(s):

2. **Citizen's Comments:** Citizen John Anderson spoke to the Board of Trustees about his late wife Mary Alane. Mary Alane lost her life to suicide in late December. Mrs. Anderson was in services at Gulf Coast Center. Mr. Anderson talked about the importance of building trust with a counselor/psychiatrist. During the height of the Covid-19 epidemic Mrs. Anderson's counseling was moved to virtual. Meeting with a prescriber remotely made it harder for her to connect. Mrs. Anderson also had her prescriber changed. Mr. Anderson noted she would have to start all over each time with sharing about herself and building trust.
3. **Program Report:** Rebekah Scott, audit partner for Eide Bailly LLP gave a high-level report of the Gulf Coast Center's FY2023 Annual Financial and Compliance Audit. The Center has a healthy balance sheet. The total fund balance in the general fund balance was 15.3 million dollars. This is an increase from the prior



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year. Only a few Community Centers have had an increase in net at the end of the fiscal year. Rebekah reported that the audit found no disagreements, difficulties, compliance concerns and no findings. Rebekah expressed it is harder and harder to have a report with no findings. Rebekah said that the Texas Council is working with the State to change the Days of Operation recommendation due to the increased length of time it takes for the Centers to receive their funding. Currently the Center has 109 Days of Operation.

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 January 24th through the 26th.

b. Texas Council Risk Management Fund.....Mary Lou Flynn-Dupart TCRMF Board
Linda Bell, General Counsel stated the next meeting will take place on February 1st and 2nd, 2024.

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

a. Operational, Clinical, & Financial Excellence

Eleos, Felicia Jeffery, CEO shared one of Gulf Coast Center's goals last year was to increase service provision to greater than 50%. This means that direct care staff will spend at least 50% of their workday doing billable services. Gulf Coast Center fell short of that goal last year. A barrier to achieving this goal is the amount of time spent doing notes/documentation. Gulf Coast Center is working with Eleos on a three-year contract to relieve the burden on clinical staff to allow them to focus on the individuals they are serving and the quality of care they give. Eleos is a program that will automate notes that staff can use to build their documentation, reducing their administrative time. Eleos program is exclusively for mental health, but after discussions with staff, Eleos has agreed to use the Center as a pilot for IDD documentation.

Nave Consulting Group, Felicia Jeffery, CEO noted Gulf Coast Center would like to work with a marketing consultant, Nave Consulting Group to advise the Center on marketing strategies and campaigns, developing brand management strategies as well as 50th Anniversary Gala Planning/Execution, IDD Legislative Forum, IDD Legislative Strategy, IDD Needs Assessment, and GCC Brand Development.



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INCITE Consulting Services, Felicia Jeffery expressed to the Board of Trustees the need for grant support. Gulf Coast Center is working with INCITE Consulting Services to provide content expertise and project management support for development of grants strategy, reviewing Gulf Coast Center's existing grant portfolio and previous grant applications, and advising on future grants decision making and workflow.

TrackStar, Felicia Jeffery, CEO stated Gulf Coast Center's Human Resources department is recommending a platform called TrackStar to develop performance evaluations, goal track and other performance content.

b. Clinical Operations Dashboard

Felicia Jeffery, CEO presented the clinical operations dashboard. She noted the dashboard represents Gulf Coast Center's challenges.

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

a. Financial & Operational Monthly Report & YTD Summary

Rick Elizondo, CFO presented the Operational Report for January 2024. There is a total fund balance of \$11,686,503 (YTD), maintaining \$11,318,827 in unrestricted general fund balance and showing a fund balance of 117 days of operation, with 113 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 September 26, 2023 Board Minutes.

On a motion by Commissioner Stephen Holmes, seconded by Caroline Rickaway the board approved the September 26th, 2023 Board Minutes. The motion carried with all members voting in favor. There was no public comment.

b. Review and approval of the September, October, November and December 2023 Check Register



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On a motion by Commissioner Stephen Holmes, seconded by Caroline Rickaway the board approved the September, October, November and December 2023 Check Register. The motion carried with all members voting in favor. There was no public comment.

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

a. Consider approval of the FY23 Annual Financial and Compliance Audit.

On a motion by Vivian Renfrow, seconded by Rick Price, the board voted the approval of the FY23 Annual Financial and Compliance Audit. The motion carried with all members voting in favor. There was no public comment.

b. Consider appointing an alternate delegate to the Texas Council Board to substitute as necessary for the delegate.

On a motion by Commissioner Stephen Holmes, seconded by Caroline Rickaway, the board voted the approval of appointing Brazoria County Sheriff Bo Stallman as an alternate delegate to the Texas Council Board to substitute as necessary for the delegate. The motion carried with all members voting in favor. There was no public comment.

c. Consider approval of an increase in the Center’s mileage reimbursement rate from \$0.655 cents per mile to \$0.67 cents per mile retro to January 1, 2024 for any mileage incurred on or after this date.

On a motion by Rick Price, seconded by Vivian Renfrow, the board voted the approval of an increase in the Center’s mileage reimbursement rate from \$0.655 cents per mile to \$0.67 cents per mile retro to January 1, 2024 for any mileage incurred on or after this date. The motion carried with all members voting in favor. There was no public comment.

**d. Consider approval of the Resolution for the participation in the Texas Smartbuy Membership Program.
Cost: \$100 annually**

On a motion by Caroline Rickaway, seconded by Rick Price, the board voted the approval of the Resolution for the participation in the Texas Smartbuy



GULF COAST CENTER

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Membership Program. The motion carried with all members voting in favor. There was no public comment.

- e. **Consider approval of the new agreement with Nave Consulting Group to provide marketing consultation services, including but not limited to, advising the Center on marketing strategies and campaigns, developing brand management strategies as well as Gala Planning/Execution, IDD Legislative Forum, IDD Legislative Strategy, IDD Needs Assessment, and GCC Brand Development.**

**Term: February 1, 2024 – August 31, 2024 with a 1 year automatic renewal.
Reimbursement Rate: \$83/hr.**

On a motion by Caroline Rickaway, seconded by Commissioner Stephen Holmes the board voted the approval of the new agreement with Nave Consulting Group to provide marketing consultation services, including but not limited to, advising the Center on marketing strategies and campaigns, developing brand management strategies as well as Gala Planning/Execution, IDD Legislative Forum, IDD Legislative Strategy, IDD Needs Assessment, and GCC Brand Development. The motion carried with all members voting in favor. There was no public comment.

- f. **Consider the approval/ratification of the new agreement with INCITE Consulting Services to provide content expertise and project management support for development of a comprehensive grants strategy, reviewing Gulf Coast Center's existing grant portfolio and previous grant applications, and advising on future grants decision making and workflow.**

**Term: January 1, 2024 – June 30, 2024
Reimbursement: not to exceed \$36,600.**

On a motion by Caroline Rickaway, seconded by Chris Cahill, the board voted the approval/ratification of the new agreement with INCITE Consulting Services to provide content expertise and project management support for development of a comprehensive grants strategy, reviewing Gulf Coast Center's existing grant portfolio and previous grant applications, and advising on future grants decision making and workflow. The motion carried with all members voting in favor. There was no public comment.



GULF COAST CENTER

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- g. Consider approval of the new agreement with TrakStar for talent management platform software.**

Term: 3 year agreement

Cost: \$17,194 (1st year); \$16,194 (2nd and 3rd year)

On a motion by Chris Cahill, seconded by Vivian Renfrow, the board voted the approval of the new agreement with TrakStar for talent management platform software. The motion carried with all members voting in favor. There was no public comment.

- h. Consider ratification of the new Master Service Agreement with Eleos Health Inc. automation platform.**

Reimbursement: \$359,750 over 3 years

On a motion by Commissioner Stephen Holmes, seconded by Caroline Rickaway, the board voted the ratification of the new Master Service Agreement with Eleos Health Inc. automation platform. The motion carried with all members voting in favor. There was no public comment.

- i. Consider approval of Amendment #1 to the HHSC Mental Health First Aid (MHFA) contract #HHS001335500035. This contract allows for MHFA training to be provided to school personnel and law enforcement as a preventative measure to assist in early detection of children at risk of social-emotional disorders. The purpose of this amendment is to revise the Statement of Work (SOW) by updating requirements and templates for annual reporting of MHFA trainings. No change in contract funding.**

On a motion by Commissioner Stephen Holmes, seconded by Brazoria County Sheriff Bo Stallman, the board voted the approval of Amendment #1 to the HHSC Mental Health First Aid (MHFA) contract #HHS001335500035. The motion carried with all members voting in favor. There was no public comment.

- j. Consider approval of Amendment #4 to the HHSC Outreach, Screening, Assessment, and Referral (OSAR) contract #HHS000782500005. This contract describes the requirements for the provision of coordinated access to substance use and other community resources. The purpose of this contract amendment is to revise the Statement of Work (SOW) by updating requirements for service delivery, staff training, and QM**



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responsibilities for monitoring of subcontractors. No change in contract funding.

On a motion by Commissioner Stephen Holmes, seconded by Rick Price, the board voted the approval of Amendment #4 to the HHSC Outreach, Screening, Assessment, and Referral (OSAR) contract #HHS000782500005. The motion carried with all members voting in favor. There was no public comment.

- k. Consider approval of the new Memorandum of Understanding with Angleton Independent School District for the purpose of coordinating referrals, resources, skills training and case management services in order to assist youth at risk of placements or returning from placement who attend Angleton ISD.**

On a motion by Caroline Rickaway, seconded by Vivian Renfrow, the board voted the approval of the new Memorandum of Understanding with Angleton Independent School District for the purpose of coordinating referrals, resources, skills training and case management services in order to assist youth at risk of placements or returning from placement who attend Angleton ISD. The motion carried with all members voting in favor. There was no public comment.

- I. Consider approval of the below 3 Resolutions:**

Office of the Governor -VOCA Grant application for GCC Crime Victims Counseling for the Fiscal Year 2025

Office of the Governor - Juvenile Justice grant application for GCC Juvenile Justice Intervention for Fiscal Year 2025

Office of the Governor – Criminal Justice grant application for GCC Criminal Justice Intervention for Fiscal Year 2025

On a motion by Caroline Rickaway, seconded by Stephen Holmes, the board voted the approval of the 3 office of the governor resolutions; VOCA Grant application, Juvenile Justice grant application, and Criminal Justice grant application. The motion carried with all members voting in favor. There was no public comment.



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m. Consider approval of the new FY24 YES Waiver Provider Services Network Agreements with the six (6) below identified Providers:

- **Houston Empowering Minds Youth Services (HEMYS)**
- **Citrus Medical Inc.**
- **RecessAbility, Inc.**
- **Compelling Therapy Services, Inc.**
- **Meraki Music LLC.**
- **Cornerstone Family Resource Center**

Term: February 1, 2024- August 31, 2024

Reimbursement Rates:

Service	Unit	Rate
Community Living Support Services	15 min.	\$22.50 (or \$90/hr)
Specialized therapies including Recreation Therapy, Music Therapy and Art Therapy	15 min.	\$19.36 (or \$77.44/hr)
Specialized Nutritional Counseling	15 min.	\$13.82 (\$55.28/hr)
Employment Assistance	15 min.	\$4.89 (\$19.55/hr)
Family Supports	15 min.	\$4.69 (\$18.75/hr)
Non Medical Transportation		.55cents/mile
Paraprofessional Services	15 min.	\$4.61 (\$18.45/hr)
Supported Employment	15 min.	\$4.89 (\$19.55/hr)
Supportive Family Based Alternatives Family	Per day	\$69.25/day
Child Placing Agency	Per day	\$67.98/day

On a motion by Chris Cahill, seconded by Caroline Rickaway the board voted the approval of the new FY24 YES Waiver Provider Services Network Agreements with Houston Empowering Minds Youth Services (HEMYS), Citrus Medical Inc., RecessAbility, Inc., Compelling Therapy Services, Inc., Meraki Music LLC. And Cornerstone Family Resource Center. The motion carried with all members voting in favor. There was no public comment.

n. Consider ratification of the FY24 revenue agreement with Brazoria County Juvenile Justice Department for the Center to provide substance use treatment groups, individual counseling, and monthly progress reports.

Reimbursement Rates: treatment groups at \$80/hr., individual counseling at \$60/hr.



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On a motion by Commissioner Stephen Holmes, seconded by Caroline Rickaway, the board voted the ratification of the FY24 revenue agreement with Brazoria County Juvenile Justice Department for the Center to provide substance use treatment groups, individual counseling, and monthly progress reports. The motion carried with all members voting in favor. There was no public comment.

- o. Consider ratification of the new agreement with Donna Dean for certain consulting, technical assistance and training services in the area of Intellectual and Developmental Disability Services.**

Term: December 1, 2023 thru August 31, 2024

Reimbursement Rate: \$50/hr.

On a motion by Rick Price, seconded by Commissioner Stephen Holmes, the board voted the ratification of the new agreement with Donna Dean for certain consulting, technical assistance and training services in the area of Intellectual and Developmental Disability Services. The motion carried with all members voting in favor. There was no public comment.

- p. Consider ratification of the new collaborative agreement with St. Vincent's House to fund and operate a shared case management position serving an identified caseload of individuals who are referred by St. Vincent's House and who meet admission criteria for GCC.**

Term: October 1, 2023 – August 31, 2024

Reimbursement and Funding: GCC shall reimburse St. Vincent's House \$24,200/year. The funds for this collaboration will primarily be provided 75% by St. Vincent's House with remaining 25% associated costs provided by GCC. St. Vincent's House will provide \$72,600 (Base salary \$80,000 + 21% benefit burden) toward the funding of the shared position.

On a motion by Commissioner Stephen Holmes, seconded by Rick Price, the board voted the ratification of the new collaborative agreement with St. Vincent's House to fund and operate a shared case management position serving an identified caseload of individuals who are referred by St. Vincent's House and who meet admission criteria for GCC. The motion carried with all members voting in favor. There was no public comment.



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- q. Consider the ratification of the Facilities Use Agreement Amendment #2 with Coastal Health and Wellness establishing a monthly rental rate of \$3,600 from January 1, 2024 through August 31, 2024.

Description: The Center co-located with CHW paying a rental rate of \$1/month through December 31, 2023.

On a motion by Commissioner Stephen Holmes, seconded by Chris Cahill, the board voted the ratification of the Facilities Use Agreement Amendment #2 with Coastal Health and Wellness establishing a monthly rental rate of \$3,600 from January 1, 2024 through August 31, 2024. The motion carried with all members voting in favor. There was no public comment.

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

Pending or revised items are those items 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
January 31, 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.** None.



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- *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 7:39 p.m.**

There being no further business to bring before the Board of Trustees, the meeting was adjourned at 7:39 p.m.

Respectfully,

Rachel Griffiths

Rachel Griffiths
Secretary to the Board of Trustees

Approved as to Content and Form,

Jamie Travis

Jamie Travis
Board Vice Chair



Gulf Coast Center

Corporate Compliance Annual Report

Fiscal Year 2023

Submitted by:
Cindy Kegg, Corporate Compliance Officer
Gulf Coast Center
February 2024

Gulf Coast Center

Corporate Compliance Annual Report Fiscal Year 2023

Gulf Coast Center's Corporate Compliance Program was implemented in FY 2002 and definitively established the organization's commitment to honest and responsible conduct. With an emphasis on the highest level of professionalism and ethical standards, the Compliance Plan and Business Code of Conduct continue to be essential components of the Compliance Program and serve to reduce the organization's risk of improper or unlawful behavior. This report reflects key components of the Center's Compliance Program with corresponding activities of FY 2023, as well as comparison figures from FY 2002 through FY 2023 where indicated. The report also includes a summary of accomplishments from the Federal fiscal year (October 2022 – September 2023) as reported by the Office of Inspector General (OIG) and the Department of Justice (DOJ).

Corporate Compliance Training

Communicating the procedures, laws and expectations associated with compliance through ongoing training is not only essential to the success of a compliance program, but is one of the seven elements of an effective compliance program published by the OIG. This is reiterated in the *U.S. Department of Health and Human Services Office of the Inspector General Compliance Program Guidance, November 2023*, which states, *providing appropriate education and training is a vital component of an effective compliance program*. Therefore, as part of Gulf Coast Center's overall compliance strategy, the completion of annual compliance training is mandatory to help ensure that an acceptable level of knowledge is maintained throughout the organization.

During FY 2023, all staff who were required to complete training by 8/31/23 accomplished the task, thus meeting this operational key result at 100%. Training for new hires and existing staff was achieved utilizing the Corporate Compliance & Rights Protection video and post-test/final exam developed by the Compliance Officer and General Counsel. One hundred eighty-nine (189) staff completed the compliance training video during FY 2023 and eighty-three (83) eligible staff¹ opted to complete the *Corporate Compliance and Rights Protection Exemption Test* with a passing score of 80 percent or better. Confirmation of training/test completion is maintained by both Human Resources and the Compliance Officer.

Compliance Reports / Investigations

The Center's Compliance Officer investigated four (4) compliance concerns impacting four (4) individuals during FY 2023. The incidents were related to unauthorized disclosures: 1) a voicemail was left on the wrong person's answering machine; 2) an email was sent to an unintended recipient; 3) a client's medication was given to another client; 4) a form with client information was sent to another client.

¹ 1) have been employed with the Center at least 5 years (60 months); 2) have not been the subject of a compliance investigation; and 3) have not caused a payback of greater than \$50.

The following table denotes the number and type of reported compliance concerns investigated by the Compliance Officer since the initiation of the compliance program in FY 2002.

(Numbers in parenthesis represent incidents resulting in a refund. For example: 2 (1) reads 2 investigations, 1 of which resulted in a refund. Similarly, the *Medicaid Refund* column denotes in parenthesis the number of incidents responsible for the refund for that fiscal year).

FY	Confidentiality	Billing/ Documentation	Credentials	Fraud Allegations Unconf. / Conf.		Contract/ Other	TOTAL	Medicaid Refund
2002	0	2 (1)	2 (1)	0		2	6	\$9,821.31 (2)
2003	1	3 (1)	3 (1)	0		1	8	\$3,654.20 (2)
2004	11	2 (1)	0	3 (1)	1 (1)	0	17	\$15,437.36 (3)
2005	14	2	0		1 (1)	0	17	\$17,699.55 (1)
2006	8	3 (1)	0	1 (1)		0	12	\$12,471.46 (2)
2007	11	3 (2)	0	0		0	14	\$14,994.83 (2)
2008	5	0	0		2	0	7	(0)
2009	5	2	0		3 (3)	0	10	\$27,672.28 (3)
2010	4	0	0	3 (3)	1 (1)	0	8	\$22,168.46 (4)
2011	7	0	0	0		1	8	(0)
2012	22	2 (1)	0	1		1	26	\$46.76 (1)
2013	18	1	0		1 (1)	2	22	\$275.22 (1)
2014	22	0	0	0	0	0	22	(0)
2015	18	2	0	0	0	0	20	(0)
2016	111	1	0	0	0	0	112	\$2,585.28 (1)
2017	25	0	0	0	0	0	25	(0)
2018	18	0	0	0	0	0	18	(0)
2019	16	0	0	1	0	0	17	(0)
2020	4	0	0	0	0	0	4	(0)
2021	14	0	0	0	0	0	14	(0)
2022	2	0	0	0	0	0	2	(0)
2023	4	0	0	0	0	0	4	(0)
Total	340	23	5	9	9	7	393	\$126,826.71 (22)

Corporate Compliance Committee

The Corporate Compliance Committee meets regularly and continues to advise, assist and support the Compliance Officer in operating and monitoring the Compliance Program. The committee convened quarterly during FY 2023 with meetings on September 20, 2022; December 20, 2022; March 21, 2023; and June 20, 2023.

During FY 2023, the committee welcomed Chief Information (CIO) Officer Devon Stanley who filled the vacancy left by the former CIO.

Membership during FY 2023 included the following individuals and is reflective of the major service areas:

- Amy McMahan, Director of Behavioral Health Services, Brazoria County
- Casey Duty, Manager of Utilization Services
- Cindy Kegg, Corporate Compliance Officer
- Jerry Freshour, Director of Crisis & Community Outreach
- Kelsey Hoosier, Director of Human Resources
- Mary Mallini, Director of Reimbursement Services

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.

Melissa Hollman, Contract Manager/QM Supervisor
Devon Stanley, Chief Information Officer
Sandy Patterson, Director of Behavioral Health Services, Galveston County
Timothy Ornelas, IDD Crisis Intervention Specialist

In addition to addressing and responding to any specific concerns identified during the quarterly meetings, the committee routinely reviews the following:

- Compliance reports and incidents
- Compliance investigations
- Business Code of Conduct Violations
- Overpayments / refunds / fee collection
- Audit findings
- Quality Management activities
- Drug and alcohol testing!
- Licensure / website verifications / exclusion lists / background check issues
- HITECH Breach Notification issues
- The Compliance Plan, Compliance Procedures and Business Code of Conduct
- Risk and Compliance Annual Assessment
- MIS Security Risk Assessment

Fiscal Audit

The Center's annual Financial and Compliance Audit for the year ending August 31, 2023, was completed by Eide Bailley in January 2024. Per Chief Financial Officer Rick Elizondo, there were no Federal or State compliance findings. The audit was reviewed and approved by the Center's Board of Trustees at the January 31, 2024 Board Meeting.

Compliance – A Federal Perspective

On December 1, 2023, the Health and Human Services Office of Inspector General posted the OIG's Semi-Annual Report to Congress covering April 1, 2023 – September 30, 2023. The report highlighted the achievements of the 2023 Federal fiscal year (October 1, 2022 through September 30, 2023) and included the below accomplishments:

- nearly \$3.44 billion in expected recoveries resulting from HHS-OIG audits and investigations;
- 707 criminal enforcement actions against individuals or entities that engaged in crimes that affected HHS programs;
- exclusion of 2,112 individuals and entities; and
- civil actions against 746 individuals or entities which include false claims and unjust-enrichment lawsuits filed in Federal district court, civil monetary penalty settlements, and administrative recoveries related to provider self-disclosure matters.

On February 22, 2024, a press release from the *Office of Public Affairs* reported that the Department of Justice exceeded \$2.68 billion in False Claims Act settlements and judgments in the fiscal year ending Sept. 30, 2023. According to the release, recoveries since 1986, when Congress substantially

strengthened the civil False Claims Act, now total more than \$75 billion. Accomplishments highlighted in the DOJ report include:

- Of the more than \$2.68 billion in settlements and judgments, over \$1.8 billion involved the health care industry, including managed care providers, hospitals, pharmacies, laboratories, long-term acute care facilities, and physicians.
- Recoveries in fiscal year 2023 also reflect the department's focus on key enforcement priorities, including fraud in pandemic relief programs and alleged violations of cybersecurity requirements in government contracts and grants.
- The government and whistleblowers were a party to 543 settlements and judgements, the highest number of settlements and judgments in a single year.
- Whistleblowers filed 712 qui tam² suits with settlements and judgements exceeding \$2.3 billion. The government paid out over \$349 million to those who exposed fraud and false claims by filing these actions. The number of lawsuits has grown significantly since 1986, with an average of more than 13 new cases every week during fiscal year 2023.

Conclusion

Gulf Coast Center recognizes that a compliance program may not entirely eliminate improper activities. However, a firmly established and effectively communicated commitment to compliance serves to promote a *culture of compliance* within the organization and may significantly reduce and mitigate the risk of unlawful and unethical conduct. In the pursuit of operational excellence, the longstanding expectations set forth in the Compliance Plan and Business Code of Conduct continue to demonstrate the Center's earnest efforts to promote honest and responsible behavior. The Compliance Officer, Compliance Committee, General Counsel and Executive Leadership/Management will continue to work collaboratively to support and maintain a compliance strategy that effectively promotes the highest standards of professional conduct.

² Qui tam provisions of the False Claims Act allow private citizens to file suits alleging false claims on behalf of the government. If the United States prevails in the action, the whistleblower, known as a relator, receives up to 30 percent of the recovery.

**Gulf Coast Center Resolution for
Byrne Justice State Crisis Intervention Grant Submission**

WHEREAS, the Gulf Coast Center finds it in the best interest of the citizens of Galveston and Brazoria Counties that a Crisis Diversion Program be operated for Fiscal Year 2025; and

WHEREAS, the Gulf Coast Center agrees to provide, if applicable, matching funds for the said Crisis Diversion Program project as required by the funding source grant application; and

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

WHEREAS, the Gulf Coast Center (Governing Body) designates Felicia Jeffery, LPC, Chief Executive Officer 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 the Gulf Coast Center approves submission of the grant application for the Crisis Diversion Program to the Office of the Governor.

Signed by: *Jamie Travis*

Passed and Approved this 27th of March, 2024.

Grant Number: 5170601