



NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

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

Wednesday, October 23rd, 2024, at 6:15 p.m.,

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

THE GULF COAST CENTER
Regular Board of Trustees Meeting
Southern Brazoria Community Service Center
101 Tigner Rd, Angleton, TX 77591
Wednesday, October 23rd, 2024
6:15 pm



"Better community healthcare promoting healthy living."

- 1. Call To Order**Jamie Travis, Board Chair
 - a. Announcements and Introductions
- 2. Citizens' Comments**
- 3. Program Report:**
 - Contract Management and Approval Process.....Linda Bell, JD, BSN, RN, General Counsel
 - Yes Wavier UpdateLakenya Wade, Youth and Services Program Manager, Brazoria County
- 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 2024 Board of Trustees Election Ballot. **(Pg. 8-13)**
- 5. Operations Report:**.....Felicia Jeffery, CEO
 - a. Operational, Clinical, & Financial Excellence
 - Everything a board member should know/ CEO Highlights
 - b. Clinical Operations Dashboard
- 6. Budget, Finance and Admin Reports**.....Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary
- 7. Consent Agenda**.....Linda Bell, JD, BSN, RN **Consideration and Approval of Recommendations and Acceptance of Consent**

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.

Agenda Items. (Consent agenda items may be pulled from this consideration for individual action or presentation.)

- a. Review and approval of August 21st, 2024 Board Minutes. (Pg. 14)
- b. Review and approval of September 9th, 2024 Board Retreat Minutes. (Pg. 15-28)
- b. Review and approval of the August and September 2024 Check Registers.

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

- a. Consider approval of the FY2024 Budget Amendment. (Pg. 29-30)
- b. Consider approval of the FY 2025 Budget as presented at the Board Retreat. (Pg. 31-36)
- c. Approval of the FY 2025 Authorized Signature Listing. (Pg. 37-38)
- d. Approval of the FY 2025 Bank Account Listing (Pg. 39-40)
- e. The approval of the Fund balance resolution 2025-1 to add funds to the Reserved Capital outlay of \$389,154.00 (Pg. 41).
- f. Approval of the purchase of 3 vehicles, funding to be provided by the Coordinated Specialty Care grant. Amount to not exceed \$150,000.
- g. Consider approval of revisions made to the Board of Trustees' Application, Appointment, and Removal Procedure. (Pg. 42-69)
Description: The procedure was revised to add the following language required for CCBHC recertification. The added language: the County Commissioner's Courts will make every attempt to ensure at least 51% of board members must have lived experience of mental health or substance use disorders, or be family members of people with lived experience.
- h. Consider approval of HHSC Amendment #5 to the Outreach, Screening, Assessment, Referral (OSAR) contract #HHS000782500005. The OSAR program provides coordinated access to a continuum of substance use and other community services. This amendment provides FY25 funding with amount not to exceed of \$699,321. This amount is an increase of \$21,430 from FY24.
- i. Consider approval of the HHSC Community Mental Health Grant (CMHG) program #HHS001392500050. The CMHG grant will fund the Galveston County Clubhouse Project which is a member-run clubhouse providing peer support for individuals living with mental health challenges in Galveston County. Amount not to exceed \$363,508.
- j. Consider approval of the HHSC Prevention and Behavioral Health Promotion Grant #HHS001344700026 which will fund the Youth Prevention Universal Program (YPU). The purpose of this grant is to provide substance use prevention education and drug-free activities to school-aged youth and their families. Amount not to exceed \$1,250,000. Contract term 9/1/24-8/31/29.

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- k. Consider approval of the FY25-26 Gulf Coast Center Quality Management/Continuous Quality Improvement (QM/CQI) Plan. The former QM Plan was revised to include the center's new CQI process as well as a description of the QM department's risk stratification process for developing the annual audit schedule to meet HHSC and CCBHC plan requirements.
- l. Consider ratification of the FY25 renewal agreement with TWG Investments, **LTD dba The Wood Group** to provide crisis respite services.
Amount not to exceed: \$431,735.92 (\$25,000 increase)
Description: Since 2006 The Wood Group has provided crisis respite services at the Bayou House located in Texas City. They 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.
- m. Consider approval of the renewal consultant agreement with **3H Leadership Consulting** for leadership trainings, development and coaching completed by Dr. Julie C. Armstrong, DSL.
Term: September 1, 2024 - August 31, 2025;
Rate of reimbursement: A deposit in the amount of \$3,520, plus the flat fee of \$3,000 training; thereafter \$80.00/hr.
- n. Consider approval of the FY25 Mental Health First Aid Service Agreement with **Alyssa Hightower**, a certified instructor and/or trainer in Youth Mental Health First Aid (MHFA).
Reimbursement: \$40/hr (not to exceed \$320/day)
- o. Consider approval of the FY25 Mental Health First Aid Service Agreement with **Mental Health Advocacy Partners** for Law Enforcement MHFA trainings.
Reimbursement: \$45 per hour (not to exceed \$360/day)
Description: MHAP shall designate Celia Brannon, a certified instructor and/or trainer in Mental Health First Aid.
- p. Consider approval of the Interlocal Agreement with **Galveston College** setting forth a collaborative working agreement between the Center and Galveston College when a catastrophic event or disaster occurs.
- q. Consider approval of the FY25 Interlocal Agreement with the **Galveston County Clubhouse** to implement and provide a member-run community or Clubhouse that provides a restorative environment for people living with severe mental illness.
Reimbursement: actual monthly operational expenses not to exceed \$181,754 annually.
- r. Consider approval of the FY25 Interlocal Agreement with **Brazoria County** for the implementation the Brazoria County Crisis Co-Response (CCRT) Team, pairing Gulf Coast Center qualified mental health professionals with Brazoria County mental health deputies for co-response to crisis in the County jurisdiction. The CCRT team initiative is funded by a Rider 48 Mental Health Grant for Justice Involved Individuals (MHG-JI) Grant through the Health and Human Services Commission (HHSC) for fiscal years 2025 and 2026.
Amount not to exceed: \$140,000 annually

- s. Consider approval of the FY25 Interlocal Agreement with **City of Galveston, Texas** for the implementation the Compassionate Open Access to Services and Treatment (COAST) Team, pairing Gulf Coast Center qualified mental health professionals with Galveston police officers and emergency medical technicians for a multi-disciplinary response to crisis in the city jurisdiction. This COAST team initiative is funded by a Rider 48 Mental Health Grant for Justice Involved Individuals (MHG-JI) Grant through the Health and Human Services Commission (HHSC) for fiscal years 2025 and 2026
Amount not to exceed: \$440,280 annually

- t. Consider approval of the below FY25 renewal agreements with **SUN Behavioral Houston**:
 - 1. Hospital and Professional Agreement for Adult Inpatient Services: Guaranteed Beds (18 designated beds)
Rate: \$700/bedday **Not to exceed:** \$4,629,000.00
 - 2. Hospital and Professional Agreement for Private Psychiatric Beds (PPBs) for the purchase of 'overflow' beds for the occasion the Gulf Coast Center's designated unit is at capacity
Rate: \$750/bedday **Not to exceed:** \$500,000.00

- u. Consider approval of the new FY25 Hospital and Professional Services Agreement with **Medical Behavioral Hospital Of Clear Lake** for Private Psychiatric Beds (10 beds) to be used when the Center Guaranteed Beds/Unit is at capacity.
Rate: \$750/bedday **Not to exceed:** \$500,000.00

- v. Consider approval of the FY25 renewal Facility Use Agreement with **Coastal Health and Wellness** for use of space for the Galveston Island Community Service Center location at an amount not to exceed \$3,600/mo.

- w. Consider ratification of the renewal agreement with **THE UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON d/b/a UTMB Health** for inpatient physician/psychiatric services.
Amount not to exceed: \$449,050.00 plus Administrative fee of \$22,000 annually
Description: UTMB provides inpatient physician services in the Center's contracted inpatient unit located within SUN Behavioral Houston in Houston, TX

- x. Consider approval of the NEW FY25 IDD Non-Traditional Provider Network Agreement to be utilized for eligible providers meeting the Open Enrollment requirements for respite, in-home crisis respite, community support, Community First Choice Transportation, and/or Independent Living Skills (ILS) for nursing facilities to individuals with intellectual and developmental disabilities referred and receiving services from the Center.
Reimbursement rate of \$10/hr for base level respite; \$13/hr for community support services; \$18.00/hr for Independent Living Skills. No change from FY24.

- y. Consider approval of the NEW FY25 IDD Provider Services Family Agreement for the Voucher Respite Program to be utilized throughout the fiscal year.
Reimbursement rate: \$10-\$15/hr. No change from FY24.

z. Consider approval of the FY25 renewal agreement with **Donna Dean** for certain consulting, technical assistance and training services in the area of Intellectual and Developmental Disability Services.

Reimbursement Rate: \$50/hr.

aa. Consider approval of the FY25 renewal agreement with **Lifetime Homecare HCS, LLC.** to provide short-term (up to 14 calendar days) Crisis Respite for individuals with intellectual or developmental disabilities (IDD).

Reimbursement: retainer fee of \$2,000.00 to insure immediate bed space availability upon notice of a crisis; \$300/individual daily

bb. Consider approval of the new consultation agreement with **On-Demand Leadership** the awardee of the posted Strategic Planning Consultation RFP issued June 11, 2024.

Term: 6 month completion expectation **Amount not to exceed:** \$39,000

Description: The awardee will develop a Strategic Plan that reflects the current environment and anticipated future changes in the healthcare system in which GCC operates.

cc. Consider approval of the addendum to the master service agreement with **ELEOS Health Inc.** for the ELEOS Compliance (Verify) product.

Amount not to exceed: \$50,000/year

dd. Consider approval of the care coordination agreement with **Brazoria County Community Supervision and Corrections.**

ee. Consider approval of **Policy 15.13 SMART Program- Youth and Family SUD Services** which enumerates target key areas of prevention and intervention that will be carried out through multiple clinical activities, including individual and group counseling, case management, family counseling, community engagement, social media outreach, and forming a peer led stakeholder advisory council to assess and support the equitable use of community resources in an effort to improve mental health outcomes for children and families.

ff. Consider approval of the new agreement with **Ntact Builders** the procurement awardee for renovations and improvements at Northern Brazoria Community Service Center (NBCSC) including the roof, HVAC system, plumbing, electrical as well as interior and exterior improvements.

Amount not to exceed: \$822,750.62

Description: At the beginning of Summer procured for services and received one response with a potential conflict. A second procurement led to 5 interested individuals but only one successful response.

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

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.

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

Date	Event	Location	Time
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 25-27, 2025	TX Council Annual Conference	Sheraton Dallas Hotel, Dallas, TX	
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

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.

September 6, 2024

MEMORANDUM

To: Executive Directors
Member Centers, Texas Council Risk Management

Fund From: TCRMF Nominating Committee

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

The election process for Places 7, 8 and 9 will be finalized at the November 15, 2024, Annual Member Meeting of the Texas Council Risk Management Fund. Attached is the election ballot indicating the eligible candidates for this year's election.

The Nominating Committee has prepared the ballot for the upcoming election. Incumbents Dianne Hickey (Place 7), Dr. Reggie Hall (Place 8) and Jim Lykes (Place 9) are seeking re-election and are listed on the ballot. Brief bios are attached for the incumbents.

Please return the election ballot by email or mail so that it is received in the Fund's office **no later than October 31, 2024**. You may also vote in person at the Annual Member Meeting on November 15th.

If you have any questions, please call Jacey Garza- Raines at the Fund, either 512-970-8398 or email her at Jacey.garzaraines@sedgwick.com.

cc: TCRMF Board of Trustees
Advisory Committee
Pam Beach



BOARD OF TRUSTEES ELECTION BALLOT

At the November 15th Annual Member Meeting of the Texas Council Risk Management Fund, elections will be finalized to fill the positions of Trustees in Places 7, 8, and 9. Incumbents Dianne Hickey (Place 7), Dr. Reggie Hall (Place 8) and Jim Lykes (Place 9) are seeking re-election and are listed on the ballot. Brief bios are attached for the incumbents. Each Center may cast its votes by email (preferred), mail, in advance or in person at the Annual Member Meeting.

Please vote for one candidate for each of the three places.

	Mark Vote (“X”) In box below <u>(for THREE)</u>
Place 7	
Dianne Hickey	[]
Place 8	
Dr. Reggie Hall	[]
Place 9	
Jim Lykes	[]

I certify that the above represents the Board of Trustees Election Ballot of the below named Texas Council Risk Management Fund member and that I am duly authorized to execute and deliver this ballot on behalf of the Center.

Name of Community Center

Signature of Authorized Representative

Date

**PLEASE COMPLETE AND MAIL OR EMAIL THIS BALLOT
NO LATER THAN October 31, 2024, TO:**

TEXAS COUNCIL RISK MANAGEMENT FUND
P.O. Box 26655, Austin, Texas 78755-0655
Attention: Jacey Garza- Raines
Email: Jacey.garzaraines@sedgwick.com

September 9, 2024

Dianne Hickey

Since relocating to Flower Mound, TX over 24 years ago from Denville, NJ, I have been engaged in many charitable efforts. My husband Robert and I have an amazing IDD daughter Alyse. When I retired my goal was to do mostly charity work. I have been doing charity work for over 45 years.

It troubles me that there are so many IDD and MH children and adults, that need our help, that can't do everything for themselves, so my goal is to help as many as possible.

The organizations that I have worked with include CCA (Christian Community Action) as a volunteer for their Christmas program. My husband Robert, Alyse and I volunteered to work at the Christmas store and back to school programs. From that day on we volunteered at almost all of their events. Maureen, the Seasonal Volunteer Coordinator asked if I could help with thanking all the volunteers for their service, of course I said yes. That year we ordered over 450 denim shirts, which I embroidered with the CCA Logo. It became an event that was done every other year for many years. Several years ago, there wasn't anyone available to do the Christmas coordination program for CCA I took that on; it was an unbelievable experience for me.

The organizations that I have assisted include Ronald McDonald House, Cook Children's Hospital, Friends of the Family, Buckner Children's, CACDC, VOA (Volunteers of America) Denton MHMR, Denton YIHMR Guardianship program, Linus, DSSLC, North Texas Child advocacy, Meals on wheels, Health Services of North Texas. I was also appointed to the United Ways Behavioral Leadership Team.

I am on the Advisory Committee of HCS to help monitor their programs.

In 2020 I was honored with winning the Frank M. Adams Outstanding Volunteer Service Award from the Texas Council of Community Centers. My goal is to do as much as I can to help our community and speak for those that can't speak for themselves.

I have been appointed by the Denton County Commissioners to the Board of Trustees of Denton County MHMR. I am now the Chairperson of the Finance Committee and Chairperson of the Board of Trustees for Denton County MHMR. I worked with the IRS to have them change a letter ruling that had negative consequences for our FLS and HCS programs. I am pleased to say that I was successful and the IRS Re wrote the letter ruling in our favor.

When the opportunity came up to be on the Board of Trustees for the Texas Council Risk Management Fund, I knew I could make a difference.

I am presently on the TCRMF Board of Trustees, Place 7. I originally was appointed to the Underwriting Committee and was then quickly asked to join the Finance Committee. I would like to remain on the Finance Committee and would like to have another term with TCRMF, I have so enjoyed working with the team. Thank you for considering me for this position.

Diane Hickey

Dr. Reggie Hall

Tarleton State University Associate Professor Management (254)968-9654 rhall@tarleton.edu

Professional Positions

Department Chairperson, Department. (January 2023 - August 31, 2023).

Department Chairperson, Department, approximately 2000 hours spent per year. (September 1, 2018 - September 1, 2020).

Coordinator, University, approximately 500 hours spent per year. (August 28, 2012 - May 31, 2016).

Education

EDD, Tarleton State University, 2014. Major: Educational Leadership Dissertation Title: "Factors Contributing to the Persistence of African American and Hispanic Undergraduate Males Enrolled at a Regional Texas university"

MS, Tarleton State University, 2002. Major: Human Resources

Management BBA, Tarleton State University, 2000. Major: Marketing

Licensures and Certifications

Certification of Credentials, Tarleton State University. (2019 - Present).

SHRM-CP, Society of Human Resource Management. (January 10, 2015 - January 1, 2025).

ACUE Certification, ACUE- Effective Teaching Practices. (September 1, 2021 - May 1, 2022).

Professional in Human Resources Certification, Society for Human Resource Management. (January 7, 2005 - January 31, 2017).

Professional Service

Board of Directors of a Company, Texas Council Risk Management Fund, Austin, Texas. (August 1, 2022 - August 1, 2025).

Board of Advisors of a Company, Pecan Valley Community Centers for Behavioral and Developmental Healthcare, Granbury, Texas. (October 1, 2020 - October 1, 2023).

Judge- Served as a judge reviewing business plans for local entrepreneurs, Entrepreneurs of Erath Business Plan Competition, Stephenville, TX. (April 28, 2022).

Committee Member, Cross Timbers Human Resource Management Association, Stephenville, Texas. (January 2004 - May 2013).

JAMES R. LYKES

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

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

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

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

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

Lykes joined The Harris Center for Mental Health and IDD Board of Trustees in 2019 and Chairs the Governance Committee. Lykes joined the Texas Council Risk Management Fund Board of Trustees in 2020. Lykes also serves on numerous other Boards for charitable organizations in the Houston area, including the Harris Center Foundation, The Bryan Museum and Project 375.

THE GULF COAST CENTER
Board of Trustees Retreat Minutes
September 9, 2024

"Better community healthcare promoting healthy living."

Jamie Travis, Chair of the Board of Trustees of the Gulf Coast Center called the annual Board of Trustees Retreat to order at 1:17 pm on September 9, 2024. The following board members were present: Jamie Travis, Caroline Rickaway, Vivian Renfrow, Lt. Jaime Castro, Sheriff Bo Stallman, Chris Cahill and Commissioner Stephen Holmes. The following board members were absent: Mary Lou Flynn-Dupart (excused). Staff present were Felicia Jeffery, CEO; Rick Elizondo, CFO; Sarah Holt, CNO; Devon Stanley, CIO, Dr. Renee Valdez, CMO, Melissa Krauss and Rachel Griffiths.

Reports given:

- Review of FY24 Center Report, Felicia Jeffery, CEO
- Review of FY25 CEO Dashboard & Expanded View of Operation Statement, Felicia Jeffery, CEO was deferred to the 9/25/24
- CEO Center Vision, Felicia Jeffery, CEO
- FY25 Budget Workshop, Rick Elizondo, CFO

At 3:15 pm the Board went into CLOSED/EXECUTIVE SESSION: IN ACCORDANCE WITH TEXAS GOVERNMENT CODE CHAPTER 551.074 (a) (1) SECTION: 551.074 PERSONNEL MATTERS to discuss and deliberate on the performance evaluation of the Chief Executive Officer.

The Board conducted the annual evaluation of Felicia Jeffery, CEO using the reports presented in open session, in addition to the Board of Trustees Appraisal tool.

At 5:30 pm the Board reconvened in Open Session.

There being no further business to bring before the Board of Trustees; the meeting was adjourned at 5:30 pm.

Respectfully,



Jamie Travis, Chair



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**MINUTES – Gulf Coast Center
Regular Meeting of the Board of Trustees
August 21, 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, August 21st, 2024, at 6:19 p.m.

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

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

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

Announcement(s):

- Jamie Travis, Board of Trustees Chair, announced board member Rick Price has submitted his resignation to the board. Jamie formally thanked Rick for his dedication to the board.
- Felicia Jeffery, CEO recognized Deinisha Tryals for being selected as the recipient of the statewide 2024 Texas Homeless Network (THN) Award for Outstanding Service Provider. Deinisha was recognized for her dedication and hard work in the last six months to significantly improve the Coordinated Entry (CE) system in Galveston. Her efforts in recruiting and training new partner agencies have expanded the local CE system from 2 to 7 participating agencies, which has greatly enhanced the support available to unhoused neighbors in our community.



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2. Citizen's Comments: None

1. **Program Report:** Christina Moore, Youth & Family Services SUD Counselor and Program Manager provided an update on the Youth SUD services in Brazoria and Galveston County. Gulf Coast Center's Youth SUD program provides outreach screening and referrals through OSAR, education and training, school-based services, office-based services and juvenile justice services. Christina explained GCC is providing SUD services in Brazosport ISD, Clear Creek ISD, Texas City ISD, Sante Fe ISD, Dickinson ISD and the Brazoria County Juvenile Justice Department. Christina noted the focus for expansion of youth SUD services is prevention services, community events, partnering with additional ISDs and Juvenile Justice. She explained Gulf Coast Center specifically is hoping to partner with Angleton ISD, Alvin ISD and Galveston County Juvenile Justice Department. Brazoria County Sheriff Bo Stallman asked what the barriers are to getting into school districts like Alvin and Angleton and if there was anything members of the board of Trustees can do to help? Christina answered the challenge is getting a Memorandum of Understanding (MOU) through the school board. An MOU is needed for Gulf Coast Center to provide services. Sheriff Bo Stallman volunteered to help communicate the value of youth SUD services. Caroline Rickaway asked if a board member were to speak to someone in the community about Youth SUD services where should they direct them? Christina asked the secretary to the board of Trustees, Rachel Griffiths to send the board members the Youth SUD service flyer and her contact information. Jamie Travis asked if that flyer would have the correct terminology to communicate with school district members? Christina answered yes.

FY23 Program Enrollments:

Anchor Point Location - 27

Boat House Location - 5

Dickinson ISD – 6



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FY24 Program Enrollments:

- Anchor Point Location - 53
- Boat House Location - 22
- Brazosport ISD - 29
- Clear Creek ISD - 12
- Dickinson ISD - 28
- Santa Fe ISD - 16
- Texas City ISD SUD - 18

2. Board Member Reports:

- a. Texas Council of Community Centers.....**Jamie Travis Board Chair
 Jamie Travis, Chair stated the Texas Council had an Executive Directors and Board meeting last week. The Texas Council board approved the annual budget. Jamie called the board members' attention to a document from the Texas Council called Things Every Board Member Should Be Talking About at Home.
- b. Texas Council Risk Management Fund.....**Mary Lou Flynn-Dupart TCRMF Board
 Linda Bell, General Council stated the Texas Council Risk Management Fund had a meeting on August 2nd. There was nothing to report.

3. Operations Report.....Felicia Jeffery, CEO

- a. Operational, Clinical, & Financial Excellence**
 - Everything a board member should know/ CEO Highlights
 Felicia Jeffery, CEO presented her CEO Highlights document.

IDD Crisis Conference

On July 23rd, Felicia Attended the IDD Crisis Conference in Conroe, TX. Jamie Travis, GCC Board Chair, Devon Stanley, GCC Chief Information Officer and Jamie White, GCC Director of IDD Services participated on a legislative focused panel. The panel discussion included historic information on IDD Services, along with the present crisis faced by service providers, the impact of long interest lists on the lives of families and individuals in desperate need of services and strategies for change. Strategies included educating legislators in local areas by family members and individuals using



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storytelling, the IDD Hackathon and other means of distinct topics of importance provided to legislators.

- **Board of Trustees Retreat**

Felicia Jeffery, CEO asked the board what they would like to cover during the September 9th board meeting.

Jamie Travis noted the board would like to hear the highlights and the challenges from the last year and the plan for the next year.

- b. Clinical Operations Dashboard**

Felicia Jeffery, CEO noted a few highlights from the CEO dashboard. GCC is ending with a positive budget margin in FY24. The budget revenue baseline goal to increase our budget by 10% has not been met by 4%. However, in fiscal year FY23 GCC set a goal to increase revenue by 10%. GCC met that goal and ended up increasing the budget by 20%. The FY24 goal was an additional 10% on top of that 20%.

Community Resource Centers

Felicia Jeffery, CEO shared Gulf Coast Center’s plans to the build two community resource centers on existing property Gulf Coast Center owns. One center would be in Brazoria County and one would be in Galveston County. These centers would bring all of our services under one roof. GCC is currently in the stage of finding funding for these structures.

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

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

Rick Elizondo, CFO presented the Operational Report for July 2024. There is a total fund balance of \$12,677,491 (YTD), maintaining \$11,809,861 in unrestricted general fund balance and showing a fund balance of 121 days of operation, with 113 unrestricted days of operation.



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5. **Consent Agenda**.....Linda Bell, JD, BSN, RN
Consideration and Approval of Recommendations and Acceptance of Consent Agenda Items. (*Consent agenda items may be pulled from this consideration for individual action or presentation.*)

a. **Review and approval of July 24th, 2024 Board Minutes.**

On a motion by Galveston County Commissioner Stephen Holmes, seconded by Caroline Rickaway the board approved the July 24th, 2024 Board Minutes. The motion carried with all members voting in favor. There was no public comment.

b. **Review and approval of the July 2024 Check Register**

On a motion by Galveston County Commissioner Stephen Holmes, seconded by Caroline Rickaway the board approved the July 2024 Check Register. The motion carried with all members voting in favor. There was no public comment.

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

a. **Consider approval of Amendment #5 to the HHSC (COPSD) contract #HHS000663700064. COPSD services emphasize integrated treatment for individuals diagnosed with both mental health and substance use disorders. This amendment increases the amount of the contract by \$200k for FY24-25.**

On a motion by Caroline Rickaway, seconded by Galveston County Commissioner Stephen Holmes, the board voted the approval of Amendment #5 to the HHSC (COPSD) contract #HHS000663700064. COPSD services emphasize integrated treatment for individuals diagnosed with both mental health and substance use disorders. This amendment increases the amount of the contract by \$200k for FY24-25. The motion carried with all members voting in favor. There was no public comment.



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- b. Consider approval of Amendment #2 to the HHSC IDD Performance contract #HHS001333300035. This amendment provides funding for general revenue services, permanency planning, crisis intervention and respite, and enhanced community coordination services. Amount of FY25 funding is \$2,259,368.36 which is unchanged from amendment #1.**

On a motion by Galveston County Commissioner Stephen Holmes, seconded by Chris Cahill the board voted the approval of Amendment #2 to the HHSC IDD Performance contract #HHS001333300035. This amendment provides funding for general revenue services, permanency planning, crisis intervention and respite, and enhanced community coordination services. Amount of FY25 funding is \$2,259,368.36 which is unchanged from amendment #1. The motion carried with all members voting in favor. There was no public comment.

- c. Consider approval of the Supporting Mental Health and Resiliency in Texas (SMART) Innovation Grant #HHS001513400006. The purpose of this grant is the promote identification of potential mental health needs and improve access to early intervention and treatment for children and families through community-based initiatives. Amount not to exceed \$516,376.67 through 8/31/25.**

On a motion by Caroline Rickaway, seconded by Galveston County Commissioner Stephen Holmes, the board voted the approval of the Supporting Mental Health and Resiliency in Texas (SMART) Innovation Grant #HHS001513400006. The purpose of this grant is the promote identification of potential mental health needs and improve access to early intervention and treatment for children and families through community-based initiatives. Amount not to exceed \$516,376.67 through 8/31/25. The motion carried with all members voting in favor. There was no public comment.

- d. Consider approval of Policy 4.5 Collaborative Documentation wherein all Center staff will be required to document services during the provision of services using the collaborative documentation model.**



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On a motion by Caroline Rickaway, seconded by Galveston County Commissioner Stephen Holmes, the board voted the approval of Policy 4.5 Collaborative Documentation wherein all Center staff will be required to document services during the provision of services using the collaborative documentation model. The motion carried with all members voting in favor. There was no public comment.

- e. **Consider approval of the services contract with Relevant Reporting who shall provide application development, software implementation, design, analysis and support. This is in conjunction with 29 other Community Centers to assist in cost reporting efficiencies. The Center portion is to not exceed \$23,900.**

On a motion by Caroline Rickaway, seconded by Chris Cahill the board voted the approval of the services contract with Relevant Reporting who shall provide application development, software implementation, design, analysis and support. This is in conjunction with 29 other Community Centers to assist in cost reporting efficiencies. The Center portion is to not exceed \$23,900. The motion carried with all members voting in favor. There was no public comment.

- f. **Consider approval of the upgrade agreement with Availity which provides Comprehensive Payer List EDI Clearinghouse Services. Reimbursement: \$400/month**

On a motion by Caroline Rickaway, seconded by Chris Cahill, the board voted the approval of the upgrade agreement with Availity which provides Comprehensive Payer List EDI Clearinghouse Services. The motion carried with all members voting in favor. There was no public comment.

- g. **Consider ratification of the Interlocal Agreement with the Burke Center for use and allocation of the Center's Private Psychiatric Beds (PPB)Funding.
Term: August 1, 2024 – August 31, 2024
Amount not to exceed: \$150,000.00**



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On a motion by Caroline Rickaway, seconded by Galveston County Commissioner Stephen Holmes, the board voted the ratification of the Interlocal Agreement with the Burke Center for use and allocation of the Center's Private Psychiatric Beds (PPB) Funding. The motion carried with all members voting in favor. There was no public comment.

- h. Consider ratification of the FY24 Amendment to the Hospital and Professional Agreement with Sun Behavioral Houston increasing the reimbursement allocation for the Center's designated inpatient unit of 10 beds. This amendment shall increase reimbursement rate to \$735/bed day (increase of \$35).**

Term: June 1, 2024 – August 31, 2024

Amount not to exceed: \$32,200

On a motion by Caroline Rickaway, seconded by Gaveston County Commissioner Stephen Holmes, the board voted the ratification of the FY24 Amendment to the Hospital and Professional Agreement with Sun Behavioral Houston increasing the reimbursement allocation for the Center's designated inpatient unit of 10 beds. This amendment shall increase reimbursement rate to \$735/bed day (increase of \$35). The motion carried with all members voting in favor. There was no public comment.

- i. Consider ratification of the Interlocal Agreement with Alvin Community College setting forth a collaborative working agreement between the Center and ACC when a catastrophic event or disaster occurs.**

On a motion by Chris Cahill, seconded by Galveston County Commissioner Stephen Holmes, the board voted the ratification of the Interlocal Agreement with Alvin Community College setting forth a collaborative working agreement between the Center and ACC when a catastrophic event or disaster occurs. The motion carried with all members voting in favor. There was no public comment.

- j. Consider approval of the Memorandum of Understandings for Care Coordination with the below identified entities:**



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1. **Ann & Agnes Healthcare Solutions Agency, LLC.**
2. **The University of Texas Medical Branch at Galveston d/b/a UTMB Health**
3. **Voyages of Sugar Land, LLC**

On a motion by Caroline Rickaway, seconded by Chris Cahill, the board voted the approval of the Memorandum of Understandings for Care Coordination with the below identified entities: Ann & Agnes Healthcare Solutions Agency, LLC, The University of Texas Medical Branch at Galveston d/b/a UTMB Health, Voyages of Sugar Land, LLC. The motion carried with all members voting in favor. There was no public comment.

k. Consider approval of the FY25 revenue agreements with Brazoria County Juvenile Justice Department for the below identified provisions of service:

1. **MH assessments, recommendations, and coordination of services on an as needed basis. Reimbursement: amount not to exceed \$900 monthly (\$300 paid to GCC for each MH assessment completed); no change from FY24.**
2. **substance use treatment groups, individual counseling, and monthly progress reports. Reimbursement: treatment groups at \$80/hr., individual counseling at \$60/hr., \$60/assessment; no change from FY24.**

On a motion by Galveston County Commissioner Stephen Holmes, seconded by Caroline Rickaway, the board voted the approval of the FY25 revenue agreements with Brazoria County Juvenile Justice Department for the below identified provisions of service: MH assessments, recommendations, and coordination of services on an as needed basis. Reimbursement: amount not to exceed \$900 monthly (\$300 paid to GCC for each MH assessment completed); no change from FY24. Substance use treatment groups, individual counseling, and monthly progress reports. Reimbursement: treatment groups at \$80/hr., individual counseling at \$60/hr., \$60/assessment; no change from FY24. The motion carried with all members voting in favor. There was no public comment.



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- I. **Consider ratification of the FY25 renewal 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: September 1, 2024 – August 31, 2025

Amount not to exceed: cost reimbursement \$656,444.00 (no change)

On a motion by Caroline Rickaway, seconded by Galveston County Commissioner Stephen Holmes, the board voted the ratification of the FY25 renewal 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. The motion carried with all members voting in favor. There was no public comment.

- m. **Consider approval of the FY25 renewal agreements for the below**

Providers of substance use residential treatment services:

Description: Residential treatment services for substance use disorders provided in licensed facilities where people live for a specific period of time. Treatment includes counseling, case management, education and skills training. Intensive residential treatment provides at least 30 hours of intensive services per week. Supportive residential services are delivered at least six hours per week. Recipients stay at a licensed treatment center but are allowed to leave and seek employment or job training. Treatment includes counseling, case management, education and skills training.

On a motion by Chris Cahill, seconded by Galveston County Commissioner Stephen Holmes, the board voted the approval of the FY25 renewal agreements for the below Providers of substance use residential treatment services. The motion carried with all members voting in favor. There was no public comment.



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	TRA-INTENSIVE	TRA-SUPPORTIVE
2025 Rate of Reimbursement	\$103.76	\$45.69
Alcohol/Drug Abuse Women’s Center, Inc	\$275,000 \$318,750	\$40,000 \$53,125
BARC Medically Indigent Care	\$175,000 \$318,750	\$30,000 \$53,125
ADAPT ((Brazos Place)	\$175,000 -0-	\$30,000 -0-

n. Consider approval of the FY25 YES Waiver Provider Services Network Agreements with the six (6) below identified Providers:

1. Bridging Lives, LLC.
2. Quality of Care
3. Citrus Medical Inc.
4. Compelling Therapy Services, Inc.
5. Meraki Music LLC.
6. Cornerstone Family Resource Center

Term: September 1, 2024- August 31, 2025

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



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On a motion by Galveston County Commissioner Stephen Holmes, seconded by Caroline Rickaway, the board voted the approval of the FY25 YES Waiver Provider Services Network Agreements with the six (6) identified Providers: Bridging Lives, LLC, Quality of Care, Citrus Medical Inc., Compelling Therapy Services, INC., Maraki Music LLC., Cornerstone Family Resource Center. The motion carried with all members voting in favor. There was no public comment.

o. Consider approval of the indicated below awardees of the FY25 Facility Services and Asset Management procurements:

1. **DW Automotive Details** for vehicle cleaning in Brazoria County: amount not to exceed \$30.00/Sedan; \$40.00/Van
2. **Glass and Glazing, Inc.** for vehicle cleaning in Galveston County: amount not to exceed \$35.00/Sedan; \$50.00/Van
3. **Killum Pest Control, Inc.** for pest control service: amount not to exceed \$9,234.00
4. **Misty's Mystical Cleaning Services** for janitorial, floor and upholstery cleaning: amount not to exceed \$81,600.00
5. **5 Star Auto** for vehicle maintenance services: amount not to exceed Labor - \$110.00/Hr.

On a motion by Caroline Rickaway, seconded by Chris Cahill, the board voted the approval of the listed awardees of the FY25 Facility Services and Asset Management procurements: DW Automotive Details, Glass and Glazing, Inc., Killum Pest Control, Inc., Misty's Mystical Cleaning Services, and 5 Star Auto. The motion carried with all members voting in favor. There was no public comment.

p. Consider approval of the recommendations for the Gulf Coast Center Board of Trustees' Officer Positions as presented by the Board of Trustees Nominating Committee.

Caroline Rickway presented the nominations from the Board of Trustees Nominating Committee. The committee recommendations are as follows: Jamie Travis, Chair, Galveston County Commissioner Stephen Holmes, Vice Chair, Brazoria County Sheriff Bo Stallman, Secretary, and Vivian Renfrow, Treasurer. The motion carried with all members voting in favor. There was no public comment.



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7. 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. FY25 Benefit Plan Coverage: Stop Loss Update.

Rick Elizondo, CFO stated we will receive a \$50,000 savings on stop loss coverage in FY25.

8. Calendar.....Jamie Travis, Board Chair

Date	Event	Location	Time
August 21, 2024	Board Meeting	SBCSC	6:15 PM
September 9, 2024	Board Retreat	COM	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 25-27, 2025	TX Council Annual Conference	Sheraton Dallas Hotel, Dallas, TX	
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			

9. 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.*



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10. Adjourn

There being no further business to bring before the Board of Trustees, the meeting was adjourned at 8:08 p.m.

Respectfully,

Rachel Griffiths

Approved as to Content and Form,

Jamie Travis

Rachel Griffiths
Secretary to the Board of Trustees

Jamie Travis
Board Chair



	FY 2024 INITIAL BUDGET	FY 2024 - BUDGET AMENDMENT	FY 2024 REVISED BUDGET	NOTES
EXPENSES:	\$ 37,604,456.49	\$ 4,099,969.86	\$ 41,704,426.35	
A-SALARY AND WAGES	\$ 16,581,667.71	\$ 1,641,509.02	\$ 18,223,176.73	The increase in expenses is related to the approved Incentives approved by the board at the July 2024 meeting
B-FRINGE BENEFITS	\$ 5,827,107.67	\$ 404,642.89	\$ 6,231,750.56	Increase is related to the Incentives and the costs associated with the health insurance premiums
C-TRAVEL	\$ 240,549.00	\$ (23,944.58)	\$ 216,604.42	
D-CONSUMABLE SUPPLIES	\$ 454,601.16	\$ (65,298.66)	\$ 389,302.50	
E-PHARMACEUTICALS	\$ 262,120.00	\$ 104,035.30	\$ 366,155.30	Increase in the cost of medications purchased for clients
F-CAPITAL OUTLAY	\$ 59,513.00	\$ 37,885.28	\$ 97,398.28	
G-FURN/EQUIP/COMPUTER < \$5000	\$ 350,882.53	\$ (1,448.07)	\$ 349,434.46	
H-FACILITY COSTS	\$ 379,248.00	\$ 100,103.20	\$ 479,351.20	Overall cost increase in building maintenance
I-UTILITIES	\$ 173,275.31	\$ (14,423.73)	\$ 158,851.58	
J-TELEPHONE	\$ 435,573.04	\$ 35,544.53	\$ 471,117.57	
K-INSURANCE COST	\$ 557,885.12	\$ (2,327.46)	\$ 555,557.66	
L-VEHICLE OPERATING COST	\$ 185,017.69	\$ 20,671.15	\$ 205,688.84	
M-OTHER OPERATING COST	\$ 249,648.00	\$ 226,045.83	\$ 475,693.83	Cost increase to the use of temporary agencies and software licensing
N-CLIENT SUPPORT COSTS	\$ 507,635.30	\$ (7,276.60)	\$ 500,358.70	
O-UNALLOWABLE	\$ 30,813.59	\$ 65,246.26	\$ 96,059.85	
CONSULTANT/PROFESSIONAL SERVICES	\$ 11,308,919.37	\$ 1,579,005.50	\$ 12,887,924.87	The budget increase is due to 1. SUD Residential payments to contractors of \$330,000 2. Staff Development consultant increase of \$225,000. 3. Cost of Tele docs through ETBHN of \$566,000. 4)Contract bed increase due to funds for PPB of \$667,000.
REVENUES:	\$ 37,604,456.49	\$ 4,099,969.86	\$ 41,704,426.35	
A-BRAZORIA COUNTY FUNDS	\$ 274,000.00	\$ (480.00)	\$ 273,520.00	
B-GALVESTON COUNTY FUNDS	\$ 1,069,660.05	\$ 51,805.44	\$ 1,121,465.49	
C-LOCAL FUNDS	\$ 587,234.04	\$ 549,496.24	\$ 1,136,730.28	Increase is due to amount of interest earnings. An adjustment of \$469,773
D-EARNED INCOME	\$ 4,964,717.73	\$ 141,022.65	\$ 5,105,740.38	Net overall increase in Earned Income. We had a positive increase in SUD revenue of \$510,000 but a decrease in MH revenue projection of (\$400,000)
E-STATE FUNDS - ALLOCATED	\$ 18,464,080.76	\$ 406,253.74	\$ 18,870,334.50	Increase in General Revenue for MH Services and Crisis Facility Funding
F-STATE FUNDS - GRANT	\$ 2,873,903.54	\$ 944,663.48	\$ 3,818,567.02	Increase in SUD residential Billing and an Increase in allocation for Private Psychiatric Beds.
G-FEDERAL FUNDS - ALLOCATED	\$ 968,593.00	\$ (0.16)	\$ 968,592.84	
H-FEDERAL FUNDS - GRANT	\$ 3,058,487.93	\$ 1,061,834.01	\$ 4,120,321.94	Increase is related to the reimbursement of SAMSA Covid Grant which will be ending in FY 2024 and the increase in the startup of the new SAMSA CCBHC grant.
I-FEDERAL FUNDS - MISC	\$ 396,579.88	\$ 192,374.17	\$ 588,954.05	Start up of new SAMSA TTOR Be Well Grant
K-FEDERAL FUNDS - DPP	\$ 1,200,000.00	\$ 253,000.06	\$ 1,453,000.06	Increase in the projected revenues received
L-FEDERAL FUNDS - CCP	\$ 3,747,199.56	\$ 500,000.23	\$ 4,247,199.79	Increase in the revenue received from the cost report

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 Galveston County Funds	Utilization FY 2024	The Gulf Coast Center Brazoria County Funds	Utilization FY 2024
Funds support direct costs of one full time equivalent Mental Health Deputy's salary and fringe benefits, and travel costs; who will provide direct mental health deputy support, transportation, and other related crisis	\$ 66,000	Funds support the costs to provide psychiatric medications to consumers from Brazoria County served by the Center in the community.	\$10,000.00
Funds support costs to provide weekly clinics and emergency consultation, full time social worker, and weekly psychiatric time at the County jail. Ru 5160 - original annual allocation	\$ 200,000	Funds support the costs to provide weekly psychiatric clinics and emergency consultation in the Brazoria County jail, one full-time MH Jail Liaison, MH Case Manager and Mental Health Intake Specialists	\$119,750.00
		Funds support the costs of one full-time MH Jail Screener supporting the Brazoria County jail in evenings and weekends	\$64,050.00
Funds support the costs in assisting community residents diagnosed with intellectual developmental disabilities to remain in the community.	\$ 55,000	Funds support the costs in assisting community residents diagnosed with intellectual developmental disabilities to remain in the community.	\$50,000.00
Funds to support costs of operations for Outpatient Substance Abuse Recovery Services; providing direct intensive and supportive recovery services - both group and individual; as well as prevention services.	\$ 15,000	Funds to support costs of operations for Outpatient Substance Abuse Recovery Services; providing direct intensive and supportive recovery services - both group and individual; as well as prevention services.	\$25,000.00
TOTAL GENERAL ALLOCATION	\$ 336,000.00	TOTAL GENERAL ALLOCATION	\$268,800.00
Funds support SB292 (ACT Expansion) - new funds per interlocal	\$ 60,000	Funds support the costs to provide SUD services to include Psycheducation groups, group counseling, individual counseling and peer services to individuals in the Brazoria County Detention Center - New contract 5-1-2023-\$1,450/month	\$17,520.00
Funds support direct salary and fringe costs to provide Jail Screening and Liaison services to the Galveston County Jail. Add'l CM and PM - new funds per	\$ 168,735		
MH Treatment Court-New Contract	\$ 292,000		
TOTAL GALVESTON COUNTY FUNDS	\$ 856,735	TOTAL BRAZORIA COUNTY FUNDS	\$286,320.00

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.



		FY 2024-FINAL BUDGET		FY 2025 - INITIAL BUDGET		
REVENUES						
ABRAZORIA COUNTY FUNDS						
	BRAZORIA CO DETENTION CENTER	\$ 41,704,426.35	\$ 273,520.00	\$ 47,208,522.85	\$ 273,520.00	\$5,504,096.50
	BRAZORIA CO. - JAIL SUD	\$ 61,000.00	\$ 61,000.00	\$ 61,000.00	\$ 61,000.00	\$0.00
	BRAZORIA CO. ALLOCATION	\$ 17,520.00	\$ 17,520.00	\$ 17,520.00	\$ 17,520.00	
	BRAZORIA CO. ALLOCATION	\$ 195,000.00	\$ 195,000.00	\$ 195,000.00	\$ 195,000.00	
	RIDER 84A FUNDS	\$ -	\$ -	\$ -	\$ -	
B-GALVESTON COUNTY FUNDS						
	GALVESTON CO MH TREATMENT COURT	\$ 1,121,485.49	\$ 1,121,485.49	\$ 856,526.06	\$ 856,526.06	(\$262,939.43)
	GALVESTON CO MH TREATMENT COURT	\$ 247,244.06	\$ 247,244.06	\$ 292,027.00	\$ 292,027.00	
	GALVESTON CO. - SB 292	\$ 74,686.12	\$ 74,686.12	\$ 65,860.00	\$ 65,860.00	
	GALVESTON CO. ALLOCATION	\$ 336,000.00	\$ 336,000.00	\$ 336,000.00	\$ 336,000.00	
	GALVESTON CO. JAIL FORENSIC SERVICE	\$ 164,639.06	\$ 164,639.06	\$ 164,639.06	\$ 164,639.06	
	GALVESTON CO.-INDR T	\$ 298,896.25	\$ 298,896.25	\$ -	\$ -	Meadows foundation notified us no more funding available
C-LOCAL FUNDS						
	FOUNDATIONS-KEIMNER	\$ 1,136,730.28	\$ 1,136,730.28	\$ 1,477,155.58	\$ 1,477,155.58	\$340,425.30
	INTEREST INCOME	\$ 95,294.08	\$ 95,294.08	\$ 89,636.38	\$ 89,636.38	
	MISCELLANEOUS	\$ 769,773.55	\$ 769,773.55	\$ 769,773.55	\$ 769,773.55	
	OTHER - TRANSFER FROM RESERVE	\$ 125,686.65	\$ 125,686.65	\$ 117,745.65	\$ 117,745.65	
	OTHER - TRANSFER FROM RESERVE	\$ 145,976.00	\$ 145,976.00	\$ 500,000.00	\$ 500,000.00	Board approved Capital Expenditures from Fund Balance
D-EARNED INCOME						
	CLIENT FEES	\$ 5,855,741.27	\$ 5,855,741.27	\$ 6,513,532.08	\$ 6,513,532.08	\$657,790.81
	HHSC - OUTPATIENT - SUD	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	
	HHSC - OUTPATIENT - SUD	\$ 1,383,805.20	\$ 1,383,805.20	\$ 1,385,957.00	\$ 1,385,957.00	
	HHSC - OUTPATIENT - SUD - DUAL DX	\$ 110,500.00	\$ 110,500.00	\$ 350,000.00	\$ 350,000.00	New Grant amount approved
	HHSC - RESIDENTIAL - SUD	\$ 750,000.89	\$ 750,000.89	\$ 750,000.00	\$ 750,000.00	
	MEDICAD	\$ 1,622,515.93	\$ 1,622,515.93	\$ 1,784,787.52	\$ 1,784,787.52	Target of 10% increase over last year production
	MEDICAD - MANAGED CARE	\$ 1,139,095.09	\$ 1,139,095.09	\$ 1,316,900.98	\$ 1,316,900.98	Target of 10% increase over last year production
	MEDICAD IDD HAB COORDINATION	\$ 137,254.17	\$ 137,254.17	\$ 150,979.59	\$ 150,979.59	Target of 10% increase over last year production
	MEDICARE	\$ 50,552.28	\$ 50,552.28	\$ 55,607.51	\$ 55,607.51	Target of 10% increase over last year production
	PRIVATE INSURANCE	\$ 562,017.71	\$ 562,017.71	\$ 619,319.48	\$ 619,319.48	Target of 10% increase over last year production
E-STATE FUNDS - ALLOCATED						
	GENERAL REVENUE - CHILD MH	\$ 20,151,626.40	\$ 20,151,626.40	\$ 21,845,086.44	\$ 21,845,086.44	\$1,693,460.04
	GENERAL REVENUE - COMMUNITY HOSP	\$ 818,444.00	\$ 818,444.00	\$ 846,490.00	\$ 846,490.00	
	GENERAL REVENUE - CRISIS	\$ 4,082,186.00	\$ 4,082,186.00	\$ 5,840,000.00	\$ 5,840,000.00	Full Year expenditure of total allocation
	GENERAL REVENUE - ID	\$ 1,125,506.00	\$ 1,125,506.00	\$ 1,139,761.00	\$ 1,139,761.00	
	GENERAL REVENUE - ID	\$ 1,854,544.44	\$ 1,854,544.44	\$ 1,854,544.44	\$ 1,854,544.44	
	GENERAL REVENUE - PRIVATE PSYCHIAT	\$ 1,279,553.96	\$ 1,279,553.96	\$ 1,215,200.00	\$ 1,215,200.00	
	GENERAL REVENUE-CRISIS FACILITY	\$ 6,954,006.00	\$ 6,954,006.00	\$ 6,911,705.00	\$ 6,911,705.00	
	HHSC - PCN -PFB - MEDICATIONS	\$ 4,000,000.00	\$ 4,000,000.00	\$ 4,000,000.00	\$ 4,000,000.00	
	HHSC - PCN -PFB - MEDICATIONS	\$ 37,386.00	\$ 37,386.00	\$ 37,386.00	\$ 37,386.00	

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.

F-STATE FUNDS - GRANT		\$ 1,787,274.23	\$ 4,993,375.96	\$3,206,101.73
DADS - IDD CRISIS RESPTE	\$ 306,687.96	\$ 306,687.96		
DADS - MPP ECC	\$ 94,538.02	\$ 94,538.02		
DADS - NURSING FACILITY	\$ 85,352.91	\$ 85,352.91		
DSHS - MHFA	\$ 26,392.29	\$ 26,392.29		
DSHS-VETERAN'S GRANT	\$ 99,286.08	\$ 99,286.08		
HHSC - MULTISYSTEMIC THERAPY	\$ 35,648.06	\$ 692,045.00	New Grant	
HHSC - OSAR - SUD	\$ 657,209.00	\$ 878,639.00		
HHSC - SB 292	\$ 66,786.12	\$ 70,265.90		
HHSC - YOUTH PREVENTION - SUD		\$ 250,000.00	New Grant	
HHSC-BRAZORIA CO. COURT		\$ 397,073.00	New Grant	
HHSC-COORD SPECIALTY CARE		\$ 438,500.00	New Grant	
HHSC-MDRT-COAST		\$ 752,322.80	New Grant	
HHSC-SMART GRANT		\$ 465,622.00	New Grant	
TCOUMMI	\$ 415,373.79	\$ 436,651.00		
G-FEDERAL FUNDS - ALLOCATED		\$ 968,592.84	\$ 968,592.84	\$0.00
MH BLOCK GRANT	\$ 968,592.84	\$ 968,592.84		
H-FEDERAL FUNDS - GRANT		\$ 4,120,321.94	\$ 3,183,985.00	(\$936,336.94)
HHSC - SUPPORTED HOUSING	\$ 24,671.68	\$ 155,590.00		
HHSC MHFA FEDERAL	\$ 97,914.19	\$ 100,050.00		
HHSC-HR 133 - MCOT EXPANSION	\$ 47,489.72	\$ 44,340.00		
HHSC-HR 133 - OPT EXPANSION	\$ 619,571.00	\$ 619,571.00		
HHSC-IDD ARPA	\$ 203,000.00	\$ -	No more funding released	
HHSC-MCOT-STATE OPIOID RESPONSE P	\$ 65,000.00	\$ 65,000.00		
HHSC-RYSE	\$ 262,159.00	\$ -	Grant Ended	
HHSC-SUD COVID FUNDS	\$ 72,800.00	\$ -	No more funding released	
HHSC-TANF-PANDEMIC EMERG ASSIT	\$ -	\$ -		
HHSC-TTOR-OSAR	\$ 65,000.00	\$ 65,000.00		
PATH BLOCK GRANT	\$ 208,057.70	\$ 199,939.00		
PERMANENT HOUSING 3	\$ 522,831.66	\$ 672,207.00		
SAMSA-CBHC I&A	\$ 891,626.71	\$ 999,612.00		
SAMSA-COVID CRISIS RESPONSE	\$ 798,081.79	\$ -	Grant Ended	
VOCA - GOV. OFFICE	\$ 242,148.49	\$ 262,676.00		
FEDERAL FUNDS - MISC		\$ 588,954.05	\$ 1,221,305.24	\$632,351.19
ADMINISTRATIVE CLAIMING	\$ 394,707.25	\$ 394,707.25		
HURRICANE - BERYL-ISP		\$ 595,872.27	New Grant	
HURRICANE - BERYL-RSP		\$ -		
SAMSA-MHAT	\$ 88,509.08	\$ 124,988.00		
SAMSA-TTOR-BE WELL	\$ 105,737.72	\$ 105,737.72		

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K-FEDERAL FUNDS - DPP		\$	1,453,000.06	\$	1,426,229.39	(\$26,770.67)
PCP - DPP FUNDS		\$	1,453,000.06	\$	1,426,229.39	
L-FEDERAL FUNDS - CCP		\$	4,247,199.79	\$	4,447,214.26	\$200,014.47
PCP - CCP FUNDS		\$	4,247,199.79	\$	4,447,214.26	Projected Increase based upon increased expenditures
EXPENSES:						
A-SALARY AND WAGES		\$	41,704,426.35	\$	47,208,522.88	\$5,504,096.53
		\$	18,080,633.09	\$	19,675,237.22	\$1,594,604.13
A-SALARY AND WAGES		\$	16,464,342.23	\$	18,784,522.02	Salary Budgeted at 100% including vacancies
BONUS		\$	19,913.07	\$	19,913.07	
BOVERTIME		\$	173.19	\$	173.19	
OVERTIME		\$	90,218.67	\$	88,087.40	
STAFF RETENTION AND RECRUITMENT		\$	1,496,444.39	\$	773,000.00	Budgeted Retention Incentive: Base of \$2000
STIPENDS		\$	9,541.54	\$	9,541.54	
		\$	6,214,196.65	\$	6,750,975.91	\$536,779.26
B-FRINGE BENEFITS		\$	100.00	\$	5,000.00	
CHRISTMAS CLUB MATCH BENEFIT		\$	283,082.80	\$	272,147.05	
DEFERRED COMPENSATION		\$	7,727.35	\$	7,000.00	
EMPLOYMENT PHYSICAL - SHOTS		\$	1,199,423.05	\$	1,510,948.10	
FICA		\$	5,394.10	\$	5,400.00	
HEALTH BENEFITS		\$	3,682,777.32	\$	3,810,058.63	Percentage Increase for Health Insurance
LIFE INSURANCE		\$	78,368.40	\$	88,167.80	
RETIREMENT		\$	617,032.77	\$	764,725.45	
STD/LTD		\$	115,031.19	\$	136,073.52	
UNEMPLOYMENT		\$	156,970.39	\$	93,722.10	
VACATION CLUB MATCH		\$	-	\$	1,500.00	
WORKMAN'S COMPENSATION		\$	68,289.28	\$	56,233.26	
		\$	216,604.42	\$	211,932.23	(\$4,672.19)
C-TRAVEL		\$	2,769.53	\$	2,364.57	
AIR TRAVEL		\$	37,689.71	\$	36,779.92	
CONFERENCE REGISTRATION		\$	32,845.52	\$	31,693.36	
LODGING		\$	40.64	\$	40.64	
MEALS		\$	115,958.65	\$	114,181.51	
MILEAGE		\$	693.60	\$	693.60	
MILEAGE - TRAINING/CONFERENCE		\$	8,751.49	\$	8,665.35	
MISC. - PARKING, TOLLS, TAXI		\$	378.00	\$	378.00	
PER DIEM - IN REGION		\$	17,477.28	\$	17,135.28	
PER DIEM - OUT OF REGION		\$		\$		

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D-CONSUMABLE SUPPLIES		\$	388,845.95	\$	381,942.07	(\$6,903.88)	
	OFFICE SUPPLIES AND MATERIALS	\$	388,845.95	\$	381,942.07		
E-PHARMACEUTICALS		\$	366,155.30	\$	364,366.80	(\$1,788.50)	
	CONSUMER MEDICATIONS	\$	366,155.30	\$	364,366.80		
F-CAPITAL OUTLAY		\$	97,250.26	\$	729,255.06	\$632,004.80	
	BUILDING RENOVATIONS	\$	8,398.00	\$	553,716.11		Projected cost of Alvin facility - Fund Balance
	COMPUTER SOFTWARE	\$	10,025.28	\$	10,025.28		
	EQUIPMENT - LEASE - PRINCIPAL	\$	78,826.98	\$	75,513.67		
	VEHICLE - PURCHASE	\$		\$	90,000.00		Grant purchase
G-FURN/EQUIP/COMPUTER < \$5000		\$	349,018.30	\$	339,610.86	(\$9,407.44)	
	COMPUTER LICENSES MICRO360	\$	182,177.88	\$	172,795.44		
	COMPUTER SOFTWARE	\$	4,340.00	\$	4,340.00		
	EQUIPMENT PURCHASES	\$	150,000.00	\$	150,000.00		
	FURNITURE PURCHASES	\$	7,556.91	\$	7,556.91		
	VEHICLE LEASE -OPERATING	\$	4,943.51	\$	4,918.51		
H-FACILITY COSTS		\$	479,351.20	\$	490,010.53	\$10,659.33	
	ALARM SERVICE	\$	20,200.00	\$	20,200.00		
	BLDG MAINT & REPAIR-FACILITY	\$	38,679.16	\$	38,268.64		
	BUILDING MAINT AND REPAIR	\$	75,437.74	\$	75,437.74		
	INT RENT/LEASE PMTS-AUTHORITY	\$	(370,201.00)	\$	(370,201.00)		
	JANITORIAL SERVICE	\$	110,698.50	\$	121,768.35		
	PEST CONTROL	\$	11,400.00	\$	11,400.00		
	RENT, LEASE PAYMENT	\$	164,470.00	\$	164,470.00		
	RENT/LEASE PAYMENT AUTHORITY	\$	370,201.00	\$	370,201.00		
	YARD MAINTENANCE	\$	58,465.80	\$	58,465.80		
I-UTILITIES		\$	158,851.58	\$	158,469.55	(\$382.03)	
	ELECTRICITY	\$	132,876.27	\$	132,796.88		
	GARBAGE	\$	4,862.02	\$	4,862.02		
	GAS, BUTANE	\$	3,074.49	\$	3,005.99		
	WATER	\$	18,038.80	\$	17,804.66		
J-TELEPHONE		\$	470,828.87	\$	459,199.58	(\$11,629.29)	
	LONG DISTANCE	\$	17,749.40	\$	17,747.77		
	MOBILE	\$	183,352.51	\$	179,700.74		
	MONTHLY SERVICE	\$	50,000.00	\$	50,000.00		
	OFF-SITE ACCESS	\$	71,381.51	\$	69,777.28		
	T1 LINES/INTERNET	\$	148,345.45	\$	141,973.79		

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K-INSURANCE COST		\$	555,490.82	\$	597,049.56	\$41,558.74
	BUILDING-GENERAL COVERAGE	\$	111,079.00	\$	111,079.00	
	CYBER COVERAGE II	\$	27,008.28	\$	31,865.51	
	FIDELITY BOND	\$	-	\$	5,623.33	
	FLOOD	\$	25,091.00	\$	25,091.00	
	GENERAL, PROFESSIONAL, E&O LIABILITY	\$	84,817.46	\$	97,470.98	
	VEHICLE INSURANCE	\$	110,238.08	\$	108,937.04	
	WINDSTORM AND HAIL	\$	197,257.00	\$	216,982.70	Estimated possible premium increase
L-VEHICLE OPERATING COST		\$	205,688.84	\$	204,888.38	(\$800.46)
	GASOLINE	\$	92,629.20	\$	92,416.38	
	REPAIR AND MAINTENANCE	\$	113,747.69	\$	113,086.15	
	VEHICLE REGISTRATION	\$	(688.05)	\$	(614.15)	
M-OTHER OPERATING COST		\$	475,693.83	\$	475,671.79	(\$22.04)
	ADVERTISING/PHONE LISTING	\$	1,158.60	\$	1,158.60	
	BANK CHARGES	\$	315.02	\$	315.02	
	COMPUTER REPAIR/MAINTENANCE	\$	-	\$	-	
	COMPUTER SOFTWARE LICENSING	\$	59,232.68	\$	59,232.68	
	DPP PREMIUM TAX	\$	125,373.35	\$	125,373.35	
	DUES AND MEMBERSHIPS	\$	28,567.84	\$	28,567.84	
	EMPLOYMENT AGENCIES	\$	197,811.31	\$	197,811.31	
	EQUIPMENT - RENT	\$	-	\$	-	
	EQUIPMENT-REPAIR/MAINTENANCE	\$	4,267.45	\$	4,245.41	
	NEWSPAPER NOTICES	\$	2,500.00	\$	2,500.00	
	SHIPPING/FREIGHT	\$	3,551.81	\$	3,551.81	
	STAFF DEVELOPMENT	\$	51,899.39	\$	51,899.39	
	VOLUNTEER/STAFF RECOGNITION	\$	816.38	\$	816.38	
	VOLUNTEER/STAFF RECOGNITION 40TH ANNIVERSARY	\$	200.00	\$	200.00	
N-CLIENT SUPPORT COSTS		\$	500,358.70	\$	579,002.07	\$78,643.37
	ACTIVITIES/EVENTS/FIELD TRIPS	\$	10,285.69	\$	32,285.69	
	ADULT FLEXIBLE SPENDING MH	\$	8,092.71	\$	8,092.71	
	ADULT FLEXIBLE SPENDING MR	\$	8,795.84	\$	8,795.84	
	INTERPRETER SERVICES	\$	5,046.99	\$	5,046.99	
	MOVING SERVICES	\$	1,652.69	\$	1,652.69	
	OTHER THAN RES/UMEDS OTHER MEDICATIONS (VUNFSTON MEDS)	\$	1,899.70	\$	1,899.70	
	RESIDENTIAL LODGING	\$	425,932.02	\$	437,954.78	
	TRANSPORTATION	\$	34,612.26	\$	79,232.87	
	UTILITIES	\$	4,040.80	\$	4,040.80	

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O-UNALLOWABLE		\$	96,059.85	\$	96,499.51	\$439.66
	AUDIT REPAYMENTS	\$	23,724.86	\$	23,724.86	
	CENTER MEETINGS	\$	56,734.45	\$	56,674.11	
	CONSULTANT-PUBLIC RELATIONS	\$	3,000.00	\$	3,000.00	
	FEES	\$	1,813.59	\$	1,813.59	
	FUND RAISING	\$	5,308.67	\$	5,808.67	
	UNALLOWABLE TRAVEL - LODGING	\$	3,814.60	\$	3,814.60	
	VOLUNTEER/STAFF RECOGNITION	\$	1,663.68	\$	1,663.68	
	P-CONSULTANT/PROFESSIONAL SERVICES	\$	13,049,398.69	\$	15,694,411.76	\$2,645,013.07
	IDD - PROFESSIONAL CONTRACTS	\$	377,741.26	\$	377,741.26	
	INCREASE TO FUND BALANCE	\$	348,009.69	\$	1,502,134.08	Planned Expenditures to maximize new grants that need to be reallocated to specific categories
	MH - INPATIENT SERVICES	\$	7,682,946.55	\$	8,943,001.89	100% expenditure of Inpatient services
	MH - PHYSICIAN SERVICES	\$	2,484,714.40	\$	2,188,140.94	
	OTHER PROFESSIONAL SERVICES	\$	1,098,818.96	\$	1,002,599.55	
	SUD - RESIDENTIAL	\$	776,567.79	\$	743,750.00	
	MH - PROFESSIONAL SERVICES	\$	280,600.04	\$	937,044.04	New contractor for new MST grant
General Notes:						
1. Salary Information:						
	Positions	FTE - FY2024 Budget	Budgeted Salary	FY 2025 Budget	Budgeted Salary	
	Filed	303.00	15,678,476.00	314.00	\$17,143,544.81	
	Vacant	29.00	645,285.00	34.00	\$1,640,977.21	
	Grand Total	332.00	16,323,761.00	348.00	\$18,784,522.02	

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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 September 25th. 2024.

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

Better community healthcare promoting healthy living.



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

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League City, TX
77571

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THE GULF COAST CENTER				Revised: 08/01/2023
BANK ACCOUNT LISTING				
FY 2024				
<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	Felcia Jeffery
			Angleton, TX 77516-1719	Sarah Holt
				Rick Elizondo
1101.0002	Community Service Center	3001009380	Wells Fargo	
	of Northern Brazoria Co.		2900 S. Gordon St.	Sarah Holt
			Alvin, TX 77511	Rick Elizondo
1101.0003	Mainland Depository	359109	Moody National Bank	
			2302 Post Office	Sarah Holt
			Galveston, TX 77550	Rick Elizondo
1101.0004	Depository Account	740062927	Frost National Bank	Felcia Jeffery
			P.O. Box 179	Sarah Holt
			Galveston, TX 77553	Rick Elizondo
1101.0005	Payroll Account	740062943	Frost National Bank	
			P.O. Box 179	Sarah Holt
			Galveston, TX 77553	Rick Elizondo
				Felcia Jeffery
1101.0006	General Operating Account	740062935	Frost National Bank	
			P.O. Box 179	Sarah Holt
			Galveston, TX 77553	Rick Elizondo
				Felcia Jeffery
				Jamie Travis

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1101.0013	Facility Management	740080144	Frost National Bank	Sarah Holt Rick Elizondo Samuel Tingle
			P.O. Box 179 Galveston, TX 77553	
1101.0014	TexPool	84141111	Texas Treasury Safekeepin	Weidong Lin Rick Elizondo Sarah Holt
			Trust Company P.O. Box 12608 Austin, TX 78711-2608	
1101.0018	Legal Ease	596010024	Frost National Bank	Sarah Holt Rick Elizondo
			P.O. Box 179 Galveston, TX 77553	
1101.0020	GPA - FSA	740094064	Frost National Bank	Felcia Jeffery Sarah Holt Rick Elizondo Kathy Enochs
			P.O. Box 179 Galveston, TX 77553	
1101.0021	GPA - Group Health	740094056	Frost National Bank	Felcia Jeffery Sarah Holt Rick Elizondo
			P.O. Box 179 Galveston, TX 77553	
1101.0023	General Depository Secondary	20227518	Texas First Bank	Felcia Jeffery Sarah Holt Rick Elizondo
			3232 Palmer Highway Texas City, TX 77592	

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**THE GULF COAST CENTER
BOARD OF TRUSTEE'S
RESOLUTION #2024-1**

At their regularly scheduled Board of Trustees meeting of October 23, 2024; that the Board of Trustees of The Gulf Coast Center ("Center"), a community-based mental health, intellectual and developmental disabilities Center, unanimously approved the adoption of the following resolution:

BE IT RESOLVED

That the Board of Trustees of the Gulf Coast Center has formally approved the transfer the stated amount of cash reserves identified in the table below. The designated staff will report on the status of each of these amounts at the Board of Trustees' monthly meetings as a part of the Center's financial report. The effective date of the Committed Cash Balance amounts will be effective October 1, 2024.

Committed Use	Original Commitment Date	Balance as of 9/01/2024	Additional Funds to be Added	Adjusted of 9/3
Capital Projects - Facility	FY2008	\$ 110,846.00	\$ 389,154.00	1,000,

Utilization of the Committed Amounts shown above will be in accordance with Center established procedures for the funds; with use oversight provided by Board of Trustees' authorized Staff Signatures - Executive Director; Chief Financial Officer; and/or Director HR/MIS Services.

The above resolution was passed by a majority of those present and voting in accordance with the Bylaws of the Gulf Coast Center; and 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 October 23, 2024.

Approved:



_____ Date: _____



Jamie Travis – Chair – Board of Trustees



Attest:

_____ Date: _____

Secretary – Board of Trustees

4444 West Main St
League City, TX
77573

409.763.2373

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FAX 409.978-2401

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THE GULF COAST CENTER

Board of Trustees

Application, Appointment, and Removal Procedure

Application Procedures

- Any person seeking a position as a member of the Board of Trustees of the Gulf Coast Center (“Center”) shall file an application with the CEO of the Center.
- The application shall be on a form prescribed by the CEO. See attached for current approved “Application for Board Appointment” form.
- Application forms will be made available at the CEO’s office located at 4444 W. Main, League City, Texas 77573 or via email to the Secretary to the Board of Trustees at GCCBoardSecretary@gulfcoastcenter.org. Request for a copy of the application form can be made by writing a request for an application form to the above address/email or by calling the Center’s Administration Office at (409) 763-2373.
- The CEO shall forward the application(s) to the Commissioner’s Court of Galveston County for those applicant(s) who are residents of Galveston County or to the Commissioner’s Court of Brazoria County for applicant(s) who are residents of Brazoria County
- Completed application forms must be received by the CEO no later than seven (7) days prior to the meeting date of the appropriate County Commissioner’s Court at which any appointment will be considered for approval. **Note:** The CEO has no control or authority regarding Commissioner Court agendas or appointments for approval.

Appointment Procedures and Criteria

- The CEO of the Center shall notify the appropriate County Commissioner’s Court any time an appointment is or will be needed.
- An appointment would be needed upon the event of any of the following events:
 - a. termination of an incumbent trustee’s term of office;
 - b. resignation of a trustee prior to the termination of the trustee’s term of office;
 - c. death of a trustee; or
 - d. removal of a trustee.

- After notifying the appropriate County Commissioner’s Court of the need for an appointment, the CEO shall give public notice that the Center is accepting applications for appointments. No later than thirty (30) days prior to the meeting of the appropriate County Commissioner’s Court at which an appointment will be considered, the CEO shall cause public notice to be posted in the appropriate County Courthouse at the place designated by the appropriate County Commissioner’s Court as the place for posting public notices. The CEO shall also cause public notice to be published in newspaper(s) of general circulation in the appropriate County once a week for two consecutive weeks, with the date of the last publication being not less than fourteen (14) days prior to the meeting of the appropriate County Commissioner’s Court at which an appointment will be considered.
- The appropriate County Commissioner’s Court shall use the following criteria and general considerations when making an appointment:

Criteria:

- Lived experience and/or knowledge of behavioral health and/or substance use disorders;
- Lived experience and/or familiarity with intellectual and developmental disabilities policy and service provision;
- Knowledge of local, state and federal healthcare finance and funding structures;
- Accounting, finance or business background with the ability to understand and analyze financial statements and statistical reports. Experience with monitoring and analyzing performance metrics is a plus;
- Demonstrated leadership experience requiring strategic planning, execution, and maintenance of successful business operations;
- Experience serving on Board of Directors for high-level businesses or for-profit organizations and/or community involvement in multiple leadership roles;
- History of participation in local, state and federal governmental activities, particularly at the policy level; and/or
- Commitment to the mission, vision, and values of both Gulf Coast Center and the Brazoria County Commissioners Court.

General Considerations

- a. to assure that the Board of Trustees membership adequately represents the community and population served by the Center,
 1. the County Commissioner’s Courts will consider the different spheres of influence of the area including geographic location, ethnicity, and consumer of service;

2. the County Commissioner's Courts will ensure that at all times at least 51% of board members must have lived experience or be family members of people with lived experience of mental health, substance use disorders, and/or intellectual and developmental disabilities;
- b. expertise in law, business, finance, medical field, criminal justice, government, etc;
 - c. good working relationship with citizens of influence in the region whose aid is often necessary to obtain needed resources or community support for the Center and its programs and services; and
 - d. acknowledged leaders in local organizations who can present the Center's needs to those groups and gain their backing and/or acknowledged leaders in advocacy organizations who can articulate the needs of the consumers and their families to the Center's Board.
- The County Commissioner's Courts may conduct personal interviews of applicants if it deems such interviews necessary.
 - Appointments shall be announced by the appropriate County Commissioner's Court in open meeting and recorded in the minutes of said Court.
 - Appointments shall be for two (2) year term limits with two (2) year term limit reappointments thereafter.
 - Any appointment made due to the resignation of a trustee prior to termination of the trustee's term of office, or by reason of death or removal of a trustee shall continue for remainder of the un-expired term of the trustee being replaced.
 - Any appointment made by reason of the termination of an incumbent trustee's term of office shall continue for two (2) years from the date of the appointment.

Removal Procedure

- A trustee may be removed from his/her position as a Center board member for any of the following reason:
 - a. conviction of a felony or a crime of moral turpitude;
 - b. breach of fiduciary duty;
 - c. behavior that is detrimental to the goals of the Center;
 - d. violates Chapter 171, Local Government Code;
 - e. does not maintain during service on the board of trustees the qualifications required including the requirement to reside in Galveston or Brazoria County;
 - f. violates a provision of conflict of interest;
 - g. violates a provision of Section 534.0115 related to nepotism;

- h. does not execute the affidavit acknowledging that the member has read the requirements for qualification, conflict of interest, and removal as required; or
 - i. at the discretion of the appropriate County Commissioner's Court for other cause.
- The appropriate County Commissioner's Court may consider removal of a trustee upon the request of any person or on its own motion.
- The appropriate County Commissioner's Court in executive session shall hold any discussion concerning removal of a trustee. The trustee in question shall be given notice of the reasons or charges made, and shall be given at least three (3) days notice of the meeting at which removal will be considered. At such meeting, the trustee under consideration shall have the opportunity to appear and be heard, shall have the right to counsel, and shall the right to present evidence.
- A trustee may be removed by the affirmative vote of a majority of the members of the appropriate County Commissioner's Court present at the meeting at which removal is considered.
- The decision to remove a trustee shall be binding upon all persons.

Date Application Posted

TO: Potential Applicants

SUBJECT: **Gulf Coast Center Application Process, Timeline and Application**

Attached is the Gulf Coast Center Application Packet. Included in the packet are:

1. a description of the history and mission of the Center;
2. a summary of the qualifications Galveston County is seeking in its appointees; and
3. an application form.

**The deadline for receipt of completed applications is
Friday, DATE**

Applications must be submitted electronically to:

GCCBoardSecretary@gulfcoastcenter.org

Electronic copies of this application packet can be found at
or requested by emailing GCCBoardSecretary@gulfcoastcenter.org

For questions or more information please contact:

GCCBoardSecretary@gulfcoastcenter.org

Applications received after the deadline will not be eligible for consideration.

Call for Applications to the Gulf Coast Center Board of Trustees Representing Galveston County

The Gulf Coast Center and Galveston County Commissioners Court are seeking applications from qualified individuals to serve on the Board of Trustees of Gulf Coast Center. The Gulf Coast Center and Commissioners Court are looking for individuals who will represent the interests of the Center and County as a whole, as well as supply exceptional vision, business and administrative skills and commitment. The Galveston County Commissioners Court makes five appointments to the Gulf Coast Center's Board of Trustees and Brazoria County Commissioners Court appoints four members.

Founded in 1969, Gulf Coast Center is a community center and an agency of the State of Texas under the provisions of Chapter 534 of the Texas Health & Safety Code Ann. (Vernon 1992), as amended providing a range of community-based behavioral health, substance use disorder and developmental disabilities services within the geographic boundary of Galveston and Brazoria County. Gulf Coast Center has evolved into the suite of integrated, whole-person services we provide today as a Certified Community Behavioral Health Clinic (CCBHC). To achieve CCBHC status, Gulf Coast Center has distinguished itself as efficiently reducing healthcare disparities for our community. This designation demonstrates a commitment to an accountable, culturally competent framework that broadens access to care services for anyone seeking Primary Health, Mental Health, Intellectual and Developmental Disorders (IDD), and Substance Use Disorder (SUD) services, regardless of their ability to pay. Integrated transitions between service agencies, especially for co-occurring and complex diagnoses, are bridges that must be crossed to ensure safe and equitable care. Gulf Coast Center coordinates that care and provides the wrap-around services needed to keep the community in services and services in the community.

Gulf Coast Center administers an annual budget of \$47,000,000 in local, state, federal and private funding and has a staff of over 300 who work at 10 sites or remotely across the community.

Gulf Coast Center's Board develops policy in the following areas: internal management, fiscal, contract administration, facilities, human resources, clinical support systems, service delivery systems, clients' rights, community relations and

clinical records. The Board meets at 6:15 pm on the fourth Wednesday of each month except for November and June. The meeting schedule is alternate between Galveston (Texas City Clinic) and Brazoria County (Angleton Clinic) locations. In addition to monthly board meetings, board members participate on established committees and task forces when applicable. The time commitment for service is approximately 3 to 5 hours per month plus travel time.

SKILL SET DESIRED:

Preference will be given to a candidate with a history demonstrating skills and experience in more than one of the following:

- Lived experience and/or knowledge of behavioral health and/or substance use disorders
- Lived experience and/or familiarity with intellectual and developmental disabilities
- Knowledge of local, state and federal healthcare finance and funding structures
- Accounting, finance or business background with the ability to understand and analyze financial statements and statistical reports.
- Demonstrated leadership experience requiring strategic planning, execution, and maintenance of successful business operations
- Experience serving on Board of Directors for high-level businesses or for-profit organizations and/or community involvement in multiple leadership roles
- History of participation in local, state and federal governmental activities, particularly at the policy level
- Commitment to the mission, vision, and values of both Gulf Coast Center and the Galveston County Commissioners Court

Applicants must reside in Galveston County to be eligible for appointment

APPLICANT CONTACT SHEET

Applicant Contact Information	
Name	
Spouse's Name	
Mobile / Home Phone Number	
Email Address	
Residential Home Address (Required to verify residency)	
Primary County of Residence	

Applicant Information			
Date of Birth		Preferred Pronouns	
<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Non-binary	<input type="checkbox"/> Prefer Not to Indicate
How did you learn about this vacancy?			

Race*		
<input type="checkbox"/> Black or African-American	<input type="checkbox"/> Asian	<input type="checkbox"/> White
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> Some Other Race alone, non-Hispanic:		
<input type="checkbox"/> Two or more races:		
Ethnicity		
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian alone, non-Hispanic	<input type="checkbox"/> White alone, non-Hispanic
<input type="checkbox"/> Black or African American alone, non-Hispanic	<input type="checkbox"/> American Indian and Alaska Native alone, non-Hispanic	
<input type="checkbox"/> Native Hawaiian and Other Pacific Islander alone, non-Hispanic	<input type="checkbox"/> Some Other Race alone, non-Hispanic	
<input type="checkbox"/> Multiracial, non-Hispanic:		

**Race and ethnicity categories are based on standards utilized by the U.S. Census Bureau to promote uniformity and comparability of statistical data in household surveys, administrative forms and records, and other data collections.*

GULF COAST CENTER BOARD OF TRUSTEES APPLICATION

Applicant Name

--

Statement of Purpose

In 150 words or less briefly summarize why you are seeking this appointment.

--

Intellectual Disability and Development Services or Substance Experience and/or Knowledge:

--

Substance Use Disorder Experience and/or Knowledge:

--

Community Mental Health or Public Health Experience and/or Knowledge:

--

Skills

- | | | |
|--|--|--|
| <input type="checkbox"/> Administration & Operations | <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Financial Management | <input type="checkbox"/> Staffing/HR |
| <input type="checkbox"/> Childcare Experience | <input type="checkbox"/> Fundraising/Grant Writing | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Health Care | <input type="checkbox"/> Training |
| <input type="checkbox"/> Education | <input type="checkbox"/> Program Development | <input type="checkbox"/> Volunteer Experience |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Program Evaluation | <input type="checkbox"/> Writing/Communication |

Education History

Please include highest level of educational obtainment:

Institution Name:

Degree and Years
Attended:

Institution Name:

Degree and Years
Attended:

Please highlight any other relevant skills and experience including lived experience you would bring to the board.

Current Employment Information

Employer

Job Title

Email/Work #

Start Date

Most Recent Past Employment

Employer

Job Title

Start and End
Dates

Current Professional Organization Memberships

Community Participation: Public Service, Civic Engagement, Volunteer Experience

Please include a separate, detailed resume

**GALVESTON COUNTY
GULF COAST CENTER BOARD OF TRUSTEES**

CERTIFICATION OF APPLICANT

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for appointment. I assign and hereby give Gulf Coast Center and/or Galveston County full authority to conduct background investigations pertinent to this application.

I agree to file the attached affidavit of eligibility prior to being considered for an appointment by Galveston County Commissioners Court. I further agree to file an amendment in the event my status should change during the tenure of my appointment.

Further, I understand that the information provided in this application will be considered a government record and is subject to the disclosure and exception provisions of the Texas Public Information Act and all other statutory requirements.

Interviews may be conducted in a public forum in accordance with the requirements of the Texas Open Meetings Act and any other statutory requirements or exceptions.

Printed Name

Applicant's Signature

Date

Completed applications and attachments must be submitted electronically to:

GCCBoardSecretary@gulfcoastcenter.org

**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT
BE ELIGIBLE FOR CONSIDERATION.**

More information about the Texas Open Meetings Act and the Texas Public Information Act can be found by visiting <https://www.texasattorneygeneral.gov>.



CONFLICT OF INTEREST AND DISCLOSURE STATEMENT

To All Members of the Board of Trustees:

Gulf Coast Center respects the rights of its trustees in their activities outside their positions of trust with Gulf Coast Center which are private in nature and which in no way conflict with or reflect upon Gulf Coast Center. The trustees have been carefully selected and their integrity and judgment are valued and trusted. This document is a safeguard for Board members so as to avoid any misunderstandings which might unintentionally involve a conflict of interest. To avoid any misunderstandings, the following statements of policy are made:

1. A conflict of interest is broadly defined as a conflict between the private interests and the official responsibilities of a person in a position of trust. Trustees are in positions of trust. The private interests of a trustee cannot conflict with his/her official duties as a representative of Gulf Coast Center nor with the interests of Gulf Coast Center.
2. Each trustee must avoid incurring any kind of financial or personal obligation which might affect his/her judgment in dealing for Gulf Coast Center with outside organizations, firms or individuals. Each person must examine his/her own activities and those of his/her family to be sure that no condition exists which creates an embarrassing situation in respect to transactions of Gulf Coast Center.
3. Where there is any question about a conflict of interest, even though it may not exist in actuality, the particular situation should be disclosed in writing. For a trustee, the disclosure should be filed with the Chief Executive Officer or General Counsel. This action of disclosure is a protection for both Gulf Coast Center and the trustee. In most cases, the activity disclosed does not represent a conflict of interest which would require corrective action by either Gulf Coast Center or the trustee. The mere documentation via disclosure indicates good faith and rarely would additional action be required. It is the responsibility of the Executive Committee of the Board of Trustees to determine whether conflicts of interest do occur, and to take such steps as deemed appropriate to protect Gulf Coast Center.
4. Below is a list of areas about which care should be exercised by the trustee as potential conflicts of interest.
 - a. Holding a financial interest of over 1% (including stockholder, partner, joint venture, creditor, guarantor or director) in a firm which provides services or supplies, materials or equipment to Gulf Coast Center; or with a firm to which Gulf Coast Center provides services or makes loans; or engaging in such activities with Gulf Coast Center as an individual.
 - b. Speculating or dealing in equipment, supplies, materials or property purchased by Gulf Coast Center, or speculating or dealing for his/her own account in services provided by Gulf Coast Center.
 - c. Borrowing money from suppliers, persons receiving services from Gulf Coast Center or from individuals or firms with whom Gulf Coast Center does business. This does not include routine banking services and transactions between a bank, savings and loan or other similar institution and trustee.
 - d. Accepting gifts or favors for himself/herself or for any family member, or entertainment or other personal obligation from an outside organization or individual which are substantial enough to

influence his selection of goods and services for Gulf Coast Center. This does not apply to acceptance of perishable or consumable gifts of a nominal value, nor reasonable personal entertainment, but care must be exercised to be sure that continuation of such matters does not gradually build up into an embarrassing obligation. In the case of gifts that are of a substantial nature, these should be returned to the donor with the explanation that Center policy will not permit the acceptance of the gift. Gulf Coast Center will take care of the expense of returning such gifts.

- e. Acquisition by purchase or lease of real estate in which it is known Gulf Coast Center has an interest, or which may improve in value because of Gulf Coast Center's interest in adjoining property.
 - f. The misuse of information to which the trustee has access by reason of his position, such as the disclosure of confidential information to competitors or others outside the business.
 - g. Be employed in a situation or accept compensation which might reasonably be expected to impair independence of judgment in the performance of Gulf Coast Center official duties.
 - h. Trustees in the role in private business or professional activities shall not:
 - i. Use Gulf Coast Center office or return address on their business or professional letterhead;
 - ii. Utilize Center employees for personal work or any private business or professional activity during regular working hours;
 - iii. Utilize Center equipment, supplies or facilities for their private business or professional activities;
 - iv. Provide privately the same services to Center clients which Center clients are currently receiving from Gulf Coast Center; or
 - v. Solicit clients for their private business or professional activities from persons being served by Gulf Coast Center.
5. The foregoing is to be understood to refer not only to Gulf Coast Center, but also to any of Gulf Coast Center's pension, retirement, savings or similar plans. The holding of any security, not including one of the securities in question of a publicly owned corporation (i.e., one stock is registered with the Securities and Exchange Commission), will not be deemed a violation of this policy.

Copies of this policy statement are sent to each trustee once a year, with the request that they sign one copy and return it to the Chief Executive Officer. Any possible conflict of interest on the part of any of the following that is known to the Trustee should be disclosed at the end of this letter:

- 1. Trustees or their families (which would include spouse, parents, brothers, sisters, children, nieces, nephews and spouses of brothers, sisters and children).
- 2. Any organization of which they or members of their families are an officer, director or either directly or indirectly, a stockholder or partner.
- 3. Any trust or estate in which they or members of their families have a beneficial interest or for which they act in a fiduciary capacity.

Remember that this is a disclosure for the protection of both you and Gulf Coast Center. This documentation discloses your good faith that no action or interest on your part or that of your family is intentionally in conflict with the interests of Gulf Coast Center.

If a situation of this type described above should develop during the year, a statement outlining the details should be filed with either the Chief Executive Officer or his/her designee.

I have read and understand this policy and will make every effort to observe it carefully.

Name: _____

Signature: _____

Date: _____

GULF COAST CENTER BOARD OF TRUSTEES

Application Checklist

Thank you for your interest in applying. To ensure that your application is ready for submission, please make sure that you have done the following:

- Completed all relevant fields on the Applicant Contact Sheet and Application. A home address **MUST** be provided to verify residency.
- Signed the Certification of Applicant Form
- Signed the Affidavit of Eligibility
- Included a resume

Applications will not be considered for eligibility unless they are complete, submitted by the application deadline, and submitted to GCCBoardSecretary@gulfcoastcenter.org. We cannot guarantee that applications sent to any other email address will be received.

If you have any questions about the application or need assistance, please email GCCBoardSecretary@gulfcoastcenter.org

Date Application Posted

TO: Potential Applicants

SUBJECT: **Gulf Coast Center Application Process, Timeline and Application**

Attached is the Gulf Coast Center Application Packet. Included in the packet are:

4. a description of the history and mission of the Center;
5. a summary of the qualifications Brazoria County is seeking in its appointees;
and
6. an application form.

**The deadline for receipt of completed applications is
Friday, DATE**

Applications must be submitted electronically to:

GCCBoardSecretary@gulfcoastcenter.org

Electronic copies of this application packet can be found at
or requested by emailing GCCBoardSecretary@gulfcoastcenter.org

For questions or more information please contact:

GCCBoardSecretary@gulfcoastcenter.org

Applications received after the deadline will not be eligible for consideration.

Call for Applications to the Gulf Coast Center Board of Trustees Representing Brazoria County

The Gulf Coast Center and Brazoria County Commissioners Court are seeking applications from qualified individuals to serve on the Board of Trustees of Gulf Coast Center. The Gulf Coast Center and Commissioners Court are looking for individuals who will represent the interests of the Center and County as a whole, as well as supply exceptional vision, business and administrative skills and commitment. The Brazoria County Commissioners Court makes four appointments to the Gulf Coast Center's Board of Trustees and Galveston County Commissioners Court appoints five members.

Founded in 1969, Gulf Coast Center is a community center and an agency of the State of Texas under the provisions of Chapter 534 of the Texas Health & Safety Code Ann. (Vernon 1992), as amended providing a range of community-based behavioral health, substance use disorder and developmental disabilities services within the geographic boundary of Galveston and Brazoria County. Gulf Coast Center has evolved into the suite of integrated, whole-person services we provide today as a Certified Community Behavioral Health Clinic (CCBHC). To achieve CCBHC status, Gulf Coast Center has distinguished itself as efficiently reducing healthcare disparities for our community. This designation demonstrates a commitment to an accountable, culturally competent framework that broadens access to care services for anyone seeking Primary Health, Mental Health, Intellectual and Developmental Disorders (IDD), and Substance Use Disorder (SUD) services, regardless of their ability to pay. Integrated transitions between service agencies, especially for co-occurring and complex diagnoses, are bridges that must be crossed to ensure safe and equitable care. Gulf Coast Center coordinates that care and provides the wrap-around services needed to keep the community in services and services in the community.

Gulf Coast Center administers an annual budget of \$47,000,000 in local, state, federal and private funding and has a staff of over 300 who work at 10 sites or remotely across the community.

Gulf Coast Center's Board develops policy in the following areas: internal management, fiscal, contract administration, facilities, human resources, clinical support systems, service delivery systems, clients' rights, community relations and

clinical records. The Board meets at 6:15 pm on the fourth Wednesday of each month except for November and June. The meeting schedule is alternate between Galveston (Texas City Clinic) and Brazoria County (Angleton Clinic) locations. In addition to monthly board meetings, board members participate on established committees and task forces when applicable. The time commitment for service is approximately 3 to 5 hours per month plus travel time.

SKILL SET DESIRED:

Preference will be given to a candidate with a history demonstrating skills and experience in more than one of the following:

- Lived experience and/or knowledge of behavioral health and/or substance use disorders
- Lived experience and/or familiarity with intellectual and developmental disabilities
- Knowledge of local, state and federal healthcare finance and funding structures
- Accounting, finance or business background with the ability to understand and analyze financial statements and statistical reports.
- Demonstrated leadership experience requiring strategic planning, execution, and maintenance of successful business operations
- Experience serving on Board of Directors for high-level businesses or for-profit organizations and/or community involvement in multiple leadership roles
- History of participation in local, state and federal governmental activities, particularly at the policy level
- Commitment to the mission, vision, and values of both Gulf Coast Center and the Brazoria County Commissioners Court

Applicants must reside in Brazoria County to be eligible for appointment

APPLICANT CONTACT SHEET

Applicant Contact Information	
Name	
Spouse's Name	
Mobile / Home Phone Number	
Email Address	
Residential Home Address (Required to verify residency)	
Primary County of Residence	

Applicant Information			
Date of Birth		Preferred Pronouns	
<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Non-binary	<input type="checkbox"/> Prefer Not to Indicate
How did you learn about this vacancy?			

Race*		
<input type="checkbox"/> Black or African-American	<input type="checkbox"/> Asian	<input type="checkbox"/> White
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> Some Other Race alone, non-Hispanic:		
<input type="checkbox"/> Two or more races:		
Ethnicity		
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian alone, non-Hispanic	<input type="checkbox"/> White alone, non-Hispanic
<input type="checkbox"/> Black or African American alone, non-Hispanic	<input type="checkbox"/> American Indian and Alaska Native alone, non-Hispanic	
<input type="checkbox"/> Native Hawaiian and Other Pacific Islander alone, non-Hispanic	<input type="checkbox"/> Some Other Race alone, non-Hispanic	
<input type="checkbox"/> Multiracial, non-Hispanic:		

**Race and ethnicity categories are based on standards utilized by the U.S. Census Bureau to promote uniformity and comparability of statistical data in household surveys, administrative forms and records, and other data collections.*

GULF COAST CENTER BOARD OF TRUSTEES APPLICATION

Applicant Name

Statement of Purpose

In 150 words or less briefly summarize why you are seeking this appointment.

Intellectual Disability and Development Services or Substance Experience and/or Knowledge:

Substance Use Disorder Experience and/or Knowledge:

Community Mental Health or Public Health Experience And/or Knowledge:

Skills

- | | | |
|--|--|--|
| <input type="checkbox"/> Administration & Operations | <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Financial Management | <input type="checkbox"/> Staffing/HR |
| <input type="checkbox"/> Childcare Experience | <input type="checkbox"/> Fundraising/Grant Writing | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Health Care | <input type="checkbox"/> Training |
| <input type="checkbox"/> Education | <input type="checkbox"/> Program Development | <input type="checkbox"/> Volunteer Experience |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Program Evaluation | <input type="checkbox"/> Writing/Communication |

Education History

Please include highest level of educational obtainment:

Institution Name:

Degree and Years
Attended:

Institution Name:

Degree and Years
Attended:

Please highlight any other relevant skills and experience including lived experience you would bring to the board.

Current Employment Information

Employer

Job Title

Email/Work #

Start Date

Most Recent Past Employment

Employer

Job Title

Start and End
Dates

Current Professional Organization Memberships

Community Participation: Public Service, Civic Engagement, Volunteer Experience

Please include a separate, detailed resume

**BRAZORIA COUNTY
GULF COAST CENTER BOARD OF TRUSTEES**

CERTIFICATION OF APPLICANT

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for appointment. I assign and hereby give Gulf Coast Center and/or Brazoria County full authority to conduct background investigations pertinent to this application.

I agree to file the attached affidavit of eligibility prior to being considered for an appointment by Brazoria County Commissioners Court. I further agree to file an amendment in the event my status should change during the tenure of my appointment.

Further, I understand that the information provided in this application will be considered a government record and is subject to the disclosure and exception provisions of the Texas Public Information Act and all other statutory requirements.

Interviews may be conducted in a public forum in accordance with the requirements of the Texas Open Meetings Act and any other statutory requirements or exceptions.

Printed Name

Applicant's Signature

Date

Completed applications and attachments must be submitted electronically to:

GCCBoardSecretary@gulfcoastcenter.org

**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT
BE ELIGIBLE FOR CONSIDERATION.**

More information about the Texas Open Meetings Act and the Texas Public Information Act can be found by visiting <https://www.texasattorneygeneral.gov>.



CONFLICT OF INTEREST AND DISCLOSURE STATEMENT

To All Members of the Board of Trustees:

Gulf Coast Center respects the rights of its trustees in their activities outside their positions of trust with Gulf Coast Center which are private in nature and which in no way conflict with or reflect upon Gulf Coast Center. The trustees have been carefully selected and their integrity and judgment are valued and trusted. This document is a safeguard for Board members so as to avoid any misunderstandings which might unintentionally involve a conflict of interest. To avoid any misunderstandings, the following statements of policy are made:

6. A conflict of interest is broadly defined as a conflict between the private interests and the official responsibilities of a person in a position of trust. Trustees are in positions of trust. The private interests of a trustee cannot conflict with his/her official duties as a representative of Gulf Coast Center nor with the interests of Gulf Coast Center.
7. Each trustee must avoid incurring any kind of financial or personal obligation which might affect his/her judgment in dealing for Gulf Coast Center with outside organizations, firms or individuals. Each person must examine his/her own activities and those of his/her family to be sure that no condition exists which creates an embarrassing situation in respect to transactions of Gulf Coast Center.
8. Where there is any question about a conflict of interest, even though it may not exist in actuality, the particular situation should be disclosed in writing. For a trustee, the disclosure should be filed with the Chief Executive Officer or General Counsel. This action of disclosure is a protection for both Gulf Coast Center and the trustee. In most cases, the activity disclosed does not represent a conflict of interest which would require corrective action by either Gulf Coast Center or the trustee. The mere documentation via disclosure indicates good faith and rarely would additional action be required. It is the responsibility of the Executive Committee of the Board of Trustees to determine whether conflicts of interest do occur, and to take such steps as deemed appropriate to protect Gulf Coast Center.
9. Below is a list of areas about which care should be exercised by the trustee as potential conflicts of interest.
 - a. Holding a financial interest of over 1% (including stockholder, partner, joint venture, creditor, guarantor or director) in a firm which provides services or supplies, materials or equipment to Gulf Coast Center; or with a firm to which Gulf Coast Center provides services or makes loans; or engaging in such activities with Gulf Coast Center as an individual.
 - b. Speculating or dealing in equipment, supplies, materials or property purchased by Gulf Coast Center, or speculating or dealing for his/her own account in services provided by Gulf Coast Center.
 - c. Borrowing money from suppliers, persons receiving services from Gulf Coast Center or from individuals or firms with whom Gulf Coast Center does business. This does not include routine banking services and transactions between a bank, savings and loan or other similar institution and trustee.
 - d. Accepting gifts or favors for himself/herself or for any family member, or entertainment or other personal obligation from an outside organization or individual which are substantial enough to influence his selection of goods and services for Gulf Coast Center. This does not apply to acceptance of perishable or consumable gifts of a nominal value, nor reasonable personal entertainment, but care must be exercised to be sure that continuation of such matters does not gradually build up into an embarrassing obligation. In the case of gifts that are of a substantial nature, these should be returned to the donor with the explanation that Center policy will not permit the acceptance of the gift. Gulf Coast Center will take care

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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.

of the expense of returning such gifts.

- e. Acquisition by purchase or lease of real estate in which it is known Gulf Coast Center has an interest, or which may improve in value because of Gulf Coast Center's interest in adjoining property.
 - f. The misuse of information to which the trustee has access by reason of his position, such as the disclosure of confidential information to competitors or others outside the business.
 - g. Be employed in a situation or accept compensation which might reasonably be expected to impair independence of judgment in the performance of Gulf Coast Center official duties.
 - h. Trustees in the role in private business or professional activities shall not:
 - i. Use Gulf Coast Center office or return address on their business or professional letterhead;
 - ii. Utilize Center employees for personal work or any private business or professional activity during regular working hours;
 - iii. Utilize Center equipment, supplies or facilities for their private business or professional activities;
 - iv. Provide privately the same services to Center clients which Center clients are currently receiving from Gulf Coast Center; or
 - v. Solicit clients for their private business or professional activities from persons being served by Gulf Coast Center.
10. The foregoing is to be understood to refer not only to Gulf Coast Center, but also to any of Gulf Coast Center's pension, retirement, savings or similar plans. The holding of any security, not including one of the securities in question of a publicly owned corporation (i.e., one stock is registered with the Securities and Exchange Commission), will not be deemed a violation of this policy.

Copies of this policy statement are sent to each trustee once a year, with the request that they sign one copy and return it to the Chief Executive Officer. Any possible conflict of interest on the part of any of the following that is known to the Trustee should be disclosed at the end of this letter:

4. Trustees or their families (which would include spouse, parents, brothers, sisters, children, nieces, nephews and spouses of brothers, sisters and children).
5. Any organization of which they or members of their families are an officer, director or either directly or indirectly, a stockholder or partner.
6. Any trust or estate in which they or members of their families have a beneficial interest or for which they act in a fiduciary capacity.

Remember that this is a disclosure for the protection of both you and Gulf Coast Center. This documentation discloses your good faith that no action or interest on your part or that of your family is intentionally in conflict with the interests of Gulf Coast Center.

If a situation of this type described above should develop during the year, a statement outlining the details should be filed with either the Chief Executive Officer or his/her designee.

I have read and understand this policy and will make every effort to observe it carefully.

Name: _____

Signature: _____

Date: _____

GULF COAST CENTER BOARD OF TRUSTEES

Application Checklist

Thank you for your interest in applying. To ensure that your application is ready for submission, please make sure that you have done the following:

- Completed all relevant fields on the Applicant Contact Sheet and Application. A home address **MUST** be provided to verify residency.
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