

## THE GULF COAST CENTER

Regular Board of Trustees Meeting  
Mainland Community Service Center  
7510 FM 1765, Texas City, TX  
Wednesday, July 23, 2025  
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:**
  - a. FY26 Employee Benefits Plan Coverage ..... Todd Patch & Erin Rowan, Marsh MMA
4. **Board Member Reports**
  - a. Texas Council of Community Centers ..... Jamie Travis, Board Chair
  - b. FY2026 Board Dates **(pg.8)** ..... Jamie Travis, Board Chair
  - c. Texas Council Risk Management Fund ..... Mary Lou Flynn-Dupart, TCRMF Board Chair
    - TCRMF Solicitation for Nominations due August 29<sup>th</sup> Note that there will be a vacancy on the Fund Board in Place 3. Judge Morgan, who has served on the Fund Board for many years, is retiring from the Fund Board and is not seeking re-election. **(Pg.9)**
5. **Operations Report:** ..... Felicia Jeffery, CEO
  - a. Operational, Clinical, & Financial Excellence
    - Retention Incentive
    - Just In Time
    - Legislative Updates
6. **Budget, Finance and Admin Reports** ..... Rick Elizondo, CFO
  - a. Financial & Operational Monthly Report & YTD Summary & Federal Funding Analysis **(Pg.5)**
7. **Consent Agenda** ..... Linda Bell, JD, BSN, RN  
**Consideration and Approval of Recommendations and Acceptance of Consent Agenda Items.**  
*(Consent agenda items may be pulled from this consideration for individual action or presentation.)*
  - a. Review and approval of May 28, 2025 Board Minutes. **(Pg. 20)**
  - b. Review and approval of May & June 2025 Check Registers.
8. **Action Items** ..... Linda Bell, JD, BSN, RN
  - a. Consider ratification of the Board appointed Employee Benefits Ad Hoc committee for the purpose of reviewing employee benefits for FY26. Members included: Stephen Holmes, Committee Chair; Jamie Travis, Member; Felicia Jeffery, Member; Rick Elizondo, Member; Kelsey Hoosier, Member
  - b. Consider the approval of the Gulf Coast Center FY26 Employee Benefits coverage inclusive of the Employee Benefits Ad Hoc committee recommendations.

- c. Consider the approval of the FY2026 Retention Incentive.
- d. Consider approval of the Interlocal Agreement with **ACCESS** for utilization of \$27,500 of ARPA funding for the purpose of purchasing psychological testing and report writing for persons seeking or renewing Gulf Coast's intellectual developmental disability services. Term: June 1, 2025 and August 31, 2025.
- e. Consider approval of the Interlocal Agreement with **Tri-County Behavioral Healthcare** for utilization of \$200,000 of their PPB funding in compliance HHSC Performance Contract Attachment A07 PRIVATE PSYCHIATRIC BEDS (MH/PPB), VERSION 2. Term: July 11, 2025 and August 31, 2025.
- f. Consider approval of the updated travel procedures to increase the per diem rate to the standard GSA rate. (pg. 12)

### **Behavioral Health Services**

- g. Consider approval of the FY26 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). No change from FY25
- h. Consider the approval of the FY26 renewal agreement with **Crystal Trahan MA**, a certified instructor and/or trainer in Mental Health First Aid (MHFA) as well as Applied Suicide Intervention Skills Training (ASIST). Reimbursement: \$45/hr. + travel costs (not to exceed \$360/day). No change from FY25
- i. Consider approval of the FY26 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. No change from FY25
- j. Consider approval of the FY26 renewal agreement with the below listed YES Waiver Provider Services Network Agreements:
  - **Quality of Care:** providing community living support services
  - **Compelling Therapy Services, Inc.:** providing community living support services and recreational therapy
  - **Cornerstone Family Resource Center:** providing community living support services, family supports, paraprofessional services and in-home respite services
  - **Youth Advocate Programs Inc.:** providing coordinating care, referrals and resources.
  - **A Touch of Love Home, LLC:** providing Community Living Support Services, Specialized therapies - Recreation Therapy, Employment Assistance, Family Supports, and Paraprofessional Services.
  - **Meraki Music LLC:** providing specialized therapies-music therapy,  
Description: The Youth Empowerment Services Waiver is a 1915(c) Medicaid program that provides intensive services delivered within a strengths-based team planning process called Wraparound. Wraparound builds on family and community support and utilizes YES services to help build a family's natural support network and connection with community. YES services are family-centered, coordinated and effective at preventing out-of-home placement and promoting lifelong independence and self-defined success. Reimbursement rates:

<b>Service</b>	<b>Unit</b>	<b>Rate</b>
Community Living Support Services	15 min.	\$17.50 (or \$70/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
In Home Respite	15 min.	\$3.92 (\$15.66/hr)

- k. Consider approval of the Clinical Training Affiliation Agreement with **Baylor College of Medicine** for the medical education program, academic affairs, and the assessment of medical students at Gulf Coast Center facilities.

Term: until terminated

Reimbursement: \$0

#### **Galveston County Mental Health Wellness Center Agreements**

- l. Consider approval of the FY25 & FY 26 Facility Use Agreement for the Galveston County Mental Health Wellness Center between **Galveston County** and the Gulf Coast Center (tenant). Rental Amount: \$0.  
Description: The new Galveston County Mental Health Wellness Center will be located at 1207 South Oak St., La Marque, TX 77568.
- m. Consider approval of the Program Agreement and Affiliation Agreement with **UTMB on behalf of its Department of Psychiatry and Behavioral Sciences** for faculty and residents program providing services at the GC Mental Health Wellness Center.  
Term: 1 year plus 4 potential annual renewals Reimbursement: \$0
- n. Consider approval of the Affiliation Agreement with **UTMB on behalf of its Department of Graduate Medical Education** for faculty and residents program providing services at the GC Mental Health Wellness Center.  
Term: 1 year plus 4 potential annual renewals Reimbursement: \$0

#### **IDD Services Agreements**

- o. Consider ratification of the IDD Intake and Assessment Network Agreement with **MODERN PSYCHOLOGICAL & ALLIED SERVICES, PLLC** for DID assessments for IDD enrollments.  
Term: June 1, 2025-August 31, 2026  
Reimbursement: \$350/DID completed; \$500/Autism DID completed

## **SUD Agreements**

- p. Approval of Amendment #1 related to the increase in the contract amounts related to SUD residential contractors ADA House and Bay Area Recovery.

		TRA-INTENSIVE	TRA-SUPPORTIVE	TOTAL TRA
Rates 9/1/2024-08/31/2025	paid to Providers	108.65	46.91	
ADA	Original Amount	311,400.00	56,250.00	367,650.00
	Amendment #1 Increase	82,500.00	0.00	82,500.00
ADA	Final Contract Amount	393,900.00	56,250.00	\$ 450,150.00
Bay Area Recovery Center	Original Amount	363,300.00	56,250.00	419,550.00
	Amendment #1 Increase	82,500.00	60,300.00	142,800.00
BAY AREA	Final Contract Amount	445,800.00	116,550.00	562,350.00
TOTAL		839,700.00	172,800.00	1,012,500.00

9. **Pending or Revised Action Items**.....Linda Bell, JD, BSN, RN  
*Pending or revised items are those items that were on a prior board agenda but not completely resolved or there has been a revision since approval. The items may be listed for update purposes or final action by the Board.*

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

July 23, 2025	Board Meeting	MCSC	6:15 pm
August 20, 2025	Board Meeting	NBCSC	6:15 pm

**SBCSC location:** 101 Tigner, Angleton, TX

**NBCSC location:** 101 Brennan, Alvin, TX

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

### 11. Executive Session

- *As authorized by Chapter §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at any time during this meeting to seek legal advice from its Attorney about any matters listed on the agenda.*

### 12. Reconvene to Open Session

### 13. Adjourn

**The Gulf Coast Center****FY2025 Monthly Board Financial Review***Unaudited as of 05/31/2025***Fiscal Year 2025 Unaudited Centerwide General Fund Balance Status****Total General Fund Balance as of 08/31/2024 (Audited)..... \$ (11,812,737)****FY2024 Year-to-Date Reported Expense and Revenue Totals (Unaudited)**

Expenditures	<i>Operational</i>	33,226,463		
	<i>Non-Operational</i>	-		
	<i>Fund Balance</i>	1,322,600	34,549,064	
Revenues	<i>Operational</i>	33,397,549		
	<i>Non-Operational</i>	-	33,397,549	<b>\$ 1,151,515</b>

**Total General Fund Balance Year-to-Date (Unaudited)..... \$ (10,661,222)****Board Committed Use General Funds (Fiscal Year Committed)**

Capital Projects - Facility (FY2008-FY2011)	(200,000)			
Capital Projects - Facility (FY2013)	(100,000)			
Capital Projects - Facility (FY2014)	(100,000)			
Capital Projects - Facility (FY2015)	(150,000)			
Capital Projects - Facility (FY2024)	(500,000)			
Capital Projects - Facility (FY2025)	(389,154)	(1,439,154.00)		
fy2008-fy2024 Expenditure		439,153.86		
fy2025 Expenditure		<b>\$ 1,322,600.31</b>		
		-		
			322,600	
Capital Projects - IT (FY2003-FY2014)	(600,000)			
Capital Projects - IT (FY2015)	(150,000)			
Capital Projects - IT (FY2017)	(140,000)	(890,000.00)		
fy2008-fy2024 Expenditure		744,020.18		
fy2025 Expenditure		-		
		-		
		-		
			(145,980)	
IDD Community Service Support (FY2011-2014)	(300,000)			
IDD Community Service Support (FY2016)	(100,000)			
IDD Community Service Support (FY2018)	(100,000)	(500,000.00)		
fy2008-fy2024 Expenditure		471,531.85		
fy2025 Expenditure		-		
			(28,468)	
Connect Transit (FY2013) General Services	(422,869)	(422,869.00)		
fy2008-fy2024 Expenditure		422,869.00		
fy2025 Expenditure		-		
		-		
			-	
Major Facility Repairs (FY2014)	(186,940)	(186,940.00)		
fy2008-fy2024 Expenditure		186,940.00		
fy2025 Expenditure		-		
			-	
Flexible Spending Supports (FY2004-2013)	(500,000)			
Flexible Spending Supports (FY2018)	(100,000)	(600,000.00)		
fy2008-fy2024 Expenditure		517,663.44		
fy2025 Expenditure				
			(82,337)	<b>65,816</b>

**Total General Fund Balance Year-to-Date (Unaudited)..... \$ (10,661,222)****Unrestricted Use General Fund Balance (Unaudited)..... \$ (10,727,038)**

*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									
FY2025 Monthly Fund Balance Report						Unaudited as of 05/31/2025			
Fiscal Year 2025 Unaudited Centerwide General Fund Balance Status									
Total General Fund Balance as of 08/31/24 (Audited).....				S(11,844,980)					
FY2024 Monthly Reported Expense and Revenue Totals (Unaudited)									
	September	October	November	December	January	February	March	April	May
Operational Expenses:	3,434,760	3,661,490	3,675,600	3,613,116	3,751,068	3,753,836	3,933,454	3,646,742	3,756,397
Non-Operational Expenses:									
Fund Balance Expenses:	-	246,988	165,779	366,428	213,065	100,115	77,235	47,066	105,925
Total Expenses:	3,434,760	3,908,478	3,841,379	3,979,544	3,964,133	3,853,951	4,010,689	3,693,808	3,862,322
Operational Revenues:	3,510,283	3,784,990	3,699,041	3,692,228	3,661,407	3,779,991	3,551,976	3,779,377	3,936,786
Non-Operational Revenues:									
Fund Balance Revenues:									
Total Revenues:	3,510,283	3,784,990	3,699,041	3,692,228	3,661,407	3,779,991	3,551,976	3,779,377	3,936,786
Net increase/decrease to Fund Balance	75,523	(123,487)	(142,338)	(287,316)	(302,726)	(73,960)	(458,713)	85,569	74,464
Total General Fund Balance:	(11,920,503)	(11,797,015)	(11,654,677)	(11,015,357)	(11,064,635)	(10,990,675)	(10,532,718)	(10,586,758)	(10,661,222)
Total Unrestricted Fund Balance	(10,311,714)	(10,787,218)	(10,810,659)	(10,537,767)	(10,800,110)	(10,826,266)	(10,445,543)	(10,546,649)	(10,727,038)
Total Restricted Fund Balance	(1,256,785)	(1,009,797)	(844,018)	(477,590)	(264,525)	(164,410)	(87,175)	(40,109)	65,816
Avg. Operational Cost per day:	114,492	116,332	118,372	117,910	118,536	120,939	121,808	121,777	121,709
	September	October	November	December	January	February	March	April	May
DAYS OF OPERATION OF TOTAL FUND BALANCE	104	101	98	93	93	91	86	87	88
DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE	90	93	91	89	91	90	86	87	88
DAYS OF OPERATION OF RESTRICTED FUND BALANCE	11	9	7	4	2	1	1	0	(1)

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## MONTHLY BOARD REPORT-MAY 2025

	<u>MONTHLY</u> <u>FY2025</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2025</u> <u>May</u>	<u>ANNUAL</u> <u>FY 2025</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2025</u> <u>May</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
<b>EXPENSES</b>						
Salary and Wages	\$1,656,087.32	\$1,589,814.32	\$19,873,048.53	\$14,057,589.87	70.7%	\$5,815,458.66
Fringe Benefits	\$562,581.44	\$556,718.10	\$6,750,975.93	\$5,102,898.33	75.6%	\$1,648,077.60
Travel	\$17,661.10	\$25,826.45	\$211,932.23	\$232,272.74	109.6%	(\$20,340.51)
Consumables	\$31,828.14	\$32,150.10	\$381,942.00	\$407,909.38	106.8%	(\$25,967.38)
Pharmaceuticals/other	\$30,363.91	\$11,618.90	\$364,366.80	\$191,474.12	52.6%	\$172,892.68
Capital Improvements	\$46,143.04	\$105,924.98	\$553,716.11	\$1,322,600.31	238.9%	(\$768,884.20)
Furniture/Equip/Computer>\$5000	\$14,628.28	\$4,388.55	\$175,538.95	\$102,328.46	58.3%	\$73,210.49
Furniture/Equip/Computer<\$5000	\$28,300.93	\$10,524.53	\$339,610.86	\$96,044.92	28.3%	\$243,565.94
Facility Costs:	\$40,834.26	\$70,125.47	\$490,010.54	\$502,934.16	102.6%	(\$12,923.62)
Utilities	\$13,205.79	\$12,300.93	\$158,469.55	\$105,066.23	66.3%	\$53,403.32
Communications:	\$38,266.60	\$56,466.93	\$459,199.58	\$377,068.10	82.1%	\$82,131.48
Insurance	\$49,754.10	\$47,274.57	\$597,049.62	\$379,019.04	63.5%	\$218,030.58
Vehicle Operating	\$17,074.12	\$15,137.05	\$204,888.38	\$153,498.63	74.9%	\$51,389.75
Other Operating	\$23,155.05	\$12,804.38	\$277,860.48	\$187,893.82	67.6%	\$89,966.66
Client Support Cost	\$48,250.21	\$25,282.81	\$579,002.07	\$340,771.94	58.9%	\$238,230.13
Unallowable Costs	\$8,041.61	\$8,728.37	\$96,499.51	\$82,487.94	85.5%	\$14,011.57
Consultant/Professional - External	\$16,371.88	\$13,201.63	\$196,462.50	\$105,295.15	53.6%	\$91,167.35
Other Organizations - Internal	\$2,833.33	\$472.00	\$34,000.00	\$8,376.00	24.6%	\$25,624.00
Other Organizations - External	\$1,079,934.65	\$1,171,447.54	\$12,959,215.63	\$9,963,812.00	76.9%	\$2,995,403.63
Other Organizations - Non-Clinical	\$208,727.84	\$92,114.05	\$2,504,733.63	\$829,722.37	33.1%	\$1,675,011.26
<b>TOTAL EXPENSES:</b>	<b>\$3,934,043.60</b>	<b>\$3,862,321.66</b>	<b>\$47,208,522.90</b>	<b>\$34,549,063.51</b>	<b>73.2%</b>	<b>\$12,659,459.39</b>

## MONTHLY BOARD REPORT-MAY 2025

	<u>MONTHLY</u> <u>FY2025</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2025</u> <u>May</u>	<u>ANNUAL</u> <u>FY 2025</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2025</u> <u>May</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
<b>REVENUES</b>						
Brazoria County:	\$22,376.66	\$22,376.66	\$268,520.00	\$201,939.94	75.2%	\$66,580.06
Galveston County:	\$71,085.51	\$68,225.72	\$853,026.10	\$619,918.28	72.7%	\$233,107.82
Local Funds:	\$123,971.32	\$86,685.31	\$1,487,655.54	\$918,565.36	61.8%	\$569,090.18
Earned Income:	\$480,294.30	\$401,491.70	\$5,763,532.12	\$4,073,053.59	70.7%	\$1,690,478.53
State Funds Allocated:	\$1,716,041.70	\$1,913,306.30	\$20,592,500.44	\$15,857,600.69	77.0%	\$4,734,899.75
StateFunds Grants-Cost Reimb:	\$582,996.85	\$446,941.05	\$6,995,961.96	\$3,817,150.24	54.6%	\$3,178,811.72
Federal Funds - Allocated	\$80,716.07	\$80,716.07	\$968,592.84	\$726,444.63	75.0%	\$242,148.21
Federal Funds -Grants Cost Reimb:	\$314,988.11	\$422,321.05	\$3,779,857.27	\$2,746,250.05	72.7%	\$1,033,607.22
Federal Funds - Misc.:	\$52,119.43	\$75,268.23	\$625,432.97	\$655,543.01	104.8%	(\$30,110.04)
Federal Funds -DPP:	\$118,852.45	\$118,852.45	\$1,426,229.39	\$1,045,672.05	73.3%	\$380,557.34
Federal Funds - CCP	\$370,601.20	\$300,601.20	\$4,447,214.27	\$2,735,410.78	61.5%	\$1,711,803.49
<b>Total Revenue</b>	<b>\$3,934,043.60</b>	<b>\$3,936,785.74</b>	<b>\$47,208,522.90</b>	<b>\$33,397,548.62</b>	<b>70.7%</b>	<b>\$13,810,974.28</b>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$0.00</b>	<b>\$74,464.08</b>	<b>\$0.00</b>	<b>(\$1,151,514.89)</b>	<b>00.0%</b>	<b>\$1,151,514.89</b>
<b>LESS: CAPTIAL OUTLAY</b>	<b>(\$46,143.04)</b>	<b>(\$105,924.98)</b>	<b>(\$553,716.11)</b>	<b>(\$1,322,600.31)</b>	<b>238.9%</b>	<b>\$768,884.20</b>
<b>NET OPERATING SURPLUS/DEFICIT:</b>	<b>\$46,143.04</b>	<b>\$180,389.06</b>	<b>\$553,716.11</b>	<b>\$171,085.42</b>	<b>30.9%</b>	<b>\$382,630.69</b>



**The Gulf Coast Center  
Board of Trustees FY 26 Meeting Date List**

Month	Date	Meeting Location (City)	Meeting Location (County)	Start Time	TENTATIVE: Board Agenda Items and Schedule: Information, Notes, etc
September	Wednesday, August 20, 2025	Alvin	Brazoria		Board Retreat for the purpose of the CEO Annual Evaluation
	Wednesday, September 24, 2025	Texas City	Galveston	6:15 PM	Officer Elections, Approval of CEO Eval, Approval of Center plan; Annual review of Mission, Vision & Values; Approve HUB Plan; Annual approval of Center authorized signatures; Quarterly Investment report
October	Wednesday, October 22, 2025	Angleton	Brazoria	6:15 PM	Annual approval of bank accounts & signatures; Investment policies approval
November	No meeting held during this month due to holiday				
December	Wednesday, December 10, 2025	Texas City	Galveston	6:15 PM	
January	Wednesday, January 28, 2026	Angleton	Brazoria	6:15 PM	Quarterly Investment report; Approval annual financial audit; Annual ByLaws review, Annual Corporate Compliance Report
February	Wednesday, February 25, 2026	Texas City	Galveston	6:15 PM	Begin Audit Firm Selection
March	Wednesday, March 25, 2026	Angleton	Brazoria	6:15 PM	Approve audit firm; Quarterly Investment report; Quarterly Balanced Scorecard; Mid-year Center review
April	Wednesday, April 29, 2026	Texas City	Galveston	6:15 PM	
May	Wednesday, May 27, 2026	Angleton	Brazoria	6:15 PM	Approve audit firm engagement letter
June	Texas Council Annual Conference, June 10-12, 2026 San Antonio				
July	Wednesday, July 22, 2026	Texas City	Galveston	6:15 PM	Quarterly Investment report; Approve prelim operating budget; Approve 401a contribution & 457 match
August	Wednesday, August 19, 2026	Angleton	Brazoria	6:15 PM	Approve state contract; Appointment of Nominating Committee for officer elections

\*Board meetings may be held in person or virtually and will be announced at the time of posting\*





July 14, 2025

## MEMORANDUM

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

FROM: Fund Administrator

SUBJECT: **2025 ELECTION PROCESS FOR PLACES 1, 2, and 3 OF THE TCRMF BOARD OF TRUSTEES**

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On Friday, November 14, 2025, the Annual Member Meeting of Texas Council Risk Management Fund (TCRMF) will take place. At that time, elections will be finalized to fill the positions of Trustees in Places 1, 2, and 3, whose terms will expire at 12:01 a.m., January 1, 2026.

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

**Place 1:** Mary Lou Flynn-DuPart

**Place 2:** Steve Hipes

**Place 3:** VACANT [Judge Dorothy Morgan retiring from Board effective December 31, 2025.]

### **Member Participation**

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

### **Member Nominations**

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

The nomination form and biographical sketch should be returned to the Texas Council Risk Management Fund by email to [Jacey.GarzaRaines@sedgwick.com](mailto:Jacey.GarzaRaines@sedgwick.com). These nominations must be received no later than Wednesday, **August 29, 2025**.

#### **Preparation of the Ballot**

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

#### **Member Voting by Ballot**

The ballot determined by the Nominating Committee will be sent to each center in September so that ballots may be returned and tabulated prior to the annual meeting. Ballots will be due by October 30, 2025, OR they may be submitted in person at the Annual Member Meeting on Friday, November 14<sup>th</sup>, 2025.

#### **2024 TCRMF Trustee Election Timeline**

- Request for Nominations – July 14, 2025
- Deadline for Member Nominations – August 29, 2025
- Nominating Committee will meet between - Week of September 3, 2025
- Ballots Distributed to Members – September 5, 2025
- Ballots Due from Members prior to the Annual Meeting – October 30, 2025
- Annual meeting of the Members at which elections are finalized – November 14, 2025

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

Thank you for your attention to this matter.



## NOMINATION FORM

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

### NOMINATION

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I understand that any submitted nominations received after August 29, 2025, cannot be considered. In addition, I recognize that nominees for Trustee must meet the required qualification of being a Trustee of a community center that is also a member of the Fund, as stated in Article IV, Section 2 of the Fund Bylaws. I understand that the Fund's Nominating Committee might not elect to include all nominees on the ballot sent to members. I also understand that the Fund's Nominating Committee is responsible for determining the place for which each candidate will be considered and placed on the ballot.

Respectfully submitted, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
CENTER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**Please return by August 29, 2025, to:**

Texas Council Risk Management Fund  
Email: [Jacev.GarzaRaines@sedgwick.com](mailto:Jacev.GarzaRaines@sedgwick.com)



## Handbook of Operating Procedures

### Policy 2.32

Section: Personnel	Responsibility and Oversight: Travel Coordinator
Subject: Employee Mileage and Travel Management	Origination Date: October 2019 Last Revision/Review: June 1 <sup>st</sup> , 2025

#### I. Title: Employee Mileage and Travel Management

#### II. Policy

GCC will reimburse individuals for travel expenses incurred while conducting GCC business. As a unit of government as well as an agency of the State of Texas that benefits from state appropriations and grants, GCC has a stewardship obligation to use its funds prudently. All GCC employees must use Center resources wisely. As such, travel expenses must be reasonable and necessary, and must meet the accountable plan rules of the Internal Revenue Service in order to be considered reimbursable as business travel. Trips for which a personal vacation appears to be the primary purpose are not considered to be business travel and, therefore, cannot be reimbursed. GCC will not reimburse an employee for expenses incurred by or on behalf of other persons. While no policy can address every scenario, this document is intended to cover the most common travel-related situations. Where unusual circumstances arise, the spirit of this policy – along with good judgment – should prevail.

In the event of a specific concern that is not addressed in this policy, it is the responsibility of the traveler to seek guidance from GCC's Travel Coordinator before incurring the expense(s).

#### III. Purpose

The purpose of this policy is to communicate the requirements for travel reimbursements to ensure that travel expenses related to business travel on behalf of The Gulf Coast Center (GCC) are efficient, timely, and compliant with State of Texas and Internal Revenue Service rules and regulations.

#### II. DEFINITIONS

- a) Airfare: Airfare for business travel includes, but is not limited to, the original booking, itinerary changes and cancellations.
- b) Airline Ancillary Fees: Airline fees and charges include, but are not limited to, seating preferences, clubroom fees, early check boarding, and extra baggage.
- c) Domestic Travel: Any business travel within the United States and Washington, D. C. that is also greater than 50 miles from the employee's primary work address.
- d) Foreign Travel: Any business travel outside the United States and Washington, D.C.
- e) General Services Administration (GSA): An independent agency of the United States government that is charged with developing government-wide cost-minimizing policies. With regard to GCC business travel, GSA rates may serve as limits on certain travel purchases, such as lodging and meal expenses.
- f) Host Paid Travel: Business travel funded by a meeting or event organizer such that the traveler incurs little or no expense.
- g) Host Reimbursed Travel: Business travel fully or partially funded by a meeting or event organizer whereby the traveler is reimbursed for travel expenses after the event.
- h) Hotel Ancillary Fees: Fees and charges include but are not limited to early check-in and late checkout.

- i) In-Region Travel: is used to initiate travel arrangements for all GCC staff engaging in in-region travel for conferences, seminars, trainings, etc. not sponsored by the GCC. The in-region travel area includes Galveston, Brazoria, Harris, Matagorda, Fort Bend County, and Chambers counties.
- j) Mileage: Mileage incurred while using a personal vehicle for business travel.
- k) Mixed Travel: Business and personal travel combined.
- l) Out of-Region Travel: GCC Business related travel and expenses incurred outside of Galveston, Brazoria, Harris, Matagorda, Fort Bend County, and Chambers counties.
- m) Registration Fees: Business conference, meeting, training and seminar fees.
- n) Travel Coordinator: All travel arrangements are made and coordinated through or by the GCC's designated Travel Coordinator who receives his/her supervision from Executive Staff.

### III. REQUIRED FORMS AND MILEAGE TRACKING:

- a) Automated Expense Mileage Tracking system: Used for mileage tracking and reimbursement when an employee uses his/her personal vehicle in the in-region travel area. The current system is called Concur. Do not use Concur for in-region or out-of region mileage tracking or reimbursement; instead utilize the Travel Mileage Reimbursement Form.
- b) Request and Authorization for Travel: Used to request travel for both in-region and out-of-region travel and to maintain detailed information on arrangements. This form is found on the Intranet, Center Forms.
- c) Travel Mileage Reimbursement Form: Used for reimbursement of mileage using personal vehicle upon completion of trip to include any tolls or parking with receipts. This form is found on the Intranet, Center Forms. This form is for in-Region or out-of-region travel. After 60 days, these expenses are non-reimbursable. Executive team management approval is required for personal vehicle mileage reimbursement. **NOTE: In the case of a personal vehicle being used as employee's personal choice, the GCC will only reimburse actual gasoline expense (gas receipt required).**

### IV. PROCEDURE

#### 1. MILEAGE REIMBURSEMENT

All employees shall be eligible, with the appropriate approvals, for mileage reimbursement through the GCC's Automated Expense Mileage Tracking system. Mileage expenses within the GCC's two-county catchment region and consumer-related trips to Matagorda County, Fort Bend County, Chambers County and Harris County must be documented within the GCC's Automated Expense Mileage Tracking system. If the travel to Matagorda County, Fort Bend County, Chambers County and Harris County includes a conference, meeting, overnight stay does not utilize the Automated Expense Mileage Tracking system instead the In-Region Mileage guidelines in section 4 below and submit actual gasoline receipts. If you are traveling away from our catchment area and any contiguous counties for work related travel, complete the Out-of-Region Travel Form and follow the instruction in 5 for the mileage related activity.

1.1 Mileage reimbursement information will be submitted and documented within the GCC's Automated Expense Mileage Tracking system.

1.2 Mileage will be entered into the system as required, and at a minimum will require actual addresses for start and end locations traveled to and from. A brief description of the activity requiring the mileage must also be entered.

1.3 Employees will enter the actual Reporting Unit (RU or Program) number(s) for which the mileage is to be coded to if it differs from the employee's home program. This must occur for each mileage reimbursement activity requested. Record all multiple mileage destinations in the GCC's Automated Expense Mileage Tracking System as two entries, regardless of how many destinations were completed in one day. Destinations A through E for example will be entered as Point A to Point B, SAVE: next entry would be Point B to Point C, SAVE; next entry, etc. Remember to manually back out the home mileage.

All mileage reported in Concur must be completed this way or it will be returned to you to correct and will delay your reimbursement. Multiple mileage originations and destinations that are entered into Concur's Mileage Calculator cannot import into the Expense screen and therefore aren't reflected in mileage reporting. This means an auditor is unable to determine if the mileage we are reimbursing you is accurate (Multiple mileage originations/destinations includes anything more than a one-way trip).

1.4 Requests for reimbursement of mileage will not be paid for any mileage turned in after sixty (60) days of the date of the incurred mileage – that is sixty (60) days from the date of the travel to the day it is received as approved for payment by the appropriate supervisor in Payroll for processing.

The GCC's Automated Expense Mileage Tracking system provides reminder notices to employees and supervisors of pending mileage; but staff are strongly encouraged to record mileage daily as incurred, but at a minimum weekly. It is the responsibility of the employee to assure that their requests for reimbursement of mileage are entered completely and correctly and entered in a timely manner to assure that their supervisor has sufficient time to review and approve the mileage reimbursement request as required.

1.5 Within the GCC's Automated Expense Mileage Tracking system, requests for mileage reimbursement may be entered, submitted, and approved at any time. Approved mileage reimbursement (received in Payroll as approved by the appropriate supervisor and not beyond 60 days of the date of the incurred mileage) at the mid-month or end-of-the-month payroll period. Payment will be determined by the supervisor's approval date and when received in Payroll for processing.

1.6 Mileage must be entered and will be reimbursed for travel from the first designated work site. This practice states that work sites which are designated as continuous work placements and are not temporary in nature will not be eligible for mileage reimbursement. Employee supervisors are recommended to complete a Personnel Action Sheet identifying the employee's designated work site, which is to be used in calculating mileage reimbursement.

a. In the case of employees who have fluctuating work sites, mileage is not paid from home to the first designated work site or from the last designated work site to home.

b. In the case of employees who leave their home in the conduct of GCC business (e.g. meetings, trainings), but are not traveling to their office/workstation, those employees may declare mileage after subtracting out the regular travel mileage to their designated work site. The same will apply to business conducted on the employee's return home from the office/workstation at the conclusion of the workday. Once these conditions are satisfied, all other mileage in the conduct of GCC business is considered reimbursable.

## **2. TRIP APPROVAL AND AUTHORIZATION**

2.1 All business travel requires pre-approval from the traveler's manager or the manager's delegate.

2.2 Pre-approval is obtained by completing a Request and Authorization for Travel form.

2.3 Host paid and Host Reimbursed Travel requires trip approval.

2.4 Approval is required in advance of incurring any cost for travel, transportation, reservations, lodging reservations or conference registrations. Costs incurred without pre-approval may become a personal expense to the traveler.

2.5 Business justification and the benefit to GCC must be clearly explained on the travel authorization request. Trip approvers or their designees are responsible for reviewing the travel authorization request for the validity of the business justification and benefit to GCC, and to assure there are funds available for the travel.

2.6 Conference agendas should accompany the traveler's request for approval when requested by the approver.



2.7 It is the responsibility of the traveler and the travel approver to ensure that only appropriate, mission-oriented travel is requested and approved. Travel that combines business and personal activities should be reviewed thoroughly and must be approved by a member of the leadership team prior to the trip to ensure that it is primarily motivated by furthering the mission of GCC.

**All travel arrangements are made and coordinated by the Center's Travel Coordinator** who receives his/her supervision from Executive Staff. It is encouraged that travel requests be requested in a timely manner to allow arrangements to be made. All reimbursements and payments for out-of-region and in-region travel are to be made from Accounts Payable in Finance. Checks are disbursed on normal check runs. Documents received by the 10th will be done on the 15th check run, by the 20th for end of month.

### **3. GENERAL REIMBURSEMENT REQUIREMENTS**

3.1 GCC will reimburse business travel expenses as defined in this policy. Personal portions of any travel will not be reimbursed. Travel advances are not permitted.

3.2 Employees have 60 calendar days from the last travel day to submit expenses for reimbursement. **Receipts and expenses received after 60 days will not be reimbursed unless there is a significant extenuating circumstance which caused the delay. Only a member of Executive Team can approve the reimbursement after 60 days.**

3.3 Employees cannot be reimbursed for another traveler's expenses. All receipts presented for reimbursement must be in the name of the traveler receiving the reimbursement.

3.4 Actual expenses incurred and accompanied by itemized receipts are the basis for travel reimbursement. Please note that GCC does not reimburse meals when per diem is issued.

3.5 The traveler is responsible for assuring that travel expenses were incurred for a valid business purpose, and that they will not be receiving any duplicate reimbursements from a third party.

3.6 Expenses for childcare or pet care while on business travel will not be reimbursed.

3.7 Expenses incurred for a personal or family emergency while on business travel are generally not reimbursable. Airline change fees incurred in order to return to the employee's work location are reimbursable when documentation of the event prompting the need for the change is provided.

3.8 For travel to professional conferences, collaborations, presentations, seminars, and continuing education training, descriptions or other supporting documentation must adequately describe the business nature of the event and the benefit to GCC. If formal supporting documentation is not available, it is advisable for the traveler to maintain a log of meetings, including dates and locations of events and names and titles of attendees. Further documentation may be required if the business nature of an event or its relevance to GCC is not evident from the completed reimbursement request.

3.9 It is the responsibility of the manager/approver of a travel reimbursement to review expenses for the business need and benefit, as well as for the appropriate use of sources of funds. The manager/approver must also review receipt attachments and related expenses for compliance with GCC guidelines.

**3.10 In the case where the employee does not attend a conference which has been approved, the associated per diem check should not be cashed and must be returned to Accounts Payable within 1 business day. In the event the per diem check has been cashed in advance, a personal check or cash should be sent to Accounts Payable or GCC Travel Coordinator within 1 business day.**

3.11 GCC does not reimburse for any forms of "adult" entertainment or alcoholic beverages as part of employee travel.

3.12 Erroneous Reimbursements. The possibility exists for an unallowable travel expense to be erroneously reimbursed. The payment of a reimbursement request containing an unallowable travel



expense does not make future payments of like expenses proper. The employee must promptly reimburse GCC for any erroneously paid reimbursement request.

3.13 Reward Programs. Customary rewards such as frequent flier miles or hotel rewards may be retained by the employee. Frequent flyer and bonus travel programs may not influence the traveler's flight selection or routing. An employee cannot be reimbursed for travel if no expense has been incurred. Receiving free transportation or lodging in exchange for mileage, credit card, or other reward program points does not constitute an expense. An employee may be reimbursed for discounted travel only if the Chief Financial Officer or his designee approves, and money was paid directly to obtain the discount. If money is paid directly to obtain a discount, then reimbursement is limited to the lesser of the cost of obtaining the discount, the amount of the discount, or the maximum reimbursement allowed for that type of travel expense.

#### **4. IN-REGION TRAVEL:**

In-Region Travel is used to initiate travel arrangements for all GCC staff engaging in travel for conferences, seminars, trainings, etc. not sponsored by the GCC within Galveston, Brazoria, Harris, Matagorda, Fort Bend County, and Chambers counties. The Authorization for Travel form should be used for reporting costs associated with in-region travel including fees, registrations, meals up to \$10.00 daily, etc. The Travel Mileage Reimbursement form is used to report mileage using personal vehicle as well as parking or toll fees with receipts.

It is encouraged that a GCC vehicle be used instead of personal vehicle. The fleet coordinator can assign a GCC vehicle to be used for travel. Executive management team approval is required for personal mileage to be reimbursed. In the case of a personal vehicle being used as a personal choice by the traveler when a GCC vehicle is available, instead of claiming mileage the GCC will reimburse the gasoline expense only (receipt required).

Step 1: The traveler must initiate the Authorization for Travel form. One form per traveler is required. The traveler on the Request and Authorization for Travel form must complete the following:

1. The date the traveler-initiated form.
2. Check "In-Region Travel".
3. Employee Name traveling.
4. Employee Number.
5. Primary program of traveler or program that is responsible for expenses if a grant.
6. Date leaving.
7. Date returning.
8. Departure location (From).
9. Destination (To).
10. Purpose of trip (Conference, seminar, training, etc.).
11. Means of Travel – with in-region travel, only Auto (Center/Personal) and mileage apply. Please check appropriate box.
12. Phone number in case of any emergency.

Step 2: The employee then obtains approval and signature of his/her Supervisor/Program Director. It is the responsibility of the Supervisor/Program Director to review and verify budgetary limitations. Attach any and all copies of travel information (conference brochure, registration form, etc.) to travel form and forward to the Center's Travel Coordinator for final processing.

Step 3: The Travel Coordinator will assure that all required information is received and properly completed. Incomplete forms will be returned to the Supervisor for correction and/or completion, approval and signature. The Travel Coordinator will make the necessary travel arrangements and reservations as requested and approved. The Travel Coordinator will record the date that all arrangements and reservations are confirmed, as well as any confirmation numbers or names.

Step 4: Upon completion of the reservations and travel arrangements, the Travel Coordinator will forward to Accounts Payable in Finance. Expenses are to be detailed in the appropriate spaces and checks and confirmations are prepared and mailed to the traveler prior to time of trip.

Step 5: Post Travel: Reimbursable expenses for in-region travel include registration or training fees, gas charges accumulated in traveler's personal vehicle if approved (receipt required), parking fees and/or tolls (receipt required), and meal cost up to a maximum of \$10.00 (ten dollars) per day – with receipt(s) unless per diem check is issued. After receipts are turned in to Accounts Payable in Finance, a check will be mailed to the traveler. Checks are disbursed on normal check runs. Documents received by the 10th will be done on the 15th check run, by the 20th for end of month. **Failure to return travel expenditure receipts within 60 days will result in their non-reimbursement.** Travelers are encouraged to return receipts for reimbursement as soon as possible. All other cost must be approved prior to the travel by the Supervisor/Program Director and Executive Staff. All in-region travel cost is to be reflected on the Request and Authorization for Travel form completed by Travel Coordinator.

After all payments and travel arrangements are received and completed, the final Request and Authorization for Travel form is marked completed and filed in the appropriate folder. Files shall be maintained by fiscal year. Previous fiscal year's records shall be filed with the GCC's general financial records.

## **5. OUT-OF-REGION TRAVEL:**

Out of Region travel is used to initiate travel arrangements for all GCC staff engaging in out-of-region travel which is outside of Galveston, Brazoria, Harris, Matagorda, Fort Bend County, and Chambers counties. The Authorization for Travel form should be used for reporting all costs associated with out-of-region travel including fees, registration, lodging, air fare, per diem, car rental, etc. The Travel Mileage Reimbursement form is used to report mileage using personal vehicle (receipt required) and parking or tolls (receipt required). Executive management team approval is required for personal vehicle mileage to be reimbursed. In the case of a personal vehicle being used as a personal choice by the traveler when a GCC vehicle was available, instead of claiming mileage the GCC will reimburse the gasoline expense only (receipt required).

Step 1: The traveler must initiate a request and authorization for travel. Each traveler must complete a Request and Authorization for Travel form. The traveler on the Request and Authorization for Travel form must complete the following:

1. The date the traveler-initiated form.
2. Check "Out-of-Region" travel.
3. Employee Name traveling.
4. Employee Number
5. Primary program of traveler or program responsible for expenses if a grant
6. Date leaving
7. Date returning
8. Departure location (From)
9. Destination (To)
10. Purpose of trip (Conference, seminar, training, etc.)
11. Means of Travel
12. If air fare is requested, please provide preference of flight times.
13. Phone number in case of an emergency.

Step 2: The employee then obtains approval and signature of his/her Supervisor/Program Director. It is the responsibility of the Supervisor/Program Director to review and verify budgetary limitations. Attach any and all copies of travel information (conference brochure, registration form, etc.) to travel form and forward to the Center's Travel Coordinator for final processing.

Step 3: The Travel Coordinator will assure that all required information is received and properly completed. Incomplete forms will be returned to the Supervisor for correction and/or completion, approval and signature. The Travel Coordinator will make the necessary travel arrangements and reservations as requested and approved. The Travel Coordinator will record the date that all arrangements and reservations are confirmed, as well as any confirmation numbers or names.

Step 4: Upon completion of the reservations and travel arrangements, the Travel Coordinator will forward to Accounts Payable in Finance. Expenses are to be detailed in the appropriate spaces and checks are prepared and confirmations are mailed to the traveler.

Step 5: Post Travel: Reimbursable expenses for out-of-region travel include approved means of travel expenditures, lodging, rental car, air fare, registration fees, mileage accumulated in traveler's personal vehicle if approved (receipt required), parking fees and/or tolls (receipt required). The per diem rate will adhere to the allowable GSA Meals and incidental expenses (M&IE) published rates for the time period of travel. The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. The 75% reduction only applies when travel only is on the first and last day. Any meal cost above the designated per diem cost shall be the sole responsibility of the traveler. Receipts are not required for per diem purchases. Checks are disbursed on normal check runs. Documents received by the 10th will be done on the 15th check run, by the 20th for end of month. If meals are provided at trainings, per diem may be adjusted accordingly. **In the case where the employee does not attend a conference, the per diem check should not be cashed and must be returned to Accounts Payable within 1 business day. In the event the per diem check has been cashed in advance, a personal check or cash should be sent to Accounts Payable or Travel Coordinator within 1 business day.** All other movie rentals, valet service, equipment rental, and room service are not reimbursable. Any cost not listed or out of the ordinary must be approved prior to the travel by the Supervisor/Program Director and CEO or his/her designee. All out-of-region travel cost is to be reflected on the Request and Authorization for Travel form. Staff shall be responsible for all incidental charges which requires a personal credit card upon checking into the hotel.

After all payments and travel arrangements are received and completed, the final Request and Authorization for Travel is marked completed and filed in the appropriate folder. Files are to be maintained by fiscal year; previous fiscal year's records are to be filed with the GCC's general financial records.

## **6. BUSINESS AND PERSONAL TRAVEL COMBINED (Mixed Travel)**

6.1 Spousal travel is not considered to be a bona fide business expense for GCC. It is, therefore, not reimbursable from any GCC funding source.

6.2 Travel that is primarily personal in nature is not reimbursable.

6.3 It is the responsibility of the traveler and the travel approver to ensure that only appropriate, mission-oriented travel is requested and approved. Travel that combines business and personal activities should be reviewed thoroughly prior to the trip to ensure that it is primarily motivated by furthering the mission of GCC. When business and personal travel are mixed, the employee shall not seek reimbursement for additional expenses associated with the personal nature of the trip. For example, purchasing a more expensive hotel room to accommodate family members while on business travel is not prohibited, but reimbursement will be limited to what the cost of accommodations would have been had the employee traveled to the business destination alone.

## **7. INTERNET ACCESS, FAX**

- 7.1 Charges for internet access at the hotel and during flights are not reimbursable. Travelers should utilize the hotspot on their GCC issued mobile device or check out a MiFi from GCC's MIS department.
- 7.2 Business fax expenses are reimbursable if business related.

## **8. TAXI, CAR SERVICE, SHUTTLE, BUS, TRAIN, CAR RENTAL**

- 8.1 Itemized receipts are required for reimbursement.
- 8.2 Charges for taxi or car service used to attend local meetings or business entertainment are not reimbursable.
- 8.3 In lieu of a taxi or shuttle, a car service is NOT allowed to and from the airport as reimbursable.
- 8.4 Car Rental
- Renting a Car to attend a business-related function MUST be approved by a member of Executive Management Team since GCC has a fleet of vehicles which a traveler can utilize.
  - If approved, GCC reimburses economy, compact, mid-size, and full-size car rentals for individual travel. Larger vehicles are allowed when multiple employees are traveling together.
  - Car rentals will only be reimbursed for days which the rented car is used for GCC business purposes. Charges incurred for the vehicle between business dates or over a weekend when business is not conducted are not eligible for reimbursement.
  - Reimbursement for car rental expense requires an itemized receipt in the traveler's name. Receipts in the name of a spouse, parent, friend or a relative will not be reimbursed.
  - Actual gas expenses or the use of pre-paid fuel options are reimbursable. Gas purchases are reimbursable to the renter of the vehicle with an itemized receipt.
  - Additional charges for options not required for the completion of business travel include, but are not limited to, child car seats, ski racks, chains and upgrades. These charges will not be reimbursed without proper business justification.

## THE GULF COAST CENTER

Regular Board of Trustees Meeting  
Southern Brazoria Community Service Center  
101 Tigner Rd, Angleton, TX 77591  
Wednesday, May 28, 2025  
6:15 pm



**"Better community healthcare promoting healthy living."**

### MINUTES

- 1) **Call To Order** Jamie Travis, Chair of the Board of Trustees, convened the regular meeting on Wednesday, May 28, 2025 at 6:15 p.m.

**The following Board Members were present:** Jamie Travis, Chair, Stephen Holmes, Vice-Chair, Mary Lou Flynn-DuPart, Caroline Rickaway, Vivian Renfrow, Brazoria County Sheriff Bo Stallman, and Galveston County Sheriff Lt. Jaime Castro.

**The following Board Member(s) were excused:** Chris Cahill

**Also present were:** Felicia Jeffrey, CEO – Gulf Coast Center, Linda Bell, General Counsel, Rick Elizondo, CFO, Devon Stanley, CIO, Dr. Renee Valdez, CMO (virtually), Sam Tingle, Jerry Freshour and Sandy Patterson.

- 2) **Citizens' Comments:** None

- 3) **Program Report:** Geoff Tumlin of On-Demand Leadership, provided a live detailed presentation of Gulf Coast Center's Strategic Plan. Geoff thanked the Board and leadership for their engagement in the strategic planning process. The plan outlines two key focus areas—"cruxes"—to guide the Gulf Coast Center over the next 2–3 years:

#### **Crux 1: Leadership Excellence**

**Objective:** Strengthen management capacity and internal communication.

- **Revamp Leadership Development:** Tailored, competency-based training with performance measurement using existing platforms (e.g., Trakstar).
- **Enhance New Employee Orientation.**
- **Improve Communication:** Conduct an assessment to identify gaps, improve internal flow, and equip managers with conflict resolution and communication skills.

#### **Crux 2: Clinical Excellence**

**Objective:** Elevate clinical service delivery and structure.

- **Optimize Span of Control:** Adjust supervisory ratios to industry standards.
- **Clinic Redesign:** Systematically assess and update clinic operations for efficiency.
- **Strengthen Clinical Training:** Build a structured, feedback-based clinical development program for staff.

**Conclusion:** The plan is ambitious but aligned with GCC's capabilities and mission, positioning the organization to deliver higher-quality services and lead as a model "clinic of the future."

- 4) **Board Member Reports**

d. Texas Council of Community Centers ..... Jamie Travis, Board Chair

#### **Texas Legislature Update:**

- **IDD Funding:**

The conference committee is recommending a \$13/hour rate for community direct support professionals, which is below the \$15/hour requested and well below the \$19.17/hour currently allocated to state schools.

- **COVID Supplemental Block Grant:**

No replacement funding was included for the terminated COVID supplemental block grants, resulting in an \$800,000 shortfall for Gulf Coast Center. These funds had previously supported mental health services.

- **Mental Health System Funding:**

Despite prior use of COVID funds, no new investment was made in expanding the local mental health system.

- **Wellness Center and Planning Funds:**

- Operational funding secured for the Galveston Wellness Center.
- \$5 million awarded to begin planning for future expansion in Brazoria County.

e. Texas Council Risk Management Fund..... Mary Lou Flynn-Dupart, TCRMF Board Chair

The Texas Council Risk Management Plan is undergoing restructuring to align with standard fund operations. Key updates include:

- Property insurance rates remain high, but surplus funds are being used to help minimize impacts.
- Gulf Coast Center has participated in the plan since its inception.
- The restructuring aims to eliminate the current “ownership” model, where departing members could withdraw funds. This change supports long-term rate stabilization and sustainability.
- The plan is now financially healthy and no longer in deficit, removing the need for the prior ownership provision.

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

b. Operational, Clinical, & Financial Excellence

- Mid-Year Report

- **Alvin Facility & Strategic Direction:** The Board celebrated the new Alvin facility as a major milestone this year. Emphasis was placed on continuing to live out the organization's "HEALTHY" values, which guide the strategic plan and culture.
- **Leadership Development – GCC Leads:** The year-long leadership growth program is well underway, receiving strong feedback. It emphasizes emotional intelligence, psychological safety, and cultivating “ideal players” (humble, hungry, people smart). The program includes collaborative peer learning beyond monthly sessions and aligns with the updated performance evaluation system.
- **Extended Observation Unit (EOU):** Operations funding has been secured. Construction is expected to finish by July 1st, with a targeted soft opening in September. Hiring and staffing processes are currently in motion, including nursing roles.
- **Financial Overview:** Mid-year unaudited financials show the organization is on track or ahead in key revenue streams, including Medicaid collections. Service provision is robust, with over 96,000 services delivered and strong billing activity.
- **Staffing and Workforce Metrics:** 52 new hires have been made with only a 6% vacancy rate. Turnover remains at 28%, with a goal of 25% due to high-entry level roles. Workforce demographics reflect community diversity.
- **Medical & Access Enhancements:** Initiatives like “same day/next day” mental health evaluations have been highly successful. A quasi-open access model for psychiatry is being implemented to enhance medication continuity and reduce wait times.
- **Technology Modernization:** Ongoing transition from on-premise infrastructure to cloud-based systems, including AI integration for operational efficiencies.
- **Behavioral Health Services:** Continued expansion of YES Waiver teams, peer/family partner services, and specialty youth programming. Clinics are being restructured to better serve communities.
- **Peer Advisory Network Launch:** A new consumer advisory group is forming to inform service delivery and ensure lived experience is reflected in decision-making. The Board is encouraged to help shape this group’s charge and engagement.
- **CCBHC Sustainability:** The program is fully staffed and transitioning into a sustainability phase with two years of federal funding remaining. It's a major operational focus due to funding risk.

- **IDD Services:** IDD division continues to lead in innovation and service delivery. Recognized statewide for use of AI tools and leadership in care coordination.
- **Human Resources & Benefits:** Continued focus on employee support, benefits, and recruitment processes. Career ladders and insurance renewals are active areas of development.
- **Special Projects & Community Engagement:** Housing initiatives, PATH, and disaster programs are actively managed. Mental Health First Aid training program is thriving, with national recognition and potential board member training planned.
- **Training & Development Overhaul:** A full redesign of internal training platforms is in discovery phase under strategic plan goals, led by new staff.
- **Project Management Office:** PMO has reached a mature phase and continues to support organizational initiatives across departments.
- **Public Education Initiative:** Felicia is launching a **public education and marketing initiative focused on IDD awareness**. Trustees are encouraged to help identify a **single, clear message** that could be consistently shared to effectively educate the community. Emphasis placed on selecting the **right message from the start** to maximize impact.
- Things every board member should be talking about back at home

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

b. **Financial & Operational Monthly Report & YTD Summary & Federal Funding Analysis**

- **Fund Balance:** The current unrestricted fund balance stands at \$10.6 million, equating to approximately 87 days of operating reserves. While this is slightly below our target of 90 days, the completion of the Alvin construction project is expected to reduce operational expenses, allowing reserve days to increase over the coming months.
- **Year-to-Date Financials:**
  - **Total Revenues:** \$29.46 million
  - **Total Expenses (including capital outlay):** \$30.6 million
  - **Net Position:** \$(1.25 million)
  - **Operational Deficit (excluding capital outlay): \$(9,000)**  
Note: This operational deficit includes **\$515,000** in staff retention bonuses that were budgeted but only recently reflected in operational expenses for transparency.
- **Alvin Facility:** Construction is 99% complete with a final walkthrough pending. The facility has received positive feedback from staff and is expected to be operational shortly.
- **Funding Sources (FY2025 Budget: \$46 million):**
  - **Federal Funds:** \$14.8 million
  - **State Funds:** \$27.5 million
  - **Local Funds:** \$4 million  
Federal funding continues to grow, including revenues from Medicaid, Medicare, DPP, and CCP programs.
- **Outlook:** There are no significant financial threats anticipated. However, potential changes to Medicaid policy remain a variable. The organization is prepared to adapt as needed.

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

**Consideration and Approval of Recommendations and Acceptance of Consent Agenda Items.**  
(Consent agenda items may be pulled from this consideration for individual action or presentation.)

b. Review and approval of March 26, 2025 Board Minutes.

On motion by Mary Lou Flynn-DuPart, and a second by Stephen Holmes, the board approved the March 26, 2025 Board Minutes. The motion carried with all members voting in favor. There was no public comment.

c. Review and approval of March & April 2025 Check Registers.

On motion by Mary Lou Flynn-DuPart, and a second by Stephen Holmes, the board approved the March & April 2025 Check Registers. The motion carried with all members voting in favor. There was no public comment.



- 8) **Action Items** ..... Linda Bell, JD, BSN, RN
- q. Consider the approval of the 2025 Financial and Compliance Engagement and Planning Letter.**  
On motion by Stephen Holmes, and a second by Caroline Rickaway, the board approved the 2025 Financial and Compliance Engagement and Planning Letter. The motion carried with all members voting in favor. There was no public comment.
- r. Consider the approval of the Gulf Coast Center FY26 Holiday Calendar**  
On motion by Mary Lou Flynn-DuPart, and a second by Caroline Rickaway, the board approved the Gulf Coast Center FY26 Holiday Calendar. The motion carried with all members voting in favor. There was no public comment.
- s. Consider the approval to declare surplus and dispose of Center vehicle #1112, a 2006 Ford Taurus with 133,852 miles, as this vehicle is no longer cost-effective for continued use due to age, high mileage, and increasing maintenance costs.**  
On motion by Jaime Castro, and a second by Mary Lou Flynn-Dupart, the board approved to declare surplus and dispose of Center vehicle #1112, a 2006 Ford Taurus with 133,852 miles, as this vehicle is no longer cost-effective for continued use due to age, high mileage, and increasing maintenance costs. The motion carried with all members voting in favor. There was no public comment.
- t. Consider the approval to declare surplus and dispose of Center vehicle #0925, a 2010 Ford Fusion with 128,205 miles, as this vehicle is no longer cost-effective for continued use due to age, high mileage, and increasing maintenance costs.**  
On motion by Jaime Castro, and a second by Mary Lou Flynn-Dupart the board approved to declare surplus and dispose of Center vehicle #0925, a 2010 Ford Fusion with 128,205 miles, as this vehicle is no longer cost-effective for continued use due to age, high mileage, and increasing maintenance costs. The motion carried with all members voting in favor. There was no public comment.
- u. Consider approval of the appointment of Jamie Smith as Liaison to the Gulf Coast Center Board of Trustees. Description: The Coordinated Entry & Supportive Housing (CESH) contracts require that we have an individual with lived experience attend board meetings and interact with board members regarding any initiatives or policies from a lived experience lens.**  
The consideration to approve the appointment of Jamie Smith as Liaison to the Gulf Coast Center Board of Trustees. Description: The Coordinated Entry & Supportive Housing (CESH) contracts require that we have an individual with lived experience attend board meetings and interact with board members regarding any initiatives or policies from a lived experience lens was deferred.
- v. Consider approval of Amendment #6 to the HHSC Outreach, Screening, Assessment, Referral (OSAR) contract #HHS000782500005. The amendment provides updates to all contract attachments (Statement of Work, Contract Affirmations, and Uniform Terms and Conditions). No change in funding.**  
On motion by Mary Lou Flynn-DuPart, and a second by Stephen Holmes, the board approved the Amendment #6 to the HHSC Outreach, Screening, Assessment, Referral (OSAR) contract #HHS000782500005. The amendment provides updates to all contract attachments (Statement of Work, Contract Affirmations, and Uniform Terms and Conditions). No change in funding. The motion carried with all members voting in favor. There was no public comment.
- w. Consider approval of the HHSC Mental Health Grant for Justice-Involved Individuals MHGJII (formerly SB292) #HHS001545200016. This grant allows for the provision of community-based jail diversion services to people identified with a mental illness or co-occurring psychiatric and substance use disorder (COPSD) and specifically funds the center's COAST and CCRT teams. Amount not to exceed \$7,323,118 for FY25-26 which consists of continuation of SB292 funding and new Rider 48 funding.**  
On motion by Mary Lou Flynn-DuPart, and a second by Jaime Castro, the board approved the HHSC Mental Health Grant for Justice-Involved Individuals MHGJII (formerly SB292) #HHS001545200016. This grant allows for the provision of community-based jail diversion services to people identified with a mental illness or co-occurring psychiatric and substance use disorder (COPSD) and specifically funds the center's COAST and CCRT teams. Amount not to exceed \$7,323,118 for FY25-26 which consists of continuation of SB292 funding and new Rider 48 funding. The motion carried with all members voting in favor. There was one public comment from Rick Elizondo, CFO; the total program costs was

\$7,323,118 and that the actual HHSC reimbursement amount is \$3.6 million due to 100% match requirement.

- x. **Consider approval of Amendment #2 to the HHSC Mental Health First Aid contract #HHS001335500035. This amendment funds instructors who provide training to school districts and law enforcement to assist in early identification of children at risk of social-emotional disorders. The amendment extends the contract term and adds funding through 8/31/27.**

On motion by Mary Lou Flynn-DuPart, and a second by Vivian Renfrow, the board approved the Amendment #2 to the HHSC Mental Health First Aid contract #HHS001335500035. This amendment funds instructors who provide training to school districts and law enforcement to assist in early identification of children at risk of social-emotional disorders. The amendment extends the contract term and adds funding through 8/31/27. The motion carried with all members voting in favor. There was no public comment.

- y. **Consider ratification of the new Staffing Agreement with EXPRESS EMPLOYMENT PROFESSIONALS for front desk and clerical staffing needs not available by current Center staff.**

**Term:** April 1, 2025 – ongoing

**Billing Rate not to exceed:** \$16.45/hr.

On motion by Vivian Renfrow, and a second by Mary Lou Flynn-DuPart, the board approved the ratification of the new Staffing Agreement with EXPRESS EMPLOYMENT PROFESSIONALS for front desk and clerical staffing needs not available by current Center staff. Term: April 1, 2025 – ongoing. Billing Rate not to exceed: \$16.45/hr. The motion carried with all members voting in favor. There was no public comment.

- z. **Consider ratification of Memorandum of Understanding with THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON on behalf of its Center for Behavioral Emergency and Addiction Research (CBEAR) for the support and collaboration of Community-infrastructure building around drug use and mental health services. Term: April 1, 2025 – August 31, 2026.**

On motion by Vivian Renfrow, and a second by Jaime Castro, the board approved the ratification of Memorandum of Understanding with THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON on behalf of its Center for Behavioral Emergency and Addiction Research (CBEAR) for the support and collaboration of Community-infrastructure building around drug use and mental health services. Term: April 1, 2025 – August 31, 2026. The motion carried with all members voting in favor except Mary Lou Flynn-DuPart, who abstained. There was no public comment.

- aa. **Consider approval of Policy 8.20: AI Governance Policy which applies to all AI systems, including machine learning models, decision-support tools, and automated processes implemented in Gulf Coast Center's operations. It governs AI deployment in clinical decision-making, administrative processes, and community outreach efforts.**

On motion by Mary Lou Flynn-DuPart, and a second by Vivian Renfrow, the board approved the Policy 8.20: AI Governance Policy which applies to all AI systems, including machine learning models, decision-support tools, and automated processes implemented in Gulf Coast Center's operations. It governs AI deployment in clinical decision-making, administrative processes, and community outreach efforts.. The motion carried with all members voting in favor. There was no public comment.

- bb. **Consider approval of the Memorandum of Understanding with UNBOUND NOW, Care Coordination Agency, and the Commercial Sexual Exploitation of Youth (“CSEY”) Care Coordination Team Partners (“Partners”). Partners shall maintain a cooperative effort and care-coordinated approach to providing assessments of victimization and referrals for support services for victims of CSEY.**

**Term:** June 1, 2025 – December 31, 2025

**Funding:** none

**Description:** The Center would be considered a Partner with a multidisciplinary team made up of local law enforcement, DFPS, UTMB, the Advocacy Center, Juvenile Justice Department and others. The Center’s main role would be coordinating and/or suggesting any Center resources and trauma informed care.

On motion by Mary Lou Flynn-DuPart, and a second by Stephen Holmes, the board approved the Memorandum of Understanding with **UNBOUND NOW**, Care Coordination Agency, and the Commercial Sexual Exploitation of Youth (“CSEY”) Care Coordination Team Partners (“Partners”). Partners shall maintain a cooperative effort and care-coordinated approach to providing assessments of victimization

and referrals for support services for victims of CSEY. **Term:** June 1, 2025 – December 31, 2025. **Funding:** none. **Description:** The Center would be considered a Partner with a multidisciplinary team made up of local law enforcement, DFPS, UTMB, the Advocacy Center, Juvenile Justice Department and others. The Center's main role would be coordinating and/or suggesting any Center resources and trauma informed care. The motion carried with all members voting in favor. There was no public comment.

**cc. Consider approval of the new Personal Service Agreement with BROADDUS DEFENSE LLC for the Center to provide Critical Incident Response Training and other trainings related to recovery after a critical incident. Term: thru December 31, 2027**

**Reimbursement: \$500 for each day of training/teaching, plus \$55/hr for curriculum development.**

On motion by Mary Lou Flynn-DuPart, and a second by Caroline Rickaway, the board approved the new Personal Service Agreement with BROADDUS DEFENSE LLC for the Center to provide Critical Incident Response Training and other trainings related to recovery after a critical incident. Term: thru December 31, 2027. Reimbursement: \$500 for each day of training/teaching, plus \$55/hr for curriculum development.

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

**dd. Consider ratification of the new agreement with THE SCALABLE COMPANY for a operating system and clinical dashboard assisting the Center's IDD program.**

**Term: 1 year**

**Reimbursement: \$5000 for 3mo. and \$995 for 9mo.**

On motion by Mary Lou Flynn-DuPart, and a second by Caroline Rickaway, the board approved the ratification of the new agreement with THE SCALABLE COMPANY for a operating system and clinical dashboard assisting the Center's IDD program. Term: 1 year. Reimbursement: \$5000 for 3mo. and \$995 for 9mo. After board discussion, the total amount for approval is \$23,955. The motion carried with all members voting in favor. There was no public comment.

**ee. Consider ratification of the new Consultation Agreement with MICHELLE WASHBURN to provide consultation on implementation and evaluation of Gulf Coast Center's Assisted Outpatient Treatment Program (AOT Program).**

**Term: 9/30/24 - 9/29/25**

**Not to Exceed: \$10,000 (\$200/hr.) grant funded**

On motion by Mary Lou Flynn-DuPart, and a second by Jaime Castro, the board approved the ratification of the new Consultation Agreement with MICHELLE WASHBURN to provide consultation on implementation and evaluation of Gulf Coast Center's Assisted Outpatient Treatment Program (AOT Program). **Term:** 9/30/24 - 9/29/25. **Not to Exceed:** \$10,000 (\$200/hr.) *grant funded*. The motion carried with all members voting in favor. There was no public comment.

**ff. Consider ratification of the Consultation Engagement Agreement with PAUL SISLER who shall conduct a comprehensive assessment of the revenue cycle, including an in-depth review of the accounting department. The goal is to identify inefficiencies, risks, and opportunities for improvement in financial operations.**

**Term: May 1, 2025 – August 31, 2026**

**Reimbursement: \$110/hour**

On motion by Mary Lou Flynn-DuPart, and a second by Caroline Rickaway, the board approved the ratification of the Consultation Engagement Agreement with PAUL SISLER who shall conduct a comprehensive assessment of the revenue cycle, including an in-depth review of the accounting department. The goal is to identify inefficiencies, risks, and opportunities for improvement in financial operations. **Term:** May 1, 2025 – August 31, 2026 **Reimbursement:** \$110/hour. The motion carried with all members voting in favor. There was no public comment.

**gg. Consider approval of the new Professional Services Agreement with THE UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON d/b/a UTMB Health for psychiatric services at the Center's Galveston County Mental Health Wellness Center. Term: June 1, 2025-August 31, 2026.**

**TOTAL ALLOCATED FUNDS**

**\$400,000.00**

**No. of Beds Dedicated to Extended Observation Unit 12**

**Monthly MD Fee/Charge**

**\$33,333.00 (\$134/hr)**

On motion by Jaime Castro, and a second by Stephen Holmes, the board approved the new Professional Services Agreement with THE UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON d/b/a UTMB Health for psychiatric services at the Center's Galveston County Mental Health Wellness Center.

Term: June 1, 2025-August 31, 2026. TOTAL ALLOCATED FUNDS \$400,000.00. No. of Beds Dedicated to Extended Observation Unit: 12. Monthly MD Fee/Charge \$33,333.00 (\$134/hr). The motion carried with all members voting in favor except Mary Lou Flynn-DuPart, who abstained. There was no public comment.

**hh. Consider ratification of the FY25 Professional Services Agreement with THE MEADOWS MENTAL HEALTH POLICY INSTITUTE FOR TEXAS to provide evidence based technical assistance and guidance to Gulf Coast Center, local city and county partners, and stakeholders for the expansion and enhancement of best practices for local behavioral health crisis response systems.**

**Term: April 1, 2025 thru September 30, 2025 Amount not to exceed: \$227,000**

***MHG-JI grant funded***

On motion by Mary Lou Flynn-DuPart, and a second by Caroline Rickaway, the board approved the ratification of the FY25 Professional Services Agreement with THE MEADOWS MENTAL HEALTH POLICY INSTITUTE FOR TEXAS to provide evidence based technical assistance and guidance to Gulf Coast Center, local city and county partners, and stakeholders for the expansion and enhancement of best practices for local behavioral health crisis response systems. Term: April 1, 2025 thru September 30, 2025. Amount not to exceed: \$227,000. *MHG-JI grant funded*. The motion carried with all members voting in favor. There was no public comment

**ii. Consider ratification of the FY25 Professional Services Agreement with THE MEADOWS MENTAL HEALTH POLICY INSTITUTE FOR TEXAS for consultation services on creating a comprehensive Brazoria County Criminal Justice and Behavioral Health Systems Assessment and assistance to Brazoria County to create a Brazoria County Criminal Justice and Mental Health Systems Coordinating Council.**

**Term: April 1, 2025 thru September 30, 2025 Amount not to exceed: \$220,000**

***OOG SCI Grant***

On motion by Mary Lou Flynn-DuPart, and a second by Caroline Rickaway, the board approved the ratification of the FY25 Professional Services Agreement with THE MEADOWS MENTAL HEALTH POLICY INSTITUTE FOR TEXAS for consultation services on creating a comprehensive Brazoria County Criminal Justice and Behavioral Health Systems Assessment and assistance to Brazoria County to create a Brazoria County Criminal Justice and Mental Health Systems Coordinating Council. Term: April 1, 2025 thru September 30, 2025. Amount not to exceed: \$220,000. *OOG SCI Grant*. The motion carried with all members voting in favor. There was no public comment.

**9) Pending or Revised Action Items** .....Linda Bell, JD, BSN, RN  
*Pending or revised items are those items that were on a prior board agenda but not completely resolved or there has been a revision since approval. The items may be listed for update purposes or final action by the Board.*

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

June 25 – 27, 2025	TX Council Annual Conference	Sheraton Dallas Hotel, Dallas, TX	
July 23, 2025	Board Meeting	MCSC	6:15 pm
August 27, 2025	Board Meeting	SBCSC	6:15 pm

**SBCSC location:** 101 Tigner, Angleton, TX

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

**11) Executive Session**

➤ *None*

**12) Adjourn**

There being no further business to bring before the Board of Trustees, the meeting was adjourned at 7:45 p.m.

Respectfully,

*Cathy Rice*

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Cathy Rice  
Secretary to the Board of Trustees

Approved as to Consent and Form,

*Jamie Travis*

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Jamie Travis  
Chair of the Board of Trustees