



PUBLIC NOTICE

Gulf Coast Center, the designated Local Mental Health and Intellectual & Developmental Disabilities Authority and Substance Use Recovery provider for Brazoria and Galveston Counties, currently has one Board of Trustees vacancy in Galveston County.

Individuals interested in being considered for this position should submit their application electronically to:

✉ GCCBoardSecretary@gulfcoastcenter.org

To request an electronic copy of the application packet, or for any questions or additional information, please contact:

✉ GCCBoardSecretary@gulfcoastcenter.org



The deadline for applications is Friday, September 5, 2025

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

Thank You,

Felicia Jeffery
Chief Executive Officer

4444 W. Main Street
League City, TX 77573
409-763-2373

Toll Free: 1-800-643-0967
Fax: 409-978-2401
www.GulfCoastCenter.org

cc: August Board of Trustees File

Application for Board of Trustees Vacancies: Posted August 15, 2025

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, SEPTEMBER 5, 2025

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

☐ Administration & Operations

☐ Advocacy

☐ Childcare Experience

☐ Counseling

☐ Education

☐ Event Planning

☐ Facilities Management

☐ Financial Management

☐ Fundraising/Grant Writing

☐ Health Care

☐ Program Development

☐ Program Evaluation

☐ Public Relations

☐ Staffing/HR

☐ Strategic Planning

☐ Training

☐ Volunteer Experience

☐ Writing/Communication

Education History

Please include highest level of educational attainment:

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