



NOTICE OF MEETING

MEMBERS OF THE BOARD OF TRUSTEES

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

Wednesday, May 6, 2026, at 6:15 pm at the Galveston
County Mental Health Wellness Center, 1207 S Oak Street,
LaMarque, TX 77591.



Thank You.

Cathy D Rice

Cathy D. Rice

Secretary to the Board of Trustees

4444 W. Main Street
League City, TX 77573
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cc: April Board of Trustees File

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Galveston County Mental Health Wellness Center
1207 S. Oak Street, La Marque, TX
Wednesday, May 6, 2026
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. **Presentations:**
 - a. **Board Training: Enabling Legislation and Gulf Coast Center Board of Trustee Bylaws**
.....Linda Bell, JD, BSN, RN, General Counsel
 - b. **Planning Network Advisory Committee (PNAC) presentation and applications.**
..... Sarah Rankin, Peer Support Services and Amanda Groller, Director of Innovative and Special Projects
- 4. **Board Member Reports**
 - a. Texas Council of Community Centers Jamie Travis, Board Chair
Things Every Board Member Should Be Talking About Back Home (**Pg.7**)
 - b. Texas Council Risk Management FundMary Lou Flynn-DuPart, TCRMF Board Chair
- 5. **Operations Report:** Felicia Jeffery, CEO
 - a. Operational, Clinical, & Financial Excellence
 - Strategic Plan Update
 - Fy2026 Mid-Year Review
- 6. **Budget, Finance and Admin Reports**.....Rick Elizondo, CFO
 - a. Financial & Operational Monthly Report & YTD Summary (**Pg.4**)
- 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 February 25, 2026 Board Minutes. (**Pg. 53**)
 - b. Review and approval of the February 2026 and March 2026 Check Registers.
- 8. **Action Items**..... Linda Bell, JD, BSN, RN

HHSC Agreements

- a. Consider approval of **Amendment #3 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 updates the billing template and invoicing process for FY26-27. No change in contract funds.
- b. Consider approval of **Amendment #1 to the HHSC MH Performance Contract #HHS001598600035.** This amendment adds new crisis facilities funding (Rider 53 and 64) to achieve psychiatric stabilization in the

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least restrictive and most appropriate environment possible. This funding increases service targets for crisis respite, contracted psychiatric beds, and EOU. Contract amount increased by \$13,979,184 for FY26-27.

- c. Consider approval of **Amendment #1 to the HHSC Mental Health Grant for Justice-Involved Individuals #HHS001545200016**. This amendment renews the contract through 8/31/29 and adds \$3,665,987 for the contract term. This grant provides funding for community-based collaboratives to reduce rates of recidivism, arrests, and incarcerations amongst individuals with mental illness.

GCC Administration Agreements

- d. Consider approval of the Gulf Coast Center resolution **delegating authority to the Center's CEO** to enter into contractual agreements up to \$100K.
- e. Consider approval of the modifications to **Policy 1.3 Gulf Coast Center Board of Trustees Bylaws**. (Pg.) The revisions include more detail related to Section III.a Application, Appointment and Removal Procedure, it's attachment; sheriff and veteran board member requirements as well as CCBHC requirements. Section III.b the training section was revised to include the mediums of training beyond in person. Section III.e Removal and/or Censor is a new addition. Section III.i Board Member Code of Ethics is a new addition. Section IV.b was revised to include Vacancies; Resignation of Officers. Section V.b the notice of meeting was revised to provide more detail from Open Meetings Act. Section V.f Conduct of All Meetings is a new addition. Section VII.c was revised for accuracy. **(Pg.11)**
- f. Consider approval of the reviewed and/or revised **GCC Policy and Procedure Sections (Pg.47)** as identified as well as new policies related to the EOU.
 - Section 02 – Personnel
 - Section 03 – Health, Safety, Risk & Emergency Management
 - Section 04 – Staff Competency & Training
 - Section 05 – Quality Management & Utilization
 - Section 08 – Information Services & Security
 - Section 09 – Confidentiality, Privacy & Electronic Health Records
 - Section 10 – Treatment Services & Engagement
 - Section 11 – Treatment Services & Engagement
 - Section 12 – Continuity of Services & Care Coordination
 - Section 13 – Medical Psychiatric Services & Medications
 - Section 14 – Texas Evidence-Based Practices
 - Section 15 – Program-Specific Policies & Procedures

The newly added policies primarily introduce facility-specific emergency planning, clinical safety governance, housing stabilization infrastructure, justice-system coordination, and continuity-of-care safeguards. Together, they close policy gaps, formalize existing practices, and strengthen compliance—without expanding service eligibility, authority, or risk exposure.

- g. Consider approval of the **Planning and Network Advisory Committee (PNAC)** application.
- h. Consider ratification of the Consultation & Technical Assistance Services Agreement with **Open Minds** for 30 hours of consultation and technical assistance during the 12-month time period for CCBHC Grant Sustainability funding.
 - Term:** March 18, 2026 to March 17, 2027
 - Amount not to Exceed:** \$10,395
 - Funding Source:** CCBHC Grant Funds
- i. Consider ratification of the new agreement with **ZMark Health, LLC** for assistance with billing, collection, credentialing, and advisory services.
 - Term:** April 1, 2026 – April 30, 2027
 - Amount not to Exceed:** \$69,500.00

The Gulf Coast Center

FY2026 Monthly Board Financial Review

Unaudited as of 03/31/2026

Fiscal Year 2026 Unaudited Centerwide General Fund Balance Status

Total General Fund Balance as of 08/31/2025 (Audited)				\$ (10,709,706)
FY2026 Year-to-Date Reported Expense and Revenue Totals (Unaudited)				
Expenditures	Operational	25,294,580		
	Non-Operational	-		
	Fund Balance	-	25,294,580	
Revenues	Operational	25,523,492		
	Non-Operational	-	25,523,492	
				\$ (228,911)
Total General Fund Balance Year-to-Date (Unaudited)				\$ (10,938,617)

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)	(1,033,379)	(2,083,379.00)		
fy2008-fy2024 Expenditure		439,153.86		
fy2025 Expenditure		\$ 1,344,225.31		
		-		(300,000)
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)
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)
Total General Fund Balance Year-to-Date (Unaudited)				\$ (10,938,617)

Unrestricted Use General Fund Balance (Unaudited)				\$ (10,381,833)
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The Gulf Coast Center									
FY2026 Monthly Fund Balance Report									
									<i>Unaudited as of 03/31/2026</i>
Fiscal Year 2026 Unaudited Centerwide General Fund Balance Status									
Total General Fund Balance as of 08/31/25 (UnAudited).....				\$ (10,709,706)					
FY2026 Monthly Reported Expense and Revenue Totals (Unaudited)									
	September	October	November	December	January	February	March	April	May
<i>Operational Expenses:</i>	3,536,306	3,410,407	3,686,092	3,613,797	3,672,560	3,935,013	3,440,405		
<i>Non-Operational Expenses:</i>									
<i>Fund Balance Expenses:</i>	-								
<i>Total Expenses:</i>	3,536,306	3,410,407	3,686,092	3,613,797	3,672,560	3,935,013	3,440,405	-	-
<i>Operational Revenues:</i>	3,515,851	3,456,609	3,733,662	3,651,696	3,697,740	3,988,537	3,479,396		
<i>Non-Operational Revenues:</i>									
<i>Fund Balance Revenues:</i>									
<i>Total Revenues:</i>	3,515,851	3,456,609	3,733,662	3,651,696	3,697,740	3,988,537	3,479,396	-	-
<i>Net increase/decrease to Fund Balance</i>	(20,455)	46,202	47,569	37,899	25,180	53,524	38,991	-	-
<i>Total General Fund Balance:</i>	(10,689,791)	(10,735,994)	(10,783,563)	(10,821,462)	(10,846,642)	(10,900,166)	(10,938,617)	(10,938,077)	(10,937,537)
<i>Total Unrestricted Fund Balance</i>	(10,365,892)	(10,412,259)	(10,459,828)	(10,263,175)	(10,290,094)	(10,343,618)	(10,381,833)		
<i>Total Restricted Fund Balance</i>	(556,784)	(556,784)	(556,784)	(556,784)	(556,784)	(556,784)	(556,784)		
<i>Avg. Operational Cost per day:</i>	117,877	113,881	116,844	116,775	117,119	120,741	119,314		
	September	October	November	December	January	February	March	April	May
DAYS OF OPERATION OF TOTAL FUND BALANCE	91	94	92	93	93	90	92	#DIV/0!	#DIV/0!
DAYS OF OPERATION OF UNRESTRICTED FUND BALANCE	88	91	90	88	88	86	87	#DIV/0!	#DIV/0!
DAYS OF OPERATION OF RESTRICTED FUND BALANCE	5	5	5	5	5	5	5	#DIV/0!	#DIV/0!

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MONTHLY BOARD REPORT-MARCH 2026

	<u>MONTHLY</u> <u>FY2026</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2026</u> <u>March</u>	<u>ANNUAL</u> <u>FY 2026</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2026</u> <u>March</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
Salary and Wages	\$1,909,197.45	\$1,494,987.42	\$22,910,369.10	\$10,915,368.92	48	\$11,995,000.18
Fringe Benefits	\$608,728.29	\$534,050.89	\$7,304,739.30	\$3,835,218.98	53	\$3,469,520.32
Travel	\$27,491.14	\$16,508.66	\$329,893.73	\$171,411.31	52	\$158,482.42
Consumables	\$27,383.58	\$22,151.57	\$328,602.21	\$176,939.36	54	\$151,662.85
Pharmaceuticals/other	\$27,173.73	\$13,916.97	\$326,084.83	\$127,813.34	39	\$198,271.49
Furniture/Equip/Computer>\$5000	\$13,950.32	\$10,103.48	\$167,403.56	\$109,308.58	65	\$58,094.98
Furniture/Equip/Computer<\$5000	\$6,891.07	\$2,700.00	\$82,692.11	\$227,613.22	275	(\$144,921.11)
Facility Costs:	\$45,366.54	\$47,251.99	\$544,396.89	\$349,690.81	64	\$194,706.08
Utilities	\$12,661.20	\$15,397.41	\$151,934.63	\$97,226.49	64	\$54,708.14
Communications:	\$39,939.67	\$47,627.12	\$479,275.81	\$323,483.22	67	\$155,792.59
Insurance	\$45,322.26	\$49,301.07	\$543,865.82	\$326,668.93	60	\$217,196.89
Vehicle Operating	\$15,705.43	\$13,610.48	\$188,463.78	\$123,207.51	65	\$65,256.27
Other Operating	\$30,981.74	\$12,544.71	\$371,781.01	\$83,635.52	22	\$288,145.49
Client Support Cost	\$44,024.75	\$14,350.42	\$528,296.83	\$201,533.38	38	\$326,763.45
Unallowable Costs	\$5,620.44	\$1,743.88	\$67,445.11	\$70,875.96	105	(\$3,430.85)
Consultant/Professional - External	\$23,274.82	\$18,204.52	\$279,297.78	\$100,100.84	36	\$179,196.94
Other Organizations - Internal	\$500.00	\$39,582.48	\$6,000.00	\$110,657.40	1844	(\$104,657.40)
Other Organizations - External	\$1,029,844.10	\$960,975.90	\$12,358,129.04	\$6,951,822.97	56	\$5,406,306.07
Other Organizations - Non-Clinical	\$544,729.57	\$125,395.97	\$6,536,754.84	\$992,003.50	15	\$5,544,751.34
Inceast to Fund Balance:	(\$25,552.31)	\$0.00	(\$306,627.57)	\$0.00	0	(\$306,627.57)
<u>TOTAL EXPENSES:</u>	<u>\$4,433,233.79</u>	<u>\$3,440,404.94</u>	<u>\$53,198,798.81</u>	<u>\$25,294,580.24</u>	<u>48</u>	<u>\$27,904,218.57</u>

MONTHLY BOARD REPORT-MARCH 2026

	<u>MONTHLY</u> <u>FY2026</u> <u>BUDGET</u>	<u>MONTHLY</u> <u>FY 2026</u> <u>March</u>	<u>ANNUAL</u> <u>FY 2026</u> <u>BUDGET</u>	<u>YEAR TO DATE</u> <u>FY 2026</u> <u>March</u>	<u>YTD</u> <u>Percent</u> <u>Variance</u>	<u>YTD</u> <u>Dollar</u> <u>Variance</u>
Brazoria County:	\$22,543.33	\$22,793.33	\$270,520.00	\$154,133.29	(57)	\$116,386.71
Galveston County:	\$71,157.27	\$85,938.50	\$853,887.00	\$583,812.87	(68)	\$270,074.13
Local Funds:	\$180,603.24	\$95,145.13	\$2,167,238.85	\$598,981.89	(28)	\$1,568,256.96
Earned Income:	\$480,435.83	\$439,728.91	\$5,765,230.19	\$3,265,091.68	(57)	\$2,500,138.51
State Funds Allocated:	\$1,756,841.01	\$1,752,498.70	\$21,082,092.39	\$12,181,621.78	(58)	\$8,900,470.61
StateFunds Grants-Cost Reimb:	\$1,094,143.62	\$408,584.21	\$13,129,723.06	\$4,099,152.11	(31)	\$9,030,570.95
Federal Funds - Allocated	\$80,716.07	\$80,716.07	\$968,592.84	\$565,012.49	(58)	\$403,580.35
Federal Funds -Grants Cost Reimb:	\$225,673.36	\$154,729.54	\$2,708,080.29	\$1,217,195.43	(45)	\$1,490,884.86
Federal Funds - Misc.:	\$96,960.78	\$56,360.73	\$1,163,529.35	\$453,751.52	(39)	\$709,777.83
Federal Funds -DPP:	\$118,852.46	\$83,333.34	\$1,426,229.39	\$583,333.30	(41)	\$842,896.09
Federal Funds - CCP	\$305,306.27	\$299,567.69	\$3,663,675.19	\$1,821,405.24	(50)	\$1,842,269.95
Total Revenue	\$4,433,233.24	\$3,479,396.15	\$53,198,798.55	\$25,523,491.60	(48)	\$27,675,306.95
EXCESS OF REVENUE OVER EXPENSES	(\$0.55)	\$38,991.21	(\$0.26)	\$228,911.36	88042831	(\$228,911.62)

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Things Every Board Member Should Be Talking About Back Home

April 2026

From the Texas Council Chief Executive Officer

Sunset Review

Texas Council continues to engage in the Sunset Review of the Health and Human Services system. We are pleased that Sunset Commission staff are following our recommendation to tour Community Centers.

In March 2026 Sunset Commission staff toured Bluebonnet Trails Community Services and The Harris Center for MH and IDD. The tour was organized for focused discussions related to interaction with Department of Family and Protective Services (DFPS) and the Health and Human Services Commission (HHSC). Both visits were scheduled for a full day, with half focused on IDD services and half focused on mental health services. We anticipate additional site visits will take place over the next few months.

Texas Council remains focused on priorities submitted as part of our written feedback to Sunset, during site visits, and in our ongoing dialogue:

1. **Improve Contract and Procurement Functions.** Create responsive, bi-directional feedback; establish clear timelines for contract reviews; and invest in digital tools for real-time tracking.
2. **Address Eligibility Determination Issues.** Improve Medicaid eligibility processes for disability-related populations by developing specialized teams and clear escalation pathways. Acknowledge intellectual disability as a lifelong condition by eliminating retesting of adults in the absence of substantial change.
3. **Strengthen IDD Coordination.** Build subject matter expertise; establish IDD-specific governance. Strengthen Local IDD Authority coordinating role by directing HHSC to establish a rate methodology for and evaluate costs of state-delegated service coordination functions.

Engagement with HHSC Leadership

As you know, Stephanie Muth was appointed in December 2025 by Governor Abbott to serve as Executive Commissioner for Texas HHSC. Texas Council organized our first quarterly meeting with Executive Commissioner Muth and her team on February 23, 2026. We discussed Texas Council's recommendations for the Sunset review, appropriation needs for community-based services, and policy priorities for our system of care going forward.

Re-establishing this type of engagement with senior HHSC leadership is a top priority. These interactions indicate that Executive Commissioner Muth is prioritizing intellectual and developmental disabilities, mental illness and substance use disorder services as she establishes her new administration. On March 6, 2026, Executive Commissioner Muth announced that Jordan Dixon – a longtime leader within HHSC – would be taking over a new re-organized division within HHSC focused on mental health, IDD, and state facilities.

Our next quarterly meeting with Executive Commissioner Muth and her team will take place in May 2026. We are also pleased to report that the Executive Commissioner will be a featured speaker during our plenary session at the Texas Council Annual Conference in June 2026.

Senate Interim Charges

On March 27, 2026, Lt. Gov. Patrick issued additional Senate Interim Charges, [adding to the interim charges he announced in January](#). Below is a summary of select interim charges. The [full list of newly announced Senate Interim Charges](#) can be found on the Senate website.

House Interim Charges

On March 26, 2026, Speaker Burrows announced House Interim Charges and three new select committees. On April 14, 2026, he announced the appointment of Rep. Lacey Hull (R-Houston) as Vice Chair of the Sunset Commission. Also appointed are Reps. Charles Cunningham (R-Humble), Donna Howard (D-Austin), and Angelia Orr (R-Hillsboro). Rep. Matt Shaheen (R-Plano) remains on the Sunset Advisory Commission, chaired by Sen. Lois Kolkhorst. The [full list of House Interim Charges](#) can be found on the Senate website.

Interim Hearings

Now that the House and Senate have announced interim charges, we expect more committees to begin meeting. Up-to-date information on committee hearings can be found on the [Texas Legislature Online website under the “Committees” tab](#).

Texas Senate

Senate Finance has announced hearings through September 2026, with its first hearing on July 27, 2026.

On April 8, 2026, the Senate Health and Human Services Committee met to hear invited and public testimony related to its charge on preventing fraud, waste, and abuse within the health and human services system.

The committee heard invited testimony from the Texas Association of Health Plans (TAHP), the Office of Inspector General (OIG), the Office of the Attorney General, and senior leadership from the Texas Health and Human Services Commission (HHSC), including Executive Commissioner Stephanie Muth.

HHSC’s testimony emphasized its ongoing efforts to prevent and address fraud, waste, and abuse within the health and human services system. Commissioner Muth acknowledged that detection efforts are often reactive in nature and highlighted the importance of continued system improvements. Members of the committee raised questions regarding interagency coordination and encouraged agencies to improve real-time data sharing and collaboration.

The OIG outlined several policy considerations, including strengthening fraud enforcement penalties, expanding OIG authorities, and investing in integrated data systems to support more proactive and effective investigations.

While Local IDD Authorities and IDD services were not an identified focus of the interim charge, public testimony included many family members of individuals with IDD reflecting on personal experiences with IDD services, including aspects of services attributed (sometimes wrongly) to the Local IDD Authority. Testimony touched on concerns about quality of care, perceived lack of oversight, cumbersome administrative processes, avoidable criminal justice interactions, and delays in access to care, especially State Supported Living Centers.

Notably, prominent members of the Committee appeared eager to address issues attributed to the Local IDD Authorities through the Sunset review process. Texas Council will continue its efforts to educate legislators about the realities of the IDD system of care, including challenges stemming from lack of funding, inadequate rates, and soaring expectations from unfunded mandates. Texas Council also calls upon our members to recruit the legislative champions that will be necessary for the Local IDD Authorities to emerge from the 90th Legislative Session with essential functions intact and funding that better aligns with roles and responsibilities conducted on behalf of the state.

Contracts and Fiscal Imperatives Committee

Rural Health Transformation Program

Governor Abbott and Texas Health and Human Services Commission announced submission of Texas' proposal for the Rural Health Transformation Program, "Rural Texas Strong: Supporting Health and Wellness." Future opportunities for LMHA/LBHA/CMHC funding and participation in the program appear within certain initiatives, especially Initiative 4, *The Next Generation of the Small Town Doctor and Team*, and Initiative 6, *Infrastructure and Capital Improvement for Rural Texas*. Resources regarding Texas' application include:

- [Rural Texas Strong – Project Narrative \(PDF\)](#)
- [Rural Texas Strong – Other Supporting Materials \(PDF\)](#)

CMS posted the FY26 award amounts on December 29, 2025, with Texas receiving \$281,391,361 for FY26. HHSC is awaiting CMS approval of the updated budget related to the first-year award prior to releasing Requests for Applications for funding. Texas Council will provide additional information as HHSC determines amounts for each of the initiatives.

Military Veterans Peer Network (MVPN)

Passed in the 89th Texas Legislative Session, [HB 114](#) transferred a number of programs from the Texas Health and Human Services Commission (HHSC) to the Texas Veterans Commission (TVC). This includes the Mental Health Program for Veterans, through which many Centers contract to provide veteran peer services via the Military Veteran Peer Network (MVPN). Prior to this, TVC co-administered the program along with HHSC, which helped ensure continuity as the full transition rolled out.

HB 114 became effective September 1, 2025, but TVC has committed to maintaining the status quo for the first year of contract implementation, helping to make the transition as smooth as possible. Texas Council and the Veterans Committee of EDs/CEOs will continue to engage with TVC to maintain strong connections and make the most of these vital programs helping veterans and their families. TVC has also committed to continue working collaboratively with our system to consider improvements and work to increase program allocations to ensure resources are available to meet Texans' needs.

Annual Conference Update

Texas Council looks forward to welcoming you to the Grand Hyatt in San Antonio from June 10–12, 2026! Refer to the [Texas Council website](#) for the latest updates.

Registration is open! Preview the [preliminary agenda](#) available on the Texas Council website. Early Bird rates end May 18, 2026. [Register now](#) on the Texas Council website. Texas-based television host Chet Garner will deliver the opening keynote for the Texas Council Conference on Wednesday, June 10, 2026. Garner is the creator, host, and executive producer of *The Daytripper*, a 13-time Emmy-award-winning Texas travel show airing on PBS stations across the country.



Handbook of Operating Procedures Policy 1.3	
Section: Governance	Responsibility and Oversight: General Counsel
Subject: Gulf Coast Center Board of Trustees Bylaws	Origination Date: September 10, 1975 Last Revision/Review: May 13, 2024, April 28, 2026

- I. **Title:** Board of Trustee Bylaws
- II. **Policy:** The Gulf Coast Center Board of Trustees shall be appointed and perform in compliance with Texas Health Safety Code Chapter 534 as applicable and shall govern in compliance with State and Federal laws.
- III. **Gulf Coast Center Board of Trustees Bylaws:**

SECTION I. DEFINITIONS

- a. **Application, Appointment and Removal Procedures** refers to the procedures established by the Commissioners Courts of Brazoria and Galveston Counties, Texas pursuant to Texas Health and Safety Code, §534.004. (Attachment 1)
- b. **CCBHC** refers to Certified Community Behavioral Health Clinic.
- c. **Center** refers to The Gulf Coast Center, a community center established by Brazoria and Galveston Counties, Texas, and an agency, a governmental unit, and a unit of local government of the State of Texas as described in Texas Health and Safety Code, §534.001.
- d. **Fiscal Year** refers to September 1st through August 31st.
- e. **HHSC** refers to Health and Human Services Commission.
- f. **IDD** refers to intellectual and developmental disabilities. Intellectual and developmental disabilities replaced the term mental retardation. In Texas, an intellectual and development disability is defined as a permanent condition originating sometime between birth and age 18. The person's general intellectual functioning is significantly below average and his or her behavior does not meet the level of personal independence and social responsibility expected of the person's age and culture. Intellectual Development Disorders are found among all races and cultures.
- g. **Services** refers to those essential elements of a full range of effective mental health, intellectual and developmental disabilities and substance use recovery services as defined in the Rules of the Department of State Health Services and Department of Aging and Disability Services Governing Contracting for Services with Community Center.
- h. **Rules, Regulations and Standards Governing the Provision of Mental Health and Intellectual and Developmental Disabilities** refers to those rules, regulations and standards as promulgated by the Health

and Human Services Commission (formerly referred to as Department of State Health Services and Department of Aging and Disability Services) pursuant to authority contained in Texas Health and Safety Code, §534.052.

- h. **THSC** refers to the Texas Health and Safety Code.
- i. **Trustee** refers to a member of the Board of Trustees of the Center appointed in accordance with Texas Health and Safety Code, §534.003.

SECTION II. ESTABLISHMENT AND PURPOSE

- a. The Gulf Coast Center is a unit of local government and community center in Texas originally established on April 9, 1973 by the Commissioner's Courts of Galveston, Matagorda and Brazoria Counties. The Commissioner's Court of Matagorda County formally withdrew its participation on September 28, 1976. On October 4, 1976 Commissioners Courts of Galveston and Brazoria County established the operation of the Center pursuant to Chapter 534 of the *Texas Health and Safety Code Ann.* (Vernon 1992), as amended, rules and regulations promulgated by the Texas Department of Health and Human Services Commission thereunder, and applicable federal laws. In that connection, the Board shall also ensure that the Center acts in partnership with the Galveston and Brazoria County Commissioner's Courts, and other local agencies in Galveston and Brazoria County, for the purpose of providing mental health, intellectual disability services and substance use services to the people of Galveston and Brazoria County, Texas, in the most respectful, productive and efficient manner possible.
- b. The Center is organized exclusively for charitable, religious, educational and scientific purposes under section 501(c)(3) of the Internal Revenue Service Code, or corresponding section of any future federal tax code.
- c. The Center is a Certified Community Behavioral Health Clinic (originally certified in September 2021) designed to ensure access to coordinated comprehensive behavioral health care. CCBHCs are required to serve anyone who requests care for mental health or substance use, regardless of their ability to pay, place of residence, or age. This includes developmentally appropriate care for children and youth.
- d. The Center is intended to be a vital component in a continuum of services for persons with mental illness, intellectual and developmental disabilities and/or substance use recovery challenges. The Center shall plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of community services in Brazoria County and Galveston County.

SECTION III. TRUSTEES

- a. Trustees shall number and be **Appointed in accordance with the Application, Appointment and Removal Procedures** (Attachment 1) and the THSC, §533.0351(a) and §534.004, et. seq., and shall have the responsibility allocated to them by THSC, §534.008.
 - 1. The members of the Board shall consist of nine (9) trustees appointed by the County Commissioner's Courts of Galveston (5 members) and Brazoria (4 members) Counties of Texas pursuant to Texas Health and Safety Code §534.001 which provides the provisions for the establishment and operation of community centers for mental health and intellectual and

developmental disability services. Such trustees shall be appointed for two-year terms from the date of their appointment or until their successors are appointed.

2. Per THSC §533.0351(a) the Trustee composition shall include:
 - i. The appointment of a local county sheriff to serve as an ex officio nonvoting member of the Board for the duration of the sheriff's term in office, if there is not a sheriff appointed as a Trustee member. Ex-officio nonvoting members shall be appointed for a two-year term rotating the term between each county. An ex-officio nonvoting member shall have all rights and privileges of being board a member except voting; and
 - ii. A veteran selected by a majority of the Board of Trustees.
 3. The County Commissioner's Courts shall ensure that at all times at least 51% of board members must have lived experience of mental health or substance use disorders or be family members of people with lived experience as required by Certified Community Behavioral Health Clinic (CCBHC) certification.
 4. The County Commissioner's Courts shall, in appointing the members, attempt to reflect the ethnic and geographic diversity of the local service area the Center serves including one or more persons who are consumers of the types of services the center provides such as Intellectual and Developmental Disability Services or who are family members of consumers of the types of services the center provides.
 5. **Resignation.** A trustee may resign from the Board at any time, submitting his resignation in writing to the appropriate Commissioners Court with notification to the Chair or Secretary of the Board of Trustees. If a vacancy shall occur on the Board by reason of death, resignation, or otherwise, the Board shall request the appropriate County Commissioners Court appoint a successor or successors for the unexpired term or terms. A trustee may be re-appointed to the Board by the County Commissioners Court at the expiration of his/her term of office.
- b. Trustees shall comply at all times with **the Training, Qualification, Conflict of Interest, Nepotism** and other requirements set forth in the THSC, Chapter 534 including §534.006, §534.0065, and §534.0115. Trainings shall include but not be limited to:
1. an annual training program for members of a board of trustees administered by the professional staff of that community center, including the center's legal counsel; and
 2. an advisory committee to make suggestions on training guidelines and topics determined by the Board Chair, CEO and General Counsel that includes representatives of advocates for persons with mental illness or an intellectual disability and representatives of boards of trustees.
 3. an annual training on corporate compliance and the Center's Business Code of Conduct.

Before a member of a board of trustees may assume office, the member shall receive at least one training session administered by center's professional staff in person, via Teams or some other electronic medium, and/or Welcome Packet, manuals and documents related to:

1. the enabling legislation that created the community center;
2. the programs the community center operates;
3. the community center's budget for that program year;
4. the results of the most recent formal audit of the community center;
5. the requirements of Chapter 551, Government Code, and Chapter 552, Government Code;
6. the requirements of conflict of interest laws and other laws relating to public officials; and
7. any ethics policies adopted by the community center
8. the corporate compliance program and plan.

- c. The term of office for each Trustee shall be two (2) years from date of appointment. Each Trustee duly appointed and qualified shall serve until his successor is duly appointed and qualified, or until the Trustee's earlier resignation, death, or removal.
- d. Vacancies on the Board of Trustees shall be filled in conformance with the Application, Appointment and Removal Procedures.
- e. **Removal and/or Censor:** A Trustee may be removed from office, in accordance with the Application, Appointment and Removal Procedures adopted by the County Commissioners Courts, for any of the following reasons:
 - 1. conviction of a felony or a crime of moral turpitude;
 - 2. breach of fiduciary duty;
 - 3. behavior that is detrimental to the goals of the Center;
 - 4. violation of any provision of THSC, §534.0065; or
 - 5. at the discretion of the appointing Commissioners' Court, for other cause.

A Trustee may be censored by the Board and/or his or her removal recommended to the Galveston or Brazoria County Commissioners Court for conduct which is contrary to the policies of the Center or is against the best interests of the Center. Actions considered not to be in the best interest of the Center include, but are not limited to the following:

- 1. Failure to abide by the laws of the United States, the State of Texas, county and municipal authorities; and
 - 2. Serious violations of the Center's bylaws, policies, or employee guidelines.
- f. By majority vote of the Board of Trustees, a Trustee may be removed from office, if during the fiscal year he/she has three (3) unexcused absences. Any absence of a Trustee that is not reported prior to the scheduled meeting may be an unexcused absence.
 - g. Leave of Absence. A member of the Board may request a leave of absence for up to three (3) months for each term. A member with such request shall notify the Board within a reasonable time. Should an emergency arise, the Board will act accordingly by automatically approving a three (3) month leave of absence or requesting removal of the Board Member if warranted and said absence is predicted to be more than three (3) months.
 - h. Conflict of Interest. No trustee shall participate in a vote or decision on a matter involving a business entity or contract in which the Trustee or any related person in the first degree by consanguinity or affinity has a substantial interest or take any steps, directly or indirectly, to influence or persuade other Trustees or any employee in connection with such matter, if it is reasonably foreseeable that an action on the matter would confer an economic benefit on the business entity. A person has a substantial interest in a business entity if:
 - a. The person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
 - b. Funds received by the person from the business entity exceeds 10% of the person's gross income for the previous year.

A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.

If a Trustee or any related person has a substantial interest in a business entity or in real property, the Trustee, before a vote or decision on any matter involving the business entity or the real property, where it is reasonably foreseeable that any action on the matter will have a special economic effect on the business entity or on the value of the property distinguishable from its effect on the public, shall abstain from further participation in the matter and shall ensure the Board's conflict of interest form has been submitted indicating the nature and extent of the interest. Such conflict of interest form shall be filed with the secretary of the Board of Trustees and shall be maintained in the records of the Center.

i. **Board Member Code of Ethics:**

1. **Duty of Loyalty:** Trustees owe a duty of loyalty to the Center and may not engage in any action on their own personal behalf or that of another which conflicts with the interest of the Center.
 - A Trustee shall not hold another office or position where one office is accountable or subordinate to the other, or where there is an overlap of powers and duties such that the Trustee could not independently serve in both positions. No Trustee shall accept any employment, office, or other position which might be expected to impair the independence or the judgment of such person in the performance of his or her duties with the Center. In other words, a Trustee may not have a job or position which conflicts with his/her ability to make decisions in the best interest of the Center.
2. **Duty of Care:** No Trustee shall ask for, accept or agree to accept money, loans or anything of value as consideration for a decision or other exercise of discretion. No Trustee shall engage in any related business activity or use a previous position of the Trustee to gain any personal benefit for the a period of one year following separation as a trustee of the Center. No Trustee shall exercise his/her official position without authority, fail to perform a required duty, or take or use any property of the Center with the intent to obtain personal benefit.
3. **Duty of Obedience:** Trustees shall abide by the terms and conditions of the Board Bylaws and ethical duties; and represent the Center to the best of his or her knowledge and ability. Trustees shall not misuse information that he/she receives because of the Trustee's official capacity. A trustee shall not engage in any business activity that might lead to the disclosure of confidential information of the Center or individuals in services.

SECTION IV. OFFICERS

- a. The Board shall annually elect officers, a Chair, a Vice-Chair, a Secretary and a Treasurer. for the following fiscal year within 60 days before or after the first meeting (i.e. between July–November) or as necessary to fill vacancies in officer positions.
 - The **Chair** shall preside at all meetings of the Board. He/she shall be the chief executive of the Board and shall perform all duties commonly incident to his/her office and such other duties as the Board shall designate from time to time.
 - The **Vice Chair** shall be vested with all the powers and shall perform all of the duties of the Chair, in case of the absence or disability of the Chair and, in addition, shall have such powers and perform such duties as the Board may from time to time determine.
 - The **Secretary** shall ensure that accurate minutes are kept of all meetings of the Board, shall perform all of the duties commonly incident to his/her office, and shall perform such other duties and have such other powers as the Board shall designate from time to time.

- The **Treasurer** serves as the oversight and primary financial steward, ensuring the organization remains fiscally solvent to fulfill its mission of providing care.
- b. There is no term limitation for officer positions. Terms of office shall run until a successor has been elected, or the officer resigns his/her position, dies or is removed from the Board.
Vacancies; Resignation of Officers. If a vacancy of an officer position occurs because of resignation, death, or otherwise, the Board shall immediately vote to elect a trustee to fill the officer position until the next election cycle. A Trustee resigning from an officer position shall provide a letter of resignation to the Commissioner's Court, the Board Chair and Secretary of the Board that includes the effective date of the Trustee's resignation and a statement that the Trustee is resigning from an officer position. An officer's resignation takes effect on the later effective date or future event specified in the letter of resignation or on the date the Board Chair and Secretary receive the notice if no specific event or date indicated in the letter of resignation.
 - c. The officers shall perform the usual duties entrusted to their respective offices or such other duties, which may from time to time be delegated by the Board of Trustees in administering the affairs and functions of the Board, but subject to the duties and limitations expressed by these Bylaws.
 - d. The Chair and the Vice-Chair shall not reside in the same County nor shall the Treasurer and the Secretary reside in the same County. Further, to the extent possible the Board of Trustees shall alternate successors of an officer position between Galveston County and Brazoria County Board Members.
 - e. Before a Board member is elected to serve as Chair of the Board, that Board member shall have served on the Board of Trustees for at least four (4) consecutive years.
 - f. **Nominating Committee.** The Chair and Vice-Chair of the Board shall appoint a Nomination Committee before officer elections. The Chair will appoint no more than two (2) members from the County in which the Chair resides and the Vice-Chair shall appoint no more than two (2) members from the County in which the Vice-Chair resides. It is the desire and intent of the Board to allow participation from both counties on the Nomination Committee.
 - g. **Executive Committee.** The Executive Committee shall serve as a body to which pressing matters can be referred to. In addition, executive matters may be referred to the Executive Committee by the Board for action and/or consideration between Board meetings. All actions of the Executive Committee, however, must be reported to the board at its next regular meeting or placed on the board agenda if a vote or action is required. The Executive Committee may not commit the Center to expenditures unless previously granted the authority to do so by a **majority** vote of the Board. The Executive Committee shall meet upon call of the Chair or any one of its members, and a quorum of three members of the Committee must be present before it may act upon any pending business.

The Executive Committee shall be composed of the Chair, Vice-Chair, Treasurer and Secretary.

SECTION V. MEETINGS

- a. The Board of Trustees shall meet as often as necessary to transact business and conduct the affairs of The Gulf Coast Center during the fiscal year. The Chair of the Board of Trustees shall set the time and place of each meeting. The location of scheduled meetings shall be split in an equitable manner between Galveston County and Brazoria County, for the convenience of all Board Members.

- b. All meetings shall be posted and open to the public in accordance with the Texas Open Meetings Act, except for matters the Board of Trustees elects to consider in closed session where permitted by the Act.

Notice of Meeting: Written notice of the time, place, and agenda of each regular or special meeting must be posted in a place readily accessible to the general public at all times, no later than seventy-two (72) hours before the scheduled time of the meeting, as required under the Texas Open Meetings Act, Tex. Gov't Code, chapter 551, subchapter C.

It shall be the duty of the Chairperson, the Secretary of the Board, or an approved designee to timely notify the members of the Board of all meetings and any supplemental subject being added to an agenda.

Pursuant to the Texas Opens Meetings Act, Tex. Govt. Code Sec.551.045, notice of an emergency meeting or the supplemental notice of an emergency item added to an agenda shall be posted for at least two (2) hours before the meeting is convened. Notice of an emergency meeting or an emergency item must clearly identify the emergency or urgent public necessity for call the meeting or for adding the item to the agenda of a previously scheduled meeting.

- c. A majority of appointed/filled Trustee positions shall constitute a quorum for the transaction of business and each member present at any meeting shall be entitled to one vote on any matter brought before said meeting and there shall be no absentee voting by any member of the Board under any conditions; provided, however, that a member may participate in and vote at a meeting by video conference call, if done in accordance with the Texas Open Meetings Act, Tex. Gov't Code. Sec.551.127. A nonvoting ex- officio board member shall not be included in the attendance count for the purpose of establishing a quorum.
- d. The Board of Trustees shall keep a record of its proceedings, and the record is open to inspection by any member of the Board or the public, during regular office hours. Such information shall be held by the Board Secretary.
- e. The meetings of the Board of Trustees shall be presided over by the Chair, or in his/her absence, the Vice-Chair.
- f. The **Conduct of All Meetings** of the Board of Trustees shall be governed by Roberts Rules of Order, revised. Board meetings, whether regular or special, shall be open to any person who desires to attend. Such members of the public may address the Board but cannot make any motion or vote at such meetings. At any time during its regular or special meetings, however, the Board may declare itself in "executive session" and bar all non-Board members in order to discuss highly sensitive and confidential matters as allowed by law.
- Members of the public may attend the meetings of the Board of Trustees and may address the Board during the public comment section(s) of the agenda.
 - Members of the public may make comments on posted agenda items or topics that do not address a specific agenda item.
 - Members of the public must register in advance to speak at the Board of Trustees meetings. The Board Chair has discretion to allow comment from any person who did not register.
 - Every public attendee shall be permitted two (2) minutes for public comments at each Board meeting. A member of the public who addresses the body through a translator will be given at least twice the amount of time as a member of the public who does not require the assistance of the translator.

- Public comment will occur prior to the consideration of all agenda items.
 - **Proper Conduct Required:** It is the intention of the Board of Trustees to provide open access to all members of the public of Galveston and Brazoria Counties. All people in attendance at any meeting of the Board shall conduct themselves with proper respect and decorum in addressing the Board, in participating in public discussions before the Board and in all actions in the presence of the Board. Profane, insulting or threatening language and racial, ethnic or gender slurs or epithets will not be tolerated. Unauthorized remarks from the audience, including applauding, booing, stamping feet, whistles, yelling, finger snapping or otherwise audibly expressing approval or disapproval of the actions taken by the Board or from the public speakers' table in a loud and raucous manner calculated to disturb the meeting, shall not be permitted, except for public recognition initiated by the Board. People who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting at the request of the Presiding Officer or a majority of the Board.
 - **Media:** The media may audio and video record the open sessions of the Board meeting. Media personnel and/or equipment, including cameras, microphones, or lights, may not be located behind the dais of the Board. Reporters and media technicians' movement, equipment setup and take down, and other activities shall not disrupt the Board's deliberations or the public's ability to hear, see, and participate in the meetings. Interviews shall not be conducted inside the Board room while the Board is in session.
- g. Trustee members shall attend all scheduled meetings, however, if a Trustee is absent from a Board Meeting or a Special Meeting he/she may request an excused absence by communicating that request to the Secretary of the Board, to an Officer of the Board or the Chief Executive Officer (CEO) prior to the Meeting being convened. Any absence of a Trustee that is not established prior to the scheduled meeting may be an unexcused absence. Three (3) unexcused absences during the fiscal year may constitute grounds for removal of a Trustee by action of a majority of the Board of Trustees as stipulated in Sections III.f of these Bylaws.
- h. **Special Meetings.** The Chair of the Board of Trustees, or Secretary, upon request of any two (2) Board members, may call special meetings at any time that business warrants them. Each special meeting agenda shall reasonably describe the business to be considered and shall be delivered to each Trustee seventy-two (72) hours before the scheduled meeting.
- i. **Emergency Meetings.** Pursuant to the Texas Open Meetings Act, Tex. Gov't Code Sec. 551.045, the Chair may provide notice of an emergency meeting or the supplemental notice of an emergency item added to an agenda which shall be posted for at least two (2) hours before the meeting convenes. Notice of an emergency meeting or an emergency item must clearly identify the emergency or urgent public necessity for call of the meeting or for adding the item to the agenda of a previously scheduled meeting.

SECTION VI. ADMINISTRATION

- a. The Board of Trustees shall enact policies consistent with the State of Texas rules and standards for the administration of mental health, intellectual and developmental disabilities and substance use recovery services in Brazoria and Galveston Counties. The Board shall also verify that such services meet the needs of the community and are updated in a timely fashion.
- b. The Board of Trustees may appoint committees, including medical committees, to advise the Board of Trustees on matters relating to mental health, intellectual and developmental disabilities and substance use recovery services. Each committee shall be composed of at least three (3) members. The appointment

of a committee shall not relieve the Board of Trustees of the final responsibility for the matter considered by the committee.

SECTION VII. PERSONNEL

- a. The Board of Trustees shall appoint the CEO, who shall, in accordance with the Board's policies, employ and train personnel to administer the Center's programs and services.
- b. The CEO shall be evaluated by the Board at least annually. Such evaluation shall be completed within sixty (60) days of the start of the Fiscal Year unless there are extenuating circumstances to delay the review (at the discretion of Board Chair). The Board reserves the right to request an interim evaluation at dates and times deemed necessary for the competent administration of the affairs of Center. Summary results of the evaluation, including areas of performance strengths and weaknesses and any measurable results in identified categories shall be reported to the Board in closed/executive session after the completion of the evaluation or at the next Board meeting. The Board shall observe the utmost care be taken to avoid the disclosure of protected information (i.e. such information including but not limited to medical, legal, and other information protected by law) to unauthorized parties.
- c. The Board of Trustees shall provide employees of the Center with appropriate rights, privileges, and benefits as well as provide workers' compensation benefits as set forth in THSC, §534.011. No qualified individual shall be discriminated against with respect to the employment in any of programs of the Center, and the Board will comply with applicable federal and state laws, rules and regulations.
- d. **Communicating with the Board.** The Board shall have the right and duty to be fully informed on all matters which influence its obligations as trustees. Nothing herein shall be construed to prevent the Board from informing itself as it deems proper.
 - The Board shall at all times be free to seek and receive information to ensure its policies and directives are effectuated. Individual Board members may also seek and receive information from the Chief Executive Officer ("CEO") and with the express prior consent of the CEO, seek and receive the information from specified staff members.
 - In no event, however, may individual Board members direct staff in the performance of their duties.
 - The channel of staff communication to and from the Board shall be through the CEO, except for the Internal Auditor, Chief Financial Officer, General Counsel or Chief Compliance Officer may communicate directly with the Board as their fiduciary obligations may require.
 - The Board and its committees may also communicate directly with staff at meetings called.

SECTION VIII. SERVICES

- a. The Board of Trustees may make rules, consistent with the purposes, policies, principles, and standards provided by Texas laws, federal law, and HHSC policies, to regulate the administration of mental health, intellectual and developmental disabilities and substance use recovery services by the Center.
- b. The Board of Trustees may contract with other units of government, with local agencies, and with qualified persons and organizations to provide services to individuals served by the Center.
- c. The Center may provide services to persons voluntarily seeking assistance and to persons legally committed.

- d. In accordance with the person's ability to pay and third-party payor coverage, fees for Center services may range from \$0 to a maximum monthly fee established by 26 TAC §301.125 to cover the costs of services provided. The CEO shall assure compliance with all Centers for Medicare & Medicaid Services rules and regulations, and other laws relating to billing and payments for clients eligible for Medicare and Medicaid reimbursement and other third-party reimbursement.
- e. In the collection of fees from non-indigent persons, the Center has the rights described in THSC, §534.0017 and shall follow fee collection policies published by HHSC pursuant to THSC, §534.067.
- f. All facilities and services of the Center shall be made available to the general public of Galveston and Brazoria counties and comply with applicable federal and state laws, rules and regulations.

SECTION IX. DISSOLUTION

Upon the dissolution of the Gulf Coast Center, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

SECTION X. AMENDMENT

These Bylaws may be amended by a majority vote of a quorum of the Board of Trustees.

SECTION XI. STATUTORY REQUIREMENTS THE FOREGOING PROVISIONS OF THESE BYLAWS

Notwithstanding, neither the Board nor any committee shall be formed, convened, or appointed, exercise any power, authority, prerogative, or assume any duty or responsibility which is contrary to the Texas Health and Safety Code, Chapter 534, or any other provision of the laws and Constitution of the State of Texas.

SECTION XII. COPIES

The Board Secretary shall certify the adoption and amendment of these Bylaws as of the date of their adoption or amendment by signing and dating the Bylaws. The original shall be kept with the Board minutes and other documents recording the activity of the Board of Trustees.

Adopted September 10, 1975

Revised February 12, 1986, August 24, 1988, January 24, 1990, August 28, 1991, January 23, 1997, September 26, 2001, July 31, 2002, September 29, 2004, May 25, 2005, August 24, 2005, August 23, 2006, August 22, 2007 (reviewed, no revisions), February 25, 2009, September 28, 2011, September 15, 2014, August 26, 2015, September 19, 2017 (reviewed no revisions), July 19, 2017(revised III.b), September 12, 2018, August 4, 2022, May 13, 2024 (revised), **May 6, 2026**



Attachment 1

**THE GULF COAST CENTER
BOARD OF TRUSTEES**

Application, Appointment, and Removal Procedure

Application Procedures

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

Appointment Procedures and Criteria

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

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

Criteria:

- Lived experience and/or knowledge of behavioral health and/or substance use disorders;
- Lived experience and/or familiarity with intellectual and developmental disabilities;
- 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; and/or
- Commitment to the mission, vision, and values of both Gulf Coast Center and the appropriate County Commissioners Court.

General Considerations

- a. to assure that the Board of Trustees membership adequately represents the community and population served by the Center,
 1. the County Commissioner’s Courts will consider the different spheres of influence of the area including geographic location, ethnicity, and consumer of service;
 2. the County Commissioner’s Courts will ensure that at least 51% of board members must have lived experience or be family members of people with lived experience of mental health, substance use disorders, and/or intellectual and developmental disabilities;
- b. expertise in law, business, finance, medical field, criminal justice, government, etc;
- c. good working relationship with citizens of influence in the region whose aid is often necessary to obtain needed resources or community support for the Center and its programs and services; and

- d. acknowledged leaders in local organizations who can present the Center’s needs to those groups and gain their backing and/or acknowledged leaders in advocacy organizations who can articulate the needs of the consumers and their families to the Center’s Board.
- The County Commissioner’s Courts may conduct personal interviews of applicants if it deems such interviews necessary.
- Appointments shall be announced by the appropriate County Commissioner’s Court in open meeting and recorded in the minutes of said Court.
- Appointments shall be for two (2) year term limits with two (2) year term limit reappointments thereafter. There is no limitation on the number of terms served.
- Any appointment made due to the resignation of a trustee prior to termination of the trustee’s term of office, or by reason of death or removal of a trustee shall continue for remainder of the un-expired term of the trustee being replaced.
- Any appointment made by reason of the termination of an incumbent trustee’s term of office shall continue for two (2) years from the date of the appointment.

Removal Procedure

- A trustee may be removed from his/her position as a Center board member for any of the following reason:
 - a. conviction of a felony or a crime of moral turpitude;
 - b. breach of fiduciary duty;
 - c. behavior that is detrimental to the goals of the Center;
 - d. violates Chapter 171, Local Government Code;
 - e. does not maintain during service on the board of trustees the qualifications required including the requirement to reside in Galveston or Brazoria County;
 - f. violates a provision of conflict of interest;
 - g. violates a provision of Section 534.0115 related to nepotism;
 - h. does not execute the affidavit acknowledging that the member has read the requirements for qualification, conflict of interest, and removal as required; or
 - i. at the discretion of the appropriate County Commissioner’s Court for other cause.
- The appropriate County Commissioner’s Court may consider removal of a trustee upon the request of any person or on its own motion.
- The appropriate County Commissioner’s Court in executive session shall hold any discussion concerning removal of a trustee. The trustee in question shall be given notice of the reasons or charges made, and shall be given at least three (3) days notice of the meeting at which removal will be considered. At such meeting, the trustee under consideration shall have the opportunity to appear and be heard, shall have the right to counsel, and shall the right to present evidence.
- A trustee may be removed by the affirmative vote of a majority of the members of the appropriate County Commissioner’s Court present at the meeting at which removal is considered.
- The decision to remove a trustee shall be binding upon all persons.

Date Application Posted

TO: Potential Applicants

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

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

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

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

Applications must be submitted electronically to: GCCBoardSecretary@gulfcoastcenter.org

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

For questions or more information please contact:
GCCBoardSecretary@gulfcoastcenter.org

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

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

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

Founded in 1974, 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 <input style="width: 80%;" type="text"/>	
Spouse's Name <input style="width: 80%;" type="text"/>	
Mobile / Home Phone Number <input style="width: 80%;" type="text"/>	
Email Address <input style="width: 80%;" type="text"/>	
Residential Home Address (Required to verify residency) <input style="width: 90%;" type="text"/>	
Primary County of Residence	<input style="width: 80%;" type="text"/>

Applicant Information			
Date of Birth <input style="width: 80%;" type="text"/>		Preferred Pronouns <input style="width: 80%;" type="text"/>	
<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?			
<input style="width: 95%;" type="text"/>			

Race*		
<input type="checkbox"/> Black or <u>African-American</u>	<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.*

If you need additional assistance to effectively participate in or observe this meeting, please contact (409) 763-2373 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist you.

GULF COAST CENTER BOARD OF TRUSTEES APPLICATION

Applicant Name

Statement of Purpose

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

Intellectual and Developmental and Disabilities Experience and/or Knowledge:

Substance Use Disorder Experience and/or Knowledge:

Behavioral Health or Public Health Experience and/or Knowledge:

Skills

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

Education History	
Please include highest level of educational obtainment:	
Institution Name:	
Degree and Years Attended:	<input type="text"/>
Institution Name:	
Degree and Years Attended:	<input type="text"/>

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

Current Employment Information	
Employer	<input type="text"/>
Job Title	<input type="text"/>
Email/Work #	<input type="text"/>
Start Date	<input type="text"/>
Most Recent Past Employment	
Employer	<input type="text"/>
Job Title	<input type="text"/>
Start and End Dates	<input type="text"/>
Current Professional Organization Memberships	
<input type="text"/>	

Community Participation: Public Service, Civic Engagement, Volunteer Experience



Please include a separate, detailed resume

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

CERTIFICATION OF APPLICANT

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

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

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

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

Printed Name

Applicant's Signature

Date

Completed applications and attachments must be submitted electronically to:

GCCBoardSecretary@gulfcoastcenter.org

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

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



CONFLICT OF INTEREST AND DISCLOSURE STATEMENT

To All Members of the Board of Trustees:

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

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

the acceptance of the gift. Gulf Coast Center will take care of the expense of returning such gifts.

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

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

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

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

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

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

Name: _____

Signature: _____

Date: _____

GULF COAST CENTER BOARD OF TRUSTEES

Application Checklist

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

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

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

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

Date Application Posted

TO: Potential Applicants

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

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

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

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

Applications must be submitted electronically to: GCCBoardSecretary@gulfcoastcenter.org

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

For questions or more information please contact:
GCCBoardSecretary@gulfcoastcenter.org

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

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

Applicants must reside in Brazoria County to be eligible for appointment

APPLICANT CONTACT SHEET

Applicant Contact Information	
Name <input style="width: 80%;" type="text"/>	
Spouse's Name <input style="width: 80%;" type="text"/>	
Mobile / Home Phone Number <input style="width: 80%;" type="text"/>	
Email Address <input style="width: 80%;" type="text"/>	
Residential Home Address (Required to verify residency) <input style="width: 90%;" type="text"/>	
Primary County of Residence	<input style="width: 80%;" type="text"/>

Applicant Information			
Date of Birth <input style="width: 80%;" type="text"/>		Preferred Pronouns <input style="width: 80%;" type="text"/>	
<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?			
<input style="width: 95%;" type="text"/>			

Race*		
<input type="checkbox"/> Black or <u>African-American</u>	<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	
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<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 and Developmental Disabilities Experience and/or Knowledge:

Substance Use Disorder Experience and/or Knowledge:

Behavioral Health or Public Health Experience And/or Knowledge:

Skills

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

Education History	
Please include highest level of educational obtainment:	
Institution Name:	
Degree and Years Attended:	<input type="text"/>
Institution Name:	
Degree and Years Attended:	<input type="text"/>

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

Current Employment Information	
Employer	<input type="text"/>
Job Title	<input type="text"/>
Email/Work #	<input type="text"/>
Start Date	<input type="text"/>
Most Recent Past Employment	
Employer	<input type="text"/>
Job Title	<input type="text"/>
Start and End Dates	<input type="text"/>
Current Professional Organization Memberships	
<input type="text"/>	

Community Participation: Public Service, Civic Engagement, Volunteer Experience



Please include a separate, detailed resume

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

CERTIFICATION OF APPLICANT

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

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

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

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

Printed Name

Applicant's Signature

Date

Completed applications and attachments must be submitted electronically to:

GCCBoardSecretary@gulfcoastcenter.org

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

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CONFLICT OF INTEREST AND DISCLOSURE STATEMENT

To All Members of the Board of Trustees:

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

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

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

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

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

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

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

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

Name: _____

Signature: _____

Date: _____

GULF COAST CENTER BOARD OF TRUSTEES

Application Checklist

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

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

Reviewed and/or Revised GCC Policy and Procedures

Section 02 – Personnel

Summary:

This section governs workforce management, benefits, compensation, performance, training, and disciplinary processes. Updates modernize HR practices, align policy with HRIS/LMS systems, and clarify benefit funding distinctions without changing governance authority or eligibility.

What Changed

- Policies were modernized and clarified to reflect current HR practices, HRIS/LMS usage, and benefit structures.
- Several sections clearly distinguish employer provided benefits vs. voluntary employee paid benefits (e.g., maternity, disability, life insurance).
- Salary and performance language was updated to align with current compensation practices, career ladders, and supervision cadence.

What Did Not Change

- No changes to staffing authority, eligibility, grievance rights, or Board oversight.
- No expansion or reduction of benefits or disciplinary authority.

Policies Included:

2.1 Center Staff	2.39 Disability Insurance
2.8 Screening and Selection	2.48 Human Resources Development & Training
2.18 Volunteers	2.52 Employee Suggestion Program
2.27 Maternity Leave	2.57 Performance Feedback
2.29 Promotions	2.58 Work Incentives
2.30 Salaries	2.59 Disciplinary Action and Terminations
2.35 Life Insurance	2.64 Exit Interview

Section 03 – Health, Safety, Risk & Emergency Management

Summary:

This section establishes safety, infection control, facility risk management, and emergency preparedness standards. Updates clarify roles, strengthen documentation, and add facility specific emergency planning for the Galveston County Mental Health Wellness Center.

What Changed

- Two new facility specific emergency policies were added for the Galveston County Mental Health Wellness Center (life safety, emergency preparedness).
- Administrative responsibility for keys and security codes was realigned to Asset Management for clarity and control.
- Fire safety, tobacco free workplace, and emergency response language was clarified and strengthened for enforcement and documentation.

What Did Not Change

- No change to safety standards, risk tolerance, or emergency authority.
- No expansion of surveillance, enforcement powers, or Board responsibility.

Policies Included:

3.11 Power Outage.doc	3.1 Chronic Carrier Infections; food storage
3.13 Facility Use/Housekeeping.doc	3.2 Inf Control and bloodborne pathogens exposure
3.14 Fire Safety Procedures.doc	3.3 Safety Management Procedures.doc
3.15 Facility Keys and Security Codes.doc	3.3a Pandemic-Epidemic Events - August 2025 FINAL.doc
3.16 Tobacco Free Worksite Policy.doc	3.4 Hurricane Procedures rev 08 19 25.doc
3.3e GCMHWC Life Safety Plan & Emergency Egress	3.7 Remote Safety Handbook.doc
3.3f GCMHWC Emergency Preparedness and Disaster Response Plan	3.8 Video Surveillance.doc

Section 04 – Staff Competency & Training

Summary:

This section defines credentialing, supervision, and minimum training standards. Updates improve clarity, documentation, and alignment with HR systems without changing credentialing thresholds or supervisory authority.

What Changed

- Credentialing, supervision, and training policies were reformatted and clarified.
- Documentation, renewal tracking, and supervision records were aligned to HRIS and LMS **systems**.
- Language now more clearly defines roles for licensed staff, QMHPs, peers, and rehabilitative staff.

What Did Not Change

- No changes to credentialing thresholds, licensure requirements, or supervision authority.
- No new mandatory trainings were added.

Policies Included:

4.1 Credentialing and Competency

4.2 Clinical / Professional Supervision

4.1a Credentialing / Recredentialing of Professionals

4.3 Minimum Training Competencies

Section 05 – Quality Management & Utilization

Summary:

This section governs utilization management, medical necessity, waiting lists, and quality oversight. Revisions strengthen clarity around authorization workflows, data use, and accountability while preserving eligibility and appeal protections.

What Changed

- Utilization Management was restructured for clarity, with clearer subsections for authorization, waitlists, medical necessity, and quality monitoring.
- Language strengthened around authorization timelines, EMR workflows, Medicaid protections, and waitlist maintenance.
- Community Needs Assessment language expanded to better reflect data sources, SDOH, and strategic planning use.

What Did Not Change

- No changes to eligibility, medical necessity standards, appeals, or access protections.

Policies Included:

5.2 Utilization Management

5.3 Community Needs Assessment

Section 08 – Information Services & Security

Summary:

This section establishes IT governance, cybersecurity, incident response, and data protection standards. Updates modernize language under the Business Transformation & Technology (BTT) framework, with targeted strengthening of password and incident response protocols.

What Changed

- Policies were updated to align governance and terminology under the Business Transformation & Technology (BTT) framework.
- Password Management was tightened: routine password changes shortened from 180 days to 90 days.
- Incident response documentation (8.17) was substantially expanded, with clearer severity levels, escalation, and accountability.
- Remote access and MFA requirements were clarified and reinforced.

What Did Not Change

- No reduction to security standards, encryption requirements, or access controls.
- Cloud, backup, lifecycle, and network standards remained substantively the same.

Policies Included:

- 8.1 User Account Management.docx
- 8.10 IT Data Encryption.docx
- 8.11 IT Cloud Computing.docx
- 8.12 Remote Access.docx
- 8.13 Project Management.docx
- 8.14 Network Access.docx
- 8.15 IT Strategic Planning.docx
- 8.16 Computer Security Incident Response.docx
- 8.17 Computer Incident Response Plan.docx
- 8.18 Securing Public Websites.docx
- 8.19 Media and Equipment Sanitization.docx
- 8.2 Change Management.docx
- 8.3 User Password Management.docx
- 8.4 IT Security Training & Awareness.docx
- 8.5 IT Security Monitoring.docx
- 8.7 Special Application & Network Access.docx
- 8.8 IT Lifecycle Replacement.docx
- 8.9 Backup and Data Recovery.docx

Section 09 – Confidentiality, Privacy & Electronic Health Records

Summary:

This section governs HIPAA compliance, privacy protections, and breach response. Updates reinforce accountability, notification timelines, and alignment with electronic workflows without reducing patient rights.

What Changed

- Privacy incident response and breach notification roles were clarified (CIO, General Counsel).
- Notice of Privacy Practices language updated to reflect electronic workflows, telehealth delivery, and documentation standards.
- Formatting and review dates standardized.

What Did Not Change

- No changes to HIPAA thresholds, notification timelines, patient rights, or privacy protections.

Policies Included:

- 9.3h Use of Notice of Privacy Practices of PHI
- 9.3j Privacy Incident Response & Breach Notification

Section 10 – Treatment Services & Engagement

Summary:

This section defines the crisis service system, access pathways, and response standards. Revisions modernize language to reflect 988 integration, mobile crisis operations, and future EOU readiness without changing access or eligibility.

What Changed

- Crisis services language updated to reflect current operations, including:
 - 988 integration
 - Mobile Crisis Outreach (MCOT)
 - 24/7 access
 - Walk in crisis services
- EOU references added without authorizing service delivery (pending HHSC approval).

What Did Not Change

- No changes to eligibility, access, or crisis service availability.
- Core crisis model remains intact.

Policies Included:

- 10.1 Crisis Hotline.docx
- 10.2 Crisis Screening and Risk Assessment.docx
- 10.2a Crisis Screening, triage and risk assessment includes EOU
- 10.3 Crisis Management and Follow Up.docx
- 10.4 Crisis Respite Services.docx

Section 11 – Treatment Services & Engagement

Summary:

This section governs ongoing behavioral health treatment and engagement services. Updates align policy language with current Same Day/Next Day practices and documentation expectations.

What Changed

- Language aligned with Same Day / Next Day (SDND) access practices already in use.
- Role clarity and documentation expectations strengthened across engagement and treatment services.

What Did Not Change

- No changes to services offered, intensity, eligibility, or client rights.

Policies Included:

11.1 Eligibility, Screening, and Assessment for Services.doc	11.2d Supported Housing.docx
11.2 Client Engagement.docx	11.2e Supported Employment.docx
11.2b Case Management.doc	11.2f COPSD.docx
11.2c Psychosocial Rehab and Skills Training.docx	11.3 Flex Funds.docx
	11.7 Client Transportation (002).docx

Section 12 – Continuity of Services & Care Coordination

Summary:

This section establishes standards for inpatient to outpatient transitions and continuity of care. Clarifications strengthen documentation, role accountability, and alignment with HHSC requirements while preserving the service model.

What Changed

- Clarified expectations for discharge planning, medication reconciliation, follow up, and staff accountability.
- Language aligned with current HHSC and Performance Contract requirements.
- Documentation standards strengthened for audit readiness.

What Did Not Change

No changes to continuity of care services, access, or the care model.

Policies Included:

12.1 Mental Health Continuity of Care.docx	12.1 Mental Health Continuity of Care.docx signature page
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Section 13 – Medical Psychiatric Services & Medications

Summary:

This section governs medical psychiatric services, medication management, delegated acts, telemedicine, overdose prevention, and death review. Updates modernize governance, improve safety oversight, and align with current law.

What Changed

- Section scope expanded to clearly cover medical psychiatric services, not just medications.
- Telemedicine, delegated acts, prescriptive authority, overdose prevention, death review, and medication transport were modernized and aligned.
- New Policy 13.4 (Waived Testing) added to standardize clinical point of care testing under CLIA.

What Did Not Change

- No new services added.
- No changes to prescribing authority, eligibility, or access to care.

Policies Included:

13.1 Medication Services - Revised Final 8.2025.docx	13.14 Standing Delegation Orders - August 2025.doc
13.10 Integrated Healthcare revision 05.04.23.docx	13.2 Prescriptive Authority Agreement - Revised Final December 2025.docx
13.12 Medication Transport.doc	13.3 Delegation of Certain Nursing and Medical Acts Reviewed FINAL 8.2025.doc
13.13 Deaths 7-2023.doc	

Section 14 – Texas Evidence Based Practices

Summary:

This section affirms GCC's use of evidence based and best practice clinical models. Updates improve organization, reinforce training requirements, and strengthen audit readiness without changing approved practices.

What Changed

- Review dates updated and formatting improved.
- Evidence based practices grouped more clearly by population and service type.
- Training and competency expectations were explicitly reinforced.

What Did Not Change

- No practices added or removed.
- No changes to eligibility, access, or authorization.

Policies Included:

14.1 Evidenced Based Practices.doc

Section 15 – Program Specific Policies & Procedures

Summary:

This section governs specialized programs across housing, crisis, justice, and peer services. Updates standardize oversight, documentation, and compliance; one new policy formally establishes the Extended Observation Unit.

What Changed

- Administrative and compliance updates across housing, justice, crisis, and peer programs.
- Documentation, oversight, and credential references standardized.
- New Policy 15.14 (Extended Observation Unit) formally established framework for EOU operations.

What Did Not Change

- No changes to eligibility, service models, funding, or client rights for existing programs.

Policies Included:

15.10 Outreach Screening Assessment &
Referral.docx

15.11 TCOOMMI.docx

15.13 SMART Program.docx

15.14 Extended Observation Unit

15.2d Permanent Supportive Housing.docx

15.2f Supported Housing Rental Assistance.docx

15.3a Military Veteran Peer Network.docx

15.4a YES Waiver.docx

15.6 Urban ACT Services.docx

15.7 Peer Services.docx

Summary of New Policies Added

Policy 3.3e – GCMHWC Life Safety Plan & Emergency Egress

This policy establishes a facility-specific life safety and emergency egress framework for the Galveston County Mental Health Wellness Center. It defines staff roles, evacuation procedures appropriate for a secured behavioral health setting, coordination with emergency responders, and required drills and training to ensure safety and regulatory compliance.

Policy 3.3f – GCMHWC Emergency Preparedness & Disaster Response Plan

This policy provides a comprehensive emergency preparedness and disaster response plan tailored to a 24/7 behavioral health facility. It addresses hazard-specific response protocols, shelter-in-place and

evacuation procedures, communication processes, continuity of operations, and required staff training and drills.

Policy 13.4 – Waived Testing

This policy standardizes the clinical use of CLIA-waived laboratory testing (e.g., urine drug screens, pregnancy tests, saliva alcohol tests). It establishes requirements for staff training, informed consent, documentation, quality control, sanitation, and oversight while ensuring testing is used solely for clinical decision-making—not for forensic or service-denial purposes.

Policy 15.14 – Extended Observation Unit (EOU)

This policy formally establishes the Extended Observation Unit as a short-term, medically supervised crisis stabilization service. It defines eligibility, length of stay, staffing, clinical workflows, safety standards, and continuity of care requirements, supporting stabilization and diversion from unnecessary inpatient hospitalization while maintaining compliance with HHSC and Texas Administrative Code standards.

HOME-ARP Rental Assistance Policy

This policy establishes procedures for administering HOME-ARP funds to support individuals and families experiencing homelessness or housing instability in Brazoria County. It defines eligibility, intake, documentation, financial management, compliance, and integration of rental assistance with supportive services to promote housing stability.

Not Guilty by Reason of Insanity (NGRI) Policy

This policy defines Gulf Coast Center’s approach to serving individuals adjudicated Not Guilty by Reason of Insanity through a court-mandated, community-based treatment model. It outlines coordination with the courts, monitoring, treatment oversight, medication compliance, and supervision to support public safety and successful community reintegration.

Licensed Therapist Resignation & Transition of Care Policy

This policy establishes a required notice period and structured transition process for licensed therapists with active caseloads. Its purpose is to protect continuity of care, ensure ethical treatment transitions, and minimize service disruption while reinforcing professional and regulatory expectations.

Youth-to-Adult Behavioral Health Transition Procedure

This policy formalizes a standardized transition process for youth entering adult behavioral health services at age 18. It emphasizes early planning, education for youth and families, coordinated clinical handoffs, and timely adult service engagement to prevent care gaps and support client independence.

Takeaway

The newly added policies primarily introduce facility-specific emergency planning, clinical safety governance, housing stabilization infrastructure, justice-system coordination, and continuity-of-care safeguards. Together, they close policy gaps, formalize existing practices, and strengthen compliance—without expanding service eligibility, authority, or risk exposure.

THE GULF COAST CENTER

Regular Board of Trustees Meeting
Mainland Community Service Center
7510 FM1765, Texas City, TX 77591
Wednesday, February 25, 2026
6:15 pm



"Better community healthcare promoting healthy living."

Minutes

1. **Call To Order**.....Jamie Travis, Board Chair
The following Board Members were present: Jamie Travis, Chair; Stephen Holmes, Vice-Chair; Caroline Rickaway, Galveston County Sheriff Lt. Jaime Castro, and Chris Barecelo.
The following Board Members were absent: Mary Lou Flynn-DuPart (excused), Sheriff Bo Stallman (excused) and Chris Cahill (excused).
Also present: Devon Stanley, Acting Interim CEO – Gulf Coast Center; Rick Elizondo, CFO; Linda Bell, General Counsel, Britni Mueck, Jerry Freshour, Sandy Patterson, Sarah Holt, Deanna David, Brooke Camarata, LaShonda Petteway, Yesenia Villareal, Irene Marines, and Kristen Beamer.
2. **Citizens' Comments**
3. **Program Report:**
 - a. **IDD Services** IDD Service Team
Brooke Camarata, Supervisor of IDD Authority Services; LaShonda Petteway, Supervisor of IDD Authority Service Coordination; Yesenia Villareal, Quality Assurance, ID Authority Services; Irene Marines, Team Lead II, Diversion Coordinator; Kristen Beamer, IDD Service Coordinator.
GCC's IDD programs continue to advance Clinical Excellence through early identification of needs, strong person-centered planning, structured high-risk monitoring, and coordinated interdisciplinary support that keeps individuals stable, safe, and connected in their communities. Our teams are strengthening quality and accountability through NCQA-aligned process formalization, enhanced documentation standards, and innovative tools such as our AI-supported collaborative documentation system, which reduces administrative burden and increases time spent with individuals. Across all IDD services, the focus remains on delivering the right supports at the right time in the right setting, ensuring no individual falls through the cracks and positioning GCC as a leader in high-quality, person-centered care.
4. **Board Member Reports**
 - c. **Texas Council of Community Centers** Jamie Travis, Board Chair
Next quarterly meeting is in April 2026
 - d. **Texas Council Risk Management Fund**Mary Lou Flynn-Dupart, TCRMF Board Chair
Texas Council's Risk Management program completed its annual insurance renewal with no major changes to coverage. COVID-era provisions were removed, and a new cybersecurity option was added; however, GCC will continue using IT1 for cybersecurity services after securing more cost-effective coverage that saves the organization over \$10,000 annually.
5. **Operations Report:**Felicia Jeffery, CEO
 - b. **Operational, Clinical, & Financial Excellence** – presented by Devon Stanley, Acting Interim CEO
 - GCC Investments - ISC Group presented on the cash reserve account (see agenda item b).

- GCC Vehicle Fleet – Enterprise Fleet Management presented a strategy to modernize and reduce long-term operating costs (see agenda item c).
- Galveston County Mental Health Wellness Center (EOU) Update
Construction is essentially complete with final HHSC-required corrections underway.

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

- b. Financial & Operational Monthly Report & YTD Summary **(Pg.3)**
- c. FY25 Corporate Compliance Annual Training and Report **(Pg. 6)** – presented by Linda Bell

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.)

- c. Review and approval of January 28, 2026 Board Minutes. **(Pg. 11)**
On motion by Stephen Holmes, and a second by Jaime Castro, the board approved the January 28, 2026, Board Minutes. The motion carried with all members voting in favor. There was no public comment.
- d. Review and approval of the January 2026 Check Register.
On motion by Stephen Holmes, and a second by Jaime Castro, the board approved the January 2026, Check Register. The motion carried with all members voting in favor. There was no public comment.

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

GCC Administration Agreements

- a. **Consider approval of the FY2025 Annual Corporate Compliance Report.**
On motion by Stephen Holmes, and a second by Jaime Castro, the board approved the FY2025 Annual Corporate Compliance Report as presented by Linda Bell. The motion carried with all members voting in favor. There was no public comment.
- b. **Consider approval of the opening of a new cash reserve account with RBC Capital Markets, LLC for the investment of excess funds to maximize earning potential with authorized signatures being Rick Elizondo, CFO and Felicia Jeffery, CEO.**
On motion by Stephen Holmes, and a second by Caroline Rickaway, the board approved the opening of a new cash reserve account with **RBC Capital Markets, LLC**. The motion carried with all members voting in favor. There was no public comment.
- c. **Consider approval of the lease agreement with Enterprise Fleet Management to lease 25 vehicles on a 4 – year lease term to include fixed maintenance fee per vehicle and agreement to dispose of (auction) existing GCC Fleet vehicles which are no longer useful. Current annual cost projection is \$180,000. Funding: Lease costs will be funded by specific grants as well as various State funds.**
On motion by Stephen Holmes, and a second by Caroline Rickaway, the board approved the lease agreement with **Enterprise Fleet Management**. The motion carried with all members voting in favor. There was no public comment.
- d. **Consider approval of the lease with Housing Authority of the City of Galveston, Texas for additional space 288sq.ft. for the Center’s new GCC Galveston County Jail Reentry Team (BJA Grant funded). Term: March 1, 2026 – February 28, 2027 Rent: \$432/month**
On motion by Stephen Holmes, and a second by Caroline Rickaway, the board approved the lease with **Housing Authority of the City of Galveston, Texas**. The rent is paid out of grant funds. The motion carried with all members voting in favor. There was no public comment.

Adult Behavioral Health Services

- e. **Consider ratification of Amendment #1 to the Interlocal Agreement with the City of Galveston for services pertaining to the Compassionate Open Access to Services and Treatment (COAST) Team program. The parties wish to amend the Interlocal Agreement to include a provision of a 50 percent In-kind match by police and fire. The remaining terms of the Interlocal Agreement remain unchanged. Term: September 1, 2024 - August 31, 2026.**

On motion by Stephen Holmes, and a second by Jaime Castro, the board approved ratification of Amendment #1 to the Interlocal Agreement with the **City of Galveston** for services pertaining to the Compassionate Open Access to Services and Treatment (COAST) Team program. The motion carried with all members voting in favor. There was no public comment.

Youth Behavioral Health Services

- f. **Consider approval of the new FY26 YES Waiver Provider Services Network Agreements with I C.A.R.E Services for Community Living Support services. Reimbursement Rate: \$70/hour or \$17.50 per 15min**

On motion by Stephen Holmes, and a second by Caroline Rickaway, the board approved the new FY26 YES Waiver Provider Services Network Agreements with **I C.A.R.E Services**. 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

February 25, 2026	Board Meeting	MCSC	6:15pm
March 25, 2026	Board Meeting	NBCSC	6:15pm
May 6, 2026	Board Meeting & Tour of GCMHWC	MCSC/GCMHWC	6:15pm
May 27, 2026	Board Meeting	SBCSC	6:15pm
June 10-12, 2026	Annual Texas Council Conference	San Antonio, TX	
July 22, 2026	Board Meeting	MCSC	6:15pm
August 19, 2026	Board Meeting	SBCSC	6:15pm

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. Adjourn

There being no further business the meeting adjourned at 7:21pm

Respectfully,

Approved as to Consent and Form,

Cathy Rice

Cathy Rice
Secretary to the Board of Trustees

Jamie Travis

Jamie Travis
Chair of the Board of Trustees