

# **GULF COAST CENTER**

**MENTAL HEALTH • MENTAL RETARDATION  
SUBSTANCE USE RECOVERY**

## **CENTER PLAN**

**Updated January, 2010**

**Section I: General Description / History**

In April 1973 in an effort to regionalize the activities and services of the then named Galveston County Mental Health-Mental Retardation Center (originally established in 1969 for Galveston County only), Brazoria and Galveston Counties resolved to provide a single delivery system for both Galveston and Brazoria Counties pursuant to and in accordance with the terms and provisions of the Texas Mental Health-Mental Retardation Act. On April 9<sup>th</sup>, 1973 a joint resolution was signed by Galveston County Judge Ray Holbrook and Brazoria County Judge E. E. Brewer creating the regional center. The newly named Gulf Coast Regional Mental Health-Mental Retardation Center would be governed by a nine-member volunteer Board of Trustees appointed by the County Commissioner's Courts of Galveston (5 members) and Brazoria (4 members) Counties of Texas; and would provide community-based mental health and mental retardation services to persons most in need of those services – especially those individuals identified as priority population and primarily at risk of hospitalization or State school placement; or exiting from one of these facilities to Galveston or Brazoria Counties. The driving principal was then and remains today that persons (both adult and child/adolescent) with mental illness and/or with mental retardation should be educated and live, work, and play in the same setting as all Texans – in their community near family and friends. The role of the developed community-based system was to make this possible by providing services that supported and assisted persons in the priority population. In September 1989, the Gulf Coast Regional Mental Health-Mental Retardation Center formally changed its name to The Gulf Coast Center (“Center”). Over the years, incorporating input and guidance from the Galveston and Brazoria County communities and those served, the Center's services have adapted and changed to meet the ever changing service delivery environment, as well as the growing needs of those served. These changes have resulted in a more comprehensive and supportive continuum of care; and have expanded the original primary services to include other services and community-based supports. In 1975, the Center established the first Mental Health Deputies' unit with the Galveston County Sheriff's Department which is now a model replicated nationwide. In 1992 the Center initiated the provision of supportive and intensive prevention and addiction recovery services. The Center has been a pioneer in the development of award winning, innovative best practices including Assertive Community Treatment Teams, Supported Employment, and Supported Housing – all of which have subsequently become best practices as designated by the State. In 1988 the Center accepted the responsibility of providing public transportation services in Galveston and Brazoria Counties with the development of Connect Transit; and in 1998 a 20-bed psychiatric inpatient hospital was established in partnership with UTMB of Galveston. In recent years, the Center has also been a key component and responder to community emergencies and disasters that have affected the Galveston and Brazoria County communities, including hurricanes, fires, and chemical refinery explosions. These expanded services benefit the whole community; but more importantly provide enhanced choice and opportunity, and quality of services to the Center's core population of persons with mental illness or mental retardation.

The Center has also become a leader in paving the way for expanded and enhanced services and legislative action for persons with a diagnosis of mental illness, mental retardation, and/or substance abuse addiction by coordinating and chairing multiple local and state task forces and committees which have resulted in critically needed system changes; quality improvements; and assurances of consumer choice. To provide and maintain the needed services, the Center works to assure an efficient and financially sound operation. In a regional joint venture with multiple East Texas community centers, the Center led the development of the East Texas Behavioral Healthcare Network (“ETBHN”). Originally developed in 1998 between the Center and six other regional

community centers; membership of ETBHN is comprised primarily of community centers along the Texas Gulf Coast and East Texas region. The primary goal of ETBHN is to save each member center money by implementing economies of scale, improving quality of services, benchmarking, developing best practices, promoting new business opportunities for the region and for individual centers; and working collaboratively on projects that are of shared interest to all centers in the region. Through this regional alliance, the Center has been able to achieve operational efficiencies with ETBHN's developed pharmacy, providing psychiatric medications at the lowest price possible and assisting with maximizing pharmaceutical benefits; cost sharing activities; and oversight review. As an original member of the Texas Council Community MHMR Centers, the Center participates in the available Risk Management Fund, providing affordable, complete insurance coverage; as well as other administrative efficiencies and programs.

The Center covers 1,786 square miles on the central Texas Gulf Coast which is Galveston and Brazoria counties. In 2008, the Census Bureau estimated that during this period the total population for Galveston and Brazoria counties was over 589,000 individuals. Census Bureau data also shows that since 2000 both Galveston and Brazoria County's population changed faster than the State of Texas average; with an average percentage increase of over 19%, whereas the State's percentage increase was only 16%. The populations of both Galveston and Brazoria counties are culturally diverse; and high school graduation rates average 80%, as compared to the 75% statewide average. Census Bureau reports also indicate that the reported median household income for 2004 was slightly higher in the two counties than that statewide, as was the homeownership rate and the per capita money income. Unfortunately though, the number of persons living in poverty in both Galveston and Brazoria counties continues to increase; 23% of the area's population is reportedly uninsured; there are an increasing number of individuals who are homeless or literally homeless; and over 16% of individuals booked into area county jails have a current diagnosis of a major mental illness.

## **Section II: Purposes**

The Center's purposes include ensuring that a continuum of services will be available to the residents of Galveston and Brazoria Counties by providing effective administration and coordination of services, and continuing to strive to develop services and supports that provide effective alternatives to State facilities and schools; assisting in meeting the goals of the State in developing a comprehensive range of services for persons needing community-based mental health, mental retardation, and substance abuse services by minimizing duplication and utilizing appropriated funds in accordance with legislative mandate; and working to assure the treatment of person in their own communities, when appropriate and feasible, providing screening services and continuing care services for persons entering and exiting State facilities and schools. Fees for Center services range from free services to reasonable fees to cover the costs of services provided, in accordance with the person's ability to pay. The Center assures compliance with all Centers for Medicare and Medicaid Services rules and regulations, and other laws relating to billing and payment for those eligible for Medicare and Medicaid. In the collection of fees from non-indigent persons, the Center exercises its rights described in THSC, §534.017 and follows fee collection policies published pursuant to THSC, §534.067.

Through input and planning participation by community members and agencies, families, and those served, the Center's established and stated mission, visions, and values to be practiced are:

### ❖ Mission

- To enable and empower individuals and families to live quality lives

**❖ Visions**

- Improve the overall quality of services to persons served by the Center
- Expand services to meet the needs of those with mental illness, mental retardation, and/or prevention and addiction recovery services who are unserved or underserved
- Promote positive work environments in which staff and volunteers work with pride, integrity, and commitment; and are valued for their individual worth and contribution
- Promote effective leadership and management at all levels so as to improve services and earn public confidence and support
- Improve public understanding of mental illness, mental retardation, and/or prevention and addiction recovery services; and of the Center's responsibility and/or role to persons with these disabilities
- Build and support positive relationships with consumers, families, advocacy groups, higher education, other public agencies, and the private sector to better serve persons with mental illness, mental retardation, and/or prevention and addiction recovery services
- Operate a financially healthy and stable organization to ensure a growing array of services to persons with mental illness, mental retardation, and/or prevention and addiction recovery services; and their families

**❖ Values**

- Individual Worth: the Center affirms that the individuals served share with all persons common human needs, rights, desires, dignity, and strengths. The Center celebrates cultural and individual diversity.
- Quality: The Center commits itself to the pursuit of excellence in everything it does.
- Integrity: The people of the Center believe that personal and professional integrity is the basis of public trust.
- Dedication: The Center takes pride in its commitment to public service and to the people it is privileged to serve.
- Innovation: The Center is committed to developing an environment that inspires and promotes innovation, fosters dynamic leadership, and rewards creativity among its staff, volunteers, and the people served.

**Section III: Population(s) to be Served**

Utilizing available State and Federal resources and funding sources the Center serves, directly and indirectly through community partnerships and contracts, both adult and child/adolescents identified in the State's defined mental health and mental retardation priority population; those with a single diagnosis of substance abuse addiction; and those with a multiple diagnosis of any combination of mental health, mental retardation, and/or substance abuse addiction as defined by the State. Utilizing specially designated grants and funds as available and received for these populations, the Center also provides community-based mental health, mental retardation, and/or substance abuse addiction to persons both adult and child/adolescent not in the State's defined priority populations. As the designated provider of public transportation, the Center's Connect Transit is open to any and all residents of Galveston and Brazoria Counties, regardless of any disability or diagnosis or lack thereof. Additionally, in the event of a community emergency or disaster, the Center's required mental health emergency response is provided without regard for the individual's diagnosis. The Center may provide services to persons voluntarily seeking assistance and to persons legally committed.

**Section IV: Functions**

The Gulf Coast Center is the designated mental health and mental retardation authority for Galveston and Brazoria Counties, as designated by the Texas Health and Human Services. To successfully achieve its purposes and utilization of available resources for persons in the populations to be served – both directly and indirectly through community partnerships and contracts – the Center will assure an effective system of comprehensive community-based mental health, mental retardation, and substance abuse addiction programs and services in accordance with applicable standards, performance contracts, and service mandates. As much as possible, services will be in accordance to the needs of the community, supportive of the Center’s mission, and in keeping with the Center’s stated values and visions. Services to be provided to the mental health, mental retardation, and substance abuse population will adjust annually based on funding and contract requirements, but may include screening and referral, psychiatric diagnostic interview examination, crisis response, assessment and determination of services, counseling, respite, continuity of care, utilization management, casemanagement, service coordination, pharmacological management, psychotropic medication provision, medication training and support, psychosocial rehabilitative services, supported employment, supported housing, assertive community treatment team, intensive and supportive outpatient recovery services, jail diversion services, HIV outreach and casemanagement, youth prevention services, skills training, day habilitation, HCS services, crisis respite, mental health liaison, continuity of services liaison, psychiatric inpatient services, psychiatric nursing services, family support services, training and support, peer support, family partner services, wait list management, community education, benefit coordination and assistance, payeeship management, substance abuse residential and detox services, and flexible funds. Additionally, as funding and resources are available, services available to both priority and non-priority populations may include transportation, crisis counseling, crisis outreach, disaster case management, information and referral, community education, homeless support services, residential services and supports, specialized treatment services and counseling, and child day activities. Administratively, the Center assures the provision of staff development, quality assurance, personnel, client rights protection, training, billing services, payroll, contract management, resource acquisition, financial reporting and budgeting, planning, local planning network development, management information services, and homeless management information services.

Formalized in 1985 specifically and solely for the purpose of furthering the mission of the Center, Regional Resources, Inc is a non-profit, tax-exempt 501c3 organization. Utilizing its 501c3 designation, Regional Resource, Inc assists the Center in resource, funding, and grant acquisition. Neither the Center nor Regional Resources, Inc accepts capitated or at-risk payment arrangements.

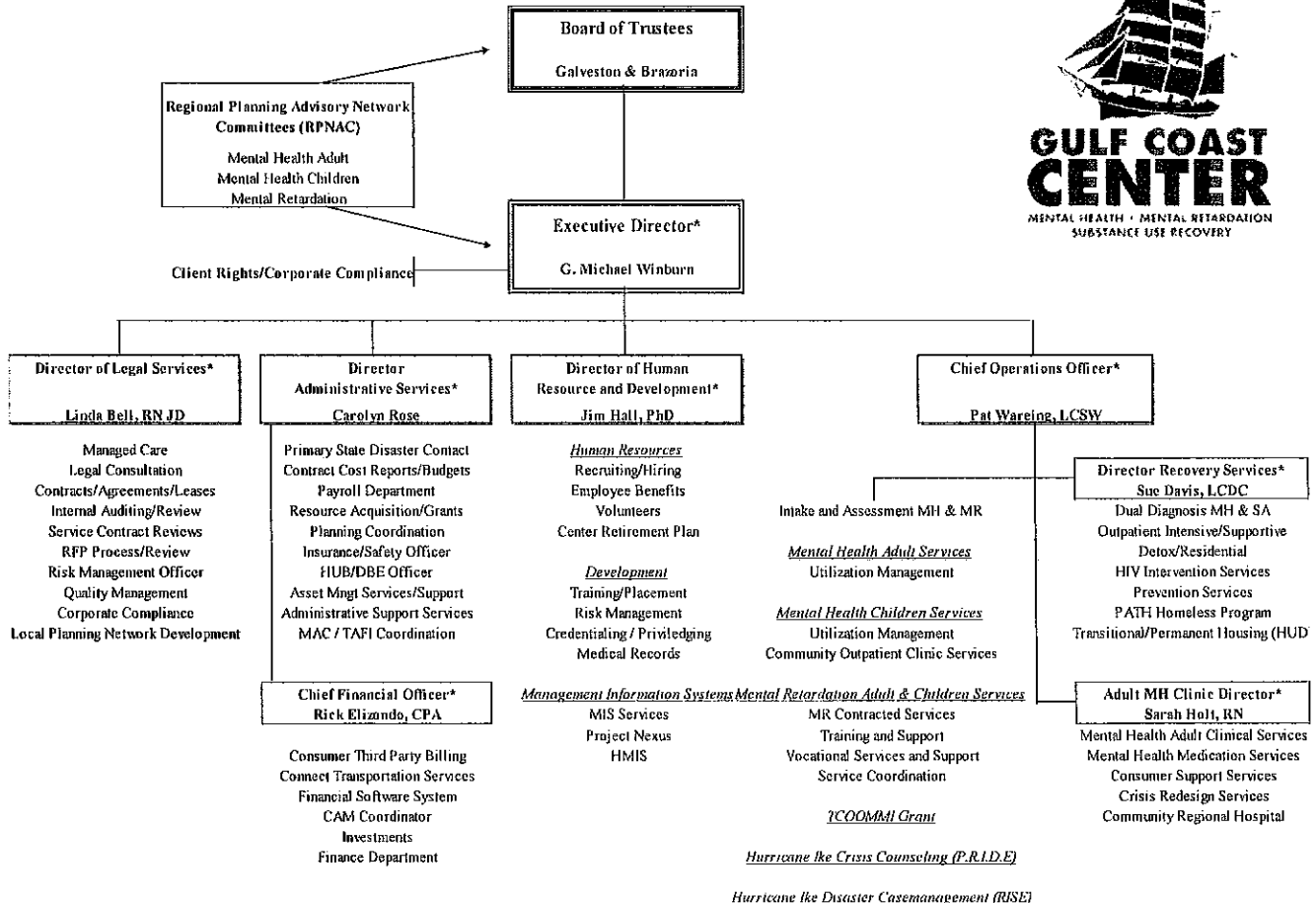
To provide for and support its services and operations, the Center maintains and manages funding and resource contracts with Texas Health and Human Services, Texas Department of State Health Services, Department of Aging and Disabilities, Texas Department of Criminal Justice, Texas Council on Offenders with Mental or Medical Impairments, Texas Department of Transportation, Federal Transit Administration, Centers for Medicare and Medicaid Services, Texas Department of Regulatory and Protective Services, County Probation Departments, County Commissioner Courts of Galveston and Brazoria Counties, United Way, Federal Probation, Houston-Galveston Area Council, City of Galveston HUD Department, Housing and Urban Development, fees for service, and various community foundations.

**Section V: Organization Plan Elements**

**1. Organizational Structure**

The Board of Trustees of the Center enact policies consistent with the State of Texas rules and standards for the administration of the Center’s services and programs, including mental health, mental retardation, and substance abuse addiction services. The Board of Trustees regularly verifies that the services and programs provided by the Center meet the needs of the community and are updated in a timely fashion. Annually, the Board of Trustees selects and hires an outside audit firm to conduct and submit the Center’s annual financial and compliance audit. The Board of Trustees select and hires an outside attorney to serve the Board of Trustees, and advise on legal issues specific to the Board of Trustees and their responsibilities. The Board of Trustees appoints the Executive Director; and prescribes the number of employees and their salaries set forth in THSC, §534.011 during the annual budgeting process. The Executive Director, in accordance with the Board of Trustee’s policies, employs and trains personnel to administer the Center’s programs and services. The Executive Director is responsible for the operations, assurance of its compliance with contract mandates and requirements, and custodian of files and legal documents.

**The Gulf Coast Center - Primary Organizational Chart**  
*Center Mission: To Enable and Empower Individuals and Families to Live Quality Lives*



\* Denotes Membership on Executive Management Team

## 2. Board Membership

 The Gulf Coast Center ~ Board of Trustees  
as of September 23rd, 2009

Board Member	Board Position (Date of Election)	County	Original Date of Board Appointment		Current Term	Profession		Ethnicity	Sex
Travis, Jamie	Chairperson 23-Sep-09	Brazoria	October, 1989	Begin End	September 1, 2008 August 31, 2010	Volunteer	Parent	White	Female
Mitchell, Gerald	Vice Chairperson 23-Sep-09	Galveston	June, 2001	Begin End	September 1, 2008 August 31, 2010	Space Industry	Parent	Black	Male
Walker, David	Member	Galveston	October, 1988	Begin End	September 1, 2008 August 31, 2010	Attorney		White	Male
Rickaway, Caroline	Member	Brazoria	September, 2009	Begin End	September 1, 2008 August 31, 2010	Probation Services Director		White	Female
Flynn-Dupart, Mary Lou	Secretary 23-Sep-09	Brazoria	May, 1991	Begin End	September 1, 2008 August 31, 2010	Attorney		White	Female
Picard, Trey	Member	Brazoria	June, 2009	Begin End	June 1, 2009 August 31, 2010	Ass't District Atty Brazoria County	Parent	White	Male
Harrington, David	Member	Galveston	August, 2001	Begin End	September 1, 2009 August 31, 2011	Human Resources (Medical-UTMB)		White	Male
Floyd, Jim	Treasurer 23-Sep-09	Galveston	June, 1984	Begin End	September 1, 2008 August 31, 2010	Retired (Chemical Industry)	Parent	White	Male
Flick, Bob	Member	Galveston	March, 2006	Begin End	September 1, 2009 August 31, 2011	Episcopal Priest		White	Male

## 3. Board By-Laws

The Board of Trustee By-Laws are reviewed and revised as required at least annually; and are provided under Attachment A.

## 4. Contract of Interlocal Agreement Amount Sponsoring Agencies

The County Commissioner’s Court of Galveston and Brazoria Counties Contract for the supporting establishment of the Center and outlining the number of board members is provided under Attachment B.

## 5. Involvement of Persons Who Have Received or Are Receiving Services and Their Family Members, Advocacy Organizations, and Other Interested Citizens in Planning and Policy Development

The Center has had a long, established tradition of successful planning to provide the Center, its Board of Trustees, and staff direction and focus – planning that has incorporated the community, service agencies, local leaders, staff, but most importantly those served and their families. Through the development of these plans; the Center’s mission, visions, and values were developed; all of which remain the heart of the Center’s operations today. These plans and their goals and objectives were developed with the primary purpose to be to achieve the Center’s stated mission of enabling and empowering individuals and families to live quality lives. Furthermore, the Center’s planning has also provided the basis of the Center’s annual budgeting, assisted in the preparation and submission of additional funding sources, and provided a means to evaluate the Center and its operations. To assure this continuance of involvement and participation, the Center maintains an active and supportive relationship with local advocacy groups. Advocacy group representatives are incorporated as a part of the Center’s new employee orientation training. As appropriate, advocacy group representatives are included in the membership of special community planning committees and task force groups. At least annually, Center Board of Trustees representatives and executive staff regularly attend and present to local advocacy group meetings on the status of the Center, its operations, and service and funding projections. These local advocacy groups include NAMI Gulf Coast, Arc of the Gulf Coast, and other parent and consumer groups. At these presentations, attendees are shared information on the

Center and its operations, and encouraged to provide feedback and recommendations for improvement. Through its committee and task force leadership, the Center assures the representation and participation of family and consumers in the process and development of change.

**Section VI: Financial Plan Elements**

**1. Fiscal Year Operating Budget**

Annually, under the direction of the Board of Trustees and in accordance with primary contract agencies, the Center develops an operational budget for the State fiscal year. This budget is approved by the Board of Trustees at the beginning of the fiscal year, monitored monthly, and adjustments and revisions made regularly. The Center’s budget is filed with Health and Human Services, and the Texas Department of Health Services and the Texas Department of Aging and Disabilities as required.

**2. Annual Financial Audit**

Annually, the Board of Trustees selects and hires an outside audit firm to complete and submit the required annual financial and compliance audit. The audit, findings, and management letter are presented to the Board of Trustees by the audit firm for the Board’s approval and acceptance. The Center’s audit is filed with Health and Human Services, and the Texas Department of Health Services and the Texas Department of Aging and Disabilities as required.

**Section VII: Local Contribution**

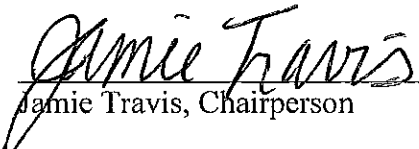
The Center receives a variety of local funding support, including both cash and in-kind support. In-kind support is provided primarily in the form of facility space utilization to deliver service, as well as supporting facility equipment and materials. The Center also receives in-kind support in the manner of staff volunteers. Local cash support includes funding support from the Commissioner’s Court of Galveston and Brazoria Counties, fee for service, insurance and other third party payers, donations, rental fees, foundations, United Way, interest earned, lawn service contracts, and city and county fees and support for services.

**Section VIII: Assurance of the Board of Trustees**

The Center’s Board of Trustees has reviewed the Center Plan as presented, its attachments, references, and supporting documentation. The Center’s Board of Trustees assures its understanding, and will comply and enforce compliance with applicable State and Federal laws, rules, standards, and regulations applicable to the Center and its operations. By their vote at the referenced Board of Trustees’ meeting, the Center’s Board of Trustees approves the purposes and functions identified in this Center Plan as presented and discussed.

Board of Trustees’ Meeting Date: 1 / 27 / 2010

Board of Trustee Chairperson Signature:

  
\_\_\_\_\_  
Jamie Travis, Chairperson

1-27-10  
\_\_\_\_\_  
Date

Attest:

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Geraldine Jones, Secretary to the Board of Trustees

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Date

*Center Plan Attachments:*

**Attachment A – Board of Trustee By-Laws**

**Attachment B – Commissioner’s Court of Galveston and Brazoria Counties Contract**

*Center Plan References:*

**Texas Health & Safety Code (THSC)**

**Chapter 534. Subchapter A.**

**Texas Administrative Code (TAC)**

**Title 25 Health Services**

**Part 1. Chapter 411. Subchapter G.**

**Rule §411.306; §411.307; §411.314**

*Center Plan Supporting Documentation:*

**Local Service Area Plan**

**Crisis Services Plan**

**Diversion Action Plan**

**Provider Network Development Plan**

***Center Plan Attachments:***

**Attachment A – Board of Trustee By-Laws**

**THE GULF COAST CENTER**  
**BOARD OF TRUSTEES**  
**BYLAWS**  
(last revised: February 2009)

**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.
- b. The “Center” refers to The Gulf Coast Center, a community center established by Brazoria and Galveston Counties, Texas, and an agency of the State of Texas as described in Texas Health and Safety Code, §534.001.
- c. “DADS” refers to the Department of Aging and Disability Services.
- d. “DSHS” refers to the Department of State Health Services.
- e. Fiscal Year refers to September 1<sup>st</sup> through August 31<sup>st</sup>.
- f. “Services” refers to those essential elements of a full range of effective mental health, mental retardation 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.
- g. “Rules, Regulations and Standards Governing the Provision of Mental Health and Mental Retardation Services” refers to those rules, regulations and standards as promulgated by the 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, a community center, was originally established on April 9, 1973 by the Commissioner’s Courts of Galveston County and Brazoria County pursuant to Chapter 534 of the *Texas Health and Safety Code Ann.* (Vernon 1992), as amended.
- b. The Center is intended to be a vital component in a continuum of services for persons with mental illness, mental retardation 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.

- c. The Center shall also coordinate, develop partnerships and provide a public and human service transportation system for the communities of Galveston and Brazoria Counties. This public transportation system is known as Connect Transit.

### **SECTION III. TRUSTEES**

- a. Trustees shall number and be appointed in accordance with the Application, Appointment and Removal Procedures and the THSC, §534.004, et. seq., and shall have the responsibility allocated to them by THSC, §534.008.
- 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.
- 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. 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.
- f. By majority vote of the Board of the 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 will 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 then the Board will act accordingly by automatically approving a 3 month leave of absence or requesting removal of the Board Member if warranted and absence is predicted to be more than 3 months.

### **SECTION IV. OFFICERS**

- a. The Board of Trustees shall have the following officers chosen at the first meeting of the fiscal year from among its membership: a Chairman, a Vice-Chairman, a Secretary and a Treasurer.
- b. There is not a 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.
- 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 Chairman and the Vice-Chairman 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. The Chair and Vice-Chair of the Board shall appoint a Nomination Committee before officer elections. The Chair will appoint two members from the County in which the Chair resides and the Vice-Chair shall appoint 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 an expenditure 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 Chairman of the Board of

Trustees shall set the time and place of each meeting. The location of the 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.
- c. A majority of appointed/filled Trustee positions shall constitute a quorum for the transaction of business.
- 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.
- e. The meetings of the Board of Trustees shall be presided over by the Chairman, or in his/her absence, the Vice-Chairman.
- 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 visitors may address the Board but can not make any motion nor 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.
- g. 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 Executive Director prior to the Meeting being convened. Any absence of a Trustee that is not established prior to the scheduled meeting will be an unexcused absence. Three (3) unexcused absences during the fiscal year will 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 Chairman 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.

## **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, mental retardation 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, mental retardation 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 Executive Director, who shall, in accordance with the Board's policies, employ and train personnel to administer the Center's programs and services.
- b. The Executive Director shall be evaluated by the Board at least annually. Such evaluation shall be completed within sixty (60) days of the anniversary date. 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 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 prescribe the number of employees and their salaries in the manner 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.

## **SECTION VIII. SERVICES**

- a. The Board of Trustees may make rules, consistent with the purposes, policies, principles, and standards provided by Texas laws, DSHS and DADS policies, to regulate the administration of the mental health, mental retardation and substance use recovery services by the Center. They shall also consider the laws governing the Federal Transit Authority and Texas Department of Transportation when establishing policy for transportation services.
- 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 Center consumers.
- c. The Center may provide services to persons voluntarily seeking assistance and to persons legally committed.

- d. Fees for Center services may range from free services to reasonable fees to cover the costs of services provided, in accordance with the person's ability to pay. The Executive Director 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.
- 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 DADS and DSHS pursuant to THSC, §534.067.
- f. All facilities and services of the Center shall be made available to the general public of the counties and comply with applicable federal and state laws, rules and regulations.

**SECTION IX. AMENDMENT**

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

**SECTION X. 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.

Carrie Jones, Secretary Board of Trustees of The Gulf Coast Center	Date
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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.

*Center Plan Attachments:*

**Attachment B – Commissioner’s Court of Galveston and Brazoria Counties Contract**



## Attachments

- **Tax Exempt Letter from IRS (1973)**
- **Documentation of Approved Name Change**
- **County Establishment Resolutions**

123 ROSENBERG, SUITE 6  
GALVESTON, TEXAS 77550

409.763.2373

FAX 409.763-5538

[WWW.GCMHMR.COM](http://WWW.GCMHMR.COM)

*Our mission is to enable and empower individuals and families to live quality lives*

- Tax Exempt Letter from IRS (1973)

*File*

May 3, 1973

A:FA:EO:CNP:dv

Mental Health-Mental Retardation  
Center for Galveston County  
Post Office Box 909  
La Marque, Texas 77568

Gentlemen:

We received a letter from your Accountant, Mr. Joe Megna, requesting a letter from us to the effect that contributions made to you are tax deductible by donors. A search of our records do not show a Power of Attorney on file authorizing Mr. Megna to represent you, therefore, all correspondence is directed to you.

The information submitted discloses you were created by an Act of the Texas Legislature to perform a governmental function. As a political subdivision of the State of Texas, you are not liable for Federal income tax and are not required to apply for tax exempt status.

Contributions made to you for exclusively public purposes are deductible as charitable contributions defined in section 170(c)(1) of the Internal Revenue Code.

Sincerely yours,

  
R. L. Phinney  
District Director

501C3-  
457  
403B-

RECEIVED MAY 8 1973

- **Documentation of Center's Name Change**

28793

8931630

89722

74

006-64-0518

NOTICE OF NAME CHANGE FROM THE  
GULF COAST REGIONAL MENTAL HEALTH-MENTAL RETARDATION CENTER  
TO THE GULF COAST CENTER

ENR #74-1607987

NOTICE TO THE PUBLIC:

At the regularly scheduled meeting of the Gulf Coast Regional Mental Health-Mental Retardation Center Board of Trustees held on the 22nd day of March, 1989, the following resolution was, on motion duly made and seconded, approved by a majority of the Board of Trustees in open session:

"WHEREAS, the Board of Trustees of the Gulf Coast Regional Mental Health-Mental Retardation Center desires to change the name of the center to remove the words "mental health-mental retardation" from its title, and

WHEREAS, the Board has considered several new names for the center, and has chosen the name "The Gulf Coast Center", and

WHEREAS, the Center staff has investigated the availability of the name chosen by the Board, and has found it to be satisfactory, now

THEREFORE, BE IT RESOLVED that:

The Board of Trustees hereby changes the name of the Center from "The Gulf Coast Regional Mental Health-Mental Retardation Center" to "The Gulf Coast Center". The Executive Director is hereby authorized to execute any legal documentation required to effectuate such name change. A copy of this Resolution shall be filed in the Deed Records of Brazoria and Galveston Counties and shall be forwarded to the Texas Department of Mental Health-Mental Retardation."

This name change has been approved by the Commissioners Court of Galveston County, Texas, recorded at Film Code #300-08-0626 of such Commissioners Court Minutes, a copy of which is attached as Exhibit A and incorporated by reference, and by the Commissioners Court of Brazoria County, Texas, recorded at docket #8 as passed by the Commissioners Court at the August 21, 1989, Special Term, a copy of which is attached as Exhibit B and incorporated by reference.

DATED the 20<sup>th</sup> day of September, 1989.

A. Michael Winburn  
G. Michael Winburn  
Executive Director

STATE OF TEXAS  
COUNTY OF GALVESTON

§  
§ KNOW ALL MEN BY THESE PRESENTS:  
§

This instrument was acknowledged before me on the 20<sup>th</sup> day of September, 1989, by G. Michael Winburn, Executive Director, of the Gulf Coast Center, formerly known as the Gulf Coast Regional Mental Health-Mental Retardation Center.

Robin Griffin  
Notary Public, State of Texas

Robin Griffin  
Notary's Printed Name

My Commission Expires: 8-8-92

AFTER RECORDING RETURN TO:

W. Daniel Vaughn  
McLeod, Alexander, Powel & Apffel, P.C.  
P. O. Box 629  
Galveston, Texas 77553



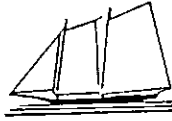
89722

76

300-08-0626

006-64-0520

Commissioner Pegues moved, seconded by Commissioner Johnson, and carried; that the recommendation of the Gulf Coast Regional Mental Health Mental Retardation Center to change the name to The Gulf Coast Center be and is approved:



GULF COAST REGIONAL MENTAL HEALTH  
MENTAL RETARDATION CENTER

SHEARN MOODY PLAZA • P.O. BOX 2490 • GALVESTON, TEXAS 77553 • (409) 763-2373 / (713) 488-2839

G. MICHAEL WINBURN  
EXECUTIVE DIRECTOR

RECEIVED  
MAY 25 1989

GALVESTON COUNTY JUDGE

32

May 24, 1989

The Honorable Ray Holbrook  
County Judge  
Galveston County Courthouse  
Galveston, TX 77550

Dear Judge Holbrook:

As you know, the Board of Trustees voted to shorten the name of MHMR to "The Gulf Coast Center" at their March Board meeting. Our attorneys have informed me that we need the Commissioners' approval so that we can officially amend the creating contract between Counties to reflect the name change. If you would please place this on your agenda for approval, I would appreciate it.

As you know, we have discussed this with you previously concerning the reasons which primarily have to do with the name "Mental Health and Mental Retardation" deterring some families from coming in for help because of its negative connotation. Most centers statewide have dropped the "MHMR" out of their names.

Sincerely,

G. Michael Winburn  
Executive Director

GMW:dr

Enclosure

CC: Virginia Eernisse  
Dan Vaughn

A United Way Member Agency in Brazoria and Galveston Counties

EXHIBIT

A

No. 8 Re: Changing Name of "the Gulf Coast Regional Mental Health-Mental Retardation Center" to "The Gulf Coast Center"

Motion by Commissioner Plaster, seconded by Commissioner Rouse, that the Commissioner's Court of Brazoria County approves the changing of the name of "The Gulf Coast Regional Mental Health-Mental Retardation Center" to the "The Gulf Coast Center". Motion carried, all present voting aye.

THE STATE OF TEXAS )  
COUNTY OF BRAZORIA )

I, Dolly Bailey, Clerk County Court and Ex-Officio Clerk of the Commissioners' Court of Brazoria County, Texas, do hereby certify that the foregoing is a true and correct copy of that certain docket

No. 8 Re: Changing Name of "The Gulf Coast Regional Mental Health-  
Mental Retardation Center" to "The Gulf Coast Center"

as passed by the Commissioners' Court at the August 21,  
A. D., 19 89, Special Term of Commissioners' Court, and as the same appear (s) in the Commissioners' Court Records of Brazoria County, Texas.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 21st  
day of August, A. D., 19 89.

DOLLY BAILEY, Clerk County Court and Ex-Officio Clerk of the Commissioners' Court of Brazoria County, Texas  
By S. Hammond Deputy  
S. Hammond

EXHIBIT B

- **County Establishment Resolutions**

THE STATE OF TEXAS )  
COUNTY OF GALVESTON )  
COUNTY OF BRAZORIA )

CONTRACT

WHEREAS, the Legislature of the State of Texas has made provision for the establishment and operation of Community Centers for Mental Health and Mental Retardation Services (Article 5547-203, V.A.C.S.); and

WHEREAS, GALVESTON COUNTY ad BRAZORIA COUNTY desire to establish and operate a Community Center for Mental Health and Mental Retardation services under the laws of this State;

NOW, THEREFORE, the above noted local agencies hereby agree to act jointly in appointing the members of the Board of Trustees of said community center for Mental Health and Mental Retardation Services.

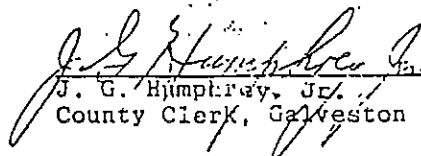
Said Board of Trustees shall consist of nine (9) members to be appointed from the qualified voters of the region to be served, appointed in the manner established in the joint resolution of the two (2) local agencies.

One Community Center for Mental Health and Mental Retardation Services is to be established under this Contract.

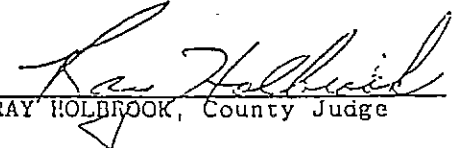
EXECUTED this, the 4th day of October, A.D., 1976.

ATTEST:

COUNTY OF GALVESTON

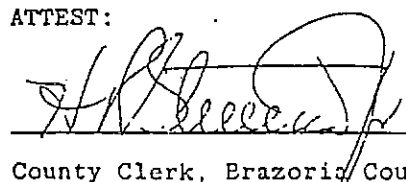
  
\_\_\_\_\_  
J. G. Humphrey, Jr.  
County Clerk, Galveston County

By:


  
\_\_\_\_\_  
RAY HOLBROOK, County Judge

ATTEST:

COUNTY OF BRAZORIA

  
\_\_\_\_\_  
County Clerk, Brazoria County

By:

  
\_\_\_\_\_  
E. E. BREWER, County Judge

RESOLUTION

In an effort to regionalize the activities and services of the Mental Health-Mental Retardation Center for Galveston and Brazoria Counties and to provide a single delivery system for both Galveston and Brazoria Counties pursuant to and in accordance with the terms and provisions of the Texas Mental Health-Mental Retardation Act (T.A.C.S. Article 5547-201-204 inclusive), it is moved by JUDGE HOLBROOK and seconded by COMMISSIONER LEWELLYN, duly put and carried, and it is ordered:

1. That the present Board of Trustees currently serving as Trustee Board Member of the Gulf Coast Regional Mental Health-Mental Retardation Center, be dissolved.
2. That the Regional Board shall be composed of residents appointed by the governing bodies of Galveston and Brazoria Counties, and further, that the Regional Board so constituted shall consist of nine members, five of whom are residents of Galveston County, and four of whom are residents of Brazoria County, and such duly appointed Regional Trustees shall serve staggered terms to insure continuity and shall be appointed by the governing bodies to fill one of the following positions, and its corresponding term:

POSITION ONE	Galveston County resident	two year term
POSITION TWO	Brazoria County resident	two year term
POSITION THREE	Galveston County resident	two year term
POSITION FOUR	Brazoria County resident	two year term
POSITION FIVE	Galveston County resident	one year term
POSITION SIX	Brazoria County resident	one year term
POSITION SEVEN	Galveston County resident	one year term
POSITION EIGHT	Brazoria County resident	one year term
POSITION NINE	Galveston County resident	one year term

3. That after appointment, the Regional Trustees so appointed and duly constituted shall elect from among their membership, a CHAIRMAN, a VICE-CHAIRMAN, a FINANCE CHAIRMAN, and a TREASURER, each of whom shall serve for one year, or until his or her successor has been duly elected.

4. Further, that after appointment, the Regional Trustees so appointed and duly constituted shall elect from among its membership an Executive Committee which shall be composed of the CHAIRMAN of the Board of Trustees, the FINANCE CHAIRMAN, and one other member of the Regional Board, and shall delegate to such Executive Committee such duties as the Board of Trustees may deem necessary to insure the smooth day-to-day operation of the Center.
5. That after the original Board of Trustees is appointed any subsequent appointments to the Board of Trustees whether to fill vacancies or expired terms of Regional Board members shall be for a two year term.

ATTEST:

By *J. L. Humphrey Jr.*  
Galveston County Clerk

COUNTY OF GALVESTON

By *Ray Holbrook*  
Ray Holbrook, County Judge

ATTEST:

By *A. E. Brewer*  
Brazoria County Clerk

COUNTY OF BRAZORIA

By *E. E. Brewer*  
E. E. Brewer, County Judge

GALVESTON, TEXAS. APRIL 9, 1973.

At a Regular Monthly Session of the Commissioners' Court of Galveston County, Texas, held upon this day, there being present County Judge Holbrook, presiding; Commissioners Llewellyn, Carmona, and Hopkins; County Clerk Gertrude McKenna; and Attorney for the Court William D. Decker. Absent: Commissioner Lawrence - Ill

-----  
AMENDED RESOLUTION

In an effort to regionalize the activities and services of the MENTAL HEALTH-MENTAL RETARDATION CENTER FOR GALVESTON and BRAZORIA COUNTIES, and pursuant to and in accordance with the terms and provisions of The Texas Mental Health-Mental Retardation Act (T.A.C.S. Article 5547-201 to 204 inclusive), it is moved by COMMISSIONER HOPKINS, and seconded by COMMISSIONER LLEWELLYN, duly put and carried, it is ORDERED

1. That the present Board of Trustees currently serving as Trustee Board Members of the Galveston County Mental-Mental Retardation Center be dissolved;

2. That the Regional Board shall be composed of residents appointed by the governing bodies of Galveston and Brazoria Counties, and further that the original Regional Board shall consist of nine (9) members, five (5) from among the residents of Galveston County, and four (4) from among the residents of Brazoria County and such duly appointed Regional Trustees shall serve staggered terms and further shall be designated so as to fill the following positions

and terms:

Position	One	Galveston County Resident	3 year term
Position	Two	Brazoria County Resident	3 year term
Position	Three	Galveston County Resident	3 year term
Position	Four	Brazoria County Resident	2 year term
Position	Five	Galveston County Resident	2 year term
Position	Six	Galveston County Resident	2 year term
Position	Seven	Brazoria County Resident	1 year term
Position	Eight	Galveston County Resident	1 year term
Position	Nine	Brazoria County Resident	1 year term

That after appointment, the Regional Trustees so appointed and duly constituted shall elect from among its membership, a Chairman and a Vice-Chairman, who shall serve for one (1) year, or until his successor has been elected.

2a. The Regional Center, so constituted and appointed, shall be called the GULF COAST REGIONAL MENTAL HEALTH-MENTAL RETARDATION CENTER.

3. That the Regional Board so constituted and appointed above, appoint from the residents of the Region subject to the approval of the governing bodies, two (2) - nine (9) man Advisory Boards; one (1) - nine (9) man Board from among the residents of Galveston County and one (1) - nine (9) man Advisory Board from among the residents of Brazoria County.

4. That the Advisory Boards, so appointed, serve staggered terms of one-third (1/3rd) - three (3) year terms; one-third (1/3rd) - two (2) year terms; two-thirds (2/3rd) of the remaining one-third (1/3rd) - one (1) year terms, or until their successors have been appointed; provided and except however, that the Chairman ~~and~~ (ninth (9th) member) of the Advisory Boards will be a member of the Regional Board.

5. That The Advisory Board shall serve as Advisors to the Regional Board in whom policy, implementation and direction of the Regional Center reposes.

6. That and until other Counties are brought into the Region, the Regional Board shall consist of five (5) members from among the residents of Galveston County, and four (4) members from among the residents of Brazoria County. If and when other Counties are added to the Region, each shall have at least one (1) representative on the Regional Board, provided and except, however, that at no time shall there be less than three (3) members on the Regional Board who are residents of Galveston County and less than two (2) members on the Regional Board who are residents of Brazoria County.

7. That after the original appointments, all appointments to either the Regional Board or any Advisory Board shall be for a three (3) year period.

THE STATE OF TEXAS, }  
County of Galveston. }

I, GERTRUDE McKENNA, County Clerk and Ex-officio Clerk of the Commissioners' Court in and for Galveston County, State of Texas, do hereby CERTIFY that the above and foregoing is a true and correct copy of an ORDER of said Commissioners' Court made and entered April 9, 1973.

as the same appears of record in my office, in the Minutes of said Commissioners' Court, Book No. 42 , on Pages Nos. ---- .

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the impress of the official seal of said Commissioners' Court, at my office, in the City and County of Galveston, State of Texas, on this the 13th day of April A.D., 1973.

GERTRUDE McKENNA, Clerk County Court,  
and Ex-officio Clerk Commissioners' Court  
of Galveston County, Texas.

By Jessie G. Kirkendall Deputy.  
Jessie G. Kirkendall

GALVESTON, TEXAS. APRIL 9, 1973.

At a Regular Monthly Session of the Commissioners' Court of Galveston County, Texas, held upon this day, there being present County Judge Holbrook, presiding; Commissioners Llewellyn, Carmona, and Hopkins; County Clerk Gertrude McKenna; and Attorney for the Court William D. Decker. Absent: Commissioner Lawrence - 111