



Gulf Coast Community Services Association

Training & Technical Assistance: "General Board Governance, Part 1" Video, Wipfli LLP, Beginning at 6:00 p.m.

Annual Board of Directors' Meeting
Tuesday, December 19, 2017, at 6:30pm
Conference Call: 1-800-346-2923 ~ Code: 540246

AGENDA

STATE OF TEXAS} COUNTY OF HARRIS}

NOTICE is hereby given for the Annual Meeting of the Gulf Coast Community Services Association (GCCSA) Board of Directors ("Board"), Harris County, and State of Texas to be held, on Tuesday, December 19, 2017, at 6:30pm, in the GCCSA Auditorium (9320 Kirby Drive, Houston, Texas, 77054) for considering the following:

1. **Call to Order**
2. **Period of Silence**
3. **Roll Call**
4. **Approval of Agenda**
5. **Approval of Minutes:** Board Meeting (September 26, 2017)
6. **Comments from Public Speaker(s)**
7. **Board Committee Reports:** Investment Committee, Executive Committee, Governance & Operations Committee and Finance & Audit Committee
8. **Board Seatings:**
 - A. Approval of the Seating of Chrystal Hicks, Under-Served Sector B Representative, to the GCCSA Board
 - B. Approval of the Seating of Jonathan Walker, Head Start/Early Head Start Policy Council Representative, to the GCCSA Board
9. **Programmatic, Operational & Fiscal Updates:** Chief Executive Officer (CEO) and Leadership Team Members
10. **Executive Session:** (*Pursuant to Sections 551.071 and 551.074 of the Texas Government Code*)
Personnel Matters: CEO's Annual Performance Evaluation and Compensation; and GCCSA's Head Start (HS)/Early Head Start (EHS) Summer Staffing Plan to be Presented to the Union for Consideration
11. **Action Items:**
 - A. Approval of the CEO's Compensation
 - B. Approval of GCCSA's HS/EHS Summer Staffing Plan to be Presented to the Union for Consideration
 - C. Approval of CEO's Revised Performance Appraisal Tool
 - D. Approval of GCCSA's Revised Employee Handbook
 - E. Approval of the Resolution to Amend GCCSA's Certificate of Formation by Adding the Designation "Inc." to the Corporate Name
 - F. Approval to Procure Foundation Repairs for GCCSA's Early Head Start Center
 - G. Approval to Purchase HVAC Units for GCCSA's Early Head Start Center
 - H. Approval to Post a Request for Proposal (RFP) for Temporary Staffing Services
 - I. Approval to Post an RFP for an Employee Benefits and Consulting Services Broker
 - J. Approval of GCCSA's Revised Finance Policies and Procedures Manual
 - K. Approval of Shine Dental to Provide Medical and Dental Services to GCCSA's HS and EHS Children
 - L. Approval of the Following Revised GCCSA Job Descriptions to be Presented to the Union for Consideration
 - HS Teacher I
 - HS Teacher II
 - HS Teacher III
 - EHS Teacher I
 - EHS Teacher II
 - EHS Teacher III
 - HS Teaching Assistant
 - HS Teacher Aide
 - HS Teacher Aide Floater
 - HS/EHS Cook
 - HS/EHS Cook/Floater
 - HS/EHS Custodian
 - HS/EHS Cook/Custodian
 - HS/EHS Family Empowerment Specialist
 - HS/EHS Health Specialist
 - HS/EHS Nutrition Specialist
 - HS/EHS Special Services Specialist
 - HS/EHS Family Services Specialist
 - HS/EHS Family Services Specialist (Bilingual)
 - Human Resources Recruiter/Generalist
 - M. Approval of GCCSA's Houston Community College Adult Education Monitoring Review Findings and Corrective Action Plan
 - N. Approval of the Texas Department of Housing and Community Affairs (TDHCA) Amendment Number 2 to the 2017 Community Services Block Grant (CSBG) Disaster Relief Contract Number: 61160002748
 - O. Approval of the TDHCA Amendment Number 4 to the 2017 CSBG Contract Number: 61170002635
 - P. Election of Board Officers
12. **Comments from the Board**
13. **Adjournment**

