



**Gulf Coast Community Services Association, Inc.
Virtual Board Meeting**

Tuesday | September 21, 2021 | 6:30 PM

Via WebEx: <https://gccsa.webex.com/gccsa/j.php?MTID=me774843551fd9da69385c1af4fab1b2>

Access code: 2499 070 6256 | Password: BODMtg9320

Via Mobile Device: +1-408-418-9388,,24990706256## United States Toll

REVISED AGENDA

**STATE OF TEXAS}
COUNTY OF HARRIS}**

NOTICE is hereby given for a virtual meeting of the Gulf Coast Community Services Association, Inc. ("GCCSA") Board of Directors, Harris County, and State of Texas to be held on Tuesday, September 21, 2021, at 6:30 PM, via Webex for acting on the following:

1. **Call to Order**
2. **Period of Silence**
3. **Roll Call**
4. **Approval of Agenda**
5. **Approval of Minutes:** June 22, 2021
6. **Comments from Public Speaker(s)**
7. **Board Committee Report:** Finance & Audit Committee
8. **Presentations:**

Topics	Presenter	Company
GCCSA's 2020 401(k) Plan Audit Results and Form 5500s: 401(k) and 403(b)	Jessica Merriman, CPA, CFE Audit Director, Employee Benefit Plan	Baker Tilly Virchow Krause, LLP
GCCSA's 2021-2026 Agency-wide Strategic Plan Updates, in accordance with Organizational Standard (OS) 6.5	Amanda Shelton, Director of Client Services	GCCSA
GCCSA's Mission Statement, in accordance with OS 4.1	Jonita Reynolds, Chief Executive Officer (CEO)	GCCSA

9. **Programmatic & Operational Updates:** CEO and Leadership Team, in accordance with OS 4.4, 5.9, 8.7

10. Action Items:

- A. Approval of GCCSA's 2020 401(k) Plan Audit Results
- B. Approval of GCCSA's 2020 Form 5500s – 401(k) / 403(b) for Submittal to the Internal Revenue Service
- C. Approval of the Adoption of the Resolution to Amend GCCSA's Retirement Plan to Address Early Withdrawal of MPPP Funds Related to CAREs Act Hardship Withdrawals
- D. Approval of GCCSA's 2021-2022 Agency-Wide Budget, in accordance with OS 8.9
- E. Approval of Revisions to GCCSA's Finance Policies and Procedures Manual
- F. Approval of TSG Industries LLC to Provide and Install Two (2) Modular Classroom Buildings Head Start Location at 902 South Wafer, Pasadena, Texas 77056
- G. Approval of the Texas Department of Housing and Community Affairs Amendment Number 2 (Increased Grant Award) to Contract Number 61210003455 for the FY 2021 Community Services Block Grant Program
- H. Approval of GCCSA's Mission Statement, in accordance with OS 4.1
 - I. Approval of Healthy Lunchbox to Provide the Purchase and Prepared Meals for GCCSA's Early Head Start and Head Start Centers
 - J. Approval of the Records and Inventory Specialist Job Description

11. **Executive Session:** (Pursuant to Sections 551.071 and 551.074 of the Texas Government Code)
Personnel Matters: CEO's Annual Performance Evaluation and Compensation

- K. Approval of the CEO's Annual Performance Evaluation Results and Compensation

12. Adjournment