



Gulf Coast Community Services Association, Inc.

Board of Directors In-Person Board Meeting

9320 Kirby Drive | Tuesday | May 26, 2026 | 6:30 PM

Zoom | Meeting ID: 871 1356 9368 | Passcode: 728306

The member presiding over the meeting will be physically present at 9320 Kirby Drive, Houston, TX 77054

REVISED AGENDA

**State of Texas}
Counties of Brazoria,
Galveston & Harris}**

NOTICE is hereby given for a meeting of the Gulf Coast Community Services Association, Inc. ("GCCSA") Board of Directors, Harris County, and State of Texas, to be held on Tuesday, May 26, 2026, for acting on the following:

- 1. Call to Order:**
- 2. Period of Silence:**
- 3. Roll Call & Confirmation of Quorum:** (OS 2.4, 5.5)
- 4. Adoption of Agenda:**
- 5. Comments from Public Speaker(s):**
- 6. Approval of Previous Minutes:** Shared Governance: Board of Directors & Policy Council (February 24, 2026) and Board of Directors: Executive Committee Meeting (April 7, 2026)
- 7. Presentations:**
 - ❖ **GCCSA's Fiscal & Compliance Audit, Year Ending (YE) September 30, 2025**
 - Chuck Kozlik, CPA, CGFM, CFE Audit Partner & Wandalis Cordero, CPA, Audit Senior Manager McConnell Jones
 - ❖ **GCCSA's 2025 401(k) Plan Audit Results and the 401(k) Form 403(b) 5500s**
 - Sharjeel Ahsan, CPA, Audit Partner & Arshad Hague, Audit & Assurance Services McConnell Jones
- 8. Interim CEO's Organizational, Programmatic, Operational, Governance, Human Resources Management, Community Engagement & Fiscal Updates** in accordance with *Improving Head Start Readiness Act Performance Standards* and Community Services Block Grant (OS 4.4, 5.9 & 8.7)
- 9. Discussion:** Financial & Credit Card Statements, Period Ending April 30, 2026 (OS 8.7) facilitated by the Interim Chief Financial Officer, Angela Stephens
- 10. Executive Session:** Pursuant to the Texas Government Code Sections § 551.071

Legal Matters:

- Status Update: 2023 Community Services Alleged Use of Federal Funds in Fraudulent Transactions
- Adamari Rodriguez as Next Friend of S.R., Cassandra Dela Cruz as Next Friend of J.H. AND Angela Sanchez as Next Friend of C.S. v. Gulf Coast Community Services Association, Inc. A/K/A Pasadena Head Start Center
- U.S. Equal Employment Opportunity Commission (EEOC) Charge of Discrimination by Achille Varricchio former contracted temporary staff (PrideStaff Staffing Company)
- Chief Executive Officer (CEO) Search Candidate Search and Next Steps

11. Action Items:

- A. Acceptance of GCCSA's Fiscal & Compliance Audit and Corrective Action Plan, YE September 30, 2025 (OS 8.2 & 8.4)

B. Acceptance of GCCSA's 2025 401(k) Plan Audit Results

C. Acceptance of GCCSA's 2024 401(k) and 403 (b) Form 5500 for Submittal to the Internal Revenue Service

D. FY 2025 CSBG State Administrative Funds in the amount of \$354,019. Term= April 1, 2026-September 30,2026

E. FY2026 CSBG Contract # 61260004638_Amendment # 1 in the amount of \$4,610,73

F. Approval of Revised Procurement Specialist Job Description

G. Approval of New Position: Procurement Compliance Administrator Job Description

H. Approval of New Position: Accounting Specialist Job Description

I. Approval of Revised Accounts Payable Specialist Job Description

J. Approval of Revised Senior Staff Accountant Position Job Description

K. Approval of Agencywide Employee One Time Performance Retention Incentive

L. Approval of GCCSA Employee Handbook Policy Update: Educational Leave

M. Approval of GCCSA Employee Handbook Policy Update: Bonus Holiday

12. Comments from Board:

13. Adjournment: