



**Gulf Coast Community Services Association, Inc.
In-Person Board of Directors Meeting
Corporate Auditorium**

September 27, 2022 | 6:30PM | 9320 Kirby Drive | Houston, TX 77054

AGENDA

**STATE OF TEXAS §
COUNTY OF 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 at 6:30PM, Tuesday, September 27th, at GCCSA's corporate office (9320 Kirby Drive) for acting on the following:

- 1. Call to Order**
- 2. Moment of Silence**
- 3. Roll Call**
- 4. Approval of Agenda**
- 5. Comments from Public Speaker(s)**
- 6. Approval of Minutes (OS 5.9):** Board Meeting (August 23, 2022)
- 7. Presentation:** *GCCSA's 2021 401(k) Plan Audit Results and Form 5500s: 401(k) and 403(b)*
Presented by Jessica Simon CPA, CFE Audit Director, Employee Benefit Plan, Baker Tilly Virchow Krause, LLP
- 8. Chief Executive Officer's (CEO) Report:** Programmatic, Operational, Legislative & Fiscal Updates, in accordance with *Improving Head Start Readiness Act* and *Organizational Standard (OS) 5.9*
- 9. Action Items:**
 - A. Approval of GCCSA's 2021 401(k) Plan Audit Results
 - B. Approval of GCCSA's 2021 Form 5500s-401k/403(b) for Submittal to the Internal Revenue Service
 - C. Approval of GCCSA's 2022-2023 Agency-Wide Budget (OS 8.9)
 - D. Approval to Post Request for Proposals for GCCSA's Retirement Plan Services Provider/ Recordkeeper
 - E. Approval of GCCSA's 2022 Revised Job Descriptions (O.S 7.3)
 - F. Approval of GCCSA's 2022 Revised Employee Handbook (O.S. 7.1)
 - G. Approval to Extend the Vacant Public Sector Seat to City of Houston's Mayor (OS 5.1)
- 10. Discussion Items:**
 - A. Review of Financial and Credit Card Statements, Revenue and Expenditures Comparative Budget to Actual (by Program), and Statement of Financial Position, Period Ending, August 31, 2022 (OS 8.7)
 - B. Pro Bono Review of GCCSA's Corporate Bylaws by Alton J. Hall, Jr., Esq. (OS 5.3) and Board Acknowledgement (OS 5.4 & 5.5)
- 11. Executive Session:** (Pursuant to Sections 551.071 and 551.074 of the Texas Government Code)
Personnel Matters: CEO's Annual Performance Appraisal and Compensation (OS 7.4 and OS 7.5)
- 12. Action Item:**
 - H. Approval of CEO's Annual Performance Appraisal Results (OS 7.4) and Compensation (OS 7.5)
- 13. Board Comments**
- 14. Adjournment**