



**Gulf Coast Community Services Association, Inc.**  
**Board of Directors In-Person Board Meeting**  
Corporate Auditorium | 9320 Kirby Drive | Tuesday | September 26, 2023 | 6:30 PM

**UPDATED 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 on Tuesday, September 26, 2023, for acting on the following:

- 1. Call to Order**
- 2. Period of Silence**
- 3. Roll Call**
- 4. Adoption of Agenda**
- 5. Comments from Public Speaker(s)**
- 6. Approval of Previous Minutes:** Board Executive Committee Meeting Minutes for August 29, 2023
- 7. Presentations:**
  - A. GCCSA’s 2022 401(k) Plan Audit Results and Form 5500s: 401 (k) and 403 (b) Presented by Sharjeel Ahsan, CPA, Audit Partner and Arshad Hague, Audit and Assurance Services, McConnell Jones
  - B. GCCSA’s 2023 Customer Satisfaction Survey Analysis and Report Presented by Dr. Jonita Reynolds, Chief Executive Officer (OS 1.3)
  - C. GCCSA’s 2023 Strategic Plan Update Presented by Dr. Jonita Reynolds, Chief Executive Officer (OS 9.3)
- 8. Chief Executive Officer’s (CEO) Report:** 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. Action Items:**
  - A. Approval of GCCSA’s 2022 401 (k) Plan Audit Results
  - B. Approval of GCCSA’s 2022 Form 5500s-401(k)/403(b) for Submittal to the Internal Revenue Service
  - C. Approval of GCCSA’s 2023-2024 Agency-Wide Budget (OS 8.9)
  - D. Approval to Utilize American Rescue Plan Grant Funds in the amount of \$11,917.00 to Purchase a Carrier 6 Ton RTU HVAC Unit
  - E. Approval of 2023 CSBG Budget Amendment to Request the Reallocation of \$110,000 as follows: Decrease Personnel Category \$105,000; Decrease Fringe Benefits Category \$5,000; Increase Contractual Category \$110,000 for Client Services Consultant
  - F. Approval of the Revisions to GCCSA’s Finance Policy and Procedure Manual (8.1)
- 10. Discussion Item:** Financial and Credit Card Statements, Periods Ending July 31, 2023, and August 31, 2023 (OS 8.7)
- 11. Executive Session:** (Pursuant to Sections 551.071 and 551.074 of the Texas Government Code) Personnel Matters: Client Services Department, CEO’s Annual Performance Appraisal and Compensation (OS 7.4 & 7.5)
- 12. Action Items (continued)**
  - A. Approval of the CEO’s Recommendation Regarding a Personnel Matter
  - B. Approval of CEO’s Annual Performance Appraisal (OS 7.4) and Compensation (OS 7.5)
- 13. Comments from Board**
- 14. Adjournment**