

AGENDA

Thursday, August 31, 2023 12:30 PM

CONSENT AGENDA: ALL ITEMS MARKED WITH A SINGLE ASTERICK (*) ARE PART OF THE CONSENT AGENDA AND REQUIRE NO DELIBERATION BY THE GOVERNING BOARD. ANY BOARD MEMBER MAY REMOVE AN ITEM FROM THIS AGENDA TO BE CONSIDERED SEPARATELY.

PROCEED TO BOTTOM OF THIS DOCUMENT FOR APPEARANCE & EXECUTIVE SESSION GUIDELINES

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation in order to participate in this proceeding should, within two (2) days prior to the proceeding, request necessary accommodations by contacting CHW's Executive Assistants at 409-949-3406, or via email at trollins@gchd.org or ahernandez@gchd.org

ANY MEMBERS NEEDING TO BE REACHED DURING THE MEETING MAY BE CONTACTED AT 409-938-2288

REGULARLY SCHEDULED MEETING

Meeting Called to Order

Pledge of Allegiance

- Item #1 Comments from the Public
- *Item #2**ACTION**..... Agenda
- *Item #3**ACTION**..... Excused Absence(s)
- *Item #4**ACTION**..... Consider for Approval Minutes from July 13, 2023 Governing Board QA Committee Meeting
- *Item #5**ACTION**..... Consider for Approval Minutes from July 27, 2023 Governing Board Meeting
- *Item #6**ACTION**..... Coastal Health & Wellness Organization Chart
- *Item #7**ACTION**..... Consider for Approval Coastal Health & Wellness 340B Policies and Procedures
- *Item #8 Informational Report: Credentialing & Privileging Committee Reviewed and Approved the Following Providers Privileging/Re-Credentialing Rights
 - a) Philip Keiser, MD
 - b) Zuleica Santiago-Delgado, MD
 - c) Yaa Cheremateng, PA
- Item #9**ACTION**..... Consider for Approval July 2023 Financial Report Submitted by Trish Bailey
- Item #10**ACTION**..... Consider for Approval Amended 2023-2025 SAC Budget Submitted by Kenna Pruitt
- Item #11**ACTION**..... Consider for Approval Pharmacy build in the Amount of \$216,000.00 out of General Fund Submitted by Kenna Pruitt

- Item #12.....Coastal Health & Wellness Updates
- a) Organizational Updates Submitted by Executive Director
 - b) Operational Updates/Coastal Wave Submitted by Chief Operating Officer
 - c) Dental Updates Submitted by Dental Director
 - d) Medical Updates Submitted by Medical Director
- Item #13.....Comments from Board Members

Adjournment

Next Regular Scheduled Meeting: September 28, 2023

Appearances before the Coastal Health & Wellness Governing Board

A speaker whose subject matter as submitted relates to an identifiable item of business on this agenda will be requested by the presiding officer to come to the podium where they will be limited to three minutes (3). A speaker whose subject matter as submitted does not relate to an identifiable item of business on this agenda will be limited to three minutes (3) and will be allowed to speak before the meeting is adjourned. Please arrive prior to the meeting and sign in with Galveston County Health District staff.

Executive Sessions

When listed, an Executive Session may be held by the Governing Board in accordance with the Texas Open Meetings Act. An Executive Session is authorized under the Open Meetings Act pursuant to one or more the following exceptions: Tex. Gov't Code §§ 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding a prospective gift or donation), 551.074 (personnel matters), 551.0745 (personnel matters affecting Coastal Health & Wellness advisory body), 551.076 (deliberation regarding security devices or security audits), and/or 551.087 (deliberations regarding economic development negotiations). The Presiding Officer of the Governing Board shall announce the basis for the Executive Session prior to recessing into Executive Session. The Governing Board may only enter into Executive Session if such action is specifically noted on the posted agenda.

**Governing Board
August 2023
Item#3
Excused Absence(s)**

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Governing Board

August 2023

Item#4

**Consider for Approval Minutes from July 13, 2023 Governing
Board QA Committee Meeting**

Coastal Health & Wellness Governing Board
Quality Assurance Committee Meeting
July 13, 2023

BOARD QA COMMITTEE MEMBERS:

Kevin Avery-Consumer Member
Sharon Hall-Community Member

EMPLOYEES PRESENT:

Ami Cotharn (Chief Operations Officer), Dr. Lindskog (Dental Director), Jason Borillo (Director of Innovation and Clinical Quality), Tiffany Carlson (Nursing Director), Jennifer Koch, (Enabling Services Manager), Pisa Ring (Patient Services Manager), Virginia Lyle (Lab/X-Ray Manager), Wendy Jones (Compliance & Risk Management Officer), Tyler Tipton (Public Health Emergency Preparedness Manager) Judie Olivares (Human Resources Manager), Debra Howey (Infection Control Nurse), Anthony Hernandez (Executive Assistant II) and Tikeshia Thompson-Rollins (Executive Assistant III)

(Minutes recorded by Tikeshia Thompson-Rollins)

ITEM	ACTION
Patient Access / Satisfaction Reports <ul style="list-style-type: none"> ➤ Quarterly Access to Care Report Submitted by Pisa Ring ➤ Quarterly Patient Satisfaction Report Submitted by Pisa Ring ➤ Call Quality Performance Submitted by Pisa Ring ➤ Quarterly Visit and Collection Report Including a Breakdown by Payor Source for Recent New Patients Submitted by Ami Cotharn 	<u>Quarterly Access to Care Report</u> <ul style="list-style-type: none"> • Report reviewed; 2nd quarter (April, May, and June) no-show rate is at 26%. <u>Quarterly Patient Satisfaction Report</u> <ul style="list-style-type: none"> • Report reviewed; overall average for 1st quarter is 4.59. <u>Call Quality Performance</u> <ul style="list-style-type: none"> • Report reviewed; Report reviewed, Pisa will update the call back queue numbers and submit to Tikesia and Anthony. <u>Quarterly Visit and Collection Report Including a Breakdown by Payor Source for</u> <ul style="list-style-type: none"> • Report reviewed; No Action
Clinical Measures <ul style="list-style-type: none"> ➤ Quarterly Report on UDS Medical Measures in Comparison to Goals Submitted by Jason Borillo 	<u>Clinical Measures</u> <ul style="list-style-type: none"> • UDS measures were reviewed and will be brought back to the Committee October 2023
Quality Assurance/Risk/Management/Emergency Management Reports <ul style="list-style-type: none"> ➤ Quarterly Risk Management Report Submitted by Wendy Jones ➤ Dental Quarterly Summary Submitted by Dr. Lindskog ➤ Quarterly Emergency Management Report Submitted by Tyler Tipton 	<u>Quarterly Risk Management Report</u> <ul style="list-style-type: none"> • Wendy will make the recommended changes to hand hygiene, and summary of complaints document to reflect resolution. <u>Dental Quarterly Summary</u> <ul style="list-style-type: none"> • Report reviewed; No Action <u>Quarterly Emergency Management Report</u> <ul style="list-style-type: none"> • Tyler reviewed the Emergency Management Report and gave an update on training and plans that occurred during the quarter.
Plans and Policies <ul style="list-style-type: none"> ➤ Coastal Health & Wellness Service Area Annual Review Policy Submitted by Jennifer Koch 	<u>QAPI Plan (revisions) 2022-2023</u> <ul style="list-style-type: none"> • Policy reviewed; No Action

Next Meeting: October 12, 2023

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Governing Board

August 2023

Item#5

Consider for Approval Minutes from July 27, 2023

Governing Board Meeting

**Coastal Health & Wellness
Governing Board
July 27, 2023**

Board Members:

Samantha Robinson
Elizabeth Williams
Sergio Cruz
Rev. Walter Jones
Clay Burton
Flecia Charles
Donnie VanAckeren
Victoria Dougharty
Kevin Avery
Ivelissa Caban

Staff:

Jennifer Koch, Director of Operations
Maryann Choi, Chief Medical Officer
Hanna Lindskog, Dental Director
Trish Bailey
Kenna Pruitt
Tiffany Carlson
Virginia Lyle
Judie Olivares

Pisa Ring
Maria Aguirre
Wendy Jones
Teresa Garcia
Debra Howey
Chris Davis
Tikeshia Thompson-Rollins
Anthony Hernandez

Excused Absence: Dr. Tello, Cynthia Darby, Dr. Thompson and Sharon Hall

Guest: Diana Huallpa

Items#1 Comments from the Public

There were no comments from the public.

Items#2-13 Consent Agenda

A motion was made by Ivelissa Caban to approve the consent agenda items two through thirteen. Elizabeth Williams seconded the motion, and the Board unanimously approved the consent agenda.

Item#14 Consider for Approval May 2023 Financial Report Submitted by Trish Bailey

Kenna Pruitt, CHW Financial Accountant, presented the June 2023 Financial Report. A motion to accept the financial report as presented was made by Donnie VanAckeren. Sergio Cruz seconded the motion and the Board unanimously approved.

Item#15 Coastal Health & Wellness Updates

- a) Current Public Health Concerns and Status; COVID/FLU/Monkey Pox Submitted by Executive Director
- b) Operational Updates/Coastal Wave Submitted by Chief Operating Officer
- c) Dental Updates Submitted by Dental Director
- d) Medical Updates Submitted by Medical Director

Jennifer Koch, Director of Operations, presented the July 2023 Coastal Wave.

Jennifer Koch, Director of Operations, updated the Board on clinical operations.

- Jennifer informed the Board of the grand opening for the school-based clinic at Calvin Vincents will be August 8th at 10 a.m. Jennifer will keep the Board updated on the School Based Program.
 - Samantha suggested since partnering with public health that Coastal Health & Wellness be added to flyers put out in the community.
- Samantha suggested that the Board be keep in the loop of the Joint Commission Survey.

Hanna Lindskog, DDS, updated the Board on Dental services in the Coastal Health & Wellness Clinic:

- Visit Numbers

- Quarterly Visit numbers reported by COO. However, I would like to highlight that the dental clinic had 952 encounters for the month of June, which is the highest number of encounters in a single month in the last 5 years. This was despite a full-time provider being out for half of the month.
- We continue to see walk in patients in pain as we can fit them into our schedule.
- Current projects, plans, department overview for dental
 - Sterilization Renovation – We are meeting with the vendor this week to review the proposed design for the sterilization area in Texas City. This will allow us to add two more sterilizers to be more efficient and help meet sterilization needs.
 - The new dental chairs for Galveston are on order and scheduled to be installed August 14th and 15th.
 - Our x-ray images from the previous software have now been successfully transferred to our new Cloud based software.
 - Dr. Lindskog continues to serve on the COM Hygiene School Advisory Board. As previously reported, their application for accreditation has been submitted to CODA and they are hoping to enroll their first class of students for Fall 2024.
 - The bill related to dental hygienists administering anesthesia was signed by the Governor. We will stay informed of any education opportunities to train our dental hygienists to administer local anesthesia. The Texas State Dental Board is meeting in August and we expect these education requirements to be discussed at that meeting.
 - Dr. Lindskog recently had the privilege of attending the Academy of General Dentistry Meeting. As Chair of the Dental Education Council, she gave the charge to the Fellowship and Mastership awardees as well as LLSR recipients.
- Provider Education Opportunities
 - All providers continue to select and participate in continuing education of their choice. They also share knowledge from these courses with the other providers during monthly meetings.
- Barriers or Needs (if applicable)
 - Provider Staffing: As reported last month, our new hygienist began patients on her own with a modified schedule on 6/22/2023. We have received many positive comments from her patients as well as staff. She will begin seeing a full schedule in August.
 - Assistant Staffing: We currently have one dental assistant opening. This position has been open since March 2023, but our Dental Assistant Supervisor was out on FMLA. She returned in June and a job offer was extended, but the tentative start date has been moved to August due to a licensing delay.

Maryann Choi, Medical Director, updated the Board on Medical services in the Coastal Health & Wellness Clinic.

1. School- based program
 - FQHC school-based program offers comprehensive primary care services to students, including acute and chronic care, vaccinations, health assessments, preventive care, mental health services, dental care, health education, and care coordination.
 - Integrating healthcare into the on-site school program can play a crucial role in improving overall student health outcomes, promoting students' overall health and well-being.
 - Convenience, affordability, and accessibility to students and their families
2. House call program for home-bound patients
 - Dr. Grumbles had 27 patient visits, and Pam Cable had 25 patient visits in June.
 - Plan for 40 patient visits per provider in the month of July
3. Remote care management (Patient engagement center/care coordination)

- Teresa Garcia, RN care coordinator, 108 patient's censuses
- Patient engagement and promoting self-care.
- CCM (chronic care management), TCM (transitional care management), AWW (annual wellness visits), BHI (Q4/ 2023, Level 4 Behavioral health /primary care integration with GCC)

4. Managed care incentive program

- Quality measures, the star rating is improving.
- Pay for performance bonus.
- Engagement with MCOs, provider education

Item #16 Comments from Board Members

No comments from the Board

The meeting was adjourned at 1:22p.m.

Chair

Secretary/Treasurer

Date

Date

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COASTAL HEALTH & WELLNESS

GOVERNING BOARD

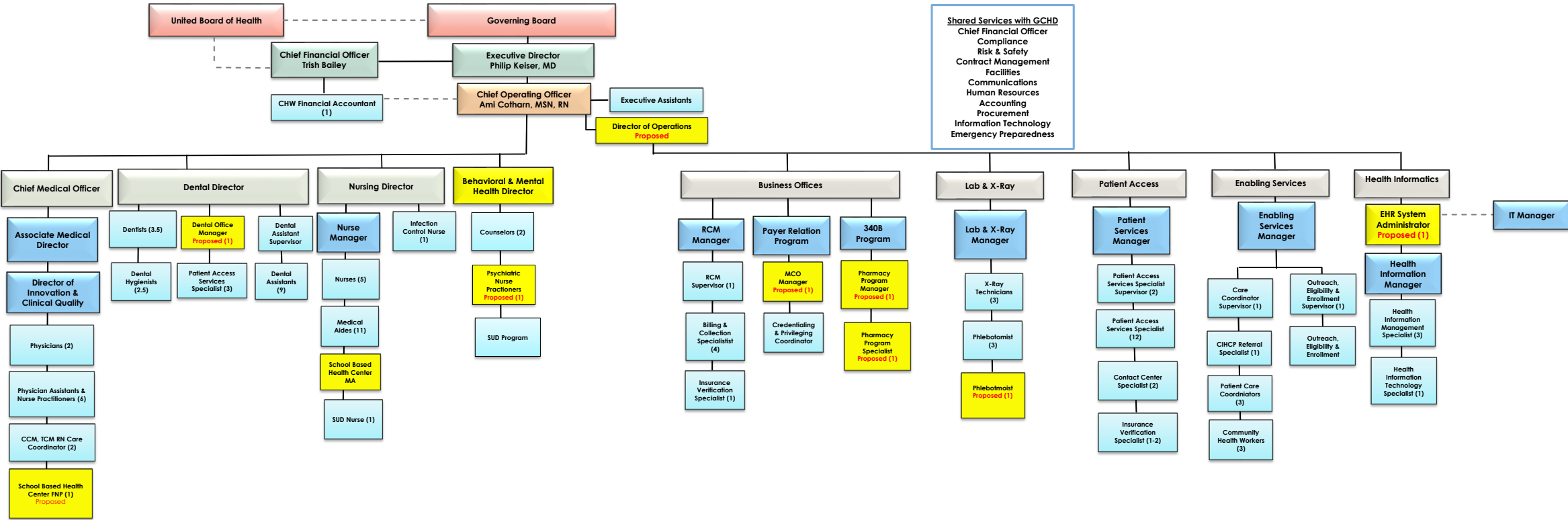
9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

Governing Board

August 2023

Item#6

Coastal Health & Wellness Organization Chart



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Governing Board

August 2023

Item#7

**Consider for Approval Coastal Health & Wellness
340B Policies and Procedures**



340B Program Policies and Procedures

Updated June 2023

I. COASTAL HEALTH & WELLNESS MISSION, VISION, & VALUES

Our Mission

Providing high quality healthcare to all

Our Vision

Healthy people in healthy communities

Our Values

I CARE

Integrity- We are honest, trustworthy and transparent in all we do.

Customer Service- We are committed to providing exceptional customer service.

Accountability- We hold ourselves to high standards and take responsibility for our actions.

Respect- We uphold a standard of conduct that recognizes and values the contributions of all.

Equality- We equally value and serve all members of the community.

Coastal Health & Wellness does not discriminate any person based on race, color, national origin, sex, age, religion, or disability in our programs, services, or employment.

CHW 340B Policies and Procedures



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Coastal Health & Wellness Policies and Procedures



Purpose: This document contains the written policies and procedures that Coastal Health & Wellness (CHW) uses to oversee 340B Program operations, provide oversight of contract pharmacies, and maintain a compliant 340B Program.

Background: [Section 340B of the Public Health Service Act \(1992\)](#) requires drug manufacturers participating in the Medicaid Drug Rebate Program to sign a pharmaceutical pricing agreement (PPA) with the Secretary of Health and Human Services.

- a. This agreement limits the price that manufacturers June charge certain covered entities for covered outpatient drugs.

The 340B Program is administered by the federal Health Resources and Services Administration (HRSA) in the Department of Health and Human Services (DHHS).

Upon registration on 340B OPAIS (Office of Pharmacy Affairs Information System), CHW:

- a. Agrees to abide by specific statutory requirements and prohibitions.
- b. June access 340B drugs.

340B Policy Statements

1. CHW complies with all requirements and restrictions of Section 340B of the Public Health Service Act including, but not limited to, the prohibition against duplicate discounts/rebates under Medicaid, and the prohibition against transferring drugs purchased under 340B to anyone other than a patient of the entity. (REFERENCE: [Public Law 102-585, Section 602, 340B Guidelines, 340B Policy Releases](#)).
2. CHW uses any savings generated from 340B in accordance with 340B Program intent.
3. CHW has systems/mechanisms and internal controls in place to reasonably ensure ongoing compliance with all 340B requirements.
4. CHW maintains auditable records demonstrating compliance with the 340B Program.
 - a. These reports are reviewed by CHW annually as part of its 340B oversight and compliance program.

Definitions: Definitions of terms June be found in (Appendix: [340B Glossary of Terms](#))

References: Each section includes other references to P&Ps, 340B Glossary of Terms, HRSA website, etc.

Policy Review, Updates, and Approval: These written policies and procedures will be updated and approved by CHW staff/committee, and Governing Board whenever there is a clarification or change to the 340B Program requirements. Otherwise, the policy will be reviewed and approved annually.

CHW 340B Policies and Procedures

	Covered Entity Eligibility		
		Revision History	
		Effective Date:	August 2023
Departments Affected:		Original Issue Date:	August 2023
		Last Reviewed:	June 2023
		Last Revision:	June 2023

Policy: CHW must meet the requirements of 42 USC §256b(a)(4)(A) to be eligible for enrollment in, and the purchase of drugs through, the 340B Program.

Purpose: To ensure CHW’s eligibility to participate in the 340B Program.

Definitions: Covered outpatient drug: Defined in Section 1927(k) of the Social Security Act (https://www.ssa.gov/OP_Home/ssact/title19/1927.htm).

Procedure:

1. CHW’s basis for 340B eligibility is determined by meeting the definition of “federally-qualified health center” in [section 1905\(l\)\(2\)\(B\) of the Social Security Act](#).
 - a. The term “Federally-qualified health center” means an entity which—
 - i. Is receiving a grant under section 330 of the Public Health Service Act,
 - ii. Is receiving funding from such a grant under a contract with the recipient of such a grant, and meets the requirements to receive a grant under section 330 of such Act,
 - b. Based on the recommendation of the Health Resources and Services Administration within the Public Health Service, is determined by the Secretary to meet the requirements for receiving such a grant, including requirements of the Secretary that an entity June not be owned, controlled, or operated by another entity, or
 - c. Was treated by the Secretary, for purposes of part B of title XVIII, as a comprehensive Federally funded health center as of January 1, 1990; and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act (Public Law 93-638) or by an urban Indian organization receiving funds under title V of the Indian Health Care Improvement Act for the provision of primary health services. In applying clause (ii), the Secretary June waive any requirement referred to in such clause for up to 2 years for good cause shown.
2. CHW has identified locations where it dispenses or prescribes 340B drugs including:

The main health center site and associated sites included in the scope of grant or FQHC-LA designation. These sites are operational in the HRSA Electronic Handbook (EHB) and registered on 340B OPAIS.

- a. Covered entities should maintain auditable records, policies, and procedures related to the definition of covered outpatient drug that is consistent with the 340B statute and Social Security Act.
- b. Define covered outpatient drugs based on section 1927(k) of the Social Security Act. CHW interprets the definition of covered outpatient drugs to include: An FDA-approved

CHW 340B Policies and Procedures



prescription drug, an over the counter (OTC) drug that is written on a prescription, a biological product that can be dispensed only by a prescription (other than a vaccine), or FDA approved insulin.

3. CHW ensures that 340B OPAIS is complete, accurate, and correct for all 340B eligible locations (main and associated sites, and contract pharmacy(ies)). [Refer to CHW's Policy and Procedure "340B Program Enrollment, Recertification, and Change Request"]
 - a. All off-site locations that use 340B drugs are registered on CHW's 340B OPAIS record.
 - b. All main/associated site addresses, billing and shipping addresses, the authorizing official, and the primary contact information are correct and up to date.
 - c. CHW regularly reviews its 340B OPAIS records quarterly.
 - d. CHW informs HRSA immediately of any changes to its Medicaid information by updating the 340B OPAIS Medicaid Exclusion File as soon as the change is identified. The data included in the Medicaid Exclusion File is provided by covered entities for drugs billed under Medicaid fee-for-service and does not apply to Medicaid managed care organizations.
4. CHW annually recertifies CHW's information on 340B OPAIS. [Refer to CHW's Policy and Procedure "340B Program Enrollment, Recertification, and Change Request"]

Approvals (per organizational policy):

Executive /Authorizing Official Approval:		Date:	
Governing Board Approval:		Date:	
Compliance/Risk Management Approval:		Date:	
Health Information Management Approval:		Date:	
Pharmacy/Primary Contact Approval:		Date:	

CHW 340B Policies and Procedures



	340B Program Enrollment Recertification, and Change Requests		
		<i>Revision History</i>	
		<i>Effective Date:</i>	August 2023
Department s Affected:		<i>Original Issue Date:</i>	August 2023
		<i>Last Reviewed:</i>	June 2023
		<i>Last Revision:</i>	June 2023

Policy: Eligible entities must maintain the accuracy of 340B OPAIS and be actively registered to participate in the 340B Program.

Purpose: To ensure that CHW is registered appropriately on 340B OPAIS and maintains accurate records.

References: 340B Drug Pricing Program: Grantee Registration Instructions
<https://www.hrsa.gov/opa/registration/index.html>

Registration dates:

- January 1–January 15 for an effective start date of April 1
- April 1–April 15 for an effective start date of July 1
- July 1–July 15 for an effective start date of October 1
- October 1–October 15 for an effective start date of January 1

340B Contract Pharmacy Guidelines (<https://www.gpo.gov/fdsys/pkg/FR-2010-03-05/pdf/2010-4755.pdf>).

Procedures:

Enrollment

1. CHW is eligible to participate in the 340B Program [Refer to CHW’s Policy and Procedure “Covered Entity Eligibility.”]
2. CHW identifies upcoming registration dates and deadlines.
3. CHW identifies CHW’s authorizing official and primary contact.
4. CHW has available the [required documents/contracts](#).
 - a. Include federal grant number (e.g. “H8oCS-----” for CHCs or “LALCS-----” for FQHCLAs)
 - b. Include all Site ID’s (if associated sites are applicable)
5. CHW completes registration on 340B OPAIS (<https://340bopais.hrsa.gov/>).

Recertification Procedure

1. CHW annually recertifies CHW’s information on 340B OPAIS.
 - a. CHW’s Chief Operating Officer or designate completes the annual recertification by following the directions in the recertification email sent from HRSA to CHW’s Chief Operating Officer prior to the stated deadline.
 - i. CHW submits specific recertification questions to 340b.recertification@hrsa.gov.

Enrollment Procedure: New Associated Sites

1. CHW determines that a new service site or facility is eligible to participate in the 340B Program (e.g. due to a change in grant scope).
 - a. The criteria used include that the service site is identified in the scope of grant, has outpatient drug use, and has patients who meet the 340B patient definition (including provision of services consistent with funding and/or designation status).
2. CHW updates the HRSA Electronic Handbook (EHB) to correctly reflect the new service site/facility.
3. Once the site/facility is appropriately listed on the EHB and operational, CHW's authorizing official completes the online registration process in 340B OPAIS during the registration window.

Enrollment Procedure: New Contract Pharmacy(ies)

1. CHW has a signed contract pharmacy services agreement between the entity and contract pharmacy prior to registration on 340B OPAIS.
<https://www.govinfo.gov/content/pkg/FR-2010-03-05/pdf/2010-4755.pdf>
 - a. CHW's legal counsel has reviewed the contract and verified that all federal, state, and local requirements have been met.
2. CHW has contract pharmacy oversight and monitoring policy and procedure developed, approved, and implemented. [Refer to CHW's Policy and Procedure "Contract Pharmacy Oversight Management".]
3. CHW's authorizing official or designee completes the online registration during one of four registration windows.
 - a. Within 15 days from the date of the online registration, the authorizing official certifies online that the contract pharmacy registration request was completed.
4. CHW begins using the contract pharmacy services arrangement only on or after the effective date shown on 340B OPAIS.

Procedure for Changes to CHW's Information in 340B OPAIS

1. CHW notifies HRSA immediately of any changes to CHW's grant status or other such changes within the CHW.
 - a. CHW will stop the purchase of 340B drugs as soon as CHW loses 340B Program eligibility (i.e. through a grant status change)
 - b. CHW's authorizing official will complete the online change request as soon as a change in eligibility is identified.
 - i. CHW will expect changes to be reflected within two weeks of submission of the changes/requests.
2. CHW will notify HRSA immediately of any changes to CHW's information on 340B OPAIS. [Refer to CHW's Policy and Procedure "Covered Entity Eligibility".]
3. CHW's authorizing official will complete the online change request as soon as a change in eligibility is identified.
 - a. CHW will expect changes to be reflected within about 2 weeks of submission of the changes/requests.

Note: 340B OPAIS records should be consistent with EHB records (e.g. site names/addresses). Discrepancies between EHB and OPAIS could result in wholesaler account setup or delivery issues.

CHW 340B Policies and Procedures



Approvals (per organizational policy):

Executive /Authorizing Official Approval:		Date:	
Governing Board Approval:		Date:	
Compliance/Risk Management Approval:		Date:	
Health Information Management Approval:		Date:	
Pharmacy/Primary Contact Approval:		Date:	

CHW 340B Policies and Procedures

	Patient Eligibility/Definition		
		Revision History	
		Effective Date:	August 2023
	Departments Affected:	Original Issue Date:	August 2023
		Last Reviewed:	June 2023
		Last Revision:	June 2023

Policy: Per the Final Notice Regarding Section 602 of the Veterans Health Care Act of 1992 Patient and Entity Eligibility, 340B drugs are to be provided only to individuals eligible to receive 340B drugs from covered entities.

Purpose: CHW ensures that 340B drugs are dispensed/administered/prescribed only to eligible patients.

Definitions:

Administer: Give a medication to an individual, typically in a clinic, based on a health care provider's order.

Dispense: Provide a medication, typically in clinic, based on a health care provider's order to be administered to a patient.

Prescribe: Provide a prescription for a medication to an individual to be filled at an outpatient pharmacy.

Procedure:

Note: Covered entities need to ensure that the following 340B eligibility determination filters are implemented:

1. CHW validates site/service eligibility.
2. Refer to CHW's Policy and Procedure "Covered Entity Eligibility"
 - a. Patient is outpatient status at the time the medication is dispensed/administered (depending on the outpatient status definition in CHW's policies and procedures.
3. CHW maintains records of individual's health care.
4. CHW determines provider eligibility.
 - a. Provider is either employed by the covered entity or provides health care under contractual or other arrangements (e.g. referral for consultation) such that responsibility for the care provided remains with the covered entity.
5. The covered entity has established a relationship with the individual, such that the covered entity maintains records of the individual's health care.
6. The individual receives health care services from a health care professional who is either employed by the covered entity or provides health care under contractual or other arrangements (e.g. referral for consultation) such that responsibility for the care provided remains with the covered entity; and

CHW 340B Policies and Procedures

7. The individual receives a health care service or range of services from the covered entity that is consistent with the service or range of services for white grant funding or federally qualified health center lookalike status has been provided to the entity.
8. A patient is considered active so long as they have had one provider encounter within three calendar years.

Approvals (per organizational policy):

Executive /Authorizing Official Approval:		Date:	
Governing Board Approval:		Date:	
Compliance/Risk Management Approval:		Date:	
Health Information Management Approval:		Date:	
Pharmacy/Primary Contact Approval:		Date:	

CHW 340B Policies and Procedures

	Prevention of Duplicate Discounts		
		<i>Revision History</i>	
		<i>Effective Date:</i>	August 2023
Departments Affected:		<i>Original Issue Date:</i>	August 2023
		<i>Last Reviewed:</i>	June 2023
		<i>Last Revision:</i>	June 2023

Policy: 42 USC §256b(a)(5)(A)(i) prohibits duplicate discounts; that is, manufacturers are not required to provide a discounted 340B price and a Medicaid drug rebate for the same drug. Covered entities must have mechanisms in place to prevent duplicate discounts.

Purpose: To ensure that CHW is preventing duplicate discounts.

References:

Procedure: CHW has elected to purchase drugs for its Medicaid patients through other mechanisms (carve out).

Medicaid Carve-Out (FFS)

1. CHW does not dispense or administer 340B purchased drugs to Medicaid patients AND CHW provides non-340B drugs instead and subsequently bills Medicaid for those non-340B drugs (carve out).
 - a. CHW has answered “no” to the question, “Will the covered entity dispense 340B purchased drugs to Medicaid patients AND subsequently bill Medicaid for those dispensed 340B drugs?” on 340B OPAIS.

Medicaid Managed Care (MCO)

Covered entities are required to ensure that drugs purchased under the 340B Program are not subject to a rebate claim by the state Medicaid agency. Covered entities are encouraged to work closely with their State to prevent duplicate discounts for Medicaid Managed Care claims.

Contract Pharmacies

1. CHW’s understands the HRSA guidance and elects to Carve-out Medicaid Fee for Service claims from the 340B program.
2. To ensure compliance with this requirement CHW has requested 340B Administrators block the capture of 340B claims for all Medicaid Fee for Service BIN/PCN in the 340B Administrator’s system.
3. CHW has verified that 340B Administrators have appropriately blocked from 340B capture and validates during the self-audit process.
4. CHW will review and notify 340B Administrators of any changes to Medicaid.

CHW 340B Policies and Procedures



5. CHW does not participate in billing out-of-state Medicaid.

Clinic Administered Drugs

1. CHW's will not use 340B drugs for any Medicaid Fee for Service for clinic administered drugs.

Approvals (per organizational policy):

Executive /Authorizing Official Approval:		Date:	
Governing Board Approval:		Date:	
Compliance/Risk Management Approval:		Date:	
Health Information Management Approval:		Date:	
Pharmacy/Primary Contact Approval:		Date:	

CHW 340B Policies and Procedures

	340B Program Roles and Responsibilities		
		<i>Revision History</i>	
		<i>Effective Date:</i>	August 2023
Departments Affected:		<i>Original Issue Date:</i>	August 2023
		<i>Last Reviewed:</i>	June 2023
		<i>Last Revision:</i>	June 2023

Policy: Covered entities participating in the 340B Program must ensure program integrity and compliance with 340B Program requirements.

Purpose: To identify CHW’s key stakeholders and determine their roles and responsibilities in maintaining 340B Program integrity and compliance.

Procedure:

1. CHW’s key stakeholders involved with CHW’s 340B Program are.
 - a. Executive Director
 - b. Chief Operating Officer (or designee)
 - c. Medical Director (or designee)
 - d. Nursing Director (or designee)
 - e. Director of Quality (or designee)
2. CHW has established a 340B Oversight Committee that is responsible for the oversight of the 340B Program, or other similar oversight process.
3. CHW’s 340B Oversight Committee:
 - a. Meets on a regular basis annually.
 - b. Reviews 340B rules/regulations/guidelines to ensure consistent policies/procedures/oversight throughout the entity.
 - c. Identifies activities necessary to conduct comprehensive reviews of 340B compliance.
 - i. Ensure that the organization meets compliance requirements of program eligibility, patient definition, 340B drug diversion, and duplicate discounts via ongoing multidisciplinary teamwork.
 - ii. Integrate departments such as information technology, legal, pharmacy, compliance, and patient financial services to develop standard processes for contract/data review to ensure program compliance.
 - d. Oversees the review process of compliance activities, as well as taking corrective actions based on findings.
 - i. 340B Oversight Committee assesses if the results are indicative of a material breach (Refer to CHW’s Policy and Procedure “340B Non-Compliance/Material Breach”.
 - e. Reviews and approves work group recommendations (process changes, self-monitoring outcomes and resolutions).

CHW 340B Policies and Procedures



The following CHW staff are potential key players in the 340B Program, including governance and compliance, and should be standing members of the 340B Oversight Committee. CHW will identify who serves as the entity's authorizing official and primary contact for the 340B Program. These individuals should be the sponsors of the 340B Oversight Committee.

Note: The following roles and responsibilities are not specific for all entities and are not all-inclusive.

1. Executive Director
 - Responsible as the OPAIS Authorizing Official charged with oversight and administration of the program; and
 - Responsible for attesting to the compliance of the program in the form of recertification.
2. Chief Operating Officer (COO)(or designee)
 - Responsible for the above in case the Executive Director cannot perform oversight duties;
 - Oversees the CHW Controller or Designee ensure his/her 340B functions are being appropriately carried out; Accounts for savings and use of funds to provide care for the indigent.
3. CHW Controller (or designee)
 - Accountable agent for oversight of 340B related financial affairs.
 - i. For clinic administered drugs:
 1. Ensures compliance with 340B program requirements of qualified patients, drugs, providers, vendors, payers, and locations; and
 2. Monitors and reviews pricing and modifies fees accordingly.
 - ii. Communicates with Contract Pharmacies
 1. Coordinates with representatives for Contract Pharmacies and third-part administrators to ensure responsibilities as outlined in agreement are being followed including, but not limited to:
 - a. Routine maintenance and testing of tracking and auditing software;
 - b. Continuous monitoring of product minimum/maximum levels to effectively balance product availability and cost-effective inventory control;
 - c. Reviewing 340B orders, reconciliations and financial statements;
 - d. Reviewing, refining and providing 340B cost savings reports detailing purchasing and replacement practices as well as dispensing patterns;
 - e. Maintaining system databases to reflect changes in the drug formulary or product specifications; and
 - f. Reconciles monthly pharmacy contractor dispense reports with the amount billed by supplier, and notifying contractors of any discovered discrepancies.
4. 340B Program Coordinator (or designee)
 - Designs and maintains an internal audit plan of compliance with the 340B program'
 - Ensures audit plan is being adhered to;
 - Designs the annual plan to cover all changes in the program from the prior year;
 - Serves as the entity's OPAIS 340B Primary Contact; and
 - Tracks and implements updated 340B laws and regulations.
5. Medical Director (or designee)
 - Remains aware of products covered by 340B and Prime Vendor Program pricing; and
 - Works with the medical staff to provide medications that optimize savings with good clinical outcomes.

CHW 340B Policies and Procedures

6. Nursing Director (or designee)
 - For clinical administered 340B drugs (not requiring prescriptive authority);
 - i. Works with Procurement Officer and Medical Director to ensure sufficient volume and types of 340B administered drugs are ordered and stocked;
 - ii. Responsible for organizing first-in first-out (“FIFO”) and look-alike sound-alike processes for clinic administered 340B medications; and
 - iii. Manually audits logging procedures for ten internally administered 340B medications each quarter.
7. **Procurement Manager** (or designee)
 - Responsible for ordering non-pharmaceutical drugs retained and distributed directly by the Coast Health & Wellness clinic and charging said drugs to the proper distribution accounts;
 - Managing purchasing, receiving, and inventorying control processes;
 - Responsible for receiving medications to be administered at Coastal Health & Wellness, as well as entering purchasing requisitions for monthly invoice for medications purchased by Contracted Pharmacies affiliated with the Coastal Health & Wellness 340B agreement; and
 - Monitoring ordering processes and integrating most current pricing from wholesalers.

***Indicates personnel required to complete Apexus 340B University modules*

Approvals (per organizational policy):

Executive /Authorizing Official Approval:		Date:	
Governing Board Approval:		Date:	
Compliance/Risk Management Approval:		Date:	
Health Information Management Approval:		Date:	
Pharmacy/Primary Contact Approval:		Date:	

CHW 340B Policies and Procedures

Department s Affected:	340B Program Education and Competency		
		Revision History	
		Effective Date:	August 2023
		Original Issue Date:	August 2023
		Last Reviewed:	June 2023
		Last Revision:	June 2023

Policy: Program integrity and compliance are the responsibility of all 340B key stakeholders. Ongoing education and training are needed to ensure that these 340B key stakeholders have the knowledge to guarantee compliant 340B operations.

Purpose: To establish 340B education and competency requirements for CHW's 340B key stakeholders based on their roles and responsibilities in the 340B Program.

Procedure:

- CHW determines the knowledge and educational requirements for each 340B Program role (Refer to CHW's Policy and Procedure "340B Program Roles and Responsibilities")
- 340B key stakeholders complete initial basic training upon hire.
 - Watch '[Introduction to the 340B Drug Pricing Program](#)'
 - Complete OnDemand modules on the PVP website
 - Attend 340B University.
- 340B key stakeholders complete additional training as identified in #1 above.
- CHW provides educational updates and training, as needed [Insert entity-specific examples here (e.g. 340B policy changes, updates in HRSA guidance)].
- CHW conducts annual verification of 340B Program competency through Apexus 340B University.
- Training and education records are maintained per organizational policy and available for review.

Approvals (per organizational policy):

Executive /Authorizing Official Approval:		Date:	
Governing Board Approval:		Date:	
Compliance/Risk Management Approval:		Date:	
Health Information Management Approval:		Date:	
Pharmacy/Primary Contact Approval:		Date:	

CHW 340B Policies and Procedures

	Contract Pharmacy Operations and Inventory Management		
		Revision History	
		Effective Date:	August 2023
Departments Affected:		Original Issue Date:	August 2023
		Last Reviewed:	June 2023
		Last Revision:	June 2023

Policy: Covered entity remains responsible for ensuring that its contract pharmacy operations comply with all 340B Program requirements, such that the covered entity remains responsible for the 340B drugs it purchases and dispenses through a contract pharmacy.

Purpose: To ensure that CHW remains responsible for all 340B drugs used by its contract pharmacy(s).

Reference:

Federal Register / Vol. 61, No. 165 / Friday, August 23, 1996 / Notices
<https://www.gpo.gov/fdsys/pkg/FR-2010-03-05/pdf/2010-4755.pdf>

Background:

340B inventory is procured and managed in the following settings:

- Clinic site administration
- Contract pharmacy

Inventory methods for each of the above areas within the entity shall be described within the inventory management policy and procedure.

CHW uses one of the following inventory methods:

- Hybrid (physical and virtual) approach, stocking physically identifiable 340B inventory for clinic administered drugs and maintaining a virtual replenishment system for contract pharmacy(s).

Pharmacists, technicians, and clinicians dispense 340B drugs only to patients meeting all the criteria in [Refer to CHW's Policy and Procedure "Patient Eligibility/Definition"].

Procedure:

- Physical inventory (both 340B and non-340B drugs) is maintained at clinic administered sites and contract pharmacy(s).
 - CHW identifies all 340B and non-340B accounts used for purchasing drugs in each practice setting.
 - CHW separates 340B inventory from non-340B inventory.
 - CHW performs inventory reviews and shelf inspections of periodic automatic replenishment (PAR) levels to determine daily purchase order.
 - CHW places 340B and non-340B drug orders.
 - CHW receives shipment.

CHW 340B Policies and Procedures

- f. CHW verifies quantity received with quantity ordered.
 - i. Identifies any inaccuracies.
 - ii. Resolves inaccuracies.
 - iii. Documents resolution of inaccuracies.
- g. CHW maintains records of 340B-related transactions for 7 years in a readily retrievable and auditable format located [insert entity specifics here].
 - i. These reports are reviewed by CHW as part of its 340B oversight and compliance program.
2. Physical inventory (340B-only) is maintained at clinic administered drugs sites and contract pharmacy(s).
 - a. CHW identifies all accounts used for purchasing drugs in each practice setting.
 - b. CHW maintains inventory.
 - c. CHW performs inventory reviews and shelf inspections of periodic automatic replenishment (PAR) levels to determine daily purchase order.
 - d. CHW places 340B drug orders.
 - e. CHW receives shipment.
 - f. CHW verifies quantity received with quantity ordered.
 - i. Identifies inaccuracies.
 - ii. Resolves inaccuracies.
 - iii. Documents resolution of inaccuracies.
 - g. CHW maintains records of 340B related transactions for a period of 7 years in a readily retrievable and auditable format located. [Insert entity specifics here].
 - i. These reports are reviewed by CHW as part of its 340B oversight and compliance program.

Wasted 340B medication

1. CHW pharmacy/clinician staff documents destroyed or wasted drug not administered to the patient.
2. CHW pharmacy/clinician staff communicates wastage to the 340B coordinator.
3. CHW pharmacy staff adjusts 340B accumulator and documents adjustment with reason (if applicable).
4. CHW replaces medication through appropriate purchasing account.

Approvals (per organizational policy):

Executive /Authorizing Official Approval:		Date:	
Governing Board Approval:		Date:	
Compliance/Risk Management Approval:		Date:	
Health Information Management Approval:		Date:	
Pharmacy/Primary Contact Approval:		Date:	

CHW 340B Policies and Procedures

	340B Noncompliance/ Material Breach		
		Revision History	
		Effective Date:	August 2023
	Departments Affected:	Original Issue Date:	August 2023
		Last Reviewed:	June 2023
		Last Revision:	June 2023

Policy: Covered entities are responsible for contacting HRSA as soon as reasonably possible if there is any material breach by the covered entity or any instance of noncompliance with any of the 340B Program requirements.

Purpose: To define CHW's material breach of 340B compliance and self-disclosure process.

Definitions:

Materiality: A convention within auditing/accounting pertaining to the importance/significance of an amount, transaction, and/or discrepancy.

Threshold: The point that must be exceeded, as defined by the covered entity, resulting in a material breach. Examples of thresholds include:

- a. 5% of total pharmacy spend in a fiscal year.

Reference:

340B PVP Education Tool: [Establishing Material Breach Threshold](#)

340B PVP Education Tool: [Self-Disclosure to HRSA and Manufacturer Template](#)

Procedure:

1. CHW's established threshold of what constitutes a material breach of 340B Program compliance is a discrepancy that results in a negative impact of more than 5% of the total pharmacy spend in a fiscal year and does not self-correct within 6 months].
 - a. If a violation above 5% is noted on an internal or contract pharmacy audit, the auditor will pull another full random sample of claims and re-audit. If after the second sample is analyzed and the total pharmacy spend is above 5%, a material breach will be noted. If after the second sample is analyzed and the total percentage of non-compliance does not exceed the 5%, the auditor will attempt to determine and correct the root cause of the non-compliance.
 - b. If a material breach is identified in an audit, there will be an immediate attempt to retroactively correct the breach and reassess. Upon reassessment, if the material breach falls below the threshold, CHW will attempt to identify the cause and work to correct the non-compliance and will create an internal corrective action plan.
2. A non-correctable violation exceeding the threshold requires self-disclosure. Violations identified through internal self-audits or independent external audits, that meet or exceed the threshold will be immediately reported to HRSA.

CHW 340B Policies and Procedures

- a. CHW will email HRSA at 340Bselfdisclosure@hrsa.gov and will report to applicable manufacturers using the following self-disclosure template:
https://docs.340bpvp.com/documents/public/resourcecenter/ALL_Entities_Self_Reporting_340B_Non_Compliance.docx
- b. CHW acknowledges it June be held liable by the manufacturer and June be subject to repayment to the manufacturer.
3. Any corrective action plan or self-disclosure will be reviewed and approved by the 340B Committee.
 - a. Maintain records of material breach violations, including manufacturer resolution correspondence, as determined by organization policy.

Approvals (per organizational policy):

Executive /Authorizing Official Approval:		Date:	
Governing Board Approval:		Date:	
Compliance/Risk Management Approval:		Date:	
Health Information Management Approval:		Date:	
Pharmacy/Primary Contact Approval:		Date:	

CHW 340B Policies and Procedures



	340B Program Compliance Monitoring/Reporting		
		<i>Revision History</i>	
		<i>Effective Date:</i>	August 2023
Department s Affected:		<i>Original Issue Date:</i>	August 2023
		<i>Last Reviewed:</i>	June 2023
		<i>Last Revision:</i>	June 2023

Policy: Covered entities are required to maintain auditable records demonstrating compliance with the 340B Program requirements.

Purpose: To provide an internal monitoring program to ensure comprehensive compliance with the 340B Program.

Procedure:

- CHW develops an annual internal audit plan approved by the internal compliance officer or as determined by organizational policy.
- CHW reviews 340B OPAIS to ensure the accuracy of the information for all site locations and contract pharmacies (if applicable).
- CHW reviews the Medicaid Exclusion File (MEF) to ensure the accuracy of the information for the site locations and contract pharmacies (if applicable).
- CHW reconciles purchasing records and dispensing records to ensure that covered outpatient drugs purchased through the 340B Program are dispensed or administered only to patients eligible to receive 340B drugs and that any variances are not the result of diversion.
- CHW reconciles dispensing records to patients' health care records to ensure that all medications dispensed were provided to patients eligible to receive 340B drugs. CHW will select 45 records from a drug utilization file and perform the audit monthly.
- CHW reconciles dispensing records and Medicaid billing practices to demonstrate that CHW's practice is following the Medicaid billing question on 340B OPAIS.
- CHW's 340B Oversight Committee reviews the internal audit results.
 - Assess whether audit results are indicative of a material breach [Refer to CHW's Policy and Procedure "340B Non-Compliance/Material Breach".
- CHW maintains records of 340B-related transactions for a period of 7 years in a readily retrievable and auditable format located [reference].

CHW 340B Policies and Procedures



Approvals (per organizational policy):

Executive /Authorizing Official Approval:		Date:	
Governing Board Approval:		Date:	
Compliance/Risk Management Approval:		Date:	
Health Information Management Approval:		Date:	
Pharmacy/Primary Contact Approval:		Date:	

CHW 340B Policies and Procedures

	Contract Pharmacy Oversight and Monitoring		
		Revision History	
		Effective Date:	August 2023
		Original Issue Date:	August 2023
Department s Affected:		Last Reviewed:	June 2023
		Last Revision:	June 2023

Policy: Covered entities are required to provide oversight of their contract pharmacy arrangements to ensure ongoing compliance. The covered entity has full accountability for compliance with all requirements to ensure eligibility and to prevent diversion and duplicate discounts. Auditable records must be maintained to demonstrate compliance with those requirements.

Purpose: To ensure that CHW maintains 340B Program integrity and compliance at its contract pharmacy(s).

Reference:

Federal Register / Vol. 75, No. 43 / Friday, March 5, 2010 / Notices
<https://www.gpo.gov/fdsys/pkg/FR-2010-03-05/pdf/2010-4755.pdf>

Procedure:

1. CHW conducts internal reviews monthly of each registered contract pharmacy for compliance with 340B Program requirements. The following elements will be included when conducting self-audits of contract pharmacies to ensure program compliance:
 - a. Prescription is written from a 340B eligible site of care that provides healthcare services.
 - b. Patient eligibility: The episode of care that resulted in the 340B prescription is supported in the patient's medical record and the service provided is consistent with the grant funding scope of services provided to the entity.
 - c. Provider eligibility: The prescribing provider is employed, contracted, or under another arrangement with the entity at the time of writing the prescription so that the entity maintains responsibility for the care.
 - d. The 11-digit NDC level is documented for accumulation and/or replenishment of a 340B dispensation or administration (if a virtual inventory is used).
 - e. CHW can document that no prescriptions were billed to Medicaid unless the contract pharmacy is listed as a carve-in contract pharmacy on 340B OPAIS.
2. CHW conducts independent audits every 2 years of each registered contract pharmacy for compliance with the 340B Program requirements.
 - a. Independent audits will include reviews of:
 - i. 340B eligibility.
 - ii. 340B registration.
 - iii. Documented policies and procedures.
 - iv. Inventory, ordering, and record keeping practices for all 340B accounts.
 - v. Review of the listing in the Medicaid Exclusion File and its reflection in actual practices.
 - vi. Testing of claims sample to determine any instance of diversion or duplicate discounts over a set period of time.

CHW 340B Policies and Procedures

3. CHW has mechanisms in place to demonstrate compliance with all state Medicaid billing requirements to prevent duplicate discounts at all sites, including off-site outpatient facilities.
4. CHW's 340B Oversight Committee reviews audit results.
 - a. Assess if audit results are indicative of a material breach [Refer to CHW's Policy and Procedure "340B Noncompliance/Material Breach"].
5. CHW maintains records of 340B-related transactions for a period of 7 years in a readily retrievable and auditable format located.

Approvals (per organizational policy):

Executive /Authorizing Official Approval:		Date:	
Governing Board Approval:		Date:	
Compliance/Risk Management Approval:		Date:	
Health Information Management Approval:		Date:	
Pharmacy/Primary Contact Approval:		Date:	

CHW 340B Policies and Procedures

Department s Affected:	Prime Vendor Program (PVP) Enrollment and Updates		
		Revision History	
		Effective Date:	August 2023
		Original Issue Date:	August 2023
		Last Reviewed:	June 2023
		Last Revision:	June 2023

Policy: The purpose of the Prime Vendor Program (PVP) is to improve access to affordable medications for covered entities and their patients.

Purpose: Support CHW’s participation in the PVP to receive the best 340B product pricing, information, and value-added products.

Procedure:

Enrollment in PVP:

1. CHW completes online 340B Program registration with HRSA.
2. CHW completes online PVP registration (<https://www.340bpvp.com/register/apply-to-participate-for-340b/>).
3. PVP staff validates information and sends confirmation email to CHW.
4. CHW logs in to www.340bpvp.com, selects user name/password.

Update PVP Profile:

1. CHW accesses www.340bpvp.com.
2. CHW clicks Login in the upper right corner.
3. CHW inputs PVP log-in credentials.
 - a. In the upper right corner:
 - i. Click “My Profile” to access page.
<https://members.340bpvp.com/webMemberProfileInstructions.aspx>.
4. CHW clicks “Continue to My Profile” to access page
<https://members.340bpvp.com/webMemberProfile.aspx>.
 - a. Find a list of your facilities.
 - i. Click on the 340B ID number hyperlink to view or change profile information for that facility.
 - b. Update HRSA Information:
 - i. Complete the 340B Change Form as detailed above.
 - a) After 340B OPAIS has been updated, the PVP database will be updated during the nightly synchronization.
5. CHW updates the 340B Prime Vendor Program (PVP) Participation Information:
 - a. Edit CHW’s DEA number, distributor and/or contacts.
 - b. Click submit.

CHW 340B Policies and Procedures



Approvals (per organizational policy):

Executive /Authorizing Official Approval:		Date:	
Governing Board Approval:		Date:	
Compliance/Risk Management Approval:		Date:	
Health Information Management Approval:		Date:	
Pharmacy/Primary Contact Approval:		Date:	

Suggested Appendices

340B Operational SOP

PROCEDURE:

Annually:

- Recertify clinic with the HRSA website.
- Verification of approved sites with 340Basics, Walgreens and Apexus
- Review state and federal requirements of the 340b program to confirm the entity is continually meeting all applicable regulations.
- Review McKesson and Cardinal accounts for all 340b contracted pharmacies.
- Review Policy and Procedure for 340b program
- Re-evaluate workflow for 340b program.
- Review list of carved-in payers from 340Basics and Walgreens

Quarterly:

- Review of quarterly contract price load.
- Verify that an updated patient list is sent to 340Basics.
- Review all information is correct and up to date on HRSA/OPAIS website.
- Review of Medicaid Exclusion File
- Verify prices on Prime Vendor with Wholesaler invoices.

Monthly:

- Ensure Prescriber Information is up to date.
- Review prescriptions from non-CHW providers to determine if eligible for 340b discount.
- Audit and Financial reporting to 340b Committee
- Verify that an updated patient list is sent to 340Basics.
- Audit a sample of approved prescriptions from TPA and contract pharmacy to verify the prescription meets the following criteria.
 - Patient seen in last 36 months.
 - Rx written by eligible provider.
 - Rx written at eligible location.

- Claim has appropriate modifier to prevent duplicate discount.
- Payer is carved-in to 340b program.
- Audit a sample of replenishment inventory orders from TPA to ensure drugs were used for legitimate 340b claims.

SOP for 340B Program

Internal Auditing Procedure

1. Download claims details from the TPA.
2. Fill in the columns on the Internal Auditing template:
 - a. Patient First, Last Name
 - b. DOB
 - c. RX Number
 - d. Drug Name
 - e. NDC
 - f. Date Written
 - g. Date Filled
 - h. Name and Store # of contract pharmacy
 - i. Provider First and Last name
 - j. Insurance information
3. Look up patient in EMR.
4. Find the corresponding encounter that goes with the medication and verify it qualifies.
 - a. Check to make sure the medication is mentioned.
 - b. Make sure the Assessments falls within scope.
 - c. Verify the location patient is seen at is 340B eligible (fill in 340B ID on the audit template)
5. Locate prescription.
 - a. Verify written date matches claim.
 - b. Verify prescriber matches claim/confirm eligible provider.
 - c. Fill in Provider NPI
6. In Comments if everything checks off fill in with “Pass” if any section doesn’t qualify Put in “Fail” and then the reason why.

CHW 340B Policies and Procedures

This tool is written to align with Health Resources and Services Administration (HRSA) policy and is provided only as an example for the purpose of encouraging 340B Program integrity. This information has not been endorsed by HRSA and is not dispositive in determining compliance with or participatory status in the 340B Drug Pricing Program. 340B stakeholders are ultimately responsible for 340B Program compliance and compliance with all other applicable laws and regulations. Apexus encourages each stakeholder to include legal counsel as part of its program integrity efforts.

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[Back to Agenda](#)

Governing Board

August 2023

Item#8

**Informational Report: Credentialing & Privileging Committee
Reviewed and Approved the Following Providers Privileging/Re-
Credentialing Rights**

- a) Philip Keiser, MD
- b) Zuleica Santiago-Delgado, MD
- c) Yaa Cheremateng, PA

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Governing Board

August 2023

Item#9

Consider for Approval July 2023 Financial Report

Submitted by Trish Bailey

COASTAL HEALTH & WELLNESS

Governing Board



FINANCIAL SUMMARY

For the Period Ending

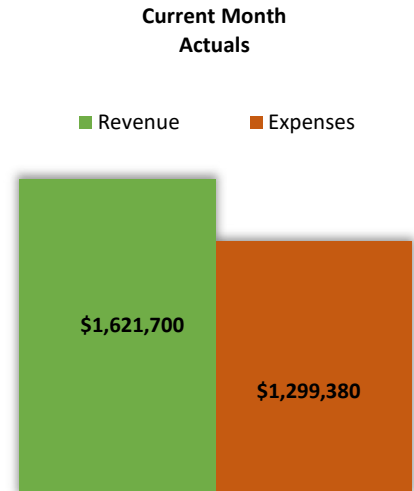
July 31, 2023

GCHD Board Room | 9850-A Emmett F. Lowry Expy. | Texas City, TX 77591

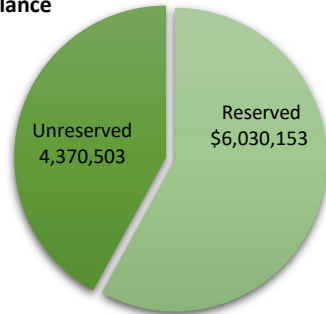
CHW - BALANCE SHEET

as of July 31, 2023

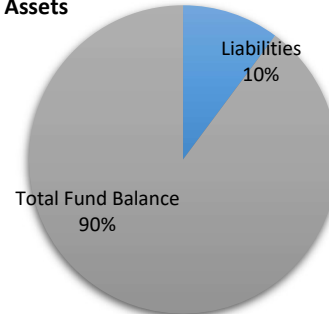
	Current Month Jul-23	Prior Month Jun-23	Increase (Decrease)
ASSETS			
Cash & Cash Equivalents	\$6,443,663	\$6,388,692	\$54,971
Accounts Receivable	5,827,073	4,745,965	1,081,108
Allowance For Bad Debt	(794,755)	(741,387)	(53,368)
Pre-Paid Expenses	146,139	284,092	(137,952)
Due To / From	(44,116)	130,713	(174,830)
Total Assets	\$11,578,004	\$10,808,075	\$769,929
LIABILITIES			
Accounts Payable	\$215,390	\$119,217	\$96,174
Accrued Expenses	381,538	585,881	(204,343)
Deferred Revenues	580,420	24,642	555,778
Total Liabilities	\$1,177,348	729,739	\$447,609
FUND BALANCE			
Fund Balance	\$9,562,869	\$9,562,869	0
Current Change	837,786	515,466	322,320
Total Fund Balance	\$10,400,656	\$10,078,336	\$322,320
TOTAL LIABILITIES & FUND BALANCE	\$11,578,004	\$10,808,075	\$769,929



Total Fund Balance



Current Period Assets

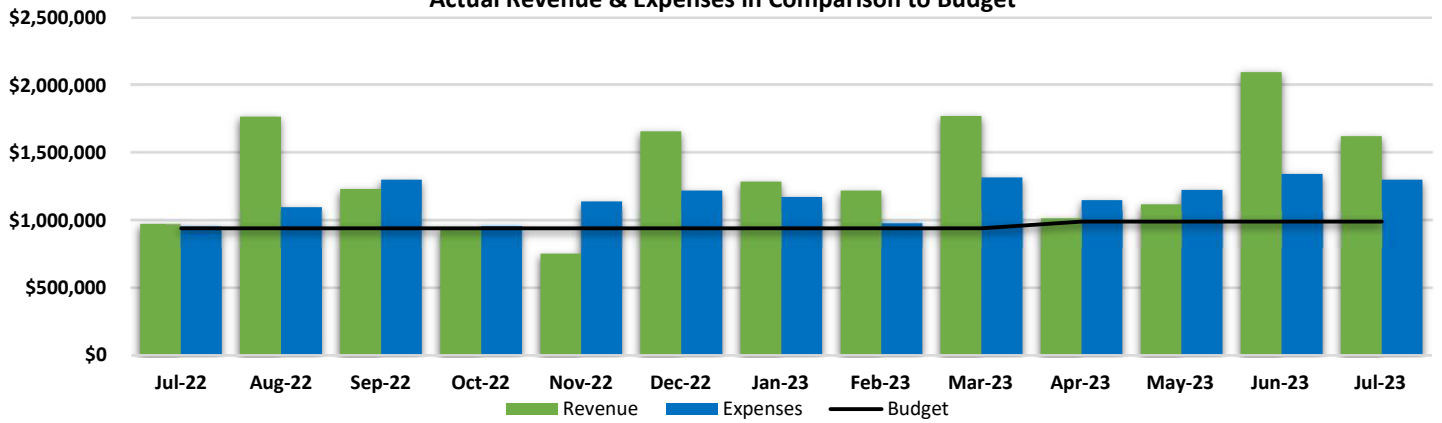


CHW - REVENUE & EXPENSES

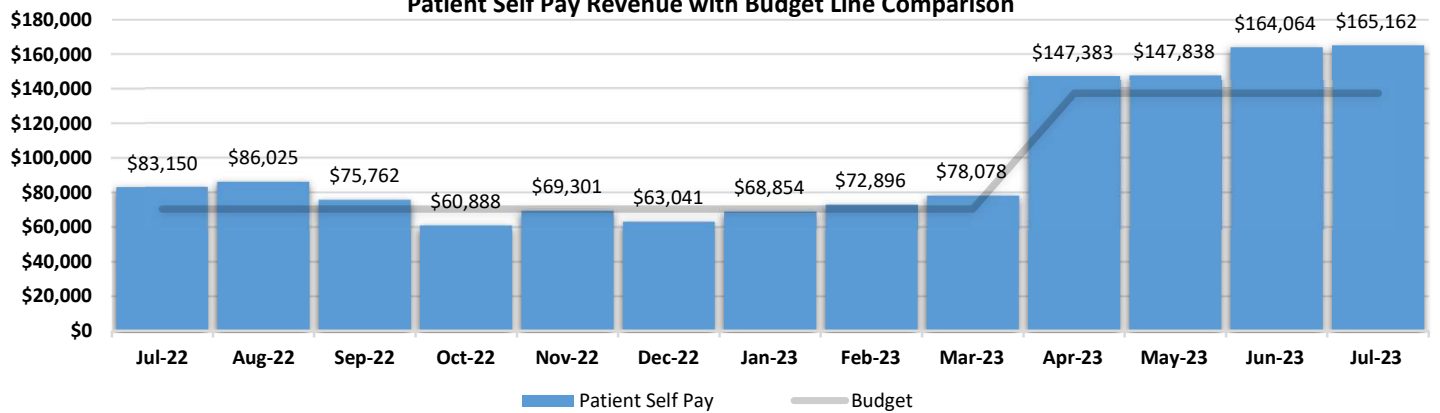
as of July 31, 2023

	MTD Actual Jul-23	MTD Budgeted Jul-23	MTD Budget Variance	YTD Actual thru Jul-23	YTD Budget thru Jul-23	YTD Budget Variance
REVENUE						
County Revenue	\$326,414	\$277,889	\$48,525	\$1,111,556	\$1,111,556	0
DSRIP Revenue	0	0	0	0	0	0
HHS Grant Revenue	614,276	269,783	344,493	2,173,162	1,079,133	1,094,028
Patient Revenue	660,057	437,585	222,472	2,486,435	1,750,340	736,095
Other Revenue	20,953	29,406	17,370	78,116	14,333	63,782
Total Revenue	\$1,621,700	\$1,014,663	\$632,859	5,849,268	\$3,955,363	1,893,906
EXPENSES						
Personnel	\$815,130	\$852,583	\$37,453	\$3,221,910	\$3,410,330	\$188,420
Contractual	155,261	89,342	(65,919)	499,394	357,369	(142,025)
IGT Reimbursement	0	0	0	0	0	0
Supplies	125,082	94,645	(30,437)	553,575	378,582	(174,993)
Travel	6,715	767	(5,948)	12,630	3,067	(9,564)
Bad Debt Expense	53,368	48,151	(5,217)	191,186	192,605	1,419
Other	143,825	129,873	(13,951)	532,787	519,493	(13,293)
Total Expenses	\$1,299,380	\$1,215,361	(\$84,019)	5,011,482	\$4,861,445	(\$150,036)
CHANGE IN NET ASSETS	\$322,320	(\$200,698)	\$716,878	837,786	(\$906,083)	2,043,942

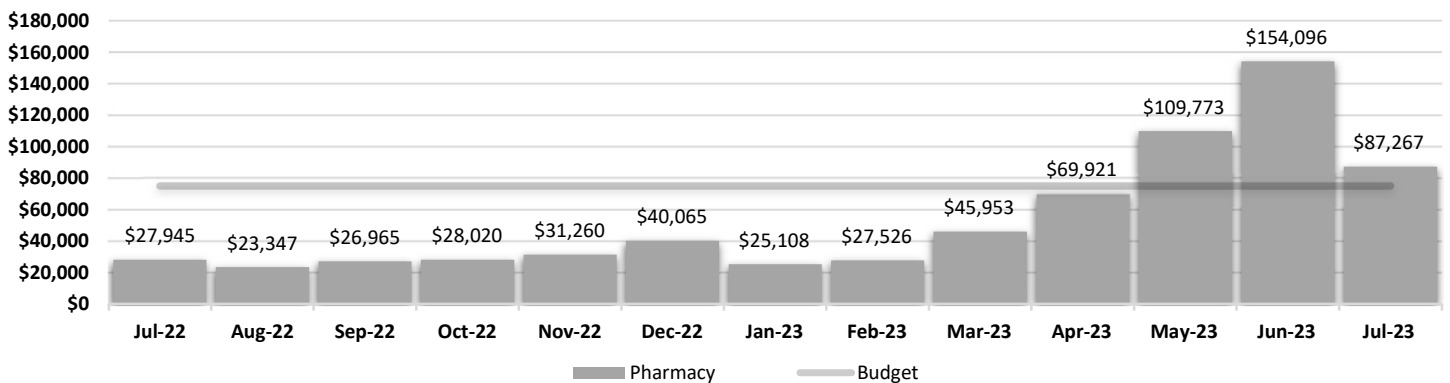
Actual Revenue & Expenses in Comparison to Budget



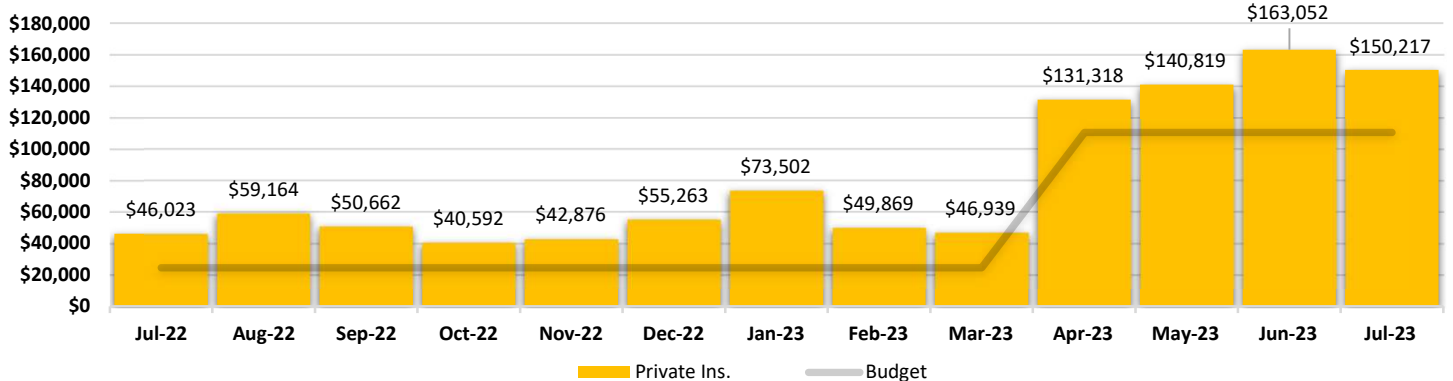
Patient Self Pay Revenue with Budget Line Comparison



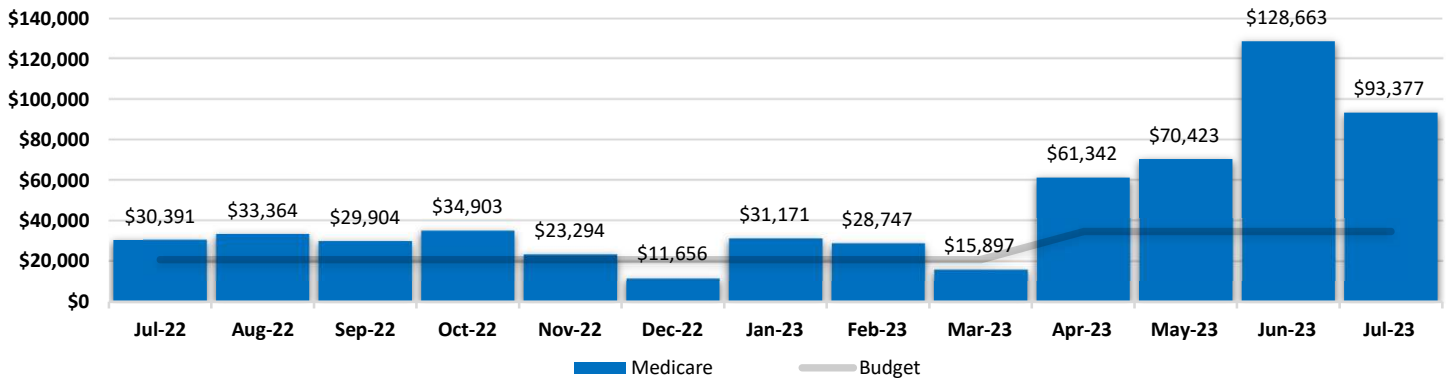
Pharmacy Revenue with Budget Line Comparison



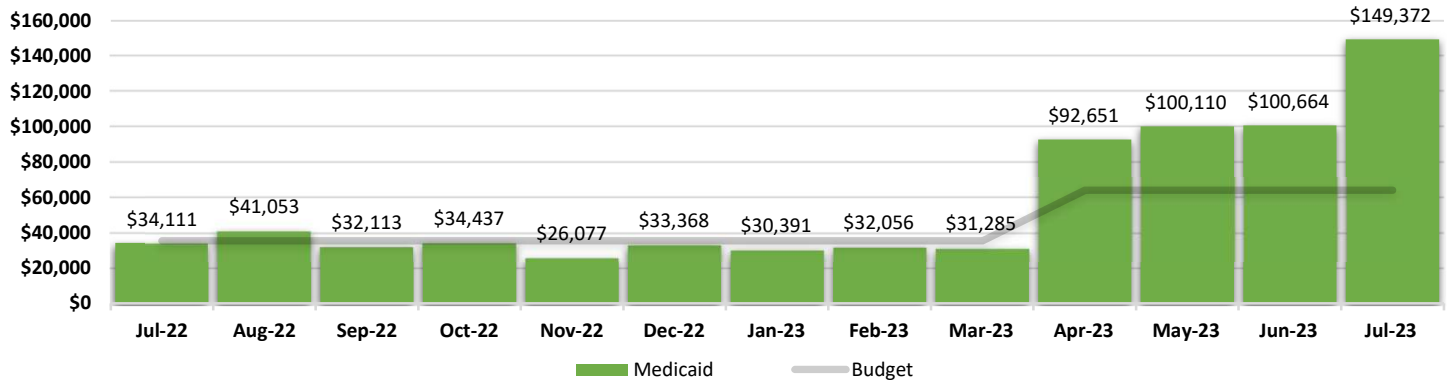
Private Insurance Revenue with Budget Line Comparison



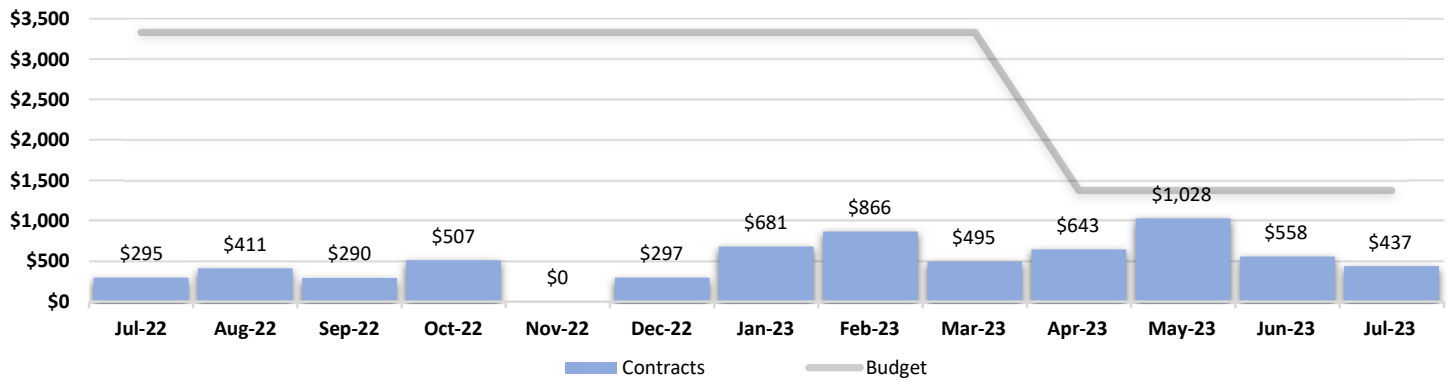
Medicare Revenue with Budget Line Comparison



Medicaid Revenue with Budget Line Comparison



Contract Revenue with Budget Line Comparison



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Governing Board

August 2023

Item#10

Consider for Approval Amended 2023-2025

SAC Budget Submitted by Kenna Pruitt



Coastal Health & Wellness

FY24 Proposed Amended Budget

April 1, 2023 - March 31, 2024

August 31, 2023

COASTAL HEALTH & WELLNESS

Proposed amended budget for the fiscal year ending March 31, 2024

Budget Summary

	<i>FY23 Actual</i>	<i>FY24 Budget</i>	<i>FY24 Actual thru 7/31/23</i>	<i>FY24 Projected thru 3/31/24</i>	FY24 Amended Budget	<i>Increase / (Decrease)</i>
VISITS:	29,624	39,559	12,444	37,332	37,863	<i>-1,696</i>
REVENUES						
HRSA Base Grant	3,228,873	3,237,400	1,162,653	3,487,958	3,237,400	-
Other HRSA Grants	2,379,572	-	1,008,903	1,065,364	1,065,364	1,065,364
Patient Services Revenue	3,741,690	4,351,021	2,026,479	6,079,437	5,914,120	1,563,099
Pharmacy Revenue	631,008	900,000	421,057	1,263,171	1,200,000	300,000
County Revenue	3,534,667	3,334,667	1,111,556	3,334,667	3,134,667	<i>(200,000)</i>
Other Revenue	874,552	43,000	118,621	355,863	154,000	111,000
Fund Balance	-	2,718,248	-	-	1,641,630	<i>(1,076,618)</i>
TOTAL REVENUE	\$ 14,390,363	\$ 14,584,336	\$ 5,849,268	\$ 15,586,460	\$ 16,347,181	\$ 1,762,845
EXPENSES						
Personnel	8,527,478	10,230,990	3,221,910	9,665,730	11,435,324	1,204,334
Travel/Training	55,079	39,335	10,817	32,451	50,840	11,505
Equipment	8,792	-	3,866	3,866	-	-
Supplies	1,039,006	1,135,745	551,026	1,584,658	1,415,825	280,080
Contractual	1,106,860	1,072,106	473,868	1,421,604	1,375,511	303,405
Other	2,221,944	2,106,160	749,995	2,191,255	2,069,681	<i>(36,479)</i>
TOTAL EXPENSES	\$ 12,959,158	\$ 14,584,336	\$ 5,011,482	\$ 14,899,563	\$ 16,347,181	\$ 1,762,845
<i>Revenue Over/(Under) Expenses</i>	<i>1,431,205</i>	<i>-</i>	<i>837,786</i>	<i>686,896</i>	<i>-</i>	<i>-</i>

COASTAL HEALTH & WELLNESS

Proposed amended budget for the fiscal year ending March 31, 2024

Budget Details

	<i>FY23 Actual</i>	<i>FY24 Budget</i>	<i>FY24 Actual thru 7/31/23</i>	<i>FY24 Projected thru 3/31/24</i>	FY24 Amended Budget	<i>Increase / (Decrease)</i>
VISITS:	29,624	39,559	12,444	37,332	37,863	-1,696
REVENUES						
Grant Revenue - HRSA Base	3,228,873	3,237,400	1,162,653	3,487,958	3,237,400	-
Grant Revenue - Other Fed/State	2,379,572	-	1,008,903	1,065,364	1,065,364	1,065,364
Local Grants & Foundations	2,000	-	-	-	-	-
Grant Revenue - Patient Services	214,997	172,640	56,259	168,778	173,404	764
Contract Revenue	13,207	16,500	4,272	12,816	14,000	(2,500)
Patient Fees	1,307,241	1,650,900	624,447	1,873,340	1,773,576	122,676
Private Insurance	1,008,708	1,325,700	585,405	1,756,216	1,616,356	290,656
Medicare	453,880	416,150	353,805	1,061,414	948,384	532,234
Medicaid	743,657	769,131	402,291	1,206,873	1,388,400	619,269
Pharmacy Revenue	631,008	900,000	421,057	1,263,171	1,200,000	300,000
Medical Record Revenue	6,766	9,000	8,762	26,285	25,000	16,000
Medicaid Incentive Payments	48,689	-	31,744	95,231	95,000	95,000
County Revenue	3,534,667	3,334,667	1,111,556	3,334,667	3,134,667	(200,000)
Donations	10,000	-	-	-	-	-
DSRIP Revenue	712,500	-	-	-	-	-
Local Funds / Other Revenue	11,391	-	-	-	-	-
Interest Income	82,151	34,000	76,203	228,608	34,000	-
Miscellaneous Revenue	931	-	1,913	5,739	-	-
Gain on Fixed Asset Disposals	124	-	-	-	-	-
Fund Balance	-	2,718,248	-	-	1,641,630	(1,076,618)
TOTAL REVENUE	\$ 14,390,363	\$ 14,584,336	\$ 5,849,268	\$ 15,586,460	\$ 16,347,181	\$ 1,762,845
EXPENSES						
Salaries	6,799,430	8,284,396	2,533,749	7,601,248	9,086,013	801,617
Salaries, Overtime	44,092	38,000	15,492	46,476	50,000	12,000
Salaries, Part-Time	319,726	236,922	145,229	435,687	417,933	181,011
Salaries, Provider Incentives	18,000	18,000	5,500	16,500	47,500	29,500
Salaries, Supplemental	45,371	53,084	70	210	49,000	(4,084)
FICA Expense	526,280	660,224	198,619	595,857	738,260	78,036
Texas Unemployment Tax	(169)	15,386	131	393	16,756	1,370
Life Insurance Expense	18,536	21,708	8,191	24,573	25,141	3,433
LTD Insurance Expense	14,363	20,379	5,384	16,153	23,755	3,376
Health Insurance Expense	409,139	489,115	202,287	606,862	541,618	52,503
Worker's Comp Insurance	11,775	25,892	6,261	18,783	28,961	3,069
Sponsored Healthcare Pgm	60,907	89,978	14,079	42,238	99,637	9,659
Pension / Retirement	260,027	277,906	86,917	260,751	310,750	32,844
Outside Lab Contract	201,420	250,560	30,456	91,369	334,080	83,520
Outside X-Ray Contract	16,188	23,040	5,724	17,172	29,952	6,912
Misc Contract Services	579,588	467,632	359,575	1,078,724	680,605	212,973
Temporary Staffing	3,181	-	-	-	-	-
Billing Contract Svc	78,768	84,000	12,410	37,229	84,000	-
IGT Reimbursement	235,125	-	-	-	-	-
Janitorial Contract	188,762	207,094	54,804	164,412	207,094	-
Pest Control	1,984	1,800	988	2,964	1,800	-
Security	34,188	31,980	8,098	24,294	31,980	-

COASTAL HEALTH & WELLNESS

Proposed amended budget for the fiscal year ending March 31, 2024

Budget Details

	<i>FY23 Actual</i>	<i>FY24 Budget</i>	<i>FY24 Actual thru 7/31/23</i>	<i>FY24 Projected thru 3/31/24</i>	FY24 Amended Budget	<i>Increase / (Decrease)</i>
VISITS:	29,624	39,559	12,444	37,332	37,863	-1,696
Office Supplies	126,727	107,120	65,385	150,556	132,200	25,080
Operating Supplies	365,763	359,000	138,299	392,078	415,200	56,200
Outside Dental Supplies	65,331	81,000	19,915	59,745	81,000	-
Pharmaceutical Supplies	444,086	457,800	327,426	982,279	657,800	200,000
Janitorial Supplies	-	1,200	-	-	-	(1,200)
Uniform	92	-	-	-	-	-
Controlled Assets (i.e. computers)	37,099	129,625	-	-	129,625	-
Postage	4,579	9,000	2,698	8,094	9,000	-
Telecommunications	63,878	68,772	19,130	57,389	68,772	-
Water	153	372	61	183	372	-
Electricity	13,805	18,000	3,507	10,521	18,000	-
Mileage	3,178	3,200	1,237	3,710	3,200	-
Travel	11,970	6,000	5,242	15,726	14,000	8,000
Training	39,931	30,135	4,338	13,015	33,640	3,505
Rentals	64,155	62,040	33,833	101,498	64,360	2,320
Leases	519,922	519,924	173,307	519,922	519,924	-
Maint/Repair, Equip.	106,750	95,004	94,784	284,353	95,004	-
Maint/Repair, Bldg.	5,156	3,000	30,416	91,249	3,000	-
Maint/Repair, Prev Auto	-	-	-	-	-	-
Insurance, Auto/Truck	94	108	32	96	108	-
Insurance, General Liability	10,685	10,908	3,908	11,724	10,908	-
Insurance, Bldg. Contents	14,771	14,736	5,939	17,816	14,736	-
Operating Equipment	4,125	-	-	-	-	-
Bldg. Improvements	4,667	-	-	-	-	-
Construction in Progress	-	-	3,866	3,866	-	-
Marketing/Advertising	39,230	77,900	29,821	89,462	77,900	-
Subscriptions, Books, Etc.	40,642	19,686	6,098	18,294	7,686	(12,000)
Association Dues	43,039	46,260	763	2,288	26,260	(20,000)
IT Software / Licenses	471,633	535,065	101,140	303,419	567,265	32,200
Prof Fees/Licenses/Inspections	9,671	4,670	1,040	3,120	4,670	-
Professional Services	49,868	25,200	35,385	47,426	34,200	9,000
Trash Removal	2,441	-	-	-	-	-
Med / Hazard Waste Disposal	7,577	7,200	2,549	7,646	7,200	-
Transportation	2,782	6,000	1,813	5,440	6,000	-
Board Meeting Operations	2,036	1,500	-	-	1,500	-
Service Charge - Credit Cards	7,650	9,000	2,216	6,647	9,000	-
Billing Fees - Merchant	14,357	-	13,280	39,840	40,000	40,000
Cashier Over/Short	103	-	64	191	-	-
Bad Debt Expense	491,521	577,815	191,186	573,559	459,816	(117,999)
Miscellaneous Expense	359	-	(1,192)	(3,575)	30,000	30,000
Employee Betterment	2,605	-	-	-	-	-
Freight/Shipping Charges	49	-	31	92	-	-
TOTAL EXPENSES	\$ 12,959,158	\$ 14,584,336	\$ 5,011,482	\$ 14,899,563	\$ 16,347,181	\$ 1,762,845
<i>Revenue Over / (Under) Expenses</i>	<i>1,431,205</i>	<i>-</i>	<i>837,786</i>	<i>686,896</i>	<i>-</i>	<i>-</i>

COASTAL HEALTH & WELLNESS

Proposed amended budget for the fiscal year ending March 31, 2024

Budgeted Positions

BUDGETED POSITIONS <i>Full Time Equivalents (FTE)</i>	FY24 Approved	FY24 Proposed	Change	%
Admin Support	32.3	32.9	1.0	3%
Medical Director	1.0	1.0	-	0%
Family Physicians	1.0	1.0	-	0%
Physician Assistant / Nurse Practitioner	7.0	8.5	1.5	21%
Pediatrician	1.0	1.0	-	0%
Nurses	11.0	11.7	0.7	6%
Clinical Support	40.0	43.0	3.0	8%
Lab	7.0	8.0	1.0	14%
Pharmacy	0.0	2.0	2.0	-
Dentists	4.5	4.5	-	0%
Dental Hygienists	2.6	2.6	-	0%
Dental Assistants	10.5	11.5	1.0	10%
Behavioral Health Specialists	2.0	2.0	-	0%
Case Management	6.5	7.0	0.5	8%
Outreach & Education	5.0	7.0	2.0	40%
TOTAL FTE	131.4	143.6	12.7	9.6%

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Governing Board

August 2023

Item#11

**Consider for Approval Pharmacy build in the Amount of \$216,000.00
out of General Fund Submitted by Kenna Pruitt**

Submitted to:

Galveston County Health District
Attn: Purchasing
9850-A Emmett F Lowry Expressway,
Suite A-114
Texas City, TX 77591

Architect:

Townsquare Architecture
1210 Verdun Lane
Friendswood, TX 77546

Submitted by:

TUCON, LLC dba UNBEHAGEN
CONSTRUCTION
2925 Gulf Fwy, S, Ste. B-194
League City, Texas 77573

Construction of Pharmacy Buildout

RFP #23-009

Contractor's Proposal

7/31/23

U N B E H A G E N
C O N S T R U C T I O N

TUCON, LLC

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I. REQUIRED FORMS

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- General Provisions – *Bid Form*
- Conflict of Interest Questionnaire
- General Provisions – *Kickbacks from Public Work Employees*
- General Provisions – *Davis-Bacon Act, As Amended*
- General Provisions – *Contract Work Hours and Safety Standards*
- General Provisions – *Rights to Inventions Made Under A Contract or Agreement*
- General Provisions – *Clean Air Act*
- General Provisions – *Vendor Registration Form*
- General Provisions – *Debarment, Suspension or Proposed Debarment (FAR 209-5)*
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II. REFERENCES & COMPANY PERSONNEL EXPERIENCE

- Owner References
- Architect References
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- Trade References
- Contractors Proposed Project Team
 - Mike Unbehagen Resume – Project Manager
 - Chase Unbehagen Resume – Project superintendent
 - Gabrielle Vera Resume – Project Assistant
- TUCON, LLC dba UNBEHAGEN CONSTRUCTION Completed Project History

III. TUCON, LLC dba UNBEHAGEN CONSTRUCTION SAFETY & HEALTH

- Statement Letter
- EMR Letter
- Loss Run Report for the past three years
- Safety & Health Program

TAB I. REQUIRED FORMS

- Bid Bond
- General Provisions – *Bid Form*
- Conflict of Interest Questionnaire
- General Provisions – *Kickbacks from Public Work Employees*
- General Provisions – *Davis-Bacon Act, As Amended*
- General Provisions – *Contract Work Hours and Safety Standards*
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- W-9

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Tucon, LLC
2111 Gulf Freeway
La Marque, TX 77568

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of
America
One Tower Square
Hartford, CT 06183

This document has important
legal consequences. Consultation
with an attorney is encouraged
with respect to its completion or
modification.

Any singular reference to
Contractor, Surety, Owner or
other party shall be considered
plural where applicable.

OWNER:

(Name, legal status and address)

Galveston County Health District

TX

BOND AMOUNT: \$ 5%

Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Construction of Pharmacy Buildout

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 31st day of July, 2023

(Witness)

Tucon, LLC

(Principal)

(Seal)

By:

(Title) Mike Unbehagen

CEO

Travelers Casualty and Surety Company of America

(Surety)

(Seal)

By:

(Title) Sandra Villegas

Attorney-in-Fact

(Witness) Denise Raker



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Sandra Villegas** of **FORT WORTH**, Texas, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, 2021.



State of Connecticut

City of Hartford ss.

By: 
Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2026




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **31st** day of **July**, 2023




Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

IMPORTANT NOTICE

To obtain information or make a complaint:

You may call Travelers Casualty and Surety Company of America and its affiliates' toll-free telephone number for information or to make a complaint at:

1-800-328-2189

You may contact the Texas Department of Insurance to obtain information on companies, coverages, rights or complaints at:

1-800-252-3439

You may write the Texas Department of Insurance:

P. O. Box 149104
Austin, TX 78714-9104
Fax: (512) 475-1771
Web: <http://www.tdi.state.tx.us>
E-mail: ConsumerProtection@tdi.state.tx.us

PREMIUM OR CLAIM DISPUTES:

Should you have a dispute concerning your premium or about a claim you should contact your Agent or Travelers first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

ATTACH THIS NOTICE TO YOUR BOND:

This notice is for information only and does not become a part or condition of the attached document and is given to comply with Texas legal and regulatory requirements.

Galveston County Health District

GENERAL PROVISIONS

Bid Form

The Bid Form must be completed and returned with your proposal. Failure to do so may be cause for rejection of your bid. It is the responsibility of the proposer to ensure all addenda was received.

BIDDER'S INFORMATION

Company Name: TUCON, LLC dba UNBEHAGEN CONSTRUCTION

Address: 2925 Gulf Fwy S., Ste. B-194
League City, TX 77573

FEIN (TAX ID): 81-3547698

Person to contact regarding this proposal: Mike Unbehagen

Title: CEO **Phone:** 409-632-7922

Email address: Mike@tuconllc.com

BASE BID

The undersigned proposed to complete the work for a lump sum amount of:

Two Hundred Sixteen Thousand Dollars and Zero Cents Dollars (words)

\$ 216,000.00 (numbers)

The above represents a total proposed price reflecting all project costs to successfully complete the project.

CONTRACT DURATION

The undersigned proposes to commence work upon Notice to Proceed and be substantially complete within Thirty (words) 30 (numbers) calendar days.

SIGNATURE

The undersigned is a duly authorized officer, hereby certifies and agrees to be bound by the content of this proposal and agrees to comply with the terms and conditions and specifications of this RFP and any addenda thereto in the event of award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 90 calendar days as of RFP Due Date.

Name of person authorized to bind the Company: Mike Unbehagen

Signature: 

Title: CEO **Phone:** 409-632-7922

Galveston County Health District

GENERAL PROVISIONS

Email address: Mike@tuconllc.com

BID PACKAGE INCLUDES

Items	Confirmed (X)
1. One (1) original and or (1) electronic copy of submittal	<u>X</u>
2. Addenda, if any	<u>N/A</u>
3. Bid Form	<u>X</u>
4. Appendix A – Price Sheet	<u>X</u>
5. Exceptions, if applicable	<u>X</u>
6. Conflict of Interest Questionnaire, if applicable	<u>X</u>

Bid Form

COOPERATIVE AGREEMENT

Will contract be available for Cooperative Agreement use? (See Section 27) Yes _____ No X

REFERENCES

Please submit at least three (3) client references. References of local government or related agencies preferred. The reference list must include Client name, location, current contact person, phone number, and description of serviced provided to client.

1. **Company Name:** Galveston County

Contact: William Riordan

Title: Facilities Director **Phone:** 409-682-3302

Email address: william.riordan@co.galveston.tx.us

Mailing Address: 722 Moody, 6th Floor, Galveston, TX 77550

Description: Construction on multiple projects involving renovations.

*SEE ATTACHED TUCON, LLC dba UNBEHAGEN CONSTRUCTION COMPLETED PROJECT HISTORY.

2. **Company Name:** City of La Porte

Contact: David Hefner

Title: Facilities Superintendent **Phone:** 281-204-5392

Email address: hefnerd@laportetx.gov

Mailing Address: 2963 N. 23rd St, La Porte, TX 77571

Galveston County Health District

GENERAL PROVISIONS

Description: Construction on multiple projects involving renovations.

*SEE ATTACHED TUCON, LLC dba UNBEHAGEN CONSTRUCTION COMPLETED PROJECT HISTORY.

3. **Company Name:** Galveston Independent School District

Contact: James Ramirez

Title: Project Manager

Phone: 281-515-9283

Email address: jamesramirez@gisd.org

Mailing Address: 4302 Avenue Q, Galveston, TX 77550

Description: Construction on multiple projects involving renovations.

*SEE ATTACHED TUCON, LLC dba UNBEHAGEN CONSTRUCTION COMPLETED PROJECT HISTORY.

Galveston County Health District

GENERAL PROVISIONS

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 28, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.003(a)(1) with a local governmental entity and the vendor meets requirements under Section 176.003(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.003(a)(1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.</p>	<p style="text-align: center; margin: 0;">OFFICER/REONLY</p> <p style="margin: 5px 0;">Can Receive</p>	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center;">Not applicable.</p>		
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____ Name of Officer</p>		
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-top: 20px;"> A Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? </p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-top: 10px;"> B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? </p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p>6 <input type="checkbox"/> (Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p>7</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> Signature of vendor doing business with the governmental entity </div> <div style="text-align: center;"> 7/31/2023 Date </div> </div>		

Galveston County Health District

GENERAL PROVISIONS

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;

- or

- (ii) the local governmental entity is considering entering into a contract with the vendor;

- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or

- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

- (3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

- (B) that the vendor has given one or more gifts described by Subsection (a); or

- (C) of a family relationship with a local government officer.

Galveston County Health District

GENERAL PROVISIONS

KICKBACKS FROM PUBLIC WORKS EMPLOYEES

18 U.S. Code § 874: KICKBACKS FROM PUBLIC WORKS EMPLOYEES

Whoever, by force, intimidation, or threat of procuring dismissal from employment, or by any other manner whatsoever induces any person employed in the construction, prosecution, completion or repair of any public building, public work, or building or work financed in whole or in part by loans or grants from the United States, to give up any part of the compensation to which he is entitled under his contract of employment, shall be fined under this title or imprisoned not more than five years, or both.

I, (authorized official) Mike Unbehagen, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 18 U.S. Code § 874: Kickbacks from Public Works Employees.

TUCON, LLC dba UNBEHAGEN CONSTRUCTION

Company Name



Signature of Authorized Official

CEO

7/31/2023

Title of Authorized Official

Date

Galveston County Health District

GENERAL PROVISIONS

DAVIS-BACON ACT, AS AMENDED

40 U.S.C. 276a to a-7: DAVIS-BACON ACT, AS AMENDED

When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency. 5 LISC RI: 2023 SNAP E&T RFP for Case Management

I, (authorized official) Mike Unbehagen, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 40 U.S.C. 276a to a-7: Davis-Bacon Act, as amended.

TUCON, LLC dba UNBEHAGEN CONSTRUCTION

Company Name



Signature of Authorized Official

CEO

7/31/2023

Title of Authorized Official

Date

Galveston County Health District

GENERAL PROVISIONS

CONTRACT WORK HOURS AND SAFETY STANDARDS

40 USC Ch. 37: CONTRACT WORK HOURS AND SAFETY STANDARDS

Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency. Each contract in an amount greater than \$100,000 that is entered into under legislation subject to Reorganization Plan Numbered 14 of 1950 (eff. May 24, 1950, 64 Stat. 1267) and is for construction, alteration, and repair, including painting and decorating, must provide that no contractor or subcontractor contracting for any part of the contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to health or safety, as established under construction safety and health standards the Secretary of Labor prescribes by regulation based on proceedings pursuant to section 553 of title 5, provided that the proceedings include a hearing similar in nature to that authorized by section 553 of title 5.

I, (authorized official) Mike Unbehagen, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 40 USC Ch. 37: Contract Work Hours and Safety Standards.

TUCON, LLC dba UNBEHAGEN CONSTRUCTION

Company Name



Signature of Authorized Official

CEO

Title of Authorized Official

7/31/2023

Date

Galveston County Health District

GENERAL PROVISIONS

RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

37 CFR Part 401: RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

I, (authorized official) Mike Unbehagen, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 37 CFR Part 401: Rights to Inventions Made Under A Contract Or Agreement.

TUCON, LLC dba UNBEHAGEN CONSTRUCTION

Company Name



Signature of Authorized Official

CEO

7/31/2023

Title of Authorized Official

Date

Galveston County Health District

GENERAL PROVISIONS

CLEAN AIR ACT

42 U.S.C. 7401 et seq.: CLEAN AIR ACT

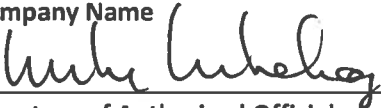
The Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended—Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

I, (authorized official) Mike Unbehagen, do hereby depose and verify the truthfulness and accuracy of the contents of the statement submitted on this certification under the provisions of 42 U.S.C. 7401 et seq.: Clean Air Act, as amended and that the company named below will adhere to the following:

- (1) to protect and enhance the quality of the Nation's air resources so as to promote the public health and welfare and the productive capacity of its population;
- (2) to initiate and accelerate a national research and development program to achieve the prevention and control of air pollution;
- (3) to provide technical and financial assistance to State and local governments in connection with the development and execution of their air pollution prevention and control programs; and
- (4) to encourage and assist the development and operation of regional air pollution prevention and control programs.

TUCON, LLC dba UNBEHAGEN CONSTRUCTION

Company Name



Signature of Authorized Official

CEO

7/31/2023

Title of Authorized Official

Date

Galveston County Health District

GENERAL PROVISIONS



Vendor Registration Form

This Registration is for Suppliers who are engaged to provide goods and services to Galveston County Health District (GCHD), Coastal Health and Wellness (CHW) and Galveston Area Ambulance Authority (GAAA). For payments made to suppliers it is necessary to have this form completed and returned to nmurray@gchd.org.

INSTRUCTIONS: All questions should be answered. Questions that are not applicable should be identified "NA."

Section A. Company Information

Company	
Name	TUCON, LLC dba UNBEHAGEN CONSTRUCTION
Address	2925 Gulf Fwy S., Ste. B-194
City & State	League City, TX
Country & Zip	U.S 77573
Telephone	409-632-7922
NAICS Code	236220
Cage Code No.	7Z5E4
DUNS No.	08-086-6431
Sales Contact	NA
Title	NA
Email	NA
Phone	NA
Principle Owners and Key Personnel	
Principle/Owner	Mike Unbehagen
Title	CEO
Primary Contact	Mike Unbehagen
Title	CEO

Type of Ownership: ☐ Corporation ☐ Division ☐ Subsidiary
☐ Partnership ☐ Affiliation ☐ Franchise
☐ Proprietorship ☐ Non-Profit Organization
☒ Other LLC as S-Corp

Primary Business: ☐ Manufacturer ☐ Distributor ☐ Retailer ☒ Service ☐ Consulting

Payment Terms Net 30

Tax Identification TIN# (or SS if applicable)
81-3547698

State any other name(s) used for your organization
Unbehagen Construction

Section B. Business Certification

[http://www.sba.gov/sites/default/files/files/Size_Standards_Table\(1\).pdf](http://www.sba.gov/sites/default/files/files/Size_Standards_Table(1).pdf)

Galveston County Health District

GENERAL PROVISIONS

Vendor Registration Form

CERTIFICATION Check all that apply: Business Size and Type

SIZE: ☒ Small Business ☐ Small Disadvantaged Business
☐ Certified by SBA as a HUBZone Small Business ☐ Woman Owned Business
☐ Veteran Owned Business ☐ Large Business (including non-profit)
☐ Service-Disabled Veteran Owned Small Business ☐ Historically Black College/University
☐ Minority Owned ☐ Alaskan Native Corporation
☐ Native American Tribe ☐ Other

Specify _____

Please Note:

Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or woman-owned small business concern in order to obtain a subcontract that is be included as part or all of a goal contained in a Contractor's subcontracting plan established to section 8(d) of the Small Business Act, shall (i) be punished by imposition of fine , imprisonment, or both; (ii) be subject to administrative remedies, including suspension and debarment; and (iii) be ineligible for participation in programs conducted under the authority of the act.

You may wish to review the definitions for the above categories in the Federal Acquisition Regulation 19.703 or 52.219-8. If you have difficulty ascertaining your size status, please refer to SBA's website at www.sba.gov/size or contact your local SBA office.

Section C. Payment Information

I, (Vendor Name) TUCON, LLC, authorize GCHD, CHW, GAAA. to initiate electronic entries for the purpose of payment of invoice.

TYPE OF ACCOUNT:

☐ Checking account.
☐ Savings account
☒ Business Account (Check this box if the checking or savings account is setup at your bank as a business or commercial account)

ACH BANKING INFORMATION FOR US BANKS

Name on Account: Tucon, LLC
Financial Institution Name (Please print): Texas First Bank
Account number at Financial Institution: To Be Furnished Upon Issue of Contract
Financial Institution Routing Number: To Be Furnished Upon Issue of Contract
Financial Institution Branch Name/Location: To Be Furnished Upon Issue of Contract
Vendor physical mailing address: 2111 Gulf Fwy, La Marque, TX 77568
Vendor email address & contact person: Mike@tuconllc.com, Mike Unbehagen

Galveston County Health District

GENERAL PROVISIONS

Debarment, Suspension or Proposed Debarment (FAR 209-5)

I/We are not barred, suspended, or proposed for debarment by the Federal government. If I/We should become debarred, suspended, or proposed for debarment, at any time during our contractual relationship, I/We will notify GCHD, CHW, GAAA in writing of this status.

Part III. – Required Documents to Be Submitted with Questionnaire - Completed IRS Form W-9

Note: Review Title 18 U.S.C. 1001- *The penalty for making false statements*

By submitting this document, you hereby agree and certify that none of the responses set forth above: (a) contains any untrue or incomplete statement of fact; or (b) omits to state any fact which is necessary to make any of such responses not misleading to a party seeking full information about. Furthermore, the undersigned agrees to notify GCHD, CHW, GAAA in writing within ten (10) days of any significant changes in the status of its business operations, including, but not necessarily limited to, the business classification status indicated in Part I of this document, as well as any other condition that would result in non-compliance with any and all of the applicable governing laws referenced herein."

Mike Unbehagen, CEO

(Printed Name and Title of Authorized Representative)
Representative)



(Signature of Authorized Representative)

7/31/2023

(Date)

It is the responsibility of the supplier to notify GCHD, CHW, GAAA if the Supplier information or ownership status changes.

Galveston County Health District

GENERAL PROVISIONS



Supplier Code of Conduct

Galveston County Health District (GCHD), Coastal Health and Wellness (CHW) and Galveston Area Ambulance Authority (GAAA) are organizations with strong values of Integrity. Our Supplier Code of Conduct contains general guidelines for conducting business with the highest standards of ethics. It is what GCHD, CHW and GAAA expects of all our suppliers.

This Supplier Code of Conduct articulates GCHD, CHW and GAAA's expectations of the conduct of suppliers and business partners doing business with GCHD, CHW and GAAA. Suppliers are expected to understand and act consistent with our approach to integrity and responsible sourcing.

As a result, all suppliers of goods and services to GCHD, CHW and GAAA ("suppliers") and the GCHD, CHW and GAAA employees who work with them are expected to conduct themselves with the highest standards of honesty, fairness, and personal integrity. It is critical to our company's stature to maintain high ethical standards by adhering to all applicable laws and avoiding even the perception of impropriety or conflict of interest. We expect suppliers of goods and services to GCHD, CHW and GAAA to maintain the same high standards of business ethics by adhering to all laws and avoiding the appearance of impropriety or conflict of interest.

It is GCHD, CHW and GAAA's policy to cooperate fully with governmental and regulatory authorities in investigating possible violations of applicable laws and regulations. If appropriate, GCHD, CHW and GAAA will assist authorities in the prosecution of persons who engage in illegal conduct. Without limitation, suppliers of goods and services to GCHD, CHW and GAAA, as well as any subsidiary, affiliated and/or member entities supplying goods and services to GCHD, CHW and GAAA, are expected to observe and comply with the following:

HUMAN RIGHTS

Forced Labor - Suppliers will not use slave, prisoner, or any other form of forced or involuntary labor. Suppliers must take reasonable measures to ensure that all their employees understand the terms of their employment.

Child Labor - Suppliers will not use child labor. GCHD, CHW and GAAA has a zero-tolerance policy regarding the employment of children where the age of employment is not in accordance with applicable laws.

Trafficking in Persons - Suppliers will not engage, directly or indirectly, in human trafficking. GCHD, CHW and GAAA prohibits human trafficking abuses.

Conditions of Employment - Suppliers will comply with applicable laws regulating work hours, wages, and benefits. Employees must be paid in a timely fashion that meets or exceeds legal minimum standards.

Galveston County Health District

GENERAL PROVISIONS

Supplier Code of Conduct

Labor Brokers - If necessary for a supplier to use a labor broker, the supplier will ensure the broker employs ethical recruitment practices, complies with applicable laws, and does not withhold identity documents.

Harassment & Discrimination

Suppliers will not discriminate based on gender, color, race, national origin, religion, sexual orientation, age, veteran status, disability, or gender identity. Harassment or discrimination of any kind will not be tolerated.

Freedom of Association and Collective Bargaining

Suppliers will comply with applicable laws that recognize and respect the rights of employees to freedom of association and collective bargaining.

WORKPLACE HEALTH & SAFETY

Suppliers will provide clean, healthy and safe environments for their employees that meet or exceed legal standards. Suppliers will have safety procedures for their employees and tracking tools that drive to a goal of zero workplace safety incidents. Supplier employees will have the right to refuse work and report any conditions that do not meet these criteria.

ENVIRONMENT

Continuous Improvement

Suppliers will increase efficiency throughout their companies and take measures to reduce their carbon footprint, energy use, water use, wastes, and other emissions. Over time, GCHD, CHW and GAAA expects suppliers will establish targets and be transparent in their progress toward their targets.

Responsible Stewardship

Suppliers will look to conserve resources and protect the communities and environment that surround them. GCHD, CHW and GAAA encourages its suppliers to develop and diffuse environmentally friendly technologies and to increase the use of renewable energies.

BUSINESS INTEGRITY

Anti-Corruption/Anti-Bribery

Suppliers will not tolerate corruption, bribery, embezzlement, or fraud in any form. This includes giving or receiving anything of value, including money, gifts, or unlawful incentives to improperly influence negotiations or any other dealings with governments and government officials, customers, or any other third parties.

Ethical Behavior

Suppliers will avoid conflicts of interest (including in supporting Government contracts the avoidance of unequal access to information, biased procurement ground rule setting and impaired objectivity). Suppliers will also operate honestly and ethically throughout the supply chain and in accordance with

Galveston County Health District

GENERAL PROVISIONS

Supplier Code of Conduct

applicable law, including those laws pertaining to: anti-competitive business practices, respect for and protection of intellectual property, company, and personal data (though proper non-disclosure agreement execution), export controls (e.g., providing relevant export control classifications) and economic sanctions (i.e., conducting appropriate screening of the supplier's own business partners).

Reporting and Non-Retaliation

Suppliers will provide an adequate mechanism for their employees to report integrity concerns, safety issues and misconduct without fear of retaliation. Suppliers will also appropriately investigate reports and take corrective action, if needed. Suppliers will prohibit retaliation.

Stakeholder Engagement

Suppliers will communicate these or similar codes to their suppliers and subcontractors. GCHD, CHW and GAAA also encourages suppliers to collaborate closely with local communities to implement projects and strategies that improve the community and those who live there.

Suppliers will develop and implement appropriate internal business processes and policies to ensure compliance with applicable law and this Supplier Code of Conduct. Suppliers will be able to demonstrate compliance with this Code upon our request and will take any action to correct any non-compliance.

Reporting Integrity Concerns to GCHD, CHW and GAAA

Subject to any restriction posed by law, suppliers will promptly inform GCHD, CHW and GAAA of any concern related to issues governed by this Supplier Code of Conduct. GCHD, CHW and GAAA policy prohibits retaliation against any person reporting such a concern. To report a concern, suppliers can always speak directly to their GCHD, CHW and GAAA representative.

Declaration

As indicated by the authorized signature below of an officer of the Supplier Company, Supplier fully understands and agrees to adhere to these principles set forth in the GCHD, CHW and GAAA Supplier Code of Conduct. GCHD, CHW and GAAA may at its discretion request that the Supplier re-sign the Supplier Code of Conduct following material changes in the Supplier's organization or three (3) years after previous Supplier Executive signature.

Supplier Name: Mike Unbehagen

Signature: 

Company Address: 2925 Gulf Fwy S., Ste. B-194

Title: CEO

League City, TX 77573

Date: 7/31/2023

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Tucon, LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ S-Corp Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
5 Address (number, street, and apt. or suite no.) 2925 Gulf Fwy S., Ste. B-194	Requester's name and address (optional)
6 City, state, and ZIP code League City, TX 77573	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		
or								
Employer identification number								
8	1		-	3	5	4	7	6
							9	8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ 	Date ▶ January 18, 2023
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

TAB II. REFERENCES & COMPANY PERSONNEL EXPERIENCE

- Owner References
- Architect References
- Bank References
- Trade References
- Contractors Proposed Project Team
 - Mike Unbehagen Resume – Project Manager
 - Chase Unbehagen Resume – Project superintendent
 - Gabrielle Vera Resume – Project Assistant
- TUCON, LLC dba UNBEHAGEN CONSTRUCTION COMPLETED PROJECT HISTORY

OWNER - REFERENCES

City of Texas City

D.J. Hutchinson, Project Administrator

P.O. Box 2608

Texas City, TX 77590-2608

Phone: 409-643-5813

Email: dhutchinson@texas-city-tx.org

City of La Porte

David Hefner, Facilities Superintendent

2963 N. 23rd Street

La Porte, TX 77571

Phone: 281-204-5392

Email: hefnerd@laportetx.gov

City of League City

Ryan Smith, Director

300 West Walker

League City, TX 77573

Phone: 281-910-3080

Email: ryan.smith@leaguecitytx.gov

Galveston Independent School District

James Ramirez, Project Manager

4302 Avenue Q

Galveston, TX 77550

Phone: 281-515-9283

Email: jamesramirez@gisd.org

Galveston County

William Riordan, Facilities Director

722 Moody, 6th Floor

Galveston, TX 77550

Phone: 409-682-3302

Email: william.riordan@co.galveston.tx.us

Galveston County

Mark Garcia, Assistant Director

722 Moody, 6th Floor

Galveston, TX 77550

Phone: 409-370-5884

Email: mark.garcia@co.galveston.tx.us

Port of Galveston

Jeffrey Thomas, Chief Engineer

123 Rosenberg Avenue, 8th Floor

Galveston, TX 77553

Phone: 409-766-6122

Email: jthomas@portofgalveston.com

ARCHITECT / ENGINEER REFERENCES

Michael Stribling, Construction Manager

VLK Architects

20445 TX-249, Suite #350

Houston, TX 77070

Phone: 281-948-5775

Email: mstribling@vlkarchitects.com

Mike Helman, Associate Principal

PGAL, Inc

3131 Briarpark Dr, Suite #200

Houston, TX 77042

Phone: 713-622-1444

Email: mhelman@pgal.com

Paul Bonnette, Principal

PGAL, Inc

3131 Briarpark Dr, Suite #200

Houston, TX 77042

Phone: 713-622-1444

Email: pbonnette@pgal.com

Claude Marshall, Construction Manager

Huitt-Zollars, Inc

10350 Richmond Ave, Ste. 300

Houston, TX 77042

Phone: 281-512-0292

Email: cmarshall@huitt-zollars.com

Manny Torres, Partner

PBK Architects

11 Greenway Plaza, 22nd Floor

Houston, TX 77380

Phone: 713-907-8237

Email: manuel.torres@pbk.org

REFERENCES – BANK, INSURANCE, SURETY BONDS, & FINANCIAL

BANK

Texas First Bank
Mr. Frank Komasincki, Vice President
6501 Stewart Rd.
PO Box 3399
Galveston, TX 77552
Ph: 409-744-6353
Email: frank.komasincki@texasfirst.bank

INSURANCE

Higginbotham Insurance
Mr. Chris Kolkhorst, Managing Director
11700 Katy Frwy, Ste. 1100
Houston, TX 77079
Ph: 713-492-3370
Email: ckolkhorst@higginbotham.net

SURETY BONDS

Travelers Casualty and Surety Company of America
Ms. Denise Raker, Account Executive
11700 Katy Frwy, Ste. 1100
Houston, TX 77079
Ph: 281-439-5223
Email: draker@higginbotham.net

CERTIFIED PUBLIC ACCOUNTANT

Wrinkle, Gardner, & Company, P.C.
Mr. Jordan Faust, CPA
3231 FM 528
Friendswood, TX 77546
Ph: 281-338-1120 Ext. 106
Email: jfaust@wrinklegardner.com

REFERENCES – TRADE

Albrecht, Inc

Doug Albrecht, Vice President
1223 1st St
La Marque, TX 77568
Phone: 409-682-2824
Email: doug@albrechtinc.net

F.W. Walton, Inc

Tony Walton, Owner
8350 Mosley Road
Houston, TX 77075
Phone: 713-674-9777
Email: twalton@fwwalton.com

Mainland Tool & Supply

Shelley Dwyer
2830 Texas Ave
Texas City, TX 77590
Phone: 409-948-4497
Email: shelley@mainlandtool.com

Post Oak Construction, LLC

Paul Patterson
4102 Weslow Street
Houston, TX 77087
Phone: 281-678-7975
Email: paulpatterson.pof@gmail.com

AmeraProducts, Inc

Keith Barnett, Owner
PO Box 21358
Beaumont, TX 77720
Phone: 409-842-2267
Email: kbarnett@ameraproducts.com

Innovative Plumbing Solutions of Pearland, LLC

Bill Giese, Owner
2429 Parkview
Pearland, TX 77581
Phone: 832-275-6167
Email: bgiese.ips@gmail.com

McVey Paint & Wallcovering, Inc

Glenn McVey, Owner
2322 Timberbranch Ct.
Magnolia, TX 77355
Phone: 409-770-7276
Email: gofish8383@yahoo.com

Texan Floor Service, Ltd

Jerrel David, Sales Consultant
9633 Zaka Rd.
Houston, TX 77064
Phone: 409-256-4404
Email: jdavid@texanfloor.com

CONTRACTOR'S PROPOSED PROJECT TEAM

	NAME	OFFICE LOCATION	PERCENTAGE OF TIME DEDICATED ON WEEKLY BASIS
PROJECT EXECUTIVE / MANAGER	Mike Unbehagen	Onsite	As needed
PROJECT SUPERINTENDENT	Chase Unbehagen	Onsite	100%
PROJECT SUPPORT STAFF	Gabrielle Vera	Main Office 2111 Gulf Fwy La Marque, TX 77568	As needed

Please see attached resumes for the proposed project team.

MIKE UNBEHAGEN

PROJECT EXECUTIVE | MANAGER



409-632-7922



mike@unbehagenconst.com



Project Office Location: Onsite

Mike Unbehagen has successfully delivered varied types of projects including city and county municipalities, federal and state governments, higher educational, K-12 educational, religious, medical, hospitality, industrial and high-end residential.

With over 44 years in the construction industry, Mike has extensive experience ranging from initial programming, design and budgeting, estimating and construction management. His knowledge of the construction industry and passion for his work are integral to the TUCON organization. It's his solid business ethics and desire to ensure successful outcomes for all parties that define TUCON's business philosophy and have proven invaluable in today's complex construction environment.

PROJECT ROLE

Mike will be responsible for managing project communications, overseeing pre-construction and construction, identifying avenues to expedite the project schedule, constructability review, review subcontractor proposals, coordinating Request for Information, reviewing Pay Applications and change request pricing.

QUALIFICATIONS

Please see attached project experience.

MIKE UNBEHAGEN PARTIAL PROJECT HISTORY

GOVERNMENT FACILITIES		
City of Dickinson Library Repairs Owner: City of Dickinson Foundation repairs to existing library building, new storm sewer, paving, and sidewalks.	Dickinson, TX	\$162,212.73
City of Dickinson New Fire & EMS Station Owner: City of Dickinson New construction of fire station with training room and kitchen.	Dickinson, TX	\$2,100,000.00
City of Dickinson New Maintenance Facility Owner: City of Dickinson New construction of maintenance building with offices and mechanic shop.	Dickinson, TX	\$406,000.00
City of Galveston 30th Street Tank Demo Owner: City of Galveston Demolition of concrete water storage tank, roads, parking lot and utilities. Construct new parking lot, site lighting, historical display structure and landscape improvements	Galveston, TX	\$612,987.00
City of Galveston Accessibility and Sidewalk Improvement Projects. Owner: City of Galveston Consisted of earthwork, storm draining, water and sewer lines, roadway paving, sidewalks. <ul style="list-style-type: none"> Stewart Rd Sidewalks Offatts Point Neighborhood Improvements New Freedom Sidewalks Phase 2 Hollywood Heights Sidewalks Ave K to L Sidewalks Various Sidewalk Improvements Wilmcrest Dr. Sidewalks	Galveston, TX	\$724,408.00 \$61,194.00 \$842,820.00 \$132,316.00 \$228,647.00 \$210,815.00 \$637,614.00
City of Galveston Beach Dunes Restoration Reconstruction of beach dunes, vegetation and pedestrian boardwalks.	Galveston, TX	\$206,315.00
City of Galveston Cedars at Carver Park Owner: City of Galveston ADA improvements to sidewalks, ornamental fencing, lighting and landscaping	Galveston, TX	\$620,641.00
City of Galveston Police Property Building Owner: City of Galveston Construction of new 7,500-sf property storage building. Included concrete foundation, elevated structural steel and concrete floor, pre-engineered metal building, interior finishes, and elevator.	Galveston, TX	\$876,792.00
City of Galveston Sattergast Road Bridge Owner: City of Galveston Replace existing box culvert bridge that included dewatering, earthwork, bridge structure and paving	Galveston, TX	\$109,605.00

City of La Porte EMS Headquarters Dorm Addition Owner: City of La Porte 1600sf addition to existing building for EMS sleeping headquarters. Included demolition of existing parking lot, utility upgrades, new parking lot and building addition.	La Porte, TX	\$1,053,649.58
City of League City Fire Station #2 Owner: City of League City A 9,493-sf expansion of existing fire station and renovation of existing to add truck bays, EMS operations, kitchen, sleep and shower quarters.	League City, TX	\$2,391,822.00
City of League City Fire Training Addition Owner: City of League City Construction of addition to the existing Fire Training Center located at 911 N Kansas Avenue League City, TX 77573	League City, TX	\$331,951.00
City of League City Butler Museum Balcony Repairs Owner: City of League City Construction of new balcony located at 1220 Coryell St., League City, TX 77573	League City, TX	\$23,468.17
City of Texas City Carlos Garza Sports Park Pavilion Owner: City of Texas City Construction of pavilion concession and restroom facilities for sports park.	Texas City, TX	\$505,599.00
City of Texas City Police Maintenance Shop Owner: City of Texas City Construction of new 4,700 sf maintenance facility that included a vehicle bay. Included concrete foundation, structural steel structure, metal and masonry siding, metal roof, site utilities and paving.	Texas City, TX	\$356,601.00
Galveston County Animal Resource Building Owner: Galveston County New facility interior buildout for animal control.	Texas City, TX	\$266,175.00
Galveston County Bayshore & Gregory Park Pavilions Owner: Galveston County Renovations and re-construction of existing park structure pavilions.	Galveston County, TX	\$214,877.55
Galveston County Crystal Beach Fuel Facility Owner: Galveston County Design and construction of fuel facility for county consisting of fueling system, foundation and canopy.	Crystal Beach, TX	\$290,000.00
Galveston County Mental Health Public Defender's Office Buildout Interior renovations of 6 th floor court room, offices and breakroom.	Galveston, TX	\$352,579.62
Galveston County Mid County Annex Building Owner: Galveston County Renovation of shopping center to convert into a multi-use county building consisting of central appraisal district offices, county health district offices and clinic, state representative and county official offices, county sheriff offices, veteran services.	Texas City, TX	\$4,119,757.00
Galveston County Texas City Annex HVAC and Foundation Project Building foundation and interior repairs and HVAC replacement.	Galveston, TX	\$355,722.80
Galveston County Texas Cooperative Extension Service Construction of new building consisting of community room, kitchen, restrooms and offices	Galveston, TX	\$2,406,000.00
Galveston County Dickinson Senior Center Building Drainage Foundation and drainage improvements.	Dickinson, TX	\$47,400.00

Galveston County Wayne Johnson Community Center Rebuild Owner: Galveston County Renovation of existing 15,000 SF Community Center	Galveston, TX	\$968,657.00
Galveston County WCID#8 WWTP Equipment Bldg Owner: Galveston County Water Control & Improvement District#8 18,800sf PEMB with foundation and site utilities. Includes 1,350sf office space with structural Mezzanine.	Santa Fe, TX	\$1,263,124.88
Galveston Parks Board Apfell Park Pavilion Owner: Galveston Parks Board Construction of new park pavilion facility consisting of concrete, steel and wood structural, brick exterior, support office, restrooms, showers, band stand, vendor concession stations.	Galveston, TX	\$1,728,129.00
Gulf Coast Water Authority Owner: Gulf Coast Water Authority Construction of approximately 2-mile segment of 96" diameter raw water supply line. Consisted of excavation, dewatering, tunneling, welded steel piping and cathodic protection system.	Houston, TX	\$9,750,000.00
Harris County Toll Road Authority – Hardy Toll Road from Aldine Bender to IH-45 North Owner: Harris County Construction of new toll road that included site clearing, earthwork, site utilities, lift stations, roadways and bridges on multiple projects.	Harris County, TX	
Port of Galveston 40th STREET GATE CANOPY Owner: Board of Trustees of The Galveston Wharves Roof Cladding and Miscellaneous Repairs	Galveston, TX	\$164,800.00
Port of Galveston Cruise Terminal 1 Owner: Port of Galveston Conversion of existing warehouse to new cruise ship terminal. Included construction of support offices, passenger screening and boarding, and restrooms.	Galveston, TX	\$2,705,280.00
Port of Galveston Cruise Terminal 2 Owner: Port of Galveston Renovation and addition to existing warehouse for expansion of cruise ship terminal. Included dock repairs and improvements, construction of passenger screening and boarding, restrooms, escalators and elevator.	Galveston, TX	\$2,080,846.00
Port of Galveston Cruise Terminal 2 Addition Owner: Port of Galveston Construct new 55,000-sf, two-story addition to cruise ship terminal. Included construction of passenger screening and boarding, restrooms, escalators and elevator.	Galveston, TX	\$3,929,608.00
Port of Galveston EPC Building Owner: Port of Galveston PEMB foundation with select fill and stabilized upgrade.	Galveston, TX	\$238,100.00
Port of Galveston Ramps A & B Owner: Port of Galveston Built ramps at Pier 41	Galveston, TX	\$35,150.00
Port of Galveston East End Security Entrance Owner: Port of Galveston Construct new secured entry point consisting of earthwork, storm drainage, paving and security personnel facility.	Galveston, TX	\$925,000.00

Port of Galveston West End Security Entrance Owner: Port of Galveston Construct new secured entry point consisting of earthwork, storm drainage, paving and security personnel facility.	Galveston, TX	\$1,100,000.00
TX DOT Galveston Ferry Maintenance Building Owner: State of Texas Replaced metal roofs and siding, windows, doors, structural repairs and renovated offices. Inc mechanical, electrical and plumbing system upgrades.	Galveston, TX	\$2,147,006.00
TX DOT Hwy 36 from IH 59 to Ave H Reconstruction of roadway that included replacing and relocating site utilities, earthwork and paving.	Rosenberg, TX	
TX DOT Hwy 762 from IH 59 to FM 1640 Reconstruction of roadway that included replacing and relocating site utilities, earthwork and paving.	Richmond, TX	
TX DOT South Loop 336 from IH 45 to Old Magnolia Rd Construction of new toll road from Aldine Bender to IH-45 North. Included site clearing, earthwork, site utilities, lift stations, roadways and bridges on multiple projects.	Conroe, TX	
US Corp of Engineers Barker Reservoir Improvements Owner: Corp of Engineers Repair to levees consisting of earthwork and concrete slope paving.	Houston, TX	\$1,850,000.00
EDUCATIONAL FACILITIES		
College of the Mainland Administration Offices Renovations Owner: College of the Mainland Renovate offices	Texas City, TX	\$297,800.00
College of the Mainland Restroom ADA Renovations Ph 3 & Gym Offices Renovations Owner: College of the Mainland Renovation of restrooms for ADA compliance and gym office renovations.	Texas City, TX	\$505,526.00
College of the Mainland Restroom ADA Renovations Phase 2 Owner: College of the Mainland Renovation of restroom for ADA compliance.	Texas City, TX	\$357,400.00
Dickinson ISD Hughes Rd Elementary Restrooms Renovations Owner: Dickinson Independent School District Renovation of restroom for ADA compliance.	Dickinson, TX	
Dickinson ISD (Manning Masonry) – Masonry column replacement. Owner: Dickinson Independent School District/Manning Masonry Included selective concrete masonry demolition on exterior columns.	Dickinson, TX	\$38,347.00
Galveston College Beacon Square Owner: Galveston College Constructed monument with original Galveston Jetty Lighthouse to create the campus gateway. Included earthwork, site utilities, sidewalks, landscaping, lighting concrete foundation and restoration and erection of light house.	Galveston, TX	\$1,200,000.00
Galveston College Job Order Contract 2010 – 2011 & 2011 – 2012 Owner: Galveston College Miscellaneous projects consisting of interior finishes, casework and MEP.	Galveston, TX	

Galveston College Moody Hall Student Services Owner: Galveston College Renovations to the main entry and student services areas of Moody Hall. Included demolition, drywall, acoustic and wood ceilings, flooring, painting, mechanical and electrical.	Galveston, TX	\$603,578.00
Galveston College Regents Building Office Renovations Owner: Galveston College Renovate offices.	Galveston, TX	\$29,150.00
Galveston College Stem Lab Renovations Owner: Galveston College Classroom renovations.	Galveston, TX	\$125,000.00
Galveston College Women Athletic Dorm Renovations Owner: Galveston College Interior renovations of dorms and construction of new entry.	Galveston, TX	\$179,800.00
Galveston ISD Ball High School Athletic Addition & Renovation Addition for new weight room, training facilities and athletic offices. Included concrete foundation, structural steel, masonry, interior finishes and MEP.	Galveston, TX	\$1,702,190.00
Galveston ISD Burnet Elementary Renovations Owner: Galveston Independent School District Consisted of new construction and renovations to the existing building that was flooded and closed for several years. Included structural flood mitigation measures, removal and replacing of flooring, walls, ceilings, cabinets, exterior windows and doors, MEP systems, gym, and cafeteria kitchen.	Galveston, TX	\$4,449,465.00
Galveston ISD Central Middle School Renovations Owner: Galveston Independent School District Interior demolition after flooding event.	Galveston, TX	\$328,400.00
Galveston ISD Central Middle School Renovations Owner: Galveston Independent School District Interior renovations of locker rooms, classrooms and STEM lab. Includes demolition, drywall, painting, electrical, mechanical and structural steel.	Galveston, TX	\$904,000.00
Galveston ISD Crenshaw Elementary School Owner: Galveston Independent School District Construction of new 58,000 sf two-story school on elevated structural concrete foundation. Included site utilities and paving, central plant, classrooms, offices, gymnasium, cafeteria, tennis courts and football/soccer field.	Crystal Beach, TX	\$9,658,041.00
Galveston ISD District Wide Harvey Repairs Owner: Galveston Independent School District District wide repairs due to damage caused by Hurricane Harvey. Work included roof repairs, interior finishes, gym floors and athletic field turf.	Galveston, TX	\$316,800.00
Galveston ISD District Wide Vestibule Renovations Owner: Galveston Independent School District Construction of security vestibules and security systems at schools in Galveston ISD.	Galveston, TX	\$532,400.00
Galveston ISD District-Wide Site Improvement's Owner: Galveston Texas PEMB Batting Cage, Pre-Engineered Canopies, Fencing, Ball Filed Netting, Structural Concrete repairs, Roofing, and exterior sealants.	Galveston, TX	\$1,268,800.00

Galveston ISD Misc. Repairs Parker & Morgan Schools Owner: Galveston Independent School District Included repairs to canopy structures, gymnasium CMU wall repairs and painting.	Galveston, TX	\$25,982.00
Galveston ISD Rosenberg Elementary School Renovations Owner: Galveston Independent School District Interior renovations of all finishes, new casework, replace kitchen equipment, restroom upgrades and new handicap ramp.	Galveston, TX	\$1,339,414.00
Galveston ISD San Jacinto Elementary School Renovations Owner: Galveston Independent School District Interior renovations of all finishes, new casework, replace kitchen equipment, restroom upgrades and new handicap ramp.	Galveston, TX	\$1,238,090.00
Galveston ISD San Jacinto Fire Sprinkler Installation Owner: Galveston Independent School District Installed new fire sprinkler system for the building.	Galveston, TX	\$367,349.00
Galveston ISD Weis School Interior Renovations Owner: Galveston Independent School District Interior renovations of all finishes.	Galveston, TX	\$727,408.00
LaPorte ISD FFA Loafing Barn Owner: La Porte Independent School District New FFA program building consisting of site utilities, access road and 2,500sf building.	Laporte, TX	\$552,000.00
MEDICAL FACILITIES		
UT MD Anderson Cancer Center Owner: The University of Texas MD Anderson Cancer Center Managed the department of Construction Services.	Houston, TX	
UTMB at Galveston Owner: The University of Texas Medical Branch at Galveston Friendswood Pediatric Clinic Expansion and Renovation	Friendswood, TX	\$1,392,902.00
UTMB at Galveston Owner: The University of Texas Medical Branch at Galveston Mary Moody Northern Pavilion	Galveston, TX	\$10,100,000.00
UTMB at Galveston Owner: The University of Texas Medical Branch at Galveston Renovations to Finance Offices	Galveston, TX	\$382,975.00
UTMB at Galveston Owner: The University of Texas Medical Branch at Galveston Levin Hall Copy Center and Biocom Repair	Galveston, TX	\$174,000.00
UTMB at Galveston Owner: The University of Texas Medical Branch at Galveston John Sealy Hospital Corridor Renovations	Galveston, TX	\$1,490,500.00
UTMB at Galveston Owner: The University of Texas Medical Branch at Galveston 5th Floor Towers Renovations	Galveston, TX	\$976,640.00
UTMB at Galveston Owner: The University of Texas Medical Branch at Galveston 3rd Floor Psychiatric Renovations	Galveston, TX	\$678,235.00

UTMB at Galveston Owner: The University of Texas Medical Branch at Galveston Graves Student Learning Center	Galveston, TX	\$3,314,124.00
UTMB at Galveston Owner: The University of Texas Medical Branch at Galveston Rebecca Sealy Orthodontic Offices	Galveston, TX	\$1,171,395.00
UTMB at Galveston Owner: The University of Texas Medical Branch at Galveston General Clinical Research Center Renovations	Galveston, TX	\$1,798,000.00
UTMB at Galveston Auxiliary Parking Lot Seawall Shuttle Owner: The University of Texas Medical Branch at Galveston Construct new parking lot consisting of earthwork, concrete paving, storm drainage and site lighting.	Galveston, TX	\$710,000.00
UTMB at Galveston Parking Lot 13th Street Owner: The University of Texas Medical Branch at Galveston Construct new parking lot consisting of earthwork, concrete paving, storm drainage and site lighting.	Galveston, TX	\$226,598.00
RELIGIOUS FACILITIES		
Moody Memorial Methodist Church Leak Repairs Phase 1 Owner: Moody Memorial Methodist Church Sanctuary Renovations and exterior roof repairs.	Galveston, TX	\$134,000.00
St Mary of the Miraculous Medal Church Owner: The Archdiocese of Galveston-Houston Construction of new 16,000-sf sanctuary building. Consisted of site development, steel and exposed wood structural, brick exterior, clay tile roof, marble floors, stained glass windows, architectural wood paneling, trim and ceilings.	Texas City, TX	\$5,245,236.00
Trinity Episcopal Church Owner: Trinity Episcopal Church Restoration of 1857 sanctuary building. Included replacing roof and masonry grout, stain glass restoration, repair lime plaster on interior walls, repair and refinishing architectural wood work.	Galveston, TX	\$1,215,100.00
Trinity Episcopal Church Owner: Trinity Episcopal Church Restoration of 1822 Eaton Chapel designed by Nicholas Clayton. Included major structural repairs, exterior and interior restoration and adding HVAC system to the building.	Galveston, TX	\$1,900,000.00
PRIVATE CONSTRUCTION		
Bentwater Development Construction of new Municipal Utility District subdivision section that included site clearing, earthwork, site utilities and roadways on multiple projects.	Conroe, TX	\$395,000.00
Berlocher Buildings Owner: Mitchell Properties Exterior restoration of 1858 three-story building and interior construction of retail space and apartments.	Galveston, TX	
Cavalla Foundation Seawolf Park Memorial Plaza Owner: Cavalla Foundation Construction of plaza center with war memorial plaques. Included site earthwork, storm drainage, sidewalks and landscaping.	Galveston, TX	\$187,400.00

<i>Cavalla Foundation Seawolf Park Memorial Plaza Hurricane Repairs</i> Owner: Cavalla Foundation Repairs to plaza war memorial hurricane damage. Included site earthwork, storm drainage, sidewalks and landscaping.	Galveston, TX	\$130,000.00
<i>Cinco Ranch Development</i> Construction of several new Municipal Utility District subdivision sections that included site clearing, earthwork, site utilities and roadways on multiple projects.	Katy, TX	\$1,575,000.00
<i>D' Vine Wine</i> Tenant build out for wine bar and retail sales.	Galveston, TX	\$175,000.00
<i>Davidson Building</i> Owner: Mitchell Properties Exterior restoration of 1890 two-story building for new ballroom and supporting kitchen.	Galveston, TX	
<i>Del Papa Distributing Distribution Center, Offices & Fleet Maintenance</i> Owner: Del Papa Distributing Approximately 25-acre development consisting of site earth work, site utilities, paving, 157,000-sf office and warehouse, and 8,300-sf vehicle maintenance facility.	Texas City, TX	\$8,638,000.00
<i>G & H Towing, Training and Restroom Renovations</i> Owner: G & H Towing Renovation of existing office and restrooms and convert warehouse space to training room and offices.	Galveston, TX	\$411,145.00
<i>Galvez Hotel Executive Offices</i> Owner: Wyndham Grand Hotel Convert 1911 hotel basement shell space to executive office suite.	Galveston, TX	\$314,014.00
<i>Galvez Hotel Exterior Restoration</i> Owner: Wyndham Grand Hotel Exterior restoration of 1911 six-story luxury hotel that included masonry and plaster façade repairs, rebuilding roof cupula's and replace roof systems.	Galveston, TX	\$2,560,000.00
<i>Galvez Hotel Spa</i> Owner: Wyndham Grand Hotel Construction of 9,736-sf luxury spa and exterior tea garden with infinity pond at a 1911 hotel.	Galveston, TX	\$4,439,000.00
<i>O'Conner Addition & Renovations</i> Owner: Private Owner Included addition and interior repairs to historical residence.	Galveston, TX	\$25,318.00
<i>Olympia Grill at The Harbor House</i> Owner: Mitchell Properties Renovation of 5,920-sf lease space for new gourmet restaurant. Included demolition of all interior and construction of kitchen, dining, bar, banquet room and covered 3,500-sf outside dining seating.	Galveston, TX	\$2,646,761.00
<i>Shearn Moody Plaza Brick Parapet Repair</i> Owner: Shearn Moody Plaza Corporation Included removal of existing roof brick parapet wall and rusted steel brick lintel. Install new steel lintel, brick wall and repair roof membrane at west elevation of 10-story building	Galveston, TX	\$198,481.00

Shearn Moody Plaza Exterior Façade Repair Owner: Shearn Moody Plaza Corporation Repairs to exterior terra cotta façade. Included removing areas of damaged terra cotta, repairing waterproofing, installing new terra cotta and re-glazing windows on east elevation of 10 story building.	Galveston, TX	\$344,424.00
Shearn Moody Plaza Port of Galveston Office Renovations Owner: Shearn Moody Plaza Corporation Office renovations.	Galveston, TX	\$135,275.00
South Shore Harbor Development Construction of new Municipal Utility District subdivision sections that included site clearing, earthwork, site utilities and roadways on multiple projects.	League City, TX	\$1,325,000.00
Tremont House Owner: Wyndham Grand Hotel Exterior restoration and interior renovations of 1879 four-story building for luxury hotel with roof top bar.	Galveston, TX	
Warehouse Equipment Foundations Concrete demolition and new equipment foundations	Houston, TX	\$80,000.00
Warehouse Façade Repairs Repairs to damaged masonry and concrete at exterior of building.	Houston, TX	\$12,875.00
Washington Building Owner: Mitchell Properties Interior renovation of 3 rd and 4 th floors offices and stairway.	Galveston, TX	\$34,975.00
Wyndham Grand Hotel – The Tremont House Owner: Wyndham Grand Hotel Interior wall repairs and painting.	Galveston, TX	\$40,400.00
INDUSTRIAL CONSTRUCTION		
AMOCO Oil Construction of concrete lined drainage ditches within refinery.	Texas City, TX	\$285,000.00
Celanese Chemical Plant Renovation of administrative offices and laboratory.	La Porte, TX	\$940,000.00
Exxon Construction of new processing control building for existing refinery. Consisted of cast in place concrete structure and control room.	La Porte, TX	\$2,756,000.00
Formosa Plastic Plant Construction of two pre-engineered metal buildings with foundations exceeding 100,000-sf each. Included processing equipment foundations and utilities.	Point Comfort, TX	
Formosa Plastic Plant Construction in new processing plant that included concrete foundations for processing equipment, vessels and pipe racks.	Point Comfort, TX	

CHASE UNBEHAGEN

SUPERINTENDENT



409-632-7922



chase@unbehagenconst.com



Project Office Location: Onsite

Chase Unbehagen has over 12 years' experience in the construction industry ranging from field work, supervision, estimating and project management. Projects have included city and county municipalities, state governments, higher educational, K-12 educational, religious, medical, industrial, hospitality and high-end residential. Chase brings passion of the industry to TUCON, LLC and is the latest generation of Unbehagens to enter the profession. He takes great pride in his family's legacy of quality construction and brings their same values of hard work and top-notch customer service to everything he does.

PROJECT ROLE

Chase will be responsible for overseeing all field operations, assuring safety and quality compliance, adhering to the project schedule, coordinating all Unbehagen Construction's personnel and subcontractor activities, coordinating and facilitating all weekly project coordination meetings, maintaining as-built documents, managing the warranty program, and constructability review.

QUALIFICATIONS

Please see attached project experience.

CHASE UNBEHAGEN PROJECT HISTORY

GOVERNMENT FACILITIES		
City of Dickinson Library Repairs Owner: City of Dickinson Foundation Repairs to existing library building, new storm sewer, paving, and sidewalks.	Dickinson, TX	\$162,212.73
City of Galveston 30th Street Tank Demo Demolition of concrete water storage tank, roads, parking lot and utilities. Construct new parking lot, site lighting, historical display structure and landscape improvements	Galveston, TX	\$670,333.00
City of Galveston Accessibility and Sidewalk Improvement Projects. Consisted of earthwork, storm draining, water and sewer lines, roadway paving, sidewalks. Hollywood Heights Sidewalk Ave K to L Sidewalks	Galveston, TX	\$132,316.00 \$228,647.00
City of Galveston Cedars at Carver Park ADA improvements to sidewalks, ornamental fencing, lighting and landscaping.	Galveston, TX	\$643,897.00
City of Galveston Police Property Building Construction of new 7,500-sf property storage building. Included concrete foundation, elevated structural steel and concrete floor, pre-engineered metal building, interior finishes and elevator.	Galveston, TX	\$876,792.00
City of La Porte EMS Headquarters Dorm Addition Owner: City of La Porte 1600sf addition to existing building for EMS sleeping headquarters. Included demolition of existing parking lot, utility upgrades, new parking lot and building addition.	La Porte, TX	\$1,053,649.58
City of League City Fire Training Addition Construction of addition to the existing Fire Training Center located at 911 N Kansas Avenue League City, TX 77573	League City, TX	\$331,951.00
City of Texas City Police Maintenance Shop Construction of new 4,700 sf maintenance facility that included a vehicle bay. Included concrete foundation, structural steel structure, metal and masonry siding, metal roof, site utilities and paving.	Texas City, TX	\$356,601.00
G & H Towing, Training and Restroom Renovations Renovation of existing office and restrooms and convert warehouse space to training room and offices.	Galveston, TX	\$411,145.00
Galveston County Bayshore & Gregory Park Pavilions Renovations and re-construction of existing park structure pavilions.	Galveston, TX	\$214,877.55
Galveston County Mental Health Public Defender's Office Buildout Interior renovations of 6 th floor court room, offices and breakroom.	Galveston, TX	\$352,579.62
Galveston County Texas City Annex HVAC and Foundation Project Building foundation and interior repairs and HVAC replacement.	Galveston, TX	\$355,722.80
Galveston County Wayne Johnson Community Center Rebuild Renovation of 15, 000 SF community Center. Included removal and replacement of all interior finishes, replacement of mechanical plumbing and electrical construction.	Galveston, TX	\$968,657.00

Galveston County WCID#8 WWTP Equipment Bldg Owner: Galveston County Water Control & Improvement District#8 18,800sf PEMB with foundation and site utilities. Includes 1,350sf office space with structural Mezzanine.	Santa Fe, TX	\$1,263,124.88
Port of Galveston 40th Street Canopy Replacement of 40th street canopy roof/cladding replacement & miscellaneous repairs.	Galveston, TX	\$161,667.00
Port of Galveston EPC Building Owner: Port of Galveston PEMB foundation with select fill and stabilized subgrade.	Galveston, TX	\$238,100.00
Port of Galveston Ramps A & B Owner: Port of Galveston Build ramps at Pier 41.	Galveston, TX	\$35,150.00
EDUCATIONAL FACILITIES		
College of the Mainland Administration Offices Renovations Office suite renovations consisting of drywall, acoustic ceiling, flooring, painting, mechanical and electrical.	Texas City, TX	\$297,800.00
College of the Mainland Restroom ADA Renovations Ph 2 Renovations of restroom for ADA compliance consisting of drywall, acoustic ceiling, flooring, painting, mechanical and electrical.	Texas City, TX	\$505,526.00
Dickinson ISD (Manning Masonry) – Masonry column replacement. Included selective concrete masonry demolition on exterior columns.	Dickinson, TX	\$38,347.00
Galveston College Moody Hall Student Services Renovations to the main entry and student services areas of Moody Hall. Consisted on demolition, drywall, acoustic ceilings, wood ceilings, flooring, painting, mechanical and electrical.	Galveston, TX	\$603,578.00
Galveston College Stem Lab Renovations Classroom renovations.	Galveston, TX	\$125,000.00
Galveston ISD Burnet Elementary Renovations Consisted of new construction and renovations to the existing building that was flooded and closed for several years. Included structural flood mitigation measures, removal and replacing of flooring, walls, ceilings, cabinets, exterior windows and doors, MEP systems, gymnasium and cafeteria kitchen	Galveston, TX	\$4,449,465.00
Galveston ISD Central Middle School Renovations Owner: Galveston Independent School District Interior renovations of locker rooms, classrooms and STEM lab. Includes demolition, drywall, painting, electrical, mechanical and structural steel.	Galveston, TX	\$904,000.00
Galveston ISD District Wide Harvey Repairs District Wide Repairs due to damage caused by Hurricane Harvey. Work included roof repairs, interior finishes, gym floors and athletic field turf.	Galveston, TX	\$251,800.00
Galveston ISD District Wide Vestibule Renovations Construction of security vestibules and security systems at schools in Galveston ISD.	Galveston, TX	\$532,400.00
Galveston ISD District Wide Site Improvements PEMB Batting cage, Pre-engineered Canopies, Fencing Ball Field Netting, Structural Concrete Repairs, Roofing, and Exterior Sealants.	Galveston, TX	\$1,464,888.00
Galveston ISD Misc. Repairs Parker & Morgan Schools Canopy structure repairs and Gymnasium CMU wall repairs and painting.	Galveston, TX	\$25,982.00
Galveston ISD Weis School Interior Renovations Interior renovations of all finishes. Included new drywall, ceilings, floors and painting.	Galveston, TX	\$727,408.00

<i>La Porte ISD Loafing Barn</i> New FFA program building consisting of site utilities, access road and 2,500 sq ft building.	La Porte, TX	\$552,000.00
PRIVATE CONSTRUCTION		
<i>O'Connor Addition & Renovation</i> Addition to and renovation of historical residence.	Galveston, TX	\$25,318.00
<i>Rasmussen Ringer Renovations</i> Interior renovations consisting of drywall trim, doors, cabinets, painting, flooring, electrical.	Dickinson, TX	\$82,429.00
<i>Shearn Moody Plaza Port of Galveston Office Renovations</i> Office renovations	Galveston, TX	\$135,275.00
<i>Warehouse Equipment Foundations</i> Concrete demolition and new concrete foundations for equipment.	Houston, TX	\$80,000.00
<i>Warehouse Façade Repairs</i> Repairs to damaged masonry and concrete at exterior of building.	Houston, TX	\$12,875.00
<i>Wyndham Grand Hotels – The Tremont House</i> Interior wall repairs and painting.	Galveston, TX	\$40,400.00

GABRIELLE VERA

PROJECT SUPPORT STAFF



409-632-7922



gabrielle@unbehagenconst.com



Project Office Location: Main Office

Gabrielle Vera has participated in the facilitation of multiple types of projects. She focuses on strong communication between Unbehagen Construction, Owner, Architect and all involved parties that make the completion of the project possible. She is valuable to the project team with her efficiency and eye for detail on project documents. Projects have included building, demolition and/or renovation of commercial, public/municipal, educational facilities and new construction residential.

PROJECT ROLE

Ms. Vera will help facilitate the project team during all phases of the project. She will assure the processing of all project documents and maintain correspondence logs for submittals, request for information and requests for proposals etc., and assist with coordinating material and equipment deliveries for the project site.

QUALIFICATIONS

Ms. Vera has extensive expertise in all phases of project development and construction. She has been a key component in the process of review and management of documents.

UNBEHAGEN CONSTRUCTION COMPLETED PROJECT HISTORY

GOVERNMENT FACILITIES			
CITY OF DICKINSON LIBRARY REPAIRS - BID Foundation repairs to existing bldg, new storm sewer, paving and sidewalks. Owner: City of Dickinson Address: 4403 Hwy 3, Dickinson, TX 77539 Phone #: 281-337-6235 Architect: Huitt-Zollars, Inc Address: 10350 Richmond Ave., Ste. 300, Houston, TX 77042 Phone: 281-496-0066	Location: Dickinson, TX	Completion Date: 03/23/2021	Contract Amount: \$162,212.73
CITY OF DICKINSON POLICE SALLY PORT Wall repairs and new fan at Police Sally Port. Owner: City of Dickinson, Police Department Address: 4000 Liggio Street, Dickinson, TX 77539 Phone #: 281-337-4700 Architect: N/A	Location: Dickinson, TX	Completion Date: 1/31/2023	Contract Amount: \$5,700.00
CITY OF GALVESTON 30th ST. TANK DEMO & PARKING LOT ADA improvements to sidewalks, ornamental fencing, lighting and landscaping. Owner: City of Galveston Address: 823 Rosenberg, Galveston, TX 77550 Phone #: 409-797-3966 Architect: Arceneaux Wilson & Cole Address: 2901 Turtle Creek, Suite 320, Port Arthur, TX 77642 Phone: 409-724-7888	Location: Galveston, TX	Completion Date: 12/02/2019	Contract Amount: \$670,333.00
CITY OF GALVESTON CEDARS AT CARVER PARK - BID ADA improvements to sidewalks, ornamental fencing, lighting and landscaping. Owner: City of Galveston Address: 823 Rosenberg, Galveston, TX 77550 Phone #: 409-797-3966 Architect: Arceneaux Wilson & Cole Address: 2901 Turtle Creek, Suite 320, Port Arthur, TX 77642 Phone: 409-724-7888	Location: Galveston, TX	Completion Date: 06/30/2018	Contract Amount: \$643,897.00
CITY OF LA PORTE EMS HEADQUARTERS DORM ADDITION 1600sf addition to existing building for EMS sleeping headquarters. Included demolition of existing parking lot, utility upgrades, new parking lot and building addition. Owner: City of La Porte Address: 604 W. Fairmont Pkwy, La Porte, TX 77571 Phone #: 281-204-5392 Architect: Huitt-Zollars, Inc Address: 10350 Richmond Ave, Suite #300, Houston, TX 77042 Phone#: 281-512-0292	Location: La Porte, TX	Completion Date: 01/17/2023	Contract Amount: \$1,055,611.70

CITY OF LEAGUE CITY BUTLER BALCONY Removing existing balcony and replacing with a new balcony. Owner: City of League City Address: 300 W. Walker St, League City, TX 77573 Phone #: 281-910-3080 Architect: N/A	Location: League City, TX	Completion Date: 06/20/2022	Contract Amount: \$23,468.17
CITY OF LEAGUE CITY FIRE TRAINING ADDITION - BID Construction of addition to existing Fire Training Center. Owner: City of League City Address: 300 W. Walker, League City, TX 77573 Phone #: 281-554-1436 Architect: Joiner Architects Address: 700 Rockmead, Suite 265, Kingwood, TX 77339 Phone: 281-359-6401	Location: League City, TX	Completion Date: 06/01/2020	Contract Amount: \$331,951.00
CITY OF LEAGUE CITY PUMP HOUSE BUILDING REPAIR Repairs to pump house existing door and frame. Owner: City of League City Address: 300 W. Walker St, League City, TX 77573 Phone #: 281-910-3080 Architect: N/A	Location: League City, TX	Completion Date: 09/10/2021	Contract Amount: \$11,569.00
CITY OF TEXAS CITY POLICE MAINTENANCE SHOP - BID Construction of new 4,700 sf maintenance facility. Owner: City of Texas City Address: 1801 9 th Avenue North, Texas City, TX 77592 Phone #: 409-948-3111 Architect: Jackie Barnard Architects Address: 715 Commons Lakeview, Huffman, TX 77336 Phone: 281-361-6030	Location: Texas City, TX	Completion Date: 08/10/2017	Contract Amount: \$356,601.00
GALVESTON COUNTY BAYSHORE & GREGORY PARK PAVILIONS - BID Renovations and re-construction of existing park structure pavilions. Owner: Galveston County Address: 722 Moody 21 st St., 5 th Floor, Galveston, TX 77550 Phone #: 409-770-5371 Architect: Paul Engineering Address: 626 Barringer Lane, Webster, TX 77598 Phone: 281-280-9972	Location: Galveston, TX	Completion Date: 01/06/2020	Contract Amount: \$214,877.55
GALVESTON COUNTY DICKINSON SENIOR CENTER BUILDING DRAINAGE- BID Foundation and drainage improvements. Owner: Galveston County Address: 722 Moody 21 st St., 5 th Floor, Galveston, TX 77550 Phone #: 409-770-5371 Architect: N/A	Location: Galveston, TX	Completion Date: 01/06/2020	Contract Amount: \$47,400.00

<i>GALVESTON COUNTY JOE MAX TAYLOR LAW ENFORCEMENT BLDG</i> Removing existing carpet and rubber base and installed vinyl flooring. Owner: Galveston County Address: 722 Moody St, Galveston, TX 77550 Phone #: 409-682-3302 Architect: N/A	Location: Galveston, TX	Completion Date: 09/22/2022	Contract Amount: \$22,181.00
<i>GALVESTON COUNTY MENTAL HEALTH PUBLIC DEFENDER'S OFFICE BUILD-OUT</i> Interior renovations to 6 th floor court room, offices and breakroom. Owner: Galveston County Address: 722 Moody 21 st St., 5 th Floor, Galveston, TX 77550 Phone #: 409-682-3302 Architect: PGAL, Inc Address: 3131 Briarpark Dr #200, Houston, TX 77042 Phone: 713-622-1444	Location: Galveston, TX	Completion Date: 05/22/2022	Contract Amount: \$352,579.62
<i>GALVESTON COUNTY TEXAS ANNEX FOUNDATION & HVAC</i> Building foundation and interior repairs and HVAC replacement. Owner: Galveston County Address: 722 Moody 21 st St., 5 th Floor, Galveston, TX 77550 Phone #: 409-682-3302 Architect: Huitt-Zollars, Inc Address: 10350 Richmond Ave, Suite #300, Houston, TX 77042 Phone: 281-496-0066	Location: Texas City, TX	Completion Date: 06/14/2022	Contract Amount: \$355,772.80
<i>GALVESTON COUNTY WAYNE JOHNSON COMMUNITY CENTER - BID</i> Renovation of existing 15,000 SF Community Center. Owner: Galveston County Address: 722 Moody 21 st St., 5 th Floor, Galveston, TX 77550 Phone #: 409-770-5371 Architect: Huitt-Zollars, Inc Address: 10350 Richmond Ave, Ste. 300, Houston, TX 77042 Phone: 281-496-0066	Location: La Marque, TX	Completion Date: 08/31/2020	Contract Amount: \$968,657.00
<i>GALVESTON COUNTY WCID#8 WWTP Equipment Bldg - BID</i> New 18,800 sf PEMB with foundation and site utilities. Includes 1,350 sf office space with structural mezzanine. Owner: Galveston County Water Control & Improvement District #8 Address: 12148 15 th St, Santa Fe, TX 77510 Phone #: 409-502-7112 Architect: Sander Engineering Corp. Address: 2901 Wilcrest Dr, Suite 550, Houston, TX 77042 Phone: 713-784-4830	Location: Santa Fe, TX	Completion Date: 01/31/2022	Contract Amount: \$1,263,124.88

PORT OF GALVESTON 40th STREET GATE CANOPY - BID Included rebuilding existing security entrance canopy. Owner: Port of Galveston Address: 123 Rosenberg Ave, 8 th Floor, Galveston, TX 77550 Phone #: 409-765-9321 Architect: Price Consulting, Inc Address: 211 Highland Cross Dr, Suite 220, Houston, TX 77073 Phone: 281-209-1724	Location: Galveston, TX	Completion Date: 10/14/2020	Contract Amount: \$161,667.00
PORT OF GALVESTON EPC BUILDING - BID PEMB foundation with select fill and stabilized subgrade. Owner: Port of Galveston Address: 123 Rosenberg Ave, 8 th Floor, Galveston, TX 77550 Phone #: 409-765-9321 Architect: Shelmark Engineering, LLC Address: 921 FM 517 Rd. East, Dickinson, TX 77539 Phone: 409-935-9986	Location: Galveston, TX	Completion Date: 02/24/2021	Contract Amount: \$238,100.00
EDUCATIONAL FACILITIES			
LA PORTE ISD NEW LOAFING BARN - CSP New FFA program building consisting of site utilities, access road and 2500 sq ft building. Owner: La Porte Independent School District Address: 1002 San Jacinto Street, La Porte, TX 77571 Phone #: 281-604-7021 Architect: IBI Group Address: PO Box 891209 Houston, TX 77289 Phone #: 281-286-6605	Location: La Porte, TX	Completion Date: 02/19/2019	Contract Amount: \$552,000.00
GALVESTON COLLEGE MOODY HALL STUDENT SERVICES - RFP Renovations to the main entry and student services areas of Moody Hall. Included demolition, drywall, acoustic and wood ceilings, flooring, painting, mechanical and electrical. Owner: Galveston College Address: 4015 Avenue Q Galveston, TX 77550 Phone #: 409-944-1283 Architect: PBK Architects Address: 11 Greenway Plaza 22nd Floor Houston, TX 77046 Phone #: 713-965-0608	Location: Galveston, TX	Completion Date: 08/05/2019	Contract Amount: \$603,578.00
GALVESTON ISD CENTRAL MIDDLE SCHOOL RENOVATIONS Interior renovations of locker rooms, classrooms and STEM lab. Includes demolition, drywall, painting, electrical, mechanical and structural steel. Owner: Galveston Independent School District Address: 3904 Avenue T, Galveston, TX 77550 Phone #: 409-766-6194 Architect: VLK Architects Address: 20445 TX-249 Suite #350, Houston, TX 77070 Phone #: 281-948-5775	Location: Galveston, TX	Completion Date: 02/28/2023	Contract Amount: \$904,000.00

<i>GALVESTON ISD CAMPUS REPAIRS, 2018 - BID</i> Repairs on Miscellaneous Campuses in GalvestonIndependent School District. Owner: Galveston Independent School District Address: 3904 Avenue T, Galveston, TX 77550 Phone #: 409-692-3940 Architect: N/A	Location: Galveston,TX	Completion Date: 12/31/2018	Contract Amount: \$25,375.00
<i>GALVESTON ISD CAMPUS REPAIRS, 2019 - BID</i> Repairs on Miscellaneous Campuses in GalvestonIndependent School District. Owner: Galveston Independent School District Address: 3904 Avenue T, Galveston, TX 77550 Phone #: 409-692-3940 Architect: N/A	Location: Galveston,TX	Completion Date: 12/31/2019	Contract Amount: \$44,510.00
<i>GALVESTON ISD CAMPUS REPAIRS, 2020 - BID</i> Repairs on Miscellaneous Campuses in GalvestonIndependent School District. Owner: Galveston Independent School District Address: 3904 Avenue T, Galveston, TX 77550 Phone #: 409-692-3940 Architect: N/A	Location: Galveston,TX	Completion Date: 12/31/2020	Contract Amount: \$24,372.00
<i>GALVESTON ISD DISTRICT WIDE HARVEY REPAIRS - RFP</i> District Wide Repairs due to damage caused by Hurricane Harvey. Work included roof repairs, interior finishes, gym floors and athleticfield turf. Owner: Galveston Independent School District Address: 3904 Avenue T, Galveston, TX 77550 Phone #: 409-692-3940 Architect: PBK Architects Address: 11 Greenway Plaza 22nd Floor Houston, TX 77046 Phone: 713-965-0608	Location: Galveston,TX	Completion Date: 02/28/2019	Contract Amount: \$251,800.00
<i>GALVESTON ISD DISTRICT WIDE SITE IMPROVEMENTS - RFP</i> Construction of new PEMB for Batting Cage, concrete spall repairs atStadium and school, demolition of existing canopy and construction of new, baseball field ball netting, fence replacement at multiple campuses. Owner: Galveston Independent School District Address: 3904 Avenue T, Galveston, TX 77550 Phone #: 409-692-3940 Architect: PBK Architects Address: 11 Greenway Plaza 22nd Floor Houston, TX 77046 Phone: 713-965-0608	Location: Galveston,TX	Completion Date: 12/31/2020	Contract Amount: \$1,464,888.00
<i>GALVESTON ISD DISTRICT WIDE VESTIBULE RENOVATIONS - RFP</i> Construction of security vestibules and security systems at schools in Galveston ISD. Owner: Galveston Independent School District Address: 3904 Avenue T, Galveston, TX 77550 Phone #: 409-692-3940 Architect: PBK Architects Address: 11 Greenway Plaza 22nd Floor Houston, TX 77046 Phone: 713-965-0608	Location: Galveston,TX	Completion Date: 02/07/2019	Contract Amount: \$532,400.00

<i>GALVESTON ISD MISC REPAIRS PARKER & MORGAN SCHOOLS - BID</i> Included repairs to canopy structures, Gymnasium CMU wall repairs and painting. Owner: Galveston Independent School District Address: 3904 Avenue T, Galveston, TX 77550 Phone #: 409-692-3940 Architect: N/A	Location: Galveston, TX	Completion Date: 01/31/2018	Contract Amount: \$25,982.00
<i>DICKINSON ISD (MANNING MASONRY) - BID</i> Masonry column replacement. Included selective concrete, masonry demolition on exterior columns. Owner: Dickinson Independent School District Address: 2218 FM 517 Road East Dickinson, TX 77539 Phone #: 281-229-6000 Architect: N/A	Location: Dickinson, TX	Completion Date: 08/30/2017	Contract Amount: \$38,347.00
PRIVATE CONSTRUCTION			
<i>O'CONNER ADDITION & RENOVATIONS</i> Included addition and interior repairs to historical residence. Owner: Private Owner Architect: N/A	Location: Galveston, TX	Completion Date: 03/19/2021	Contract Amount: \$25,318.00
<i>RASMUSSEN RINGER RENOVATIONS</i> Interior, renovations consisting of drywall trim, doors, cabinets, painting, flooring & electrical. Owner: Private Owner Architect: N/A	Location: Dickinson, TX	Completion Date: 03/30/2018	Contract Amount: \$82,473.00
<i>WAREHOUSE EQUIPMENT FOUNDATIONS</i> Concrete demolition and new equipment foundation. Owner: Private Owner Architect: N/A	Location: Houston, TX	Completion Date: 11/30/2016	Contract Amount: \$80,000.00
<i>WAREHOUSE FAÇADE REPAIRS</i> Repairs to damaged masonry and concrete at exterior of building. Owner: Private Owner Architect: N/A	Location: Houston, TX	Completion Date: 11/15/2016	Contract Amount: \$12,875.00
<i>WYNDHAM GRAND HOTEL – THE HARBOR HOUSE</i> Interior Finishes. Owner: Wyndham Grand Hotel Address: Pier 21 #28 Galveston, TX 77550 Phone #: 855-295-2536 Architect: N/A	Location: Galveston, TX	Completion Date: 03/30/2018	Contract Amount: \$35,858.00
<i>WYNDHAM GRAND HOTEL – THE TREMONT HOUSE</i> Interior wall repairs and painting. Owner: Wyndham Grand Hotel Address: 2300 Mechanic Street Galveston, TX 77550 Phone #: 409-763-0300 Architect: N/A	Location: Galveston, TX	Completion Date: 12/30/2017	Contract Amount: \$40,400.00

TAB III. TUCON, LLC dba UNBEHAGEN CONSTRUCTION SAFETY & HEALTH

- Statement Letter
- EMR Letter
- Loss Run Report for the past three years
- Safety & Health Program

SAFETY STATEMENT & SAFETY / HEALTH POLICY

July 31, 2023

To Whom It May Concern,

TUCON, LLC dba UNBEHAGEN CONSTRUCTION has no lost time or reportable incidence regarding safety for the company.

Due to us utilizing a labor service provider for most of our employees, we do not generate enough workers compensation premium to satisfy the appearance rating formula. Please see attached EMR letter from Higginbotham Insurance Agency.

Should you have any questions regarding this, please do not hesitate to contact me.

Sincerely,



Mike Unbehagen, CEO
TUCON. LLC dba UNBEHAGEN CONSTRUCTION

March 23, 2023

RE: TUCON, LLC

2925 Gulf Freeway S, Suite B-194

League City, Texas 77573

To Whom It May Concern:

Higginbotham Insurance Agency, Inc. has provided Business Insurance for TUCON, LLC since TUCON, LLC was formed. We have been impressed with their attention to detail and attention to loss control and job safety. This emphasis has allowed them to have a loss free record for their workers' compensation coverage. Loss history is attached.

TUCON, LLC is a general contractor with job supervisory and clerical payroll. The lower rates for these classifications do not allow TUCON, LLC to generate enough workers' compensation premium to satisfy the experience rating formula. For this reason, TUCON, LLC does not qualify for an Experience Modification Rate.

If we can provide further assistance, please call.

Sincerely,



Brian A. Schmullen, CIC
Managing Director, Higginbotham
281 / 531-2067
BSchmullen@higginbotham.net

Claims as of: 02/06/2023

Policy Number: 0001320444

Policy Period: 02/13/2018 **to** 02/13/2019

There are no recorded losses for policy period.

*This report provides loss information only and does not confirm or imply coverage for these dates.

Outstanding Reserves = Best estimate of total dollars, including ALAE, remaining to be paid of claims as the Data As of Date.

Recoveries = Year to date sum of Subrogation Cash, Subrogation Future Credit and Other Recovery.

Total Incurred = Represents the total dollars paid or reserved on claims associated with the policy (includes both Loss and ALAE payments - Net of Subrogation).

Employer Liability = Coverage provided by Part B of the workers' compensation policy that provides coverage to the insured (employer) for damages arising out of liability to employees for work-related injury or disease as permitted by law and not covered under Part A of the policy.

TUCON LLC

Claims as of: 02/06/2023

Policy Number: 0001320444
Policy Period: 02/13/2019 **to** 02/13/2020

There are no recorded losses for policy period.

TUCON LLC

Claims as of: 02/06/2023

Policy Number: 0001320444
Policy Period: 02/13/2020 **to** 02/13/2021

There are no recorded losses for policy period.

TUCON LLC

Claims as of: 02/06/2023

Policy Number: 0001320444
Policy Period: 02/13/2021 **to** 02/13/2022

There are no recorded losses for policy period.

TUCON LLC

Claims as of: 02/06/2023

Policy Number: 0001320444
Policy Period: 02/13/2022 **to** 02/13/2023

There are no recorded losses for policy period.



SAFETY AND HEALTH PROGRAM

I. POLICY

It is the safety and health policy of TUCON LLC to comply with the standards of the Occupational Safety and Health Administration (OSHA) and the State of Texas Health and Safety Standards, and to endeavor to have injury free jobs.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of TUCON LLC. The authorization and responsibility for enforcement of the Safety and Health Program has been given primarily to Chase Unbehagen.

It is also the company policy that accident prevention be a prime concern to all of us. It includes, not only prevention of wasteful and inefficient operations, damage to property and equipment, but foremost, the safety and well being of all our employees.

Additionally, employees and visitors to the office and project sites are encouraged to follow the recommendations of the Center for Disease Control related to personal protections and hygiene for reducing their risk of exposure to and exposure of others to current contagious viruses.

II. APPLICABILITY

This policy applies to all employees of TUCON LLC, regardless of position with the company. The safety rules apply to anyone who is on the TUCON LLC site or premises.

III. IMPLEMENTATION

The company safety program has been designed for maximum employee involvement in four fundamental ways:

- A. Management's commitment to safety and health.
- B. Quarterly in-depth safety meetings.
- C. Effective job safety training for all categories of employees.
- D. Various incentive awards for exemplary safety performances.

IV. ADMINISTRATION

The Safety and Health Program will be carried out according to guidelines established and published in this manual. Specific instructions and assistance will be provided by Chase Unbehagen. Each manager will be responsible for meeting all requirements of the Safety and Health Program and for maintaining an effective accident prevention effort within his/her area of responsibility. It will be the manager's responsibility to see that all accidents are thoroughly investigated and reported to Chase Unbehagen on the same day of the occurrence. Chase Unbehagen will review and update this program annually.

V. REPORTING OF INJURIES

- A. All employees will be held accountable for failing to report an on-the-job injury immediately. Immediately means at or near the time of the injury and on the same day of the injury. Employees must report the injury, in detail, to their immediate supervisor, i.e. Foreman, Superintendent, or Manager, etc. The employee must let their supervisor know:
 - i. How they hurt themselves.
 - ii. What they were doing at the time of the accident.
 - iii. Who they were working with at the time of the accident.
 - iv. When and where the accident happened.
 - v. Other pertinent information that will aid in the supervisor's investigation of the accident.
- B. Anyone failing to report an on-the-job injury according to the above instructions is in violation of the TUCON LLC Safety and Health Program and may be subject to termination. Every employee of TUCON LLC, their subcontractors, and suppliers are expected to comply with the company policy and to comply with OSHA and Texas State Health and Safety standards.

VI. NOTIFICATIONS

A. *IN CASE OF SERIOUS INJURY OR DEATH*

After the injured has been taken to the hospital, notify the manager immediately. Fill out the accident report form and send it to the main office. Get statements from witnesses and make certain statements are signed by witnesses, dated, and time noted. Take photographs of the area and anything relevant.

B. *IN CASE OF INSPECTION BY FEDERAL, STATE, OR LOCAL INSPECTORS*

Notify the manager that the OSHA, Federal, State, or Local inspectors are on the jobsite and be cooperative. The manager should immediately notify the Safety Officer, Chase Unbehagen.

VII. GENERAL SAFETY RULES

- A. Compliance with applicable Federal, State, County, City, Client, and TUCON LLC safety rules and regulations is a condition of employment.

- B. All injuries, regardless of how minor, must be reported to your supervisor and the offices immediately. An employee that fails to report an injury immediately will be issued a safety violation notice and may be subject to termination.
- C. Safety glasses, meeting the requirements of ANSI Z87.1, will be worn as the minimum required eye protection. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling of chemicals, acid, and caustic materials. Burning goggles for cutting, burning, or brazing and welding hoods for welding are required.
- D. Fall protection
 - i. Safety belts/harnesses and lanyards shall be worn and secured at any time there is a fall hazard of more than six (6) feet.
 - ii. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of ½ inch diameter wire rope. Vertical lifelines shall be ¾ inch diameter manila rope or equivalent and shall be used in conjunction with the approved type of grab.
 - iii. Clothing must provide adequate protection for the body. Shirt tails must be worn in the trousers. Sturdy work boots with rigid, slip-resistant soles which give adequate protection to the feet and ankles are required. Sneakers, sandals, and other light-weight footwear are prohibited.
 - iv. Alcoholic beverages and illegal drugs are not allowed at the office or on site. Drugs prescribed by a physician must be registered with the supervisor. The use or possession of illegal drugs or alcoholic beverages will result in immediate termination.
 - v. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazard free. Clean up is required when you finish a job, and at the end of the day as needed to maintain a safe work place.
 - vi. Burning and cutting equipment shall be checked daily before being used. All gas shall be shut off and hoses disconnected from bottles or manifolds at the end of each day. Caps shall be replaced on bottles when gauges are removed. All repairs shall be made in the tool room at the shop. Makeshift field repairs will not be allowed. Two sets of flashback arresters shall be installed on oxyacetylene outfits; one set at the regulators and one set at the torch handle.
 - vii. All tools, whether company owned or personal, must be in good working condition. Defective tools must not be used. Examples are: chisels with mushroomed heads; hammers with loose or split handles; and guards missing on saws or grinders, etc.
 - viii. **ALL** electrical tools shall be checked and color coded by a designated competent person each month. This shall be part of our assured grounding program.

TUCON LLC
Safety and Health Program

- ix. The speed limit is 10 miles per hour (MPH) within the plant area. No one is permitted to ride on a truck while standing up. Sitting on the outside edges is prohibited. You must be down inside the truck. Riding as a passenger on equipment is prohibited unless the equipment has the safe capability of transporting personnel.
- x. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further away than fifty (50) feet from all hot work. Return used extinguishers to the office for recharging immediately.
- xi. All scaffolding and work platforms must be in accordance with OSHA specifications. All ladders must be in a safe condition with no broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend three (3) feet above working surface. Metal ladders around electrical work area are prohibited.
- xii. Report all unsafe conditions and near accidents to your supervisor, so corrective action can be taken.
- xiii. All floor openings or excavations shall be barricaded on all sides to ensure that employees are aware of the hazard. Floor holes shall be covered with a secure cover clearly marked.
- xiv. Warning signs, barricades and tags will be used to the fullest extent and shall be obeyed.
- xv. Respiratory protection is required for employees exposed to dust hazards or to other air contaminants that may be encountered.

VIII. ENFORCEMENT OF SAFETY POLICY

- A. Safety violation notices shall be issued to any TUCON LLC employee, subcontractor, or anyone on a TUCON LLC site violating the safety rules or regulations.
 - i. Any violation of a safety rule can result in suspension or termination.
 - ii. Any employee receiving three (3) written, general violations within a six (6) month period shall be terminated.
 - iii. Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of injury) will result in immediate termination.
- B. It is understood that TUCON LLC is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

IX. RECORD KEEPING

- A. OSHA poster “Safety and Health Protection on the Job” will be posted at all job sites.
- B. OSHA “Log of Occupational Injuries and Illnesses” will be maintained and posted during the month of February following the year it is completed for.

- C. Insurance poster, **“Notice to Employees”** indicating State Worker’s Compensation coverage will be posted on all job sites.
- D. Safety Meetings weekly and followed by sign-in log.

X. HOUSEKEEPING AND SANITATION

- A. General neatness.
- B. Regular disposal of trash.
- C. Passageways, driveways, and walkways clear.
- D. Adequate lighting.
- E. Oil and grease removed.
- F. Waste containers provided and used.
- G. Sanitary facilities adequate and clean.
- H. Adequate ventilation.

XI. PERSONAL PROTECTIVE EQUIPMENT

- A. Hearing Protection.
- B. Eye and Face Protection.
 - i. Goggles where flying particles exist.
 - ii. Face shields for dust.
 - iii. Welding masks for welder and helper.
- C. Respirator Protection.
- D. Safety belts and lifelines.
- E. Gloves, where required.

XII. FIRE PROTECTION

- A. Fire safety orientation to employees.
- B. Fire extinguishers – in proper location and charges.
- C. No smoking areas posted.
- D. Flammable and combustible material storage areas.
- E. Safety cans (containers) for gasoline or other flammable liquids.

XIII. HAND AND POWER TOOLS

- A. Inspect all tools for the proper operating condition.
- B. All tools stored properly and neatly.
- C. All power tools properly grounded.
- D. Inspect all tools for proper safety guards.

XIV. WELDING AND CUTTING

- A. Gas and oxygen cylinders secured in a vertical position.
- B. Hoses inspected regularly.
- C. Cylinders, caps, valves, couplings, regulators, and hoses kept free of oil and grease.
- D. Cylinder caps shall be in place whenever cylinder is not being used.
- E. Maintain gauge pressures – oxygen 30-40 pounds, acetylene 5-10 pounds, when in use, small tip uses less.
- F. Two (2) sets of flash arresters (for oxyacetylene outfits). One (1) set at torch handle and one (1) set at regulators.

XV. ELECTRICAL

- A. All portable tools and cords will be properly grounded.
- B. Daily visual inspection of caps, ends, and cords for deformed or missing pins, insulation damage, and internal damage.
- C. Tests of cords, tools, and equipment for continuity and correct attachment of the equipment grounding connector to the proper terminal shall be made every three months and:
 - i. Prior to first use.
 - ii. Prior to return to service after repairs.
 - iii. Prior to return to service after incident which may have caused damage to cord or equipment.
- D. Cords and equipment which do not meet requirements shall be removed from service until repairs have been made.
- E. Maintain a written log of all test on cords, tools, and equipment unless there are G.F.C.I.'s installed.

XVI. LADDERS

- A. Inspect at regular intervals.
- B. No broken or missing rungs or steps.
- C. No broken or split side rails.
- D. Extend at least 36 inches above landing and secure.
- E. Side rails of 2 x 4 up to sixteen (16) feet. Above sixteen (16) feet, side rails need to be at least 3 x 6's.
- F. Cleats of 2 x 4 lumber and spaced twelve (12) inches top to top.

XVII. SCAFFOLDING

- A. Inspect at regular intervals.
- B. Footings shall be sound and rigid and capable of carrying the maximum intense load.
- C. Tied into buildings vertically and horizontally at fourteen (14) feet intervals.

- D. Properly cross braced.
- E. Proper guard rails and toe boards installed.

XVIII. GUARDRAILS, HANDRAILS, AND COVERS

- A. Guardrails, handrails, and covers shall be installed wherever there is danger of employees or materials falling through the floor, roof, or wall openings and shall be guarded on all exposed sides.
- B. Posts shall be of at least 2 x 4 stock spaced not more than eight (8) feet apart.
- C. Top rail shall be forty-two (42) inches above the floor and of 2 x 4 stock.
- D. The intermediate (mid) rail shall be approximately twenty-one (21) inches above the floor and of at least 1 x 4 stock.
- E. Guardrail assemblies around floor openings shall be equipped with toe boards. The toe boards shall be a minimum of four (4) inches above the floor and shall not have more than ¼ inch clearance above the floor level, if there are employees below and conditions dictate.
- F. Guardrails must be capable of supporting two hundred (200) pounds in any direction.

XIX. MATERIAL HOISTS

- A. Inspect at regular intervals.
- B. Operating rules shall be posted at operator's station.
- C. "No Rider" signs posted at all stations.
- D. All entrances shall be properly protected.
- E. All entrance bars and grates shall be painted with diagonal contrasting stripes.
- F. Operating is experienced.
- G. Current crane certification inspection sticker and papers on rig.

XX. MOTOR VEHICLES

- A. Inspect all lights, brakes, tires, horn, etc. at regular intervals.
- B. Do not overload vehicles.
- C. Trash trucks shall have covers.
- D. No riding on edge of pickup truck bed.
- E. No riding on concrete trucks, loaders, backhoes, etc.
- F. Back-up alarms on loaders, tractors, backhoes, etc.

XXI. MATERIAL, STORAGE, AND HANDLING

- A. Designate material storage area.
- B. Keep material, including spoil, at least two (2) feet from edge of excavation.

- C. Control water.
- D. Inspect frequently.

XXII. SAFETY MEETING REPORT

TUCON LLC has a Safety Meeting form. This form shall be filled out for each safety meeting that is held. After filling out the form, you shall return it to the office.

XXIII. OSHA POSTER

TUCON LLC has a job safety and health poster from OSHA. This poster **MUST** be posted on location in a conspicuous place, preferably on the employee bulletin.

XXIV. LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES

TUCON LLC has a OSHA log for injuries and illnesses. This must be posted in a conspicuous place and kept up-to-date as all illnesses and injuries occur. Preferably these are to be posted on the bulletin board at the office.

XXV. EMERGENCY TELEPHONE NUMBERS

- A. TUCON LLC has a listing of emergency room and walk-in clinic phone numbers for each location.
- B. All employees must be made aware of the locations of the Emergency Rooms and Walk-in Clinics.

XXVI. SAFETY INSPECTION PROCESS

Periodic inspections, at least semi-annually, will be made of the area by the responsible supervisor.

XXVII. JOB HAZARD ANALYSIS

- A. Job hazard analysis will be performed on each job to determine the potential hazards and the type of protective equipment that is available, and what it can do; i.e. splash protections, impact protection, etc.
 - i. It is responsibility of Chase Unbehagen to assess the workplace hazard situation, by identifying and evaluating equipment and processes.
 - ii. In order to assess the need for PPE, a walk-through survey of the areas in question will be conducted. The purpose of the survey is to identify sources of hazards to workers and co-workers. Consideration should be given to the basic hazard categories: Impact;

Penetration; Compression (roll-over); Chemical; Heat; Harmful dust; Light (optical) radiation.

- iii. During the walk-through survey the safety officer should observe:
 - 1. sources of motion; where any movements of tools, machine elements, or particles could exist, or movement of personnel that could result in collision with stationary objects;
 - 2. sources of high temperatures that could result in burns, eye injury, or ignition of protective equipment, etc.
 - 3. type of chemical exposures;
 - 4. sources of harmful dust;
 - 5. sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.;
 - 6. sources of falling objects or potential for dropping objects;
 - 7. sources of sharp objects which might pierce the feet or cut the hands;
 - 8. sources of rolling or pinching objects which could crush feet;
 - 9. layout of workplace and location of co-workers; and
 - 10. any electrical hazards. In addition, injury/accident data should be reviewed to help identify problem areas.
- iv. Following the walk-through survey, it is necessary to organize the data and information for use in the assessment of hazards. The objective is to prepare for an analysis of the hazards in the environment to enable proper selection of protective equipment.
- v. Having gathered and organized data on a workplace, an estimate of the potential for injuries should be made. Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. The possibility of exposure to several hazards simultaneously should be considered.
- vi. After completing the assessment, Chase Unbehagen, selects the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards.
- vii. It is the responsibility of Chase Unbehagen to reassess the workplace hazard situation as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE.

XXVIII. TRAINING

- A. All employees of TUCON LLC will be trained on the requirements of this program.

[**Back to Agenda**](#)

Governing Board

August 2023

Item#12

Coastal Health & Wellness Updates

- a) Organizational Updates Submitted by Executive Director
- b) Operational Updates/Coastal Wave Submitted by Chief Operating Officer
- c) Dental Updates Submitted by Dental Director
- d) Medical Updates Submitted by Medical Director

Coastal Health & Wellness *August 2023* Health Center Update



Employee Satisfaction Survey

Q3 2023 - 81 Responses

Questions	Positive	Negative	Neutral	Unsure About Question or No Answer
How do you think CHW is doing on working to meet the 2022-2025 Strategic Health Plan priorities & goals?	73	1	3	5
Do you believe in the approach taken by leaders to reach organization priorities & goals?	62	4	14	2
Do you feel proud to be a part of CHW?	73	1	6	2
Do you feel like co-workers give each other respect here?	51	12	19	0
Does CHW offer enough recognition to staff?	46	19	14	3
Are you satisfied with the current compensation plan, peer review & merit increase?	45	5	16	
Do you understand how your role correlates to CHW success in providing excellent patient care?	79	2	0	1
Do you have fun at work?	40	16	23	3



Comparison of Q1 Employee Survey to Q3 Employee Survey

Q1 54 responses
vs. Q3 81
responses ... 50%
MORE responses

Q1 21 suggestions
vs. Q3 36
suggestions ... 58%
MORE suggestions

Action taken from Q1 Survey

Suggestion, “Training (GCC)” >> Action, Mental Health First Aid Classes.

Suggestion, “Improved communication” >> Action, Communication alerts via email.

Suggestion, “Each department needs a better understanding of what other departments do” >> Action, collaborative sessions between departments during in-service.

Suggestion, “Market adjustment research” >> Action, Dental Hygienist and Lab received market increases. Additional market analysis in the works.

Action taken from Q1 Survey, Cont.



Suggestion, “ Hold all employees accountable equally to their behaviors, attitudes, and workload expectations” >> Action, KPI request from all managers for each department, and manager cross-shadowing off departments.



Suggestion, “More educational opportunities” >> Action, OSIS trainings, Insurance Verification trainings, RCM NextGen Trainings, increase / expanded Phreesia trainings, Provider Grand Rounds.

Suggestions from Q3 Employee Survey

HIM has had a major problem with incoming and outgoing faxing for over a year now. I suggest that there is a solution to this problem

Would suggest revisiting temperature issue. Many of us are very uncomfortable with the temperature and have voiced this but were told to layer up. Working in an uncomfortable environment makes an already difficult job, tougher. If the temperature could be raised by 2-3 degrees it would make a big difference.

continue to seek feedback, communicate changes, and address any open questions from this form where warranted with the group to add to the transparency that leadership has already demonstrated. Thank you

It feels like we don't have our back covered if a patient complains. Regardless of the situation or who is at fault. It appears if patients get angry, upset or if they complain, then we ended up giving into having their way (even if it is not the right thing to do). We are here because we care about our patients but also remember, we who care for these patients also need the support when we needed them.

I believe it should be more personal on the recognition rather than an email - Maybe at the monthly meetings, perhaps.

more appreciation for all the work done by employee

Provide some compensation, for continuing education: paying for classes, certifications and professional education, related to your job description.

It would be nice for some of the higher positions to see what really goes on behind the scenes. Instead of just asking and letting others pick up the slack for the rest of the team.

Filtered ice machine in the large breakroom

More company get together's.

treat each other fairly always

Please keep researching the market adjustment in our areas, pay scale for credentials, job roles, inflation and the cost of living and keep employees happy will reduce high turnover rates.

Lessons on how to lead for middle management

CERTAIN MANAGEMENT AND DIRECTOR MICROMANAGING STAFF. THERE IS WAY TOO MUCH FAVORITISM SHOWN TO EXECUTIVE STAFFERS NOT ENOUGH ACKNOWLEDGMENT SHOWN FOR THE LOWER-LEVEL STAFF THAT IS WORKING VERY HARD, EVERY DAY WITH NO ACKNOWLEDGEMENT. MAYBE EVERY CHW and GCHD STAFF MEMBER SHOULD EVALUATE MANAGEMENT, DIRECTORS ALL COWORKERS AND CONTRACTORS TO SEE WHAT OR HOW OTHER COWORKERS HONESTLY OBSERVE, AND FEEL ABOUT THEIR PERFORMANCE, TREATING OF STAFF AND PATIENTS. THIS GIVES THE EVALUATED PERSON AN ANONYMOUS HONEST OPINION AND HOPEFULLY THEY WILL HAVE AN OPEN MIND TO TRY AND MAKE CHANGES TO WORK ON THEMSELVES. MAYBE THEY HAVE ALWAYS WORKED LIKE THAT, AND REALIZE HOW THEIR WORK ETHICS, ATTITUDES AND PERSONALITY HAVE AFFECTS ON OTHERS. IT MAY HELP THE WAY THEY TREAT COWORKERS. ALSO, IF THEY TREAT COWORKERS THAT WAY, THEN IMAGINE HOW OUR PATIENTS FEEL! IT IS NOT ALL STAFF, BUT SEVERAL PEOPLE THAT HURTS THE ENTIRE ORGANIZATION THAT HAS FINALLY COME ALONG WAY. OR MONTHLY ANONYMOUS CHW AND GCHD DEPARTMENT SURVEY. PEOPLE ARE AFRAID OF RETALIATION IF THEY REPORT UNACCEPTABLE TREATMENT. NOTHING IS EVER DONE ANYWAY SO THEY CONTINUE TO TREAT STAFF THE WAY THEY WANT REGARDLESS!

bigger clinic in Galveston, NextGen upgrade

We need more responsiveness from shared services.

Recognize the people who really work hard even if it's behind the scenes.

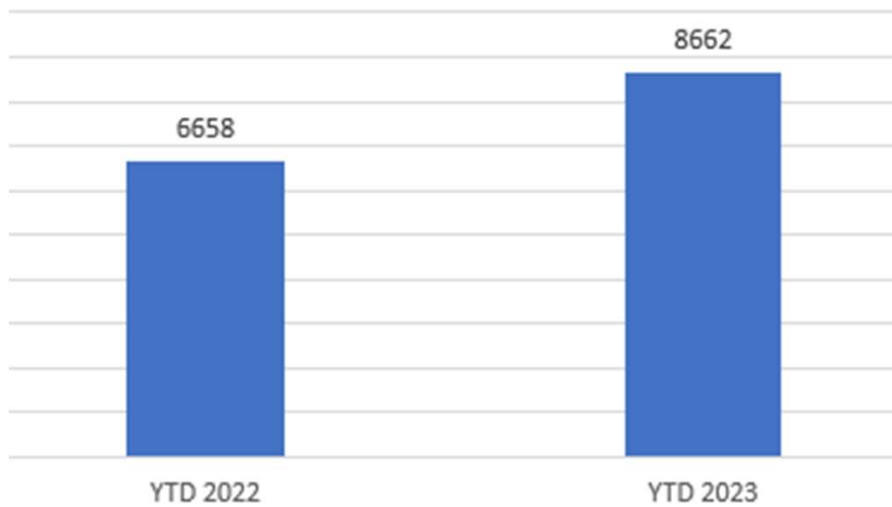


More smiles from managers and supervisors. I know years ago they used to give bonuses will that ever come back to CHW?

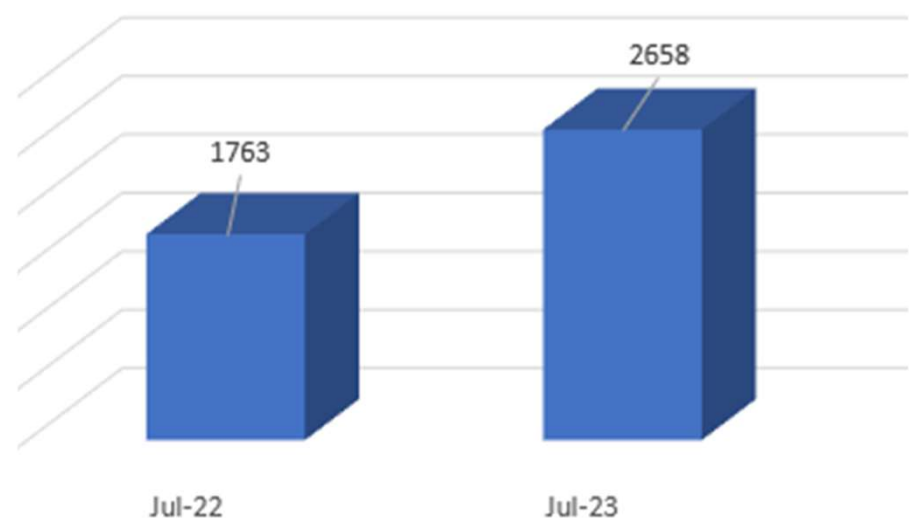
Provider Burn Out is real and key to work satisfaction is our work environment. The TC clinic can be uncomfortably cold, 66 degrees F. Ask any staff. A normal temperature for commercial blds is 69-70 degrees F. The difference of intake and outtake air should be 17 degrees. That is not the case in some areas of the clinic. I have documented 56 degree coming from the AC. The staff have complained and my patients have complained and refused exams that required removing their clothes. What are the barriers of improving the temperature of the clinic? I would appreciate an explanation for this at our Sept Inservice. A comfortable work environment is a top priority to be able to provide care to our patients. It is number one - our environment.

July 2023 Operational Report – Unduplicated Patients

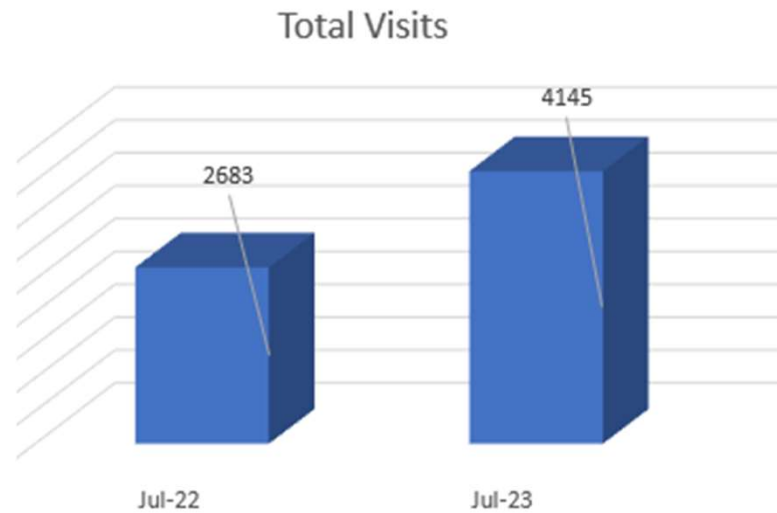
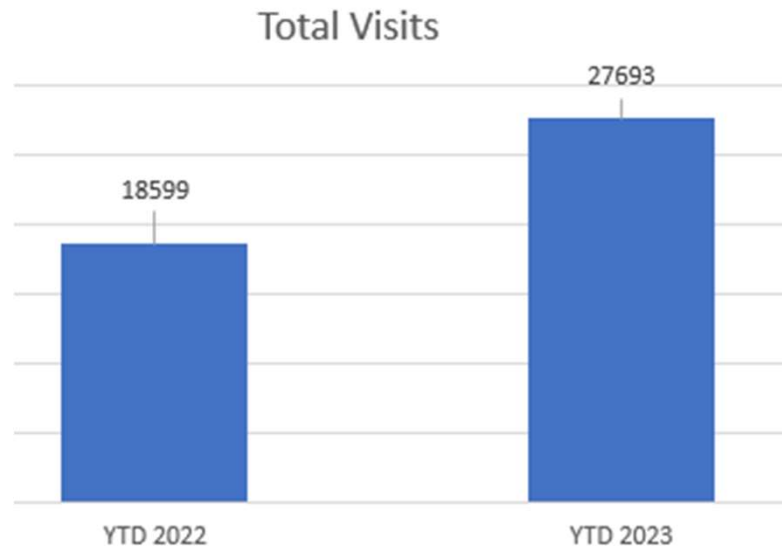
Unduplicated Patients



Unduplicated Patients

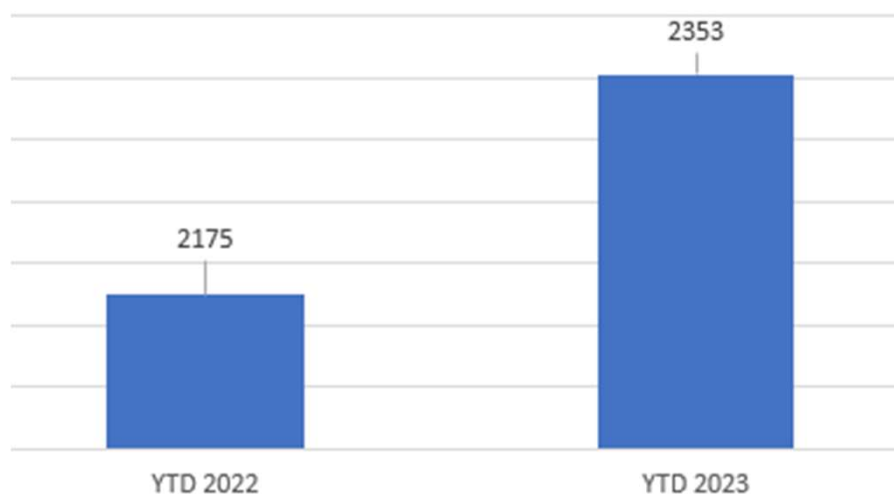


July 2023 Operational Report – Visits

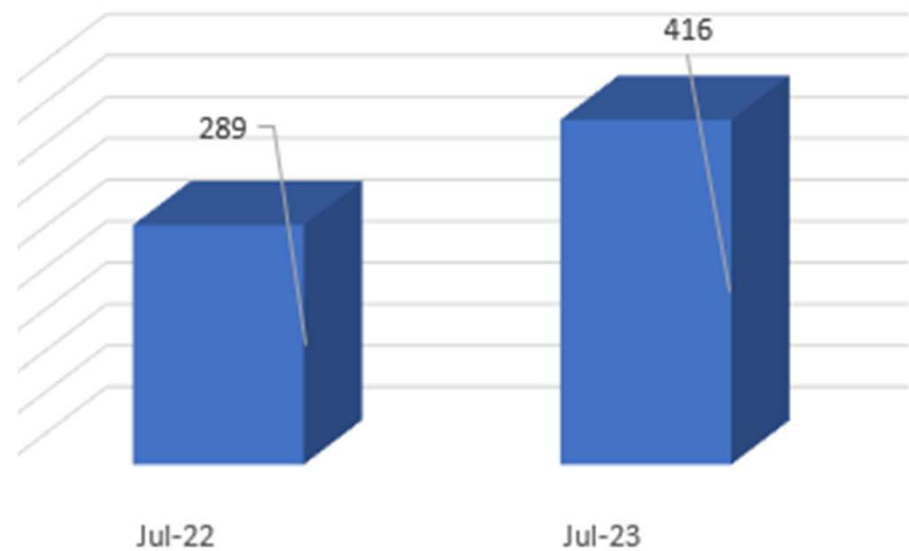


July 2023 Operational Report – New Patients

New Patients



New Patients



Partnering
with Public
Health

GCHD Public Health
Nurses have a partnered
with TCISD through the
SBHC project and
launched an Anti-Vaping
Campaign.

Community Outreach



The Community Engagement Team “CET” participated and/or hosted,

- 3 Health fairs
- Conducted 3 HEAL Health Education classes at Greater St. Matthews, and Hitchcock Public Library.
- Conducted health screenings at 4 different organizations including senior centers and Our Daily Bread.
- Participated in or hosted 4 different events, including the Back-to-School Block Party.
- Participated in a 2-day virtual training on Community IMPACT, conducted a virtual training on Focus Groups to over 30 attendees.
- Participated in a presentation at ADA House on services offered at CHW.
- Held 8 meetings with community partners to discuss collaborations and attended 1 meeting at the City of Texas City to give an update on community engagement initiatives.
- Over 779 individuals were engaged/served for the month of July.

2023 Project Forecast

NextGen Optimization -
Launched

Pharmacy in-house
Texas City –
*Construction begins
September 2023*

Two new Counselor
offices – Texas City
*Construction begins
September 2023*

Launch School-Based
Health Center Q3 –
*Launched August 8,
2023*

Launch Senior Care
Program Q2 – *Launched
June 2023*

Expansion of SUD
Program Q3 - *Pending*

Phreesia and i2i
...Software to Support
Population Health –
*Launched & set to
expand September 2023*

Joint Commission
Survey, BE READY!! – *In
progress*



Works in Progress “W.I.P”

- More effective communication.
- Continue offering learning opportunities for all departments.
- Drafting SOPs for each department, finish by Q4.
- Work with CHW budget and finances on a more granular level.
- Continue to grow and evolve into an innovative health center!

Thank you!!!

TEAM WORK

Coming together is the
beginning

Keeping together is
progress

Working together is
success

Dental Clinic Board Update 8/25/2023

- Visit Numbers
 - July 2022: 652
 - July 2023: 925
 - 41.87% increase
 - We continue to see walk in patients in pain as we can fit them into our schedule.
 - We are involving all dental staff and leadership in creative thinking and problem solving for our wait list for comprehensive exams.
- Current projects, plans, department overview for dental
 - Sterilization Renovation – We have finalized the plans for redesigning a section of our sterilization area in Texas City, which will allow us to add two more sterilizers to be more efficient and help meet sterilization needs. The dental company who bid on this has agreed to complete it over a weekend so that it will not interrupt patient care.
 - The new dental chairs for Galveston have been installed and are working well.
 - Dr. Lindskog continues to serve on the COM Hygiene School Advisory Board. As previously reported, their application for accreditation has been submitted to CODA and they are hoping to enroll their first class of students for Fall 2024.
 - We continue to partner with the COM Dental Assisting School. We are finalizing our contract, but they plan to come to the dental clinic on 4 Saturdays this fall.
- Provider Education Opportunities
 - All providers continue to select and participate in continuing education of their choice. They also share knowledge from these courses with the other providers during monthly meetings.
- Barriers or Needs (if applicable)
 - Staffing: A new dental assistant started on August 17th, so we are fully staffed in that area. We have one vacancy for a full-time dental hygienist. We have not had any applicants since re-posting the position. We are currently in the interviewing process for a Dental Office Manager. This person will help us streamline our processes related to insurance, pre-authorizations, treatment plan estimates, etc.

August 31, 2023

Governing Board Meeting

1. Provider productivity:

- July provider visits
Scheduled 3219, no show 807, total visits 2412
- MCO quality measures and performance incentives are improving

2. Software utilization:

- Doxy.me: 253 (telemedicine)
- ConferMed: 37 (e-consult)

3. School-based program: Walk-in clinic combined with telemedicine

- Providers onsite for two full days

4. Home-based care:

- House call program for home-bound patients
Meeting the goal of 40 patient visits per provider in the month of July

5. Provider Lead Program:

- ID care: Jacklyn Morgan, PA-C, Maria Culangan (HIV PrEP, HepC, STD)
- Women's Health: Lisa Cashiola, NP

6. Remote care management (Patient engagement center/care coordination)

- Patient engagement, and promoting self-care
- CCM (chronic care management), TCM (transitional care management),
AWV (annual wellness visits) meeting target goal

“Strive to deliver high-quality, culturally competent, equitable, and comprehensive primary care with a focus on clinical quality, patient-centered care, and provider and staff well-being.”

AMERICA'S HEALTH CENTERS

AUGUST 2023

Community Health Centers are nonprofit, **patient-governed** organizations that provide high-quality, **comprehensive primary health care** to America's **medically underserved communities**, serving **all patients** regardless of income or insurance status.

In 2022, health centers served a record-breaking

31.5M
patients

Over 1,400 Community Health Center grantees and look-alikes¹ provided care at 15,000 locations across the country in 2022.

1 in 11 Americans are health center patients, of whom:

19% are **uninsured**

61% are **publicly insured**

90% are **low income**

41% are **rural residents**

64% are members of **racial and/or ethnic minority groups**

Health centers are the health care home for many of America's historically underserved communities, including:



1 in 5

**UNINSURED
PEOPLE**



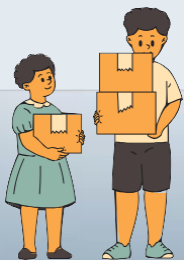
1 in 3

**PEOPLE LIVING
IN POVERTY**



1 in 7

**RURAL
RESIDENTS**



1.4 million

**PEOPLE EXPERIENCING
HOMELESSNESS**



8.8 million
CHILDREN



400,000
VETERANS



3.5 million
**PATIENTS
OVER AGE 65**

HEALTH CENTERS EXPAND ACCESS TO COMPREHENSIVE PRIMARY CARE

95.5K
medical professionals



26 million
medical patients

19K
dental health professionals



6 million
dental health patients

18.8K
behavioral health specialists



3 million
behavioral health patients

27.4K
enabling services
professionals



2.4 million
patients accessing enabling
services

285K
total employees



127 million
total patient visits

HEALTH CENTERS DRIVE ECONOMIC GROWTH



285,000
employees



\$85 billion
economic activity
generated in
communities served



\$24 billion
savings to the health
system annually

LEARN MORE ABOUT HEALTH CENTERS AND THE ISSUES IMPACTING HEALTH CENTER PATIENTS:

[ACCESS TO PRIMARY CARE](#)

[FEDERAL GRANT FUNDING](#)

[HEALTH CENTER WORKFORCE](#)

[AFFORDABLE MEDICATIONS](#)



Coastal Health & Wellness and Texas City Independent School District celebrate grand opening of school-based clinic, Aug. 8

CHW and TCISD have partnered to open a school-based clinic at the Calvin Vincent Early Childhood Center Campus in Texas City. A celebratory ribbon cutting hosted by the Texas City-La Marque Chamber of Commerce was held at 10:00 a.m. on the morning of the successful grand opening. A Certificate of Congressional Recognition was presented by Congressman Randy Weber's office to congratulate Coastal Health & Wellness on the grand opening and acknowledge their dedication to maintaining excellent health throughout Galveston County.

The clinic will provide a broad range of medical services, routine exams, sports physicals, acute illness treatment, injury, mental health services and more. Immunizations will be available, soon. Patients who are uninsured, underinsured and fully insured are welcome.

By offering comprehensive health care on-site, Coastal Health & Wellness aims to improve health outcomes, increase convenience, and reduce absenteeism among students.

The clinic is now open to see patients at the Calvin Vincent Early Childhood Center Campus located at 1805 13th Ave. N., Texas City, TX 77591.

Visit CHW's website to register as patient.



CHW participates in TACHC photography project

Coastal Health & Wellness participated in the Texas Association of Community Health Centers' photography project, a state-wide project to showcase health centers. These photos will be included in a slide show at TACHC's 40th Annual Conference on October 29-November 1 in Austin, TX.

[View all pictures here.](#)



CHW supports LCRCC as Tote Bag Sponsor at 2023 Business Expo

Coastal Health & Wellness proudly supported the League City Regional Chamber of Commerce as the Tote Bag Sponsor at their 2023 Business Expo.



CHW, GCHD support the community with Back-to-School Block Parties

Galveston County Health District, Coastal Health & Wellness and ARC Pet Allies recently served students and families at its two Back-to-School Block Party events.

Families attended the events on July 29 and Aug. 5 for free school supplies, student sports physicals, immunizations, free vision screenings and had a chance to learn about community resources like Women, Infants and Children (WIC), SNAP, Medicaid, registering as a CHW patient, and more.

Thank you to our event sponsors: AMOCO, GSK, Gulf Coast Center, Helen Hall Library, Junior League of Galveston County, Inc., Moody Gardens, Moore Memorial Public Library, Mae S. Bruce Library, Texas First Bank, Wellby Financial.



CHW celebrates National Health Center Week, Aug. 6-12

Coastal Health & Wellness celebrated National Health Center Week (NHCW), a time to raise awareness about the mission and accomplishments of CHW and other health centers.

This year's NHCW theme was "The Roadmap to a Stronger America." To honor this week, Coastal Health & Wellness participated in various events.



On Tuesday, August 8, Coastal Health & Wellness and Texas City Independent School District welcomed patients to the grand opening and ribbon cutting of the new school-based clinic located inside the Calvin Vincent Early Childhood Center.



During the clinic's in-service, the staff participated in the National Association of Community Health Center's #NHCW23 BINGO Challenge by striking poses with various healthcare-related road signs that tied in with the National Health Center Week's 2023 theme.



Although the road in healthcare can be rocky, Coastal Health & Wellness turned it into something sweet by treating the staff to Blue Bell ice cream on Thursday afternoon.

It was an event-packed week for Coastal Health & Wellness. The Galveston County Health District is thankful and proud of every staff member. The exceptional care and service provided by Coastal Health & Wellness is greatly appreciated. We thank everyone for participating in National Health Center Week, and we look forward to next year's activities!

Coastal Health & Wellness is accredited by The Joint Commission and is a recognized Patient-Centered Medical Home committed to providing access to high-quality, affordable primary care to everyone. Services include dental and primary medical care, pediatric care, behavioral health, and a substance use disorder- mental health program.

Health centers, like Coastal Health & Wellness, provide comprehensive care to 30 million people nationwide.

Learn more about CHW and the services it provides to the community.

CHW supports New Teacher Luncheon as Tote Bag Sponsor

Coastal Health & Wellness proudly supported the Texas City-La Marque Chamber of Commerce as the Tote Bag Sponsor at their New Teacher Luncheon on Aug. 3.



TACHC visits CHW clinics

On July 21, Verna LaGrange, LMSW, Clinical Care Coordinator III from Texas Association of Community Health Centers (TACHC) visited both CHW clinics as part of the Quality Axis Program. The aim and purpose of the visit was to observe some of the patient flow operations at both locations, talk to staff and offer suggestions, and discuss possible workflow modifications and improvements. The sharing of knowledge, resources and experience can bring a better perspective to all aspects of a project, creating efficiencies and inspiring teamwork.



CHW is committed to providing safe dental visits

Coastal Health & Wellness is excited to celebrate Dental Infection Control Awareness Month in September and highlight our commitment to provide patients safe dental care.

This year's theme is "Staying in the Know Together".

While we perform many infection control procedures behind the scenes, we want you to see four important ways we keep you safe:

- **Clean hands:** We comply with the CDC's hand washing and glove handling guidelines. See how we wash (or use alcohol sanitizers on) our hands and don new gloves for each patient.
- **Sterile tools:** We carefully follow all the steps for instrument processing, so you get clean, sterile instruments every time.
- **Safe water:** We treat the dental unit waterlines to ensure the water going into your mouth meets federal guidelines and is safe for you.
- **Patient eye protection:** We comply with the CDC's recommendation for patient eye wear protection to protect your eyes.

One of the best things people can do to prevent the spread of infection is to wash their hands thoroughly and frequently. Germs can't resist sterilization - that's why we sterilize our instruments. The disinfectants we use to wipe down surfaces are effective against COVID-19 as well as other viruses.



September is Suicide Prevention Awareness Month

Suicidal thoughts, much like mental health conditions, can affect anyone regardless of age, gender or background. In fact, suicide is often the result of an untreated mental health condition. Suicidal thoughts, although common, should not be considered normal and often indicate more serious issues.

September is Suicide Prevention Awareness Month—a time to raise awareness of this stigmatized, and often taboo, topic.

If you or someone you know is in an emergency, call or text 988.

Learn more from the National Alliance on Mental Illness.



TOGETHER
for Mental Health

#Together4MH

! Know the warning signs of suicide. Learn more at nami.org/suicideprevention

nami.org/suicidepreventionmonth

September spotlights National Prostate Cancer Awareness Month

Prostate cancer is the most common cancer among men, after skin cancer, but it can often be treated successfully.

This year alone, about 288,300 new cases of prostate cancer will be found and there will be roughly 34,700 deaths from prostate cancer.

Risk factors include age - about six in 10 cases of prostate cancer are found in men older than 65 - race/ethnicity, family history, gene changes and geography.

Learn more about risk factors, causes, early detection, treatment and prevention.

We want to hear from CHW patients!

Coastal Health & Wellness launched a new patient satisfaction survey, and we want to hear from you!

The survey takes about 5-7 minutes to complete and all participation is voluntary and anonymous.

When you take a few minutes to tell us more about your experience, it helps us continue to improve our patient care, and your experience, at our CHW Texas City and Galveston clinics.


You can complete the survey onsite or following your visit. You'll also notice patient satisfaction survey posters throughout the clinic with a QR code you can scan with your smartphone.

Become a patient with online registration

Have you heard about our new online registration? It's an easy way to become a patient at Coastal Health & Wellness.

Once registered, visit our website to create a patient portal to request and view appointments, send messages, view a summary of your health record and lab results, request a prescription refill, and view and pay your statement online.

Call us at 409.938.2234 to learn more!



[Click here to learn more about CHW services.](#)

[Click here to learn more about becoming a patient.](#)

[Click here to meet our CHW providers.](#)

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**Governing Board
August 2023
Item#13
Comments from Board Members**

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