Houston-Galveston Area Council

GCEDD Board Meeting

Wednesday, April 22nd 2026
3555 Timmons Lane Houston Texas, 77027 Conference Room BC

I. **Call to Order**

II. **Welcome Remarks: Mike Rozell**

III. **Pledge of Allegiance: Andrew Van Chau**

IV. **Roll Call and Housekeeping: Darryl Briscoe**

V. **Public Comment**

VI. **Action Items**
- Meeting Minutes – Request approval of the minutes from the November 5th, 2025
- GCEDD Financial Report – Gilda Mendoza
  a. Request approval of the financial report for the period ending December 31st, 2025
  b. Request approval of the financial report for the period ending March 31st, 2026
- Vote on amendment to GCEDD Bylaws - Omar Fortune
- Vote to approve the Executive Committee bylaws – Omar Fortune
- Vote to approve the loan-write off policy – Christina Cornelius

VII. **Information**
- Board Updates – Darryl Briscoe
- Staff Activities Update
  a. Broadband Update – Darryl Briscoe
  b. Other Updates – Brandy Guidry
- Loan Program Report – Christina Cornelius

VIII. **Committee updates**
- Executive Committee Update – Darryl Briscoe
- CEDS Committee Update – Darryl Briscoe
- Small Business Committee Update – Darryl Briscoe

IX. **Presentations**
- Workforce Solutions – Ron Borski
- H-GAC's participation in FIFA World Cup – Tricia Bentley
- Nuclear Energy Consortium – Dr. Monica Cortez

X. **Other**
- General Updates
- Other Business
- Closing Remarks
- Next Meeting – July 22, 2026 (In-Person)

XI. **Adjourn Meeting**

GULF COAST ECONOMIC DEVELOPMENT DISTRICT

BYLAWS OF THE EXECUTIVE COMMITTEE

OF

GULF COAST ECONOMIC DEVELOPMENT DISTRICT, INC.

ARTICLE I – NAME

This document shall serve as the Bylaws of the Executive Committee of the Gulf Coast Economic Development District, Inc. (hereafter referred to as "GCEDD" or "the District").

ARTICLE II – PURPOSE

The Executive Committee is established to provide leadership and governance support to the GCEDD Board of Directors. Acting in an advisory capacity to the President and Executive Director, the Committee ensures continuity of operations, promotes alignment with GCEDD's mission and strategic goals, and addresses matters that arise between regularly scheduled Board meetings. The Committee does not have independent decision-making authority unless specifically delegated by the full Board but may act on urgent matters requiring immediate attention with subsequent Board ratification.

The Executive Committee also plays a key role in board development, officer succession, oversight of committee formation, and organizational performance.

ARTICLE III – MEMBERSHIP

Section 1. Composition

The Executive Committee shall consist of the elected officers of the GCEDD Board:

- President (serves as Chair of the Executive Committee)
- Vice President
- Secretary/Treasurer

No substitutes or designees may serve in place of these officers on the Executive Committee.

Section 2. Terms of Service

Members shall serve on the Executive Committee for the duration of their elected term as officers of the GCEDD Board. Officers may not serve more than three consecutive years in the same Executive Committee role, consistent with GCEDD Bylaws.

Section 3. Vacancy
If a vacancy occurs in any Executive Committee role, it shall be filled in accordance with ARTICLE V of the GCEDD Bylaws. The successor officer shall assume the vacated seat on the Executive Committee for the remainder of the unexpired term.

ARTICLE IV – ROLES AND RESPONSIBILITIES

The Executive Committee shall have the following duties:

1. **Strategic Counsel**
   Provide advisory input to the President and Executive Director (or their designee) on organizational priorities, grant opportunities, stakeholder engagement, and regional economic development strategy.

2. **Agenda Preparation**
   Collaborate with staff to set agendas and review materials in advance of Board meetings to ensure alignment with strategic and operational priorities.

3. **Board Development**
   Identify board training needs, succession planning strategies, and opportunities to build leadership capacity among members.

4. **Committee Oversight**
   Recommend the formation of additional subcommittees or task forces. Review, appoint, and support committee members in coordination with staff.

5. **Urgent or Interim Action**
   Review matters requiring prompt attention between Board meetings and make interim recommendations or decisions, subject to Board ratification when necessary.

6. **Policy Guidance**
   Support the development and review of key governance documents, such as the GCEDD strategic plan, bylaws, and committee charters.

7. **Evaluation Support**
   Assist with performance reviews or evaluations of organizational effectiveness, including the performance of officers, subcommittees, or special initiatives.

ARTICLE V – MEETINGS

Section 1. Frequency
The Executive Committee shall meet at least quarterly, with meetings scheduled to precede or follow GCEDD Board meetings. Additional meetings may be called by the President or by consensus of at least two Executive Committee members.

Section 2. Format and Notice
Meetings may be held in person, virtually, or in a hybrid format. Notice of meetings shall be given at least three (3) business days in advance via email or other suitable means, unless an emergency meeting is necessary.

Section 3. Quorum and Voting
A quorum shall consist of two of the three members. Actions of the Committee shall require a majority vote of members present. Voting may occur in person, virtually, or by unanimous written consent.

Section 4. Meeting Records
Minutes shall be taken at each Executive Committee meeting and approved by the Committee at its next meeting. A summary of the Committee's activities, including any recommendations or decisions, shall be shared with the GCEDD Board at the next regularly scheduled Board meeting. The full minutes shall be made available to any Board member upon request.

ARTICLE VI – REPORTING AND ACCOUNTABILITY

The Executive Committee shall:

- Provide a verbal or written report at each regular meeting of the GCEDD Board summarizing any recommendations, decisions, or guidance provided.
- Notify the full Board of any interim actions taken and request formal ratification as appropriate.
- Work with the Executive Director or their designee to ensure transparency in all matters presented or reviewed by the Committee.

ARTICLE VII – AUTHORITY AND LIMITATIONS

The Executive Committee acts in an advisory capacity unless otherwise authorized by a specific resolution of the full Board. It shall not have authority to:

- Amend GCEDD Bylaws;
- Hire or terminate the Executive Director (or their designee);
- Approve budgets or enter into contracts on behalf of GCEDD;
- Make decisions that conflict with or override actions of the Board.

ARTICLE VIII – AMENDMENTS

These Bylaws may be amended by majority vote of the Executive Committee, with approval of the GCEDD Board. Proposed amendments must be distributed to all Executive Committee members and the Board at least three (3) days in advance of a vote.

H-GAC COMPONENT UNITS
GULF COAST ECONOMIC DEVELOPMENT DISTRICT
BALANCE SHEET
AS OF 12/31/2025

ASSETS		**12/31/2025**		**12/31/2024**
Cash	$	1,362,162	$	736,633
Accounts Receivable		18,692		16,097
Loan Receivable				
Regular -RLF		484,962		745,329
CARES ACT - RLF		1,293,844		1,475,802
CARES ACT RLF Allowance for Loan Losses		34,000		-
Net CARES ACT - RLF		1,259,844		1,475,802
CARES ACT - RLF 2		890,572		973,607
RRR RLF Loan		870,746		1,068,340
Total ASSETS	**$**	**4,886,978**	**$**	**5,015,808**
LIABILITIES & EQUITY				
Liabilities				
Accounts Payable - H-GAC	$	63,711	$	118,778
Total Liabilities	**$**	**63,711**	**$**	**118,778**
Equity				
Retained Earnings	$	4,897,030	$	4,819,736
		4,897,030		4,819,736
Net Income		(73,764)		77,294
Total Equity	**$**	**4,823,267**	**$**	**4,897,030**
Total LIABILITIES & EQUITY	**$**	**4,886,978**	**$**	**5,015,808**

H-GAC COMPONENT UNITS
GULF COAST ECONOMIC DEVELOPMENT DISTRICT
STATEMENT OF REVENUE AND EXPENDITURES
01/01/25 - 12/31/2025

		12/31/2025		12/31/2024
REVENUE				
Notes Interest				
- EDA RLF	$	21,527	$	24,011
- CARES RLF		48,931		45,423
- CARES RLF 2		25,285		32,421
- RRR RLF		18,900		21,500
Late Fees Collection		845		261
Loan Origination Fees		5,000		-
Program Revenue				
- EDA Cares		-		220,870
- EDA Broadband		-		200,777
- EDA Planning		90,094		68,597
- CDFI		300,000		25,000
- United Way		10,000		-
- Wells Fargo Grant		100,000		-
Interest		12,040		33,380
Total REVENUE	**$**	**632,622**	**$**	**672,240**
EXPENSE				
Bank Fee		-		-
H-GAC Management Expense				
- Personnel	$	336,881	$	296,154
- Indirect		21,322		27,008
- Other Contract Services		-		207,698
- Travel		185		865
- Rent		7,055		7,133
- Grants		-		-
- Expendable Equipment		1,909		1,803
- Office Supplies		-		47
- Meeting Expenses		123		296
- Software		3,634		168
- Employee Development		600		-
- Subscription/Membership		4,335		5,306
- GIS/Network Allocation		22,598		23,897
- Internal Services Allocation		23,647		24,571
- Provision for Bad Debt		34,000		-
- Loan Write-Off		250,098		-
Total EXPENSE	**$**	**706,386**	**$**	**594,946**
NET INCOME	**$**	**(73,764)**	**$**	**77,295**

H-GAC COMPONENT UNITS
GULF COAST ECONOMIC DEVELOPMENT DISTRICT
STATEMENT OF REVENUE AND EXPENDITURES
01/01/26 - 03/31/2026

REVENUE				
Notes Interest		**3/31/2026**		**3/31/2025**
- EDA RLF	$	4,469	$	6,058
- CARES RLF		12,862		10,757
- CARES RLF 2		7,937		6,740
- RRR RLF		2,839		4,261
Late Fees Collection		113		-
Loan Origination Fees		-		-
Program Revenue				
- EDA Cares		-		-
- EDA Broadband		-		-
- EDA Planning		-		18,903
- CDFI		-		150,000
- United Way		-		-
- Wells Fargo Grant		-		-
Interest		3,206		2,638
Total REVENUE	**$**	**31,425**	**$**	**199,357**
EXPENSE				
Bank Fee	$	-	$	-
Bad Debt Expense - Write Off	$	-	$	-
H-GAC Management Expense				
- Personnel	$	119,573	$	28,672
- Indirect		17,418		3,819
- Other Contract Services		-		-
- Travel		-		167
- Rent		2,168		1,456
- Grants		-		-
- Expendable Equipment		1,502		-
- Office Supplies		-		-
- Meeting Expenses		157		17
- Software		566		3,588
- Employee Development		-		1,200
- Subscription/Membership		-		865
- GIS/Network Allocation		-		4,608
- Internal Services Allocation		-		3,915
- Provision for Bad Debt		-		-
- Loan Write-Off		-		-
Total EXPENSE	**$**	**141,384**	**$**	**48,309**

NET INCOME	**$ (109,960)**	**$ 151,048**

H-GAC COMPONENT UNITS
GULF COAST ECONOMIC DEVELOPMENT DISTRICT
BALANCE SHEET
AS OF 03/31/2026

		3/31/2026		3/31/2025
ASSETS				
Cash	$	1,180,236	$	951,905
Accounts Receivable		31,112		-
Loan Receivable				
Regular -RLF		560,827		719,660
CARES ACT - RLF		1,365,741		1,405,177
CARES ACT RLF Allowance for Loan Losses		34,000		-
Net CARES ACT - RLF		1,331,741		1,405,177
CARES ACT - RLF 2		876,953		958,016
RRR RLF Loan		832,267		1,026,458
Total ASSETS	**$**	**4,813,136**	**$**	**5,061,217**
LIABILITIES & EQUITY				
Liabilities				
Accounts Payable - LDC		-		-
Accounts Payable - H-GAC	$	92,246	$	13,139
Total Liabilities	**$**	**92,246**	**$**	**13,139**
Equity				
Retained Earnings	$	4,830,850	$	4,897,030
		4,830,850		4,897,030
Net Income		(109,960)		151,048
Total Equity	**$**	**4,720,889**	**$**	**5,048,078**
Total LIABILITIES & EQUITY	**$**	**4,813,135**	**$**	**5,061,217**

	EDAC.22.3001	EDAC.22.0105	EDAC.20.0105	EDAC.09.0107
	Fort Bend	CARES 2	CARES 1	Regular RLF
RLF Awarded	$ 1,298,000	$ 1,021,000	$ 1,652,500	$ 895,483
RLF disbursed	$ 1,298,000	$ 1,021,000	$ 1,652,500	$ 837,813
Available to lend from original award	$ -	$ -	$ -	$ 57,670
Principal Collection till date	$ 465,732	$ 302,047	$ 1,591,241	$ 525,950
Write-off	$ -	$ 33,501	$ 145,313	$ 176,036
Bad Debt Provision	$ -	$ -	$ 34,000	$ -
New Loans Disbursed from collection	$ -	$ 191,500	$ 1,450,000	$ 425,000
Committed - Yet to Disburse	$ -	$ -	$ -	$ -
Total available to lend for Loans	$ 465,732	$ 110,547	$ 141,241	$ 158,620
Outstanding RLF	$ 832,268	$ 876,953	$ 1,331,741	$ 560,827
MIP Expense as of 3/31/2026	$ -	$ -	$ 2,130	$ 5,326
Interest Collected	$ 2,839	$ 7,937	$ 12,862	$ 4,469
Bank Interest Allotted	$ 990	$ 598	$ 763	$ 857
Late Fees Collected	$ 113	$ -	$ -	$ -
Funds Available for admin	$ 3,941	$ 8,534	$ 11,495	$ 0

Total
$ 717,520
$ 3,601,788
$ 23,971

MEMO:

Date: 03/26/2026

Subject: Long-term Loan Defaults and Write-Off

To strengthen our loan management process and maintain consistency in handling long-term defaults, we are establishing a 12-month rule for defaulted accounts.

Proposed Policy:

- If a loan remains in default for 12 months without any communication or repayment plan from the borrower, the loan should be moved to bad debt status.
- After an additional 12 months (24 months total from the initial default) with no activity or recovery, the loan may be considered for full write-off.
- At the beginning of each financial year, Finance will book the bad debt entries. If there is no progress or activity during the year, the loan will be written off at year-end.

This policy will ensure timely recognition of uncollectible balances and improve the accuracy of our financial reporting.

If any payment is received after a loan has been written off, the amount will be credited back to the same loan award for future lending.

Mailing Address: PO Box 22777 | Houston, Texas 77227-2777 **Physical Address:** 3555 Timmons Lane, Suite 120 | Houston, Texas 77027-6466
Phone: 713-627-3200 | **Fax:** 832-681-2543

HOUSTON GALVESTON AREA COUNCIL

Commute Solutions

Business Continuity Employer Worksheet

Work and Transportation Logistics During World Cup 2026

This worksheet is designed to help your organization consider how World Cup matches and other concurrent events might impact employee travel as well as business operations and planning. Use it to develop strategies that keep your workforce safe, productive, and informed.

UNDERSTANDING BUSINESS IMPACTS

Identify how the World Cup may affect your organization.

Match Day Impact on Operations:

- Which match days overlap with your regular operations?
- Could event-related traffic affect deliveries, services, or on-site work?

Notes/Action Steps:

Delivery & Supply Chain Considerations:

- Are any deliveries scheduled during high-traffic days?
- Can deliveries be rescheduled, rerouted, or consolidated?

Notes/Action Steps:

OFF-SITE WORK & TRAVEL

Ensure external activities are coordinated with event traffic.

Off-Site Meetings:

- Are meetings scheduled near stadiums, Fan Fest/East Downtown, or along high-traffic corridors?
- Can meetings be rescheduled, moved to a virtual format, or relocated to avoid congestion?

Notes/Action Steps:

Employee/Client Travel During Tournament:

- Will employees or clients be traveling to or from outside the greater Houston-Galveston region (extended drives or airport travel) during the 39-day tournament?
- How will travel be affected by traffic, airport, or public transit delays?

Notes/Action Steps:

Business Continuity Employer Worksheet

TRANSPORTATION OPTIONS

Encourage alternative commuting methods to reduce congestion and keep employees safe and productive

Employee Commuting:

- Which employees will be affected by traffic congestion on match days or high-traffic periods?
- Can employees carpool, use company shuttles, or participate in vanpool programs?
- Are Park & Ride, public transit, or other multi-modal options feasible for your workforce?
- Can work hours or commute schedules be staggered to avoid peak traffic?
- Can some employees work remotely, or temporarily adjust hours during high-traffic days?

Notes/Action Steps:

Employee Safety:

- How will essential employees or those with fixed schedules safely reach work if transit or road congestion is heavy?
- Are backup options available (alternate routes, reserved parking, emergency transit plans)?

Notes/Action Steps:

EVENT PARTICIPATION & WORKPLACE ENGAGEMENT

Clarify expectations around employee engagement with FIFA

Workplace Engagement & Event Excitement:

- Does the organization want to celebrate FIFA with employees (TV in breakroom, watch parties, off-site celebrations)?
- What are the limitations (budget, safety, scheduling, location, communication)?

Notes/Action Steps:

Internal Communication:

- What information do employees need to prepare for match days (traffic updates, alternate routes, telework options, flexible schedules)?
- What channels will be used to communicate (email, intranet, Slack/Teams, posters, SMS alerts)?
- How often should updates be shared leading up to and during the tournament?

Notes/Action Steps:

HOUSTON GALVESTON AREA COUNCIL

Commute Solutions

Business Continuity Employer Worksheet

FINAL ACTION PLAN

High-Priority Actions Before Tournament: ____________________

Employee Resources Needed: ____________________

Follow-Up or Review Dates: ____________________

Schedule a complimentary Travel Demand Management analysis by Commute Solutions.

Date: ____________________

ADDITIONAL SUPPORT FROM COMMUTE SOLUTIONS

Explore resources to help employees travel safely, reduce congestion, and support sustainable commuting practices.

We Support:

- Local governments
- Employers of all sizes
- Colleges and universities
- Property managers and developers

We Offer:

- **Complimentary Travel Demand Management Consultations** – Work with our experts to assess commuting patterns and identify strategies to reduce congestion.
- **Tailored Commute Plans** – We help create a plan customized to your workforce.
- **Telework & Compressed Scheduling Assistance** – Help implement flexible schedules to avoid peak traffic.
- **Tax Benefits Guidance** – Information on commuter incentives and programs.
- **Support for Recognition** – Assistance for organizations seeking Best Workplace for Commuters designation.
- **Greenhouse Gas Reduction Strategies** – Practical ways to reduce emissions through commuting alternatives.

Contact Us:

Want to learn more about commuting options or bring commuter programs to your workplace? commutesolutions@h-gac.com | 832-681-2622