



Executive Committee Meeting
2180 North Main, Belton, Texas
Thursday, April 28, 2016
12:00 PM

AGENDA

CALL to ORDER The Honorable John Firth, President
Oath of Office..... The Honorable John Firth, President
Introduction of New Employees Jim Reed, Executive Director

CONSENT AGENDA

- Minutes: March 24, 2016 Pages 2-6
- Expenditure Report, March 2016..... Pages 8-9

ACTION ITEMS

Resolution 04-16-AAA1 – Authorizing Submission of the AACT’s 2017 – 2019 Area Plan
to the Texas DADS..... Pages 10
Resolution 04-16-ES1 – Authorizing Application to the Governor’s Homeland Security
Grant Division for SHSP FundsPage 11
Proclamation 04-16-PRS1 – Declaring May 8-14, 2016 as Economic Development Week
in the Central Texas RegionPage 12

REPORTS

- Workforce Development Board..... Susan Kamas, Workforce Board Executive Director
- Workforce Centers..... Jerry Haisler, Workforce Center Director
- Executive Director’s ReportJim Reed, AICP, Executive Director, CTCOG
 - Discuss Changes to the Homeland Security Program’s Project Selection Process
 - Discuss the Regional Radio System’s Long Term Plan
 - Discuss Updates to the 9-1-1 Program
 - Upcoming Meeting Agendas (May, June, July)

ADJOURN



**Minutes: March 24, 2016
Executive Committee Meeting
2180 N. Main, Belton, Texas**

12:00 PM

The March 2016 Central Texas Council of Governments Executive Committee Meeting was called to Order by Dickie Clary, 1st Vice President.

IN ATTENDANCE

Executive Committee Officers:

1 st Vice President	Commissioner Dickie Clary, Hamilton County
2 nd Vice President	Mayor Marion Grayson, City of Belton
Secretary/Treasurer	Commissioner Bill Schumann, Bell County
Parliamentarian	County Judge Byron Theodosis, San Saba County
Immediate Past President	Commissioner Tim Brown, Bell County

Executive Committee Members:

Dave Barkemeyer	County Judge, Milam County
Wayne Boultinghouse	County Judge, Lampasas County
Jon Burrows	County Judge, Bell County
Gary Chumley	Mayor, City of Gatesville
Richard Cortese	Commissioner, Bell County
Mary Gauer	Citizen Representative
Lloyd Huggins	Commissioner, Hamilton County
William Parry, III	City Manager, Gatesville
Hal Schiffman	Mayor Pro-Tem, City of Harker Heights
Frank Seffrood	Mayor, Copperas Cove

Executive Committee Alternate Members:

Otis Evans	Citizen Representative, City of Killeen
John Fisher	Commissioner, Bell County

CTCOG Staff Members and Guests:

Jim Reed	Executive Director, CTCOG
R. Michael Irvine	Director of Administration, CTCOG
Cheryl Maxwell	Director, Planning Services CTCOG
Jimmy Martin	Planning & Regional Services, CTCOG
John Weber	Planning & Regional Services, CTCOG
Jason Deckman	Planning & Regional Services, CTCOG

Jennifer Lawyer	Planning & Regional Services, CTCOG
Myrtle Albertson	Planning & Regional Services, CTCOG
Mark Collier	Director, 9-1-1 Program, CTCOG
Jerry Muhamet	Homeland Security, CTCOG
Elizabeth Leatherwood	9-1-1 Addressing Manager, CTCOG
Kerry Phillip	Administrative Assistant, CTCOG
Susan Kamas	Executive Director, Workforce Board
Jerry Haisler	Center Director, Workforce
Tama Shaw	Executive Director, Hill Country Community Action Assn
Ralph Gauer	Senator Troy Fraser District 24 Office Coordinator
Susan Reinders	Homeland Security/EMC, Milam County
Carl Mica	Central TX Regional Director, TX Sen. Ted Cruz

NOT IN ATTENDANCE

Executive Committee Members:

Skip Blancett	Mayor, Village of Salado
Scott Cospier	Mayor, City of Killeen
Danny Dunn	Mayor, City of Temple
John Dye	Safety/Police, Killeen ISD
John Firth	President, County Judge, Coryell County
Kirkland Fulk	County Judge, Mills County
Andrea Gardner	Citizen Representative
Dale Jaecks	Past President, CTCOG
Robert Lindsey	City Manager, City of Goldthwaite
Rickey Lusty	Commissioner, San Saba County
Daren Moore	Commissioner, Coryell County
Steven Moore	Public Affairs, Ft. Hood
Randy Morris	Citizen Representative, City of Lampasas
Jeff Muegge	Commissioner, Milam County
W. Mark Tynes	County Judge, Hamilton County
Jack Wall	Commissioner, Coryell County
Ronnie White	Mayor, City of Little River
Jim Yeonopolus	Chancellor, Central Texas College

Invocation was delivered by Jim Reed with Mary Gauer leading the pledges.

Jim Reed introduced new employees Myrtle Albertson, Administrative Assistant to both the Emergency Services and Planning & Regional Services teams, and Jennifer Lawyer returns as an Environmental Planner for Planning & Regional Services.

Consent Agenda

A motion was made and seconded that the committee accept the Consent Agenda which consisted of the minutes from the January 28, 2016 meeting along with the February 2016 Expenditure Report.

All voted in favor and none were opposed.

Action Items

Resolution 03-16-ES1 Authorizing Application to 2017 Homeland Security Planning Grant Funds

This is a standard resolution that is requested each year as part of the application process.

Resolution 03-16-ES2 Approving the Criminal Justice Advisory Committee Members

This resolution is a requirement of the grant provider.

All voted in favor of both resolutions and none were opposed.

Proclamation 03-16-PRS1 Declaring April 2016 as Fair Housing Month in the Central Texas Region

Proclamation 03-16-PRS2 Declaring May 2016 as Bike Month in the Central Texas Region

Both proclamations are straight forward and are produced every year. All voted in favor of both proclamations and none were opposed.

Reports

Executive Director, Workforce Board

Susan Kamas reported on her recent attendance at the National Association of Workforce Boards conference. The Executive Director of the Office of the Secretary of Defense spoke about the current level of services that veterans receive. Currently, that level of service could be improved and the Secretary is reaching out to local communities that have a high veteran population to research the matter. All three of the Workforce Commissioners will be in our area in April to gather critical information.

Workforce has the largest contingency nationwide of NAEYC (National Association for the Education of Young Children) childcare centers. Nationwide there are only 300 childcare centers and 52 of those are located in the CTCOG region.

Susan then presented William Parry with an award from the Texas Association for the Education of Young Children naming him as Advocate of the Year.

Center Director, Workforce

Jerry Haisler announced that Workforce has received a national emergency grant to help those transferring out of the military. In addition, the Hiring our Heroes program is expanding to include military spouses. This new expansion is the first of its kind and will begin in August.

Meeting planned for April 28th at Temple College to discuss with employers how Workforce can use skill-development funds to reduce the burden on local employers.

Lastly, the Non-Custodial Parent Program will continue under the Workforce Commission. Over \$730,000 was collected over the last two years with 80% of that being received from wage garnishment. Most of those entering the program were employed within 2½ weeks.

Planning and Regional Services

Cheryl Maxwell directed the committee to review the Air Quality Advisory Committee By-Laws provided in the meeting packet. She requested that comments should be sent to her before the next executive committee meeting during which time the by-laws will be presented for adoption. In addition, Cheryl asked that the executive committee consider a name for this new committee. The name currently being considered is Central Texas AIR (Central Texas Air Information and Research).

Area Agency on Aging of Central Texas

Richard McGhee was unable to attend so Jim Reed presented his information on the Health and Human Services Commission's transition plan. The CTCOG goals are to ensure that nothing slips through the cracks and to guard against any unintended consequences. One area of concern is the local ombudsman program. Currently, CTCOG hires and trains the ombudsmen which then enforce the laws regarding series for the elderly. During this transition phase, a question of authority has developed. Currently, as employees of CTCOG, ombudsmen do not speak to the media nor do they advocate for particular issues before the legislature. However, there is one person who interprets the program differently. She believes ombudsmen are exempt from the rule against speaking to the media and advocating before lawmakers. This would place the staff in a difficult position – do they promote that which is best for local agencies supporting the elderly or do they promote state-wide initiatives which might conflict with local goals? Another area that needs investigation and discussion is the right of termination. As employees of CTCOG, CTCOG management should have the right to terminate any ombudsmen. However, this person also interprets this rule differently in that her office should have input into any termination decisions. Finally, the rules of how the program should function are set to become effective on September 1, 2016 yet, the approval process for that program will not be complete until October.

The question was asked if this transition is being led by a commission or a committee. The answer is not clear. More research is needed to determine who is in charge.

Jim then reviewed the Operation Family Caregiver program. There are only eleven regions in the country under this program yet there are hundreds of programs and organizations involved. There is some push-back from the non-profit sector especially regarding oversight. We are expecting site visits over the next couple of weeks and CTCOG will participate in the process. While Richard is better able to answer any detailed questions, Jim was able to state that the program is grant funded and the oversight issues seem

to be related to the fact that most non-profits do not work with deadlines and deliverables. Updates will be provided as the process continues.

Executive Director's Report

➤ *Main Street America Program*

Jim Reed announced that some resources have been identified to offer to various communities in the region who wish to participate in the Main Street America Program. This program can provide a great economic development when applied and CTCOG can assist with technical writing and administrative processes. For those who have not reviewed the program lately, it has been re-designed to be more streamlined and is a great branding tool for any community. Anyone interested can contact Jim for more information.

➤ *Upcoming Presentations (April, May, and June)*

As a prelude to upcoming meetings, Jim announced that the April meeting will include a presentation from Retired Brigadier General, Ricky Gibbs who will be discussing the force reduction at Fort Hood. The May meeting will involve a presentation by Carrie Paige, Environmental Scientist with the EPA, and Jenny Narvaez, Air Quality Planner with NCTCOG. They will presenting on the financial and reporting impacts if our region exceeds the ozone standards. The June meeting will center on the Joint Land Use Study.

Announcements

Next meeting is scheduled for April 28, 2016.

Committee Members Comments

None

Adjourn

The Honorable John Firth, President

Bill Schumann, Secretary/Treasurer

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Expenditure Report
Fiscal Year: 07/01/2015 – 06/30/2016

Descriptions	March 2016 Expenditures	Cumulative Expenditures	Annual Budget	Remaining Budget
Personnel	\$ 364,160	\$ 3,376,723	\$ 4,613,748	\$ 1,237,025
Employee Benefits	281,783	2,325,747	3,271,412	945,665
Contract services	841,149	4,110,496	6,794,009	2,683,513
Travel	13,863	141,376	246,272	104,896
Housing Assistance Payments	1,031,456	9,430,027	12,677,110	3,247,083
Other	961,168	8,734,599	12,576,686	3,842,087
In-kind	-	51,069	66,013	14,944
Indirect costs	102,823	919,015	1,342,514	423,499
Totals	<u>\$ 3,596,402</u>	<u>\$ 29,089,052</u>	<u>\$ 41,587,764</u>	<u>\$ 12,498,712</u>

Central Texas Council of Governments

**Detail of Other Expenditures
Fiscal Year: 07/01/2015 – 06/30/2016**

Descriptions	March 2016 Expenditures	Cumulative Expenditures
Participant Salaries	\$ 9,590	\$ 260,608
Participant Benefits	905	30,925
Consumable Supplies	15,772	164,366
Employee Development	5,833	70,423
Insurance and Bonding	937	9,873
Rent	60,001	564,086
Printing	3,720	47,503
Furniture/Equipment Rental	7,732	46,743
Maintenance and Repairs	4,269	21,032
Communications	16,828	113,001
Postage	3,941	43,870
Utilities	6,695	67,654
Public Relations	7,082	33,670
Tuition	113,822	1,023,158
Dues and Subscriptions	7,329	44,136
Quality	14,010	106,864
Other Expenditures	46,436	542,706
Gasoline	177	2,422
Janitorial	7,438	52,795
Automobile Repairs	224	418
Inventory Equipment	-	107,748
Inventory Furniture	-	3,609
Software & Software Updates	4,596	104,550
Workforce Client Support	623,831	5,272,439
Total Other	\$ 961,168	\$ 8,734,599



**RESOLUTION AUTHORIZING SUBMISSION OF THE AREA AGENCY ON AGING OF CENTRAL TEXAS’
FY 2017 – FY 2019 AREA PLAN TO THE TEXAS DEPARTMENT OF AGING AND DISABILITY SERVICES
Resolution #04-16-AAA1**

WHEREAS, the Central Texas Council of Governments (CTCOG), a Regional Planning Commission designated by the Office of the Governor, State of Texas, under provisions of Article 1011mm, V.A.C.S., with jurisdictional lines encompassing the counties of Bell, Coryell, Hamilton, Lampasas, Milam, Mills and San Saba; and

WHEREAS, the Texas Department of Aging and Disability Services is designated as the State Unit on Aging by the U.S. Administration for Community Living and has designated CTCOG as an Area Agency on Aging under the authority of U.S. Code Title 42, Chapter 35, Subchapter III, Part A Section 306; and

WHEREAS, the Older Americans Act of 1965 as Reauthorized in 2006, requires Area Agencies on Aging to develop and submit an Area Plan to the designated State Unit on Aging; and

WHEREAS, the Area Agency on Aging used a variety of methods to determine service needs and priorities including, but not limited to: AAA Service Delivery Analysis, Baylor-Scott & White Health Focus Groups, Area Information Center Call Data, and Demographic from the 2014 American Community Survey; and

WHEREAS, the Area Agency on Aging developed local strategies to support the following goals of the U.S. Administration for Community Living:

- Increase the number of older people who have access to an integrated array of health and social supports,
- Increase the number of older people who stay active and healthy,
- Increase the number of families who are supported in their efforts to care for their loved ones at home and in the community,
- Increase the number of older people who benefit from programs that protect their rights and prevent elder abuse, neglect and exploitation; and

WHEREAS, the Central Texas Aging, Disability & Veterans Advisory Committee met on March 30, 2016 to review and comment on local Area Plan Strategies; and

WHEREAS, on March 30, 2016 the Central Texas Aging, Disability & Veterans Advisory Committee voted to recommend that the CTCOG Executive Committee approve submission of the FY 2017 – FY 2019 Area Plan to the Texas Department of Aging and Disability Services:

NOW, THEREFORE, BE IT RESOLVED that the FY 2017 – FY 2019 Area Plan has been approved by the CTCOG Executive Committee for submission to the Texas Department of Aging and Disability Services and that the CTCOG Executive Committee President, Executive Director, Director of Administration, and Director of the Area Agency on Aging sign the “*Authorized Signature Form.*”

PASSED AND APPROVED this 28th day of April, 2016 by the Central Texas Council of Governments Executive Committee.

The Honorable John Firth, President

Bill Schumann, Secretary/Treasurer



**RESOLUTION AUTHORIZING APPLICATION TO THE GOVERNOR'S
HOMELAND SECURITY GRANT DIVISION FOR STATE HOMELAND
SECURITY PROGRAM (SHSP) FUNDS
Resolution # 04-16-ES1**

WHEREAS, the Central Texas Council of Governments (CTCOG), a Regional Planning Commission designated by the Office of The Governor, State of Texas, under the provisions of Article 1011mm, V.A.C.S., with jurisdictional lines encompassing the counties of Bell, Coryell, Hamilton, Lampasas, Milam, Mills and San Saba, is desirous of submitting regional grant applications for State Homeland Security Program (SHSP) FY2017 funds through the Texas Department of Public Safety (DPS); and

WHEREAS, the primary mission of State Homeland Security Grant program funds for 2017 is to support local planning, training and exercises for each of the CTCOG seven counties, to build interoperable communications, to sustain first-responder capabilities and local planning funds, and to improve support for the prevention of terrorist attacks and threats (either natural or man-made threats); and

WHEREAS, the Central Texas Council of Governments Homeland Security Advisory Committee (HSAC) met on April 14, 2016 to review, score and prioritize regional grant applications for these funds and recommends the following projects for funding; and

WHEREAS, the Executive Committee of the Central Texas Council of Governments has reviewed this list of projects under the provision of Texas Review and Comment (TRACS) and approves the recommendation:

NOW, THEREFORE, BE IT RESOLVED that these projects have all been recommended for funding in the prioritization of order shown:

1. CTCOG Homeland Security Planning	\$100,000.00
2. Bell County P25 Radio Interoperability	\$189,131.34
3. Bell County P25 Radio Interoperability LEPTA	\$189,131.34
4. City of Copperas Cove P25 Radio Interoperability	\$ 94,565.67

PASSED AND APPROVED this 28th day of April, 2016 by the Central Texas Council of Governments Executive Committee.

The Honorable John Firth, President

Bill Schumann, Secretary/Treasurer



**PROCLAMATION DECLARING MAY 8-14, 2016 AS
ECONOMIC DEVELOPMENT WEEK IN THE CENTRAL TEXAS REGION**

Proclamation #04-16-PRS1

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

WHEREAS, the Development District of Central Texas (DDOCT) guided by the Comprehensive Economic Development Strategy (CEDS) fosters an environment for sustainable economic development while balancing the available resources of the region; and

WHEREAS, the DDOCT partners with the U.S. Department of Agriculture, Rural Development; Texas Department of Agriculture; U.S. Small Business Administration; Texas Department of Economic Development; and the Economic Development Administration to provide access to funding for economic development in the region; and

WHEREAS, the vision of the DDOCT is to improve, promote, and support economic growth while maintaining community character and quality of life in Central Texas:

NOW, THEREFORE, BE IT PROCLAIMED by the Central Texas Council of Governments that May 8-14, 2016 as Economic Development Week in the Central Texas Region.

PASSED AND APPROVED this 28th day of April, 2016 by the Central Texas Council of Governments Executive Committee.

The Honorable John Firth, President

Bill Schumann, Secretary/Treasurer