



Executive Committee Meeting  
2180 North Main, Belton, Texas  
Thursday, June 23, 2016  
12:00 PM

**AGENDA**

Call to Order & Oath of Office..... The Honorable John Firth, President  
Introduction of New Employees ..... Jim Reed, AICP, Executive Director

**CONSENT AGENDA**

- Minutes: May 6, 2016 ..... Pages 2 – 6
- Expenditure Report, May 2016 ..... Pages 8 – 9
- Conflict of Interest Statements for Aging, Disability & Veterans Advisory Committee ..... Pages 10 – 13

**ACTION ITEMS**

Resolution 06-16-ES1 – Authorizing Application to the Governor’s Criminal Justice Division for the Purchase of Juvenile Justice Alternatives Project.....Page 14

**PRESENTATIONS**

Central Texas Veterans-Directed Home & Community Based Services – New Developments  
H. Richard McGhee, Director, Central Texas Area Agency on Aging  
  
Facility Management  
Joseph Latteo, Principal Partner, LG Facility Solutions

**REPORTS**

- Workforce Development Board..... Susan Kamas, Workforce Board Executive Director
- Workforce Centers..... Jerry Haisler, Workforce Center Director
- Executive Director’s Report ..... Jim Reed, AICP, Executive Director, CTCOG

**ADJOURN**



**Minutes: May 26, 2016**  
**Executive Committee Meeting**  
**2180 N. Main, Belton, Texas**

**12:00 PM**

The May 2016 Central Texas Council of Governments Executive Committee Meeting was called to Order by The Honorable John Firth, President.

**IN ATTENDANCE**

**Executive Committee Officers:**

President	County Judge John Firth, Coryell County
1 <sup>st</sup> Vice President	Commissioner Dickie Clary, Hamilton County
Secretary/Treasurer	Commissioner Bill Schumann, Bell 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
Otis Evans	Citizen Representative
Mary Gauer	Citizen Representative
Andrea Gardner	Citizen Representative
Jim Lindeman	Commissioner, Lampasas County
Daren Moore	Commissioner, Coryell County
Hal Schiffman	Mayor Pro-Tem, City of Harker Heights
Frank Seffrood	Mayor, Copperas Cove
Jose Segarra	Mayor, City of Killeen
Byron Theodosis	County Judge, San Saba County
Jack Wall	Commissioner, Coryell County

**Executive Committee Alternate Members:**

William Parry, III	City Manager, City of Gatesville
Mark Rainwater	Commissioner, Lampasas County
Dan Yancey	Councilmember, City of Copperas Cove

**CTCOG Staff Members and Guests:**

Jim Reed	Executive Director, CTCOG
R. Michael Irvine	Director of Administration, CTCOG
Deana Belk	Director, Housing Assistance, CTCOG
H. Richard McGhee	Director, Area Agency on Aging, CTCOG
Cheryl Maxwell	Director, Planning Services CTCOG
Jimmy Martin	Planning & Regional Services, CTCOG
Christina Demirs	Planning & Regional Services, CTCOG
John Weber	Planning & Regional Services, CTCOG
Jennifer Lawyer	Planning & Regional Services, CTCOG
Mark Collier	Director, 9-1-1 Program, CTCOG
Kerry Phillip	Administrative Assistant, CTCOG
Susan Kamas	Executive Director, Workforce Board
Jerry Haisler	Center Director, Workforce Centers
Tama Shaw	Executive Director, Hill Country Community Action Assn
Ray Helmcamp	Executive Director, Central Counties Services
Angela Rainwater	Emergency Management Coordinator, Lampasas County
Jenny Navarez	Principal Air Quality Planner, North Central Texas COG
Susan Reinders	Homeland Security/EMC, Milam County
Ralph Gauer	Senator Troy Fraser District 24 Office Coordinator
Carrie Paige	Environmental Scientist, EPA, Region 6
Hannah Bell	Chief of Staff, Office of Representative Molly White
Rachel Rentz	Staff Member, Office of Representative Molly White
Gary Kafer	District Director, Office of Representative J.D. Sheffield
Justin Morgan	Transportation Planner, FHWA – Texas Division
Jack Collier	Fire Chief, City of Harker Heights

**NOT IN ATTENDANCE**

**Executive Committee Members:**

Skip Blancett	Mayor, Village of Salado
Danny Dunn	Mayor, City of Temple
John Dye	Safety/Police, Killeen ISD
Kirkland Fulk	County Judge, Mills County
Marion Grayson	Mayor, City of Belton
Lloyd Huggins	Commissioner, Hamilton County
Dale Jaecks	Past President, CTCOG
Robert Lindsey	City Manager, City of Goldthwaite
Rickey Lusty	Commissioner, San Saba County
Steven Moore	Public Affairs, Ft. Hood
Jeff Muegge	Commissioner, Milam County
W. Mark Tynes	County Judge, Hamilton County
Ronnie White	Mayor, City of Little River
Jim Yeonopolus	Chancellor, Central Texas College

Invocation was delivered by Frank Seffrood with Wayne Boultinghouse leading the pledges.

The Oath of Office was administered to:

- Jose Segarra, Mayor of Killeen
- Jim Lindeman, Commissioner, Lampasas County
- Mark Rainwater, Commissioner, Lampasas County.

### **Consent Agenda**

A motion was made and seconded that the committee accept the Consent Agenda which consisted of the minutes from the April 28, 2016, the April 2016 Expenditure Report, and a revision to Resolution #03-16-ES2 noting a change on the Criminal Justice Advisory Committee (Lesley Keeling-Olson has replaced John Briggs).

All voted in favor and none were opposed.

### **Action Items**

**Resolution 05-16-ES1 – Authorizing Application to the Governor’s Criminal Justice Division for Justice Assistance Grant Funds**

**Resolution 05-16-ES2 – Authorizing Application to the Governor’s Criminal Justice Division for Juvenile Justice & Delinquency Prevention Funds**

**Resolution 05-16-ES3 – Authorizing Application to the Governor’s Criminal Justice Division for Victims of Crime Act Funds**

**Resolution 05-16-ES4 – Authorizing Application to the Governor’s Criminal Justice Division for Violence Against Women Act Funds**

Jim Reed explained that these four resolutions are presented each year after the grant scoring process. All projects listed are fully funded. The State of Texas announced that it will be changing the allocation procedures and in the future, the allocation amounts will be announced in advance. Prior to scoring, CTCOG will know how much our area will receive and this will help the region to better utilize its allotment.

All voted in favor and none were opposed.

**Resolution 05-16-HAP1 – Approving the Housing Assistance Division’s Fiscal Year 2016 Annual Agency Plan**

Jim Reed stated federal funding requires CTCOG to publish on a yearly basis all policies and procedures. There are no changes from the last annual plan.

All voted in favor and none were opposed.

## **Resolution 05-16-PRS1 – Establishing the Central Texas Air Information & Research Advisory Committee and Bylaws**

Cheryl Maxwell explained that since the Central Texas region is approaching near non-attainment with regard to acceptable ozone levels, the area received a two-year grant from the Texas Commission on Environmental Quality (TCEQ) to implement studies and programs to help keep the region in attainment. One requirement of the grant is to form an advisory committee. The goal is to establishment committee membership guidelines that reflect the makeup of the executive committee with a cross-section of policy makers and transportation planners who are environmentally conscious. Once the committee begins to take shape, CTCOG staff will notify the county judges of significant category openings (agriculture, power plants, etc.) so that all significant parties have a voice. The timeframe to establish this committee is immediate.

All voted in favor of the resolutions. None were opposed.

### **Presentations**

Carrie Page, Environmental Scientist for the Environmental Protection Agency (EPA), provided a presentation on the revised ozone standard and the potential impacts of becoming designated as non-attainment. Ground level ozone is the focus of this initiative. Ozone is not emitted directly but is formed by combining VOCs and NOx. The EPA is required to re-evaluate their standards of acceptable ozone levels every five years. The last evaluation was in October 2015 and the acceptable levels were lowered from 75 ppb to 70 ppb. A chart was presented which detailed the categories of non-attainment (Marginal, Moderate, Serious, Severe, Extreme), the amount of time allowed for attainment, and the steps required to achieve attainment.

Jenny Navarez, Principal Air Quality Planner for the North Central Texas Council of Governments (NCTCOG), provided a brief overview of how NCTCOG is working toward attainment in their area. Research has shown the biggest producer of NOx in the DFW area is on-road cars and trucks (44%) while the biggest producer of VOX are local bakeries and drycleaners (57%). Since NCTCOG is situated in a highly populated area, they are concentrating on the on-road cars and trucks. Ms. Navarez mentioned the various partnerships and air quality initiatives already in place. She also invited CTCOG to join the I35 Corridor Coalition to work with other agencies in combatting the issues which arise from vehicle congestion.

## **Reports**

### **Executive Director, Workforce Board**

Susan Kamas reported the Workforce Board recently met with Lynda McFarland, wife of Lt. Gen. Sean B. MacFarland, commander of Fort Hood, and other military spouses to discuss possible initiatives focusing on military spouses. More meetings are planned.

### **Center Director, Workforce**

Jerry Haisler announced that the non-custodial parent pilot project is coming to a close with resounding success. This program is now going to continue on a permanent basis and may expand to include more participants. Jerry mentioned that he recently visited with the Gatesville Chamber of Commerce and would like to visit other chambers to discuss how Workforce can help our local communities.

### **Area Agency on Aging of Central Texas**

Due to a limitation on time, H. Richard McGhee's report was deferred until June. Jim Reed did quickly say that Richard has developed a program that will be taken nationwide and has the potential to generate \$7.5 billion overall. That information will be presented next month.

### **Executive Director's Report**

Due to limitation on time, no report was presented.

### **Announcements**

Next meeting is scheduled for June 23, 2016.

### **Committee Members Comments**

None

### **Adjourn**

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The Honorable John Firth, President

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The Honorable Bill Schumann, Secretary/Treasurer

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

Descriptions	May 2016 Expenditures	Cumulative Expenditures	Annual Budget	Remaining Budget
Personnel	\$ 371,167	\$ 4,146,477	\$ 4,613,748	\$ 467,271
Employee Benefits	255,884	2,804,660	3,271,412	466,752
Contract services	818,994	5,276,949	6,794,009	1,517,060
Travel	21,193	175,964	246,272	70,308
Housing Assistance Payments	1,034,105	11,506,691	12,677,110	1,170,419
Other	1,012,316	10,892,575	12,576,686	1,684,111
In-kind	-	51,069	66,013	14,944
Indirect costs	102,925	1,134,901	1,342,514	207,613
<b>Totals</b>	<b>\$ 3,616,584</b>	<b>\$ 35,989,286</b>	<b>\$ 41,587,764</b>	<b>\$ 5,598,478</b>



Central Texas Council of Governments

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

Descriptions	May 2016 Expenditures	Cumulative Expenditures
Participant Salaries	\$ 5,144	\$ 273,216
Participant Benefits	245	32,126
Consumable Supplies	9,060	184,609
Employee Development	1,101	74,847
Insurance and Bonding	1,127	13,165
Rent	63,837	691,859
Printing	9,842	61,444
Furniture/Equipment Rental	6,259	59,223
Maintenance and Repairs	2,876	25,711
Communications	13,110	138,488
Postage	4,428	52,696
Utilities	6,971	81,722
Public Relations	7,014	42,621
Tuition	148,326	1,358,423
Dues and Subscriptions	5,895	57,471
Quality	11,586	140,290
Other Expenditures	49,286	652,198
Gasoline	413	2,835
Janitorial	2,093	61,668
Automobile Repairs	49	467
Inventory Equipment	650	109,566
Inventory Furniture	2,949	6,558
Software & Software Updates	1,198	126,268
Workforce Client Support	658,857	6,645,104
Total Other	<u>\$ 1,012,316</u>	<u>\$ 10,892,575</u>

# —PROGRAM INSTRUCTION—

## Texas Department of Aging and Disability Services (DADS) – Access and Intake Division

<b>TITLE:</b>	Conflicts of Interest	<b>NUMBER:</b>	AAA-PI 500
<b>SECTION:</b>	Area Agencies on Aging	<b>APPROVAL:</b>	Betty Ford
<b>ISSUE DATE:</b>	2/1/08	<b>REVISION DATE:</b>	12/30/08
<b>RELEVANT TAC#:</b>	40 TAC §85.201		
<b>DISTRIBUTION:</b>	<input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Fiscal Director <input checked="" type="checkbox"/> AAA Section Staff		

The Department is revising the program instruction (PI) to reflect the new number of 40 TAC (Texas Administrative Code) §83.1 AAA Administrative Responsibilities. Effective September 1, 2008, the rule's number changed to 40 TAC §85.201.

The area agencies on aging, its employees, volunteers, advisory board, committee members and governing boards must seek to avoid conflicts of interest, in fact or perceived, and provide proper notification when such conflicts of interest do occur. After researching with several area agencies on aging, the Department found a variety of methods is being used.

This program instruction is issued by the Department to provide guidance on the definition of “proper notification.” Area agencies on aging must address the criteria listed below when obtaining notification of a possible conflict of interest. The area agency on agency may use its discretion on the form utilized to meet this criteria.

- Document the method and forms utilized to obtain information and to monitor employees, volunteers, advisory board, committee members and governing boards of 40 TAC §85.201 regarding conflicts of interest
- Obtain knowledge of any potential, either real or perceived, conflict of interest prior to the appointing, hiring, or establishment of a contract or vendor agreement
- Document any findings of potential conflict of interest
- Obtain a signed and dated Conflict of Interest / Non-Disclosure Statement from employees, volunteers, advisory board, and committee members.

Sample formats of Conflict of Interest / Non-Disclosure Statements are attached. The area agency on aging is at liberty to adapt for their agency use or to design a similar format.



**CONFLICT OF INTEREST STATEMENT**  
**Aging, Disability & Veterans Advisory Committee**

I hereby affirm that I do not currently have any conflicts of interest as specified in Texas Administrative Code 40 TAC, Rule § 85.201(b)(3)(A) as stated below:

(3) The Central Texas Council of Governments (CTCOG) must ensure that its board members, employees, advisory committee members, and volunteers are not subject to a conflict of interest, as described in subparagraph (A) of this paragraph, in fact or perception, and notify the Texas Department of Aging & Disability Services (DADS) in accordance with DADS Program Instruction AAA – PI 500 *Conflicts of Interest*, when potential conflicts of interest occur.

(A) A conflict of interest includes:

- (i) having a substantial financial interest, directly or indirectly, in the profits of any entity from which services or good are contracted or otherwise procured by the CTCOG; and
- (ii) deriving a personal profit, directly or indirectly, from any entity that would conflict in any manner or degree with the performance of responsibilities of the board member, employee, advisory committee member, or volunteer.

I agree to notify the Director of the CTCOG's Area Aging on Aging of Central Texas immediately of any conflicts of interest that exist or may develop in my relationship with any individual or entity that may derive any profit, directly or indirectly, from my association with CTCOG.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature



**NOTIFICATION OF CONFLICT OF INTEREST**  
**Aging, Disability & Veterans Advisory Committee**

I have read the Texas Administrative Code 40 TAC, Rule § 85.201(b)(3)(A) and hereby notify the Director of the Central Texas Council of Governments' Area Agency on Aging of Central Texas of a conflict of interest I hold. That conflict of interest is as follows:

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My association with the CTCOG is:

- Employee
- Volunteer working within programs
- Advisory Council Member
- Governing Board Member

In that capacity, I agree not to participate, by abstaining in any decision relating to:

- the contract or procurement of services of goods in which I have a direct or indirect substantial personal interest; or
- have a substantial financial interest, directly or indirectly, in the contract of procurement of services or goods or the proceeds thereof.

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Date

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Printed Name

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Signature

**AFFIDAVIT OF CONFLICT OF INTEREST**

**STATE OF TEXAS §**  
**COUNTY OF BELL §**

I, \_\_\_\_\_, an employee, officer, or agent of the Central Texas Council of Governments' Area Agency on Aging of Central Texas, make this affidavit and state that I have a financial or other substantial interest in \_\_\_\_\_ which may be considered for a procurement award of \_\_\_\_\_.

My interest is as follows:

\_\_\_\_\_  
\_\_\_\_\_

Upon filing of this affidavit with the Central Texas Council of Governments' Area Agency on Aging of Central Texas, I affirm that I will abstain from any further participation in this contract procurement whatsoever.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of employee, office, or agent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



**RESOLUTION AUTHORIZING APPLICATION TO THE GOVERNOR'S  
CRIMINAL JUSTICE DIVISION FOR THE PURCHASE OF  
JUVENILE JUSTICE ALTERNATIVES PROJECT**

**Resolution #06-16-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 a regional grant application for Juvenile Services funds through the Governor's Criminal Justice Division (CJD); and

**WHEREAS**, the CTCOG Executive Committee finds it in the best interest of the citizens of the region that the *Purchase of Juvenile Justice Alternatives* project be administered by CTCOG for the 32<sup>nd</sup> year and continue to provide financial assistance to counties for the purchase of counseling, evaluations, and other eligible services for juvenile offenders in the region; and

**WHEREAS**, the governing body designates the CTCOG Executive Director as the grantee's authorized official and gives him the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency; and

**WHEREAS**, the grantee will be responsible for applicable matching funds and in the event of loss or misuse of funds, the governing body assures that the funds will be returned to CJD in full; and

**WHEREAS**, the CTCOG Executive Committee has reviewed this regional project under the provisions of the Texas Review and Comment System (TRACS) and approves submission of the application to CJD:

**NOW, THEREFORE, BE IT RESOLVED** that the Purchase of Juvenile Justice Alternatives grant application #2710904 for fiscal year 2017 has been approved by the Executive Committee for submission to CJD and is recommended for funding.

**PASSED AND APPROVED** this 23<sup>rd</sup> day of June, 2016 by the Central Texas Council of Governments Executive Committee.

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The Honorable John Firth, President

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The Honorable Bill Schumann, Secretary/Treasurer