



Councilmember Jim Holmes
President

Mayor Geary Smith
Secretary/Treasurer

Judge Jay Elliott
Vice-President

Russell Devorsky
Executive Director

Heart of Texas Council of Governments

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Heart of Texas Council of Governments' Executive Committee, in accordance with Chapter 551, Texas Government Code, as amended, met in regular session, on Thursday, the 27th Day of January 2022, at 10:00 a.m. at the Waco Hilton Hotel, 113 South University Parks Drive, Waco, Texas, at which time the following subjects will be considered. (The meeting can also be accessed by using telephone conferencing, as approved by the Texas Attorney General: Dial in by using your phone: 1-866-899-4679, Access Code: 765-507-701)

Members Present

Councilmember Jim Holmes, *Vice-President*
Judge Justin Lewis
Judge Richard Duncan
Judge Scott Felton
Co. Treasurer Jeannie Keeney
Commissioner Jim Smith
Councilmember Jimmy Rogers
Judge Cindy Vanlandingham
Commissioner Nita Wuebker
Councilmember Andrea Barefield
Mayor Geary Smith

City of Waco
Hill County
Limestone County
McLennan County
Freestone County
McLennan County
City of Robinson
Bosque County
Falls County
City of Waco
City of Mexia

Members Absent

Judge Linda Grant, *President*
Judge Jay Elliott, *Secretary-Treasurer*
Mr. Calvin Rueter
Mayor Andy Smith
Mayor Dillon Meek

Freestone County
Falls County
Special Districts
City of Hillsboro
City of Waco

Staff Present

Russell Devorsky
John C. Minnix
Gary Luft
Mary McDow
Dorothy Jackson
Tim Jeske
Amy Derrick
Rep Pledger
Harold Ferguson

Executive Director
Dep. Exec. Director of Administration
Dep. Exec. Director of HHS
Personnel Manager
Regional Economic Development Manager
Homeland Security Manager
Emergency Preparedness Planner
Transportation Manager
Economic Development Planner

- I. Call to Order and Determination of a Quorum
The meeting was called to order at 10:00 a.m., Thursday, January 27, 2022.
- II. Proof of Posting of notice in accordance with Chapter 551, Texas Government Code, as amended, known as the Texas Open Meetings Act.

Proof of posting of the January 27, 2022 Executive Committee meeting was provided by Mary McDow.
- III. Introduction of Guests – Guests and staff were introduced.
- IV. Consideration of and/or action on the following:
 - A. 1. Approval of the October 28, 2021 meeting minutes
The October 28, 2021 minutes were presented for approval. A motion was made by Commissioner Jim Smith and seconded by Judge Justin Lewis the October 28, 2021 minutes be approved as presented. Motion passed.
 - B. New Business
 - 1. Recommendation and Approval of Officers and Executive Committee members for 2022

Representing the Nominating Committee, Judge Justin Lewis presented a list of recommended Officers and Executive Committee members for 2022.

Officers:

President: Jim Holmes, Councilmember, City of Waco

Vice President: Jay Elliott, Falls County Judge

Secretary-Treasurer: Geary Smith, Mayor, City of Mexia

Members:

Linda Grant, Freestone County Judge

Jeannie Keeney, County Treasurer, Freestone

Justin Lewis, Hill County Judge

Andy Smith, Mayor, City of Hillsboro

Nita Wuebker, Commissioner, Falls County

Cindy Vanlandingham, Bosque County Judge

Josh Thayer, Mayor, City of Valley Mills

Richard Duncan, Limestone County Judge

Scott Felton, McLennan County Judge

Jim Smith, Commissioner, McLennan County

Jimmy Rogers, Councilmember, City of Robinson

Dillon Meek, Mayor, City of Waco

Andrea Barefield, Councilmember, City of Waco

Calvin Rueter, Member, Special Districts

A motion was made by Judge Justin Lewis and seconded by Judge Scott Felton to approve the list of recommendations of Officers and members to be appointed to the Executive Committee as presented. Further, to recommend the list of Officers and members to the Council Representatives as their annual meeting. Motion passed.

2. Heart of Texas Rural Transit District – Approval of Drug and Alcohol Policy Revisions

Mr. Gary Luft noted that the Heart of Texas Rural Transit District Drug and Alcohol Program went through a TXDOT Drug and Alcohol compliance review performed by RLS & Associates, Inc. RLS noted six findings in policy during the one day audit. The six findings were minor in nature and administrative in function. The findings were reviewed by the rural transit district staff and corrected as instructed by RLS. The policy with findings and corrections was available for review by the executive committee in the meeting.

A motion was made by Judge Justin Lewis and seconded by County Treasurer Jeannie Keeney to approve the recommended corrections and updates to the Heart of Texas Rural Transit District Drug and Alcohol Policy. Motion passed.

3. Resolutions for Approval of Criminal Justice Grant Applications:

- (a) Heart of Texas Sexual Assault Response Team
- (b) Juvenile Justice Alternatives

Mr. Russell Devorsky presented two applications and resolutions for the Criminal Justice Grant Program: (1) Heart of Texas Sexual Assault Response Team and (2) Juvenile Justice Alternatives for approval.

A motion was made by Judge Justin Lewis and seconded by Councilmember Andrea Barefield to approve the Heart of Texas Sexual Assault Response Team and Juvenile Justice Alternatives application and resolutions for submission to the Office of the Governor’s Public Safety Office. Motion passed.

4. Everbridge Emergency Notification System (ENS) Service

Mr. Devorsky noted that Everbridge has been the provider for the Emergency Notification System (ENS) Service for the past six years and HOTCOG staff and the Emergency Preparedness Advisory Committee recommend to continue with the current provider. The pricing is from a current GSA purchasing agreement and has remained steady for the mass notification service. The Annual contract period will be for services from 1/1/22 to 12/31/22.

A motion was made by Mayor Geary Smith and seconded by County Treasurer Jeannie Keeney to authorize the HOTCOG Executive Director to sign an agreement and purchase emergency notification services in the amount of

\$68,200.00 from Everbridge for the annual renewal agreement for emergency notifications for our six county Region. Motion passed.

5. Resolutions for Approval of HOTCOG Homeland Security Grant Applications:
 - (a) HOTCOG Regional Planning
 - (b) HOTCOG Regional Citizen Corps Program
 - (c) HOTCOG ENS Information Sharing

Mr. Devorsky presented three grant applications and resolutions for the Homeland Security Grant program: (1) HOTCOG Regional Planning; (2) HOTCOG Regional Citizen Corps Program, and (3) HOTCOG ENS Information Sharing.

A motion was made by County Treasurer Jeannie Keeney and seconded by Judge Cindy Vanlandingham to approve the three grant applications and resolutions presented for (1) HOTCOG Regional Planning; (2) HOTCOG Regional Citizen Corps Program, and (3) HOTCOG ENS Information Sharing for submission to the Office of the Governor's Public Safety Office. Motion passed.

6. Emergency Preparedness Advisory Committee Appointments

Mr. Devorsky presented recommended nominations for the Emergency Preparedness Advisory Committee:
-Sargent Michael Graham, McLennan County
-Phillip Cantrell, Hill County
-Brian Messman, Falls County

A motion was made by Commissioner Jim Smith and seconded by Mayor Geary Smith to approve the recommended nominations, Sargent Michael Graham, Phillip Cantrell and Brian Messman to serve on the Emergency Preparedness Advisory Committee. Motion passed.

7. Approval of Policy regarding "Recording Devices in the Workplace"

Mr. Devorsky presented a policy on "Recording Devices in the Workplace" to be added to the current Personnel Policies Manual. Mr. Devorsky noted that HOTCOG's general counsel has reviewed the policy. The policy includes prohibiting employee use of cameras, camera phones, tape recorders or other recording devices in the workplace as a preventive step to secure employee privacy, trade secrets, and other business information. Mr. Devorsky noted that HOTCOG may place security cameras in common areas of the workplace, including at or near exits and in the front waiting area.

A motion was made by Judge Justin Lewis and seconded by County Treasurer Jeannie Keeney to approve the recommended Policy on "Recording Devices in

the Workplace” to be added to the HOTCOG Personnel Policies Manual.
Motion passed.

C. Report of the Executive Director and Staff

1. Department of Administration
 - a. Financial, Personnel and Investment Reports

Mr. John Minnix presented the Financial, Personnel and Investment Reports to the Committee for review. Mr. Minnix noted the outside Auditors, Pattillo, Brown & Hill, were inhouse in November and the 2021 audit should be presented at the February or March meeting. There were no findings or questioned costs.

2. Health & Human Services
 - a. Department Activities Report

Department Activities Report – Mr. Luft gave a summary of the activities of the Health and Human Services programs -Area Agency on Aging, HOT Aging and Disability Resource Center, HOT 2-1-1 Call Center and the Rural Transit District. Mr. Luft noted that all programs are on track to meet all contract deliverables and requirements.

3. Regional Services
 - a. Department Activities Report

Mrs. Dorthy Jackson gave an activity report of the Economic and Community Development programs.

4. Executive Director’s Report

Mr. Devorsky noted that former Mayor John Keefer of the City of Marlin passed away recently. He served on the Executive Committee during his tenure as Mayor of the City of Marlin. It was noted that a former employee, who had been with HOTCOG for about 10 years had passed away recently. Mr. Devorsky stated that the new HOTCOG website has been nominated by the International Economic Development Council for an award for the best website for economic development information. Mr. Devorsky noted that staff continues to attend chamber of commerce meetings in the region.

V. Other Reports – None.

VI. Public Comment – None.

VII. Adjournment – A motion and second was made to adjourn the meeting.

Jim Holmes, President
Councilmember, City of Waco

Geary Smith, Secretary-Treasurer
Mayor, City of Mexia