



Judge Don Pool
President

Judge Linda Grant
Secretary/Treasurer

Councilmember Mike Thompson
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 28th Day of May, 2020, at 10:00 a.m. at the Heart of Texas Council of Governments, 1514 South New Road, Waco, Texas, by "Virtual/Telephone Conferencing", (as approved by the Texas Attorney General) at which time the following subjects will be considered.

Join the meeting from your computer, tablet or smartphone

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(Toll Free): [1 877 309 2073](tel:18773092073)

Access Code: 885-461-837

Members Present

Judge Don Pool, *President*

Councilmember Mike Thompson, *Vice-President*

Judge Linda Grant, *Secretary-Treasurer*

Judge Jay Elliott

Judge Justin Lewis

Judge Scott Felton

Judge Richard Duncan

Co. Treasurer Jeannie Keeney

Commissioner Kelly Snell

Commissioner Nita Wuebker

Mayor Andy Smith

Councilmember John Kinnaird

Councilmember Jim Holmes

Councilmember Jimmy Rogers

Bosque County

City of Groesbeck

Freestone County

Falls County

Hill County

McLennan County

Limestone County

Freestone County

McLennan County

Falls County

City of Hillsboro

City of Waco

City of Waco

City of Robinson

Members Absent

Mayor Kyle Deaver

Mayor Johnnie Hauerland

Mr. Calvin Rueter

City of Waco

City of Meridian

Special Districts

Staff Present

Russell Devorsky

John C. Minnix

Executive Director

Dep. Director of Administration

Gary Luft
Mary McDow
Dorothy Jackson
Harold Ferguson
Tim Jeske
Falen Bohannon
Amy Derrick
Lana Gudgel

Dep. Director of Health & Human Services
Personnel Manager
Regional Economic Development Manager
Homeland Security Manager
Homeland Security Manager
Environmental & Eco.Dev. Coordinator
Emergency Preparedness Planner
Criminal Justice Planner

Visitors Present :

Dr. Margaret Hardin
Michael Retter
Art Mann

Texas Department of Agriculture

City of Hillsboro

AGENDA

1. Call to Order and Determination of a Quorum
President Don Pool called the audio/tele conference meeting to order and determined that a quorum was present.
2. 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 meeting was confirmed by Mary McDow.
3. Introduction of Guests
Guests and staff members introduced themselves.
4. Consideration of and/or action on the following:
 1. Approval of the April 23, 2020 meeting minutes
President Don Pool asked if there were any corrections to the minutes. There being none, a motion was made by Judge Jay Elliott and seconded by County Treasurer Jeannie Keeney to approve the minutes as presented. Motion passed.
 2. New Business
 1. Criminal Justice Advisory Committee (CJAC) Rankings and Recommendations for Funding for FY2021

Mr. Harold Ferguson stated the Criminal Justice Advisory Committee met on May 12th to evaluate and score the applications submitted for funding under the Justice Assistance Grant (JAG), Violent Crimes Against Women (VAWA), State Fund 421 (formerly JJDP), and Victims of Crime Act (VOCA) in accordance with the guidelines set forth by the Criminal Justice Division of the Governor's Office. Recommendations for funding were made based on the Reasonable Budget Expectations (RBE) provided by CJD.

The Committee's rankings and recommendations for funding were presented to the Executive Committee for approval. The rankings and recommendations are attached to these minutes.

A motion was made by Judge Jay Elliott and seconded by Commissioner Nita Wuebker to approve the rankings and recommendations of the Criminal Justice Advisory Committee as presented for FY2021 funding by the Criminal Justice Division. Motion passed.

2. Everbridge Emergency Notification System Annual Renewal

Mr. Ferguson noted that HOTCOG has an existing contract with the Everbridge Notification System that provides accounts for our regional counties and cities to use to provide alert messages to citizens and groups. HOTCOG has contracted with Everbridge since 2013 for this service. COG staff manages the database and provides training and instructions for users of the system. The contract allows for unlimited usage for phone, text, and email messages. There is no cost to the counties and cities for the use of this system, as it is paid for with State Homeland Security Program grant funds. The renewed contract period is November 1, 2020 to October 31, 2021 and the total cost is \$68,200 using pricing from the state GSA Contract. The cost is the same with the exception of adding the weather alerts that were added in 2017.

A motion was made by Judge Jay Elliott and seconded by Judge Justin Lewis to approve the one year contract extension with Everbridge for the use and management of the regional notification system in the amount of \$68,800. Motion passed.

3. Approval of Policy and Procedure – Persons with Limited English Proficiency

Mrs. Jackson presented a policy on "Persons with Limited English Proficiency" for review and approval and noted that Title VI of the Civil Rights Act of 1964 requires recipients of Federal financial assistance to take reasonable steps to make their programs, services and activities accessible by eligible persons with limited English proficiency.

A motion was made by Judge Jay Elliott and seconded by Councilmember Jimmy Rogers to approve the recommended 2020 Policy and Procedures for Communication with Persons with Limited English Proficiency. Motion passed.

4. Recommendation and Approval of Activity Codes priority order for the Texas Community Development Block Grant Funds

Mrs. Jackson asked if there were any public comments at this time from the public regarding the project priorities for the Community Development Block

Grant funds. Mrs. Jackson presented the list of project priorities (activity codes) to be considered and established by the Executive Committee. Mrs. Jackson explained that each state planning region, as defined by Chapter 391 of the Local Government Code is responsible for establishing the project types that will be considered first, second and third priority projects. A public notice was advertised and communities eligible to participate in the application cycle were notified of the Executive Committee meeting and given the opportunity to comment on the project priorities to be considered. Mrs. Jackson noted that two responses had been received from the communities. The Executive Committee members reviewed the priority types for the Texas Community Block Grant Development program, selected and established the order of prioritization for the HOTCOG planning region.

A motion was made by Falls County Judge Jay Elliott and seconded by Falls County Commissioner Nita Wuebker to approve the Project Activity Codes as established and listed in priority order for the HOTCOG planning region and recommended to the Texas Community Block Grant Program for 2021-2022 Community Development Fund application cycle.

1. Code 03J – Water/Sewer Improvements
2. Code 03F – Parks, Recreational Facilities
3. Code 03L – Sidewalks

The motion was passed with no opposition.

5. Approval of Heart of Texas Rural Transit District Title VI program revisions

Mr. Luft stated the Heart of Texas Rural Transit District (HOTRTD) has reviewed and up-dated their policies and procedures to ensure compliance and as required by Title VI of the Civil Rights Act, (42 U.S.C. Section 2000d). Specifically, the HOTRTD program is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services based on race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. Transit programs are required to review and up-date their policies and procedures to ensure compliance with the federal mandate every three years. Mr. Luft noted this plan was developed to guide HOTRTD in its administration and management of Title VI related activities. Copies of the complete policy were available for the Committee's review.

A motion was made by Judge Jay Elliott and seconded by Councilmember Jim Holmes to approve the updated revisions of the Heart of Texas Rural Transit District policies and procedures under Title VI, Civil Rights Act, Federal Transit Administration Circular 4702.1.B. Motion passed.

6. Heart of Texas Rural Transit District CARES Act funding apportionment
Mr. Luft provided information to the committee regarding the HOTRTD CARES Act funding. Mr. Luft noted that the COVID-19 impact on the HOTRTD program has resulted in reduced calls for service, cancelled rides, and reduced hours for drivers. The HOTRTD's portion of federal funding from the CARES Act to help with issues caused by COVID-19 will be \$1,424,977 and are for an 8 month period, April 1st to November 30, 2020 and are to be used for all operational costs in that time frame for staff and management. This item was provided for the committee's information and no action was required.
7. Area Agency on Aging COVID-19 related supplement funding
Mr Luft noted the COVID-19 impact on the Area Agency on Aging programs has resulted in a complete change of dynamics and methods of service delivery on the local level combined with increased needs and requests from clients and families. The Health and Human Services Commission has provided additional funding through the Families First Act and CARES Act. The funds are for a period of January 20, 2020 through September 30, 2020 and requires no match. Mr. Luft provided a break-down of the funds provided for the nutrition programs and other services provided by AAA. This item was provided for the committee's information and no action was required.

C. Report of the Executive Director and Staff

1. Department of Administration
 - a. Financial and Personnel Reports
Mr. Minnix gave the financial and personnel reports to the committee and noted that a budget amendment would be presented next month to include additional funds being received from TxDOT and HHS as a result of COVID-19 supplemental funding.
2. Health & Human Services
 - a. Department Activities Report
Mr. Luft provided a summary of the activities for the Health and Human Services programs including Area Agency on Aging, the Aging and Disability Resource Center, 2-1-1 Information and Referral and the Rural Transit District programs.
3. Regional Services
 - a. Department Activities Report
Mr. Russell Devorsky noted that Harold Ferguson would be retiring at the end of the month after serving as Homeland Security Manager since October, 2014. Mr. Devorsky praised Harold for his dedication to HOTCOG and the Homeland Security program. Mr. Ferguson thanked everyone and expressed his appreciation to HOTCOG and staff members. Mr. Tim Jeske was introduced as the new Homeland Security Manger and gave the committee information on available funding from

the Department of Justice and CARES Act for cities and counties.

Dorthy Jackson gave a brief report on activities of the Community and Economic Development program.

4. Executive Director's Report

Mr. Devorsky stated that the Grocery Distribution Project was a success and thanked Judge Justin Lewis of Hill County for providing the facility for central distribution and assembly area for the food as well as volunteers. Each county was able to provide two boxes of groceries for 133 individuals. Judge Pool thanked HOTCOG for the hard work in undertaking of this massive project and also thanked Judge Lewis for providing the facility and volunteers to store and assemble the food for distribution.

V. Other Reports – None

VI. Public Comment – County Treasurer Jeannie Keeney thanked staff member, Mr. Harold Ferguson for his assistance to Freestone County.

VII. Adjournment – The meeting was adjourned at 10:57 a.m.

Don Pool, President
Bosque County Judge

Linda Grant, Secretary Treasurer
Freestone County Judge