



Judge Don Pool
President

Councilmember Mike Thompson
Vice-President

Heart of Texas Council of Governments

Judge Linda Grant
Secretary/Treasurer

Russell Devorsky
Executive Director

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 24th Day of September, 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).

Join the meeting from your computer, tablet or smartphone

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Members Present

Judge Don Pool, *President*

Judge Linda Grant, *Vice-President*

Councilmember Jim Holmes, *Secretary-Treas.*

Judge Justin Lewis

Judge Jay Elliott

Judge Scott Felton

Co. Treasurer Jeannie Keeney

Commissioner Nita Wuebker

Mayor Kyle Deaver

Mr. Calvin Rueter

Commissioner Kelly Snell

Councilmember Jimmy Rogers

Mayor Andy Smith

Mayor Johnnie Hauerland

Bosque County

Freestone County

City of Waco

Hill County

Falls County

McLennan County

Freestone County

Falls County

City of Waco

Special Districts

McLennan County

City of Robinson

City of Hillsboro

City of Meridian

Members Absent

Judge Richard Duncan

Councilmember John Kinnaird

Limestone County

City of Waco

Staff Present

Russell Devorsky

John C. Minnix

Executive Director

Dep. Exec. Director of Administration

Gary Luft
Mary McDow
Dorothy Jackson
Tim Jeske

Dep. Exec. Director of HHS
Personnel Manager
Regional Economic Development Manager
Homeland Security Manager

Visitors Present :

- I. Call to Order and Determination of a Quorum
President Don Pool called the meeting to order, roll call, and determined that a quorum was present.
- 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 meeting was confirmed by Mary McDow.
- III. Introduction of Guests
Guests and staff members introduced themselves.
- IV. Consideration of and/or action on the following:

A. Approval of the August 27, 2020 meeting minutes

President Don Pool asked if there were any corrections to the minutes. There being none, a motion was made by Judge Justin Lewis and seconded by Judge Jay Elliott to approve the August 27, 2020 minutes as presented. Motion passed.

B. New Business

1. HOTCOG FY2020-2021 Budget Approval

Mr. John Minnix

Mr. John Minnix presented the FY2020-2021 Budget to the Executive Committee for review and approval. Mr. Minnix noted as stated in the Budget document, HOTCOG has not received all of the “official” funding level notices from state and federal agencies. The estimated revenues are based on a combination of official funding notices and estimated planning figures. Mr. Minnix stated the projected 14% decrease in funding from the current year is due to the decreased funding for COVID-19 and CARES Act funding. Currently, a \$28,750 General Fund Net Surplus is being projected for the year. HOTCOG’s indirect cost rate is projected to be 56.47%. Other highlights include a 1.6% cost of living adjustment (COLA) increase for all employees. Mr. Minnix noted there would be a 1.0% increase in health insurance premiums for employees through HOTCOG’s current provider Blue Cross Blue Shield for FY2020-2021.

A motion was made by Falls County Judge Jay Elliott and seconded by Freestone County Treasurer Jeannie Keeney to adopt and approve the FY2020-2021 HOTCOG Budget as presented. Motion passed.

2. Regionally Coordinated Transportation Planning 5 Year Plan update

Mr. Gary Luft stated the Heart of Texas Rural Transportation program has received \$130,000 in planning funds with toll credits to be used as matching funds from TxDOT for updating the current Regionally Coordinated Transportation plan. Staff will issue a Request for Qualifications by November 2, 2020 to seek a consultant to update the current coordination plan and combine it with the transit need study for McLennan County that was done in 2017. The combination of the two studies will create the updated regionally coordinated plan that is due to TxDOT February 2022. Mr. Luft stated the selected firm will prepare a 5-year comprehensive public transit-human services transportation plan for the period of January 2022 through December 2026. It was noted that HOTCOG RTD staff is currently working with Waco MPO staff to prepare the RFQ.

A motion was made by Falls County Commissioner Nita Wuebker and seconded by Freestone County Treasurer Jeannie Keeney to approve the issuance of the updated Request for Qualifications for the Regional Coordinated Transportation Plan document. Motion passed.

3. Emergency Preparedness Advisory Committee Appointments

Mr. Tim Jeske presented the following individuals for recommended appointment to the Emergency Preparedness Advisory Committee (EPAC). It was noted the term of office was changed in the bylaws last year to December 31st rather than October 31st.

Robert LaFoy, Mexia Fire Department, 2 year term through 12/31/22
Rodney Hall, Falls County Fire Association, 2 year term through 12/31/22
Boyce Wilson, McLennan Community College, 2 year term through 12/31/22
Nancy Cross, Education Services Center Region 12, 2 year term through 12/31/22
Michael Graham, McLennan County Sheriff's Office, to replace Wayne Canaday, for a one year term through 12/31/21.

A motion was made by Falls County Commissioner Nita Wuebker and seconded by Freestone County Treasurer Jeannie Keeney to approve the re-appointment of Robert LaFoy, Rodney Hall, Boyce Wilson and Nancy Cross and the appointment of Michael Graham to the Emergency Preparedness Advisory Committee. Motion passed.

4. Development of New HOTCOG/HOTEDD website

Mrs Dorthy Jackson stated that HOTCOG recently went out for proposals for the development of a new website that incorporates all the HOTCOG/HOTEDD requirements. This project will be funded by the Economic Development Administration under the Cares Act. Mrs. Jackson noted that two proposals were submitted – eIMPACT and Golden Shovel Agency. HOTCOG staff reviewed the two proposals seeking the best candidate that can deliver a qualified plan to execute and deliver a new design for a web-based communications and marketing platform. The website will include interactive access to the 2020-2025 Heart of Texas Comprehensive Economic Development Strategy (CEDS) with related community data and economic analyses of the six county HOTEDD Region. This engagement will also update the Heart of Texas Economic Development District in support of the new web portal asset, along with incorporation Covid-19 pandemic real time data, in accordance with EDA requirements. Mrs. Jackson stated that of the two vendors that submitted a proposal, staff recommendation was for Golden Shovel Agency to provide the services.

A motion was made by City of Robinson Councilmember Jimmy Rogers and seconded by Falls County Judge Jay Elliott to approve and authorize the Executive Director to enter into a two-year agreement with Golden Shovel Agency for website development with Website hosting, Maintenance & Technical Support and Marketing & Content Management Service at a total cost of \$72,925, of which funds will be provided by the Economic Development Administration under the CARES Act. Motion passed.

C. Report of the Executive Director and Staff

1. Department of Administration

a. Financial and Personnel Reports

Mr. Minnix presented the Financial and Personnel reports to the committee.

2. Health & Human Services

a. Department Activities Report

Mr. Gary Luft gave the departmental activities report for the Area Agency on Aging, the Aging and Disability Resource Center, 2-1-1 Information and Referral and the Rural Transit District programs. Mr. Lusk noted the Area Aging on Aging program has been able to help individuals with dental work, hearing aides and vision because of the CARES Act funding that has been received. Mr. Luft noted that a portion of the CARES Act funding has been allocated to the nutrition program such as home delivered meals. Mr. Luft stated that COVID-19 has impacted the 211 network across the COG service area, state, and nation.

As a result, the call volume has increased dramatically in the 211 area. Mr. Luft stated that a new 211 Call Center Manager has been hired as well as a part-time Information and Referral Specialist.

3. Regional Services

a. Department Activities Report

Mrs. Jackson gave a report on activities for the Economic, Community Development and Environmental program.

4. Executive Director's Report

*Mr. Russell Devorsky stated the TARC meeting was held last week and Councilmember Jim Holmes who was recently elected as the HOTCOG representative to serve on the TARC Board attended. Judge Justin Lewis was elected to serve as the President for the TARC Board.

*Mr. Devorsky noted that staff would be delivering PPEs (Personal Protective Equipment) such as Masks out in the counties which HOTCOG received through the Texas Department of Emergency Management.

V. Other Reports: President Don Pool appointed Judge Justin Lewis to serve as lead committee member to review performance and salary for the Executive Director at the October meeting. Judge Lewis asked Secretary-Treasurer Jim Holmes and Commissioner Nita Wuebker to serve on the committee.

VI. Public Comment – None.

VII. Adjournment : The meeting was adjourned at 10:54 a.m.

Don Pool, President
Bosque County Judge

Jim Holmes, Secretary Treasurer
Councilmember, City of Waco