



Executive Committee Meeting  
2180 North Main, Belton, Texas  
Thursday, June 25, 2015  
12:00 Noon

AGENDA

CALL to ORDER ..... Tim Brown, President  
Oath of Office ..... Tim Brown, President

CONSENT AGENDA

- Minutes: May 28, 2015 ..... Pages 2-7
- Expenditure Report, May 2015..... Pages 8-9

REPORTS

- Veteran's Affairs Supportive Housing Program ..... Andrew Miller, VASH Program Manager
- Discuss Steps to Creating the Central Texas Emergency  
Communications District ..... Jim Reed, Executive Director, CTCOG
  - Resolutions
  - By-laws
  - Fiscal Year
  - Administrative Fee
- Workforce Development Board ..... Susan Kamas, Workforce Board Executive Director
- Workforce Centers ..... Jerry Haisler, Workforce Center Director
- Executive Director's Report ..... Jim Reed, Executive Director, CTCOG
  - Update on next generation 9-1-1 requirements and activities

ADJOURN



**Minutes: May 28, 2015  
Executive Committee Meeting  
2180 N. Main, Belton, Texas**

**12:00 PM**

The May 28, 2015 Central Texas Council of Governments Executive Committee Meeting was called to Order by Tim Brown, CTCOG President.

**Executive Committee Officers** in attendance were as follows:

President	Commissioner Tim Brown, Bell County
1st Vice President	Judge John Firth, Coryell County
Parliamentarian	Commissioner Bill Schumann, Bell County
Immediate Past President	Andrea Gardner, City Manager, City of Copperas

**Executive Committee Officers** not in attendance were as follows:

2 <sup>nd</sup> Vice President	Commissioner Dickie Clary, Hamilton County
Secretary/Treasurer	Mayor Marion Grayson, City of Belton

**Executive Committee Members** in attendance were as follows:

Dave Barkemeyer	County Judge, Milam County
Jon Burrows	County Judge, Bell County
Richard Cortese	Commissioner, Bell County
Scott Cospers	Mayor, City of Killeen
Mary Gauer	Citizen Representative
Jeff Muegge	Commissioner, Milam County
Hal Schiffman	Mayor Pro-Tem, City of Harker Heights

**Executive Committee Members** not in attendance were as follows:

Skip Blancett	Mayor, Village of Salado
Wayne Boultinghouse	County Judge, Lampasas County
Gary Chumley	Mayor, City of Gatesville
Danny Dunn	Mayor, City of Temple
John Dye	Safety/Police, Killeen ISD
Kirkland Fulk	County Judge, Mills County
John Hull	Mayor, City of Copperas Cove
Dale Jaecks	Past President, CTCOG Executive Committee
Dr. Thomas Klincar	Chancellor, Central Texas College
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
Byron Theodosis	County Judge, San Saba County

W. Mark Tynes  
Jack Wall  
Ronnie White

County Judge, Hamilton County  
Commissioner, Coryell County  
Mayor, City of Little River

**Executive Committee Alternate Members** in attendance were as follows:

Otis Evans  
John Fisher  
Lloyd Huggins  
William Parry, III  
Mark Peterson

Citizen Representative, City of Killeen  
Commissioner Bell County  
Commissioner Hamilton County  
City Manager, City of Gatesville  
Mayor Pro Tem, City of Copperas Cove

**CTCOG Staff Members and Guests** in attendance were as follows:

Jim Reed  
R. Michael Irvine  
Richard McGhee  
Deana Belk  
Susan Kamas  
Jerry Haisler  
Sarah Wheeler  
Mark Collier  
Michael Collins  
Jimmy Martin  
Jason Deckman  
Kerry Phillip  
Tama Shaw  
Ralph Gauer  
Dr. Ralph Ford

Executive Director, CTCOG  
Director of Administration, CTCOG  
Director of Area Agency on Aging, CTCOG  
Director of Housing, CTCOG  
Executive Director, Workforce Development Board  
Director, Central Texas Workforce Centers  
Housing Division Assistant Director, CTCOG  
Interim Director 9-1-1 Services, CTCOG  
Homeland Security, Planning & Regional Services, CTCOG  
Regional Planner, CTCOG  
Manager, 9-1-1 Services, CTCOG  
Administrative Assistant, CTCOG  
Executive Director, Hill Country Community Action Assn  
Texas State Senate District 24  
President, Central Texas College

President Tim Brown acknowledged that a quorum was present and opened the meeting.

Invocation was delivered by John Fisher with Richard Cortese leading the pledges.

The Oath of Office was administered by Tim Brown for incoming committee alternate William Parry, III.

**Consent Agenda**

A motion was made by John Fisher and seconded by Mary Gauer that the committee accept the Consent Agenda which consisted of the Minutes and the Expenditure Report from the April 30, 2015 meeting. All voted in favor and none were opposed.

**Action Item**

**Receive and Endorse Member Appointments to the Central Texas Aging, Disability & Veterans Advisory Committee**

H. Richard McGhee, Director of the Area Agency on Aging reminded the committee that, back in February of this year, the Executive Committee authorized him to establish and find membership for Central Texas Regional Aging, Disability and Veterans Advisory Committee. The list of names distributed at this meeting contains the appointments submitted by or agreed to by the county judges of the region. Richard requested the Executive Committee approve those appointments. He informed the Executive Committee that each of the people listed were outstanding choices. It was noted that most of the advisory committee appointees served on the previous committee which has now expanded to include veteran-related services.

Dave Barkemeyer made a motion to Receive and Endorse Member Appointments to the Central Texas Aging, Disability & Veterans Advisory Committee and Jon Burrows seconded his motion. The motion passed unanimously.

## **Reports**

**Workforce Development Board Updates** presented by Susan Kamas, Workforce Board Executive Director

Susan directed everyone to page 1 of her report which contained information from the National Conference of Mayors regarding Sequestration. If Congress does not resolve the sequestration issues, the President will likely stop appropriations.

Moving on to the upcoming transfer of the Texas Department of Assistive and Rehabilitative Services (DARS) to Workforce, Susan announced that Youth Services and Eligibility Requirements will not be included in that transfer.

She then told the committee that last month's speaker, Mick Nomington of the Texas Workforce Commission delivered such a powerful presentation on the state of the Central Texas Workforce that a request has been made to make it an annual event. She encouraged those who were unable to attend to read the full report.

A few other highlights from Susan included a reference to the Central Texas Adult Education & Literacy Regional Planning Forum which helps adults transition from GED to employment, 34 of the Workforce childcare centers are certified by the National Association for the Education of Young Children with one of the centers being a certified nature explorer classroom, and lastly, John Dye presented a spectacular discussion to the Workforce Board that morning on workplace safety and the importance of being prepared in advance. She suggested that those who were unable to attend this morning make an opportunity to meet with John and discuss his ideas.

**Workforce Centers Updates** presented by Jerry Haisler, Workforce Center Director

Jerry updated the committee on the Heroes Corporate Fellowship Program. There has been a very strong response from organizations in the area interested in hiring the veterans in this program. He read a list of those companies and government agencies to show the breadth of interest in the program. As a reminder, these are top-level veterans who either have a BA, an MA, or at least 10 years of experience who just need assistance making the change from a military to a private corporate work place. Colonel Matthew Elledge at Fort Hood is very excited about this program. Currently, the plan is to have 15-25 participants. The program should start on August 1<sup>st</sup> and, after a review period, Jerry is very confident that this program will become sustainable. There has even been some talk about extending the program to include military spouses and retirees although those would need to be funded differently.

Another program Jerry mentioned regards logistical software known as SAP (Systems Application Products). Currently, there are 18 people enrolled through a National Emergency Grant. This specialty knowledge is in strong demand nationwide although not so much locally. However, since we have veterans who move elsewhere once they separate from the military, it is still beneficial to offer this program. Jerry stated that this gap in workplace needs versus worker skillset highlights the situation where in there are roughly 9K non-veterans at Central Texas College who will be graduating and need job connections, etc. Presently, local unemployment is about 4.5% which is below state level. However this

data can be misleading in that most people who are looking for a job stay where they are until a position of interest becomes available and then they make the move. If Central Texas continues in the current pattern, at some point we will have to bring in more people to fill open job positions.

Jerry then mentioned the Non-Custodial Parent Program noting that current revenues returned have now reached \$346K. Workforce is looking at possibly expanding the program. To date, 75-80% of those in the program have become employed with the current lead time being about 2½ weeks to job offer. The program will be evaluated next summer and there is high hope that it will become sustainable.

On a final note, Jerry mentioned that there have been a few changes in legislation regarding youth programs. The most significant change is eligibility. The law now requires that 75% of the program participants be out-of-school youth. Each summer, Workforce places about 150 youths with the program starting on June 1<sup>st</sup> and running for 6-8 weeks.

**Overview of the Criminal Justice Grants Program and Selection Process** presented by Jim Reed, CTCOG Executive Director

Jim began his presentation by stating that the program has expanded over the years. Basically, the process can be broken down into the following steps:

1. The State provides CTCOG their objectives,
2. CTCOG ranks the submissions and submits those rankings to the Governor's Office,
3. The Governor's Office then approves the entities to be funded.

CTCOG has no control as the State sets the priorities and the deadlines. The system is very complex in that each fund is weighted differently. It is difficult to set a regional priority as the objectives are worded broadly which widens the field of qualifiers. In response to the subject of bias in the ranking process, Jim stated that while we try to mitigate as many influences as possible, the committee is made of humans and some have stronger personalities than others. He shared with the committee some of TxDOT's experience when that agency tried to eliminate bias by presetting and pre-scripting all questions. It seems that there are times when a respondent's answer can raise further questions that need exploring which presetting and pre-scripting do not allow. CTCOG has not scripted what the committee can and cannot say.

Jim reminded the Executive Committee that they are the governing body. It is their choice as to how involved they wish to be. To date, the committee has concerned itself with matters of policy. If the committee should wish to become more involved in the ranking process, that is doable. Jim stated that the committee is open to any and all suggestions for improvement. When asked if there is any dialogue with the governor's office to make changes to the system, Jim replied yes. There is some regional discussion at this time and he will report back to the committee in June. The question was asked if CTCOG should consider setting standard questions. Jim replied that is worth considering along with possibly limiting response time. Currently, response time is wide open and that leads to a great deal of conversation in some cases.

Jim ended the report by updating the committee on the Peace Officer Training Grant funds. It seems there has been some discussion with the Governor's office to share funding between regional law enforcement training academies and local entities. The Governor's office is not moving in that direction. The Texas Commission on Law Enforcement (TCOLE) would have to take some of our funds to pay the academies yet, most of the cadets in these academies are sponsored. The students at Central Texas College, on the other hand, have to pay for their classes.

**Executive Director's Report** presented by Jim Reed, CTCOG Executive Director

Senate Bill 1108 which allows and Council of Governments to become a 9-1-1 District has passed. Jim distributed a copy of that bill and stated he will make recommendations next month how to move forward in the formation process. House Bill 737 will not move forward and is most likely dead. The only stipulation with SB1108 that the Executive Committee should note is that the newly-formed district would have no bonding authority. Immediate next steps include gathering signed resolutions from each city and each county within the region. All 40 entities must sign and the resolutions must be filed. Jim will present a draft version of district by-laws in the June meeting along with a draft budget. Following that, a 5-year Strategic Plan will need to be developed along with a Capital Replacement Fund plan. At the same time, the committee will need to create a technical advisory board. There are two options available to the CTCOG Executive Committee regarding the 9-1-1 District; 1) the Executive Committee, as the initial board, can retain management of the district or 2) the committee can create a new board to manage the district.

Jim advised the committee that since the district will not have bonding authority, the safest course of action would be to put aside reserves for at least the first five years. The question was asked if any additional funds would be returned to the district. Jim responded that there is a meeting scheduled for June 18, 2015 during which all of the COGs must state whether or not they are leaving. Currently, three COGS have announced their intent to leave. This will determine how much money will be returned. Jim stated that he will ask for the maximum refund but still advised caution for the first five years.

Other funding ideas were discussed such as meeting with Dave Hall, Director, Bell County 9-1-1 Communications, to investigate the possibility of gathering enough funds for a one-time purchase of equipment now to offset operating costs further down the road, hosting a work session to investigate the viability of a bondable COG member issuing bonds against a pledge of future revenues, or the possibility of lease-buy arrangements. Previously lease-buy arrangements were not allowed due to the restrictions put in place by appropriations.

Next Generation 9-1-1 will impact us all. The old system is tabular-based with roads being divided into segments. The segments may be addressed correct sequentially but they are not geo-coded. With the move to the new system, all databases will need to be converted. Roughly 90% of our region will need to be re-addressed. Jim forewarned the committee that while the system will be better once it is complete, the process to reach completion will be painful. Currently, there are about 45K errors in the database. To reach targeted completion, it would be prudent to tackle the densely populated areas first then move outward toward less populated areas. The question is who will do the work? Will it be done by the COG? Should an independent contractor be retained? Can local entities do the work? Where is the line between "we can do this" and "we can't do that." We need a set of standards. Right now all of the major cities code their databases differently making it hard to blend the information into one unified database. How do we enforce one set standard? For example, the abbreviation for "Street" can be STR, ST., or Street. Each entity has a long history of coding one way or the other. Who will yield? Another problem is street aliases. Long-time residents use the original street name when communicating their 9-1-1 needs even though that same road may now have an official highway number. Jim stated that he will be visiting the various commissioners' courts over the next few weeks to create a set of standards.

Tim Brown called for special workshops which should include all City Managers, City Mayors, Sheriffs, and others in addition to the technical staff. This will reduce the amount of miscommunication between what is said at the town hall meetings and what is reported back to city administrators.

**Announcements**

Ralph Gauer, District Office Coordinator for Senator Troy Faser, announced to the committee that Killeen-Temple is now recognized as a named, organized area regarding air quality issues. This is going to be very helpful for administration, planning, and decision-making. Previously, air quality decisions for our region were made in Waco. This new program which starts September 1<sup>st</sup> will address local needs.

**Committee Members Comments**

None

**Adjourn**

Tim Brown, President

---

Tim Brown, President

---

Marion Grayson, Secretary/Treasurer



**Expenditure Report**  
**Fiscal Year: 07/01/2014 – 06/30/2015**

Descriptions	May 2015 Expenditures	Cumulative Expenditures	Annual Budget	Remaining Budget
Personnel	\$ 346,212	\$ 3,930,354	\$ 4,213,477	\$ 283,123
Employee Benefits	247,349	2,684,110	2,960,297	276,187
Contract services	544,047	5,359,563	5,912,812	553,249
Travel	14,304	179,162	217,327	38,165
Housing Assistance Payments	1,083,085	11,746,444	13,876,699	2,130,255
Other	982,332	10,295,510	10,945,016	649,506
In-kind	-	93,338	128,050	34,712
Indirect costs	101,264	1,102,029	1,213,827	111,798
Furniture and equipment	-	-	20,898	20,898
<b>Totals</b>	<b>\$ 3,318,593</b>	<b>\$ 35,390,510</b>	<b>\$ 39,488,403</b>	<b>\$ 4,097,893</b>

**Central Texas Council of Governments**

**Detail of Other Expenditures  
Fiscal Year: 07/01/2014 – 06/30/2015**

Descriptions	May 2015 Expenditures	Cumulative Expenditures
Participant Salaries	\$ 8,383	\$ 290,701
Participant Benefits	876	31,971
Consumable Supplies	28,928	163,084
Employee Development	7,418	71,258
Insurance and Bonding	1,745	12,271
Rent	64,925	670,870
Printing	2,731	53,556
Furniture/Equipment Rental	4,329	48,846
Maintenance and Repairs	1,165	26,147
Communications	13,080	124,640
Postage	4,120	59,498
Utilities	7,763	87,209
Public Relations	2,034	19,188
Tuition	106,800	664,320
Dues and Subscriptions	11,555	54,545
Other Expenditures	35,770	643,171
Gasoline	323	3,852
Janitorial	6,111	85,680
Automobile Repairs	-	282
Inventory Equipment	-	38,639
Inventory Furniture	-	2,949
Software & Software Updates	1,620	107,712
Workforce Client Support	672,656	7,035,121
Total Other	<u>\$ 982,332</u>	<u>\$ 10,295,510</u>