

Heart of Texas Council of Governments

Executive Committee Meeting

**Thursday
October 26, 2023
10:00 AM**

The meeting will be held at the:

***Heart of Texas
Council of Governments
Offices
1514 South New Road
Waco, Texas***



Judge Jay Elliott
President

Mayor Geary Smith
Vice-President

Judge Richard Duncan
Secretary/Treasurer

Russell Devorsky
Executive Director

Heart of Texas
Council of Governments

EXECUTIVE COMMITTEE

**THE STATE OF TEXAS
COUNTY OF MCLENNAN**

TO ALL PERSONS INTERESTED

NOTICE IS HEREBY GIVEN in accordance with Chapter 551, Texas Government Code, as amended, the Executive Committee of the Heart of Texas Council of Governments will meet on Thursday, the 26th Day of October 2023, at 10:00 a.m. at the Heart of Texas Council of Governments, 1514 South New Road, Waco, Texas at which time the following subjects will be considered.

AGENDA

- I. Call to Order and Determination of a Quorum
- II. Proof of Posting of notice in accordance with Chapter 551, Texas Government Code, as amended, known as the Texas Open Meetings Act.
- III. Introduction of Guests

IV. Consideration of and/or action on the following:

A. 1. Approval of the September 28, 2023 meeting minutes

B. New Business

- 1. HOTCOG FY2022-2023 Budget Amendment #1
- 2. Approval of HOTCOG Investment Policy
- 3. Approval of HOTCOG Affirmative Action Policy
- 4. EPAC Vice Chair Appointment
- 5. EPAC Member Reappointment

C. Report of the Executive Director and Staff

- 1. Department of Administration
 - a. Financial, Personnel and Investment Reports
- 2. Health & Human Services
 - a. Department Activities Report
 - b. HOT Rural Transit District Report

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3. Regional Services
a. Department Activities Report

4. Executive Director's Report

63 V. Other Reports – FY2023 Law Enforcement Training Attendees by Agency

VI. Public Comment

VII. Adjournment

Signed this the 19th Day of October 2023.



Russell Devorsky
Executive Director



Judge Jay Elliott
President

Mayor Geary Smith
Vice President

Richard Duncan
Secretary/Treasurer

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 September 2023, at 10:00 a.m. at the Heart of Texas Council of Governments, 1514 South New Road, Waco, Texas at which time the following subjects will be considered.

Members Present

Judge Jay Elliott, *President*
Mayor Geary Smith, *Vice-President*
Judge Richard Duncan, *Secretary-Treas.*
Judge Justin Lewis
Judge Cindy Vanlandingham
Co. Treasurer Jeannie Keeney
Commissioner Nita Wuebker
Commissioner Jim Smith
Mr. Calvin Rueter

Falls County
City of Mexia
Limestone County
Hill County
Bosque County
Freestone County
Falls County
McLennan County
Special Districts

Members Absent

Mayor Protem Jim Holmes
Judge Linda Grant
Judge Scott Felton
Councilmember Alice Rodriguez
Councilmember Andrea Barefield
Councilmember Jimmy Rogers
Mayor Ray Bickerstaff

City of Waco
Freestone County
McLennan County
City of Waco
City of Waco
City of Robinson
City of Valley Mills

Staff Present

Russell Devorsky
John C. Minnix
Mary McDow
Dorothy Jackson
Wayne Stovall
Andy Davis
Harold Ferguson

Executive Director
DED of Administration
HR Manager
Regional/Economic Dev Manager
Homeland Security Manager
Emergency Preparedness Planner
PT Emergency Prep. Planner

Visitor's Present

Paul Gunnels
Marti Widtfeldt

TX Dept. of Emergency Mgmt.
TX Dept. of Emergency Mgmt.

I. Call to Order and Determination of a Quorum

President Jay Elliott called the meeting to order 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 September 28, 2023 Executive Committee meeting was provided.

III. Introduction of Guests – Guests and staff were introduced.

IV. Consideration of and/or action on the following:

A. Approval of the August 24, 2023 meeting minutes

A motion was made by Judge Justin Lewis and seconded by Mayor Geary Smith to approve the August 24, 2023 meeting minutes as presented. Motion passed.

B. Executive Session

1. In accordance with Chapter 551.074, Texas Government Code, as amended, the Heart of Texas Council of Governments Executive Committee will convene into Executive Session to discuss personnel matters, and the evaluation and compensation of the Executive Director.
2. Return to Open Session to consider decisions and/or take action relating to personnel matters, and the evaluation and compensation of the Executive Director.

The Executive Committee convened into Executive Session at 10:05 a.m.

Return to Open Session to consider decisions and/or take action relating to personnel matters, and the evaluation and compensation of the Executive Director.

The Executive Committee returned to open session at 10:25 a.m. on September 28, 2023.

A motion was made by Mayor Geary Smith and seconded by County Treasurer Jennie Keene to approve the recommendation of the Executive Committee to increase the Executive Director's annual salary to receive a cost of living increase of 4% effective October 1, 2023. Motion passed. The Executive Committee commented on the Executive Director's leadership of the COG.

C. New Business

1. Update to HOTCOG Procurement Manual

Mr. Rep Pledger stated that based on a recent review of HOTCOG's procurement manual, the Texas Department of Transportation pointed out that their contracts are to be limited to no more than five years for any rolling stock or replacement parts. HOTCOG will change procurement policy references relating to the Texas Department of Transportation to less than five years.

A motion was made by Mayor Geary Smith and seconded by Judge Justin Lewis to approve the change of its procurement policy Article I, part B 1.4 be amended to include the phrase "Transportation contracts to not exceed five years for any rolling stock or replacement parts," and to update the procurement manual accordingly. Motion passed.

2. TXDOT Annual Compliance Audit PTN-129

Mr. Pledger stated that on August 25, 2023, TXDOT staff completed the annual compliance audit for HOTRTD. Per this audit staff is required to update its Preventive Maintenance and ADA policies. The findings for these two policies are listed below.

(1) HOTCOG is updating the ADA policy to change the written response time for ADA complaints from 60 to 30 days. They are also adding contact information for complaints in the ADA complaints section of the policy. Also, add an e-mail address to the contact information.

(2) HOTCOG is updating the maintenance plan to remove or identify items that pertain to Waco Transit vehicles, policies, and practices.

A motion was made by Judge Justin Lewis and seconded by County Treasurer Jeannie Keeney to approve the changes to the ADA policy and the maintenance plan as recommended. Motion passed.

3. Heart of Texas Rural Transit District Growth Funding Amendment

Mr. Pledger stated that Transit District was notified on 01/23/2023 that it would be receiving \$193,644.00 in 5311 Growth funding. TXDOT has suggested that the funds be used for capital purchases. Transit staff has determined that the best use of the funds would be to purchase bus benches, security cameras, vehicle updates and (2) electric/hybrid sedans and (1) electric admin vehicle.

Mr. Pledger noted that HOTRTD currently has three MV-1 vans that cannot be repaired due to discontinuation of parts. Staff is recommending the relocation of growth funds to purchase a replacement for one of those vans. This can be accomplished in the following manner.

5311-2022-HOTCOG-00099 (Growth Funds) would need to be amended. ALI codes 11.42.11 (\$69,895), 11.42.09 (\$25,000), 11.14.04 (\$21,000), 11.42.11(\$9,000) and 11.13.16 (\$13,749) would need to be combined into 11.12.04 (\$138,644) to purchase the third MV-1 replacement. There would be a remaining balance on 11.13.16 of \$55,000.

A motion was made by County Treasurer Jeannie Keeney and seconded by Mayor Geary Smith to approve and proceed with the reallocation of the funding recommended and stated above. Motion passed.

4. Authorization of purchase of communications equipment from Nalcom Wireless Communications

Mr. Devorsky stated that HOTCOG received funding from the Statewide Emergency Radio Infrastructure (SERI) grant to purchase six Tait Receivers, cables, satellite radios, interfaces, power management units, and labor for the Limestone County radio communications. This upgrade will allow better communications between law enforcement agencies and constables. The equipment will be purchased under the HGAC contract.

A motion was made by Commissioner Nita Wuebker and seconded by County Treasurer Jeannie Keeney to approve the purchase and installation of radio communication equipment in the amount of \$52,332.60 using the SERI grant #455-9401 for Limestone County. Motion passed.

5. Ethics Training for Executive Committee – The Executive Committee members received the Ethics Training for 2023.

D. 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. Devorsky introduced Mrs. Amy Rossow, 211 Call Center Manager and Mrs. Jan Enders, Manager of Special Programs. Mrs. Rossow and Mrs. Enders gave an overview of activities of their programs.

b. HOT Rural Transit District Report

Mr. Pledger gave an update on activities of the Rural Transit District program.

3. Regional Services

a. Department Activities Report

Mrs. Dorthy Jackson gave a report on economic and community development activities for the month.

4. Executive Director's Report

Mr. Devorsky gave a report on activities during the month. Mr. Devorsky stated that he and staff attended the NADO 4th Annual Summit on Rural Road Safety in September. The HOTCOG Rural Transit District received the 2023 Excellence in Regional Transportation Award in relation to the Blue" transit services.

V. Other Reports – None.

VI. Public Comment – None.

VII. Adjournment – A motion and second was made to adjourn. Motion passed.

Jay Elliott, President
County Judge, Falls County

Richard Duncan, Secretary-Treasurer
County Judge, Limestone County

ACTION MEMORANDUM

HEART OF TEXAS
COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE

October 26, 023

SUBJECT: HOTCOG FY2022-2023 Budget Amendment #1

INFORMATION:

The FY2022-2023 Budget Amendment #1 for HOTCOG is presented to the Executive Committee for review.

RECOMMENDED ACTION:

It is recommended that the Heart of Texas Council of Governments Executive Committee approve the FY2022-2023 HOTCOG Budget Amendment #1.

**Heart of Texas Council of Governments
Summary of Budget Amendment
Budget Amendment # 1
September 2023**

Adjustment #1 of Budget Amendment #1:

To increase various budget line items to reflect actual revenue and expenses through the end of the fiscal year.

**Heart of Texas Council of Governments
Fiscal Year 2022-2023 Budget
Proposed Budget Amendment #1**

Revenues	Current Approved Budget	Increase/ (Decrease)	Adjust #	Recommended Budget
Grants administered from State/Federal	\$ 8,058,865	\$ 389,838	#1	\$ 8,448,703
Rent-WF Bldg	390,000	41,398	#1	431,398
Local Funds Applied	137,532	8,350	#1	145,882
Membership Dues	57,000	5,000	#1	62,000
Inkind Match/Program Income	637,312	-		637,312
Interest Income	1,500	25,600	#1	27,100
Miscellaneous Income	3,000	30,014	#1	33,014
Total Revenues	\$ 9,285,209	\$ 500,200		\$ 9,785,409
Expenditures				
Salaries	1,060,101	-		1,060,101
Fringe Benefits	466,658	-		466,658
Travel	34,509	14,500	#1	49,009
Equipment	443,707	334,000	#1	777,707
Supplies	38,416	-		38,416
Other Expenses	341,534	33,000	#1	374,534
Delegate Agency/Contractual Costs	5,090,080	-		5,090,080
Indirect Costs/Management Contracts	799,363	-		799,363
Insurance/Maintenance-WF Bldg	60,000	83,000	#1	143,000
Debt Service-WF Bldg	230,729	-		230,729
Inkind Match/Program Income	637,312	-		637,312
Total Expenditures	\$ 9,202,409	\$ 464,500		\$ 9,666,909
Changes in Fund Balance				
Excess (Deficiency) of Revenues over (under) expenditures	82,800	35,700		118,500
Transfers-Due (to)/from HOTEDD	(57,950)	27,750		(30,200)
Projected Net Fund Balance	\$ 24,850	63,450		\$ 88,300

ACTION MEMORANDUM

HEART OF TEXAS
COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE

October 26, 2023

SUBJECT: HOTCOG Investment Policy

INFORMATION:

As required by state law, HOTCOG's Investment Policy is required to be reviewed annually. Attached for your review and information is the current Investment Policy and Investment Strategy. (No changes are recommended at this time).

RECOMMENDED ACTION:

That the Executive Committee of the Heart of Texas Council of Governments review and approve the attached Investment Policy and Investment Strategy.

HEART OF TEXAS COUNCIL OF GOVERNMENTS
INVESTMENT POLICY
OCTOBER 2023

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I. INVESTMENT AUTHORITY AND SCOPE OF POLICY

General Statement

This policy serves to satisfy the statutory requirements of Local Government Code 116.112 and Government Code Chapter 2256 to define and adopt a formal investment policy. This policy will be reviewed at least annually according to Section 2256.05(e).

Funds Included

This investment policy applies to all financial assets of all funds of the Heart of Texas Council of Governments (HOTCOG) at the present time and any funds to be created in the future and any other funds held by the HOTCOG, unless expressly prohibited by law or unless it is in contravention of any depository contract between the HOTCOG and any bank which may have a depository contract with the HOTCOG.

HOTCOG'S Investment Officer

The Director of Administration shall be the HOTCOG's investment officer. In accordance with Sec. 116.112(a), Local Government Code and/or Chapter 2256, Sec. 2256.005(f) and (g), the Investment Officer may invest HOTCOG funds that are not immediately required to pay obligations of the HOTCOG.

If the investment officer has a personal business relationship with an entity, or is related within the second degree by affinity or consanguinity to an individual, seeking to sell an investment to the HOTCOG, the investment officer must file a statement disclosing that personal business interest or relationship with the Texas Ethics Commission and Executive Committee in accordance with Government Code 2256.005(I).

II. INVESTMENT OBJECTIVES

General Statement

The HOTCOG will invest according to investment strategies for each fund that are adopted by the Executive Committee and in accordance with this investment policy and written administrative procedures and federal and state laws.

Safety and Maintenance of Adequate Liquidity

Heart of Texas Council of Governments is concerned with the return of its principal; therefore, safety of principal is a primary objective in any and all investment transactions. HOTCOG's investment portfolio will be structured in conformance with an asset/liability management plan which provides for liquidity necessary to pay obligations as they become due.

Diversification

It will be the policy of the Heart of Texas Council of Governments to diversify its portfolio to eliminate the risk of loss resulting from overconcentration of assets in a specific maturity, a specific issuer or a specific class of investments. Investments of the HOTCOG shall always be selected to provide for stability of income and reasonable liquidity.

Yield

It is the objective of the HOTCOG to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives, investment strategies for each fund, and state and federal law governing investment of public funds.

Maturity

Portfolio maturities will be structured to meet the obligations of the HOTCOG first and then to achieve the highest return of interest. When the HOTCOG has funds that will not be needed to meet current-year obligations, maturity restraints will be imposed based upon the investment strategy for each fund. The maximum allowable stated maturity of any individual investment owned by the HOTCOG is one year, unless otherwise provided in a specific investment strategy that complies with current law.

Quality and Capability of Investment Management

It is the HOTCOG's policy to provide the training required by the Public Funds Act, Sec. 2256.008 and periodic training in investments for the HOTCOG Investment Officer and subordinates through courses and seminars offered by professional organizations and associations in order to insure the quality, capability and currency of the HOTCOG Investment Officer in making investment decisions. The investment officer shall attend at least one training session relating to the Officer's responsibility under the act within 12 months after assuming the duties of investment officer.

Investment Strategies

In accordance with the Public Investment Act, Section 2256.05(d), a separate written investment strategy will be developed for each of the funds under the Heart of Texas Council of Government's control. For investment strategy must describe the investment objectives for the particular funds using the following priorities of importance:

- (1) understanding of the suitability of the investment to the financial requirements of the entity;
- (2) preservation of safety of principal;
- (3) liquidity;
- (4) marketability of the investment if the need arises to liquidate the investment before

- maturity;
- (5) diversification of the investment portfolio;
- (6) yield; and
- (7) maturity restrictions.

Attachment A includes investment strategies for all funds. In accordance with the Public Funds Investment Act, Section 2256.05(e), investment strategies will be reviewed at least annually. The review will be done within 90 days before or after September 30, the closing date of the HOTCOG's fiscal year.

III. INVESTMENT TYPES

The Heart of Texas Council of Governments Investment Officer shall use any or all of the following authorized investment instruments consistent with governing law (Government Code 2256):

- A. Except as provided by Government Code 2256.009(b), the following are authorized investments:
 - (1) obligation of the United States or its agencies and instrumentalities;
 - (2) direct obligations of the State of Texas or its agencies and instrumentalities;
 - (3) collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
 - (4) other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities;
 - (5) obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
 - (6) certificates of deposit if issued by a state or national bank domiciled in this state or a savings and loan association domiciled in this state that are:
 - (a) guaranteed or insured by the Federal Deposit Insurance Corporation or its successors; or
 - (b) secured by obligations that are described by Section 2256.009(a) of the Public Funds Investment Act, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage back securities of the nature described by Section 2256.009(b) of the Public Funds Investment Act; or
 - (7) a fully collateralized repurchase agreement, as defined in the Public Funds Investment Act, that:

- (a) has a defined termination date;
- (b) is secured by obligations described by Section 2256.009(a)(1) of the Public Funds Investment Act; and
- (c) requires the securities being purchased by the HOTCOG to be pledged to the HOTCOG, held in the HOTCOG's name, and deposited at the time the investment is made with the HOTCOG or with a third party selected and approved by the HOTCOG; and
- (d) is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this state.

Notwithstanding any law, the term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered.

Money, received by the HOTCOG under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

- authorizes
funds
- (8) Eligible investments pools (as discussed in the Public Funds Investment Act, Sect. 2256.016-2256.019) if the Executive Committee by resolution investment in the particular pool. An investment pool shall invest the it receives from entities in authorized investments permitted by the Public Funds Investment Act. The HOTCOG by contract may delegate to TexPool the authority to hold legal title as custodian of investments purchased with its local funds.

Prohibited

Heart of Texas Council of Governments Investment Officer does not have authority to use any of the following investment instruments which are strictly prohibited:

- (1) obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pay no principal;
- (2) obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- (3) collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
- (4) collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

IV. INVESTMENT RESPONSIBILITY AND CONTROL

Investment Institution Defined

Heart of Texas Council of Governments Investment Officer shall invest HOTCOG funds with any or all of the following institutions or groups consistent with federal and state law and the current depository bank contract:

- (1) any depository bank
- (2) other state or national banks domiciled in Texas that are insured by FDIC
- (3) TexPool

Qualifications for Approval of Broker/Dealers

In accordance with 2256.005(k), a written copy of this investment policy shall be presented to any person seeking to sell to the HOTCOG an authorized investment. The registered principal of the business organization seeking to sell an authorized investment shall execute an affidavit substantially to the effect that the registered principal has:

- (1) received and thoroughly reviewed the investment policy of the HOTCOG; and
- (2) acknowledged that the HOTCOG has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the HOTCOG and the organization.

The investment officer may not buy any securities from a person who has not delivered to the HOTCOG an affidavit in substantially the form provided above according to Section 2256.005(1).

Standards of Operation

The Heart of Texas Council of Governments Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program, consistent with this investment policy.

Delivery Vs. Payment

It will be the policy of the HOTCOG that all Treasury Bills, Notes and Bonds and Government Agencies shall be purchased using the Delivery, Vs. Payment (DVP) method through the Federal Reserve System. By so doing, HOTCOG funds are not released until the HOTCOG has received, through the Federal Reserve wire, the securities purchased.

Audit Control

The Heart of Texas Council of Governments Executive Committee, will have an annual financial audit of all HOTCOG funds by an independent auditing firm, as well as an annual compliance audit of management controls on investments and adherence to the HOTCOG

established investment policies in accordance with Gov. Code 2256.005(m).

Standard of Care

In accordance with Government Code 2256.006, investments shall be made with the same judgement and care, under prevailing circumstances, that a person or prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority: preservation and safety of principal; liquidity; and yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- (1) the investment of all funds, or funds under the HOTCOG's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
- (2) whether the investment decision was consistent with the written investment policy of the HOTCOG.

V. INVESTMENT REPORTING AND PERFORMANCE EVALUATION

Quarterly Report

In accordance with Government Code 2256.023, the Investment Officer shall prepare and submit to the Executive Committee not less often than quarterly a written period of investment transactions for all funds for the preceding reporting period within a reasonable time after the end of the period. The report must:

- (1) describe in detail the investment position of the HOTCOG on the date of the report;
- (2) be prepared by the Investment Officer;
- (3) be signed by Investment Officer;
- (4) contain a summary statement of each pooled fund group that states the:
 - a. beginning market value for the reporting period;
 - b. additions and changes to the market value during the period; and
 - c. ending market value for the period;
- (5) state the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;
- (6) state the maturity date of each separately invested asset that has a maturity date;
- (7) state the account or fund or pooled group fund in the HOTCOG for which each individual investment was acquired; and
- (8) state the compliance of the investment portfolio of the HOTCOG as it relates to:
 - (a) the investment strategy expressed in the HOTCOG's investment policy; and
 - (b) relevant provisions of this chapter
- (9) state the total rate of return
- (10) state the Market Value of pledged securities

Notification of Investment Changes

It shall be the duty of HOTCOG Investment Officer to notify the Executive Committee of any significant changes in current investment methods and procedures prior to their implementation, regardless of whether they are authorized by this policy or not.

VI. INVESTMENT COLLATERAL SAFEKEEPING

Collateral or Insurance

The Heart of Texas Council of Governments Investment Officer shall insure that all HOTCOG funds are fully collateralized or insured consistent with federal and state law and the current depository contract. Unless the HOTCOG approves a surety bond as provided by law, the depository bank shall secure the funds of the HOTCOG by pledging with the HOTCOG, subject to the approval of the HOTCOG as to the kind and value, "investment securities" as defined by Article 2529b-1, Vernon's Texas Civil Statutes.

The securities pledged shall be transferred to and held by hereinafter referred to as the Safekeeping Bank. The securities pledged shall have a separate financial institution approved by the HOTCOG, a market value greater than or equal to one hundred percent (100%) of the funds which the HOTCOG may have on deposit at any one time, reduced by the amount of Federal Deposit Insurance Corporation (FDIC) insurance available. Should the market value of the securities pledged ever be less than one hundred percent (100%) of the funds secured, the Bank shall immediately cause additional securities approved by the HOTCOG to be pledged with the HOTCOG, in such aggregate amount as may be necessary to restore the market value of the securities pledged to one hundred percent (100%) of the amount of funds secured. The Bank shall have the right to substitute or withdraw pledged securities upon obtaining prior written approval of the HOTCOG.

The Executive Committee may, by written order, require the Depository Bank to execute a new bond or pledge additional or other securities at any time the Executive Committee considers it advisable or necessary for protection of the HOTCOG. If the Depository Bank fails for any reason to comply within five (5) days of service of the order, the HOTCOG may terminate this Contract. The Executive Committee must approve all securities prior to their being pledged. Securities may only be released from pledge by resolution of the Executive Committee. United States Treasury obligations which are pledged as collateral by any depository bank and which mature during the time they are pledged as collateral shall be immediately replaced with like United States Treasury obligations of equal or greater value. The Executive Committee's executed resolution, or a certified copy thereof, constitutes written proof of the release.

Safekeeping

All purchased securities shall be held in safekeeping by the HOTCOG, by a third party financial institution, or by the Federal Reserve Bank.

All certificates of deposit, insured by the FDIC, purchased outside the Depository Bank shall be held in safekeeping by either the HOTCOG or a third party financial institution.

All pledged securities by the Depository Bank shall be held in safekeeping by the HOTCOG, by a third party financial institution, or by a Federal Reserve Bank.

The security agreement(s) for all purchased securities will adhere to the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) § 1823(e), guidelines, which require that to be valid against the FDIC a security agreement including a pledge of collateral for a deposit, must satisfy the following requirements:

1. The pledge must be in writing.
2. The pledge agreement must be approved by the depository's board of directors or loan committee, and that approval must be reflected in the minutes of the board or committee.
3. The pledge agreement must be an official record of the depository from the time it was executed.

ATTACHMENT A

Investment Strategy

The Heart of Texas Council of Governments maintains portfolios which utilize specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios:

A. Investment strategies for operating funds and commingled pools containing operating funds as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. Primary investment shall be in direct obligations of the United States Government and Certificates of Deposit having a maturity date which is twelve (12) months or less from the date of purchase. The weighted average maturity dates of the portfolio of direct U.S. Obligations and C.D.'s shall not exceed 180 days/6 months. This may also be accomplished by purchasing high quality, short-to-medium-term securities which will complement each other. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date of each security.

B. Investment strategies for special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The stated final maturity dates of securities held should not exceed the estimated project completion date.

C. Operating reserve funds are essentially HOTCOG savings. The predictability of the cash requirements of other HOTCOG funds will govern the appropriate maturity mix. Current operating reserve fund portfolio strategy utilizes diversified maturities with a maximum maturity of two (2) years. Market conditions, HOTCOG financial condition and risk return analysis may adjust the strategy to a maximum maturity not to exceed five (5) years.

ACTION MEMORANDUM

HEART OF TEXAS COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE

October 26, 2023

SUBJECT: Affirmative Action Plan

INFORMATION:

The Heart of Texas Council of Governments' Equal Employment Opportunity Policy and Affirmative Action Plan is updated on an annual basis to include HOTCOG's current workforce composition and an actual workforce analysis by position groups. The Plan reflects only minor changes from last year.

ACTION:

That the Heart of Texas Council of Governments' Executive Committee review and approve the Equal Employment Opportunity Policy and Affirmative Action Plan.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY
AND
AFFIRMATIVE ACTION PLAN
OF THE
HEART OF TEXAS COUNCIL OF GOVERNMENTS**

Prepared By

Department of Administration

EQUAL EMPLOYMENT OPPORTUNITY POLICY

PURPOSE

The purpose of this policy is to describe the Heart of Texas Council of Governments' (HOTCOG) responsibilities and policies regarding Equal Employment Opportunities (EEO).

POLICY

HOTCOG shall recruit, hire, train and promote in all job titles without regard to race, color, national origin, religion, sex, physical/mental disability, age or status as a disabled veteran, except where otherwise required by law or regulation.

The Director of Administration shall ensure that all other personnel actions such as compensation, benefits, training, education tuition assistance, transfer, demotion, termination, layoff and return from layoff shall be administered without regard to race, color, national origin, religion, sex, physical/mental disability, age or status as a disabled veteran, except where otherwise required by law or regulation.

HOTCOG shall base employment decisions on the principles of equal employment opportunity and with the intent to further HOTCOG's affirmative action program goals.

HOTCOG shall take affirmative action to ensure that minority group individuals, females, qualified disabled persons and disabled veterans are hired and that these employees are encouraged to aspire for promotion and are considered as promotional opportunities arise.

PROCEDURES

Equal Opportunity Employer Policy Dissemination

In order to ensure that all employees, applicants for employment and others are aware that HOTCOG is an Equal Opportunity Employer and of its official policy on Equal Employment Opportunity, the following steps are taken and will continue to be undertaken as prescribed in the following:

A. Internal Dissemination

1. The policy of Equal Employment Opportunity will be incorporated in the HOTCOG's Employee Handbook and Personnel Manual.
2. Employees will be notified of the existence of HOTCOG's Affirmative Action Program and EEO policy through posting on HOTCOG's key bulletin boards. Employees will also be advised that all aspects of employment, including job opportunity, training programs and social events, will be available to all without regard to race, color, religion, sex,

national origin, disability, age or veteran status and that they are to contact supervisors concerning problems they have, including those involving discrimination questions.

3. The EEO program and policy will be included in all employee orientation programs and will be communicated to applicants. This will assure that all present and new employees will be able to avail themselves of the program's benefits.

B. External Dissemination

1. All non-media recruiting sources used by HOTCOG will be informed each year of HOTCOG's EEO policy. These sources will be requested to recruit and refer minorities and women for all openings. The list of recruiters is periodically studied and evaluated to determine the effectiveness of the sources.
2. Through the use of media or other techniques as required, the following groups will be kept aware of HOTCOG's EEO policy: minority and female organizations, community agencies, secondary schools and colleges having a high representation of minorities and women and other interested groups.
3. The existence of the Affirmative Action Plan will be communicated to prospective employees. Any elements of this program that will enable prospective employees to take advantage of the program will be made available to them.

Implementation

Overall responsibility for equal employment opportunity and affirmative action program compliance for HOTCOG is vested in the Executive Director. The latter, in turn, has designated the HR Manager as the Officer for Equal Opportunity. The Officer's responsibilities include, but are not limited to:

1. Developing policy statements, affirmative action programs and internal and external communication techniques.
2. Assisting in the identification of problem areas and arriving at solutions to problems.
3. Designing and implementing audit and reporting systems that will:
 - a. Measure the effectiveness of HOTCOG's programs;
 - b. Indicate need for remedial action; and
 - c. Determine the degree to which HOTCOG's goals and objectives have been attained.
4. Serving as liaison between HOTCOG and enforcement agencies.

5. Serving as liaison between HOTCOG and minority organizations, women's organizations and community action groups concerned with employment opportunities.
6. Keeping informed of and disseminating information on the latest developments in the EEO area.
7. Reviewing EEO progress at least annually and reporting the status of the EEO program along with recommendations to the Executive Director at the end of each year.
8. Assisting divisions/departments in implementing the Affirmative Action Plan (AAP) through the dissemination of goals.
9. Conducting regular discussions with division/departments supervisors and employees to ensure that HOTCOG's EEO policy and Affirmative Action Plan objectives are being followed.
10. Ensuring that supervisors take actions to prevent racial, ethnic, religious and sexual harassment of employees.
11. Investigating all formal charges of discrimination.

Responsibilities of Subcontractors

Every HOTCOG service subcontractor must agree that, during the performance of a contract, they will:

1. Treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age or disability unless otherwise required by law or regulation.
2. Identify itself as an Equal Opportunity Employer and identify any special consideration as required by law or regulation in all recruitment advertisements.

The subcontractor shall be advised of any complaints filed with HOTCOG alleging that a subcontractor is not an Equal Opportunity Employer. These complaints will be referred to the Officer, for the purpose of review and possible complaint action. The report of the Officer will be transmitted to the Executive Director. A summary of such report may be considered as part of any future decisions regarding contracting with the subcontractor involved.

All HOTCOG subcontracts for program service delivery shall include appropriate provisions ensuring compliance with all applicable laws and regulations relating to the subject and intents of this policy.

Development and Execution of Action Programs

HOTCOG will make efforts to include minorities, women and disabled employees in its personnel staff. All personnel involved in recruiting, selection, promotion, discipline and related processes will be trained on HOTCOG's equal employment opportunity objectives and job-related personnel practices.

HOTCOG will develop programs to facilitate the attainment of the goals which have been set to increase the utilization of minorities and women hired by HOTCOG. The following programs or policies will be among those implemented to facilitate appropriate utilization of minorities and women at all levels of HOTCOG's workforce and to ensure that all HOTCOG employment policies and procedures are strictly job-related unless otherwise required by law or regulation.

A. Job Descriptions and Requirements

Staff members, through the Officer, have been assigned to:

1. Conduct detailed analyses of position descriptions to ensure that they accurately reflect essential job functions.
2. Make available approved position descriptions to all members of management involved in the recruiting, screening, selection and promotion processes.

B. Recruitment Practices

Staff members, through the Officer, have been assigned to conduct the following types of recruitment activities:

1. Identify HOTCOG as an Equal Opportunity Employer/Affirmative Action Employer in all printed employment advertisements.
2. Disseminate information on job opportunities to all recruiting sources.
3. If referral agencies such as the Heart of Texas Workforce Center are used, HOTCOG will ensure that minority, female and disabled applicants are referred in a non-discriminatory manner.

C. Selection Process

Staff members, through the Officer, have been assigned to take the following actions, among others, to ensure that HOTCOG's selection process is job-related and to eliminate any artificial barriers to the employment and promotion of minorities and women that may be identified.

1. Review HOTCOG's job application and other pre-employment forms to ensure that inquiries are job-related.
2. Evaluate the total selection process to ensure that it is free from bias and does not hinder HOTCOG's ability to attain its affirmative action goals.
3. Evaluate selection methods that may have a potentially disparate impact on minorities or women to ensure that they are job-related and necessary.
4. Train interviewers on proper techniques, inquiries, documentation, and HOTCOG's affirmative action objectives.
5. Analyze selection procedures, such as application forms, background checks and interviews, for possible discrimination against or exclusion of minority, female or disabled applicants and eliminate any procedure having adverse impact if it is not strictly job-related or required by law or regulation.

D. Promotional and Training Practices

Staff members, through the Officer have been assigned to take the following types of actions to prepare minorities and women for promotion and assist employees in advancing to jobs which offer more responsibility, challenge and further opportunity for advancement:

1. Post promotional job opportunities.
2. Evaluate requirements for promotion on job-related criteria and ensure that minorities and women are not required to possess higher qualifications than others.
3. Explain promotion selection decisions when minority or women employees are among the candidates rejected for advancement opportunities.

E. Supervisory and Disciplinary Practices

Staff members, through the Officer, have been assigned to take the following actions to assist directors, managers and supervisors in meeting HOTCOG's affirmative action program responsibilities:

1. Develop and periodically review forms and instructions on supervisory practices, such as interviews, employee evaluations, counseling, training and discipline.
2. Offer training for supervisors on HOTCOG's affirmative action objectives and job-related personnel practices.

F. Facilities, Benefits and Procedures

Staff members, through the Officer, have been assigned to take the following actions to ensure that HOTCOG's facilities, benefit programs and rules are non-discriminatory.

1. Verify that HOTCOG facilities and HOTCOG-sponsored educational and social activities are desegregated and all employees are actively encouraged to participate.
2. Review HOTCOG's employee benefit plans, coverages and administration procedures to ensure that they do not inadvertently discriminate illegally because of race, color, religion, sex, national origin or age.
3. Review HOTCOG's procedures to ensure that they do not inadvertently discriminate illegally because of race, color, religion, sex, national origin or age.

Compliance with Sex Discrimination Guidelines

A. Recruiting and Advertising

1. HOTCOG recruits employees of both sexes for all jobs.
2. Employment advertisements will not express a sex preference. HOTCOG will not place advertisements in columns headed Male or Female.

B. Job Policies and Practices

1. HOTCOG's Equal Employment Opportunity Policy expressly states that HOTCOG does not discriminate against employees or employment applicants based on sex.
2. HOTCOG affords employees of both sexes an equal opportunity to compete for any available job for which they are qualified.
3. HOTCOG does not discriminate on the basis of sex in employment opportunities, wages, hours, benefits or other conditions of employment.
4. HOTCOG makes no employment distinctions between married and unmarried persons of either sex.
5. HOTCOG does not deny employment to applicants with young children.
6. HOTCOG provides and maintains appropriate physical facilities for both sexes.
7. HOTCOG's maternity leave policy meets the requirements of the Pregnancy Discrimination Act amendment to Title VII of the 1964 Civil Rights Act: employees and applicants for employment are not denied employment, promotion or training because of

pregnancy, childbirth or related medical conditions.

Disabilities caused or contributed to by pregnancy, childbirth or related medical conditions, for all job-related purposes are treated the same as disabilities caused or contributed to by other medical conditions under HOTCOG's health insurance and sick leave plans. Written and unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, reinstatement and payment under HOTCOG's health insurance and sick leave policies, are applied to disability due to pregnancy, childbirth or related conditions on the same terms and conditions as they are applied to other disabilities.

C. Wages

1. HOTCOG wage schedules are not related to or based on the sex of employees.
2. HOTCOG does not restrict employees of one sex to certain job classifications; HOTCOG makes all jobs available to all qualified employees without regard to sex.

D. Affirmative Action

1. HOTCOG takes affirmative action to recruit women to apply for all jobs.
2. HOTCOG does not make selection decisions based on sex in any HOTCOG-sponsored training programs. HOTCOG takes affirmative action to ensure that both sexes have equal access to all training programs.

E. Sexual Harassment and Favors

It is against HOTCOG policy for any board member, director, manager or supervisor to use official authority in making sexual advances or to create any hostile environment toward employees over whom the board member, director, manager or supervisor is authorized to make or recommend personnel actions; grant, recommend or refuse to take any personnel action because of sexual favors; or take or fail to take a personnel action as reprisal against any employee for rejecting or reporting a sexual advance. HOTCOG will take corrective action against any board member or employee who it knows violated this policy. Employees likewise, are warned against making unwarranted sexual advances toward co-workers. Employees are encouraged to report incidents of sexual harassment at work by a board member, director, supervisor, co-worker or even a non-employee who comes upon worksites with permission. The reporting of such incidents should follow the Grievance Procedure as outlined in the Personnel Manual. There are remedial procedures with respect to personal privacy of those involved.

Compliance with Guidelines on Discrimination Because of Race, Religion, or National Origin

HOTCOG fully complies with all applicable requirements of the guidelines on discrimination because of race, religion or national origin.

A. Equal Employment Opportunity Policy

1. HOTCOG's Equal Employment Opportunity Policy expresses its commitment to prohibit discrimination based on race, religion or national origin against applicants or employees in employment, promotion, demotion, transfer, recruitment, recruitment advertising, layoff termination, rates of pay and other forms of compensation and selection for training.
2. HOTCOG's policy reflects its commitment to take affirmative action to ensure that applicants and employees are treated equally, without regard to their race, religion or national origin.

B. Personnel Practices

1. HOTCOG's employment practices, including those affecting top and middle management levels, afford fair consideration for job opportunities to members of the various religious and ethnic groups.
2. HOTCOG undertakes appropriate outreach and positive recruitment activities to ensure that it does not discriminate on the basis of race, religion or national origin, including as appropriate.
 - a. Communicating internally HOTCOG's obligation to provide equal employment opportunity without regard to race, religion or national origin in a manner which fosters understanding, acceptance and support among HOTCOG's executive, management, supervisory and other employees, and encourages them to take the necessary action to aid HOTCOG in meeting this obligation.
 - b. Utilizing internal monitoring procedures to ensure that HOTCOG's obligation to provide equal employment opportunity without regard to race, religion or national origin is being fully implemented.
 - c. Informing all employees periodically of HOTCOG's commitment to equal employment opportunity for all persons, without regard to race, religion or national origin.
 - d. Enlisting the assistance and support of all recruitment sources for HOTCOG's commitment to provide equal employment opportunity without regard to race, religion or national origin.

C. Religious Accommodation

HOTCOG accommodates the religious observance and practices of employees and prospective employees, unless HOTCOG is unable to reasonably accommodate an employee's or prospective employee's religious observance or practice without undue hardship on the conduct of HOTCOG's business.

Compliance with Guidelines on Discrimination Because of Age

HOTCOG fully complies with all applicable requirements of the guidelines on discrimination because of age with respect to employment practices, recruiting and advertising, firing, compensation, wages, promotions, demotions, layoffs, benefits and training.

1. HOTCOG's Equal Employment Opportunity Policy expresses its commitment to prohibit discrimination based on age with respect to compensation, terms, conditions or privileges of employment because of an individual's age unless otherwise required by law or regulation.
2. HOTCOG's policy reflects its commitment to take affirmative action to ensure that applicants and employees are treated equally and not segregated or classified in such a way that would deprive them or tend to deprive them of employment opportunities.
3. HOTCOG does not terminate or force any employee to retire due to age.

Development and Implementation of Action Programs for Employment of Disabled Persons

HOTCOG will strive to include disabled persons in its staff. Towards that goal, staff members, through the Officer, will:

1. Review job descriptions or positions for which disabled persons apply in order to determine if reasonable accommodations are needed in order for the applicants to be successful on the job:
2. Provide training to managerial and supervisory staff regarding laws which apply to employment of disabled persons and dispelling myths regarding disabled persons in employment settings.

Participation in Community Action Programs

All employees, directors and managers in particular, are encouraged by HOTCOG to take the following community-oriented actions, among others to enhance employment opportunities of minorities, women and disabled persons.

1. Assist secondary schools and colleges, upon requests, and as feasible, in programs designed to enable minority and female graduates to compete in the open employment market on a more equitable basis.
2. Support programs concerned with employment opportunities for minorities, women and disabled persons.
3. Support child care, equal housing and public transportation programs that might improve employment opportunities for minorities, women, veterans and the disabled.
4. Participate, when appropriate, in special employment programs, summer jobs for minority youth, work-study programs for male, female, and disabled students, etc.

HEART OF TEXAS COUNCIL OF GOVERNMENTS

AFFIRMATIVE ACTION ANALYSIS

Prepared by

Department of Administration

TABLE 1
AFFIRMATIVE ACTION RESULTS

The Heart of Texas Council of Governments Affirmative Action Plan was formally adopted at a meeting of the Executive Committee on August 26, 1976. Subsequently, the HOTCOG staff has updated the Plan as a part of the personnel manual. The Plan is updated and reviewed on an annual basis.

The following is a review of HOTCOG's region wide workforce composition based on latest 5-Year Estimates, 2017-2021, U.S. Census Bureau Equal Employment Opportunity (EEO) Data.

(Based on 5 year estimates 2017-2021)

	HOTCOG WORKFORCE 10/1/23 31 POSITIONS		ESTIMATED REGIONWIDE WORKFORCE 16 YRS & OVER Total Estimated Workforce <u>163,332</u>	
<u>ETHNIC GROUP</u>				
<i>White</i>	24	77%	98,885	60%
<i>African-American</i>	3	10%	19,017	12%
<i>Hispanic</i>	4	13%	40,626	25%
<i>Other</i>			4,804	3%
<i>Male</i>	9	29%	76,199	52%
<i>Female</i>	22	71%	<u>69,403</u>	48%
			145,602	

Table 2

**AFFIRMATIVE ACTION PLAN
ACTUAL WORKFORCE ANALYSIS
BY JOB CATEGORIES
AS OF 10/1/23**

	TOTALS	EEO Category 1 <i>Officials & Managers</i>	EEO Category 2 <i>Professionals</i>	EEO Category 3 <i>Technicians</i>	EEO Category 5 <i>Office/Clerical</i>
ACTUAL POSITIONS	31	9	13	7	2
DISTRIBUTION					
Male	9	4	5	0	0
Female	<u>22</u>	<u>5</u>	<u>8</u>	<u>7</u>	<u>2</u>
Total		9	13	7	2
White	24	8	11	4	1
African-American	3	1	1	1	0
Hispanic	<u>4</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>1</u>
Total	31	9	13	7	2

AFFIRMATIVE ACTION PLAN SUMMARY OF PROGRAM GOALS AND OBJECTIVES

It is the goal of the Heart of Texas Council of Governments to provide equal employment opportunity for all persons without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristics protected by applicable law. Equal Opportunity is provided for all persons in the areas of recruiting, hiring, transfers, promotions, benefits, layoffs and terminations.

Table 1: Shows a comparison of HOTCOG's workforce and the region-wide workforce.

Table 2: Shows HOTCOG's Actual Workforce Analysis by Job Categories. Upon review of HOTCOG's workforce by position groups in Table 2, HOTCOG will continue in an effort to recruit and provide upward mobility for qualified minorities in all position groups of the office, especially in areas where underutilization exists. HOTCOG will identify and analyze all areas of its employment process so as to further the principles of equal employment opportunity.

Summary of goals for 2023-2024:

Recruitment. When vacancies occur, every effort will be made within all classifications to secure the maximum number of qualified minority, disabled, and female applicants for available positions within position groups. HOTCOG will utilize a wide range of recruiting sources including the Heart of Texas Workforce Center, community agencies and associations, educational institutions, newspaper advertisements and various websites. All advertisements seeking applicants for employment will state that HOTCOG is an "Equal Employment Opportunity Employer".

Training and Upward Mobility. HOTCOG will make every effort to encourage the growth and advancement of minority employees through educational and training opportunities. We will seek and implement those educational and training programs that will assist employees in their personal development as well as to increase skills and ability to perform the job. HOTCOG will ensure that all employees have equal opportunity to participate in such programs.

HOTCOG encourages employees to serve on community boards and participate in a variety of community support programs and/or organizations. HOTCOG and its employees plan, sponsor, and participate in numerous community-oriented activities and social programs.

HOTCOG will continue to make a strong commitment to actively seek minority, female, senior citizens and disabled individuals to participate and serve on its various committees and subcommittees and will continue to seek strong minority and women leaders in our region.

Progress toward these goals will be re-evaluated on a yearly basis by position group level and further goals will be developed for future fiscal years as needed and will be part of HOTCOG's annual budgetary process.

**AFFIRMATIVE ACTION PLAN
ACTUAL WORKFORCE ANALYSIS
OF DISABLED INDIVIDUALS
AS OF 10/1/23**

It is HOTCOG's goal to be sensitive to the needs of individuals that are disabled. HOTCOG's policy is to do everything possible to enhance and expand the promotion and recruitment of the disabled for job opportunities within the organization.

<u>Disability</u>	<u>Number of Employees</u>	<u>Percentage of Employees</u>
Mobility Impaired	1	.03%

ACTION MEMORANDUM

**HEART OF TEXAS COUNCIL OF GOVERNMENTS'
EXECUTIVE COMMITTEE**

October 26, 2023

SUBJECT:

Appointment of EPAC Vice Chair

INFORMATION:

Ms. Elizabeth Thomas who served as Vice Chair for the Emergency Preparedness Advisory Committee (EPAC) left her position as the Emergency Management Coordinator with the City of Waco/McLennan County Emergency Management.

At the September meeting of the EPAC Committee, Elizabeth “Buffy” Waldie was elected by the committee to serve the remainder of Ms. Thomas’ term which will expire December 31, 2024.

ACTION:

It is requested that the Heart of Texas Council of Governments Executive Committee hereby confirm the appointment of Elizabeth “Buffy” Waldie to the unexpired position of EPAC Vice Chair.

ACTION MEMORANDUM

**HEART OF TEXAS COUNCIL OF GOVERNMENTS'
EXECUTIVE COMMITTEE**

October 26, 2023

SUBJECT:

Reappointment of EPAC Member Phillip Cantrell

INFORMATION:

Phillip Cantrell is one of three members that represent Hill County for the Emergency Preparedness Advisory Committee. Term lengths for EPAC members are two years, and county level representatives are nominated by the county judge. According to the current membership list his term on the committee will expire on December 31, 2023.

ACTION:

It is requested that the Heart of Texas Council of Government's Executive Committee hereby accept the nomination from Honorable Judge Justin Lewis and by doing so, confirm the reappointment of Phillip Cantrell from Hill County to the Emergency Preparedness Advisory Committee.

Administrative Services Department

**Financial / Personnel Reports
Investment Report**

Executive Committee Meeting

October 26, 2023

**Heart of Texas Council of Governments
Combined Balance Sheet
September 30, 2023**

Assets

Current

Cash	\$ 7,694
Investments	512,957
Due (to)/from Grantor Agencies	1,230,758
Membership Dues Receivables	5,420
Aging Match Receivables	585
Other Receivables	-
Pre-Paid Items	13,989
	<u>1,771,403</u>

Fixed Assets

Building	2,810,000
Land	690,000
Furniture & Equipment	2,928,116
Less: Accumulated Depreciation	<u>(3,553,255)</u>
	2,874,861

Total Assets

\$ 4,646,264

Liabilities

Current

Accounts Payable	189,173
Due to HOTEDD	570,187
Accrued Vacation	158,732
Deferred Revenue	109,252
	<u>1,027,344</u>

Long-term Liabilities

Notes Payable	262,791
	<u>262,791</u>

Total Liabilities

\$ 1,290,135

Fund Equity

Investments in Fixed Assets, net of related debt	2,612,070
Nonspendable-prepaid items	13,989
Restricted for Emergency Notification System	618
Restricted for Federal & State programs	120,229
Unassigned	<u>609,223</u>

Total Fund Equity

\$ 3,356,129

Total Liabilities & Fund Equity

\$ 4,646,264

Heart of Texas Council of Governments
Combined Statement of Revenues, Expenditures
& Changes in Fund Balance
For Twelve Months Ended September 30, 2023

Revenues	Year To Date	YTD Budget	YTD Budget Variance	12 Month Budget	Annual Budget Remaining
Grants administered from State/Federal	\$ 6,807,328	\$ 8,448,703	\$ (1,641,375)	\$ 8,448,703	\$ 1,641,375
Rent-WF Bldg	431,398	431,398	-	431,398	-
Local Funds/Mgt. Fees	145,876	145,882	(6)	145,882	6
Membership Dues	61,912	62,000	(88)	62,000	88
Inkind Match/Program Income	100,250	637,312	(537,062)	637,312	537,062
Interest Income	27,046	27,100	(54)	27,100	54
Miscellaneous Income	33,014	33,014	-	33,014	-
Total Revenues	\$ 7,606,824	\$ 9,785,409	\$ (2,178,585)	\$ 9,785,409	\$ 2,178,585
Expenditures					
Salaries	978,812	1,060,101	81,289	1,060,101	81,289
Fringe Benefits	430,930	466,658	35,728	466,658	35,728
Travel	48,764	49,009	245	49,009	245
Equipment	776,832	777,707	875	777,707	875
Supplies	22,522	38,416	15,894	38,416	15,894
Other Expenses	373,750	374,534	784	374,534	784
Delegate Agency/Contractual Costs	3,662,176	5,090,080	1,427,904	5,090,080	1,427,904
Indirect Costs	793,322	799,363	6,041	799,363	6,041
Insurance/Maintenance-WF Bldg	129,411	143,000	13,589	143,000	13,589
Debt Service-WF Bldg	230,729	230,729	-	230,729	-
Inkind Match/Program Income	41,480	637,312	595,832	637,312	595,832
Total Expenditures	\$ 7,488,728	\$ 9,666,909	\$ 2,178,181	\$ 9,666,909	\$ 2,178,181
Changes in Fund Balance					
Excess (Deficiency) of revenues over (under) expenditures	118,096			118,500	
Transfers-Due (to)/from HOTEDD	(30,138)			(30,200)	
Net Change in Fund Balances	87,958			88,300	
Fund Balances as of October 1, 2022	656,101				
Fund Balances as of September 30, 2023	\$ 744,059				

Heart of Texas Council of Governments
Monthly Report of Cash Transactions and Condition
As of September 30, 2023

	<u>Operating Account</u>	<u>Short Term Investments</u>	<u>Total Cash</u>
Beginning Balance 9/1/23	\$ 39,094	\$ 551,926	\$ 591,020
Transactions			
Cash In	498,846	2,402	501,248
Cash (Out)	<u>(571,617)</u>	<u>-</u>	<u>(571,617)</u>
Net Income (Outlay)	(72,771)	2,402	(70,369)
Net Transfers In (Out)	<u>41,371</u>	<u>(41,371)</u>	<u>-</u>
Net Total Transactions	<u>(31,400)</u>	<u>(38,969)</u>	<u>(70,369)</u>
Ending Balance 9/30/23	<u><u>\$ 7,694</u></u>	<u><u>\$ 512,957</u></u>	<u><u>\$ 520,651</u></u>

**HEART OF TEXAS COUNCIL OF GOVERNMENTS
PERSONNEL STATUS SUMMARY
AS OF October 20, 2023**

NUMBER OF POSITIONS AUTHORIZED BY GRANT/FUND BUDGETS 31

NUMBER OF PEOPLE EMPLOYED 31

As of October 20, 2023, HOTCOG had no vacancies as referenced by the number of positions authorized and filled. The following is a departmental breakout of the above figures:

PEOPLE EMPLOYED

<u>Department</u>	<u>Positions Authorized</u>	<u>Regular Fulltime</u>	<u>Temporary Fulltime</u>	<u>Regular & Temporary Part-Time</u>	<u>Vacant</u>
Executive/ Admin. Services	6	6	0	0	0
Regional Services	8	7	0	1	0
Health and Human Services	17	17	0	0	0
<u>Totals</u>	31	30	0	1	0

Heart of Texas Council of Governments

Investment Report

For the Quarter Ending September 30, 2023

As per HOTCOG's Investment Policy, funds that are not immediately required to pay obligations are invested in TexPool. HOTCOG does not have any other investments as of the ending date of this report.

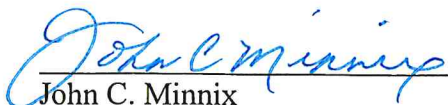
Summary of General and Special Revenue Funds


Beginning Market/Book Value @ 07/01/23	\$ 586,847
Net Transfers In (Out)	(81,612)
Interest Earned	7,722
Ending Market/Book Value @ 09/30/23	\$ 512,957

Notes:

1. The money market account does not have a maturity date.
2. Following are the annualized average rates of return:
 - July 2023 5.1238%
 - August 2023 5.3047%
 - September 2023 5.3218%
3. Market value of pledged securities as of 09/30/23: \$ 1,183,482

As HOTCOG's designated Investment Officer, I, John C. Minnix, certify as to the best of my knowledge that the investment portfolio is in compliance with the investment strategy as expressed in HOTCOG's Investment Policy and that this Investment Report was prepared by said Investment Officer.


John C. Minnix
Deputy Executive Director


Date

Health and Human Services Division
Monthly Program Activity
for
September 2023
Executive Committee Meeting October 26, 2023

Health and Human Services Division

The following is a summary of the activities for the programs in the Health and Human Services Division of the Heart of Texas Council of Governments.

HEALTH AND HUMAN SERVICES PROGRAM DESCRIPTION AND ACTIVITY

Donnis Cowan – Director

The Health and Human Services Division (HHS) is one of two divisions of the Heart of Texas Council of Governments. The HHS division is made up of four different and distinct program areas 1) Area Agency on Aging; 2) Aging and Disability Resource Center; 3) Heart 2-1-1; and 4) Rural Transit District which primarily serve and work with individuals and family members who need assistance through either information or services. Below are the four program descriptions and activities.

1. Heart of Texas Area Agency on Aging (AAA)

Jan Enders – Special Programs and Outreach Manager
Ursula Johnson - Managing Local Ombudsman
John Vorderkunz - Contract Quality Assurance Specialist
Destiny Zavala – Senior Care Coordinator
Rose Contreras – Senior Benefits Counseling
Tiffany Soto – Senior Program Coordinator/Dementia Care Specialist

- 1 of 28 Area Agency on Aging contractors designated by the Texas Health and Human Services Commission (HHSC).
- Serves six counties including Bosque, Falls, Freestone, Hill, Limestone and McLennan.
- Provides access to needed social services, effective screening and assessment of individual needs, and advocacy for older persons (age 60 and older), their family members or other caregivers.
- Directly administers services including benefits counseling, care coordination, caregiver support coordination, and long-term care ombudsman services.
- Contracts with service providers throughout the region to provide nutrition (congregate and home delivered meals), homemaker care, respite care, personal assistance, minor home repairs, health education classes and caregiver counseling to caregivers and their loved ones.
- All programs are operated in accordance with all policies and procedures.
- We have two vacant positions 1) Managing Local Ombudsman, and 2) Contract Quality Assurance Specialist. Second interviews are being conducted for both positions.

AREA AGENCY ON AGING PROGRAM DESCRIPTIONS AND PROGRAM ACTIVITY

John Vorderkunz - Contract Quality Assurance Specialist

- Contract Quality Assurance negotiating and managing contracts; reporting; reimbursement; accounting; auditing; monitoring; procuring services funded with federal and state funds and providing quality assurance to ensure

compliance with contracts. Validation of complete and accurate data in the HHS statewide system for quarterly and annual reports.

Jan Enders – Special Programs Manager

Outreach is intended to identify vulnerable, hard-to-reach individuals. The AAA conducts outreach to people who may be eligible for Aging Services, especially older individuals, residing in rural areas, with the greatest economic or social needs.

Outreach - Individuals Reached, September 2023							
Description	Bosque	Falls	Free-stone	Hill	Lime-stone	McL	Grand Total
Presentations - Medicare	30					412	442
Medicare Fraud SMP	30					412	442
Resource Guides	210	120	60	660	60	1380	2490
Grand Total	270	120	60	660	60	2204	3374

Executive Committee Assistance Requested: The Area Agency on Aging would like to speak to your communities regarding our programs. To schedule an event in your county please call 254-292-1855.

BENEFITS ENTITLEMENT PROGRAMS

Jan Enders – Special Programs Manager

Rose Contreras - Senior Benefits Counselor

The Benefits Counseling program primarily provides financial-related assistance and Medicare/Medicaid-related services to clients through Legal Assistance (one-on-one) and Legal Awareness (groups) events. We continue to see a growing need for Benefits Counseling for the senior population and added emphasis has been placed on expanding the services of this program.

Area Agency on Aging Services - Benefits							
Services	Bosque	Falls	Free-stone	Hill	Lime-stone	McL	Grand Total
Benefits Counseling - Medicare, Extra Help, Health Ins, & Social Security - Hours		6.20			3.91	118.23	128.34

CASE MANAGEMENT TYPE PROGRAMS

Destiny Zavala – Senior Care Coordinator

Tiffany Soto – Senior Program Coordinator/Dementia Care Specialist

The Care Coordination and Caregiver Support Coordination programs empower senior citizens age 60 and older and their family caregivers to maintain their independence, freedom, and dignity by identifying needs and arranging social services required for living independently. These programs include Case Management; In-Home Care – Homemaker – Personal Assistance – Caregiver Respite; REACH-TX; Rolling Walkers; Grab bars; Minor Residential Repair; and Wheelchair ramps.

Area Agency on Aging Services							
Services	Bosque	Falls	Free-stone	Hill	Lime-stone	McL	Grand Total
Care Coordination Connecting Individuals to Services - Hours			9.61	9.30	6.52	81.46	106.89
Caregiver Support Connecting Caregivers to Services - Hours	2.63			1.32	1.47	70.54	75.96
Health Education Classes - Falls Prevention, Stress Relief for Caregivers, and REACH-TX coping skills for caregivers caring for loved ones with Alzheimer's or other dementias. # of sessions	2					13	15
Callers for Assistance				1		7	8
Health Maintenance - assistive devices wheelchairs, walkers, etc. - Individuals						2	2
Homemaker in-home care - Hours						20.00	20.00
Personal Assistance - hands on in-home care. Hours						59.00	59.00
Residential Repair grab bars, minor home repair - # of clients						21	21
Respite care - in-home care to caregivers loved ones - Hours						369.50	369.50
Grand Total	4.63	0.00	9.61	11.62	7.99	629.50	677.35

Executive Committee Assistance Requested: The Area Agency on Aging would like to speak to your community regarding our programs. Please let us know how to best reach your community or have someone contact us at 254-292-1855.

NUTRITION PROGRAMS – Congregate (CM) & Home Delivered Meals (HDM)

- The nutrition program is our single largest program and impacts the greatest number of individuals in the greatest geographical coverage in our service area. We have four nutrition subrecipients that serve the nutritional needs of the elderly in the six-county service area.

See activity chart on the next page.

Area Agency on Aging Nutrition							
Meals Funding Source	Bosque	Falls	Free-stone	Hill	Lime-stone	McL	Grand Total
Congregate Meals	CM	CM	CM	CM	CM	CM	CM
Area Agency on Aging	256	199	256	307	246	1700	2964
Other Local Donations County & Cities	29		727		153	149	1058
Home Delivered Meals	HDM		HDM	HDM	HDM	HDM	HDM
Area Agency on Aging	1124	1250	1242	2129	1135	6118	12998
Other Local Donations County & Cities	46	115	109	156	155	1595	2176
Grand Total	1455	1564	2334	2592	1689	9562	19196

OMBUDSMAN PROGRAM

Ursula Johnson – Managing Local Ombudsman

Lynda Mitchell – Part-Time Ombudsman

- Through direct advocacy the Long-Term Care Ombudsman Program utilizes volunteers and staff to achieve the best possible quality of life for approximately 4,500 residents in 35 nursing homes and 21 assisted living facilities in our service area.
- Provided ongoing support and training for certified volunteers.
- Participate in monthly HHS webinars.
- Participate in weekly activity meetings with Patty Ducayet, State Long Term Care Ombudsman, and her staff.
- Serve as a resource to inquirers regarding changing facilities or moving to facilities in our region.

Ombudsman Program							
Services	Bosque	Falls	Free-stone	Hill	Lime-stone	McL	Grand Total
Long Term Care Facility Visits	4.00	2.00	5.00	4.00	6.00	25.00	46.00
Assisted Living Facility Visits	1.00	1.00		1.00	2.00	16.00	21.00
Complaints			1.00	1.00		10.00	12.00
State Surveys							0.00
Education & Consultations			1.00	1.00	1.00	1.00	4.00
Resident Council Meetings						1.00	1.00
Grand Total	5.00	3.00	7.00	7.00	9.00	53.00	84.00

2. Heart of Texas Aging and Disability Resource Center (ADRC)

Eric Hobbs – Housing Navigator

Debbie Jones – Resource Navigator

- The ADRC model is a “way of doing business” that is intended to respond more effectively and efficiently to the needs of individuals looking for long-term services and support.
- Provides information and assistance to individuals (including those with multiple, complex needs) about local programs and resources as they relate to aging or living with a disability, to older individuals, individuals of any age with disabilities, family caregivers, veterans, and families with children with special needs, all without regard to income levels.
- The primary purpose is to provide information to help individuals live within their community if possible.
- Operating a broad-based coalition consisting of the Area Agency on Aging, local Health and Human Services, Department of Assistive and Rehabilitation Services, Heart of Central Texas Independent Living Center, Heart of Texas 2-1-1, and Heart of Texas Behavioral Health Center.
- HOTCOG serves as the Lead Agency/Fiscal Agent and has responsibility as contract administrator.
- Serves six counties including Bosque, Falls, Freestone, Hill, Limestone, and McLennan.
- 1 of 25 designated ADRCs by the Texas Health and Human Services Commission.

ADRC Outreach Activities

Outreach is intended to identify vulnerable, hard-to-reach individuals. The ADRC conducts outreach to people who may be eligible for Aging and Disability Services.

Outreach - Individuals Reached							
Description	Bosque	Falls	Free-stone	Hill	Lime-stone	McL	Grand Total
Presentations	1	3	1	2	1	5	16
Outreach – Health fairs	1	1	1	1	1	3	12
Roundtable - Tabletalks	1	1	1	1	1	1	3
Grand Total	3	5	3	4	3	9	31

All calls to the Heart of Texas ADRC and Area Agency on Aging terminate at phone line 254-292-1855. This includes local calls as well as any calls originating in our six-county service area placed on the statewide toll-free line for ADRCs.

See the activity chart on the next page.

ADRC Call Activity - Sept							
Description	Bosque	Falls	Free-stone	Hill	Lime-stone	McL C	Grand Total
AAA Referrals			4	6	3	30	43
Housing						1	1
In-Home Care	1				6	34	41
Medicare / Medicaid/ SNAP						5	5
Medical Equipment	1					1	2
Minor Home Repair	2		1	2		12	17
Nursing Home	2			2	1	5	10
Rent Payment Assist							0
Transportation					1		1
Utility Payment Assist	2				2	2	6
Other Community Resources	6	6	5	8	12	64	101
Grand Total	14	6	10	18	25	154	227

3. Heart of Texas Area Information Center (AIC) – (HT 2-1-1)

Amy Rossow – Call Center Manager

Belinda Arocha – Information & Referral Specialist

Joanna Whitehouse – Information & Referral Specialist

Marcy Whiddon – Information & Referral/Community Database Specialist

The 2-1-1 program is a nationwide “free” social service phone helpline answered by highly trained call specialists who listen to the caller’s needs and provide resources and information for the caller to evaluate and make the choice as to which referral sources best fit their needs. The caller can then reach out to the resources that best fit their needs at any time. It is the caller’s responsibility to reach out to each agency and provide any additional information requested for consideration for assistance through their program. 2-1-1 does not provide any direct funding, only referrals to non-profit, social services agencies who have voluntarily become part of our database designed to assist our callers. Callers are always encouraged to call back to 2-1-1 at any time should they need more resources or identify another need. 2-1-1 provides referral information about health and human services to all callers regardless of age, ethnicity, gender, disability, or any other criteria. 2-1-1 is available 365 days a year and 24 hours a day.

HOT 2-1-1 (HT) continues to take traditional calls for local social service needs including food pantries, utility bills, rent, childcare, and medication assistance plus mental health and everything from A-Z for the state of Texas including the six-county service area. In addition, we take disaster-related calls when such an event occurs and provide close monitoring and reporting of any resources available for those impacted by the disaster.

Houston-Galveston 2-1-1 and routed afterhours AICs answered and provided information to our Heart of Texas after-hour and weekend callers:

2-1-1 HAS MOVED TO A NEW SOFTWARE. THEY ARE UNABLE TO PULL THEIR DATA. WE HOPE THIS IS TAKEN CARE OF SOON.

4. Heart of Texas Rural Transit District

Ronald E. "Rep" Pledger - Manager

Frances Ramirez – Transportation Specialist

Misty Hendon – Transportation Admin

Rachel Braswell - Transit Dispatching and Scheduling Technician

General Information:

Staff is preparing to procure four new Blue buses for service.

Funding

HOTRTD has been notified that it will be receiving \$337,888 in state rural funds to be used for service expansion. We will provide the Executive Committee with more information as we receive it.

Trainings/Meetings

October 18th – 10:00 A.M. – 1:00 P.M. Staff will be attending the Coolidge Family Expo

November 4th - 10:00 A.M. – 1:00 P.M. Staff will be attending the Mexia Family Expo

January - TBD TXDOT provider semi-annual meeting

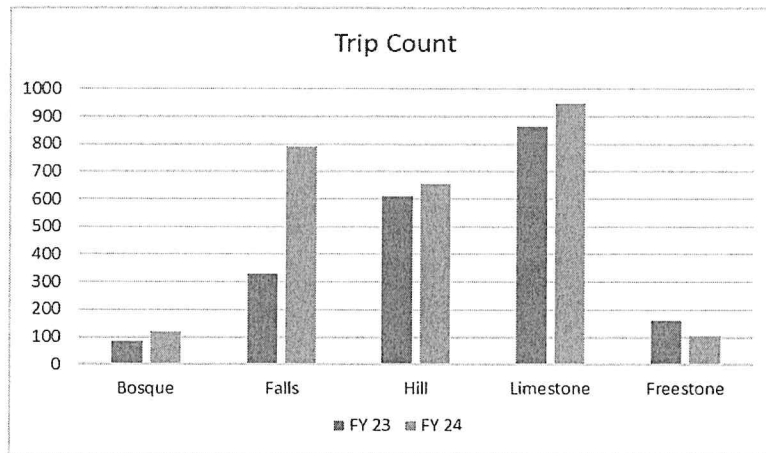
Regional Transportation Coordination Council - (RTCC)

The next meeting will be on October 26th.

Rural Transit District – (Operations)

Staff continue their outreach to clients to increase ridership.

Transportation Services – One Way Trips		
Transportation Provider	FY 2023	FY 2024
Bosque County	82	119
Falls County	329	792
Hill County	611	653
Limestone County	863	949
Freestone County	161	107
Total - All 5 Counties	2046	2620



Trip Type by County						
Trip Type	Limestone	Hill	Freestone	Falls	Bosque	Grand Total
Dialysis	204	208	51	48	38	549
Education	4	10		250	35	299
Foster Grandparents	42					42
Medical	170	101	19	38	36	364
Mhmr	73	40	2	102		217
Parole	9	4		15		28
Personal	83	32	5	23		143
Recreation	27		11			38
Shopping	98	38	12	8	5	161
Veteran	25			5		30
Work	214	220	7	303	5	749
Grand Total	949	653	107	792	119	2620

Thank you for reviewing the Health and Human Services monthly activities.

Donnis Cowan
 Director of Health and Human Services
a division of the Heart of Texas Council of Governments

REGIONAL SERVICES REPORT

October 2023

9-1-1

HOTCOG 9-1-1 IP Network (Next-Generation 9-1-1)

Members of the TriCOG 9-1-1 Alliance (BVCOG, CTCOG and HOTCOG) continue to collaborate with network consultants and equipment vendors to maintain a robust network. The TriCOG Alliance renewed its partnership with Mission Critical Partners (MCP) for NextGen Core Services (NGCS) Consulting and Cybersecurity Support. MCP follows a scope of work identifying three tasks to assist the TriCOG in technical issues to include Project/Task Management for GIS Readiness and Geospatial Call Routing, Procurement support for a Request for Proposal for call handling equipment and the development of a Cyber Security Plan. Members of the TriCOG participate in regularly scheduled conference calls to discuss NGCS projects and planning for the future of the regional networks.

On November 29, 2022, the final Originating Service Provider (OSP) in the HOTCOG Region migrated their 9-1-1 traffic from legacy selective routers that are slowly being decommissioned. Since December 15th, there has been no 9-1-1 traffic on those legacy circuits, meaning all HOTCOG Public Safety Answering Points (PSAPs) are routing 9-1-1 traffic via the VESTA router. Disconnect orders for the legacy circuits provided through AT&T were submitted on May 15, 2023. Other service provider disconnect orders will be submitted as well. Project planning calls with Motorola Solutions Connectivity, Inc. continue to be held weekly, and discussions include ongoing project deliverables and discussions for upcoming activities.

During the week of April 10th, HOTCOG staff worked with Motorola team members and PSAP personnel to onboard and test Text-to-9-1-1 via the ESInet. Text traffic will no longer be delivered via legacy circuits as it had been since initial deployment. The Hillsboro Police Department was the first in the state to receive a 9-1-1 text via the ESInet. All PSAPs in the HOTCOG Region were onboarded, tested, and now have this functionality available.

Enterprise Geospatial Database Management System (EGDMS)

In NG9-1-1 systems, an EGDMS (GIS map data) replaces the traditional Master Street Address Guide (MSAG) for location-based 9-1-1 call routing and location validation. An EGDMS is crucial for the transition to NG9-1-1 because it provides a means to create and maintain data critical to NG9-1-1 success. Staff participated in the Customer Focus Group (CFG) for this project. The CFG was responsible for assisting with development of the Quality Assurance/Quality Control plan, participating in GIS Data Management collaboration meetings, and assisting in GIS data management workflow development. 9-1-1 staff exceeded the 99% data match rate as recommended by the National Emergency Number Association (NENA) with a match rate of 99.99% with no critical errors remaining. HOTCOG has completed the transition to an EGDMS, and staff is a participant in a focus group for continued implementation across the state.

Text-to-9-1-1

Text-to-9-1-1 is available in the HOTCOG Region as an alternate means of communicating with 9-1-1 for people with a hearing and/or speech disability, or when speaking aloud would put the individual in danger. Text-to-9-1-1 also provides a silent alternative in cases such as child abduction, active shooter, or domestic abuse.

Public Education

There were 3,875 public education items distributed to the Region for public education and public outreach/health expo events.

Meetings/Training/Conference Calls and Site Visits

- TriCOG SB8 RFP conference call, HOTCOG – October 2nd
- MVP NGCS project discussion conference call, HOTCOG – October 2nd
- CSEC Touchpoint conference call, HOTCOG – October 3rd
- Vendor project discussion conference call, HOTCOG – October 3rd
- TriCOG SB8 RFP conference call, HOTCOG – October 6th
- Voice recorder installations, Region – October 10-11th
- Vendor project discussion meeting, HOTCOG – October 11th
- CSEC Solar Eclipse Planning conference call, HOTCOG – October 13th
- MVP NGCS project discussion conference call, HOTCOG – October 16th
- Freestone combined dispatch site visit, Fairfield – October 17th
- MCP Information Security discussion conference call, HOTCOG – October 19th
- TriCOG project discussion conference call, HOTCOG – October 19th
- MVP NGCS project discussion conference call, HOTCOG – October 23rd
- TriCOG GIS conference call, HOTCOG – October 24th
- MCP Information Security discussion conference call, HOTCOG – October 25th
- CSEC Solar Eclipse Planning conference call, HOTCOG – October 27th
- MVP NGCS project discussion conference call, HOTCOG – October 30th

Homeland Security/Emergency Preparedness

Grant/COG Projects

- Staff attended the monthly Homeland Security conference calls with the Office of the Governor (OOG).
- Staff continues to work with Freestone County to obtain new dispatch consoles and equipment for their new Dispatch Center. Funds for this project were allocated through the State Radio Infrastructure (SERI) Grant.

Technical Assistance

Staff participated in National Night Out activities at various locations within our region including the City of Beverly Hills Program which was held in the HOTCOG Parking Lot.

Staff met with seventh graders at Robinson Middle School who are currently learning about weather patterns, forecasts, and awareness to discuss the Emergency Notification System and how it is used to warn the public of severe weather in our region.

Criminal Justice

Planning Grant

CJ Planner, Lana Gudgel, continues to work with the new Heart of Texas Regional SART and the McLennan County SART and is still working on the mandated protocols and bylaws for both

teams. Lana provided the Teams with the legal updates from the most recent legislative session that will affect the operations of the SART. The protocols will be updated to add the additional mandated language. Lana is currently working with the members of the Heart of Texas Regional SART to comply with the mandated statistical information for the Commissioners Courts reports due December 1, 2023.

CJ Planner has continued to work on updating the Heart of Texas Regional Strategic plans and has met with all of the community planners regarding the updates.

BMAP

In FY 2022, HOTCOG was awarded the Homeland Security BAMP grant. Criminal Justice Planner Lana Gudel visited 23 locate businesses that sell products commonly used to make homemade explosive devices and offered owners/managers free training for their staff.

Regional Law Enforcement Training Academy Grant

The new cycle for FY 2024 began on October 1, 2023. HOTCOG was awarded the two-year grant for the Law Enforcement Training Academy for FY2024 and FY2025. This two-year grant began on October 1, 2023, and will end September 30, 2025. CJ Planner Lana Gudel has started the process of scheduling classes for the next year with her current instructors. Lana also attended two Interview courses in 2023 and began building a lesson plan for Investigative Interview Techniques which will be added to the training schedule in FY 2024 and FY2025. Lana also attended the TCOLE New Supervisor Course and plans to begin offering this course in FY 2024 and FY 2025. Lana added two new instructors to the training program, Brandon Ferguson and Jason Stone who will begin offering the Intermediate Child Abuse course in FY 2024 and FY 2025.

The Regpack registration program has been replaced by a simpler less expensive system through the current HOTCOG website managers Goldenshovel. The new system should make it easier for participants to find and register for classes.

Two hundred seventy-one (271) students attended HOTCOG training, totaling 5144 contact training hours since October 2022.

Economic & Community Development Department Staff Report

REVOLVING LOAN FUND

HOTEDD currently administers two revolving loan funds: One through USDA (United States Department of Agriculture) and one through TDA (Texas Department of Agriculture).

The USDA fund is to support our local businesses so that they can grow, create jobs, and diversify our regional economy. Specifically, the HOTEDD RBEG RLF Program seeks to assist qualified small and emerging businesses in the rural Heart of Texas including

Bosque, Falls, Freestone, Hill, Limestone, and rural McLennan Counties. Any private business that will employ 50 or fewer new employees and has less than \$1 million in projected gross revenues located in the rural (as defined by USDA) Heart of Texas region including Bosque, Falls, Freestone, Hill, Limestone and rural McLennan Counties (McLennan County communities that are not contiguous to the City of Waco). On a case by case basis, the Loan Committee may waive this requirement and provide loan funds to a business located outside the region if the committee determines doing so will have a positive economic impact on the community to be assisted with RLF funds. The project will create or retain one full-time job per each \$10,000.00 in loan funding. At least 51 percent of the interest in the business (applicant) must be owned by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence certifiable by HOTEDD and USDA. HOTEDD RLF's financial assistance is necessary to the viability of the project: There must be evidence presented by the applicant that demonstrates that the projects financial requirements cannot be met from owner resources or a commercial financial institution.

Texas CDBG funds provided under the TCF SMRF program are required to comply with the national objective of principally benefiting persons of low and moderate income. The objective of the program is to expand economic opportunities that create or retain jobs, principally for low- and moderate-income persons. The SMRF program provides resources for an eligible applicant to support qualified small and microenterprise business(es) (a for-profit entity) to create or retain jobs for Texans. The CDBG regulations provide the following definitions: **Microenterprise Definition**, A "microenterprise" is a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise. "Persons developing microenterprises" means persons who have expressed interests in and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be a microenterprise at the time it is formed. 24 CFR §570.201(o)(3): **Small Enterprise Definition** is an enterprise" or "small business" is a commercial enterprise that has 25 or fewer employees, one or more of whom owns the enterprise. Falls County is the only county under the SMRF fund. The funding period through TDA and regulations is over but once TDA closes out the contract with Falls County then HOTEDD can lend the revolving funds back into Falls County without the stricter requirements of TDA. At this time Falls County has not received closeout information.

HOTEDD is currently seeking applicants for approximately \$247,691 in USDA revolved funds.

SMRF has \$51,114

Currently loans are out to:

Net1 c

KNV Investments is current.

U.S. ECONOMIC DEVELOPMENT ADMINISTRATION GRANTS

EDA prefers to use HOTCOG as the grant administrator of all projects within the HOTCOG region. EDA helps fund the Economic planning division of HOTCOG. All EDA funding projects must support the HOTCOG regions CEDS (Comprehensive Economic Development Strategies). Dorthy Jackson administers all of the grants at this time. This includes help with applications and once grant has been

award then all financial reports and special conditions are fielded through Dorthy Jackson and then submitted to EDA.

EDA is seeking new public works grants. Please contact Dorthy Jackson if you have a need that we can fit into the national objective of the EDA.

EDA is working on a rolling bases for the funds they receive. Even if funds are not available now they say to still submit applications and they will award eligible projects when they receive more funds. Make sure to contact me prior to sending in application!

Current EDA funding opportunities:

Fiscal Year 2023 Public Works and Economic Adjustment Assistance (PWEAA) Application Submission and Program Requirements

Application deadline

There are no application submission deadlines. Applications will be accepted on an ongoing basis until the publication of a new PWEAA NOFO, cancellation of this PWEAA NOFO, or all available funds have been expended. EDA intends to review applications expeditiously upon receipt of the complete application.

EDA intends to review applications expeditiously upon receipt of the complete application. There are no application submission deadlines. Applications will be accepted on an ongoing basis until the publication of a new PWEAA NOFO, cancellation of this PWEAA NOFO, or all available funds have been expended.

This NOFO sets out EDA's application submission and review procedures for two of EDA's core economic development programs authorized under the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3121 et seq.) (PWEDA): (1) Public Works and Economic Development Facilities (Public Works) and (2) Economic Adjustment Assistance (EAA).

EDA supports bottom-up strategies that build on regional assets to spur economic growth and resiliency. EDA encourages its grantees throughout the country to develop initiatives that present new ideas and creative approaches to advance economic prosperity in distressed communities.

Through this NOFO EDA intends to advance general economic development in accordance with EDA's investment priorities, but also to pursue projects that, where practicable, incorporate specific priorities related to equity, workforce development, and climate change resiliency so that investments can benefit everyone for decades to come.

EDA Investment Priorities

Each project funded under this NOFO must be consistent with at least one of EDA's Investment Priorities:

1. Equity
2. Recovery & Resilience
3. Workforce Development
4. Manufacturing
5. Technology-Based Economic Development
6. Environmentally-Sustainable Development
7. Exports & Foreign Direct Investment

Public Works

Through the primarily construction-oriented Public Works program, EDA provides catalytic investments to help distressed communities build, design, or engineer critical infrastructure and facilities that will help implement regional development strategies and advance bottom-up economic development goals to promote regional prosperity. The Public Works program provides resources to meet the construction and/or infrastructure design needs of communities to enable them to become more economically competitive. Examples of projects that have been funded previously include, but are not limited to:

- acquisition and development of land and improvements for use in public works or other types of development facilities;
- design and engineering, construction, rehabilitation, alteration, expansion, or improvement of public works, public service, or related development facilities, including related machinery and equipment;
- water and sewer system improvements;
- creation or expansion of industrial parks;
- creation or expansion of business incubator and accelerator facilities;
- expansion of port and harbor facilities;
- construction or expansion of facilities for workforce development;
- redevelopment of brownfield sites;
- expansion, construction, or improvements of technology-based facilities and research and development commercialization centers, including the procurement of necessary equipment;
- construction, expansion, or improvement of wet labs, including the procurement of necessary equipment;
- construction of multi-tenant manufacturing facilities;
- expansion or improvement of research, business and science parks; and
- expansion or enhancement of public facilities with higher quality fiber optic cables and telecommunications infrastructure and broadband infrastructure deployment.

Economic Adjustment Assistance (EAA)

Through the EAA program, EDA provides investments that support a wide range of construction and non-construction activities in regions experiencing adverse economic changes that may occur suddenly or over time. Supported activities include construction and non-construction such as sectoral partnerships for workforce training, design and engineering, technical assistance, economic recovery strategies, and capitalization or re-capitalization of Revolving Loan Funds (RLF). EDA utilizes EAA investments to provide resources that help communities experiencing or anticipating economic dislocations to plan and implement specific solutions to leverage their existing regional economic advantages to support economic development and job creation. Like Public Works investments, EAA investments are designed to help communities catalyze public-private partnerships to foster collaboration, attract investment, create jobs, and foster economic resiliency and prosperity. Examples of projects that have been funded previously include, but are not limited to:

- construction or upgrading of public infrastructure;
- design and implementation of sectoral partnerships (see section 3.a.);
- activities necessary to strengthen cluster acceleration and expansion;
- capitalization or recapitalization of revolving loan funds (RLFs);
- development and implementation of long-term disaster recovery and resiliency plans;
- enhancement of infrastructure to make it more resilient to natural disasters;
- implementation of military base realignments and closures (BRAC) responses;
- development or expansion of commercialization and proof of concept centers;
- procurement of equipment for workforce training programs;

- market or industry research and analysis for larger hard or soft economic projects;
- creation or expansion of foreign direct investment, trade, or export initiatives;
- economic development projects that enhance density in the vicinity of other economic development;
- “strategy grants” to develop, update, or refine a Comprehensive Economic Development Strategy (CEDS) as described in EDA’s regulations at 13 C.F.R. § 307.3; and
- development of projects that provide technical assistance to enhance the capacity of key economic development actors in the region to promote the region’s locally owned strategies.

Current EDA projects Administrated by HOTCOG/HOTEDD:

TSTC Project through the Cares Act funding: The EDA investment is for the renovation of building space within the 30,877 sq ft Technical Studies Center (TSC) building and 41,223 sq ft Electronics Center (EEC) building. Major components for both buildings include:

- Conduct abatement,
- Conduct demolition,
- Installation of electrical, plumbing and IT infrastructure,
- Renovate interior lab and classroom space,
- Equipment purchase of technology equipment to support on-line lecture distribution

The investment is for \$3,500,000 from EDA and original budget for total project was for \$6,083,594.

Construction has started at TSTC. Dorthy Jackson has conducted employee interviews and will continue through project to conduct interviews because prime contractor is subcontracting out a lot of the work. First draw is submitted.

Fairfield project: The EDA investment is for roadway improvements of approximately 3,750 feet of the existing Old Mexia-Fairfield Road (County Road 946). The roadway reconstruction includes upgrading from a variable width (18-20 feet) asphalt concrete paved roadway to a formalized 24-foot-wide concrete paved roadway with stabilized subgrade and base and includes a culvert replacement. Other components include sitework, traffic control (permanent and temporary), curbing and inlets, driveway approach, erosion control measures and a minor utility relocation.

EDA investment is \$950,000 with total project estimated cost at 1,577,410.

The Engineers for Fairfield EDC has determined an estimate of project that is 50% more than estimations when this project first started. Neither Fairfield EDC nor the City of Fairfield has the funds to cover that cost. Fairfield EDC has decided to move forward with accepting bids with alternate scope of work to reduce the amount of road coverage to see how much the actual cost is and to give EDA an option to allow the reduction of scope of work. This does not mean EDA will approve the reduction but we want to give them actual figures to go by.

Training

COMMUNITY DEVELOPMENT

Staff is forwarding information to the community that comes down from Federal partners on upcoming grants.

Dorthy Jackson is continuing to work with the City of Mexia and City of Lacy Lakeview for GLO Grants.

The overview of the GLO grant will be continued in these reports for reference of the Executive Committee Board and HOTEDD Board members.

Dorthy Jackson has been working with the City of Mexia and the City of Lacy Lakeview, on grant through the Texas General Land Office (GLO) who have allocated up to \$100 million in Community Development Block Grant Mitigation (CDBG-MIT) funds for the Resilient Communities Program (RCP). RCP funds the development, adoption, and implementation of resilient building codes, flood damage prevention ordinances, zoning ordinances, comprehensive plans, and land use plans. Additionally, RCP funds an array of public service activities related to resilience. The maximum grant amount is \$300,000 per applicant. HOTCOG will be the grant administrator for the City of Whitney on this grant. The City of Whitney will be eligible for funds up to \$100,000 due to population. Please see Dorthy Jackson if there is an interest in your community to apply for this grant.

TDA (Texas Department of Agriculture)

Dorthy Jackson is sending out notifications of TDA announcements as they come in.

TDA is allowing \$12,253 to the COG for this year's technical assistance work.

TECHNICAL ASSISTANCE

Community and economic development technical assistance was provided to:

- Fairfield EDC
- TSTC
- City of Mexia
- City of Lacy Lakeview
- City of Clifton

Solid Waste

The SWAC determined that FY24 and FY 25 would be conducting COG Managed Projects. Three Counties will be funded in each of the Fiscal Years. The projects will be determined by each County Judge or whomever they assign to the task. Staff will work directly with each entity to arrange and follow through on each project. There will be Code Enforcement training for all 6 counties that will be separate from the other projects. FY 22/23 is officially closed and staff is currently working on close out reports. COG Managed projects will likely begin in January or 2024.

Air Quality

Staff remains in communication with consulting firm and works directly with them on a variety of issues and questions. Staff makes sure that all correspondence is documented, all invoices have PO's and Reqs attached, and are paid on time. Ramboll selected initial set of high-resolution satellite data imagery scenes of different resolutions for Lake Waco based on cost, day of the week, month, and temperature criteria to determine which products will be useful to estimate the number of pleasure crafts on specific days.

Course	Date	Agency	Attendees	Total
TCIC/NCIC	11/15-17/2022			
		Lacy Lakeview	6	
		Woodway	2	
		Mexia PD	2	
		Coolidge PD	1	
		Baylor PD	1	
		McGregor PD	1	
		Bosque County Sheriff's Office	3	
		Falls County SO	1	17
Intermediate Crime Scene	408			
	12/5-9/2022			
		McLennan College PD	1	
		Bellmead PD	3	
		Waco PD	3	
		Falls County SO	1	
		Hood CO SO	1	
		Kosse PD	1	
		Hill Co Sheriff's Office	1	
		McLennan CO SO	1	
		Hillsboro PD	2	
	560			14
Identity Crimes				
	10/17/22	Woodway	1	
		HOTCOG	1	
		Bellmead PD	1	
		McLennan CO Const. Pct 2	1	
		DPS	1	
	20			5
Active Shooter for Telecommunicators				
	12/6/22	Bosque County Sheriff's Office	4	
		Lacy Lakeview	1	
	20			5
Cardiac Emergency Communications 786				
	12/9/22	Freestone Co SO	5	
	20			5

Basic Instructor	1/23-27/2023				
			Limestone Co	4	
			Hill County	1	
	200				5
Cardiac Emergency Communications	2/24/23				
	24		Bosque CO SO	6	
					6
CPR	2/24/23		Bosque CO SO	6	
	24				6
Defeating Depeciton	3/8/23				
			Waco PD	6	
			Tom Green Co Sheriff	1	
			McLennan Co SO	2	
			Limestone Co SO	3	
			Private	3	
	120				15
Intermediate Crime Scene	03/20-24/2023				
	480				12

Advance Instructor	3/29-31/2023	Waco PD	4	4
	160			
Canine Encounters	4/4/23	Hill Co SO	1	
		Private	2	
		Robinson PD	2	
		McLennan CO	3	
		MCC PD	1	
		Freestone County	1	
		Waco PD	1	
	44			11
Cardiac Emergency Communications	4/4/23	Bellmead PD	2	
		Woodway PD	5	
				7
	28			
Cardiac Emergency Communications	4/26/23	Bellmead PD	3	
	12			
Intermediate Crime Scene	05/8-12/2023	Waco PD	12	
	520	Marlin PD	1	13
Cardiac Emergency Communications	4/12/23	Fairfield PD	4	
		Lacy Lakeview PD	1	
		Freestone County	1	6
	24			
De-Escalation	5/16/23	MCC PD	2	
		Lorena PD	1	
		Waco PD	6	
		Hill CO	1	
		Hillsboro PD	2	
	112	Private	2	14

De Escalation	6/13/23	Groesbeck Police Dept.	2	
		Private	2	
		Marlin Police Department	1	
		Beverly Hills Police Dept	2	
		China Springs ISD	1	8
64				
CIT 1850	06/26-30/23	McLennan Comm College PD	2	
		Fairfield PD	1	
		Marlin PD	1	
		Bruceville Eddy PD	2	
		Waco PD	1	
		McLennan County Const. Pct.2	2	
		Robinson PD	1	
		Mexia PD	1	
		Palestine ISD PD	1	
		Wortham PD	1	
560		Private	1	14
Basic Instructor 1014	07/24-28/23	Waco PD	4	
		McLennan County SO	2	
		Baylor PD	2	
		Salado PD	1	
440		Bellmead PD	2	11
Cardiac Emergency Communications	8/7/23	Lacy Lakeview PD	7	
28			7	
Intermediate Crime Scene	08/7-11/23	Waco PD	3	
		Clifton PD	1	
		Baylor PD	1	
		Hewitt PD	1	
		Hillsboro PD	1	
		Gatesville PD	1	
360		DPS	1	9

Cardiac Emergency Communications	8/21/23		Lacy Lakeview Private	1 1	2
	8				
De Escalation	8/24/23		Mills CO SO Corsicana Private	2 1 2	5
	40				
TCIC/ NCIC Full Access	08/22-24/23		Gatesville PD Waco PD Kimble County SO TDJC Belton PD Washington County SO Hill County SO DPS Pretrail Services McLennan CO Limestone CO Communications	1 2 1 10 1 1 7 4 1 2	30
Juvenile Law and Procedures	12/20/01 8/25/23				
			China Springs ISD Hill County SO	5 2	7
	28				
Crisis Intervention Refresher 3843	08/28-30/23				
			Groesbeck PD McLennan Co Const. Pct 5 Robinson PD	1 2 1	4
	96				

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