

# **Heart of Texas Council of Governments**

## **Executive Committee Meeting**

**Thursday  
September 28, 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 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.

**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 August 24, 2023 meeting minutes
  - 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.
  - C. New Business
    - 1. Update to HOTCOG Procurement Manual
    - 2. TXDOT Annual Compliance Audit PTN-129
    - 3. Heart of Texas Rural Transit District Growth Funding Amendment
    - 4. Authorization of purchase of communications equipment from Nalcom Wireless Communications

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5. Ethics Training for Executive Committee

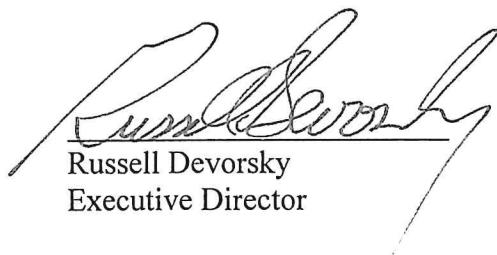
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- 28
- D. Report of the Executive Director and Staff
    - 1. Department of Administration
      - a. Financial and Personnel Reports
    - 2. Health & Human Services
      - a. Department Activities Report
      - b. HOT Rural Transit District Report
    - 3. Regional Services
      - a. Department Activities Report
    - 4. Executive Director's Report

V. Other Reports

VI. Public Comment

VII. Adjournment

Signed this the 22<sup>nd</sup> Day of September 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 24<sup>th</sup> Day of August 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*  
Councilmember Jim Holmes  
Judge Linda Grant  
Judge Justin Lewis  
Judge Cindy Vanlandingham  
Judge Scott Felton  
Co. Treasurer Jeannie Keeney  
Commissioner Nita Wuebker  
Commissioner Jim Smith  
Councilmember Jimmy Rogers  
Mr. Calvin Rueter

Falls County  
City of Mexia  
City of Waco  
Freestone County  
Hill County  
Bosque County  
McLennan County  
Freestone County  
Falls County  
McLennan County  
City of Robinson  
Special Districts

#### **Members Absent**

Judge Richard Duncan, *Secretary-Treas.*  
Councilmember Alice Rodriguez  
Councilmember Andrea Barefield  
Mayor Ray Bickerstaff

Limestone County  
City of Waco  
City of Waco  
City of Valley Mills

#### **Staff Present**

Russell Devorsky  
John C. Minnix  
Mary McDow  
Dorothy Jackson  
Falen Bohannon  
Donnis Cowan  
Wayne Stovall  
Lana Gudgel  
Kristine Hill

Executive Director  
DED of Administration  
HR Manager  
Regional/Economic Dev Manager  
Environmental/Eco. Dev. Coord.  
Health & Human Services Director  
Homeland Security Manager  
Criminal Justice Planner/Trainer  
9-1-1 Coordinator



**Staff Present (cont)**

Andy Davis

Emergency Preparedness Planner

I. Call to Order and Determination of a Quorum

President Jay Elliott called the meeting to order. Proof of posting of the August 24, 2023 Executive Committee meeting was provided.

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

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

A. 1. Approval of the May 25, 2023 meeting minutes

A motion was made by Judge Justin Lewis and seconded by Mayor Geary Smith to approve the May 25, 2023 meeting minutes as presented. Motion passed.

2. Approval of the June 15, 2023 meeting minutes

A motion was made by Judge Justin Lewis and seconded by Commissioner Nita Wuebker to approve the June 15, 2013 meeting minutes as presented. Motion passed.

B. New Business

1. Update to HOTCOG Procurement Manual

Mr. Minnix stated that based on a recent review of HOTCOG's procurement manual, the Texas Department of Transportation pointed out that the "Non-Competitive Micro-Purchase" threshold of \$3,500 needs to be \$3,000 as referenced in the Texas Grant Management Standards and the Texas Administrative Code. Mr. Minnix noted that HOTCOG would change all references of \$3,500 to \$3,000 in the Procurement Manual.

A motion was made by Judge Justin Lewis and seconded by Commissioner Nita Wuebker to approve the change of \$3,000 for the threshold of "Non-Competitive Micro-Purchases" and update the procurement manual accordingly. Motion passed.

2. HOTCOG FY2023-2024 Budget

Mr. Minnix presented the FY2023-2024 HOTCOG Budget to the Executive Committee and reviewed the highlights of the Budget. Mr. Minnix noted that HOTCOG has not received all of the "official" funding level notices from the state and federal agencies and the estimated revenues are based on a combination of official funding notices and estimated planning figures.

Mr. Minnix stated that HOTCOG's indirect cost rate is projected to be 57.61%. In addition, HOTCOG's Release Time and Benefit rate is projected to be 45.55%, up from the current year's rate of 44.02%. The increase in the rate is due to the past years' carryforward computation. Mr. Minnix stated the proposed budget contains a 4% cost of living increase (COLA) for all employees. During review of the Budget regarding the local government annual membership dues, Judge Lewis asked when the last time the membership dues had been increased. Mr. Minnix noted the membership dues for cities and counties are assessed on the basis of \$.16 per capita and have not been increased since 2004.

A motion was made by Judge Justin Lewis and seconded by Mayor Geary Smith to approve the HOTCOG FY2023-2024 Budget and recommend that the budget be approved and adopted at the Semi-Annual Business Meeting August 24, 2023. Motion passed.

### 3. Solid Waste Application and Resolution

Mr. Russell Devorsky presented the Solid Waste Application and Resolution for approval. Mr. Devorsky noted the Solid Waste Advisory Committee (SWAC) met on August 18<sup>th</sup> and determined that all funding allocations for the FY2024-2025 biennium will be used for HOTCOG regional COG Managed Projects and Implementation Projects. The SWAC would like to consider funding COG Managed Projects for the duration of the FY24/ FY25 Biennium.

A motion was made by County Treasurer Jennie Keeney and seconded by Commissioner Nita Wuebker to approve the Solid Waste Advisory Committee recommendation to approve the Solid Waste Application and adopt the attached Resolution authorizing submittal of the application to the Texas Commission on Environmental Quality for FY 24/25. Motion passed.

### 4. Authorization of transfer of the HOTCOG Communications trailer to Hill County Office of Emergency Management

Mr. Russell Devorsky stated that HOTCOG currently owns a 2004 Pace trailer approximately 28 ft. in length and has been previously used for supporting emergency response units with command and communications capabilities during disasters and emergency operations. The trailer originally belonged to Hill County and was obtained by HOTCOG in 2017. With the improvement of communications infrastructure within the region this vehicle has been needed less frequently. Hill County has recently found a need for the trailer as a command and relief post during wildfires and other emergency situations. HOTCOG staff recommends that the 2004 Pace boxed trailer be transferred to Hill County Office of Emergency Management.

A motion was made by Judge Scott Felton and seconded by Judge Linda Grant to approve the transfer of a 2004 Pace boxed trailer VIN 47ZWB24224X034129

from HOTCOG to the Hill County Office of Emergency Management. Motion passed.

5. Authorization and approval of 9-1-1 Equipment and Maintenance Purchases

Mr. Russell Devorsky presented the following 3 items for authorization and approval of 9-1-1 Equipment and Maintenance Purchases:

(1) GIS Data Collection equipment for 9-1-1 Addressing Coordinators

HOTCOG 911 staff is requesting authorization to approve expenditures of \$51,574 for GIS data collecting equipment for the Region's 9-1-1 Addressing Coordinators. The current equipment has exceeded its 4 year standard life cycle per Commission requirements. This purchase is through cooperative purchasing agreement DIR-CPO-4504.

A motion was made by County Judge Scott Felton and seconded by County Treasurer Jeannie Keeney to approve the authorization for the Executive Director to sign service agreements with Allterra for GIS data collecting equipment expenditures exceeding \$50,000. Motion passed.

(2) Voice recording equipment for Public Safety Answering Points (PSAPs)

HOTCOG 9-1-1 staff is requesting authorization to approve expenditures of \$165,394 for voice recording equipment to include software, project management, installation and training for the Region's Public Safety Answering Points (PSAPs). The current equipment is reaching its 5 year standard life cycle per Commission requirements.

A motion was made by Judge Justin Lewis and seconded by Mayor Protem Jim Holmes to approve the authorization for the Executive Director to sign service agreements with VistaCom for voice recording equipment expenditures exceeding \$50,000. Motion passed.

(3) AT&T monthly recurring network, equipment maintenance and software support costs

HOTCOG 911 staff is requesting authorization to approve expenditures of \$95,616 for the pre-payment of two years of maintenance costs of the 9-1-1 equipment at the 6 regional Public Safety Answering Points (PSAPs). It is vital the 9-1-1 equipment be maintained 24 x 7 from appropriate vendors and pre-payment out of FY 2023 funds is the only way to assure service can be continued. Authorization to approve expenditures of \$79,417 for a 24-month term to maintain the secondary, diverse network in place to sustain 9-1-1 services in the event of an outage to the primary 9-1-1 network is also included in this request as well as expenditures of \$107,338 for renewal of

software support for a 24-month term. Please note that these purchases are through HGAC cooperative purchasing agreements #EC07-23 and DIR-TEX-AN-NG.

A motion was made by Mayor Geary Smith and seconded by County Treasurer Jeannie Keeney to approve the authorization for the Executive Director to sign service agreements with AT&T for monthly recurring network and maintenance cost expenditures totaling \$282,371. Motion passed.

C. Report of the Executive Director and Staff

1. Department of Administration

a. Financial, Personnel & Investment Report

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

2. Health & Human Services

a. Department Activities Report

Ms. Donnis Cowan presented the monthly program activity report for the Health and Human Services Division for May, June and July 2023

b. HOT Rural Transit District Report

Mr. Rep Pledger gave a report on the HOT Rural Transit District activities. Mrs. Rachel Braswell was introduced, who was hired as the Transit Dispatching and Scheduling Technician for the HOTCOG rural transit district.

Mr. Pledger presented a Video highlighting information about the Heart of Texas Rural Transit District. The Video was created to provide prospective clients with information on how to utilize the BLUE Transit services. The Video will be shared with partner agencies and communities to include Senior Centers, Doctor's offices, businesses and county commissioners courts, etc.

3. Regional Services

a. Department Activities Report

Mrs. Dorthy Jackson gave a report on economic and community development activities. Mrs. Jackson noted the progress on current EDA projects administered by HOTCOG/HOTEDD including TSTC building renovation project and the City of Fairfield roadway improvements. Mrs. Jackson noted that staff attended the Annual Brownsfields Conference, August 7-11, hosted by EPA and IEDC.

4. Executive Director's Report

Mr. Russell Devorsky gave a report on activities during the month. Mr.

Devorsky noted that the HOTCOG Rural Transit District will receive the 2023 Excellence in Regional Transportation Award at the NADO 4<sup>th</sup> Annual Summit on Rural Road Safety in relation to the Blue” transit services. Andy Davis was introduced who was hired as the Emergency Preparedness Planner.

- V. Other Reports – Law Enforcement Training Attendance – Provided for the committee’s information.
- VI. Public Comment – None.
- VII. Adjournment – The meeting was adjourned.

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Jay Elliott, President  
County Judge, Falls County

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Richard Duncan, Secretary-Treasurer  
County Judge, Limestone County

ACTION MEMORANDUM

HEART OF TEXAS  
COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE

September 28, 2023

SUBJECT: Update to HOTCOG Procurement Manual

INFORMATION:

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 replacements parts. HOTCOG will change procurement policy references relating to the Texas Department of Transportation to less than five years.

RECOMMENDED ACTION:

It is recommended that the Heart of Texas Council of Governments Executive Committee, after reviewing the above information, approve the change of its procurement policy Article 1, 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 update the procurement manual accordingly.

**ACTION MEMORANDUM**  
**HEART OF TEXAS COUNCIL OF GOVERNMENTS**  
**EXECUTIVE COMMITTEE**

September 28, 2023

**SUBJECT:** TXDOT Annual Compliance Audit PTN-129

**INFORMATION:**

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.

**ACTION:**

The Heart of Texas Council of Governments Transportation RTD staff has reviewed both policies listed above and has made the necessary changes. HOTRTD staff is requesting the approval of the corrected Maintenance and ADA policies by the HOTCOG Executive Board.

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Honorable Jay Elliott, President  
County Judge, Falls County

**ACTION MEMORANDUM**

**HEART OF TEXAS COUNCIL OF GOVERNMENTS**

**EXECUTIVE COMMITTEE**

September 28, 2023

**SUBJECT:** Heart of Texas Rural Transit District Growth Funding Amendment

**PREVIOUS INFORMATION:**

Transit staff 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. From the meeting held on March 23, 2023.

**NEW INFORMATION**

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 by 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.

**ACTION:**

The Heart of Texas Council of Governments Transportation RTD staff is requesting the approval of the HOTCOG Executive Board to proceed with the reallocation of the above-mentioned funding.

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Honorable Jay Elliott, President  
County Judge, Falls County



**ACTION MEMORANDUM**

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

**September 28, 2023**

**SUBJECT:**

Authorizing the purchase of communications equipment from Nalcom Wireless Communications.

**INFORMATION:**

HOTCOG has 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.

**ACTION:**

The HOTCOG Executive Committee approves the purchase and installation of radio communication equipment in the amount of \$52,332.60 using the SERI grant # 455-9401 for Limestone County.



# Equipment Proposal

Quote# 33068

2200 S. Royall St Palestine Tx. 75801  
(903) 729-6300 Fax (903) 723-2858

Sales Rep: Eddie Crockett

Job#

**Prepared For:**

HOTCOG  
1514 S. NEW ROAD  
WACO, TX, 76711

**Date:** 7/28/2023

**PO Number:**

**Contact:** HAROLD FERGUSON

**Phone No:** 254-292-1800

**Phone Cell:**

Quantity	Part No	Description	Cost Each	Total
6	TB9444-RX1T HGAC	TB9400 SINGLE RECEIVER X1 CAPABLE CHASSIS ASSEMBLY	\$937.58	\$5,625.48
6	T01-01103-DAAA HGAC	TB9400 RECITER 148-174 MHZ	\$2,100.86	\$12,605.16
6	219-01561-00 HGAC	CABLE CORD 2M USA/CAN IEC BLACK	\$10.36	\$62.16
6	TBAS071-RO HGAC	TAIT IP NETWORKING SATELLITE RADIO	\$310.06	\$1,860.36
6	TBAS050-R0 HGAC	P25 COMMON AIR INTERFACE (CAI) - RX ONLY	\$2,625.52	\$15,753.12
6	TBA3001-1400 HGAC	TB9000 Power Management Unit AC 12 volts with Aux48volts	\$1,537.72	\$9,226.32
6	FLATE RATE	FLAT RATE LABOR PER DAY (2 MEN)	\$1,200.00	\$7,200.00
				\$52,332.60
				<b>Tax:</b> \$0.00
				<b>Total:</b> \$52,332.60

Quotes Valid For 30 Days

Printed Name : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree that all work has been performed to my satisfaction. **30 Day warranty** on installations/repairs except as specified below:  
Accident, misuse, abuse, neglect, modification, repair, attempted repair, installation, or removal by anyone other than a Nalcom employee.

**Administrative Services Department**

**Financial / Personnel Reports**

**Executive Committee Meeting**

**September 28, 2023**

**Heart of Texas Council of Governments  
Combined Balance Sheet  
August 31, 2023**

**Assets**

Current

Cash	\$ 39,094
Investments	551,926
Due (to)/from Grantor Agencies	973,240
Membership Dues Receivables	6,334
Aging Match Receivables	585
Other Receivables	-
Pre-Paid Items	19,227
	<u>1,590,406</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**

\$ 4,465,267

**Liabilities**

Current

Accounts Payable	59,621
Due to HOTEDD	519,258
Accrued Vacation	158,732
Deferred Revenue	103,832
	<u>841,443</u>

Long-term Liabilities

Notes Payable	281,052
	<u>281,052</u>

**Total Liabilities**

\$ 1,122,495

**Fund Equity**

Investments in Fixed Assets, net of related debt	2,593,809
Nonspendable-prepaid items	19,227
Restricted for Emergency Notification System	618
Restricted for Federal & State programs	124,466
Unassigned	<u>604,652</u>

**Total Fund Equity**

\$ 3,342,772

**Total Liabilities & Fund Equity**

\$ 4,465,267

Heart of Texas Council of Governments  
Combined Statement of Revenues, Expenditures  
& Changes in Fund Balance  
For Eleven Months Ended August 31, 2023

Revenues	Year To Date	YTD Budget	YTD Budget Variance	12 Month Budget	Annual Budget Remaining
Grants administered from State/Federal	\$ 6,088,985	\$ 7,387,293	\$ (1,298,308)	\$ 8,058,865	\$ 1,969,880
Rent-WF Bldg	394,298	357,500	36,798	390,000	(4,298)
Local Funds/Mgt. Fees	136,539	126,071	10,468	137,532	993
Membership Dues	61,912	52,250	9,662	57,000	(4,912)
Inkind Match/Program Income	50,105	584,203	(534,098)	637,312	587,207
Interest Income	24,644	1,375	23,269	1,500	(23,144)
Miscellaneous Income	32,174	2,750	29,424	3,000	(29,174)
<b>Total Revenues</b>	<b>\$ 6,788,657</b>	<b>\$ 8,511,442</b>	<b>\$ (1,722,785)</b>	<b>\$ 9,285,209</b>	<b>\$ 2,496,552</b>
<b>Expenditures</b>					
Salaries	891,060	971,759	80,699	1,060,101	169,041
Fringe Benefits	392,301	427,770	35,469	466,658	74,357
Travel	41,611	31,633	(9,978)	34,509	(7,102)
Equipment	713,276	406,731	(306,545)	443,707	(269,569)
Supplies	21,488	35,215	13,727	38,416	16,928
Other Expenses	410,987	313,073	(97,914)	341,534	(69,453)
Delegate Agency/Contractual Costs	3,101,890	4,665,907	1,564,017	5,090,080	1,988,190
Indirect Costs	722,327	732,749	10,422	799,363	77,036
Insurance/Maintenance-WF Bldg	122,646	55,000	(67,646)	60,000	(62,646)
Debt Service-WF Bldg	211,501	211,502	1	230,729	19,228
Inkind Match/Program Income	41,480	584,203	542,723	637,312	595,832
<b>Total Expenditures</b>	<b>\$ 6,670,567</b>	<b>\$ 8,435,542</b>	<b>\$ 1,764,975</b>	<b>\$ 9,202,409</b>	<b>\$ 2,531,842</b>
<b>Changes in Fund Balance</b>					
Excess (Deficiency) of revenues over (under) expenditures	118,090			82,800	
Transfers-Due (to)/from HOTEEDD	(25,228)			(57,950)	
<b>Net Change in Fund Balances</b>	<b>92,862</b>			<b>24,850</b>	
Fund Balances as of October 1, 2022	656,101				
<b>Fund Balances as of August 31, 2023</b>	<b>\$ 748,963</b>				

**Heart of Texas Council of Governments**  
**Monthly Report of Cash Transactions and Condition**  
**As of August 31, 2023**

	<u>Operating Account</u>	<u>Short Term Investments</u>	<u>Total Cash</u>
Beginning Balance 8/1/23	\$ 92,802	\$ 624,922	\$ 717,724
Transactions			
Cash In	559,621	2,730	562,351
Cash (Out)	<u>(689,055)</u>	<u>-</u>	<u>(689,055)</u>
Net Income (Outlay)	(129,434)	2,730	(126,704)
Net Transfers In (Out)	<u>75,726</u>	<u>(75,726)</u>	<u>-</u>
Net Total Transactions	<u>(53,708)</u>	<u>(72,996)</u>	<u>(126,704)</u>
Ending Balance 8/31/23	<u><u>\$ 39,094</u></u>	<u><u>\$ 551,926</u></u>	<u><u>\$ 591,020</u></u>

**HEART OF TEXAS COUNCIL OF GOVERNMENTS  
PERSONNEL STATUS SUMMARY  
AS OF SEPTEMBER 28, 2023**

NUMBER OF POSITIONS AUTHORIZED BY GRANT/FUND BUDGETS 31

NUMBER OF PEOPLE EMPLOYED 31

As of September 22, 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**

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

**Health and Human Services Division**

**Monthly Program Activity**

**for**

**August 2023**

**Executive Committee Meeting September 28, 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, August 2023							
Description	Bosque	Falls	Free-stone	Hill	Lime-stone	McL	Grand Total
Presentations - Medicare	21	-	-	-	-	348	369
Medicare Fraud SMP	21			200		348	569
Resource Guides	360	480	60	500	60	900	2360
<b>Grand Total</b>		<b>480</b>	<b>60</b>	<b>700</b>	<b>60</b>	<b>1596</b>	<b>3298</b>

**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	4.25	3.24	5	2.83	10.24	63.29	88.85

## 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	3.00	8.00	3.25	22.00	9.26	64.05	109.56
Caregiver Support Connecting Caregivers to Services - Hours	21.20	8.52	1.25	4.59	35.00	23.96	94.52
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						7	7
Callers for Assistance	20	15	7	2	4	128	176
Health Maintenance - assistive devices wheelchairs, walkers, etc. - Individuals						7	7
Homemaker in-home care - Hours						2.00	2.00
Personal Assistance - hands on in-home care. Hours	5.00					133.00	138.00
Residential Repair grab bars, minor home repair - # of clients		2		1	2	6	11
Respite care - in-home care to caregivers loved ones - Hours	22.00	23.00	18.00	35.00	55.00	220.50	373.50
<b>Grand Total</b>	<b>71.20</b>	<b>56.52</b>	<b>29.50</b>	<b>64.59</b>	<b>105.26</b>	<b>591.51</b>	<b>918.58</b>

**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.

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	171	117	251	346	250	1700	2835
Other Local Donations County & Cities	9	0	893	43	189	142	1276
Home Delivered Meals	HDM	HDM	HDM	HDM	HDM	HDM	HDM
Area Agency on Aging	1204	953	1145	1900	1140	6644	12986
Other Local Donations County & Cities	44	237	272	315	258	6149	7275
<b>Grand Total</b>	<b>1428</b>	<b>1307</b>	<b>2561</b>	<b>2604</b>	<b>1837</b>	<b>14635</b>	<b>24372</b>

### 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		1	3	5	26	39
Assisted Living Facility Visits	1			1		10	12
Complaints				3	1	19	23
Resident Council Meetings						1	1
Resident Discharge Appeal/s							
<b>Grand Total</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>6</b>	<b>56</b>	<b>75</b>

**Executive Committee Assistance Requested: The Ombudsman Program is seeking volunteers in each county to provide weekly visits to nursing and assisted living facilities. Please have potential volunteers call 254-292-1851.**

## **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	1	1	9	16
Outreach - Healthfairs		2	1	1	1	7	12
Roundtable - Tabletalks		1				2	3
<b>Grand Total</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>18</b>	<b>31</b>

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.



ADRC Call Activity - Aug							
Description	Bosque	Falls	Free-stone	Hill	Lime-stone	McL	Grand Total
AAA Referrals	5	3	2	4	4	42	60
Housing		1		1		6	8
In Home Care		2		1	5	26	34
Medicare / Medicaid/ SNAP						8	8
Medical Equipment		1		2		1	4
Minor Home Repair	1	3	1			10	15
Nursing Home						7	7
Rent Payment Assist		1					1
Transportation						3	3
Utilities Payment Assist				1		4	5
Other Community Resources	4	4		17	7	83	115
<b>Grand Total</b>	<b>10</b>	<b>15</b>	<b>3</b>	<b>26</b>	<b>16</b>	<b>190</b>	<b>260</b>

### 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.

- For the month of August 2,414 calls came into the six-county service area. There were 819 referral calls taken where information was provided to the caller regarding resources to meet their needs. The call specialists try to find at least 3 referral sources for each identified need. There is no limit to the

time of each call, or the number of needs discussed. Our goal is to provide as many resources as the caller needs.

- For the month of August 1,157 calls were transferred by the 2-1-1 Call Specialist to option 2, Your Texas Benefits. Once the call is transferred the caller is connected to a representative from Health & Human Services Commission for assistance with their Medicaid, SNAP - Food Stamp Benefits, CHIP, and Medicare Savings Program.

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

- The number of calls handled by Houston-Galveston 2-1-1 for August was 462.
- This represents the average number of calls during each week of 115 calls.

The total number of calls handled by the Heart of Texas Council of Governments HT-211 for August was 4,189 and 30 CHATS totaling 4,219 help-seeker contacts handled. We continue to see an increase in the number of calls handled monthly by our staff.

Texas 2-1-1 Call Detail for Heart of Texas Region Only							
Description	Bosque	Falls	Free-stone	Hill	Lime-stone	McL	Grand Total
<b>Total Calls</b>	<b>60</b>	<b>167</b>	<b>134</b>	<b>216</b>	<b>158</b>	<b>1679</b>	<b>2414</b>
Breakdown of calls - due to multiple referrals, the numbers that follow will not match Grand Total							
Information Calls	13	13	17	39	18	261	361
Advocacy Calls						5	5
Transfers to Option 2 (YourTXBenefits)	22	109	69	98	98	761	1157
Referral Calls	24	39	46	73	42	595	819
Call Specialists transfer live calls to Your Texas Benefits Line							
CHIP - Children's Health Insurance	1			1	1	8	11
Food Stamps (SNAP)	14	64	41	65	64	501	749
Medicaid	14	48	29	44	43	285	463
Medicare Savings Program	1	3	3	36		19	62
TANF temp asst needy families provides cash payments to help families with children under 18 pay for food, clothing, housing, and other essentials.	1	3	1			8	13
Not specified		4	2	4	3	34	47
Calls by Referrals							
Utility Payment Assistance	16	11	36	34	27	329	453
Rent Payment Assistance	8	10	5	10	4	164	201
Area Agency on Aging	2	4	10	7	2	55	80
Food Pantries		6	2	12	4	63	87
Housing Authorities	1	6	2	6	3	39	57
Homeless Shelter	3	4	1	4	1	23	36
Food Stamps/SNAP Applications	0	2	3	7	3	27	42

**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 \$140,000 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 18<sup>th</sup> – 10:00 A.M. – 1:00 P.M. Staff will be attending the Coolidge Family Expo

November 4<sup>th</sup> - 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 September 28th.

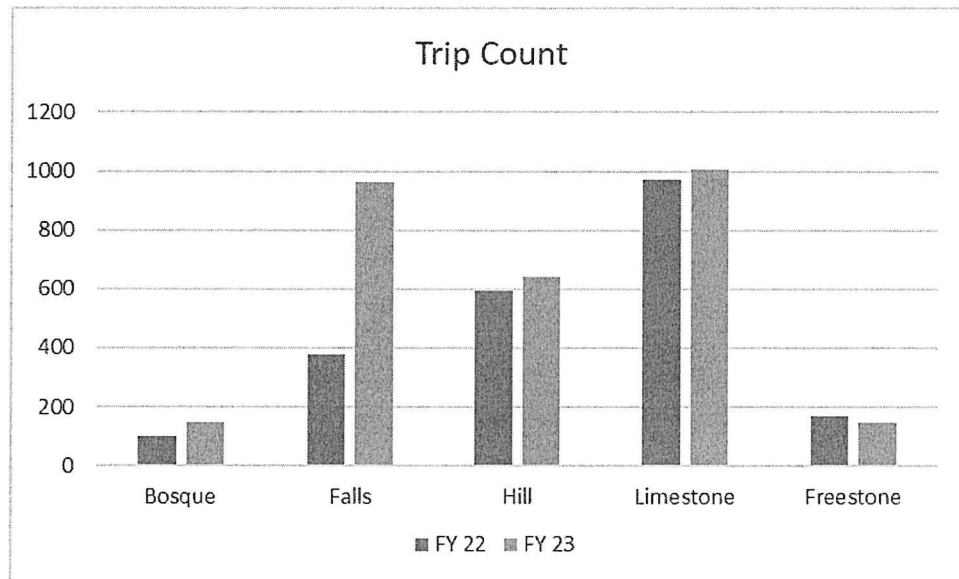
**Rural Transit District – (Operations)**

Staff continue their outreach to clients to increase ridership.

Trip activities for August 2023 are as follows:

<b>Transportation Services – One Way Trips</b>		
<b>Transportation Provider</b>	<b>FY 2022</b>	<b>FY 2023</b>
Bosque County	99	149
Falls County	380	965
Hill County	594	641
Limestone County	974	1005
Freestone County	171	150
Total - All 5 Counties	2218	2910





Trip Type by County						
Trip Type	Limestone	Falls	Hill	Freestone	Bosque	Grand Total
Work	243	370	191	12	14	830
Dialysis	212	72	205	88	48	625
Medical	160	60	123	11	37	391
Education		270	5		39	314
Mhmr	72	124	34			230
Shopping	91	12	56	22	6	187
Personal	103	29	19	4	5	160
Foster Grandparents	59					59
Veteran	33	10				43
Parole	11	18	8			37
Recreation	21			13		34
<b>Grand Total</b>	<b>1005</b>	<b>965</b>	<b>641</b>	<b>150</b>	<b>149</b>	<b>2910</b>

## **FY2022 and FY2023 Comparison**

Trip Type by County 2021 - 2022						
Trip Type	Limestone	Hill	Falls	Freestone	Bosque	Grand Total
Dialysis	3,044	3,144	495	801	289	7,773
Work	2,934	941	338	170	0	4,383
Medical	2,002	972	476	388	433	4,271
Shopping	994	540	111	331	72	2,048
Personal	1,048	247	46	160	44	1,545
MHMR	197	503	200	32	238	1,170
Recreation	376	4	0	208	6	594
Education	3	84	386	6	85	564
Veteran	73	22	60	0	5	160
Foster Grand-parents	136	0	0	0	0	136
Parole	30	12	48	1	4	95
<b>Grand Total</b>	<b>10,837</b>	<b>6,469</b>	<b>2,160</b>	<b>2,097</b>	<b>1,176</b>	<b>22,739</b>

Trip Type by County 2022-2023						
Trip Type	Limestone	Hill	Falls	Freestone	Bosque	Grand Total
Dialysis	2,173	3,217	706	893	407	7,396
Work	2,250	1,613	3,546	124	47	7,580
Medical	1,753	1,212	447	181	207	3,800
Shopping	829	366	119	261	101	1,676
Personal	831	208	139	104	47	1,329
MHMR	906	434	1,225	32	219	2,816
Recreation	245	2	28	171	4	450
Education	8	5	1,683	0	65	1,761
Veteran	232	11	44	2	5	294
Foster Grand-parents	553	0	0	0	0	553
Parole	81	20	136	0	0	237
<b>Grand Total</b>	<b>9,861</b>	<b>7,088</b>	<b>8,073</b>	<b>1,768</b>	<b>1,102</b>	<b>27,892</b>

**Thanks to your support and the rebranding of our service we have experienced a 23% growth in ridership!**

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

September 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 15<sup>th</sup>, 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 10<sup>th</sup>, 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 6,608 public education items distributed to the Region for public education and public outreach/health expo events.

#### Meetings/Training/Conference Calls and Site Visits

- CSEC Touchpoint conference call, HOTCOG – September 5<sup>th</sup>
- MVP NGCS project discussion conference call, HOTCOG – September 5<sup>th</sup>
- TARC 9-1-1 Association meeting, Austin – September 6<sup>th</sup>
- MVP NGCS project discussion conference call, HOTCOG – September 11<sup>th</sup>
- Vesta Router upgrade discussion call, HOTCOG – September 11<sup>th</sup>
- CSEC Cybersecurity Assessment conference call, HOTCOG – September 12<sup>th</sup>
- NENA Enhanced PSAP Registry and Census discussion conference call, HOTCOG – September 13<sup>th</sup>
- MCP Information Security discussion conference call, HOTCOG – September 13<sup>th</sup>
- TriCOG SB8 RFP conference call, HOTCOG – September 14<sup>th</sup>
- MVP NGCS project discussion conference call, HOTCOG – September 18<sup>th</sup>
- TriCOG GIS conference call, HOTCOG – September 19<sup>th</sup>
- CSEC Federal Grant Management webinar, HOTCOG – September 20<sup>th</sup>
- TriCOG SB8 RFP conference call, HOTCOG – September 20<sup>th</sup>
- TriCOG project discussion conference call, HOTCOG – September 21<sup>st</sup>
- MVP NGCS project discussion conference call, HOTCOG – September 25<sup>th</sup>
- CSEC Solar Eclipse Planning conference call, HOTCOG – September 29<sup>th</sup>

### **Homeland Security/Emergency Preparedness**

#### **Grant/COG Projects**

- Staff attended the bi-annual TARC Conference in Austin and received information from the Office of the Governor (OOG) regarding upcoming grants season.
- Staff received a quote from Nalcom for repeaters for the Limestone County communications project, funded through the State Radio Infrastructure (SERI) grant.

#### **Technical Assistance**

EPAC Meeting was held, topics of discussion were the National Weather Service new Chat 2.0 system for Emergency Managers. Also the TDEM (Texas Division of Emergency Management) Incident Support Task Force.

Staff met with officials from University High School and provided CERT Equipment Backpacks for their upcoming CERT (Community Emergency Response Team) Classes.

### **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 has started to compile the information needed to complete the Commissioner's Court Reports that are due on December 1, 2023, for both teams.

CJ Planner has completed all the 2023 County Community Plans and has updated the Heart of Texas Regional Strategic Plan.

## **BMAP**

In FY 2022, HOTCOG was awarded the Homeland Security BAMP grant. Criminal Justice Planner Lana Gudgel and Manager Wayne Stovall continued visiting retail stores in the Waco area that sell chemicals and other items that can be used to make homemade explosive devices. Lana and Wayne explained the BMAP to the managers and owners of 6 area stores and offer free training for store employees.

## **Regional Law Enforcement Training Academy Grant**

The new cycle for FY 2023 began on October 1, 2022. Since the start of the new cycle, 195 officers and telecommunicators have attended Law Enforcement Training Classes for a total of 4228 contact hours. The training cycle started September 1, 2023, Criminal Justice Planner Lana Gudgel has started the new cycle with the scheduled Civil Process course and is working with the program instructors to scheduled new courses. CJ Planner Lana Gudgel attended the Analytic Interview Training in Magnolia, TX and plans to begin offering an advance interview training in FY2024 and 2025. The registration training software for the Law Enforcement training program has registered 477 officers since October 2021. The training program has collected \$6279.00 in out-of-region fees to date. CJ Planner Lana Gudgel and Manager Wayne Stovall have been working with the HOTCOG webpage designers to develop a new registration system for the Law Enforcement training program. The current system costs the program \$2000.00 per year to maintain. Goldenshovel is already in place and will save the program that money in the coming FY, as well as creating a system that is more user friendly.

One hundred (195) students attended HOTCOG training, totaling 4228 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 \$247,690 in USDA revolved funds.

SMRF has \$50,546.40

Currently loans are out to:

Net1 is current on adjusted payment criteria.

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). Dorothy 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 Dorothy Jackson and then submitted to EDA.

EDA is seeking new public works grants. Please contact Dorothy 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.

The TSTC project has moved forward with EDA approving contractor, Imperial Construction, for \$9,050,000. Construction has started. Staff working on first payment request. Employee interviews will need to be conducted first.

**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.

EDA approved site certification. Staff revised with engineers and Fairfield EDC Director the bid manual and estimated cost of project. Engineers have reported that the estimated cost is 30% higher than when they first estimated the project during application timeframe. Engineers will be sending over the bid manual to staff soon for EDA approval.

#### **Training**

Staff attended TARC bi-annual conference.

#### **COMMUNITY DEVELOPMENT**

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

Texas State offices are still working remotely.

**Dorthy Jackson is continuing to work with the City of Mexia and City of Lacy Lakeview for GLO Grants. It is possible that the City of Clifton will move forward with application also. City of Whitney is working on rectifying some issues on their end to try and apply.**

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

Dorothy Jackson has been working with the City of Whitney, City of Mexia, Hill County, and City of Clifton 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 Dorothy Jackson if there is an interest in your community to apply for this grant.

### **TDA (Texas Department of Agriculture)**

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

TDA approved draw down for technical assistance to the communities for fiscal year ending August 2023. Waiting on the new fiscal year fund allocations and work requirements from TDA.

### **TECHNICAL ASSISTANCE**

Community and economic development technical assistance was provided to:

- Fairfield EDC
- TSTC
- City of Mexia
- City of Lacy Lakeview
- City of Marlin
  
- City of Meridian
- Teague EDC
- City of Clifton

### **Solid Waste**

The SWAC determined that FY22 would be COG Managed Projects and FY 23 would be for Implementation Project. Implementation projects have officially been opened. Each entity has returned their signed Interlocal Agreements. All entities are now able to start their projects. The City of Waco and the City of Riesel have already finished their projects and are waiting on reimbursements. Falls County will be conducting their project this month and all other projects are going to be done in June. All projects are to be conducted no later than the last day of June. All projects are expected to be completed and on time.

### **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. Ramboll requested a change to the statement of work to reschedule the LAI field study to April-May 2023 due to drought conditions in the Waco area.