

Heart of Texas Council of Governments

Executive Committee Meeting

**Thursday
October 28, 2021
10:30 AM**

The meeting will be held at the:

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

The meeting can also be accessed by “Virtual/Telephone Conferencing”, (as approved by the Texas Attorney General): Please join the meeting from your computer, tablet or smartphone.

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Judge Linda Grant
President

Councilmember Jim Holmes
Vice-President

Judge Jay Elliott
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 October 2021, at 10:30 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.

The meeting can also be accessed by "Virtual/Telephone Conferencing", (as approved by the Texas Attorney General): Please join the meeting from your computer, tablet or smartphone.
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Access Code: 750-911-213

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 23, 2021, meeting minutes
 - B. New Business
 - 1. Approval of HOTCOG Investment Policy
 - 2. Approval of Affirmative Action Plan Policy
 - 3. Appointment of Nominating Committee for 2022 Officers and Executive Committee members
 - 4. Discussion of SB 476, Sexual Assault Response Teams (SART)
 - C. Report of the Executive Director and Staff
 - 1. Department of Administration
 - a. Financial, Personnel and Investment Reports

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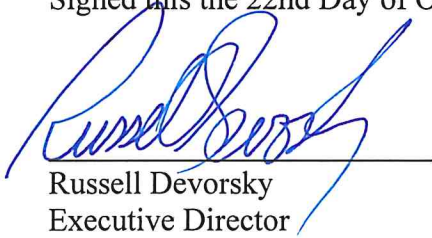
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| 47 | 2. Health & Human Services
a. Department Activities Report |
| 62 | 3. Regional Services
a. Department Activities Report |
| | 4. Executive Director's Report |

V. Other Reports

VI. Public Comment

VII. Adjournment

Signed this the 22nd Day of October, 2021.



Russell Devorsky
Executive Director



Judge Linda Grant
President

Councilmember Jim Holmes
Vice-President

Judge Jay Elliott
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 23rd Day of September, 2021, at 10:00 a.m. at the Heart of Texas Council of Governments, 1514 South New Road, Waco, Texas. The meeting can also be accessed by "Virtual/Telephone Conferencing", (as approved by the Texas Attorney General): <https://global.gotomeeting.com/join/506795661>
You can also dial in using your phone: 1 877 309 2073 Access Code: 506-795-661.

Members Present

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

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

Members Absent

Mayor Andy Smith
Councilmember Jimmy Rogers
Councilmember Andrea Barefield
Mayor Dillon Meek

City of Hillsboro
City of Robinson
City of Waco
City of Waco

Staff Present

Russell Devorsky
John C. Minnix
Gary Luft
Mary McDow
Tim Jeske

Executive Director
Dep. Exec. Director of Administration
Dep. Exec. Dir. of Health/Human Services
Personnel Manager
Homeland Security Manager

Visitors/Guest

Keith Payne
Ginny Lewis Ford

GrantWorks
TARC Executive Director

I. Call to Order and Determination of a Quorum

The meeting was called to order at 10:03 a.m., Thursday, September 23, 2021.

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 September 23, 2021 Executive Committee meeting was provided by Mary McDow.

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

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

A. Approval of the August 26, 2021, meeting minutes

A motion was made by Judge Jay Elliott and seconded by Judge Justin Lewis to approve the August 26, 2021 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.

The Executive Committee convened into Executive Session at 10:07 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.

A motion was made by County Treasurer Jeannie Keeney and seconded by Mayor Geary Smith to approve the recommendation of the Executive Committee to increase the Executive Director's annual salary to \$135,000.00 effective October 1, 2021. Motion passed.

C. New Business

1. Law Enforcement Training Advisory Committee (LETAC) Appointments

Mr. Tim Jeske presented a recommendation to the Executive Committee from the Law Enforcement Training Advisory Committee (LETAC) for two appointments to the Law Enforcement Training Advisory Committee:

- *Judge Jay Elliott recommends Constable Jerry Wood
- *Judge Cindy Vanlandingham recommends Kirk Turner

A motion was made by Judge Cindy Landingham and seconded by Judge Jay Elliott to approve the recommended appointments to the Law Enforcement Training Advisory Committee. Motion passed.

Approval of Solid Waste Application and Resolution

2. Mr. Russell Devorsky noted that the Solid Waste Advisory Committee met and determined that all funding allocations for the FY2022-23 Biennium will be used for HOTCOG regional COG Managed Projects and Implementation Projects. The SWAC would like to give preference to specific project categories with COG Managed Projects in FY2022 and consider funding decisions based on proposed projects by applicants in FY2023. Any remaining funds will be held for an additional round of applications.

A motion was made by Judge Justin Lewis and seconded by Judge Jay Elliott to approve the recommendations of the Solid Waste Advisory Committee that all funding allocations for the FY2022-23 Biennium will be used for HOTCOG regional COG Managed Projects and Implementation projects and to adopt the presented Resolution authorizing its submission of the application to the Texas Commission on Environmental Quality for FY22-23. Motion passed.

3. Authorization and Approval of Homeland Security expenditures for VHF infrastructure for Bosque, Hill, Falls, Freestone and Limestone Counties

Mr. Tim Jeske presented a request to the Executive Committee to authorize approval of expenditures of \$393,424.44 for Tait P25 Repeaters, Voters and related equipment and system integration from Nalcom Communications. This project is out of the Radio Infrastructure grant and will upgrade VHF radio systems across the region to APCO P25 standard. Mr. Jeske noted that all items are quoted under the Houston Galveston Area Council.

A motion was made by Judge Justin Lewis and seconded by Judge Scott Felton to approve the authorization for the Executive Director to sign an Equipment Proposal with Nalcom Wireless Communications and issue a purchase order for Tait P25 Repeaters, Voters and related equipment expenditures in the amount of \$393,423.88. Motion passed.

4. Acknowledgement of intent to update membership of the Rural Planning Organization (RPO)

Mr. Gary Luft presented a current list of the Regional Planning Organization (RPO) members and noted the Executive Committee approved the Resolution creating the RPO in the HOT service area on August 28, 2008 and identified

HOTCOG as the responsible political subdivision for implementation. The Executive approved the Articles of Organization of the RPO on January 28, 2010. Mr. Luft noted that the Heart of Texas Rural Transportation District transportation staff will update the membership for the RPO.

A motion was made by Judge Justin Lewis and seconded by Mayor Gary Smith to acknowledge the Regional Planning Organization (RPO) members and ex-officio members as presented. Motion passed.

5. Appointment of Executive Committee member

Mr. Russell Devorsky stated that Judge Cindy Vanlandingham has recommended Mayor Ed Rieser, City of Cranfills Gap be appointed to fulfill a vacancy on the Executive Committee due to the passing of Mayor Johnnie Hauerland of Meridian.

6. A motion was made by Judge Cindy Vanlandingham and seconded by Judge Richard Duncan to approve the appointment of Mayor Ed Rieser, Cranfills Gap, to the Executive Committee. Motion passed.

7. Code of Ethics Training for Executive Committee members

Mr. Russell Devorsky presented a power point training to the Executive Committee on the Code of Ethics.

D. Report of the Executive Director and Staff

1. Department of Administration
a. Financial and Personnel Reports

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

2. Health & Human Services
a. Department Activities Report

Mr. Gary Luft presented the health and human services department activity reports to the committee.

*Mr. Luft noted the Resource Guide has been updated and currently at the printer for printing.

*During August, vaccination sites/community health fair were held in 13 locations with Homeland Security, ADRC, AAA, and Transportation staff as well as representatives from the United States Army Reserve, to address COVID-19 vaccinations in Bosque, Falls, Freestone, Hill and Limestone counties. It was a joint effort on behalf of HOTCOG to address our six counties including Coolidge, Hubbard, Axtell, Itasca,

Clifton, Meridian, Chilton, Rosebud, Kosse, Riesel, Streetman, Teague and McGregor. The Council enhanced our relationships with each community partner, providing assistance not only with the COVID-19 vaccinations, but with improving knowledge about Medicare and Medicaid.

3. Regional Services
a. Department Activities Report

Mr. Devorsky noted the Regional Services Activities report was provided in the packet for review and touched on the highlights.

*The members of the TriCOG 9-1-1 Alliance (BVCOG, CTCOG, and HOTCOG) continue to collaborate with network consultants and equipment vendors to develop a robust statewide network.

*The City of Fairfield project (improvements to Old-Mexia Fairfield Road to accommodate expected increase in commercial and industrial traffic in the area) received a letter from EDA that funds are being earmarked for their project at \$950,000.00.

4. Executive Director's Report

*Mr. Devorsky noted that staff continue to attend Chamber of Commerce banquets and meetings in the region.

* Mr. Devorsky noted he attended the Southwest Regional Economic Development Administration (SWREDA) conference in Rogers, Arkansas on August 31 through September 3rd. The conference consists of council of governments and planning organizations throughout the 5 states in the EDA Southwest Region. Staff member Dorthy Jackson also attended and was a speaker in the CEDs session because of the work HOTCOG staff did in new website development and CEDs web-based status.

V. Other Reports – There were no other reports.

V. Public Comment- There was no public comment.

VII. Adjournment - The meeting was adjourned

Linda Grant, President
Freestone County Judge

Jay Elliott, Secretary-Treasurer
Falls County Judge

ACTION MEMORANDUM

HEART OF TEXAS
COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE

October 28, 2021

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 2021

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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 28, 2021

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, tuition refund 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 Personnel 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/department 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 the latest U.S. Census Bureau Equal Employment Opportunity (EEO) Data.

	HOTCOG WORKFORCE 10/1/21 30 POSITIONS		<i>2015-2019</i> ESTIMATED REGIONWIDE WORKFORCE 16 YRS & OVER Total Estimated Workforce 159,792	
MALE	8	27%	74,794	52%
FEMALE	22	73%	68,420	48%
WHITE	24	80%	97,737	61%
AFRICAN-AMERICAN	2	7%	18,838	12%
HISPANIC	4	13%	38,905	24%
OTHER			4,312	3%

Table 2

**AFFIRMATIVE ACTION PLAN
ACTUAL WORKFORCE ANALYSIS
BY JOB CATEGORIES
AS OF 10/1/21**

	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	30	10	12	6	2
DISTRIBUTION					
Male	8	5	3	0	0
Female	<u>22</u>	<u>5</u>	<u>9</u>	<u>6</u>	<u>2</u>
Total	30	10	12	6	2
White	24	10	10	3	1
African-African	2	0	1	1	0
Hispanic	<u>4</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>1</u>
Total	30	10	12	6	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 2021-2022:

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 10/1/21**

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 28, 2021

SUBJECT: Appointment of the Nominating Committee for the 2022 Officers and Executive Committee Members for the Heart of Texas Council of Governments

INFORMATION:

According to the Articles of Association, a nominating committee shall annually be appointed and shall nominate candidates for the office of President, Vice-President, Secretary-Treasurer, and the Executive Committee members for 2022.

RECOMMENDED ACTION:

The President of HOTCOG appoint a Nominating Committee.

INFORMATION/ACTION MEMORANDUM

HEART OF TEXAS COUNCIL OF GOVERNMENTS'
EXECUTIVE COMMITTEE
October 28, 2021

SUBJECT: Sexual Assault Response Teams (SART)

INFORMATION:

Information and discussion of SB 476, requiring all Texas counties to form an adult Sexual Assault Response Team (SART) in an effort to create a statewide infrastructure of resources, awareness, connection and coordination to address sex crimes locally. A SART is a formalized coordinated response to a sexual assault that allows multi-disciplinary professionals to coordinate and develop inter agency responses to work together to address sexual assault by providing wrap-around support and communication.

SEXUAL ASSAULT RESPONSE TEAMS

SB 476, 87th Texas Legislative Session

With the passage of SB 476, the 87th Texas Legislature is requiring all Texas counties to form an adult Sexual Assault Response Team (SART) in an effort to create a statewide infrastructure of resources, awareness, connection, and coordination to address sex crimes locally.

Texas Local Government Code, Chapter 351, Subchapter J requires **each commissioner's court of a county to establish an Adult Sexual Assault Response Team (SART)**. A SART is a formalized coordinated response to a sexual assault that allows multi-disciplinary professionals to coordinate and develop inter agency responses to work together to address sexual assault by providing wrap-around support and communication.

Counties smaller than 250,000 residents have the option of partnering with other nearby, small counties to form a regional SART. The commissioner's court must invite all statutory members that provide services within a county to participate.

WHO SERVES ON THE SART?

1. The Chief Administrator of a Sexual Assault Program that provides services within the county, or their designee;
2. A prosecutor with jurisdiction over adult sexual assault cases in the county;
3. The Sheriff of the county, or their designee;
4. The chief of the largest municipal law enforcement agency, if one exists, or their designee;
5. A Sexual Assault Nurse Examiner, Forensic Examiner that provides exams within the county, or if they do not exist, a representative from the largest healthcare provider in the county;
6. A mental or behavioral health provider within the county, or if they do not exist, a representative from the public health department; and
7. Other persons or professionals the SART considers necessary for the operation of the response team.

**The professionals specifically named above are the minimum team membership required by law.*

WHAT DOES THE SART HAVE TO DO?

- The response team must meet at least quarterly;
- No later than the 90th day after the last day of a regular legislative session, the SART must review and amend any response team protocols, forms, or guidelines required by Texas Local Government Code, Chapter 351, Subchapter J.
- Once the SART has selected their leadership, it must develop a written protocol for responding to adult survivors within the community.
- The SART must present a report to their Commissioners Court no later than December 1 of each odd-numbered year. That report must include a list of active members, a copy of their written protocol, and a summary of report numbers and case dispositions.

OTHER SART DELIVERABLES

- Quarterly meetings
- Written inter agency protocol
- Cross training
- Evaluation/Case Reviews
- Biennial report of activities



Texas Association
of Regional Councils



REGIONAL SART

While all counties are **statutorily required** to have a SART, smaller counties may join a regional SART. The regional SART can be made up of two or more counties, each with a population of 250,000 or less, within a contiguous area.

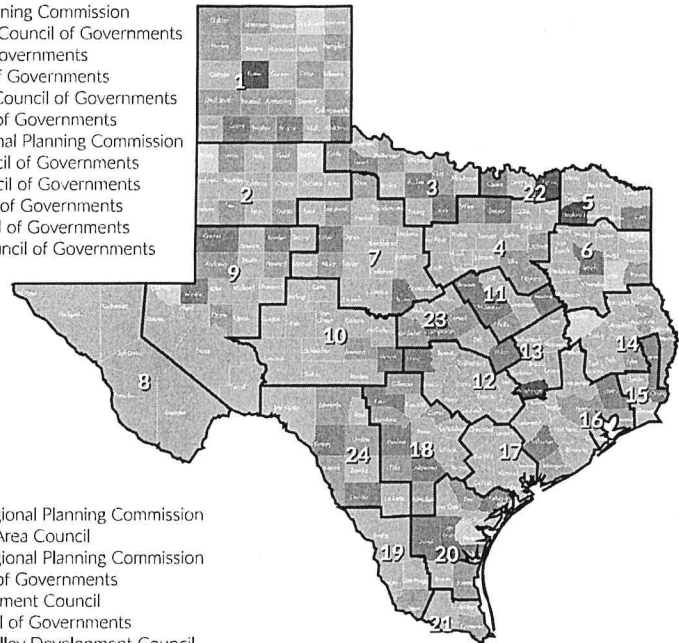
Counties are already familiar with their council of governments (COG) and partner for a number of program areas, including criminal justice and victim services.

COGs can serve as the coordinating entity for regional SARTs to assist smaller counties with meeting this statutory requirement.

Eligible counties can enter into interlocal agreements to form regional SARTs.

TEXAS REGIONAL COUNCILS OF GOVERNMENTS & LOCATIONS OF EXISTING SEXUAL ASSAULT RESPONSE TEAMS (SARTS)

1. Panhandle Regional Planning Commission
2. South Plains Association of Governments
3. Nortex Regional Planning Commission
4. North Central Texas Council of Governments
5. Ark-Tex Council of Governments
6. East Texas Council of Governments
7. West Central Texas Council of Governments
8. Rio Grande Council of Governments
9. Permian Basin Regional Planning Commission
10. Concho Valley Council of Governments
11. Heart of Texas Council of Governments
12. Capital Area Council of Governments
13. Brazos Valley Council of Governments
14. Deep East Texas Council of Governments



15. South East Texas Regional Planning Commission
16. Houston-Galveston Area Council
17. Golden Crescent Regional Planning Commission
18. Alamo Area Council of Governments
19. South Texas Development Council
20. Coastal Bend Council of Governments
21. Lower Rio Grande Valley Development Council
22. Texoma Council of Governments
23. Central Texas Council of Governments
24. Middle Rio Grande Development Council

Light blue: SART coverage
Dark blue: Counties covered by multiple SARTs

RESOURCES

Texas Association of
Regional Councils (TARC)

Find your COG

County Judges and
Commissioners Association
of Texas (CJCAT)

Texas Association Against
Sexual Assault (TAASA)

Existing SARTs in Texas

An Introduction
to SARTs in Texas

MARK YOUR CALENDARS!

To assist counties and COGs as they stand up the Sexual Assault Response Team (SART), TARC, CJCAT and TAASA will partner to provide a series of webinars to offer technical assistance. These webinars are open to all county judges, commissioners and COG staff.

SART Basics - What is a SART?

Thursday, October 21, 10:00 AM CT

[Click here to register](#)

SART Basics for Large Counties

Tuesday, October 26, 10:00 AM CT

[Click here to register](#)

(Recommended for counties over 250k pop.)

SART Basics for Counties Interested in Regional Response

Thursday, November 11, 10:00 AM CT

[Click here to register](#)

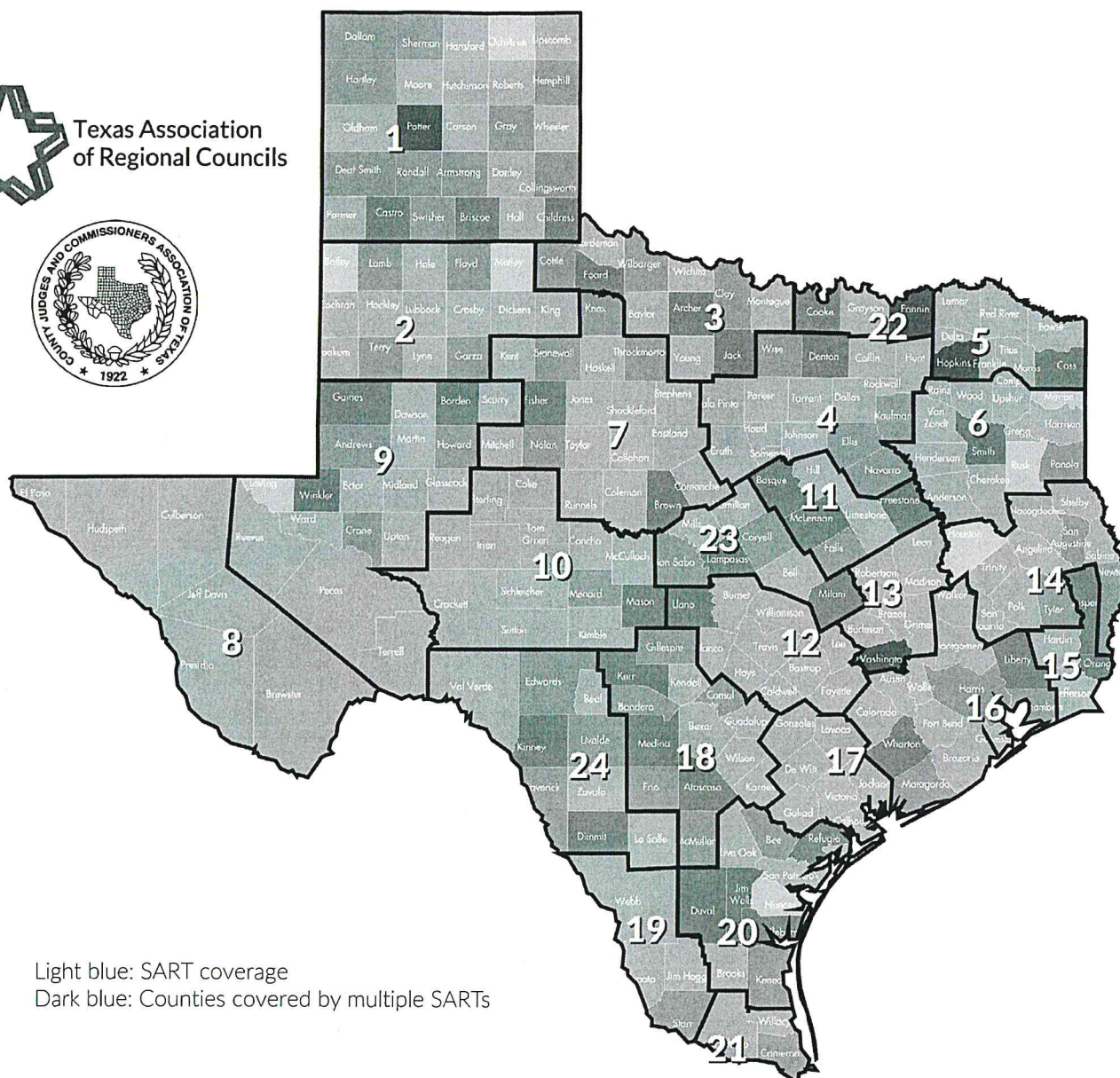
(Recommended for COGs and counties with 250k pop and smaller)

To register for the webinars, visit www.txregionalcouncil.org/.

TEXAS REGIONAL COUNCILS OF GOVERNMENTS & LOCATIONS OF EXISTING SEXUAL ASSAULT RESPONSE TEAMS (SARTS)



Texas Association
of Regional Councils



1. Panhandle Regional Planning Commission
2. South Plains Association of Governments
3. Nortex Regional Planning Commission
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5. Ark-Tex Council of Governments
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23. Central Texas Council of Governments
24. Middle Rio Grande Development Council

Administrative Services Department

**Financial / Personnel Reports
Investment Report**

Executive Committee Meeting

October 28, 2021

**Heart of Texas Council of Governments
Combined Balance Sheet
September 30, 2021**

Assets

Current

Cash	\$ 38,317
Investments	605,022
Due (to)/from Grantor Agencies	1,191,861
Membership Dues Receivables	5,111
Aging Match Receivables	247
Other Receivables	-
Pre-Paid Items	16,339
	<u>1,856,897</u>

Fixed Assets

Building	2,810,000
Land	690,000
Furniture & Equipment	3,028,761
Less: Accumulated Depreciation	<u>(3,596,564)</u>
	2,932,197

Total Assets

\$ 4,789,094

Liabilities

Current

Accounts Payable	415,132
Due to HOTEDD	615,674
Accrued Vacation	139,093
Deferred Revenue	176,999
	<u>1,346,898</u>

Long-term Liabilities

Notes Payable	786,604
	<u>786,604</u>

Total Liabilities

\$ 2,133,502

Fund Equity

Investments in Fixed Assets, net of related debt	2,145,593
Nondspendable-prepaid items	16,339
Restricted for Building Maintenance	11,680
Restricted for Emergency Notification System	618
Restricted for Federal & State programs	100,499
Unassigned	380,863
	<u>2,655,592</u>

Total Fund Equity

\$ 2,655,592

Total Liabilities & Fund Equity

\$ 4,789,094

Heart of Texas Council of Governments
Combined Statement of Revenues, Expenditures
& Changes in Fund Balance
For Twelve Months Ended September 30, 2021

Revenues	Year To Date	YTD Budget	YTD Budget Variance	12 Month Budget	Annual Budget Remaining
Grants administered from State/Federal	\$ 6,188,899	\$ 7,665,280	\$ (1,476,381)	\$ 7,665,280	\$ 1,476,381
Rent-WF Bldg	390,000	390,000	-	390,000	-
Local Funds/Mgt. Fees	172,620	136,584	36,036	136,584	(36,036)
Membership Dues	-	57,000	(57,000)	57,000	57,000
Inkind Match/Program Income	7,716	728,998	(721,282)	728,998	721,282
Interest Income	386	2,000	(1,614)	2,000	1,614
Miscellaneous Income	20,372	3,000	17,372	3,000	(17,372)
Total Revenues	\$ 6,779,993	\$ 8,982,862	\$ (2,202,869)	\$ 8,982,862	\$ 2,202,869
Expenditures					
Salaries	997,141	1,015,376	18,235	1,015,376	18,235
Fringe Benefits	529,982	539,687	9,705	539,687	9,705
Travel	10,766	42,394	31,628	42,394	31,628
Equipment	33,116	813,500	780,384	813,500	780,384
Supplies	20,865	21,255	390	21,255	390
Other Expenses	348,649	374,444	25,795	374,444	25,795
Delegate Agency/Contractual Costs	3,486,684	4,189,300	702,616	4,189,300	702,616
Indirect Costs	916,366	878,107	(38,259)	878,107	(38,259)
Insurance/Maintenance-WF Bldg	34,222	50,000	15,778	50,000	15,778
Debt Service-WF Bldg	267,826	269,309	1,483	269,309	1,483
Inkind Match/Program Income	-	728,998	728,998	728,998	728,998
Total Expenditures	\$ 6,645,617	\$ 8,922,370	\$ 2,276,753	\$ 8,922,370	\$ 2,276,753
Changes in Fund Balance					
Excess (Deficiency) of revenues over (under) expenditures	134,376			60,492	
Transfers-Due (to)/from HOTEDD	(45,661)			(31,742)	
Net Change in Fund Balances	88,715			28,750	
Fund Balances as of October 1, 2020	421,274				
Fund Balances as of September 30, 2021	\$ 509,989				

Heart of Texas Council of Governments
Monthly Report of Cash Transactions and Condition
As of September 30, 2021

	Operating Account	Short Term Investments	Total Cash
Beginning Balance 9/1/21	\$ 129,652	\$ 605,009	\$ 734,661
Transactions			
Cash In	350,318	13	350,331
Cash (Out)	<u>(441,653)</u>	<u>-</u>	<u>(441,653)</u>
Net Income (Outlay)	(91,335)	13	(91,322)
Net Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>
Net Total Transactions	<u>(91,335)</u>	<u>13</u>	<u>(91,322)</u>
Ending Balance 9/30/21	<u><u>\$ 38,317</u></u>	<u><u>\$ 605,022</u></u>	<u><u>\$ 643,339</u></u>

**HEART OF TEXAS COUNCIL OF GOVERNMENTS
PERSONNEL STATUS SUMMARY
AS OF October 28, 2021**

NUMBER OF POSITIONS AUTHORIZED BY GRANT/FUND BUDGETS 30

NUMBER OF PEOPLE EMPLOYED 30

As of October 28, 2021, 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	16	16	0	0	0
<u>Totals</u>	30	29	0	1	0

Heart of Texas Council of Governments

Investment Report

For the Quarter Ending September 30, 2021

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.

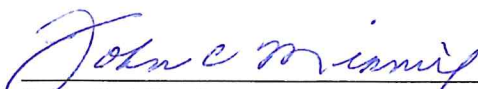
Summary of General and Special Revenue Funds

Beginning Market/Book Value @ 07/01/2021	\$ 691,569
Net Transfers In (Out)	(86,582)
Interest Earned	35
Ending Market/Book Value @ 09/30/2021	\$ 605,022

Notes:

1. The money market account does not have a maturity date.
2. Following are the annualized average rates of return:
 - July 2021 .0189%
 - August 2021 .0222%
 - September 2021 .0279%
3. Market value of pledged securities as of 09/30/2021: \$ 877,070

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

10/11/21
Date

Health and Human Services Division - HOTCOG

Activity Report for September 2021

The following is a summary of the activities for September 2021 of the programs in the Health and Human Services Division of the Heart of Texas Council of Governments.

General Description of Services Provided by Health and Human Services Division

Gary W. Luft – Director

The Health and Human Services Division (HHS) is one of two operational divisions of the Heart of Texas Council of Governments. The HHS division is made up of four different and distinct program areas that primarily serve and work with individuals and family members who need assistance through either information or services.

Area Agency on Aging (AAA)

- Provides access to needed social services, effective screening and assessment of individual needs, and advocacy for the 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.
- Serves six counties including Bosque, Falls, Freestone, Hill, Limestone and McLennan.
- 1 of 28 Area Agency on Aging contractors designated by the Texas Health and Human Services Commission (HHSC).

Heart of Texas Aging and Disability Resource Center (ADRC)

- 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.
- Primary purpose is to provide information to help individuals live within their community if possible.
- Operating broad-based coalition consisting of 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 Region MHMR 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 28 designated ADRCs by the Texas Health and Human Services Commission (HHSC).

Heart of Texas 2-1-1 Call Center (2-1-1)

- 2-1-1 is an easy-to-remember and universally recognizable number that connects individuals, regardless of age, ethnicity, gender, disability, or any other criteria, with appropriate community-based organizations and government agencies, with the goal of encouraging prevention and fostering self-sufficiency.
- 1 of 25 Area Information Centers designated by the Texas Information and Referral Network (TIRN) under the direction of the Health and Human Services Commission.
- “Free” social service help line answered by trained specialists who can assess caller’s social service needs and connect them to the people and services that can best assist them.
- Answered 24 hours a day, 7 days a week by Information-Referral Specialists.
- Part of a national initiative to make information about health and human services and community-based nonprofit organizations readily available to all callers.
- Calls generally relate to requests for assistance for Covid-19 related information, food, clothing, rental assistance and shelter, utility bill payment assistance, medical assistance, affordable childcare, eldercare, disaster relief, etc.
- In the event of a disaster or emergency plays an integral role in the *Governor’s Homeland Security Strategic Plan for 2020-2025* by providing information to the public.
- Serves six counties including Bosque, Falls, Freestone, Hill, Limestone and McLennan as well as providing call coverage statewide as calls are rolled from other Area Information Centers.

Heart of Texas Rural Transit District (RTD)

- Provides demand response transportation to the public including transportation for seniors age 60 and older and to the disabled of any age utilizing a contracted services business model.
- Shared ride service is considered “curb to curb” meaning the vehicle comes to the passenger instead of the passenger going to the vehicle and multiple riders may be on the vehicle.
- Services are provided Monday through Friday in the rural counties of Bosque, Falls, Freestone, Hill, and Limestone.
- Transportation into or out of McLennan County can be provided if the trip originates from or terminates into one of our five rural counties.
- Service is primarily provided using a fleet of 27 HOTCOG owned vans and small buses operated by two different sub-contractors.
- 1 of 36 Rural Transit Districts designated by the Texas Department of Transportation (TxDOT).

**Specific Activities for the period of September 2021
Monthly Report**

Area Agency on Aging - (AAAHOT)
Gary W. Luft – Director

Highlights for the period:

- We received preliminary funding notice from HHS based on level funding.
- Technical assistance was provided to our providers via email and telephone calls. We provide hands-on assistance as needed and as appropriate.
- We continue to work with the United Way of Tarrant County on the FIE2 grant which includes assistance in providing “A Matter of Balance” classes throughout our service area.
- We served 329 individuals in the 13 rural cities with Covid-SARS Vaccine education. The majority of these individuals received the vaccine.
- We continued to provide services as required by contract.

Aging Program Development – (AAAHOT)
Jan Enders – Manager

Aging Program Development focuses on the identification and development of new programs/services and the establishment of partnering relationships in the community that allows the AAA to be more successful in meeting the needs of our seniors and clients. The scope of the initiative strategically strengthens our efforts, programs, and services across the entire AAA with no restrictions to specific program areas.

- Legal Awareness: (Outreach into six-county area) – September 2021 – (Includes monthly, multiple Zoom contacts, Team Meetings, newspaper PSA's, in-person outreach, publications promoting services, organizations utilizing AAA materials, and direct seminars, etc.)

Total contacts for September, 2021 – 488,558 (includes newspaper PSA's).

Senior Medicare Patrol – Fraud Detection, Prevention and Reporting continues as part of the Benefits Counseling function. The outreach and educational services previously performed by the Senior Medicare Patrol have been merged into other services of the HHS Division.

New to Medicare – In-office public meetings on Medicare –

Public Medicare meetings are offered twice a month in HOTCOG's training room and will continue throughout the year.

Outreach included monthly public meetings, Zoom, Team, Churches, HICAP. During September, COVID-19 vaccinations (follow-up second vaccination) occurred in Rosebud, Chilton, TSTC, with each community partner providing assistance, not only

with the COVID-19 vaccinations, but with improving knowledge about Area Agency on Aging and the Aging Disability Resource Center (ADRC). Great collaboration.

RSVP had a Resource Health Fair at Richland Mall with over 300 in attendance. Vaccines were also dispensed on 9/17/2021.

Collaboration with Benefits Counseling – Jan Enders continues to assist the Benefits Counseling Program as it strives to serve all the clients. With increased advertising and promotions, more people are contacting AAA for services. Future programs are planned in rural areas as the objective remains for us to contact Medicare beneficiaries and caregivers in these regions on a more frequent basis.

Open Enrollment – *that time of the year (October 15 - December 7, 2021), when a Medicare beneficiary can switch their prescription drug plan will soon be underway.*

More outreach is planned for October, November, and December to educate the public about Medicare. As a result of the additional outreach more calls are coming into the ADRC for assistance.

Jan will be speaking to TRS Retirees at Region XII, on November 2, 2021, at 2:00 p.m.

Benefits Counseling – (AAAHOT)

Donnis Cowan – Manager

Jan Enders – Sr. Benefits Counselor

Rose Contreras – Sr. 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.

The following services were provided:

- Legal Assistance services provided counseling to individuals assisting them with Medicare Part D, Medicare benefits, Medicare Advantage Appeals, Social Security questions, and other benefit-related questions.
 - Legal Assistance serving age 60 and older
 - 29 people were served
 - 79.15 hours were provided
- Legal Awareness services provided CMS Mailings which includes Medicare information such as Medicare Part D, Medicare A&B explanation, Medicare Preventative Services, Social Security updates, and other Medicare benefit-related information.
 - Legal Awareness serving age 60 and older
 - No people were served

Care Coordination – (AAAHOT)

Donnis Cowan – Manager

Destiny Zavalla – Sr. Care Coordinator

The Care Coordination program empowers 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. The program is broad based and includes a variety of related service opportunities. Staff continues to be extremely active, efficient, and productive in providing an assortment of care related services to clients.

- Care Coordination serving age 60 and older a case manager assesses the needs with the client and plans, arranges, coordinates, and follows-up on needed services. Services that can be provided are personal assistance, homemaker services, home repairs/modifications, and health maintenance services.
56 clients were assisted with Care Coordination
123.05 units or hours of service were provided
- Caregiver Support Coordination serving caregivers who care for someone age 60 and older or someone with Alzheimer's disease of any age the case manager provides support services to reduce the stress and burdens of caregiving through respite, education, and support groups.
26 caregivers were assisted with Caregiver Support Coordination
124.52 units or hours of service were provided
- Information, Referral and Assistance – Callers age 60 and older and their caregivers call inquiring about Area Agency on Aging and/or community resources.
326 callers were assisted with IR&A Services
- Caregiver Respite - Provides short-term relief to caregivers. Services are provided in the client's home environment on a short term, temporary (6 months maximum) basis while the caregiver is unavailable or needs relief. This service also allows the caregiver to take care of themselves, so they are better able to sustain care for their loved one over an extended period.
8 clients were assisted with Respite Services
1005.35 hours of service were provided
- Health Maintenance services – Provides durable medical equipment that will enable clients to be more independent and assist them with their daily activities.
5 clients were assisted with Health Maintenance
5 units of service were provided
- Homemaker – Provides assistance which may include light house cleaning, meal preparation and shopping.
2 client was assisted with Homemaker Services
34.75 units of service were provided
- Personal Assistance – Provides assistance which may include bathing, dressing, toileting, light house cleaning, meal preparation.
24 clients were assisted with Personal Assistance Services
218.25 units or hours of service were provided
- Home Repair/Modification services - Primary focus is on repairs/modifications that improve accessibility, structure, safety, and weatherization of the home for

low-income homeowners age 60 and older that are living in unsafe and/or unhealthy environments.

15 homes were repaired or modified.

Nutrition Program – (AAAHOT)

Donnis Cowan – Manager

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 contractors that serve the nutrition needs of the elderly in the six-county service area.

- Bosque County Senior Services – serves Bosque County
- Central Texas Senior Ministry – serves Falls, Hill, and McLennan Counties
- Freestone County Senior Services – serves Freestone County
- Limestone County Senior Services – serves Limestone County

Nutrition Program - Meals Served by County			
Provider	Congregate Meals Served	Home Delivered Meals Served	Total Meals Served
Central Texas Senior Ministries - serves three counties			
Falls County			
HHS funding	16	984	1,000
Other funding	25	99	124
Total	41	1,083	1,124
Hill County			
HHS funding	200	1,635	1,835
Other funding	25	62	87
Total	225	1,697	1,922
McLennan County			
HHS funding	1,008	4,397	5,405
Other funding	140	4,077	4,217
Total	1,148	8,474	9,622
Subtotal for Central Texas Senior Ministries - three counties			
HHS funding	1,224	7,016	8,240
Other funding	190	4,238	4,428
Total	1,414	11,254	12,668
Bosque County Senior Services			

HHS funding	10	1,134	1,144
Other funding	3	91	94
Total	13	1,225	1,238
Freestone County Senior Services			
HHS funding	440	1,124	1,564
Other funding	470	354	824
Total	910	1,478	2,388
Limestone County Senior Services			
HHS funding	387	1,234	1,621
Other funding	242		242
Total	629	1,234	1,863
Grand Totals for Nutrition Program - includes all contractors			
HHS funding	2,061	10,508	12,569
Other funding	905	4,683	5,588
Grand Total	2,966	15,191	18,157

Caregiver Education and Training – (AAAHOT)

Donnis Cowan – Manager

Through a contract with the AAA, Oliver Counseling Services, PLLC provides counseling to caregivers in our six-county region to assist them in decision-making and problem-solving related to their caregiver role.

5 clients were assisted with Caregiver Education & Training
5 units of service were provided

Miscellaneous Contract Services – (AAAHOT))

Donnis Cowan – Manager

Evidence-Based Programs – Evidence-based programs are based on research. They offer proven ways to promote health and prevent disease among older adults. These programs are tested models or interventions into practical, effective community programs that can provide proven health benefits to participants.

The AAA contracts with several facilitators to conduct programs such as: A Matter of Balance, Caregiver Stress Busting and Chronic Disease Self-Management and Diabetes Self-Management Programs to age 60 and older and their caregivers if the caregivers meet the eligibility criteria.

56 clients were assisted with Evidence-Based classes.

Long Term Care Ombudsman Program – (AAAHOT)

Susan McCombs – Manager

Lynda Mitchell – P. T. Staff Ombudsman

Through direct advocacy the Long-Term Care Ombudsman Program utilizes 2 volunteers, and 3 staff to achieve the best possible quality of life for approximately 4,500 residents in 35 nursing homes and 22 assisted living facilities in our service area.

Due to the COVID-19 virus, high count of positive cases in our counties, the State Ombudsman Office has restructured how the local Ombudsman office visit nursing and assisted living facilities. Performance Measure accountability has changed to adapt to the new visitation and quarantine rules. In March, The State Ombudsman Office again restructured the visitation requirements after HHSC restructured visitation regulations for nursing and assisted living facilities.

During the months of September Staff and Volunteer Ombudsmen:

- Completed 38 visits to Long Term Care facilities, including both nursing homes and Assisted Living Facilities.
- Shared information on 2 state surveys and investigations.
- Provided information and consultations to 20 individuals and 12 facility staff on specific issues or subjects.

Volunteers do the “lions share” of the visits and their efforts make a tremendous difference for the residents and management of the facilities. The Certified Volunteer Ombudsman have begun visiting their assigned facilities. The MLO and SO have been making visits, handling phone calls and complaints, and speaking with Regulatory Surveyors regarding surveys and complaints.

Complaints:

- The 3 staff Ombudsmen and 2 CVOs handled 22 complaints and concerns in September and resolved or partially resolved 77.78% of the issues. The complaints related to such issues as discharge, autonomy, failure to respond to requests for assistance, activities, food, environment, Medicaid or financial issues and family conflicts. Some of the phone calls and concerns expressed by the callers were regarding COVID-19, new visitations rules by the Governor, HHSC, CMS, and the CDC.

Activities:

- The MLO and the SO listen to the HHS webinars that keep us informed with all of the new rules and any updates. They are now having them 1 time a month.
- Facilities are now experiencing some new COVID-19 cases. We are hoping and watching that they do not get “shutdown” as in 2020.
- In October, mandatory training for the MLO and 2 staff Ombudsman will be October 18-21st at the APS Conference in Austin.

Heart of Texas Aging and Disability Resource Center (ADRC)

Donnis Cowan – Manager of Aging and ADRC Programs

Eric Hobbs – Housing Accessibility Navigator

Tiffany Garrett – 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 supports. ADRC’s provide older individuals, individuals of any age with disabilities, family caregivers, veterans, and families with children with special needs, all without regard to income levels, *information and assistance* about local programs and resources as they relate to aging or living with a disability. ADRC’s help those in need navigate through a complicated and complex network of available support services with the primary purpose of helping individuals live within their community as long as possible.

ADRCs provide visible, trusted, comprehensive, and streamlined access to long-term services and supports by establishing a “virtual no wrong door” model of information exchange, person and family-centered planning, and service provision.

The Heart of Texas ADRC is made up of a broad-based operating partner’s coalition consisting of six (6) operating partners:

- Area Agency on Aging (AAAHOT)
- Heart of Texas Region MHMR Center (HOTRMHMR)
- Heart of Central Texas Independent Living Center (HOCTIL)
- Health and Human Services (HHS) – Local Long-Term Services and Supports
- Department of Assistive and Rehabilitation Services (DARS – now a program of the Texas WorkForce Commission)
- Heart of Texas 2-1-1 (HOT 2-1-1)

Referrals are made to appropriate agencies or service providers based on the needs of the caller. Multiple and complex cases may involve several service providers rather than just one. When more than one provider is involved the Resource, Navigator assists with coordination of services provided between the agencies.

The ADRC staff is responsible for handling the “walk-ins” at the front lobby who come in with no appointment. An ADRC staff member will meet with the individual, obtain pertinent information, and connect them to the appropriate state agency and/or community resources.

All calls to the Heart of Texas ADRC terminate into 254-292-1855. This includes local calls as well as any calls originating in our six-county service area placed to the statewide toll-free line for ADRC’s.

ADRC Calls, Walk – ins, Email, Fax, Toll Free Calls

ADRC Calls, Walk-ins, Emails, Fax			
Current Month Calls/Walk-ins	Previous Year Comparison	Increase or (Decrease)	% Increase or (Decrease)
401	375	26	6.93%

ADRC staff were involved, prepared, or participated in the following activities:

- Participated in FY21 ADRC “State Office” Calls/Webinars
- Signed NFA for Covid Vaccine funds
- Attended 14 rural cities for Covid outreach

Heart of Texas Area Information Center (AIC) – (HOT 2-1-1)

Karen Pettit – 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 “free” social service help line answered by trained specialists who assess caller’s social service needs and connect them to the people and services that can best assist them. 2-1-1 provides referral information about health and human services and community-based non-profit organizations to all callers regardless of age, ethnicity, gender, disability, or any other criteria.

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, etc. for the six-county service area and all of Texas as calls are rolled from other centers. In addition, we take disaster related calls when such an event occurs.

For the month of September 4,079 calls were taken by HOT 2-1-1 staff compared to 3,606 for the same month for the previous year.

The increase of 473 calls was a 13% increase for the month. Last year’s numbers were affected negatively by a TIRN system transition late in the month. But, this year, Hurricane Ida in late August, coupled with Tropical Storm Nicholas in September caused an increase in calls due to the evacuees from Louisiana looking for shelter.

Houston-Galveston 2-1-1 answered and provided information to HOT “after hour and weekend callers”:

- For the month of September 221 calls were taken by Houston-Galveston and statewide staff compared to 77 in the same month for the previous year.
- The increase of 144 calls was a 187% increase for the month relative to the previous year. This is partly due to our calculating the calls being routed statewide by TIRN during after-hours rather than those only being routed to GC Houston Galveston. Some increase can be attributed to the factors outline above.

Roll-over of calls:

Due to the volume of calls and staffing schedules during work hours, all calls cannot be answered in a timely manner in any one specific 2-1-1 operation. To reduce long waits there is a roll-over after two (2) minutes of unanswered calls to any available I & R staff in 2-1-1s across the state. Heart of Texas calls that cannot be answered in the allotted time of two minutes are also routed to other call centers just as HOT receives unanswered calls rolled to us from other call centers based on the same two-minute wait time. Because of the "roll overs" between 2-1-1s, familiarity with the state-wide data base of taxonomy and how to search service providers is critical. All 2-1-1 staff must be able to make referrals using the data base for any location in Texas.

Actual Annual Calls for FY21

Using our projection model, we had estimated 51,539 +/- calls for FY21 compared to the previous fiscal year total of 47,789 calls. This came very close to the actual number of calls taken as shown below:

<u>2021 Fiscal Year</u>
51,273 Calls
3,484 Increase*
7.29% Increase*
*2020 Fiscal Year = 47,789

HOT 2-1-1 Number of Calls and Yearly Projection									
Heart of Texas 2-1-1 staff only					After Hours HOT Region				
	FY 18	FY 19	FY 20	FY 21		FY 19	FY 20	FY 21	
October	3,748	3,013	2,917	4,549		111	188	260	
November	3,634	2,354	2,988	2,949		165	149	270	
December	3,082	2,183	2,264	4,373		144	161	225	
January	3,383	2,461	3,713	4,784		175	161	284	
February	2,141	2,074	2,648	4,400		127	153	382	
March	1,904	2,246	4,384	5,021		132	137	275	
April	2,292	2,394	5,835	3,336		162	104	207	
May	2,357	2,377	3,828	2,977		166	97	226	
June	3,669	2,639	4,573	3,779		168	86	217	
July	3,165	3,175	4,673	3,552		165	60	198	
August	3,376	3,059	4,904	4,444		196	83	265	
September	3,235	3,180	3,606	4,079		151	77	221	
Total	35,986	31,155	46,333	48,243		1,862	1,456	3,030	
		(4,831)	15,178	1,910	FY 21 Yearly Actual		(406)	1,574	FY 21 Yearly Actual

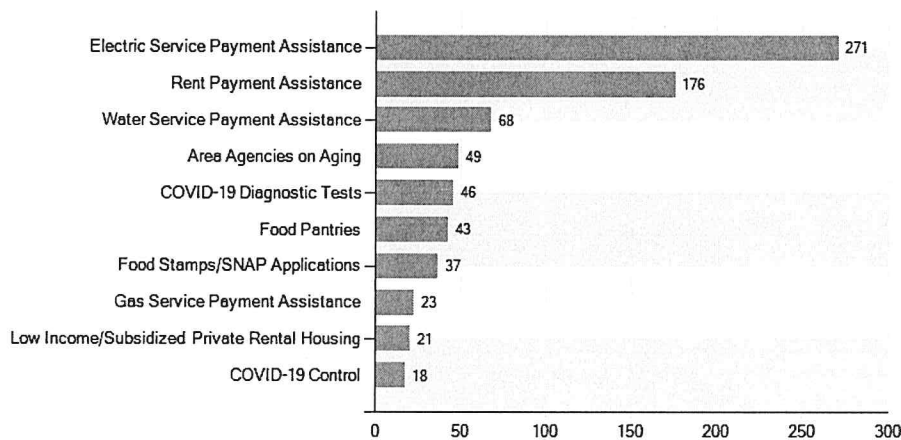
% Increase		-13.4%	48.7%	4.1%	48,243
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21.8%-	108.1%	3,030
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Most requested services for HOT Counties September, 2021

Needs by taxonomy - 9/1/2021 to 9/30/2021

As of 10/19/2021



Outreach & Training:

HT 2-1-1 is responsible for developing and maintaining cooperative relationships within our region for the purpose of promoting and expanding 2-1-1 services. In addition, we are responsible for collecting, updating, and managing information specific to the HT region for agencies which are included in the statewide database. During the month of September, we conducted 26 verifications of agencies which are included in our database.

SEPT		Relationships with the agencies in our Resource Database are important to maintain and the information must be verified annually. 300 - 2-1-1 brochures were also distributed at the RSVP Senior Health Fair during September.
OUTREACH - Health fair	1	
TRAINING	2	
Verifications	26	

Heart of Texas Rural Transit District

Ronald E. "Rep" Pledger - Manager
Frances Ramirez – Transportation Specialist
Misty Hendon – Transportation Admin

General Information:

Transportation continues to work diligently during this time of uncertainty and continues to follow local and state guidelines regarding Covid-19. We are doing everything necessary to ensure our clients are safe and feel secure in the services we provide. Our drivers are continuing their disinfecting efforts and cleaning their buses after each trip as well as providing logs for those cleanings. We've made sure each bus is equipped with disinfecting solutions, sprays, and wipes. Our drivers have also been provided with masks to further our safety efforts in keeping them, as well as our clients, safe.

During August we saw a slight increase in ridership for Freestone County and a large increase in Limestone County. Staff is continually reaching out to current and previous clients to see if there is anything, we can do to get them to keep using the service or start using the service again. We hope that our continued efforts to provide safe and reliable transportation to our riders will help get us back to normal quickly.

Funding

Vehicle Revenue Miles (VRM) funds - \$264,019.00

Regional Transportation Coordination Plan funds - \$130,000.00

Trainings/Meetings

November 13 – Emergency Management: Weather Related

November 16-20 – Virtual planning conference hosted by TXDOT

December 4 – Emergency Management: Continuity of Operations

December 6-12 – Virtual planning conference hosted by TXDOT

Regional Transportation Coordination Council - (RTCC)

HOTRTD received \$130,000 from TxDOT to update the previous Regional Coordination Transportation Plan. Staff prepared an RFQ for consulting services to research and complete the five-year update. KFH group was awarded the contract and they have completed the contract requirements. The 5-year updated funding request has been submitted to TxDOT.

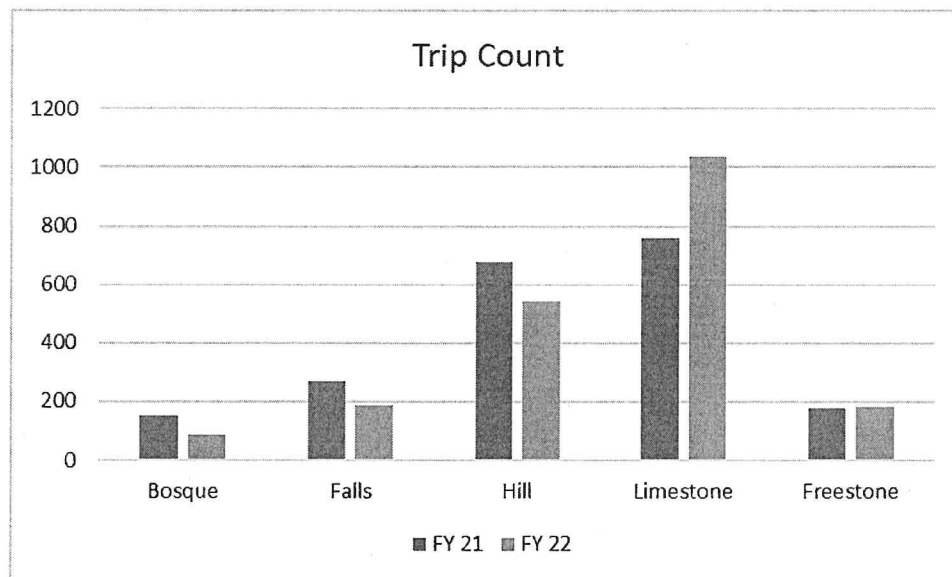
RTCC has returned to regular monthly meetings. Our first order was to reduce the size of the committee members that were required to attend so that we wouldn't miss opportunities based on quorum requirements. We successfully reduced the required voting member numbers while maintaining the integrity of the committee and including all pertinent groups. KFH Group has attended our meetings and kept the committee informed of their progress on the analysis. There have been 6 open houses conducted to date and we have received a lot of valuable feedback from riders, county judges, and other vital groups. These meetings are open to everyone, if you would like to be added to the mailing list, please contact Rep Pledger.

Rural Transit District – (Operations)

Staff is constantly calling clients that have previously cancelled and is assuring them that we are taking every precaution for their safety.

Trip activities for September are as follows:

Transportation Services – One Way Trips		
Transportation Provider	FY 2020	FY 2021
Bosque County	152	86
Falls County	267	186
Hill County	675	544
Limestone County	761	1035
Freestone County	180	183
Total - All 5 Counties	2035	2034



Trip Type by County						
Sept 2021 Trip Type	Bosque	Falls	Freestone	Hill	Limestone	Grand Total
Dialysis	8	33	50	259	331	681
Work		8	18	67	310	403
Medical	38	50	54	74	158	374
Shopping	8	13	31	47	88	187
Personal	2	8	12	29	92	143
Education	15	57		22	2	96

MHMR	15	2	10	41	5	73
Recreation			8		49	57
Veteran		15				15
Parole				5		5
Grand Total	86	186	183	544	1035	2034

Report submitted: October 21, 2021



Gary W. Luft – Deputy Executive Director
for Health and Human Services

REGIONAL SERVICES REPORT

October 2021

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 that was provided to the TriCOG identifying 5 tasks to assist the TriCOG in technical issues to include Project/Task Management, Geospatial Call Routing, Text Over ESInet and Cybersecurity Support. Members of the TriCOG participate in regularly scheduled conference calls to discuss NGCS projects and planning for the future of the regional networks.

The last phase of planning for the implementation of NGCS in the HOTCOG Region came to fruition on September 22, 2021, with the migration of all PSAPs to VESTA Router for NextGen 911 routing. This migration is 4 years in the making with the original Request for Proposal being written in 2017. After countless conference calls, face-to-face and virtual meetings we've gotten steps closer to a system that does not rely on the legacy 9-1-1 system that is slowly being decommissioned. Project planning calls will continue with Vesta Solutions, Inc. as we migrate all the telephone carriers to the VESTA router so we can decommission the legacy network. The calls have moved to bi-weekly, and discussions include ongoing project deliverables and discussions for upcoming activities.

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 out loud 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.

LTE Backup (IP network wireless backup)

The wireless backup for the Region's 9-1-1 internet protocol (IP) network continues to operate as an alternate path to routing 9-1-1 calls during an outage.

Public Education

There were 13,533 public education items distributed to the Region for public education events.

Meetings/Training/Conference Calls and Site Visits

- MVP NGCS project discussion conference call, HOTCOG – October 4th

- CSEC Touchpoint conference call, HOTCOG – October 5th
- Network discussion conference call with Lumen, HOTCOG – October 7th
- MVP project discussion conference call, HOTCOG – October 14th
- MVP NGCS project discussion conference call, HOTCOG – October 18th
- CSEC NGCS project update conference call, HOTCOG – October 19th

Homeland Security/Emergency Preparedness

Grant/COG Projects

- Staff continues to teach a CERT course at Waco ISD's University High School in the Health Care Academy.
- Staff attended the monthly Homeland Security conference calls with the Office of the Governor (OOG).
- Work continues on the \$1.6M Radio Infrastructure grant with meetings with county EMC's, radio vendors on the VHF System upgrades and we await the NEPA results for the communication towers in Marlin and Woodway.
- Staff is working to have geo-technical analysis performed at the two tower locations in anticipation of clear NEPA results and issuing bids on the projects.
- The McLennan Community College (MCC) Dispatch Console has been installed.
- The new Dispatch Console for Hill County SO has been ordered and is scheduled to be installed next month.
- Staff has attended several meetings with the Texas Youth Preparedness Council and is an advisor for the Council.
- Staff has been worked with Falls County to update the Basic Emergency Management Plan and it's annexes, the plans were approved for 5 years.
- Staff has registered over 30 people for the Emergency Notification System (ENS) over the past 30 days using our new sign up portal.

Technical Assistance

- Staff has been working with local jurisdictions on the SHSP grant program and the delays we are experiencing at the state level.
- Staff continues to work with the Capital Area Regional Trauma Advisory Council (CATRAC) on radio issues between healthcare facilities in our region.
- Staff held discussions with TDEM about Recovery options for local jurisdictions after Winter Storm Uri.

Criminal Justice

Planning Grant

CJ Planner, Lana Gudgel, continues completed and emailed the new survey for CJ Stakeholders Community Planners to being development of new strategic plan, Planner attended the Domestic Violence Response Team meeting. Planner discussed a possible new member to the CJAC board, Tony Acosta. Mr. Acosta is a part owner of the Douglas Auto Group in Clifton, TX.

Planner continues to assist with the administration of the Falls County Special Investigator grant and the Falls County Victim Services grants. Planner conducted board meetings with both the LETAC Board and the CJAC Board. LETAC Board began working on plans for Sexual Assault training, Amber Alert Training and Mental Health for Officers in the next training cycle. New Members, Kirk Turner, Jerry Woods and Mike Abel attended. New prospective member, Rustin Qualls also attended. Following this meeting all new members along with Mr. Qualls attended the TCOLE new board members training #3003.

CJAC reviewed the current Standard Operating Procedures for the board and recommended changes in the scheduling process for presenters during the scoring meeting. Members also reviewed and corrected sections that contain typos or conflict with current priorities of the region.

Regional Law Enforcement Training Academy Grant

Criminal Justice Planner, Lana Gudgel, received the COVID emergency relief funds September 1, 2021. Planner has scheduled 13 new classes under the COVID grant, Juvenile Law and Procedures, TCIC/NCIC Full Access, Two CIT 1850 classes. One in Groesbeck the other in McLennan County, Basic Instructor, Two Interacting with Driver's Deaf/Hard Hearing, Two Special Investigative Topics Additional, Two Cultural Diversity, One Courtroom Security and one Intermediate Crime Scene. Lana is currently working to schedule an additional NCIC/TCIC Full Access class under the COVID relief funding. The COVID Grant also funded the purchase of a new registration software program that is embedded in the new HOTCOG webpage under Law Enforcement Training. This software allows participants to register and manage their training classes including invoices for out of region fees. The program allows Lana to see all class registrations and automatically sends emails to participants regarding change in scheduling reminder emails for scheduled courses as well as calculating registration fees and sending invoices to participants. The program also allows for the instructors to log in and manage their classes, see how many participants have registered and who will be attending. Also purchased with the COVID funds are the hand sanitizer stations located in the training room, back door and both restrooms in the HOTCOG building, two no touch thermometers that can be mounted on a wall, and a new training laptop computer to replace the old training computer. The receipt of these additional funds has allowed the training program to add and additional \$11,435.00 worth of training to the region.

311 students attended HOTCOG training since January 2021.

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 \$244,241.61 in USDA revolved funds.

SMRF has \$36,920.64

Currently loans are out to:

Net1 is behind in payments. We did receive one month payment at time of this report.

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 received disaster funds for Covid-19. These funds have been allocated. They are now doing continuum of the regular public works grants.

Current EDA funding opportunities:

FISCAL YEAR 2021 AMERICAN RESCUE PLAN ACT

Under the American Rescue Plan, EDA was allocated \$3 billion in supplemental funding to assist communities nationwide in their efforts to build back better by accelerating the economic recovery from the coronavirus pandemic and building local economies that will be resilient to future economic shocks.

American Rescue Plan funding enables EDA to provide larger, more transformational investments across the nation while utilizing its greatest strengths, including flexible funding to support community-led economic development.

With an emphasis on equity, EDA investments made under the American Rescue Plan will directly benefit previously underserved communities impacted by COVID-19.

EDA is making a Coal Communities Commitment, allocating \$300 million of its \$3 billion American Rescue Plan appropriation to ensure support for these communities as they recover from the pandemic and create new jobs and opportunities, including through the creation or expansion of a new industry sector. This commitment will be fulfilled through \$100 million in Build Back Better Regional Challenge grants and \$200 million in Economic Adjustment Assistance grants.

EDA has published the following funding opportunities:

- Economic Adjustment Assistance
- Travel, Tourism and Outdoor Recreation
- Indigenous Communities
- Build Back Better Regional Challenge
- Statewide Planning, Research and Networks
- Good Jobs Challenge

Deadlines: Varies based on program.

Economic Adjustment Assistance: Rolling. EDA strongly encourages all applicants to start early and contact their EDA representative for assistance.

While EDA encourages eligible applicants to submit their applications as soon as possible, EDA strongly advises eligible applicants to submit complete applications no later than March 31, 2022, so that EDA can review and process the application in time to get a potential award in place prior to deadlines imposed by Congress. Submission by March 31, 2022, is not a guarantee of funding. Any award is subject to the availability of funds. See Section E of this ARPA EAA NOFO regarding EDA's review process.

Travel, Tourism and Outdoor Recreation: Rolling (Competitive Tourism Grants). EDA encourages eligible applicants to submit their applications as soon as possible.

For EDA Competitive Tourism Grants, there are no application submission deadlines. While EDA encourages eligible applicants to submit their applications as soon as possible, EDA strongly advises eligible applicants to submit complete applications no later than January 31, 2022, so that EDA can review and process the application in time to get a potential award in place prior to deadlines imposed by Congress. Submission by January 31, 2022, is not a guarantee of funding. Any award is subject to the availability of funds. See Section E of this ARPA Tourism NOFO regarding EDA's review process.

Indigenous Communities: Rolling. EDA strongly encourages all applicants to start early and contact their EDA representative for assistance.

While EDA encourages eligible applicants to submit their applications as soon as possible, EDA strongly advises eligible applicants to submit complete applications at least by March 31, 2022, so that EDA can review and process the application in time to get a potential award in place prior to deadlines imposed by Congress. Submission by March 31, 2022 is not a guarantee of funding. Any award is subject to the availability of funds. EDA strongly encourages all applicants to start early and contact their EDA representative for assistance. See section E of this Indigenous Communities NOFO regarding EDA's review process and section G of the NOFO for EDA Regional Office Point of Contact (POC) information.

Build Back Better Regional Challenge (Phase 1): October 19, 2021

Dorothy Jackson submitted grant application for BBB phase 1. This project included the following communities and summary narrative:

Clifton Industrial Park Improvement Project:

The City of Clifton proposes street improvements in the industrial park on Avenue A, Third Street, and Avenue B. Planned improvements include the placement of 4,260 linear feet of curbs and gutters; 2,500 square feet of concrete drive approach and drive slab; drainage improvements; street grading; and the construction of 9,650 square yards of concrete roadway. The industrial park is the setting of the BNSF Railway, City of Clifton service yard, Legacy Park Historic District, Clifton Fairgrounds, and seven businesses employing a total of 210 employees. (Over \$7,250,000 in annual payroll.) The proposed improvements are vital for business retention and expansion. The current roadways were designed in the early 20th century and are incapable of withstanding the ever-increasing weight and frequency of heavy loads. Approximately 4,650 trucks, bearing over 166,500,000 pounds travel the specific area annually. All visitors to the industrial park benefit as well as those travelling to adjacent neighborhoods, parks, and cultural districts. The Clifton Fairgrounds is the site of over a dozen annual events, attracting an estimated total of 8,000 attendees. The estimated total project cost is \$2.5 million dollars. Local 20% match will be from the Clifton EDC in amount of \$250,000.00; Promissory Money with local affected businesses in amount of \$100,000.00; and the City of Clifton in the amount of \$141,000.00

Fairfield Economic Development Sewer Plant Project at closed Coal Plant facility location.

Vistra, the parent company of Luminant, the general subsidiary that owned and operated the Big Brown Power Plant site and mine reported a staggering number of jobs lost to the closing of the plant considering the population of Fairfield is 3,178. Vistra has put the property of the closed plant up for sale and the

Fairfield Economic Development Corporation has been working closely with them to get the best outcome with that sale to entice not just one ownership but many companies as possible for this site. At this time the development of that property is looking promising if the City of Fairfield can provide the needed sewer facility for that property. The land and sewer facility would be owned by the City of Fairfield. One of the proposed projects is a plastic manufacturing operation. Client is planning to deploy a manufacturing facility that will employ approximately 200 direct new full-time employees and invest approximately \$400 million in capital expenditures within the first 3-4 years. At this time, it is estimated that the sewer treatment facility would cost the City of Fairfield anywhere between \$10 to \$15 million dollars. They plan to use City of Fairfield and Freestone County funds for the 20 percent match.

Groesbeck Industrial District Improvements:

The Groesbeck Industrial District is currently adding MetalTech Inc with 50 employees, Adornis Cabinetry with 30 employees and Kleen-Air who is adding 2nd warehouse expansion and over 75 employees. With these additions they are running out of shovel ready sites. They now need ½ mile of industrial caliber roadway along with water, sewer, electric and broadband utilities. The basic estimation of cost is anywhere from \$1.5 to \$3 million dollars. Match cost between \$400,000 – 600,000 and they intend to utilize bank funds to cover the obligation.

The City of Hillsboro Industrial District Roadway Project:

City of Hillsboro is actively increasing its industrial district's infrastructure to accommodate businesses within the district and provide shovel ready properties for newer businesses. Currently, they have a need for extending roadway of Manville Drive and England Drive. They have a business that is in construction now with a plant that should be in full production in early 2022 with 65 jobs. They have plans for expanding the existing building and would need the additional street access under this project proposal. Other companies are looking at the Hillsboro industrial district and the roadway extension is critical in their decision process. Currently the estimated cost for the roadway construction is over \$5 million dollars. Local 20% match will come from city reserves of \$1,000,000.00.

McGregor Industrial Park Rail Spur and Utility Improvements:

Currently there is a need for rail spur improvements, water, sewer, and electric utilities. They also need roadway improvements for Bluebonnet Pkwy. and Johnson Dr. Each roadway will be improved to have 3 lanes with 6-foot-wide paved shoulders (up from two lanes and nominal shoulders). The travel lanes will each be 12' wide, the center turn lane will be 14' wide and the 6' wide shoulders will result in a total paving width of 50'. The road will be built to accommodate maximum allowable weight per DOT standards, including heavier cement stabilized subgrade, cement-treated base, and Type C hot-mix asphaltic pavement. Water and sanitary sewer improvements will be made as needed within each street. The current companies in the district will benefit from these improvements with the retainage of over 1000 jobs combined. Projects that are dependent on these improvements are SpaceX, Knauf Insulation, and Gamma Element which will give the region 573 new jobs combined. The industrial park lost Customer Contact Channels (C3), a casualty of Covid-19, leaving over 500 professional services employees seeking employment elsewhere. The industrial park also recently lost Lark United which operated in a 129,300 square foot facility within the district that left 65 people unemployed. There are four other projects considering the McGregor Industrial Park, but the projects haven't advanced to the point of site or incentive negotiations as of yet. The added improvements would have a huge benefit to making this Industrial Park a certified Mega Site, not to mention that the rail is a critical element of this designation. The City of McGregor is a short drive from the Urban workforce of the City of Waco and that is an asset for this park. Two companies are foreign investments to the U.S. Knauf Insulation and the Gamma Element project. The cost of the improvements needed is estimated at over \$24 million dollars.

HOTEDD will be the lead agency with staff support in helping these Regional Clusters with Phase 2 applications with a total estimated need of \$50 million dollars. Dorthy Jackson, the Regional & Economic Development Manager, will be the Regional Economic Competitiveness Officer. Two staff members will be added with Phase 1 funding. One full-time and one part-time position.

Timeline: November or December 2021 through March 15, 2022, staff will work on Phase 2 applications with technical support on all the coalition members. March 16, 2022 – September 2022 staff will work with coalition members and other communities with technical support of other grant opportunities and strategic planning. September 2022 – November or December 2024 staff will provide grant administration at lower cost for any awarded projects and provide other technical support within the region. HOTCOG staff will continue, after the Phase 1 funding period ends, to provide grant administration support on coalition members who received Phase 2 funding through May 2027.

We will not know award of phase 1 until sometime in December. That will put us under extreme time deadline for March to get the phase 2 applications completed. Due to this type of timeline we don't know if all projects listed will be able to meet the deadline but staff will work hard to help the communities get the work done.

Statewide Planning, Research and Networks: Rolling (Research and Network Grants). EDA encourages eligible applicants to submit their applications as soon as possible.

Good Jobs Challenge: January 26, 2022

FISCAL YEAR 2021 STEM TALENT CHALLENGE

The U.S. Economic Development Administration (EDA) has published the Fiscal Year (FY) 2021 STEM Talent Challenge Notice of Funding Opportunity making \$2 million available to eligible entities to create and implement STEM talent development strategies that complement their region's innovation economy. The STEM Talent Challenge provides funding for work-and-learn programs to increase America's STEM-capable workforce in emerging and transformative sectors such as space commerce, aeronautics, digital manufacturing, biotechnology, advanced manufacturing and cybersecurity.

Current Projects HOTCOG is administrating

Hillsboro Project: Scope of work on this EDA project is to address water pressure and volume deficiencies that impact Hillsboro Industrial Park's ability to maintain existing businesses and attract future employers. Businesses in the industrial park require improved water supply either for product development or fire protection. The proposed project includes construction of approximately 11,000 feet of 16-inch water line and appurtenances to serve the Industrial Park that currently has no water services, and approximately 12,510 feet of 12-inch line and appurtenances to supplement a 60 year old 10 inch cast iron pipe that provides water from the West Elm Street Ground Storage Tank to the North industrial park that experiences frequent leaks and reduced capacity due to corrosion. This project total cost is estimated at \$2,000,000 in which EDA is funding \$1,400,000.

Hillsboro project is now finished. Dorthy Jackson sent final payment request and close out paperwork to EDA on 5/26/21. At the time of this report EDA has not closed the project.

TSTC Project: Scope of work on this EDA project is to provide COVID responsive renovations in the Technical Studies and Electronics Centers. The renovations are estimated at \$6,113,594.00. TSTC was

asking for \$4,800,000.00. EDA came back and approved to give \$3,500,000. TSTC accepted that amount. The final approval letter was issued on April 15, 2021, for project award. Authorized scope of work includes the renovation of building space within the 30,887 -SF Technical Studies Center (TSC) building and 41,223-SF Electronics Center (EEC) building. Other major components for both buildings include Conduct abatement; conduct demolition; installation of electrical, plumbing and IT infrastructure; renovate interior lab and classroom space; and equipment purchase of technology equipment to support on-line lecture distribution. This is the largest project for HOTCOG to administrate under HOTEDD to date. Project paperwork is moving forward. The proper lien filings have been completed and approved by EDA.

TSTC has selected an engineer and is working on turning in contract for EDA to approve.

Fairfield Project: This project has not been officially awarded but Fairfield received letter from EDA that funds are being earmarked for this project at \$950,000.00. They have assigned EDA engineer to certify the environmental work and then once the Engineer approves the go ahead with project the official award will be announced. The Fairfield Economic Development Corporation is looking at making improvements to Old-Mexia Fairfield Road to accommodate the expected increase in commercial and industrial traffic in the area. The improvements are to construct 3,750 linear feet of industrial grade roadway with a pavement section of 7-inches of concrete pavement and 10-inches of chemically treated subgrade.

City of Fairfield Old Mexia Rd project has been awarded on September 16, 2021. Kick off meeting was conducted and now the engineers are working on right of way for site certificates.

2020-2025 CEDS (Comprehensive Economic Development Strategies) DEVELOPMENT

Comprehensive Economic Development Strategy (CEDS) is a strategic blueprint for regional collaboration, building capacity (through hard and soft infrastructure) and guiding the economic prosperity and resiliency of an area. The goal of the CEDS is to create a road map or framework for a regional awareness that results in a conscious, intentional and robust economic framework that contributes to individual, business and industry, community, county and regional success; put another way, the goal of the CEDS is to create a tool to guide the public sector's role in investing in new ideas, knowledge transfer, and infrastructure so that the private sector can flourish. In a nutshell, it answers the question "what's next?" in terms of how the region can grow wealth.

Covid-19 is playing a major factor in our 5-year plan. HOTEDD CEDS committee and the HOTEDD Board is to review the word document of the CEDS that will be transposed into a web-based document by the software developer hired by HOTCOG.

HOTEDD approved the five-year CEDs at the April 22 meeting. The *National Association of Development Organizations (NADO)* highlighted HOTCOG/HOTEDD CEDs to other COG/Planning organizations as one of the two shining examples in Texas to go by. The other Texas CEDs was the Houston-Galveston CEDS. HOTCOG staff worked hard with the GoldenShovel web developer to make this project complete. All this could not have been done without, first EDA funding, and second the great work that the HOTEDD Board and HOTEDD CEDs Committee did in support of staff.

EDA Disaster funds in response to COVID-19

EDA opened up grant for Regional Council of Governments and Planning Commissions for extra funding in response to Covid-19. HOTEDD was awarded \$400,000.00 that covers next two years for this specific grant. Due to the fact that Covid-19 has totally changed the trajectory of the CEDS for all of the United

States they understand the need for planning in regard to such disasters. The following is their scope of Work.

Scope of Work for EDA Economic Development Districts and EDA Indian Tribe Planning Grant Recipients

Under this EDA's CARES Act Recovery Assistance letter invitation for application, an EDA-designated Economic Development District (EDD) or an Indian Tribe that is a current EDA partnership planning grant recipient (Indian Tribe) may apply for funding under one or more of the following Scope of Work elements that has been pre-approved by EDA, based on past planning- and disaster-related grant awards: An EDA Award to an EDD or Indian Tribe shall support authorized activities to prevent, prepare for, and respond to the coronavirus (COVID-19) pandemic, or respond to economic injury as a result of coronavirus, and shall include one or more of the following pre-approved grant activities that shall focus on the geographic region within the EDD or Tribal territory:

1. Short-term and long-term economic development planning and coordination to develop or update a disaster recovery and resiliency economic development plan, focused on pandemic recovery and resiliency, consistent with the approved CEDS maintained by the recipient. Alternatively, rather than a separate plan, the CEDS itself can be updated to include a focus on pandemic recovery or resiliency based on the existing or anticipated COVID-19 impact, general needs, and capacities of the EDD or Indian Tribe;
2. Funding for one or more regional disaster economic recovery coordinators for a two-year period to serve the communities and local governments across the geographic region within the EDD or Tribal territory. Disaster recovery coordinators will also serve as a liaison in identifying potential resiliency, mitigation, and economic recovery projects in the disaster-impacted areas. Additional work elements of the position will include but not be limited to the following:
 - i. Implement economic recovery and resilience plans with the goal of rebuilding resilient and sustainable communities throughout the organization's region;
 - ii. Assist in local, state, and federally led coronavirus recovery planning efforts among the most highly impacted communities;
 - iii. Help identify economic development grant-eligible projects with state and federal resources for locally impacted communities to ensure these entities take full advantage of available funding opportunities;
 - iv. Identify and foster private and non-profit partnership opportunities;
 - v. Serve as a liaison between local, state, and federal partners in order to speed the recovery process through strategic technical assistance and local capacity augmentation for the highly impacted communities within the organization's jurisdiction; and
 - vi. Facilitate the implementation of locally generated disaster recovery economic development projects developed as part of the CEDS or CEDS-aligned economic recovery and resilience plan;
3. Technical Assistance and capacity building for member organizations, local businesses, and other local stakeholders impacted by coronavirus; and/or
4. Organizational capacity support for coronavirus response, including technology costs and personnel costs for staff members directly working on or supporting the work of the organization's coronavirus-related economic development response, including additional hiring as needed.

HOTEDD has received grant of \$400,000.00 for the next two year period to address needs within the stated above parameters. Retired Homeland Security Manager, Harold Ferguson, has agreed to work with Dorthy Jackson for the next two years on this project and has come on board as of July 1, 2020. Training, restructuring CEDS & HOTCOG website, and HOTCOG equipment is part of the plan.

Staff reviewed two contractors of website design that submitted proposals. Golden Shovel is the contractor approved and staff is working with them.

Staff is evaluating other options to help community members respond to covid-19. Harold Ferguson is reaching out to broadband providers to see what more can be done for our rural areas.

Website development complete and the equipment for the board room is installed and at use. Now staff is evaluating the option to make training room available for instructors to hold in class instruction and same time do digital instruction. EDA has also approved for HOTCOG to replace antiquated phone system with these funds.

Training

Russell Devorsky and Dorthy Jackson attended the National Association of Development Organizations (NADO) Conference October 15-20, in Portland Or. Dorthy Jackson was speaker at the conference at the request of NADO to discuss CEDS and Website development.

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.

Texas Department of Housing and Community Affairs (TDHCA)

Announced a second Notice of Funding Availability (NOFA) of \$3 million in Community Development Block Grant CARES Act (CDBG-CV) funds for cities, counties, local and regional nonprofits, and regional organizations to provide mortgage assistance through the Texas Emergency Mortgage Assistance Program (TEMAP) to areas not currently covered under the initial TEMAP NOFA earlier this year.

The TEMAP program provides mortgage assistance to homeowners at or below 80% of the Area Medium Income who have been economically impacted by COVID-19 to help provide housing stability during the pandemic. The program can pay up to six consecutive months of an eligible household's mortgage payments, including mortgage arrears, with at least one of those months covering a month of future mortgage. The maximum assistance to homeowners must be at or below 150% of the Small Area Fair Market Rent or 150% of the Fair Market Rent – whichever is applicable. For areas where no Small Area Fair Market rent is available, Fair Market Rent must be used.

Through the initial TEMAP NOFA mortgage assistance is available to Texas homeowners in 223 Texas counties. This Round 2 TEMAP NOFA targets the remaining 31 Texas counties (see Table below) to ensure geographic distribution is achieved throughout the state and make assistance available to all COVID-19 impacted Texas homeowners struggling with their mortgage due to loss of job, reduced income, or increased living expenses. Eligible applicants are cities and counties in areas not having TEMAP coverage from the initial NOFA awards or local and regional nonprofits, including community action agencies and regional organizations such as councils of governments, willing to serve areas not covered.

Target County Areas

Bosque	Brazos	Brewster	Burleson	Culberson
El Paso	Falls	Fannin	Fayette	Freestone
Grayson	Grimes	Hamilton	Hill	Hudspeth
Jeff Davis	Limestone	Llano	Lee	Leon
Lubbock	Madison	Mason	McLennan	Milam
Mills	Presidio	Robertson	San Saba	Travis
Washington				

HOTCOG applied for all 6 Counties to make sure that there was coverage for everyone in the Region. The EOAC applied also to cover McLennan County and Lazarus House Initiative applied for Limestone County. Following chart is the allocations that is recommended by TDHCA.

Economic Opportunities Advancement Corporation	McLennan County	67	\$ 300,000.00
Heart of Texas Council of Governments	Counties of Hill, Bosque, Falls, and Limestone	63	\$ 200,000.00
Alliance of Border Collaboratives	City of El Paso and west El Paso County including all the cities of Anthony, TX, Vinton, TX and Canutillo, TX.	61	\$ 500,000.00
Travis County	Travis County (Excluding the City of Austin)	60	\$ 415,000.00
Lazarus House Initiative	Freestone County	60	\$ 85,000.00
Hudson County Latino Foundation	Counties of Brazos, Falls, Limestone, and McLennan	56	\$ -

Staff is taking applications for the TEMAP program.

TDA (Texas Department of Agriculture)

TDA has released the United Scoring Committees criteria for the 2021-2022 TxCDBG grant cycle. The link for that criteria is: <https://www.texasagriculture.gov/Portals/0/Publications/RED/CDBG/CD/2021-2022%20Adopted%20Scoring%20Factors.pdf>

Staff attended virtual training from TDA on the new requirements for all communities who receive TxCDBG funding including COG/Planning organizations. Part of the requirements is presentation, to Executive Board Members; City Council members; County Commissions, etc..., on Section 3 HUD information.

TECHNICAL ASSISTANCE

Community and economic development technical assistance was provided to:

- Mexia EDC
- City of McGregor
- Fairfield EDC
- TSTC
- City of Hillsboro
- City of Hubbard
- City of Gholson
- City of Whitney
- City of Marlin
- City of Clifton
- Groesbeck EDC
- Capital Regional Planning Commission, Baton Rouge, La
- New Orleans Regional Planning Commission

Solid Waste

The SWAC meet in on July 22, 2021 and determined that the next Biennium will be split with COG managed projects in FY 22 and Implementation projects starting in FY 23. The 2022/2023 biennium will begin October 1st with new funding opportunities for all 6 counties in the HOTCOG region. The first round of COG Managed project will take off early November with a project being conducted in Gholson and Mart. Each will have an opportunity to get rid of old scrap tires and bulky trash with roll-offs and a tire trailer. Similar projects will take place in each county until the funds are exhausted.

Air Quality

Ramboll performed sensitivity tests using the MEGAN model to investigate the effects of vegetation cover updates on biogenic emissions. The vegetation cover updates include 8-day LAI for 2019, growth form fractions (tree, shrub, herbaceous, crop), and tree speciation for the HOTCOG area. Ramboll continued working on the draft final project report and continued collecting NO₂ air quality data at Waco (adjacent to TCEQ site CAMS 1037) throughout September.