

Heart of Texas Council of Governments

Executive Committee Meeting

**Thursday
October 27, 2022
10:00 AM**

The meeting will be held at the:

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



Councilmember Jim Holmes
President

Judge Jay Elliott
Vice-President

Mayor Geary Smith
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 27th Day of October 2022, at 10:00 a.m. at the Heart of Texas Council of Governments, 1514 South New Road, Waco, Texas at which time the following subjects will be considered.

AGENDA

- I. Call to Order and Determination of a Quorum
- II. Proof of Posting of notice in accordance with Chapter 551, Texas Government Code, as amended, known as the Texas Open Meetings Act.
- III. Introduction of Guests
- IV. Consideration of and/or action on the following:
 - A. 1. Approval of the August 25, 2022, meeting minutes
 - B. Executive Session
 - 1. In accordance with Chapter 551.074, Texas Government Code, as amended, the Heart of Texas Council of Governments Executive Committee will convene into Executive Session to discuss personnel matters, and the evaluation and compensation of the Executive Director.
 - 2. Return to Open Session to consider decisions and/or take action relating to personnel matters, and the evaluation and compensation of the Executive Director.
 - C. New Business
 - 1. HOTCOG FY2021-2022 Budget Amendment #1
 - 2. Approval of HOTCOG Investment Policy
 - 3. Approval of Affirmative Action Plan Policy
 - 4. Purchase of single bus using insurance settlements fund - HOTRTD
 - 5. Law Enforcement Training Advisory Committee Appointment

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- 41 8. Appointment of Nominating Committee for 2023 Officers and Executive
Committee members
- 42 9. Survey Results and Discussion regarding Veterans Day Holiday
- 44 10. Ethics Training for Executive Committee

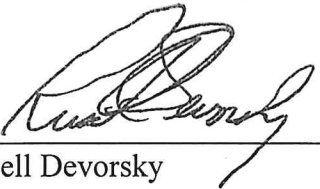
- D. Report of the Executive Director and Staff
 - 45 1. Department of Administration
 - a. Financial, Personnel & Investment Reports
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 - a. Department Activities Report
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 - a. Department Activities Report
 - 4. Executive Director's Report

- V. Other Reports
 - 75 Law Enforcement Training Advisory Committee 2022
 - Law Enforcement Training Attendees by Agency

VI. Public Comment

VII. Adjournment

Signed this the 19th Day of October, 2022.



Russell Devorsky
Executive Director



Councilmember Jim Holmes
President

Mayor Geary Smith
Secretary/Treasurer

Judge Jay Elliott
Vice-President

Heart of Texas
Council of Governments

Russell Devorsky
Executive Director

EXECUTIVE COMMITTEE
MINUTES

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 25th Day of August 2022, at 10:00 a.m., at the Waco Hilton Hotel, Grande Executive Boardroom, 113 South University Parks Drive, Waco, Texas.

Members Present

Councilmember Jim Holmes, *President*
Judge Jay Elliott, *Vice-President*
Mayor Geary Smith, *Secretary-Treasurer*
Judge Justin Lewis
Judge Linda Grant
Judge Scott Felton
Commissioner Nita Wuebker
Mr. Calvin Rueter
Councilmember Jimmy Rogers
Commissioner Jim Smith
Councilmember Andrea Barefield
Co. Treasurer Jeannie Keeney
Mayor Andy Smith

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

Members Absent

Judge Richard Duncan
Judge Cindy Vanlandingham
Mayor Dillon Meek
Mayor Josh Thayer

Limestone County
Bosque County
City of Waco
City of Valley Mills

Staff Present

Russell Devorsky
John C. Minnix
Gary Luft
Dorthy Jackson
Falen Bohannon
Harold Ferguson
Tim Jeske
Rep Pledger

Executive Director
DED for Administration
DED for Health & Human Services
Regional Economic Development Manager
Environmental/Economic Dev, Coordinator
Economic Development Planner
Homeland Security/CJ Manager
Transportation Manager

I. Call to Order and Determination of a Quorum

President Jim Holmes called the meeting to order and determined that a quorum was present.

II. Proof of Posting of notice in accordance with Chapter 551, Texas Government Code, as amended, known as the Texas Open Meetings Act.

Proof of posting was provided.

III. Introduction of Guests

Guests and staff were introduced.

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

A. 1. Approval of the May 26, 2022 meeting minutes

The May 26, 2022 meeting minutes were presented for approval. A motion was made by Judge Justin Lewis and seconded by Judge Jay Elliott to approve the May 26, 2022 minutes as presented. Motion passed.

B. New Business

1. Presentation on HUD Section 3 and Fair Housing goals of the CDBG Program

Mrs. Dorthy Jackson gave a presentation on HUD Section 3 and Fair Housing goals of the CDBG program as required by the Texas Department of Agriculture. In response to HUD's requirement of facilitating general employment opportunity information for Section 3 Workers, it is required that all grant recipients that receive TxCDBG funding be provided information about the program in an open meeting of the organization. Mrs. Jackson stated that HOTCOG receives grant funding from the TxCDBG program as technical assistance to the Region and the presentation is being presented to satisfy the requirement. Mrs. Jackson explained that Section 3 workers fall in a certain income bracket and target those that live within a one mile radius of your county. If there are not 5000 people in that one mile radius, you can continue the census until you reach 5000 people.

2. Purchase of seven (7) new buses – Heart of Texas Rural Transit District

Mr. Rep Pledger noted that on March 11, 2022, Rural Transit District received notification by TxDOT that HOTCOG RTD was awarded \$929,424 in 5339 discretionary funds to purchase up to seven **Type 3 cutaway buses** to replace seven (7) buses that have met "end of life" currently in the existing fleet of twenty-two (22) transit buses. The

replacement buses will give the RTD fourteen (14) buses in the one to two-year old range and leave us with eight (8) buses in the five to six-year-old range. The seven new buses will be the same as the four (4) type 3 cutaway buses purchased earlier this year. The new buses will come with the updated **blue paint scheme** and **security camera system**.

A motion was made by Judge Justin Lewis and seconded by Judge Jay Elliott to approve and proceed with the purchase of up to seven (7) buses from Creative Bus Sales through the Oklahoma State contract as soon as the project grant agreement is executed. The number of buses purchased will be determined based on the price of the bus. Motion passed.

3. FY23 Subrecipient's Funding - Nutrition Services Contract

Mr. Luft stated that HOTCOG receives funding from the Texas Health and Human Services Commission for the Area Agency on Aging to provide Nutrition Services for Congregate and Home Delivered Meals with funding provided under Title III of the Older Americans Act and the Nutrition Services Incentive Program (NSIP).

Mr. Luft noted that HOTCOG's Area Agency on Aging issued Best Value Bids through a Legal Notice in the Waco-Tribune Herald on July 3 and July 10, 2022 to provide nutrition services during FY23 (October 1, 2022 thru September 30, 2023) with an initial three-year contract, including five (5) one-year contract extension options for Congregate Meals (IIIC/NSIP) and Home Delivered Meals (IIIC/NSIP) serving the following counties - Bosque, Falls, Freestone, Hill, Limestone, and McLennan.

All responses were reviewed, and each met contract requirements identified in the Best Value Bid documents.

Subrecipient	Service Area	Rate for Title III Congregate Meal	Rate for Title III Home Delivered Meal	C1/C2 Funds budgeted per yr. based on funding formula
Bosque County Senior Services	Bosque	\$7.25	\$7.25	\$77,400.64
Freestone County Senior Services	Freestone	\$7.25	\$7.25	\$73,709.99
Limestone County Senior Services Project	Limestone	\$7.25	\$7.25	\$73,733.62
Central Texas Senior Ministry	Falls, Hill, & McLennan	\$7.25	\$7.25	\$612,970.73
Total funds budgeted*				\$835,224.98

*** Funding will be adjusted each fiscal year based on the amount of nutrition funding the AAA is allocated by HHSC.**

A motion was made by Judge Jay Elliott and seconded by Falls Co. Commissioner Nita Wuebker to approve the FY23 Nutrition Services Contract Funding Awards as listed above. Motion Passed.

4. HOTCOG FY2022-2023 Budget Approval

Mr. John Minnix presented the HOTCOG FY2022-2023 Budget to the Committee for review and approval. Under highlights, Mr. Minnix noted that HOTCOG has not received all of the “official” funding level notices from state and federal agencies. The estimated revenues are based on a combination of official funding notices and estimated planning figures. The projected 25% decrease in funding from the current year is due to the decreased funding for COVID-19 and CARES Act funding.

Mr. Minnix stated that HOTCOG’s indirect cost rate is projected to be 52.36%. In addition, HOTCOG’s Release Time and Benefit rate is projected to be 44.02%, down from the current year’s rate of 49.21%. The decrease in the rate is due to the past years carryforward computation. The proposed budget contains a 4% cost of living increase (COLA) increase for all employees.

There was discussion regarding the list of Holidays that HOTCOG observes and it was noted that HOTCOG does not observe Veterans Day. The Committee recommended that HOTCOG staff take a survey of local governments to determine how many observe Veterans Day (November 11) as a holiday and present the results at the next Executive Committee meeting.

A motion was made by Judge Justin Lewis and seconded by Judge Jay Elliott to approve the FY2022-2023 HOTCOG Budget as presented and further recommend that the Budget be approved and adopted by the HOTCOG Council Representatives at the Semi-Annual Business Meeting, August 25, 2022. Motion passed.

C. Report of the Executive Director and Staff

1. Department of Administration
 - a. Financial, Personnel and Investment Reports
Mr. Minnix presented the Financial, Personnel and Investment Reports to the committee.
2. Health & Human Services
 - a. Department Activities Report
Mr. Gary Luft gave a summary of the activities for the three-month period of May, June and July 2022 of the programs in the Health and

Human Services Division including the Area Agency on Aging (AAA), Heart of Texas Aging and Disability Resource Center (HOTADRC), HOT Area Information Center (211) and HOT Rural Transit District (HOTRTD). Mr. Luft noted that 30,000 Resource Guides will be printed in October.

3. Regional Services

a. Department Activities Report

Mr. Tim Jeske recognized staff member, Lana Gudgel, Criminal Justice Planner and Trainer. Mrs. Gudgel has been invited to be a guest speaker at the TCOLE Conference in October and will be doing three, one hour Train the Trainer presentations for the conference.

Mrs. Dorthy Jackson presented and discussed Economic and Community Development activities. Mrs. Jackson made note that staff member, Falen Bohannon has been assisting NORTEX Planning Commission with their Solid Waste program.

4. Executive Director's Report – Mr. Devorsky gave his report to the committee.

V. Other Reports

a. Law Enforcement Training Attendance Report – Provided for review.

VI. Public Comment – None.

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

Jim Holmes, President
Councilmember, City of Waco

Geary Smith, Secretary Treasurer
Mayor, City of Mexia

ACTION MEMORANDUM

HEART OF TEXAS
COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE

October 27, 2022

SUBJECT: HOTCOG FY2021-2022 Budget Amendment #1

INFORMATION:

The FY2021-2022 Budget Amendment #1 for HOTCOG is presented to the Executive Committee for review.

RECOMMENDED ACTION:

It is recommended that the Heart of Texas Council of Governments Executive Committee approve the FY2021-2022 HOTCOG Budget Amendment #1.

**Heart of Texas Council of Governments
Summary of Budget Amendment
Budget Amendment # 1
September 2022**

Adjustment #1 of Budget Amendment #1:

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

**Heart of Texas Council of Governments
Fiscal Year 2021-2022 Budget
Proposed Budget Amendment #1**

	Current Approved Budget	Increase/ (Decrease)	Adjust #	Recommended Budget
Revenues				
Grants administered from State/Federal	\$ 10,971,852	\$ -		\$ 10,971,852
Rent-WF Bldg	390,000	-		390,000
Local Funds Applied	53,051	15,942	#1	68,993
Membership Dues	57,000	911	#1	57,911
Inkind Match/Program Income	822,364	-		822,364
Interest Income	500	3,660	#1	4,160
Miscellaneous Income	3,000	19,089	#1	22,089
Total Revenues	\$ 12,297,767	\$ 39,602		\$ 12,337,369
Expenditures				
Salaries	1,051,794	-		1,051,794
Fringe Benefits	546,129	-		546,129
Travel	38,476	4,668	#1	43,144
Equipment	1,985,690	-		1,985,690
Supplies	23,850	11,645	#1	35,495
Other Expenses	372,483	-		372,483
Delegate Agency/Contractual Costs	6,293,598	-		6,293,598
Indirect Costs/Management Contracts	868,251	-		868,251
Insurance/Maintenance-WF Bldg	50,000	15,000	#1	65,000
Debt Service-WF Bldg	269,309	64,708	#1	334,017
Inkind Match/Program Income	738,364	-		738,364
Total Expenditures	\$ 12,237,944	\$ 96,021		\$ 12,333,965
Changes in Fund Balance				
Excess (Deficiency) of Revenues over (under) expenditures	59,823	(56,419)		3,404
Transfers-Due (to)/from HOTEDD	(30,573)	79,271		48,698
Projected Net Fund Balance	\$ 29,250	22,852		\$ 52,102

ACTION MEMORANDUM

HEART OF TEXAS
COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE

October 27, 2022

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 2022

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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 of 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 report 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 27, 2022

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/departments supervisors and employees to ensure that HOTCOG's EEO policy and Affirmative Action Plan objectives are being followed.
10. Ensuring that supervisors take actions to prevent racial, ethnic, religious and sexual harassment of employees.
11. Investigating all formal charges of discrimination.

Responsibilities of Subcontractors

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

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

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

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

Development and Execution of Action Programs

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

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

A. Job Descriptions and Requirements

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

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

B. Recruitment Practices

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

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

C. Selection Process

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

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

D. Promotional and Training Practices

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

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

E. Supervisory and Disciplinary Practices

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

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

F. Facilities, Benefits and Procedures

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

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

Compliance with Sex Discrimination Guidelines

A. Recruiting and Advertising

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

B. Job Policies and Practices

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

applicants for employment are not denied employment, promotion or training because of pregnancy, childbirth or related medical conditions.

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

C. Wages

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

D. Affirmative Action

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

E. Sexual Harassment and Favors

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

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

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

A. Equal Employment Opportunity Policy

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

B. Personnel Practices

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

C. Religious Accommodation

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

Compliance with Guidelines on Discrimination Because of Age

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

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

Development and Implementation of Action Programs for Employment of Disabled Persons

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

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

Participation in Community Action Programs

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

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

HEART OF TEXAS COUNCIL OF GOVERNMENTS

AFFIRMATIVE ACTION ANALYSIS

Prepared by

Department of Administration

TABLE 1
AFFIRMATIVE ACTION RESULTS

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

The following is a review of HOTCOG's region wide workforce composition based on latest 5-Year Estimates, 2016-2020, U.S. Census Bureau Equal Employment Opportunity (EEO) Data.

(Based on 5 year estimates 2016-2022)

	HOTCOG WORKFORCE 10/1/22 29 POSITIONS		ESTIMATED REGIONWIDE WORKFORCE 16 YRS & OVER Total Estimated Workforce 177,109	
MALE	8	28%	82,220	52%
FEMALE	21	72%	75,487	48%
WHITE	23	79%	102,124	58%
AFRICAN-AMERICAN	2	7%	23,064	13%
HISPANIC	4	14%	44,903	25%
OTHER			7,018	4%

Table 2

**AFFIRMATIVE ACTION PLAN
ACTUAL WORKFORCE ANALYSIS
BY JOB CATEGORIES
AS OF 10/1/22**

	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	29	10	12	5	2
DISTRIBUTION					
Male	8	5	3	0	0
Female	<u>21</u>	<u>5</u>	<u>9</u>	<u>5</u>	<u>2</u>
Total	29	10	12	5	2
White	23	10	10	2	1
African-American	2	0	1	1	0
Hispanic	<u>4</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>1</u>
Total	29	10	12	5	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 2022-2023:

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 10/1/22**

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 27, 2022

SUBJECT: Heart of Texas Rural Transit District

Purchase of single bus using insurance settlements from past accidents

INFORMATION:

On March 11, 2022, RTD staff was notified by TXDOT that HOTRTD was awarded \$929,424 in 5339 discretionary funds to purchase up to seven Type 3 cutaway buses to replace seven buses that have met end of life currently in our existing fleet of twenty-two transit buses. On August 4, 2022, RTD staff was notified by TxDOT that those funds have been delayed. Due to delays with STIP approval and the transfer of flex funds committed to the award, the upcoming 5339 Discretionary Grant will not be submitted for FTA approval prior to the September TrAMS shutdown. The delay results in the FY22 5339 Discretionary PGAs likely not being executed until later this calendar year.

To compensate for this delay, RTD staff sought alternatives to acquire a new bus. Using funds obtained from insurance settlements on claims of buses that were damaged during vehicular accidents, RTD will be able to purchase one new **Type 3 cutaway bus** identical to the current blue fleet and those on order at a cost of \$128,529.

ACTION:

The Heart of Texas Council of Governments Transportation RTD staff is requesting the approval of the HOTCOG Executive Board to purchase one new **Type 3 cutaway bus** at a cost of \$128,529 using funds received from settlements of insurance claims involving vehicular accidents of HOT RTD buses.

ACTION MEMORANDUM

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

October 27, 2022

SUBJECT:

Law Enforcement Training Advisory Committee (LETAC) Appointment

INFORMATION:

The Heart of Texas Council of Governments' Law Enforcement Training Advisory Committee (LETAC) By-Laws requires that the Heart of Texas Council of Governments' Executive Committee appoints LETAC members and that members serve one-year terms.

Executive Director Russell Devorsky recommends that Anthony Acosta serves on the LETAC as a public member.

ACTION:

That the Heart of Texas Council of Governments' Executive Committee appoints Anthony Acosta to serve on the LETAC.

ACTION MEMORANDUM

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

October 27th, 2022

SUBJECT:

Emergency Preparedness Advisory Committee Appointments

INFORMATION:

The below individuals have been nominated by a county judge, mayor or executive director to fill a position on the Emergency Preparedness Advisory Committee (EPAC). The nominated individual has agreed to serve on the committee if their nomination is approved.

Name	Position	Agency	Representing	Nominated By	Term Expiration
Alex Jakubowski	Preparedness Coordinator	Waco/ McLennan County Public Health Dist.	Public Health	Mr. Russell Devorsky	12/31/23

ACTION:

That the Heart of Texas Council of Governments Executive Committee approve the appointments of the above nominee to fill a term on the Emergency Preparedness Advisory Committee as a representative of our region.

ACTION MEMORANDUM

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

October 27th, 2022

SUBJECT:

Resolution for HOTCOG Homeland Security Grant Application

INFORMATION:

HOTCOG has submitted and been awarded a grant through the State Homeland Security Grant Program to create a Bomb Making Materials Awareness Program (BMAP). As part of the terms and conditions, the Office of the Governor requires a resolution from the governing body noting the grant title, application number, designates the grant authorized official, notes the requirement for repayment of grant funds for loss or misuse, and approval of the resolution.

ACTION:

That the Heart of Texas Council of Governments' Executive Committee approve the attached resolution for Bomb Making Materials Awareness Program for submission to the Office of the Governor's Public Safety Office.



Councilmember Jim Holmes
President

Judge Jay Elliott
Vice-President

Mayor Geary Smith
Secretary/Treasurer

Russell Devorsky
Executive Director

Heart of Texas **Council of Governments**

Heart of Texas Council of Governments

Executive Committee Resolution

WHEREAS, The Heart of Texas Council of Governments finds it in the best interest of the citizens of the Heart of Texas Council of Governments Region that the HOTCOG Bomb Making Materials Awareness project in the amount of \$39,119.08 be operated for 2023; and

WHEREAS, The Heart of Texas Council of Governments agrees that in the event of loss or misuse of the Office of the Governor funds, the Heart of Texas Council of Governments assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, The Heart of Texas Council of Governments designates Russell Devorsky, Executive Director, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Heart of Texas Council of Governments Executive Committee approves submission of the grant application for the HOTCOG Regional Citizen Corps Program to the Office of the Governor.

Signed by: _____
Honorable Jim Holmes, President
Councilmember, City of Waco

Passed and Approved this _____ (Day) of _____ (Month), _____ (Year)

Grant Number: 4468801

ACTION MEMORANDUM

HEART OF TEXAS COUNCIL OF GOVERNMENTS'
EXECUTIVE COMMITTEE
October 27, 2022

SUBJECT: Appointment of the Nominating Committee for the 2023 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 2023.

RECOMMENDED ACTION:

The President of HOTCOG appoint a Nominating Committee.

INFORMATION/ACTION MEMORANDUM

HEART OF TEXAS COUNCIL OF GOVERNMENTS'
EXECUTIVE COMMITTEE
October 27, 2022

SUBJECT: Survey - Veterans Day Holiday

INFORMATION:

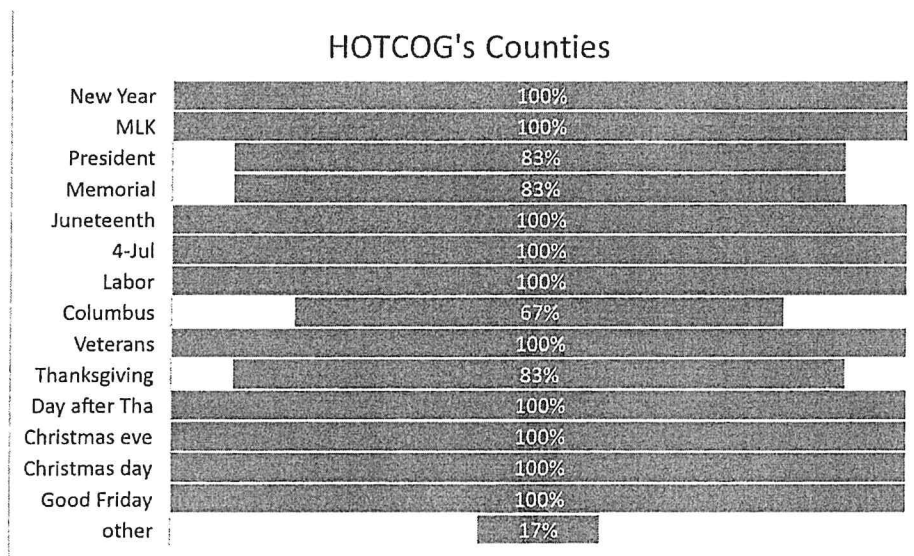
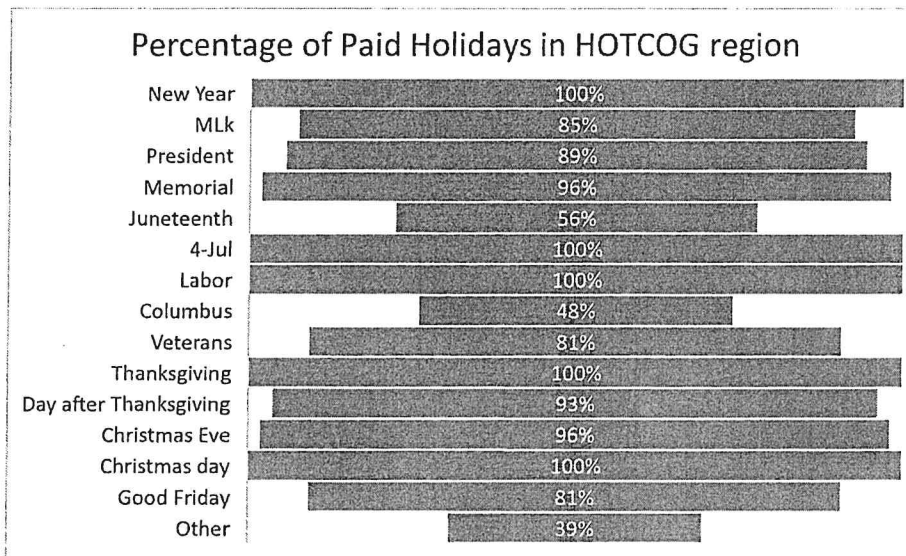
At the August 25th Executive Committee meeting, there was discussion regarding the Veterans Day Holiday (November 11) and that HOTCOG does not observe it as a Holiday for employees. A request was made to survey local governments in the region to determine what percentage observe Veterans Day as a Holiday for its employees and to discuss at the next meeting.

HOTCOG staff conducted a survey of local governments to determine the percentage of local governments that observe Veterans Day as a Holiday. The results will be presented at the October meeting.

RECOMMENDED ACTION:

The Executive Committee review the results of the survey and to recommend or not recommend that HOTCOG observe Veterans Day as a Holiday for its employees.

Summary of Holiday Survey



ACTION MEMORANDUM

HEART OF TEXAS COUNCIL OF GOVERNMENTS'
EXECUTIVE COMMITTEE
October 27, 2022

SUBJECT: Ethics Training

INFORMATION:

In accordance with HOTCOG's Ethics Policy, Ethics training will be presented to the Executive Committee members during one of their regular business meetings on an annual basis.

RECOMMENDED ACTION:

The Heart of Texas Council of Governments Executive Committee receive Ethics Training for the year 2022.

Administrative Services Department

**Financial / Personnel Reports
Investment Report**

Executive Committee Meeting

October 27, 2022

**Heart of Texas Council of Governments
Combined Balance Sheet
September 30, 2022**

Assets

Current

Cash	\$ 7,750
Investments	667,093
Due (to)/from Grantor Agencies	1,314,118
Membership Dues Receivables	5,004
Aging Match Receivables	247
Other Receivables	-
Pre-Paid Items	11,052
	<u>2,005,264</u>

Fixed Assets

Building	2,810,000
Land	690,000
Furniture & Equipment	2,504,018
Less: Accumulated Depreciation	<u>(3,331,114)</u>
	2,672,904

Total Assets	<u><u>\$ 4,678,168</u></u>
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Liabilities

Current

Accounts Payable	473,072
Due to HOTEDD	541,952
Accrued Vacation	149,585
Deferred Revenue	221,794
	<u>1,386,403</u>

Long-term Liabilities

Notes Payable	478,209
	<u>478,209</u>

Total Liabilities	\$ 1,864,612
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Fund Equity

Investments in Fixed Assets, net of related debt	2,194,695
Nonspendable-prepaid items	11,052
Restricted for Building Maintenance	-
Restricted for Emergency Notification System	618
Restricted for Federal & State programs	87,052
Unassigned	<u>520,139</u>

Total Fund Equity	<u><u>\$ 2,813,556</u></u>
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Total Liabilities & Fund Equity	<u><u>\$ 4,678,168</u></u>
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Heart of Texas Council of Governments
Combined Statement of Revenues, Expenditures
& Changes in Fund Balance
For Twelve Months Ended September 30, 2022

Revenues	Year To Date	YTD Budget	YTD Budget Variance	12 Month Budget	Annual Budget Remaining
Grants administered from State/Federal	\$ 7,895,278	\$ 10,971,852	\$ (3,076,574)	\$ 10,971,852	\$ 3,076,574
Rent-WF Bldg	390,000	390,000	-	390,000	-
Local Funds/Mgt. Fees	68,993	53,051	15,942	53,051	(15,942)
Membership Dues	57,911	57,000	911	57,000	(911)
Inkind Match/Program Income	47,188	822,364	(775,176)	822,364	775,176
Interest Income	4,160	500	3,660	500	(3,660)
Miscellaneous Income	22,089	3,000	19,089	3,000	(19,089)
Total Revenues	\$ 8,485,619	\$ 12,297,767	\$ (3,812,148)	\$ 12,297,767	\$ 3,812,148
Expenditures					
Salaries	997,497	1,051,794	54,297	1,051,794	54,297
Fringe Benefits	490,877	546,129	55,252	546,129	55,252
Travel	43,144	38,476	(4,668)	38,476	(4,668)
Equipment	1,729,750	1,985,690	255,940	1,985,690	255,940
Supplies	35,495	23,850	(11,645)	23,850	(11,645)
Other Expenses	356,422	372,483	16,061	372,483	16,061
Delegate Agency/Contractual Costs	3,626,424	6,293,598	2,667,174	6,293,598	2,667,174
Indirect Costs	828,780	868,251	39,471	868,251	39,471
Insurance/Maintenance-WF Bldg	64,563	50,000	(14,563)	50,000	(14,563)
Debt Service-WF Bldg	334,017	269,309	(64,708)	269,309	(64,708)
Inkind Match/Program Income	-	738,364	738,364	738,364	738,364
Total Expenditures	\$ 8,506,969	\$ 12,237,944	\$ 3,730,975	\$ 12,237,944	\$ 3,730,975
Changes in Fund Balance					
Excess (Deficiency) of revenues over (under) expenditures	(21,350)			59,823	
Transfers-Due (to)/from HOTEDD	48,698			(30,573)	
Net Change in Fund Balances	27,348			29,250	
Fund Balances as of October 1, 2021	591,513				
Fund Balances as of September 30, 2022	\$ 618,861				

Heart of Texas Council of Governments
Monthly Report of Cash Transactions and Condition
As of September 30, 2022

	Operating Account	Short Term Investments	Total Cash
Beginning Balance 9/1/22	\$ 77,036	\$ 562,551	\$ 639,587
Transactions			
Cash In	752,028	1,140	753,168
Cash (Out)	<u>(717,912)</u>	<u>-</u>	<u>(717,912)</u>
Net Income (Outlay)	34,116	1,140	35,256
Net Transfers In (Out)	<u>(103,402)</u>	<u>103,402</u>	<u>-</u>
Net Total Transactions	<u>(69,286)</u>	<u>104,542</u>	<u>35,256</u>
Ending Balance 9/30/22	<u><u>\$ 7,750</u></u>	<u><u>\$ 667,093</u></u>	<u><u>\$ 674,843</u></u>

**HEART OF TEXAS COUNCIL OF GOVERNMENTS
PERSONNEL STATUS SUMMARY
AS OF October 27, 2022**

NUMBER OF POSITIONS AUTHORIZED BY GRANT/FUND BUDGETS 29

NUMBER OF PEOPLE EMPLOYED 28

As of October 27, 2022, HOTCOG had one vacancy 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	7	5	0	1	1
Health and Human Services	16	16	0	0	0
<u>Totals</u>	29	27	0	1	1

VACANT:

Homeland Security and Criminal Justice Manager

Heart of Texas Council of Governments

Investment Report

For the Quarter Ending September 30, 2022

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

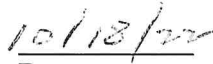
Beginning Market/Book Value @ 07/01/2022	\$ 644,574
Net Transfers In (Out)	19,569
Interest Earned	2,950
Ending Market/Book Value @ 09/30/2022	\$ 667,093

Notes:

1. The money market account does not have a maturity date.
2. Following are the annualized average rates of return:
 - July 2022 1.5206%
 - August 2022 2.1627%
 - September 2022 2.4126%
3. Market value of pledged securities as of 09/30/2022: \$ 1,203,514

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


John C. Minnix
Deputy Executive Director


Date

Health and Human Services Division - HOTCOG

Report for August and September 2022

The following is a summary of the activities for August and September of 2022 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)

- Provides referral information about health and human services to all callers regardless of age, ethnicity, gender, disability, or any other criteria.
- “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 readily available to all callers regardless of age, ethnicity, gender, disability, or any other criteria.
- Calls relate to requests for assistance for food, clothing, shelter, utility bill payment assistance, medical assistance, affordable childcare, eldercare, disaster relief, etc.
- Serves six counties including Bosque, Falls, Freestone, Hill, Limestone and McLennan.
- 1 of 25 Area Information Centers designated by the Texas Information and Referral Network (TIRN).

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 August and September 2022

Health & Human Services

Gary W. Luft – Deputy Executive Director

Highlights for the period included:

- We have completed the State Fiscal Year.
- We continued to provide our core services in all programs as required by contract.
- We remained on track to meet all contract requirements and deliverables.
- We were fully staffed, and all programs are operated in accordance with all policies and procedures.

Area Agency on Aging - (AAAHOT)

Donnis Cowan – Manager of Aging Programs

All programs and core services are being provided in compliance with the HHSC contract.

We successfully met all contract requirements and deliverables.

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. August and September 2022

Legal Awareness: (Outreach into six-county area) -- includes monthly, multiple Zoom contacts, Team Meetings, in-person outreach, publications promoting services, organizations utilizing AAA materials, and direct seminars, Resource Guides, etc.).

- ADRC – multiple meetings live, outreach and via zoom preparing for Public Health Expos
- Benefits Counseling outreach included multiple meetings and outreach
 - Monthly Medicare 101 – 9
 - McLennan Public Health Expo

- Medical Mission at Home
- Outreach into all counties with Public Health Expo: McLennan, Freestone, Hill, Bosque, Limestone, Falls – 477

Total numbers of contacts for two-month period – August and September 2022

- Resource Guides - 5211
- PSA's – 488,000
- 1425 pieces of literature distributed on behalf of ADRC & AAA through 2-1-1
- Total Contacts – 495,122
-

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 once a month in HOTCOG's training room and will continue throughout the year.

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 guidance continues for individuals who are new to Medicare. We always continue to guide beneficiaries who are approaching age 65 – either 3 months before their 65th birthday, month of, or 3 months after their 65th birthday. It is confusing and we help take the mystery out of Medicare.

Continued outreach remains viable to educate the public about Medicare. As a result of the additional outreach, more calls come into the ADRC for assistance. Future events include

Public Health Expo throughout six counties; RSVP Health Fair, continued public speaking, and

Medical Mission of Mercy, sponsored by Ascension/Providence Hospital.

Benefits Counseling – (AAAHOT)

Donnis Cowan – Manager

Jan Enders – Manager of Special Programs, Benefits Counselor II

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
52 people were provided
194.13 hours were provided
- Legal Awareness service 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.
4190 people were provided Legal Awareness serving age 65 and older

Care Coordination & Caregiver Support Programs – (AAAHOT)

Donnis Cowan – Manager
Destiny Zavalla – Sr. Care Coordinator
Tiffany Soto – Program Coordinator

The Care Coordination and Caregiver Support programs empower senior citizens age 60 and older and their family caregivers to maintain their independence, freedom, and dignity by identifying needs and arranging social services required for living independently. These programs are 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.
366 clients were assisted with Care Coordination
324.31 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.
63 caregivers were assisted with Caregiver Support Coordination
157.88 units or hours of service were provided
- Information, Referral and Assistance – Caller's age 60 and older and their caregivers call inquiring about Area Agency on Aging and/or community resources.
313 callers were assisted with IR&A Services
- Health Maintenance services – Provides durable medical equipment that will enable clients to be more independent and assist them with their daily activities.
15 clients were assisted with Health Maintenance

15 units of service were provided

- Homemaker – Provides in-home care which may include light house cleaning, meal preparation and shopping.
2 clients were assisted with Homemaker Services
17 units of service were provided
- Personal Assistance – Provides in-home care which may include bathing, dressing, toileting, light house cleaning, meal preparation
19 clients were assisted with Personal Assistance Services
560 units or hours of service were provided
- Respite – Provides in-home care that relieves the caregiver of their caregiver duties which may include bathing, dressing, toileting, light house cleaning, meal preparation, and shopping.
19 clients were assisted with Personal Assistance Services
422 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.
28 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	73	1,133	1,206
Other funding	2	43	45

Total	75	1,176	1,251
Hill County			
HHS funding	433	2,012	2,445
Other funding	74	0	74
Total	507	2,012	2,519
McLennan County			
HHS funding	2,506	24,157	26,663
Other funding	199	170	369
Total	2,705	24,327	27,032
Subtotal for Central Texas Senior Ministries - three counties			
HHS funding	3,012	27,302	30,314
Other funding	274	213	487
Total	3,287	27,515	30,802
Bosque County Senior Services			
HHS funding	137	1,310	1,447
Other funding	129	1,170	1,299
Total	266	2,480	2,746
Freestone County Senior Services			
HHS funding		2,637	2,637
Other funding	1,867	139	2,006
Total	1,867	2,776	4,643
Limestone County Senior Services			
HHS funding	308	1,394	1,702
Other funding	741	1,245	1,986
Total	1,049	2,639	3,688
Grand Totals for Nutrition Program - includes all contractors			
HHS funding	3,457	32,643	36,100
Other funding	3,011	2,767	5,778
Grand Total	6,469	35,410	41,879

Miscellaneous Contract Services – (AAAHOT)

Donnis Cowan – Manager

Tiffany Soto – Program Coordinator

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.

28 clients were assisted with Evidence-Based classes.
81 sessions were provided

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 4 volunteers, and 2 staff to achieve the best possible quality of life for approximately 4,500 residents in 35 nursing homes and 21 assisted living facilities in our service area.

Beginning in October, 2021, the first of the new fiscal year, visitations by both Staff and Certified Volunteers began again. Caution was the upmost prevalent action taken with all the visits. The first quarter more facilities getting cases of COVID. Some facilities were trying to go back to the “lockdown” phase from 2020. As the 2nd quarter has shown, facilities are still having cases of COVID but on a lesser basis. As usual, some facilities are still holding onto “old” rules while others are now trying to return to “life” for the residents with precautions.

Another issue created by the Federal Government's Vaccination Mandate for Healthcare Workers was a critical staffing shortage for all facilities. Many of the complaints we are receiving boils down to staffing issues.

During the months of August and September, Staff and Volunteer Ombudsmen:

- Completed 82 visits to Long Term Care facilities, including both nursing homes and Assisted Living Facilities.
- Shared information on 5 state surveys and investigations.
- Provided information and consultations to 25 individuals and 8 facility staff on specific issues or subjects.

Complaints:

- The 2 staff Ombudsmen and 4 CVOs handled 48 complaints and concerns August and September resolved or partially resolved 90.79% 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

Activities:

- The MLO and the SO continue to listen to the monthly HHS webinars that keep us informed with new rules and any updates.
- The State Office has monthly CEU training offered to all Ombudsman.
- In August, the MLO and 2 CVOs attended the 2022 QMP Quality in Long-Term Care Conference in Austin. It was the first time to attend for the CVOs.

- In September, we received 2000 blankets that were purchased for residents in the nursing facilities. The MLO, SO, and CVOs will be distributing to the facilities in October and November.

Heart of Texas Aging and Disability Resource Center (ADRC)

Donnis Cowan – Manager of Aging and ADRC Programs

Eric Hobbs – Housing Accessibility Navigator

Debbie Jones – Resource Navigator

The ADRC model is a “way of doing business” that is intended to respond more effectively and efficiently to the needs of individuals looking for long term services and 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
- Workforce Solutions Vocational Rehabilitation (formerly known as DARS)
- 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.

755 callers and walk-ins were assisted with Information, Referral and Assistance

ADRC Calls, Walk-ins, Emails, Fax			
Current Month Calls/Walk-ins	Previous Year Comparison	Increase or (Decrease)	% Increase or (Decrease)
755	375	380	101.33%

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

- Submitted FY22 Quarterly Performance Reports
- Submitted FY22 Covid-19 NWD & MFP Quarterly Report
- Submitted FY22 Closeout Request for Reimbursement
- Participated in FY22 ADRC "State Office" Calls/Webinars

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 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. In addition, we take disaster related calls when such an event occurs.

- For the months of August and September 9,194 calls were taken by HOT 2-1-1 staff compared to 8,523 in the same months for the previous year.
- The increase of 671 calls represents a 7.9% increase in calls.

Houston-Galveston 2-1-1 and routed afterhours AICs answered and provided information to HOT "after hour and weekend callers":

- For the months of August and September 423 calls were taken by Houston-Galveston staff compared to 486 in the same months for the previous year.
- The decrease of 63 calls was a 13% reduction in calls.

Projection of Annual calls:

Although we had projected a 6.2% overall decrease for the year, we have had an increase in calls over the period of April – August which resulted in a final decrease of 5.76%. This second half increase appears to be connected to an increase in electricity costs due to the extreme summer weather and an increase in home rental costs.

PROJECTION of CALLS	
51,273	Actual FY21 Total
48,321	Actual FY22
-2,952	Decrease
-5.76%	% Overall Decrease

HOT 2-1-1 Number of Calls and Yearly Projection									
Heart of Texas 2-1-1 staff only						GC + Routed afterhours 2-1-1			
	FY 19	FY 20	FY 21	FY 22		FY 20	FY 21	FY 22	
October	3,013	2,917	4,549	3,386		188	260	165	
November	2,354	2,988	2,949	3,130		149	270	161	
December	2,183	2,264	4,373	3,032		161	225	120	
January	2,461	3,713	4,784	3,908		161	284	203	
February	2,074	2,648	4,400	3,384		153	382	177	
March	2,246	4,384	5,021	3,719		137	275	208	
April	2,394	5,835	3,336	3,468		104	207	215	
May	2,377	3,828	2,977	3,857		97	226	239	
June	2,639	4,573	3,779	5,191		86	217	243	
July	3,175	4,673	3,552	5,117		60	198	269	
August	3,059	4,904	4,444	4,923		83	265	206	
September	3,180	3,606	4,079	4,271		77	221	217	
Total	31,155	46,333	48,243	47,386		1,456	3,030	2,423	
					FY 22 Yearly Projection				FY 22 Yearly Projection
		15,178	1,910	(857)			1,574	(607)	
% Increase		48.7%	4.1%	-1.8%	47,386		108.1%	-20.0%	935

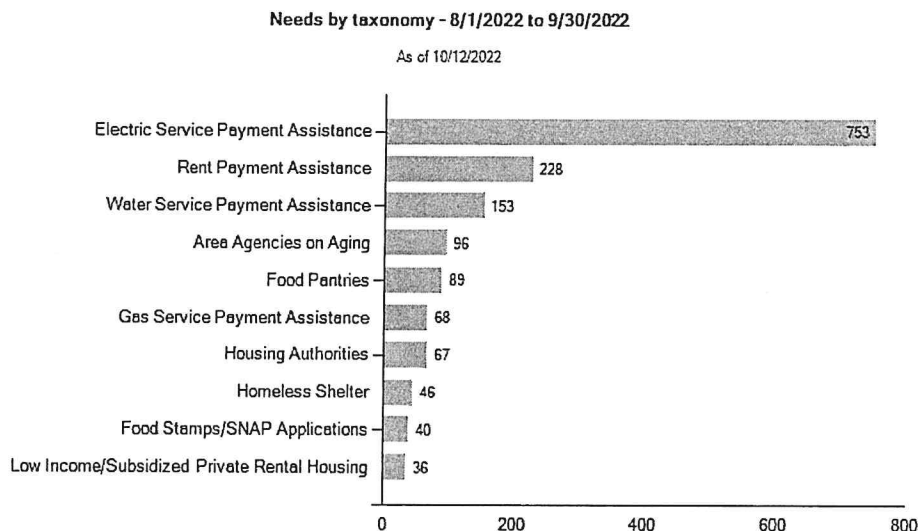
Roll-over of calls:

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 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.

Tracking of calls since early 2020 has revealed changes in the allocation of the origination of calls. During the past two months approximately 69% of the calls received by HOT 211 came from outside our service area with 31% of the calls coming from within our service area. During the height of COVID-19 calls received from out of our area were as high as 75%. The trend is leveling and now is coming closer to the historical pattern of approximately 50% from inside and 50% from outside the six counties in our service area. With the impact of COVID-19 the percentage had dramatically shifted to a heavier percentage coming from outside our service area which we hypothesized were due to the increase in calls being received from coastal areas which were affected by multiple hurricanes as well as by calls coming in from large metropolitan areas such as Houston, Dallas, and San Antonio where the effects of COVID-19 impacted larger populations. As we enter the peak of hurricane season, we anticipate some increase in both total volume as well as in the percentage of calls emanating from outside of the Heart of Texas region.

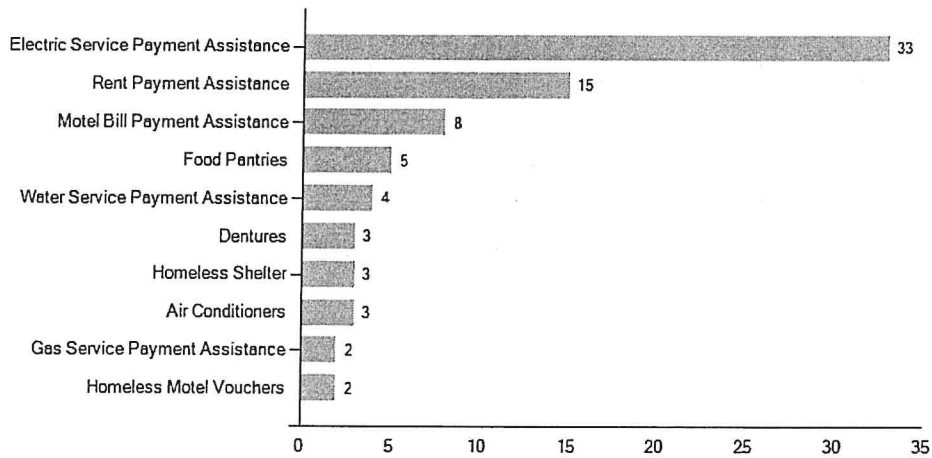
Most requested services for HOT Counties (taken statewide):



Unmet Needs for HOT Counties (No Service exists near caller):

Unmet needs by taxonomy with reasons - 8/1/2022 to 9/30/2022

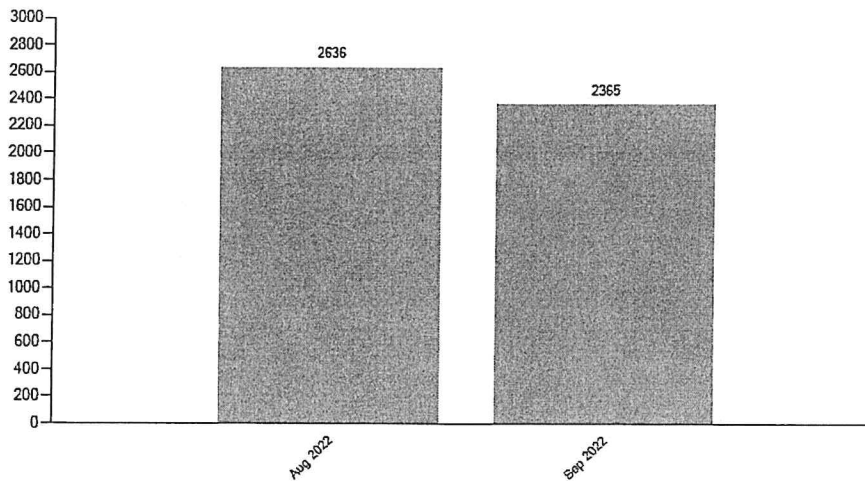
As of 10/12/2022



Number of Calls Received from Heart of Texas (Bosque, Falls, Freestone, Hill, Limestone, and McLennan) Across the State regardless of the 2-1-1 Area Information Center taking the call:

Count of contacts - 8/1/2022 to 9/30/2022

As of 10/12/2022



Heart of Texas Rural Transit District

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

General Information:

The new micro-transit service began running in Marlin on a limited basis on October 1st. The community has responded positively to the new bus paint scheme. We expect ridership to increase as our new buses are able to catch the eye of potential riders. The new bus paint/advertisements - blue cards handed out to riders and distributed throughout the county at prominent locations also allows for potential riders to quickly identify us and provides our contact information in an easier manner. Three of the four new buses have been running in Falls, Freestone, and Limestone counties.

Staff continues to train and work with drivers which allows the communication between driver/passenger/staff to flow in a more cohesive and efficient manner. Creating a positive relationship with the communities and our riders is a priority.

RTD staff also resumed fare collection on October 1st.

FY 2023 Funding

State 5311 - \$423,381

Federal 5311 - \$654,906

5339 Discretionary Bus and Bus Facility - \$929,422

Regional Transportation Coordination Plan funds - \$52,500

Trainings/Meetings

ZOOM

- Project Management for Transit Professionals
- Title VI and Public Transit
- Transitioning from Frontline Employee to Frontline Supervisor
- Transportation Planning Process
- Understanding ADA

In Person

November 10 – RTCC

Action Items

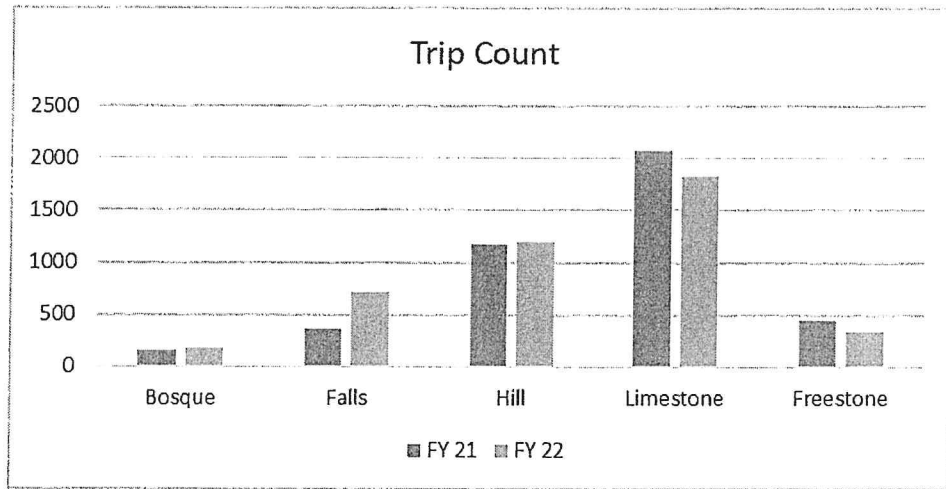
Purchase one new bus (Type 3 cutaway with blue paint scheme) using insurance funds from settlements of wrecked vehicles upon approval from the Executive Board.

Rural Transit District – (Operations)

Trip activities for August and September are as follows:

Transportation Services – One Way Trips		
Transportation Provider	FY 2021	FY 2022
Bosque County	151	181
Falls County	368	709
Hill County	1178	1205
Limestone County	2073	1837

Freestone County	446	332
Total - All 5 Counties	4216	4264



Trip Type by County Sept 2022						
Trip Type	Limestone	Hill	Falls	Freestone	Bosque	Grand Total
Dialysis	198	300	50	73	37	658
Medical	170	118	36	27	18	369
Work	187	91	59			337
Mhmr	72	37	64	5	20	198
Shopping	77	43	17	25	4	166
Personal	106	18	5	13	3	145
Education			94			94
Recreation	19	2		18		39
Veteran	20	2				22
Foster Grandparents	12					12
Parole	2		4			6
Grand Total	863	611	329	161	82	2046

Trip Type by County Aug 2022						
Trip Type	Limestone	Hill	Falls	Freestone	Bosque	Grand Total
Dialysis	236	310	50	80	40	716
Medical	188	110	52	29	26	405
Work	190	70	71			331
Mhmr	80	52	96	4	23	255
Shopping	96	31	10	20	4	161

Personal	95	19	2	11	6	133
Education			82			82
Recreation	42	2		27		71
Veteran	26		2			28
Parole	5		15			20
Foster Grandparents	16					16
Grand Total	974	594	380	171	99	2218

Report submitted: October 18, 2022



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

REGIONAL SERVICES REPORT

September – October 2022

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 five 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 NextGen911 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. Calls continue to be held 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 aloud would put the individual in danger. Text-to-9-1-1 also provides a silent alternative in cases such as child abduction, active shooter, or domestic abuse.

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 6,745 public education items distributed to the Region for public education and public outreach/health expo events.

Meetings/Training/Conference Calls and Site Visits

- CSEC Touchpoint conference call, HOTCOG – September 6th
- MVP NGCS project discussion conference call, HOTCOG – September 6th
- Carrier testing - Windstream, Region – September 7th
- MVP NGCS project discussion conference call, HOTCOG – September 12th
- Carrier migration testing - Windstream, Region – September 13th
- Public outreach/Health expo, Hillsboro – September 20th
- MVP project discussion conference call, HOTCOG – September 21st
- MVP Lessons Learned Review with Consultant, HOTCOG – September 22nd
- Public outreach/Health expo, Clifton – September 22nd
- Call transfer testing, Region – September 23rd
- MVP NGCS project discussion meeting, BVCOG – September 26th
- TARC 9-1-1 NextGen Committee conference call, HOTCOG – September 26th
- Public outreach/Health expo, Mexia – September 27th
- TARC 9-1-1 Coordinator's Association meeting, Austin – September 28th
- Public outreach/Health expo, Marlin – September 29th
- CSEC Touchpoint conference call, HOTCOG – October 4th
- TriCOG Cybersecurity remediation discussion, HOTCOG – October 6th
- MVP NGCS project discussion conference call, HOTCOG – October 13th
- MVP NGCS project discussion conference call, HOTCOG – October 17th
- MVP project discussion conference call, HOTCOG – October 19th
- Carrier migration testing – AT&T, Region – October 20th
- CSEC Grant Management webinar, HOTCOG – October 20th
- MVP NGCS project discussion conference call, HOTCOG – October 24th
- Carrier migration testing – AT&T, Region – October 26th
- PSAP Monitoring, Region – October 27-28th

Homeland Security/Emergency Preparedness

Information will be provided at the meeting.

Criminal Justice

Planning Grant

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

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

Regional Law Enforcement Training Academy Grant

Criminal Justice Planner, Lana Gudgel scheduled Basic Instructor 1014, and Identity Crimes for October and November. The new registration training software for the Law Enforcement training program has registered 324 officers since October 2021. The training program has collected \$3638.00 in out of region fees.

Garcia Coaching, Consulting and Speaking presented the DISC Assessment Workshop training on September 12, 2022. 12 regional participants attended this workshop. The workshop covered the following topics:

Everyone Communicates, Few Connect:

In Everyone Communicates, Few Connect, Maxwell shares the Five Principles and Five Practices to develop the crucial skill of connecting, including:

- Finding Common Ground
- Keeping Your Communication Simple
- Capturing People's Interest
- Inspiring People
- Staying Authentic in all Your Relationships
- Understanding implicit bias and how they may be keeping us from connecting with people.

The ability to connect with others is a major determining factor in reaching your full potential. It's no secret! Connecting is a skill you can learn and apply in your personal, professional, and family relationships. The feedback received from this class was very positive.

In December, CJ Planner has partnered with Texas Police Trainers, LLC to bring the following trainings to Waco.

Photospreads (#2017) - 4 hours - \$50.00

Polygraphs (#2017) -2 hours - \$30.00

Death Notifications (#2017) - 2 hours - 30.00

DNA for 1st Responders (#3850) - 4 hours - \$50.00

Cold Cases (#2017) is 4 hours -\$50.00

Forensic Photography (#4011)- 4 hours - \$50.00

Forensic Fingerprint (#4005)- 4 hours -\$50.00

Texas Police Trainers will be paying the instructors for these classes, so there will be no additional cost to HOTCOG to host these courses.

CJ Planner has been invited to be a guest speaker at the TCOLE Conference in October and will be doing three, one (1) hour Train the Trainer presentations for the conference. At last count 350 participants have registered to attend the HOTCOG presentation at the conference. Because the Planer will be a guest speaker at the conference TCOLE has waved the Conference fees for her attendance at the conference.

CJ Planner traveled to Austin on October 3, 2022, to the TCOLE office to attend a curriculum workshop to revise the new curriculum for the Basic Instructor and Advanced Instructor courses.

314 students attended HOTCOG training with a total of 6244 contact training hours since October 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 \$245,240 in USDA revolved funds.

SMRF has \$44,301

Currently loans are out to:

Net1 is delinquent.

KNV Investments is current.

U.S. ECONOMIC DEVELOPMENT ADMINISTRATION GRANTS

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

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

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

Current EDA funding opportunities:

FISCAL YEAR 2020 PUBLIC WORKS AND ECONOMIC ADJUSTMENT ASSISTANCE PROGRAMS APPLICATION SUBMISSION AND PROGRAM REQUIREMENTS

The Economic Development Administration (EDA) has published the FY 2020 Public Works and Economic Adjustment Assistance Programs Notice of Funding Opportunity (PWEAA NOFO). EDA's Public Works and Economic Adjustment Assistance (EAA) programs provide economically distressed communities and regions with comprehensive and flexible resources to address a wide variety of economic needs. Projects funded by these programs will support work in Opportunity Zones and will support the mission of the Department by, among other things, leading to the creation and retention of jobs and increased private investment, advancing innovation, enhancing the manufacturing capacities of regions, providing workforce development opportunities, and growing ecosystems that attract foreign direct investment.

Through the PWEAA NOFO, EDA solicits applications from applicants in order to provide investments that support construction, non-construction, planning, technical assistance, and revolving loan fund projects under EDA's Public Works program and EAA programs (which includes Assistance to Coal Communities). Grants and cooperative agreements made under these programs are designed to leverage existing regional assets and support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities, including those negatively impacted by changes to the coal economy.

Deadlines: There are no submission deadlines under this opportunity. Applications will be accepted on an ongoing basis until a new PWEAA NOFO is published, this PWEAA NOFO is cancelled, or all funds have been expended.

Note that this PWEAA NOFO supersedes the previously published Economic Development Assistance Program or "EDAP-2018" funding opportunity.

EDA Disaster funds awarded to HOTCOG in response to COVID-19

HOTEDD received grant of \$400,000.00 for two year period. This grant is now completed. Accomplishments was:

- Hiring Retired Homeland Security Manager, Harold Ferguson to work with Dorthy Jackson in assistance to completing projects paid for by grant and to provide technical support to community members.
- Created new HOTCOG/HOTEDD website for all divisions.
- Provided training classes on Covid-19 response to community members
- Provided training for staff in managing the new norm of Covid-19.
- Installed new air filtering system on the main air conditioners plus stand-alone air filters throughout the building.
- Installed camera system
- Provided new telephone system equipment
- Provided new cubicle offices for Regional Services Division to provide better isolation protection for in office work during Covid-19 and other infectious disease outbreaks in the future.

This grant ended for HOTCOG on July 2022.

Training

Staff attended TARC training September 28-29.

Russell Devorsky and Dorthy Jackson attended NADO annual conference in Pittsburg October 14-19.

COMMUNITY DEVELOPMENT

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

Texas State offices are still working remotely.

Dorthy Jackson submitted to the Regional Communities a holiday survey as requested by the HOTCOG Executive Board. Results in separate report.

Dorthy Jackson in conjunction with the State helped consulting firm with possible 10 billion dollars of investment and 75 jobs for the region. All communities that could possibly accommodate this project was given to the firm.

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	\$ -

We served 34 clients for a total of \$157562.

TDA (Texas Department of Agriculture)

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

TECHNICAL ASSISTANCE

Community and economic development technical assistance was provided to:

- City of Whitney
- Fairfield EDC
- TSTC
- City of Meridian
- City of Mexia
- Freestone County
- Hill County
- City of Hillsboro
- NORTEX Planning Commission
- City of Beverly Hills
- State of Texas: Project Blue
- City of Marlin

Falen Bohannon, at the request of NORTEX planning commission Executive Director, is helping them with their solid waste program due to the fact they lost their planner.

Solid Waste

The SWAC met 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. For FY 22, The City of Gholson, City of Mart, Freestone County, Falls County, and City of Meridian have all conducted at least 1 Community Collection Event. There are still fund available for COG-Managed projects for Limestone and Hill County. October 17th, an RFA was sent out to all eligible entities for FY 23 funds. The application deadline is November 7th. This will be a very competitive process and should result in several applications being presented. All projects will need to be completed before July 2023.

Air Quality

Ramboll completed the final report to the end the FY 20/21 biennium. They have created a Scope of Work to be turned into TCEQ for the new biennium. After TCEQ reviews and accepts the SOW, Ramboll will continue working with HOTCOG to conduct further studies to keep our region in compliance with the ozone standards.

Law Enforcement Training Advisory Committee 2022

Name/Representing	County	10/14/21	03/17/22	Board Training	#3003 Board Training	Ethics Training			Attendance %
Jeremy Shipley Sheriff, Freestone County SO	Freestone	P	P	2021	10/14/2021	3/28/2018			100%
David Drake Public Member	Limestone	P	P	2013	9/28/2016	3/28/2018			100%
Lee Cox Captain, Limestone Co SO	Limestone	A	A	NA	3/28/2018	3/28/2018			0%
Mike Abel Public Member	McLennan	P	P	2021	10/14/2021				100%
Jerry Wood Falls County Constable	Falls	P	A	2021	10/14/2021				100%
David Kilcrease McLennan Co. SO	McLennan	A	P	NA	9/28/2016	3/28/2018			50%
Kirk Turner Public Member	Bosque	P	A	2021	10/14/2021				50%
Tina Lincoln - Vice Chair Chief, Hill Co. Juvenile Probation	Hill	P	P	2011	9/28/2016	3/28/2018			100%
Lt. David Monthey Bosque County SO	Bosque	P	P	2021	10/14/2021				100%
Rustin Qualls Public Member	Bosque	P	A	2021	10/14/2021				50%

P = Present A = Absent RP = Representative Present NA = Not Yet a Member

C+ = Completed

Board trainings do not count in attendance percentages.

Course	Date	Agency	Attendees	Total
Interacting with Driver's Deaf/Hard Hearing	10/28/21			
		Mexia PD	2	
		McLennan County Sheriff's Office	2	
		Robinson PD	1	
		McGregor PD	1	
		Private	2	
CIT 1850	11/1-5.21			8
		Caldwell County SO	2	
		Surfside Beach Police	1	
		Bell County Pct 3	1	
		Baylor PD	1	
		Private	2	
				7
TCIC/NCIC	11/9-11/21	VA Police	2	
		Mexia PD	2	
		Corsicana PD	1	
		Bosque County Sheriff's Office	2	
		Blinn College PD	1	
		Double Oak PD	1	
		Falls County SO	1	
		DPS	1	
				11
De Escalation Techniques	11/9/21	Waco PD	1	
		Waco ISD	1	
		Office of Attorney General	1	
		Hill Co Sheriff's Office	1	
		Private	1	
				5
Intermediate Crime Scene	03/22-26/2021	Hill Co Sheriff's Office	1	
		DPS	1	
		Beverly Hills PD	1	
		Baylor PD	2	
		McLennan County Const Pct 2	1	
		Hubbard PD	1	

			Freestone Co SO		1	
			Private		4	
Juvenile Law and Procedures	96	11/11/21				12
			Cottonwood Shores PD		1	
			TABC		1	
			DPS		1	
			Private		4	
	28					7
TCIC/NCIC		11/15-17/21	Franklin PD		2	
			Erath CO		1	
			Coolidge PD		1	
			Mexia PD		2	
			Socorro PD		1	
			Private		3	
			Hill Co SO		1	
			MCC PD		1	
			Baylor PD		2	
			Limestone CO SO		2	
			Bellmead PD		1	
			Falls County DA		1	
			McGregor PD		1	
			Freestone CO		1	
			Hill CO Const. Pct 2		1	
	456					19
Special Investigative Topics		11/29-12/1/21	Hill Co SO		1	
			Waco PD		3	
			McLennan County Const. Pct 2		1	
	144		DPS		1	6
Cultural Diversity		11/15/21	McLennan County Const. Pct 2		1	
			DPS		1	
	8					2

CIT 1850			11/29-12/3/21		Hickory Creek PD			2	
					China Springs ISD			1	
					Hillsboro PD			1	
					McLennan County SO			1	
					DPS			1	
					Baylor PD			1	
					Robinson PD			1	
					Private			3	
	400								10
Intermediate Crime Scene			12/6-10/21						
					Hillsboro PD			2	
					Nolanville PD			1	
					Groesbeck PD			1	
					McLennan County SO			1	
					Hill Co SO			1	
					Waco Fire Dept			1	
					McGregor PD			1	
					Univ of Texas System PD			1	
					Waco PD			3	
					Whitney PD			1	
	520								13
Special Investigative Topics			12/13-15/21		McLennan CO Const Pct 2			1	
					Waco PD			1	
	48								
Interacting with Drivers Deaf/Hard Hearing			12/16/21		Lorena PD			1	
					Private			2	
	12								3
Cultural Diversity			1/10/22		McLennan Co Const. Pct 2			1	
					DPS			1	
	12				Bosque CO SO			1	3

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Crime Scene Investigation	03/14-18-22	Waco PD	4	
		Crawford PD	1	
		Bosque CO SO	3	
		China Springs ISD	1	
		Falls CO SO	1	
		Office of Insp General TX JJD	1	
		Teague PD	1	
		Killeen PD	1	
		Woodway DPS	3	
		Fairfield PD	1	
		Hill Co SO	1	
	720			18
Advanced Instructor	03/21-25/22	Waco PD	3	
		HOTCOG	1	
Juvenile Law and Procedures	3/23/22			4
		McGregor PD	4	
	8			4
Intermediate Crime Scene	05/9-11/22			
		Glenn Heights PD	1	
	16	Granite Shoals PD	1	
		Freestone CO SO	1	
		Groesbeck PD	1	
		Harker Hieghts PD	1	
		Hillsboro PD	2	
		Waco PD	1	
		Hill Co SO	1	
		Teague PD	1	
		Leon Co SO	1	
	440			11

80

112	Basic Instructor	07/11-15/22	Connally ISD PD	1	14
			Waco ISD	3	
			McLennan County SO	2	
			Hill County SO	1	
			Gatesville PD	1	
			Baylor PD	1	
			Teague PD	1	
			Robinson PD	1	
400					10
	Basic Instructor	07/18-22-22			
			Bosque County SO	1	
			Lacylakeview PD	2	
			McLennan County SO	2	
			Waco PD	1	
			Bellmead PD	1	
			Woodway PD	1	
320					8
	Active Shooter Response for School Base LE	7/18/22	Falls County Pct 3	1	
			Rogers PD	1	
			Liano ISD PD	1	
24					3
	Active Shoot for Telecommunicators	8/1/22			
			Lacylakeview PD	1	
			Woodway PD	2	
			Beverly Hills PD	1	
			Bosque County SO	2	
			Waco ISD	1	
80			Hewitt PD	2	10
	Identity Theft	8/8/22	Austin PD	1	
			McGregor PD	3	
			McLennan County Pct. 2	1	

		Falls County SO	1	
		Bellmead PD	1	
28				7
Interacting with Driver's Deaf Hard hearing	8/8/22			
		Austin PD	1	
		Private	3	
		McGregor PD	1	
		Waco PD	2	
		Hillsboro PD	1	
		McLennan Pct 2	1	
36				9
De Escalation	8/11/22			
		Private	2	
		Hillsboro PD	1	
		McLennan Pct 1	1	
		Waco FD	1	
		McGregor PD	1	
48				6
Intermediate Crime Scene	8/15-19/22	Snyder PD	1	
		Waco PD	6	
		San Antonio PD	1	
		Limestone County	1	
		Caldwell Co Constable	1	
		Temple PD	1	
		Marlin PD	1	
		Hamilton Co SO	1	
		Bellmead PD	1	
		Lorena PD	1	
		TABC	1	
640				16
CIT 1850	8/15-9/22	Private	2	
		Waco PD	2	

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Copy of Info Item LE Tng Attendees by Agency FY 2022 2

Training Course Expenses October 2021 - Dec 2022

	Class	Instructor	Class Length	# Trained	Notes	Cost
1	Interaction with Drivers Deaf/Hard Hearing	Dickson/Peevey	4	8		\$560.00
2	CIT 1850	DeLange	40	7		\$1,835.00
3	TCIC/NCIC	McAnear	24	12		\$900.00
4	De Escalation	Gudgel	8	12		\$0.00
5	Juvenile Law and Procedures	Lincoln	4	7		\$140.00
6	Special Investigative Topics	Vaughan	24	6		\$680.00
7	TCIC/NCIC	Gammell	34	19		\$900.00
8	Cultural Diversity	Pyburn	8	2		\$280.00
9	Intermediate Crime Scene	Vaughan	40	16		\$1,080.00
10	CIT 1850	DeLange	40	10		\$1,080.00
11	Cultural Diversity	Pyburn	8	3		\$280.00
12	Juvenile Law and Procedures	Lincoln	4	4		\$140.00
13	Intermediate Crime Scene	Vaughan	40	18		\$1,080.00
14	Intermediate Crime Scene	Vaughan	40	11		\$1,080.00
15	Intermediate Crime Scene	Vaughan	40	15		\$1,080.00
16	CPR	Blohm	8	15		\$280.00
17	TCIC/NCIC	Gammel	24	8		\$900.00
18	Courtroom Security	Pyburn	8	4		\$280.00
19	De Escalation	Gudgel	8	12		\$0.00
20	Active Shooter in a school	Bryan	8	14		\$0.00
21	Active Shooter in a school	Gaumont	8	3		\$0.00

Training Course Expenses October 2021 - Dec 2022

22	Special Investigative Topics	Vaughan	24	11		\$680.00
23	Legislative Updates	Irving	4	9		\$140.00
22	Intermediate Crime Scene	Vaughan	40	12		\$1,080.00
23	Basic Instructor	Blohm	40	9		\$480.00
24	Basic Instructor	Blohm	40	9		\$480.00
25	Identity Crimes	Irving	4	7		\$140.00
26	Interaction with Driver's Deaf/Hard hearing	Dickson/Peevey	4	9		\$560.00
27	TCIC/NCIC	Gammell	24			\$900.00
28	Identity Crimes	Irving	4			\$140.00
29	De-Escalation	Gudgel	8			\$0.00
30						
31						
32						
33						
34						
35						
36						
37						
	TCLEDDs				Annual Fee	\$0.00
	Expected Reimbursements					\$0.00
	TCOLE Renewal					\$1,000.00
	Funds Committed or Spent					\$18,175.00
Grant Award					COVID/LE Grants	\$40,026.00
	Fees from Out-of-Region Attendees					\$960.00
	Remaining Funds					\$22,811.00