

**AGENDA  
BUDGET/PERSONNEL COMMITTEE  
ARK-TEX COUNCIL OF GOVERNMENTS  
August 26, 2024  
1:30 PM**

**Videoconference Meeting**

**Use the following information to register for the meeting:**

<https://us06web.zoom.us/join/91384138022>

*If you experience issues while registering or do not have access to a computer, please contact Marla Matthews, no less than two (2) workdays prior to the meeting at 903.255.3555 or [mmatthews@atcog.org](mailto:mmatthews@atcog.org).*

Item 1. Call to Order

Item 2. Approval of Minutes dated June 24, 2024.

Item 3. Review and consider the recommendation for ATCOG's Financial Plan for the fiscal year ending September 30, 2025, to be adopted by the ATCOG Board of Directors. (Budget documents will be displayed during the meeting; to be presented by Mary Beth Rudel, Executive Director)

Item 4. Adjourn

*These meetings are subject to the Open Meeting Act.*

*Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Administration at 903-832-8636 two (2) work days prior to the meeting so that appropriate arrangements can be made.*

*All agendas are sent electronically and available at [www.atcog.org](http://www.atcog.org). Should anyone need a copy printed and available at the meeting, please call 903.255.3555 or email [mmatthews@atcog.org](mailto:mmatthews@atcog.org).*

**MINUTES**  
**BUDGET/PERSONNEL COMMITTEE**  
**ARK-TEX COUNCIL OF GOVERNMENTS**  
**June 24, 2024, 1:00 p.m.**

The Budget/Personnel Committee of the Ark-Tex Council of Governments (ATCOG) met at 1:00 p.m., Monday, June 24, 2024, via videoconference.

Item 1. Bobby Howell, Judge, Bowie County, called the meeting to order.

Item 2. The next order of business was to approve the Budget/Personnel Committee meeting minutes held on August 8, 2023.

Motion to approve was made by Doug Reeder, Judge, Morris County, and seconded by Robert Newsom, Judge, Hopkins County. It was approved.

Item 3. Melinda Tickle, Finance Director, presented for review and consideration a recommendation for approval of the Investment Policy that establishes procedures to be followed in investing funds for the Ark-Tex Council of Governments.

Ms. Tickle stated that the ATCOG Investment Policy has no new updates. Judge Howell inquired about the interest rates and fees with Guaranty Bank. Mary Beth Rudel, Executive Director, stated that ATCOG would review the contract for rates and fees.

Motion to recommend approval to the ATCOG Board of Directors was made by Ann Rushing, Mayor, City of Clarksville, and seconded by Judge Reeder. It was approved.

Item 4. Melinda Tickle presented for review and consideration a recommendation for approval of the Accounting Policy and Procedures Manual that establishes procedures to be followed in the Finance Department for the Ark-Tex Council of Governments.

Ms. Tickle stated in December 2023, ATCOG added Microix to be used with the Abila MIP software. We updated ATCOG credit card procedures by issuing cards to the different departments. As processes changed, an update of the Accounting Policy and Procedures Manual became necessary. The manual reflects the changes in procedures to accommodate the use of departmental credit cards and Microix with Abila MIP.

Motion to recommend approval to the ATCOG Board of Directors was made by Judge Reeder and seconded by Judge Newsom. It was approved.

Item 5. Mary Beth Rudel, Executive Director, presented for review and consideration a recommendation for approval of the proposed Salary Schedule for ATCOG for the fiscal year ending September 30, 2025.

Ms. Rudel presented the proposed recommendation for the FY2025 Salary Schedule, which included a maximum of a 3.3% COLA for ATCOG employees. All ATCOG employees are paid lower or at the low end of the State salary scale. No positions at ATCOG exceed the pay of State employees in equivalent positions.

Ms. Rudel stated that a new position, Public Relations & Media Coordinator, has been added to the Salary Schedule. The purpose of the position is to focus on informing the public of who ATCOG is and the services ATCOG provides to our region.

Motion to recommend approval of the proposed FY2025 Salary Schedule to the ATCOG Board of Directors was made by Judge Reeder and seconded by Mayor Rushing. It was approved.

- Item 6. Amber Murr, Human Resources Director, presented for review and consideration a recommendation for approval authorizing the Executive Director to sign the Rerate and Benefit Verification Form with Texas Health Benefits (TxHB) Health to provide health, dental, and life insurance benefits to staff for Plan Year 2024-2025.

Ms. Murr advised the Committee that the Rerate Notice for FY 2025 includes no increase for health premiums, dental, and life insurance rates. ATCOG will remain at the previous year's defined contribution of \$946.54 to each employee per month, a 0% increase. The rate of \$946.54 will pay for the basic PPO health plan. Ms. Rudel stated that staff may "buy up" to a more expensive plan at their own expense.

Motion to recommend approval to the ATCOG Board of Directors was made by Mayor Rushing and seconded by Judge Newsom. It was approved

- Item 7. With no further business to discuss, a motion to adjourn the meeting was made by Judge Reeder and seconded by Mayor Rushing. It was approved. Meeting adjourned.

BUDGET/PERSONNEL COMMITTEE MEMBERS PRESENT

Bobby Howell, Judge, Bowie County  
Robert Newsom, Judge, Hopkins County  
Doug Reeder, Judge, Morris County  
Ann Rushing, Mayor, City of Clarksville

STAFF MEMBERS PRESENT

Mary Beth Rudel, Executive Director  
Leslie McBride, Deputy Director  
Amber Murr, Human Resources Director  
Melinda Tickle, Finance Director  
Marla Matthews, Executive Assistant

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Bobby Howell, President  
Ark-Tex Council of Governments

ATTEST:

  

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