

**JOINT AGENDA  
NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT AND  
ARK-TEX COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING  
June 24, 2021**

The Northeast Texas Economic Development District (NETEDD) and the Board of Directors of the Ark-Tex Council of Governments (ATCOG) will meet at 10:00 a.m., Thursday, June 24, 2021, at the Titus County Extension Office, located at 1708 Industrial Road, Mt. Pleasant, Texas, as well as, via teleconference/webinar.

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

<https://zoom.us/meeting/register/tJlrceCgqzgsGNQqHV7lpnatj3rjUWyTMEi>

*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 – Quorum Determination.

Item 2. Invocation.

Item 3. Public Comment.

*ATCOG invites members of the public to provide oral comment on any item included on this agenda under this item. Each person wishing to make a public comment shall be limited to 3 minutes with comments directed to the Board as a whole. Reasonable accommodation shall be made for members of the public utilizing a translator for public comment.*

**NETEDD Agenda Items**

Item 4. Review and consider approval of the minutes as submitted for the NETEDD meeting held Thursday, March 25, 2021. (See page 4)

Item 5. Review and consider approval of the submission of a grant application to the US Department of Agriculture Rural Utilities Service Revolving Funds for Financing Water and Wastewater Projects. (See page 8; to be presented by staff member Toni Lindsey)

***This concludes all NETEDD Agenda Items.***

**ATCOG Board of Directors Agenda Items**

Item 6. Review and consider consent agenda items. (To be presented by Executive Director Chris Brown)

- Approval of the minutes as submitted for the ATCOG Board of Directors meeting held Thursday, March 25, 2021. (See page 10)
- Acceptance of the minutes as submitted for the Area Agency on Aging Regional Advisory Council meeting held Thursday, June 3, 2021. (See page 14)
- Acceptance of the minutes as submitted for the Solid Waste Advisory Committee meeting held Tuesday, June 1, 2021. (See page 17)
- Approval of the submission of a Section 5311 – Rural Area Federal Formula Program renewal application to the Texas Department of Transportation. (See page 19)

## **Review and Comment**

- Item 7. Review and comment on applications to Texas Commission on Environmental Quality (TCEQ) to renew permits. (See page 20; to be presented by staff member Paul Prange)
- U.S. Department of the Army, Red River Army Depot (page 20)
  - Petty Water Supply and Sewer Service Corporation (page 21)
- Item 8. Review and comment on a grant application by the Salvation Army Texarkana, Arkansas, to be submitted to the U.S. Department of Housing and Urban Development for an Emergency Solutions Grant for year 2021-2022. (See page 22; to be presented by staff member Toni Lindsey)

## **Regular Business**

- Item 9. Review and consider approval of the revised Area Agency on Aging (AAA) Policy and Procedures. (See page 25 and addendum page 1; to be presented by staff member Lisa Reeve)
- Item 10. Review and consider approval of membership changes on the Solid Waste Advisory Committee (SWAC). (See page 26; to be presented by staff member Paul Prange)
- Daci Rawson - appointed by the SWAC to serve as representative for Hopkins County, Texas
- Item 11. Review and consider approval of the ATCOG Housing Choice Voucher Program Annual Plan. (See page 28; to be presented by staff member Mae Lewis)
- Item 12. Review and consider approval of the submission of an application to Texas Department of Housing and Community Affairs for 2021 Emergency Solutions Grant Program funds. (See page 33; to be presented by staff member Mae Lewis)
- Item 13. Review and consider approval of revisions to the ATCOG Policies and Procedures Manual. (See page 34; to be presented by staff member Mary Beth Rudel)
- Item 14. Review and consider approval authorizing the Executive Director to sign the Rerate and Benefit Verification Form with Texas Municipal League Health to continue to provide health, dental and life insurance benefits to staff for Plan Year 2021-2022. (See page 38; to be presented by staff member Leslie McBride)
- Item 15. Review and consider annual approval of the Investment Policy that establishes procedures to be followed in investing funds for ATCOG. (See page 40; to be presented by staff member Melinda Tickle)
- Item 16. Review and consider approval of the Accounting Policy and Procedures Manual that establishes procedures to be followed in the ATCOG Finance Department. (See page 44 and addendum 107; to be presented by staff member Melinda Tickle)
- Item 17. Review and consider approval of the proposed Salary Schedule for ATCOG for fiscal year ending September 30, 2022. (See page 45; to be presented by staff member Melinda Tickle)
- Item 18. Review and consider approval of ATCOG Financial Statement and Auditor's Report for the twelve-month period ending September 30, 2020. (to be presented by Chris Pruitt, Pattillo, Brown & Hill, L.P., as introduced by staff member Melinda Tickle)
- Item 19. Review and consider approval to cancel the July ATCOG Executive Committee Meeting. (to be presented by Executive Director Chris Brown)

## **Other Business**

Item 20. Discussion of FY22 Financial Work Plan preparations. (Presented by Executive Director Chris Brown)

## **Announcements**

If the Board of Directors approved item 19 above, the next Executive Committee meeting will be held August 26, 2021, at 10:00 a.m., at the Titus County Extension Office, Mt. Pleasant, Texas.

*Pursuant to the Texas Open Meeting Act, Government Code Chapter 551 one or more of the above items may be considered in executive session closed to the public, including but not limited to consultation with attorney pursuant to Texas Government Code Section 551.071 and Section 551.074 arising out of the attorney's ethical duty to advise ATCOG concerning legal issues arising from an agenda item. Any decision held on such matter will be taken or conducted in open session following the conclusion of the executive session.*

*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 any Board Member need a copy printed and available at the meeting, please call 903.255.3555 or email [mmatthews@atcog.org](mailto:mmatthews@atcog.org).*

**JOINT MINUTES  
NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT AND  
ARK-TEX COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING  
March 25, 2021**

The Northeast Texas Economic Development District (NETEDD) and Board of Directors of the Ark-Tex Council of Governments (ATCOG) met at 10:00 a.m., Thursday, March 25, 2021, via teleconference/webinar.

Item 1. L.D. Williamson, Judge, Red River County, called the meeting to order.

Item 2. Robert Newsom, Judge, Hopkins County, gave the invocation.

Item 3. Public Comment.

No members of the public made a comment.

**NETEDD Agenda Items**

Item 4. The first order of business was to review and consider approval of the minutes as submitted for the NETEDD meeting held Thursday, January 28, 2021, via teleconference/webinar.

Motion to approve was made by Scott Norton, CEO, TexAmericas Center, and seconded by Robert Newsom, Judge, Hopkins County. It was approved.

Item 5. Melody Harmon, Economic Development Manager, presented for consideration approval to modify the COVID-19 plan in the NETEDD Revolving Loan Fun Plan as required by Economic Development Administration (EDA).

Motion to approve was made by Marc Reiter, Mayor Pro Tem, City of Hooks, and seconded by Judge Newsom. It was approved.

***This concludes all NETEDD agenda items.***

**ATCOG Board of Directors Agenda Items**

Item 6. Chris Brown, Executive Director, presented the following consent agenda items:

- Approval of the minutes as submitted for the ATCOG Board of Directors meeting held Thursday, December 10, 2020, via teleconference/webinar.
- Acceptance of the minutes as submitted for the Area Agency on Aging Regional Advisory Council meeting held Thursday, March 4, 2021, via teleconference/webinar.
- Acceptance of the minutes as submitted for the Solid Waste Advisory Committee meeting held Wednesday, March 3, 2021, via teleconference/webinar.

Motion to approve was made by Marc Reiter, Mayor Pro Tem, City of Hooks, and seconded by Judge Newsom. It was approved.

## Review and Comment

Item 7. Mr. Brown presented, for information only, the Executive Director Report. He reviewed the Threat and Hazard Identification and Risk Assessment (THIRA), Stakeholder Preparedness Review (SPR), and THSSP Implementation Plan (IP) Feedback Report. Whitney Fezell, Homeland Security Coordinator, received a score of 46.5 out of a possible score of 47 points on this report.

Mr. Brown also reviewed the Texas Department of Transportation FY21 Quarterly/Financial Monitoring Form and explained that ATCOG received a favorable review for the second quarter of FY21.

Mr. Brown also reviewed the Commission on State Emergency Communications (CSEC) FY20 Final Compliance Risk Review and explained that ATCOG received Low Risk scores in all categories.

## Regular Business

Item 8. Mary Beth Rudel, Deputy Director, presented for consideration approval for the ATCOG Executive Director to submit an application for the Texas Emergency Mortgage Assistance Program (TEMAP).

George Moore, Board Trustee, Texarkana College, asked how the TEMAP applicants would be selected. Ms. Rudel replied that TDHCA recommends conducting a lottery selection which would select eligible applicants at random.

Mr. Moore also asked how the information about TEMAP would be distributed to the public. Ms. Rudel replied that ATCOG would use various marketing techniques to distribute the information. She explained that members of the public would be instructed to call for assistance or visit ATCOG's website. From the website, applicants could check eligibility requirements and submit their application as a Funding Request. Once the application is submitted, ATCOG staff would review the application and contact the applicant.

Mr. Brown added that ATCOG would also distribute the information about TEMAP through press releases and ATCOG's Facebook page. He asked that Board members share the information posted to ATCOG's Facebook page to maximize reach throughout the region.

Motion to approve was made by Bobby Howell, Judge, Bowie County, and seconded by Ann Rushing, Mayor, City of Clarksville. It was approved.

Item 9. Ms. Rudel presented for consideration approval of a new Regional Criminal Justice Advisory Committee (RCJAC) member to serve through December 21, 2021.

Motion to approve was made by Mayor Rushing and seconded by Mr. Moore. It was approved.

Item 10. Mr. Brown presented for consideration approval of the following membership changes on the Solid Waste Advisory Committee (SWAC).

- Jon Dalzell – current member, appointed by the SWAC to serve as Vice-Chairman
- Robert (Bob) Murray – appointed by the SWAC to serve as representative for Bowie County, Texas

Motion to approve was made by Judge Newsom and seconded by Mayor Rushing. It was approved.

Item 11. Pam Durham, Transportation Technician, presented for consideration approval of amendments to the Ark-Tex Council of Governments Rural Transit District (RTD) Drug and Alcohol Testing Policy and Procedures Manual.

Motion to approve was made by Mayor Rushing and seconded by Mr. Norton. It was approved.

- Item 12. Bobby Williams, Transportation Coordinator, presented for consideration approval of the purchase of four ARBOC Spirit of Freedom buses for the TRAX Transportation Paris Metro fleet.

Motion to approval was made by Judge Newsom and seconded by Mr. Norton. It was approved.

- Item 13. Mr. Brown presented for consideration approval/ratification of the TRAX Essential Service Pay policy revisions.

Motion to approve was made by Mr. Norton and seconded by Lowell Walker, Mayor, City of DeKalb. It was approved.

- Item 14. Whitney Fezell, Homeland Security Coordinator, presented for consideration approval of the purchase and installation of radio infrastructure equipment in Lamar County and Franklin County.

Motion to approve was made by Judge Newsom and seconded by Mayor Rushing. It was approved.

- Item 15. Mr. Brown presented for discussion of COVID-19 Responses and Updates.

Mr. Brown shared that the ATCOG COVID-19 leave policy will mirror the TRAX Essential Service Pay policy, as approved on Item 13. He explained that the previous CARES Act funds extended the COVID-19 leave policy that allows employees to take two weeks of leave for COVID-19-related exposure or illness. The new American Rescue Act allows that policy to be extend further; therefore, ATCOG will extend this policy to follow the public availability of the COVID-19 vaccine. On June 1, 2021, ATCOG will revert to standard sick leave policies. ATCOG will not require employees to receive the vaccine, but will allow 60 days for employees to receive the vaccine, if they choose to. ATCOG will continue to follow CDC guidelines.

Mr. Brown also shared information on direct allocations from the American Rescue Act. Each county and city will receive a direct allocation from the Department of Treasury. ATCOG is waiting for further information and guidance.

Judge Newsom asked if parts of the ATCOG region are still scheduled to receive broadband that was discussed during the Charter presentation earlier this month. Mr. Brown replied that Charter is still planning on moving forward with the project after receiving some federal funds. He added that he will provide information on this project as it becomes available.

Ms. Haley shared that the Governor's Office has allocated funds to ATCOG from the Coronavirus Emergency Supplemental Fund grant. ATCOG would be able to utilize approximately \$23,000 for PPE and supplies to prevent, prepare for, and respond to COVID-19. The supplies would be issued to the local governments. Ms. Haley added that she will poll the local governments for a list of supplies needed. She will distribute the supplies after the are received.

### **Announcements**

Mr. Brown announced that the next Executive Committee meeting will be held Thursday, April 29, 2021, at 10:00 a.m., at the Titus County Extension Office in Mt. Pleasant, Texas, as well as via teleconference/webinar.

With no other announcements, Judge Williamson adjourned the meeting.

### **NETEDD BOARD MEMBERS PRESENT**

Ann Rushing, Mayor, City of Clarksville

Becky Wilbanks, Judge, Cass County

Bobby Howell, Judge, Bowie County  
L.D. Williamson, Judge, Red River County  
Marc Reiter, Mayor Pro Tem, City of Hooks  
Robert Newsom, Judge, Hopkins County  
Scott Norton, President/CEO, TexAmericas Center

EXECUTIVE COMMITTEE MEMBERS PRESENT

Ann Rushing, Mayor, City of Clarksville  
Becky Wilbanks, Judge, Cass County  
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ATCOG BOARD MEMBERS PRESENT

George Moore, Board Trustee, Texarkana College  
Jean Matlock, Councilwoman, City of Texarkana  
Lowell Walker, Mayor, City of DeKalb

GUESTS PRESENT

Dan Perry, Texas Department of Transportation  
Kathey Comer, Office of Senator John Cornyn

STAFF MEMBERS PRESENT

Bobby Williams, Transportation Coordinator  
Chris Brown, Executive Director  
Erin Chewing, Executive Assistant  
Leslie McBride, Human Resources Manager  
Lisa Reeve, Area Agency on Aging Director  
Mary Beth Rudel, Deputy Director  
Melinda Tickle, Finance Director  
Melody Harmon, Economic Development Coordinator  
Pam Durham, Transportation Technician  
Patricia Haley, Criminal Justice Coordinator  
Paul Prange, Environmental Resources Coordinator  
Rea Allen, 9-1-1 Program Manager  
Toni Lindsey, Regional Development Coordinator  
Whitney Fezell, Homeland Security Coordinator

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L.D. Williamson, President  
Ark-Tex Council of Governments

ATTEST:

  

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## **BRIEFING PAPER**

### **ITEM 5:**

Review and consider approval of the submission of a grant application to the US Department of Agriculture Rural Utilities Service (RUS) Revolving Funds for Financing Water and Wastewater Projects.

### **BACKGROUND:**

Drinking water systems are vital to both health and economic development. With dependable water facilities, rural communities can attract families and businesses that will invest in the community and improve the quality of life for all residents. Without dependable water facilities, the communities cannot sustain economic development. RUS provides financial and technical assistance to help communities bring safe drinking water and sanitary, environmentally sound waste disposal facilities to rural Americans. It supports the sound development of rural communities and the growth of our economy without endangering the environment.

As indicated in Federal Award Notice, an eligible applicant is a qualified private, non-profit organization that is:

- ❖ Legally established and located within one of the following: (a) A state within the United States, (b) The District of Columbia, (c) The Commonwealth of Puerto Rico, or (d) A United States territory;
- ❖ Has the legal capacity and authority to carry out the grant purpose;
- ❖ Has a proven record of successfully operating a revolving fund to rural areas;
- ❖ Has capitalization acceptable to the Agency, and is composed of at least 51 percent of the outstanding interest or membership being citizens of the United States or individuals who reside in the United States after being legally admitted for permanent residence;
- ❖ Has no delinquent debt to the Federal government or no outstanding judgements to repay a Federal debt;
- ❖ Demonstrates that it possesses the financial, technical and managerial capability to comply with Federal and state laws and requirements; and
- ❖ Is not a corporation that has been convicted of a felony (or had an officer or agent acting on behalf of the corporation convicted of a felony) within the past 24-months.

### **DISCUSSION:**

This Revolving Loan Fund will allow NETEDD to offer Water and Wastewater providers within the region low interest funds for: (1) Pre-development costs associated with proposed or with existing water and wastewater systems; or (2) Short-term costs incurred for equipment replacement, small-scale extension of services, or other small capital projects that are not part of the regular operations and maintenance activities of existing water and wastewater systems.

NETEDD will submit an application in the amount of \$500,000.

### **RECOMMENDATION**

Staff recommends approval of the submission of this application.



**RESOLUTION NO. NB21-04**

**RESOLUTION OF THE NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC. (NETEDD) BOARD OF DIRECTORS APPROVING THE SUBMISSION OF AN APPLICATION FOR A U.S. DEPARTMENT OF AGRICULTURE RURAL UTILITIES SERVICE REVOLVING LOAN FUND.**

**WHEREAS**, NETEDD is applying for \$500,000 of federal funds; and

**WHEREAS**; the U.S. Department of Agriculture Rural Utilities Service (RUS) recently posted a funding opportunity for Revolving Funds for Financing Water and Wastewater Projects (Revolving Fund Program (RFP)) ; and

**WHEREAS**; the RFP was established under 7 U.S.C. part 1783 to assist communities with water or wastewater systems; and

**WHEREAS**; the RUS Revolving Loan Fund (RUSRLF) will benefit the communities within the NETEDD region.

**NOW, THEREFORE BE IT RESOLVED BY THE NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC.:**

Section 1 - That the NETEDD Board of Directors approves submission of the application to the RUS.

Section 2 - That the NETEDD Board of Directors authorizes the Executive Director as the grantee's authorized official and gives the Executive Director the power to apply for, accept, reject, manage, alter or terminate the grant on behalf of the applicant agency.

**REVIEWED THIS 24TH DAY OF JUNE, 2021.**

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L.D. Williamson, President  
Northeast Texas Economic Development District, Inc.

ATTEST:

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**JOINT MINUTES  
NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT AND  
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*This concludes all NETEDD agenda items.*

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Jean Matlock, Councilwoman, City of Texarkana  
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GUESTS PRESENT

Dan Perry, Texas Department of Transportation  
Kathey Comer, Office of Senator John Cornyn

STAFF MEMBERS PRESENT

Bobby Williams, Transportation Coordinator  
Chris Brown, Executive Director  
Erin Chewing, Executive Assistant  
Leslie McBride, Human Resources Manager  
Lisa Reeve, Area Agency on Aging Director  
Mary Beth Rudel, Deputy Director  
Melinda Tickle, Finance Director  
Melody Harmon, Economic Development Coordinator  
Pam Durham, Transportation Technician  
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Toni Lindsey, Regional Development Coordinator  
Whitney Fezell, Homeland Security Coordinator

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L.D. Williamson, President  
Ark-Tex Council of Governments

ATTEST:

  

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ARK-TEX AREA AGENCY ON AGING (AAA)  
Regional Advisory Council Meeting

MINUTES

The Ark-Tex Council of Governments (ATCOG) Area Agency on Aging (AAA) Regional Advisory Council met at 10:00 a.m. on Thursday, June 3, 2021, via video conference call. Tammy Lawing, Chairperson, called the meeting to order at 10:00 a.m.

Jenny Butler, AAA Coordinator, called roll. Regional Advisory Council members present were as follows:

Judge Lynda Munkres, Morris County Representative  
Ruth Brown, Healthcare Representative  
Brenda Davis, Bowie County Representative  
Angela Hill, Cass County Representative  
Stephanie McCoy, Social Services Agency Representative (APS)  
Charles Jordan, General Public Representative  
Tammy Lawing, Chairperson, Red River County Representative  
Rhonda Rogers, Texas Silver Haired Legislature  
Barbara Williams, Texas Silver Haired Legislature

It was determined that a quorum was present.

**Approval of Minutes of Last Meeting**

A motion was made by Charles Jordan to approve the minutes of the March 4, 2021, meeting. Motion was seconded by Ruth Brown. All members present were in favor.

**Discussion of the AAA changes to the Policy and Procedures – Request Approval**

Lisa Reeve shared on the conference screen the revised AAA Policy and Procedures and explained that TX HHSC (Health & Human Services Commission) had changed some of the chapters in the Texas Administrative Code (TAC). This document was sent two weeks prior to the RAC meeting to all members for review. The AAA updated the entire Policy and Procedures with the new code as well as revised several outdated sections in the documents. This was done to ensure the AAA is in compliance with the HHSC requirements. All the AAA's in Texas are planning to be monitored by the State. The Policy and Procedures will be updated as any TAC is changed and any policies need revisions. All changes will be presented to the RAC members and the ATCOG Board for final approval. A motion to approve the new AAA Policy and Procedures was made by Brenda Davis. Motion was seconded by Judge Lynda Munkres. All members present were in favor.

**Nutrition Program**

Jenny Butler and Vonne Wilson reviewed the current status of the Nutrition program, including the congregate meal sites in the region. Jenny stated that the majority of the congregate meal sites in Bowie, Cass, Morris, and Titus counties re-opened on May 17<sup>th</sup>, 2021, for in-person

dining. The meals at those locations are no longer grab and go. A few locations have remained grab and go due to building renovations but will be opening as soon as those are complete. The congregate meal sites located in Lamar, Red River, and Delta counties are still operating as grab and go. They do plan on re-opening in July 2021. Jenny and Vonne explained that all the meal centers, whether grab and go or in-person dining, are on a monitoring schedule to ensure that all policies and procedures are up to date. Jenny stated that there was an inquiry regarding the responsibilities listed in the RAC handbook and the AAA Policy and Procedures for visiting meal centers. She explained that there is an informal document that the RAC members can complete if they visit one of the meal centers in their county. It is encouraged that the members take any opportunity to attend or visit the meal centers so they can see how the congregate meal service is operating and to advise the AAA on the status.

### **COVID and other Grant Opportunities**

Lisa Reeve stated that the AAA has applied for two grants. The TEVU Fund (Texas Equitable Vaccine Uptake Fund) grant has been awarded from the Greater Houston Community Foundation. This grant is in the amount of \$24,000. The AAA was invited to apply for this grant due to statistics in the AAA region that stated some of the AAA counties had a lower percentage of COVID vaccine participation. The AAA has hired a new case manager to coordinate the grant. Lisa will be creating a flyer that will include testimonials from local pastors and doctors about the COVID vaccine. This addresses the first part of the grant which focuses on vaccine confidence. The second part of the grant is vaccine access. If someone is needing help with scheduling a vaccine in their area, they can receive assistance. Lisa stated the Spirit of St. Michael's is helping to give the Johnson and Johnson vaccine through the end of June to homebound clients. The flyer will be sent to the RAC members as well, once it is complete.

The other grant the AAA has applied for is a HUD grant. The AAA would need a full time staff member to run the project, which is three years. If the AAA is awarded the grant, it will be 1.25 million over the three-year project. The AAA has a case manager that recently became a certified Aging in Place Specialist, which is a requirement for the grant. The funds will allow for home modifications that are usually beyond the scope of what the AAA can normally provide. The client would be assessed by the case manager and recommendations would be made for the home modification that would allow the client to remain at home. The recommendations would be approved by an Occupational Therapist and final approval by the AAA Director. The AAA will need contractors in the region that could provide the modifications or repairs. The focus for the grant is for rural residents only, so the AAA is focusing on all areas outside of the Texarkana, Bowie County area.

### **Budget Update, New Hire Introductions**

Lisa stated two new part time ombudsmen staff have been hired due to the extra COVID funds received. One serves the Sulphur Springs and Cooper area, the other is in training and will serve long-term communities in the Texarkana area. The Ombudsman program is still in need of volunteers. Brenda Abernathy, AAA Case Manager, was present on the RAC call and introduced to the members. She is also the case manager that has been certified as an Aging in Place Specialist.

The AAA FY2020 Closeout budget is still not complete from the State and the AAA has still not received prior year funding. This funding was anticipated to be received by May 31, 2021 and will have to be spent or encumbered by the end of the fiscal year (September 2021). The AAA is preparing the budget for the ATCOG Executive Director based on the anticipated budget, even though the funds have not been awarded yet.

### **Announcements**

Stephanie McCoy with APS shared that she will now be serving Region 3, which is in the Dallas/Fort Worth area, and no longer serving the Region 4 area. In the past, the month of May has always been Elder Abuse Prevention month, but it is now held in June. June 13<sup>th</sup> is Purple Sunday, June 15<sup>th</sup> is World Elder Abuse Prevention Day. She encouraged everyone to wear purple on those days and to increase awareness of elder abuse. Stephanie supplied her new contact phone number for the members if they should ever need to contact her – (469) 553-7873.

Rhonda Rogers shared the Texas Silver Haired Legislature is still doing well and has just completed a session with some serious successes. She stated there are 22 new members ready to join the Texas Silver Haired Legislature. It would be beneficial in the Ark-Tex region to have new members in Bowie, Cass, and Titus counties.

Lisa asked the RAC members if they were comfortable meeting in person for the next meeting in September. All stated they were looking forward to the ability and opportunity to meet in person. Lisa explained that it can still be virtual, if needed, for those that might like to attend via conference call. Zoom cameras can be set up in the meeting room.

### **Adjourn**

A motion was made to adjourn by Angela Hill and seconded by Charles Jordan. The meeting was adjourned at 10:46 a.m. The next RAC meeting is September 2, 2021.



**MINUTES**  
**ATCOG Solid Waste Advisory Committee Meeting**  
**June 1, 2021**  
**10:00a.m.**  
**Via Webinar**

1. The Solid Waste Advisory Committee (SWAC) met on June 1, 2021 at 10:00a.m. via webinar. ATCOG SWAC Chairman, Mario Villarino, called the meeting to order at 10:00a.m.
2. Mario Villarino turned the meeting over to ATCOG staff member Paul Prange, who introduced Rebecca Davio, with Texas State University (TXSTU). Ms. Davio announced that she and her team would be providing updates to the 20 year regional solid waste management plan during this agenda item. Ms. Davio then asked her team members to conduct self-introductions prior to conducting their presentations for the SWAC.

TXSTU team members identified 4 major goals for ATCOG and the SWAC to incorporate into the 2022-2042 regional solid waste management plan to enhance its effectiveness. The goals focused on composting manure, utilizing tires for mechanical concrete applications, household hazardous waste collections, addressing illegal dumping issues through the development of apps. and forms on websites, establishing a regional environmental task force, sponsoring illegal dumping enforcement training classes, encouraging court systems to prosecute environmental crimes within the region and asking cities and counties to develop their own solid waste management plans with periodic updates. Discussion took place between the SWAC members and the TXSTU team to incorporate several suggestions and recommendations in the 2022-2042 regional solid waste management plan.

3. Mario Villarino opened the meeting up for discussion of the appointment of one new member to replace former member, Wyvonne McDaniel. ATCOG staff member, Paul Prange, introduced Daci Rawson to the committee members and asked Ms. Rawson to share some information about herself and her interests. Ms. Rawson then provided the committee members with a brief history of her involvement with the wastewater industry in Hopkins County, Texas. Ms. Rawson owns Northeast Texas Disposal and Stouts Creek Composting which utilizes septic sludge and grease trap waste to create compost via an in-vessel composter. Discussion took place among the committee members and a motion to appoint Ms. Rawson to the SWAC was made by Chairman Mario Villarino and seconded by Vice-Chairman Jon Dalzell. The motion carried.
4. Mario Villarino made a motion to adjourn the meeting at 11:02a.m. The motion was seconded by Jon Dalzell. The motion carried.

**COMMITTEE MEMBERS PRESENT**

Mario Villarino  
Jon Dalzell

**REPRESENTING**

Hopkins County  
Hopkins County

**ATCOG STAFF PRESENT**

Paul Prange, Environmental Resources Coordinator

ATCOG

**GUESTS**

Daci Rawson  
Rebecca Davio  
Matt Pantuso  
Eric Alper  
Haley Tacker  
Haley Johnson  
Molly Alred

Northeast Texas Disposal  
TXSTU Staff  
TXSTU Team  
TXSTU Team  
TXSTU Team  
TXSTU Team  
TXSTU Team

## **BRIEFING PAPER**

### **ITEM 6:**

Approval of the submission of a Section 5311 – Rural Area Federal Formula Program renewal application to the Texas Department of Transportation.

### **BACKGROUND**

The Federal Section 5311 program provides formula funding to states for the purpose of supporting public transportation in areas with populations of less than 50,000 people. The Ark-Tex Council of Governments provides Rural Transportation Services (TRAX) to nine counties in Northeast Texas including Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River and Titus.

### **DISCUSSION**

Funding from this grant will be utilized to meet operating, administrative, preventative maintenance, and indirect expenses for Demand-Response, Fixed Route, and Paratransit services.

### **RECOMMENDATION**

Staff recommends approval of this funding application.

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ARK-TEX COUNCIL OF GOVERNMENTS  
APPLICATION / PROJECT STAFF REVIEW FOR  
ENVIRONMENTAL ASSESSMENT

**Project SAI No:** N/A

**Date Received:** 06-07-21

**Staff Assignment:**  
Paul Prange

**Applicant:** U.S. Department of the Army, Red River Army Depot.

**Project Description:** This application to the Texas Commission on Environmental Quality (TCEQ) is for the renewal of Air Quality Permit No. 8315A, to authorize the continued operation of a steam boiler plant located at the Red River Army Depot, 100 James Carlow Drive, Texarkana, Bowie County, Texas. The area addressed by the application is a National Security Facility located 18 miles west of Texarkana on U.S. Highway 82. The existing facility is authorized to emit particulate matter with diameters of 10 microns or less, carbon monoxide, nitrogen oxides, and sulfur dioxide.

**PROJECT/EA REVIEW:**

**Area to be served:** Bowie County, Texas.

**Does the project comply or furnish reasonable assurances of compliance with applicable federal, state, and local laws, regulations, and ordinances?** Yes. The TCEQ executive director has determined that the application is administratively complete and will conduct a technical review of the application.

**Is the project consistent with state, area wide, and/or local planning or does it contribute toward goals or objectives identified at one or more of governmental levels?** Yes. This permit application meets all statutory and regulatory requirements.

**Has this project been coordinated through the Texas Commission on Environmental Quality?** Yes. In addition to the renewal, this permitting action includes the incorporation of changes allowing enhancement of operational control at the plant.

**Does the project address a clearly defined need and does the project take into account preservation of the environment?** There is a clearly defined need for the continued operation of the Red River Army Depot. This facility has been in operation for many years and all guidelines required by TCEQ to protect the environment are being followed and minimal disruption of the environment is expected.

**Is the project likely to produce any significant adverse effects on the environment?** No. The renewal of the Air Quality Permit does not allow for any increase in emissions.

**Do the anticipated accomplishments of the project justify the disruption to the environment?** Yes. Red River Army Depot employs over six thousand residents living within our region and produces military vehicles and equipment necessary for the continued success of ongoing military campaigns. The disruption of the environment is minimal compared to the accomplishments.

**STAFF ASSESSMENT OF ENVIRONMENTAL IMPACT:** The permit renewal will not create any significant detrimental impact to the environment, as determined by TCEQ.

**RECOMMENDED COMMENT:** Staff recommends support of this Air Quality Permit renewal by the U.S. Department of the Army, Red River Army Depot.

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ARK-TEX COUNCIL OF GOVERNMENTS  
APPLICATION / PROJECT STAFF REVIEW FOR  
ENVIRONMENTAL ASSESSMENT

**Project SAI No:** N/A

**Date Received:** 06-14-21

**Staff Assignment:**  
Paul Prange

**Applicant:** Petty Water Supply and Sewer Service Corporation

**Project Description:** The Petty Water Supply and Sewer Service Corporation has applied to the Texas Commission on Environmental Quality (TCEQ) to renew Texas Pollutant Discharge Elimination System (TPDES) Permit No. WQ0012305001, to authorize the discharge of treated wastewater at a volume not to exceed a daily average flow of 20,000 gallons per day. The domestic wastewater treatment facility is located approximately 0.4 miles southwest of the intersection of FM 137 and FM 1509 in Lamar County, Texas. The discharge route is from the plant site to Noble Creek; thence to Ghost Creek; thence to the North Sulphur River.

**PROJECT/EA REVIEW:**

**Area to be served:** Petty, Lamar County, Texas.

**Does the project comply or furnish reasonable assurances of compliance with applicable federal, state, and local laws, regulations, and ordinances?** Yes. The TCEQ executive director has determined that the application is administratively complete and will conduct a technical review of the application.

**Is the project consistent with state, area wide, and/or local planning or does it contribute toward goals or objectives identified at one or more of governmental levels?** Yes. This permit application meets all statutory and regulatory requirements.

**Has this project been coordinated through the Texas Commission on Environmental Quality?** Yes, coordination is in progress.

**Does the project address a clearly defined need and does the project take into account preservation of the environment?** There is a clearly defined need for the renewal of this TPDES Permit to allow the continued operation of the domestic wastewater treatment facility. This facility serves the needs of all residents living within the City of Petty. All guidelines required by TCEQ to protect the environment are being followed, thus minimal disruption of the environment is expected.

**Is the project likely to produce any significant adverse effects on the environment?** No. The renewal of this permit will not authorize an increase in the number gallons of treated wastewater that can be discharged into the environment. This facility is in good operational condition. Before being discharged, the water passes through particulate filters and is then piped to a sedimentation pond located at this facility.

**Do the anticipated accomplishments of the project justify the disruption to the environment?** Yes. The renewal of this permit will allow the continued operation of this facility, which directly serves the needs of all citizens living within the City of Petty. The disruption of the environment is minimal compared to the accomplishments.

**STAFF ASSESSMENT OF ENVIRONMENTAL IMPACT:** The permit renewal will not create any significant detrimental impact to the environment, as determined by TCEQ.

**RECOMMENDED COMMENT:** Staff recommends support of this permit renewal application by the Petty Water Supply and Sewer Service Corporation.

ARK-TEX COUNCIL OF GOVERNMENTS  
APPLICATION / PROJECT STAFF REVIEW

<b>Project SAI No:</b> PENDING	<b>Date Received:</b> 05-28-2021	<b>Staff Assignment:</b> Toni Lindsey
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**Applicant: The Salvation Army Texarkana, Arkansas**

<b>Project Title:</b> Emergency Solutions Grant through Housing and Urban Development Program Year 2021-22	Loan	<input type="checkbox"/>
	Grant	<input checked="" type="checkbox"/>
	Pre-Application	<input type="checkbox"/>
	Continuation	<input checked="" type="checkbox"/>

**PROJECT DESCRIPTION:**

**Proposed Activity:**

Budget:	Amount	Source / Funding Agency
Federal	\$80,500.00	Department of Housing and Urban Development
State		
Local		
Applicant	\$80,500.00	Other funds and Donations
Other		
<b>Total</b>	<b>\$161,000.00</b>	

**Personnel Required:** 3 Full-time, many volunteers

**PROJECT REVIEW: (PROVIDE ADEQUATE DETAIL)**

**Area to be served:**  
Miller, Lafayette, Hempstead, Little River, Sevier, and Howard counties in Arkansas

**Does the project comply or furnish reasonable assurances of compliance with applicable federal, state, and local laws, regulations, and ordinances?**  
Yes.  
Assurances included in application

**Is the project consistent with state, areawide, and / or local planning or does it contribute toward goals or objectives identified at one or more of governmental levels?**  
Yes.  
Application meets the goals and objectives of HUD.

**Does the project address a clearly defined need?**  
Yes.  
Presently the Center of Hope Homeless Shelter provides adequate room for a total of 65 individuals and families to reside. They offer 11 apartment style family rooms, 24 dormitory beds for single men and 5 dormitory beds for single women. In the year 2020 the shelter provided emergency housing for over 5,703 men, women and children. This was a significant reduction in numbers which was due to the COVID-19 pandemic. During this crisis, in 2020, the admittance guidelines were altered to protect everyone from COVID. They successfully served 13,033 meals to shelter residents and 9,068 meals to the unsheltered homeless population. The Center of Hope Soup Kitchen is open and available to the hungry and those less fortunate, 365 days a year.  
Their Salvation Army Family Store provided 119 clothing vouchers to residents who checked into the shelter and were without clothes or shoes. For families with infant children the Salvation Army provided 165 boxes of diapers and baby formula. They purchased bus tickets for residents to aid them in their search for employment, enroll children into school, attend medical appointments and/or to meet with caseworkers at the Arkansas Department of Human Services to help

with their immediate needs.

The Center of Hope Shelter also provides hot showers and personal hygiene kits, on a daily basis, to the unsheltered individuals that reside in the outside elements. Last year they provided this type of service to over 246 individuals.

Once an individual or family, residing in the shelter, regains confidence and stability within their lives they become eligible for permanent housing. The Director of Social Services provides aid in helping the resident find adequate housing. Once permanent housing is located The Salvation Army is able to continue providing support by furnishing their new home with essential items such as furniture, bedding and kitchen ware. In 2020 they provided household furniture for 166 individuals and/or families.

**Is the project likely to produce any significant adverse effects on the environment?**

No.

**Are the project's goals identified, specific, measurable, and achievable?**

Yes

The Salvation Army projects they will serve over 11,000 men, women and children and serve over 40,000 meals from the Soup Kitchen which is open 365 days a year with Emergency Shelter; 65 for Homelessness Prevention, and as many as 167 homeless residing in the streets of the city. The Emergency Shelters provide a safe and secure place for families and their children to stay until a more permanent housing situation can be arranged for them. During their stay their immediate needs of clothing, food, and medical attention are met. Rapid Re-Housing is a program designed to help homeless individuals transition into permanent housing as quickly as possible. Homelessness Prevention is designed to prevent individuals/families who are at imminent risk of becoming homeless.

**Does the proposal demonstrate a feasible delivery strategy?**

Yes

The Salvation Army has received this grant for the past fifteen years. They intend to continue in the same manner as they have in previous years by utilizing employees and volunteers to make contact with individuals in areas where the homeless are known to congregate, assess their immediate needs, make contact with appropriate agencies to assist with those needs, evaluate the eligibility to stay in their facility called the Center of Hope, assist them with life skills, writing a resume and searching for work with the ultimate goal of transitioning them into permanent housing.

**Does the project contribute to a balanced delivery of services among political subdivisions covered by the application?**

Yes. The Salvation Army Texarkana, Arkansas, services six counties in Arkansas – Miller, Little River, Hempstead, Lafayette, Howard, and Sevier.

**Do the anticipated accomplishments of the project justify the amount of funds requested?  
(Cost / Benefit Analysis)**

Yes

Grant funding costs include: Emergency Shelter - \$80,000; Administration - \$500. This will be matched with \$80,500 in Private Contributions consisting of general donations to be used for un-skilled and skilled labor, in-kind professional services and noncash donations such as clothing, hygiene products, toiletries, blankets, pillows, and supplies.

**Does the applicant's prior performance indicate high probability that the proposed objectives will be accomplished?**

Yes

The local Salvation Army has successfully operated for over 124 years. They have established guidelines and rules they follow to ensure the safety of all while assisting each in becoming self-sufficient. They work with Arkansas HUD, Veterans Affairs, Arkansas Workforce Center, Domestic Violence, Inc., Friendship Center, Grace Clinic, Arkansas Department of Human Services, Healthcare Mental Health Services, Alcohol Anonymous/Cocaine Anonymous, St. Edwards Catholic Center, Arkansas School System, First Pregnancy Center, Senior Citizens Services, and Samaritan Charities to meet a wide variety of needs without duplicating services.

**Additional Information:**

**STAFF RECOMMENDATIONS:**

Staff recommends approval.

**RESOLUTION NO. ABD21-14**

**RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS WITH REVIEW AND COMMENT ON AN APPLICATION BY THE SALVATION ARMY TEXARKANA, ARKANSAS TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR AN EMERGENCY SOLUTIONS GRANT.**

**WHEREAS**, under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 and Title IV of the Intergovernmental Cooperative Act of 1968, the Ark-Tex Council of Governments has been designated as the area wide agency to review certain applications for which federal financial assistance is requested; and

**WHEREAS**, it is desirable and in the public interest that certain development plans be reviewed by the Ark-Tex Council of Governments for their consistency with the overall development of the Region.

**NOW, THEREFORE BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:**

Section 1 - That the submission of an application by The Salvation Army Texarkana, Arkansas to HUD for a grant in the amount of \$80,500.00, to be matched with \$80,500.00 in cash in-kind, for temporary emergency shelter operations and essential services to the homeless has been reviewed by the Board of Directors and can reasonably be expected to become part of the overall regional plan.

Section 2 – That the above-mentioned improvements are desirable and urgently needed for public safety and welfare.

**REVIEWED THIS 24TH DAY OF JUNE, 2021.**

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**L. D. Williamson, President  
Ark-Tex Council of Governments**

**ATTEST:**

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## **BRIEFING PAPER**

### **ITEM 9:**

Review and consider approval of the revised Area Agency on Aging (AAA) Policy and Procedures.

### **BACKGROUND:**

The Area Agency on Aging is seeking approval by the Ark-Tex Council of Governments' (ATCOG) Board for approval to revisions made to the AAA Policy and Procedures. There were numerous revisions with updated information, due to Texas Administrative Code changes. The original code was Title 40 Chapter 85. The new code is Title 26 Chapter 213.

### **DISCUSSION:**

The revised policy and procedure manual is attached. The revisions were made by the AAA staff and were emailed to the ATCOG Executive Director and Deputy Director for review and approval. After approval, the procedures were emailed to the AAA Regional Advisory Council for review.

The Advisory Council met on June 3, 2021, and the policy and procedures were presented for discussion and approval. A motion was made by Brenda Davis to approve the policy and procedures and seconded by Judge Lynda Munkres. The motion passed.

### **RECOMMENDATION:**

Staff recommends approval of these changes to the AAA Policy and Procedures.

## **BRIEFING PAPER**

### **ITEM 10:**

Review and consider approval of membership changes on the Solid Waste Advisory Committee (SWAC).

### **BACKGROUND:**

The Solid Waste Advisory Committee approved the resignation of one member and the appointment of one member to serve as a representative for Hopkins County; however, these changes will not become official until the ATCOG Board also approves them.

### **DISCUSSION:**

The following member resigned from the SWAC:

Wyvonne McDaniel – Formerly a member of the Hopkins County Beautification Committee

The following member has been appointed by the SWAC to serve as a representative for Hopkins County, Texas:

Daci Rawson – Owner of Northeast Texas Disposal and Stouts Creek Composting in Hopkins County, Texas

### **RECOMMENDATION**

Staff recommends Board approval of this resignation and appointment to the SWAC.

**RESOLUTION NO. ABD21-15**

**RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING THE APPOINTMENT OF DACI RAWSON, OWNER OF NORTHEAST TEXAS DISPOSAL AND STOUTS CREEK COMPOSTING LOCATED IN HOPKINS COUNTY, TEXAS, TO THE SOLID WASTE ADVISORY COMMITTEE (SWAC).**

**WHEREAS**, Wyvonne McDaniel was the former member of the Hopkins County beautification committee and former member of SWAC; and

**WHEREAS**, the Texas Commission on Environmental Quality (TCEQ) requires ATCOG to establish and maintain a SWAC for the purpose of selecting and funding projects which are consistent with the Regional Solid Waste Management Plan.

**NOW, THEREFORE BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:**

Section 1 - This nomination to the SWAC was accepted by the SWAC at the meeting on June 1, 2021.

Section 2 - That the above mentioned change is required by the TCEQ for continued representation on the SWAC and management of solid waste pass-through grant funds from the TCEQ, by ATCOG, throughout the Region.

**REVIEWED AND APPROVED THIS 24TH DAY OF JUNE, 2021.**

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L. D. Williamson, President  
Ark-Tex Council of Governments

ATTEST:

  
  

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## **BRIEFING PAPER**

### **ITEM 11:**

Review and consider approval of the Ark-Tex Council of Governments Housing Choice Voucher Program Annual Plan.

### **BACKGROUND**

The U.S. Department of Housing and Urban Development (HUD) requires an Annual Plan be submitted to locate basic Public Housing Authority (PHA) policies, rules, and requirements concerning the PHA's operations, programs, and services. This plan informs HUD, families served by the PHA, and members of the public of the PHA's mission and goals. This plan provides objectives for serving the needs of low-income, very low-income and extremely low-income families. Any revisions made to this plan must be formally adopted by the Board.

### **DISCUSSION**

The current policy under Local Preferences (24 CFR 982.204) states, "ATCOG will support and administer vouchers for the HCV program."

1. The PHA requests support to convert and administer an additional 50 Project Based Vouchers for Gladewater Housing Authority located in Gladewater, Texas.
2. The PHA requests support to convert and administer 185 Project Based Vouchers in New Boston, Texas, for New Boston Property Management, effective August 1, 2021.

### **RECOMMENDATION**

Staff recommends approval of the Annual Plan to take effect immediately upon its execution.

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																			
A.1	<p>PHA Name: <u>Ark-Tex Council of Governments</u> PHA Code: <u>TX499</u>            PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>October 1, 2021</u>            PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)            Number of Housing Choice Vouchers (HCVs) <u>1820</u>            PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 25%;">Program(s) not in the Consortia</th> <th style="width: 15%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
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<b>B.</b>	<b>Annual Plan.</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>
<b>B.2</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>1. ARK-TEX COUNCIL OF GOVERNMENT FORMED A PARTNRSHIP AND LOCAL AGREEMENT WITH GLADEWATER HOUSING AUTHORITY TO ADMINISTER 50 PROJECT BASED UNITS.</p> <p>2.ARK-TEX COUCNIL OF GOVERNMENT FORMED AN INTERLOCAL AGREEMENT WITH NEW BOSTON PROPERTY MANAGEMENT TO ADMINISTER 185 PROJECT BASED VOUCHERS BEGINNING AUGUST 1, 2021.</p> <p>PROJECT BASED IS CONSISTENT WITH ARK-TEX COUNCIL OF GOVERNMENTS PLAN TO ENSURE ALL FAMILIES RECEIVE AND OR KNOWLEDEGABLE OF THE AVAILABILITY OF HOUSING OPPORTUNITIES FOR ADDITIONAL LOW-INCOME FAMILIES.</p>
<b>B.3</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>B.4</b>	<p><b>Civil Rights Certification</b></p> <p><a href="#">Form HUD-50077</a>, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.5</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

<p><b>B.6</b></p>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p>YEARLY FAIR HOUSING TRAINING; NUMEROUS TRAININGS FOR SUPERVISOR STAFF INCLUDING PERFORMANCE MANAGEMENT AND EVALUATIONS AND GIVING FEEDBACK; PRIORITY MANAGEMENT AND PLANNING; SECTION 8 HEARING OFFICER TRAINING, CUSTOMER SERVICE TRAINING; NUMEROUS HOUSING QUALITY STANDARDS TRAININGS; EXECUTIVE HOUSING CHOICE VOUCHER MANAGEMENT TRAINING; RENT CALCULATION AND ELIGIBILITY FOR THE HOUSING CHOICE VOUCHER PROGRAM TRAINING; LEADERSHIP DEVELOPMENT; CONCENTRATED TRAINING FOR THE INSPECTOR; AND ELEARING PLATFORM FOR ALL STAFF. ATCOG SCORED HIGH PERFORMER STATUS ON THE MOST RECENT SEMAP CERTIFICATIONS.</p>
<p><b>B.7</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

**RESOLUTION NO. ABD21-16**

**RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS FOR APPROVAL OF THE PUBLIC HOUSING AUTHORITY (PHA) CERTIFICATIONS OF COMPLIANCE WITH THE PHA PLANS AND RELATED REGULATIONS REGARDING THE ANNUAL PLAN FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021.**

**WHEREAS**, the Quality Housing and Work Responsibility Act of 1998 enacted by the U. S. Department of Housing and Urban Development (HUD) requires the Annual Plan be submitted to establish goals and operating procedures for achieving PHA goals within the Housing Choice Voucher program.

**WHEREAS**, the Annual Plan for the fiscal year beginning on October 1, 2021, is now due and must be approved and certified by the Board of Directors; and

**WHEREAS**, a public meeting was held at 4:00 P.M. on May 15, 2021, to hear comments and/or recommendations for changes in the Annual Plan, and no comments or recommendations were received.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ARK-TEX COUNCIL OF GOVERNMENTS:**

Section 1 - That the Annual Plan for the fiscal year beginning on October 1, 2021, includes the conversion and administration of 185 Project Based Vouchers for the New Boston Property Management in New Boston, Texas.

Section 2 - That the Annual Plan for the fiscal year beginning on October 1, 2021, includes the conversion and administration of an additional 50 Project Based Vouchers Gladewater Housing Authority.

Section 3 - That this Resolution shall be in effect immediately upon its execution.

**REVIEWED AND APPROVED THIS 24TH DAY OF JUNE 2021.**

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**L.D. Williamson, President  
Board of Directors**

**ATTEST:**

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**RESOLUTION NO. ABD21-17**

**RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS FOR THE ATCOG EXECUTIVE DIRECTOR TO SUBMIT AN APPLICATION FOR 2021 EMERGENCY SOLUTIONS GRANT PROGRAM FUNDS.**

**WHEREAS**, the Emergency Solutions Grant (ESG) Program assists people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness;

**WHEREAS**, the application will be submitted to the Texas Department of Housing and Community Affairs (TDHCA);

**WHEREAS**, TDHCA is the State of Texas' State ESG recipient and is responsible for distributing subrecipient funding; therefore, if funded, ATCOG will execute a contract with TDHCA and comply with all TDHCA reporting requirements;

**WHEREAS**, the ESG program requires a 100% match;

**WHEREAS**, ATCOG will be coordinating with additional agencies providing related services to provide a coordinated entry for program participants;

**NOW, THEREFORE BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:**

Section 1 - That the ATCOG Board of Directors approves submission of the application for the FY21 Emergency Solutions Grant.

Section 2 - That the ATCOG Board of Directors authorizes the Executive Director to take any and all actions necessary to represent the applicant and act as a contract administrator for the 2021 Emergency Solutions Grant.

**REVIEWED THIS 24TH DAY OF JUNE, 2021.**

\_\_\_\_\_  
L.D. Williamson, President  
Ark-Tex Council of Governments

ATTEST:

\_\_\_\_\_

## BRIEFING PAPER

### **ITEM 13:**

Review and consider approval of revisions to the Ark-Tex Council of Governments (ATCOG) Policies and Procedures Manual.

### **BACKGROUND**

The Board of Directors is required to approve all revisions to the Policies and Procedures Manual.

### **DISCUSSION**

The following revision to the **policy and procedures manual** is being proposed:

#### **9.13 Telecommuting** (policy on next page)

A telecommuting policy will be added in section **9.0 Work Schedules and Time Reporting** of the manual.

This addition provides guidance regarding employer and employee responsibilities, expectations, and eligibility requirements relating to telecommuting. ATCOG considers telecommuting to be a viable, flexible work option when both the employee and the job are suited for such an arrangement. It allows for informal telecommuting such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office. It also allows for short-term arrangements due to illness and helps prevent the spread of illness in the workplace.

If approved by the Board, this policy addition will be distributed to all employees and added to our Policies and Procedures Manual.

### **RECOMMENDATION**

Staff recommends approval of this addition to the Policies and Procedures Manual.

## **9.13 TELECOMMUTING**

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Ark-Tex Council of Governments (ATCOG) considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with ATCOG.

### **Procedures**

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement. Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

### **Eligibility**

Individuals requesting formal telecommuting arrangements must be employed with ATCOG for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and Manager/Director, with the assistance of the Human Resources Director and Executive Director, will evaluate the suitability of such an arrangement, reviewing the following areas:

1. Employee suitability. The employee and Manager/Director will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
2. Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
3. Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
4. Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and Manager/Director agree, and the Executive Director concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence. See Attachment A for a sample agreement.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone, e-mail, and videoconference between the employee and the Manager/Director, and biweekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications utilizing the Quarterly Performance Report form. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

### **Equipment**

On a case-by-case basis, ATCOG will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, internet equipment, phones and other office equipment) for each telecommuting arrangement. ATCOG may provide a hot spot device for telecommuter's business use while in the field, but it is expected that the telecommuter will provide adequate and reliable internet service while working within his/her own home. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee.

ATCOG accepts no responsibility for damage or repairs to employee-owned equipment. ATCOG reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all ATCOG property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

ATCOG will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish an appropriate work environment within his or her home for work purposes. For short-term telecommuting arrangements, ATCOG will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. For employees working remotely the majority of the time at the request of ATCOG, basic furniture needs such as a desk and chair may be supplied to the employee by ATCOG.

If the employee experiences issues with internet or equipment while telecommuting and is unable to work, the employee is expected to return to work in the office. If the employee is unable to return to the office, then the employee will be required to use leave time.

### **Security**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and

desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties will be investigated the same as other workers' compensation claims in accordance with policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. There shall be no business-related visitors at the home worksite. All business-related client or employee visits shall be made on ATCOG property or other preapproved public locations.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be temporarily modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

### **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using ATCOG's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

### **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave at the employee's request to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis.

## BRIEFING PAPER

### **ITEM 14:**

Review and consider approval authorizing the Executive Director to sign the Rerate and Benefit Verification Form with Texas Municipal League Health to continue to provide health, dental and life insurance benefits to staff for Plan Year 2021-2022.

### **BACKGROUND**

TML Health has provided health, dental and life insurance benefits to ATCOG for several years, and it is once again time for renewal of those benefits for FY 2022. The signed Rerate Notice and Benefit Verification Form is due to TML Health by June 25, 2021.

### **DISCUSSION**

**Current Defined Contribution:** \$773.04/Month

**Defined Contribution Effective 10/01/2021:** \$789.82/Month

(2% Increase, or \$16.78 increase per month)

**Employees with Health Insurance as of June 1, 2021:** 69 Staff Members

The Rerate Notice for FY 2022 includes an increase for health premiums; however, dental and life insurance rates are the same as FY 2021.

Dental Rates:

Employee Only: \$28.44

Employee + Spouse: \$66.82

Employee + Child(ren): \$61.10

Employee + Family: \$85.24

Life Rates:

Life: \$0.194

AD&D: \$0.040

ATCOG will be offering five plan options to staff. We are proposing to make a defined contribution of \$789.82 to each employee per month. This will pay for the basic PPO health plan rate of \$789.82. Staff that wish to "buy up" to a more expensive plan may do so at their own expense. There is also a high deductible plan at a rate of \$696.06 per month that would allow staff to contribute the remaining defined contribution to a health savings account.

### **RECOMMENDATION**

Staff is recommending approval for ATCOG to sign the Rerate Notice with TML Health with a defined contribution of \$789.82.



# MEDICAL COST PROJECTION

5/25/2021 9:26 PM

Ark Tex COG - PARKTEX1

05/25/21

MEMBER OPTION

## Current Plans

### 2020-2021 Current Rates

	CCPP P85-20-32 80% / 50% PPO	CCPP P85-50-35 80% / 50% PPO	CCPP P85-75-47.5 80% / 50% PPO	CCPP H85-150-55 80% / 50% High Ded HSA	CCPP H85-250-55 80% / 50% High Ded HSA
	\$200 In Ded	\$500 In Ded	\$750 In Ded	\$1,500 In Ded	\$2,500 In Ded
	\$450 Out Ded	\$750 Out Ded	\$1,000 Out Ded	\$1,750 Out Ded	\$2,750 Out Ded
	\$3,200 In OOP	\$3,500 In OOP	\$4,750 In OOP	\$5,500 In OOP	\$5,500 In OOP
	No OV	No OV	No OV	No OV	No OV
	<u>DAW1&amp;2 Rx Plan</u>	<u>DAW1&amp;2 Rx Plan</u>	<u>DAW1&amp;2 Rx Plan</u>	<u>DAW1&amp;2 Rx Plan</u>	<u>DAW1&amp;2 Rx Plan</u>
EE	\$1,175.14	\$1,091.56	\$985.66	\$852.44	\$773.04
EE + Spouse	\$2,385.54	\$2,215.88	\$2,000.88	\$1,730.46	\$1,569.26
EE + Child(ren)	\$2,068.26	\$1,921.16	\$1,734.76	\$1,500.28	\$1,360.54
EE + Family	\$3,466.66	\$3,220.14	\$2,907.66	\$2,514.68	\$2,280.44

## 1% Increase

### New Plan Options

#### 2021-2022

	Collective III Copay-1K-3K ER 80% / 50% PPO (copay)	Collective III HMO-1500-5K 80% / 0% HMO	Collective Plans Collective III HSA-3K E 100% / 70% HSA Embedded	Collective III Copay-3K-6K ER 80% / 50% PPO (copay)	Collective III HSA-4K-6K E 80% / 50% HSA Embedded
	\$1,000 In Ded	\$1,500 In Ded	\$3,000 In Ded	\$3,000 In Ded	\$4,000 In Ded
	\$2,000 Out Ded	N/A Out Ded	\$6,000 Out Ded	\$6,000 Out Ded	\$8,000 Out Ded
	\$3,000 In OOP	\$5,000 In OOP	\$3,000 In OOP	\$6,000 In OOP	\$6,000 In OOP
	\$0 Tela Health Copay	\$0 Tela Health Copay	\$44 Tela Health Copay	\$0 Tela Health Copay	\$44 Tela Health Copay
	<u>\$30 OV/\$45 SP/\$75 UC/\$500 ER Copay DAW1&amp;2 Rx Plan</u>	<u>\$30 OV/\$45 SP/\$75 UC/\$500 ER Copay DAW1&amp;2 Rx Plan</u>	<u>No OV/SP/UC/ER Copay DAW1&amp;2 Rx Plan</u>	<u>\$30 OV/\$45 SP/\$75 UC/\$500 ER Copay DAW1&amp;2 Rx Plan</u>	<u>No OV/SP/UC/ER Copay DAW1&amp;2 Rx Plan</u>
EE	\$1,008.38	\$864.06	\$855.12	\$789.82	\$696.06
EE + Spouse	\$2,047.00	\$1,754.04	\$1,735.88	\$1,603.34	\$1,413.00
EE + Child(ren)	\$1,774.76	\$1,520.76	\$1,505.02	\$1,390.10	\$1,225.06
EE + Family	\$2,974.68	\$2,548.94	\$2,522.54	\$2,329.94	\$2,053.34

## Collective Plans

Please sign & date option chosen:

\_\_\_\_\_  
Signature / Date

DAW1&2 Plan: If a brand name drug is dispensed and a generic alternate drug exists, the Covered Individual pays the difference between the brand name and generic price in addition to the appropriate copayment for the brand name. The cost difference between the brand name and generic price does not apply to any individual deductibles or out of pocket amounts. The differential applies to all prescriptions purchased through this program when a generic alternate is available.

**THIS DOES NOT COMPLETE THE RENEWAL PROCESS. YOU WILL NEED TO SIGN THE MEMBER OPTION AND DO ONE OF THE FOLLOWING BY 06/25/2021:**

1. Scan an image of the signed member option and email it to [underwriting@tmlhb.org](mailto:underwriting@tmlhb.org), or
  2. Fax the signed member option to (512) 719-6541, attn: Underwriting
- THEN A NEW RENEWAL NOTICE WILL BE GENERATED AND MAILED TO YOU. THE RENEWAL SHEET MUST BE SIGNED AND RECEIVED IN AUSTIN BY 07/01/2021 FOR THE NEW BENEFITS AND RATES TO BE EFFECTIVE FOR 10/01/2021.**

## **BRIEFING PAPER**

### **ITEM 15:**

Review and consider annual approval of the Investment Policy that establishes procedures to be followed in investing funds ATCOG.

### **BACKGROUND:**

In December 2002, the ATCOG Board approved a new Investment Policy. ATCOG normally operates on a reimbursable basis whereby we receive approval for grant funds, we provide services, and then we are reimbursed our money from that particular grant. In the event ATCOG should receive funds in advance, the Investment Policy stipulates how the funds are invested.

This Investment Policy was amended in April 2014 designating the ATCOG Finance Manager as the ATCOG Investment Officer. This is the only amendments to the original document approved in December 2002.

### **DISCUSSION:**

The Public Funds Investment Act requires that the ATCOG Board review and approve the Investment Policy annually. This is an opportunity for the Board to make any necessary changes. The Policy is and will remain a part of the Accounting Policies and Procedures Manual.

The Budget/Personnel Committee met June 21, 2021, and approved the Investment Policy for presentation to the Board of Directors on June 24, 2021.

### **RECOMMENDATION:**

The Budget/Personnel Committee and staff recommend approval of the Investment Policy.



# **Ark-Tex Council of Governments**

## **Investment Policy**

Purpose: The purpose of the policy is to establish the procedures to be followed in investing Ark-Tex Council of Governments funds.

### **1.0. Policy**

It is the policy of the Ark-Tex Council of Governments (ATCOG) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting ATCOG's daily cash flow demands and conforming to all federal, state and local statutes governing the investment of public funds.

### **2.0. Prudence**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The strategy of the pool is to assure cash flows are matched with adequate liquidity.

### **3.0. Objective and Strategy**

The primary objectives, in priority order, of ATCOG's investment activities shall be:

- (a) **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the ATCOG shall be undertaken in a manner that seeks to ensure the preservation of capital.
- (b) **Liquidity:** The ATCOG's investments will remain sufficiently liquid to enable the ATCOG to meet all operating requirements which might be reasonably anticipated.
- (c) **Yield:** ATCOG's investments will be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

#### **4.0. Delegation of Authority**

The ATCOG's Finance Manager is hereby designated as the ATCOG's Investment Officer. The Investment Officer shall be responsible for the implementation of this policy. The Investment Officer shall attend at least one training session within twelve months of assuming duties. The Investment Officer is granted the authority to deposit, withdraw, invest and manage the program.

#### **5.0. Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. The Investment Officer shall disclose to the Texas Ethics Commission and the ATCOG's Board of Directors any personal business relationship or material financial interests with anyone attempting to sell an investment to the ATCOG.

#### **6.0. Authorized and Suitable Investments**

The Investment Officer may invest in:

- (a) Interest Bearing Checking Accounts at ATCOG's designated depository bank;
- (b) Eligible Investment Pools; or
- (c) Such other investments as the governing body may authorize that are in accordance with federal and state laws and local statutes.

#### **7.0. Maximum Maturities**

To the extent possible, the ATCOG will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the ATCOG will not directly invest in securities maturing more than one year from date of purchase. The dollar weighted average maturity for the investment pool fund group will not exceed 180 days.

#### **8.0. Internal Control**

The Investment Officer shall establish an annual process of independent review by an external auditor. The review will provide internal control by assuring compliance with policies and procedures.

**9.0 Investment Policy Adoption**

This policy shall be adopted by the ATCOG’s Board of Directors and shall be reviewed as needed by the Board. Any modifications made thereto must be approved by the ATCOG Board of Directors.

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L. D. Williamson, President  
Board of Directors  
Ark-Tex Council of Governments

ATTEST:

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## **BRIEFING PAPER**

### **ITEM 16:**

Review and consider approval of the Accounting Policy and Procedures Manual that establishes procedures to be followed in the ATCOG Finance Department.

### **BACKGROUND:**

In February, 2001 the ATCOG board approved the first revision of the Accounting Policy and Procedures Manual. It was also revised in October of 2001, April of 2006, September of 2008, and the last revision was in April of 2014. In February of 2020, ATCOG began using Abila MIP software. A complete update of the Accounting Policy and Procedures Manual became necessary as most processes have changed. This manual reflects the changes in procedures to accommodate Abila MIP.

### **DISCUSSION:**

ATCOG policy requires that the ATCOG Board review and approve any policy and procedure changes. This is an opportunity for the Board to review and make any necessary changes to the Manual.

The Budget/Personnel Committee met June 21, 2021, and approved the updated Accounting Policy and Procedures Manual for presentation to the Board of Directors at the Board Meeting on June 24, 2021.

### **RECOMMENDATION:**

The Budget/Personnel Committee and staff recommend approval of the updated Accounting Policy and Procedures Manual.

## **BRIEFING PAPER**

### **ITEM 17:**

Review and consider approval of the proposed Salary Schedule for ATCOG for fiscal year ending September 30, 2022.

### **BACKGROUND:**

The State requires that we submit a Salary Schedule by August each year to compare salaries of ATCOG employees with salaries of State employees in equivalent jobs, such salary schedule to be approved by the full Board of Directors. The State will not allow salaries of ATCOG employees to exceed those of State employees in equivalent positions.

### **DISCUSSION:**

All ATCOG employees are paid lower or are at the low-end of the State salary scale. There are no positions at ATCOG that exceed the pay of State employees in equivalent positions.

The Budget/Personnel Committee met June 21, 2021, and approved the salary Schedule for presentation to the Board of Directors at the Board Meeting on June 24, 2021.

### **RECOMMENDATION:**

The Budget/Personnel Committee and staff recommend approval of the Salary Schedule for submission to the State.

NO. POSITIONS	POSITION	ATCOG SALARY GROUP/RANGE	STATE CLASS #	STATE SALARY GROUP/RANGE	DEPARTMENT
1	AAA Benefits Counselor	39,726 - 49,134	5703	31,144-49,134	AAA
2	AAA Coordinator	44,045 - 55,735	5229	36,976-58,399	AAA
2	AAA Case Manager	39,726 - 50,269	5228	32,976-52,045	AAA
2	AAA P/T Case Manager	39,726 - 50,269	5228	32,976-52,045	AAA
1	AAA Aging Specialist I	36,324 - 45,965	0154	29,439-46,388	AAA
2	AAA P/T Evidence Based Technician	32,758 - 41,451	5140	27,840-43,798	AAA
1	AAA Director	60,047 - 75,985	1601	55,184-90,393	AAA
3	Associate Ombudsman-Part Time	29,550 - 37,393	5700	26,332-41,335	AAA
1	Managing Local Ombudsman	44,045 - 55,735	3660	36,976-58,399	AAA
1	Custodian/Maintenance Worker	21,674 - 27,427	8003	19,777-28,840	Administration
1	Deputy Director	80,712 - 102,133	1620	69,415-117,397	Administration
1	Executive Assistant	39,726 - 50,269	0160	36,976-58,399	Administration
1	Executive Director	129,224	1622	83,991-142,052	Administration
1	Human Resources Director	60,047 - 75,985	1739	59,004-96,720	Administration
1	Receptionist	26,650 - 33,724	0006	23,781-34,859	Administration
1	Criminal Justice Coordinator	48,841 - 61,804	1571	39,521-64,449	Criminal Justice
1	Economic Development Manager	54,153 - 68,526	1518	45,158-73,788	Economic Development
1	Regional Development Manager	54,153 - 68,526	1518	45,158-73,788	Economic Development
1	Hazard Mitigation Planner-Part Time	39,726 - 50,269	0516	36,976-58,399	Economic Development
3	Economic/Regional Development Spec	36,324 - 45,965	1570	36,976-58,399	Economic Development
1	Environmental Resources Coordinator	48,841 - 61,804	2653	45,158-73,788	Environmental
3	Accounting Specialist	39,726 - 50,269	1016	36,976-58,399	Finance
1	Accounting Specialist I	36,324 - 45,965	1014	32,976-52,045	Finance
1	Accounting Technician	36,324 - 45,965	1291	32,976-52,045	Finance
1	Accounting Clerk	29,550 - 37,393	1000	26,332-41,355	Finance
1	Finance Director	72,793 - 92,113	1620	69,415-117,397	Finance
1	Accounting Assistant	29,550 - 37,393	1012	31,144-49,134	Finance
1	Lead Inspector	39,726 - 50,269	1323	32,976-52,045	Housing
2	Housing Inspector	36,324 - 45,965	1323	32,976-52,045	Housing
1	Housing Director	60,047 - 75,985	1601	55,184-90,393	Housing
3	Housing Program Assistant	29,550 - 37,393	0059	26,332-41,355	Housing
4	Housing Specialist	39,726 - 50,269	5228	32,976-52,045	Housing
1	Housing Coordinator	44,045 - 55,735	5229	36,976-58,399	Housing
1	FSS Coordinator	44,045 - 55,735	5229	36,976-58,399	Housing
1	Housing Case Manager - Part-Time	29,550 - 37,393	5227	29,439-46,388	Housing
1	Information Technology Director	60,047 - 75,985	0313	51,614-84,479	IT
1	911 Addressing Technician	32,758 - 41,451	0154	29,439-46,388	9-1-1
1	911 GIS Technician I	32,758 - 41,451	0154	29,439-46,388	9-1-1
1	911 GIS Specialist	39,726 - 50,269	0270	39,521-64,449	9-1-1
1	911 GIS Technician-Part Time	32,758 - 41,451	0154	29,439-46,388	9-1-1
1	911 Addressing/Database Coordinator	44,045 - 55,735	1571	39,521-64,449	9-1-1
1	911 Program Technician	32,758 - 41,451	0154	29,439-46,388	9-1-1
1	911 PSAP Operations Coordinator	44,045 - 55,735	0289	45,158-73,788	9-1-1
1	911 GIS Director	60,047 - 75,985	1601	55,184-90,393	9-1-1

	POSITION	ATCOG SALARY GROUP/RANGE	STATE CLASS #	STATE SALARY GROUP/RANGE	DEPARTMENT
1	Homeland Security Coordinator	44,045 - 55,735	6241	42,244-68,960	Homeland Security
3	Lead TRAX Driver	26,650 - 33,724	9323	24,910-36,571	Transportation
5	Dispatcher/Scheduler	26,650 - 33,724	0059	26,332-41,355	Transportation
1	Maintenance Supervisor	36,324 - 45,965	9419	34,918-55,130	Transportation
1	Transportation Supervisor	32,758 - 41,451	1997	36,976-58,399	Transportation
1	Fleet Technician	32,758 - 41,451	9044	31,144-49,134	Transportation
1	P/T Mechanic Assistant	26,650 - 33,724	9416	24,910-36,571	Transportation
1	Transportation Operations Manager	54,153 - 68,526	1998	48,278-78,953	Transportation
1	Transportation Director	60,047 - 75,985	1601	55,184-90,393	Transportation
1	Transportation Technician	29,550 - 37,393	0152	26,332-41,355	Transportation
1	Transportation Coordinator	44,045 - 55,735	1996	36,976-58,399	Transportation
1	Transportation Planner	44,045 - 55,735	1996	36,976-58,399	Transportation
24	TRAX Driver	21,674 - 27,427	9322	22,705-33,229	Transportation
1	TRAX Driver/Trainer	21,674 - 27,427	9322	22,705-33,229	Transportation
11	TRAX Driver-Part Time/As-Needed	21,674 - 27,427	9322	22,705-33,229	Transportation