

**MINUTES
BUDGET/PERSONNEL COMMITTEE
ARK-TEX COUNCIL OF GOVERNMENTS
SEPTEMBER 27, 2021, 2:00 p.m.**

The Budget/Personnel Committee of the Ark-Tex Council of Governments (ATCOG) met at 2:00 p.m. on Monday, September 27, 2021, via teleconference/webinar.

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

Item 2. The next order of business was to approve the minutes as submitted of the Budget/Personnel Committee meeting held June 21, 2021.

Motion to approve was made by Robert Newsom, Judge, Hopkins County and seconded by Ann Rushing, Mayor, City of Clarksville. It was approved.

Item 3. Chris Brown, Executive Director, presented for review and consideration recommendation of ATCOG's Financial Plan for fiscal year ending September 30, 2022, to be adopted by the ATCOG Board of Directors.

Mr. Brown shared that this plan includes recommended merit step increases for several staff along with a 3% COLA. A proposed increase in employer matching to 150% for our retirement plan is also included. Our retirement plan contribution rate will remain the same so there will be no budgetary impact to the proposed employer match increase.

Mr. Brown shared that ATCOG's revenues will increase by approximately \$300,000. Changes in funding from the prior year include:

- Transportation revenues will increase by over \$800,000.
- Housing Program revenues will increase by \$50,000.
- Area Agency on Aging revenues will decrease by \$400,000 based on current projections.
- Criminal Justice and Homeland Security Program revenues will see a slight reduction in their contract amounts in the next fiscal year.
- Environmental will see an increase with the contract for the Region 2 Flood Planning Group.
- 9-1-1 Emergency Communications Program will have a planned decrease the next fiscal year.
- Regional and Economic Development Program will see an increase in revenues due to EDA CARES funding, the absorption of CTEDD RLF portfolio, and a focus to bring in new grant administration and 504 loans.

Mr. Brown shared that the premiums for the basic medical plan increased again this year. ATCOG will increase its defined contribution amount from \$773.04 per month for each employee's basic medical coverage to \$789.82, which is 100% of the employee premium. Employee dental insurance premiums will remain at \$28.44 per month. Rates for life and AD&D did not change.

Mr. Brown shared the employee benefit rate computation and the indirect cost rate calculation. He explained that the indirect rate will fall to 19.23%, based on total direct personnel cost. The decrease is due to an overall allocation for year 2020 and a decrease in travel and other

expenses because of COVID. The rate without adjustments would be 24.64%. The rate may change slightly as the final touches are completed on the budget.

Mr. Brown stated the benefit rate will increase to 56.4%. The increase is due to an under allocation in year 2020. The rate without adjustments would be 50.8%.

Mr. Brown added that ATCOG will request to utilize \$87,500 of ATCOG Unrestricted Funds for Aging match and dues payments.

Mr. Brown stated that the Housing program is budgeted to maintain a three-month reserve balance and ATRDC will maintain a \$20,000 reserve balance per contract.

Mr. Brown shared the line item cost distribution by cost center amounts. Special projects have increased due to health insurance premium support. Environmental has an increase due to the Regional Flood Planning Group (RFPG) funding that will pass through the cost center.

Mr. Brown stated ATCOG will collect \$827,148 for indirect expenditures. The indirect allocation rate base is 18.42%, and the indirect rate at 5.12%. The Employee Benefit rate is currently at 56.3%. All rates are subject to change slightly as the budget is finalized.

Motion to approve was made by Brian Lee, Judge, Titus County, and seconded by Judge Newsom. It was approved.

Item 4. There were no other items. Motion to adjourn was made by Mayor Rushing and seconded by Judge Newsom. The meeting was adjourned.

BUDGET/PERSONNEL COMMITTEE MEMBERS PRESENT

Ann Rushing, Mayor, City of Clarksville
L.D. Williamson, Judge, Red River County
Robert Newsom, Judge, Hopkins County
Brian Lee, Judge, Titus County

STAFF MEMBERS PRESENT

Chris Brown, Executive Director
Mary Beth Rudel, Deputy Director
Melinda Tickle, Finance Director
Marla Matthews, Executive Assistant

L D Williamson

[L D Williamson \(Jun 28, 2022 13:51 CDT\)](#)

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

ATTEST:

Brian Lee

[Brian Lee \(Jun 29, 2022 14:53 CDT\)](#)
