

**JOINT MINUTES
NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT AND
ARK-TEX COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING
December 7, 2023**

The Northeast Texas Economic Development District (NETEDD) and the Board of Directors of the Ark-Tex Council of Governments (ATCOG) Board of Directors met at 10:00 a.m., Thursday, December 7, 2023, at the Northeast Texas Small Business Development Center, located at 105 North Riddle, 2nd Floor, Mount Pleasant, Texas, and via videoconference.

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

Item 2. Chris Brown, a Board Member of Hopkins County Hospital District, gave the invocation.

Item 3. Public Comment.

No member of the public made a comment.

Judge Howell recognized the following new Board member(s):

- Mandeep Chatha-Homer, Paris Independent School District

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 on Thursday, September 28, 2023.

Motion to approve was made by Stan Wyatt, NETX Municipal Water District Board of Directors, and seconded by Lowell Walker, Mayor, City of DeKalb. It was approved.

Item 5. Ms. Toni Lindsey presented for consideration approval for the ATCOG Executive Director to apply for the NETEDD 3-Year Planning Grant through the U.S. Department of Commerce Economic Development Administration (EDA).

This 3-year grant is renewed as a new application effective January 1, 2024, through December 31, 2026, with Federal funds allocated at \$210,000 and an in-kind match requirement of \$140,000, a total amount of \$350,000.

This grant will allow NETEDD to continue working with the Comprehensive Economic Development Strategy (CEDS) committee to update the current five-year CEDS.

Motion to approve was made by Mayor Walker and seconded by Stan Wyatt. It was approved.

This concluded all NETEDD agenda items.

ATCOG Board of Directors Agenda Items

Item 6. Ms. Mary Beth Rudel presented for review and consideration approval of the consent agenda items.

- Approval of the minutes as submitted for the ATCOG Board of Directors Meeting held Thursday,

September 28, 2023.

- Acceptance of the minutes as submitted for the ATCOG Homeland Security Advisory Committee meeting held Thursday, November 16, 2023.
- Acceptance of the minutes as submitted for the ATCOG Regional Criminal Justice Advisory Committee meeting held Thursday, November 16, 2023.

Motion to approve was made by Stan Wyatt and seconded by Mayor Walker. It was approved.

Regular Business

Item 7. Ms. Mary Beth Rudel presented for review and consideration approval of a new additional signature authority for Guaranty Bank and Trust.

ATCOG named a new Deputy Director on November 1, 2023, creating the need to designate signature authority to the staff member. ATCOG requests that signature authority be granted to ATCOG staff member Leslie McBride, Deputy Director, to be effective upon approval.

Upon approval, Ms. McBride will have the authority to conduct banking business and sign checks and documents for Guaranty Bank and Trust on behalf of ATCOG.

Motion to approve was made by Stan Wyatt and seconded by Mayor Walker. It was approved.

Item 8. Ms. Leslie McBride presented for review and consideration approval of revisions to the ATCOG Policies and Procedures Manual.

The following revisions to the policy and procedures manual are were proposed:

- 15.03 Employee Performance Reviews – This revision reflects the change to when employee performance reviews will be conducted.
- 17.04 Overnight Travel – This revision provides guidance to staff using Transportation Network Companies, such as Uber or Lyft, while traveling by commercial air transportation.
- 17.07 Non-Reimbursable Expenses – This addition supports the above policy revision to 17.04 Overnight Travel.

Upon approval by the Board, the policy revisions will be distributed to all employees and added to our Policies and Procedures Manual.

Motion to approve was made by Stan Wyatt and seconded by Mayor Walker. It was approved.

Item 9. Ms. Debbie Purifoy presented for review and consideration approval of the revised ATCOG Procurement Policy and Procedure Manual.

The following revisions and the reformatting of the procurement policy and procedures manual were proposed:

- Page 17 - Introduction - Paragraph Three has been added to the introduction.
- Page 22 - Part C: Definition of Terms - The following have been updated: Bidder's List, Contract DBE, HUB (Texas Administrative Code 34 Rule 20.282), Micro-Purchase, Modification,

Respondent (added), Offender(removed).

- Page 28 - Article II 2.3 Compliance and Purchasing Officer - Duties have been updated. The title of Compliance and Purchasing Officer has been updated throughout the document.
- Page 29 - Article II 2.5 Pre-Commitment Documents - Contract Action Notices and Interlocal Agreements have been removed; Vendor name addresses have been added.
- Page 30 - Article II 2.8 Restrictive Competition Practices Prohibited - Geographic Preference when using grant funds has been added (2 CFR 200.322).
- Page 32 - Article III 3.0.1 Micro-Purchase - References have been added for clarification (48 CFR Subpart 2.1) Texas Administrative Code Title 43 Part 1 Chapter 31 D 31.44 (B)
- Page 32 - Article III 3.0.2 Competitive Small Purchase - via mail and fax has been removed.
- Page 34 - Article IV Elements of The Sealed Solicitation Process - Has been added.
- Page 37 - Article IV 4.11 Submission - This has been revised to include Electronic submission responses (Texas Government Code Chapter 252.0145).
- Page 55 - Article VIII 8.2 Purchases that may NOT be made with a Credit/Charge Card - Office Supplies and Technology have been removed from the list of items.
- Page 60 - Article IX 9.3 Cooperative and Interlocal Agreements - The resource list has been revised to include Texas Smart Buy, HGAC, and TIPS.
- Page 65 - Article X Construction Related Contracts - The revised paragraph includes updated Davis Bacon regulations (29 CFR 5).
- Page 91 - Article XVIII Supplements - This has been added as a guide for Request for Qualifications and a guide for Request for Information.

Motion to approve was made by Stan Wyatt and seconded by Mayor Walker. It was approved.

Item 10. Ms. Whitney Fezell presented for review and consideration approval of the ATCOG Threat and Hazard Identification and Risk Assessment (THIRA), State Preparedness Report (SPR), and the Homeland Security Implementation Plan for 2024.

The State requires each Council of Governments to revise and submit its THIRA, SPR, and Regional Implementation Plan annually. The three documents are all interrelated and provide an overview of the threats, risks, and resources in the ATCOG region. These documents ensure that ATCOG is fully integrated into the State of Texas Homeland Security Strategic Plan and has identified resources necessary to achieve homeland security preparedness goals for fiscal year 2024.

Motion to approve was made by Mayor Walker and seconded by Chris Brown. It was approved.

Item 11. Ms. Whitney Fezell presented for review and approval of the continual use of the allocation formula for FY2024 as the method for allocating State Homeland Security Program (SHSP) funds to jurisdictions.

During the last three years, ATCOG has been utilizing a risk-based formula to allocate funds to eligible jurisdictions. This formula was designed to provide all eligible applicants with funds but did not fulfill the capability gaps of smaller jurisdictions in our region. The state requires HSAC to prioritize applications using a risk-informed methodology process. The proposed scoring process will score projects in several areas, including risk and prioritization. Adopting ATCOG's scoring process would reflect the region's priorities and be in line with the State's principles.

Motion to approve was made by Mayor Walker and seconded by Stan Wyatt. It was approved.

Item 12. Ms. Whitney Fezell presented for review and consideration approval of revisions to the Homeland Security Advisory Committee (HSAC) bylaws.

The ATCOG Homeland Security Advisory Committee met on November 16, 2023, to review and approve revisions to the HSAC bylaws. The following changes were made as follows:

- Article II Membership – This revision adds one representative from a State Agency and updates the District Coordinator to the District Chief.
- Article IV Meetings – This revision changes the written meeting notice from 5 to 3 days to correspond with the Texas Open Meetings Act.

Motion to approve was made by Mayor Walker and seconded by Stan Wyatt. It was approved.

Item 13. Ms. Patricia Haley presented for review and consideration approval of the revisions to the Regional Criminal Justice Advisory Committee (RCJAC) Bylaws.

The RCJAC conducts an annual review of the current RCJAC Bylaws. Amendments were necessary for FY24. The Bylaws were reviewed, amendments were discussed, and the RCJAC approved recommendations. The revisions are explained below.

- County Membership & Regional Membership: These revisions will remove the 9 Regional Memberships (one per county), which is a proportionate reduction for all counties, but will add two members to the County Membership due to the population thresholds per the bylaws. Total RCJAC membership will change from 36 members to 29 members for the 2024/2025 term. A reduction in the committee size will be beneficial in maintaining the specific member categories required by OOG-PSO/CJD while not going over OOG's "no more than 1/3" rule for categories.
- Regular Meetings: This revision changes the notification period for regular meetings from five business days to seventy-two hours prior to the meeting, aligning with the Texas Open Meetings Act.
- Funding Categories Reviewed by RCJAC: This revision accommodates the funding/grant application categories to be reviewed and scored by the RCJAC for the FY25 grant cycle, as required by OOG-PSO/CJD.

Motion to approve was made by Chris Brown and seconded by Stan Wyatt. It was approved.

Item 14. Ms. Patricia Haley presented for review and consideration approval of the revisions to the Regional Criminal Justice Advisory Committee (RCJAC) local priorities and the grant application scoring instrument.

The local priorities were established by the Regional Criminal Justice Planning Focus Groups.

Those recommendations and the scoring instrument were reviewed and approved by the RCJAC to be incorporated into the application scoring process, as required by the Office of the Governor-PSO/CJD.

Motion to approve was made by Stan Wyatt and seconded by Mayor Walker. It was approved.

Other Business

Item 15. Ms. Toni Lindsey presented the Texas Department of Agriculture's Downtown Revitalization Program information. The Texas Community Development Block Grant (TxCDBG) procurement procedure highlights were discussed as follows:

- Scoring is based on the region's priorities.
- The grant is to be procured competitively regardless of funds that will pay for contract service.
- ATCOG may be designated as a subrecipient with a required Interlocal Agreement.
- The interlocal agreement is required prior to ATCOG conducting any work per grant application.
- Sample forms will be provided.

Discussion followed.

Announcements

Judge Howell announced the next Executive Committee meeting will be held on Thursday, January 25, 2024, at 10:00 a.m., at the Northeast Texas Small Business Development Center (SBDC), 2nd Floor, located at 105 North Riddle Avenue, Mt. Pleasant, Texas, and via videoconference.

With no further business to discuss, a motion to adjourn was made by Mayor Walker and seconded by Stan Wyatt. It was approved.

NETEDD BOARD MEMBERS PRESENT

Tanner Crutcher, Judge, Delta County
Bobby Howell, Judge, Bowie County
Doug Reeder, Judge, Morris County
Marc Reiter, Mayor, City of Hooks
Stan Wyatt, NETX Municipal Water District Board

EXECUTIVE COMMITTEE MEMBERS PRESENT

Tanner Crutcher, Judge, Delta County
Bobby Howell, Judge, Bowie County
Doug Reeder, Judge, Morris County
Marc Reiter, Mayor, City of Hooks
Stan Wyatt, NETX Municipal Water District Board

ATCOG BOARD MEMBERS PRESENT

Chris Brown, Hopkins County Hospital District Board
Mandeep Chatha-Homer, Paris Independent School District
Rosina Duckworth, Mayor, City of Cumby
Becky Fellers, Liberty Eylau Independent School District
Laney Harris, Councilmember, City of Texarkana-AR
Ronald Humphry, Mayor, City of New Boston

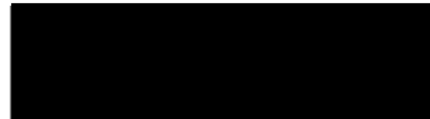
Brad Johnson, Board Member, Northeast Texas Rail District
Joe T. Kelsey, Chairman, Red River Appraisal District
Gary Spraggins, Councilmember, City of Sulphur Springs
Lowell Walker, Mayor, City of DeKalb

GUESTS PRESENT

Gaye Beard, Office of United States Representative Pat Fallon
David Weidman, Sulphur River Basin Authority

STAFF MEMBERS PRESENT

Rea Allen, 9-1-1 Director
Lauren Cromer, Transportation Supervisor
Whitney Fezell, Homeland Security Coordinator
Patricia Haley, Criminal Justice Coordinator
Melody Harmon, Economic Development Director
Toni Lindsey, Regional Development Director
Marla Matthews, Executive Assistant
Leslie McBride, Deputy Director
Paul Prange, Environmental Resources Coordinator
Debbie Purifoy, Compliance and Purchasing Officer
Mary Beth Rudel, Executive Director
Melinda Tickle, Finance Director
Bobby Williams, Transportation Operations Manager
Mary Wormington, Housing Director



Bobby Howell, President
Ark-Tex Council of Governments

