

**MINUTES**  
**BUDGET/PERSONNEL COMMITTEE**  
**ARK-TEX COUNCIL OF GOVERNMENTS**  
**June 21, 2021, 10:00 a.m.**

The Budget/Personnel Committee of the Ark-Tex Council of Governments (ATCOG) met at 10:00am on Monday, June 21, 2021, via teleconference/webinar.

Item 1. Brian Lee, Judge, Titus County Judge, called the meeting to order.

Item 2. The next order of business was to approve the minutes of the Budget/Personnel Committee meeting held September 23, 2020.

Motion to approve was made by Robert Newsom, Judge, Hopkins County, and seconded by Mr. Stan Wyatt, NETX Municipal Water District. It was approved.

Item 3. Chris Brown, Executive Director, presented for review and consideration recommendation for approval of the Investment Policy that establishes procedures to be followed in investing funds for the Ark-Tex Council of Governments (ATCOG).

Mr. Brown stated that the ATCOG Investment Policy has no new updates at this time.

Motion to recommend approval to the ATCOG Board of Directors was made by Mr. Stan Wyatt, NETX Municipal Water District, and seconded by Mayor Ann Rushing, City of Clarksville. It was approved.

Item 4. Mr. Brown presented for review and consideration recommendation for approval of the proposed Salary Schedule for ATCOG for fiscal year ending September 20, 2022.

Mr. Brown reviewed the proposed 2022 Salary Schedule noting all ATCOG employees are paid lower than State employees or are on the low-end of the State salary scale. There are no positions at ATCOG that exceed the pay of State employees in equivalent positions.

Melinda Tickle, Finance Director, stated that the State has not published their new Salary Schedule at this time and a State COLA increase is anticipated.

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

Item 5. Ms. Tickle presented for review and consideration recommendation for approval of the revised ATCOG Accounting Policies and Procedures Manual.

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.

Mr. Brown stated that all proper controls are in place including some that have been expanded. The manual updates contain many small revisions, which are in alignment with the MIP software migration.

Motion to recommend approval to the ATCOG Board of Directors was made by Mr. Wyatt and

seconded Mayor Rushing. It was approved.

- Item 6. Leslie McBride, Human Resources Director, presented for review and consideration recommendation for approval authorizing the Executive Director to sign the Rerate and Benefit Verification Form with Texas Municipal League (TML) Health to provide health, dental and life insurance benefits to staff for Plan Year 2021-2022.

Ms. McBride stated ATCOG will continue to provide five plan options to staff. ATCOG proposes to make a defined contribution of \$789.82 to each employee per month, a 2% increase, or \$16.78 increase per month. The rate of \$789.82 will pay for the basic PPO health plan. Staff have the option to "buy up" to a more expensive plan 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.

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

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

- Item 7. Mr. Brown reviewed and discussed budget preparations. Mr. Brown stated a draft budget highlight of anticipated indirect and benefit rates will be provided to the Executive Committee in August. The final budget will be presented to the Budget/Personnel Committee in September as well as the ATCOG Board of Directors for final approval.

- Item 8. With no further business to discuss, a motion to adjourn the meeting was made by Mayor Rushing and seconded by Mr. Wyatt. It was approved. Meeting adjourned.

BUDGET/PERSONNEL COMMITTEE MEMBERS PRESENT

Ann Rushing, Mayor, City of Clarksville  
Brian Lee, Judge, Titus County  
Robert Newsom, Judge, Hopkins County  
Stan Wyatt, Northeast Texas Municipal Water District

STAFF MEMBERS PRESENT

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



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

ATTEST:



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