

PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS

Minutes

June 23, 2016

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, June 23, 2016, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mayor Pro-Tem Kerry Symons, Vice-Chairman, presided.

**MEMBERS PRESENT:**

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Irene Favila, Hereford
- Bob Gober, Councilman, City of Canadian
- Ronnie Gordon, Hartley County Judge
- Ernie Houdashell, Randall County Judge
- John Howard, M.D., Donley County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Palisades Village
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Paul Harpole, Mayor, City of Amarillo
- Saul Hernandez, Amarillo
- John James, Collingsworth County
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Walter "Four" Price, Texas State Representative

**STAFF PRESENT:** Mr. Kyle Ingham, Local Government Services Program Director; Ms. Lori Gunn, Regional Service Program Specialist; Mr. Dustin Meyer, Local Government Services Program Coordinator; Jacy Sissel, Local Government Services Clerk; Ms. Cindy Boone, CPA, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

**OTHERS PRESENT:** Mr. Paul Simpson, Congressman Mac Thornberry's Office

1. **CALL TO ORDER**

Mayor Pro-Tem Kerry Symons called the meeting to order and noted that a quorum was present.

2. **INVOCATION**

Mayor Pro-Tem Kerry Symons gave the invocation.

3. **MINUTES**

Judge Don Allred moved to approve the minutes from the meeting held on May 26, 2016, as received. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Ms. Irene Favila moved to approve the vouchers for the month of May, 2016. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

5. **PRPC EMPLOYEE GROUP HEALTH INSURANCE RENEWAL**

Ms. Cindy Boone, CPA, reminded the Board that the PRPC provides group health care coverage to its employees through TML as part of an overall benefit package. Regular full

time employees and regular part-time employees who work 20 or more hours per week may participate in the plan with PRPC paying 100% of the premium cost. Employees may add dependent coverage to the plan at the employee's expense. Currently, PRPC has 38 employees on the employee plan, 5 employees electing child coverage, and 1 employee electing spousal coverage.

The current year plan has a \$1,750 deductible and then pays 80% of the costs in network up to \$2,000 out of pocket with the total maximum out of pocket of \$3,750. Once the network deductible and the out of pocket amount are satisfied, the plan pays 100% of eligible network charges. Out of network benefits have a \$2,000 deductible and then pays 50% of the costs with no maximum out of pocket. Also, to help offset the deductible, PRPC pays \$600 per year into an employee HRA account.

For our 2017 fiscal year, TML has quoted PRPC a 5% increase to continue with the current medical plan. The following chart provides a comparison of the monthly rates:

	<u>Current Rate</u>	<u>New Plan</u>	<u>Increase</u>
Employee	\$481.60	\$505.68	\$24.08
Spouse	\$629.88	\$661.38	\$31.50
Child	\$296.20	\$311.02	\$14.82
Family	\$935.18	\$981.94	\$46.76

Ms. Boone stated that this plan with the 5% increase and continued contribution of \$600 provides good insurance coverage with the flexibility with their HRA account to fund day to day needs such as copays and also expenses that apply towards their deductible.

Judge Don Allred moved to renew the Planning Commission's group health insurance benefits program for 2016-2017 through the Texas Municipal League Multistate Intergovernmental Employee Benefits Pool at the rates presented. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

## **6. PRPC PROCUREMENT POLICY AMENDMENTS**

Ms. Cindy Boone, CPA, informed the Board that the Planning Commission's current procurement policies were adopted on December 12, 1996 and have been amended several times since then. These policies were adopted to provide the parameters for procuring goods and services which would comply with all applicable state, local, federal, and grantor guidelines.

Since the last amendment in September 2013, several changes have occurred at the state and federal level with the most notable being the passage of the new federal rules referred to as the Uniform Guidance or super circular (2CFR200) which passed December 26, 2014. The new law allows for 2 years for the implementation of the new rules regarding procurement, however, PRPC is phasing in certain methods and thresholds now and will complete the rest of the updates later as we anticipate that several state and grantor rules will be revised in the future. Ms. Boone summarized the following new methods and thresholds of procurement with the Board.

- Micro-purchase method - purchases up to \$3,000 (old threshold \$500)
- Small purchase method - purchases greater than \$3,000 but less than \$40,000 (old threshold was \$500 up to \$25,000)
- Major purchase method - purchases equal to or greater than \$40,000 (old threshold was \$25,000 or greater)
  - Sealed Bid (Formal Advertising)
  - Request for Proposal (Competitive Proposal)
- Noncompetitive method
- Cooperative purchase method
- Professional and Consulting Services

Micro-purchases will be authorized by the Director of the department, small purchases will be authorized by the Finance or Executive Director, and major purchases will be submitted for approval to the Board of Directors. We believe these changes will allow the rules governing procurement to be graduated to the appropriate authority and dollar level

Judge Ronnie Gordon moved to approve amendments to the PRPC Procurement Policy related to the adjustment of monetary threshold levels which trigger certain approval authorization processes for the procurement of goods and services. Judge John Howard seconded the motion; the motion carried by unanimous vote.

**7. PRPC PRINTING SERVICES AGREEMENT**

Ms. Rebecca Rusk stated that the Planning Commission has been using the services of Whitney Russell Printing for the majority of our printing needs. Those needs consist of routine orders of letterhead, various envelopes, memo pads, business cards and other miscellaneous items for use by the Planning Commission staff. In addition, the Area Agency on Aging is required by the Texas Department on Aging to have their stationary, and Whitney Russell has met those needs, as well.

On May 20 and again on May 27, 2016, the Planning Commission published an invitation for bids for various stationary and printing needs. In addition, staff mailed the notice to local printing companies. All interested bidders were given a bid proposal package. Also included in this package were samples of all requested items. Two bids were received by the Monday, June 6 deadline -- Whitney Russell Printers, Amarillo and Cenveo-Trafton Printing, Amarillo.

Since the term of this agreement is for a three-year period, staff calculated how many times each of the items would need to be ordered during a three-year period and what that cost for the items would be from each vendor. The following are the results of the anticipated expense over a three-year period.

- Whitney Russell Printers, Amarillo \$27,589.00
- Cenveo-Trafton Printing, Amarillo \$30,118.61

Mayor Ricky White moved to approve a three-year agreement with Whitney Russell Printers for the provision of routine Planning Commission printing services. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

**8. REGIONAL VICTIM SERVICES TRAINING AND EDUCATION PROJECT RESOLUTION**

Ms. Lori Gunn informed the Board that each year, the Office of the Governor's Criminal Justice Division (CJD) contracts with PRPC to facilitate the distribution of funds under the following funding blocks for the Panhandle Region:

- Edward Byrne Justice Assistance Grant (JAG)
- Juvenile Justice & Delinquency Prevention Act (JJDP)
- Victims of Crime Act of 1984 (VOCA)
- Violence Against Women Act of 2013 (VAWA)

On December 30, 2015 the funding announcement for these funding blocks was sent to all eligible entities. During the January strategic planning meetings, PRPC was told repeatedly that more training would be beneficial, especially cross-training for victim services. In March, CJD released the Resources of the Local Criminal Justice Grant Planning to PRPC. This report highlights that the region as a whole has a higher rate of both violent crime and family violence than the entire State of Texas. The purpose of the VAWA funding is to assist in developing and strengthening effective law enforcement, prosecution and court strategies to combat family violence, sexual assault, sexual human trafficking, dating violence and stalking crimes against women and to develop and strengthen victim services in such cases. PRPC staff has researched training opportunities to address the needs expressed by our criminal justice stakeholders.

PRPC is proposing to address the training needs through the Regional Victims Service Training and Education Project in two stages. The first would be to send two members from each of our 8 victim service agencies to the End Violence Against Women International annual conference. This conference provides both plenary training and break-out training over three full days to address the many needs that victimized women face and how to best meet those needs. The conference also addresses how to build better policy and or actions for crimes against women as the case moves throughout the system. This conference will build collaboration at the executive level, giving conference attendees the opportunity to bring information back to share with the other professionals in the criminal justice system.

The second stage would orchestrate regional training for professionals involved in law enforcement, courts, prosecution, SANE nurse examiners, dispatchers and victim service agencies. PRPC will contract with Amarillo College's Criminal Justice Department to coordinate the regional training event. Amarillo College will secure a professional trainer to address the training needs the region has. The event will also address the information that came about from the collaboration of the executives at the annual conference. Our stakeholders can establish new policies and/or actions that have come about as a result of better training. After further discussion with Amarillo College, PRPC believes that through the grant, we will be able to offer at least 3 regional training events if not more.

Sheriff Sal Rivera moved to pass a resolution authorizing he Planning Commission to submit a FY17 Violence Against Women Act grant application to the Office of the Governor, Criminal Justice Division for funds to support a regional training and education project for area victim service providers. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

9. **2016 ECONOMIC DEVELOPMENT DISTRICT COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIES (CEDS) APPROVAL**

Mr. Kyle Ingham stated that for almost 20 years the Panhandle Regional Planning Commission has served as the fiscal and administrative agent of the Panhandle Economic Development District. Every three years PRPC seeks funding from the U.S. Economic Development Administration to facilitate the planning and implementation of economic development related strategies in the Texas Panhandle. Currently, the Economic Development District is in the final year of its current three year grant.

Each year PRPC staff works with the membership of the Economic Development Advisory Committee (EDAC) to update the region's Comprehensive Economic Development Strategies (CEDS). This document analyzes the population and economic trends of the region and its communities while identifying the needs and strategies appropriate to help sustain and expand local economies. The CEDS includes a Strength/Weakness/Opportunity/Threat (SWOT) analysis on economic trends in the region. The CEDS also identifies economic development resources and strategies available to local communities, entrepreneurs, and businesses in the region. Each EDAC member and/or representatives from distressed counties provide insight into the specific issues facing their respective counties.

Every year the CEDS for the region is updated, but every five years the EDAC and PRPC staff goes through a comprehensive update where all statistics are updated and analyzed thoroughly, formats modified to meet updated standards, and a more in depth analysis of the economic trends within the region. 2016 is the summer for this comprehensive update, so the comprehensive analysis and revision process has been adhered to in this planning period. Of specific note is the Executive Summary that has been developed. Over the past 20 years EDA requirements and local desire for information has ballooned the full CEDS into a 30+ page document that is very rich in information, but for it became cumbersome for the general public to understand. Mr. Ingham reviewed in detail a four page Executive Summary with the Board.

The EDA requires that the EDAC review the CEDS annually prior to submission. Because of this, historically, the CEDS had not been presented to the PRPC Board of Directors for review and approval. However, beginning in 2012 it was determined that as the economic development efforts of the region continue to become more intertwined with local government it has become appropriate for the annual updated CEDS to be reviewed by the PRPC governing body. As such, the completed CEDS is currently available on the PRPC website.

Though the approval of the CEDS by the PRPC Board of Directors is not required, staff feels that the formal approval of the plan will lead to increased formal recognition of the plan, a better regional understanding of its importance, and a more formally recognized document to submit to the funding agency.

Judge John Howard moved to approve the 2016 Panhandle Regional Planning Commission's Economic Development District Comprehensive Economic Development Strategies (CEDS). Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

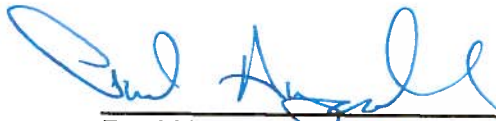
10. **MISCELLANEOUS NON-ACTION INFORMATION ITEMS**

A. Mr. Gary Pitner announced that the 2016 PRPC Annual Meeting and Banquet has been scheduled for Thursday, September 15 at the Amarillo Civic Center Heritage Room.

B. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

11. **ADJOURNMENT**

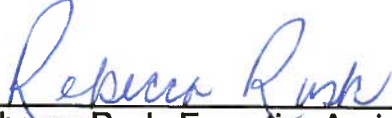
There being no further business to come before the Board, the meeting adjourned at 2:20 p.m.



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Paul Harpole, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



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Rebecca Rusk, Executive Assistant  
Panhandle Regional Planning Commission