

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

December 1, 2016

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

Judge John Howard, Vice Chairman, presided.

MEMBERS PRESENT:

- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Bob Gober, Councilman, City of Canadian
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Paul Harpole, Mayor, City of Amarillo
- Dr. John Howard, Donley County Judge
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Mayor, City of Dumas

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Ronnie Gordon, Hartley County Judge
- Saul Hernandez, Amarillo
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

STAFF PRESENT: Mr. Kyle Ingham Local Government Service Program Director; Mr. John Kiehl, Regional Services Director; Mr. Mike Peters, Regional 9-1-1 Director; Mr. Marin Rivas, Workforce Development Director; Mr. Dustin Meyer, Local Government Services Program Coordinator; 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; Mr. Kevin Starbuck, Assistant City Manager, City of Amarillo

1. **CALL TO ORDER**

Judge John Howard called the meeting to order and noted that a quorum was present.

2. **INVOCATION**

Judge John Howard gave the invocation.

3. **MINUTES**

Judge Ernie Houdashell moved to approve the minutes from the meeting held on October 27, 2016, as received. Mayor Paul Harpole seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Ms. Irene Favila to approve the vouchers for the month of October, 2016. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

5. WORKFORCE DEVELOPMENT PROGRAM FISCAL MONITORING SERVICES CONTRACT

Mr. Marin Rivas stated that the PRPC contracts with a service delivery provider to deliver workforce development and child care program services, through Workforce Solutions Panhandle, on a cost reimbursement basis. PRPC is responsible for monitoring the service delivery provider's operations for compliance and performance; implementing any necessary corrective actions or sanctions; and reporting data, activities and performance to the Texas Workforce Commission (TWC).

In October, PRPC's Workforce Development staff released a Request for Proposals (RFP) seeking a qualified organization with demonstrated competence, knowledge, qualifications and successful performance that would offer competitive and reasonable pricing, to provide fiscal monitoring of the functions performed by the service delivery provider.

The RFP was sent to 16 potential providers and a legal notice was placed in the Texas Register and the Amarillo Globe-News. Only one response was received and it was from Christine H. Nguyen, CPA. Ms. Nguyen performed last year's fiscal monitoring for the Panhandle Workforce Development Board, and staff found her work to be professional and effective.

The initial period for the contract to be awarded would be from December 1, 2016 through September 30, 2017. Contract renewals may be allowed for up to three additional one-year periods contingent upon acceptable performance by contractor.

Judge Jay Mayden moved to approve a contract with Christine H. Nguyen, CPA, to deliver workforce development program fiscal monitoring services. Judge John James seconded the motion; the motion carried by unanimous vote.

6. WORKFORCE DEVELOPMENT PROGRAM EMPLOYMENT SERVICES CONTRACT

Mr. Marin Rivas informed the Board that last year, Panhandle Community Services (PCS) approached PRPC to engage the expertise of the Panhandle Workforce Development Board, and its contractor for the service delivery through Workforce Solutions Panhandle, for the purpose of enhancing employment services to low-income people in the Panhandle through funds PCS has received from the Texas Department of Housing and Community Services. PCS and PRPC entered into a contract which will expire on December 31st of this year.

A new contract between PCS and PRPC, to be administered through Workforce Solutions Panhandle, has been developed for the period of January 1, 2017 through December 31, 2017.

In this contract, PCS agrees to refer 275 clients to Workforce Solutions Panhandle, with at least 20 individuals per month, who need assistance with workforce services to obtain full-time employment or complete short-term training leading to self-sufficiency.

PRPC, through Workforce Solutions Panhandle, agrees in this contract, to endeavor to obtain full-time employment and/or short-term training for PCS clients referred. Workforce Solutions Panhandle will conduct appropriate skill assessment and, based on the identified skill level of each referred client, develop a customized employment plan which shall include, but not be limited to, job search activities intended to lead to full-time employment.

The contract amount will be \$60,000 paid at a rate of \$5,000 each month for the duration of the contract.

Dr. Bill Hallerberg moved to approve a contract in the amount of \$60,000 with Panhandle Community Services (PCS) calling for the Planning Commission to deliver certain employment services to PCS clients through the Planning Commission's workforce development program service delivery contractor. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

7. WORKFORCE DEVELOPMENT PROGRAM EMPLOYMENT SERVICES DELIVERY CONTRACT

Mr. Marin Rivas stated that last year the Board authorized PRPC to contract with Panhandle Community Services (PCS) to engage the expertise of the Panhandle Workforce Development Board and its contractor, Huxford Group LLC, for the purpose of enhancing employment services to low-income people in the Panhandle through funds PCS has received from the Texas Department of Housing and Community Services. PCS has committed to continue this program for another year. In order to administer that program, a contract has been developed between PRPC and Huxford Group, to provide

services at the Workforce Solutions Panhandle office in Amarillo through September 30, 2017.

In this sub-recipient contract, Huxford Group agrees to endeavor to obtain full-time employment and/or short-term training for PCS clients referred. Huxford Group staff will conduct appropriate skill assessments and, based on the identified skill level of each referred client, develop a customized employment plan which shall include, but not be limited to, job search activities intended to lead to full-time employment.

The contract base amount will be \$42,750 paid at a rate of \$4,750 each month for the duration of the contract.

Judge Harold Keeter moved to approve a contract in the amount of \$42,750 with the Huxford Group, LLC to deliver enhanced employment services to certain clients of Panhandle Community Services. Judge John James seconded the motion; the motion carried by unanimous vote.

8. VICTIM SERVICES PROVIDER TRAINING DELIVERY CONTRACT

Mr. John Kiehl stated that he PRPC applied for and received funding under the FY17 Violence Against Women Act (VAWA) grant program from the Office of the Governor's Criminal Justice Division (CJD) to provide victims' services training in the Panhandle. The project, which was developed in discussion with the region's seven victim service provider agencies, is intended to increase coordination and collaboration between the various agencies and organizations that attend to the needs of the region's female victims of criminal domestic violence and sexual abuse.

The goal of the project is to improve the way in which stakeholder agencies/organizations work together to advocate for victims' rights, provide emergency assistance in the immediate aftermath of crime, provide on-going support to alleviate the trauma associated with crime and ease the process of participation in the criminal justice system.

Mr. Kiehl explained that there are two training components involved with this FY17 VAWA project. One involves sponsoring participation by the leadership of the region's victims' services agencies at the 2017 International Conference on Sexual Assault, Domestic Violence, and Systems Change which will be held in Orlando, Florida in April, 2017.

The other element involves the delivery of specialized in-region training designed to strengthen collaboration in meeting the needs of the region's female victims of crime. This training, which will be provided at no cost, is intended for the region's victim services agencies, law enforcement, prosecution, judiciary, emergency 9-1-1 communicators, medical trauma service providers, non-profit agencies, faith-based organizations and other such agencies in the Panhandle that offer support or services to female victims of domestic abuse and/or sexual mistreatment. Mr. Kiehl reviewed a contract with Amarillo College for the delivery of these in-region training services.

For the purpose of this contract, Amarillo College is not only the service provider but is also a contributing partner. CJD requires a 35% match on any VAWA grant funds received. To assist the PRPC in meeting the match requirement for this training grant, Amarillo College has agreed to waive the \$2.69 overhead fee normally charged for each student hour of training delivered.

It is anticipated that the majority, if not all, of the local match required for the federal funding can be met with the College's waived overhead fees. However, in the event the waived fees don't fully cover the required match; because this training will provide a direct benefit to the region's law enforcement agencies, the PRPC intends to cover any shortfall with funds from the Panhandle Regional Law Enforcement Academy's Out-of-Region Training fund.

Judge Ernie Houdashell moved to authorize the Executive Director to execute a contract with Amarillo College for the delivery of training services to area victim services providers. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

9. 2017 TEXAS HOMELAND SECURITY STRATEGIC PLAN – PANHANDLE REGIONAL IMPLEMENTATION PLAN RESOLUTION

Mr. John Kiehl stated that each year, the region must develop and submit three different planning documents to the Office of the Governor's Homeland Security Grant Division (HSGD), in order to be eligible to receive State Homeland Security Program (SHSP) funding in the following year. These documents are developed under the direction of the Panhandle Regional Emergency Management Advisory Committee (PREMAC) and then submitted to the PRPC Board for consideration of approval.

The first two documents, the FY16 Threat and Hazard Identification Risk Assessment (THIRA) and the FY16 State Preparedness Report (SPR), were reviewed and approved by the PRPC Board in October. They have since been submitted to the HSGD. The third document is the FY17 Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan which is due to the HSGD by November 30. The region's Implementation Plan must support the goals and objectives found in the 2015-2020 THSSP.

Mr. Kiehl stated that the THIRA is a four-step risk assessment process designed to assist the region, and he explained the process in detail with the Board. He then discussed the THSSP Regional Implementation Plan with the Board. He stated that the PREMAC has met and reviewed the plan and recommends that the PRPC Board accept this plan is presented.

Dr. Bill Hallerberg moved to pass a resolution adopting the Panhandle's Regional Implementation Plan which serves to direct regional homeland security implementation activities throughout the 2017 program year. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

10. PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APOINTMENTS

Mr. John Kiehl informed the Board that there are currently two vacancies on the Panhandle Regional Emergency Management Advisory Committee (PREMAC) that need to be filled. Both come as a result of the former members moving from the area. Derek Vaughan, who recently resigned his position as the Executive Director of the Regional Advisory Council (RAC), had served as one of the PREMAC's Health/Medical Services representatives. Howard Lyons, Director of Operations with the Amarillo TxDOT office has been transferred to another district in the State. Mr. Lyons had served as a Transportation representative on the PREMAC.

Mr. P.J. Lemons, the new RAC Executive Director, has indicated a willingness to assume the position formerly held by Mr. Vaughan. In addition, Mr. Russell Luther, the new Director of Operations for the Amarillo TxDOT Office, has agreed, if appointed by the Board, to assume the position formerly held by Mr. Lyons.

Judge Dan Looten moved to appoint Mr. P.J. Lemons and Mr. Russell Luther to serve on the Panhandle Regional Emergency Management Advisory Committee. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

11. PANHANDLE REGIONAL 9-1-1 NETWORK RECORDING EQUIPMENT PURCHASE

Mr. Mike Peters reminded the Board that in 2010, the 9-1-1 program contracted with Vista Com to install Eventide call recorders that would reduce the overall cost of recorders around the region. The existing systems consist of a large call recorder at each host site that records the 9-1-1 calls. There are 21 smaller units at most of the remote PSAP's, Public Safety Answering Points.

Later in 2014 we upgraded the host recorders with solid state drives as we were experiencing greater than expected hard-drive failures. The drives have completely solved the problem and we have no issues with the host recorders.

The existing system has utilized 4 channel recorders at each PSAP to capture local phone lines at each of the remote sites. These local recordings are then archived back to the central host recorder. Unfortunately the archiving process has caused significant bandwidth on the network and has caused network failure on several occasions.

In 2017, we are scheduled to replace the 4 channel PSAP recorders. There should be sufficient funding to replace the current recorders with 8 channel recorders to allow more local phone lines to be recorded. The new recorders will not archive to the central recorders, as they have their own storage, thus solving all of the bandwidth issues. Mr. Peters explained other changes of benefit with the new system.

Vista Com and the Eventide product have provided the Regional 9-1-1 Network with excellent support and assistance. Staff has received a DIR, or Department of Information Resources, pricing quote for these upgrades. The total price quote for 21 new call recorders, 19 channel cards, the necessary licenses and software is \$161,000. The Regional 9-1-1 Network has sufficient funds for this expense within the 2017 budget. We anticipate these upgrades will have an overall improvement on functionality and satisfaction from each of the 9-1-1 call centers.

Mayor Pat Sims moved to authorize the purchase of recording equipment, as described, in the amount of \$161,000 to be utilized in 23 Public Safety Answering Points. Judge Ernie Houdashell seconded the motion; the motion carried by unanimous vote

12. PANHANDLE REGIONAL 9-1-1 NETWORK ADVISORY COMMITTEE APPOINTMENT

Mr. Mike Peters informed the Board that the Panhandle Regional 9-1-1 Network Advisory Committee is composed of a representative from each of the region's 23 public safety answering points and three representatives from the telecommunication industry. The Procedures and Policies of the Panhandle Regional 9-1-1 Network Advisory Committee requires members to serve staggered three year terms, limited to two consecutive three-year terms. The Committee is designed to provide general guidance and policy direction to the Panhandle Regional 9-1-1 project. The terms of the following individuals are expiring and each have expressed a willingness to continue to serve if re-appointed by the Board.

Kent Riley, Sheriff, Collingsworth County
Butch Blackburn, Sheriff, Donley County
Kenneth Eggleston, Sheriff elect, Lipscomb County
Robin Grice, Communications Supervisor, Moore County
Vicky Groneman, Administrative Assistant, Oldham County
Penny Gilbert, Communications and Jail Administrator, Sherman County
James Wakefield, Windstream Area Manager

Mayor Paul Harpole moved to re-appoint the recommended individuals to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

13. TEXAS COMMUNITY DEVELOPMENT PROGRAM APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACT

Mr. Dustin Meyer stated that PRPC staff has worked with Panhandle communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program since 1983. Since that time, PRPC staff has provided administrative assistance to 285 TxCDBG projects totaling more than \$67,000,000 of grant funds utilized for the infrastructure improvement of Panhandle communities. The Texas Department of Agriculture (TDA), formerly many other names, has long been the funding agency of this program in the State of Texas, and they are in the process of soliciting applications for the 2017/2018 TxCDBG program.

In an interesting development that changes decades of precedence, the TDA has issued guidance indicating that they want to see the procurement of professional services associated with the TxCDBG program occur prior to the development of applications for the 2017/2018 cycle. This is a unique interpretation of the new 2 CFR 200 related to the development of a "statement of work" pertaining to projects ultimately funded. While PRPC staff believes that the specific rule in question has been in existence for over 20 years, it is important to follow the guidance of the funding agency. To this end, staff believes that it is prudent to establish interlocal agreements with Cities and Counties that wish to utilize PRPC for the development of applications for the 2017/2018 TxCDBG cycle. PRPC has cleared through TDA that interlocal agreements will be allowable in-lieu of competitive procurement processes if a City or County wishes to do so.

The complication of securing professional services prior to the development of an application is that no actual project exists so it is difficult to detail the services to be provided. Fundamentally, PRPC staff hopes to keep the application development process at no cost for the communities it is working with and still allow the community to choose to utilize PRPC for administration if a project is funded. To this end, an interlocal agreement has been developed that a community may enter into with PRPC that details the no cost application development and identifies a future consideration of administrative services if a project is funded. However, the specifics of an administration contract are identified to be determined at a later date at the locality's discretion through an amendment if a TxCDBG project is funded for a specific entity.

In anticipation of PRPC staff preparing 30-40 TxCDBG applications this cycle, Staff has determined that it would be useful for the Board to consider the Interlocals associated with the application preparation in multiple groupings for two reasons. 1. There is a staggering of the public hearings and meetings that Staff goes to chronologically to ensure that Staff can be in each community during an application cycle. 2. With over 30 entities applying there could be a problem with Board voting membership having to recuse themselves if all projects were presented together. An interlocal agreement with the City of Higgins was presented to the Board.

This is a no-cost interlocal agreement between PRPC and the City of Higgins for the preparation of a 2016 TxCDBG application with a project administration section contingent upon future funding with details to be amended in later. The focus of this interlocal is to allow PRPC to continue providing the same services as in previous cycles and meet TDA's new guidance on establishing formal relationships prior to the submission of the application.

Mayor Buster Davis moved to authorize the Executive Director to execute an Interlocal Cooperation Contract with the City of Higgins for the PRPC to provide TxCDBG application services at no cost with contingency language for administrative services to be included at the localities discretion if a project is funded. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

14. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. Mr. Gary Pitner reported on PRPC Board Minority Citizens Representative elections conducted in Borger, Cactus and Pampa on November 14-15, 2016.
- B. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

15. CLOSED SESSION – PERSONNEL MATTERS

At 2:21 p.m., Judge John Howard stated that the meeting will adjourn to executive session as authorized under Texas Government Code Chapter 551, Section 551.07 to discuss the employment and performance of the Executive Director.

16. RECONVENE PUBLIC SESSION

The public session of the Board of Director's meeting reconvened at 3:23 p.m.

Mayor Paul Harpole moved to renew the employment agreement with the Executive Director. The motion further authorized the following: the establishment of an annual salary for the current Executive Director of \$153,167 (a 2.5 % cost of living increase and a 1.5 % merit increase) effective December 16, 2015; the continuation of his car allowance of \$700 per month and an email/internet/telephone capable wireless communications device service allowance of \$100.00 per month. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

17. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:27 p.m.


Kerry Symons, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:


Ricky White, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors