

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

October 24, 2019

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, October 24, 2019, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Dr. William Hallerberg presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Ernie Houdashell, Randall County Judge
- Dr. John Howard, Donley County Judge
- Harold Keeter, Swisher County Judge
- Jay Mayden, Childress County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Wayne Nance, Briscoe County Judge
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Tobe Shields, Mayor, City of Spearman
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Ronnie Gordon, Hartley County Judge
- Raul Hernandez, Amarillo
- John James, Collingsworth County Judge
- Dan Looten, Carson County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. Dustin Meyer, Local Government Services Program Director; Mr. Marin Rivas, Workforce Development Director; Ms. Sundee Rossi, Area Agency on Aging Operations Coordinator; Mr. John Kiehl, Regional Services Director; Ms. Lori Gunn, Regional Services Program Coordinator; Mr. Trent Taylor, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Kyle Ingham, Executive Director

1. CALL TO ORDER

Dr. William Hallerberg called the meeting to order and noted that a quorum was present. No conflict disclosure issues pursuant to Local Government Code Chapter 176 were noted by Board members related to action items on today's agenda.

2. INVOCATION

Dr. William Hallerberg gave the invocation.

3. MINUTES

Mayor Ricky White moved to approve the minutes from the meeting held on September 26, 2019, as received. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Judge Jay Mayden moved to approve the vouchers for the month of September, 2019. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

5. **PRPC INVESTMENT FUND QUARTERLY REPORT**

Mr. Trent Taylor stated that pursuant to the Public Funds Investment Act, which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on August 23, 1996 for funds under our control. In accordance with this Act, the investment officer of PRPC, which is the Finance Director, is required to submit to the Board of Directors a quarterly report of investment transactions. Mr. Taylor presented the report for the period of July 1, 2019 through September 30, 2019.

Ms. Irene Favila moved to accept the PRPC's Investment Funds Quarterly Report for the period ended September 30, 2019, as presented. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

6. **MINORITY ELECTED OFFICIAL BOARD MEMBER APPOINTMENT**

Mr. Kyle Ingham stated that the Planning Commission's Bylaws call for three seats on the Board of Directors to be held by minority local elected officials from area cities and counties. The three elected official seats are in addition to the five minority citizen representative positions on the Board. The minority local elected officials' seats are filled by direct Board appointment.

Commissioner Juan Cantu of Lipscomb County, Alderwoman Yolanda Robledo with the City of Bovina and Sheriff Sal Rivera of Castro County currently hold the three elected official positions. The term of Commissioner Juan Cantu is expiring. Staff has visited with Commissioner Cantu, and he has expressed a desire and willingness to continue serving on the PRPC Board of Directors.

Judge Don Allred moved to re-appoint Commissioner Juan Cantu to a three-year term on the PRPC Board of Directors. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote.

7. **SPECIAL DISTRICT REPRESENTATIVE BOARD MEMBER APPOINTMENT**

Mr. Kyle Ingham reminded the Board that the PRPC Bylaws call for two-member special district officials to serve on the PRPC Board of Directors. Dr. William Hallerberg of Amarillo represents the Canadian River Municipal Water Authority and has held one of those two special district seats. Phillip Self of Childress who represents the Greenbelt Municipal and Industrial Water Authority, holds the second special district position.

The term of Dr. Hallerberg is expiring. Staff has visited with Dr. Hallerberg, and he has expressed a desire and willingness to continue serving on the PRPC Board of Directors.

Judge Don Allred moved to re-appoint Dr. William Hallerberg of Amarillo to a three-year term on the PRPC Board as a Special District Representative. Mayor Buster Davis seconded the motion; the motion carried unanimous vote.

8. **MINORITY CITIZEN REPRESENTATIVE BOARD MEMBER ELECTION**

Mr. Kyle Ingham stated that the PRPC Bylaws call for representation of minority citizens on the Board of Directors. These designated minority seats are filled through a minority election process. The terms for three of our five minority seats are expiring; therefore, three elections will have to be held. The seat held by Cleo Castro of Cactus, for PSA-1 (Dallam, Hartley, Moore, Oldham and Sherman Counties) has expired. In addition, the terms for both Winston Sauls of Borger representing PSA-2 (Hansford, Hemphill, Hutchinson, Lipscomb, Ochiltree and Roberts Counties) and Karen Price of Pampa representing PSA-5 (Childress, Collingsworth, Donley, Gray, Hall and Wheeler Counties) have expired. In order to elect a representative from these areas, the Board of Directors needs to consider calling meetings of minority citizens from Planning and Service Areas 1, 2, and 5.

Mayor Buster Davis moved to call the following meeting of minority citizens in order to elect a minority representative to serve on the PRPC Board of Directors:

PSA-1: Monday, December 2, 2019 at 6:00 p.m. at Cactus City Hall

PSA-2: Tuesday, December 3, 2019 at 6:00 p.m. at Borger City Hall

PSA-5: Tuesday, December 3, 2019 at 6:00 p.m. at Pampa City Hall

Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

9. **TEXAS ASSOCIATION OF REGIONAL COUNCILS SERVICE FEES**

Mr. Kyle Ingham reminded the Board that the Texas Association of Regional Councils (TARC) is a voluntary association composed of Texas' 24 regional councils. Each council is

represented on the TARC Board of Directors by its chairman or official representative. TARC's activities are grouped under the following three activity centers: Executive Management and Intergovernmental Relations; Conferences and Events; and TARC Resource Center. The Planning Commission's 2018-2019 TARC services fees were \$8,111.24, and we anticipate the fees remaining the same for 2019-2020.

Judge Nancy Tanner moved to authorize payment of the Panhandle Regional Planning Commission's 2019-2020 TARC Association service fees. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

10. CHILD CARE LOCAL INITIATIVE FUNDING AGREEMENT

Mr. Marin Rivas reminded the Board that a portion of the State's annual allocation to the Panhandle for child care programs is contingent upon our ability to secure local matching funds. For several years, a significant amount of these matching funds has been secured through a competitive grant under the City of Amarillo's Consolidated Plan for Housing and Community Development.

For the fiscal year ending September 30, 2019, the City has committed \$60,000 in Community Development Block Grant (CDBG) funds to this effort. This has allowed us to access \$119,294 in additional federal child care monies. The combined amount of \$179,294 will be used to purchase child care services for children from low-income Amarillo families.

Judge John Howard moved to authorize the Executive Director to execute an agreement with the City of Amarillo for Community Development Block Grant funds to support the provision of child care services in Amarillo. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

11. FOOD NET PROGRAM FUNDING AGREEMENT

Ms. Sundee Rossi reminded the Board that the Area Agency on Aging (AAA) in partnership with the Lee Bivins Foundation, which operates the Elizabeth Jane Bivins Culinary Center, provides meals for the nutrition program. The program was named "Nutrition for Experienced Texans" and is referred to as the Food NET.

The Food NET program is dependent not only on Title III funds received from the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant Program. The City of Amarillo's Community Development Block Grant Program operates on a federal funding cycle that begins October 1 and ends on September 30 of each year.

This year, the AAA had an opportunity to reapply for the Community Development Block Grant Program. Subsequently, the City's Community Development Advisory Committee recommended that the program be funded for \$25,000. The City Council approved the request. This money will be used to provide home delivered meals to the nutritionally at-risk low and moderate-income elderly people residing in the city limits of Amarillo.

Mayor Tobe Shields moved to authorize the Executive Director to execute an agreement with the City of Amarillo for Community Development Block Grant funds to partially support the delivery of meals to qualified senior citizens in the City of Amarillo. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

12. FY2020/21 REGIONAL SOLID WASTE MANAGEMENT GRANT PROGRAM APPLICATION RESOLUTION

Ms. Lori Gunn stated that each year the PRPC receives funds from the Texas Commission on Environmental Quality (TCEQ) to administer the Regional Solid Waste Grant Program. At the beginning of each biennium, PRPC must officially apply for and justify the funds necessary to administer the regional program. Before this application is submitted, the Board of Directors considers a resolution showing support for their region's Solid Waste Grants Program and for the submission of the application to TCEQ. Once the application is approved, it will become a binding part of the PRPC's contract with TCEQ for the FY 2020/2021 biennium.

For the FY 2020/2021 Biennium, the PRPC will apply for funds from the TCEQ. These funds will be utilized for staffing the administration of the Regional Solid Waste Grant Program, the Panhandle Environmental Partnership as well as implementation grants in the region to support the goals of the Regional Solid Waste Management Plan.

Judge Harold Keeter moved to pass a resolution authorizing the submittal of the FY2020-2021 Regional Solid Waste Management Program Application and authorizing the Executive

Director to sign the contract for the biennium. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

13. REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE BYLAWS

Ms. Lori Gunn reminded the Board that the Texas Commission on Environmental Quality contracts with the PRPC each biennium to administer the Regional Solid Waste Implementation Grants Projects. Regional Solid Waste Management Advisory Committee (RSWMAC) under the direction of the PRPC Board of Directors oversee the activities of the program. At the beginning of each biennium, the RSWMAC meets to approve the bylaws for the biennium, which clearly identify the process by which the Solid Waste Implementation Projects will operate under the direction and oversight of the RSWMAC. At the beginning of each year, the RSWMAC reviews the bylaws for effectiveness and to lay out the ground rules for the coming year.

The RSWMAC met on October 15th to approve the FY 2020 bylaws, and Ms. Gunn reviewed the Bylaws with the Board.

Judge John Howard moved to approve the bylaws for the Panhandle Regional Solid Waste Management Advisory Committee for the FY20/21 biennium as presented. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

14. REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE PY2020 GRANT PROGRAM OPERATING PROCEDURES APPROVAL

Ms. Lori Gunn stated that each year the PRPC receives funds from the Office of the Governor's Criminal Justice Division to administer a Criminal Justice Grant Program. The activities of the Program are overseen by the Criminal Justice Advisory Committee (CJAC) and the PRPC Board of Directors.

The Criminal Justice Division requires each region to develop and maintain Operating Procedures which clearly identify the process by which the Criminal Justice Grant Program will operate under the direction and oversight of the CJAC. At the beginning of each year the CJAC reviews its Operating Procedures for effectiveness and to lay out the ground rules for the coming year. Each year the Operating Procedures must be approved by the PRPC Board of Directors.

The CJAC met on October 4th about the proposed changes to the PY 2020 Operating Procedures. The CJAC has elected to leave much of the wording similar with a change on each of the four (4) funding blocks to reflect that applicants must have a physical location in the 26 county region. Ms. Gunn reviewed the operating procedures with the Board.

Judge John Howard moved to approve the PY2021 Grant Program Operating Procedures (Bylaws) for the Planning Commission's Regional Criminal Justice Advisory Committee. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

15. JUSTICE ASSISTANCE GRANT SPECIALIZED GAP TRAINING CONTRACT WITH AMARILLO COLLEGE

Ms. Lori Gunn stated that earlier this year, the PRPC applied for and received funding under the FY21 Edward Byrne Justice Assistance Grant (JAG) grant program from the Office of the Governor's Criminal Justice Division (CJD) to provide 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 address the issues of domestic violence, substance abuse and mental health in the region's criminal justice system. This training, which will be provided at no cost, is intended for the region's victim services agencies, law enforcement, prosecution, judiciary, emergency 911 communicators, medical trauma service providers, non-profit agencies, faith-based organizations and other such agencies in the Panhandle that round out our criminal justice system. It's anticipated there will be a high level of interest in the training being provided under this contract and that each of the three courses delivered by Amarillo College will be well-attended. Ms. Gunn reviewed the contract with Amarillo College in detail with the Board.

Mayor Buster Davis moved to authorize the Executive Director to execute a contract with Amarillo College for the provision of Justice Assistance Grant Specialized Gap Training and Education services. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

16. **PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS**

Mr. John Kiehl reminded the Board that the PRPC's Administrative Regulation #36 governs the operations and composition of the Panhandle Regional Emergency Management Advisory Committee (PREMAC). One of our State Agency representatives, Kelly Northcott, was recently promoted to a position in Austin. Kelly is with the Department of State Health Services (DSHS) and it would be extremely beneficial to the work of the PREMAC to maintain a representative of DSHS on the committee.

Kevin McClaran, has filled the DSHS position that Kelly once held. PRPC staff has visited with Kevin about the possibility of serving on the PREMAC. Kevin would be willing to fill Kelly's unexpired term on the PREMAC if so appointed by the Board. Should the Board do so, Kevin's first term on the PREMAC would run through May 31, 2021.

Judge Harold Keeter moved to appoint Mr. Kevin McClaran with the Department of State Health Services to the Panhandle Regional Emergency Management Advisory Committee. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

17. **2019 REGIONAL THREAT AND HAZARD IDENTIFICATION RISK ASSESSMENT (THIRA) AND STAKEHOLDER PREPAREDNESS REPORT (SPR) APPROVAL**

Mr. John Kiehl stated that each year, every Council of Governments must fulfill several planning requirements in order to remain eligible to receive State Homeland Security Program (SHSP) funding. The first two involve annual updates to the region's Threat and Hazard Identification Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR). This year, these two updates must be submitted to the Office of the Governor's Homeland Security Grants Division (HSGD); the agency administering the SHSP in Texas. Another prerequisite calls for an update to the Panhandle's Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan which has to be submitted to the HSGD by November 30.

An evaluation was done to assess the region's current ability to cope with these type situations within the context of the core capabilities comprising FEMA's National Preparedness Goal. The National Preparedness Goal describes a vision for preparedness nationwide and identifies the core capabilities necessary to achieve that vision across the five mission areas—Prevention, Protection, Mitigation, Response and Recovery. The Preparedness Goal is made up of 32 core capabilities.

The PREMAC identified a reasonable target for each of these 32 core capabilities. The importance of these 32 elements is that FEMA considers having an appropriate mastery of all these capabilities as being essential to addressing the most critical risks to our nation and to our region. The primary purpose of the THIRA is met with the development of these regionally-relevant core capability statements.

In completing the Stakeholder Preparedness Review (SPR), the PREMAC weighed the region's current capabilities against the target capabilities developed for the THIRA. The difference between the target statements (which are basically goal statements) and the current capabilities exposed gaps that will have to be filled before those targets can be fully met. So, the SPR is used to identify the region's gaps by core capability.

The Panhandle Regional Emergency Management Advisory Committee (PREMAC) met on October 9 to review and consider the final drafts of the THIRA and SPR.

Mayor Buster Davis moved to approve the Panhandle region's 2019 Threat and Hazard Identification Risk Assessment (THIRA) and State Preparedness Report (SPR), as developed by the PREMAC, and authorize the submission of these documents to the Office of the Governor; Homeland Security Grants Division. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

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

- A. PRPC Board Members executed the 2019-2020 membership dues solicitation letters.
- B. Chairman Hallerberg appointed the following individuals to serve on the Executive Committee with himself: Mayor Ricky White, Mr. Winston Sauls, Judge Dan Looten and Mayor Tobe Shields.
- C. Chairman Hallerberg appointed the following individuals to serve on the 2019-2020 Board of Directors Audit Committee: Judge Ronnie Gordon, Judge John Howard, Judge Jay Mayden, Alderwoman Yolanda Robledo, and Ms. Irene Favila.

- D. Chairman Hallerberg designated Judge Jay Mayden as the TARC voting delegate; with Irene Favila, himself, and Kyle Ingham serving as alternates.
- E. Discussions concerning the establishment of a regular meeting date and time for the 2019-2020 PRPC Board of Directors took place. It was the Board's consensus to continue to hold the PRPC Board of Directors meetings on the fourth Thursday of the month at 1:30 p.m.
- F. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

19. CLOSED SESSION – PERSONNEL MATTERS

At 2:04 p.m., Dr. William Hallerberg 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.

20. RECONVENE PUBLIC SESSION

The public session of the Board of Director's meeting reconvened at 2:12 p.m.

Judge Ernie Houdashell 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 \$136,580 (a 2.5 % merit increase) effective October 24, 2019; 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. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

21. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:15 p.m.



William L. Hallerberg, Ph.D, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Dan Looten, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors