

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS MEETING

Minutes

August 22, 2024

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, August 22, 2024. This meeting was held in hybrid format by videoconference pursuant Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board. Board members and individuals from the public who desired to attend in person, attended the meeting at 415 S.W. 8th, Amarillo, Potter County, Texas.

MEMBERS PRESENT:

- Kerry Symons, Mayor, City of Perryton
- Buster Davis, Mayor, City of Gruver
- Dr. John Howard, Donley County Judge
- Nancy Tanner, Potter County Judge
- Oscar Ostos, Citizen Representative, City of Amarillo
- Shawn Ballew, Oldham County Judge
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Dan Looten, Carson County Judge
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Kimberly Jones, Childress County Judge
- Harold Keeter, Swisher County Judge
- Tobe Shields, Mayor, City of Spearman
- Juan Cantu, Lipscomb County Commissioner
- Winston Sauls, Citizen Representative, City of Borger
- Sal Rivera, Sheriff, Castro County
- Cole Stanley, Mayor, City of Amarillo
- Greg Lewellen, Mayor, City of Friona
- Yolanda Robledo, Alderwoman, City of Bovina
- Christy Dyer, Randall County Judge

MEMBERS ABSENT:

- Ronnie Gordon, Hartley County Judge
- Rank Cogdell, Briscoe County Judge
- Karen Price, Citizen Representative, City of Pampa
- Andy Garcia, Citizens Representative, City of Cactus
- Pat Sims, Commissioner, City of Dumas
- Walter Four Price, Texas State Representative, District 87
- Pat McDowell, Wheeler County Judge

STAFF PRESENT: Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Mr. Max Seymour, Local Government Services Specialist; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Lori Gunn, Regional Services Director; Ms. Jerri Glover, Dispute Resolution Center Program Specialist; Mr. Alex Guerrero, Local Government Services Director; Ms. Delaney Pruett, Regional Emergency Management Planning Program Coordinator; Ms. Melissa Whitaker, Executive Assistant

OTHERS PRESENT: Mr. Blake Vineyard, West Texas Deputy Regional Director for Senator Ted Cruz; Joe Minschew

1. CALL TO ORDER

Mr. Sal Rivera called the meeting to order at 1:31 p.m. and noted that a quorum was present.

2. INVOCATION

Judge Shawn Ballew gave the invocation.

3. PUBLIC COMMENT

No public comments were made.

4. MINUTES

Mayor Kerry Symons moved to accept the minutes from the Board of Directors meeting held on July 25, 2024. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. VOUCHERS

Judge Nancy Tanner moved to approve the vouchers for the month of July 2024. Judge John Howard seconded the motion; the motion carried by unanimous vote.

6. PRPC INVESTMENT FUND MONTHLY REPORT

Mr. Trent Taylor informed the Board 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 April 27, 2023 for funds under our control. The following was submitted for approval.

	<u>Balance@</u> <u>12/31/2023</u>	<u>Balance@</u> <u>06/30/2024</u>	<u>Balance@</u> <u>07/31/2024</u>
PRPC's Money Market Fund	\$4,103,637	\$3,845,078	\$4,361,721
9-1-1's Money Market Fund	\$57	\$0	\$55,712
Total MMIA Funds	<u>\$4,103,694</u>	<u>\$3,845,078</u>	<u>\$4,417,433</u>
CDARS CD	Duration	Return	
03/28/2024 – 09/26/2024	26 Weeks	4.85%	\$500,000
06/27/2024 – 12/26/2024	26 Weeks	4.85%	\$500,000
Total Invested Funds			<u>\$5,417,443</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of July was 4.85%. The 9-1-1 fund earned an average annual yield of 2.73%. The book value and the market value were the same for each fund listed above. The investment portfolio followed the Public Funds Investment Act and PRPC Investment Policies.

Mayor Buster Davis moved for the Board of Directors to accept the PRPC Investment Fund Monthly Report as submitted. Mayor Cole Stanley seconded the motion; the motion carried by unanimous vote.

7. 2025 MEMBERSHIP DUES STRUCTURE

Mr. Trent Taylor informed the Board of Directors that the bylaws of the Panhandle Regional Planning Commission require the Board of Directors to recommend a membership dues structure to the general membership for each fiscal year. The general membership will convene at the up-coming annual meeting to formally approve the membership dues structure for the 2025 Planning Commission year. The Planning Commission's membership dues rate is presently set at 8.5¢ per capita. Using the 2020 Census, the current rate translates into approximately \$69,364 in revenue to the Commission. Local dues funds are used primarily as matching dollars for various regional programs, seed money for special projects and for certain specific Commission operational expenses. The Planning Commission's proposed 2025 budget has been prepared assuming no increase in the membership dues rate and the continuing high level of local government membership participation. The Executive Committee of the Board of Directors met prior to the

Board meeting to review the staff's suggested 2025 dues structure. The committee presented to the full Board of Directors on Thursday.

The Committee approved the same rate and will submit the dues structure during the September Board Meeting.

8. PRPC STRATEGIC WORK PROGRAM AND BUDGET

Mr. Trent Taylor informed the Board of Directors that the bylaws of the Planning Commission require the Board of Directors to annually review and recommend a work program and budget to the general membership. The general membership then reviews and adopts the budget at each year's annual meeting. The proposed 2025 Strategic Work Program and Budget is enclosed for your review. The document will be presented in detail to the Board's Executive Committee at their meeting prior to the Board meeting. The proposed 2025 Strategic Work Program and Budget will then be presented to the entire Board, with the Executive Committee's recommendations during the Board of Directors meeting in September.

9. WORKFORCE DEVELOPMENT FISCAL MONITORING SERVICES CONTRACT

Mr. Marin Rivas informed the Board of Directors that 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. In July, 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 30 potential providers and a legal notice was placed in the Texas Register and the Amarillo Globe-News. Responses were received from three entities, Booth Management Consulting; CohnReznick LLP; and Christine H. Nguyen, CPA. PRPC Workforce Development staff reviewed and scored the proposals based upon a criteria specified in the solicitation and points were awarded. Booth Management Consulting proposed costs for the initial contract period of \$44,517.08 and was awarded an average of 55.3 points; CohnReznick proposed costs for the initial contract period of \$99,850 and was awarded an average of 50.3 points; and Ms. Nguyen proposed costs for the initial contract period of \$25,585 and was awarded an average 65.7 points. Staff recommends that the contract be awarded to Christine H. Nguyen CPA. The initial period for the contract to be awarded would be from October 1, 2024 through September 30, 2025. Contract renewals may be allowed for up to three additional one-year periods contingent upon acceptable performance by the monitoring contractor.

Dr. Bill Hallerberg moved for the Board of Directors to authorize the Executive Director to execute a contract with Christine H. Nguyen, CPA, for monitoring services as described above. Mayor Kerry Symons seconded the motion; the motion carried with a unanimous vote.

10. WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT RENEWAL

Mr. Marin Rivas informed the Board of Directors that PRPC's current contract with the Huxford Group, LLC for the delivery of workforce development and child care program services will end on September 30, 2024. The four-year contract, originally procured in 2021, is subject to renewal for an additional three years, given acceptable performance. The organization's last audit resulted in an unmodified, "clean" opinion, and documented that the company possesses adequate unencumbered resources to cover potential disallowed costs, should they be incurred. The fiscal monitoring review, conducted by an outside certified public accountant, had no fiscal compliance issues and resulted in no major fiscal findings regarding Huxford Group's operations. The fiscal integrity review states the workforce contractor is following the fiscal integrity requirements to administer workforce services. A fiscal risk assessment on seventeen factors with the report indicates no "high risk" fiscal areas. Our local Program Monitoring Reviews for the past year, performed by Workforce Development staff, resulted in no significant

program findings regarding Huxford's operations. The Workforce Development staff also completed the program risk assessment indicating no "high risk" program areas. This proposed renewal's contracted amount for operations is estimated to be \$3,793,263. Huxford Group would also be responsible for obligating the use of about \$16,803,334 in additional funds for client training, supportive services and child care, as a part of this agreement. Most of these funds would be retained at PRPC as the administrator for distribution. The contract would be for the period of October 1, 2024 through September 30, 2025, and funds to cover associated costs would be available from the Texas Workforce Commission (TWC) and also from local child care matching funds. Consideration of this renewal was presented to both the Panhandle Workforce Development Board and the Panhandle Workforce Development Consortium's Governing Body in their August meetings, and both bodies approved motions to forward the recommendation to the PRPC Board of Directors, to authorize staff to proceed with the completion and execution of a renewed contract with Huxford Group, LLC to deliver workforce development and child care program services for another year.

Judge John Howard made a motion for the Board of Directors to authorize staff and the Executive Director to proceed with the completion and execution of a contract renewal with Huxford Group, LLC to deliver workforce development and child care program services, for the period of October 1, 2024 through September 30, 2025, as described above. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

11. CONSULTING CITY MANAGEMENT SERVICES INTERLOCAL CONTRACT RENEWELS

Mr. Max Seymour informed the Board of Directors that PRPC has been providing Consulting City Management services to the Village of Lake Tanglewood since January of 2000 and the Village of Timbercreek Canyon since 2001. The contracts for the cities are due to renew this fall. The proposed contract for the Village of Lake Tanglewood calls for a time commitment of 18 hours per month at an hourly rate of \$65.00. This will produce a monthly cost of \$1,170.00 and a total contract cost of \$14,040.00. The proposed contract for the Village of Timbercreek Canyon calls for a time commitment of 22 hours per month at an hourly rate of \$65.00. This will produce a monthly cost of \$1,430.00 and a total contract cost of \$17,160.00. The Villages and PRPC continue to enjoy a mutually beneficial relationship and look forward to continuing the relationship over the next year.

Judge John Howard moved for the PRPC Board of Directors to authorize the Executive Director to execute an Interlocal Cooperation Contract with the Villages of Lake Tanglewood and Timbercreek Canyon respectively. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

12. PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY CONTRACT

Ms. Lori Gunn informed the Board of Directors that each year the PRPC applies for funding through the Governor's Criminal Justice Division (CJD) to support law enforcement training activities in the region. This training is provided to regional officers through the Panhandle Regional Law Enforcement Academy (PRLEA). PRPC has contracted with Amarillo College to operate the PRLEA since its inception. PRPC staff met with Amarillo College (AC) to discuss the terms of this year's contract. As done with the previous contracts, we are going to maintain the proportional payment approach. This approach enabled the PRLEA to provide In-Service courses throughout the contract period as opposed to exhausting all the funds six months into the contract. The proposed changes made to the contract for FY 2025 are the funding amounts for the two payment categories. There is also the proposed addition of a 5% administration fee to AC for each in-service course being offered. The already established pay structure is the PRPC will reimburse AC for each in-service course in an amount equal to the actual course costs, inclusive of instructor(s) costs, course fees and any required course supplies. AC was previously receiving money from the State to cover the administration costs. At this current time, AC is no longer receiving that money for Continuing Education courses that are not tied to a degree or certification. This administration fee is to cover those administration fees so that AC can continue to offer these courses and our officers

continue being able to access these courses to keep their policing skills and knowledge of the law current. AC will continue to discuss the need for this funding from the State. Our hope is that this fee will be removed upon AC regaining this funding from the State. Those two payment categories include the following: Basic Law Enforcement Training - \$32,576.00: TCOLE certification is a prerequisite to becoming employed as a peace officer in the State of Texas. Through this training, students attend classes and must pass an exam making them eligible to receive certification from the Texas Commission on Law Enforcement. Two Basic academies will be conducted in 2025 and we've allocated enough funding for scholarships to students in each academy. For FY 2025 we have at least ten (10) scholarship positions available. In-Service Training – \$39,137.00: To maintain TCOLE certification, an officer must obtain continuing education to remain current on new laws and specialized topics pertinent to criminal justice. In-Service Training covers a wide range of training topics specifically designed to achieve this goal for licensed peace officers in the region. The contract only pays for training delivered to TCOLE-certified officers employed by a city or county in the region. However, quite often, individuals from other agencies will attend training along with the officers being covered under the PRPC's contract. The other agencies pay for their training costs separately.

Mayor Tobe Shields moved for the PRPC Board of Directors to authorize the Executive Director to enter into contract with Amarillo College for the operation of the Panhandle Regional Law Enforcement Academy for FY 2025. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

13. **PANHANDLE REGIONAL EMERGENCY PREPAREDNESS (PREP) CONFERENCE OVERVIEW**

Ms. Delaney Pruett informed the Board of Directors that the Panhandle Regional Emergency Management Advisory Committee (PREMAC) hosts the Panhandle Regional Emergency Preparedness (PREP) Conference annually in Amarillo. This conference is geared toward first responders, medical professionals, city and county administration, and disaster volunteers from the Panhandle and surrounding areas. This year's conference will be held on Thursday, September 19th from 8:00am – 5:00pm at the Amarillo Civic Center. This year's main theme is Recovery, and there will be four main presenters speaking on the topics of: social media, private sector emergency management, radiation events and community resilience. The Exhibit Hall will be full of vendor and partner tables and vehicles on display. In the afternoon, there will be breakout groups for all conference attendees where state and/or federal agencies will provide presentations and training pertaining to their subject matter. This conference is a great opportunity to connect with other emergency management personnel in the region. The cost of attendance is \$25/person, but all volunteer first responders are free due to our wonderful sponsors! Eight hours of CEUs are available to those that want them as well.

No action necessary, this is an informational item.

14. **PUBLIC SAFETY OFFICE INTERAGENCY COOPERATION CONTRACT**

Ms. Lori Gunn informed the Board of Directors that annually, the PRPC receives funding from the Governor's Office to provide administrative services related to the implementation of the Panhandle's Regional Criminal Justice Grants Program (or CJD grants) and Regional Homeland Security Grants Program (or SHSP grants). Formerly, this funding came to the PRPC via two separate interlocal agreements; one from the Criminal Justice Division and the other, through the Homeland Security Grants Division. Both divisions are now housed within the Public Safety Office of the Office of the Governor. Since 2019, the Public Safety Office of the Office of the Governor has combined the CJD and SHSP contracts under a single agreement to cover the supportive services the PRPC is being asked to provide for the implementation of both regional grant programs. Those agreements annually start on September 1 and run through August 30. This agreement calls for the PRPC to facilitate a variety of services to agencies in the Panhandle. Services in the PSO contract includes the distribution of Notices of Fund Availability to all eligible entities, a series of Grant Application Workshops, Oversight of the CJAC's and PREMAC's grant prioritization process. For FY25, PSO added wording under CJD's section clarifying the make-up of the CJAC

membership. PRPC is already in compliance with the new description. PRPC has discussed a renewal of the previous interlocal agreement which will include the same amounts as the current fiscal year. Which are as follows for FY 2024:

<u>Criminal Justice:</u>	<u>Homeland Security:</u>
<u>\$72,128.00</u>	<u>\$23,500.00</u>

The PSO contract program will begin on September 1, 2024. In years past, when this item is presented to the Board, PRPC staff has been able to provide a draft copy of the interlocal to you for your review. Right now, it doesn't appear that'll be possible this year. However, understanding the PSO will need to receive the signed agreements as close as possible to the start of the fiscal year, PRPC staff is recommending the Board grant the Executive Director the authority use his discretion, once the document has been received and reviewed, to determine whether or not to execute the interlocal. Right now, we know the agreement will have the same level of funding; we just don't know yet if the Scopes of Work will have been further modified from what we already discussed.

Dr. Bill Hallerberg moved for the PRPC Board of Directors to authorize the Executive Director to execute the FY 2025 Interlocal Agreement with the Office of the Governor, Public Safety Office upon receipt. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

15. **PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE 2025 GRANT PROGRAM OPERATING PROCEDURES APPROVAL**

Ms. Lori Gunn informed the Board of Directors that The Panhandle Regional Emergency Management Advisory Committee (PREMAC) annually reviews its operating procedures to determine if any changes should be made for the coming year. This is a requirement of the PRPC's interlocal agreement with the Homeland Security Grants Division of the Governor's Office and the primary intent of the procedures is to ensure that a fair and structured process is in place for utilizing the State Homeland Security Program (SHSP) funds allocated to the region in the year to come. The PREMAC met earlier this month and during that meeting, reviewed the procedures that had been used last year. Having considered the FY25 document, the PREMAC decided that no changes need to be made. The primary principles that will continue guiding the PREMAC in developing its annual SHSP funding recommendations to the Board will be the following: The PREMAC goes through an annual program year planning process for a reason and therefore; SHSP-funded activities must address a high priority need identified in the region's current year Implementation Plan. These are regional funds so each SHSP investment must result in a demonstrative benefit to the region. The sustainment of productive regional programs and the support of existing response teams that serve the entire region will be given greater consideration in the project prioritization process.

Mayor Cole Stanley moved for the PRPC Board of Directors accept the recommendation of the Panhandle Regional Emergency Management Advisory Committee and approve the committee's FY25 Operating Procedures as presented. Judge Shawn Ballew seconded the motion; the motion carried by unanimous vote.

16. **RESOLUTION FOR RECOGNITION OF NATIONAL PREPAREDNESS MONTH**

Ms. Lori Gunn informed the Board of Directors that in 2004, the Federal Emergency Management Agency (FEMA) initiated a national campaign to heighten public awareness of the need to be prepared for the unexpected disaster. The campaign has since become an annual tradition and each September is now recognized as National Preparedness Month (NPM). The goal of the program is to encourage Americans to take the steps necessary to prepare themselves, their families, their businesses and their communities for emergencies before they occur. The theme of the 2024 campaign is "Empowering Asian American, Native Hawaiian and Pacific

Islander Communities to act today to prepare for future risks and disasters.” FEMA backs this theme with this exhortation. “We should all take action to prepare! We are all able to help first responders in our community by training how to respond during an emergency and what to do when disaster strikes — where we live, work, and visit. The goal of NPM is to increase the overall number of individuals, families, and communities that engage in preparedness actions at home, work, business, school, and place of worship.” Through a FEMA led survey, it was found that a high percentage of Asian American, Native Hawaiian and Pacific Islanders don’t believe that taking a step to prepare will make a difference. This year’s campaign builds on FEMA’s ongoing approach to advance accessibility and cultural competency in boosting the nation’s preparedness. Over the past several years, FEMA and the Ad Council created PSA’s designed to resonate with Latino communities called “Prepare to Protect,” PSA’s for the Black and African American community called “A Lasting Legacy,” and older adults who are rural, have limited resources and disabilities called “Take Control.” PRPC staff is recommending that the Board consider maintaining this tradition in 2024. The Panhandle is vulnerable to a variety of natural hazard threats. The Panhandle Regional Emergency Preparedness (PREP) Conference, which will be held this year on September 19th.

Mayor Kerry Symons moved for the PRPC Board of Directors to consider passage of the resolution proclaiming September 2024 as National Preparedness Month in the Texas Panhandle. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

17. EXECUTIVE SESSION PURSUANT TO SECTION 551.071

Mr. Mike Peters asked the Board to consider convening a closed session for the PRPC Board of Directors relating to communications with the attorney as provided under Texas Government Code, Chapter 551, Section 551.071

Mayor Tobe Shields moved for the PRPC Board of Directors to convene a closed session relating to communications with the attorney. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

18. CONSIDER AND TAKE APPROPRIATE ACTION ON ITEMS DISCUSSED IN CLOSED MEETING

No action was taken in the closed meeting pertaining to communications with the attorney as provided under Texas Government Code, Chapter 551, Section 551.071.

19. OPEN DISCUSSION

An open discussion took place at 2:37pm following the closed meeting.

20. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Comments from the Executive Director.

The PRPC annual meeting is September 26th, 2024. PRPC Board Members and their guest are compliments of PRPC. The Board meeting will be held at 4:00 pm. The Main Program will start at 7 PM in the conference room at the Amarillo College First Responder’s Academy, 3891 Plains Blvd 79102. Adriana Cruz, the Executive Director of Economic Development and Tourism with the Office of the Governor will be our Speaker. A special thank you to Trent and his staff for working through the budget process, which is challenging, but as always, he and his staff did a great job of putting everything together. The PRPC building has been struggling with air conditioning failures this week, but staff is working towards a long-term solution.

B. Report on the following recent Planning Commission sponsored regional meetings:

- 07/24/2024 – Return Home from Hospitalization Health Summit

- 07/25/2024 – Canyon Place – Health Fair Grand Opening
- 07/29/2024 – MIPPA/TSAP, Wheeler Rural Health
- 07/31/2024 – Regional Emergency Management Meeting, Perryton
- 07/31/2024 – MIPPA/TSAP, Childress Meals on Wheels
- 08/01/2024 – Ready Set Thrive, Sunray Senior Citizens
- 08/06/2024 – PREMAC Meeting
- 08/07/2024 – Caregiver Support Group
- 08/09/2024 – LANWT – Annual Law Conference
- 08/15/2024 – VA Caregiver Summer Summit
- 08/21/2024 – PROMPT Meeting
- 08/21/2024 – Panhandle Workforce Development Board meeting

B. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:

- 08/22/2024 – Panhandle Workforce Development Board Consortium's Governing Body meeting
- 08/26/2024 – Matter of Balance, Claude Senior Citizens
- 09/02/2024 – Ready Set Thrive, Perryton Parkinson Support Group
- 09/04/2024 – Caregiver Support Group
- 09/05/2024 – MIPPA/TSAP, Sunray Rural Health Clinic
- 09/12/2024 – Keep Texas Recycling Regional Training
- 09/16/2024 – Annual Senior Day Health Fair
- 09/17/2024 – Destination Medicare
- 09/17/2024 – Matter of Balance, Allison UMC
- 09/19/2024 – Destination Medicare
- 09/19/2024 – Panhandle Regional Emergency Preparedness Conference

21. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:37 p.m.



 Sheriff Sal Rivera, Chairman
 Panhandle Regional Planning Commission
 Board of Directors

ATTEST:



 Judge Nancy Tanner, Vice Chairman
 Panhandle Regional Planning Commission
 Board of Directors