

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

September 17, 2015

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, September 17, 2015, at 4:30 p.m. in the Heritage Room of the Amarillo Civic Center, 401 Buchanan, Amarillo, Potter County, Texas.

Judge John James presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Brian Gillispie, Mayor, City of Spearman
- Bob Gober, Councilman, City of Canadian
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Paul Harpole, Mayor, City of Amarillo
- Ernie Houdashell, Randall County Judge
- Dr. John Howard, Donley County Judge
- John James, Collingsworth County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Dan Looten, Carson County Judge
- Harold Keeter, Swisher County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village
- Winston Sauls, Borger
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Irene Favila, Hereford
- Saul Hernandez, Amarillo
- Jay Mayden, Childress County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Phillip Self, Greenbelt Municipal & Industrial Water Authority

STAFF PRESENT: Mr. Kyle Ingham Local Government Service Program Director; Mr. John Kiehl, Regional Services Director; Mr. Mike Peters, Regional 9-1-1 Director; Ms. Lori Gunn, Regional Services Program Specialist; Mr. Marin Rivas, Workforce Development Director; Ms. Melissa Carter, Area Agency on Aging Director; Ms. Cindy Boone, CPA, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

1. CALL TO ORDER

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

2. INVOCATION

Judge Ernie Houdashell gave the invocation.

3. MINUTES

Judge Don Allred moved to approve the minutes from the meeting held on August 27, 2015, as received. Councilwoman Zelda Lang seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Mayor Brian Gillispie moved to approve the vouchers for the month of August, 2015. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

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6. **RESOLUTION THANKING J. PAT HICKMAN**

Judge Dan Looten moved to pass a resolution thanking J. Pat Hickman for serving as the keynote speaker at the Panhandle Regional Planning Commission's 2015 Annual Meeting. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

7. **REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE APPOINTMENTS**

Ms. Lori Gunn stated that the main duties of the Criminal Justice Advisory Committee (CJAC) are to oversee the grant programs made available through the Office of the Governor's Criminal Justice Division. PRPC Administrative Regulation No. 34 establishes the size and composition of the committee and sets the member term lengths. The CJAC is a 16-member body who serve 3-year staggered terms, with one-third of the membership appointed or reappointed by the PRPC Board each September.

This year, four members were up for re-appointment and one member needed to be replaced. PRPC staff has contacted all of the FY2016 recommended appointees and they are all willing and able to serve. They include the following: Monty Hysinger, Dumas ISD; Brent Harrison, Hereford Police Department; Diane Van Scoy, Texas Panhandle Centers; Nina Parvin, Randall County Courts; and Kendra Ramsey, Parent Organization.

Judge Ronnie Gordon moved to appoint the recommended individuals to the Planning Commission's Regional Criminal Justice Advisory Committee. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

8. **FY2016-2017 REGIONAL SOLID WASTE MANAGEMENT PROGRAM APPLICATION**

Ms. Lori Gunn reminded the Board 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. A resolution and the contract were approved by this Board during the August meeting. Once the application is approved, it will become a binding part of the PRPC's contract with TCEQ for the FY 2016/2017 biennium.

For the FY 2016/2017 biennium, the PRPC will apply for \$353,688.00 (\$176,844.00/year). These funds will be utilized for implementation grants to local communities across the region to support the goals of the Regional Solid Waste Management Plan. A portion of the funds will also be used for staffing the administration of the Program and to support the operations of the Panhandle Environmental Partnership. Ms. Gunn reviewed in detail the application budget with the Board.

Sheriff Sal Rivera moved to authorize the submittal of the Planning Commission's application to the Texas Commission on Environmental Quality for FY2016 and FY 2017 Solid Waste Management Program funds. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

9. **TORNADO SAFE ROOM REBATE PROGRAM APPLICATION**

Mr. John Kiehl informed the Board that in May, a federal disaster declaration was issued for the severe flooding that occurred in Central Texas. This disaster has been designated by FEMA as DR-4223 and 15% of the federal funding coming to the State to assist with the recovery process is now being made available for HMGP projects. While the jurisdictions within the disaster impact area will be given priority for this funding, any jurisdiction in Texas with a FEMA-approved hazard mitigation plan is eligible to apply for these funds.

The PRPC was a participating agency in the recently updated Amarillo/Potter/Randall County (APR) Hazard Mitigation Plan. The updated plan was conditionally approved by FEMA pending its adoption by the participating jurisdictions. The PRPC Board of Directors adopted the APR plan in July; meaning that the PRPC is now eligible to apply for HMGP funding under DR-4233. The Texas Division of Emergency Management (TDEM) administers the HMGP grant program in Texas.

On August 21, TDEM issued a call for projects under DR-4223; the deadline for project applications is set for December 15. The project call stated that a significant percentage of the total funds will be applied to applications with flood and wind storm mitigation activities including:

- Flood Control projects;
- Demolitions and Acquisitions projects;
- Community Safe Rooms projects; and
- Individual Safe Rooms projects.

The PRPC's shelter program has always operated as a first come, first served program. There are no eligibility requirements for residents to participate in the program other than owning the home in which the shelter is to be installed and having the means to pay for the shelter costs not covered by the FEMA grant. Mr. Kiehl stated that we anticipate submitting an HMGP application in the amount of \$2.5 million which should cover the installation of between 800 and 850 additional shelters somewhere in the Panhandle region.

Dr. Bill Hallerberg moved to pass a resolution authorizing the submittal of a Hazard Mitigation Grant Program application to the Texas Division of Emergency Management for funds to support the renewal of the residential tornado safe room rebate program in the Texas Panhandle. Councilman Kerry Symons seconded the motion; the motion carried by unanimous vote.

10. WORKFORCE DEVELOPMENT PROGRAM EMPLOYMENT SERVICES DELIVERY CONTRACT

Mr. Marin Rivas reminded members that last month, 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. In order to administer that contract, a sub-recipient contract has been developed between PRPC and Huxford Group, to provide services at the Workforce Solutions Panhandle office in Amarillo through September 30, 2016.

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 \$57,000 paid at a rate of \$4,750 each month for the duration of the contract with the potential of an additional \$13,500 payable based on performance at the end of the contract period. This performance measure requires PRPC and Huxford Group to have documented that a minimum of 55 of the PCS referred clients have, by the date of September 30, 2016, obtained initial full-time employment or have completed short-term training on a career pathway to secure full-time employment.

Councilwoman Zelda Lang moved to approve a contract with the Huxford Group, LLC to deliver enhanced employment services to certain clients of Panhandle Community Services. Judge John Howard seconded the motion; the motion carried by unanimous vote.

11. CHILD CARE LOCAL INITIATIVE FUNDING AGREEMENT

Mr. Marin Rivas stated 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, 2016, the City has committed \$76,000 in Community Development Block Grant (CDBG) funds to this effort. This will allow us to access \$144,685.00 in additional federal child care monies. The combined amount of \$220,685.00 will be used to purchase child care services for children from low-income Amarillo families.

Judge Ronnie Gordon 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.

12. FOOD NET PROGRAM FUNDING AGREEMENT

Ms. Melissa Carter stated that the Area Agency on Aging (AAA) in partnership with the Lee Bivins Foundation, provides meals for the nutrition program. The program was named "Nutrition for Experienced Texans" and is referred to as 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 in August. This money will be used to provide home delivered meals to nutritionally at-risk low and moderate-income elderly and disabled adults residing in the city limits of Amarillo. This funding is unique as it allows the Food NET program to serve meals to the disabled-under 60 population who are not eligible for funds from the AAA

Judge Don Allred 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 and disabled persons in the City of Amarillo. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

13. AREA AGENCY ON AGING OF THE PANHANDLE PROGRAM CONTRACT

Ms. Melissa Carter stated that the Area Agency on Aging receives federal resources from the Older Americans Act and state general revenue funds for the operation of its programs. These funds are distributed annually to the Texas Department of Aging and Disability Services (TDADS). The funds are then distributed to regional area agencies according to a funding formula.

The funds received for this region are to be utilized to implement the current Area Plan as approved by TDADS. The area plan includes direct services provided by the area agency and services provided throughout the region under vendor agreements. The direct services of the area agency include care coordination; legal awareness; legal assistance; information, referral and assistance; family caregiver support; and nursing home ombudsman assistance. Personal assistance, homemaker, residential repair, respite, emergency response, health maintenance, adult day care, transportation, mental health services, medication management and meal services are purchased through a direct purchase of service methodology from local providers through the direct services and administrative functions of the Area Agency on Aging.

The Texas Department of Aging and Disability Services contracts with the Panhandle Regional Planning Commission to provide services for the elderly residing in this planning region. We are in receipt of the contract for federal fiscal years 2016-2019. Ms. Carter reviewed, in detail, the various services offered to clients by the Area Agency on Aging of the Panhandle.

Sheriff Sal Rivera moved to authorize the Executive Director to execute a contract with the Texas Department of Aging and Disability Services for FY2016 – 2019 to provide senior services and activities in the Texas Panhandle. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

14. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

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

15. 2015 MEMBERSHIP MEETING

The Planning Commission's 2015 Annual Membership Meeting convened.

16. ELECTION OF 2015-2016 PANHANDLE REGIONAL PLANNING COMMISSION BOARD OFFICERS

Mr. Gary Pitner stated that the nominating committee is recommending the following slate of officers for 2015-2016.

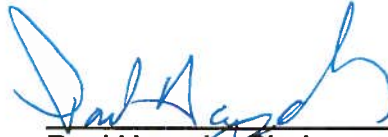
Paul Harpole, Mayor, City of Amarillo – Chair
Ernie Houdashell, Judge, Randall County – Vice Chair
Kerry Symons, Mayor Pro-Tem, City of Perryton – Secretary/Treasurer

Judge Don Allred moved to elect the slate of officers as recommended by the nominating committee. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

Judge Don Allred moved to elect the slate of officers as recommended by the nominating committee. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

16. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 5:35 p.m.



Paul Harpole, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Ernie Houdashell, Vice Chair
Panhandle Regional Planning Commission
Board of Directors