

Panhandle Regional  
Planning Commission  
Board of Directors  
Thursday,  
August 22, 2024

## **NOTICE OF MEETING**

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission will be held on **Thursday, August 22, 2024, at 1:30 p.m.** in the PRPC Board Room at 415 SW 8<sup>th</sup>, Amarillo, Potter County, Texas. In order to accommodate Board Members and members of the public who may want to access the meeting remotely a hybrid link is provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board.

Members of the public interested in attending this meeting online may do so by logging into the Zoom Meeting:

<https://us02web.zoom.us/j/82301007136?pwd=ZlFka0lrRENlZHNDY2JPbmE4SzNDQT09>

(Meeting ID: 823 0100 7136 – Password 8063723381) or may participate by phone 346 248 7799 (Meeting ID: 823 0100 7136 – Password 8063723381).

A copy of the full agenda for this meeting can be found on the PRPC's website at <http://www.theprpc.org/About/Directors/default.html>

## **AGENDA**

### **1. CALL TO ORDER**

- Quorum Determination
- Local Government Code Chapter 176
- Conflict Disclosures (if appropriate)\*

### **2. INVOCATION**

### **3. PUBLIC COMMENT**

The Planning Commission invites members of the public to provide oral comment on any item included on this agenda under this item. Each person wishing to make a public comment shall be limited to 3 minutes with comments directed to the Board as a whole. Reasonable accommodation shall be made for members of the public utilizing a translator for public comment.

### **4. MINUTES**

Consideration of the approval of the minutes from the Board of Directors' meeting held on July 27, 2024.

### **5. VOUCHERS**

Review and consideration of the acceptance of the vouchers for the month of July 2024.

### **6. PRPC INVESTMENT FUND MONTHLY REPORT**

Presentation and consideration of acceptance of the Planning Commission's Investment Fund Monthly Report.

7. **2025 PRPC MEMBERSHIP DUES STRUCTURE**

Review of the proposed 2024-2025 Panhandle Regional Planning Commission Strategic Work Program and Budget and consideration of the recommendation of a dues structure to the Board of Directors.

8. **2025 PRPC STRATEGIC WORK PROGRAM AND BUDGET**

Review of the proposed 2024-2025 Panhandle Regional Planning Commission Strategic Work Program and Budget and consideration of its recommendation to the Board of Directors.

9. **WORKFORCE DEVELOPMENT FISCAL MONITORING SERVICES CONTRACT**

Consideration of the authorization of the Executive Director to execute a contract with Christine H. Nguyen, CPA, for monitoring services for compliance and performance; implementing any necessary corrective actions or sanctions; and reporting data, activities and performance to the Texas Workforce Commission (TWC).

10. **WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT RENEWAL**

Consideration of the authorization of 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.

11. **CONSULTING CITY MANAGEMENT SERVICES INTERLOCAL CONTRACT RENEWALS**

Consideration of the authorize the Executive Director to execute an Interlocal Cooperation Contract with the Villages of Lake Tanglewood and Timbercreek Canyon.

12. **PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY CONTRACT**

Consideration of the authorization of the Executive Director to enter into contract with Amarillo College for the operation of the Panhandle Regional Law Enforcement Academy for FY 2025.

13. **PANHANDLE REGIONAL EMERGENCY PREPAREDNESS CONFERENCE OVERVIEW**

Presentation from Regional Services to provide an overview of the Panhandle Regional Emergency Preparedness Conference or PREP Conference to be held in September.

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

Consideration of the authorization of the Executive Director to execute the FY 2025 Interlocal Agreement with the Office of the Governor, Public Safety Office upon receipt.

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

Consideration and approval of the Regional Emergency Management Advisory Committee and approve the committee's FY25 Operating Procedures.

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

Consideration of a resolution proclaiming September, 2024 as "National Preparedness Month" in the Texas Panhandle.

17. **EXECUTIVE SESSION PURSUANT TO SECTION 551.071**

Consideration of convening a closed session of the Board of Directors of the Panhandle Regional Planning Commission related to communications with attorney as provided under Texas Government Code, Chapter 551, Section 551.071.

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

19. **OPEN DISCUSSION**

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

A. Comments from the Executive Director.

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

C. 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

\*LOCAL GOVERNMENT CODE  
TITLE 5. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES  
CHAPTER 176. DISCLOSURE OF CERTAIN RELATIONSHIPS WITH LOCAL GOVERNMENT  
OFFICERS; PROVIDING PUBLIC ACCESS TO CERTAIN INFORMATION

Sec. 176.003. CONFLICTS DISCLOSURE STATEMENT REQUIRED. (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(1) the vendor enters into a contract with the local governmental entity or the local governmental entity is considering entering in to a contract with the vendor; and

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, that exceeds \$2,500 during the 12-month period preceding the date that the officer become aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor; or

(C) has a family relationship with the local government officer.

**PUBLIC NOTICE**

This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); and Section 551.053 (Notice Requirements of a Political Subdivision Extending into Four or More Counties) and Section 551.127 (Videoconference Call). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

Posted this 16th day of August, 2024 at 415 West Eighth Avenue, Amarillo, Texas, at 4:30 p.m.

*Melissa T. Whitaker*

Melissa T. Whitaker, Executive Assistant

# ITEM 4

# PANHANDLE REGIONAL PLANNING COMMISSION

## BOARD OF DIRECTORS MEETING

### Minutes

July 25, 2024

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, July 25, 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
- Pat McDowell, Wheeler County Judge
- Nancy Tanner, Potter County Judge
- Pat Sims, Commissioner, City of Dumas
- 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
- Walter Four Price, Texas State Representative, District 87

#### **MEMBERS ABSENT:**

- Winston Sauls, Citizen Representative, City of Borger
- Sal Rivera, Sheriff, Castro County
- Ronnie Gordon, Hartley County Judge
- Cole Stanley, Mayor, City of Amarillo
- Rank Cogdell, Briscoe County Judge
- Greg Lewellen, Mayor, City of Friona
- Yolanda Robledo, Alderwoman, City of Bovina
- Christy Dyer, Randall County Judge
- Karen Price, Citizen Representative, City of Pampa
- Andy Garcia, Citizens Representative, City of Cactus

**STAFF PRESENT:** Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Ms. Stephine Neuwirth, Accounting Administrative Assistant/Human Resources; Mr. Max Seymour, Local Government Services Specialist; Mr. Jarian Fred, Local

Government Services Specialist; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Debra King, Area Agency on Aging Director; Ms. Lori Gunn, Regional Services Director; Ms. Daphne Morcom, Regional Services Program Specialist; Ms. Jerri Glover, Dispute Resolution Center Program Specialist; Mr. Alex Guerrero, Local Government Services Director; Ms. Abby Sanders, Local Government Services Program Specialist; Mr. John Schaumburg, Regional 9.1.1 Director/Network GIS Program Manager; Ms. Khasi Campos, Regional 9.1.1 Network Administrative Assistant; Ms. Melissa Whitaker, Executive Assistant

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

**1. CALL TO ORDER**

Judge Nancy Tanner called the meeting to order at 1:30 p.m. and noted that a quorum was present.

**2. INVOCATION**

Mayor Tobe Shields gave the invocation.

**3. PUBLIC COMMENT**

No public comments were made.

**4. MINUTES**

Judge Dan Looten moved to accept the minutes from the Board of Directors meeting held on June 27, 2024. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

**5. VOUCHERS**

Dr. Bill Hallerberg moved to approve the vouchers for the month of June 2024. Judge Harold Keeter 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@ 12/31/2023</u>	<u>Balance@ 05/31/2024</u>	<u>Balance@ 06/30/2024</u>
PRPC's Money Market Fund	\$4,103,637	\$3,831,118	\$3,845,078
9-1-1's Money Market Fund	\$57	\$0	\$0
Total MMIA Funds	<u>\$4,103,694</u>	<u>\$3,831,118</u>	<u>\$3,845,078</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>\$4,845,078</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of June was 4.86%. The 9-1-1 fund earned an average annual yield of 0.00%. 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 Tobe Shields moved for the Board of Directors to accept the PRPC Investment Fund Monthly Report as submitted. Judge Kim Jones seconded the motion; the motion carried by unanimous vote.

**7. 2024-2025 PRPC PERSONNEL CLASSIFICATION, PAY PLAN AND JOB DESCRIPTION DOCUMENT ADOPTION**

Mr. Trent Taylor informed the Board of Directors that the Planning Commission can trace its employee classification and pay plan system back to 1974 when the Board of Directors hired the Chicago, Illinois consulting firm of Public Administration Services, Inc., to develop a position classification plan, pay plan and model job descriptions. That work has served as the basis for all subsequent PRPC classification and pay plan documents. The Planning Commission adopted major updates to the classification pay plan and job descriptions in 1984 and again in 1996. On an annual basis since 1997, the Board has approved several relatively minor amendments to the PRPC’s classification and pay plan system primarily in order to maintain compliance with personnel management requirements placed upon regional councils by the Texas Legislature. In order for us to keep our classification and pay plan system current, it is necessary to present an updated document to the Board of Directors on an annual basis for review and approval.

All new and activated job descriptions can be found on the blue pages of the Integrated Personnel Classification, Pay Plan and Job Descriptions document. In addition, those job descriptions that are inactive for the purpose of the FY24-25 budget are highlighted on pages 7, 8 & 9 – “Inventory of Positions”.

Mr. Pat Sims moved for the Board of Directors to adopt the 2024–2025 Integrated Personnel Classification, Pay Plan and Job Descriptions document as proposed. Mr. Daniel Jackson seconded the motion; the motion carried by unanimous vote.

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

Mr. Trent Taylor informed the Board of Directors that the PRPC currently provides group health care coverage to its employees through ABA utilizing the UHC Choice Plus 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 47 employees on the employee plan, 10 employees electing dependent coverage. Due to our large number of claims this year, ABA, UHC, Aetna and Texas Health Benefits Pool (previously TML) all refused to quote our group. We explored many different providers and plans. All renewals increased our premiums between 20-40+%. We are recommending we move to a BCBS program based upon our

employee ages versus our group as a whole. We are recommending offering two choices for our employees. The first would be a co-pay plan with a \$3,750 deductible and a max out of pocket of \$9,000. The alternate option would be an HSA plan with a \$4,000 deductible and a max out of pocket of \$6,900. This would increase premiums for PRPC of approximately 23%. We would fund an employee's HSA at \$50 per month which is the difference in premiums between the two plans. The employees would contribute to this through their higher deductibles. There would also be a change from VerusRx to PrimeRX for our prescriptions.

Judge Dan Looten moved for the Board of Directors to authorize the Executive Director to execute the agreements with BCBS for the new plan year for the deductible and coinsurance amounts as described above effective October 1, 2024. Judge Shawn Ballew seconded the motion; the motion carried by unanimous vote.

**9. DISPUTE RESOLUTION CENTER FEES INCREASE AND POLICY CHANGE**

Ms. Jerri Glover informed the Board of Directors that It has been a number of years since the Dispute Resolution Center has had an increase to the fees that are charged for mediation services. In an effort to continue to promote a healthy financial status for the DRC, Program Coordinator Jerri Glover and Finance Director Trenton Taylor met with the DRC Advisory Board on July 9, 2024. At that meeting, the Advisory Board approved recommendation of a fee increase of \$25 per mediation service and a change to DRC policy regarding the length of time services are made to clients under the same cause number and payment of fees.

Current policy provides that once parties have attended mediation at the DRC and paid their fee (or if the fee has been waived for approved circumstances) the parties can return to continue mediation or re-mediate matters under the same cause/case number for 12 months following the mediation date. Proposed policy change would provide that parties have attended mediation at the DRC and paid their fee (or if the fee has been waived for approved circumstances) the parties can return to continue mediation or re-mediate matters under the same cause/case number for **six** months following the mediation date.

Judge Pat McDowell moved for the Board of Directors to approve the fee increases and policy changes approved and recommended by the Dispute Resolution Center Advisory Board and to be made effective as of October 1, 2024. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

**10. DISPUTE RESOLUTION CENTER INTERLOCAL COOPERATION CONTRACT FOR ALTERNATIVE DISPUTE RESOLUTION FUNDING PROVIDED IN TEXAS LOCAL GOVERNMENT CODE 135**

Ms. Jerry Glover informed the Board of Directors that in accordance with section 135 of the Texas Local Government Code, PRPC has reached out to the 26 County Courts of the Panhandle to try and establish an interlocal agreement whereby the Dispute Resolution Center (DRC) is agreeable to provide dispute resolution services for the county courts.

Mayor Tobe Shields moved for the Board of Directors to consider favorable approval of the Interlocal Agreement with Wheeler county in relation to dispute resolution and Texas Government Code 135 by authorizing the Executive Director

to execute this document. Representative Four Price seconded the motion; the motion carried by unanimous vote.

**11. PANHANDLE REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS**

Ms. Daphne Morcom informed the Board of Directors that PRPC Administrative Regulation #31 governs the duties, activities and composition of the Panhandle Regional Solid Waste Management Advisory Committee (RSWMAC). The RSWMAC is comprised of twenty-two to twenty-eight PRPC-appointed members, and one to two standing positions held by representatives from the TCEQ Region One Office. Members are appointed to three-year, staggered terms. The RSWMAC composition must maintain a cross-section of solid waste professionals from the Panhandle Region. Each year, approximately one-third of the appointed terms expire and those members must either be replaced or re-appointed. No member may serve more than two consecutive three-year terms. Currently, eight individuals need to be appointed or re-appointed to the RSWMAC to meet the PRPC administrative standards. PRPC staff has contacted each nominee and determined they are willing and able to serve, if appointed by the PRPC Board.

Judge Harold Keeter moved for the Board of Directors to consider appointing and/or reappointing the individuals listed in the slate of nominations above to serve on the Regional Solid Waste Management Advisory Committee. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

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

Ms. Daphne Morcom informed the Board of Directors 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. Funding comes from a variety of state and federal sources which includes:

- VOCA Funds through the Victims of Crime Act;
- VAWA funds through the Violence Against Women Act;
- JAG Funds through the Edward Byrne Justice Assistance Grants and State 421 Funds;
- JJDP Funds through the Juvenile Justice and Delinquency Prevention Act.

PRPC Administrative Regulation No. 34 establishes the size and composition of the committee and sets the member term lengths. The CJAC is comprised of at least 17 members, who serve 3-year staggered terms, with one-third of the membership being appointed or reappointed by the PRPC Board each year. Members may not serve more than two consecutive three-year terms.

This year, four members were up for re-appointment and four members needed to be replaced. PRPC staff has contacted all of the FY 2025 recommended appointees and all have confirmed that they are willing and able to serve.

Judge Pat McDowell motioned for the PRPC Board of Directors to approve the nominated individuals for appointment or reappointment to serve on the FY 2024 Regional Criminal Justice Advisory Committee. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

**13. REGIONAL PUBLIC TRANSPORTATION COORDINATION TXDOT PLANNING APPLICATION AND CONTRACT**

Ms. Abby Sanders informed the Board of Directors that PRPC has been in the public transportation arena since 2006 with the adoption of the region's first Regional Transportation Coordination Plan. Since then, much has been accomplished through the partnership of PRPC staff and the advisory committee, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT). In 2022, the fourth iteration of the PRPC Comprehensive Plan was adopted which set forth new goals for another 5-year planning process. With the adoption of the 2022-2026 Regionally Coordinated Public Transportation Plan, the PRPC and PROMPT set forth specific areas of focus to conduct in-depth research that includes increasing outreach to transportation users, exploring new opportunities for multi-modal connections within the existing transit system, identifying opportunities for coordination and centralization of service or resource pooling, and improving connectivity between transportation agencies and resources. Last month, TxDOT informed PRPC that they would receive \$20,000 to continue work on the coordinated transportation planning process for the 2024a program year based upon state-wide metrics data. TxDOT notified PRPC staff of the application release on June 10th with an application deadline of June 28th. Local Government Services staff have prepared and submitted an application and anticipates that a project grant agreement (PGA) with TxDOT to receive these funds will be fully executed by September 1st, 2024. These funds will allow PRPC staff to continue to hold PROMPT meetings, continue public involvement, conduct plan revisions and begin work on planning and assessments for individual needs identified in the 2022-2026 Regionally Coordinated Transportation Plan.

Mr. Juan Cantu motioned for the Board of Directors to authorize the Executive Director to submit the application for continuation funding and execute the project grant agreement with the Texas Department of Transportation to receive the Public Transportation Coordination Project planning grant funding to continue activities associated with the regionally coordinated transportation planning process. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

**14. REGION-1 CANADIAN-UPPER RED REGIONAL FLOOD PLANNING GROUP TECHNICAL CONSULTANT CONTRACT EXECUTION**

Mr. Jarian Fred informed the Board of Directors that the Region-1 Canadian-Upper Red Regional Flood Planning group is statutorily required to prepare and draft a regional flood plan that covers a 44-county region from the Texas Panhandle to the Wichita Falls area. In order to develop and adopt the state's 2028 Regional Flood Plan, a consultant will be necessary to help provide the prerequisite technical services for the development and completion of the scope of work contained in the Texas Water Development Board funding contract. The TWDB Scope of Work includes: providing an assessment on existing flood risk, analysis of future flood risks, flood mitigation evaluations and flood mitigation strategies and projects among other tasks. To that end, the Region-1 Flood Planning Group has worked through a Request for Qualifications process for the second cycle of Since the Region-1 Flood Planning body does not have the capacity to directly enter into a professional services contract, PRPC, functioning as the body's political subdivision and administrative agent will need to award the contract to Freese and Nichols on behalf of Region-1. In April, the Board, functioning as the

Region-1 political subdivision and administrative agent, selected and awarded the contract to Freese and Nichols. PRPC entered into contract negotiations and the contract, for your consideration, does align with the TWDB budgeted amount of \$2,160,479.03 for the technical sub-consultant.

Mr. Pat Sims motioned for the PRPC Board of Directors to authorize the Executive Director to execute a Technical Sub-Consultant Contract with Freese and Nichols to assist the Region-1 Flood Planning Group develop the 2028 Regional Flood Plan and incorporate any required Texas Water Development Board revisions. Mr. Daniel Jackson seconded the motion; the motion carried by unanimous vote.

**15. REGIONAL 9-1-1 FY2024 3<sup>RD</sup> QUARTER PERFORMANCE REPORT**

Mr. John Schaumburg informed the Board of Directors that as stipulated in the agreement between Panhandle Regional Planning Commission and the Commission on State Emergency Communications (CSEC), the Panhandle 9-1-1 Network must establish and accomplish certain goals and objectives. In order to check progress throughout the year, we are required to submit to CSEC a quarterly performance report that includes 9-1-1 call volumes, monitoring results, network outage reports, system testing, and the status of equipment replacement.

Mayor Tobe Shields motioned for the PRPC Board of Directors to approve the FY24 Q3 Performance Report as submitted covering the months of March, April, and May. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

**16. REGIONAL 9.1.1 WIDE AREA NETWORK UPGRADE**

Mr. John Schaumburg informed the Board of Directors that The Panhandle Regional Planning Commission's 9-1-1 Network delivers 9-1-1 traffic over a Virtual Private Network (VPN). The VPN establishes private connections between the host and remote sites. Currently, fourteen of the 20 remote sites are connected with 1.544 Mbps T1 circuits, six sites are connected with 5 Mbps ethernet circuits, and the two hosts are connected with 20 Mbps ethernet circuits. With the advancement of technology, there has been a corresponding increase in bandwidth demands. As internet service providers (ISPs) continue to roll out optical fiber throughout the region to meet these high demands, there has been a push to vacate the slower outdated T1 copper-line technology. The 9-1-1 Network has obtained a quote from AT&T to upgrade 19 of the 20 remote sites to 10 Mbps ethernet circuits, and both host sites to 40 Mbps. The annual cost increase is about 25 percent, from \$133,920.00 to \$168,334.00. The Commission on State Emergency Communication (CSEC) requires that an amendment request be generated in order to make changes to the FY24-25 Strategic Plan. Pending the PRPC Board of Director's approval, the 9-1-1 Network will request an amendment to shift money into the appropriate program line item to facilitate the additional upgrade cost.

Mayor Kerry Symons motioned for the PRPC Board of Directors to authorize the PRPC Executive Director to approve the quote to upgrade of the 9-1-1 Wide Area Network circuits, pending the CSEC approval of the necessary amendments to the FY24/25 Strategic Plan. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

## 17. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

### A. Comments from the Executive Director.

As a reminder the annual meeting is September 26<sup>th</sup>. The Board meeting will be held at 4:00 pm. PRPC Board Members and their guest registration fees are compliments of PRPC. Next month on the Board agenda we will have the full PRPC Budget for review and Chairman Rivera has appointed the following Committees: Awards Committee is Judge Ballew, Judge Jones, and Judge Tanner. The Nominating Committee is Judge Howard, Judge Keeter and Mayor Symons. These two committee will meet before August Board meeting to consider the PRPC awards and Board Officers. We will be making calls to the Board of Directors who have an expiring Terms so that we can start planning for filling all of the positions. The Board members with expiring terms Include; PSA 1 – Judge Ballew, PSA 2 – Mayor Shields, PSA 3 – Judge Rank Cogdell, PSA 4 – Judge Christy Dyer, PSA 5 – Judge Kim Jones, Minority Elected Official: Sheriff Sal Rivera, Special District: Phillip Self, Minority Citizens Rep: Oscar Ostos, Legislative Rep: Four Price. Thank you to all of the Board members for being here and for your continued support and Service. Please feel free to reach out if you have any further questions.

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

- 07/01/2024 – Ready, Set, Thrive, First Baptist Church, Amarillo
- 07/02/2024 – MIPPA/TSAP Friona Food Pantry
- 07/02/2024 – MIPPA Outreach, Farwell Rural Health Clinic
- 07/03/2024 – Caregiver, First Central Church of Christ
- 07/09/2024 – Ready Set Thrive, Opportunities Borger
- 07/10/2024 – MIPPA/TSAP, Donley County Senior Citizens
- 07/11/2024 – Economic Development Advisory Committee Meeting
- 07/16/2024 – Ready, Set, Thrive, Silverleaf Senior Facility, Panhandle
- 07/17/2024 – MIPPA/TSAP, Cogdell Rural Health
- 07/18/2024 – Groundwater Management Area (GMA) #1 Meeting
- 07/18/2024 – Local Government Services Summit
- 07/18/2024 – TML Region II Meeting
- 07/22/2024 – MIPPA Hampton Senior Village, Pampa
- 07/24/2024 – Return Home from Hospitalization Health Summit
- 07/25/2024 – Ready, Set, Thrive, Sunray Senior Citizens

### C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:

- 08/05/2024 – Matter of Balance, Claude Senior Citizens
- 08/05/2024 – Panhandle Regional Organization to Maximize Public Transportation Meeting (PROMPT)
- 08/07/2024 – MIPPA/RST, Parkinson's Support group
- 08/07/2024 – Caregiver, First Central Church of Christ
- 08/13/2024 – Matter of Balance, Allison UMC

- 08/15/2024 – Ready, Set, Thrive, Pampa Senior Citizens
- 08/15/2024 – VA Caregiver Support Summit, Amarillo VA
- 08/21/2024 – Region A Panhandle Water Planning Group Meeting
- 08/26/2024 – Ready, Set, Thrive, Presbyterian Covenant Senior Group

18. **OPEN DISCUSSION**

No Discussions

19. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:15 p.m.

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

ATTEST:

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Commissioner Pat Sims, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors

# ITEM 5



## MEMORANDUM

**DATE:** August 22, 2024

**TO:** PRPC Board of Directors

**FROM:** Trent Taylor, Finance Director  
Cristy Henderson, Asst. Finance Director

**THROUGH:** Michael J. Peters, Executive Director

**SUBJECT:** Agenda Item 5  
PRPC Vouchers for the month of July 2024

### BACKGROUND

The PRPC vouchers serve as tangible evidence of financial transactions, allowing review of all expenditures. This transparency builds trust and acts as a deterrent against fraudulent activities within our organization by requiring supporting documentation for every expenditure. July Vouchers total \$2,435,114.09.

### RECOMMENDATION

Staff recommends that the Board of Directors approve the vouchers for the month of July 2024.

Panhandle Regional Planning Commission  
Check/Voucher Register  
From 7/1/2024 Through 7/31/2024

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
217289	American Rescue Plan	15RX PHARMACY	INV #1300, 1302, 1303 - BALANCE DUE 6/24 - DISCOUNT CORRECTION	405.34	7/3/2024
	American Rescue Plan	15RX PHARMACY	INV #1301 & 1304 - BALANCE DUE 5 & 6/24 - DISCOUNT CORRECTION	194.46	7/3/2024
217290	Cost Pool	1ST ALARM	INV #18209 - 5/11/24-4/30/25 PDK ANNUAL CLOUD SUBSCRIPTION	480.00	7/3/2024
217291	CJD - LEA	AMARILLO COLLEGE - LEA	BILL NO: 4313 - IN-SERVICE TRAINING 5/24	2,816.80	7/3/2024
217292	PRPC General Fund	AFLAC	INV #335651 - EMPLOYEE DEDUCTS 6/24	155.87	7/3/2024
217293	Aging - HHSC	STEPHEN C AKEROYD	IRT MILEAGE 3/24 - FACILITY VISITS	57.28	7/3/2024
217294	Vocational Rehab Cost	CITY OF AMARILLO	5/10-6/13/24 - EDDY ST IRRIGATION	181.22	7/3/2024
	Vocational Rehab Cost	CITY OF AMARILLO	5/7-6/12/24 - AMA WFC EDDY ST	273.67	7/3/2024
	PRPC Building Fund	CITY OF AMARILLO	WATER 5/21-6/26/24 - PRPC	511.40	7/3/2024
	PRPC Building Fund	CITY OF AMARILLO	PRPC/DRIP IRRIGATION - 5/22-6/26/24	63.97	7/3/2024
	PRPC Building Fund	CITY OF AMARILLO	6/28/24 - PRPC/DRAINAGE FEE	14.90	7/3/2024
	PRPC Building Fund	CITY OF AMARILLO	6/28/24 - PRPC/DRAINAGE FEE	14.78	7/3/2024
217295	9-1-1 Management Plan	AMERICAN AIRLINES	STATEMENT NO. 24062624256 - 6/26/24	238.96	7/3/2024
217296	9-1-1 Management Plan	AT&T	INTERNET 6/21-7/20/24 - E911 PRPC PAMPA HOST	90.47	7/3/2024
217297	9-1-1 Management Plan	BATTERIES PLUS BULBS	INV #P73865770 - BACK-UP BATTERY - 9-1-1	119.99	7/3/2024
217298	CJD - LEA	CITY OF BORGER	ORT REIMB 12/3-12/9/23 DALLAS	2,843.82	7/3/2024
217299	Cost Pool	CAPITAL ONE	5/23/24 - SUPPLIES FOR WFD BOARD MTGS	11.08	7/3/2024
	Aging - HHSC	CAPITAL ONE	5/31/24 - SWIFFER DUSTER KIT - AGING	5.44	7/3/2024
	Choices	CAPITAL ONE	6/19/24 STATEMENT - WORK RELATED ITEMS	870.38	7/3/2024
217300	Cost Pool	CARAHSOFT TECHNOLOGY CORP	INV #IN1699057 - SECURITY MONITORING FEE 5/24	14.99	7/3/2024
217301	Cost Pool	DAVES FRESH CLEANING LLC	INV #1428 - JANITORIAL 6/24 - BORGER WFC	305.00	7/3/2024
217302	Intern. Service - Accounting	FASTSIGNS	INV #175-105677 - NAMEPLATE - FINANCE	10.00	7/3/2024
217303	Cost Pool	THE GROUNDS GUYS OF AMARILLO	#INV-6405 - BI-WEEKLY SVCS 6/24 - AMA WFC	1,093.90	7/3/2024
217304	PRPC Building Fund	JKB COMPANY	INV #3812 - PRPC MGMT FEE 7/24	1,050.00	7/3/2024
	Cost Pool	JKB COMPANY	INV #3816 - MGMT FEE 7/24 - AMA WFC & EXTRA REPAIRS 6/24	2,590.00	7/3/2024
	PRPC Building Fund	JKB COMPANY	INV #3818 - 4/24-5/28/24 - CHILLER REPAIR WORK	16,922.34	7/3/2024
217305	PRPC Building Fund	MAYFIELD PAPER COMPANY	INV #4113775 - 6/28/24 MFOLD TOWELS, CAN LINERS	90.37	7/3/2024
217306	PRPC Indirect Costs	PANHANDLE PRESORT SERVICES LTD	INV #510855 - 6/1-6/15/24 MAIL HANDLING	320.83	7/3/2024
217307	9-1-1 Management Plan	PLATEAU	NW PARMER - 6/22-7/21/24	39.00	7/3/2024
	9-1-1 Management Plan	PLATEAU	NW PARMER - 6/22-7/21/24	39.00	7/3/2024
	9-1-1 Management Plan	PLATEAU	NW PARMER - 6/22-7/21/24	39.00	7/3/2024
	9-1-1 Management Plan	PLATEAU	NW PARMER - 6/22-7/21/24	30.48	7/3/2024
	9-1-1 Management Plan	PLATEAU	NW PARMER - 6/22-7/21/24	39.00	7/3/2024
	9-1-1 Management Plan	PLATEAU	NW PARMER - 6/22-7/21/24	39.00	7/3/2024
217308	American Rescue Plan	RHONDA K POGUE	ADMINISTRATIVE SERVICES - 6/24	437.50	7/3/2024
217309	PRPC General Fund	SAM'S CLUB MC/SYNCB	5/31/24 - 20 CASES OF WATER	79.60	7/3/2024
	PRPC Indirect Costs	SAM'S CLUB MC/SYNCB	6/21/24 - PAPER TOWELS, PLATES, FORKS, SPOONS, SOAP	95.88	7/3/2024
217310	PRPC Building Fund	SUMMIT FIRE & SECURITY LLC	INV #1821641 - 6/26/24 ANN FIRE EXTINGUISHER INSPECTION	300.42	7/3/2024
217311	Communication Towers	SOUTHWESTERN ELECTRIC POWER CO	WHES TOWER 5/22-6/20/24	58.73	7/3/2024
217312	Intern. Service - Copy	TASCOSA OFFICE MACHINES	INV #498208 - 6/26/24 - 1 CASE LEGAL SIZE COPY PAPER	78.25	7/3/2024
217313	Aging - HHSC	SHAUNDA L TISDALE	6/25/24 - MOB GUEST PROFESSIONAL SESSION	50.00	7/3/2024
217314	Choices	TOOT'N TOTUM	INV #625 - 6/25/24 - 200 FUEL CARDS	5,000.00	7/3/2024
217315	CD Project Admin	TEXAS STATE UNIVERSITY	INV #JFRED_TARCT32024 - CPM TRACK #3 - 7-9/24 - J. FRED	695.00	7/3/2024
217316	Intern. Service - Copy	UNA COPY INC	#INV114016 - 2ND FLOOR COPIES 5/25-6/24/24	143.19	7/3/2024
217317	Cost Pool	UNITED SUPERMARKETS LLC	5/20/24 - DRINKS FOR WDB & WDBCGB MTGS	28.98	7/3/2024
	PRPC General Fund	UNITED SUPERMARKETS LLC	5/21/24 - SODAS FOR MEETINGS	30.00	7/3/2024

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	PRPC General Fund	UNITED SUPERMARKETS LLC	5/23/24 - SUPPLIES FOR PRPC BOARD MTG	47.97	7/3/2024
	PRPC General Fund	UNITED SUPERMARKETS LLC	5/28/24 - SODAS FOR MEETINGS	28.00	7/3/2024
	MAXIMUS	UNITED SUPERMARKETS LLC	5/31 & 6/5/24 - LUNCH FOR CG EDUC SUPP GROUP	282.19	7/3/2024
217318	PRPC General Fund	UNITED WAY OF AMARILLO & CANYON	EMPLOYEE DEDUCTS - 6/24	689.14	7/3/2024
217319	Cost Pool	VITEL COMMUNICATIONS CORP	INV #47027 - 6/24 INSPECT/TEST FA SYSTEM & SMOKE DETECTOR	105.17	7/3/2024
217320	9-1-1 Management Plan	9-1-1 PUBLIC EDUCATORS OF TEXAS	7/23/24 - REG FEES AMANDA JONES - PETS MTG	45.00	7/11/2024
217321	CJD - LEA	AMARILLO COLLEGE - LEA	BILL NO: 4322 - 129TH BPOC 2ND SESSION - 4 SCHOLARSHIPS	4,232.00	7/11/2024
217322	Intern. Service - Accounting	AMAZON CAPITAL SERVICES	INV #14Y7-PV6T-TQHG - TONER & FILE FOLDERS - FINANCE	380.78	7/11/2024
217323	Cost Pool	AMARILLO NATIONAL BANK	5/20-6/19/24 - WASABI.COM CLOUD STORAGE	7.22	7/11/2024
	CD Project Admin	AMARILLO NATIONAL BANK	6/12/24 - TPIA AND PROMPT MTG LUNCHES	469.68	7/11/2024
	PRPC Indirect Costs	AMARILLO NATIONAL BANK	6/13-6/14/2 - HOUSTON/TARC - SHIELDS/HOTEL	142.74	7/11/2024
	9-1-1 Management Plan	AMARILLO NATIONAL BANK	6/13/24 - INV #93956239 - 9-1-1 PROG SPEC JOB AD ON INDEED	267.63	7/11/2024
	CD Project Admin	AMARILLO NATIONAL BANK	6/13/24 - INV #93956239 - RANDALL CO GRANT WRITER JOB AD	234.84	7/11/2024
	Cost Pool	AMARILLO NATIONAL BANK	6/18-7/17/24 - TIME TRAK GO - 148 USERS	444.00	7/11/2024
	9-1-1 Management Plan	AMARILLO NATIONAL BANK	6/19/24 - INV #94068305 - 9-1-1 PROG SPEC JOB AD ON INDEED	292.08	7/11/2024
	CD Project Admin	AMARILLO NATIONAL BANK	6/19/24 - INV #94068305 - RANDALL CO GRANT WRITER JOB AD	208.19	7/11/2024
	TXDOT Planning	AMARILLO NATIONAL BANK	6/20/24 - REGISTRATION FEES FOR SS4A WEBINAR	79.00	7/11/2024
	PRPC Indirect Costs	AMARILLO NATIONAL BANK	6/22/24 - BOARD MEMBER ORIENTATION LUNCH	215.10	7/11/2024
	Local Water	AMARILLO NATIONAL BANK	6/25/24 - LUNCH FOR PWPG PLANNING MTGS	454.42	7/11/2024
	9-1-1 Management Plan	AMARILLO NATIONAL BANK	6/30/24 - INV #94857284 - 9-1-1 PROG SPEC JOB AD ON INDEED	66.91	7/11/2024
	CD Project Admin	AMARILLO NATIONAL BANK	6/30/24 - INV #94857284 - RANDALL CO GRANT WRITER JOB AD	210.93	7/11/2024
	Summer Earn & Learn	AMARILLO NATIONAL BANK	6/5/24 - BACKGROUND CHECKS - WFD EMPLOYEES	307.80	7/11/2024
	Hireability Navigator	AMARILLO NATIONAL BANK	6/7/24 - TABLECLOTH - STUDENT HIREABILITY NAVIGATOR	175.39	7/11/2024
	9-1-1 Management Plan	AMARILLO NATIONAL BANK	6/8/24 - INV #93853093 - 9-1-1 PROG SPEC JOB AD ON INDEED	162.55	7/11/2024
	CD Project Admin	AMARILLO NATIONAL BANK	6/8/24 - INV #93853093 - RANDALL CO GRANT WRITER JOB AD	338.28	7/11/2024
	Cost Pool	AMARILLO NATIONAL BANK	8/28/24-8/28/29 - DOMAIN RENEWALS FOR WFC WEB SITES	221.70	7/11/2024
217324	Cost Pool	MR FRANCISCO APODACA	IRT MILEAGE 2/23/22 - WDB MTG	65.64	7/11/2024
217325	PRPC Indirect Costs	JUDGE SHAWN BALLEW	IRT MILEAGE 6/27/24 - PRPC BOARD MTG	46.79	7/11/2024
217326	PRPC Building Fund	CHEMAQUA	INV #8742664 - CHEM-AQUA 31155 - 94 LBS	1,162.93	7/11/2024
217327	PRPC Indirect Costs	JUDGE RANK COGDELL	IRT MILEAGE 6/27/24 - PRPC BOARD MTG	101.73	7/11/2024
217328	CD Project Admin	COUNTY STAR-NEWS	INV #115221, 115222, 115705 - LN 2/29 & 6/27/24 SHAMROCK (3)	703.50	7/11/2024
217329	PRPC Indirect Costs	JUDGE RONNIE GORDON	IRT MILEAGE 6/27/24 - PRPC BOARD MTG	68.82	7/11/2024
217330	PRPC Indirect Costs	JUDGE JOHN HOWARD	IRT MILEAGE 6/27/24 - PRPC BOARD MTG	78.54	7/11/2024
217331	9-1-1 Management Plan	AMANDA JONES	TR ADV 7/17-7/24/24 - AUSTIN/SAN ANTONIO	1,137.71	7/11/2024
217332	CCDF Quality Improvement	LAKESHORE LEARNING MATERIALS	CHILD CARE QUALITY IMPROVEMENT PURCHASES - 5 & 6/24	27,493.60	7/11/2024
217333	9-1-1 Management Plan	LANGUAGE LINE SERVICES	INV #11345012 - LANG LINE SVCS 6/24 - 9-1-1	212.40	7/11/2024
217334	PRPC General Fund	LIFE INSURANCE CO OF N AMERICA	BILLING REF #207624_070124 - SURVIVORS INSURANCE 7/24	365.40	7/11/2024
217335	Communication Towers	LIGHTHOUSE ELECTRIC COOPERATIVE INC	VALL TOWER - 5/20-6/18/24	62.98	7/11/2024
217336	PRPC Indirect Costs	JUDGE DAN LOOTEN	IRT MILEAGE 6/27/24 - PRPC BOARD MTG	38.78	7/11/2024
217337	PRPC Building Fund	LOWES BUSINESS ACCT/SYNCB	6/28/24 - TOOLS & PAINT SUPPLIES FOR BLDG	207.10	7/11/2024
217338	PRPC Indirect Costs	JUDGE PAT McDOWELL	IRT MILEAGE 6/27/24 - PRPC BOARD MTG	131.01	7/11/2024
217339	9-1-1 Management Plan	MID PLAINS RURAL TELEPHONE	SWISHER NW 7/24	272.68	7/11/2024
217340	PRPC Building Fund	NLSLC INC	INV #19024 - WEEKLY SVCS 6/24 & FLOWER PLANTING	1,543.00	7/11/2024
217341	Communication Towers	NORTH PLAINS ELECTRIC COOP	INV #3829 - OCHL & LIPN TOWERS - 6/1-7/1/24	130.22	7/11/2024
217342	PRPC Indirect Costs	ODP BUSINESS SOLUTIONS LLC	INV #365443556001, 365448492001, 365448491001 - SUPPLIES	811.72	7/11/2024
	Aging - HHSC	ODP BUSINESS SOLUTIONS LLC	INV #370444414001 - 6/17/24 - TONER - AGING	123.69	7/11/2024

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217343	Cost Pool	PATHWAYZ COMMUNICATIONS INC	LINE CHGS 6/24 & LONG DIST 7/24 - AMA WFC	2,550.26	7/11/2024
217344	CD Project Admin	PERRYTON HERALD	INV #PRPC-0624 - LN 6/20/24 PERRYTON PH (ENG/SPAN)	186.00	7/11/2024
217345	Communication Towers	RITA BLANCA ELECTRIC COOP INC	DALN TOWER - 5/31-6/30/24	36.73	7/11/2024
217346	PRPC Indirect Costs	SHERIFF SAL RIVERA	IRT MILEAGE 6/27/24 - PRPC BOARD MTG	87.70	7/11/2024
217347	PRPC Indirect Costs	MR WINSTON SAULS	IRT MILEAGE 6/27/24 - PRPC BOARD MTG	66.53	7/11/2024
217348	9-1-1 Management Plan	SCHAFFER SERVICES	INV #33136, 33141, 33147 - SVCE CALLS 6/24 BOWR & MIAM (MW)	779.50	7/11/2024
217349	9-1-1 Management Plan	SHI GOVERNMENT SOLUTIONS INC	INV #GB00529760 - 2 RACK MOUNTING KITS	224.80	7/11/2024
217350	PRPC Indirect Costs	THE HONORABLE PAT SIMS	IRT MILEAGE 6/27/24 - PRPC BOARD MTG	64.36	7/11/2024
217351	9-1-1 Management Plan	SOUTH PLAINS COMMUNICATIONS	INV #0126455-IN - SVCE CALL BOWR (MW)	800.00	7/11/2024
217352	Communication Towers	SOUTH PLAINS ELECTRIC COOPERATIVE	PAR4 TOWER - 5/18-6/16/24	101.83	7/11/2024
217353	Cost Pool	STATER'S ACRES RV STORAGE & MORE	MOBILE UNIT STORAGE 7/24	138.00	7/11/2024
217354	Communication Towers	SOUTHWESTERN ELECTRIC POWER CO	DONL TOWER 6/4-7/2/24	123.07	7/11/2024
217355	PRPC Indirect Costs	THE HONORABLE KERRY SYMONS	IRT MILEAGE 6/27/24 - PRPC BOARD MTG	154.37	7/11/2024
217356	9-1-1 Management Plan	SYNTRIO	INV #10009531 - CHILDRESS NW 7/24	156.00	7/11/2024
217357	Cost Pool	TOP 2 BOTTOM CLEANING SERVICES	JANITORIAL & CARPET CLEANING 6/24 - AMA WFC	2,600.00	7/11/2024
217358	CD Project Admin	TRI-COUNTY PUBLICATIONS	LN 6/6 & 6/13/24 - GROOM IFB WATER SYSTEM	183.54	7/11/2024
217359	9-1-1 Management Plan	TEXAS 9-1-1 TRAINERS	REG FEES 7/23/24 - AMANDA JONES - TNT MTG	45.00	7/11/2024
217360	Intern. Service - Copy	UCI DOCUMENTS	INV #36911131 - COPIER LEASE 7/24 - 2ND FLOOR KYOCERA	256.28	7/11/2024
217361	Cost Pool	THE HONORABLE DJ WAGNER	IRT MILEAGE 2/22/24 - WDBCGB MTG	63.94	7/11/2024
217362	9-1-1 Management Plan	WEST TEXAS RURAL TELEPHONE COOP	INV #2166S111401.088 - NW PARMER 7/24	78.00	7/11/2024
217363	9-1-1 Management Plan	WT SERVICES INC	INV #7809S111401.088 - NW PARMER 7/24	156.00	7/11/2024
217364	PRPC Building Fund	XCEL ENERGY	ELECTRIC 5/12-6/11/24 - PRPC, AMA & BOR WFC, TOWER SITES	6,204.29	7/11/2024
217365	9-1-1 Management Plan	XIT COMMUNICATIONS	INV #10219967 - DALLAM/HARTLEY CLEC 7/24	156.00	7/11/2024
217366	Aging - HHSC	15RX PHARMACY	INV #1800 & 1802 - CG HEALTH MAINT SUPPLIES 6/24	892.42	7/18/2024
	Aging - HHSC	15RX PHARMACY	INV #1801 - CC HEALTH MAINT SUPPLIES 6/24	473.54	7/18/2024
217367	Aging - HHSC	ACTS COMMUNITY	REIMBURSEMENT 6/24 - CM & HDM	10,598.69	7/18/2024
217368	American Rescue Plan	ACTS COMMUNITY	EBI REIMBURSEMENT 6/24 - BINGOCIZE	4,969.95	7/18/2024
217369	Aging - HHSC	AMARILLO CITY TRANSIT	INV #ACT2024-006 - TRANSPORTATION 6/24	4,464.72	7/18/2024
217370	Aging - HHSC	AMARILLO WESLEY COMMUNITY CENTER	CONGREGATE MEALS - 6/24	3,142.93	7/18/2024
217371	Aging - HHSC	AMARILLO WESLEY COMMUNITY CENTER	CONGREGATE MEALS 6/24 - SOUTH CAMPUS	608.80	7/18/2024
217372	Aging - HHSC	AMARILLO WESLEY COMMUNITY CENTER	TRANSPORTATION - 6/24	2,484.00	7/18/2024
217373	CD Project Admin	AMERICAN AIRLINES	STATEMENT NO. 24071024256 - 7/10/24	616.86	7/18/2024
217374	PRPC General Fund	ASSURED BENEFITS ADMINISTRATORS	DEBIT CARD FEES - 7/24	99.00	7/18/2024
217375	Aging - HHSC	ATMOS ENERGY	UTILITY PMT - AAA CLIENT - CG INC SUPP 7/24	28.26	7/18/2024
217376	PRPC Building Fund	ATMOS ENERGY	PRPC 6/14-7/15/24	109.54	7/18/2024
217377	Intern. Service - Copy	CANON FINANCIAL SERVICES INC	INV #33798230 - COPIER LEASE 7/24 - FLOOR 1&3	428.92	7/18/2024
217378	Aging - HHSC	COLLINGSWORTH COUNTY HDM	REIMBURSEMENT 6/24 - CM & HDM	8,426.76	7/18/2024
217379	Aging - HHSC	BRIAN CORDERO	CG RESPITE VOUCHER 7/24 - AAA CLIENT	300.00	7/18/2024
217380	Economic Dev Administration	MR BRANDON COX	IRT MILEAGE 7/11/24 - EDAC MTG	64.36	7/18/2024
217381	SNAP E&T	SHAYNE DAMRON	RENT 7/1-7/31/24 - WF CLIENT	1,050.00	7/18/2024
217382	Aging - HHSC	DONLEY CO SR CITIZENS ASSN	REIMBURSEMENT 6/24 - CM & HDM	7,900.32	7/18/2024
217383	Economic Dev Administration	MS AMY FESSER	IRT MILEAGE 7/11/24 - EDAC MTG	66.53	7/18/2024
217384	Economic Dev Administration	MS TIFFANY FOWLER	IRT MILEAGE 7/11/24 - EDAC MTG	46.79	7/18/2024
217385	Aging - HHSC	GOODCARE HEALTH SERVICES	CG IN HOME RESPITE - 6/24	216.00	7/18/2024
217386	Aging - HHSC	HALL COUNTY HOME DELIVERY MEALS	HOME DELIVERED MEALS - 6/24	2,739.04	7/18/2024
217387	Aging - HHSC	HEDLEY SR CITIZENS ASSN	REIMBURSEMENT 6/24 - CM & HDM	1,542.04	7/18/2024

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217388	Aging - HHSC	HEROES HOME CARE	CG IN HOME RESPITE 6/24 - AAA CLIENT	126.00	7/18/2024
217389	Aging - HHSC	HEREFORD SR CITIZENS ASSN	REIMBURSEMENT 6/24 - CM & HDM	15,926.52	7/18/2024
217390	Aging - HHSC	HIGH PLAINS SENIOR CARE INC	REIMBURSEMENT 6/24 - CG IN HOME RESPITE	454.50	7/18/2024
	Aging - HHSC	HIGH PLAINS SENIOR CARE INC	REIMBURSEMENT 6/24 - HOMEMAKER & PERSONAL ASSISTANCE	837.00	7/18/2024
217391	Aging - HHSC	HILLSIDE HEIGHTS REHABILITATION SUITES	CG RESPITE VOUCHER 7/24 - AAA CLIENT	585.00	7/18/2024
217392	Cost Pool	HUXFORD GROUP LLC	5/13-5/29/24 - REIMBURSEMENT FOR EXPENSES	2,905.82	7/18/2024
217393	Skilled Dev - Plains	JODY HOLLAND INC	INV #20799 - TRNG 6/24 FOR EMPLOYEES AT PLAINS DAIRY	9,759.00	7/18/2024
217394	9-1-1 Management Plan	AMANDA JONES	TR ADV 8/3-8/4/24 - ORLANDO/APCO CONF	425.00	7/18/2024
217395	Solid Waste Regional Coord. 24-25	KB RECYCLING LLC	INV #67268 - RECYCLING SVCS 7/24	85.00	7/18/2024
217396	Economic Dev Administration	MR JOE LIVINGSTON	IRT MILEAGE 7/11/24 - EDAC MTG	108.37	7/18/2024
217397	Aging - HHSC	SHELIA LLEWELLYN	CG RESPITE VOUCHER 6/24 - AAA CLIENT	87.50	7/18/2024
217398	Aging - HHSC	MOORE CO SENIOR CENTER INC	CONGREGATE MEALS - 6/24	7,586.68	7/18/2024
217399	Economic Dev Administration	MS KRISTEN MOUDY	IRT MILEAGE 7/11/24 - EDAC MTG	131.01	7/18/2024
217400	Economic Dev Administration	SHEABREE NIX	IRT MILEAGE 7/11/24 - EDAC MTG	155.40	7/18/2024
217401	Aging - HHSC	NURSES UNLIMITED INC	REIMBURSEMENT 6/24 - CG RESPITE	19.00	7/18/2024
	Aging - HHSC	NURSES UNLIMITED INC	REIMBURSEMENT 6/24 - HOMEMAKER & PERSONAL ASSISTANCE	617.50	7/18/2024
217402	PRPC Indirect Costs	ODP BUSINESS SOLUTIONS LLC	INV #372002464001 & 372005531001 - SUPPLIES 6/24/24	142.36	7/18/2024
217403	PRPC General Fund	OFFICE OF THE ATTORNEY GENERAL	CHILD SUPPORT PMT - 7/15/24	629.00	7/18/2024
217404	Aging - HHSC	OPPORTUNITIES INC	REMBURSEMENT 6/24 - CM & HDM	4,851.92	7/18/2024
217405	Economic Dev Administration	MS EMMA RECTOR	IRT MILEAGE 7/11/24 - EDAC MTG	93.77	7/18/2024
217406	Economic Dev Administration	MS BRENDA ROBINSON	IRT MILEAGE 7/11/24 - EDAC MTG	38.78	7/18/2024
217407	Intern. Service - Automobile	ROGERS CAR CARE	INV #18227 - 7/9/24 - OIL CHANGE - CAR #9	89.00	7/18/2024
	Intern. Service - Automobile	ROGERS CAR CARE	INV #18244 - 7/11/24 - OIL CHANGE - CAR #1	41.50	7/18/2024
217408	Aging - HHSC	SENTIDO HEALTH	INV #654516, 654535, 654539 - CG HEALTH MAINT SUPPLIES 6/24	780.59	7/18/2024
	Aging - HHSC	SENTIDO HEALTH	INV #654541 & 654545 - CC HEALTH MAINT SUPPLIES 6/24	268.32	7/18/2024
217409	Aging - HHSC	SHAMROCK MEALS ON WHEELS INC	HOME DELIVERED MEALS - 6/24	1,369.52	7/18/2024
217410	Aging - HHSC	SIR SPEEDY OF AMARILLO	INV #157239 - CG NEWSLETTERS 7/24	136.17	7/18/2024
217411	Cost Pool	SUMMIT FIRE & SECURITY LLC	INV #1428648 - 2/24 - ANNUAL FIRE EXT INSPECTION - AMA WFC	183.56	7/18/2024
217412	CD Project Admin	SWISHER COUNTY NEWS	INV #697498 - 698031 - LN 2/22-6/6/24 - KRESS & TULIA	2,307.80	7/18/2024
217413	Aging - HHSC	SWISHER CO SR CITIZENS ASSN	REIMBURSEMENT 6/24 - CM & HDM	8,845.16	7/18/2024
217414	Intern. Service - Copy	TASCOSA OFFICE MACHINES	INV #500432 - 1ST & 3RD FLOOR COPIES - 6/24	908.17	7/18/2024
217415	Cost Pool	TASCOSA OFFICE MACHINES	INV #500433 - COPIER LEASE 7/24 - AMA WFC	1,256.97	7/18/2024
217416	Safe Rooms DR4223-015	TEXAS DIVISION OF EMERGENCY MGMT	SAFE ROOM REBATE PROGRAM OVERPAYMENT	20,666.82	7/18/2024
217417	PRPC Building Fund	TEXAS DEPT OF LICENSING & REGULATION	FILING FEE FOR ELEVATOR INSPECTION	20.00	7/18/2024
217418	Economic Dev Administration	MS BONNIE THOMPSON	IRT MILEAGE 7/11/24 - EDAC MTG	120.21	7/18/2024
217419	Aging - HHSC	TRANSFORMATION PARK	REIMBURSEMENT 6/24 - CM & HDM	18,674.23	7/18/2024
217420	Aging - HHSC	TRI COUNTY MEALS	HOME DELIVERED MEALS - 6/24	2,715.66	7/18/2024
217421	Aging - HHSC	TEXAS RAMP PROJECT	6/18/24 - RAMP - AAA CLIENT	499.00	7/18/2024
217422	Aging - HHSC	VISITING ANGELS	CG IN HOME RESPITE - 6/24	3,690.75	7/18/2024
	Aging - HHSC	VISITING ANGELS	REIMBURSEMENT 6/24 - HOMEMAKER & PERSONAL CARE	4,536.00	7/18/2024
217423	Cost Pool	VITEL COMMUNICATIONS CORP	INV #45635 - 7/24 MONTHLY INSPECTION/TEST - FA SYSTEM	105.17	7/18/2024
217424	Aging - HHSC	ROSS WELLESLEY	IRT MILEAGE 6/24 - FACILITY VISITS	27.91	7/18/2024
217425	Intern. Service - Automobile	WEX BANK	VEHICLE FUEL 6/14-7/12/24 - PRPC CARS & MU#2	938.65	7/18/2024
217426	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	HUTCHINSON 7/7-8/6/24	93.90	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	SWISHER 7/4-8/3/24	134.25	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	LIPSCOMB 7/7-8/6/24	386.79	7/18/2024

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	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	PARMER 7/7-8/6/24	198.70	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	DALLAM 7/7-8/6/24	359.62	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	ARMSTRONG 7/7-8/6/24	129.72	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	HALL 7/7-8/6/24	43.38	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	OLDHAM 7/7-8/6/24	47.26	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	SHERMAN 7/7-8/6/24	47.82	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	OCHILTREE 7/7-8/6/24	41.69	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	COLLINGSWORTH 7/7-8/6/24	239.50	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	CARSON 7/13-8/12/24	392.67	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	CASTRO 7/7-8/6/24	138.63	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	HANSFORD 7/7-8/6/24	46.88	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	WHEELER 7/7-8/6/24	130.29	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	DONLEY 7/10-8/9/24	44.78	7/18/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	MOORE 7/7-8/6/24	50.98	7/18/2024
217427	Aging - HHSC	XCEL ENERGY	UTILITY PMT - AAA CLIENT - CG INC SUPP 7/24	135.19	7/18/2024
217428	Intern. Service - Info Technology	AMAZON CAPITAL SERVICES	INV #1DLF-1R7N-Q96N - 7/17/24 - WIFI ACCESS POINT RESET TOOL	13.46	7/25/2024
	Intern. Service - Info Technology	AMAZON CAPITAL SERVICES	INV #1DVT-C1FG-CM4H - 7/11/24 - WI-FI ACCESS POINT	119.89	7/25/2024
	DRC	AMAZON CAPITAL SERVICES	INV #1FVY-GFM6-X9GR - 7/10/24 - TAPE RUNNER - DRC	7.84	7/25/2024
	9-1-1 Management Plan	AMAZON CAPITAL SERVICES	INV #1GPG-G6DP-PVTX - 7/17/24 - TONER - 9-1-1	410.85	7/25/2024
	Intern. Service - Info Technology	AMAZON CAPITAL SERVICES	INV #1T7Q-4K6N-KPNN - 7/17/24 - WIRELESS MICROPHONE SET	160.99	7/25/2024
	Home Sec Conf/E-Waste Recycl	AMAZON CAPITAL SERVICES	INV #1Y97-PCTM-1LVG - 7/10/24 - SUPPLIES FOR PREP CONF	167.57	7/25/2024
217429	9-1-1 Management Plan	AMA COMMUNICATIONS LLC	TOWER LEASE PMT 8/1-8/31/24	211.48	7/25/2024
217430	PRPC Indirect Costs	AQHA HALL OF FAME & MUSEUM	8/12/24 - 46 ADMISSIONS FOR PRPC ANN REPORT PHOTO SHOOT	322.00	7/25/2024
217431	PRPC Building Fund	ARVERNAS CLEANING SERVICE	INV #008 - PRPC CLEANING SVCS - 7/24	1,700.00	7/25/2024
217432	9-1-1 Management Plan	AT&T	E911 PRPC 7/5-8/4/24	1,468.79	7/25/2024
217433	9-1-1 Management Plan	CHARLES L BOEDEKER	TOWER LEASE PMT 8/1-8/31/24	661.25	7/25/2024
217434	Cost Pool	CITY OF BORGER	BORGER WFC 6/12-7/12/24	87.79	7/25/2024
217435	9-1-1 Management Plan	CCATT LLC	TOWER LEASE PMT 8/1-8/31/24	3,148.21	7/25/2024
217436	WIOA UPSKILLING AND TRAINING	CLARENDON COLLEGE	T/F SP QRT-24 - CDL - UPSKILL ADULT	3,700.00	7/25/2024
217437	9-1-1 Management Plan	DEPT OF INFORMATION RESOURCES	INV #24040362N - DIR NW COST 4/24 - 9-1-1	37,744.89	7/25/2024
	9-1-1 Management Plan	DEPT OF INFORMATION RESOURCES	INV #24050362N - DIR NW COST 5/24 - 9-1-1	37,744.89	7/25/2024
217438	CD Project Admin	EAN SERVICES LLC	RA #363131485 - 7/9-7/11/24 SHERMAN/FRED CPM CLASS	182.40	7/25/2024
217439	Cost Pool	ED TURNER PROPERTY MANAGEMENT	RENT 8/24 - BORGER WFC	975.00	7/25/2024
217440	9-1-1 Management Plan	JIM FISCHBACHER	TOWER LEASE PMT 8/1-8/31/24	127.31	7/25/2024
217441	PRPC Indirect Costs	FOUST INC	INV #N22505 - 2025 BUDGET TABS - 50 SETS	321.89	7/25/2024
	WIA Adult	FOUST INC	INV #N22544 - BUS CARDS WFD	35.00	7/25/2024
217442	9-1-1 Management Plan	INSITE TOWERS LLC	TOWER LEASE PMT 8/1-8/31/24 - MEMPHIS & SILVERTON 2	935.00	7/25/2024
217443	9-1-1 Management Plan	SINCLAIR BROADCAST GROUP	TOWER LEASE PMT 8/1-8/31/24	431.25	7/25/2024
217444	PRPC Building Fund	MAYFIELD PAPER COMPANY	INV #4122784 - CORELESS TOILET PAPER, FOAMING HAND SOAP	129.29	7/25/2024
217445	Aging - HHSC	MOCKINGBIRD APARTMENTS	RENT 8/24 - AAA CLIENT - INC SUPP 7/24	700.00	7/25/2024
217446	PRPC Building Fund	ORKIN INC	INV #263519390 - PEST CONTROL 7/16/24	128.99	7/25/2024
217447	PRPC Indirect Costs	PANHANDLE PRESORT SERVICES LTD	INV #511049 - 6/1-6/15/24 MAIL HANDLING	859.94	7/25/2024
217448	CD Project Admin	PLAINVIEW DAILY HERALD	INV #810011193 - LN 3/31/24 CANYON CIVIL RIGHTS NOTICE	316.64	7/25/2024
	CD Project Admin	PLAINVIEW DAILY HERALD	INV #810011194 - LN 3/31/24 CANYON FAIR HOUSING MONTH NOTICE	176.56	7/25/2024
	CD Project Admin	PLAINVIEW DAILY HERALD	INV #810018282 - LN 5/26/24 OLDHAM CO WETLANDS NOTICE (ENG)	341.36	7/25/2024
	CD Project Admin	PLAINVIEW DAILY HERALD	INV #810018283 - LN 5/26/24 OLDHAM CO WETLANDS NOTICE (SPAN)	382.56	7/25/2024

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	CD Project Admin	PLAINVIEW DAILY HERALD	INV #810022530 - LN 6/30/24 IFB TIMBERCREEK SR RES CTR	234.24	7/25/2024
217449	PRPC Indirect Costs	PLATINUM PARTIES & EVENTS LLC	INV #6373 - 8/9-8/12/24 - RISERS FOR ANN REPORT PHOTO SHOOT	166.00	7/25/2024
217450	9-1-1 Management Plan	PTI US TOWERS II LLC	TOWER LEASE PMT 8/1-8/31/24	1,265.20	7/25/2024
217451	Transportation - RIA	SIR SPEEDY OF AMARILLO	INV #157317 - BOOKLETS FOR LGS SUMMIT EVENT (70)	403.04	7/25/2024
217452	CD Project Admin	STATE LINE TRIBUNE	LN 2/29/24 - BOVINA PUBLIC HEARING	71.10	7/25/2024
217453	Communication Towers	SOUTHWESTERN ELECTRIC POWER CO	WHES TOWER 6/21-7/22/24	63.49	7/25/2024
217454	PRPC General Fund	TERRYBERRY	INV #Q65061 & Q66466 - 2024 EE AWARDS	261.30	7/25/2024
	PRPC General Fund	TERRYBERRY	INV #Q71326 - 2024 EE AWARDS	1,585.65	7/25/2024
217455	Cost Pool	TML - IRP	FY24 REAL & PERS PROPERTY INS - AMA WFC/EDDY ST	3,457.44	7/25/2024
217456	PRPC General Fund	TML REGION II	7/18/24 - TML REGION 2 MTG REG FEES (15)	225.00	7/25/2024
217457	Solid Waste Regional Coord. 24-25	CITY OF TULIA	FY24 SW GRANT REIMB - 1 GRAPPLE TRAILER FOR RECYCLING CTR	42,116.00	7/25/2024
217458	Cost Pool	TEXAS GAS SERVICE	BORGER WFC - 6/11-7/11/24	100.80	7/25/2024
217459	Potter Co Law Enforcement Center	TEXAS TECH UNIVERSITY	CPM TRACK FEES #5, 6 & 7 - LORI GUNN	2,085.00	7/25/2024
217460	MAXIMUS	UNITED SUPERMARKETS LLC	6/28 & 7/3/24 - CG EDUCATIONAL SUPP GROUP LUNCH	111.02	7/25/2024
	PRPC General Fund	UNITED SUPERMARKETS LLC	6/28/24 - SODAS FOR MEETINGS	78.00	7/25/2024
217461	PRPC Indirect Costs	US POSTAL SERVICE	REPLENISH BUS REPLY ACCOUNT	250.00	7/25/2024
217462	TAA	WEST TEXAS A&M UNIVERSITY	BILL NO: 2664 - T/F 2024SP & BOOKS/SUPPLIES	5,379.69	7/25/2024
217463	Aging - HHSC	XCEL ENERGY	UTILITY PMT - AAA CLIENT - CG INC SUPP 7/24	750.00	7/25/2024
31363	PRPC General Fund	AMANDA JONES	7/1/24 - CHECK #118 - FLEX REIMBURSEMENT	55.00	7/3/2024
31364	PRPC General Fund	MICHAEL PETERS	ORT 5/14-5/17/24 - OKLAHOMA CITY/SWREDA	658.84	7/3/2024
31365	PRPC General Fund	MICHAEL PETERS	ORT 6/12-6/14/24 - HOUSTON/TARC	405.73	7/3/2024
31366	PRPC General Fund	TERRIE CAMPBELL	ORT 6/4-6/7/24 - AUSTIN/MIPPA CONF	749.08	7/11/2024
31367	Intern. Service - Accounting	MARY JULIA LYLES	INV #1016 - FINANCE TRNG HOURS - 5 & 6/24	300.00	7/11/2024
31368	CD Project Admin	JARIAN FRED	ORT 7/9-7/11/24 - SHERMAN/CPM CLASS	361.26	7/18/2024
31369	PRPC General Fund	LORI GUNN	ORT 5/28-5/31/24 - FT WORTH/TDEM CONF	157.43	7/18/2024
31370	PRPC General Fund	PAIGE GOODELL	7/22/24 - CHECK #119 - CC FLEX REIMBURSEMENT	855.00	7/25/2024
31371	PRPC General Fund	LORI GUNN	ORT 7/16-7/18/24 - AUSTIN/THIRA CONF	156.49	7/25/2024
31372	Homeland Security Grant Program	DELANEY PRUETT	7/19/24 - CEM PROFESSIONAL CERTIFICATION FEE REIMBURSEMENT	425.00	7/25/2024
84576	Child Care CCF	CHILDREN'S LEARNING CENTER OF AMARILLO	CHILD CARE SERVICES PROVIDED (315547)	12,885.39	7/3/2024
84577	Child Care CCF	TAMME PINKERT	CHILD CARE SERVICES PROVIDED (315547)	7,593.90	7/3/2024
84578	Child Care CCF	CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (315547)	8,489.00	7/3/2024
84579	Child Care CCF	ST. MATTHEW'S EPISCOPAL D.S.	CHILD CARE SERVICES PROVIDED (315547)	6,219.14	7/3/2024
84580	Child Care CCF	RACHEL'S LITTLE HOUSE INC	CHILD CARE SERVICES PROVIDED (315547)	6,822.88	7/3/2024
84581	Child Care CCF	DAWN TRUJILLO	CHILD CARE SERVICES PROVIDED (315547)	810.30	7/3/2024
84582	Child Care CCF	MARIA FLORES	CHILD CARE SERVICES PROVIDED (315547)	1,411.76	7/3/2024
84583	Child Care CCF	KRISTENS DAYCARE	CHILD CARE SERVICES PROVIDED (315547)	994.30	7/3/2024
84584	Child Care CCF	AMARILLO WESLEY COMMUNITY CENTER INC	CHILD CARE SERVICES PROVIDED (315547)	17,919.11	7/3/2024
84585	Child Care CCF	COMMUNITY DAY CARE CENTER INC.	CHILD CARE SERVICES PROVIDED (315547)	12,478.21	7/3/2024
84586	Child Care CCF	CECYS DAYCARE	CHILD CARE SERVICES PROVIDED (315547)	4,017.40	7/3/2024
84587	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (315547)	863.10	7/3/2024
84588	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE	CHILD CARE SERVICES PROVIDED (315547)	3,963.45	7/3/2024
84589	Child Care CCF	PANHANDLE MONTESSORI PRESCHOOL	CHILD CARE SERVICES PROVIDED (315547)	1,343.40	7/3/2024
84590	Child Care CCF	HEREFORD LATCHKEY 1NW	CHILD CARE SERVICES PROVIDED (315547)	5,725.50	7/3/2024
84591	Child Care CCF	LITTLE LYNX DAY CARE	CHILD CARE SERVICES PROVIDED (315547)	1,992.20	7/3/2024
84592	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (315547)	14,155.51	7/3/2024
84593	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (315547)	1,685.71	7/3/2024

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84594	Child Care CCF	KAREN SMITH	CHILD CARE SERVICES PROVIDED (315547)	2,282.69	7/3/2024
84595	Child Care CCF	LATUNYA MARIE JILES-FORD	CHILD CARE SERVICES PROVIDED (315547)	1,515.50	7/3/2024
84596	Child Care CCF	PAULA COOK	CHILD CARE SERVICES PROVIDED (315547)	686.00	7/3/2024
84597	Child Care CCF	MAMMYS DAYCARE	CHILD CARE SERVICES PROVIDED (315547)	4,735.69	7/3/2024
84598	Child Care CCF	RANGER ROUNDUP LEARNING CENTER	CHILD CARE SERVICES PROVIDED (315547)	3,167.26	7/3/2024
84599	Child Care CCF	KS HOME DAYCARE	CHILD CARE SERVICES PROVIDED (315547)	571.50	7/3/2024
84600	Child Care CCF	TEXAS PREMIER CHILDCARE	CHILD CARE SERVICES PROVIDED (315547)	16,876.50	7/3/2024
84601	Child Care CCF	EMMA CANTU DBA ABC LEARNING CENTER	CHILD CARE SERVICES PROVIDED (315547)	12,934.79	7/3/2024
84602	Child Care CCF	BUTTERCUP HOUSE INC	CHILD CARE SERVICES PROVIDED (315547)	1,982.50	7/3/2024
84603	Child Care CCF	CHARBRA WILLIAMS	CHILD CARE SERVICES PROVIDED (315547)	709.35	7/3/2024
84604	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CENTER INC	CHILD CARE SERVICES PROVIDED (315547)	17,299.59	7/3/2024
84605	Child Care CCF	KELSEY FOSTER	CHILD CARE SERVICES PROVIDED (315547)	5,124.00	7/3/2024
84606	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (315547)	23,550.39	7/3/2024
84607	Child Care CCF	LITTLE BLESSINGS PRESCHOOL	CHILD CARE SERVICES PROVIDED (315547)	1,345.50	7/3/2024
84608	Child Care CCF	THE COLONY CHRISTIAN CHILD DEV CENTER	CHILD CARE SERVICES PROVIDED (315547)	6,147.16	7/3/2024
84609	Child Care CCF	ELE ACADEMICS LLC	CHILD CARE SERVICES PROVIDED (315547)	263.70	7/3/2024
84610	Child Care CCF	STORYLAND PRESCHOOL & CHILD CARE CTR	CHILD CARE SERVICES PROVIDED (315547)	9,304.20	7/3/2024
84611	Child Care CCF	LITTLE FEET BIG STEPS	CHILD CARE SERVICES PROVIDED (315547)	4,699.70	7/3/2024
84612	Child Care CCF	LANE DAY SCHOOL LLC	CHILD CARE SERVICES PROVIDED (315547)	1,688.25	7/3/2024
84613	Child Care CCF	LIL COLTS CHILDCARE	CHILD CARE SERVICES PROVIDED (315547)	671.25	7/3/2024
84614	Child Care CCF	BRIGHT MINDS ACADEMY LLC	CHILD CARE SERVICES PROVIDED (315547)	2,854.97	7/3/2024
84615	Child Care CCF	CREATIVE LEARNING TREE 2	CHILD CARE SERVICES PROVIDED (315547)	3,178.80	7/3/2024
84616	Child Care CCF	STEAMBOAT STATION	CHILD CARE SERVICES PROVIDED (315547)	10,493.00	7/3/2024
84617	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE II	CHILD CARE SERVICES PROVIDED (315547)	1,139.50	7/3/2024
84618	Child Care CCF	MARTIAL ARTS ATHLETIC CENTER NORTH	CHILD CARE SERVICES PROVIDED (315547)	17,951.03	7/3/2024
84619	Child Care CCF	SEEDS OF WISDOM CHRISTIAN FAMILY CHILDCARE	CHILD CARE SERVICES PROVIDED (315547)	197.00	7/3/2024
84620	Child Care CCF	HEARTS AND HANDS	CHILD CARE SERVICES PROVIDED (315547)	1,272.50	7/3/2024
84621	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (315547)	20,247.06	7/3/2024
84622	Child Care CCF	ROCK STAR DAYCARE	CHILD CARE SERVICES PROVIDED (315547)	1,249.50	7/3/2024
84623	Child Care CCF	LITTLE TROOPERS LEARNING CENTER	CHILD CARE SERVICES PROVIDED (315547)	2,972.00	7/3/2024
84624	Child Care CCF	HAPPY TRIBE ACADEMY	CHILD CARE SERVICES PROVIDED (315547)	1,307.25	7/3/2024
84625	Child Care CCF	CHILDRRESS LITTLE STARS LLC	CHILD CARE SERVICES PROVIDED (315547)	3,060.29	7/3/2024
84626	Child Care CCF	PURE CREATION	CHILD CARE SERVICES PROVIDED (315547)	2,369.00	7/3/2024
84627	Child Care CCF	AMARILLO WESLEY COMM CENTER - SOUTH	CHILD CARE SERVICES PROVIDED (315547)	4,094.06	7/3/2024
84628	Child Care CCF	BECCAS BABIES DAYCARE CENTER	CHILD CARE SERVICES PROVIDED (315547)	21,106.50	7/3/2024
84629	Child Care CCF	MELISSAS CHILD CARE AND PRESCHOOL	CHILD CARE SERVICES PROVIDED (315547)	1,338.00	7/3/2024
84630	Child Care CCF	SHAYLEE CONNELLY	CHILD CARE SERVICES PROVIDED (315547)	1,171.70	7/3/2024
84631	Child Care CCF	TWO LITTLE FEET	CHILD CARE SERVICES PROVIDED (315547)	4,426.40	7/3/2024
84632	Child Care CCF	NEW BEGINNINGS PRESCHOOL & CHILD DEV.	CHILD CARE SERVICES PROVIDED (315547)	4,194.00	7/3/2024
84633	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (315547)	7,261.92	7/3/2024
84634	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (315547)	4,144.00	7/3/2024
84635	Child Care CCF	POLK STREET UNITED METHODIST CHURCH, INC.	CHILD CARE SERVICES PROVIDED (315547)	2,366.60	7/3/2024
84636	Child Care CCF	STRATFORD AREA YOUTH CARE AGENCY, INC.	CHILD CARE SERVICES PROVIDED (315547)	2,179.60	7/3/2024
84637	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (315547)	3,180.50	7/3/2024
84638	Child Care CCF	ALEJANDRA FLORES	CHILD CARE SERVICES PROVIDED (315547)	5,000.30	7/3/2024
84639	Child Care CCF	WEST TEXAS A&M UNIVERSITY	CHILD CARE SERVICES PROVIDED (315547)	264.33	7/3/2024



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84640	Child Care CCF	CHRISTIAN LEARNING CENTER	CHILD CARE SERVICES PROVIDED (315547)	1,166.30	7/3/2024
84641	Child Care CCF	DALHART AREA CHILD CARE CTR INC.	CHILD CARE SERVICES PROVIDED (315547)	2,147.60	7/3/2024
84642	Child Care CCF	OPPORTUNITY SCHOOL, INC.	CHILD CARE SERVICES PROVIDED (315547)	13,604.79	7/3/2024
84643	Child Care CCF	NIGHT & DAY CARE AND PLAY, INC.	CHILD CARE SERVICES PROVIDED (315547)	34,882.86	7/3/2024
84644	Child Care CCF	PLEASANT VALLEY BAPTIST DISCOVERY SCHOOL	CHILD CARE SERVICES PROVIDED (315547)	13,677.17	7/3/2024
84645	Child Care CCF	AMARILLO MONTESSORI DAY SCHOOL	CHILD CARE SERVICES PROVIDED (315547)	5,328.30	7/3/2024
84646	Child Care CCF	DALE RIED JAMIE RIED DBA BUTTONS & BOWS ELC	CHILD CARE SERVICES PROVIDED (315547)	27,688.18	7/3/2024
84647	Child Care CCF	OPPORTUNITY SCHOOL EDWARDS CAMPUS	CHILD CARE SERVICES PROVIDED (315547)	31,480.24	7/3/2024
84648	Child Care CCF	SHIRLEY E ROMAINE	CHILD CARE SERVICES PROVIDED (315547)	911.73	7/3/2024
84649	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (315547)	6,925.32	7/3/2024
84650	Child Care CCF	BARBARA JOHNSON	CHILD CARE SERVICES PROVIDED (315547)	235.10	7/3/2024
84651	Child Care CCF	COMMUNITY DAY CARE CENTER	CHILD CARE SERVICES PROVIDED (315547)	4,739.60	7/3/2024
84652	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (315547)	15,362.53	7/3/2024
84653	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (315547)	9,496.71	7/3/2024
84654	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (315547)	11,023.41	7/3/2024
84655	Child Care CCF	AMARILLO COLLEGE	CHILD CARE SERVICES PROVIDED (315547)	2,023.70	7/3/2024
84656	Child Care CCF	PAULAS DAY CARE	CHILD CARE SERVICES PROVIDED (315547)	2,987.30	7/3/2024
84657	Child Care CCF	NAZARENE KID'S KORNER	CHILD CARE SERVICES PROVIDED (315547)	2,163.80	7/3/2024
84658	Child Care CCF	INGLANTINA FLORES	CHILD CARE SERVICES PROVIDED (315547)	1,234.43	7/3/2024
84659	Child Care CCF	FRIENDSHIP RANCH CDC	CHILD CARE SERVICES PROVIDED (315547)	11,808.30	7/3/2024
84660	Child Care CCF	BIZZY BEES CHILD CARE & PRESCHOOL INC.	CHILD CARE SERVICES PROVIDED (315547)	5,027.34	7/3/2024
84661	Child Care CCF	ORA BELINDA SCHOOLHOUSE LLC	CHILD CARE SERVICES PROVIDED (315547)	5,779.74	7/3/2024
84662	Child Care CCF	ELENA MCGLAUN	CHILD CARE SERVICES PROVIDED (315547)	28,965.83	7/3/2024
84663	Child Care CCF	EMMA CANTU DBA ABC LEARNING CENTER	CHILD CARE SERVICES PROVIDED (315547)	14,245.03	7/3/2024
84664	Child Care CCF	AMARILLO COLLEGE MEDIPARK CAMPUS	CHILD CARE SERVICES PROVIDED (315547)	6,569.52	7/3/2024
84665	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (315547)	8,164.20	7/3/2024
84666	Child Care CCF	STEPPING STONES LEARNING CENTER	CHILD CARE SERVICES PROVIDED (315547)	4,257.67	7/3/2024
84667	Child Care CCF	K4B LEARNING DEPOT 6 LLC	CHILD CARE SERVICES PROVIDED (315547)	11,301.63	7/3/2024
84668	Child Care CCF	CHRISTIAN PRESCHOOL CENTERS INC	CHILD CARE SERVICES PROVIDED (315547)	33,680.44	7/3/2024
84669	Child Care CCF	TULIA CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (315547)	5,014.79	7/3/2024
84670	Child Care CCF	BELL STREET DAY CARE CENTER LTD	CHILD CARE SERVICES PROVIDED (315547)	57,177.39	7/3/2024
84671	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CENTER INC.	CHILD CARE SERVICES PROVIDED (315547)	51,186.62	7/3/2024
84672	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (316293)	16,263.52	7/19/2024
84673	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (316293)	10,279.35	7/19/2024
84674	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (316293)	10,804.92	7/19/2024
84675	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (316293)	7,191.48	7/19/2024
84676	Child Care CCF	TULIA CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (316293)	4,780.79	7/19/2024
84677	Child Care CCF	AMARILLO COLLEGE	CHILD CARE SERVICES PROVIDED (316293)	1,804.48	7/19/2024
84678	Child Care CCF	CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (316293)	8,926.87	7/19/2024
84679	Child Care CCF	ST. MATTHEW'S EPISCOPAL D.S.	CHILD CARE SERVICES PROVIDED (316293)	6,375.50	7/19/2024
84680	Child Care CCF	MARIA FLORES	CHILD CARE SERVICES PROVIDED (316293)	1,432.79	7/19/2024
84681	Child Care CCF	AMARILLO WESLEY COMMUNITY CENTER INC	CHILD CARE SERVICES PROVIDED (316293)	15,917.61	7/19/2024
84682	Child Care CCF	COMMUNITY DAY CARE CENTER INC.	CHILD CARE SERVICES PROVIDED (316293)	11,631.68	7/19/2024
84683	Child Care CCF	HEREFORD LATCHKEY 1NW	CHILD CARE SERVICES PROVIDED (316293)	5,785.78	7/19/2024
84684	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (316293)	4,702.97	7/19/2024
84685	Child Care CCF	POLK STREET UNITED METHODIST CHURCH, INC.	CHILD CARE SERVICES PROVIDED (316293)	2,262.70	7/19/2024

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84686	Child Care CCF	STRATFORD AREA YOUTH CARE AGENCY, INC.	CHILD CARE SERVICES PROVIDED (316293)	2,003.91	7/19/2024
84687	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (316293)	3,262.09	7/19/2024
84688	Child Care CCF	ALEJANDRA FLORES	CHILD CARE SERVICES PROVIDED (316293)	4,126.27	7/19/2024
84689	Child Care CCF	WEST TEXAS A&M UNIVERSITY	CHILD CARE SERVICES PROVIDED (316293)	264.33	7/19/2024
84690	Child Care CCF	CHRISTIAN LEARNING CENTER	CHILD CARE SERVICES PROVIDED (316293)	857.58	7/19/2024
84691	Child Care CCF	DALHART AREA CHILD CARE CTR INC.	CHILD CARE SERVICES PROVIDED (316293)	2,177.87	7/19/2024
84692	Child Care CCF	OPPORTUNITY SCHOOL, INC.	CHILD CARE SERVICES PROVIDED (316293)	15,821.28	7/19/2024
84693	Child Care CCF	NIGHT & DAY CARE AND PLAY, INC.	CHILD CARE SERVICES PROVIDED (316293)	35,051.41	7/19/2024
84694	Child Care CCF	PLEASANT VALLEY BAPTIST DISCOVERY SCHOOL	CHILD CARE SERVICES PROVIDED (316293)	15,250.95	7/19/2024
84695	Child Care CCF	AMARILLO MONTESSORI DAY SCHOOL	CHILD CARE SERVICES PROVIDED (316293)	5,166.63	7/19/2024
84696	Child Care CCF	DALE RIED JAMIE RIED DBA BUTTONS & BOWS ELC	CHILD CARE SERVICES PROVIDED (316293)	27,223.96	7/19/2024
84697	Child Care CCF	OPPORTUNITY SCHOOL EDWARDS CAMPUS	CHILD CARE SERVICES PROVIDED (316293)	36,806.34	7/19/2024
84698	Child Care CCF	SHIRLEY E ROMAINE	CHILD CARE SERVICES PROVIDED (316293)	882.16	7/19/2024
84699	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (316293)	7,260.74	7/19/2024
84700	Child Care CCF	BARBARA JOHNSON	CHILD CARE SERVICES PROVIDED (316293)	396.54	7/19/2024
84701	Child Care CCF	COMMUNITY DAY CARE CENTER	CHILD CARE SERVICES PROVIDED (316293)	4,761.76	7/19/2024
84702	Child Care CCF	PAULAS DAY CARE	CHILD CARE SERVICES PROVIDED (316293)	2,946.34	7/19/2024
84703	Child Care CCF	NAZARENE KID'S KORNER	CHILD CARE SERVICES PROVIDED (316293)	2,675.55	7/19/2024
84704	Child Care CCF	INGLANTINA FLORES	CHILD CARE SERVICES PROVIDED (316293)	457.69	7/19/2024
84705	Child Care CCF	BELL STREET DAY CARE CENTER LTD	CHILD CARE SERVICES PROVIDED (316293)	55,583.10	7/19/2024
84706	Child Care CCF	FRIENDSHIP RANCH CDC	CHILD CARE SERVICES PROVIDED (316293)	11,921.85	7/19/2024
84707	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CENTER INC.	CHILD CARE SERVICES PROVIDED (316293)	52,437.81	7/19/2024
84708	Child Care CCF	BIZZY BEES CHILD CARE & PRESCHOOL INC.	CHILD CARE SERVICES PROVIDED (316293)	4,445.10	7/19/2024
84709	Child Care CCF	ORA BELINDA SCHOOLHOUSE LLC	CHILD CARE SERVICES PROVIDED (316293)	5,976.42	7/19/2024
84710	Child Care CCF	CHILDREN'S LEARNING CENTER OF AMARILLO	CHILD CARE SERVICES PROVIDED (316293)	13,606.87	7/19/2024
84711	Child Care CCF	TAMME PINKERT	CHILD CARE SERVICES PROVIDED (316293)	7,618.12	7/19/2024
84712	Child Care CCF	RACHEL'S LITTLE HOUSE INC	CHILD CARE SERVICES PROVIDED (316293)	6,957.30	7/19/2024
84713	Child Care CCF	DAWN TRUJILLO	CHILD CARE SERVICES PROVIDED (316293)	958.78	7/19/2024
84714	Child Care CCF	KRISTENS DAYCARE	CHILD CARE SERVICES PROVIDED (316293)	1,030.71	7/19/2024
84715	Child Care CCF	ELENA MCGLAUN	CHILD CARE SERVICES PROVIDED (316293)	28,346.11	7/19/2024
84716	Child Care CCF	EMMA CANTU DBA ABC LEARNING CENTER	CHILD CARE SERVICES PROVIDED (316293)	14,777.53	7/19/2024
84717	Child Care CCF	CECYS DAYCARE	CHILD CARE SERVICES PROVIDED (316293)	4,069.82	7/19/2024
84718	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (316293)	865.76	7/19/2024
84719	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE	CHILD CARE SERVICES PROVIDED (316293)	3,909.68	7/19/2024
84720	Child Care CCF	PANHANDLE MONTESSORI PRESCHOOL	CHILD CARE SERVICES PROVIDED (316293)	1,040.30	7/19/2024
84721	Child Care CCF	AMARILLO COLLEGE MEDIPARK CAMPUS	CHILD CARE SERVICES PROVIDED (316293)	5,808.09	7/19/2024
84722	Child Care CCF	LITTLE LYNX DAY CARE	CHILD CARE SERVICES PROVIDED (316293)	2,068.63	7/19/2024
84723	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (316293)	12,234.92	7/19/2024
84724	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (316293)	8,206.36	7/19/2024
84725	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (316293)	1,683.12	7/19/2024
84726	Child Care CCF	KAREN SMITH	CHILD CARE SERVICES PROVIDED (316293)	2,459.08	7/19/2024
84727	Child Care CCF	LATUNYA MARIE JILES-FORD	CHILD CARE SERVICES PROVIDED (316293)	1,226.98	7/19/2024
84728	Child Care CCF	PAULA COOK	CHILD CARE SERVICES PROVIDED (316293)	694.09	7/19/2024
84729	Child Care CCF	MAMMYS DAYCARE	CHILD CARE SERVICES PROVIDED (316293)	4,214.87	7/19/2024
84730	Child Care CCF	RANGER ROUNDUP LEARNING CENTER	CHILD CARE SERVICES PROVIDED (316293)	3,140.07	7/19/2024
84731	Child Care CCF	KS HOME DAYCARE	CHILD CARE SERVICES PROVIDED (316293)	508.14	7/19/2024

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Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
84732	Child Care CCF	TEXAS PREMIER CHILDCARE	CHILD CARE SERVICES PROVIDED (316293)	17,857.98	7/19/2024
84733	Child Care CCF	EMMA CANTU DBA ABC LEARNING CENTER	CHILD CARE SERVICES PROVIDED (316293)	13,049.28	7/19/2024
84734	Child Care CCF	STEPPING STONES LEARNING CENTER	CHILD CARE SERVICES PROVIDED (316293)	4,306.59	7/19/2024
84735	Child Care CCF	K4B LEARNING DEPOT 6 LLC	CHILD CARE SERVICES PROVIDED (316293)	11,090.68	7/19/2024
84736	Child Care CCF	BUTTERCUP HOUSE INC	CHILD CARE SERVICES PROVIDED (316293)	1,857.42	7/19/2024
84737	Child Care CCF	CHARBRA WILLIAMS	CHILD CARE SERVICES PROVIDED (316293)	563.92	7/19/2024
84738	Child Care CCF	CHRISTIAN PRESCHOOL CENTERS INC	CHILD CARE SERVICES PROVIDED (316293)	33,139.78	7/19/2024
84739	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CENTER INC	CHILD CARE SERVICES PROVIDED (316293)	16,540.40	7/19/2024
84740	Child Care CCF	KELSEY FOSTER	CHILD CARE SERVICES PROVIDED (316293)	5,196.02	7/19/2024
84741	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (316293)	23,747.08	7/19/2024
84742	Child Care CCF	LITTLE BLESSINGS PRESCHOOL	CHILD CARE SERVICES PROVIDED (316293)	1,334.48	7/19/2024
84743	Child Care CCF	THE COLONY CHRISTIAN CHILD DEV CENTER	CHILD CARE SERVICES PROVIDED (316293)	6,179.86	7/19/2024
84744	Child Care CCF	ELE ACADEMICS LLC	CHILD CARE SERVICES PROVIDED (316293)	268.04	7/19/2024
84745	Child Care CCF	OMAR MENDOZA	CHILD CARE SERVICES PROVIDED (316293)	944.44	7/19/2024
84746	Child Care CCF	STORYLAND PRESCHOOL & CHILD CARE CTR	CHILD CARE SERVICES PROVIDED (316293)	9,408.14	7/19/2024
84747	Child Care CCF	LITTLE FEET BIG STEPS	CHILD CARE SERVICES PROVIDED (316293)	4,608.81	7/19/2024
84748	Child Care CCF	LANE DAY SCHOOL LLC	CHILD CARE SERVICES PROVIDED (316293)	1,707.68	7/19/2024
84749	Child Care CCF	LIL COLTS CHILDCARE	CHILD CARE SERVICES PROVIDED (316293)	874.91	7/19/2024
84750	Child Care CCF	BRIGHT MINDS ACADEMY LLC	CHILD CARE SERVICES PROVIDED (316293)	2,985.78	7/19/2024
84751	Child Care CCF	CREATIVE LEARNING TREE 2	CHILD CARE SERVICES PROVIDED (316293)	3,328.76	7/19/2024
84752	Child Care CCF	STEAMBOAT STATION	CHILD CARE SERVICES PROVIDED (316293)	9,554.57	7/19/2024
84753	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE II	CHILD CARE SERVICES PROVIDED (316293)	1,016.16	7/19/2024
84754	Child Care CCF	MARTIAL ARTS ATHLETIC CENTER NORTH	CHILD CARE SERVICES PROVIDED (316293)	18,523.87	7/19/2024
84755	Child Care CCF	SEEDS OF WISDOM CHRISTIAN FAMILY CHILDCARE	CHILD CARE SERVICES PROVIDED (316293)	203.20	7/19/2024
84756	Child Care CCF	HEARTS AND HANDS	CHILD CARE SERVICES PROVIDED (316293)	1,284.72	7/19/2024
84757	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (316293)	19,059.84	7/19/2024
84758	Child Care CCF	ROCK STAR DAYCARE	CHILD CARE SERVICES PROVIDED (316293)	1,261.40	7/19/2024
84759	Child Care CCF	LITTLE TROOPERS LEARNING CENTER	CHILD CARE SERVICES PROVIDED (316293)	2,995.80	7/19/2024
84760	Child Care CCF	HAPPY TRIBE ACADEMY	CHILD CARE SERVICES PROVIDED (316293)	1,372.17	7/19/2024
84761	Child Care CCF	CHILDRESS LITTLE STARS LLC	CHILD CARE SERVICES PROVIDED (316293)	3,156.33	7/19/2024
84762	Child Care CCF	PURE CREATION	CHILD CARE SERVICES PROVIDED (316293)	2,448.76	7/19/2024
84763	Child Care CCF	AMARILLO WESLEY COMM CENTER - SOUTH	CHILD CARE SERVICES PROVIDED (316293)	2,863.15	7/19/2024
84764	Child Care CCF	BECCAS BABIES DAYCARE CENTER	CHILD CARE SERVICES PROVIDED (316293)	21,335.60	7/19/2024
84765	Child Care CCF	MELISSAS CHILD CARE AND PRESCHOOL	CHILD CARE SERVICES PROVIDED (316293)	1,086.32	7/19/2024
84766	Child Care CCF	SHAYLEE CONNELLY	CHILD CARE SERVICES PROVIDED (316293)	1,185.73	7/19/2024
84767	Child Care CCF	TWO LITTLE FEET	CHILD CARE SERVICES PROVIDED (316293)	4,733.28	7/19/2024
84768	Child Care CCF	NEW BEGINNINGS PRESCHOOL & CHILD DEV.	CHILD CARE SERVICES PROVIDED (316293)	4,860.96	7/19/2024
		AMARILLO NATIONAL BANK	WFD - INCENTIVE PAYMENTS - 7/24	905.00	
		CENTENNIAL BANK	BUILDING IMPROVEMENT PMT 7/12/24	6,645.07	
		DATAPATH CREDIT SERVICES	EMPLOYEE FLEX DRAFTS 7/24	2,491.25	
		ROSCOMMON - ABA ADMINISTRATORS	HEALTH INSURANCE DRAFT 7/24	39,392.81	

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Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
		TOOT'N TOTUM FOOD STORES LLC	VEHICLE FUEL 6/15/24-7/14/24	335.86	
		HUXFORD GROUP	WIRE TRANSFERS 7/24	345,373.50	
		VANTAGEPOINT T. AGENTS - 401	WIRE TRANSFERS 7/24	37,989.10	
		VANTAGEPOINT T. AGENTS - 457	WIRE TRANSFERS 7/24	5,959.12	
		VANTAGEPOINT T. AGENTS - ROTH IRA	WIRE TRANSFERS 7/24	1,506.02	
		WHIT-CO CHECKS	DEPOSIT SLIPS 7/3/24	57.56	
			TOTAL AMOUNT:	2,435,114.09	
			TOTAL NUMBER OF ELECTRONIC FUND TRANSFERS:	203	
			TOTAL NUMBER OF CHECKS WRITTEN:	175	
			TOTAL NUMBER OF WIRE TRANSFERS:	9	
			TOTAL NUMBER OF ANB BANK CARDS:	5	
			TOTAL NUMBER OF EMPLOYEE FLEX DRAFTS:	16	

# ITEM 6

**MEMORANDUM**

**DATE:** August 22, 2024  
**TO:** PRPC Board of Directors  
**FROM:** Trent Taylor, Finance Director  
Cristy Henderson, Asst. Finance Director  
**THROUGH:** Michael J. Peters, Executive Director  
**SUBJECT:** Agenda Item 6  
PRPC Investment Funds Report

**BACKGROUND**

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. I submit the following for your approval.

	Balance@ <u>12/31/2023</u>	Balance@ <u>06/30/2024</u>	Balance@ <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
	<hr/>	<hr/>	<hr/>
Total MMIA Funds	<u>\$4,103,694</u>	<u>\$3,845,078</u>	<u>\$4,417,433</u>

CDARS CD	Duration	Return	
3/28/2024 – 9/26/2024	26 Weeks	4.85%	\$500,000
6/27/2024 - 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.

**RECOMMENDATION**

Staff recommends that the Board of Directors accept this report as submitted.

# ITEM 7

## MEMORANDUM

**DATE:** August 22, 2024

**TO:** PRPC Board of Directors

**FROM:** Trent Taylor, Finance Director  
Cristy Henderson, Asst. Finance Director

**THROUGH:** Michael J. Peters, Executive Director

**SUBJECT:** Agenda Item 7  
2025 PRPC Membership Dues Structure

### BACKGROUND

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 (see attached listing which depicts each of our local government's dues amounts based on the 8.5¢ per capita dues rate).

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 will be meeting prior to the Board meeting to review the staff's suggested 2025 dues structure. The committee will present recommended action to the full Board of Directors on Thursday.

Thank you for your consideration.



# ITEM 8

## MEMORANDUM

**DATE:** August 22, 2024

**TO:** PRPC Board of Directors

**FROM:** Trent Taylor, Finance Director  
Cristy Henderson, Asst. Finance Director

**THROUGH:** Michael J. Peters, Executive Director

**SUBJECT:** Agenda Item 8  
2025 PRPC Strategic Work Program and Budget

### BACKGROUND

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.

Staff will be prepared to answer any and all questions that you might have as you consider the Panhandle Regional Planning Commission's 2025 Strategic Work Program and Budget.

Thank you for your consideration.

# ITEM 9

## MEMORANDUM

**DATE:** August 22, 2024

**TO:** PRPC Board of Directors

**FROM:** Marin Rivas, Workforce Development Director

**THROUGH:** Michael J. Peters, Executive Director

**SUBJECT:** Agenda Item 9  
Workforce Development Fiscal Monitoring Services Contract

### BACKGROUND

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. Under the Texas Administrative Code (40 TAC §802.62,) 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). 40 TAC §802.64 specifically addresses fiscal monitoring activities "to ensure that resources are efficiently and effectively used for authorized purposes and are protected from waste, fraud, and abuse."

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. A sample score sheet is attached.

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. A summary of the scoring is also attached. 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.

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the Executive Director to execute a contract with Christine H. Nguyen, CPA, for monitoring services as described above.

Request for Proposals (RFP) to Provide Fiscal Monitoring Services  
Scoring Summary

<u>Vendor</u>	<u>Staff</u>			<u>Average Score</u>
	<u>K. Cabezuela</u>	<u>H. Reid</u>	<u>M. Rivas</u>	
<b><u>Booth Management Consulting</u></b>	55	56	55	<b>55.3</b>
<b><u>CohnReznick LLP</u></b>	53	47	51	<b>50.3</b>
<b><u>Christine H. Nguyen, CPA</u></b>	65	65	67	<b>65.7</b>

# ITEM 10

## **MEMORANDUM**

**DATE:** August 22, 2024  
**TO:** PRPC Board of Directors  
**FROM:** Marin Rivas, Workforce Development Director  
**THROUGH:** Michael J. Peters, Executive Director  
**SUBJECT:** Agenda Item 10  
Workforce Development Program Operation and Service  
Delivery Contract Renewal

### **BACKGROUND**

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.

Huxford Group has met or exceeded all of our expectations for program performance, funds utilization and contract compliance during the first eleven months of this year. 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.

### **RECOMMENDATION**

Staff recommends that the Board of Directors 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.

# ITEM 11

## MEMORANDUM

**DATE:** August 22, 2024  
**TO:** PRPC Board of Directors  
**FROM:** Max Seymour, Local Government Services Program Specialist  
**THROUGH:** Michael J. Peters, Executive Director  
**SUBJECT:** Agenda Item 11  
Consulting City Management Services Interlocal Contract Renewals

### BACKGROUND

The 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 services proposed for this contract renewal are as follows:

#### Consulting Management Services

1. Prepare Board Agendas and Information Packets including:
  - a. Briefing notes on agenda items
  - b. Research summaries on relevant issues
  - c. Back-up information to assist Board in evaluating agenda items
2. Attend Regular Board Meetings and Serve as Technical Support for Board, including practices, procedures, and recommendations (as appropriate)
3. Provide Status Reports of Board Activities at Regular Board Meetings
4. Assist with Village Budget and Present for Adoption
5. Perform Routine Administrative Tasks and Correspondence
6. On-Call Technical Assistance to Village Board and Staff
7. Research Services for Village Board
8. Assist City Secretary in completing general election requirements (as appropriate)

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.

A copy of each of the proposed contracts is attached for your review.

**RECOMMENDATION**

PRPC staff recommends that the PRPC Board of Directors authorize the Executive Director to execute an Interlocal Cooperation Contract with the Villages of Lake Tanglewood and Timbercreek Canyon respectively.

INTERLOCAL GOVERNMENTAL COOPERATION CONTRACT  
FOR PROFESSIONAL SERVICES

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THE STATE OF TEXAS

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AGREEMENT FOR SERVICES

COUNTY OF POTTER

WHEREAS, this Contract is made and entered into this the 22nd day of August, 2024 by and between the Village of Timbercreek Canyon, acting by its duly authorized Mayor, after obtaining a vote of its governing body authorizing this contract and the Panhandle Regional Planning Commission Board of Directors (PRPC), a political subdivision of the State of Texas organized under Chapter 391 of the Texas Local Government Code, acting by its duly authorized Executive Director; and,

WHEREAS, both parties to this Contract are local governments as defined in Chapter 791 of the Texas Government Code, and this Contract is entered into pursuant to the provisions of said Code which is commonly referred to as The Interlocal Cooperation Act; and,

WHEREAS, the Village of Timbercreek Canyon is desirous and the PRPC is agreeable to the provision of professional management expertise and to serve under this contractual relationship to the Village of Timbercreek Canyon as a Consulting City Manager.

NOW, THEREFORE PRPC agrees to provide the following described professional services to the Village of Timbercreek Canyon. These services will be provided in accordance with the terms and conditions set forth in this agreement.

I. SCOPE OF SERVICES - Services to the Village of Timbercreek Canyon are to be provided as follows:

Consulting Management Services

1. Prepare Board of Aldermen Agendas and Information Packets including:
  - a. Briefing notes on agenda items.
  - b. Research summaries on relevant issues.
  - c. Back-up information to assist Board of Aldermen in evaluating agenda items.
2. Attend Regular Board of Aldermen Meetings and Serve as Technical Support for Board of Aldermen, including practices, procedures, and recommendations (as appropriate).
3. Provide Status Reports of Board of Aldermen Activities at Regular Board of Aldermen meetings.
4. Assist with Village Budget and Present for Adoption.
5. Perform Routine Administrative Tasks and Correspondence.
6. On-Call Technical Assistance to Village Board of Aldermen and Staff.
7. Research Services for Village Board of Aldermen.
8. Assist City Secretary in completing general election requirements (as appropriate).

B. The PRPC will provide to the Village of Timbercreek Canyon the pro-rated services of one (1) full time employee. This individual will be the point of contact and responsible for delivery of all contracted services to the Village.

In addition to the PRPC staff person used to perform the services described above, the PRPC will support the Consulting Manager with internal departmental resources to ensure that these services are fully provided. No additional fee will be incurred by the Village of Timbercreek Canyon for these resources.

## II - Time Of Performance and Commitment

This contract will be effective October 1, 2024 and will proceed through September 30, 2025. Time commitment from the PRPC will be an average of 22 hours per month, for a total of 12 months and 264 hours through the life of the contract. Additional time may be committed upon the request and approval of the Village of Timbercreek Canyon and agreement by the PRPC. Additional time will be billed in accordance with Section III - Compensation.

## III. COMPENSATION

In consideration of the services described in the foregoing paragraphs to be rendered by PRPC to the Village of Timbercreek Canyon, the Village of Timbercreek Canyon agrees to make the following payment to PRPC from City funds:

1. A sum not to exceed \$17,160.00 for the next 12 months. The PRPC will invoice the Village of Timbercreek Canyon in twelve (12) equal payments of \$1,430.00. In no case will the total billing exceed the \$17,160.00 total without the prior request and approval of the Village of Timbercreek Canyon. The proposed services represent a time commitment of 264 hours annually at \$65.00 per hour. This rate is comparable with the rates PRPC charges similar cities in the area for Contract City Management services. The 264 hours is to be used by averaging approximately 22 hours of service per month for the Village of Timbercreek Canyon.
2. Additional Services - Additional services may be arranged through the mutual consent and approval of the Village of Timbercreek Canyon and the PRPC to provide services which are in addition to those detailed in section I. Such services will be available at an hourly rate of \$62.50 or at an agreed upon lump-sum cost. In no case will the PRPC undertake additional services without the consent and approval of the Village of Timbercreek Canyon.
3. Travel - Cost of travel to, from, and within the Village resulting from the delivery of services will be borne by the PRPC. Travel beyond that required for service delivery identified under Section I will be billed to the Village of Timbercreek Canyon at the current rate prescribed by the United States Internal Revenue Service under the federal income tax regulations. The invoice for travel cost reimbursement will detail the number of miles traveled for additional services and will be on a direct reimbursement basis. Other travel costs, if required, will be limited to only those costs which would be allowed under standard PRPC and State of Texas travel policies.

## IV. TERMINATION CLAUSE

Either the Village of Timbercreek Canyon or the PRPC may terminate this contract in its entirety by providing the other party written notice of termination thirty (30) days prior to the effective date of termination. Payment will be on a pro-rata basis up to the date of termination of this contract. The PRPC shall deliver to the Village of Timbercreek Canyon all products, reports, and working documents developed on behalf of the City prior to the termination date.

## V. SEVERABILITY CLAUSE

Should any one or more provisions of this contract be held to be null, void, or for any reason whatsoever unenforceable, such provision(s) shall be construed as severable from the remainder of this contract and shall not affect the validity of all other provisions of this contract, which shall remain in full force and affect.

VI. GENERAL PROVISIONS

It is expressly understood and agreed by the parties hereto that they are independent contractors; and that nothing contained herein should be construed as giving rise to a partnership or joint venture.

This agreement will in no way replace or forego any existing agreements or relationships currently entered into by the Village of Timbercreek Canyon and the PRPC.

PRPC shall maintain fiscal records and supporting documentation for all expenditures of funds made under this Contract in a manner which conforms to OMB Circular A-87, the Management Standards, and this Contract. PRPC agrees to comply with the retention and custodial requirements for records as set forth in Attachment C of OMB Circular A-102, as supplemented by Section 5.154 of the Management Standards.

PRPC shall give the Comptroller General of the United States, the Auditor of the State of Texas, the auditor of the Village of Timbercreek Canyon, or any of their duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by PRPC or pertaining to this Contract. Such rights to access shall continue as long as the records are retained by PRPC and PRPC agrees to maintain such records in an accessible location.

PRPC shall fully comply with all relevant provisions of: Equal Employment Opportunity laws, Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act, and Section 3 requirements regarding employment, training, and business opportunities.

PRPC and no official or employee thereof shall have any personal financial interest, direct or indirect, in this Contract; and PRPC shall take steps to assure compliance.

EXECUTED this 22nd day of August, 2024.

PANHANDLE REGIONAL PLANNING BOARD OF ALDERMEN

By \_\_\_\_\_  
Brian Giffin, Mayor  
Village of Timbercreek Canyon

By \_\_\_\_\_  
Michael J. Peters, Executive Director,  
Panhandle Regional Planning Commission

INTERLOCAL GOVERNMENTAL COOPERATION CONTRACT  
FOR PROFESSIONAL SERVICES

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THE STATE OF TEXAS

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AGREEMENT FOR SERVICES

COUNTY OF POTTER

WHEREAS, this Contract is made and entered into this the 22nd day of August, 2024 by and between the Village of Lake Tanglewood, acting by its duly authorized the Mayor, after obtaining a vote of its governing body authorizing this contract and the PANHANDLE REGIONAL PLANNING COMMISSION (PRPC), a political subdivision of the State of Texas organized under Chapter 391 of the Texas Local Government Code, acting by its duly authorized Executive Director; and,

WHEREAS, both parties to this Contract are local governments as defined in Chapter 791 of the Texas Government Code, and this Contract is entered into pursuant to the provisions of said Code which is commonly referred to as The Interlocal Cooperation Act; and,

WHEREAS, the Village of Lake Tanglewood is desirous of and the PRPC is agreeable to the provision of professional management expertise and to serve under this contractual relationship to the Village of Lake Tanglewood as a Consulting City Manager.

NOW, THEREFORE PRPC agrees to provide the following described professional services to the Village of Lake Tanglewood. These services will be provided in accordance with the terms and conditions set forth in this agreement.

I. SCOPE OF SERVICES - Services to the Village of Lake Tanglewood are to be provided as follows:

Consulting Management Services

1. Prepare Board of Aldermen Agendas and Information Packets including:
    - a. Briefing notes on agenda items
    - b. Research summaries on relevant issues
    - c. Back-up information to assist Board of Aldermen in evaluating agenda items
  2. Attend Regular Board of Aldermen Meetings and Serve as Technical Support for Board of Aldermen, including practices, procedures, and recommendations (as appropriate)
  3. Provide Status Reports of Board Activities at Regular Board of Aldermen Meetings
  4. Assist with Village Budget and Present for Adoption
  5. Perform Routine Administrative Tasks and Correspondence
  6. On-Call Technical Assistance to Village Board of Aldermen and Staff
  7. Research Services for Village Board of Aldermen
  8. Assist City Secretary in completing general election requirements (as appropriate)
- B. The PRPC will provide to the Village of Lake Tanglewood the pro-rated services of one (1) full time employee. This individual will be the point of contact and responsible for delivery of all contracted services to the Village.

In addition to the PRPC staff person used to perform the services described above, the PRPC will support the Consulting Manager with internal departmental resources to ensure that these services are fully provided. No additional fee will be incurred by the Village of Lake Tanglewood for these resources



## II - Time Of Performance and Commitment

This contract will begin on October 1, 2024 and will proceed through September 30, 2025. Time commitment from the PRPC will be an average of 18 hours per month, for a total of 12 months and 216 hours through the life of the contract. Additional time may be committed upon the request and approval of the Village of Lake Tanglewood and agreement by the PRPC. Additional time will be billed in accordance with Section III - Compensation.

## III. COMPENSATION

In consideration of the services described in the foregoing paragraphs to be rendered by PRPC to the Village of Lake Tanglewood, the Village of Lake Tanglewood agrees to make the following payment to PRPC from City funds:

1. A sum not to exceed \$14,040.00 for the 12 month period. The PRPC will invoice the Village of Lake Tanglewood in twelve (12) equal payments of \$1,170.00. In no case will the total billing exceed the \$14,040.00 total without the prior request and approval of the Village of Lake Tanglewood. The proposed services represent a time commitment of 180 hours annually at \$65.00 per hour. This rate is comparable with the rates PRPC charges similar cities in the area for Contract City Management services. The 216 hours is to be used by averaging approximately 18 hours of service per month for the Village of Lake Tanglewood.
2. Additional Services - Additional services may be arranged through the mutual consent and approval of the Village of Lake Tanglewood and the PRPC to provide services which are in addition to those detailed in section I. Such services will be available at an hourly rate of \$65.00 or at an agreed upon lump-sum cost. In no case will the PRPC undertake additional services without the consent and approval of the Village of Lake Tanglewood.
3. Travel - Cost of travel to, from, and within the Village resulting from the delivery of services will be borne by the PRPC. Travel beyond that required for service delivery identified under Section I will be billed to the Village of Lake Tanglewood at the current rate prescribed by the United States Internal Revenue Service under the federal income tax regulations. The invoice for travel cost reimbursement will detail the number of miles traveled for additional services and will be on a direct reimbursement basis. Other travel costs, if required, will be limited to only those costs which would be allowed under standard PRPC and State of Texas travel policies.

## IV. TERMINATION CLAUSE

Either the Village of Lake Tanglewood or the PRPC may terminate this contract in its entirety by providing the other party written notice of termination thirty (30) days prior to the effective date of termination. Payment will be on a pro-rata basis up to the date of termination of this contract. The PRPC shall deliver to the Village of Lake Tanglewood all products, reports, and working documents developed on behalf of the City prior to the termination date.

## V. SEVERABILITY CLAUSE

Should any one or more provisions of this contract be held to be null, void, or for any reason whatsoever unenforceable, such provision(s) shall be construed as severable from the remainder of this contract and shall not affect the validity of all other provisions of this contract, which shall remain in full force and affect.

VI. GENERAL PROVISIONS

It is expressly understood and agreed by the parties hereto that they are independent contractors; and that nothing contained herein should be construed as giving rise to a partnership or joint venture.

This agreement will in no way replace or forego any existing agreements or relationships currently entered into by the Village of Lake Tanglewood and the PRPC.

PRPC shall maintain fiscal records and supporting documentation for all expenditures of funds made under this Contract in a manner which conforms to OMB Circular A-87, the Management Standards, and this Contract. PRPC agrees to comply with the retention and custodial requirements for records as set forth in Attachment C of OMB Circular A-102, as supplemented by Section 5.154 of the Management Standards.

PRPC shall give the Comptroller General of the United States, the Auditor of the State of Texas, the auditor of the Village of Lake Tanglewood, or any of their duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by PRPC or pertaining to this Contract. Such rights to access shall continue as long as the records are retained by PRPC and PRPC agrees to maintain such records in an accessible location.

PRPC shall fully comply with all relevant provisions of: Equal Employment Opportunity laws, Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act, and Section 3 requirements regarding employment, training, and business opportunities.

PRPC and no official or employee thereof shall have any personal financial interest, direct or indirect, in this Contract; and PRPC shall take steps to assure compliance.

EXECUTED this 22nd day of August, 2024.

PANHANDLE REGIONAL PLANNING COMMISSION

By \_\_\_\_\_  
The Honorable Tiffany Rogers  
Village of Lake Tanglewood

By \_\_\_\_\_  
Michael J. Peters, Executive Director  
Panhandle Regional Planning Commission

# ITEM 12

## MEMORANDUM

**DATE:** August 22, 2024

**TO:** PRPC Board of Directors

**FROM:** Daphne Morcom, Regional Services Program Specialist

**THROUGH:** Michael J. Peters, Executive Director

**SUBJECT:** Agenda Item 12  
Panhandle Regional Law Enforcement Academy Contract

### BACKGROUND:

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. Outside of the Amarillo Police Academy, which is reserved for the training of Amarillo's police force, the PRLEA is the only other TCOLE-certified (Texas Commission on Law Enforcement) basic training academy in the region. The vast majority of officers currently employed throughout the region graduated from the PRLEA and in the course of a normal year, nearly every officer will take advantage of the Academy's in-service training opportunities.

As training requirements and liability levels increase on law enforcement, it is important that the peace officers in our region develop and maintain a professional expertise and awareness of the law. The foundation for that expertise is built with a solid Basic Peace Officer certification and then maintained through continuing education. For the past five decades, law enforcement agencies of the Panhandle have come to rely on the training services provided through the PRLEA to meet their staffing needs and to keep their officers' policing skills and knowledge of the law current.

Earlier this month, PRPC staff met with Amarillo College (AC) to discuss the terms of this year's contract. A copy of the proposed agreement is attached for your review. 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.

**RECOMMENDATION:**

PRPC staff recommends the PRPC Board of Directors authorize the Executive Director to enter into contract with Amarillo College for the operation of the Panhandle Regional Law Enforcement Academy for FY 2025.

PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY (PRLEA)  
FY2024 **25** LAW ENFORCEMENT TRAINING AND EDUCATION CONTRACT

STATE OF TEXAS           §  
  §  
COUNTY OF POTTER       §

1. This contract is made by and between the Panhandle Regional Planning Commission (hereinafter, “PRPC”), and Amarillo College, and is intended to aid in the implementation of a grant provided to the PRPC through the Criminal Justice Division of the Governor’s Office (hereinafter, “CJD”) [CJD Grant Number 1426918 Law Enforcement Education and Training]. Therefore, it is understood by all parties that payment obligations created by this contract are conditioned upon the availability of Federal and/or State funds appropriated or allocated for the payment of such obligations.
2. The term of this contract will commence on September 1, 2023 2024 and end on August 31, 2024 2025, unless extended or terminated as otherwise provided for in this contract.
3. Unless otherwise amended in accordance with Article 4; Subpart 4.6 herein, the maximum amount to be paid by the PRPC to Amarillo College under this contract will not exceed ~~seventy-two thousand one hundred eighty dollars and zero cents (\$72,180.00)~~ **seventy-one thousand seven hundred thirteen dollars and zero cents (\$71,713.00)**.
4. Amarillo College agrees that if any law enforcement training funding is carried over into this contract term from the previous year’s PRLEA contract; those funds will be fully expended before any of the funds provided under this current year contract are spent. Any such carry-overs must be approved in advance by the PRPC.
5. The service area encompassed by this contract includes the 26-county area of the Texas Panhandle; referred to herein as Texas State Planning Region 1.

ARTICLE 1: MUTUAL OBLIGATIONS

- 1.1. The PRPC will be responsible for closely monitoring Amarillo College and for the exercise of reasonable care to enforce all terms and conditions of the CJD grant supporting this contract. Amarillo College agrees to fully cooperate in the monitoring process.
- 1.2. The requirements of the *Texas Grant Management Standards (TxGMS)*, promulgated pursuant to Chapter 783 of the Government Code, along with the applicable rules and documents referenced in Section 3.19 of the Texas Administrative Code, are adopted by reference as part of this contract. The PRPC and Amarillo College agree to carry out their respective obligations under this contract in conformance with those standards.

- 1.3. The PRPC will assist Amarillo College in establishing record management procedures that comply with the requirements of the CJD grant and periodically inspect such records to ensure that they are properly kept. Amarillo College agrees to maintain those procedures.
- 1.4. PRPC and Amarillo College will each retain the records generated during this contract term for at least three (3) years following the closure of their most recent audit report and until any outstanding litigation; audit or claim has been resolved.  
  
PRPC and Amarillo College both agree that these records are subject to inspection by the CJD, or any state or federal agency authorized to inspect the same.
- 1.5. Per the conditions of the CJD grant supporting this contract, the PRPC and Amarillo College agree:
  - 1) Amarillo College will remain in compliance with TCOLE rules and performance standards during the contract period.
  - 2) PRPC will immediately notify CJD if Amarillo College is placed on probationary status by TCOLE during the contract period.
  - 3) Amarillo College's training courses provided will not duplicate TCOLE -approved online or distance learning courses unless they are expanded to include additional topics.
  - 4) Grant funds used for scholarships and/or stipends for students will include a public acknowledgement of funding from the Office of the Governor, Criminal Justice Division.
  - 5) Any training programs under development will be reviewed and approved by TCOLE before any students are enrolled in the program.

## ARTICLE 2: AMARILLO COLLEGE'S OBLIGATIONS

- 2.1. Amarillo College, through its training division, the Panhandle Regional Law Enforcement Academy (hereinafter, "PRLEA"), will offer and conduct the following during the September 1, 2023 24 through August 31, 2024 25 contract term:
  - 2.1.1 Conduct a minimum of two (2) basic law enforcement training academies consisting of at least the minimum number of accredited hours of training necessary to be in accordance with the Rules and Regulations of the Texas Commission on Law Enforcement (TCOLE). The number of basic law enforcement training academies conducted will be subject to local need.
  - 2.1.2 Using the funds identified in Subsection 3.1.2. below; conduct an estimated Eleven Thousand Five Hundred (11,500) contact hours or more of law enforcement officer in-service training. The curricula will be approved by the Panhandle Regional Law Enforcement Academy (PRLEA) Advisory Committee, Amarillo College, PRPC, TCOLE and all courses offered will meet the guidelines as may be established by the CJD.
- 2.2 The PRLEA will operate for up to twelve (12) months and not less than nine (9) months during the contract term.

- 2.3. No minimum or maximum enrollment requirements exist for either the basic law enforcement training courses or the specialized training courses. However, the PRLEA will ensure that a minimum enrollment of ten (10) students is maintained for each of the in-service training courses conducted.
- 2.4. The PRLEA will coordinate and conduct the in-service training courses in satellite locations throughout Texas State Planning Region 1 as well as in Amarillo.
- 2.5. Each in-service training course will be open to TCOLE certified law enforcement officers employed by municipal, county as well as certified law enforcement officers employed by primary and secondary schools in Region 1 that levy a property tax to support their operations (together “ISD”).
- 2.6. The PRLEA will furnish the PRPC’s Regional Services Program Coordinator a TCOLE Form following the completion of each training course provided under this contract.
- 2.7. Amarillo College may invoice the PRPC for the training services provided under this contract no more than one time per month. Billing for these services will be provided in the same manner as it would be provided to institutional purchasers in the absence of a grant and will include a brief statement of the service or other items provided and the basis for the billing rate. The invoice is due to PRPC by the 15<sup>th</sup> of the following month.
- 2.8. The PRLEA’s Director or designee's duties may include but are not limited to the following: facilitating meetings of the PRLEA Advisory Committee, meeting with the Panhandle region’s law enforcement administrators and agencies about academy matters; scheduling of basic and in-service courses; registration of students; recruitment of instructors; serving as an interface between the PRLEA and TCOLE.

The PRLEA Director or designee will ensure that a current, multi-month, public access training schedule for upcoming In-Service courses is maintained at both [www.plets.org](http://www.plets.org) and [www.actx.edu/cj](http://www.actx.edu/cj). The Director or designee will also remain current in training concepts of regional law enforcement academies by attending, when possible, meetings, workshops and seminars as assigned for regional training academies by TCOLE at the expense of Amarillo College.

- 2.9. During the performance of this contract, Amarillo College agrees as follows:
  - 2.9.1 Amarillo College will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or disability. Amarillo College will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin or disability. Such action will include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Amarillo College agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provision of this nondiscrimination clause.



2.9.2 Amarillo College will, in all solicitations or advertisements for employees placed by or on behalf of Amarillo College, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin or disability.

2.9.3 Amarillo College will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.

### ARTICLE 3: PRPC'S OBLIGATIONS

3.1. Payment for the services described in Article 2, Subparts 2.1.1 - 2.1.2 will be made as follows:

#### 3.1.1 Basic Law Enforcement Training

The PRPC will reimburse Amarillo College for scholarship students who complete the basic law enforcement training course and receive twenty-six (26) college credit hours (with a curriculum that includes at a minimum any current commission [TCOLE] developed course required before an individual may be licensed by the commission and which satisfies the most current revision of the TCOLE Licensee Training Mandate Guide). It's understood that required minimum basic training hours are subject to change as may be required by TCOLE.

A *scholarship* student is an individual whose Basic Law Enforcement training costs are being paid in part or in full under this contract.

PRPC will reimburse Amarillo College for tuition, supplies, and fees for a scholarship in-district student at a rate not to exceed **\$2,954.00** per student and for a scholarship out-of-district student, at a rate not to exceed **\$4,072.00** per student. The PRPC will not reimburse Amarillo College for out-of-state students or students from outside Texas State Planning Region 1. Unless otherwise amended in accordance with Section 4.6 below, total reimbursement for basic law enforcement training will not exceed **\$32,576.**

The PRLEA will collect a co-pay tuition amount of \$350.00 from each PRPC sponsored student enrolled in the basic law enforcement training course. The co-pay funds will be remitted to the PRPC and placed into an Out-Of-Region Training Fund (ORT). The ORT funds may be used in part to support the training costs of TCOLE-certified law enforcement officers employed by municipal and/or county law enforcement agencies only, in Texas State Planning Region 1 who must travel outside of the region to participate in TCOLE-sanctioned training courses or for any other purpose, as deemed appropriate by the PRPC's Executive Director, that will advance the training goals of the PRLEA.

The selection guidelines for determining candidate eligibility for a PRLEA scholarship are shown as Exhibit A to this contract.

#### 3.1.1.1 Basic Law Enforcement Training Pre-Admission Evaluation Costs

RESERVED FOR FUTURE USE

#### 3.1.2 In-Service Courses

The PRPC will reimburse Amarillo College for the in-service training of TCOLE-certified law enforcement officers employed by municipal, county and ISD law enforcement agencies located in Texas State Planning Region 1 provided these courses meet the guidelines of the most recent Governor's Criminal Justice Plan for Texas.

The PRPC will reimburse Amarillo College 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 plus a five (5) percent administration fee; proportioned to the number of contract-eligible students, as defined by Section 2.5 herein, that comprise the total number of students attending the course.

For example, if 10 of 20 students attending an in-service course are contract-eligible, then the PRPC's share of the actual course costs would be 50%. The PRPC will reimburse Amarillo College for these in-service courses in an amount not to exceed ~~\$39,604.00~~ \$39,137.00.

Depending upon the length of the course taught, the PRPC will collect a tuition co-pay from the employing agency of each officer attending in-service training provided under this contract. Co-pay tuition rates will be as follows:

- Less than 20-hour course - No charge
- 20-hour course - \$ 10.00
- Course of more than 20 hours - \$ 20.00

In-service co-pay tuition rates will be subject to change at the discretion of the PRLEA Advisory Committee. In certain instances, the PRPC may authorize the PRLEA to collect these tuition co-pays on its behalf. These authorizations will be given in writing (an email to the PRLEA Executive Director from the PRPC's Regional Services Director will suffice); and will include the term of the authorization and instructions on the disposition of the ORT funds collected.

The In-service co-pay tuition funds will be placed into an Out-Of-Region Training Fund (ORT). The ORT funds will be used in part to cost-share the training costs of TCOLE-certified law enforcement officers employed by municipal and/or county law enforcement agencies only, located in Texas State Planning Region 1 who must travel outside of the region to participate in TCOLE-sanctioned training courses or for any other purpose, as deemed appropriate by the PRPC's Executive Director, that will advance the training goals of the PRLEA. With the prior approval of the PRPC, ORT funds may also be used to further the PRLEA's in-service training objectives.

### 3.1.3 Specialized Course(s)

RESERVED FOR FUTURE USE

- 3.2. The PRPC will pay under this contract, on no more than a monthly basis, such amounts due Amarillo College upon presentation of an invoice and supportive documentation. The invoice must be in sufficient detail to determine cost allowability. Invoices must be accompanied by a class rolls and submitted to PRPC by the 15<sup>th</sup> day of the following month.

#### ARTICLE 4. GENERAL CONDITIONS

- 4.1. Amarillo College will properly maintain all licenses, certifications, facilities, equipment, or materials required for the delivery of these training services and will comply with all state, federal laws and local ordinances that apply to the operation of the PRLEA. Failure to comply with this requirement will be treated as a default.
- 4.2. In the event of a default by Amarillo College, the PRPC may terminate the contract and Amarillo College will be entitled to recover costs/fees for all services provided or materials delivered prior to the termination date or shall repay any funds advanced for services not yet rendered as of the termination date.
- 4.3. Upon receipt of a notice of termination, Amarillo College will suspend instruction under the contract as of the date and to the extent specified in the notice of termination.
- 4.4. Amarillo College shall submit to the PRPC its termination claims within sixty (60) days of the effective date of the termination, unless an extension in writing is allowed by PRPC.

Amarillo College and the PRPC may agree upon the whole or any part of the amount to be paid to Amarillo College, provided that such agreed amount, inclusive of settlement cost, does not exceed the total contract price as reduced by the amount of contract payments previously made.

- 4.5. This contract will automatically terminate on the expiration date of the CJD grant supporting this contract or any extension date thereto granted by the CJD or upon the cancellation of the grant supporting this contract by the CJD. The term established for this contract runs concurrent with the term of the CJD grant. Therefore, all services billed hereunder must be rendered within the CJD grant period.
- 4.6. This contract may be amended with the written approval of the PRPC's Executive Director. Amendments may be initiated with a written request from the PRLEA Executive to the PRPC's Executive Director providing a brief justification for the requested change and the impact the change will have on the contract amounts as shown in Article 3 above.
- 4.7. In the event that additional funding becomes available during the contract year, the PRPC may also amend the contract amount to purchase additional training services provided; the PRLEA Executive Director consents to providing those additional training services.
- 4.6. Officials not to benefit: No officer, member or employee of the CJD, the PRPC and Amarillo College and no member of its governing body, and no other public officials of the governing body of the locality and localities in which the project is situated or being carried out who exercise any functions or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this contract which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this contract or the proceeds thereof.
- 4.7. The parties hereto agree that this Contract and any other document to be delivered in connection to it may be electronically signed, and that any electronic signatures appearing on this Contract or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility pursuant to the Electronic Commerce Act of 2000.

THIS CONTRACT IS ENTERED INTO AND WITNESSED BY THE SIGNATURES OF THE PARTIES BELOW.

---

Michael J. Peters  
Executive Director

---

Chris Sharp  
Vice President of Business Affairs

---

David Hall  
Dean of Technical Education

**EXHIBIT A**

PANHANDLE REGIONAL PLANNING COMMISSION'S  
PRLEA BASIC ACADEMY SCHOLARSHIP POLICY (October 2013)

**BACKGROUND:**

Biennially, the Panhandle Regional Planning Commission applies for grant funding through the Criminal Justice Division of the Governor's Office to support the operation of the Panhandle Regional Law Enforcement Academy (PRLEA). This has been the tradition for the past 40+ years.

The PRLEA has become an integral asset of the region's law enforcement community. The Academy serves to keep the Panhandle's peace officers well trained and better prepared to cope with the ever-changing landscape of criminal justice. The Academy is also designed to help keep the region's law enforcement agencies at full strength. This is done by training new officer candidates who can potentially replace retiring officers or officers leaving to take positions with agencies elsewhere.

Amarillo College provides this PRLEA training under contract with the Panhandle Regional Planning Commission. In a typical year, a portion of the PRLEA contract funds are budgeted for the purpose of providing financial assistance to students enrolled in the Basic Peace Officer Training Course. Select students will receive the majority of their tuition costs as a scholarship and their only real obligation is to successfully complete the entire training course.

In the past, the policy for awarding the available scholarships has been to give preference to individuals that were sponsored by a local law enforcement agency with the express intent that once licensed; the individual(s) would work for the sponsoring agency as a licensed peace officer. This form of training assistance has been referred to as the **Pre-Hired** scholarship. Scholarships not awarded to Pre-Hired candidates were then given on the basis of the Basic Academy entrance exam results. Individuals that scored the highest on that exam, in comparison to the others in their test group, were given consideration for a partial scholarship. This form of training assistance was referred to as the **Highest Test Score** scholarship.

Both forms of scholarships have a useful place in promoting the training of officers to meet the staffing needs of the region's law enforcement agencies. The Highest Test Score scholarship aimed to encourage individuals with a penchant for law enforcement to enter the profession; helping to create pool of viable officer candidates that could potentially work for any local agency in the region. The Pre-Hire scholarship is intended to assist a specific agency in hiring a named individual(s) from within their community that wants to work in law enforcement without having to relocate. This provides the sponsoring agency with some sense of certainty that once licensed, the individual(s) will remain on their force for a reasonable period of time.

Over the years, as tuition costs have increased and grant funding has not, the number of scholarships available has declined. In order to get the greatest return on the grant funds being invested in the scholarship program, the PRLEA has instituted a process of interviewing all scholarship candidates; regardless of which scholarship form is applied. Based on their findings, the PRLEA Review Panel will recommend to the PRPC's Executive Director which of the individuals interviewed should be awarded a scholarship.

The Executive Director will then make the final award determinations based on the PRLEA Review Panel's commendations. This process is further explained below.

**COMPOSITION OF THE PRLEA SCHOLARSHIP REVIEW PANEL:**

The PRLEA Scholarship Review Panel will be comprised of members presently serving on the Amarillo College Panhandle Regional Law Enforcement Academy (PRLEA) Advisory Committee. Each September, at the start of a new contract year, the current year PRLEA Chairman will appoint an odd number of PRLEA members to serve on the Scholarship Review Panel. Panel must consist of PRLEA members that do not have more than one (1) pre-hire sponsored recruit(s) sitting for an interview for the academy in question. The PRPC's Regional Services Program Coordinator will serve as a non-voting member of the Review Panel.

**NUMBER OF SCHOLARSHIPS AVAILABLE:**

The number of scholarships available during a given PRLEA contract year may fluctuate based on the amount of grant funding available to support those scholarships. Typically, two Basic Academies will be delivered during each contract year. As a general rule, the total number of scholarship slots available for the year is divided between the two Academies.

For the FY24 25 contract year, there are currently up to eleven (11) scholarship slots available; with tentatively, four (4) scholarships to be awarded under each of the two Academies to be held during the year.

However, at its discretion, the PRLEA Review Panel may recommend that an unequal number of scholarships be awarded under each Academy. For example, the Review Panel may elect to recommend the award of six (6) scholarships under the first Academy and four (4) under the second. The objective of this discretion is to allow the Review Panel the ability to use its best judgment to help ensure that throughout the year, the scholarships are being awarded to the most deserving individuals.

**IDENTIFYING THE SCHOLARSHIP CANDIDATE POOL:**

Scholarship candidates will be identified one of two ways. Those are described below.

- 1) Entrance Assessments: Prior to the start of each Academy, students wishing to enroll in the Basic Academy must first pass an entrance exam. Each prospective student is also interviewed by Amarillo College's Coordinator of Law Enforcement Programs in an effort to gauge the student's aptitude for serving in the law enforcement profession. Based on the results of the entrance exams and on the Coordinator's student interview observations; the Coordinator will nominate a slate of students for scholarship. The slate size for each Academy will be equal to or greater than one-half the total number of slots available for the entire contract year. The nominee slate(s) will then be forwarded to the PRLEA Scholarship Review Panel for its consideration.
- 2) Pre-Hired Sponsorship: Panhandle agencies wishing to sponsor an individual may submit an endorsement of the individual to the PRPC's Regional Criminal Justice Coordinator. The individual's name will then be forwarded to the PRLEA Scholarship Review Panel for its consideration. Attached is a sample letter that can be used for this purpose.

Prior to the start of each Academy, the PRLEA Scholarship Review Panel will meet to conduct interviews with all candidates, those identified through the Entrance Assessments and any that may've been endorsed by a local agency, to determine how the slots available for the upcoming Academy should be awarded.

**PRLEA SCHOLARSHIP REVIEW PANEL INTERVIEW PROCESS:**

- Each PRLEA Scholarship Review Panel will be scheduled at a time and place of the panel's choosing.
- Each candidate for consideration of a scholarship will be notified at least one week prior to their scheduled interview.
- In cases of scheduling conflicts, the Review Panel may make exceptions to allow for some interviews to be conducted on one date, with the others held on another date.
- The interviews will be conducted with enough lead-time allowed for results to be conveyed to the candidates/sponsoring agencies and for the candidates/sponsoring agency to make any final decisions regarding their participation in the upcoming Academy.
- The PRLEA Scholarship Review Panel will use a 100 point rating system for critiquing the scholarship candidates; with 10 points reserved for any Pre-Hired Sponsorships. In this way, candidates that have been endorsed by a local agency will be given a preference over those candidates being interviewed on the basis of Entrance Assessments.
- At the conclusion of the interviews, the Review Panel will confer and compare the results of their individual critiques to develop a prioritized list of recommended scholarship awardees. This list will be submitted to the PRPC's Executive Director through the PRPC's Regional Services Program Coordinator.
- Acting on the recommendations of the Review Panel, the PRPC Executive Director will then finally determine which candidates will receive a scholarship for the upcoming Academy.
- The PRPC's Regional Criminal Justice Coordinator will be responsible for ensuring that all candidates are notified of the outcome of their interview process as quickly as possible thereafter.
- The PRPC's Regional Criminal Justice Coordinator will ensure that the final scholarship award decisions have been communicated with Amarillo College's Director of Criminal Justice Programs in a timely manner.

**SCHOLARSHIP ELIGIBILITY REQUIREMENTS:**

To be considered for a Basic Academy scholarship, candidates must meet the following criteria.

1. Must be 18 years of age or older.
2. Must demonstrate a certain degree of competence by posting an entrance exam score in the upper percentile of their test group.
3. Must be accepted by the PRLEA into the training program.
4. Must agree to complete the Basic Peace Officer Training Course. \*
5. Individuals wanting to be considered for a Pre-Hired sponsorship must also receive a letter of endorsement from a County Sheriff or Chief of Police. The letter will state that the individual has been employed by the endorsing agency and that the agency fully intends to retain him/her as a peace officer once he/she has successfully completed the training course and met the TCOLE certification requirements. All endorsements for Pre-Hired sponsorships must first be received by/approved by the PRPC Executive Director.



\* - *Scholarship recipients that do not complete the Basic Peace Officer Training Course may be liable for refunding the portion of their training costs covered by their scholarship to the PRPC.*

**SCHOLARSHIP LIMITATIONS:**

- All PRLEA scholarships are partial scholarships. Any scholarship, whether it's awarded on the basis of Entrance Assessments or by Pre-Hired Sponsorship will require a \$350.00 tuition co-pay.
- These scholarships will only be available for as long as there are funds within the PRLEA contract to support their costs.

**POLICY EFFECTIVE DATE:**

This policy will become effective in advance of the 108<sup>th</sup> PRLEA Basic Academy and will remain in effect until such time that it's next formally modified by the PRPC.

Mr. Michael J. Peters, Executive Director  
Panhandle Regional Planning Commission  
P.O. Box 9257  
Amarillo, TX 79105

RE: Letter of Endorsement; PRLEA Basic Peace Officer Training Scholarship for:

\_\_\_\_\_  
Name of Basic Peace Officer Training Candidate

Dear Mr. Peters:

The individual referenced above is currently employed by the \_\_\_\_\_. This person was hired with the express intent that he/she will ultimately come to serve as a licensed peace officer for this agency. However, he/she does not currently possess the TCOLE certifications necessary to serve in that capacity.

Therefore, I am requesting that he/she be given consideration for a "Pre-Hired" scholarship through the Panhandle Regional Law Enforcement Academy. I hereby certify that if this person is able to successfully complete the Basic Peace Officer Training Course and subsequently obtains his/her TCOLE certifications, it is the intent of this agency to retain this individual. The individual will then assume the full responsibilities as a licensed peace officer for this agency. I appreciate your consideration of this request. Thank you.

Sincerely,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Candidate Information:

\_\_\_\_\_  
Current Job Title of Individual

\_\_\_\_\_  
Anticipated Title once TCOLE certified

Briefly describe the current arrangements under which the individual is employed: \_\_\_\_\_

# ITEM 13

## MEMORANDUM

**DATE:** August 22, 2024

**TO:** PRPC Board of Directors

**FROM:** Delaney Pruett, Regional Emergency Management  
Planning Program Coordinator

**THROUGH:** Michael J. Peters, Executive Director

**SUBJECT:** Agenda Item 13  
Panhandle Regional Emergency Preparedness (PREP)  
Conference Overview

### BACKGROUND:

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 19<sup>th</sup> 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. Attached is a flyer with QR codes to register. Please contact me with any questions!

### RECOMMENDATION:

No action necessary, this is an informational item.

# 2024 Panhandle Regional Emergency Preparedness Conference

This Year's Theme  
**Recovery**

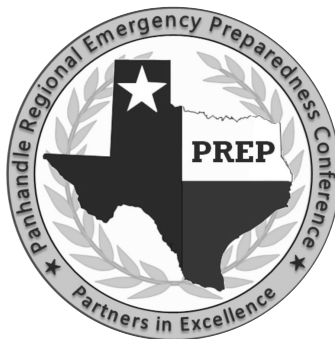
**Date:** Thursday, September 19, 2024

**Time:** Check-In & Breakfast: 8:00am - 8:45am  
Conference: 9:00am - 5:00pm

**Location:** Amarillo Civic Center  
Heritage Room & North Exhibit Hall

**Conference Cost:** \$25 (includes lunch)  
Volunteer First Responders are FREE!

**Register Here!**



**Volunteer First Responders can attend for FREE, please contact Delaney Pruett at [dpruett@theprpc.org](mailto:dpruett@theprpc.org) or 806-372-3381 to get registered!**

**More Information**

**<https://sites.google.com/view/prpcmacc/prep-conference>**

All attendees must register online, cash will not be accepted the day of the event

# ITEM 14

## MEMORANDUM

**DATE:** August 22, 2024  
**TO:** PRPC Board of Directors  
**FROM:** Lori Gunn, Regional Services Director  
**THROUGH:** Michael J. Peters, Executive Director  
**SUBJECT:** Agenda Item 14  
Public Safety Office Interagency Cooperation Contract

### BACKGROUND

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 include 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:

Criminal Justice	Homeland Security
\$72,128.00	\$23,500.00

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.

**RECOMMENDATION:**

PRPC staff recommends the PRPC Board of Directors approve a motion to authorize the Executive Director to execute the FY 2025 Interlocal Agreement with the Office of the Governor, Public Safety Office upon receipt.



# ITEM 15

## MEMORANDUM

**DATE:** August 22, 2024  
**TO:** PRPC Board of Directors  
**FROM:** Lori Gunn, Regional Services Director  
**THROUGH:** Michael J. Peters, Executive Director  
**Subject:** Agenda Item 15  
Panhandle Regional Emergency Management Advisory Committee  
2025 Grant Program Operating Procedures Approval

### BACKGROUND

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.

If the recommendation below is approved, the primary principles that will continue guiding the PREMAC in developing its annual SHSP funding recommendations to the Board will be:

- 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.
- The PREMAC does not believe disconnected projects will randomly knit themselves together to form a whole greater than its parts. Therefore, projects that do not provide a direct connection to an identified need or that do not provide

an obvious benefit to the region will be given lower consideration in the prioritization process.

Attached for your review is a copy of the Operating Procedures that were unanimously recommended for use by the PREMAC for the FY25 SHSP program year at their August 6<sup>th</sup> meeting.

**RECOMMENDATION:**

PRPC staff recommends that 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.

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Panhandle Regional Emergency  
Management Advisory Committee's (PREMAC)  
FY 25 Operating Procedures

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**Dated: August 22, 2024**

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## ARTICLE I: GENERAL

### Section 1. **Name**

This committee is named the Panhandle Regional Emergency Management Advisory Committee (PREMAC).

### Section 2. **Authority**

The PREMAC is established and authorized by the Panhandle Regional Planning Commission's (PRPC) Board of Directors under PRPC Administrative Regulation No. 36, as amended. These procedures are intended as a supplement to Administrative Regulation No. 36 which is attached here as Exhibit 1 and made part of these procedures.

### Section 3. **Purpose**

The scope of the PREMAC includes:

- a) Advise the PRPC Board of Directors on regional emergency management and all-hazard preparedness issues and facilitate the coordination of regional emergency planning in the Texas Panhandle.
- b) Provide general direction to the PRPC staff regarding emergency management, homeland security, and all-hazard preparedness issues in the Texas Panhandle.
- c) Assist the Panhandle region with the development of programs intended to enhance the region's all-hazard preparedness levels.
- d) Support the conduct of multi-jurisdictional training and drills to exercise local/regional emergency management plans
- e) Maintain and update, as needed, the Panhandle Regional Response Plan and the Panhandle Regional Mutual Aid Agreement.
- f) Support the Panhandle's Multi-Agency Coordination Center (MACC) and update, as needed, the MACC activation protocols.
- g) Develop and annually update the Panhandle region's Threat and Hazard Identification and Risk Assessment (THIRA), State Preparedness Report (SPR) and Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan.
- h) Develop recommendations to the PRPC Board of Directors concerning the utilization of the Panhandle region's annual allocations of federal State Homeland Security Program (SHSP) to achieve the preparedness goals of the THIRA, SPR and THSSP Regional Implementation Plan.
- i) Provide direction for the development and maintenance of the regional interoperable communications system – PANCOM.
- j) Promote regional collaboration on homeland security and all-hazard preparedness strategies, programs, and funding.

## **ARTICLE II: MEMBERSHIP**

### **Section 1. Membership**

PREMAC membership will be composed as described in PRPC Administrative Regulation No. 36; attached hereto as Exhibit 1.

### **Section 2. Nominations**

The PRPC staff will solicit recommendations for appointments to the PREMAC from the PREMAC membership and from interested stakeholder agencies/groups in the Panhandle. As PREMAC member terms expire or as membership vacancies appear, PRPC staff will develop and present a candidate slate to the PRPC Board of Directors for consideration of appointment.

### **Section 3. Appointments**

Each PREMAC member will be appointed to serve on the committee by the PRPC Board of Directors.

### **Section 4. Alternates**

There are no PREMAC member alternates. PREMAC members may send a representative to a PREMAC meeting to sit in their place. Attendance records will indicate that the representative attended the meeting in the member's stead but the representative will not be able to vote on behalf of the PREMAC member.

### **Section 5. Terms**

PREMAC members will serve a term of three (3) years from the time of appointment or until their successor is appointed or the member is reappointed. Members will be appointed in staggered terms beginning each June with one-third of committee replaced or reappointed each year. Term expiration dates will be maintained in the PREMAC Membership Roster by PRPC staff.

Memberships are not limited as to numbers of terms, but individuals will participate in a reappointment process every three years. Reappointment will be subject to approval by the PRPC Board of Directors.

### **Section 6. Vacancies**

Each PREMAC member is expected to participate in regular and special meetings of the committee. If a member does not participate or is not represented in 50% of the regular committee meetings held in a calendar year, the member's position will be considered vacant, unless there are reasonable excuses for meeting absences. Reasonable excuses require prior approval from the PREMAC Chairman.

### **Section 7. Ad Hoc Participants**

The PREMAC may invite ad hoc participants from time to time to assist in the proceedings of the committee. Ad hoc participants will not have a vote on the PREMAC.

### **Section 8. Officers**

The officers of the PREMAC are the Chairperson and the Vice-Chairperson. The PREMAC will elect officers on an annual basis each June.



In the event the Chairperson cannot fulfill his/her duties, the Vice-Chairperson shall assume the Chair and elections to fill the Vice-Chairperson position will be held as soon as practical.

**Section 9. Officers**

The PREMAC Chairperson will preside over the committee meetings and in his/her absence, the Vice-Chairperson will preside. The Chairperson and Vice-Chairperson will establish the meeting agendas with the assistance of PRPC staff.

The PREMAC Chairperson, or in their absence the Vice-Chairperson, will appoint ad hoc or sub-committees as necessary, act as official spokesperson for the PREMAC or delegate others from the PREMAC as appropriate, and ensure that the PREMAC accomplishes its primary meeting objectives.

The PREMAC Chairperson will serve as the Panhandle region's Incident Commander (IC) in the event of a large-scale declared disaster. The Chairperson will serve in this IC capacity during any event considered to be a regional catastrophic event (as defined by the Stafford Act and state law). If for some reason, the Chairperson becomes incapacitated or is unable to serve in this role during a given major disaster, he/she may designate another member of the PREMAC to serve as the event's IC. The Chairperson's designation shall continue until he/she re-assumes his/her role as IC or until the given regional catastrophic disaster event no longer exists.

**ARTICLE III: MEETINGS**

**Section 1. Regular Meetings**

The PREMAC will meet at least 3-4 times a year on a schedule determined by the members. The Chairperson may change the date, time and location of any meeting, when appropriate. At least ten calendar days' prior notice shall be given.

**Section 2. Special Meetings**

Special meetings may be called by the Chairperson when necessary, and require at least five calendar days' prior notice.

**Section 3. Staff**

PRPC will provide staff support to the PREMAC, including taking minutes, maintaining attendance records and distributing notices, agendas and minutes.

**Section 4. Minutes/Agendas**

Minutes of all PREMAC meetings shall be kept by PRPC staff and distributed to the members prior to their next regular meeting. Meeting minutes shall be approved by a majority vote of members present.

Agendas shall be approved by the Chairperson and distributed to members at least seven (7) calendar days in advance of any regularly scheduled meeting. Notice of any special meeting shall include the business to be transacted at the special meeting.

**Section 5. Open Meetings**

All PREMAC meetings will be open to the public and conducted in a manner consistent with the Texas Open Meetings Act; with meeting notices posted with the Office of the Texas Secretary of State, at the Potter County Courthouse and on the community bulletin board located outside of the PRPC offices.

The Chairperson, at his/her discretion, may close a meeting when national security matters need to be discussed.

**Section 6. Quorum and Voting Procedures**

For the purposes of the transaction of the business by the PREMAC, a quorum shall be a simple majority of the members present. Whenever possible, decisions will be reached through consensus. When consensus is not possible, a vote will be taken. In the event of a tie vote, the tie will be broken by the presiding officer.

All members have voting privileges. Members of the committee may not designate another member to vote on their behalf. Votes will be reflected in the meeting minutes. Members may register their abstention on any vote. The abstention shall be reflected in the minutes. Members are required to abstain on matters that pose a conflict for them.

**Section 7. Governing Rules**

Except where stated otherwise in these procedures, Robert's Rules of Order will govern the conduct of PREMAC meetings.

**Section 8. Conflict of Interest**

Any member that has a conflict of interest concerning any matter before the PREMAC will inform the committee before participating in a discussion and shall refrain from voting on the matter.

For the purpose of the preceding paragraph, a conflict of interest will be defined as any issue in which a member is in a position to derive personal benefit for themselves or for their agency or employer from actions or decisions made in their official capacity.

**ARTICLE IV: SUBCOMMITTEES/AD HOC COMMITTEES**

**Section 1. Subcommittees**

Subcommittees may be formed as needed for the purpose of exploring issues before the PREMAC in more detail than regular committee meetings may allow. Subcommittees are defined as a standing subset of the PREMAC that has been assigned a specific, on-going purpose. PREMAC members are appointed to serve on a subcommittee by the Chairperson with the approval of the PREMAC membership. Chairs of subcommittees will be appointed by the PREMAC Chairperson.

**Section 2. Ad Hoc Committees**

Ad hoc committees may be appointed by the Chairperson with the approval of the PREMAC membership for time and/or issue specific purposes.

When the issue is resolved or the timeline expires, the Ad Hoc Committee will be disbanded. Members are not limited to PREMAC members. Chairs of the Ad Hoc committees will be appointed by the PREMAC Chairperson.

## ARTICLE V: AMENDMENTS

### Section 1. **Operating Procedures**

These procedures may be amended at any meeting of the PREMAC by a majority vote of the members present, provided that at least seven (7) days' written notice is provided to the membership setting forth the proposed amendments. Amendments will become effective upon final approval by the PRPC Board of Directors.

### Section 2. **PRPC Administrative Regulation No. 36**

PRPC Administrative Regulation No. 36 may be amended or modified, as needed, at the pleasure of the PRPC Board of Directors.

## ARTICLE VI: SHSP FUNDING RECOMMENDATIONS

### Section 1. **Purpose of Article VI**

This Article is for the sole purpose of describing the PREMAC's process for identifying projects to be recommended for funding under the SHSP; in any year in which the Panhandle region receives an allocation of SHSP funding, for the benefit of informing the Panhandle region's emergency preparedness stakeholder agencies and the Homeland Security Grants Division (HSGD) of the Office of the Governor as to how those decisions are made.

### Section 2. **Role of the HSGD**

The HSGD currently serves as the State Administrative Agency (SAA) for the SHSP in Texas. The HSGD SAA determines and informs the Panhandle of its annual allocation of SHSP funding, enforces the federal SHSP program requirements and establishes any non-federal procedural conditions the PRPC must satisfy, on behalf of the Panhandle, to facilitate the in-region utilization of those funds.

The HSGD SAA sets the deadline by which the Panhandle's annual SHSP funding decisions must be made, determines how those decisions will be communicated to the HSGD SAA, observes the in-region funding decision-making process, finally approves the Panhandle's funding decisions and ultimately, governs the implementation of any projects or programs funded with the Panhandle's annual allocation(s) of SHSP funding.

### Section 3. **Purpose of the SHSP**

The Federal Emergency Management Agency (FEMA) supplies the federal funding necessary to support the Texas SHSP for the purpose of achieving the National Preparedness Goal of a secure and resilient Nation. In turn, the SHSP supports the implementation of risk-driven, capabilities-based THSSP strategies to address targets set in the Panhandle's THIRA, critical capability target gaps identified with the Panhandle's SPR and regional priorities established in the Panhandle's Implementation Plan.

### Section 4. **Role of the PREMAC in the SHSP Funding Process**

In any year in which the Panhandle receives SHSP funding, the PREMAC will develop prioritized SHSP funding recommendations for the PRPC Board's consideration.

In utilizing the Risk-Informed SHSP Sub-Allocation Methodology, attached hereto as Exhibit 2, to support their project prioritization process the PREMAC will take the following factors into consideration.

- Higher priority will be given to programs or projects that meet critical preparedness needs, as identified in the THIRA, SPR and Implementation Plan, on a region-wide basis.
- Higher priority will be given to sustaining existing programs or projects that continue to meet critical preparedness needs, as identified in the THIRA, SPR and Implementation Plan.
- Higher priority will be given to programs or projects that sustain or enhance the capabilities of existing response teams; whose response area includes the entire Panhandle region.
- Any State strategies or funding preferences identified by HSGD.
- FEMA's requirement to direct at least 25% of the region's annual allocation toward regional programs or projects that support Law Enforcement Terrorism Prevention Activities (LETPA) deemed eligible for the year by the HSGD SAA.
- FEMA's requirement to fund programs or projects supporting its National Priorities at the percentage levels established by FEMA.
- Per the HSGD SAA, ensure that an appropriate amount of SHSP funding is designated to supporting the PRPC's required homeland security strategic planning activities and other terrorism preparedness planning deemed critical for the region.

In this way, the PREMAC can maintain continuity of progress toward capability targets deemed essential to the Panhandle's preparedness levels, help to assure a commensurate return on each SHSP investment made, increase the likelihood of long-term project or program sustainability and ensure that each project or program funded provides a benefit to the entire Panhandle region.

#### Section 5. **Role of the PRPC Board of Directors in the SHSP Funding Process**

The PRPC Board of Directors considers and acts on the funding recommendations developed by the PREMAC and finally approves the list of projects or programs that will be submitted to the HSGD SAA for funding under the SHSP; in any year in which the Panhandle receives SHSP funding.

#### Section 6. **Role of the PRPC Staff in the SHSP Funding Process**

PRPC staff will be responsible for ensuring the HSGD Procedural Conditions outlined in Section 7 below are fully met

#### Section 7. **HSGD SAA Procedural Conditions**

The HSGD SAA does not mandate the process the PREMAC must follow in making its SHSP funding recommendations. However, in addition to the other provisions under this Article, the HSGD SAA does require that the PREMAC's procedures provide guidance concerning the following:

- a. Notification of potential applicants regarding grant application submission deadlines.

In any year in which the Panhandle receives SHSP funding, PRPC staff will notify the following entities within the Panhandle of its availability.

- a) Current SHSP grantees;

- b) Other requestors from within the COG's region; and
- c) All city and county governments with a population of 2,500 or more including emergency management coordinators, police departments, fire departments, county sheriff's offices, and the executive branch for each governmental entity.

At a minimum, the notices will include:

- a) Name of the funding opportunity;
- b) Instructions for viewing the Request for Applications posted on HSGD SAA's eGrants website;
- c) HSGD SAA's eGrants website address: <https://egrants.gov.texas.gov/>;
- d) Due date(s) for the submission of applications to the COG and HSGD;
- e) A list of the PREMAC's current year prioritization considerations; and
- f) Point of Contact information for a PRPC staff member for questions or technical assistance.

b. Grant Application Workshops

The HSGD no longer requires the PRPC to conduct Grant Application Workshops. Nevertheless, PRPC still wants to provide any eligible Panhandle agency who intends to apply for funding with guidance on the application process. Therefore, on an as-requested basis, PRPC will provide a technical assistance overview of the application process to eligible agencies/organizations located in the Panhandle that will cover the following elements of the process:

- a) A description of who can apply and what activities are eligible;
- b) A description of the HSGD SAA's eGrants application process, including requirements for the project summary, problem statement, existing capability levels, capability gaps, impact statement, homeland security priority action, project activity, performance measures, milestones, and budget categories and line items;
- c) The project period (or performance period) for each funding opportunity cited in the HSGD SAA's RFA;
- d) A description of the applicable rules, regulations and certifications required for each funding opportunity;
- e) A description of any prohibitions stated in the RFA issued by the HSGD SAA;
- f) A description of the civil rights rules related to applicant employees and projects or activities;
- g) A description of State strategies or funding preferences identified by the HSGD SAA;
- h) A description of the priorities identified by the PREMAC related to homeland security issues;
- i) A description of how the PREMAC will review and prioritizes projects, including but not limited to, local policies and procedures, the region's methodology for risk-informed scoring/prioritization, scoring instruments, the criteria used in scoring/prioritizing applications, and other relevant materials that affect the COG's prioritization process; and
- j) Due dates for applicants to submit and certify applications for the funding opportunities.

PRPC staff will aid applicant jurisdiction(s) or agency(ies) in completing and submitting their application(s) to the HSGD SAA by the deadline established for the receipt of SHSP applications.

c. Attendance requirements for prioritization meetings

The PREMAC will require jurisdiction(s) or agency(ies) applying for SHSP funding to attend the meeting during which the committee finalizes its funding recommendations to the PRPC Board of Directors.

d. Prioritization of grant applications

The PREMAC's SHSP project(s) or program(s) prioritization process will be based on the risk-based allocation methodology described under Exhibit 2. The PREMAC will develop its SHSP funding recommendations by group consensus. If consensus cannot be reached, a vote will be taken in accordance with Article III, Section 6 above.

e. COG governing body's review and approval process

The PREMAC will move to approve a final list of SHSP-funded project(s) or program(s) for recommendation of final approval by the PRPC Board of Directors. PRPC staff will be responsible for presenting that list to the PRPC Board of Directors. SHSP applicants will be notified of the PREMAC's funding recommendations by PRPC staff before they're presented to the PRPC Board of Directors. Applicants will be invited to attend the meeting at which the PRPC Board of Directors will consider the PREMAC's SHSP funding recommendations. The PRPC's Board of Directors will act on the PREMAC's SHSP funding recommendations, considering the conflict of interest (COI) policy described in Subpart g. of this Section.

f. Notification of applicants regarding funding decisions

PRPC staff will be responsible for notifying SHSP applicants of the PREMAC's funding recommendations within 72 hours of the recommendations being made. Notices will be sent by email or by facsimile.

The notice will include a statement to the effect, *"After the PREMAC prioritizes the grant applications and the PRPC Board approves the priority listing, the PRPC submits the priority listing to HSGD SAA. Based upon the PRPC's priority listing, the HSGD SAA will verify the eligibility, reasonableness and cost-effectiveness strategy of the proposed project, and the availability of funding, and will render final funding decisions on these grant applications. The PRPC staff will notify grantees of any changes in the funding recommendations."*

g. Notification of the HSGD SAA

PRPC will provide the HSGD SAA with a copy of the PRPC's priority listing within the timeframe established by the HSGD SAA. In addition, PRPC staff will supply the HSGD SAA with:

- 1) The date of the PREMAC's prioritization meeting;
- 2) A list of the PREMAC members in attendance at that meeting;
- 3) Documentation of how each PREMAC member scored, prioritized, and/or voted on each eligible application; if not done by consensus vote as described under Section 7 Part d. above; and
- 4) A list of the PREMAC members who abstained from scoring and/or voting pursuant to the Conflict of Interest requirements found in Part i. below; along with a list of the applications affected.

h. COG's strategic vision related to homeland security issues

The PREMAC, as supported by the PRPC Board of Directors, believes homeland security encompasses all-hazards vulnerabilities and that no part of the region is sheltered from the potential threats of terrorism, natural or man-caused disasters. The PREMAC desires that all Panhandle jurisdictions receive a direct or indirect benefit from each SHSP investment made in the region. Therefore, every project recommended for SHSP funding must help to fill or sustain a critical capability gap; identified with the PREMAC's annual update of the region's THIRA, SPR and Implementation Plan and must demonstrate that the investment will have regional benefit.

i. SHSP Conflicts of interest;

This COI policy applies solely to the PREMAC's prioritization of projects or programs to be recommended for funding out of the Panhandle region's annual allocation of SHSP funds. For the purpose of this section, the PRPC is obliged to impose the HSGD SAA's definition of COI on the SHSP prioritization and recommendation process. The HSGD SAA requires the following:

*The COG [the PRPC] shall ensure that members of the COG's governing body [PRPC Board of Directors], the HSAC [the PREMAC], and COG staff abstain from scoring and voting on any grant application, other than a grant application submitted by a COG, during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:*

- a) Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;*
- b) Serves on any governing board that oversees the unit or division that would administer the grant, if awarded;*
- c) Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency; or*
- d) Receives any funds, or a substantial amount of tangible goods or routine services, from the applicant agency as a result of the grant, if awarded.*

*If any applicant, HSAC member, COG personnel or other individual has reason to believe that favoritism or inappropriate actions were displayed during the scoring or prioritization of HSGD [SHSP] projects, the COG shall ensure that the concerns are shared with the HSGD as soon as possible.*

j. **Compliance with the requirements described in Texas Government Code, Chapter 551** (Texas Open Meetings Act)

Shall be in accordance with the provisions of Article III; Section 5.

k. **Local funding recommendation limitations**, including but not limited to minimum or maximum application requested amounts, competition cycles, or decreasing fund ratios, if applicable.

No such stated limitations will be imposed. Ultimately when developing their funding recommendations to the PRPC Board of Directors, the PREMAC will determine the amount of funding appropriate to each project or program being recommended; adjusting the project amounts as necessary to ensure the greatest beneficial impact to the Panhandle.

## ARTICLE VII: CERTIFICATION

### Section 1. **PREMAC**

These operating procedures of the Panhandle Regional Emergency Management Advisory Committee are hereby recommended for approval by the Panhandle Regional Planning Commission's Board of Directors on this 6<sup>th</sup> day of August, 2024.

---

Max Dunlap, Chairperson  
Panhandle Regional Emergency  
Management Advisory Committee

### Section 2. **PRPC Board of Directors**

These operating procedures of the Panhandle Regional Emergency Management Advisory Committee are hereby duly adopted by the Panhandle Regional Planning Commission's Board of Directors on this 22<sup>nd</sup> Day of August, 2024.

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Salvador Rivera, Chair  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:

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Pat Sims, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors



## **Exhibit 1: PRPC Administrative Regulation No. 36**

### PANHANDLE REGIONAL PLANNING COMMISSION

Administrative Regulation  
Number 36

Adopted: May 22, 2003  
Amended: Aug. 28, 2003  
Amended: Apr. 27, 2006  
Amended: Apr. 22, 2010  
Amended: Sept. 28, 2023

### PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

#### PROCEDURES AND POLICIES

#### I. PURPOSE

The purpose of this administrative regulation is to formally establish the Panhandle Regional Emergency Management Advisory Committee and to establish procedures necessary for its operation.

#### II. PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

##### **A. Establishment and Scope of Authority**

1. The Board of Directors of the Panhandle Regional Planning Commission hereby establishes the Panhandle Regional Emergency Management Advisory Committee to provide general guidance and direction in regard to regional all-hazard preparedness efforts in the Texas Panhandle. The Panhandle Regional Emergency Management Advisory Committee's specific responsibilities shall include but not be limited to the following:
  - a. To establish working rules and procedures for the Advisory Committee.
  - b. To coordinate and promote the implementation of the Panhandle Regional Response Plan.
  - c. To develop, review and approve updates and amendments to the Panhandle Texas Homeland Security Strategic Plan Regional Implementation Plan.
  - d. To develop recommendations for consideration by the PRPC Board concerning the use of regionally-allocated state/federal funds earmarked for all-hazard preparedness purposes.
  - e. To provide general direction to foster the development and maintenance of a region-wide system of Mutual Aid.
  - f. To provide general direction to promote regional interoperability in the area of communications and where practical, equipment interchangeability.
  - g. To provide direction for the development and maintenance of the Panhandle's Regional Interoperability Communications Plan (RICP).

- h. To provide direction for the development and maintenance of regional communications Standard Operating Procedures (SOPs) in support of the RICP and for the development of more localized communications procedures as deemed appropriate by the PREMAC.
  - i. To provide direction for the development and maintenance of the regional interoperable communications system - PANCOM
  - j. To support, and as needed, assist in coordinating, the conduct of training and multi-jurisdictional drills to exercise local/regional emergency management plans.
  - k. To provide general direction to promote inter-regional/interstate coordination of regional all-hazard preparedness efforts.
  - i. To provide general direction to the Panhandle Regional Planning Commission staff regarding emergency management, homeland security, and all hazard preparedness issues in the Texas Panhandle.
  - j. To oversee the development and maintenance of the Multi-Agency Coordination Center (MACC) and the protocols that will be followed when the MACC is activated. This would include providing direction for the development and maintenance of the Panhandle Medical Operations Center (PMOC) which would operate as a function of regional response on an as-needed basis.
  - k. To develop working relationship with non-PREMAC working groups that could provide input into the PREMAC's decision-making processes.
2. The responsibilities of the Panhandle Regional Planning Commission's Board of Directors and the Planning Commission's Executive Director shall include but not be limited to the following:
- a. Contracting matters;
  - b. Budgeting;
  - c. Financial reporting;
  - d. Personnel matters; and
  - e. Approval of regional plans, regional agreements, regional procedures and regional systems

## **B. Membership**

1. The Panhandle Emergency Management Advisory Committee shall be composed as follows:
  - a. Six to Nine (6 - 9) Panhandle area local government representatives (local government elected officials or local government professional staff).
  - b. Two to Four (2 – 4) local government representatives from the field of Emergency Management Coordination.
  - c. Two to Four (2 – 4) representatives of area Law Enforcement agencies.

- d. Two to Three (2 – 3) local government representatives from the field of Public Works.
  - e. Two to Three (2 - 3) Panhandle area residents representing area Fire Service organizations.
  - f. Two to Three (2 - 3) Panhandle area residents representing EMS Service organizations.
  - g. One to Two (1 - 2) Panhandle area residents representing Public Utilities or Public Communications.
  - h. Two to four (2 – 4) Panhandle area residents representing Public Health/ Medical Services.
  - i. One to Two (1 – 2) Panhandle area residents representing Major Industry interests.
  - j. Two to four (2 – 4) area residents representing Panhandle Agricultural interests.
  - k. One to Two (1 – 2) area residents representing Panhandle Water Districts or Water Authorities.
  - l. One to Two (1 – 2) representatives of the Panhandle’s Transportation system (local government or privately-run).
  - m. One to Two (1 – 2) individuals representing a related federal agency.
  - n. Two to Four (2-4) individuals representing related state or regional agencies.
  - o. Two to Four (2-4) individuals representing Community Support or Volunteer Groups.
  - p. Two – Three (2 – 3) individuals representing area schools or the region’s school system.
2. Members of the Panhandle Regional Emergency Management Advisory Committee shall be appointed by the Panhandle Regional Planning Commission's Board of Directors for staggered three-year terms beginning each June. One-third of the Advisory Committee members shall be reappointed or replaced each year.
  3. A Chairperson and Vice Chairperson of the Panhandle Regional Emergency Management Advisory Committee shall be elected by vote of the Advisory Committee. The Chairperson and Vice Chairperson shall serve one-year terms beginning each June, with the Vice Chairperson then changing over to the Chairperson. The Panhandle Regional Emergency Management Advisory Committee will then elect a new Vice Chairperson. If both the positions are vacated, then both positions would be open for election.
  4. In any given year, the Chairperson shall serve as the Panhandle region’s Incident Commander (IC) in the event of a large-scale declared disaster. The Chairperson shall serve in this IC capacity during any event considered to be a regional catastrophic event (as defined by the Stafford Act and state law).

If for some reason, the Chairperson becomes incapacitated or is unable to serve in this role during a given major disaster, he/she may designate another member of the PREMAC to serve as the event’s IC.

The Chairperson's designation shall continue until he/she re-assumes his/ her role as IC or until the given regional catastrophic disaster event no longer exists.

5. A representative of the state agency in Texas charged with emergency management oversight authority shall serve as an ex-officio member of the Panhandle Emergency Management Planning Advisory Committee.

### **C. Meetings**

1. Meetings of the Panhandle Regional Emergency Management Advisory Committee shall be held as needed but no less frequently than twice per year.
2. All Advisory Committee meetings shall be open to the public. Meetings shall be recorded on audio tape and minutes prepared.
3. A simple majority of those Advisory Committee members present and voting at any meeting is sufficient to approve any motion.

## **Exhibit 2: PREMAC's Risk-Informed SHSP Sub-Allocation Methodology for FY 25**

### **Background:**

This document was prepared in response to SAA Information Bulletin No. 12-002 requiring each Council of Governments (COG) to develop a 1-2 page summary of the methodology used by the COG to determine how their annual allocation of SHSP funding will be distributed down to the individual project level.

### **Organization:**

The PRPC's Regional Homeland Security Program is directed by the Panhandle Regional Emergency Management Advisory Committee (PREMAC); a 31+ member committee comprised of individuals representing the various disciplines that make up the Panhandle's emergency preparedness community. The PREMAC serves as an advisory committee to the PRPC Board of Directors; its members are appointed by the Board. Ultimately, the PRPC Board of Directors, acting on recommendations provided by the PREMAC, is responsible for making all final funding decisions related to the Panhandle's Regional Homeland Security Program. The PREMAC is governed by and operates within the constraints of PRPC Administrative Regulation No. 36 (adopted May 22, 2003; last amended September 28, 2023).

### **History:**

One over-arching principle that has guided the PREMAC's SHSP sub-allocation distribution decision-making process since 2004, when the State discontinued the practice of making direct allocations to jurisdictions and empowered each region to self-determine how their annual funding was to be used, is regional impact. Every SHSP dollar spent in the Panhandle since that time has served as a force multiplier, benefiting not only the jurisdiction receiving the funding but also jurisdictions across the region that now share in an enhanced capability through regional mutual aid. Traditionally, the four basic questions asked by the PREMAC when discerning how a particular project should be prioritized are:

1. What is the need for this project and how does that need compare to other regional needs?
2. Will this project benefit a multi-jurisdictional area?
3. Who will operate the project and how will it be operated?
4. How will this project be sustained?

Rooted in these four questions are the chief elements of a risk-informed methodology. In determining the need for a project; threat, risk, vulnerability and consequence are weighed. They must be in order to establish the necessity for using limited resources on a specific project. Program effectiveness has been measured on a jurisdiction's expressed ability to carry out a project and then maintain it thereafter. Return on investment has been defined as the extent of the capability enhancement that will have regional benefit.

In previous years, the sub-allocation process was initiated with the development of the annual Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan. In creating that document, the PREMAC assessed/reassessed the region's risks and vulnerabilities within the framework of the THSSP's goals and objectives and identified regional strategies for addressing those risks/vulnerabilities most critical to the Panhandle in a cost-effective manner. The annual plan was referenced heavily during the sub-allocation decision-making process.

## Risk-Informed Overview:

Three planning steps now lead up to and inform the region's sub-allocation process. Those are: 1) the Threat and Hazard Identification and Risk Assessment [THIRA]; 2) the State Preparedness Report [SPR]; and, 3) the annual THSSP Regional Implementation Plan [Implementation Plan]. The THIRA is used to identify the region's capability targets and desired outcomes across the 32 National Preparedness Goal core capabilities. The SPR is used to identify gaps in the region's ability to achieve those outcomes. The Implementation plan is used to establish Performance Measures for meeting the most essential gaps; culminating with a list of Primary Implementation Focus Areas for the year.

This information is then rolled up into the "group think" of the PREMAC as they weigh their annual investment options. The factors described below are also considered as the PREMAC's final SHSP funding recommendations are developed for the PRPC Board's consideration.

1. **Identify Threats** The THIRA is used to accomplish this step.
2. **Estimate Risk** A risk informed funding decision is one made to reduce, manage or intentionally accept risk. In this case, the PREMAC will consider the risk value of one action versus another where Risk Value = Probability<sup>1</sup> X Impact<sup>2</sup>. The matrix below depicts how the values of a risk can be plotted.

Probability of Occurrence	High	Medium-level Risk	High-level Risk
	Low	Low-level Risk	Medium-level Risk
		Low	High

### Explanation:

- *Low impact/low probability* – [bottom left corner]. The PREMAC will consider risks falling into this quadrant as being low level risks where the impact is presumed to be negligible.
  - *Low impact/high probability* – [top left corner]. These risks would be considered of moderate concern by the PREMAC. The region should be able to cope with them in the normal course of business.
  - *High impact/low probability* – [bottom right corner]. Risks falling into this quadrant would be of high concern if they occur, but based on current threats and conditions, they're highly unlikely to occur.
  - *High impact/high probability* – [top right corner] The PREMAC will consider the risks falling into this quadrant of critical importance.
3. **Rate Return** Having identified and prioritized risks, the PREMAC then assesses the return on grant investment(s) considering the level of SHSP funding available and the benefits that would be yielded by one outlay versus the benefits lost by not investing in another.
  4. **Manage Risks** For those priorities, which due to funding limitations cannot be addressed in a given year, the PREMAC will consider alternative funding or non-grant funded measures for managing those risks until they become higher priorities or until additional SHSP or other grant funding becomes available.

# ITEM 16

## MEMORANDUM

**DATE:** August 22, 2024

**TO:** PRPC Board of Directors

**FROM:** Lori Gunn, Regional Services Director

**THROUGH:** Michael J. Peters, Executive Director

**SUBJECT:** Agenda Item 16  
Resolution for recognition of National Preparedness  
Month Resolution

### **BACKGROUND:**

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.”

Every year since the NPM program began, the PRPC Board has elected to endorse the National Preparedness Month program in the Panhandle with the passage of a resolution. 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 [Ready.gov/September](https://www.ready.gov/September) website is a content-rich resource that will support individual, family, business and community planning efforts. There are a number of toolkits and social media graphics available on this site that can help communities in becoming better prepared to deal with whatever disasters they might encounter. The whole purpose of the NPM program is to help people help themselves by becoming more attuned to the disasters they are subject to and to learn what they can do to mitigate the impacts of those events on their lives.

If the Board approves this resolution, it will be distributed to the region's cities and counties and they'll be encouraged to follow suit by declaring NPM in their own jurisdictions. This will also provide staff that opportunity to promote another Panhandle-based preparedness activity that has become an annual staple, the Panhandle Regional Emergency Preparedness (PREP) Conference, which will be held this year on September 19<sup>th</sup>.

**RECOMMENDATION:**

Staff recommends that the PRPC Board of Directors consider passage of the attached resolution proclaiming September, 2024 as National Preparedness Month in the Texas Panhandle.

**RESOLUTION**

**24-08-22-01**

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE PANHANDLE REGIONAL PLANNING COMMISSION RECOGNIZING SEPTEMBER 2024 AS BEING NATIONAL PREPAREDNESS MONTH AND ENCOURAGING COMMUNITIES, ORGANIZATIONS AND INDIVIDUALS ACROSS THE PANHANDLE TO DO THE SAME.**

**WHEREAS**, the Federal Emergency Management Agency is encouraging Americans across the country to recognize September 2024 as National Preparedness Month (NPM); and

**WHEREAS**, the goal of this nationwide campaign is to inspire Americans to prepare for disasters in advance of those events so as to minimize the potential threat to their safety and wellbeing; and

**WHEREAS**, the Board of Directors likewise supports the NPM 2024 theme to promote a reduction in personal injury and loss of life, reduce disruptions in operations and to help speed recovery in the wake of a disaster; and

**WHEREAS**, in general, preparedness and awareness are key to the survival of communities, organizations and individuals in any type of disaster situation.

**NOW THEREFORE**, be it resolved by the Board of Directors of the Panhandle Regional Planning Commission that:

1. The PRPC Board officially recognizes its support of September 2024 as being National Preparedness Month.
2. The PRPC Board encourages other local governments and organizations in the region to recognize September 2024 as being National Preparedness Month.
3. The PRPC Board encourages residents of the region to become informed about what they can do to reduce the impact of disasters on their lives by visiting FEMA’s NMP website at: <https://www.ready.gov/september>.
4. The PRPC Board encourages organizations and individuals across the Panhandle to consider volunteering their time to support local and regional preparedness efforts.

**CONSIDERED AND APPROVED THIS 22<sup>nd</sup> DAY OF AUGUST 2024.**

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Salvador Rivera, Chair  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:

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Pat Sims, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors