

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS MEETING

Minutes

January 26, 2023

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, January 26, 2023. 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, accessed the meeting at 415 SW 8th Avenue, Amarillo, Potter County, Texas.

MEMBERS PRESENT:

- Juan Cantu, Lipscomb County Commissioner
- Steven Cortez, Citizen Representative, Hereford
- Buster Davis, Mayor, City of Gruver
- Ronnie Gordon, Hartley County Judge
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Dr. John Howard, Donley County Judge
- Kimberly Jones, Childress County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Oscar Ostos, Citizen Representative, Amarillo
- Karen Price, Citizen Representative, Pampa
- Winston P. Sauls, City of Borger
- Tobe Shields, Mayor, City of Spearman
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Commissioner, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge

MEMBERS ABSENT:

- Cleo Castro, Citizen Representative, City of Cactus
- Christy Dyer, Randall County Judge
- Greg Lewellen, Mayor, Friona
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina

STAFF PRESENT: Mr. Trent Taylor, Director of Finance; Mr. Alex Guerrero, Local Government Services Director; Ms. Paige Goodell, Local Government Services Program Specialist; Mr. Marin Rivas, Workforce Development Director; Mr. Mike Peters, 9-1-1 Network Director; Mr. Christian Campbell, Dispute Resolution Program Specialist; Ms. Heather Reid, Workforce Development Contracts/Accounting Manager; Ms. Sundee Rossi, Area Agency on Aging Director; Ms. Lori Gunn, Regional Services Director; Ms. Daphne Morcom, Regional Services Program Specialist; Ms. Melissa Whitaker, Executive Assistant

OTHERS PRESENT: Judge Rank Cogdell, Judge Shawn Ballew, Mayor Dan Sams, Ms. Jennifer Foster, Judge Rowdy Rhodes

1. CALL TO ORDER

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

2. INVOCATION

Judge Dan Looten gave the invocation

3. PUBLIC COMMENT

No public comments were made.

4. MINUTES

Dr. Bill Hallerberg moved to accept the minutes from December 8, 2022 Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

5. VOUCHERS

Mr. Winston Sauls moved to approve the vouchers for the month of November and December, 2022. Mr. Phillip Self seconded the motion; the motion carried by unanimous vote.

6. PLANNING & SERVICE AREA 1 MEMBERSHIP MEETING-PRPC BOARD MEMBERS

Mr. Michael Peters informed the board a vacancy currently exists on the Board of Directors of the Panhandle Regional Planning Commission (PRPC) from Planning and Service Area (PSA) 1. Oldham County Judge Don Allred had held the seat, but sadly the seat now sits vacant. The Planning Commission Bylaws call for this vacancy to be filled by an election of the member cities and counties of the Planning and Service Area. The seat must be filled by a local elected official (city or county) from Dallam, Hartley, Moore, Oldham, or Sherman Counties. These seats are normally filled on a three-year rotating basis at the PRPC Annual Meeting. However, given the unexpired term, it is important to ensure that PSA 1 is fully represented on the PRPC Board of Directors. The public meeting to make this appointment by elected officials from PSA 1 may be held digitally by virtue of Texas Government Code Sections 551.127 & 418.016. Local government officials from PSA 1 have been notified of this public meeting for the selection of a new PRPC Board Member. Under this agenda item, a breakout room will be established for PRPC Board Members and representatives of the local governments in PSA 1 to meet independently to select a new Board Member from the service area. At the conclusion of the breakout session, the PSA 1 membership shall present the new Board Member to the PRPC Board of Directors.

PRPC staff recommends that the Board of Directors recognize the new PSA 1 PRPC Board of Directors member, Judge Shawn Ballew, brought forth by the PSA 1 membership.

7. PLANNING & SERVICE AREA 3 MEMBERSHIP MEETING-PRPC BOARD MEMBERS

Mr. Michael Peters informed the board a vacancy currently exists on the Board of Directors of the Panhandle Regional Planning Commission (PRPC) from Planning and Service Area (PSA) 3. Briscoe County Judge Wayne Nance had held the seat, but sadly the seat now sits vacant. The Planning Commission Bylaws call for this vacancy to be filled by an election of the member cities and counties of the Planning and Service Area. The seat must be filled by a local elected official (city or county) from Briscoe, Castro, Deaf Smith, Parmer, or Swisher Counties. These seats are normally filled on a three-year rotating basis at the PRPC Annual Meeting. However, given the unexpired term, it is important to ensure that PSA 3 is fully represented on the PRPC Board of Directors. The public meeting to make this appointment by elected officials from PSA 3 may be held digitally by virtue of Texas Government Code Sections 551.127 & 418.016. Local government officials from PSA 3 have been notified of this public meeting for the selection of a new PRPC Board Member. Under this agenda item, a breakout room will be established for PRPC Board Members and representatives of the local governments in PSA 3 to meet independently to select a new Board Member from the service area. At the conclusion of the breakout session, the PSA 3 membership shall present the new Board Member to the PRPC Board of Directors.

PRPC staff recommends that the Board of Directors recognize the new PSA 3 Board of Directors member, Judge Rank Cogdell, brought forth by the PSA 3 membership

8. PLANNING & SERVICE AREA 5 MEMBERSHIP MEETING-PRPC BOARD MEMBERS

Mr. Michael Peters informed the board a vacancy currently exists on the Board of Directors of the Panhandle Regional Planning Commission (PRPC) from Planning and Service Area (PSA) 5. Collingsworth County Judge John James had held the seat, but sadly the seat now sits vacant. The Planning Commission Bylaws call for this vacancy to be filled by an election of the member cities and counties of the Planning and Service Area. The seat must be filled by a local elected official (city or county) from Childress, Collingsworth, Donley, Gray, Hall or Wheeler Counties. These seats are normally filled on a three-year rotating basis at the PRPC Annual Meeting. However, given the unexpired term, it is important to ensure that PSA 5 is fully represented on the PRPC Board of Directors. The public meeting to make this appointment by elected officials from PSA 5 may be held digitally by virtue of Texas Government Code Sections 551.127 & 418.016. Local government officials from PSA 5 have been notified of this public meeting for the selection of a new PRPC Board Member. Under this agenda item, a breakout room will be established for PRPC Board Members and representatives of the local governments in PSA 5 to meet independently to select a new Board Member from the service area. At the conclusion of the breakout session, the PSA 5 membership shall present the new Board Member to the PRPC Board of Directors.

PRPC staff recommends that the Board of Directors recognize the new PSA 5 PRPC Board of Directors member, Mayor Dan Sams, brought forth by the PSA 5 membership.

9. PRPC INVESTMENT FUND QUARTERLY REPORT

Mr. Trent Taylor informed the board pursuant to the Public Funds Investment Act which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on August 23, 1996 for funds under our control. In accordance with this Act, the investment officer of PRPC, which is the Finance Director, is required to submit to the Board of Directors a quarterly report of investment transactions. The following is a report, which was prepared in compliance with generally accepted accounting principles, of PRPC's portfolio from October 1, 2022 through December 31, 2022.

	Balance@ <u>09/30/22</u>	Balance@ <u>12/31/22</u>
PRPC's Money Market Fund	\$ 2,379,016	\$ 2,390,338
9-1-1's Money Market Fund	<u>341,358</u>	<u>139,835</u>
Total All Funds	<u>\$ 2,720,374</u>	<u>\$ 2,530,173</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund earned an average annual yield of 3.03% for the quarter. The 9-1-1 fund earned an average annual yield of 2.78% for the quarter. The book value and the market value were the same for each fund listed above. The investment portfolio was in compliance with the Public Funds Investment Act and PRPC Public Funds Investment Policies throughout the quarter. PRPC staff recommends that the Board of Directors accept this report as submitted.

Mayor Buster Davis moved to accept the report. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

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

Mr. Christian Campbell informed the board as discussed in the last meetings, in accordance with section 135 of the Texas Local Government Code, PRPC is reaching 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. The County can agree through the

use of an interlocal agreement to remit county funds to DRC in accordance with the following sections of the Texas Local Government Code:

135.101: \$213 on filing any civil case except a probate, guardianship, or mental health case. \$35 on any action other than an original action for a case. 7.0423% to county dispute resolution fund.

135.102: \$223 on filing any probate, guardianship, or mental health case. \$75 on any action other than an original action for a case. 6.7265% to county dispute resolution fund.

135.103: In addition to all other fees and court costs, a person shall pay a local consolidated filing fee of \$33 on filing of any civil case in a justice court. 15.1515% to county dispute resolution fund.

Several counties are currently in various stages of adopting the Interlocal Agreement with the Panhandle Dispute Resolution Center to utilize funds allocated for dispute resolution services in accordance with Texas Local Government Code 135. Counties that have passed or are considering this agreement include: Roberts, Deaf Smith, and Briscoe Counties. PRPC staff recommends that the Board of Directors consider favorable approval of the Interlocal Agreement with the above referenced counties in relation to dispute resolution and Texas Government Code 135 by authorizing the Executive Director to execute this document.

Mayor Kerry Symons moved to approve the Interlocal Agreement with the above referenced counties. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

11. PANHANDLE REGIONAL 9-1-1 FY2023 Q1 PERFORMANCE REPORT

Mr. Michael Peters informed the board 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. The following items make up the key points of the FY23 Q1 performance report covering September, October, and November.

- There were 23,888 9-1-1 calls received from the 21 regional call centers of which 18,667 being wireless or 78%.
- Staff monitored eleven Public Service Answering Points (PSAPs) with no findings.
- PSAP staff and PRPC staff performed 962 Network test calls.
- There were two outages during this quarter.
- The region received 1,669 text messages during this period, with the vast majority as test texts.

PRPC staff recommends that the PRPC Board of Directors accept the performance report as submitted for the first quarter of FY 2023 covering September, October, and November.

Dr. Bill Hallerberg moved to accept the performance report as submitted. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

12. FY2023 REGIONAL SOLID WASTE MANAGEMENT GRANT PROGRAM APPROVAL

Ms. Daphne Morcom informed the board as directed by the Texas Health and Safety Code, a portion of funds collected through landfill "tipping fees" is dedicated to a regional grant program supporting projects that promote recycling and other activities to promote the goals of Regional Solid Waste Management Plans across the state. Every year the Solid Waste Grants Program accepts applications for grant funds and those projects are prioritized according to the priorities established in the Panhandle Regional Solid Waste Management Plan. That prioritized list is then submitted to the TCEQ for final consideration. On December 1, 2022, notices went out to all eligible entities in the region for the FY 2023 Solid Waste Grant cycle. The PRPC received

twelve (12) applications totaling \$221,795.68 for the \$112,223.26 in available FY 2023 Solid Waste Grant funds. The Regional Solid Waste Management Advisory Committee (RSWMAC) will meet on January 20, 2023 to review these applications, hear oral presentations from applicants and establish a prioritization recommendation for the Board of Directors to review. The PRPC Board of Directors will consider that prioritized list for approval at the January 26th meeting. That final prioritized list will then be submitted to the Texas Commission on Environmental Quality (TCEQ) for final approval. The list recommended by the RSWMAC for the FY 2023 Solid Waste Grant cycle will be presented at the Board of Director's meeting. PRPC Staff recommends the Board of Directors approve the recommended list of FY 2023 Solid Waste Grant Applications for submission to TCEQ and, pending the TCEQ's approval of the list, allow the Executive Director to enter into contracts with grantees for the implementation of the FY 2023 Solid Waste Grants Program.

Judge Dan Looten moved to approve the recommended list of Solid Waste Grant Application for submission and pending approval. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote. Mayor Buster Davis and Mr. Pat Sims abstained from voting.

13. FY2024 JUSTICE ASSISTANCE GRANT PROGRAM APPLICATION RESOLUTION

Ms. Daphne Morcom informed the board each year, the Office of the Governor's Criminal Justice Division (CJD) contracts with PRPC to facilitate the distribution of funds under the following funding blocks for the Panhandle Region:

- Edward Byrne Justice Assistance Grant (JAG)
- Juvenile Justice & Delinquency Prevention Act (JJDP)
- Victims of Crime Act of 1984 (VOCA)
- Violence Against Women Act of 2013 (VAWA)

On December 12, 2022 the Funding Announcement for these funding blocks was sent to all eligible entities. During our January strategic planning meetings, PRPC is consistently told that more cross-training for all stakeholders in the criminal justice system would be beneficial. Some issues have continued to plague the region and continue to come up at strategic planning meetings and in surveys. Those gaps include substance abuse, domestic violence and sexual assault. PRPC staff is proposing to address the training needs through the Specialized Criminal Justice Gap Training Project. This project would orchestrate regional training for professionals involved in law enforcement, courts, prosecution, Judges, dispatchers and victim service agencies. PRPC will contract with Amarillo College's Criminal Justice Department to coordinate the regional training event. Amarillo College will secure professional trainers to address the training needs of the region. PRPC staff recommends that the PRPC Board of Directors favorably consider the attached resolution which authorizes PRPC staff to submit a grant application to the Criminal Justice Division of the Governor's Office under JAG for the Specialized Criminal Justice Gap Training Project.

Judge Ronnie Gordon moved to approve the resolution that authorizes PRPC to submit a grant application to the Criminal Justice Division of the Governor's Office under JAG for the Specialized Criminal Justice Gap Training Project. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

14. FY2024-2025 REGIONAL LAW ENFORCEMENT TRAINING ACADEMY GRANT PROGRAM APPLICATION RESOLUTION

Ms. Daphne Morcom informed the board state funds for regional law enforcement training programs are authorized under Section 102.056 of the Texas Code of Criminal Procedure and Section 772.006 of the Texas Government Code. The source of these funds is from monies collected through court costs and fees. The Texas Legislature does not have a specific allocation for law enforcement training academies, typically the State Fund 421 funds have been used to support regional law enforcement training programs. Beginning in 2013 CJD asked Councils of Government to submit a 2-year grant rather than a new program application each year. CJD has continued the request

for a 2-year grant since. CJD is accepting applications for law enforcement training grant applications for FY 2024-2025 with a submission deadline of February 9th. PRPC is in the process of drawing up the application for submittal ahead of the deadline.

In reflecting back on recent history, our program funding has remained relatively static for the past nine years. During that timeframe our grant requests have been in the amounts shown below.

FY 2023	\$ 110,543.00
FY 2022	\$ 110,543.00
FY 2021	\$ 116,656.47
FY 2020	\$ 116,656.47
FY 2019	\$ 116,656.47
FY 2018	\$ 116,656.47
FY 2017	\$ 108,086.47
FY 2016	\$ 108,086.47
FY 2015	\$ 102,955.00

In previous years we paid for in-service training on a contract hour basis; since 2015 we have taken a new approach where we pay only the proportion of the class costs equal to the percentage of PRPC-paid officers in each class. This approach has given us the opportunity to provide more training hours with the funds available. With the 2024-2025 Regional Law Enforcement training application, PRPC has been advised by CJD that the funding amount will mirror the FY 2022-2023 contract. The amount for each year of the 2-year grant period will be \$110,543.00. As has been done for the past many years, the 2024-2025 Panhandle Regional Law Enforcement Training Program would include Basic Law Enforcement Training, In-Service Training and Advanced Specialized Training. Every August, in advance of the new school year, PRPC staff will meet with the staff from Amarillo College to negotiate the annual training contract. AC has operated the Panhandle Regional Law Enforcement Training Academy (PRLEA) for over 50 years that it has existed and the contract has to be renewed each year to account for any changes in tuition costs. PRPC staff will present the 2024 PRLEA contract for your consideration later this year at which time we will know how much of a positive impact this funding will have on the level of training services we'll be able to procure in 2024. In order to submit the 2024-2025 grant application to CJD, it must be authorized by the PRPC Board of Directors. Attached for your consideration is a resolution, which if approved by the Board, will allow PRPC staff to continue with the submittal of the grant application to CJD. PRPC staff recommends that the PRPC Board of Directors favorably approve the attached resolution which authorizes PRPC staff to submit a grant application to the Criminal Justice Division of the Governor's Office for the continued operation of the Panhandle Regional Law Enforcement Training Academy for fiscal years 2024 and 2025. The total amount of grant funding requested for the two (2) period is \$221,086.00.

Dr. John Howard moved to approve the resolution that authorizes PRPC to submit a grant application to the Criminal Justice Division of the Governor's Office for the continued operation of the Panhandle Regional Law Enforcement Training Academy for FY2024-2025. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

15. FY2024 STATE HOMELAND SECURITY PROGRAM APPLICATION RESOLUTIONS

Ms. Lori Gunn informed the board the FY23 State Homeland Security Program (SHSP) grant application period opened on December 12, 2022. This year's applications are due to the Homeland Security Grants Division of the Governor's Office no later than 5:00 PM on February 9, 2023. The purpose of this grant program is to support local and regional efforts to prevent terrorism and other catastrophic events and to prepare for threats and hazards that pose the greatest risk to public safety. The SHSP plays a significant role in the implementation of the National Preparedness System by providing funding which can be used to build, sustain and deliver core capabilities critical to achieving the National Preparedness Goal of having a secure and resilient Nation. The program has changed rather significantly in the past two years. It used to be that the region would determine how the funds would be used based on an

evaluation of needs and priorities. Now, federal spending requirements have to be factored into that determination. In fact, to a certain extent, the federal spending requirements now outweigh the evaluation of needs and priorities. For FY23, in addition to ensuring that at least 30% of the funding received by the region is spent on Law Enforcement Terrorism Prevention Activities (LETPA); we also have to make sure that at least 3% of the region's FY23 allocation is spent on the first three of the National Priority areas.

1. Enhancing Community Preparedness & Resilience (at least 3%);
2. Protection of Soft Target/Crowded Places (at least 3%);
3. Intelligence and Information Sharing & Analysis (at least 3%);
4. Enhancing Cybersecurity (3% under competitive area);
5. Combating Domestic Violent Extremism (3% under competitive area); and
6. Enhancing Election Security.

What makes meeting these federal funding requirements even more challenging is that we do not know how much funding the Panhandle will receive for FY23 nor will we know that until the projects have been funded. Now, for over 10 years, the PRPC has annually applied for funding to maintain four (4) keystone projects that benefit the entire region. They include:

1. The Regional PANCOM Interoperable Public Safety Communications system (which primarily supports the core capability of Operational Communications);
2. The Non-EMPG EOP Update Project (which supports the Planning core capability);
3. The Panhandle-Area Regional Information System or PARIS (which chiefly serves the core capability of Public Information & Warning); and
4. The Regional Planning & Coordination Project (which likewise supports the core capability of Planning).

Over the last two (2) years, we began an effort to update the region's Automated Fingerprint Identification System (AFIS). Using FY21 and FY22 funds, we have been in the process of updating the regional AFIS server and equipping four Panhandle LE agencies with new AFIS workstations. In FY23, the PRPC is proposing to equip additional LE agencies with AFIS workstations. Attached for your consideration are resolutions for the five projects being proposed by the PRPC; which with the Board's approval, will be considered for funding under the FY23 SHSP. As has been done in previous years, we are also providing you with a brief description of each proposed project below.

1. FY23 Regional PANCOM Maintenance and Operations

This proposal is for a continuation project. As currently proposed, the project will cover approximately 50% of the annual costs of maintaining the PANCOM system.

2. FY23 Non-EMPG EOP Update Project

This proposal is for a continuation project. This project would provide Emergency Operations planning (EOP) assistance to counties/cities in the region, which are not receiving Emergency Management Performance Grant (EMPG) funding to support the EOP planning process in FY23.

3. FY23 PARIS Maintenance Project

This proposal is for a continuation project. In 2007, SHSP funds were used to purchase 50 licenses to the Panhandle Area Regional Information System (PARIS) for use by the region's emergency management officials. PARIS is used to support the regional first responder badging program, mutual aid asset inventory and local/ regional mass notification capabilities. It has been determined this project will satisfy the National Priority of Protection of Soft Target/Crowded Places.

4. FY23 Regional Planning & Coordination Project

This proposal is for a continuation project. The project is intended to offset the PRPC's costs of administering the regional SHSP program and performing all the planning work required to support the SHSP program in the Panhandle.

5. FY23 Regional AFIS Enhancement: AFIS Workstations Project

This project will equip law enforcement agencies with the workstations they will need to scan/compare crime scene fingerprints and photographs to those maintained in the regional database in search of a match. This project satisfies the National Priority of "Intelligence and Information Sharing/Cooperation".

The deadline for the submission of the FY23 SHSP project applications is February 9th. By approving these resolutions, the Board is not finally approving the funding of these projects. However, you will be asked to consider approving the PREMAC's FY23 SHSP prioritized project list during your meeting in March and these projects will appear on that list. PRPC staff recommends that the PRPC Board of Directors approve the submission of the five regional projects described with this agenda item to the Homeland Security Division of the Governor's Office for consideration under the FY23 State Homeland Security Grant program by the February 9, 2023 submission deadline. If so approved, the Board's consent will have to be documented with the passage of the attached resolutions.

Mr. Pat Sims moved to approve the submission of the five regional projects described to the Homeland Security Division of the Governor's Office for consideration under the FY 2023 State Homeland Security Grant. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

16. CHILD CARE PROVIDER CURRICULUM PURCHASE

Ms. Heather Reid informed the board the Texas Workforce Commission (TWC) has contracted with the Panhandle Workforce Development Board (PWDB) / PRPC to utilize Child Care and Development Funds to provide Quality Improvement activities such as technical assistance, professional development and education materials for Texas Panhandle Child Care Providers. The PWDB has tasked its sub-recipient, Workforce Solutions Panhandle (WSP) with assisting local Child Care Providers who are in the process of obtaining, or raising their current level of, Texas Rising Star (TRS) certification. The TRS program is a quality-based rating system of Child Care Providers participating in TWC's Subsidized Child Care program. TRS certification is available to Licensed and Registered facilities that exceed the State's Minimum Child Care Regulation Standards and meet the certification criteria in such categories as Director and Staff qualifications, caregiver-child interactions, and age-appropriate curricula. State and federal legislation is increasingly underscoring the need for curricula and lesson plans designed to reflect variations in children's needs, skills, and interests in flexible ways. Workforce Development staff has identified our local Child Care Providers' lack of a comprehensive, research-based and validated curricula as a substantial barrier in these Providers' ability to achieve their certification goals. Infant/Toddler and Preschool curriculum kits are available from Teaching Strategies, LLC. Teaching Strategies offers a comprehensive, research-based and validated curricula, which has been distributed to Panhandle Child Care center-based, and home Provider programs, which gives teachers a structural tool that is necessary for creating an intentional and developmentally-oriented structure to classroom instruction, according to TRS guidelines. The PWDB, with PRPC, has made previous purchases of this curricula from Teaching Strategies and proposes to make an additional purchase at this time, for Providers who are working toward initial TRS certification, to give these Providers the benefit of using the same curriculum as currently TRS-certified programs. On August 27, 2020, PRPC board approved an Interlocal Agreement with The Interlocal Purchasing System (TIPS) for PRPC to gain access to the TIPS purchasing contracts. TIPS is a department of the Education Service Center Region 8, and a governmental public entity created by the Texas Legislature, authorized to enter into interlocal agreements with other governmental entities for the purpose of performing

governmental functions on behalf of the parties to the interlocal agreement. It conducts competitive procurements with in-house personnel and legal counsel to enable government agencies to make purchases using its purchasing contracts. The purchases for the project described above can be made through the TIPS purchasing process. The total cost for this project is \$147,460.75 and funds for this purchase would come from existing Workforce Development Child Care Quality funds. PRPC staff recommends that the Board authorize the Executive Director to purchase the Child Care Curricula as described above from Teaching Strategies, LLC, for the amount of \$147,460.75, with grant funds from the TWC Workforce Development Child Care Quality grant.

Mayor Kerry Symons moved to authorize the Executive Director to purchase the Child Care Curricula from Teaching Strategies, LLC with grant funds from the TWC Workforce Development Child Care Quality grant. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

17. CHILD CARE PROVIDER PRESCHOOL EDUCATIONAL LEARNING MATERIALS

Ms. Heather Reid informed the board as discussed in the previous items, the Texas Workforce Commission (TWC) has contracted with the Panhandle Workforce Development Board (PWDB) / PRPC to utilize Child Care and Development Funds to provide Quality Improvement activities such as technical assistance, professional development and education materials for Texas Panhandle Child Care Providers. The Panhandle Workforce Development Board has tasked its sub-recipient, Workforce Solutions Panhandle (WSP) with assisting local Child Care Providers who are in the process of obtaining, or raising their current level of, Texas Rising Star (TRS) certification. The TRS program is a quality-based rating system of Child Care Providers participating in TWC's subsidized Child Care program. TRS certification is available to a Licensed and Registered facilities that exceeds the State's Minimum Child Care Regulation Standards and meets the certification criteria in such categories as Director and Staff qualifications, teacher-child interactions, and indoor/outdoor environments. State and federal legislation is increasingly underscoring the need for educational supports, including learning materials designed to reflect variations in children's needs, skills, and interests in flexible ways. Workforce Development Staff has identified our local Child Care Providers' lack of learning materials that support preschool skills development as a substantial barrier in these Providers' ability to achieve their certification goals. In December 2022, on behalf of Child Care Providers who are in the process of obtaining, or raising their current level of TRS certification, WSP staff researched appropriate preschool educational learning materials in order to purchase educational support for Providers' preschool classrooms. Kaplan Early Learning Company offers a "Little Learners" tablet preloaded with educational learning games that support the acquisition of preschool content skills, including those in STEM (Science, Technology, Engineering, and Math), social/emotional, and language. Child Care teachers can also download additional education learning apps onto the tablet as appropriate. Tablets come in "kid mode" and are designed for Cyber Safety and Security. Products from Kaplan Early Learning Company are available for purchase through The Interlocal Purchasing System (TIPS) purchasing contracts. The total cost for purchasing 460 "Little Learners" tablets is \$147,827.25 and funds for this purchase would come from existing Workforce Development Child Care Quality funds. PRPC staff recommends that the Board authorize the Executive Director to purchase the Child Care Provider "Little Learners" tablets, as described above, from Kaplan Early Learning Company, for \$147,827.25, with grant funds from the TWC Workforce Development Child Care Quality grant.

Judge Dan Looten moved to authorize the Executive Director to purchase the Child Care Provider tablets from Kaplan Early Learning Company with grant funds from the TWC Workforce Development Child Care Quality grant. Mr. Phillip Self seconded the motion; the motion carried by unanimous vote.

18. CHILD CARE OUTDOOR EQUIPMENT AND MATERIALS PURCHASE

Ms. Heather Reid informed the board as discussed in the previous item, the Texas Workforce Commission (TWC) has contracted with the Panhandle Workforce

Development Board (PWDB) / PRPC to utilize Child Care and Development Funds to provide Quality Improvement activities such as technical assistance, professional development and education materials for Texas Panhandle Child Care Providers. The PWDB has tasked its sub-recipient, Workforce Solutions Panhandle (WSP) with assisting local Child Care Providers who are in the process of obtaining, or raising their current level of, Texas Rising Star (TRS) certification. The TRS program is a quality-based rating system of Child Care Providers participating in TWC's Subsidized Child Care program. TRS certification is available to Licensed and Registered facilities that exceed the State's Minimum Child Care Regulation Standards and meet the certification criteria in such categories as Director and Staff qualifications, teacher-child interactions, and indoor/outdoor environments. Workforce Development staff has elected to purchase outdoor learning materials and equipment in order to assist Providers in reaching TRS standards for outdoor environments. The equipment chosen was based on feedback from TRS Mentoring staff and previous assessment results related to outdoor learning environments. Beginning in December 2022, on behalf of Child Care Providers who are working towards TRS certification, WSP staff researched age-appropriate outdoor learning materials and equipment. Kaplan Early Learning Company was selected as the vendor for this project due to the appropriate outdoor learning materials and equipment that they had available compared to other companies. The materials and equipment that were selected for purchase were divided into three "kits" according to the ages of the children served at each Provider.

Kits 1 with separate components including:

- Talladega Pedal Path
- Balance Bike – Set of 2
- Trike – Set of 2
- Safety Helmet – 4 each

Total Cost: \$42,130.88

Kits 2 with separate components including:

- Infant Corral
- Create and Explore Learning Kit for Mobile Infants & Toddlers

Total Cost: \$75,000

Kits 3 with separate components including:

- Discovery Station – Doctor's Office
- Doctor Set with Bag – 4 each

Total Cost: \$18,989.48

Products from Kaplan Early Learning Company are available for purchase through The Interlocal Purchasing System (TIPS) purchasing contracts. The total cost for this project is estimated to be \$136,120.36 and funds for this purchase would come from existing Workforce Development Child Care Quality funds. PRPC staff recommends that the Board authorize the Executive Director to purchase the Child Care Provider outdoor learning kits as described above from Kaplan Early Learning Company, for not more than \$136,120.36, with grant funds from the TWC Workforce Development Child Care Quality grant.

Judge Dan Looten moved to authorize the Executive Director to purchase the Child Care Provider outdoor learning kits from Kaplan Early Learning Company with grant funds from the TWC Workforce Development Child Care Quality grant. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

19 **DOWNTOWN REVITALIZATION APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS**

Ms. Paige Goodell informed the board PRPC Staff has worked with Panhandle communities to write applications and implement various projects through the Community Development Block Grant (TxCDBG) Program since 1983. Through the CDBG program the Texas Department of Agriculture (TDA) offers many different funding opportunities that include: Community Development Fund Program; Fire, Ambulance, and Service Truck (FAST) Fund; State Urgent Need (SUN) disaster relief and the Downtown Revitalization Program. The Downtown Revitalization Program

stated objectives are for the elimination of slum or blight conditions in the downtown areas of communities by providing assistance for public infrastructure improvements, especially sidewalks and ADA compliance. There are several cities that have already expressed interest in preparing an application to seek to improve the blighted conditions through infrastructure improvements in their downtown areas. Following the format that has become the new standard for TxCDBG applications; an interlocal agreement has been developed for PRPC to assist communities with an application to the Downtown Revitalization Program. In order to comply with TDA requirements as well as maintain the long-established tradition of conducting application development at no charge to communities in the region, the interlocal agreement is two parts:

Part 1 - Application development will be conducted at no cost.

Part 2 - An option for an Amendment to be consider contingent upon funding for Project Management Services.

Historically, these are all activities conducted by PRPC Staff on projects and applications. However, in order to comply with TDA requirements it is necessary for the below cities to enter into an interlocal agreement with PRPC for application development activities to ensure programmatic compliance. Cities applying to the Downtown Revitalization program for 2023 are the Cities of Clarendon and Pampa. PRPC staff recommends that the Board of Directors authorize the Executive Director of the PRPC to execute an Interlocal Cooperation Contract between the above noted communities respectively and the PRPC to provide TxCDBG Downtown Revitalization application services at no cost with contingency for administrative services to be amended at the localities' discretion if their project is funded.

Mayor Kerry Symons moved to authorize the Executive Director to execute an Interlocal Cooperation Contract between the above noted communities and the PRPC to provide TxCDBG Downtown Revitalization application services at no cost with contingency for administrative services to be amend at the localities' discretion if their project is funded. Mr. Phillip Self seconded the motion; the motion carried by unanimous vote.

20. **TEXAS COMMUNITY DEVELOPMENT PROGRAM APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS**

Ms. Paige Goodell informed the board PRPC Staff has worked with Panhandle Communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program since 1983. Since that time, PRPC Staff has provided administrative assistance on over 330 TxCDBG projects totaling more than \$80,000,000 of grant funds utilized for the infrastructure improvement of Panhandle Communities. The Texas Department of Agriculture (TDA), has long been the funding agency of this program in the State of Texas, and they are in the process of soliciting applications for the 2023/2024 TxCDBG program. Following the format established during the TxCDBG application process conducted in the Fall of 2017, an interlocal agreement has been developed for PRPC to assist communities interested in developing applications to Texas Department of Agriculture programs particularly under the Community Development Block Grant umbrella. In order to comply with TDA programmatic requirements as well as maintain the long-established tradition of conducting application preparation at no charge to communities in the region, a non-cost interlocal agreement has been developed for application development activities. The interlocal agreement will easily allow for an optional amendment to be considered upon notice of award that will allow PRPC to provide the project management services if so desired by the applicant. In anticipation of PRPC Staff preparing approximately 15 TxCDBG applications this cycle, Staff has determined that it would be necessary for the Board to consider the Interlocals associated with the application preparation in multiple groupings for two reasons. 1. There is a staggering of the public hearings and meetings that Staff goes to chronologically to ensure that Staff can be in each community during an application cycle. 2. With over 15 entities applying there could be a problem with Board voting membership having to recuse themselves if all projects were presented together.

To this end, the following interlocal agreements are being presented to the Board in January of 2023:

- a. Clarendon
- b. Turkey
- c. Higgins
- d. Texline
- e. Quitaque
- f. Cactus
- g. Collingsworth County

Each of these is a no-cost interlocal agreement between PRPC and the respective entity for the preparation of a 2023-24 TxCDBG application with a project administration section contingent upon future funding with details to be amended in later. The focus of these interlocals is to allow PRPC to continue providing the same services as in previous cycles and meet TDA's requirements to establish formal relationships prior to the submission of applications PRPC staff recommends that the Board of Directors authorize the Executive Director of the PRPC to execute an Interlocal Cooperation Contract with the above-mentioned communities respectively and the PRPC to provide TxCDBG application services at no cost with contingency for administrative services to be amended at the localities discretion if a project is funded.

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

21. **TEXAS COMMUNITY DEVELOPMENT PROGRAM AGREEMENT AMENDMENT FOR THE 2023 DOWNTOWN REVITALIZATION/MAIN STREET PROGRAM INTERLOCAL CONTRACTS**

Mr. Alex Guerrero informed the board that The Community Development Block Grant program administered by the Texas Department of Agriculture (TDA) offers many different funding opportunities for communities in the Texas Panhandle for over 40 years. Since that time, PRPC has worked with cities, counties, water supply corporations and special districts to develop applications for funding assistance and bring much needed grant dollars to their local communities. The programs offered through CDBG funding have included the: Community Development Fund Program; Fire, Ambulance, and Service Truck (FAST Fund) Program; State Urgent Need (SUN) disaster relief; and the Downtown Revitalization/Main Street Set-Aside Program. The Downtown Revitalization/Main Street Set-Aside Program stated objectives are for the elimination of slum or blight conditions in the downtown areas of communities by providing assistance for public infrastructure improvements, specifically sidewalks and ADA compliance. This past year PRPC worked with several communities to develop and submit applications to this program. Out of the six Texas Panhandle communities that applied in July 2022, the Cities of Childress and Gruver have received indications from Texas Department of Agriculture that the agency will be issuing each a grant award through the TxCDBG Downtown Revitalization/Main Street Set-Aside program with an increase in funding from past program years of \$350,000 to \$500,000. In April 2022, this body approved a no-cost interlocal agreement that allowed PRPC to assist each of the above-mentioned cities to develop applications to the Downtown Revitalization/Main Street Set-Aside Program. This agenda item is to amend the interlocal agreements between PRPC and each of these cities to allow PRPC to carry out the administrative function and project management activities associated with the funded project. The Cities of Childress and Gruver will each receive \$500,000 in grant funds to make necessary improvements in their Downtown and Main Street area and the project management fee was set at a flat rate of \$40,000 for each project to perform the administrative and project management function. PRPC staff recommends that the Board of Directors authorize the Executive Director of the PRPC to execute an amendment to the Interlocal Cooperation Contracts between the Cities of Childress and Gruver and the PRPC to provide administration services for the Downtown Revitalization Program.

Mayor Kerry Symons moved to authorize the Executive Director to execute an amendment to the Interlocal Cooperation Contracts between the cities of Childress and Gruver and the PRPC to provide administration services for the Downtown Revitalization Program. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

22. TEXAS COMMUNITY DEVELOPMENT PROGRAM AGREEMENT AMENDMENT DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS

Mr. Alex Guerrero informed the board the Texas Department of Agriculture (TDA) has long been the funding agency for the Community Development Block Grant (CDBG) Program in the State of Texas. In late 2020 and early 2021, TDA solicited applications to the 2021/2022 TxCDBG program and PRPC assisted over 20 communities in the Panhandle to write, develop and submit applications to this long-standing program for basic water and sewer infrastructure improvements. This body passed no-cost interlocal agreements for application development for each of these communities in order to comply with TDA requirements pertaining to procurement. The no-cost interlocal agreement is to maintain the long-standing history of providing application development at no cost to Panhandle communities. However, this interlocal agreement is designed to be easily amended contingent upon funding for project management services. In 2021, PRPC received notification that the top seven scoring panhandle communities would be receiving a TDA contract for TxCDBG funds in the program year of 2021. For program year of 2022, PRPC received notification that twelve of the panhandle communities would be receiving a TDA contract for TxCDBG funds totaling to almost the entirety of the applications submitted for the 2021/2022 Community Development Cycle. The below list is subject to change as the funding agency, TDA, prepares projects for funding. This agenda item is to allow for the authorization of the Interlocal Amendment to carry out the administrative function and project management activities should the below projects receive grant funding. These activities are outlined in detail in the attached sample amendment and consist of:

- Project Management
- Financial Management
- Environmental Review
- Acquisition
- Construction Management
- Fair Housing/Equal Opportunity
- Audit/Close-out Procedures

The funds from the TxCDBG grants will assist the below communities to make necessary improvements to their water, sewer and road infrastructure services. Below is a list of the remaining communities that are likely to receive a grant award. This list includes: project type, amount of TxCDBG funding, the match amount committed by each community, and the amount that will be paid to the PRPC for general administration functions associated with the grant.

Entity	Project	Specifics	CDBG	Match	Admin
City of Canyon	Water/Sewer	Water/Sewer Lines	\$350,000	\$428,310	\$35,000
Ochiltree Co. – Waka WSC	Water	Standpipe	\$350,000	\$17,500	\$35,000
City of Howardwick	Road	Road Rehab	\$350,000	\$17,500	\$35,000
City of Spearman	Sewer	Sewer Lines	\$218,200	\$33,800	\$35,000
City of Bovina	Water	Tank Rehab	\$350,000	\$17,900	\$35,000
City of Silverton	Sewer	Lift Station	\$350,000	\$17,700	\$35,000
City of Channing	Water	Water Lines	\$350,000	\$17,765	\$35,000
City of Fritch	Water	Storage Tank Rehab	\$350,000	\$35,300	\$35,000
City of Groom	Water	Storage Tank Rehab/Water Lines	\$350,000	\$17,568	\$35,000
City of Lefors	Water/Sewer	Water/Sewer Lines	\$350,000	\$29,939.60	\$35,000
City of Friona	Water	Tank Rehab/Water Lines	\$350,000	\$77,050	\$35,000
City of Texoma	Water	Water Well	\$350,000	\$49,150	\$35,000

PRPC staff recommends that the Board of Directors authorize the Executive Director of the PRPC to execute amendments to the Interlocal Cooperation Contracts should the above noted communities receive a TxCDBG contract for PRPC to provide TxCDBG administration services.

Mr. Winston Sauls moved to authorize the Executive Director to execute amendments to the Interlocal Cooperation Contracts should the above noted communities receive a TxCDBG contract for PRPC to provide TXCDBG administration services. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

23. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Comments from the Executive Director.

Deputy Director, Mr. Michael Peters, updated the board on the health status of Executive Director, Mr. Dustin Meyer, in which he is progressing very well and continuing to work from home part-time. He plans to be back in the office full time in the next week or two.

As the Board may remember, PRPC received a grant from EDA for \$2.5M for the purchase of the Workforce Building. Next month we anticipate bringing a resolution to this body that would support staff in seeks funding for external partners for the matching portion of this grant (approx.. \$550k)

Auditors will begin the annual audit for PRPC and we anticipate that the Audit Committee will come together in March to review the Audit. As a reminder the selected audit committee is: Judge John Howard, Judge Kim Jones, Winston Sauls, Juan Cantu and Oscar Ostos.

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

- 12/13/2022 – Rolling Plains Organization for Rural Transportation Meeting
- 12/14/2022 – Low Income Medicare Savings Program
- 1/3/2023 – Criminal Justice Workshop
- 1/5/2023 – Criminal Justice Workshop
- 1/19/2023 – Mass Casualty Tabletop Exercise held in Borger
- 1/20/2023 – RSWMAC Meeting
- 1/23/2023 – Medicare vs Medicare Advantage
- 1/26/2023 – Preventive Services/SMP

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

- 1/27/2023 – DRC Volunteer Appreciation
- 2/8/2023 – Ogallala Commons Stewarding our Aquaphor Field Day
- 2/13/2023 – PWPG Agricultural Committee
- 2/13/2023 – PWPG Executive Committee
- 2/17/2023 – 9-1-1 Advisory Board
- 2/23/2023 – PRPC Board of Directors Meeting

24. CLOSED SESSION PURSUANT TO SECTION 551.074 (PERSONNEL MATTERS)

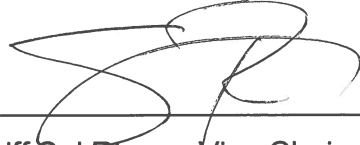
Consideration of convening a closed session of the Board of Directors to discuss personnel matters as provided for under Texas Government Code, Chapter 551, Section 551.074.

25. RECONVENE PUBLIC SESSION

Reconvene public session and consider action, if any, regarding closed session.

26. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:23 p.m.



Sherriff Sal Rivera, Vice Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Judge Nancy Tanner, Secretary/Treasurer
Panhandle Regional Planning Commission Board of Directors

