

**MEETING MINUTES
H-GAC BOARD OF DIRECTORS
October 16, 2018**

ATTENDANCE ROSTER

The following members of the Board of Directors of the Houston-Galveston Area Council attended all or a portion of the October 16, 2018 Board meeting:

Chambers County Commissioner Gary Nelson
Fort Bend County Commissioner Andy Meyers
Galveston County Commissioner Ken Clark
Harris County Commissioner R. Jack Cagle
Harris County Commissioner Rodney Ellis
Liberty County Judge Jay Knight
Matagorda County Judge Nate McDonald
Montgomery County Commissioner Charlie Riley
Walker County Commissioner Jimmy Henry
Wharton County Judge Phillip Spenrath

City of Friendswood Councilmember Sally Branson
City of Houston Vice Mayor Pro Tem Jerry Davis
City of Huntsville Mayor Andy Brauninger
City of La Porte Councilman Chuck Engelken, Jr.
City of Lake Jackson Councilmember Ralph Buster Buell

City of League City Mayor Pat Hallisey
City of Missouri City Council Member Floyd Emery
City of Sugar Land Mayor Joe Zimmerman
City of Texas City Commissioner Phil Roberts

Home Rule Cities (Less than 25,000):
City of Bellaire Council Member Trisha Pollard
City of Dickinson Councilmember William King, III

General Law Cities:
City of Meadows Place Mayor Pro Tem Terry Henley
City of Waller Council Member Nancy Arnold

School Districts (Outside Houston ISD):
Trustee Rissie Owens Huntsville ISD

The following members of the H-GAC Board of Directors were not marked in attendance at the October 16, 2018 Board meeting:

Austin County Judge Tim Lapham
Brazoria County Commissioner Stacy Adams
Colorado County Judge Ty Prause
Waller County Judge Trey Duhon

City of Baytown Council Member Chris Presley
City of Conroe Councilman Seth Gibson

City of Deer Park Councilman Thane Harrison
City of Galveston Mayor Jim Yarbrough
City of Houston Council Member Greg Travis
City of Pasadena Councilmember Cary Bass
City of Pearland Mayor Tom Reid
City of Rosenberg Mayor William Benton

CALL TO ORDER

Board Chair, City of Missouri City Council Member Floyd Emery called the meeting of the Board of Directors to order at 10:00 a.m. on Tuesday, October 16, 2018 in Conference Room B at 3555 Timmons Lane in Houston and presided throughout. Chair Emery stated that a quorum was present.

1. INVOCATION

At the request of Chair Emery, Harris County Commissioner R. Jack Cagle presented the invocation.

2. PLEDGES OF ALLEGIANCE

At the request of Chair Emery, Fort Bend County Commissioner Andy Meyers led Board members in reciting the Pledges of Allegiance to the flags of the United States and the State of Texas.

3. PUBLIC COMMENT

Chair Emery recognized Bunker Hill Village Councilmember Susan Schwartz, Alief ISD Trustee Jennifer Key, City of League City Councilman Larry Millican, Fort Bend County Emergency Management Coordinator Jeff Braun, and Mr. Jason Fuller, Office of Senator Ted Cruz who were in attendance in the audience.

Chair Emery explained that it was the custom at that time in the meeting to welcome any comments by the Public.

There were no public comments.

4. CONSENT AGENDA

Chair Emery called for the Consent Agenda. He asked if any member of the Board wished to remove an item from the Consent Agenda for special consideration, City of Huntsville Mayor Andy Brauninger moved approval of the Consent Agenda as presented. City of Friendswood Councilmember Sally Branson seconded the motion. Chair Emery called for any discussion or comments; hearing none, Chair Emery then called for a vote which resulted in unanimous approval by all members present.

The following items were acted on by approval of the Consent Agenda.

- a. **H-GAC Board of Directors Minutes September 18, 2018**—approved minutes of the September 18, 2018 Board Meeting.
- b. **Cypress Creek Watershed Protection Plan**—approved to contract with the Texas Commission on Environmental Quality for Cypress Creek Watershed Protection Plan; amount not to exceed \$154,236.
- c. **Workforce Additional Funds - Ombudsman Positions**—authorized to receive \$200,000 from the San Jacinto College District to fund staff ombudsman positions for Workforce Solutions.
- d. **On-Site Sewage Facilities Services**—authorized to utilize qualified list of On-Site Sewage Facilities contractors on a rotating basis for the purpose of soliciting quotes for work to be performed through the Supplemental Environmental Project.

- e. **Regional Incident Management Activities**—authorized to enter into an Advance Funding Agreement with the Texas Department of Transportation in the amount of \$8,000,000, to continue funding the Gulf Coast Regional Tow and Go Program.
- f. **H-GAC Title VI Program Update**—approved H-GAC’s Title VI Program update.
- g. **Clean Vehicles Program Agreements**—authorized agreements for acquisition of eleven vehicles; amount not to exceed \$1,348,780.
- h. **HGACBuy Cooperative Purchasing Program Market Analysis**—authorized to negotiate a contract with Amojos Consulting and Sperling Consulting for the HGACBuy Cooperative Purchasing Program Market Analysis for an amount not to exceed \$110,650.

5. FINANCE AND BUDGET COMMITTEE

a. Monthly Financial Report

Chair Emery recognized City of Waller Council Member Nancy Arnold, Chair of the H-GAC Finance and Budget Committee to present the report. Council Member Arnold reported that the Committee met with a quorum and considered several items. Council Member Arnold then called on H-GAC Chief Financial Officer Nancy Haussler to present the report. Mrs. Haussler reported that she was presenting the monthly financial status report for the third quarter ending September 2018. Mrs. Haussler noted that the report included combined revenues, expenditures, and changes in fund balances. She also reported that the Energy Purchasing Corporation continued to exceed its budget in revenue and that Cooperative Purchasing was where it was anticipated to be at that time of year, she also stated that she was fairly confident that projections in that program would be met by the end of the year. Mrs. Haussler then recommended the report for approval. Council Member Arnold moved approval of the report as presented. City of Dickinson Councilmember William King, III seconded the motion. Council Member Arnold called for any discussion or comments; hearing none, she then called for a vote which resulted in unanimous approval by all members present.

6. RECESS TO BUDGET AND SERVICE PLAN PRESENTATION

a. Presentation of Proposed H-GAC 2019 Budget and Service Plan

Chair Emery announced that the H-GAC Board of Directors meeting would recess for the presentation of the Budget and Service Plan, he then requested a motion to recess to the Budget and Service Plan presentation. City of Sugar Land Mayor Joe Zimmerman moved approval. City of Lake Jackson Councilmember Ralph Buster Buell seconded the motion. Chair Emery called for any discussion or comments; hearing none, Chair Emery then called for a vote which resulted in unanimous approval by all members present.

Chair Emery then recognized H-GAC Executive Director Chuck Wemple for the presentation. Mr. Wemple stated that each October the Budget and Service Plan was presented to the Board of Directors which would begin the budget process for the coming fiscal year, beginning January 1. Mr. Wemple then presented the first draft of the operating budget for 2019.

Mr. Wemple reported H-GAC’s accomplishments for 2018 which included: HGACBuy program was approaching \$1.5 billion in sales nationwide, with six consecutive years of advancing

sales; Text to 9-1-1 Program, entering its third year in outlined rural areas, completed the Text to 9-1-1 updates ahead of schedule, and was active in all service counties; Workforce had an apprenticeship program working with approximately twenty-five companies and 170 apprentice positions in the program; Elder Justice Program was a new program to H-GAC which intervened in suspected elder abuse cases in the H-GAC region; Harvey recovery activities; H-GAC launched its Tow and Go Program that was operating in the City of Houston which helped to remove stalled vehicles and improve traffic. Mr. Wemple then reported on 2019 challenges and opportunities which included: preparing for the 2020 Census; regional Housing Plan; reviving the longstanding business loan program; expanding the HGAC Energy program; Harvey recovery; and Transportation call for projects which would implement a billion dollars in transportation projects.

Mr. Wemple stated that in November, a revised draft Budget would be brought back to the Board and a Public Hearing would be conducted at the December Board meeting with possible approval of the Budget and Service Plan at that time.

Mr. Wemple continued his presentation and stated that unrestricted funds or discretionary funds, were a very small percentage at 2% of the overall budget or \$6,175,222 and 98% of the budget or \$353,681,645 were restricted for specific purposes. Mr. Wemple continued with the budget overview noting that the total unified budget was up 2.50% or \$8,772,508 at \$359,856,867; pass-through funds were up 3.66% or \$11,349,193 at \$321,746,962; operations were down 6.33% or \$2,576,685 at \$38,109,905. Mr. Wemple reported changes in the budget included: Aging was up 1.29% or \$131,936 at \$10,321,058; Public Services was up 4.48% or \$267,670 at \$6,241,380; Transportation, due to the Tow and Go Program and additional regional mitigation studies was up 54.35% or \$10,975,482 at \$31,167,908; Workforce was up 5.52% or \$15,761,542 at \$301,444,198; Community and Environmental was down 76.30% or \$17,718,736 at \$5,504,499; Data Services was down 22.43% or \$1,223,381 at \$4,230,105; Local was up 20.55% or \$22,797 at \$133,720; and Capital was up due to tenant improvements 214.53% or \$555,200 at \$814,000.

Mrs. Haussler continued the budget presentation by referencing the 2019 Budget and Service Plan that was distributed to each Board member in more detailed line items. She provided a summary on the revenues by program; overall expenses by programs; shared administrative costs; schedule of benefits; and unrestricted revenues and expenses. Mrs. Haussler continued her summary on the administrative and finance program noting each additional program category. Mrs. Haussler stated that the 2019 Budget and Service Plan was presented in draft form and after additional review of the plan, she noted that some of the figures could possibly be adjusted and that a final plan would be presented in December for possible approval.

Mr. Wemple closed the presentation by stating that the budget plan was presented three times so that Board members would have time to review and fully understand the document. He also noted that the bullet point items included in the budget plan were a large part of performance measures and accountability, noting that the accountability fed into the service reports which indicated whether H-GAC was achieving or exceeding its goals. Mr. Wemple asked each member to review the plan and contact us with any questions.

Following the presentation, Chair Emery stated that under accomplishments, the H-GAC Spotlight Program was a great new program that brought attention to the various services provided

by H-GAC and allowed an opportunity to meet staff responsible to the various programs and services.

Chair Emery stated that no action was taken, the item was for information only. He then reconvened the Board of Directors meeting.

7. AUDIT COMMITTEE

a. Independent Audit Services

Chair Emery recognized Commissioner Meyers who Chaired the Audit Committee meeting in the absence of the Chair. Commissioner Meyers reported that the Committee met with a quorum prior to the Board of Directors meeting. Commissioner Meyers stated that at the Audit Committee's request, staff solicited proposals for audit services consistent with previous procurement terms. He noted that three firms submitted proposals, the proposals were evaluated and scored ranking the current Auditor, Whitley Penn the highest ranked. Commissioner Meyers also reported the fees that each firm would charge for their services, noting that Whitley Penn's fees would be \$89,000. Commissioner Meyers then reported that the Audit Committee unanimously accepted the staff recommendation to negotiate a contract with Whitley Penn for a one-year contract with a two-year option. Commissioner Meyers then made a motion to approve Whitley Penn as the outside Audit firm. Commissioner Clark seconded the motion. Chair Emery called for any discussion or comments; City of Houston Vice Mayor Pro Tem Jerry Davis asked if there was a discussion regarding the cost differences between the firms, Commissioner Meyers stated that the firm with the higher fees included higher level staff with higher salaries as part of their team. Following clarification, Chair Emery then called for a vote which resulted in unanimous approval by all members present.

8. PLANS AND PROJECTS REVIEW COMMITTEE

a. Multi-Agency Coordination Center Plan

Chair Emery recognized Wharton County Judge Phillip Spenrath who Chaired the Plans and Projects Review Committee in the absence of the Chair. Judge Spenrath stated that the Committee met prior to the Board meeting but did not have a quorum. Judge Spenrath then presented H-GAC Senior Homeland Security Planner Justin Riley for the report. Mr. Riley stated that the Multi-Agency Coordination Center Plan was updated and approved by the Regional Homeland Security Coordinating Council on June 11. He stated the Multi-Agency Coordination Center was a regional agency that coordinates resources and situational awareness during large scale incidents such as natural disasters or terrorist events. Mr. Riley stated that the center's purpose was two-fold: 1) resource matchmaking request, and 2) situational awareness role that produces a regional situation report to help inform the region during large scale incidents. Mr. Riley stated that the Multi-Agency Center is activated at the discretion of the Unified Area Coordination Committee which is comprised of representatives from each of the thirteen-counties and the City of Houston and was established following Hurricane Rita in response to Texas Executive Order RP57 which required each Council of Governments to establish a unified command structure responsible for preparing for and responding to catastrophic events. The Multi-Agency Coordination Center Plan was updated after Hurricane Harvey to make situational awareness a part of the plan. Mr. Riley then requested that the Multi-Agency Coordination Center Plan be approved. Judge Spenrath moved approval. Councilmember King seconded the motion. Chair Emery called for any discussion or comments; hearing none, he then called for a vote which resulted in unanimous approval by all members present.

b. Economic Development Administration Grants – Harvey Recovery

Judge Spenrath recognized H-GAC Senior Planner Joshua Owens to present the report. Mr. Owens stated that the Economic Development Administration (EDA) regional office in Austin, which covers Texas and the four surrounding states was making approximately \$129 million in Harvey Recovery investments. He stated that the investment dollars would provide assistance to local Economic Development Organizations, universities, non-profits, and local governments, specifically for economic infrastructure programs and projects to assist in long term economic recovery. Mr. Owens stated that projects would include infrastructure such as roads, railroads, ports, water and wastewater, and sewer projects along with planning efforts. Mr. Owens stated that the ideal project size was between \$1 million and \$2.5 million with a twenty percent match requirement. He also noted that projects would be evaluated for the number of primary jobs that they retain and create, as well as private investment leverage and the projects must have an access to Hurricane Harvey. Mr. Owens reported that the EDA had provided preliminary approval for four competitive grants in the region: 1) \$760,237 to University of Houston and Texas Tech University to study innovative financing for small businesses impacted by hurricanes; 2) \$320,000 to Harris County Flood Control District to complete a feasibility study for an underground drainage network; 3) \$2,560,000 to St. George's Place Redevelopment Authority for a storm water detention facility; and 4) \$1,100,000 to TruFund Financial Services to provide technical assistance to women in minority owned small businesses. Mr. Owens then requested that the Economic Development Administration investments identified be found consistent with plans, policies, and review criteria of H-GAC. Judge Spenrath moved approval. Councilmember King seconded the motion. Chair Emery called for any discussion or comments; hearing none, he then called for a vote which resulted in unanimous approval by all members present.

c. C & G Realty Scrap Tire Management

Judge Spenrath recognized H-GAC Senior Planner Erin Livingston to present the report. Ms. Livingston began her report by stating that H-GAC's role was to review applications for consistency with the Regional Solid Waste Management Plan. She noted that H-GAC did not have the authority to approve or deny registration, that authority would rest solely with the Texas Commission on Environmental Quality. Ms. Livingston then stated that C & G Realty submitted an application to amend a registration for a strap tire processing facility to be located inside Houston City limits. Ms. Livingston reported that the facility was in the construction phase. Ms. Livingston stated that H-GAC reached out to elected officials and staff in the City of Houston and Harris County for comments and had received comments from Harris County Pollution Control Services and the City of Houston Solid Waste Management department that had requested specific requirements. Ms. Livingston stated that staff had no additional comments, she then requested that the project be found consistent with comments, with plans, policies, and H-GAC review criteria. Following discussion and questions, Commissioner Cagle moved approval pending comments by the City of Houston and Harris County. Galveston County Commissioner Ken Clark seconded the motion. Chair Emery called for any discussion or comments; hearing none, he then called for a vote which resulted in unanimous approval by all members present.

9. HUMAN SERVICES

a. Workforce Adult Education

Chair Emery recognized H-GAC Human Services Director Mike Temple. Mr. Temple reported that in June 2018, the H-GAC Board of Directors contracted with twelve adult education

providers including one provider who was new to the consortium and three providers previously funded through subcontracts from one or more organizations in the consortium. He stated that two organizations, the Association for the Advancement of Mexican Americans and Community Family Centers, were previously subrecipients to a major provider and were requesting direct contracts. Mr. Temple requested authorization to negotiate adult education contracts with the Association for the Advancement of Mexican Americans and Community Family Centers, both contracts in the amount of \$250,000 through June 2019. City of League City Mayor Pat Hallisey moved approval. Vice Mayor Pro Tem Davis seconded the motion. Chair Emery called for any discussion or comments; hearing none, he then called for a vote which resulted in unanimous approval by all members present.

10. H-GAC ADVISORY COMMITTEE APPOINTMENTS

a. H-GAC Advisory Committee Appointments

Chair Emery recognized Mr. Wemple to present the report. Mr. Wemple reported that there were several advisory committee appointments for consideration to the Area Emission Reduction Credit Organization, Aging Programs Advisory Committee, Criminal Justice Advisory Committee, Gulf Coast Economic Development District, Houston-Galveston Area Local Development Corporation, Natural Resources Advisory Committee, Regional Air Quality Planning Advisory Committee, Regional Flood Management Council, Regional Homeland Security Coordinating Council, and the Solid Waste Management Council. Mr. Wemple also had a verbal nomination submitted by Commissioner Clark who nominated Mr. Kenny Koncaba to the Regional Flood Management Council. Mr. Wemple then requested approval of the advisory committee appointment as presented including the verbal nomination. Commissioner Clark moved approval of the committee appointments as presented. Councilmember King seconded the motion. Chair Emery called for any discussion or comments; hearing none, he then called for a vote which resulted in unanimous approval by all members present.

11. TEXAS ASSOCIATION OF REGIONAL COUNCILS

a. Texas Association of Regional Councils – Board Designation

Chair Emery recognized Mr. Wemple to present the report. Mr. Wemple reported that the Texas Association of Regional Councils (TARC) requested each year, the designation of one representative and one alternate to the TARC Board of Directors. He noted that TARC was the statewide association of the twenty-four regional councils that observed common issues and represented the councils before state and federal agencies and legislative bodies. Mr. Wemple stated that Judge Mc Donald was the current TARC representative as well as the immediate past president. Mr. Wemple requested approval to designate Judge McDonald as the representative and Councilmember Arnold as the alternate to the Texas Association of Regional Councils' Board of Directors. Mayor Zimmerman moved approval. Councilmember King seconded the motion. Chair Emery called for any discussion or comments; hearing none, he then called for a vote which resulted in unanimous approval by all members present.

12. INFORMATION

a. H-GAC Spotlight - Elder and Vulnerable Adult Justice Project

Chair Emery recognized H-GAC Lead Program Coordinator Jackie Pontello for the presentation. Ms. Pontello stated that the Elder and Vulnerable Adult Justice Project was a partnership that was led jointly by H-GAC Public Safety and Area Agency on Aging departments. Ms. Pontello stated that Elder Abuse was America's fastest growing crime. She stated that elder

abuse was the physical, sexual, psychological abuse, neglect, and financial exploitation of an individual over the age of sixty-five by a person in a trust relationship with that individual, such as friends, care givers, family members, and trusted fiduciaries. She stated that those individuals were targeted because of their age and disability/infirmity. Ms. Pontello continued her presentation and provided information on how to tackle elder abuse. She stated that H-GAC's role in the project would include information sharing, coordinated community responses, foundational prosecutor's training, and in-region trainings. Ms. Pontello stated that the program was funded by a planning grant from the Victims of Crime Act administered by the Office of the Governor through the Criminal Justice Grant Program.

b. Executive Director's Report

Mr. Wemple stated that the Home Rule Caucus would be held on November 1, the General Law Caucus would be held on November 8, and an Independent School District Caucus would be held on November 29, all would be held at Maggiano's Little Italy in the Galleria area. Mr. Wemple reported that the first ever, Disadvantaged Business Enterprise Workshop would be held on October 24 and 25 at H-GAC. Mr. Wemple stated that H-GAC Program Managers would be receiving additional training and would begin working together as a team beyond their individual disciplines. Mr. Wemple also reported that H-GAC reinitiated a Toastmasters group with approximately twenty-five staff members currently enrolled.

13. ADJOURNMENT

Chair Emery noted that there being no further business to be considered by the Board, the meeting was adjourned at 11:10 a.m.