



AGENDA
HOUSTON-GALVESTON AREA
COUNCIL
BOARD OF DIRECTORS MEETING
June 21, 2022 10:00 AM
3555 Timmons Lane, 2nd Floor
Conference Room B
Houston, TX 77027

1. INVOCATION
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT – Members of the public may participate by registering to attend onsite; by sending comments to BoardPublicComments@h-gac.com; by joining online via our website; or by dialing 1-877-853-5247 or 1-888-788-0099 (Webinar ID 828 5580 9384; Participant ID 206701; Passcode 438412)
4. DECLARE CONFLICTS OF INTEREST
5. SAFETY TIP OF THE MONTH

ACTION

6. CONSENT AGENDA

Items listed are of a routine nature and may be acted on in a single motion unless requested otherwise by a member of the Board.

a. H-GAC BOARD MEETING MINUTES – MAY 17, 2022

Request approval of the minutes of the May 17, 2022 H-GAC Board Meeting. (Staff Contact: Rick Guerrero)

b. ECONOMIC DEVELOPMENT ADMINISTRATION – SMALL BUSINESS FUNDING

Request approval to accept the \$1,120,000 award from the U.S. Economic Development Administration. (Staff Contact: Ronnie Barnes)

c. WORKFORCE FULL-SERVICE PRINTING AND DELIVERY SERVICES

Request approval to negotiate a contract with ImageSet in the amount of \$300,000 per year. (Staff Contact: Juliet Stipeche)

d. EDUCATION AND AWARENESS FOR COVID-19 VACCINE LOCATIONS

Request approval to conduct public outreach campaign related to COVID-19 vaccination educational awareness; total amount is \$137,725. (Staff Contact: Mallory Freitag-Hejja).

e. TEXAS CLEAN RIVERS PROGRAM SUBCONTRACTS AMENDMENTS

Request authorization to amend existing subcontracts with the University of Houston – Clear Lake-Environmental Institute of Houston and Eastex Environmental Laboratory for additional regional water quality investigations, monitoring and laboratory analysis. Amended amount is \$84,888; contracts total \$338,632. (Staff Contact: Todd Running)

7. FINANCE AND BUDGET COMMITTEE

Report on activities and Committee recommendations.

a. MONTHLY FINANCIAL REPORT – MAY 2022

Request approval of the monthly financial report ending May 31, 2022. (Staff Contact: Jean Mahood)

8. AUDIT COMMITTEE

a. ANNUAL COMPREHENSIVE FINANCIAL REPORT

Request approval of the 2021 Annual Comprehensive Financial Report. (Staff Contact: Nancy Haussler)

b. EMPLOYEE RETIREMENT PLAN

Request approval of the 2021 Employee Retirement Plan. (Staff Contact: Nancy Haussler)

c. INTERNAL AUDIT REPORT 2021

Request Board acceptance of the Internal Audit Annual Report for fiscal year ending December 31, 2021. (Staff Contact: Charles Hill)

d. INTERNAL AUDIT PLAN 2022

Request Board approval of Internal Audit Plan for fiscal year 2022. (Staff Contact: Charles Hill)

9. HUMAN SERVICES

a. WORKFORCE ADULT EDUCATION CONTRACTS

Request approval of 2023 adult education services and contracts; total amount is \$21,050,028. (Staff Contact: Juliet Stipeche)

b. WORKFORCE SYSTEM PAYROLL CONTRACT

Request approval to negotiate a contract with G&A Partners to continue performing payroll/employer of record services for subsidized and temporary workers; amount is \$9,000,000. (Staff Contact: Juliet Stipeche)

10. H-GAC ADVISORY COMMITTEE APPOINTMENTS

a. H-GAC JUNE 2022 ADVISORY COMMITTEE APPOINTMENTS

Request approval of appointments to H-GAC advisory committees. (Staff Contact: Rick Guerrero)

11. RESOLUTION HONORING RETIRING BOARD MEMBER

a. RESOLUTION HONORING MAYOR PRO TEM WILLIAM H. KING, III

Request approval of resolution honoring the service to H-GAC and the region of Dickinson City Council Member William H. King, III. (Staff Contact: Chuck Wemple)

12. ELECTION COMMITTEE

a. 2022 BOARD VICE CHAIR VACANCY 1

Request approval of Election Committee recommendation for vice chair to fill the unexpired term of Councilmember Sally Branson. (Staff Contact: Chuck Wemple)

b. 2022 BOARD VICE CHAIR VACANCY 2

Request approval of Election Committee recommendation to fill the unexpired term of the 2022 H-GAC Board Vice Chair. (Staff Contact: Chuck Wemple)

INFORMATION

13. EXECUTIVE DIRECTOR'S REPORT

a. H-GAC SPOTLIGHT – ADVANCED LAW ENFORCEMENT RAPID RESPONSE TRAINING (ALERT) PROGRAM

No action requested. For information only. (Staff Contact: Madeline McGallion)

b. CURRENT AND UPCOMING H-GAC ACTIVITIES

Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)

14. ADJOURNMENT

In compliance with the Americans with Disabilities Act, H-GAC will provide for reasonable accommodations for persons attending H-GAC functions. Requests should be received by H-GAC 24 hours prior to the function.

H-GAC BOARD MEETING MINUTES – MAY 17, 2022

Background

The H-GAC Board of Directors convenes on the third Tuesday of each month at 10:00 a.m. Meeting minutes are prepared following each Board meeting to summarize any action taken and document the attendance of Board members.

Current Situation

A summary of the May 17 meeting of the H-GAC Board of Directors is attached and recommended for approval.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of the minutes of the May 17, 2022 H-GAC Board Meeting. (Staff Contact: Rick Guerrero)

ATTACHMENTS:

▢ Board Meeting Minutes - May 17 2022

Cover Memo

MEETING MINUTES
H-GAC BOARD OF DIRECTORS
May 17, 2022

Page 2 of 8

ATTENDANCE ROSTER

The following members of the Board of Directors (Board) of the Houston-Galveston Area Council (H-GAC) attended all or a portion of the May 17, 2022 Board meeting, in person or via videoconference:

Austin County Judge Tim Lapham
Brazoria County Commissioner Stacy Adams
Chambers County Commissioner Tommy Hammond
Colorado County Judge Ty Prause
Fort Bend County Commissioner Andy Meyers
Galveston County Commissioner Joseph Giusti
Liberty County Judge Jay Knight
Matagorda County Judge Nate McDonald
Walker County Commissioner Jimmy Henry
Waller County Judge Trey Duhon
Wharton County Judge Phillip Spenrath

City of Baytown Council Member Charles Johnson
City of Conroe Mayor Pro Tem Raymond McDonald
City of Friendswood Councilmember Sally Harris Branson
City of Galveston Mayor Dr. Craig Brown

City of Houston Council Member Sallie Alcorn
City of Huntsville Mayor Andy Brauninger
City of La Porte Councilmember Bill Bentley (Alternate)
City of Lake Jackson Mayor Gerald Roznovsky
City of League City Council Member Larry Millican
City of Missouri City Mayor Pro Tem Jeffrey Boney
City of Pearland Mayor Kevin Cole

Home Rule Cities (Less than 25,000):
City of Dickinson Mayor Pro Tem William H. King III
City of Sealy Mayor Carolyn Bilski

General Law Cities:
City of Waller Council Member Nancy Arnold
City of Pattison Mayor Joe Garcia

Independent School Districts:
Huntsville ISD Trustee Rissie Owens

The following Board members were not marked in attendance at the May 17, 2022 Board meeting:

Harris County Commissioner Adrian Garcia
Harris County Judge Lina Hidalgo
Montgomery County Commissioner Charlie Riley

City of Alvin Mayor Pro Tem Martin Vela
City of Deer Park Councilman Bill Patterson

City of Houston Council Member Dr. Letitia Plummer
City of Pasadena Councilmember Cary Bass
City of Rosenberg Mayor Kevin Raines
City of Sugar Land Mayor Joe Zimmerman
City of Texas City Commissioner Jami Clark

(over)

CALL TO ORDER

The Honorable William H. King III, Chair of the Board of Directors and City of Dickinson Mayor Pro Tem, called the meeting to order at 10:00 a.m. on Tuesday, May 17, 2022 in person at 3555 Timmons Lane and connecting via Zoom videoconference.

1. INVOCATION

Chair King asked everyone to stand in observance of a moment of silence for the late Galveston County Commissioner and H-GAC Board Member Ken Clark. Chair King then gave the invocation.

2. PLEDGE OF ALLEGIANCE

The Honorable Andy Brauninger, City of Huntsville Mayor, led the Pledge of Allegiance and the Pledge to the Texas Flag.

ROLL CALL

Chair King asked Rick Guerrero, Houston-Galveston Area Council Director of Intergovernmental Relations, to conduct the Board of Directors roll call. Mr. Guerrero conducted the roll call and announced that a quorum was present.

Mr. Guerrero then welcomed the following special guests: Board Alternates City of Bunker Hill Village Councilmember Susan Schwartz, City of Kemah Council Member Teresa Vazquez-Evans, and Alief ISD Trustee Jennifer Key; Jason Fuller from Senator Ted Cruz's office; Melissa Washington and Randall Lee Freeze from the Texas General Land Office; and Councilmember Johnnie Lee Simpson from the City of Dickinson.

3. PUBLIC COMMENT

Chair King invited comments from any members of the public who wished to participate during the meeting and asked Mr. Guerrero if any public comments had been received via email prior to the meeting. Mr. Guerrero stated that no one had signed up for public comments in person, via email or by phone.

Mr. Guerrero announced if there was anyone on the Zoom line who would like to make a public comment, they could do so by raising their hand in the Zoom chat function.

City of Friendswood Councilmember and new Chair Elect Sally Harris Branson thanked H-GAC Executive Director Chuck Wemple and H-GAC Director of Transportation Craig Raborn for speaking at the recent BayTran lunch meeting.

After the public comment period closed, Chair King proceeded to the next item on the agenda.

4. DECLARE CONFLICTS OF INTEREST

Chair King called for any Board member with a conflict of interest to declare it at that time. Hearing none, Chair King proceeded to the next item on the agenda.

5. SAFETY TIP OF THE MONTH

Chair King asked Mr. Wemple to present the next agenda item. Mr. Wemple stated that

Mr. Guerrero is the 911 coordinator for the Board meeting today should the need arise. He also stated that Jim Rouse, H-GAC Facilities Manager, is the fire warden should we need to evacuate the room. Mr. Wemple stated that the focus for this month continues to be traffic safety, as our region leads the nation in traffic fatalities. Please avoid distracted driving. Page 4 of 8

6. RESOLUTION HONORING BOARD MEMBER

- a. Resolution Honoring Commissioner Ken Clark** – approved the memorial resolution honoring the service to H-GAC and the region of Galveston County Commissioner Ken Clark.

Wharton County Judge Spenrath, Chair King, and Matagorda County Judge Nate McDonald commended Commissioner Clark and shared special memories about their time working with him.

Galveston County Commissioner Joseph Giusti thanked everyone for the kind words spoken about Commissioner Clark.

7. CONSENT AGENDA

Chair King called for the Consent Agenda and asked if there were any questions.

City of Pattison Mayor Joe Garcia moved to approve the Consent Agenda and Commissioner Meyers seconded the motion. Chair King 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 MEETING MINUTES – APRIL 19, 2022** – approved the minutes of the April 19, 2022 H-GAC Board Meeting minutes.
- b. H-GAC PRIORITY CONSERVATION PROJECT LIST** – approved quarterly update to the Regional Conservation Initiative – Priority Project List.
- c. TRANSPORTATION PLANS AND PROJECTS – ECONOMIC MODELING SOFTWARE** – authorized to negotiate two-year contract with Regional Economic Models, Incorporated for economic modeling software; total amount is \$194,000.
- d. INVESTMENT REPORT – 1ST QUARTER 2022** – approved the first quarter investment report ending March 31, 2022.

8. FINANCE AND BUDGET COMMITTEE

- a. Monthly Financial Report – April 2022**

The Finance Committee met prior to the Board meeting under the leadership of committee vice chair, Walker County Commissioner Jimmy Henry.

Commissioner Henry recognized Jean Mahood, H-GAC Director of Finance, to present the financial status report for April. Ms. Mahood stated that the first page of the report reflects the summary revenues and expenditures, as well as fund balance by fund type. She noted that the second page of the report reflects details of revenues and expenses. Ms. Mahood mentioned that

(over)

receipt of the membership dues is slightly lagging; but it is expected that all will be collected by the end of June.

Ms. Mahood noted that the Energy Corporation received a large payment for March and April, which is reflected in the earnings section. She also stated that pass-through funds are down for criminal justice, solid waste, and aging services. However, we are expecting these areas to pick up after the second quarter.

Ms. Mahood asked if there were any questions regarding the April financial report. There being none, Commissioner Meyers moved to approve and Chair Elect Branson seconded the motion. Chair King called for the vote, which resulted in unanimous approval by all members present.

9. TRANSPORTATION PLANNING

a. Transportation Safety Programs – Funding Agreement

Chair King called for the next item. David Fink, manager in the transportation department, requested adoption of a Resolution and authorization to enter into an Advance Funding Agreement with the Texas Department of Transportation for the regional transportation safety program in the amount of \$2,317,500. Mr. Fink stated that the funds will be used for safety programs in the eight-county Metropolitan Planning Organization area. Transportation Development Credits will be used for the local match.

Mr. Fink mentioned that in 2018, a Safety Plan was approved by the Transportation Policy Council, which made recommendations to reduce traffic fatalities and injuries in the region. In 2020, the Transportation Policy Council approved a Vision Zero plan, with an aspirational goal of no traffic fatalities in the region by 2050. One result of the 2018 Safety Plan was the observation that 40% of all traffic accidents and 25% of traffic fatalities occur at intersections. Hence, intersection audits have now been conducted at 58 intersections throughout the eight-county transportation region. Improvement recommendations and implementation strategies have now been submitted.

Mr. Fink stated that other types of programs which will use this funding include roadway safety audits, driver education, youth occupant education, bicycle safety education, and transportation safety campaigns.

Chair King asked if there were any questions for Mr. Fink. Commissioner Meyers moved to approve, and Waller County Judge Trey Duhon seconded the motion. Chair King asked Mr. Fink who the transportation department is collaborating with on the youth bicycle safety program. Mr. Fink responded that a vendor in Florida is handling the training via online registration listed on the H-GAC website. Mr. Fink further stated that Texas Children's Hospital also conducts free training and helmets. Chair King called for the vote, which resulted in unanimous approval by all members present.

10. HUMAN SERVICES

a. Workforce Financial Monitoring Contracts

Chair King requested the next item on the agenda. Rebecca Neudecker, manager in the workforce department, requested authorization to negotiate workforce financial monitoring contracts with Christine H. Nguyen, CPA, and Weaver and Tidwell, LLP for a combined total of

\$975,000. Ms. Neudecker stated that this is the final year of four-year contracts with these entities, and the team is requesting to extend the contracts. Page 6 of 8

Chair King asked if there were any questions for Ms. Neudecker. There being none, Commissioner Meyers moved to approve, and Commissioner Henry seconded the motion. Chair King called for the vote, which resulted in unanimous approval by all members present.

11. ELECTION COMMITTEE

a. Election Committee – 2022 H-GAC Board Officer Vacancies

Chair King recognized Wharton County Judge Spenrath to update the Board on the result of the Election Committee meeting which was held earlier during the day.

Judge Spenrath stated the Election Committee convened to discuss filling the current officer vacancy and potentially, another expected vacancy. He announced that if any Board member is interested in becoming an officer, please express interest to him or Mr. Wemple.

Mr. Wemple stated that in addition to the filling the unexpired term of Commissioner Clark, Chair King's office will also be vacated later in the day; hence, a second unexpired term will also need to be filled. Mr. Wemple also announced that a Resolution will be presented to Chair King at next month's Board meeting in recognition of his retirement and invited him to the meeting to receive his Resolution.

Chair King thanked Judge Spenrath and the committee for their work. He confirmed that he is stepping down from Dickinson City Council later in the day due to term limits.

Mr. Wemple stated that no additional action was needed and thanked the Board members.

12. H-GAC ADVISORY COMMITTEE APPOINTMENTS

a. H-GAC May 2022 Advisory Committee Appointments

Chair King recognized Rick Guerrero to request approval of appointments to our H-GAC Advisory Committees. Mr. Guerrero stated that this month, there are appointments to the Aging and Disability Advisory Committee, the Area Emission Reduction Credit Organization, the Regional Air Quality Planning Advisory Committee, the Transportation Advisory Committee, and the Transportation Policy Council.

Commissioner Meyers moved to approve, and Chair Elect Branson seconded the motion. With no additional discussion, Chair King called for the vote, which resulted in unanimous approval by all members present.

13. EXECUTIVE DIRECTOR'S REPORT

Chair King thanked the Board and executive leadership for their vote of confidence in him for the past eight years that he has served on the Board of Directors. He stated that he has enjoyed working with everyone over the years. Chair King expressed special thanks to former chairs Judge McDonald, Commissioner Adams and City of Waller Council Member Nancy Arnold, who have coached him and encouraged him throughout his tenure on the Board. He also acknowledged Judge Spenrath for being a great predecessor. Chair King thanked Mr. Wemple and stated that H-GAC is a great organization that all should admire. Lastly, Chair King encouraged Chair Elect Branson to continue her great work, as she brings warmth and energy

(over)

with her great personality.

Council Member Arnold expressed her gratitude for serving alongside Chair King and stated she will miss him on the Board. She commended his leadership.

Chair King received a standing ovation. Mr. Wemple thanked Chair King for his positive attitude, humor and leadership.

a. H-GAC Spotlight – 2045 Regional Transportation Plan Public Outreach

Mr. Wemple stated that the spotlight this month will be presented by Mike Burns, principal planner in the transportation department.

Mr. Burns explained that the Regional Transportation Plan is the long-term vision for our region, with a 20-year outlook which is updated every four years. Our staff has estimated that our region will grow during the next 25 years from 7 million to 10 million in population. We also estimate that we will have approximately \$100 billion in funding to address needs and challenges, including an aging population and aging infrastructure.

For this first of three steps in the planning process, Mr. Burns stated the visioning process includes a robust public outreach strategy. Public Meetings have been scheduled in each of the eight transportation counties, and one additional virtual meeting, to determine the communities' needs and priorities.

Mr. Burns also stated that a vision survey and comment map have been launched on engage.h-gac.com. Mr. Burns is requesting everyone at the meeting today to participate in the survey and request others to participate as well. The Regional Transportation Plan is expected to be completed in April 2023. He asked if there were any questions.

City of Lake Jackson Mayor Gerald Roznovsky mentioned that north Brazoria County and south Brazoria County have differing needs. He asked Mr. Burns how the differing needs within the county are going to be addressed. Mr. Burns stated that the survey results will group the needs by zip code, rather than by county. Mr. Wemple added that we can schedule an additional meeting in another part of the county if that is needed.

City of Sealy Mayor Carolyn Bilski asked about the portion of the region that is along a hurricane evacuation route. Mr. Wemple responded that we are still exploring possible solutions. He stated that we are coordinating with the Texas Department of Transportation on the Rural Transportation Plan which will address concerns and needs in the outlying areas.

Mr. Wemple thanked Mr. Burns for his presentation.

b. Current and Upcoming H-GAC Activities

Chair King called on Mr. Wemple for his Executive Director's report. Mr. Wemple offered a brief report on current and upcoming H-GAC activities.

Mr. Wemple introduced the new Chief Operating Officer, Onyinye Akujuo. Ms. Akujuo started with the agency a few weeks ago and was present to speak a few words. Ms. Akujuo stated that she is looking forward to working with the agency leadership, staff, and Board.

Mr. Wemple announced that Juliet Stipeche will join the agency as the new Director of Human Services in June.

Mr. Wemple stated that the agency recently met with the General Land Office regarding the Method of Distribution. Mr. Guerrero and Justin Bower, principal planner in the Community and Environmental Planning department, are taking the lead for these meetings. He stated that we expect a revision during June or July for the allocation for the mitigation funding coming to our region.

Mr. Wemple stated that the results of the annual audit and the mid-year budget revisions will be brought to the Board for approval in June and July.

Mr. Wemple stated that he, Transportation Director Craig Raborn and Data Director Jochen Floesser recently visited with Judge Jimmy Sylvia, Commissioner Billy Combs, and Board Member Commissioner Tommy Hammond in Chambers County to tour the Cedar Point development.

Mr. Wemple announced that the Loan Development Corporation has been awarded \$1 million in additional COVID-19 funds from the Economic Development Administration that will be available for business loans in the near future.

Lastly, Mr. Wemple reminded the 9-1-1 Board of Managers that their meeting and workshop would take place immediately upon adjournment of the Board of Directors Meeting today.

14. ADJOURNMENT

There being no further business to discuss, Chair King adjourned the May 2022 Meeting of the H-GAC Board of Directors at 10:59 a.m.

(over)

ECONOMIC DEVELOPMENT ADMINISTRATION – SMALL BUSINESS FUNDING

Background

The Houston-Galveston Area Local Development Corporation works collaboratively with the Gulf Coast Economic Development District to operate and administer loan programs through the U.S. Economic Development Administration. In August 2020, the Economic Development Administration awarded a \$1.6 million grant to the Gulf Coast Economic Development District through the Coronavirus Aid, Relief and Economic Security Act (CARES Act). Within months, the Local Development Corporation and Gulf Coast Economic Development District had fully distributed these funds to nearly 50 needy businesses through its revolving loan program. Because we spent our funds so quickly, indicating a significant demand in our region, the Economic Development Administration reallocated \$1,120,000 in unspent funds from other regions to the Gulf Coast Economic Development District.

Current Situation

Although COVID-19 originally affected businesses more than two years ago, we have recent data that points to current business demand. Last month, the Local Development Corporation and Gulf Coast Economic Development District launched a new small business funding program in partnership with Fort Bend County – Triple R. The program received almost 1,200 applications from Fort Bend county businesses over the course of six weeks. Given that we serve a 13-county area, the Local Development Corporation and Gulf Coast Economic Development District have an opportunity to expand their efforts to serve even more impacted businesses through these additional funds. Because this program is a revolving loan fund, as funds are repaid, we would lend funds to additional impacted businesses.

Funding Source

U.S. Economic Development Administration

Budgeted

No

Action Requested

Request approval to accept the \$1,120,000 award from the U.S. Economic Development Administration. (Staff Contact: Ronnie Barnes)

WORKFORCE FULL-SERVICE PRINTING AND DELIVERY SERVICES

Background

Workforce Solutions produces various handouts, flyers, and posters to communicate service information to customers in addition to purchasing Workforce Solutions branded stationery and other necessary business supplies. This structure allows for centralized template management of these documents and a single electronic storefront for purchasing items.

Current Situation

A request for proposals (RFP) for full-service printing and delivery services was issued March 17, 2022. We received three proposals to our solicitation from 1-Vision, ImageSet, and InfoVine, Inc. Proposals were scored on the basis of price, platform demonstration, qualifications, and references. Five evaluators were selected to score the proposals which resulted in the following ranking:

1. ImageSet
2. InfoVine, Inc.
3. 1-Vision

Funding Source

Texas Workforce Commission

Budgeted

Yes

Action Requested

Request approval to negotiate a contract with ImageSet in the amount of \$300,000 per year. (Staff Contact: Juliet Stipeche)

EDUCATION AND AWARENESS FOR COVID-19 VACCINE LOCATIONS

Background

H-GAC is the Aging and Disability Resource Center for the twelve counties surrounding Harris County. The City of Houston manages the Harris County ADRC. ADRC's provide information assistance and referral and respite care services for older individuals and individuals of all ages with disabilities.

Current Situation

H-GAC received funding from the Texas Health and Human Services Commission to provide the most vulnerable and at-risk older individuals and individuals with disabilities information about COVID-19 vaccinations. The Aging and Disability Resource Center program plans to develop a direct mail campaign describing information about the COVID-19 vaccine and how to access it for older and disabled individuals who may be interested.

The Aging and Disability Resource Center will utilize census data and Centers for Disease Control and Prevention data to identify zip codes with a higher prevalence of vulnerable older adults and people living with disabilities throughout the 12-counties.

The Aging and Disability Advisory Committee's Executive Committee met on May 26, 2022 and approved staff's recommendation.

Funding Source

Texas Health and Human Services Commission

Budgeted

Yes

Action Requested

Request approval to conduct public outreach campaign related to COVID-19 vaccination educational awareness; total amount is \$137,725. (Staff Contact: Mallory Freitag-Hejja).

TEXAS CLEAN RIVERS PROGRAM SUBCONTRACTS AMENDMENTS

Background

Since 1992, H-GAC has been the lead agency responsible for implementing the Texas Clean Rivers Program in four major basins that cover the H-GAC region. The work that H-GAC conducts, under contract with the Texas Commission on Environmental Quality, includes water quality monitoring, analysis, stakeholder involvement and public education and awareness.

Current Situation

During fiscal year 2022-2023, H-GAC subcontracted water quality monitoring and analysis to four subcontractors. Staff proposes to amend current contracts with two of these subcontractors to conduct the following additional work under H-GAC's Clean Rivers Work Program:

The University of Houston-Clear Lake Environmental Institute of Houston will conduct various monitoring activities at nine of 20 prioritized locations (see attached map), including: 1) Collect dissolved oxygen monitoring and flow monitoring at sites requested by the Texas Commission on Environmental Quality; and 2) Complete the targeted bacteria monitoring project identified in the fiscal year 22-23 Clean Rivers Program Work Plan. The proposed budget increase for the University of Houston Clear Lake – Environmental Institute of Houston is \$72,080 (New total \$202,752)

The Eastex Environmental Laboratory will conduct all of the laboratory analysis required from samples taken at those locations. The proposed budget increase for the Eastex Environmental Laboratory is \$12,808 (New total \$135,880)

Funding Source

Texas Commission on Environmental Quality

Budgeted

Yes

Action Requested

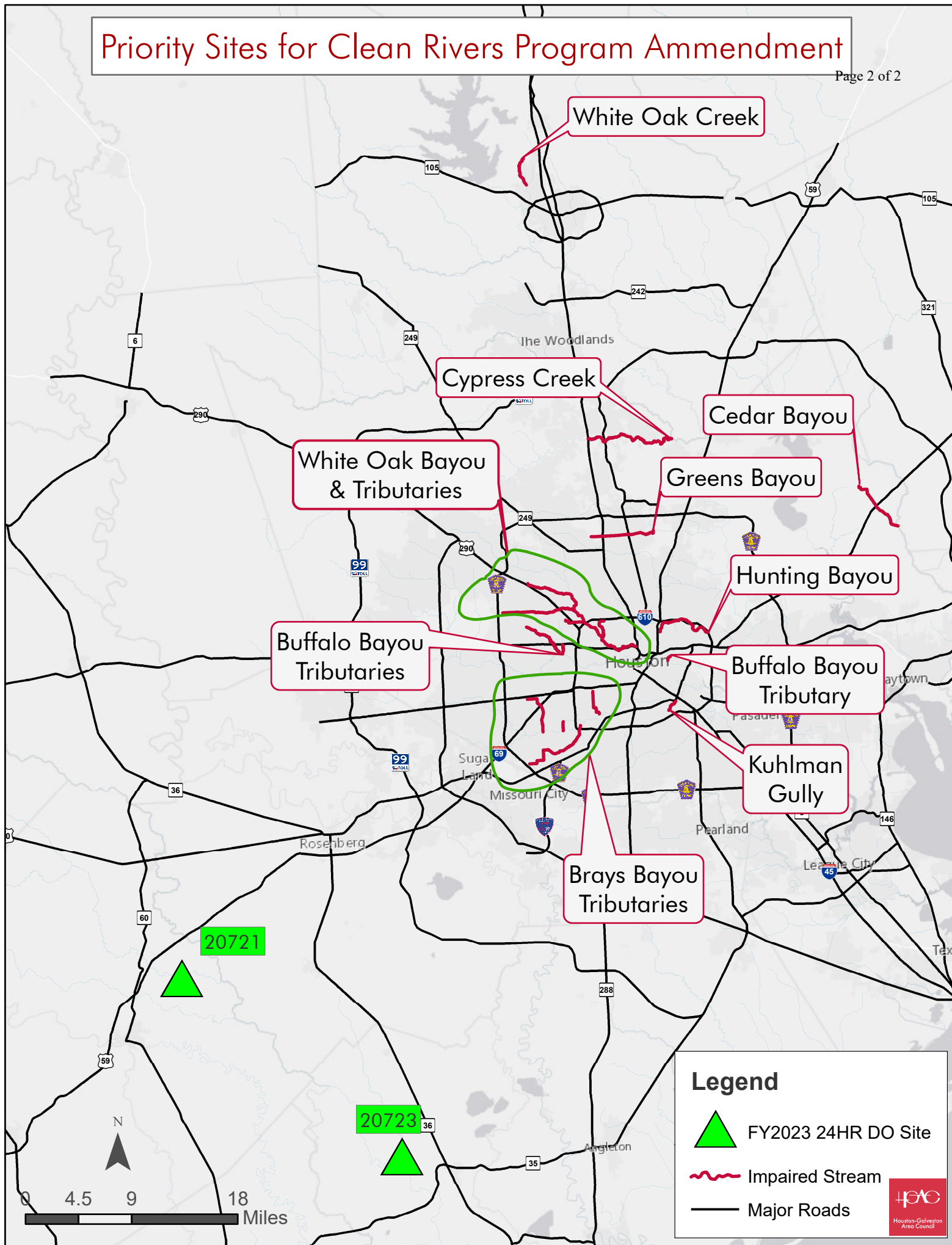
Request authorization to amend existing subcontracts with the University of Houston – Clear Lake-Environmental Institute of Houston and Eastex Environmental Laboratory for additional regional water quality investigations, monitoring and laboratory analysis. Amended amount is \$84,888; contracts total \$338,632. (Staff Contact: Todd Running)

ATTACHMENTS:

▢ Map of New Monitoring Locations

Cover Memo

Page 2 of 2



MONTHLY FINANCIAL REPORT – MAY 2022

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of the monthly financial report ending May 31, 2022. (Staff Contact: Jean Mahood)

ATTACHMENTS:

▯ Monthly Financial Report - May 2022

Cover Memo

HOUSTON-GALVESTON AREA COUNCIL
FINANCIAL STATUS REPORT
For the Five Months Ended May 2022

Page 2 of 3

		Budget	Actual	Variance	
		Year to date	Year to date	Dollar	%
Combined Revenues and Expenditures					
	Revenues	\$ 199,324,273	\$ 165,255,999	\$ (34,068,274)	-17%
	Expenditures	(199,717,363)	(164,278,836)	35,438,527	-18%
	Change in Combined Fund Balance	\$ (393,090)	\$ 977,162	\$ 1,370,252	

Change in Fund Balance by Fund Type					
	Change in fund balance - General Fund	\$ (362,791)	\$ 517,042	\$ 879,833	
	Change in fund balance - Gulf Coast Regional 911	419,721	121,128	(298,593)	
	Change in fund balance - Enterprise Fund*	(30,299)	338,992	369,291	
	Total Change in Fund Balances	\$ 26,632	\$ 977,162	\$ 950,530	

Variance Analysis

The presentation of the change in fund balance by fund type is intended to highlight the effects of revenue and expenditure transactions by fund. The General Fund (GF) consists of those funds not associated with grant programs or enterprise activities. The Special Revenue Fund (SRF) consists of those funds that are restricted for a specific purpose. HGAC's grant programs are in this fund. The Enterprise Fund is used to track activities of the Cooperative Purchasing program and the Energy Purchasing Corporation. The variances of specific revenues and expenditures are explained on the second page of this report.

* The Cooperative Purchasing program has a 270,524 increase toward the Enterprise fund balance YTD, and the Energy Purchasing Corporation is reflecting a 68,438 increase to the Enterprise fund balance.

**HOUSTON-GALVESTON AREA COUNCIL
FINANCIAL STATUS REPORT
For the Five Months Ended May 2022**

Page 3 of 3

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Dollar	%
Revenues					
General and Enterprise Fund					
Membership dues (a)	\$ 462,137	\$ 192,557	221,952	\$ 29,395	15%
HGAC Energy Purchasing Corporation	90,000	37,500	100,909	63,409	169%
Cooperative Purchasing fees	5,750,000	2,395,833	1,879,775	(516,058)	-22%
Gulf Coast Regional 911 fees	2,989,523	1,245,635	1,571,309	325,675	26%
Interest Income	25,000	10,417	1,471	(8,946)	-86%
Other (c)	6,281,246	2,617,186	1,640,665	(976,521)	-37%
Total General and Enterprise Fund revenues	\$ 15,597,906	\$ 6,499,128	\$ 5,416,081	\$ (1,083,046)	-17%
Special Revenue Fund					
Federal Grant (d)	\$ 3,483,782	\$ 1,451,576	\$ 82,347	\$ (1,369,229)	-94%
State Grants	459,296,567	191,373,570	159,757,474	(31,616,095)	-17%
Total Special Revenue Fund revenues	\$ 462,780,349	\$ 192,825,145	\$ 159,839,821	\$ (32,985,324)	-17%
Total Revenues	\$ 478,378,255	\$ 199,324,273	\$ 165,255,903	\$ (34,068,370)	-17%
Expenditures					
Personnel	\$ 30,867,961	\$ 12,861,650	\$ 11,809,155	\$ (1,052,495)	-8%
Pass-through funds - grant	428,461,002	178,525,418	146,162,617	(32,362,801)	-18%
Consultant and contract services	11,106,676	4,627,782	4,068,562	(559,220)	-12%
Lease of office space	1,884,146	785,061	696,547	(88,514)	-11%
Equipment	3,169,221	1,320,509	97,828	(1,222,681)	-93%
Travel (f)	357,705	149,044	54,242	(94,802)	-64%
Other expense	3,474,959	1,447,900	1,389,885	(58,015)	-4%
Total Expenditures	\$ 479,321,670	\$ 199,717,363	\$ 164,278,835	\$ (35,438,528)	-18%
Excess of Revenues over(under) Expenditures	\$ (943,415)	\$ (393,090)	\$ 977,068	\$ 1,370,157	

Variances:

- a) We continue to receive more membership dues payments in the month of May. We anticipate that most dues will be received by mid-year.
- b). Due to the supply chain issue, the Cooperative Purchasing revenue is little behind projected levels. We will reassess the projection during our mid-year budget preparation.
- c). Other revenue is behind because we just received the second round of EDA CARES Loan program in May. We anticipate the expenses will begin to catch up by the third quarter.
- d) Federal pass-thru derives primarily from the Department of Energy and the Environmental Protection Agency. Both programs are administered in H-GAC's Transportation department. These programs have longer-than-expected implementation schedules.
- f) Travel expenses are still behind projections. We anticipate realizing a big increase in travel in the next few months.

ANNUAL COMPREHENSIVE FINANCIAL REPORT

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of the 2021 Annual Comprehensive Financial Report. (Staff Contact: Nancy Haussler)

ATTACHMENTS:

▯ H-GAC Management Representation Letter Cover Memo

Board of Directors, Audit Committee and Management
Houston-Galveston Area Council
Houston, Texas

As part of our audits of the financial statements and compliance of Houston-Galveston Area Council (the Council) as of and for the year ended December 31, 2021, we wish to communicate the following to you.

AUDIT SCOPE AND RESULTS

Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America and the Standards Applicable to Financial Audits Contained in *Government Auditing Standards* Issued by the Comptroller General of the United States and U.S. Office of Management and Budget (OMB) Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State of Texas *Uniform Grant Management Standards* (UGMS)

An audit performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and U.S. Office of Management and Budget (OMB) Uniform Guidance and UGMS is designed to obtain reasonable, rather than absolute, assurance about the financial statements and about whether noncompliance with the types of compliance requirements described in the OMB Compliance Supplement and UGMS that could have a direct and material effect on a major federal or state program occurred. In performing auditing procedures, we establish scopes of audit tests in relation to the financial statements taken as a whole. Our engagement does not include a detailed audit of every transaction. Our contract more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement and compliance audits that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

Audits of the financial statements and compliance do not relieve management or those charged with governance of their responsibilities. Our contract more specifically describes your responsibilities.

Qualitative Aspects of Significant Accounting Policies and Practices

Significant Accounting Policies

The Council's significant accounting policies are described in Note 1 of the audited financial statements.

Alternative Accounting Treatments

We had no discussions with management regarding alternative accounting treatments within accounting principles generally accepted in the United States of America for policies and practices for material items, including recognition, measurement, and disclosure considerations related to the accounting for specific transactions as well as general accounting policies

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. The following area involves significant estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates:

- Allowance for uncollectible accounts receivable

Significant Unusual Transactions

Significant unusual transactions represent significant transactions that are outside the normal course of business for the Council or that otherwise appear to be unusual due to their timing, size, or nature. We identified no transactions that we consider to be significant and unusual.

Financial Statement Disclosures

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Commitments and contingencies
- Subsequent events

Audit Adjustments

During the course of any audit, an auditor may propose adjustments to financial statement amounts. Management evaluates our proposals and records those adjustments which, in its judgment, are required to prevent the financial statements from being materially misstated. A misstatement is a difference between the amount, classification, presentation, or disclosure of a reported financial statement item and that which is required for the item to be presented fairly in accordance with the applicable financial reporting framework. Some adjustments proposed were not recorded because their aggregate effect is not currently material; however, they involve areas in which adjustments in the future could be material, individually or in the aggregate.

- No matters are reportable

Auditor's Judgments About the Quality of the Council's Accounting Principles

During the course of the audit, we made the following observation regarding the Council's application of accounting principles:

- No matters are reportable.

Other Material Communication

Listed below is another material communication between management and us related to the audit:

- Management representation letter (attached)

OTHER MATTERS

Although not considered material weaknesses, significant deficiencies, or deficiencies in internal control over financial reporting, we observed the following matters and offer these comments and suggestions with respect to matters which came to our attention during the course of the audit of the financial statements. Our audit procedures are designed primarily to enable us to form an opinion on the financial statements and, therefore, may not bring to light all weaknesses in policies and procedures that may exist. However, these matters are offered as constructive suggestions for the consideration of management as part of the ongoing process of modifying and improving financial and administrative practices and procedures. We can discuss these matters further at your convenience and may provide implementation assistance for changes or improvements.

Upcoming Accounting Pronouncements

Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases* (GASB 87): GASB 87 provides a new framework for accounting for leases under the principle that leases are financings. No longer will leases be classified between capital and operating. Lessees will recognize an intangible asset and a corresponding liability. The liability will be based on the payments expected to be paid over the lease term, which includes an evaluation of the likelihood of exercising renewal or termination options in the lease. Lessors will recognize a lease receivable and related deferred inflow of resources. Lessors will not derecognize the underlying asset. An exception to the general model is provided for short-term leases that cannot last more than 12 months.

Contracts that contain lease and nonlease components will need to be separated so each component is accounted for accordingly.

GASB 87 is effective for financial statements for fiscal years beginning after June 15, 2021. Earlier application is encouraged. Therefore, this statement will be effective for the Council's fiscal year ending December 31, 2022. Governments will be allowed to transition using the facts and circumstances in place at the time of adoption, rather than retroactive to the time each lease was begun.

GASB Statement No. 91, *Conduit Debt Obligations* (GASB 91): GASB 91 provides a single method of reporting conduit debt obligations by issuers and eliminates diversity in practice associated with commitments extended by issuers, arrangements associated with conduit debt obligations, and related note disclosures. This Statement clarifies the existing definition of a conduit debt obligation; establishes that a conduit debt obligation is not a liability of the issuer; establishes standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improves required note disclosures.

GASB 91 is effective for financial statements for fiscal years beginning after December 15, 2021. Therefore, this statement will be effective for the Council's fiscal year ending December 31, 2022.

GASB Statement No. 92, *Omnibus 2020* (GASB 92): The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This statement addresses GASB 87 and the related Implementation Guide No. 2019-3, intra-entity transfers for OPEB plans, GASB 73 and 74, GASB 84, measurement of liabilities related to AROs, public entity risk pools, nonrecurring fair value measurements, and derivative instruments.

GASB 92 is effective for financial statements for fiscal years beginning after June 15, 2021, except for paragraphs 11 and 13, which were effective immediately. Therefore, this statement will be effective for the Council's fiscal year ending December 31, 2022.

GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for IRC Section 457 Deferred Compensation Plans* (GASB 97): This statement amends GASB statement Nos. 14, and 84, and supersedes GASB statement No. 32.

This statement requires for purposes of determining "financial accountability" for a potential component unit that the absence of a governing board should be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform. This Statement also requires that the financial burden criterion in paragraph 7 of Statement No. 84, Fiduciary Activities, be applicable to only defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in GASB 67 paragraph 3 and 74 paragraph 3. Finally, This Statement (1) requires that a Section 457 plan be classified as either a pension plan or another employee benefit plan depending on whether the plan meets the definition of a pension plan and (2) clarifies that Statement 84, as amended, should be applied to all arrangements organized under IRC Section 457 to determine whether those arrangements should be reported as fiduciary activities

GASB 97 is effective for financial statements for fiscal years beginning after June 15, 2021, except for paragraphs 4 and 5, which were effective immediately. Therefore, this statement will be effective for the Council's fiscal year ending December 31, 2022.

GASB Statement No. 93, *Replacement of Interbank Offered Rates* (GASB 93): The objective of this Statement is to address those and other accounting and financial reporting implications that result from the replacement of an IBOR.

GASB 93 is effective for financial statements for fiscal years beginning after December 31, 2021, for the removal of LIBOR, and periods beginning after June 15, 2021 for all other requirements in this statement. Therefore, this statement will be effective for the Council's fiscal year ending December 31, 2022 and December 31, 2023. Earlier application is encouraged.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* (GASB 94): The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs).

GASB 94 is effective for financial statements for fiscal years beginning after June 15, 2022. Therefore, this statement will be effective for the Council's fiscal year ending December 31, 2023. Earlier application is encouraged.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* (GASB 96): This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended.

GASB 96 is effective for financial statements for fiscal years beginning after June 15, 2022. Therefore, this statement will be effective for the Council's fiscal year ending December 31, 2023. Earlier application is encouraged.

This communication is intended solely for the information and use of management, the Audit Committee, the Board of Directors and others within the Council, and is not intended to be, and should not be, used by anyone other than these specified parties.

BKD, LLP

May 27, 2022

Representation of:

Audit Committee and Board of Directors
Charles Wemple, Executive Director
Nancy Haussler, Chief Financial Officer
Houston-Galveston Area Council
3555 Timmons Lane, Suite 100
Houston, Texas 77027

Provided to:

BKD, LLP
Certified Public Accountants
2700 Post Oak Blvd. Suite 1500
Houston, Texas 77056-5829

The undersigned (“We”) are providing this letter in connection with BKD’s audits of our financial statements as of and for the year ended December 31, 2021 and your audit of our compliance with requirements applicable to each of our major federal and state awards programs as of and for the year ended December 31, 2021.

Our representations are current and effective as of the date of BKD’s report: May 27, 2022.

Our engagement with BKD is based on our contract for services dated: March 14, 2022.

Our Responsibility and Consideration of Material Matters

We confirm that we are responsible for the fair presentation of the financial statements subject to BKD’s report in conformity with accounting principles generally accepted in the United States of America.

We are also responsible for adopting sound accounting policies; establishing and maintaining effective internal control over financial reporting, operations, and compliance; and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

Confirmation of Matters Specific to the Subject Matter of BKD’s Report

We confirm, to the best of our knowledge and belief, the following:

1. We have fulfilled our responsibilities, as set out in the terms of our contract, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. We acknowledge our responsibility for the design, implementation, and maintenance of:
 - a. Internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- b. Internal control to prevent and detect fraud.
- 3. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. All minutes of meetings of the governing body held through the date of this letter or summaries of actions of recent meetings for which minutes have not yet been prepared. All unsigned copies of minutes provided to you are copies of our original minutes approved by the governing body, if applicable, and maintained as part of our records.
 - e. All significant contracts and grants.
- 4. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- 5. We have informed you of all current risks of a material amount that are not adequately prevented or detected by our procedures with respect to:
 - a. Misappropriation of assets.
 - b. Misrepresented or misstated assets, deferred outflows of resources, liabilities, deferred inflows of resources, or net position.
- 6. We have no knowledge of any known or suspected fraudulent financial reporting or misappropriation of assets involving:
 - a. Management or employees who have significant roles in internal control, or
 - b. Others, where activities of others could have a material effect on the financial statements.
- 7. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, customers, regulators, suppliers, or others.
- 8. We have assessed the risk that the financial statements may be materially misstated as a result of fraud and disclosed to you any such risk identified.
- 9. We have disclosed to you the identity of all of the entity's related parties and all the related-party relationships of which we are aware. The entity has not entered into any new agreements with a related party or modified terms related to an existing related-party transaction during the year under audit, or as of the date of this letter. Further, we do not have any existing or ongoing agreements with related parties that are still in effect as of the date of this letter.
- 10. We understand that the term related party refers to an affiliate, management and members of their immediate families, component units, and any other party with which the entity may deal if the

entity can significantly influence, or be influenced by, the management or operating policies of the other. The term affiliate refers to a party that directly or indirectly controls, or is controlled by, or is under common control with, the entity.

11. We are not aware of any side agreements or other arrangements (either written or oral) that are in place.
12. Except as reflected in the financial statements, there are no:
 - a. Plans or intentions that may materially affect carrying values or classifications of assets and liabilities.
 - b. Material transactions omitted or improperly recorded in the financial records.
 - c. Material gain/loss contingencies requiring accrual or disclosure, including those arising from environmental remediation obligations.
 - d. Events occurring subsequent to the statement of net position/balance sheet date through the date of this letter requiring adjustment or disclosure in the financial statements.
 - e. Agreements to purchase assets previously sold.
 - f. Restrictions on cash balances or compensating balance agreements.
 - g. Guarantees, whether written or oral, under which the entity is contingently liable.
13. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
14. We have no reason to believe the entity owes any penalties or payments under the Employer Shared Responsibility Provisions of the *Patient Protection and Affordable Care Act* nor have we received any correspondence from the IRS or other agencies indicating such payments may be due.
15. We are not aware of any pending or threatened litigation or claims whose effects should be considered when preparing the financial statements. We have not sought or received attorney's services related to pending or threatened litigation or claims during or subsequent to the audit period. Also, we are not aware of any litigation or claims, pending or threatened, for which legal counsel should be sought.
16. Adequate provisions and allowances have been accrued for any material losses from:
 - a. Uncollectible receivables.
 - b. Sales commitments, including those unable to be fulfilled.
 - c. Purchase commitments in excess of normal requirements or above prevailing market prices.

17. Except as disclosed in the financial statements, the entity has:

- a. Satisfactory title to all recorded assets, and they are not subject to any liens, pledges, or other encumbrances.
- b. Complied with all aspects of contractual and grant agreements, for which noncompliance would materially affect the financial statements.

18. The financial statements disclose all significant estimates and material concentrations known to us. Significant estimates are estimates at the statement of net position/balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets for which events could occur that would significantly disrupt normal finances within the next year. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

19. The fair values of financial and nonfinancial assets and liabilities, if any, recognized in the financial statements or disclosed in the notes thereto are reasonable estimates based on the methods and assumptions used. The methods and significant assumptions used result in measurements of fair value appropriate for financial statement recognition and disclosure purposes and have been applied consistently from period to period, taking into account any changes in circumstances. The significant assumptions appropriately reflect market participant assumptions.

20. We have not been designated as a potentially responsible party (PRP or equivalent status) by the Environmental Protection Agency (EPA) or other cognizant regulatory agency with authority to enforce environmental laws and regulations.

21. With respect to any nonattest services you have provided us during the year, including completing the auditee portion of the Form SF-SAC (Data Collection Form) through the Federal Audit Clearinghouse:

- a. We have designated a qualified management-level individual to be responsible and accountable for overseeing the nonattest services.
- b. We have established and monitored the performance of the nonattest services to ensure they meet our objectives.
- c. We have made any and all decisions involving management functions with respect to the nonattest services and accept full responsibility for such decisions.
- d. We have evaluated the adequacy of the services performed and any findings that resulted.

22. With regard to deposit and investment activities:

- a. All deposit and investment transactions have been made in accordance with legal and contractual requirements.
- b. Disclosures of deposit and investment balances and risks in the financial statements are consistent with our understanding of the applicable laws regarding enforceability of any pledges of collateral.

- c. We understand that your audit does not represent an opinion regarding the enforceability of any collateral pledges.

23. As an entity subject to *Government Auditing Standards*:

- a. We acknowledge that we are responsible for compliance with applicable laws, regulations, and provisions of contracts and grant agreements.
- b. We have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of amounts in our financial statements or other financial data significant to the audit objectives.
- c. We have identified and disclosed to you any violations or possible violations of laws, regulations, and provisions of contracts and grant agreements whose effects should be considered for recognition and/or disclosure in the financial statements or for your reporting on noncompliance.
- d. We have taken or will take timely and appropriate steps to remedy any fraud, abuse, illegal acts, or violations of provisions of contracts or grant agreements that you or other auditors report.
- e. We have a process to track the status of audit findings and recommendations.
- f. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of your audit and the corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements, or other studies.
- g. We have provided our views on any findings, conclusions, and recommendations, as well as our planned corrective actions with respect thereto, to you for inclusion in the findings and recommendations referred to in your report on internal control over financial reporting and on compliance and other matters based on your audit of the financial statements performed in accordance with *Government Auditing Standards*.

24. With regard to federal and state awards programs:

- a. We have identified in the schedule of expenditures of federal and state awards all assistance provided (either directly or passed through other entities) by federal and state agencies in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, commodities, insurance, direct appropriations, or in any other form.
- b. We have identified the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* and the State of Texas Uniform Grant Management Standards (UGMS) regarding activities allowed or unallowed; allowable costs/cost principles; cash management; eligibility; equipment and real property management; matching, level of effort, earmarking; period of performance of federal funds/period of availability of state funds; procurement and suspension and debarment; program income; reporting; subrecipient monitoring; and special tests and provisions that are applicable to each of our federal and state awards programs. We have identified to you our interpretation of any applicable compliance requirements subject to varying interpretations.

- c. We are responsible for complying, and have complied, with the requirements of Uniform Guidance and UGMS.
- d. We are responsible to understand and comply with the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards related to each of our federal and state awards programs and have disclosed to you any and all instances of noncompliance with those requirements occurring during the period of your audit or subsequent thereto to the date of this letter of which we are aware. Except for any instances of noncompliance we have disclosed to you, we believe the entity has complied with all applicable compliance requirements.
- e. We are responsible for the design, implementation, and maintenance of internal controls over compliance that provide reasonable assurance we have administered each of our federal and state awards programs in compliance with federal and state statutes, regulations, and the terms and conditions of the federal and state awards.
- f. We have made available to you all federal and state awards (including amendments, if any) and any other correspondence or documentation relevant to each of our federal and state awards programs and to our compliance with applicable requirements of those programs.
- g. The information presented in federal and state awards program financial reports and claims for advances and reimbursements is supported by the books and records from which our financial statements have been prepared.
- h. The costs charged to federal and state awards are in accordance with applicable cost principles.
- i. The reports provided to you related to federal and state awards programs are true copies of reports submitted or electronically transmitted to the federal or state awarding agency, the applicable payment system or pass-through entity in the case of a subrecipient.
- j. Amounts claimed or used for matching were determined in accordance with Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and UGMS regarding cost principles.
- k. We have monitored any subrecipients to determine that they have expended federal and state awards in accordance with federal or state statutes, regulations, and the terms and conditions of the subaward and have met the audit and other requirements of the Uniform Guidance and UGMS.
- l. We have taken appropriate corrective action on a timely basis after receipt of any subrecipient's auditor's report that identified findings and questioned costs pertaining to federal and state awards programs passed through to the subrecipient by us.
- m. We have considered the results of any subrecipient's audits received and made any necessary adjustments to our books and records.
- n. We have disclosed to you any communications from federal or state awarding agencies and pass-through entities concerning possible noncompliance with the applicable compliance

- p. The reporting package does not contain any protected personally identifiable information.

25. The supplementary information required by the Governmental Accounting Standards Board, consisting of management's discussion and analysis has been prepared and is measured and presented in conformity with the applicable GASB pronouncements, and we acknowledge our responsibility for the information. The information contained therein is based on all facts, decisions, and conditions currently known to us and is measured using the same methods and assumptions as were used in the preparation of the financial statements. We believe the significant assumptions underlying the measurement and/or presentation of the information are reasonable and appropriate. There has been no change from the preceding period in the methods of measurement and presentation.

26. With regard to supplementary information:

- a. We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.
- b. We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.
- c. The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period.
- d. We believe the significant assumptions or interpretations underlying the measurement and/or presentation of the supplementary information are reasonable and appropriate.
- e. If the supplementary information is not presented with the audited financial statements, we acknowledge we will make the audited financial statements readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.

27. We acknowledge the current economic volatility presents difficult circumstances and challenges for our industry. Entities are potentially facing declines in the fair values of investments and other assets, declines in the volume of business, constraints on liquidity, and difficulty obtaining financing. We understand the values of the assets and liabilities recorded in the financial statements could change rapidly, resulting in material future adjustments to asset values, allowances for accounts and notes receivable, etc., that could negatively impact the entity's ability to maintain sufficient liquidity.

We acknowledge that you have no responsibility for future changes caused by the current economic environment and the resulting impact on the entity's financial statements. Further, management and governance are solely responsible for all aspects of managing the entity, including questioning

the quality and valuation of investments and other assets; reviewing allowances for uncollectible amounts; evaluating capital needs and liquidity plans; etc.

DocuSigned by:



5662284B242A416

Charles Wemple

Executive Director

charles.wemple@h-gac.com

DocuSigned by:



00B24D57197D46C

Nancy Haussler

Chief Financial Officer

nancy.haussler@h-gac.com

EMPLOYEE RETIREMENT PLAN

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of the 2021 Employee Retirement Plan. (Staff Contact: Nancy Haussler)

ATTACHMENTS:

▢ 2021 Employee Retirement Plan Letter

Cover Memo

Retirement Committee and Management
Retirement Plan for Employees of Houston-Galveston Area Council
(A Component Unit of Houston-Galveston Area Council)
Houston, Texas

As part of our audit of the financial statements of the Retirement Plan for Employees of Houston-Galveston Area Council (A Component Unit of Houston-Galveston Area Council) (the Plan) as of and for the year ended December 31, 2021, we wish to communicate the following to you.

AUDIT SCOPE AND RESULTS

Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America and the Standards Applicable to Financial Audits Contained in *Government Auditing Standards* Issued by the Comptroller General of the United States

An audit performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States is designed to obtain reasonable, rather than absolute, assurance about the financial statements. In performing auditing procedures, we establish scopes of audit tests in relation to the financial statements taken as a whole. Our engagement does not include a detailed audit of every transaction. Our contract more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement audit that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of the financial statements does not relieve management or those charged with governance of their responsibilities. Our contract more specifically describes your responsibilities.

Qualitative Aspects of Significant Accounting Policies and Practices

Significant Accounting Policies

The Plan's significant accounting policies are described in Note 2 of the audited financial statements.

Alternative Accounting Treatments

No matters are reportable.

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. The following area involves significant estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates:

- Fair value of investments

Significant Unusual Transactions

No matters are reportable.

Financial Statement Disclosures

The following area involves particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Determination of fair values

Audit Adjustments

No matters are reportable.

Auditor's Judgments About the Quality of the Plan's Accounting Principles

No matters are reportable.

Disagreements with Management

No matters are reportable.

Consultations with Individuals Outside of the Engagement Team

No matters are reportable.

Consultation with Other Accountants

No matters are reportable.

Significant Issues Discussed with Management

No matters are reportable.

Plan Difficulties Encountered in Performing the Audit

No matters are reportable.

Significant Related Party Findings

No matters are reportable.

Other Material Communication

Listed below is another material communication between management and us related to the audit:

- Management representation letter (attached)

This communication is intended solely for the information and use of management, the Retirement Committee and others within the Plan and is not intended to be, and should not be, used by anyone other than these specified parties.

BKD, LLP

May 26, 2022
Houston, Texas

Representation of:

Retirement Plan for Employees of Houston-Galveston Area Council (the Plan)
(A Component Unit of Houston-Galveston Area Council)
3555 Timmons Lane, Suite 100
Houston, Texas 77027

Provided to:

BKD, LLP
Certified Public Accountants
2700 Post Oak Blvd. Suite 1500
Houston, Texas 77056-5829

The undersigned (“We”) are providing this letter in connection with BKD’s audit of our financial statements as of and for the year ended December 31, 2021.

Our representations are current and effective as of the date of BKD’s report: May 26, 2022.

Our engagement with BKD is based on our contract for services dated: February 8, 2022.

Our Responsibility and Consideration of Material Matters

We confirm that we are responsible for the fair presentation of the financial statements subject to BKD’s report in conformity with accounting principles generally accepted in the United States of America.

We are also responsible for adopting sound accounting policies; establishing and maintaining effective internal control over financial reporting, operations, and compliance; and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

Confirmation of Matters Specific to the Subject Matter of BKD’s Report

We confirm, to the best of our knowledge and belief, the following:

1. We have fulfilled our responsibilities, as set out in the terms of our contract, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. We acknowledge our responsibility for the design, implementation, and maintenance of:
 - a. Internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
 - b. Internal control to prevent and detect fraud.

Retirement Plan for Employees of Houston-Galveston Area Council

Page 2
Page 6 of 10

3. We have reviewed and approved a draft of the financial statements and related notes referred to above, which you prepared in connection with your audit of our financial statements. We acknowledge that we are responsible for the fair presentation of the financial statements and related notes.
4. We have everything we need to keep our books and records.
5. We have disclosed any significant unusual transactions the Plan has entered into during the period, including the nature, terms, and business purpose of those transactions and whether such transactions involved related parties.
6. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. All minutes of meetings of the Retirement Committee held through the date of this letter or summaries of actions of recent meetings for which minutes have not yet been prepared. All unsigned copies of minutes provided to you are copies of our original minutes approved by the Retirement Committee, if applicable, and maintained as part of our records.
 - e. All significant contracts and grants.
7. All transactions have been recorded in the accounting records and are reflected in the financial statements.
8. We have informed you of all current risks of a material amount that are not adequately prevented or detected by our procedures with respect to:
 - a. Misappropriation of assets.
 - b. Misrepresented or misstated assets, deferred outflows of resources, liabilities, deferred inflows of resources, or net position.
9. We have no knowledge of any known or suspected fraudulent financial reporting or misappropriation of assets involving:
 - a. Management or employees who have significant roles in internal control, or
 - b. Others, where activities of others could have a material effect on the financial statements.
10. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, customers, regulators, suppliers, or others.
11. We have assessed the risk that the financial statements may be materially misstated as a result of fraud and disclosed to you any such risk identified.

Retirement Plan for Employees of Houston-Galveston Area Council

Page 3
Page 7 of 10

12. We have disclosed to you the identity of all of the entity's related parties and all the related-party relationships of which we are aware. In addition, we have disclosed to you all related-party transactions of which we are aware.

Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.

We understand that the term related party refers to an affiliate, management and members of their immediate families, component units, and any other party with which the entity may deal if the entity can significantly influence, or be influenced by, the management or operating policies of the other. The term affiliate refers to a party that directly or indirectly controls, or is controlled by, or is under common control with, the entity.

13. We are not aware of any side agreements or other arrangements (either written or oral) that are in place.

14. Except as reflected in the financial statements, there are no:

- a. Plans or intentions that may materially affect carrying values or classifications of assets and liabilities.
- b. Material transactions omitted or improperly recorded in the financial records.
- c. Material gain/loss contingencies requiring accrual or disclosure, including those arising from environmental remediation obligations.
- d. Events occurring subsequent to the statement of net position date through the date of this letter requiring adjustment or disclosure in the financial statements.
- e. Agreements to purchase assets previously sold.
- f. Restrictions on cash balances or compensating balance agreements.
- g. Guarantees, whether written or oral, under which the entity is contingently liable.

15. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.

16. Neither the Plan nor the Plan Sponsor are aware of any pending or threatened litigation or claims whose effects should be considered when preparing the financial statements. We have not sought or received attorney's services related to pending or threatened litigation or claims during or subsequent to the audit period. Also, we are not aware of any litigation or claims, pending or threatened, for which legal counsel should be sought.

17. Except as disclosed in the financial statements, the entity has:

- a. Satisfactory title to all recorded assets, and they are not subject to any liens, pledges, or other encumbrances.
- b. Complied with all aspects of contractual and grant agreements, for which noncompliance would materially affect the financial statements.

Retirement Plan for Employees of Houston-Galveston Area Council

Page 4
Page 8 of 10

18. The financial statements disclose all significant estimates known to us. Significant estimates are estimates at the statement of fiduciary net position date that could change materially within the next year. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
19. The fair values of financial and nonfinancial assets and liabilities, if any, recognized in the financial statements or disclosed in the notes thereto are reasonable estimates based on the methods and assumptions used. The methods and significant assumptions used result in measurements of fair value appropriate for financial statement recognition and disclosure purposes and have been applied consistently from period to period, taking into account any changes in circumstances. The significant assumptions appropriately reflect market participant assumptions.
20. With respect to any nonattest services you have provided us during the year, including assisting with the preparation of the financial statements:
- a. We have designated a qualified management-level individual to be responsible and accountable for overseeing the nonattest services.
 - b. We have established and monitored the performance of the nonattest services to ensure they meet our objectives.
 - c. We have made any and all decisions involving management functions with respect to the nonattest services and accept full responsibility for such decisions.
 - d. We have evaluated the adequacy of the services performed and any findings that resulted.
21. With regard to investment activities:
- a. All investment transactions have been made in accordance with legal and contractual requirements.
 - b. Disclosures of investment balances and risks in the financial statements are consistent with our understanding of the applicable laws regarding enforceability of any pledges of collateral.
 - c. We understand that your audit does not represent an opinion regarding the enforceability of any collateral pledges.
22. As an entity subject to *Government Auditing Standards*:
- a. We acknowledge that we are responsible for compliance with applicable laws, regulations, and provisions of contracts and grant agreements.
 - b. We have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of amounts in our financial statements or other financial data significant to the audit objectives.
 - c. We have identified and disclosed to you any violations or possible violations of laws, regulations, and provisions of contracts and grant agreements whose effects should be considered for recognition and/or disclosure in the financial statements or for your reporting on noncompliance.

Retirement Plan for Employees of Houston-Galveston Area Council

Page 5
Page 9 of 10

- d. We have taken or will take timely and appropriate steps to remedy any fraud, abuse, illegal acts, or violations of provisions of contracts or grant agreements that you or other auditors report.
 - e. We have a process to track the status of audit findings and recommendations.
 - f. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of your audit and the corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements, or other studies.
23. The supplementary information required by the Governmental Accounting Standards Board (GASB), consisting of management's discussion and analysis has been prepared and is measured and presented in conformity with the applicable GASB pronouncements, and we acknowledge our responsibility for the information. The information contained therein is based on all facts, decisions, and conditions currently known to us and is measured using the same methods and assumptions as were used in the preparation of the financial statements. We believe the significant assumptions underlying the measurement and/or presentation of the information are reasonable and appropriate. There has been no change from the preceding period in the methods of measurement and presentation.
24. We acknowledge the Plan does not meet the definition of a "public entity" under generally accepted accounting principles.
25. The Plan and the trust established under the Plan are qualified under the appropriate section of the Internal Revenue Code, and we intend to continue them as a qualified Plan and trust. We do not have any intention at present to terminate the Plan.
26. The adoption date of the most recent Plan amendment was December 31, 2021, as provided to you.
27. The Plan obtained its latest determination letter on August 28, 2010, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code. The Plan has been amended since receiving the determination letter. However, we believe that the Plan is currently designed and being operated in compliance with the applicable requirements of the Internal Revenue Code. Therefore, we believe that the Plan was qualified, and the related trust was tax-exempt as of the financial statement date.
28. The Plan has made no investments during the year that violate the terms of the Plan or Trust Agreement.
29. We have reviewed the reports of all transactions processed by third-party servicers, and based on our review, we believe the transactions shown in the reports are valid and in accordance with our instructions to the third-party processor. We also have had no communications from any of the Plan's service organizations regarding any fraud, noncompliance with laws and regulations, or uncorrected misstatements.
30. We have apprised you of all communications, written or oral, with regulatory agencies concerning the operation of the plan.

Retirement Plan for Employees of Houston-Galveston Area Council

Page 6
Page 10 of 10

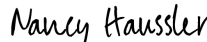
31. We understand the values of the assets and liabilities recorded in the financial statements could change rapidly, resulting in material future adjustments to investment values that could negatively impact the Plan. We acknowledge that you have no responsibility for future changes caused by the current economic environment and the resulting impact on the Plan's financial statements. Further, the plan sponsor is solely responsible for all aspects of managing the Plan, including questioning the quality and valuation of investments.
32. We have evaluated whether there are conditions or events known or reasonably knowable, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern within one year of the date of this letter without consideration of potential mitigating effects of management's plans not yet fully implemented and concluded substantial doubt does not exist.

DocuSigned by:



Charles Wemple, Executive Director
charles.wemple@h-gac.com

DocuSigned by:



Nancy Haussler, Chief Financial Officer
nancy.haussler@h-gac.com

INTERNAL AUDIT REPORT 2021

Background

The Internal Audit Charter requires the Internal Audit department to prepare an annual plan to be approved by the Executive Director, the Audit Committee, and the Board of Directors. In addition, the charter also requires the Internal Audit department to prepare an annual report of its activities that compares the plan with actual results. The H-GAC Internal Audit department consists of four auditing professionals.

Current Situation

The Director of Internal Audit has prepared the Internal Audit Annual Report for fiscal year ending December 31, 2021. The Executive Director has reviewed the annual report. This report was submitted to the H-GAC Audit Committee on June 7, 2022 for review and discussion. The Audit Committee agreed to accept and submit the report to the H-GAC Board of Directors.

The Internal Audit Annual Report is a summary of internal audit activities for fiscal year 2021. The report contains a narrative of staff hours charged to various projects as well as categories of subrecipient/contractor monitoring, regular internal audits, program reviews, follow-up audits, and special projects. In the appendixes of the report are specific projects completed, a list of audits and reviews completed, desk reviews of contractor financial reporting packets completed, a list of site visits, and a list of pre-award reviews completed by internal audit staff. Attached is the complete document reviewed and accepted by the H-GAC Audit Committee.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request Board acceptance of the Internal Audit Annual Report for fiscal year ending December 31, 2021. (Staff Contact: Charles Hill)

ATTACHMENTS:

▢ Internal Audit Report 2021

Cover Memo



HOUSTON- GALVESTON AREA COUNCIL
SERVING TODAY ▪ PLANNING FOR TOMORROW

June 7, 2022

Chuck Wemple
Executive Director
Houston-Galveston Area Council
3555 Timmons Lane
Houston, Texas 77027

RE: INTERNAL AUDIT ANNUAL REPORT FOR 2021

Dear Mr. Wemple:

Attached is the Internal Audit Annual Report for fiscal year 2021. This report contains the results of activities for the internal audit function at H-GAC. A comparison of the planned projects and allocated hours versus actual hours charged to specific project categories is included in this report.

The internal audit staff adds value to H-GAC operations by fulfilling their responsibilities as an independent review of operational controls, testing compliance with appropriate policies and procedures as well as state and federal regulations and advisory services to managers and directors. The Executive Director should submit this report to the H-GAC Audit Committee and Board of Directors for review and comments. If there are any questions about this report, contact me at (713) 993-4517.

Sincerely,

Charles D. Hill

Charles Hill, CIA, CPA, CGMA
Director, Internal Audit

cc: Audit Committee Members
Nancy Haussler, H-GAC Chief Financial Officer
Onyinye Akujuo, H-GAC Chief Operations Officer

Attachment



Houston-Galveston Area Council

**INTERNAL AUDIT
ANNUAL REPORT
For Fiscal Year Ending 2021**

June 2022

**HOUSTON-GALVESTON AREA COUNCIL
INTERNAL AUDIT ANNUAL REPORT
For Fiscal Year Ending 2021**

Page 4 of 14

Table of Contents

	Page
EXECUTIVE SUMMARY.....	i
PURPOSE.....	1
BACKGROUND.....	1
RESULTS OF AUDIT ACTIVITY.....	1
PROJECTS COMPLETED...,.....	3
APPENDIXES:	
A. Planned Projects versus Actual Projects for 2021	
B. List of Audit and Review Projects for 2021	
C. Summary of Desk Reviews for 2021	
D. List of Contractor Site Visits for 2021	
E. Pre-Award Contract Reviews for 2021	

EXECUTIVE SUMMARY

INTERNAL AUDIT ANNUAL REPORT For Fiscal Year Ending 2021

The Director of Internal Audit prepared this report covering the scope of activities and projects for fiscal year 2021. The Internal Audit department is responsible for reviewing and evaluating the controls at H-GAC and monitoring contractors/subrecipients. The following is a breakdown of the actual staff hours versus budget hours for various categories of projects for the year.

<i>Category</i>	<i>Planned Hours</i>	<i>Actual Hours</i>	<i>Difference</i>
Regular Audits	2,100	463	-737
Program Reviews	1,050	384	-666
Follow-up Audits	420	0	-420
Contractor Monitoring	3,510	2,920	-590
Special Projects	720	1,263	+543
Administrative Time	1,600	2,607	+1,007
Leave Time	1,000	1,603	+603
<i>Totals</i>	<i>10,400</i>	<i>9,240</i>	

The following is a breakdown of the types of projects, the number of reports, as well as a summary of work products for the past three years.

<i>Item</i>	<i>2021</i>	<i>2020</i>	<i>2019</i>
Regular Audits/Reviews	7	7	7
Regular Audit Reports	1	3	4
Follow-up Audits/Reports	0	2	0
Special Projects	6	8	7
Special Project Reports	2	2	2
Site Visits	17	26	15
Site Visit Reports	11	25	12
Desk Review Letters	38	33	37
Pre-Award Review Memos	4	5	2

Additional comments and clarifications include the following.

- The staff started or completed seven audits/reviews and issued one report.
- Work was performed on a follow-up audit; but no report was issued.
- More administrative time and contractor monitoring hours were used due to the COVID-19 pandemic and changes in internal procedures and management.
- Pre-Award reviews again covered one department (i.e. Transportation) for this year.
- Subrecipients/contractors desk review letters were normal this year.

INTERNAL AUDIT ANNUAL REPORT For Fiscal Year Ending 2021

PURPOSE

This report was prepared by the Director of Internal Audit at the Houston-Galveston Area Council (H-GAC) to summarize the activities and work completed for the department. The reporting period is from January to December 2020. The completion of this report and its submission to the H-GAC Board of Directors (the Board) is consistent with the H-GAC internal audit charter. The Institute of Internal Auditors Code of Ethics defines internal auditing as an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

BACKGROUND

The Internal Audit Department at H-GAC has the responsibility to review and evaluate the controls at the agency. In addition, the internal audit staff has responsibility for contractor/subrecipient monitoring. Our staff performs desk reviews of contractors audited annual financial reports, site visits, and on a sample basis CPA firm working papers reviews. All other assignments completed by the department are considered special projects.

The H-GAC Board approved a revised internal audit charter in 2015 to update and reflect current guidelines for the professional practice of internal auditing. The Internal Audit function at H-GAC consists of a director and four audit professionals. The operations of the department conform to standards for the International Practice of Internal Auditing as required by the Institute of Internal Auditors. An external quality assurance review was completed in 2018 and confirmed our compliance with professional standards.

RESULTS OF AUDIT ACTIVITY

The internal audit director completed an internal audit plan for fiscal year 2021, which was approved by the H-GAC Audit Committee as well as the Board. The plan served as a guide to allocate audit resources in an efficient and effective manner to cover key areas of the agency. The following is a summary of department activity and/or work products for the past three years.

INTERNAL AUDIT ANNUAL REPORT
For Fiscal Year Ending 2021

Page 7 of 14

<i>Item</i>	<i>2021</i>	<i>2020</i>	<i>2019</i>
Regular Audits/Reviews	7	7	7
Regular Audit Reports	1	3	4
Follow-up Audits/Reports	0	2	0
Special Projects	6	8	7
Special Project Reports	2	2	2
Site Visits	17	26	15
Site Visit Reports	11	25	12
Desk Review Letters	38	33	37
Pre-Award Review Memos	4	5	2

The Internal Audit Department allocated hours in the 2020 plan based on five staff members at 2,080 hours each for the year (i.e. 10,400 hours). The hours were divided into seven categories – regular audits, program reviews, follow-up audits, contractor monitoring, special projects, administrative time, and leave time. The medical leave of a staff member and eventual vacancy of this position caused overall hours to be less than planned hours for projects. The following table compares planned hours for these categories with actual hours used in 2021 to complete various projects.

<i>Category</i>	<i>Planned Hours</i>	<i>Actual Hours</i>	<i>Difference</i>
Regular Audits	2,100	463	-737
Program Reviews	1,050	384	-666
Follow-up Audits	420	0	-420
Contractor Monitoring	3,510	2,920	-590
Special Projects	720	1,263	+543
Administrative Time	1,600	2,607	+1,007
Leave Time	1,000	1,603	+603
<i>Totals</i>	<i>10,400</i>	<i>9,240</i>	

PROJECTS COMPLETED

The internal audit department completed various projects during the year. In Appendix A, it compares planned projects from the 2021 audit plan with actual projects completed for the period. Appendix B contains a list of projects completed during the year for regular audits and reviews. No follow-up audits were completed and one audit report was issued by the department. Other audit work and reviews were completed by staff but no reports were issued by the director.

**INTERNAL AUDIT ANNUAL REPORT
For Fiscal Year Ending 2021**

Page 8 of 14

The contractor and subrecipient monitoring projects consisted of desk reviews, site visits, and pre-award reviews. The desk reviews are detailed technical reviews of contractors' most recent annual financial reporting packages to determine compliance with state and federal reporting requirements. Internal Audit issues the management acceptance letters for these contractor/subrecipient reports. There were 38 desk reviews completed (see Appendix C) for 2021.

Contractor monitoring reports are usually issued after site visits are made to contractors by internal audit staff. There were 15 site visits made in 2021. The main purpose of these site visits was to review the adequacy of controls as well as contract compliance. A list of contractors and their contract amounts are in Appendix D for site visits performed by Internal Audit. The program staff has the responsibility of ensuring contractors take appropriate corrective actions on recommendations made by Internal Audit. Most findings in the site visit reports did not represent material weaknesses or problems that could not be corrected in a timely manner.

Pre-award reviews were completed for pending contracts in the H-GAC Transportation Department. These reviews consisted of basically reviewing cost data and background information for proposed contracts to ensure compliance with state and federal guidelines, as well as consistency with other H-GAC contracts. In some cases, a site visit would also be part of a pre-award review. There were four (4) pre-award reviews performed in 2021 (see Appendix E). The category of special projects represents the remainder of projects completed by the Internal Audit staff.

Charles D. Hill

Charles Hill, CIA, CPA, CGMA
Director, Internal Audit

Report Date: 6/6/22

Report Issue Date: 6/7/22

APPENDIXES

APPENDIX A

Planned Projects versus Actual Projects for 2021

	<i>Budget</i>	<i>Actual</i>	
<i>Regular Audits:</i>			
Workforce Contract Audit		20	Completed
Environmental Planning Audit	350	265	Completed, Report Issued
Transportation Consultants Audit	350	0	Rescheduled for 2022
Aging Services Audit	350	178	In Process
Cooperative Purchasing Audit	350	0	In Process
Budget Process Audit	350	0	Will Reschedule
Cash Management Audit	350	0	Will Reschedule
<i>Program Reviews:</i>			
Cybersecurity Review	150	0	Included in a Current Audit
Risk Management Review	150	0	Will Complete in 2022
Air Quality Review	250	0	Will Reschedule
9-1-1 Services Review	250	0	Will Reschedule
Audit Literacy Review	250	0	Will Reschedule
Workforce Contractors		229	Complete, No Reports
Blue Cross Blue Shield Review		55	Complete, No Report
Unemployment Compensation Fraud		55	Complete, No Report
Aging Temporary Staff Hours Review		45	Complete, No report
<i>Follow-up Audits</i>	420	0	
<i>Subrecipient/Contractor Monitoring:</i>			
Desk Reviews	1,200	1,233	
Pre-Award Reviews	350	250	
Contractor/Consultant Site Visits	1,400	1,297	
Contractor Database	200	140	
CPA Firm Work Papers Review	360	0	Will Schedule in 2023
<i>Special Projects:</i>			
Internal Audit Reporting	200	165	
Staff Advisory	200	450	
Other Projects	320	648	
<i>Administrative Time</i>	1,600	2,603	
<i>Leave Time</i>	1,000	1,603	
<i>Total Audit Hours</i>	10,400	9,240	

APPENDIX B

List of Audit and Review Projects for 2021

<i>Project Title</i>	<i>Project Date</i>	<i>Disposition</i>	<i>Status</i>
Environmental Planning Audit	June 2021	Report issued with 1 observation	<i>Report Recommendations Implemented</i>
Workforce Services Contracts	January 2021	Project completed and no report issued by the Director	<i>N/A</i>
BlueCross/Blue Shield Review	February 2021	Fraud committed on employee accounts – Reviewed by Internal Audit and referred and handled by the contractor	<i>Project completed. No Report Issued</i>
Unemployment Compensation Fraud	March 2021	Fraud committed on employee accounts – Internal Audit reviewed and referred to H-GAC Human Resources Department (HR) and Texas Workforce Commission	<i>Project completed. No Report Issued</i>
Aging Temporary Staff Hours	March 2021	Possible fraud and or errors on timesheets for temporary staff – Reviewed by Internal Audit and referred to HR and appropriate managers	<i>Project completed. No Report Issued</i>
Workforce Contractors	February 2021	Work performed by Senior Auditor on BakerRipley cash management and analyses and follow-up on previous recommendations	<i>No Report Issued due to Auditor's inability to complete project because of employment separation</i>

APPENDIX C

Summary of Desk Reviews for 2021

<i>Contractor:</i>	<i>Accepted Without Need for Follow-up</i>	<i>Accepted With Follow- up On Some Items</i>
ActionS, Inc. of Brazoria County	X	
Adult Reading Center DbA Adult Education Center	X	
Alliance for Multicultural Community Services	X	
Association for the Advancement of Mexican Americans	X	
Baker Ripley	X	
Boys & Girls Club of Walker County Texas, Inc.	X	
Brazoria County	X	
Brazosport College	X	
Catholic Charities of the Archdiocese of the Gulf Coast	X	
Chambers County	X	
Chinese Community Center, Inc.	X	
City of Conroe	X	
Collaborative for Children	X	
College of the Mainland	X	
Colorado County	X	
Community Family Centers	X	
Education Service Center Region VI	X	
Employment & Training Center	X	
Fort Bend County	X	
Fort Bend Senior Citizens	X	
Galveston County	X	
Harris County	X	
Harris County Department. of Education	X	
Houston Community College	X	
Houston ISD	X	
Interfaith Ministries of Greater Houston	X	
Interfaith of the Woodlands	X	
Liberty County	X	
Lone Star College	X	
Matagorda County	X	
Meals on Wheels Montgomery County	X	
Montgomery County	X	
Montgomery County Hospital District	X	
Rescare Workforce Services	X	
San Jacinto Community College	X	
Senior Center of Walker County	X	
SER Jobs for Progress	X	
Walker County	X	
Waller County	X	
Wharton County	X	
Wharton County Junior College	X	

APPENDIX D**List of Contractor Site Visits Completed for 2021**

<i>Contractor</i>	<i>Site Visit Date</i>	<i>Contract Amount</i>
AAMA, Sanchez Charter School	08/31/21	\$179,968
Building Products Plus and Building Products Transport	06/25/21	\$1,466,019
C. Edwards, Inc.	8/25/21	\$539,065
Freedom Fuel Operating LLC	07/20/21	\$2,695,752
Friendswood ISD	8/31/21	\$212,090
Gainsborough Corp	10/21/21	\$141,778
Goose Creek ISD	8/12/21	\$1,014,490
Haul Transport Inc.	11/08/21	\$165,800
Magnolia ISD	07/15/21	\$1,300,000
MET Leasing	09/02/21	\$128,902
Palletized	07/15/21	\$392,424
Waller County	07/26/21	\$344,000
Williams Brothers Constr.	10/04/21	\$732,100
WoodFuel.com, LP	10/27/21	\$92,000

APPENDIX E

Pre-Award Contract Reviews for 2021

<i>Contractor:</i>	<i>Scope of Contract</i>	<i>Report Date</i>	<i>Amount</i>
HDR Engineering	Montgomery County Precinct 2 Mobility Plan Consulting Services	07/15/21	\$900,000.00
Kimley-Horn & Associates	Ride Safety Audit Services	05/20/21	\$750,000.00
Woodlands Township	Liberty County Mobility Study	09/20/21	\$605,850.00
ETC Institute	Un-Board Transit Study Project	12/28/21	\$1,138,855.00

INTERNAL AUDIT PLAN 2022

Background

The H-GAC Internal Audit Charter requires the Director of Internal Audit to prepare an annual plan to be approved by the Executive Director, the Audit Committee, and the Board of Directors. The H-GAC Internal Audit department consists of five auditing professionals.

Current Situation

The Director of Internal Audit has prepared the Internal Audit Plan for 2022 based on projects not completed in the previous plan, special projects completed in the current year, and input from Executive Management and discussions with Audit Committee members. This report was presented and discussed with the members of the H-GAC Audit Committee on June 7, 2022. The Audit Committee agreed to submit this information for approval to the H-GAC Board of Directors.

The plan lists the mission, responsibilities, core values, and short-term goals for the department as well as an allocation of staff hours to various completed and anticipated projects. The annual plan includes subrecipient/contractor monitoring, regular internal audits, program reviews, follow-up audits, and various special projects. Attached is the complete report on the annual plan for 2022 for review.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request Board approval of Internal Audit Plan for fiscal year 2022. (Staff Contact: Charles Hill)

ATTACHMENTS:

▯ Internal Audit Plan 2022

Cover Memo



HOUSTON – GALVESTON AREA COUNCIL
SERVING TODAY ▪ PLANNING FOR TOMORROW

June 7 2022

Chuck Wemple
Executive Director
Houston-Galveston Area Council
3555 Timmons Lane
Houston, Texas 77027

RE: INTERNAL AUDIT PLAN FOR 2022

Dear Mr. Wemple:

Attached is the Internal Audit Planning for fiscal year 2022. Most projects are from the previous plan and will be completed in the current year. Other projects are based on management concerns and new challenges for the agency. This approach varies from previous years due to a critical vacancy on staff and new concerns and challenges that will impact future planning. This report contains the mission and responsibilities, core values, department goals and planned activities to complete this current year.

A schedule of projects for the fiscal year as well as related staff hours to complete each activity are included in the plan. This information should be presented to the H-GAC Audit Committee for review, comments, and approval. If there are any questions about this report, contact me at (713) 993-4517.

Sincerely,

Charles D. Hill

Charles Hill, CIA, CPA, CGMA
Director, Internal Audit

cc: Audit Committee Members
Nancy Haussler, H-GAC Chief Financial Officer
Onyinye Akujuo, H-GAC Chief Operations Officer

Attachment

HOUSTON GALVESTON AREA COUNCIL INTERNAL AUDIT PLAN – FISCAL YEAR 2022

PURPOSE

The purpose of this document is to discuss the responsibilities, goals, scheduled projects, and the operational plans for the internal audit function at H-GAC for Fiscal Year 2022. The Director of Internal Audit is responsible for implementing an approved comprehensive plan for internal auditing, subrecipient, and contractor monitoring. The Director also provides periodic reporting of internal audit activities are made to the Executive Director and members of the H-GAC Audit Committee.

MISSION AND RESPONSIBILITIES

The Internal Audit department will examine and evaluate the activities of the agency to assist managers and supervisors in the effective discharge of their responsibilities and improve operations. To this end, the Internal Audit department will also furnish management staff with analyses, appraisals, recommendations, counsel, and information concerning the activities reviewed. The department also has responsibility for the monitoring of contractors for compliance with contract and program requirements as well as federal regulations. The H-GAC Board of Directors are informed of Internal Audit activity and subrecipient monitoring through its Audit Committee.

BACKGROUND

The Internal Audit Charter was updated and approved by the Board in October 2014. An internal audit planning methodology was approved by the H-GAC Board of Directors in December 2015. The department and its operations adhere to the standards for the International Professional Practice of Internal Auditing as issued by the Institute of Internal Auditors.

The Internal Audit department consists of a staff including a director and four audit professionals. One position has been vacant for the entire year. The Executive Director has assigned more special projects and requested greater Internal Audit involvement in agency operations. The Director of Internal Audit has also worked on improving Internal Audit processes. With the impact of COVID-19 and remote working arrangements at H-GAC, federal regulations, changing needs and concerns of the agency, the Director of Internal Audit identified new major concerns that the department needs to address in the future. Using the COSO framework for evaluating internal controls as described in the federal “green book” will be one key item implemented by the department.

HOUSTON-GALVESTON AREA COUNCIL INTERNAL AUDIT PLAN – FISCAL YEAR 2022

In addition, helping HGAC directors and managers evaluate their operations for compliance with appropriate guidelines will be a new approach for our Internal Audit department. We will also complete more process audits as well as provide assurance services for control processes. We will help the directors and managers at H-GAC identify key risks in their operations and the related responses to those risks. Two other concerns for the department include (1) Information Technology and Cybersecurity audits and (2) Fraud risks and investigations. The Director of Internal Audit will need to submit a detailed report to Executive Director and Audit Committee on how the department needs to expand as well as describe how it will meet the new challenges facing H-GAC.

CORE VALUES

The Internal Audit department staff maintain a level of professionalism that conforms with International Standards for the Professional Practice of Internal Auditing. The core values represent the principles and expectations of behavior and conduct practiced by H-GAC Internal Audit staff. The following are our core values and are consistent with the Institute of Internal Auditors (IIA) Code of Ethics for Internal Auditors.

Integrity – internal audit work shall be performed with honesty, diligence, and responsibility; and observe all laws and make disclosures expected by the law and the profession.

Objectivity – internal audit staff shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment; shall not accept anything that may impair or be presumed to impair their professional judgment; and shall disclose all material facts known to them in reporting activities under review.

Confidentiality – internal audit staff shall be prudent in the use and protection of information acquired in the course of their duties; and shall not use information for any personal gain or in any manner that would be contrary to the law or the ethics of H-GAC.

Competency – internal audit staff shall engage only in those services for which they have the necessary knowledge, skills, and experience; and shall continually improve their proficiency and the effectiveness and quality of their services.

HOUSTON-GALVESTON AREA COUNCIL INTERNAL AUDIT PLAN – FISCAL YEAR 2022

GOALS FOR 2022

The Internal Audit department has established goals for the current fiscal year. These goals are designed to build on the activities of the department from the past year. The goals of the Internal Audit department for Fiscal Year 2022 are as follows:

- 1) Develop comprehensive control questionnaires based on COSO framework;
- 2) Complete a special report on the expansion of the Internal Audit function;
- 3) Provide advisory and consulting services as needed to H-GAC staff;
- 4) Complete site visits and contract monitoring on selected contractors;
- 5) Provide leadership in identifying key risks affecting H-GAC operations.

OPERATIONAL PLAN

The activities and staff hours of the Internal Audit department cover seven categories: (1) regular audits, (2) program/unit reviews, (3) follow-up audits, (4) subrecipient/contractor monitoring, (5) special projects, (6) administrative time, and (7) leave time. Subrecipient/contractor monitoring includes pre-award reviews, desk reviews, site visits, and contractor evaluations. Follow-up audits will be limited to determining whether audit areas have complied with prior audit recommendations.

Regular audits include operational, financial-related, compliance, and program audits. Reviews will include narrow scope assignments, making suggestions as well as recommendations. Any other project that is not a regular audit, unit review, follow-up audit, or subrecipient/contractor monitoring assignment becomes a special project. In most cases, all audit reports include responses to the recommendations from the Directors/Managers of the audited areas.

Contractor monitoring reports from site visits will not include responses from auditees. The program staff as part of their contract management responsibilities will request responses from contractors for site visit report recommendations. The Internal Audit department issues pre-award and advisory reports (if appropriate) in a memorandum format. Directors/Managers can also make requests for Internal Audit to advise or examine specific areas, contracts, or transactions to improve procedures or safeguard assets.

HOUSTON-GALVESTON AREA COUNCIL INTERNAL AUDIT PLAN – FISCAL YEAR 2022

The total staff hours for the fiscal year are 9,160 and these hours are allocated into seven categories. The total hours include four staff members working the entire year and another staff member for at least part of the year. A detailed list of the planned projects and scheduled completion dates for the fiscal year are in the next section of this report. Some staff hours will be used completing assignments from the previous year. The following is an allocation of the hours into the specific categories.

<u>Audit Projects</u>	<u>Fiscal Year 2022</u>
<i>Regular Audits</i>	<i>1,250</i>
<i>Program Reviews</i>	<i>1,080</i>
<i>Follow-up Audits</i>	<i>300</i>
<i>Contractor Monitoring</i>	<i>3,520</i>
<i>Special Projects</i>	<i>930</i>
<i>Administrative Time</i>	<i>1,080</i>
<i>Leave Time</i>	<i>1,000</i>
<i>Total Hours</i>	<i>9,160</i>

Administrative time includes meetings at H-GAC, supervision of audit staff, reading professional publications, continuing professional education (CPE) courses, and clerical support. Leave time includes holiday, vacation, and sick time. An Annual Internal Audit report will be prepared after the completion of the year that will compare the actual results with this plan. This report will be submitted to the H-GAC Executive Director and members of the H-GAC Audit Committee. The following page is a detailed schedule of planned projects for Fiscal Year 2022. The total hours and categories of projects agree with the hours listed above.

**HOUSTON-GALVESTON AREA COUNCIL
INTERNAL AUDIT PLAN – FISCAL YEAR 2022**

SCHEDULE OF PROJECTS FOR FISCAL YEAR 2022

<u>Title of Project</u>	<u>Budget Hours</u>	<u>Completion Dates</u>	<u>Deliverables</u>
<i>Regular Audits:</i>			
Aging Services Audit	200	July 2022	Audit Report
Cooperative Purchasing Audit	300	Aug 2022	Audit Report
Contractor Monitoring Audit	250	July 2022	Audit Report
Risk Process Audit	250	Oct. 2022	Audit Report
IT Operational & Security Audit	250	Nov. 2022	Audit Report
<i>Program Reviews:</i>			
TPC Ethics Review	200	Feb. 2022	Audit Report
Complaint Letter Review	200	April 2022	Audit Report
Risk Management Review	200	Mar. 2021	Audit Report
Subrecipient Risk assessment Review	200	July 2022	Audit Report
WCJC Seniors Program Review	120	June 2022	Audit Report
Internal Audit Improvement Review	160	Sept 2022	Audit Report
<i>Follow-up Audits</i>	300	Dec.2022	Reports (4)
<i>Subrecipient/Contractor Monitoring:</i>			
Pre-Award Reviews	200	Ongoing	10 -15 Memos
Desk Reviews	1,220	Ongoing	35 - 40 Letters
Contractor/Consultant Site Visits	1,200	Dec. 2022	24 Reports
Contractor Database	100	Dec.2022	Update File
Aging Services Contractors	250	July 2022	4 Reports
Workforce Contractors	250	Dec 2022	Ongoing
Transportation Consultants	300	Nov 2022	5 Reports
<i>Special Projects:</i>			
Internal Audit Reporting	200	Ongoing	2 - 3 Reports
Management/Advisory	250	Ongoing	N/A
Other Projects (to be assigned)	480	Ongoing	Reports
<i>Administrative Time:</i>			
Support Staff/HGAC Functions	700	Ongoing	
CPE Course/Staff Development	250	Nov. 2022	
Recruitment of Staff	130	Ongoing	
<i>Leave Time</i>	<u>1,000</u>	Ongoing	
<i>Total Audit Hours</i>	<u>9,160</u>		

WORKFORCE ADULT EDUCATION CONTRACTS

Background

The Texas Workforce Commission continues to provide funds to the Gulf Coast Workforce Board through H-GAC to deliver adult education instruction in the 13-county region. We contract with 15 providers throughout the region to deliver this service.

Current Situation

On June 7, 2022, the Workforce Board approved renewing contracts with 15 providers. Texas Workforce Commission extended the contract period one additional year for adult education contracts. This is the fifth year for adult education contracts. The proposed contract period is July 1, 2022, through June 30, 2023.

We continue to successfully deliver in-person and remote instruction to customers, meeting their demand for flexibility while pursuing higher education. Adult Education providers work to provide English language instruction, literacy classes, adult basic education, adult secondary education, integrated education, GED preparation, and joint basic education-skills training classes to people in the Gulf Coast area.

For 2022-2023 we expect to serve 18,500-19,500 students. We will also continue integrating workforce and adult education by adding up to \$400,000 to the three career office contracts for case management and job placement support to adult education students. Attached are the Workforce Board adult education recommendations for 2023.

Funding Source

Texas Workforce Commission

Budgeted

Yes

Action Requested

Request approval of 2023 adult education services and contracts; total amount is \$21,050,028.
(Staff Contact: Juliet Stipeche)

ATTACHMENTS:

▯ Adult Education Providers

Cover Memo

Adult Education Provider	Current Amount	Proposed Range Amounts	
Adult Reading Center	\$ 290,000	\$ 290,000	\$ 360,000
Alliance	635,000	635,000	705,000
Association for the Advancement of Mexican Americans	700,000	700,000	770,000
BakerRipley	635,000	635,000	705,000
Boys & Girls Club	290,000	290,000	360,000
Brazosport College	750,000	750,000	820,000
Chinese Community Center	300,000	300,000	370,000
College of Mainland	1,280,000	1,280,000	1,350,000
Community Family Center	617,000	617,000	687,000
Harris County Department of Education	4,650,000	4,650,000	4,720,000
Houston Community College	4,350,000	4,350,000	4,420,000
Lone Star College	1,480,000	1,480,000	1,550,000
Region 6 ESC	1,040,000	1,040,000	1,110,000
San Jacinto College	750,000	750,000	820,000
Wharton County Junior College	865,000	865,000	935,000
Subtotal	\$ 18,632,000	\$ 18,632,000	\$ 19,682,000
Board Administration	968,028	968,028	968,028
Workforce Integration	400,000	400,000	400,000
Total	\$ 20,000,028	\$ 20,000,028	\$ 21,050,028

WORKFORCE SYSTEM PAYROLL CONTRACT

Background

In fiscal year 2020, the Gulf Coast Workforce Board, through its operating affiliate, Workforce Solutions, contracted with G&A Partners to serve as the employer of record for processing the payroll, filing taxes, and providing other functions usual and customary for payroll processing for Workforce Solutions summer jobs, temporary recovery jobs, and part-time work experience jobs.

Current Situation

Now in its third year of a four-year annual renewal, G&A continues doing a good job serving as the employer of record for payroll services for subsidized and temporary workers. We expect G&A to continue:

- Employing eligible individuals designated by Workforce Solutions
- Paying wages and providing fringe benefits and insurance for these individuals. Engaging with the worksites where these individuals will work.
- Reporting timely on individuals' wages, work, and experience.

On June 7, 2022, the Workforce Board approved renewing a contract with G&A partners. We recommend the contract renewal not exceed \$9,000,000 to serve 3,000 individuals at an average cost of \$3,000 per individual.

Funding Source

Texas Workforce Commission

Budgeted

Yes

Action Requested

Request approval to negotiate a contract with G&A Partners to continue performing payroll/employer of record services for subsidized and temporary workers; amount is \$9,000,000.
(Staff Contact: Juliet Stipeche)

H-GAC JUNE 2022 ADVISORY COMMITTEE APPOINTMENTS

Background

H-GAC advisory committees are appointed by H-GAC's Board as a whole, based upon nominations from individual Board members and other groups. This month there are nominations to the Aging and Disability Advisory Committee, Area Emission Reduction Credit Organization, Gulf Coast Economic Development District, Houston-Galveston Area Local Development Corporation, Regional Flood Management Committee, Regional Homeland Security Coordinating Council, and Solid Waste Management Committee.

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of appointments to H-GAC advisory committees. (Staff Contact: Rick Guerrero)

ATTACHMENTS:

- ▯ H-GAC JUNE 2022 ADVISORY COMMITTEE APPOINTMENTS Cover Memo

H-GAC JUNE 2022 ADVISORY COMMITTEE APPOINTMENTS

Aging and Disability Advisory Committee

Advise H-GAC Board on needs, services, and programs for older citizens in 12 H-GAC counties (all but Harris).

Nominations received for terms expiring December 2024:

Name	Representing	Nominated by
Alexis Cordova	Liberty County	Judge Knight
David B. Morris	Fort Bend County	Commissioner Meyers

Area Emission Reduction Credit Organization

Promote coexistence of air quality improvement and economic development by generating and trading emission reduction credits.

Nominations received for terms expiring May 2024:

Name	Representing	Nominated by
Michelle Gutermuth	Brazoria County- Large Industry	Commissioner Adams

Gulf Coast Economic Development District

Provides oversight to H-GAC's economic development planning program.

Nomination received for term expiring May 2024:

Name	Representing	Nominated by
Patti Worfe	Brazoria County	Commissioner Adams
Andrew Van Chau	Fort Bend County	Commissioner Meyers
Charles Rogers	Colorado County	Judge Prause

Houston-Galveston Area Local Development Corporation

Implement small business loan program by receiving loans for fixed assets; Small Business Administration provides financing.

Nominations received for terms expiring May 2024:

Name	Representing	Nominated by
Richard Brown	Liberty County-Finance	Judge Knight
Brandon Dansby	Brazoria County	Commissioner Adams
Sirisha Pillalamarri	Fort Bend County – Small Business	Commissioner Meyers

Regional Flood Management Committee

The Regional Flood Management Council's purpose is to assist and advise elected officials in their decision-making responsibilities by making recommendations on issues related to all aspects of flood management in the Gulf Coast Planning Region.

Nominations received for terms expiring May 2024:

Name	Representing	Nominated by
David Douglas (Primary)	Liberty County	Judge Knight
Jay Knight (Alternate)	Liberty County	Judge Knight
Caleb Tello (Primary)	Colorado County	Judge Prause
Ty Prause (Alternate)	Colorado County	Judge Prause

Regional Homeland Security Coordinating Council

Coordinates local planning for Homeland Security.

Nominations received for terms expiring May 2024:

Name	Representing	Nominated by
Crista Beasley (Primary)	Liberty County	Judge Knight
James Carson (Alternate)	Liberty County	Judge Knight

Solid Waste Management Committee

Advises H-GAC Board and its member local governments on solid waste management issues.

Nominations received for terms expiring in May 2024:

Name	Representing	Nominated by
Amy Tasto (Primary)	Subregion 4	Commissioner Adams
Lora Hinchcliff (Primary)	Industry	Judge Prause
Anna Ochoa (Alternate)	Industry	Judge Prause
Darrell Gertson (Primary)	Subregion 5	Judge Prause
Chuck Rogers (Alternate)	Subregion 5	Judge Prause

RESOLUTION HONORING MAYOR PRO TEM WILLIAM H. KING,III

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of resolution honoring the service to H-GAC and the region of Dickinson City Council Member William H. King, III. (Staff Contact: Chuck Wemple)

ATTACHMENTS:

▯ Resolution Honoring Chair King

Resolution Letter



RESOLUTION

RECOGNIZING AND HONORING THE SERVICE OF DICKINSON MAYOR PRO TEM AND HOUSTON-GALVESTON AREA CHAIR WILLIAM H. KING, III TO THE REGION.

WHEREAS, City of Dickinson Mayor Pro Tem William King, III has served on Dickinson City Council since 2004; and

WHEREAS, Mayor Pro Tem King has served on the Board of Directors at the Houston-Galveston Area Council since 2017, and has also served as the Vice Chair, Chair Elect, and Chair of the Board of Directors since February 2020; and

WHEREAS, Mayor Pro Tem King has served on or chaired multiple Board Committees at the Houston- Galveston Area Council including the Finance & Budget, H-GAC Board Composition, Health Care, Legislative, Planning, Regional Broadband, and Water Resources committees; and

WHEREAS, his dedication and public service to not only the City of Dickinson, but also the region, has undoubtedly benefited the thirteen counties of which the Houston-Galveston Area Council is comprised;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Houston-Galveston Area Council that William H. King, III be recognized for his distinguished service to his city, the region, and the Houston-Galveston Area Council. The Houston-Galveston Area Council extends appreciation and gratitude to Mayor Pro Tem William H. King, III for his contributions and efforts to better the region.

PASSED AND APPROVED, this 21st day of June 2022 by the

BOARD OF DIRECTORS
HOUSTON-GALVESTON AREA COUNCIL

2022 BOARD VICE CHAIR VACANCY 1

Background

The Election Committee is composed of former chairs and other members of the Houston-Galveston Area Council Board of Directors. The committee presents nominations for each officer position on the Board and canvasses the ballots at the Annual Meeting. The committee is also charged with recommending a Board member to fill a vacancy in the vice chair position when one occurs.

Current Situation

In his last official act as Chair of the H-GAC Board, retiring Mayor Pro Tem William King, III with the City of Dickinson, called on the Election Committee to convene and recommend a Board member to fill a vacancy created by Councilmember Sally Branson of Friendswood assuming the role of Chair pursuant to Article V, Section 5 of the H-GAC bylaws. Given the unexpected death of the late Chair-Elect, Galveston County Commissioner Ken Clark, the Board member approved to serve as vice chair will automatically advance to the chair elect position to fill the unexpired term.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of Election Committee recommendation for vice chair to fill the unexpired term of Councilmember Sally Branson. (Staff Contact: Chuck Wemple)

2022 BOARD VICE CHAIR VACANCY 2

Background

The Election Committee is composed of former chairs and other members of the Houston-Galveston Area Council Board of Directors. The Committee presents nominations for each officer position on the Board and canvasses the ballots at the Annual Meeting. The committee is also charged with recommending a Board member to fill a vacancy in the vice chair position when one occurs.

Current Situation

In his last official act as Chair of the H-GAC Board, retiring Mayor Pro Tem William King, III with the City of Dickinson, called on the Election Committee to convene and recommend a Board member to fill a vacancy created by Councilmember Sally Branson of Friendswood assuming the role of Chair pursuant to Article V, Section 5 of the H-GAC bylaws.

With the approval of the previous action on this agenda, the newly approved Board member will automatically assume the unexpired term of the Chair Elect position previously held by the late Galveston County Commissioner Ken Clark. The Board member approved in this action will serve as vice chair for the unexpired term of Friendswood Councilmember Sally Branson.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of Election Committee recommendation to fill the unexpired term of the 2022 H-GAC Board Vice Chair. (Staff Contact: Chuck Wemple)

H-GAC SPOTLIGHT – ADVANCED LAW ENFORCEMENT RAPID RESPONSE TRAINING (ALERRT) PROGRAM

Background

N/A

Current Situation

Please contact Madeline.McGallion@h-gac.com for more information.

Funding Source

N/A

Budgeted

N/A

Action Requested

No action requested. For information only. (Staff Contact: Madeline McGallion)

CURRENT AND UPCOMING H-GAC ACTIVITIES

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)

2022 H-GAC BOARD OF DIRECTORS

Page 1 of 6

AUSTIN COUNTY

County Judge Tim Lapham
VACANT

BRAZORIA COUNTY

Commissioner Stacy Adams
Commissioner Ryan Cade

CHAMBERS COUNTY

Commissioner Tommy Hammond
Commissioner Mark Tice

COLORADO COUNTY

County Judge Ty Prause
Commissioner Darrell Gertson

FORT BEND COUNTY

Commissioner Andy Meyers
Judge K.P. George

GALVESTON COUNTY

Commissioner Joseph Giusti
VACANT

HARRIS COUNTY

Judge Lina Hidalgo
Commissioner Rodney Ellis
Commissioner Adrian Garcia
Commissioner Tom Ramsey

LIBERTY COUNTY

County Judge Jay Knight
Commissioner Greg Arthur

MATAGORDA COUNTY

County Judge Nate McDonald
Commissioner Kent Pollard

MONTGOMERY COUNTY

Commissioner Charlie Riley
Judge Mark L. Keough

WALKER COUNTY

Commissioner Jimmy Henry
Commissioner Bill Daugeette

WALLER COUNTY

County Judge Trey Duhon
Commissioner Justin Beckendorff

WHARTON COUNTY

Judge Phillip Spenrath
Commissioner Richard Zahn

CITY OF ALVIN

Mayor Pro Tem Martin Vela
Council Member Joel Castro

CITY OF BAYTOWN

Council Member Charles Johnson
Council Member Laura Alvarado

CITY OF CONROE

Mayor Jody Czajkowski
VACANT

CITY OF DEER PARK

Council Member Bill Patterson
Council Member Tommy Ginn

CITY OF FRIENDSWOOD

Councilmember Sally Branson
Councilmember Mike Foreman

CITY OF GALVESTON

Mayor Dr. Craig Brown
Mayor Pro Tem David Collins

CITY OF HOUSTON

Council Member Sallie Alcorn
Council Member Amy Peck
Council Member Dr. Letitia Plummer
Council Member Edward Pollard

CITY OF HUNTSVILLE

Mayor Andy Brauning
VACANT

CITY OF LA PORTE

Councilmember Chuck Engelken, Jr.
Councilman Bill Bentley

CITY OF LAKE JACKSON

Mayor Gerald Roznovsky
Councilmember R.L. "Buster" Buell

CITY OF LEAGUE CITY

Council Member Larry Millican
Council Member Andy Mann

CITY OF MISSOURI CITY

Mayor Pro Tem Jeffrey Boney
Council Member Floyd Emery

CITY OF PASADENA

Councilmember Cary Bass
Councilmember Phil Cayten

CITY OF PEARLAND

Mayor Kevin Cole
Councilmember Tony Carbone

CITY OF ROSENBERG

Mayor Kevin Raines
Councilor Tim Krugh

CITY OF SUGAR LAND

Mayor Joe Zimmerman
Council Member Stewart Jacobson

CITY OF TEXAS CITY

Commissioner Jami Clark
Mayor Dedrick Johnson, Sr.

HOME RULE CITIES

Mayor Cecil Willis, City of Stafford
VACANT

Mayor Carolyn Bilski, City of Sealy
VACANT

GENERAL LAW CITIES

Council Member Nancy Arnold, City of Waller
Council Member Susan Schwartz,
City of Bunker Hill Village
Mayor Joe Garcia, City of Pattison
Councilmember Teresa Vazquez-Evans,
City of Kemah

ISDs

Trustee Rissie Owens, Huntsville ISD
Trustee Jennifer Key, Alief ISD

Note: Names of Alternates are indented

2022 OFFICERS

CHAIR

Council Member Sally Harris Branson, City of Friendswood

CHAIR ELECT

Vacant

VICE CHAIR

Vacant

HON. STACY L. ADAMS COMMISSIONER, PRECINCT 3 BRAZORIA COUNTY PO BOX 548 ALVIN, TX 77512 (281)331-3197 (281)331-6586 FAX STACYA@BRAZORIA-COUNTY.COM	HON. SALLIE ALCORN COUNCIL MEMBER, AT-LARGE POSITION 5 CITY OF HOUSTON 900 BAGBY ST, 1ST FLOOR HOUSTON, TX 77002 (832)393-3017 (832)395-9426 FAX ATLARGE5@HOUSTONTX.GOV
HON. NANCY ARNOLD COUNCIL MEMBER CITY OF WALLER 2105 BOIS D'ARC ST WALLER, TX 77484 (281)813-2511 (936)372-3477 FAX ARNOLDN@MSN.COM	HON. CARY BASS COUNCIL MEMBER, DISTRICT G CITY OF PASADENA PO BOX 672 PASADENA, TX 77501-0672 (713)475-7858 (713)475-7817 FAX CBASS@CI.PASADENA.TX.US
HON. CAROLYN BILSKI MAYOR CITY OF SEALY 415 MAIN ST SEALY, TX 77565 (979)885-3511 (979)885-3513 FAX CBILSKI@CI.SEALY.TX.US	HON. JEFFREY BONEY MAYOR PRO TEM CITY OF MISSOURI CITY 1522 TEXAS PKWY MISSOURI CITY, TX 77489-2170 (281)403-8500 (281)403-0683 FAX JEFFREY.BONEY@MISSOURICITYTX.GOV
HON. SALLY HARRIS BRANSON COUNCILMEMBER, POSITION 2 CITY OF FRIENDSWOOD 910 S FRIENDSWOOD DR FRIENDSWOOD, TX 77546-4856 (281)996-3270 (281)482-1634 FAX SBRANSON@FRIENDSWOOD.COM	HON. ANDY BRAUNINGER MAYOR CITY OF HUNTSVILLE 1212 AVE M HUNTSVILLE, TX 77340 (936)291-5403 ABRAUNINGER@HUNTSVILLETX.GOV
HON. DR. CRAIG BROWN MAYOR CITY OF GALVESTON PO BOX 779 GALVESTON, TX 77553 (409)797-3510 (409)797-3511 FAX CRAIGBROWN@GALVESTONTX.GOV	HON. JODY CZAJKOSKI MAYOR CITY OF CONROE PO BOX 399 EAST BERNARD, TX 77435 (936)522-3010 (936)522-3009 FAX JCZAJKOSKI@CITYOFCONROE.ORG
HON. JAMI CLARK COMMISSIONER, DISTRICT 4 CITY OF TEXAS CITY PO BOX 2608 TEXAS CITY, TX 77592-2608 (409)948-3111 (409)949-3090 FAX DISTRICT4@TEXASCITYTX.GOV	HON. KEVIN COLE MAYOR CITY OF PEARLAND 3519 LIBERTY DR PEARLAND, TX 77581 (281)652-1780 (281)652-1708 FAX KCOLE@PEARLANDTX.GOV
HON. TREY DUHON III COUNTY JUDGE WALLER COUNTY 836 AUSTIN ST, STE 203 HEMPSTEAD, TX 77445 (979)826-3357 (979)826-2112 FAX T.DUHON@WALLERCOUNTY.	HON. CHUCK ENGELKEN JR. COUNCILMEMBER, DISTRICT 2 CITY OF LA PORTE 604 W FAIRMONT PKWY LA PORTE, TX 77571 (281)471-5020 (281)842-3701 FAX ENGELKENC@LAPORTETX.GOV.US
HON. ADRIAN GARCIA COMMISSIONER, PRECINCT 2 HARRIS COUNTY 1001 PRESTON ST, STE 924 HOUSTON, TX 77002 (713)755-6220 (713)755-8810 FAX ADRIAN.GARCIA@PCT2.HCTX.NET	HON. JOE GARCIA MAYOR CITY OF PATTISON PO BOX 223 PATTISON, TX 77466-0223 (281)705-5025 (281)934-3516 FAX JOE.GARCIA@PATTISONTEXAS.ORG
HON. JOSEPH GIUSTI COMMISSIONER, PRECINCT 2 GALVESTON COUNTY 722 MOODY GALVESTON, TX 77550 (409)766-2244 (409) 765-2915 FAX JOSEPH.GIUSTI@CO.GALVESTON.TX.US	HON. TOMMY HAMMOND COMMISSIONER, PRECINCT 3 CHAMBERS COUNTY 10616 EAGLE DRIVE MONT BELVIEU, TX 77580 (281)576-2243 (281)385-5635 FAX TGHAMMOND@CHAMBERSTX.GOV

HON. JIMMY HENRY COMMISSIONER, PRECINCT 4 WALKER COUNTY 9368 SH 75 S NEW WAVERLY, TX 77358 (936)436-4912 (936)436-4914 FAX JHENRY@CO.WALKER.TX.US	HON. LINA HIDALGO COUNTY JUDGE HARRIS COUNTY 1001 PRESTON ST, STE 911 HOUSTON, TX 77002 (713)274-7000 (713)755-8379 FAX JUDGE.HIDALGO@CJO.HCTX.NET
HON. CHARLES JOHNSON COUNCIL MEMBER, DISTRICT 3 CITY OF BAYTOWN PO Box 424 BAYTOWN, TX 77522 (281)420-6500 (281)420-7176 FAX DISTRICT.3@BAYTOWN.ORG	HON. JAY KNIGHT COUNTY JUDGE LIBERTY COUNTY 1923 SAM HOUSTON ST, RM 201 LIBERTY, TX 77575 (936)336-4665 (936)336-4518 FAX COJUDGE@CO.LIBERTY.TX.US
HON. TIM LAPHAM COUNTY JUDGE AUSTIN COUNTY ONE E MAIN ST BELLVILLE, TX 77418 (979)865-5911 (979)865-8786 FAX TLAPHAM@AUSTINCOUNTY.COM	HON. NATE McDONALD COUNTY JUDGE MATAGORDA COUNTY 1700 7TH ST, RM 301 BAY CITY, TX 77414 (979)244-7605 (979)245-3697 FAX COJUDGE@CO.MATAGORDA.TX.US
HON. ANDY MEYERS COMMISSIONER, PRECINCT 3 FORT BEND COUNTY 13131 DAIRY ASHFORD, STE 390 SUGAR LAND, TX 77478 (281)238-1400 (281)238-1401 FAX ANDY.MEYERS@FORTBENDCOUNTYTX.GOV	HON. LARRY MILLICAN COUNCIL MEMBER CITY OF LEAGUE CITY 300 W WALKER ST LEAGUE CITY, TX 77573 (713)828-1312 (281)554-1020 FAX LARRY.MILLICAN@LEAGUECITYTX.GOV
HON. RISSIE L. OWENS TRUSTEE, POSITION 2 HUNTSVILLE INDEPENDENT SCHOOL DISTRICT 180 ELKINS LAKE HUNTSVILLE, TX 77340-7304 (936)294-0262 (936)291-3444 FAX RLAODST@YAHOO.COM	HON. BILL PATTERSON COUNCIL MEMBER, POSITION 4 CITY OF DEER PARK 2309 WEST LONESOME DOVE DEER PARK, TX 77536 (281)478-7247 (281)542-9796 FAX BPATTERSON@DEERPARKTX.ORG
HON. DR. LETITIA PLUMMER COUNCIL MEMBER, AT-LARGE POSITION 4 CITY OF HOUSTON 900 BAGBY ST, 1ST FLOOR HOUSTON, TX 77002 (832)393-3012 (832)393-3327 FAX ATLARGE4@HOUSTONTX.GOV	HON. TY PRAUSE COUNTY JUDGE COLORADO COUNTY PO Box 236 COLUMBUS, TX 78934 (979)732-2604 (979)732-9389 FAX TY.PRAUSE@CO.COLORADO.TX.US
HON. KEVIN RAINES MAYOR CITY OF ROSENBERG PO BOX 32 ROSENBERG, TX 77471 (832)595-3340 (832)595-3333 FAX KRAINES@ROSENBERGTX.GOV	HON. CHARLIE RILEY COUNTY COMMISSIONER, PRECINCT 2 MONTGOMERY COUNTY 19110 UNITY PARK DR MAGNOLIA, TX 77353 (281)259-6492 (936)760-6954 FAX COMMISSIONER.RILEY@MCTX.ORG
HON. GERALD ROZNOVSKY MAYOR CITY OF LAKE JACKSON 25 OAK DR LAKE JACKSON, TX 77566 (979)415-2500 (979)297-8823 FAX GROZNOVSKY@LAKEJACKSONTX.GOV	HON. PHILLIP S. SPENRATH COUNTY JUDGE WHARTON COUNTY 100 S FULTON ST #100 WHARTON, TX 77488 (979)532-4612 (979)532-1970 FAX JUDGE.SPENRATH@CO.WHARTON.TX.US
HON. MARTIN VELA MAYOR PRO TEM CITY OF ALVIN 216 W SEALY ALVIN, TX 77511 (281)388-4278 (281)388-4278 FAX MVELA@CITYOFALVIN.COM	HON. CECIL WILLIS JR. MAYOR CITY OF STAFFORD 13102 FRANCES ST STAFFORD, TX 77477 (281)261-3900 (281)261-3994 FAX CWILLIS@STAFFORDTX.GOV

HON. JOE R. ZIMMERMAN
MAYOR
CITY OF SUGAR LAND
PO Box 110
SUGAR LAND, TX 77487-0110
(281)275-2710 (281)275-2721 FAX
JZIMMERMAN@SUGARLANDTX.GOV

HON. LAURA ALVARADO COUNCIL MEMBER, DISTRICT 1 CITY OF BAYTOWN PO Box 424 BAYTOWN, TX 77522 (281)420-6500 (281)420-7176 FAX DISTRICT.1@BAYTOWN.ORG	HON. GREG ARTHUR COMMISSIONER, PRECINCT 2 LIBERTY COUNTY PO Box 77 HARDIN, TX 77561 (936)298-2790 (936)298-9737 FAX GREG.ARTHUR@CO.LIBERTY.TX.US
HON. JUSTIN BECKENDORFF COMMISSIONER, PRECINCT 4 WALLER COUNTY PO Box 7 PATTISON, TX 77466 (281)375-5231 (281)375-7751 FAX J.BECKENDORFF@WALLERCOUNTY.US	HON. BILL BENTLEY COUNCILPERSON, DISTRICT 3 CITY OF LA PORTE 604 W FAIRMONT PKWY LA PORTE, TX 77571 (281)471-5020 (281)842-3701 FAX DISTRICT3@LAPORTETX.GOV
HON. R.L. BUSTER BUELL COUNCILMEMBER, POSITION 4 CITY OF LAKE JACKSON 25 OAK DR LAKE JACKSON, TX 77566-5289 (979)415-2400 (979)297-8823 FAX RBUELL@LAKEJACKSONTX.GOV	HON. RYAN CADE, JR. COMMISSIONER, PRECINCT 2 BRAZORIA COUNTY 21017 CR 171, DEPT 3 ANGLETON, TX 77515 (979)864-1548 (979)864-1080 FAX RCADE@BRAZORIA-COUNTY.COM
HON. TONY CARBONE COUNCILMEMBER, POSITION 2 CITY OF PEARLAND 3519 LIBERTY DR PEARLAND, TX 77581 (281)652-1662 (281)652-1708 FAX TCARBONE@PEARLANDTX.GOV	HON. JOEL CASTRO COUNCIL MEMBER, AT LARGE 2 CITY OF ALVIN 216 W SEALY ALVIN, TX 77511 (281)388-4278 JCASTRO@CITYOFALVIN.COM
HON. PHIL CAYTEN COUNCIL MEMBER, DISTRICT F CITY OF PASADENA PO Box 672 PASADENA, TX 77501-0672 (713)475-7858 (713)475-7817 FAX PCAYTEN@CI.PASADENA.TX.US	HON. DAVID COLLINS MAYOR PRO TEM CITY OF GALVESTON PO Box 779 GALVESTON, TX 77553 (409)797-3510 (409)797-3511 FAX DAVIDCOLLINS@GALVESTONTX.GOV
HON. BILL DAUGETTE COMMISSIONER WALKER COUNTY 2986-B HWY 19 HUNTSVILLE, TX 77320 (936)295-7999 (936)522-3009 FAX BDAUGETTE@CO.WALKER.TX.US	HON. RODNEY ELLIS COMMISSIONER, PRECINCT 1 HARRIS COUNTY 1001 PRESTON, 9 TH FLOOR HOUSTON, TX 77002-4310 (713)755-6111 (713)755-6114 FAX COMM_ELLIS@CP1.HCTX.NET
HON. FLOYD EMERY COUNCIL MEMBER, DISTRICT D CITY OF MISSOURI CITY 1522 TEXAS PKWY MISSOURI CITY, TX 77489-2170 (281)403-8500 (281)403-0683 FAX FLOYD.EMERY@MISSOURICITYTX.GOV	HON. MIKE FOREMAN MAYOR CITY OF FRIENDSWOOD 910 S FRIENDSWOOD DR FRIENDSWOOD, TX 77546-4856 (281)996-3270(281)482-1634 FAX MFOREMAN@FRIENDSWOOD.COM
HON. KP GEORGE COUNTY JUDGE FORT BEND COUNTY 301 JACKSON ST RICHMOND, TX 77469 (281)341-8608 (281)341-8609 FAX KP.GEORGE@FORTBENDCOUNTYTX.GOV	HON. DARRELL GERTSON COMMISSIONER, PRECINCT 4 COLORADO COUNTY 310 S MCCARTY AVE EAGLE LAKE, TX 77434 (979)234-2633 (979)234-3832 FAX DARRELL.GERTSON@CO.COLORADO.TX.US
HON. TOMMY GINN COUNCIL MEMBER, POSITION 3 CITY OF DEER PARK PO Box 700 DEER PARK, TX 77536 (281)478-7247 (281)478-7217 FAX TGINN@DEERPARKTX.ORG	HON. STEWART JACOBSON COUNCIL MEMBER, DISTRICT 3 CITY OF SUGAR LAND PO Box 110 SUGAR LAND, TX 77487-0110 (281)275-2313 (281)275-2721 FAX SJACOBSON@SUGARLANDTX.GOV
HON. DEDRICK JOHNSON, SR MAYOR CITY OF TEXAS CITY PO Box 2608 TEXAS CITY, TX 77592-2608 (409)948-3111 (409)949-3090 FAX MAYOR-TX@TEXASCITYTX.GOV	HON. MARK J. KEOUGH COUNTY JUDGE MONTGOMERY COUNTY 501 NORTH THOMPSON, STE 401 CONROE, TX 77301 (936)539-7812 (936)760-6919 FAX COJUDGE@MCTX.ORG

HON. JENNIFER KEY TRUSTEE, POSITION 6 ALIEF INDEPENDENT SCHOOL DISTRICT 4250 COOK RD HOUSTON, TX 77072 (281)498-8110 (281)983-8466 FAX JENNIFER.KEY@ALIEFISD.NET	
HON. TIM KRUGH COUNCILOR AT-LARGE, POSITION 1 CITY OF ROSENBERG PO Box 32 ROSENBERG, TX 77471 (832)595-3340 (832)595-3333 FAX TKRUGH@ROSENBERGTX.GOV	HON. ANDY MANN COUNCIL MEMBER, POSITION 1 CITY OF LEAGUE CITY 300 W WALKER ST LEAGUE CITY, TX 77573 (281)667-5013 (281)554-1020 FAX ANDY.MANN@LEAGUECITYTX.GOV
HON. AMY PECK COUNCIL MEMBER, DISTRICT A CITY OF HOUSTON 900 BAGBY ST, 1ST FLOOR HOUSTON, TX 77002 (832)393-3010 (832)393-3302 FAX DISTRICTA@HOUSTONTX.GOV	HON. EDWARD POLLARD COUNCIL MEMBER, DISTRICT J CITY OF HOUSTON 900 BAGBY ST, 1ST FLOOR HOUSTON, TX 77002 (832)393-3015 (832)395-9423 FAX DISTRICTJ@HOUSTONTX.GOV
HON. KENT POLLARD COMMISSIONER, PRECINCT 2 MATAGORDA COUNTY PO Box 571 MATAGORDA, TX 77457 (979)863-7861 (979)863-2155 FAX KPOLLRD@CO.MATAGORDA.TX.US	HON. TOM RAMSEY COMMISSIONER, PRECINCT 3 HARRIS COUNTY 10001 PRESTON, 9 TH FLOOR HOUSTON, TX 77002 (713)755-6306 (713)827-8752 FAX PCT3@PCT3.COM
HON. SUSAN SCHWARTZ COUNCILMEMBER, POSITION 2 CITY OF BUNKER HILL VILLAGE 11977 MEMORIAL DR HOUSTON, TX 77024 (713)467-9762 (713)827-8752 FAX SSCHWARTZ@BUNKERHILLTX.GOV	HON. MARK TICE COMMISSIONER, PRECINCT 2 CHAMBERS COUNTY 7911 COVE LOOP COVE, TX 77523 (409)267-2409 (409)267-6685 FAX KMTICE@CHAMBERSTX.GOV
HON. TERESA VAZQUEZ-EVANS COUNCIL MEMBER, POSITION 1 CITY OF KEMAH 1401 HWY 146 KEMAH, TX 77565 (281)334-1611 (281)334-6583 FAX TVAZQUEZ-EVANS@KEMAH-TX.COM	HON. RICHARD ZAHN COMMISSIONER, PRECINCT 1 WHARTON COUNTY PO Box 399 EAST BERNARD, TX 77435 (979)335-7541 (979)335-6029 FAX RICHARD.ZAHN@CO.WHARTON.TX.US
