



**AGENDA  
HUSTON-GALVESTON AREA  
COUNCIL  
FINANCE AND BUDGET COMMITTEE  
MEETING**

**September 16, 2025 9:00 AM**

**3555 Timmons Lane**

**Houston, Texas 77027**

1. CALL TO ORDER
2. PUBLIC COMMENT
3. DECLARE CONFLICT OF INTERESTS

**ACTION**

4. 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. MAGNOLIA LIVABLE CENTERS STUDY

Request authorization to contract with firms in order ranked to conduct the Magnolia Livable Centers Study, for a total contract amount not to exceed \$250,000. (Staff Contact: Ellary Makuch)

- b. ASANA PROJECT MANAGEMENT SOLUTION

Request approval to renew Asana Business License annual subscription for a total amount of \$139,615 (Staff Contact: Chau Le)

- c. FIDELITY BOND INSURANCE POLICY

Request authorization for H-GAC to engage an insurance broker to secure and to purchase a \$20 million fidelity bond, for a premium amount not to exceed \$60,000 for the period of October 1, 2025, to September 30, 2026. (Staff Contacts: Gilda Mendoza & Scott Young)

- d. STAFF PROFESSIONAL DEVELOPMENT AND TRAINING COURSES

Request approval for external staff professional development training courses & related services; annual spend not to exceed \$250,000. (Staff Contact: Mary Woody)

5. FINANCE AND BUDGET COMMITTEE

- a. SPEND DOWN UPDATE - COMMUNITY & ENVIRONMENTAL

No action required. For information only. (Staff Contact: Christina Ordonez-Campos)

- b. MONTHLY FINANCIAL REPORT - AUGUST 2025

Request approval of the monthly financial report for month ending August 31, 2025. (Staff Contact: Christina Ordonez-Campos)

- c. OPERATING RESERVE POLICY

No action required. For information only. (Staff Contact: Christina Ordonez-Campos)

6. HUMAN SERVICES

a. AREA AGENCY ON AGING DIRECT SERVICES CONTRACTS

Request authorization to contract with Fiscal Year 2026 Nutrition and Transportation providers in an amount not to exceed \$6,347,540 and to contract with direct service providers listed in amounts not to exceed allowable unit rates for each service as defined by the Texas Health and Human Services Commission. Total amount for all direct services authorized will not exceed \$3,000,000 for Fiscal Year 2026. (Staff Contact: Aaron Sturgeon)

7. INFORMATION

8. EXECUTIVE DIRECTOR'S REPORT

a. EXECUTIVE DIRECTOR'S REPORT

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

9. 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.

## MAGNOLIA LIVABLE CENTERS STUDY

### Background

Livable Centers are places where people can live, work, and play with less reliance on their cars. They encourage a complementary mix of land uses that are designed to be walkable, connected, and accessible by multiple modes of transportation, including bus, bike, or walking.

Conducting Livable Centers studies is one of the implementation strategies in H-GAC's 2045 Regional Transportation Plan. H-GAC and our local partners work with communities to identify a vision for the study area and specific recommendations, such as pedestrian and bicycle facilities, that can help facilitate the creation of Livable Centers. Livable Centers studies develop recommendations for local communities that highlight a complementary mix of land uses that are designed to be walkable, connected, and accessible by multiple modes of transportation, including bus, bike, or walking.

A total of forty-six Livable Centers studies have been completed in our region, with thirteen more in process or planned, as shown on the attached map. As part of the development of these studies, H-GAC engages consultants to provide planning and study development services.

### Current Situation

The City of Magnolia, like many cities in the Houston-Galveston region, sits within a rapidly growing corridor shaped by recent regional thoroughfare expansions. Magnolia's small-town atmosphere is increasingly challenged by the demands of rapid growth. Its car-oriented transportation network, the lack of sidewalks, narrow streets, and railroad crossings makes all modes of travel challenging. Limited neighborhood connectivity has created isolated pockets, contributing to rising auto-pedestrian accidents and limiting access to education, employment, and essential services. These gaps hinder individual and area economic potential, and also leave the city less prepared to respond to emergencies. Magnolia's vulnerability to flooding and wildfires underscores the need for a more connected, resilient transportation network that can support both daily mobility and critical emergency response efforts.

The Livable Centers Study represents Magnolia's commitment to develop a community-driven vision that enhances infrastructure while preserving its small-town identity. The Study will outline strategies to reduce car dependency by expanding pedestrian and bicycle infrastructure, improve local sense of place through its public space design, and help the City plan proactively for future growth.

To support H-GAC and City of Magnolia in this process, H-GAC issued a competitive, sealed solicitation to solicit qualified contractor(s) for the goods or services requested under TRN25-05. Eleven (11) responsive submissions were received and thoroughly evaluated by a committee of representatives from H-GAC, City of Magnolia, and TxDOT. Based on the committee's scoring and evaluation of the proposal responses, the recommendation and rankings are presented below:

Company Name	Score

The Goodman Corporation	146
Mend Collaborative	135
Huitt-Zollars, Inc.	127
TEI Planning + Design	84
Conсор Engineers, LLC	76
Nelson\Nygaard Consulting Associates, Inc.,	71.45
Momentum Transport Consultancy, LLC	71
Fivengineering, LLC.,	70.95
TJKM	61
TLC Engineering, Inc.	54
Fatt Chance Enterprises, LLC.	11

Evaluation Criteria: Project Work Program and Schedule, Project Organization and Management Plan, Qualifications, Past Performance and References, Challenge, Opportunity, and Success Statement, and Staff Allocation and Level of Effort.

### **Funding Source**

Transportation Planning Funds

### **Budgeted**

Yes

### **Action Requested**

Request authorization to contract with firms in order ranked to conduct the Magnolia Livable Centers Study, for a total contract amount not to exceed \$250,000. (Staff Contact: Ellary Makuch)

### **ATTACHMENTS:**

	Description
	Map of Livable Centers study area locations

Type
Cover Memo

# Livable Centers Study Areas

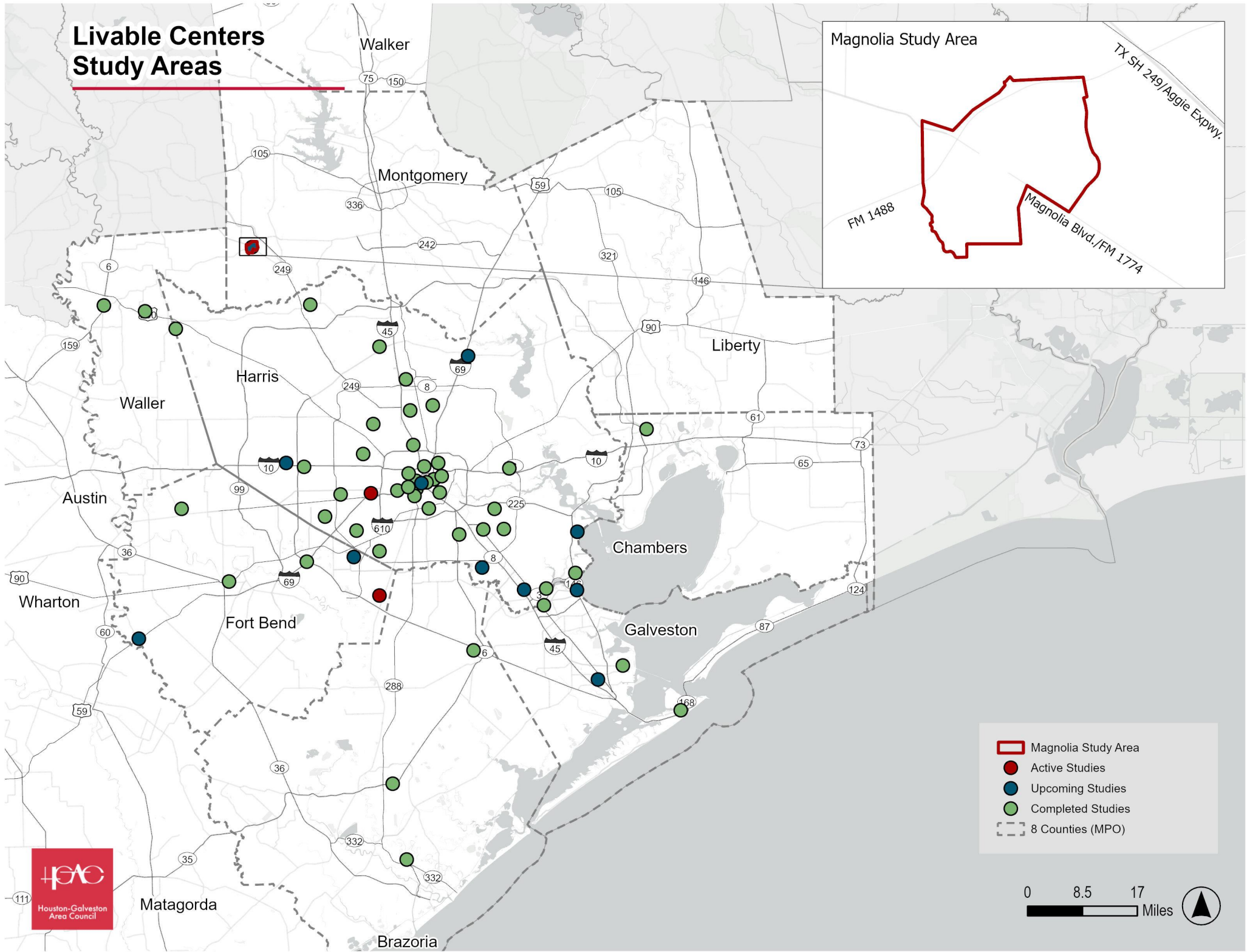
## Magnolia Study Area

FM 1488

Magnolia Blvd./FM 1774

TX SH 249/Aggie Expwy.

- Magnolia Study Area
- Active Studies
- Upcoming Studies
- Completed Studies
- 8 Counties (MPO)



## ASANA PROJECT MANAGEMENT SOLUTION

### Background

H-GAC uses Asana to provide organization-wide visibility, transparency, and accountability across the projects and services we deliver to the region. The platform streamlines reporting and metrics generation, reducing manual effort and improving data consistency. Over the current term, Asana has expanded its capabilities as an automated business process platform; we now leverage Asana forms and workflow automations that feed directly into projects and integrate with SharePoint and Outlook. Renewal will preserve these efficiencies and support continued process automation.

### Current Situation

The current subscription for H-GAC is at the end of the annual agreement with Asana and will require a new subscription to continue operation. Data Services recommends renewing the subscription for a total of 450 licenses for one year from 10/16/2025 to 10/15/2026, at the cost of \$139,615. The subscription licenses will be purchased through an approved purchasing contract.

### Funding Source

Local Funds

### Budgeted

Yes

### Action Requested

Request approval to renew Asana Business License annual subscription for a total amount of \$139,615 (Staff Contact: Chau Le)

## **FIDELITY BOND INSURANCE POLICY**

### **Background**

Per chapter 3 of TWC's Financial Manual for Grants and Contracts, H-GAC, as the grantee for all TWC grants, is required to maintain a fidelity bond for the amount of cash draws that are needed on a weekly basis. The bond must indemnify TWC against losses arising from a fraudulent or dishonest act of the grantee's officers and employees holding positions of fiduciary trust. For most of this fiscal year, the cash draw amounts were approximately \$9 million. Over the last few months, the amounts have increased to nearly \$20 million due to the increased weekly payment amounts required by TWC. Our insurance broker, Texas Municipal League (TML) which is a non-profit risk pool, is unable to continue to provide insurance at the needed levels. The current policy with TML expires on September 30, 2025.

### **Current Situation**

H-GAC has connected with a broker who is a TML partner, to identify and secure a fidelity bond for \$20 million. This broker, Victor Insurance, went to the insurance market on behalf of H-GAC. Only two companies provided quotes, Hiscox and Great American. A comparison was performed, and a combination (primary/excess) coverage was chosen due to lower premiums & lower deductibles.

### **Funding Source**

State; Texas Workforce Commission

### **Budgeted**

No

### **Action Requested**

Request authorization for H-GAC to engage an insurance broker to secure and to purchase a \$20 million fidelity bond, for a premium amount not to exceed \$60,000 for the period of October 1, 2025, to September 30, 2026. (Staff Contacts: Gilda Mendoza & Scott Young)

## STAFF PROFESSIONAL DEVELOPMENT AND TRAINING COURSES

### Background

The Houston-Galveston Area Council (H-GAC) is seeking professional development training courses and related services for the support and development of our agency staff. Professional learning and development opportunities from subject matter experts are essential to the business needs of our agency. Investing in our people is the highest-leverage way to improve performance, consistency, and outcomes for those we serve. Targeted, ongoing professional learning strengthens our ability to execute the strategic plan, supports retention and engagement, keeps us compliant, and equips staff with the skills needed to innovate and deliver high-quality services.

To achieve this efficiently, we request approval to contract with qualified professional development providers. External partners offer specialized expertise, current best practices, and scalable delivery that are more cost-effective than building comparable capacity in-house. Contracts will include clear deliverables, milestones, and outcome metrics (e.g., performance indicators, satisfaction, and impact measures) to ensure accountability and value, enabling us to launch priority training quickly while allowing our team to focus on core operations.

### Current Situation

H-GAC issued a competitive, sealed solicitation to solicit qualified Contractor(s) for the goods or services requested under Project ID: RFP-HR-SPDTCRS-06-25. 62 responsive submissions were received and thoroughly evaluated by a committee of H-GAC representatives. Based on the committee's scoring and evaluation of the proposal responses, the recommendation and rankings are attached:

Evaluation Criteria: Reasonableness of Total Fee Schedule/Hourly Rate/Level of Effort, Experience/Qualifications, Curriculum Offerings, and Capacity and Readiness.

Company Name	Score
1. New Horizons Learning, LLC dba New Horizons	84
2. Learning Designs, Inc.	79.5
3. The Atkins Impact Consulting Firm	76
4. SkillPath	75.5
5. The Center for Leadership Studies, Inc.	74

### Funding Source

By department

### Budgeted

Yes



**Action Requested**

Page 2 of 2

Request approval for external staff professional development training courses & related services; annual spend not to exceed \$250,000. (Staff Contact: Mary Woody)

## **SPEND DOWN UPDATE - COMMUNITY & ENVIRONMENTAL**

### **Background**

An overview of the H-GAC Spend Down Policy was provided to the Board by Chuck Wemple during the August 2024 Board Meeting.

### **Current Situation**

Staff will provide an update on the spend down process for one of the Community & Environmental programs.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

No action required. For information only. (Staff Contact: Christina Ordonez-Campos)

MONTHLY FINANCIAL REPORT - AUGUST 2025

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of the monthly financial report for month ending August 31, 2025. (Staff Contact: Christina Ordonez-Campos)

ATTACHMENTS:

	Description	Type
📎	Monthly Financial Report - August 2025	Cover Memo

# HOUSTON GALVESTON AREA COUNCIL (H-GAC)



## FY25 Monthly Financial Report

For Month Ending August 31, 2025

Prepared on September 3, 2025

Esteemed H-GAC Board of Directors and Executive Director Wemple, please find attached the financial report for last month. The information contained within is intended for managerial reporting purposes. All figures are unaudited and subject to change. Should you have any questions, please feel free to let me or a member of my staff know. Respectfully submitted, Christina Ordóñez-Campos, CPA - Chief Financial Officer.

### SUMMARY OF KEY CHANGES

#### REVENUES

- > As of the end of August, membership dues collections total 307K. No payments were received in August, but we continue to work with members on outstanding balances.
- > As of the end of August, interest income has reached 94% of the annual budget, surpassing projections. During the mid-year budget revision, we increased the interest income budget by an additional 200K to better align with anticipated results.
- > As of August 31, 2025, the cooperative purchasing revenue stands at 55% of budget, slightly below last year's level of 56%. Year-to-date collections total 3.7 million, compared to 3.1 million at this point in time last year; this reflects a stronger overall performance despite being slightly behind in percentage wise.

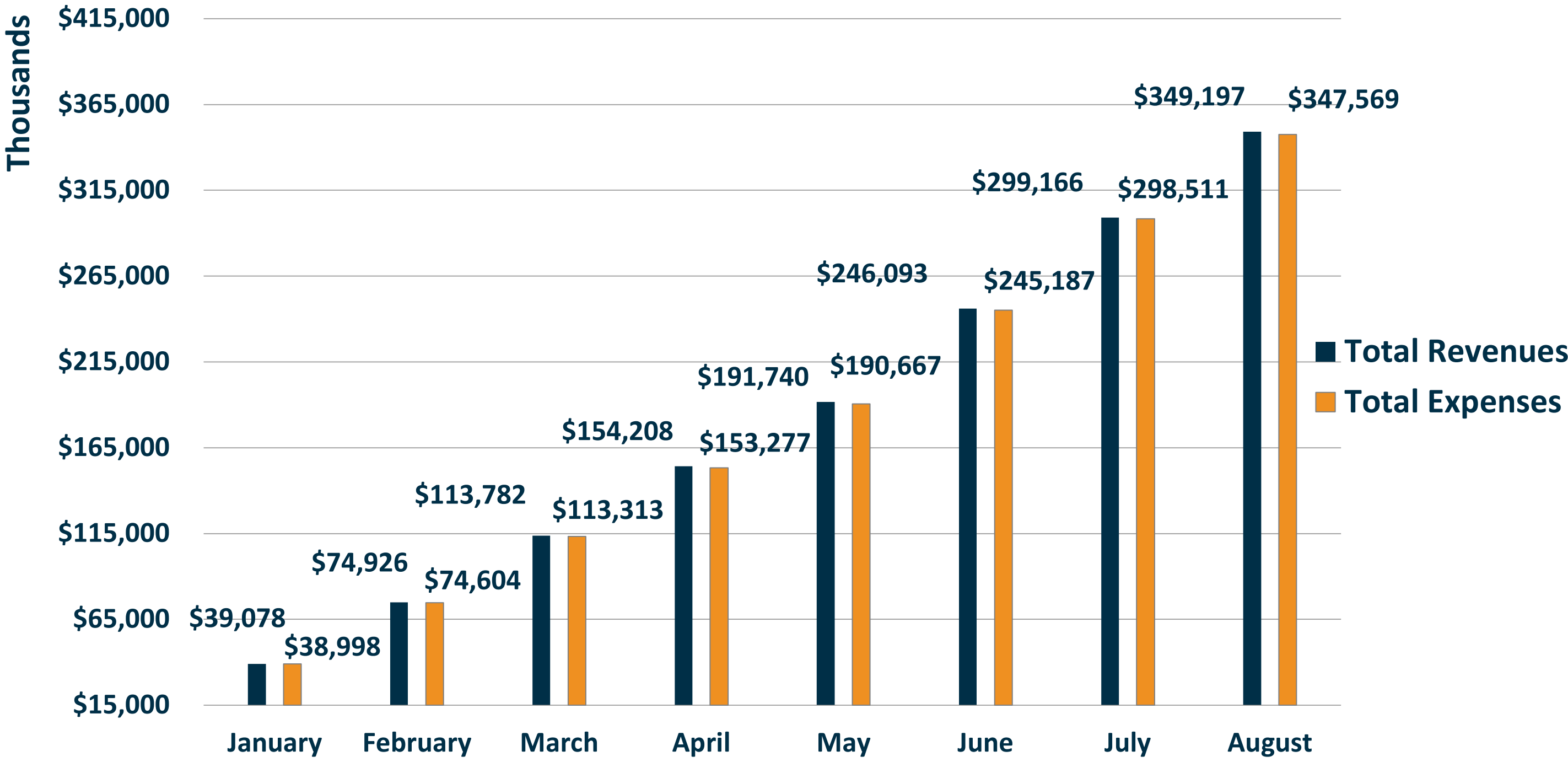
#### EXPENDITURES

- > Personnel expenditures remain within budget as we continue to fill vacant positions. Year-to-date, personnel costs are at 54% of the budget, compared to 66.67% of the year elapsed. At August 31, 2025, we had 433 employees compared to 355 in August 2024.
- > The majority of equipment expenditures for the 911 program call-handling equipment replacement and the H-GAC additional leased space are expected to materialize by the end of the fourth quarter.
- > Pass-thru expenses have fluctuated over the past three months, and we anticipate an increase in the coming months as more grants reach the end of their cycle.

\*\*\* Please note: the financial activity outlined above and in the report falls within the past trends observed in H-GAC's operations and is not out of the ordinary. \*\*\*

Monthly Trends Chart

As of August 31, 2025



# HOUSTON GALVESTON AREA COUNCIL (H-GAC)

## FY25 Monthly Trends Report

For Month Ending August 31, 2025

	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025	Aug-25
<b>Revenues</b>								
<b>General &amp; Enterprise Fund Revenues</b>								
Membership Dues	\$ -	\$ -	\$ -	\$ 106,065	\$ 10,284	\$ 189,246	\$ 1,850	\$ -
HGAC Energy Corporation	7,717	5,117	11,474	11,788	6,346	11,227	11,745	10,107
Cooperative Purchasing Fees	333,326	576,612	166,092	743,821	371,832	433,284	589,909	502,560
Gulf Coast Regional 911 Fees	327,668	384,194	333,500	738,018	518,790	510,681	473,504	421,141
Interest Income	32,271	148,962	233,354	98,060	96,532	94,695	112,676	125,044
Other Revenues	175,158	153,458	113,386	484,824	152,194	384,184	133,472	98,683
<b>Total General &amp; Enterprise Fund Revenues</b>	<b>\$ 876,140</b>	<b>\$ 1,268,343</b>	<b>\$ 857,807</b>	<b>\$ 2,182,577</b>	<b>\$ 1,155,977</b>	<b>\$ 1,623,316</b>	<b>\$ 1,323,158</b>	<b>\$ 1,157,534</b>
<b>Special Revenue Fund</b>								
Federal Grants	\$ 11,608	\$ 17,191	\$ 52,377	\$ 32,807	\$ 18,789	\$ 17,116	\$ 29,674	\$ 39,144
State Grants	38,190,394	34,562,137	37,945,983	38,210,641	36,357,417	52,712,629	51,720,074	48,834,017
<b>Total Special Revenue Fund Revenues</b>	<b>\$ 38,202,002</b>	<b>\$ 34,579,328</b>	<b>\$ 37,998,359</b>	<b>\$ 38,243,448</b>	<b>\$ 36,376,206</b>	<b>\$ 52,729,745</b>	<b>\$ 51,749,748</b>	<b>\$ 48,873,161</b>
<b>Total Revenues</b>	<b>\$ 39,078,142</b>	<b>\$ 35,847,671</b>	<b>\$ 38,856,167</b>	<b>\$ 40,426,025</b>	<b>\$ 37,532,184</b>	<b>\$ 54,353,061</b>	<b>\$ 53,072,905</b>	<b>\$ 50,030,695</b>
<b>Expenditures</b>								
Personnel	\$ 3,268,715	\$ 3,361,995	\$ 3,529,778	\$ 3,728,298	\$ 3,644,811	\$ 4,130,436	\$ 4,254,196	\$ 4,419,853
Pass-through Funds - Grant	34,905,968	30,929,587	33,629,396	34,519,569	31,917,739	48,609,574	46,948,353	42,841,557
Consultant and Contract Services	133,856	710,131	1,035,209	967,884	1,078,611	982,750	973,735	974,132
Lease of Office Space	121,103	127,746	126,566	126,555	126,811	124,510	126,739	127,229
Equipment	91,509	29,489	25,888	42,127	23,747	43,941	92,447	86,253
Travel	6,081	48,615	44,477	32,228	63,796	64,127	53,014	66,432
Other Expenses	471,070	398,528	317,584	547,381	534,353	564,410	875,353	542,746
<b>Total Expenditures</b>	<b>\$ 38,998,301</b>	<b>\$ 35,606,091</b>	<b>\$ 38,708,898</b>	<b>\$ 39,964,044</b>	<b>\$ 37,389,868</b>	<b>\$ 54,519,749</b>	<b>\$ 53,323,837</b>	<b>\$ 49,058,203</b>
<b>Excess of Revenues Over(Under) Expenditures</b>	<b>\$ 79,841</b>	<b>\$ 241,580</b>	<b>\$ 147,269</b>	<b>\$ 461,981</b>	<b>\$ 142,315</b>	<b>\$ (166,688)</b>	<b>\$ (250,932)</b>	<b>\$ 972,492</b>

# HOUSTON GALVESTON AREA COUNCIL (H-GAC)

## FY25 Budget to Actual Report - All Funds

For Month Ending August 31, 2025

66.67% of Year Elapsed

	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
<u>Revenues</u>						
General & Enterprise Fund Revenues						
	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
Membership Dues	\$ 462,937	\$ 307,445	66%	\$ 462,137	\$ 320,517	69%
HGAC Energy Purchasing Corporation	130,000	75,520	58%	80,000	91,460	114%
Cooperative Purchasing Fees	6,704,157	3,717,436	55%	5,640,451	3,153,685	56%
Gulf Coast Regional 911 Fees	5,793,623	3,707,496	64%	2,767,797	3,353,976	121%
Interest Income	1,000,000	941,594	94%	1,200,000	1,054,293	88%
Other Revenues	8,713,867	1,695,360	19%	7,173,876	3,769,560	53%
Total General & Enterprise Fund Revenues	\$ 22,804,584	\$ 10,444,852	46%	\$ 17,324,261	\$ 11,743,490	68%
Special Revenue Fund						
	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
Federal Grant	\$ 695,000	\$ 218,705	31%	\$ 695,000	\$ 236,780	34%
State Grants	571,145,162	338,533,292	59%	523,305,764	337,479,653	64%
Total Special Revenue Fund Revenues	\$ 571,840,162	\$ 338,751,997	59%	\$ 524,000,764	\$ 337,716,433	64%
Total Revenues	\$ 594,644,746	\$ 349,196,849	59%	\$ 541,325,025	\$ 349,459,923	65%
<u>Expenditures</u>						
	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
Personnel	\$ 55,702,282	\$ 30,338,083	54%	\$ 39,263,214	\$ 24,318,334	62%
Pass-through Funds - Grant	497,596,133	304,301,742	61%	478,270,303	310,835,568	65%
Consultant and Contract Services	20,414,078	6,856,308	34%	14,691,223	6,824,826	46%
Lease of Office Space	2,525,527	1,007,259	40%	1,461,237	977,469	67%
Equipment	5,765,834	435,401	8%	602,696	502,307	83%
Travel	909,870	378,770	42%	700,865	267,878	38%
Other Expenses	11,731,022	4,251,426	36%	6,754,873	3,031,699	45%
Total Expenditures	\$ 594,644,746	\$ 347,568,990	58%	\$ 541,744,411	\$ 346,758,083	64%
Excess of Revenues Over(Under) Expenditures	\$ -	\$ 1,627,859		\$ (419,386)	\$ 2,701,840	
Beginning Fund Balance (all funds) - Jan. 1 (1)	\$ 45,454,933	\$ 48,127,368		\$ 43,468,636	\$ 43,468,636	
Ending Fund Balance (all funds) - July 31 (2)	\$ 45,454,933	\$ 49,755,227		\$ 43,049,250	\$ 46,170,476	

(1) All beginning fund balances are as of January 1 for each year. Jan. 1, 2025 beginning fund balance is based on the 2024 ACFR which was presented during the May 2025 Board.

(2) All ending fund balances are as August 31 for each year.

**OPERATING RESERVE POLICY**

**Background**

N/A

**Current Situation**

N/A

**Funding Source**

N/A

**Budgeted**

N/A

**Action Requested**

No action required. For information only. (Staff Contact: Christina Ordonez-Campos)

ATTACHMENTS:

	Description	Type
	Operating Reserve Policy	Cover Memo





# **HOUSTON GALVESTON AREA COUNCIL**

## **(H-GAC)**

### **OPERATING RESERVE POLICY**

*By Christina Ordóñez-Campos, CPA, Chief Financial Officer – As of September 2<sup>nd</sup>, 2025*

---

#### **1. Background**

Establishing an operating reserve is a mechanism that governments can implement to ensure adequate levels of cash balances are available to mitigate current and future risks.

#### **2. Policy Statement**

The primary objective of this policy is to establish an operating reserve for H-GAC that will allow the agency to continue to operate during difficult financial times. The following are two types of operating reserves addressed within this policy:

- I. Operating Cash Flow: Maintain adequate level of cash for day-to-day operations.
- II. Emergencies: Accommodate unusual and/or unforeseen emergency cash needs.

#### **3. Level of Funding**

The target reserve level is a minimum of 60 days' worth of funding based on the annual budget for revenues approved by the agency's Board of Directors; this target should exclude revenues associated with sub-recipient payments/pass thru activities. Generally, the 60 days of funding should be maintained in the operating cash account or in easily accessible investment



vehicles. Any investment strategy utilized to meet the targeted reserve levels must also comply with H-GAC's investment policy.

Funding for the reserve may come from diverse areas. On the Annual Comprehensive Financial Report (ACFR), the reserve balance must be part of the general fund's unassigned fund balance.

To attain the long-term goal, HGAC will seek to allocate additional funds to the reserve every year from various sources, including membership dues and/or enterprise fund revenues if no other funds are available, as approved by the Board of Directors. All funds must be directly tied to the general fund or the enterprise fund.

If the targeted reserve levels fall below the 60 days at year-end, an amount should be built into the budget during the mid-year revision to increase the operating reserve.

#### **4. Allowable Uses**

##### **I. Operating Cash Flow:**

The operating cash flow reserve is intended to provide an internal source of funds for situations that would interrupt the normal day-to-day operations as determined by management to the extent authorized by the Board of Directors. Examples of situations that fall under this category are economic recession, revenue shortfall, early retirement of debt & capital asset acquisition. The Board may delegate authority to the Executive Director & Chief Financial Officer to authorize operating use to the extent that the funds are available.

##### **II. Emergencies:**

The emergency reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, uninsured losses and other emergency needs as determined by the Board of Directors. The Board may delegate authority to the Executive Director & Chief Financial Officer to authorize emergency use to the extent that the funds are available.



## **5. Authorization and Replenishment**

The use of operating reserves must be adequately budgeted. Earnings from the operating reserve investments will be retained within the operating reserve, unless otherwise budgeted and appropriated by the Board (e.g., interest reinvestment fund). The use of the reserve must be accompanied by a description of the analysis and determination of the use along with plans for replenishing the reserve. The analysis must include identification of whether the use is anticipated to be a one-time issue or expense or likely to be multiple occurrences.

## **6. Reporting and Monitoring**

The Chief Financial Officer (CFO) is responsible for ensuring that the operating reserve is maintained and used only as described in this policy. Upon approval for the use of the operating reserve, the CFO will ensure adequate maintenance of records of the use of funds and plan for replenishment. They will ensure adequate and regular reporting to the H-GAC Budget & Finance Committee of the Board of progress to restore the fund.

The ultimate responsibility for investment oversight resides with the H-GAC Board.

Bi-annually, the CFO will ensure adequate reporting to the H-GAC Budget & Finance Committee of the Board of any activities of the operating reserve to demonstrate compliance with the operating reserve policy.

## **7. Effective Date:**

## **AREA AGENCY ON AGING DIRECT SERVICES CONTRACTS**

### **Background**

H-GAC is the Area Agency on Aging (AAA) for Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Liberty, Matagorda, Montgomery, Walker, Waller and Wharton counties. Each year we contract with organizations to provide services for individuals aged sixty and older, including nutrition (congregate and home-delivered meals); transportation; and direct services such as personal assistance and respite care, residential repair, health maintenance, emergency response and health promotion.

### **Current Situation**

#### **Nutrition and Transportation Services**

Nutrition contractors provide congregate and home delivered meals. Transportation contractors transport older individuals to and from senior centers, errands, and to health care providers. The existing contractors have performed satisfactorily. We recommend continued funding.

Attachment A summarizes the proposed FY2026 provider funding recommendations.

#### **Direct Services**

H-GAC issues an open competitive procurement process to solicit qualified contractors to deliver direct services. Applications are evaluated on a quarterly basis. The goals of this process are to increase consumer choice, provide timely service that reduces wait times, and ensure comparable service delivery across our region. Older adults, individuals with disabilities, and caregivers are able to select from a list approved contractors to receive direct services as authorized by program policies and procedures.

Based on the review of current contractor performance, who are in good standing, and the evaluation of proposal responses, the recommended direct services contractors are summarized in Attachment B.

The Aging and Disability Advisory Committee (ADAC) Executive Committee approved the Fiscal Year 2026 funding at a September 2025 committee meeting.

#### **Funding Source**

Texas Health and Human Services Commission

#### **Budgeted**

Yes

#### **Action Requested**

Request authorization to contract with Fiscal Year 2026 Nutrition and Transportation providers in an amount not to exceed \$6,347,540 and to contract with direct service providers listed in amounts not to exceed allowable unit rates for each service as defined by the Texas Health and Human Services Commission. Total amount for all direct services authorized will not exceed \$3,000,000 for Fiscal

ATTACHMENTS:

Description		Type
	Attachment A: Nutrition-Transportation providers	Cover Memo
	Attachment B: Direct Service Providers	Cover Memo

**HOUSTON-GALVESTON AREA COUNCIL / AREA AGENCY ON AGING**  
**FY 2026 Area Agency on Aging Contract Recommendation**  
**Attachment A - Community Providers**

<b>Contractor Name</b>	<b>Service Area</b>	<b>2026 Proposed</b>	<b>Service(s)</b>
Actions of Brazoria County	Brazoria	\$ 892,066	Congregate & Home Delivered Meals, Transportation
Catholic Charities of the Archdiocese of Galveston-Houston	Fort Bend	\$ 195,852	Congregate Meals
Chambers County Public Hospital District #1	Chamber	\$ 125,307	Congregate & Home Delivered Meals, Transportation
Cleveland Senior Citizens Organization	Liberty	\$ 207,111	Congregate & Home Delivered Meals, Transportation
Colorado Valley Transit, Inc.	Austin Waller	\$ 103,654	Transportation
Economic Action Committee of the Gulf Coast	Matagorda	\$ 161,122	Congregate & Home Delivered Meals, Transportation
Fort Bend Seniors Meals on Wheels & Much Much More, Inc.	Fort Bend	\$ 1,658,977	Congregate & Home Delivered Meals, Transportation
Fort Bend Seniors Meals on Wheels & Much Much More, Inc. - Waller County Sr. Citizens	Waller	\$ 110,951	Congregate & Home Delivered Meals
G.R.A.C.E Initiative of South Liberty County	Liberty	\$ 60,022	Home Delivered Meals
Galveston County	Galveston	\$ 578,531	Congregate Meals and Transportation
Helping One Another, Inc. of Austin County	Austin	\$ 108,395	Congregate & Home Delivered Meals
Interfaith Ministries for Greater Houston	Galveston	\$ 399,958	Home Delivered Meals
Meals on Wheels Montgomery County	Montgomery	\$ 1,257,590	Congregate & Home Delivered Meals, Transportation
Meals on Wheels of Walker County	Walker	\$ 180,228	Congregate & Home Delivered Meals, Transportation
Wharton County Junior College - Colorado County	Colorado	\$ 123,430	Congregate & Home Delivered Meals, Transportation
Wharton County Junior College - Wharton County	Wharton	\$ 184,347	Congregate & Home Delivered Meals, Transportation
<b>Community Providers' Total</b>		<b>\$ 6,347,540</b>	

<b><u>Provider Name</u></b>	<b><u>Service Provided</u></b>
* 360TXC, LLC	Residential Repair
ADT LLC	Emergency Response Services
* AgeSpace Care, LLC	Personal Assistance/Respite
Aegis Senior Care Group, LLC	Personal Assistance/Respite
Brown Sterling Builders, Inc.	Residential Repair
DPP II, LLC dba Home Care Providers of Texas	Personal Assistance/Respite
EntraMed, Inc	Health Maintenance
* EveryFit, Inc. dba QMedic	Emergency Response
Fort Bend Habitat for Humanity	Residential Repair
Haselden HomeCare, LLC	Personal Assistance/Respite
* Home Ownership Opportunities for People Everywhere (HOPE)	Residential Repair
Houston Plumbing & Gas LLC	Residential Repair
Ibn Sina Foundation, Inc.	Health Maintenance
Merc Medical Supply Company, Inc.	Health Maintenance
Mimac Health Services, Inc.	Personal Assistance/Respite
Mosher Initiatives, Inc.	Personal Assistance/Respite
SLJ Ventures LLC	Personal Assistance/Respite
Texas Mobile Dentists, Inc.	Health Maintenance
Texas Southern University	Health Promotion
Valued Relationships, Inc.	Emergency Response

\* *Indicates new provider*

## **EXECUTIVE DIRECTOR'S REPORT**

### **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)