

**AGENDA
BUDGET/PERSONNEL COMMITTEE MEETING
BOGATA, TX
SEPTEMBER 24, 2015**

- 09:15 Call to Order

- 09:20 Approval of Minutes Dated May 28, 2015

- 09:25 Presentation of Budget for FY 2016 for Approval
 (Presented by Linda Moore)

- 09:50 Adjourn

**MINUTES
ARK-TEX COUNCIL OF GOVERNMENTS
BUDGET/PERSONNEL COMMITTEE
MAY 28, 2015**

The Budget/Personnel Committee of the Ark-Tex Council of Governments (ATCOG) met at 9:00 a.m. Thursday, May 28, 2015, at the Luminant Community Room, Mt. Pleasant, Texas.

President L.D. Williamson, Judge, Red River County, called the meeting to order.

Minutes from the Budget/Personnel Committee meeting dated September 25, 2014 were reviewed. Lynda Munkres, Judge, Morris County, moved that the minutes be approved. Ann Rushing, Mayor, City of Clarksville seconded this motion and the minutes were approved as submitted.

Linda Moore, Manager, Finance Department reviewed the proposed FY 2016 Salary Schedule, required by the State. ATCOG salaries must be equal to or less than State employees in equivalent job descriptions. The Salary Schedule will be presented with approval during the June Budget meeting. Chris Brown, ATCOG Executive Director, explained there were no raises included in the proposed Salary Schedule.

Motion to approve was made by Judge Munkres and seconded by Robert Newsom, Judge, Hopkins County. It was approved.

Mr. Brown presented for consideration approval of changes to the ATCOG Policies and Procedures Manual to reflect changing ATCOG staff payday from Friday to Monday effective June 1, 2015.

Motion to approve was made by Mayor Rushing and seconded by Judge Newsom. It was approved.

Ms. Moore presented for consideration annual approval of Investment Policy. No revisions or changes have been made since the last approval.

Motion to approve was made by Mayor Rushing and seconded by Judge Munkres. It was approved.

Motion to adjourn was made by Judge Newsom and seconded by Mayor Rushing. The meeting was adjourned at 9:15 a.m.

COMMITTEE MEMBERS PRESENT:

L.D. Williamson, Judge, Red River County
Lynda Munkres, Judge, Morris County
Robert Newsom, Judge, Hopkins County
Ann Rushing, Mayor, City of Clarksville

STAFF PRESENT:

Chuck Superville, Jr., Judge, Lamar County
Brady Fisher, Northeast Texas Resource Conservation & Development District
Chris Brown, Executive Director
Linda Moore, Manager, Finance Department
Amber Thurston, Executive Assistant



FY 2016 Financial Plan Highlights

- This is a Work Plan and Financial Plan combined. It is not technically a budget because ATCOG does not have taxing or oversight authority.
- As required by legislation, it presents each grant's objectives, work tasks, performance measures, implementation schedules, human resource requirements and budget information.
- Within each State or Federal grant that we administer, the funding agency regulates the categories in which we are allowed to spend funds. The funding source has complete oversight for the individual grant programs.
 1. This Plan includes recommended merit step increases for several staff as funds permit within the separate grant programs. Funding is not provided for an across-the-board Cost of Living Adjustment (COLA) to the Salary Schedule. The last COLA was given for FY2010.
 2. Changes in funding from the prior year include: 9-1-1 Emergency Communications will receive a \$244,218 increase; Homeland Security funding will increase \$62,731, Transportation Systems will utilize an increase of \$101,468, Special Projects Programs have an increase of \$74,915. Decreases in funds utilized are in the Housing Program of \$290,241, Criminal Justice \$29,040, and Economic Development \$87,136.
 3. ATCOG's health care provider continues to be Texas Municipal League (TMLIEBP). Premiums for our basic medical and dental plan were increased slightly for this coming year by 3.6%. Rates for life and AD&D were unchanged. ATCOG pays a defined contribution amount of \$629.82 per month for each employee's basic medical and dental insurance rate of \$548.96 per month, with the



remaining \$80.86 deposited into a Health Savings Account (HSA). Employees have the option to “buy up” to a medical plan with less deductible and/or out of pocket and to make extra contributions to their HSA. Additional premium cost over \$629.82 per month will be paid by the employee.

4. The published Indirect rate decreased to 3.6%, down from 5.2%.
5. The Benefit rate increased to 56.8%, up from 48.2%.
6. ATCOG’s mileage reimbursement remains \$.45 per mile.
7. Hotel reimbursement and out-of-town meal allowances will continue to follow the General Appropriations Act, Senate Bill 1, Article IX. The Act requires agencies to use the General Services Administration federal travel rates to determine the maximum meals and lodging reimbursement rates.