AGENDA
ARK-TEX COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MEETING
JANUARY 26, 2017

The Executive Committee of the Board of Directors of the Ark-Tex Council of Governments (ATCOG) will meet at 10:00 a.m., Thursday, January 26, 2017, at the Titus County Extension Office, 1708 Industrial Road, Mt. Pleasant, Texas.

Item 1. Call to order.

Item 2. Invocation.


Item 4. Approve the minutes as submitted of the Ark-Tex Council of Governments Executive Committee Meeting held Thursday, October 27, 2016, in Mt. Pleasant, Texas.

Review and Comment

Item 5. Review and comment on an Environmental Assessment to the Texas Commission on Environmental Quality (TCEQ) for proposed Air Quality Permit Renewals by the following:

a) International Paper, to authorize modifications to and the continued operation of the pulp and paper mill located at 9978 FM 3129, Queen City, Cass County, Texas.

b) TXI Operations, LP, to authorize the continued operation of a concrete batch plant located at 1301 Loop 301, Sulphur Springs, Hopkins County, Texas.

Regular Business

Item 6. Review and consider approval for ATCOG's Executive Director to submit an application for FY17 State Homeland Security Program grant funds through the Office of the Governor, Homeland Security Division. (See attachment 1) (To be presented by staff member Mary Beth Rudel)

Item 7. Review and consider approval of revisions to the Area Agency on Aging (AAA) Policies and Procedures Manual as revised November 2016. (See attachment 2) (To be presented by staff member Lisa Reeve)

Item 8. Review and consider approval of the appointment of four new members to the AAA Regional Advisory Council. (See attachment 3) (To be presented by staff member Lisa Reeve)

Item 9. Review and approve revisions to the Regional Criminal Justice Advisory Committee (RCJAC) local priorities and the grant application scoring instrument (VOCA and VAWA scoring instruments only) (See attachment 4) (To be presented by staff member Patricia Haley)

Item 10. Review and consider approval of a resolution approving termination of the ATCOG American Funds Salary Deferral 403b Plan. (See attachment 5) (To be presented by staff member Sharon Pipes)

Other Business

Item 11. Update on Law Enforcement Training (For information only – see attachment 6) (To be presented by staff member Patricia Haley)

Item 12. Discussion of Bylaws revision ideas. (See attachment 7) (To be presented by Executive Director Chris Brown)
Item 13. Executive Director Report (For information only – see attachment 8) (To be presented by Executive Director Chris Brown)

- Financial Report
- Homeland Security Quarterly Report
- CSEC Single Audit Report – 9-1-1
- Area Agency on Aging RAC Meeting minutes
- Update on Finance Manager Position due to Linda Moore’s retirement

Announcements

The next Executive Committee Meeting will be held Thursday, February 23rd, 2017, at 10:00 a.m. Location will be announced at a later date.

Update on the 2017 NADO Washington Policy Conference; information to be presented at the meeting.

Pursuant to the Texas Open Meeting Act, Government Code Chapter 551 one or more of the above items may be considered in executive session closed to the public, including but not limited to consultation with attorney pursuant to Texas Government Code Section 551.071 and Section 551.074 arising out of the attorney's ethical duty to advise ATCOG concerning legal issues arising from an agenda item. Any decision held on such matter will be taken or conducted in open session following the conclusion of the executive session.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Administration at 903-832-8636 two (2) work days prior to the meeting so that appropriate arrangements can be made.

All agendas are sent electronically and available at www.atcog.org. Should any Board Member need a copy printed and available at the meeting, please call 903/255.3555 or email athurston@atcog.org.
MINUTES
ARK-TEX COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MEETING
OCTOBER 27, 2016

The Executive Committee of the Board of Directors of the Ark-Tex Council of Governments (ATCOG) met at 10:00 a.m., Thursday, October 26, 2016 at the Titus County Extension Office, in Mt. Pleasant, Texas.

Item 1. President L.D. Williamson, Judge, Red River County, called the meeting to order.


Item 3. Each attendee introduced themselves at this time.

Item 4. The next order of business was to approve the minutes as submitted of the Ark-Tex Council of Governments Executive Committee meeting held Thursday, August 25, 2016, in Mt. Pleasant, Texas.

Motion to approve was made by Robert Newsom, Judge, Hopkins County, and seconded by A.M. “Rip” Benefield, Councilman, Queen City. The minutes were approved as submitted.

Review and Comments

Item 5. Paul Prange, Environmental Resources Coordinator, presented for consideration an Environmental Assessment to the Texas Commission for Environmental Quality (TCEQ) by the following:

   a) U.S. Steel Tubular Products, Inc. to authorize the continued operation of the processing center located at 2552 FM 250, Lone Star, Morris County, Texas.

   b) Harold Jackson Smith, Jr., to authorize the continued operation of a concrete batch plant located at 1358 County Road 3010, Cookville, Titus County, Texas.

Motion to approve was made by Lynda Munkres, Judge, Morris County, and seconded by Becky Wilbanks, Judge, Cass County. It was approved.

Item 6. Mr. Prange presented for consideration an Environmental Assessment to TCEQ for proposed Water Quality Permit Renewal by the following:

   a) Alumax Mill Products, Inc. to authorize the discharge of treated wastewater from the facility located at 300 Alumax Drive, Texarkana, Bowie County, Texas, ultimately to Days Creek.

   b) City of Bloomburg to authorize the discharge of treated wastewater from the facility located near the intersection of Cypress Street and Pennock Avenue in Cass County, Texas, ultimately to Cypress Creek Basin in Texas.

Motion to approve was made by Judge Wilbanks and seconded by Councilman Benefield. It was approved.

Item 7. Vickie Williamson, Special Projects Coordinator, presented for consideration an application by Detroit Independent School District to the Department of Health and Human Services, Office of Head Start, for a grant in the amount of $947,771, to be matched with $236,943, cash and in-kind, for continuation/refunding of head start.

Motion to approve was made by Ann Rushing, Mayor, City of Clarksville, and seconded by Councilman Benefield. It was approved.
Regular Business

Item 8. Mr. Prange presented for consideration approval of changes to the bylaws of the Solid Waste Advisory Committee (SWAC). These revisions were approved by SWAC on October 13, 2016.

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

Item 9. Mary Beth Rudel, Public Safety Manager, presented for consideration approval of the ATCOG Threat and Hazard Identification Risk Assessment (THIRA), State Preparedness Report (SPR) and the Homeland Security Implementation Plan for 2017. The documents were on hand for review.

Motion to approve was made by Judge Wilbanks and seconded by James Carlow, Judge, Bowie County. It was approved.

Item 10. Ms. Rudel presented for consideration approval of adoption of a risk-based formula as the method for allocating State Homeland Security Program (SHSP) funds for jurisdictions, as well as revisions to the Homeland Security Advisory Committee (HSAC) bylaws to reflect the risk-based formula method.

Ms. Rudel explained, in detail, the formula created from data received from each county and emergency management coordinator in the region. The State is not requiring this specific formula to be adopted, but only requires any formula used to be risk-based. The State’s emphasis for the funds is for strictly for security, response teams, terrorist prevention and the like, not daily use.

There were several concerns and comments regarding the fairness of the new formula in regards to the smaller cities. Ms. Rudel explained funds are dwindling and the State wants to ensure they are being expended properly, meaning heavily populated areas are typically more at-risk than a smaller city, therefore, receiving more funds.

Motion to disapprove the formula was made by Bob Thorne, Mayor Pro Tem, City of Daingerfield, and seconded by Councilman Benefield. This motion was denied by majority vote.

Motion to approve was made by Judge Newsom and seconded by Marc Reiter, Councilman, City of Hooks. Due to majority vote, the motion to approve the plan and revise the bylaws was approved.

Other Business

Item 11. Mr. Brown provided an update on the following items, for information only; no action was taken:

- Homeland Security Report
- Area Agency on Aging Regional Advisory Committee (RAC) Minutes

Item 12. Mr. Brown presented for consideration ratification of the following contracts:

- Renewal of Interlocal Cooperation Agreement between the Office of the Governor, Criminal Justice Division and ATCOG
- Renewal of Juvenile Justice Services Contracts between ATCOG and ATCOG Counties.
- Renewal of Interlocal Cooperation Agreement between the Office of the Governor, Homeland Security Grant Division and ATCOG
- Renewal of Technical Assistance Agreement between the Texas Department of Agriculture and ATCOG
- Renewal of Texas Department of Transportation Project Grant Agreements, as follows:
  a) Section 5310 Federal – Enhanced Mobility of Seniors & Individuals with Disabilities
  b) Section 5311 Federal = Rural Public Transportation (RPT)
  c) Section 5311(f) Federal – Intercity Bus
  d) RCTP Application
  e) Public Transportation – Rural State Funds
Motion to approve the ratifications was made by Mr. Fisher and seconded by Councilman Benefield. All ratifications were approved.

Item 13. Mr. Brown recognized Ms. Rudel, in conjunction with AT&T and Hughes Net, for designing a site-to-site satellite backup network to ensure 9-1-1 networks maintain uninterrupted connectivity. Ms. Rudel and representatives from the respective companies attended the Government News Magazine (GCN) National digiT awards ceremony in Washington, where they were awarded 1st place in the Cloud and Infrastructure category. This item was for information only.

Item 14. Ms. Williamson updated the Board on a $1.5 million grant that was awarded by the Economic Development Association to TexAmericas for sewer line improvement on the east campus and expansion on the entire campus. Mr. Brown announced that Ms. Williamson was selected as an Emerging Leader by the EDA and recently attended NADO Leadership Training in San Antonio. She was one of ten people selected from a five-state region.

Mr. Brown also announced that ATCOG would be presented with the Community Pride Award from Lone Star Legal Aid for work done in conjunction with the Housing and Transportation programs at a reception to be held in Paris, Texas.

Ms. Haley notified the Board that $16.2 million in funds from the Office of the Governor, CJD would be available in November for a crime reporting system. More information will be distributed as it becomes available.

Sharon Pipes, Director of Administration, announced to the Board that the new salary threshold mandate for exempt/non-exempt employees is currently on hold. As updates are available, Ms. Pipes will notify the Board.

Announcements

Judge Williamson announced the next Board of Directors Meeting will be held on Thursday, December 8, 2016, at 10:00 a.m. at ATCOG, 4808 Elizabeth St., Texarkana, Texas

There were no other announcements, so motion to adjourn was made by Scott Lee, Judge, Franklin County, and seconded by Councilman Reiter. The meeting was adjourned.

EXECUTIVE COMMITTEE MEMBERS PRESENT
L.D. Williamson, Judge, Red River County
M.C. (Chuck) Superville, Jr., Judge, Lamar County
Scott Lee, Judge, Franklin County
Lynda Munkres, Judge, Morris County
Robert Newsom, Judge, Hopkins County
Brian Lee, Judge, Titus County
Becky Wilbanks, Judge, Cass County
James Carlow, Judge, Bowie County
Bob Thorne, Mayor Pro Tem, City of Daingerfield
Ann Rushing, Mayor, City of Clarksville
A.M. "Rip" Benefield, Councilman, Queen City
Marc Reiter, Councilman, City of Hooks
Brady Fisher, Northeast Texas Resource Conservation & Development District

BOARD MEMBERS PRESENT
Melvin Timmons, Mayor, City of Bloomburg
Ralph Robertson, Mayor Pro Tem, City of Mt. Vernon
Billy Trenado, Councilman, City of Paris
Stan Wyatt, Northeast Texas MWD
GUESTS PRESENT
Kathey Comer, Office of Senator John Cornyn
Robert McGee, Chief of Police, Queen City
Doyce Winchester, TDEM
April Corbit, NETX Workforce Solutions
Kiann Richards, NETX Workforce Solutions
Susan Thorne, Member of the Public

STAFF PRESENT
Chris Brown, Executive Director
Sharon Pipes, Director of Administration
Lisa Reeve, Area Agency on Aging Manager
Mary Beth Rudel, Public Safety Manager
Paul Prange, Environmental Resources Coordinator
Patricia Haley, Criminal Justice Coordinator
Leslie McBride, Human Resources Coordinator
Vickie Williamson, Special Projects Coordinator
Amber Thurston, Executive Assistant

___________________________
L.D. Williamson, President
Ark-Tex Council of Governments

ATTEST:

___________________________
## Project Description
This application to the Texas Commission on Environmental Quality (TCEQ) is for an amendment to the air quality permit, No. 2975, which would authorize modifications to and the continued operation of the Pulp and Paper Mill located at 9978 FM 3129, Queen City, Cass County, Texas. The existing facility will emit the following air contaminants: organic compounds, nitrogen oxides, sulfur dioxide, carbon monoxide, sulfuric acid, hydrogen sulfide, hazardous air pollutants, and particulate matter with diameters of 10 and 2.5 microns or less.

### PROJECT/EA REVIEW:

**Area to be served:** Queen City, Cass County, Texas

Does the project comply or furnish reasonable assurances of compliance with applicable federal, state, and local laws, regulations, and ordinances? The TCEQ executive director has determined that the application is administratively complete and will conduct a technical review of the application.

Is the project consistent with state, area wide, and/or local planning or does it contribute toward goals or objectives identified at one or more of governmental levels? Yes.

Has this project been coordinated through the Texas Commission on Environmental Quality? Yes, coordination is in progress.

Does the project address a clearly defined need and does the project take into account preservation of the environment? There is a clearly defined need for increased paper production in the region, as development and population increases.

Is the project likely to produce any significant adverse effects on the environment? No. The amendment to and renewal of the air quality permit will allow the Texarkana Mill to enhance operational control.

Do the anticipated accomplishments of the project justify the disruption to the environment? Yes, it is anticipated that this amendment to and renewal of the air quality permit would allow an increase in paper production and possibly create more jobs for the citizens of our region.

### STAFF ASSESSMENT OF ENVIRONMENTAL IMPACT:  
The amendment to and renewal of the permit will not significantly impact the environment and the current levels of emissions are less than half the amount that were being released prior to 2005. The TCEQ mandated that this facility utilize a new air quality model which more accurately measures the effects of emissions on our environment due to our specific geographical location.

### RECOMMENDED COMMENT:
Staff recommends support of the air quality permit amendment and renewal application by International Paper Company.
RESOLUTION NO. __________

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS WITH REVIEW AND COMMENT ON AN AMENDMENT TO AND RENEWAL OF AIR QUALITY PERMIT NUMBER 2975 BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) FOR INTERNATIONAL PAPER COMPANY, WHICH WOULD AUTHORIZE MODIFICATIONS TO AND CONTINUED OPERATION OF THE PULP AND PAPER MILL LOCATED AT 9978 FM 3129, QUEEN CITY, CASS COUNTY, TEXAS. THE EXISTING FACILITY WILL EMIT THE FOLLOWING AIR CONTAMINANTS: ORGANIC COMPOUNDS, NITROGEN OXIDES, SULFUR DIOXIDE, CARBON MONOXIDE, SULFURIC ACID, HYDROGEN SULFIDE, HAZARDOUS AIR POLLUTANTS, AND PARTICULATE MATTER WITH DIAMETERS OF 10 AND 2.5 MICRONS OR LESS.

WHEREAS, under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 and Title IV of the Intergovernmental Cooperation Act of 1968, the Ark-Tex Council of Governments has been designated as the area wide agency to review certain projects; and

WHEREAS, it is desirable and in the public interest that certain development plans be reviewed by the Ark-Tex Council of Governments for their consistency with the overall development of the Region, and any environmental impacts resulting wherefrom.

NOW, THEREFORE BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the Board of Directors recognizes the Executive Director as the Authorized Official, and he has been given the power to comment upon projects having an environmental impact. This application has been reviewed by the Board of Directors and can reasonably be approved.

Section 2 - That the above-mentioned permit is desirable and needed for continued development in the Region.

REVIEWED AND APPROVED THIS 26TH DAY OF JANUARY, 2017.

L. D. Williamson, President
Ark-Tex Council of Governments

ATTEST:
# ARK-TEX COUNCIL OF GOVERNMENTS
APPLICATION / PROJECT STAFF REVIEW FOR ENVIRONMENTAL ASSESSMENT

| Project SAI No: TX-R-20170110-0002-05 | Date Received: 1-09-17 | Staff Assignment: Paul Prange |

**Applicant:** TXI Operations, LP

**Project Description:** TXI Operations, LP has applied to TCEQ for renewal of Registration No. 80093, for an Air Quality Standard Permit for Concrete Batch Plants, which would authorize the continued operation of a Concrete Batch Plant located at 1301 Loop 301, Sulphur Springs, Hopkins County, Texas. The existing facility is authorized to emit particulate matter less than 10 microns in size and 2.5 microns in size, aggregate, cement and road dust.

**PROJECT/EA REVIEW:**

**Area to be served:** Sulphur Springs, Hopkins County, Texas.

Does the project comply or furnish reasonable assurances of compliance with applicable federal, state, and local laws, regulations, and ordinances? Yes. The TCEQ executive director has determined that the application is administratively complete and will conduct a technical review of the application.

Is the project consistent with state, area wide, and/or local planning or does it contribute toward goals or objectives identified at one or more of governmental levels? Yes. This permit application meets all statutory and regulatory requirements.

Has this project been coordinated through the Texas Commission on Environmental Quality? Yes, coordination is in progress.

Does the project address a clearly defined need and does the project take into account preservation of the environment? There is a clearly defined need for the continued operation of this facility, which provides employment, helps stimulate the economy and is a local source of a necessary construction material, vital to the growth of our region. All guidelines required by TCEQ to protect the environment are being followed, thus minimal disruption of the environment is expected.

Is the project likely to produce any significant adverse effects on the environment? No. The facility is located at least 500 yards from the nearest residence. All precautions to reduce the amount of air pollution associated with this operation will be taken, however some road dust and cement residue will be generated by the vehicle traffic at this site.

Do the anticipated accomplishments of the project justify the disruption to the environment? Yes. The operation of this concrete batch plant provides employment to residents in the surrounding area and helps facilitate large construction projects which are ongoing within our region. The disruption of the environment is minimal compared to the accomplishments.

**STAFF ASSESSMENT OF ENVIRONMENTAL IMPACT:** The permit renewal will not create any significant detrimental impact to the environment, as determined by TCEQ.

**RECOMMENDED COMMENT:** Staff recommends support of this permit renewal application by TXI Operations, LP.
RESOLUTION NO. __________

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS WITH REVIEW AND COMMENT ON THE PROPOSED RENEWAL OF REGISTRATION NO. 80093 FOR AN AIR QUALITY STANDARD PERMIT FOR CONCRETE BATCH PLANTS, BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ), TO TXI OPERATIONS, LP WHICH WOULD AUTHORIZE THE CONTINUED OPERATION OF A CONCRETE BATCH PLANT LOCATED AT 1301 LOOP 301, SULPHUR SPRINGS, HOPKINS COUNTY, TEXAS. THE PROPOSED FACILITY WILL EMIT AGGREGATE, CEMENT, PARTICULATE MATTER AND ROAD DUST.

WHEREAS, under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 and Title IV of the Intergovernmental Cooperation Act of 1968, the Ark-Tex Council of Governments has been designated as the area wide agency to review certain projects; and

WHEREAS, it is desirable and in the public interest that certain development plans be reviewed by the Ark-Tex Council of Governments for their consistency with the overall development of the Region, and any environmental impacts resulting therefrom.

NOW, THEREFORE BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the Board of Directors recognizes the Executive Director as the Authorized Official, and he has been given the power to comment upon projects having an environmental impact. This application has been reviewed by the Board of Directors and can reasonably be approved.

Section 2 - That the above-mentioned permit is desirable and needed for continued development in the Region.

REVIEWED AND APPROVED THIS 26TH DAY OF JANUARY, 2017.

L. D. Williamson, President
Ark-Tex Council of Governments

ATTEST:
BRIEFING PAPER - ACTION ITEM

ITEM 6:

Review and consider approval for the ATCOG Executive Director to submit an application for FY17 State Homeland Security Program grant funds through the Office of the Governor Homeland Security Grant Division.

BACKGROUND:

The State requires that each applicant submit a resolution with the application for funding signifying that the applicant’s governing body approves of the agency applying for the funding and is willing to abide by the grant requirements.

DISCUSSION:

ATCOG is applying for funding in the amount of $94,426 for the ATCOG Planning, Training and Exercises project. This project will cover a 12 month period. Budget items include $36,554 in salaries for 3 positions (Homeland Security Specialist, Public Safety Manager and Finance Specialist), employee benefits, office rent, postage, copying expenses, office telephone and ATCOG indirect expenses as well as travel for training and State/Regional meetings, and annual contracts for regional support (regional mass notification system, WebEOC, and EOC support equipment).

This project will provide planning, training and exercise services related to prevention, protection, mitigation, response and recovery from terrorist activities for the nine-county region. Regional plans to be completed include the Threat and Hazard Identification and Reporting Assessment (THIRA), Implementation Plan and State Preparedness Report. Trainings to be conducted include ICS courses, communications courses, active shooter courses, a Multi-jurisdictional Improvised Explosive Device Security Planning Workshop Series, as well as other TDEM-approved courses as needed and requested from the jurisdictions relating to terrorism response. ATCOG will assist with coordinating annual communication exercises in each jurisdiction as well as a regional preparedness conference, which includes a regional exercise and many hours of training relating to preparing for terrorism. ATCOG will support & assist in other terrorism related exercises held by other agencies such as Red River Army Depot, the Northeast Texas Regional Advisory Council & other local jurisdictions. ATCOG will also host and coordinate the Northeast Texas Preparedness Coalition which meets bimonthly to address gaps in the region & is comprised of many different agencies and disciplines.

RECOMMENDATION:

ATCOG staff recommend approval.
RESOLUTION NO. __________

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS FOR THE ATCOG EXECUTIVE DIRECTOR TO SUBMIT AN APPLICATION FOR FY17 STATE HOMELAND SECURITY PROGRAM GRANT FUNDS THROUGH THE OFFICE OF THE GOVERNOR HOMELAND SECURITY GRANT DIVISION.

WHEREAS, the ATCOG Board of Directors finds it in the best interest of the citizens of the ATCOG Region, that the ATCOG Planning, Training, and Exercises project be operated from September 1, 2017 through August 31, 2018;

WHEREAS, the ATCOG Board of Directors agrees to provide matching funds for the said project as required by the Office of the Governor grant application if applicable;

WHEREAS, the ATCOG Board of Directors agrees that in the event of loss or misuse of the Office of the Governor funds, ATCOG Board of Directors assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, the ATCOG Board of Directors designates the Executive Director as the grantee’s authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on the behalf of the applicant agency.

NOW, THEREFORE BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Board of Directors approves submission of the grant application for the ATCOG Planning, Training, and Exercises project to the Office of the Governor.

REVIEWED AND APPROVED THIS 26th DAY OF JANUARY, 2017.

____________________________________
L.D. Williamson, President
Ark-Tex Council of Governments

ATTEST:

____________________________________

12
ITEM 2:


BACKGROUND:

The AAA Regional Advisory Council approved all revisions to the AAA Policies and Procedures Manual on December 1, 2016. These revisions now require approval by the Board of Directors. We request to update our manual to reflect changes in various sections with an emphasis on the Ombudsman program.

DISCUSSION:

Revisions were made to change the verbiage Department of Aging and Disabilities Services (DADS or Department) to Health and Human Services Commission (HHSC or Commission) in the entire manual, with the exception of the Ombudsman Program. The AAAs are now funded and monitored through the Health and Human Services Commission. The Ombudsman remains under DADS until September 2017.

Other revisions were made to the AAA policies under the Ombudsman program. The policies were updated prior to State monitoring.

The Area Agency on Aging is seeking approval by the ATCOG Board.

RECOMMENDATION:

Staff recommends approval of this appointees.
§85.401  LONG-TERM CARE OMBUDSMAN PROGRAM

PURPOSE: This section sets forth the AAA's policies and procedures regarding its ombudsman program, a program established under the Older Americans Act §72 and funded, in whole or in part, by DADS.

POLICY: The AAA will administer an ombudsman program through which effective advocacy services are provided to nursing home residents and their families so that residents receive the highest quality of care and quality of life in long-term care.

GENERAL PROCEDURES:
The AAA in its role as the local ombudsman entity will:

1. Serve as a representative of the Office of the State Long-Term Care Ombudsman (Office), an independent division of the Texas Department of Aging and Disability Services, and performing the duties as outlined in the Older Americans Act, through which it:
   a. provides services to protect the health, safety, welfare and rights of residents;
   b. ensures that residents have regular, timely access to representatives of the program and have timely responses to complaints and requests for assistance;
   c. identifies, investigates and resolves complaints made by or on behalf of residents that relate to action, inaction, or decision that may adversely affect the health, safety, welfare, or rights of the residents.
   d. Conduct training programs.
   e. Support the development of resident and family councils that advise LTC facilities.
   f. Serving as an expert-advocate and reliable source of information for families seeking information on long-term care options or general requests for assistance.
   g. Recruit volunteers to serve as certified Ombudsman in area facilities.
Eligibility

The AAA will:

1. Ensure that a program participant who receives services from the Long-Term Care Ombudsman Program is a resident and 60 years of age or older of a long-term care facility or family member or interested party of the resident with the resident's permission.

2. May respond to a complaint of a resident who is under 60 years of age if such response:
   a. benefits the residents of that facility or residents of other LTC facilities who are 60 years of age or older
   b. will not significantly diminish the effectiveness of the Long-Term Care Ombudsman Program in assisting residents who are 60 years of age or older.

Managing Local Ombudsman

The AAA will:

1. Hire a staff member to serve as the certified staff ombudsman.

2. The managing local ombudsman must:
   a. oversee the administration of the Long-Term Care Ombudsman Program in the AAA planning and service area.
   b. is the primary contact for the local ombudsman entity.

Adequate Number of Certified Ombudsman

The AAA, in order to implement the Long-Term Care Ombudsman Program, will:

1. must have recruited volunteers to have an adequate number of certified ombudsman, and

2. may have friendly visitors.

Qualifications for Certified Ombudsmen and Friendly Visitors

The AAA will only permit a person to serve as a certified ombudsman if:

1. A person has not be convicted of an offense listed under Texas Health and Safety Code, §250.006. Prior to certification, the AAA-State Long-Term Care Ombudsman Office will complete a background check of all volunteer and paid staff ombudsmen.
2. A person must successfully complete a certification training provided by the AAA in accordance with DADS Ombudsman Certification Training Manual;

3. For a certified ombudsman, the person successfully completes an internship in accordance with DADS Ombudsman Policies and Procedures Manual;

4. The AAA Managing Local Ombudsman recommends to the DADS Office, in writing, using DADS Certified Ombudsman Application, that the person be approved as a certified ombudsman;

5. The DADS Office signs the DADS Certified Ombudsman Application approving the person to be a certified ombudsman; and

6. The person completes continuing education provided by the AAA Managing Local Ombudsman in accordance with DADS Ombudsman Policies and Procedures Manual.

7. A person may be a friendly visitor only if the person successfully completes an orientation provided by the AAA in accordance with DADS Ombudsman Policies and Procedures Manual.

Access To Residents and Records
The AAA Managing Local Ombudsman will be permitted to view the records of any resident, with resident's consent, when possible. If the resident does not have the capacity to consent, the MLA will document "Resident is unable to consent." if sufficient circumstances exist for such a request under TAC §85.401(h).

Conflict of Interest
1. The AAA will ensure that a certified ombudsman and a member of the immediate family of the managing local ombudsman are not subject to a conflict of interest.

2. The AAA will determine if a conflict of interest exists according to TAC §85.401(i).

3. The AAA will notify the appropriate persons, in writing, if it is determined that there is a conflict of interest and how the matter will be resolved.

4. The AAA will also refer to the AAA's Policy and Procedure Manual - Chapter II - B. Conflicts of Interest.

Complaints
1. The AAA will ensure that a person is allowed to make a complaint about circumstances that may adversely affect the health, safety, welfare, or rights of a resident.
2. The AAA Managing Local Ombudsman will receive complaints:
   - In writing or e-mail
   - In person
   - By telephone
3. The AAA or AAA Managing Local Ombudsman will initiate a complaint if the AAA becomes aware of circumstances that may adversely affect the health, safety, welfare, or rights of a resident.
4. The AAA Managing Local Ombudsman will investigate a complaint as soon as practicable after receipt of the complaint but no later than 48 hours from first receiving the complaint.
5. The AAA Managing Local Ombudsman will resolve a complaint in fair and objective manner.
6. The AAA Managing Local Ombudsman will report information about all complaints to DADS in accordance with their procedures.

**Records**

**Disclosure of Information**
The AAA Managing Local Ombudsman will only disclose information according to TAC §85.401(k).

**Representation of Residents**
The AAA Managing Local Ombudsman, on behalf of the AAA, may represent the interests of a resident before government agencies and seek administrative, legal, and other remedies to protect the health, safety, welfare, and rights of the resident, if requested by a resident or another person on behalf of the resident.

**Review of Proposed Laws, Regulations, and Policies**
The AAA and AAA Managing Local Ombudsman may review and comment on existing and proposed laws, regulations, and other government policies and actions that pertain to the rights and well-being of a resident and also facilitate in making this information available to the public after consultation with the SLTCO and the Executive Director.
Community Relationships

The AAA will:

1. Ensure that the AAA Managing Local Ombudsman is visible within the AAA’s planning and service area.

2. Coordinate with public and private organizations to involve residents in the community.

3. Assure that the AAA Managing Local Ombudsman is a knowledgeable resource about:
   a. community services and supports for residents;
   b. LTC facilities (including having information about facility operations and Ombudsman complaint history) without recommending a specific facility.
   c. DADS regulatory system regarding LTC facilities; and
   d. resident-centered care (that is, care based on a resident’s needs, choices, and preferences).

4. Assure that the AAA Managing Local Ombudsman provides training to LTC facility staff regarding quality of care provided to residents as requested by a facility.

5. Assure that the AAA Managing Local Ombudsman support the development of resident and family councils in LTC facilities.

6. Assure that the AAA Managing Local Ombudsman coordinate with DADS Regulatory Services, at least quarterly, and the Department of Family and Protective services, as needed, to resolve issues regarding LTC facility operations and the quality of care for and the quality of life of residents.

Recruitment, Supervision, and Retention of Certified Volunteer Ombudsmen
The AAA with the assistance of the AAA Managing Local Ombudsman will:
1. Determine to utilize the services of certified volunteer ombudsmen.
2. Determine the number of certified volunteer ombudsmen needs to comply with DADS performance measures.
3. Ensure that a certified volunteer ombudsman meets the qualifications required.
4. Supervise and routinely communicate with the certified volunteer ombudsman in order to monitor their performance, support effective volunteer conduct, and identify training needs.
5. Promote retention of certified volunteer ombudsman by providing:
   a. continuing education
   b. recognition and motivational activities
   c. conducting annual evaluations
**Grievance Procedure for Certified Volunteer Ombudsman:**

The following form lists the procedures for filing a complaint and/or grievance:

**CERTIFIED OMBUDSMAN (CO) PROGRAM COMPLAINT RESOLUTION PROCEDURES**

Regarding CO Complaints:

Each CO has the right to complain about any aspect of their service without fear of retaliation or reprisal, they have a right to appeal any local decision and ask to a review by the Ark-Tex Area Agency on Aging (AAA) Manager. During the CO Complaint Resolution Procedure, you will be informed of the active or inactive status of your certification while in any particular stage of the resolution process.

1. If the Certified Ombudsman has a complaint regarding any aspect of their service, they can speak freely and have a frank discussion of problems with the Managing Local Ombudsman, Johnny Bellew, Audrey Willis, at 1-800-372-4464 Ext. 3507 or email jbellew@ateeg.org awillis@atcoq.org.

2. The Managing Local Ombudsman Program under the Ark-Tex Council of Governments will not retaliate against any CO for accessing the complaint, appeal or review process.

3. Should the problem remain unresolved after discussion, the CO complaint should be in written form to the Managing Local Ombudsman to clarify the concern further.

4. Each CO can write their complaint or concern on paper or email to the Managing Local Ombudsman.

5. If the concern is not addressed to the satisfaction of the CO complainant, they should call the AAA Manager, Diana McKinnon Lisa Reeve, at 1-800-372-4464 Ext. 3509 or email dmckinnon@atcoq.org lreeve@atcoq.org.
6. If the concern is still unresolved, the CO can call the Texas State Ombudsman Office at the Texas Department of Aging and Disability Services in Austin at 800-252-2412 and speak with Patty Ducayet, State Ombudsman, to help resolve the complaint.

Signature: __________________________  Date: ________________

Compliance With Documents of DADS
The AAA will comply with the following DADS documents:
1. DADS Ombudsman Performance Measures
2. DADs Ombudsman Policies and Procedures Manual
3. DADS Program Instructions
4. DADS Ombudsman Certification Training Manual

Ombudsman Maintenance of Effort
The AAA will:
1. Comply with the Older Americans Act, §306(a)(9) regarding adequate expenditures for the Long-Term Care Ombudsman Program.
2. Request, in writing, by September 30 of each year, that DADS waive the requirement for the next federal year. DADS may grant such a request if the AAA demonstrates adequate justification.
ITEM 8:

Review and consider approval of the appointment of four new members to the Area Agency on Aging Regional Advisory Council.

BACKGROUND:

The Area Agency on Aging is seeking approval by the Ark-Tex Council of Governments’ (ATCOG) Board of the appointment of four new members to fill the following vacancies: Delta County, Health Care Organization, and two Social Service Agency positions.

DISCUSSION:

The appointee for Delta County is Mr. Terry Landers. For the past 16 years, Mr. Landers has worked in the nursing home industry as a licensed administrator. He currently works at Paris Health Care Center and resides in Cooper, Texas. Mr. Landers has lived in Delta County for 8 years, where he previously served as the President of the Delta County Chamber of Commerce for 3 years.

The appointee for Health Care Organization is Ms. Ruth Brown. Ms. Brown has been a licensed social worker since 1993. She started her career working for an inpatient psychiatric unit, and in 1999 started her nursing home career in Bogata at Red River Haven. In 2005 Ms. Brown became a licensed nursing home administrator and has worked in that capacity since that time. Ms. Brown is currently the administrator for Regency Health Care in Clarksville, Texas.

Two appointments for Social Services category are Stephanie Williams and Alice Parker.

First, Ms. Williams is the Community Engagement Specialist for Adult Protective Services. She covers Region 4 of East Texas, which consists of 23 counties. Ms. Williams serves as the Liaison between APS Boards and APS Staff, along with being the Volunteer Coordinator for the agency. She has been with APS for 12 years and is housed in the Seven Points office near Athens, Texas. Ms. Williams is originally from Louisiana and graduated from Grambling State University with a Bachelor's Degree in Criminal Justice.

Second, Ms. Parker is a supervisor for the Texas Health and Human Services System. She manages a team of 15 people who serve the aged and disabled population of the State. Ms. Parker began working for the State in November 1989. During her tenure with the State, she has been in Texas Works, Medicaid Eligibility and has been with Community Care for the past 18 years.

All appointees were approved by the Regional Advisory Council at the December 1, 2016, meeting.

We are now requesting approval by the ATCOG Board.

RECOMMENDATION:

Staff recommends approval of these appointees.
Ark-Tex Council of Governments  
Regional Advisory Council Members

### Representatives

#### Elected Official
- **Hon. Lynda Munkres**
  - Morris County Judge
  - Morris County Courthouse 500 Broadnax
  - Daingerfield, TX 75638
  - 903-645-3691
  - lynda.munkres@co.morris.tx.us

- **Hon. L.D. Williamson**
  - Red River County Judge
  - Red River County Courthouse 400 N. Walnut
  - Clarksville, TX 75426
  - 903-427-2680
  - rrcountyjudge@yahoo.com

#### General Public
- **Shelly Braziel**
  - Executive Director
  - Lamar County Human Resources P.O. Box 714
  - Paris, TX 75461
  - 903-784-2580
  - s_braziel@suddenlinkmail.com

#### Private Sector
- **Jane Helberg**
  - Angels of Northeast Texas
  - 1849 Lamar Ave., Ste. 200
  - Paris, TX 75460
  - 903-784-3902
  - JWH@angelshomecarenctx.com

#### Health Care Org.
- **PENDING**

#### Title III Service Provider
- **Eden Leach**
  - Executive Director
  - Senior Citizens Services 905 Kilgore
  - Texarkana, TX 75501
  - 903-831-7696
  - dmorgan01@cableone.net

#### Veterans Administration
- **Ken Kunkel**
  - Veterans Cty Service Officer
  - 4469 FM 1398
  - Hooks, TX 75561
  - 903-547-6334
  - vso@txkusa.org
  - kkunkel@valornet.com

#### Hospital
- **Shannon Norfleet**
  - Dir. Community Relations
  - Titus Reg. Medical Center 2001 N. Jefferson
  - And Education Mount Pleasant, TX 75455
  - 903-577-6565
  - shannon.norfleet@titusregional.com

#### Social Service Agency
- **PENDING**

#### Social Service Agency (HHSC)
- **PENDING**
Ark-Tex Council of Governments  
Regional Advisory Council Members

### County Representatives

**Bowie**  
Grover Godfrey  
P.O. Box 372  
Hooks, TX 75561  
903-547-6674

**Cass**  
L.M. Jester  
Golden Villa Nursing & Rehab  
1104 S. William Street  
Atlanta, TX 75551  
903-796-0290

**Delta**  
PENDING

**Franklin**  
Dorothy Young  
3331 FM 2723  
Mount Vernon, TX 75457  
903-860-2713 H  
903-855-6234 C  
Sdyoung43@peoplescom.net

**Hopkins**  
Fred Lewis  
116 Oak Avenue  
Sulphur Springs, TX 75482  
903-885-0646  
fredlewis@ssfbc.org

**Lamar**  
Bill Collins  
P.O. Box 1202  
Paris, TX 75461  
903-783-0984 H  
903-517-7763 C  
bill.raftercranch@yahoo.com

**Morris**  
Linda Strickland  
712 Grapevine Road  
Daingerfield, TX 75638  
903-645-7574 H  
903-331-2867 C  
Strick421@aol.com

**Titus**  
Paul Lindsey  
109 CR 4705  
Mount Pleasant, TX 75455  
903-577-1509 H  
903-466-1711 C  
prlindsey@live.com

**Texas Silver Haired Legislature**  
Rhonda Rogers  
4455 FM 195  
Paris, TX 75462  
903-517-8650  
rrogersmaj@suddenlink.net
### Ark-Tex Council of Governments
#### Regional Advisory Council

### Officers

**Chairperson**
Jane Helberg  
Angels of Northeast Texas  
1849 Lamar Ave., Ste. 200  
Paris, TX 75460  
903-784-3902  
JWH@angelshomecarenetx.com

**Vice-Chairperson**
Bill Collins  
P.O. Box 1202  
Paris, TX 75461  
903-783-0984 H  
903-517-7763 C  
bill.raftercranch@yahoo.com
ITEM 9:

Review and approve revisions to the Regional Criminal Justice Advisory Committee (RCJAC) local priorities and the grant application scoring instrument (VOCA and VAWA scoring instruments only).

BACKGROUND:

The RCJAC conducts an annual review of the current bylaws, policy guidelines, local priorities, and the scoring instrument to determine if updates are needed. The local priorities were established by the Regional Strategic Planning Focus Groups. Those recommendations, as well as the updates to the VOCA and VAWA scoring instrument, were reviewed and approved by the RCJAC, to be incorporated into the application scoring process, as required by the Criminal Justice Division of the Governor’s Office (CJD).

DISCUSSION:

The bylaws, policy guidelines, local priorities, and the scoring instrument are very important in conducting the business of the RCJAC and scoring the grant applications from (CJD). The changes to the local priorities consist of one priority added to the Victim Services section, as recommended by the Regional Strategic Planning Focus Groups. The changes to the scoring instrument are necessary due to the updated local priority mentioned above.

RECOMMENDATION:

Staff recommends approval of the revisions to the Regional Criminal Justice Advisory Committee local priorities, and the grant application scoring instrument. (The bylaws and policy guidelines are not being presented since the ATCOG Board previously approved the RCJAC bylaws and guidelines, and there were no revisions necessary this year.)
Local Priorities for Grant Year FY18

Victim Services

- 24 hour crisis intervention, legal advocacy, and counseling to victims of domestic violence, sexual assault, stalking, and dating violence, and other victims of violent crimes, and also provide shelter services and case management to the victims as necessary.
- Legal consultation, representation and/or assistance with protective order processing, as well as assistance with Crime Victims’ Compensation (CVC) and Texas Victim Information & Notification Everyday (VINE), in relation to violent crime victims.
- Provide a safe child-friendly atmosphere for child abuse victims, while fostering collaborative working relationships with investigative agencies, thus reducing the trauma experienced by child victims and their non-offending family member when interviewed and provide follow up services.
- Educational programs, public awareness, and community involvement to increase awareness regarding child abuse, neglect, domestic violence, and sexual assault.
- Short-term housing assistance for victims of domestic violence and sexual assault, as well as other types of victims (i.e. victims with mental health issues/mental illness).

Juvenile Services

- Resources for sex offender treatment, psychological/psycho-sexual evaluations, and other mental health and substance abuse services for at-risk youth, including psychiatric evaluations, counseling, and treatment.
- School Resource Officers to lead pre-preventative intervention services and classes such as the DARE program and peer support groups, and combat school violence, delinquency, and truancy.
- Programs to divert at-risk youth from entering the juvenile justice system, such as pre-prevention services and mentoring programs for children under age 10.
- Programs/services to assist youth in their development of cognitive behavioral skills including positive decision making and thought processes, and also independent living skills for ages 16 and older.

Law Enforcement Services

- Updated and adequate equipment for law enforcement purposes.
- Law Enforcement Training that is beneficial and meets the needs of current and potential officers.
- Manpower and sufficient response, along with officer safety, in order to support the level of crime and also the level of individuals with mental health issues/mental illness in the local communities throughout the region.
- Resources to address the excessive crime rate in certain areas of the region.
- Updated comprehensive systems, allowing for agency and interagency communication and cooperation.
Office of the Governor, Criminal Justice Division
CJAC Application Score Sheet

<table>
<thead>
<tr>
<th>Funding Opportunity:</th>
<th>General Victim Assistance-Direct Services Program (VOCA)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Agency:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount Requested:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Score:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have a conflict of interest you are exempt from scoring or commenting on the application in conflict and must remove yourself from the room until the conflicting application is presented/scored.

### Attendance

<table>
<thead>
<tr>
<th>Max Points Allowed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was a knowledgeable representative from the applicant agency available at the CJAC scoring meeting to present their project and address potential questions?</td>
<td>15.00</td>
</tr>
</tbody>
</table>

### Management & Fiscal Capability

<table>
<thead>
<tr>
<th>Max Points Allowed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>If funded, would the applicant/agency be able to provide the necessary resources to manage and carry out the project in an effective and fiscally responsible manner?</td>
<td>15.00</td>
</tr>
</tbody>
</table>

### Local Priorities

<table>
<thead>
<tr>
<th>Max Points Allowed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the project address a local need in the ATCOG region (as listed in the Regional Criminal Justice Strategic Plan - ATCOG Region)?</td>
<td>10.00</td>
</tr>
<tr>
<td>24hr. crisis intervention, legal advocacy, and counseling to victims, and also provide shelter services &amp; case management</td>
<td></td>
</tr>
<tr>
<td>Legal consultation, representation/assistance with protective order processing, Crime Victims’ Compensation, Texas VINE</td>
<td></td>
</tr>
<tr>
<td>Provide safe child-friendly atmosphere for child abuse victims &amp; collaborative relationships with investigative agencies</td>
<td></td>
</tr>
<tr>
<td>Educational programs, public awareness, community involvement to increase awareness for child abuse, neglect, Domestic Violence &amp; Sexual Assault</td>
<td></td>
</tr>
<tr>
<td>Short-term housing assistance for victims of domestic violence and sexual assault, as well as other types of victims (i.e. victims with mental health/mental illness)</td>
<td></td>
</tr>
</tbody>
</table>

### Documentation of Problem

<table>
<thead>
<tr>
<th>Max Points Allowed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does this project avoid duplication or overlapping of existing resources or programs available within the project’s proposed service area and target population?</td>
<td>10.00</td>
</tr>
<tr>
<td>Does the supporting data validate the problem within the proposed target area?</td>
<td>10.00</td>
</tr>
</tbody>
</table>

### Cost and Program Effectiveness

<table>
<thead>
<tr>
<th>Max Points Allowed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the activities to be conducted reasonable and will they adequately accomplish the goals of the project?</td>
<td>10.00</td>
</tr>
<tr>
<td>Are the budget line items eligible and essential to meeting the goals of the project?</td>
<td>10.00</td>
</tr>
<tr>
<td>Does the organization have a clear plan to generate, collect, and assess output and outcome measures to support evaluation of results?</td>
<td>10.00</td>
</tr>
<tr>
<td>Does the project document coordinated collaboration with other agencies and/or organizations?</td>
<td>10.00</td>
</tr>
<tr>
<td>Is the applicant on Vendor Hold with CJD?</td>
<td>NO (No Penalty)</td>
</tr>
</tbody>
</table>

**TOTAL**

Printed Name of CJAC Member

Signature of CJAC Member

***SEE REVERSE SIDE FOR COMMENTS & EXEMPT STATUS SECTIONS***
<table>
<thead>
<tr>
<th>Funding Opportunity:</th>
<th>General Victim Assistance-Direct Services Program (VOCA)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Agency:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount Recommended for Funding:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If different than requested amount)</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Check If Exempt

Reason: __________________________________________________________

______________________________________________________________
ITEM 10:

Review and consider approval of a resolution approving termination of the Ark-Tex Council of Governments (ATCOG) American Funds Salary Deferral 403b Plan.

BACKGROUND:

ATCOG has offered staff the opportunity to participate in a 403b retirement plan with American Funds. Staff contribute 100% of the funds into this retirement plan with no matching contributions by ATCOG. ATCOG currently has only four staff participating in the 403b plan.

DISCUSSION:

ATCOG previously offered the 403b plan as a means for staff to be able to contribute into a retirement plan if they wanted. Our previous Money Purchase Pension Plan was funded 100% by contributions from the agency and staff were not allowed to make personal contributions into the plan.

Now that our agency has become a member of the Texas County & District Retirement System, staff are making contributions that match the percentage of ATCOG contributions into the retirement plan.

Since the American Funds Money Purchase Pension Plan has been terminated, we feel it would be beneficial to terminate the 403b retirement plan. This will eliminate the necessity for ATCOG to have a second qualified retirement plan, as well as the requirement for agency approval if a member wants to move their money out of the 403b. The 403b plan requires the eligibility age of 59 ½, whereas an IRA allows a person to withdraw funds at any age as long as taxes are paid on the money.

The four participants currently in the 403b retirement plan have opted to roll their 403b funds over into an IRA where they are rolling over their Money Purchase Pension Plan funds. This will leave no current staff with retirement funds in the 403b plan.

ATCOG does not feel that any current or former employee should be limited as to what they can do with their own money; therefore, we would like to terminate the 403b and allow any funds in that plan to be rolled over or distributed based on member wishes.

By signature of the Resolution, the ATCOG Executive Committee approves termination of the 403b Plan.

RECOMMENDATION:

Staff recommends approval for ATCOG to terminate the American Funds Salary Deferral 403b Plan.
RESOLUTION NO. __________

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS FOR REVIEW AND APPROVAL TO TERMINATE THE AMERICAN FUNDS SALARY DEFERRAL 403B RETIREMENT PLAN.

WHEREAS, the Ark-Tex Council of Governments (ATCOG) is a Regional Planning Commission established pursuant to the authority granted by Article 1011m, Revised Civil Statutes of Texas, and Arkansas Interlocal Cooperation Act 430; and

WHEREAS, ATCOG currently has allowed staff to contribute their own funds into a 403b retirement plan with American Funds; and

WHEREAS, ATCOG has dissolved the Money Purchase Pension Plan with American Funds; and

WHEREAS, employees will now be contributing a percentage of their salary into our new retirement plan, the Texas County & District Retirement System, and such funds will be matched by ATCOG’s contribution of the same percentage; and

WHEREAS, all existing staff in the 403b Plan are rolling their funds into an IRA where their Money Purchase Pension Plan funds are being established due to plan termination; and

WHEREAS, ATCOG does not desire to have a second qualified retirement plan and desires to allow staff to choose their distribution option for the 403b funds.

NOW, THEREFORE, BE IT RESOLVED BY THE EXECUTIVE COMMITTEE OF THE ARK-TEX COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS:

Section 1 - That the Executive Committee approves dissolution of the American Funds Salary Deferral 403b Retirement plan.

Section 3 - That the Executive Committee designates the Executive Director to act on its behalf in any and all matters related to or arising as a result of the termination of the 403b retirement plan.

Section 4 - That this Resolution shall be in effect immediately upon its execution.

REVIEWED AND APPROVED THIS 26th DAY OF JANUARY 2017.

__________________________________________
L. D. Williamson, President
Ark-Tex Council of Governments

ATTEST:
To All Law Enforcement Agencies:

As you know, ATCOG provides law enforcement training to officers within the ATCOG region through a contracted training provider. That contracted training provider has been Northeast Police Academy (NEPA)/Northeast Texas Community College (NTCC), with the original contract service period of September 1, 2015 through August 31, 2017 (corresponding with our CJD grant period).

NEPA/NTCC has met all of the performance targets and now desires to increase the value to our region by combining forces with East Texas Police Academy (ETPA)/Kilgore College. NTCC and Kilgore College officials have met and seek to partner in the delivery of high quality law enforcement training in the ATCOG region, and we are excited about the opportunities that this partnership will bring to our region.

At this time, representatives from East Texas Police Academy and Northeast Police Academy are constructing a new schedule of courses to be held in our ATCOG region, with many of those courses beginning very soon. As soon as the new schedule is finalized I will forward that to each of you, along with updates to the registration process, since ETPA will be assuming the administrative and fiscal responsibilities of the contract from this point forward.

We look forward to working with both academies in the year ahead of us. This is a great opportunity and this partnership will benefit all law enforcement agencies, officers, potential officers and county corrections officers in the ATCOG region.

Thank you all for your valued service in the ATCOG region, and we hope to collectively offer you the valuable training that you need now, and in the future.

Patricia Haley

4808 Elizabeth St.
Texarkana, TX 75503
903-255-3531
phaley@atcog.org
ARTICLE I

Name and Organization

There is hereby organized pursuant to the authority granted by Article 1011m, Revised Civil Statutes of Texas, and Arkansas Interlocal Cooperation Act 430, an Interstate Regional Planning Commission, hereafter called Council, which shall be known as the Ark-Tex Council of Governments, a voluntary association of local governmental units located in the Texarkana, Texas area.

ARTICLE II

Purpose and Objectives

1. It shall be the purpose of the Council: (1) to encourage and permit local units of government to join and cooperate with one another to improve the health, safety and general welfare of their citizens; (2) to plan for the future development of the region to the end that transportation systems may be more carefully planned; that the communities, areas and regions grow with adequate streets, utilities and health, educational, recreational and other essential facilities; that needs of agriculture, business and industry be recognized; that residential areas provide health surroundings for family life; that historical and cultural value be preserved; and that the growth of the communities, areas and regions is commensurate with and promotive of the efficient and economical use of public funds; and (3) to eliminate duplication and promote economy and efficiency in the coordinated development of the area.

2. In achieving these objectives, the Council may: (1) exercise any powers heretofore or hereafter conferred upon it by state law; (2) undertake studies, collect data and develop area plans and programs; (3) engage in such other activities as the Council finds necessary or desirable to accelerate area development and correct area problems; (4) receive and expend gifts, contributions and donations which may be made to the Council to accomplish its purposes; (5) apply and contract for, receive and expend funds from Council members, as provided in the Bylaws, to finance the costs of operations; and (6) assist, encourage, and coordinate the activities of all parties concerned both public and private, in implementing those plans and programs which affect the growth and development of the area.
ARTICLE III

Membership

1. Membership shall consist of local governmental units as defined in Section 18 of Article 1011m of Vernon’s Annotated Civil Statutes, Chapter 391 of the Texas Local Government Code and of the Arkansas Interlocal Cooperation Act 430, which may join by passage of an ordinance, resolution, order or other means, upon payment of dues as provided in Article XI of the Bylaws and approval of the Board of Directors of the Ark-Tex Council of Governments.

2. Local governmental units eligible for membership shall be geographically situated in whole or in part, within Bowie, Cass, Morris, Red River, Lamar, Delta, Franklin, Hopkins, and Titus Counties in Texas, and Miller County in Arkansas, and adjoining counties upon the approval of the Board of Directors of the Council, and may include counties, cities, towns, villages, hospital authorities, districts or other political subdivisions of the State.

3. A member which is more than six months in arrears in its dues as herein provided may be denied its voting privileges until such time as the dues are paid.

4. A member may withdraw from the Council upon notifying the Executive Committee by resolution or other appropriate legal action of the governing body of such withdrawing member. In the event of withdrawal by a member of the Council, said member shall not be entitled to a return of any portion of previously paid annual dues.

5. As an honor, past presidents who are no longer member representatives may be recognized as ex-officio, non-voting, non-dues paying, non-entity representative members by the Board in the capacity of citizen advisors.

6. Associate Membership may consist of a State Public University, an Economic Development Corporation as defined in Chapter 501 of the LGC or similar organization, or a Regional Service Organization that utilizes government funding for a majority of their operations, and be located within the region as described in Article III.2.
ARTICLE IV

Board of Directors

1. The Board of Directors shall be composed of members elected or appointed by the membership within the area specified in these Bylaws, and shall be elected or appointed as may be determined by each respective member in the following manner as longs as the Board maintains two-thirds of the membership be elected officials of member cities or counties (LGC 391.006(CB1)):

   a. Each member County Government shall have one Director who shall be an elected official appointed by the Commissioner’s Court;

   b. Each member City Government with a population of 10,000 or more shall have three Directors who shall be elected officials appointed by the City Council;

   c. Each member City Government with a population of less than 10,000 shall have one Director who shall be an elected official appointed by the City Council;

   d. Each member Community / Junior College District and School District shall be entitled to have one member on the Board of Directors who shall be appointed from by their elected governing body, who is a governing body member or the College President, from the area described in Article III.2 of these Bylaws;

   e. Each member Special District shall be entitled to have one member on the Board of Directors who shall be appointed from by their governing body, who is a governing body member, or President/Executive Director, from the area described in Article III.2 of these Bylaws;

   f. Each member Authority shall be entitled to have one member on the Board of Directors who shall be appointed from by their governing body, who is a governing body member, or President/Executive Director of the Authority and shall be from the area described in Article III.2 of these Bylaws.

   g. All members of the Texas Legislature whose districts include all or part of the Ark-Tex Council of Governments’ region shall be an ex officio, nonvoting member to serve on the Board of Directors.

   h. Each member State Public University shall be entitled to have one member on the Board of Directors who shall be appointed by their governing body from the area described in Article III.6 of these Bylaws

   i. Each member Economic Development Corporation shall be entitled to have one member on the Board of Directors who shall be appointed by their governing body from the area described in Article III.6 of these Bylaws.

   j. Each member Regional Service Organization shall be entitled to have one member on the Board of Directors who shall be appointed from their governing body from the area described in Article III.6 of these Bylaws.
2. The term “elected officials” used herein means a mayor or member of the governing body of a municipality, a county judge, a county commissioner, a member of the board of trustees of a school district or a member of the elected governing body of a special district.

3. Each Director may represent multiple organizations, but shall have only one vote and shall be appointed for a period of two years, beginning on June 1 of the year appointed. Each may serve until his successor is duly qualified or installed. A member of the Board of Directors must be physically present to vote at any regular or special meeting of the Board of Directors. No proxy votes, meetings via telephone conference calls, or live video transmission meetings are allowed per Opinion rulings of the Office of the Attorney General of the State of Texas.

4. A vacancy in office because of death, resignation, removal, disqualification or otherwise may be filled by the member from which such Director received his selection by election or appointment.

ARTICLE V

Executive Committee

1. There will be an Executive Committee chosen from the Board of Directors, consisting of President, Vice-President, Secretary, Treasurer and [CB4] other members maintaining two-thirds of the membership be elected officials of member cities or counties. These sixteen twenty-three Committee members are to be elected by the Directors at the Annual Meeting which shall be the regular meeting in September and will serve a two-year term beginning at the regular Executive Committee meeting in October, with no limitations for successions. No Board member may be elected to the Executive Committee if the entity which he represents is in arrears of dues, payments or other fees owed to the Ark-Tex Council of Governments. Vacancies on the Executive Committee because of death, resignation, removal, disqualification or otherwise may be filled immediately by vote of the Board of Directors at a regular meeting of the Ark-Tex Council of Governments on recommendation of a nominating committee of not less than three Directors appointed by the highest officer of the then active Executive Committee.

a. Each member County Government, and one member City Government within each county shall have the availability of a seat on the Executive Committee. There shall be a seat available for one District Member, one Authority Member and one Associate Member.

b. The President shall be the principal executive officer of the Council, and in general, shall supervise and control all the business and affairs of the Council. He shall preside at all meetings of the members and of the Board of Directors. He and/or the Secretary, Treasurer or any other proper office of the Council authorized by the Board of Directors may sign any deeds, mortgages, bonds, contracts, checks, drafts or other instruments which the Board of Directors has authorized to be executed, and in general, he shall perform all duties incident to the office of President and other such duties as may be prescribed by the Board of Directors from time to time. The Board of Directors may authorize, upon occasion, the Executive Director to act in its behalf and sign documents as described above.
c. In the absence of the President or in the event of his inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

d. The Secretary shall keep the minutes of the meetings of the members and the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with provisions of these Bylaws or as required by law; be custodian of the records and ensure execution of such as duly authorized in accordance with the provisions of these Bylaws; keep a register of the post office address of each member which shall be furnished to the Secretary by such members; and in general perform, or assign to be performed, all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

e. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine. He shall have charge and custody of and be responsible for all funds and securities of the Council; receive and give receipts for monies due and payable to the Council from any source whatsoever; and deposit all such monies in the name of the Council in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article X of these Bylaws; and in general, perform, or assign to be performed all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

f. No entity member may have more than one Director serve on the Executive Committee.

2. The Executive Committee, unless otherwise determined by the Board of Directors, shall normally meet monthly, and shall be responsible for the implementation of policies established by the Board of Directors. Such meetings, unless otherwise determined by the Executive Committee, shall be held in the City of Mount Pleasant shall be in a consistent, centralized location as determined by the Executive Committee. Actions to the Executive Committee may be appealed to the Board of Directors upon the written request of any member.

3. (consider 8 or 10 Members of the EC) A majority of the appointed members of the sixteen-member Executive Committee shall constitute a quorum and the President shall vote only in case of tie vote of other members.

4. A member missing more than three (3) consecutive, regular Executive Committee meetings must have a legitimate excuse, approved by the Executive Committee for his/her third consecutive absence or he/she shall forfeit his/her position on the Executive Committee. A position made vacant by such forfeiture shall be filled as described in Article V, para. (1) above. Regular membership on the Board of Directors shall not be affected by the provisions of this paragraph.
ARTICLE VI

Executive Director and Staff

1. The Board of Directors shall employ an Executive Director who shall serve at the pleasure of the Board.

2. The Executive Director shall be the chief administrative officer of the Council, appoint and remove all subordinate employees and, subject to the rules and regulations of the Board of Directors, act for and in the name of the Council.

3. The Executive Director shall prepare the annual budget and work program of the Council and shall faithfully execute all other duties and responsibilities vested in or required of him by the Board of Directors.

ARTICLE VII

Meetings

1. The Board of Directors shall hold regular and/or special meetings at such times and places as it may determine and said meetings shall be open to the public. Normally such meetings shall be held quarterly, unless otherwise determined by the Board of Directors and, in terms of location, shall be rotated throughout the region.

2. Special meetings may be called by the President or upon the written request of twenty percent (20%) of the members of the Board of Directors for the purpose of transacting any business specified in the call. The call for a special meeting must be in writing and mailed to each Director at least five days before such meeting.

3. There shall be an annual meeting of the Council at a time and place to be determined by the Board of Directors. Normally this meeting shall be held during the month of September, as herein described, and shall constitute one of the Board of Directors’ normal quarterly meetings.

4. Ten percent (10%) of the appointed positions on the Board of Directors will constitute a quorum at any meeting of the Council; provided, however, that a quorum may not be less than the number required by the Bylaws for a quorum of the Executive Committee.

ARTICLE VIII

Waiver of Notice

1. Whenever any notice is required to be given under the provisions of the Bylaws to any member, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent thereto.
ARTICLE IX

Books and Records

1. The Council shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, and Board of Directors, and shall keep at the registered or principal office a record giving names and addresses of members entitled to vote. All books and records of the Council may be inspected by any member or his agent or attorney for any proper purpose at any reasonable time.

ARTICLE X

Contracts, Checks, Deposits, Funds and Other Business

1. The Board of Directors may authorize any officer or officers, agent or agents of the Council, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and behalf of the Council, and such authority may be general or confined to specific instances.

2. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Council shall be signed by such officer or officers, agent or agents of the Council and in such manner as shall from time to time be determined by resolution of the Board of Directors. Such instruments shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President or Vice President of the Council, Executive Director or Director of Administration and countersigned by the President or Treasurer.

3. All funds of the Council shall be deposited from time to time to the credit of the Council in such banks, trust companies or other depositories as the Board of Directors may select.

4. The Board of Directors shall be responsible for the review, approval and adoption of all Council policy documents, including but not limited to an annual budget, as herein described, action/implementation plans, annual work program, affirmative action and personnel plans and rules.
ARTICLE XI

Finances, Budget and Payments

1. The Council shall adopt an annual budget Strategic Work Program and Financial Plan on or before September 30th of each year and its fiscal period shall begin on the first day of October in each year.

2. Each year upon adoption of the annual budget Strategic Work Program and Financial Plan, the Council shall fix the dues for all member governmental units. Dues shall be in sufficient amounts to provide funds as required by the budget.

3. New governmental units may join the Council upon the payment of dues prorated for the remaining portion of the Council’s fiscal year.

4. The dues for each city shall be 20 cents per capita based on the most current census that is a Council-recognized census estimate with a minimum of one hundred dollars ($100.00) annually (see paragraph 5). County governmental units shall pay 15 cents per capita of population for non-member incorporated areas and 15 cents per capita of population for unincorporated areas of the county.

5. All other governmental units shall pay a minimum of one hundred dollars ($100.00) annually.

ARTICLE XII

Parliamentary Rule

“Robert’s Rules of Order Revised” shall be the authority of all questions of parliamentary procedure not covered by these Bylaws.
ARTICLE XIII

Amendments

1. Amendments by the Board of Directors. These Bylaws may be amended by a vote of the Board of Directors approving the amendment at any meeting, provided that the proposed amendment has been submitted in writing to each member of the Board at least ten days in advance of each meeting and ratified by a majority vote of three-fourth (3/4) of the Directors at any meeting.

These Bylaws adopted by the Directors of the Ark-Tex Council of Governments at a meeting thereof at Texarkana, Texas, this the 24th day of June, 1969.

AS AMENDED -
November 7, 1974
June 3, 1976
May 3, 1976
December 6, 1979
September 24, 1981
September 9, 1982
September 24, 1985
June 25, 1987
January 12, 1993
March 30, 2000
February 23, 2006
June 30, 2011
March 27, 2014

Charles McMichael, Judge L.D. Williamson, President
Ark-Tex Council of Governments

ATTEST:

Laura Mabey, Secretary Judge Linda Munkres, Secretary
Ark-Tex Council of Governments
## INDIRECT

**Description**

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Period to date Actual</th>
<th>Year to date Actual</th>
<th>Year to date Budget</th>
<th>% Used</th>
<th>Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 01 01 17 000 40913 00 CONTRACT FUNDS</td>
<td></td>
<td>702.00</td>
<td>1,956.00</td>
<td>.00</td>
<td>.0%</td>
<td>1,956.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td>702.00</td>
<td>1,956.00</td>
<td>.00</td>
<td>.0%</td>
<td>1,956.00</td>
</tr>
<tr>
<td>01 01 01 17 000 50110 00 SALARIES</td>
<td></td>
<td>31,629.95</td>
<td>95,442.37</td>
<td>461,702.00</td>
<td>20.7%</td>
<td>366,259.63</td>
</tr>
<tr>
<td>01 01 01 17 000 50210 00 BENEFITS</td>
<td></td>
<td>19,464.10</td>
<td>58,792.59</td>
<td>284,520.00</td>
<td>20.7%</td>
<td>225,727.41</td>
</tr>
<tr>
<td>01 01 01 17 000 50310 00 STAFF TRAVEL</td>
<td></td>
<td>320.85</td>
<td>4,872.98</td>
<td>41,300.00</td>
<td>11.6%</td>
<td>36,427.02</td>
</tr>
<tr>
<td>01 01 01 17 000 50312 00 BOARD REGISTRATION</td>
<td></td>
<td>.00</td>
<td>538.00</td>
<td>.00</td>
<td>.0%</td>
<td>(538.00)</td>
</tr>
<tr>
<td>01 01 01 17 000 50410 00 RENT/SPACE</td>
<td></td>
<td>3,201.98</td>
<td>7,277.19</td>
<td>29,002.00</td>
<td>25.1%</td>
<td>21,724.81</td>
</tr>
<tr>
<td>01 01 01 17 000 50420 00 TELEPHONE</td>
<td></td>
<td>996.50</td>
<td>2,961.07</td>
<td>11,585.00</td>
<td>25.6%</td>
<td>8,623.93</td>
</tr>
<tr>
<td>01 01 01 17 000 50430 00 POSTAGE</td>
<td></td>
<td>341.87</td>
<td>1,218.04</td>
<td>5,650.00</td>
<td>21.6%</td>
<td>4,431.96</td>
</tr>
<tr>
<td>01 01 01 17 000 50440 00 COPIER</td>
<td></td>
<td>116.67</td>
<td>205.78</td>
<td>1,170.00</td>
<td>17.6%</td>
<td>964.22</td>
</tr>
<tr>
<td>01 01 01 17 000 50510 00 OTHER DIRECT</td>
<td></td>
<td>7,721.73</td>
<td>8,309.98</td>
<td>17,700.00</td>
<td>46.9%</td>
<td>9,390.02</td>
</tr>
<tr>
<td>01 01 01 17 000 50511 00 OFFICE SUPPLIES</td>
<td></td>
<td>412.82</td>
<td>690.48</td>
<td>10,300.00</td>
<td>6.7%</td>
<td>9,609.52</td>
</tr>
<tr>
<td>01 01 01 17 000 50514 00 PERIODICALS &amp; PUBLICATIONS</td>
<td></td>
<td>.00</td>
<td>.00</td>
<td>3,275.00</td>
<td>.0%</td>
<td>3,275.00</td>
</tr>
<tr>
<td>01 01 01 17 000 50515 00 MEMBERSHIP DUES</td>
<td></td>
<td>.00</td>
<td>80.00</td>
<td>230.00</td>
<td>34.8%</td>
<td>150.00</td>
</tr>
<tr>
<td>01 01 01 17 000 50516 00 ADVERTISING</td>
<td></td>
<td>.00</td>
<td>.00</td>
<td>1,350.00</td>
<td>.0%</td>
<td>1,350.00</td>
</tr>
<tr>
<td>01 01 01 17 000 50520 00 AUDIT &amp; ACCOUNTING FEES</td>
<td></td>
<td>.00</td>
<td>.00</td>
<td>38,000.00</td>
<td>.0%</td>
<td>38,000.00</td>
</tr>
<tr>
<td>01 01 01 17 000 50522 00 INSURANCE &amp; BONDING</td>
<td></td>
<td>.00</td>
<td>6,982.46</td>
<td>6,983.00</td>
<td>100.0%</td>
<td>.54</td>
</tr>
<tr>
<td>01 01 01 17 000 50523 00 COMPUTER SOFTWARE MAINTENANCE</td>
<td></td>
<td>.00</td>
<td>.00</td>
<td>6,753.00</td>
<td>.0%</td>
<td>6,753.00</td>
</tr>
<tr>
<td>01 01 01 17 000 50524 00 BANKING SERVICES</td>
<td></td>
<td>.00</td>
<td>305.83</td>
<td>410.00</td>
<td>74.6%</td>
<td>104.17</td>
</tr>
<tr>
<td>01 01 01 17 000 50525 00 INTEREST</td>
<td></td>
<td>661.41</td>
<td>3,577.24</td>
<td>7,681.00</td>
<td>46.6%</td>
<td>4,103.76</td>
</tr>
<tr>
<td>01 01 01 17 000 50911 00 INDIRECT COST ALLOCATION</td>
<td></td>
<td>(50,639.29)</td>
<td>(153,488.30)</td>
<td>.00</td>
<td>.0%</td>
<td>153,488.30</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td></td>
<td>14,248.59</td>
<td>37,765.71</td>
<td>927,611.00</td>
<td>4.1%</td>
<td>889,045.29</td>
</tr>
</tbody>
</table>

**Excess Revenue over (under) Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess Revenue over (under) Expenditures</td>
<td>(13,546.59)</td>
<td>(35,809.71)</td>
</tr>
<tr>
<td></td>
<td>(927,611.00)</td>
<td>891,801.29</td>
</tr>
<tr>
<td>Description</td>
<td>Month to date</td>
<td>Year to date</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>0010 00 17 000 50110 00</td>
<td>9,319.97</td>
<td>27,065.09</td>
</tr>
<tr>
<td>0010 00 17 000 50210 00</td>
<td>5,741.10</td>
<td>16,672.10</td>
</tr>
<tr>
<td>0010 00 17 000 50310 00</td>
<td>117.45</td>
<td>2,187.08</td>
</tr>
<tr>
<td>0010 00 17 000 50312 00</td>
<td>.00</td>
<td>269.00</td>
</tr>
<tr>
<td>0010 00 17 000 50410 00</td>
<td>943.48</td>
<td>2,076.33</td>
</tr>
<tr>
<td>0010 00 17 000 50420 00</td>
<td>331.77</td>
<td>969.60</td>
</tr>
<tr>
<td>0010 00 17 000 50430 00</td>
<td>.00</td>
<td>316.22</td>
</tr>
<tr>
<td>0010 00 17 000 50440 00</td>
<td>24.44</td>
<td>54.40</td>
</tr>
<tr>
<td>0010 00 17 000 50510 00</td>
<td>7,481.73</td>
<td>7,779.98</td>
</tr>
<tr>
<td>0010 00 17 000 50511 00</td>
<td>70.78</td>
<td>70.78</td>
</tr>
<tr>
<td>0010 00 17 000 50514 00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>0010 00 17 000 50525 00</td>
<td>394.88</td>
<td>998.76</td>
</tr>
</tbody>
</table>

Total EXPENSE

24,225.60 58,459.34 88.52 249,533.00 190,956.14 23.5%
#### Administration

<table>
<thead>
<tr>
<th>Description</th>
<th>Month to date</th>
<th>Year to date</th>
<th>Ytd encumbrance</th>
<th>Annual budget</th>
<th>Annual var</th>
<th>% used</th>
</tr>
</thead>
<tbody>
<tr>
<td>0020 00 17 000 50110 00 SALARIES</td>
<td>11,184.43</td>
<td>34,671.03</td>
<td>.00</td>
<td>171,924.00</td>
<td>137,252.97</td>
<td>20.2%</td>
</tr>
<tr>
<td>0020 00 17 000 50210 00 BENEFITS</td>
<td>6,889.62</td>
<td>21,357.35</td>
<td>.00</td>
<td>105,962.00</td>
<td>84,604.65</td>
<td>20.2%</td>
</tr>
<tr>
<td>0020 00 17 000 50310 00 STAFF TRAVEL</td>
<td>169.20</td>
<td>341.83</td>
<td>.00</td>
<td>4,000.00</td>
<td>3,658.17</td>
<td>8.6%</td>
</tr>
<tr>
<td>0020 00 17 000 50312 00 REGISTRATION</td>
<td>.00</td>
<td>269.00</td>
<td>.00</td>
<td>.00</td>
<td>(269.00)</td>
<td></td>
</tr>
<tr>
<td>0020 00 17 000 50410 00 RENT/SPACE</td>
<td>1,132.23</td>
<td>2,631.59</td>
<td>.00</td>
<td>10,300.00</td>
<td>7,668.41</td>
<td>25.6%</td>
</tr>
<tr>
<td>0020 00 17 000 50420 00 TELEPHONE</td>
<td>323.69</td>
<td>999.77</td>
<td>.00</td>
<td>3,800.00</td>
<td>2,800.23</td>
<td>26.3%</td>
</tr>
<tr>
<td>0020 00 17 000 50430 00 POSTAGE</td>
<td>59.65</td>
<td>116.53</td>
<td>.00</td>
<td>1,700.00</td>
<td>1,583.47</td>
<td>6.9%</td>
</tr>
<tr>
<td>0020 00 17 000 50440 00 COPIER</td>
<td>47.98</td>
<td>72.03</td>
<td>.00</td>
<td>750.00</td>
<td>677.97</td>
<td>9.6%</td>
</tr>
<tr>
<td>0020 00 17 000 50510 00 OTHER DIRECT</td>
<td>240.00</td>
<td>450.00</td>
<td>.00</td>
<td>3,312.00</td>
<td>2,862.00</td>
<td>13.6%</td>
</tr>
<tr>
<td>0020 00 17 000 50511 00 OFFICE SUPPLIES</td>
<td>.00</td>
<td>5.80</td>
<td>.00</td>
<td>1,700.00</td>
<td>1,694.20</td>
<td>.3%</td>
</tr>
<tr>
<td>0020 00 17 000 50514 00 PERIODICALS &amp; PU</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>1,600.00</td>
<td>1,600.00</td>
<td>.0%</td>
</tr>
<tr>
<td>0020 00 17 000 50516 00 ADVERTISEMENT</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>200.00</td>
<td>200.00</td>
<td>.0%</td>
</tr>
<tr>
<td>0020 00 17 000 50522 00 INSURANCE/BONDIN</td>
<td>.00</td>
<td>6,982.46</td>
<td>.00</td>
<td>6,983.00</td>
<td>.54</td>
<td>100.0%</td>
</tr>
<tr>
<td>0020 00 17 000 50523 00 COMPUTER SOFTWARE</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>825.00</td>
<td>825.00</td>
<td>.0%</td>
</tr>
<tr>
<td>0020 00 17 000 50524 00 BANKING SERVICES</td>
<td>.00</td>
<td>305.83</td>
<td>.00</td>
<td>410.00</td>
<td>104.17</td>
<td>74.6%</td>
</tr>
<tr>
<td>0020 00 17 000 50525 00 INTEREST</td>
<td>233.88</td>
<td>1,295.44</td>
<td>.00</td>
<td>2,920.00</td>
<td>1,624.56</td>
<td>44.4%</td>
</tr>
</tbody>
</table>

**Total EXPENSE**

<p>|               | 20,280.68     | 69,498.66    | .00             | 316,386.00    | 246,887.34 | 22.0%  |</p>
<table>
<thead>
<tr>
<th>Description</th>
<th>Month to date</th>
<th>Year to date</th>
<th>Ytd encumbrance</th>
<th>Annual budget</th>
<th>Annual var</th>
<th>% used</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOARD TRAVEL</td>
<td>0.00</td>
<td>1.667.00</td>
<td>0.00</td>
<td>20,000.00</td>
<td>18,333.00</td>
<td>8.3%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total EXPENSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Finance

**0040 17 00C**

<table>
<thead>
<tr>
<th>Description</th>
<th>Month to date</th>
<th>Year to date</th>
<th>Ytd encumbrance</th>
<th>Annual budget</th>
<th>Annual var</th>
<th>% used</th>
</tr>
</thead>
<tbody>
<tr>
<td>0040 00 17 00 50110 00 SALARIES</td>
<td>7,596.53</td>
<td>23,581.42</td>
<td>.00</td>
<td>112,900.00</td>
<td>89,318.58</td>
<td>20.9%</td>
</tr>
<tr>
<td>0040 00 17 00 50210 00 BENEFITS</td>
<td>4,679.48</td>
<td>14,526.16</td>
<td>.00</td>
<td>69,584.00</td>
<td>55,057.84</td>
<td>20.9%</td>
</tr>
<tr>
<td>0040 00 17 00 50310 00 STAFF TRAVEL</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td>.0%</td>
</tr>
<tr>
<td>0040 00 17 00 50410 00 RENT/SPACE</td>
<td>769.02</td>
<td>1,791.20</td>
<td>.00</td>
<td>7,450.00</td>
<td>5,658.80</td>
<td>24.0%</td>
</tr>
<tr>
<td>0040 00 17 00 50420 00 TELEPHONE</td>
<td>219.87</td>
<td>680.80</td>
<td>.00</td>
<td>2,800.00</td>
<td>2,119.20</td>
<td>24.3%</td>
</tr>
<tr>
<td>0040 00 17 00 50430 00 POSTAGE</td>
<td>282.22</td>
<td>627.81</td>
<td>.00</td>
<td>3,000.00</td>
<td>2,372.19</td>
<td>20.9%</td>
</tr>
<tr>
<td>0040 00 17 00 50440 00 COPIER</td>
<td>24.90</td>
<td>35.38</td>
<td>.00</td>
<td>120.00</td>
<td>84.62</td>
<td>29.5%</td>
</tr>
<tr>
<td>0040 00 17 00 50510 00 OTHER DIRECT</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>984.00</td>
<td>984.00</td>
<td>.0%</td>
</tr>
<tr>
<td>0040 00 17 00 50511 00 OFFICE SUPPLIES</td>
<td>287.94</td>
<td>559.80</td>
<td>.00</td>
<td>3,000.00</td>
<td>2,440.20</td>
<td>18.7%</td>
</tr>
<tr>
<td>0040 00 17 00 50514 00 PERIODICALS &amp; PU</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>410.00</td>
<td>410.00</td>
<td>.0%</td>
</tr>
<tr>
<td>0040 00 17 00 50515 00 MEMBERSHIP DUES</td>
<td>.00</td>
<td>80.00</td>
<td>.00</td>
<td>230.00</td>
<td>150.00</td>
<td>34.8%</td>
</tr>
<tr>
<td>0040 00 17 00 50516 00 ADVERTISING</td>
<td>.00</td>
<td>.00</td>
<td>111.72</td>
<td>150.00</td>
<td>38.28</td>
<td>74.5%</td>
</tr>
<tr>
<td>0040 00 17 00 50520 00 AUDIT &amp; ACCOUNTI</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>38,000.00</td>
<td>38,000.00</td>
<td>.0%</td>
</tr>
<tr>
<td>0040 00 17 00 50523 00 COMPUTER SOFTWARE</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>5,800.00</td>
<td>5,800.00</td>
<td>.0%</td>
</tr>
<tr>
<td>0040 00 17 00 50525 00 INTEREST</td>
<td>158.85</td>
<td>916.19</td>
<td>.00</td>
<td>1,950.00</td>
<td>1,033.81</td>
<td>47.0%</td>
</tr>
</tbody>
</table>

**Total EXPENSE**

| 14,018.81           | 42,798.76     | 111.72      | 248,878.00     | 205,967.52   | 17.2%     |

Fiscal year thru period ending 12/31/2016
<table>
<thead>
<tr>
<th>Description</th>
<th>Month to date</th>
<th>Year to date</th>
<th>Ytd encumbrance</th>
<th>Annual budget</th>
<th>Annual var % used</th>
</tr>
</thead>
<tbody>
<tr>
<td>0050 00 17 000 50110 00 SALARIES</td>
<td>3,330.52</td>
<td>9,538.94</td>
<td>.00</td>
<td>47,025.00</td>
<td>37,486.06 20.3%</td>
</tr>
<tr>
<td>0050 00 17 000 50210 00 BENEFITS</td>
<td>2,051.61</td>
<td>5,876.03</td>
<td>.00</td>
<td>26,963.00</td>
<td>23,106.97 20.3%</td>
</tr>
<tr>
<td>0050 00 17 000 50310 00 STAFF TRAVEL</td>
<td>34.20</td>
<td>677.07</td>
<td>.00</td>
<td>3,800.00</td>
<td>3,122.93 17.8%</td>
</tr>
<tr>
<td>0050 00 17 000 50410 00 RENT/SPACE</td>
<td>337.16</td>
<td>733.14</td>
<td>.00</td>
<td>2,300.00</td>
<td>1,566.86 31.9%</td>
</tr>
<tr>
<td>0050 00 17 000 50420 00 TELEPHONE</td>
<td>115.41</td>
<td>293.95</td>
<td>.00</td>
<td>985.00</td>
<td>691.05 29.8%</td>
</tr>
<tr>
<td>0050 00 17 000 50430 00 POSTAGE</td>
<td>.00</td>
<td>157.48</td>
<td>.00</td>
<td>400.00</td>
<td>242.52 39.4%</td>
</tr>
<tr>
<td>0050 00 17 000 50440 00 COPIER</td>
<td>14.10</td>
<td>34.39</td>
<td>.00</td>
<td>100.00</td>
<td>65.61 34.4%</td>
</tr>
<tr>
<td>0050 00 17 000 50510 00 OTHER DIRECT</td>
<td>.00</td>
<td>80.00</td>
<td>.00</td>
<td>404.00</td>
<td>324.00 19.8%</td>
</tr>
<tr>
<td>0050 00 17 000 50511 00 SUPPLIES</td>
<td>54.10</td>
<td>54.10</td>
<td>.00</td>
<td>400.00</td>
<td>345.90 40.3%</td>
</tr>
<tr>
<td>0050 00 17 000 50514 00 PERIODICALS &amp; PU</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>345.00</td>
<td>345.00 0%</td>
</tr>
<tr>
<td>0050 00 17 000 50516 00 ADVERTISING</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>1,000.00</td>
<td>1,000.00 0%</td>
</tr>
<tr>
<td>0050 00 17 000 50523 00 COMPUTER SOFTWARE</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>128.00</td>
<td>128.00 0%</td>
</tr>
<tr>
<td>0050 00 17 000 50525 00 INTEREST</td>
<td>69.65</td>
<td>343.09</td>
<td>.00</td>
<td>671.00</td>
<td>327.91 51.1%</td>
</tr>
<tr>
<td>Total EXPENSE</td>
<td>6,006.75</td>
<td>17,788.19</td>
<td>.00</td>
<td>86,541.00</td>
<td>68,752.81 20.6%</td>
</tr>
</tbody>
</table>
### Directors Report

**Ark Tex Council of Governments**

**Directors Report**

Fiscal year thru period ending 12/31/2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Month to date</th>
<th>Year to date</th>
<th>Ytd encumbrance</th>
<th>Annual budget</th>
<th>Annual var</th>
<th>% used</th>
</tr>
</thead>
<tbody>
<tr>
<td>0070 00 17 000 50110 00 SALARIES</td>
<td>198.50</td>
<td>585.89</td>
<td>.00</td>
<td>3,881.00</td>
<td>3,295.11</td>
<td>15.1%</td>
</tr>
<tr>
<td>0070 00 17 000 50210 00 BENEFITS</td>
<td>122.29</td>
<td>360.95</td>
<td>.00</td>
<td>2,392.00</td>
<td>2,031.05</td>
<td>15.1%</td>
</tr>
<tr>
<td>0070 00 17 000 50410 00 RENT/SPACE</td>
<td>20.99</td>
<td>44.93</td>
<td>.00</td>
<td>.00</td>
<td>(44.93)</td>
<td></td>
</tr>
<tr>
<td>0070 00 17 000 50420 00 TELEPHONE</td>
<td>5.75</td>
<td>16.95</td>
<td>.00</td>
<td>.00</td>
<td>(16.95)</td>
<td></td>
</tr>
<tr>
<td>0070 00 17 000 50525 00 INTEREST</td>
<td>4.15</td>
<td>23.76</td>
<td>.00</td>
<td>.00</td>
<td>(23.76)</td>
<td></td>
</tr>
<tr>
<td><strong>Total EXPENSE</strong></td>
<td><strong>350.78</strong></td>
<td><strong>1,032.46</strong></td>
<td><strong>.00</strong></td>
<td><strong>6,273.00</strong></td>
<td><strong>5,240.52</strong></td>
<td><strong>16.5%</strong></td>
</tr>
<tr>
<td>Jurisdiction</td>
<td>Project/Equipment</td>
<td>Amount</td>
<td>Status</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------</td>
<td>----------</td>
<td>---------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATCOG</td>
<td>Planning, Training, and Exercise</td>
<td>$65,902.70</td>
<td><strong>Awaiting Final Reimbursement</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morris County</td>
<td>Generator and Portable Radios</td>
<td>$30,425.00</td>
<td>Closed - Reimbursement Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Titus County</td>
<td>Radio Voter System Upgrade</td>
<td>$41,344.00</td>
<td>Closed - Reimbursement Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Sulphur Springs</td>
<td>Laptops for LE vehicles</td>
<td>$25,000.00</td>
<td>Closed - Reimbursement Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cass County</td>
<td>Dispatch Console</td>
<td>$40,000.00</td>
<td>Closed - Reimbursement Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Texarkana</td>
<td>Computers for EOC</td>
<td>$6,925.83</td>
<td>Closed - Reimbursement Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Paris</td>
<td>Hazmat gas detector</td>
<td>$3,000.00</td>
<td><strong>Awaiting Final Reimbursement</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Paris</td>
<td>Ballistic Shields for SWAT</td>
<td>$11,653.76</td>
<td>Closed - Reimbursement Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Paris</td>
<td>Portable Radios and biological test kits</td>
<td>15,000.00</td>
<td><strong>Awaiting Final Reimbursement</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Reno</td>
<td>Generator and Portable Radios</td>
<td>$14,448.00</td>
<td>Closed - Reimbursement Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delta County</td>
<td>Portable Radios</td>
<td>$13,424.00</td>
<td>Closed - Reimbursement Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franklin County</td>
<td>Rehab Trailer for first responders</td>
<td>$7,986.99</td>
<td>Closed - Reimbursement Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowie County</td>
<td>Search &amp; Rescue Team Equipment</td>
<td>$12,953.95</td>
<td>Closed - Reimbursement Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lamar County</td>
<td>Laptops for Emergency Management</td>
<td>$6,400.00</td>
<td>Closed - Reimbursement Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total** $294,464.23
## Homeland Security Quarterly Report for FY2016 Grant

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Project/Equipment</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ark-Tex Council of Governments</td>
<td>Planning, Training, and Exercise</td>
<td>$60,102.75</td>
<td>Active</td>
</tr>
<tr>
<td>Delta County</td>
<td>Portable Radios</td>
<td>$5,410.00</td>
<td>Active</td>
</tr>
<tr>
<td>City of Queen City</td>
<td>Base Radios &amp; Reprogramming</td>
<td>$12,857.90</td>
<td>Active</td>
</tr>
<tr>
<td>Red River County</td>
<td>Generators for Radio Tower Satellite Sites</td>
<td>$15,750.00</td>
<td>Active</td>
</tr>
<tr>
<td>City of Texarkana</td>
<td>Hazmat Detection &amp; Communication Equipment</td>
<td>$17,770.00</td>
<td>Active</td>
</tr>
<tr>
<td>City of Paris</td>
<td>Hazmat Patch Kits, Non-Sparking Tool Kits, &amp; Chemical Classifier Strips</td>
<td>$5,124.69</td>
<td>Active</td>
</tr>
<tr>
<td>City of Paris</td>
<td>Generator for Dive Trailer, Propulsion System w Charging System, and Buoyancy Control Devices</td>
<td>$11,898.55</td>
<td>Active</td>
</tr>
<tr>
<td>City of Paris</td>
<td>Digital Stethoscope &amp; Wireless Transmitter</td>
<td>$3,836.65</td>
<td>Active</td>
</tr>
<tr>
<td>Hopkins County</td>
<td>Refurbishment of Main Communications Tower</td>
<td>$48,375.00</td>
<td>Active</td>
</tr>
<tr>
<td>City of Sulphur Springs</td>
<td>License Plate Reader</td>
<td>$21,675.00</td>
<td>Active</td>
</tr>
<tr>
<td>Titus County</td>
<td>Mobile Satellite System</td>
<td>$8,883.00</td>
<td>Active</td>
</tr>
<tr>
<td>Morris County</td>
<td>Portable and Mobile Radios</td>
<td>$11,713.50</td>
<td>Active</td>
</tr>
<tr>
<td>Bowie County</td>
<td>EOC Enhancements</td>
<td>$45,408.39</td>
<td>Active</td>
</tr>
<tr>
<td>City of Reno</td>
<td>Mobile Command Trailer w Radio Equipment</td>
<td>$47,034.09</td>
<td>Active</td>
</tr>
</tbody>
</table>

**Total** $315,839.52
December 16, 2016

Ms. Linda Moore
Financial Manager
Ark-Tex Council of Governments
P.O. Box 5307
Texarkana, TX 75505

Dear Ms. Moore:

Re: Single Audit Review for Fiscal Year 2015 – Management Decision Letter

The Commission on State Emergency Communications (CSEC) has reviewed the Ark-Tex Council of Governments (Ark-Tex) Single Audit Report for the period ending September 30, 2015.

In accordance with Texas Single Audit Circular requirements for awarding agencies, the CSEC is responsible for review of Single Audit Reports for findings and disallowed costs reported for the 9-1-1 program, and resolution of those items.

No findings or disallowed costs related to the Ark-Tex 9-1-1 program were reported for the period ending September 30, 2015, and no further actions by Ark-Tex related to the report are required.

Regards,

Kenneth D. Biddle

Kenneth D. Biddle, CPA
Budget Analyst

cc: C. Ross, Texas Workforce Commission
M. Rudel, Public Safety Manager, Ark-Tex
Pattillo, Brown, & Hill, CPA’s
MINUTES

The Ark-Tex Council of Governments (ATCOG) Area Agency on Aging (AAA) Regional Advisory Council met at 10:00 a.m. on Thursday, December 1, 2016, at Titus Medical Plaza in Mount Pleasant, Texas. Jane Helberg, Chairperson, called the meeting to order at 10:08 a.m.

Jenny Butler, AAA Administrative Assistant, called roll. Regional Advisory Council members present were as follows:

Bill Collins, Lamar County Representative
Dorothy Young, Franklin County Representative
Eden Leach, Title III Service Provider
Grover Godfrey, Bowie County Representative
Jane Helberg, Private Sector
Judge Williamson, Elected Official
Ken Kunkel, Veteran’s Administration
L.M. Jester, Cass County Representative
Pat Dorrough, Red River County Representative
Shelly Braziel, General Public Representative

It was determined that a quorum was present.

Approval of Minutes of Last Meeting
A motion was made by Grover Godfrey to approve the minutes of the September 1, 2016, meeting. Motion was seconded by Bill Collins. All members present were in favor.

Appointing/Nominated new Council Members
Lisa Reeve presented nominations for several openings left on the Council, they were the following: Ruth Brown with Regency Healthcare and Rehabilitation Center in Clarksville, TX to fill the Healthcare Organization vacancy. This position was previously held by Betty Traylor, who has retired. Stephanie Williams, with Adult Protective Services, would fill one of the Social Service Agency positions. Alice Parker, with the Health and Human Services Commission, would fill the other Social Service Agency position. Terry Landers, Administrator at Paris Healthcare Center, would fill the vacancy for the Delta County Representative. Bill Collins motioned for all nominations, L.M. Jester seconded the motion. All members present were in favor. These nominations would go to the ATCOG Board Members for final approval. The Ark-Tex Area Agency on Aging Regional Advisory Council will then be complete with no vacancies.

Policy and Procedures revision proposal
Lisa Reeve explained that the AAA Ombudsman Program has recently been monitored by the Department of Aging and Disability Services and the process went well with no findings. There are some changes and updates to the AAA Policy and Procedures that must be completed.
regarding the Ombudsman program. The revision proposals had already been submitted to each RAC member via mail and email in order for them to review. Lisa presented some points on the program that needed addressing and clarification. An Ombudsman is permitted to lobby to state representatives but only regarding nursing home and assisted living residents. The question was brought up during the monitoring visit of any conflicts of interests with any of the RAC members and the Ombudsman program. Lisa explained that if there were any issues concerning long-term care facilities that required a vote from the Council, that any members employed or working directly with facilities would recuse themselves from voting on that specific issue. L.M. Jester, Cass County Representative and Nursing Home Administrator, disagreed with having to recuse himself from any votes regarding the Ombudsman program. Stated that facilities are meant to work with the ombudsman. Mr. Jester felt that since the current State Ombudsman has been in office that relationships have been more adversarial than cooperative with the ombudsman program. He asked if there was a specific mandate on recusing from votes. Lisa explained that the conflict of interest also would apply to the meal providers who are also on the Council from voting on any issues concerning the meal program. Pat Dorrough agreed with some members not voting on certain topics due to conflict of interest, that sometimes it’s best to avoid even the appearance of conflict. Jane Helberg stated she believes the ombudsman program is 100% patient advocacy. Forms were then passed around to each member that stated the Texas Administrative Code (TAC) on Conflicts of Interest and the definition of what it includes. Attached to it were Notification of Conflict of Interest forms to be signed by each member that stated they had read the 40 TAC, Rule §85.201 (b)(3)(A)(i-ii) and notified the AAA of conflict of interest. Judge Williamson asked who would determine if there was a conflict of interest. The question was answered by Chris Brown, ATCOG Executive Director, that the bullet points on the Conflict of Interest form further specified that in an Advisory Council member capacity, the member would agree not to participate in any decision relating to: “the contract or procurement of services of goods in which I have a direct or indirect substantial personal interest or, have substantial financial interest, directly or indirectly, in the contract or procurement of services or goods or the proceeds thereof.” A motion was made by L.M. Jester to approve the Policy and Procedure revision proposals, and seconded by Pat Dorrough. All members present were in favor.

During this agenda topic, Stephanie Williams with Adult Protective Services joined the meeting. Introductions were made at this point to the members present. Ms. Williams explained she was with APS and when asked her coverage area, she stated her area includes 23 counties.

**AAA Care Coordination Program**
Vinie Reed, Case Manager for the Care Coordination Program, introduced herself and discussed what the program does for clients in the AAA region. She conducts home visits to help determine if the client would be eligible for temporary services in the home that would include homemaker services that could help enable the client get back on their feet after a crisis. These services are to help the person stay at home, living independently, as long as possible. Services are determined by most in need, which is not done on an income basis, but all circumstances are considered. Such as if the client has any other resources that would provide assistance, some do not have any family, friends, or a church organization that is able to help them. Since the AAA care coordination service is temporary, only for 3 to 6 months, referrals are then made to the Health and Human Services for more permanent assistance. This is difficult at times due to the client wanting to continue on the AAA program past the allowable time period. All agencies with
provider agreements with the AAA conduct background checks and drug testing to all the providers that assist with services. Vinie also goes out and speaks at events and groups regarding the program.

Ark-Tex Council of Governments Overview
Chris Brown, ATCOG Executive Director, provided an overview of the different programs within the Council of Governments. TRAX and Housing programs sometimes go hand-in-hand with the services the AAA offers. TRAX provides transportation throughout the region to individuals of all age groups. A connect route has recently started with Greyhound but also serves as a fixed route from Cass County areas to Texarkana. The connected route with Greyhound is from Mount Pleasant – Clarksville – Paris 7 days a week. Paris has also just opened a fixed route with four buses and has shown to be a great program that was much needed in the area. Greyhound tickets can be purchased directly from the Paris office, and Greyhound also ships packages.

The Section 8 Housing program has had a recent change in that HUD payments went up just a bit. They have priorities for the elderly and disabled, veterans and spouses of veterans.

The 911 department has just implemented new technology, their program is the first to use a satellite system for routing calls to the dispatch center. The satellite helps pinpoint the location of the call. The ATCOG technology is responsible for getting the call to dispatch.

Announcements
Lisa Reeve stated that the desk review submitted before the last meeting had no findings. Arkansas Community Foundation awarded a $1000 grant to the AAA that will go towards purchasing tablets and laptop that will help train seniors on using those devices in the free computer class the AAA offers. The grant for the transportation shelters has not been announced at this time. If the grant is awarded, it will provide shelters at bus stops located at long-term care facilities. Received a grant that can go towards a few furniture pieces from the Atkinson Foundation. The foundation also would like to see the AAA apply again for a grant in January 2017. The AAA has also been approached by the United Way to apply for a grant. Lisa also stated the AAA will be starting a new evidence-based program called “Falls Talk”. This tool will help Case Managers Vinie Reed and Karon Khan while at a home visit.

Rhonda Rogers, TSHL, stated they really need to have 4 representatives throughout the AAA region. She would like the person to have experience with seniors and comfortable working with the legislature. TSHL members could be sponsored by someone or by a group if the person may not be able to afford the personal expense but wanting to be a representative. Lisa requested a detailed list of expenses that someone could incur while a TSHL. Rhonda stated that it’s approximately $1800 per year, which does not include the 4 visits to Austin, TX. Pat Dorrough stated that sometimes the expenses could be less if the TSHL members could travel as a group.

Handouts for mileage reimbursement and meal site visitation forms were provided to the members. Lisa requested that if the RAC members visited any of the meal centers in their area that they could fill out the form that has general questions about the meal site. They could then turn in the form to the AAA. Lists of all the centers were attached to the forms.
Ken Kunkel stated the Southwest Arkansas Regional Development wants to develop their facility into something that could benefit veterans. He is now working 4 days per week. Asked if any RAC members had his cell phone number to not give it out, only his office number to someone that might need assistance. Mr. Kunkel stated that $40 million this year was for veterans benefits in Bowie County alone.

Rhonda Rogers, TSHL, stated that Senior Day at the Capitol was coming up in Austin. Rhonda will provide follow up information. The Gala and the TSHL Directory are the only events that raise funds for the TSHL. L.M. Jester stated that he was going to donate his mileage reimbursement to the TSHL, which is optional. Rhonda stated that if someone would like to make that donation, they must send a check personally, not forward the ATCOG check to the TSHL.

**Adjourn**

A motion was made to adjourn by Ken Kunkel and seconded by Grover Godfrey. The meeting was adjourned at 11:35 pm

The next RAC meeting is March 2, 2017.

________________________________________  __________________________
Jane Helberg, Chairperson  Date

________________________________________  __________________________
Attest  Date

**ATCOG Staff Present**
Lisa Reeve
Jenny Butler
Vinie Reed
Chris Brown

**Guests Present**
Stephanie Williams