

**AGENDA
ARK-TEX COUNCIL OF GOVERNMENTS
BUDGET/PERSONNEL COMMITTEE
WEBINAR/CONFERENCE CALL MEETING
JUNE 22, 2020
2:00PM**

Use the following information to register for the meeting:

https://zoom.us/meeting/register/tJcqcuYorTMjE9CEvMt3QR4i7_nloGtebuiY

- Item 1. Call to Order
- Item 2. Approval of minutes dated September 25, 2019.
- Item 3. Review and consider recommendation of the Texas Municipal League (TML) Health Rerate and Benefit Verification Form to continue providing insurance benefits for Plan Year 2020-2021.
- Item 4. Review and consider recommendation of the Salary Schedule for FY2021.
- Item 5. Review and consider recommendation of the Investment Policy for FY2021.
- Item 6. Adjourn

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 903.255.3520 or email mrudel@atcog.org.

**MINUTES
BUDGET/PERSONNEL COMMITTEE
ARK-TEX COUNCIL OF GOVERNMENTS
TEXARKANA, TEXAS
September 25, 2019, 10:00am**

Webinar Conference Call Meeting

The Budget/Personnel Committee of the Ark-Tex Council of Governments (ATCOG) met at 10:00am on Wednesday, September 25, 2019, at the ATCOG Office in Texarkana, Texas, and via a webinar conference call.

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

Item 2. The next order of business was to approve the minutes as submitted of the Budget/Personnel Committee meeting held June 27, 2019.

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

Item 3. Chris Brown, Executive Director, presented for review and consideration recommendation of ATCOG's Financial Plan for fiscal year ending September 30, 2020, to be adopted by the ATCOG Board of Directors.

Mr. Brown stated that the total salary amount for staff paid through indirect funds was \$445,000 and the total amount for benefits for those staff was \$158,000. The indirect portion of the budget includes staff from three departments:

- Executive - consisting of the Executive Director, the Deputy Director, and the Executive Assistant.
- Finance - consisting of the Finance Director and two Finance Specialists.
- Human Resources - consisting of the HR Manager and the Receptionist.

Mr. Brown stated that the indirect rate for FY2020 is estimated to be 27.47%. He reviewed the history of the indirect rate and noted the under allocation for previous fiscal years.

Mr. Brown also discussed the match needs and challenges for the Aging and Transportation programs. Transportation has secured match through many sources but needs approximately \$95,000 in local funds for additional match in order to receive a total of \$5,200,568 in grant funds.

Mr. Brown briefly reviewed the program budgets as well as the budget overall, and stated that the budget includes a 2.5% COLA for all staff.

Motion to recommend the financial plan for FY2020 was made by Judge Brian Lee and seconded by Judge Newsom. Motion passed.

Item 4. There were no other items. Motion to adjourn was made by Judge Lee and seconded by Judge Newsom. The meeting was adjourned.

BUDGET/PERSONNEL COMMITTEE MEMBERS PRESENT

L.D. Williamson, Judge, Red River County
Brian Lee, Judge, Titus County

Robert Newsom, Judge, Hopkins County

STAFF MEMBERS PRESENT

Chris Brown, Executive Director
Mary Beth Rudel, Deputy Director
Steve Flowers, Executive Assistant

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

ATTEST:

BRIEFING PAPER

ITEM 3:

Review and consider recommendation to sign the Rerate and Benefit Verification Form with Texas Municipal League Health to continue to provide health, dental and life insurance benefits to staff of Ark-Tex Council of Governments (ATCOG) for Plan Year 2020-2021.

BACKGROUND

TML Health has provided health, dental and life insurance benefits to ATCOG for several years, and it is once again time for renewal of those benefits for FY 2021. The signed Rerate Notice and Benefit Verification Form is due to TML Health by July 7, 2020.

DISCUSSION

Current Premium: \$743.30

Current Defined Contribution: \$743.30/Month

Premium Effective 10/01/2020: \$773.04/Mo

(4% Increase, or \$29.74 increase per month)

Employees with Health Insurance as of June 1, 2020: 69 Staff Members

The Rerate Notice for FY 2021 includes an increase for health premiums however, dental and life insurance rates are the same as FY 2020.

ATCOG can incur the increase in insurance premiums; therefore, we are proposing to make a defined contribution of \$773.04 to each employee per month. This will pay for the basic health insurance rate of \$773.04. Staff that wish to "buy up" may do so at their own expense.

RECOMMENDATION

Staff is recommending approval for ATCOG to sign the Rerate Notice with TML Health with a defined contribution of \$773.04.



TML Health Renewal Notice and Benefit Verification Form

Ark-Tex COG

Original

Plan Year 2020-2021 (12 Months)

Rates are subject to change if there is any legislation passed during the plan year affecting benefits.
 Supplemental benefits cannot be accessed without accessing the TML Health Medical Benefit Plan.
 This renewal notice contains proprietary and confidential information of TML Health.

Medical

Consumer Centered Pool Plans

Plan	Benefit Percent	In Net Ded	Out Net Ded	In Net OOP*	Office Visit	Rates	Current	New
P85-20-32-Mac A	80/50	\$200	\$450	\$3200	N/A	EE Only:	\$1,129.94	\$1,175.14
						EE + Spouse:	\$2,293.78	\$2,385.54
						EE + Child(ren):	\$1,988.70	\$2,068.26
						EE + Family:	\$3,333.32	\$3,466.66
P85-50-35-Mac A	80/50	\$500	\$750	\$3500	N/A	EE Only:	\$1,049.58	\$1,091.56
						EE + Spouse:	\$2,130.66	\$2,215.88
						EE + Child(ren):	\$1,847.26	\$1,921.16
						EE + Family:	\$3,096.28	\$3,220.14
P85-75-47.5-Mac A	80/50	\$750	\$1000	\$4750	N/A	EE Only:	\$938.72	\$985.66
						EE + Spouse:	\$1,905.60	\$2,000.88
						EE + Child(ren):	\$1,652.14	\$1,734.76
						EE + Family:	\$2,769.20	\$2,907.66
H85-150-55-Mac A	80/50	\$1500	\$1750	\$5500	N/A	EE Only:	\$819.64	\$852.44
						EE + Spouse:	\$1,663.88	\$1,730.46
						EE + Child(ren):	\$1,442.56	\$1,500.28
						EE + Family:	\$2,417.94	\$2,514.68
H85-250-55-Mac A	80/50	\$2500	\$2750	\$5500	N/A	EE Only:	\$743.30	\$773.04
						EE + Spouse:	\$1,508.90	\$1,569.26
						EE + Child(ren):	\$1,308.20	\$1,360.54
						EE + Family:	\$2,192.72	\$2,280.44

*In Network Deductible applies towards In Network OOP.

Monthly Employer Contribution Amounts

TML Health requires 60% employer contribution toward employee medical – Minimum employer contribution is \$463.82

Employer Contribution for Active Employees	Employee		Spouse		Child		Family	
	Amount	% of Rate	Amount	% of Rate	Amount	% of Rate	Amount	% of Rate
	\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %	

Dental IV

Rates	Current	New
EE Only:	\$28.44	\$28.44
EE + Spouse:	\$66.82	\$66.82
EE + Child(ren):	\$61.10	\$61.10
EE + Family:	\$85.24	\$85.24

Vision Plan

No Vision Coverage

Basic Life and AD&D: Plan 43 (1xBAE, Max \$300,000)

	<u>Current Rate</u>	<u>New Rate</u>
Life:	\$0.194	\$0.194
AD&D:	\$0.040	\$0.040

Additional Employee Life and AD&D

<u>Age of Employee</u>	<u>Current Rate per \$1000</u>	<u>New Rate per \$1000</u>
Under 30	0.061	0.061
30 - 34	0.069	0.069
35 - 39	0.100	0.100
40 - 44	0.130	0.130
45 - 49	0.198	0.198
50 - 54	0.332	0.332
55 - 59	0.595	0.595
60 - 64	0.913	0.913
65 - 69	1.513	1.513
70 and over	2.431	2.431

Dependent Life

No Dependent Life Coverage

Voluntary AD&D

No Voluntary AD&D Coverage

LTD

No LTD Coverage

STD

No STD Coverage

Pre-65 Retiree Medical

No Pre-65 Retiree Medical Coverage

Employer Contribution for Pre-65 Retirees	<u>Employee</u>		<u>Spouse</u>		<u>Child</u>		<u>Family</u>	
	Amount	% of Rate	Amount	% of Rate	Amount	% of Rate	Amount	% of Rate
	\$ _____	or _____ %	\$ _____	or _____ %	\$ _____	or _____ %	\$ _____	or _____ %

Pre-65 Retiree Dental

No Pre-65 Retiree Dental Coverage

Pre-65 Retiree Vision

No Pre-65 Retiree Vision Coverage

Basic & Additional Retiree Life

No Basic & Additional Retiree Life Coverage

Retiree Dependent Life

No Retiree Dependent Life Coverage

Continuation of Coverage (Cobra)

Yes

Benefit Waiting Period

1st of mo after date of hire

Flex, HRA, HSA & RRA

Flex Admin

HRA Admin

HSA Admin

RRA Admin

No

No

Yes

No

If employer accesses Flex and/or HRA, HSA or RRA, only one charge of \$3.70 per participant per month will be incurred.

HSA Administration			
Employer making monthly deposit	Y or N	Monthly deposit amount	\$
Employer Prefunding	Y or N	Prefunded amount	\$
If employer prefunds, new employees during the plan year get prorated amount	Y or N	Will prorated amount be divisible by 12 or some other amount?	Div by 12 or Variable or Other \$
Prefund does not apply to new employees	Y or N		
Employer prefund deposit is based on coverage tier	Y or N	Monthly defined contribution amount	\$
Employee Only	\$		
Employee + Spouse	\$		
Employee + Child(ren)	\$		
Employee + Family	\$		

Signature Section

The undersigned employer hereby acknowledges that for an employee to receive coverage, TML Health must receive enrollment information within thirty-one (31) days of the commencement of employment regardless of whether the Employer has a waiting or a waiting and orientation period. If an employee is not enrolled within thirty-one (31) days of hire, the employee cannot be added to the Plan until the next Open Enrollment period or a qualifying event occurs.

751293383

Tax ID Number

Authorized Signature

Date

Printed Name

Title

The entity named on this Rerate and Benefit Verification Form desires large claim information as specified in Article 21.49-15 of the Insurance Code in Section 2.(2), to be for individual claims that reach or exceed \$35,000 during the plan year. This information is considered confidential for purposes of Chapter 552 of the Local Government Code.

The rates are based on census information five months prior to plan year. If the census changes by more than 10%, TML Health reserves the right to revise rates due to census change and underwriting impact.

BRIEFING PAPER

ITEM 4:

Review and consider recommendation of the proposed Salary Schedule for Ark-Tex Council of Governments (ATCOG) for fiscal year ending September 30, 2021.

BACKGROUND:

The State requires that we submit a Salary Schedule by August each year to compare salaries of ATCOG employees with salaries of State employees in equivalent jobs, such salary schedule to be approved by the full Board of Directors. The State will not allow salaries of ATCOG employees to exceed those of State employees in equivalent positions.

DISCUSSION:

All ATCOG employees are paid lower or are at the low-end of the State salary scale. There are no positions at ATCOG that exceed the pay of State employees in equivalent positions.

RECOMMENDATION:

Staff recommend approval of the Salary Schedule for submission to the State.

NO. POSITIONS	POSITION	ATCOG SALARY GROUP/RANGE	STATE CLASS #	STATE SALARY GROUP/RANGE	DEPARTMENT
1	AAA Benefits Counselor	39,533-50,025	5703	31,144-49,134	AAA
2	AAA Coordinator	43,831-55,464	5229	36,976-58,399	AAA
1	AAA Case Manager	39,533-50,025	5228	32,976-52,045	AAA
2	AAA P/T Case Manager	39,533-50,025	5228	32,976-52,045	AAA
1	AAA Program Assistant	29,406-37,211	0152	26,332-41,355	AAA
2	AAA P/T Evidence Based Technician	32,599-41,250	5140	27,840-43,798	AAA
1	AAA Manager	53,891-68,193	1601	55,184-90,393	AAA
1	Associate Ombudsman-Part Time	29,406-37,211	5700	26,332-41,335	AAA
1	Regional Ombudsman	39,533-50,025	3660	36,976-58,399	AAA
1	Custodian/Maintenance Worker	21,568-27,293	8003	19,777-28,840	Administration
1	Deputy Director	65,332-82,671	1620	69,415-117,397	Administration
1	Executive Assistant	32,599-41,250	0154	29,439-46,388	Administration
1	Executive Director	Exempt	1622	83,991-142,052	Administration
1	Human Resources Manager	53,891-68,193	1739	59,004-96,720	Administration
1	Receptionist	26,520-33,560	0006	23,781-34,859	Administration
1	Criminal Justice Coordinator	48,604-6,504	1571	39,521-64,449	Criminal Justice
1	Economic Development Coordinator	43,891-55,464	1571	39,521-64,449	Economic Development
1	Regional Development Coordinator	43,891-55,464	1571	39,521-64,449	Economic Development
1	Hazard Mitigation Planner-Part Time	39,533-50,025	0516	36,976-58,399	Economic Development
1	Regional Development Specialist	36,148-45,742	1570	36,976-58,399	Economic Development
1	Environmental Resources Coordinator	48,604-61,504	2653	45,158-73,788	Environmental
3	Accounting Specialist	39,533-50,025	1016	36,976-58,399	Finance
1	Accounting Specialist I	36,148-45,742	1014	32,976-52,045	Finance
1	Accounting Technician	32,599-41,250	1291	32,976-52,045	Finance
1	Accounting Clerk	26,520-33,560	1000	26,332-41,355	Finance
1	Finance Director	65,332-82,671	1620	69,415-117,397	Finance

NO. POSITIONS	POSITION	ATCOG SALARY GROUP/RANGE	STATE CLASS #	STATE SALARY GROUP/RANGE	DEPARTMENT
1	Lead Inspector	39,533-50,025	1323	32,976-52,045	Housing
1	Housing Inspector	36,148-45,742	1322	26,332-41,355	Housing
1	Housing Manager	53,891-68,193	1601	55,184-90,393	Housing
2	Housing Administrative Assistant	29,406-37,211	0059	26,332-41,355	Housing
3	Housing Specialist	39,533-50,025	5228	32,976-52,045	Housing
1	Housing Coordinator	43,831-55,464	5229	36,976-58,399	Housing
1	FSS Coordinator	43,831-55,464	5229	36,976-58,399	Housing
1	Housing Case Manager - Part-Time	29,406-37,211	5227	29,439-46,388	Housing
1	Information Technology Manager	53,891-68,193	0313	51,614-84,479	IT
1	911 Addressing Technician	32,599-41,250	0059	26,332-41,335	9-1-1
1	911 GIS Technician I	32,599-41,250	0154	29,439-46,388	9-1-1
1	911 GIS Specialist	39,533-50,025	0270	39,521-64,449	9-1-1
1	911 GIS Technician-Part Time	32,599-41,250	0059	26,332-41,335	9-1-1
1	911 Mapping/Database Specialist	39,533-50,025	1571	39,521-64,449	9-1-1
1	911 Addressing Technician	32,599-41,250	0059	26,332-41,355	9-1-1
1	911 PSAP Operations Coordinator	43,831-55,464	0289	45,158-73,788	9-1-1
1	911 Program Manager	53,891-68,193	1601	55,184-90,393	9-1-1
1	Homeland Security Coordinator	43,831-55,464	6241	42,244-68,960	Homeland Security
3	Admin TRAX Driver	23,915-30,263	9323	24,910-36,571	Transportation
6	Dispatcher/Scheduler	26,520-33,560	0059	26,332-41,355	Transportation
1	Fleet Mechanic	39,533-50,025	9419	34,918-55,130	Transportation
2	Lead TRAX Driver	26,520-33,560	9323	24,910-36,571	Transportation
1	Fleet Technician	32,599-41,250	9044	31,144-49,134	Transportation
1	P/T Mechanic Assistant	26,520-33,560	9416	24,910-36,571	Transportation
1	Transportation Operations Coordinator	48,604-61,504	1997	42,244-68,960	Transportation
1	Transportation Manager	53,891-68,193	1601	55,184-90,393	Transportation
1	Transportation Technician	29,406-37,211	0152	26,332-41,355	Transportation
1	Transportation Coordinator	43,821-55,464	1996	36,976-58,399	Transportation

NO. POSITIONS	POSITION	ATCOG SALARY GROUP/RANGE	STATE CLASS #	STATE SALARY GROUP/RANGE	DEPARTMENT
1	Transportation Planner	43,821-55,464	1996	36,976-58,399	Transportation
25	TRAX Driver	21,568-27,293	9322	22,705-33,229	Transportation
1	TRAX Driver/Trainer	21,568-27,293	9322	22,705-33,229	Transportation
16	TRAX Driver-Part Time	21,568-27,293	9322	22,705-33,229	Transportation

BRIEFING PAPER

ITEM 5:

Review and consider recommendation of the Investment Policy that establishes procedures to be followed in investing funds for Ark-Tex Council of Governments (ATCOG).

BACKGROUND

In December 2002, the ATCOG Board approved a new Investment Policy. ATCOG normally operates on a reimbursable basis whereby we receive approval for grant funds, we provide services, and then we are reimbursed our money from that particular grant. In the event ATCOG should receive funds in advance, the Investment Policy stipulates how the funds are invested.

This Investment Policy was amended in April 2014 designating the ATCOG Finance Manager as the ATCOG Investment Officer. In June 2019, the title Finance Manager was changed to Finance Director. These are the only amendments to the original document approved in December 2002.

DISCUSSION

The Public Funds Investment Act requires that the ATCOG Board review and approve the Investment Policy annually. This is an opportunity for the Board to make any necessary changes. The Policy is and will remain a part of the Accounting Policies and Procedures Manual.

RECOMMENDATION

Staff recommend approval of the Investment Policy.

Ark-Tex Council of Governments

Investment Policy

Purpose: The purpose of the policy is to establish the procedures to be followed in investing Ark-Tex Council of Governments funds.

1.0. Policy

It is the policy of the Ark-Tex Council of Governments (ATCOG) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting ATCOG's daily cash flow demands and conforming to all federal, state and local statutes governing the investment of public funds.

2.0. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The strategy of the pool is to assure cash flows are matched with adequate liquidity.

3.0. Objective and Strategy

The primary objectives, in priority order, of ATCOG's investment activities shall be:

- (a) Safety: Safety of principal is the foremost objective of the investment program. Investments of the ATCOG shall be undertaken in a manner that seeks to ensure the preservation of capital.
- (b) Liquidity: The ATCOG's investments will remain sufficiently liquid to enable the ATCOG to meet all operating requirements which might be reasonably anticipated.
- (c) Yield: ATCOG's investments will be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

4.0. Delegation of Authority

The ATCOG's Finance Director is hereby designated as the ATCOG's Investment Officer. The Investment Officer shall be responsible for the implementation of this policy. The Investment Officer shall attend at least one training session within twelve months of assuming duties. The Investment Officer is granted the authority to deposit, withdraw, invest and manage the program.

5.0. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. The Investment Officer shall disclose to the Texas Ethics Commission and the ATCOG's Board of Directors any personal business relationship or material financial interests with anyone attempting to sell an investment to the ATCOG.

6.0. Authorized and Suitable Investments

The Investment Officer may invest in:

- (a) Interest Bearing Checking Accounts at ATCOG's designated depository bank;
- (b) Eligible Investment Pools; or
- (c) Such other investments as the governing body may authorize that are in accordance with federal and state laws and local statutes.

7.0. Maximum Maturities

To the extent possible, the ATCOG will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the ATCOG will not directly invest in securities maturing more than one year from date of purchase. The dollar weighted average maturity for the investment pool fund group will not exceed 180 days.

8.0. Internal Control

The Investment Officer shall establish an annual process of independent review by an external auditor. The review will provide internal control by assuring compliance with policies and procedures.

9.0 Investment Policy Adoption

This policy shall be adopted by the ATCOG’s Board of Directors and shall be reviewed as needed by the Board. Any modifications made thereto must be approved by the ATCOG Board of Directors.

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

ATTEST:
