

**AGENDA  
BUDGET/PERSONNEL COMMITTEE  
ARK-TEX COUNCIL OF GOVERNMENTS  
SEPTEMBER 23, 2020  
10:00 a.m.**

**Webinar/Conference Call Meeting**

**Use the following information to register for the meeting:**

<https://zoom.us/meeting/register/tJEpdU2sajsaHNIqHXQ76A-eWwF9QxvldDy9>

*If you experience issues while registering or do not have access to a computer, please contact Erin Chewning no less than two (2) workdays prior to the meeting at 903.255.3555 or [echewning@atcog.org](mailto:echewning@atcog.org).*

Item 1. Call to Order

Item 2. Approval of Minutes dated September 25, 2019.

Item 3. Review and consider recommendation of ATCOG's Financial Plan for fiscal year ending September 30, 2021, to be adopted by the ATCOG Board of Directors.

Item 4. Adjourn

*These meetings are subject to the Open Meeting Act.*

*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](http://www.atcog.org). Should anyone need a copy printed and available at the meeting, please call 903.255.3555 or email [echewning@atcog.org](mailto:echewning@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:

---