JOINT AGENDA
NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC. AND
ARK-TEX COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING
JUNE 25, 2026

The North East Texas Economic Development District, Inc. (NETEDD) and the Board of Directors of the Ark-Tex Council of Governments (ATCOG) will meet at 10:00 a.m., Thursday, June 25, 2026, at the Pilgrim's Community Center, 820 West Pecan Street, Mt. Pleasant, Texas, and via videoconference.

If attending via Zoom, use the following link to register for the meeting:
https://us06web.zoom.us/meeting/register/DzX4qbI8S-uH0fuvwfotUQ

If you experience issues while registering, please contact Marla Matthews no less than two (2) workdays prior to the meeting at 903.255.3555 or mmatthews@atcog.org.

1. Call to order – Quorum Determination.

2. Invocation.

3. Public Comment.

   ATCOG invites members of the public to provide oral comments on any item included on this agenda under this item. Each person wishing to make a public comment shall be limited to 3 minutes, with comments directed to the Board as a whole. Reasonable accommodation shall be made for members of the public utilizing a translator for public comment.

NETEDD Agenda Items

4. Review and consider approval of the minutes as submitted for the NETEDD meeting held on Thursday, April 30, 2025. (See page 3)

5. Review and consider approval of the 2023-2028 Comprehensive Economic Development Strategy (CEDS) – 2026 Update. (See page 8 and addendum page 1; to be presented by staff member Toni Lindsey)

This concludes all NETEDD agenda items.

ATCOG Board of Directors Agenda Items

6. Review and consider consent agenda items.

   - Approval of the minutes as submitted for the ATCOG Board of Directors meeting held Thursday, May 28, 2026. (See page 10)

   - Approval of the minutes as submitted for the ATCOG Area Agency on Aging Regional Council meeting held Thursday, June 4, 2026. (See page 14)

7. Review and consider approval of public input and the 2027 Texas Community Development Block Grant (TxCDBG) Community Development Fund Regional Project Priority Scoring for the ATCOG State Planning Region. (See page 17 and addendum page 57; to be presented by Executive Director Mary Beth Rudel)

8. Review and consider approval of the proposed ATCOG Salary Schedule for the fiscal year ending September 30, 2027. (See page 21; to be presented by Executive Director Mary Beth Rudel)

9. Review and consider approval authorizing the Executive Director to sign the Rerate and Benefit Verification Form with Texas Health Benefits Pool to continue to provide health, dental, and life insurance benefits to staff for Plan Year 2026-2027. (See page 24; to be presented by staff member Amber Murr)

10. Review and consider annual approval of the Investment Policy that establishes procedures to be followed in investing funds for ATCOG. (See page 30; to be presented by staff member Laura Cowling)

11. Review and consider approval of revision to the Accounting Policy and Procedures Manual that establishes procedures to be followed in the Finance Department for the Ark-Tex Council of Governments. (See page 35; to be presented by staff member Laura Cowling)

12. Review and consider approval of revision to the Ark-Tex Council of Governments Policies and Procedures Manual. (See page 41; to be presented by Deputy Director Leslie McBride)

13. Review and consider approval and certification of the ATCOG Housing Annual Plan for the fiscal year beginning October 1, 2026. (See page 45; to be presented by staff member Daneshia Cherry)

14. Computerized Criminal History System Update. (See page 54; to be presented by staff member Patricia Haley)

15. Review and consider approval to cancel the July ATCOG Executive Committee meeting and to move the annual meeting from September to August. (To be presented by Executive Director Mary Beth Rudel)

16. Adjourn.

Announcements

Upon Board approval of item 15 above, the Annual Board Meeting will be held on Thursday, August 27, 2026, at 10:00 a.m., located at the Pilgrim's Community Center, 820 West Pecan Street, Mt. Pleasant, Texas, and via videoconference.

Pursuant to the Texas Open Meeting Act, Government Code Chapter 551 one or more of the above items may be considered in an executive session closed to the public, including but not limited to consultation with an 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 a matter will be taken or conducted in an 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 the Administration at 903-832-8636, two (2) workdays prior to the meeting, so that appropriate arrangements can be made. All agendas are sent electronically and are available on the ATCOG website at www.atcog.org. Should any Board Member need a copy printed and available at the meeting, please call 903.255.3555 or email mmatthews@atcog.org.

MINUTES
NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC., AND
ARK-TEX COUNCIL OF GOVERNMENTS EXECUTIVE COMMITTEE MEETING
APRIL 30, 2026

The Northeast Texas Economic Development District, Inc. (NETEDD) and the Executive Committee of the Ark-Tex Council of Governments (ATCOG) met at 10:00 a.m., Thursday, April 30, 2026, at the Pilgrim's Community Center, 820 West Pecan Street, Mt. Pleasant, Texas, and via videoconference.

1. Scott Norton, Executive Director/CEO, TexAmericas Center, called the meeting to order.

2. Robert Newsom, Judge, Hopkins County, gave the invocation.

3. Public Comment.

   No members of the public made comments.

NETEDD Agenda Items

4. The next order of business was to review and consider approval of the minutes as submitted for the NETEDD meeting held on Thursday, December 4, 2025.

   Motion to approve was made by Doug Reeder, Judge, Morris County, and seconded by Scott Lee, Judge, Franklin County. It was approved.

5. Ms. Toni Lindsey presented the NETEDD Program report for information only.

This concludes all NETEDD agenda items.

ATCOG Executive Committee Agenda Items

6. Ms. Mary Beth Rudel, Executive Director, presented for review and approval of the consent agenda items.

   - Approval of the minutes as submitted for the ATCOG Executive Committee Meeting held Thursday, February 26, 2026.

   - Acceptance of the minutes as submitted for the ATCOG Regional Criminal Justice Advisory Committee meeting held Tuesday, April 7, 2026.

   Motion to approve was made by Judge Lee and seconded by Judge Reeder. It was approved.

7. Ms. Mary Beth Rudel, Executive Director, presented the Executive Director Report for information only.

   - Threat and Hazard Identification and Risk Assessment (THIRA), Stakeholder Preparedness Review (SPR), and THSSP Implementation Plan (IP) Feedback Report

     Ms. Rudel stated that Ms. Whitney Fezell, ATCOG Homeland Security Coordinator, is responsible for working with all of our emergency management coordinators within the region to develop this plan. The report notes her outstanding performance, including the highest possible score, which reflects our region's preparedness and efforts very well. Congratulations were extended to Ms. Fezell.

- ATCOG FY25 9-1-1 Program Final Compliance Assessment

  ATCOG's 9-1-1 Compliance Assessment, from the Commission on State Emergency Communications (CSEC), is typically low risk; this year, we are at moderate risk.

  Ms. Rudel explained that Texas has transitioned to a different network, and all data had to be prepared to comply with that network, including how data transfers and communicates with all of the different public safety answering points. ATCOG 9-1-1 has completed the Texas data transfer and maintained it for some time.

  ATCOG 9-1-1 is a bi-state region and must include Arkansas. We are working with providers to obtain, update, and include the Arkansas data. We are currently waiting on a necessary data format conversion so the data can communicate with the Texas network. At this time, we will still have errors, even though we have reported and corrected them. CSEC is aware of data challenges and our continual progress.

  ATCOG 9-1-1 accuracy and match rate is currently 98.28%, within 1% of the 99.5% requirement.

- Indirect Finance Quarterly Report
- Quarterly Program Reports

8. Ms. Mary Beth Rudel, Executive Director, presented for review and approval of revisions to the ATCOG Rural Transit District Title VI Program Plan.

   ATCOG'S Rural Transit District's Title VI Program Plan is reviewed every three years to capture updates and demographic changes. Title VI is a federal law that protects individuals or groups, regardless of citizenship, from discrimination based on race, color, and national origin. Other related regulations prohibit discrimination based on sex, age, and disability. The Title VI plan summarizes how any person who believes he or she, individually or as a member of any specific class, has been subject to discrimination, may file a complaint. The TRAX Title VI Plan outlines the department's roles, responsibilities, and procedures to ensure compliance with Title VI.

   This update includes the following revisions:

   - Contact information for the new Title VI Coordinator, Ms. Sheena Record (Transportation Coordinator)
   - Executive Order 14151: Ending Diversity, Equity, and Inclusion (DEI) Program** – This Executive Order has removed environmental justice from Title VI.
   - Executive Order 14244: Designation of English as the Official Language** – This Executive Order does not mandate a four-factor analysis or require a Limited English Proficiency (LEP) Plan.

   The Plan includes information for Bowie, Cass, Titus, Lamar, Red River, Delta, Hopkins, Franklin, and Morris Counties.

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

9. Ms. Jenny Butler presented for review and approval of the Ark-Tex Area Agency on Aging (AAA) Area Plan FFY2027-FFY2029.

   The Area Plan FFY2027-FFY 2029 document describes in detail the identified needs within the Ark-Tex PSA and how the AAA plans to address these needs through the development and expansion of new and existing community services. It provides information on service priorities and targeted outreach to vulnerable older individuals. The area plan also states the goals and objectives that the AAA and its staff plan to accomplish during the planning period, subject to the availability and limitations of funding and the authorization of services provided by or through the AAA. The plan reflects the AAA's efforts to develop and implement current and future plans. The Area Plan for FFY2027-FFY2029 was included in the addendum.

   The area plan, developed for FFY2027-FFY2029, was reviewed and approved on April 28, 2026, by the AAA Regional Advisory Council. The proposed plan completed the required 30 calendar-day public input period on April 29, 2026. The plan must be approved by the ATCOG Board prior to submission to the Texas Health and Human Services Commission (HHSC) for final approval.

   Motion to approve was made by Ann Rushing, Mayor, City of Clarksville, and seconded by Judge Reeder. It was approved.

10. Ms. Jenny Butler presented a resolution for adoption authorizing recognition of Older Americans Month for May 2026.

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

11. Ms. Mary Beth Rudel, Executive Director, presented for review and approval of funding priorities to be submitted to the Office of the Governor, Public Safety Office, Criminal Justice Division (OOG PSO/CJD).

    Each year, applications are submitted to OOG PSO/CJD through eGrants by agencies and organizations in the ATCOG region. After the applications have been submitted, OOG PSO/CJD requires ATCOG to distribute the applications to the Regional Criminal Justice Advisory Committee (RCJAC) to be reviewed and scored, and the ATCOG Board to approve funding recommendations to submit to OOG PSO/CJD, who will then make the final funding decisions.

    The RCJAC met on April 7, 2026, and applicants gave a brief presentation about their project. RCJAC members then had an opportunity to ask questions to each presenter regarding their project. Applications were scored, and the RCJAC held a follow-up meeting on April 14, 2026, to review the scoring results and further discuss the projects and determine funding recommendations for all funding categories. The RCJAC's recommendations are reflected in the attachments.

    Ms. Rudel presented RCJAC's recommendations to the Executive Committee and opened the floor for questions. No questions were presented.

Motion to approve was made by Brandon Bell, Judge, Lamar County, and seconded by Judge Newsom. It was approved.

12. Ms. Mary Beth Rudel, Executive Director, presented a resolution for adoption authorizing recognition of National Police Week for May 10-16, 2026.

    Motion to approve was made by Judge Lee and seconded by Judge Bell. It was approved.

13. Ms. Mary Beth Rudel, Executive Director, presented the Computerized Criminal History System update for review and information only.

14. Following the announcements, Scott Norton called for a motion to adjourn the meeting. Motion to adjourn was made by Judge Lee and seconded by Judge Newsom. It was approved. Meeting adjourned.

Announcements

Ms. Rudel announced the Workforce CEO meeting to be held immediately following their meeting. All Judges were asked to reconvene at the front of the room or remain on Zoom. All others may move to the hallway or exit the Zoom meeting.

Ms. Rudel announced that the next Executive Committee meeting will be held on Thursday, May 28, 2026, at the Pilgrim's Community Center, 820 West Pecan Street, Mt. Pleasant, Texas, and via videoconference.

NETEDD BOARD MEMBERS PRESENT
Scott Norton, Executive Director/CEO, TexAmericas Center
Scott Lee, Judge, Franklin County
Brandon Bell, Judge, Lamar County
Tanner Crutcher, Judge, Delta County
Bobby Howell, Judge, Bowie County
Robert Newsom, Judge, Hopkins County
Doug Reeder, Judge, Morris County
Ann Rushing, Mayor, City of Clarksville

ATCOG EXECUTIVE COMMITTEE MEMBERS PRESENT
Scott Norton, Executive Director/CEO, TexAmericas Center
Scott Lee, Judge, Franklin County
Brandon Bell, Judge, Lamar County
Tanner Crutcher, Judge, Delta County
Bobby Howell, Judge, Bowie County
Robert Newsom, Judge, Hopkins County
Doug Reeder, Judge, Morris County
Ann Rushing, Mayor, City of Clarksville

ATCOG BOARD MEMBERS PRESENT
Juan Duenez, Board of Trustees, Mt. Pleasant Independent School District
Laney Harris, Director, City of Texarkana-AR
Dana Reeves, General Manager, Franklin County Water District
Shannon McGuire, Board, Paris Junior College

GUESTS PRESENT
Sherrie Houff, Department of State Health Services
KiAnn Richardson, Workforce Solutions Northeast Texas
Bart Spivey, Workforce Solutions Northeast Texas
Ray Wilson, Office of Senator Bryan Hughes

STAFF MEMBERS PRESENT
Mary Beth Rudel, Executive Director
Leslie McBride, Deputy Director
Jenny Butler, AAA Director
Daneshia Cherry, Housing Director
Laura Cowling, Finance Director
Whitney Fezell, Homeland Security Coordinator
Patricia Haley, Criminal Justice Coordinator
Melody Harmon, Economic Development Coordinator
Toni Lindsey, Regional Development Coordinator
Marla Matthews, Executive Assistant
Paul Prange, Environmental Resources Coordinator
Debbie Purifoy, Compliance and Purchasing Officer

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Scott Norton, Vice President
Board of Directors
North East Texas Economic Development District, Inc.

ATTEST:

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Signature/Date

BRIEFING PAPER

ITEM 5:

Review and consider approval of the 2023-2028 Comprehensive Economic Development Strategy (CEDS) – 2026 Update.

BACKGROUND:

This update establishes annual updates and removes any references to equity and/or climate change, per the updated CEDS guidelines.

DISCUSSION:

The CEDS – 2026 Update provides the following revisions:

- Updated NETEDD Board of Directors on page 2.
- Updated Incorporated Cities/Towns and Unincorporated Communities on pages 9 – 10.
- Added Colleges & Universities to School Districts on page 12.
- Highlighted the seven (7) identified needs from the Regional Broadband report completed in 2023 on page 17.
- Reviewed and documented the seven (7) CEDS targets remaining for 2025/2026 on page 22.
- Added ATCOG participation in Texas Area Regional Council (TARC) and the Broadband Development Office (BDO) regional planning on page 25.
- County Updates
  The data on pages 38 – 46 has been updated for each County. Updated the link on each county page for “Economic Overview 2025.”
- Economic Distress Criteria
  The data on page 47 has been updated.
- Removed SBA icon from CEDS on page 54.

RECOMMENDATION:

Staff recommends approval.

RESOLUTION NO. NBD26-01

RESOLUTION OF THE NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC. (NETEDD) BOARD OF DIRECTORS APPROVING THE NETEDD COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) UPDATE.

WHEREAS, 13 CFR § 303.7 states the requirements for the development and submission of the Comprehensive Economic Development Strategy; and

WHEREAS, the CEDS contributes to effective economic development in communities and regions through a locally-based, regionally-driven economic development planning process; and

WHEREAS, the planning organization must submit a new or revised CEDS to the Economic Development Administration at least every five years and an Annual Update; and

WHEREAS, the 2026 CEDS update meets the ATCOG branding requirements, EDA required modifications, and Census updates.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC. BOARD OF DIRECTORS:

Section 1 - That the Comprehensive Economic Development Strategy (CEDS) 2026 update has been reviewed and approved by the NETEDD Board of Directors.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the NETEDD Board in all matters pertaining to the NETEDD CEDS.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of NETEDD Board of Directors and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF JUNE, 2026.

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Scott Norton, Vice President
Board of Directors
North East Texas Economic Development District, Inc.

ATTEST:

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MINUTES
ARK-TEX COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
May 28, 2026

The Board of Directors of the Ark-Tex Council of Governments (ATCOG) met at 10:00 a.m., Thursday, May 28, 2026, at the Pilgrim's Community Center, 820 West Pecan Street, Mt. Pleasant, Texas, and via videoconference.

1. Scott Lee, Judge, Franklin County, called the meeting to order.

2. Robert Newsom, Judge, Hopkins County, gave the invocation.

3. Public Comment.

   No member of the public made a comment.

   Judge Lee recognized and welcomed Greg Ostertag, Mayor, City of Mount Vernon, for his attendance.

   Ms. Mary Beth Rudel, Executive Director, welcomed ATCOG's newly appointed Board member, Brad Cecil, Executive Director of Northeast Texas Regional Advisory Council (NETRAC).

4. Ms. Mary Beth Rudel, Executive Director, presented the following consent agenda items:

   - Approval of the minutes as submitted for the ATCOG Board of Directors Meeting held Thursday, April 1, 2026.

   - Acceptance of the minutes as submitted for the ATCOG Area Agency on Aging Regional Council meeting held Tuesday, April 28, 2026.

   - Acceptance of the minutes as submitted for the ATCOG Homeland Security Advisory Committee held Tuesday, March 31, 2026.

   - Acceptance of the minutes as submitted for the Regional Criminal Justice Advisory Committee held Tuesday, April 14, 2026.

   Motion to approve was made by Judge Newsom and seconded by Lowell Walker, Mayor, City of DeKalb. It was approved.

5. Mr. Clayton Rogers, Pattillo, Brown & Hill, L.L.P., presented for review and acceptance of the ATCOG Financial Statement and Auditor's Report for the fiscal year ending September 30, 2025, as introduced by Laura Cowling, Finance Director.

   Mr. Rogers provided the Board with copies of the ATCOG's FY2025 Audit report and letter. He stated that his agency was engaged to render two audit opinions: Fair presentation of the Financial Statements and Federal/State Grant Compliance, and that he issued unmodified, clean opinions for both.

   The ATCOG Schedule of Findings and Questioned Costs provides audit opinions, internal controls, and a list of programs tested by the auditor, followed by any internal control findings. The programs selected for a comprehensive audit were the Federal Housing Choice Vouchers program and the State 9-1-1 Program.

Mr. Rogers reviewed three previous audit findings, which were reported again in this audit because they were initially presented in March 2025, halfway through fiscal year 2025. The control findings presented have been reviewed, and corrective actions have been taken.

- Financial Statement Reconciliation: ATCOG will reconcile interfund balances monthly in conjunction with the bank reconciliation process and review process for journal entries to include a determination that due to/from other funds balances within that individual entry. ATCOG continues to review these items as part of its monthly and year-end review process.

- Section 8 Program waiting list selection process: ATCOG detected the software error before the audit and corrected it during the fiscal year 2025. ATCOG will manually review the selection process each time selections are made from the waiting list.

- Section 8 Program admission criteria related to inspections: Out of a sample of 40 tenants, 11 inspections were either not conducted or not conducted prior to the move-in date, and payments were issued. ATCOG provided training to caseworkers, inspectors, and property managers on the program requirements and will continue to develop additional procedures for reviewing compliance

Mr. Rogers reviewed the Annual Financial Reports, including the Balance Sheet and the Income Statement, with the Board. No fluctuations or cause for concern were noted.

Mr. Rogers emphasized that ATCOG has received a clean audit and opinions, which included the three findings identified in the previous audit, all of which have been addressed. He thanked Ms. Rudel and the ATCOG staff for their assistance and the opportunity provided by the Board to conduct the audit.

The Audit Committee met on Wednesday, May 27, and spent a substantial amount of time reviewing the audit, after which the Committee approved the audit to proceed to the Board for acceptance. With no further questions, the Board considered a motion to accept the ATCOG Financial Statements and Auditor’s Report for the fiscal year ending September 30, 2025.

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

6. Ms. Mary Beth Rudel presented for review and approval of a nominee to serve on the Texas Community Development Block Grant (TxCDBG) Unified Scoring Committee.

   The Texas Department of Agriculture (TDA) administers the non-entitlement portion of the Texas Community Development Block Grant (TxCDBG) Program, which is federally funded by the U.S. Department of Housing and Urban Development (HUD).

   The 24 state planning regions are responsible for assisting in the process, which will ultimately establish scoring criteria used by TDA to select applicants for funding under the TxCDBG Community Development (CD) Fund for the 2027 application cycle.

Each state-planning region is provided an opportunity to nominate one representative for appointment to a 24-member Unified Scoring Committee. Members will participate in a committee meeting and select state-wide scoring factors for 2027 CD Fund applications.

The ATCOG Board is responsible for this representative nomination. The nominee must meet the following criteria:

- Currently serving as an elected or appointed official of a non-entitlement community;
- Able to pass a basic background check; and
- Available to travel to the Unified Scoring Committee meeting and related training in Abilene, Texas, on September 2, 2026.

The ATCOG Board of Directors may select a new representative or elect to continue to be represented by the region's 2025-2026 USC Member, which is Mayor Lowell Walker. Mayor Walker is willing to serve in this role again should the board elect him to continue serving.

A motion was made by Kent Cooper, Judge, Titus County, to approve Lowell Walker, Mayor, City of DeKalb, to serve as ATCOG's representative on the 2026-2027 Texas Community Development Block Grant (TxCDBG) Unified Scoring Committee. The motion was seconded by Ann Rushing, Mayor, City of Clarksville. It was approved.

7. Ms. Jenny Butler presented a resolution for adoption authorizing recognition of June 2026 as World Elder Abuse Awareness Month.

   Motion to approve was made by Mayor Walker and Judge Cooper. It was approved.

8. Ms. Patricia Haley presented the Computerized Criminal History System (CCH) update for information only.

   The deadline for counties to meet the 90% or higher criminal history disposition percentages for both adults and juveniles is August 1, 2026. If the disposition percentages are not met by August 1, counties will not be eligible for any grant funding through the Office of the Governor and may be ineligible for funding from other agencies.

   Ms. Haley provided the current numbers as of the Board meeting date and will continue to provide updates to the county judges and sheriffs.

9. Following the announcements, Judge Lee called for a motion to adjourn the meeting. Motion to adjourn was made by Judge Cooper and seconded by Judge Newsom. It was approved. Meeting adjourned.

Announcements

Ms. Rudel announced that the next joint meeting of the Northeast Texas Economic Development District, Inc. (NETEDD) and the Board of Directors of the Ark-Tex Council of Governments (ATCOG) will be held on Thursday, June 25, 2026, at the Pilgrim's Community Center, 820 West Pecan Street, Mt. Pleasant, Texas, and via videoconference.

ATCOG EXECUTIVE COMMITTEE MEMBERS PRESENT
Scott Lee, Judge, Franklin County

Travis Ransom, Judge, Cass County
Kent Cooper, Judge, Titus County
Robert Newsom, Judge, Hopkins County
Doug Reeder, Judge, Morris County
Ann Rushing, Mayor, City of Clarksville

ATCOG BOARD MEMBERS PRESENT
John Booth, Ph.D., Board of Trustees, Texarkana College
Brad Cecil, Executive Director, Northeast Texas Regional Advisory Council
Becky Fellers, Board of Trustees, Liberty Eylau ISD
Laney Harris, Director, City of Texarkana-AR
Jean Matlock, Council Member, City of Texarkana-TX
Shannon McGuire, Board of Regents, Paris Junior College
Jeff Parker, Council Member, City of Hooks
Gary Spraggins, Council Member, City of Sulphur Springs
Shawn Tully, Director, Red River County Appraisal District
Lowell Walker, Mayor, City of DeKalb

GUESTS PRESENT
Reece DeWoody, Office of Senator Bryan Hughes
Matthew Groppe, Pattillo, Brown & Hill, L.L.P.
Chelsey Rankin, Pattillo, Brown & Hill, L.L.P.
Clayton Rogers, Pattillo, Brown & Hill, L.L.P.

ATCOG STAFF PRESENT
Mary Beth Rudel, Executive Director
Leslie McBride, Deputy Director
Laura Cowling, Finance Director
Rea Allen, 9-1-1 Director
Jenny Butler, Agency on Aging Director
Daneshia Cherry, Housing Director
Whitney Fezell, Homeland Security Coordinator
Patricia Haley, Criminal Justice Coordinator
Marla Matthews, Executive Assistant
Amber Murr, HR Director
Paul Prange, Environmental Resources Coordinator
Debbie Purifoy, Compliance and Purchasing Officer

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Scott Norton, Vice President
Board of Directors
Ark-Tex Council of Governments

ATTEST:

____
Signature/Date

ARK-TEX AREA AGENCY ON AGING (AAA)
Regional Advisory Council Meeting
MINUTES

The Ark-Tex Council of Governments (ATCOG) Area Agency on Aging (AAA) Regional Advisory Council met on Thursday, June 4, 2026, at the Titus Medical Plaza in Mount Pleasant and via video conference call. Tammy Lawing, Chairperson, called the meeting to order at 10:04 a.m.

Magen Watters, AAA Program Specialist, called roll. Regional Advisory Council members present were as follows:

Tammy Lawing, Chairperson, Red River County Representative
Ruth Brown, Healthcare Organization Representative
Judge Robert Newsom, Elected Official
Rhonda Rogers, Vice-Chairperson, Lamar County Representative
Shelly Braziel, Title III Representative
Brenda Davis, Bowie County Representative
Judge Lynda Cox, Morris County Representative

Guest present:
Kellye Cooper, Ministering Our Military
Shannon Clayton, Lakes Regional

AAA staff present:
Jenny Butler, AAA Director
Magen Watters, AAA Program Specialist

Approval of Minutes of Last Meeting

A motion was made by Ruth Brown to approve the minutes of the March 5, 2026, meeting. Motion was seconded by Lynda Cox. All members present were in favor.

Ministering Our Military – Guest Kellye Cooper

Jenny Butler, AAA Director, introduced Kellye Cooper who is the Cofounder and Chairman of Ministering Our Military (MOM) and Community Resource Center. Kellye Cooper shared information about the organization's mission and recent initiatives.
Founded in 2013 by four mothers whose children were serving in the military, M.O.M. is dedicated to honoring and supporting active-duty service members, veterans, and their families. M.O.M. currently serves Titus, Franklin, Camp and Morris counties with hopes of expanding even further as Northeast Texas has the 2nd highest Veteran population in Texas.

M.O.M. provides resources, guidance, and community connections that promote resilience and well-being. From enlistment through the transition to civilian life, M.O.M. works to ensure that service members and their loved ones are supported every step of the way.
In spring 2026, M.O.M. opened a resource center in Mt. Pleasant to serve the veteran community. The center includes a fully stocked pantry, clothing closet, and medical equipment to help meet practical needs.
The facility will also lease 24 office spaces to tenant organizations, each offering specific resources and services for veterans. This model helps sustain the building while advancing M.O.M.'s mission of ensuring that no one is left behind.
Kellye explained how the organization is funded, noting that M.O.M. sustains its operations through a strong mix of community support, including individual donations, grants, corporate sponsorships, and proceeds from fundraising events.
M.O.M.'s fundraising efforts include the M.O.M. Memorial Rally, co-hosted with the American Legion, as well as activities such as a Mahjong tournament and The Liberty Benefit Ball coming up in the Fall of 2026. These events not only raise funds but also strengthen bonds within the military community.
M.O.M. also maintains an active Facebook presence, an email list, and a monthly newsletter to share updates, resources, and event information with the community.

AAA Updates:

Jenny explained that she would work on ensuring the RAC roster and conflicts of interest are current. She also volunteered to present an overview of all AAA services at the beginning of fiscal year meeting, helping new members become familiar with available resources while providing a valuable refresher for current members.
The AAA Working Budget has just been received and is currently being prepared for submission by the required deadline. Jenny also provided information on MIPPA (Medicare Improvements for Patients and Providers Act) programs and expanded on how the AAA Benefits Counselors assists beneficiaries through application processes.

Announcements:

Rhonda Rogers stated the TLSC just had their 21st legislative session on the 3rd week of May where all the resolutions written over the year were presented and reviewed through committees. Rhonda discussed a couple of resolutions voted on such as developing and expanding funds to help older adults with more services in the home for mobility and strengthening and expanding the LTC Ombudsman program.
Jenny stated the June is Elder Abuse Awareness Month. June 15th is World Elder Abuse Awareness Day where everyone is encouraged to wear purple.
The Area Agency on Aging will hold the next Lunch and Learn in Paris on June 16, 2026.

Adjourn

A motion was made to adjourn by Rhonda Rogers and seconded by Ruth Brown. The meeting was adjourned at 10:37 am. The next RAC meeting is Thursday, September 3, 2026.

Tammy Lawing, Chairperson

Date

Attest

Date

BRIEFING PAPER

ITEM 7:

Review and consider approval of public input and the 2027 Texas Community Development Block Grant (TxCDBG) Community Development Fund Regional Project Priority Scoring for the ATCOG State Planning Region.

BACKGROUND:

The Texas Department of Agriculture (TDA) administers the non-entitlement portion of the Texas Community Development Block Grant (TxCDBG) Program, which provides financial assistance to cities with populations of less than 50,000 and counties with populations under 200,000. At the federal level, the funds are allocated to the State annually under the Community Development Block Grant (CDBG) Program by the U.S. Department of Housing and Urban Development (HUD). The TxCDBG funding is a key federal source of funding that provides direct grant assistance to rural areas for public infrastructure improvements, disaster relief, housing, and economic development.

The Community Development (CD) Fund is the largest TxCDBG funding category. The CD Fund is available on through an application competition in each of the twenty-four state planning regions. The CD Fund application cycle will be based on a scoring methodology that considers objective factors for selection and ranking of applicants for funding.

The maximum score for a CD Fund application will be 200 points in all regions. These points are assigned in three ways:

- 65% of the points are assigned based on objective factors adopted by the Unified Scoring Committee.
- 25% of the points are assigned based on the Regional Project Priorities selected by the governing board, or a designated committee, of each state planning region.
- 10% of the points are assigned based on State Scoring factors adopted by TDA.

TDA will recommend projects for funding based on all scoring factors.

- The highest ranking applications in each state planning region will be recommended for funding until the funds allocated for that region are exhausted.
- If insufficient funds remain to fund the next highest scoring application, or if there are no eligible unfunded applications remaining in a region, TDA may reallocate the remaining funds to maximize the total number of grants awarded, regardless of region. Only the next highest ranking application in each region will be considered for re-allocated funds.

DISCUSSION:

ATCOG is the designated State Planning Region and has the ability to establish the regional project priority categories (following the process established by the Texas Department of Agriculture (TDA)).

ATCOG's objective today is to hold a public meeting, allow the opportunity for public comment, and adopt our regional project priorities.

In preparation for this meeting, ATCOG has taken the following actions:

- Published notice of meeting on our website and in the newspaper
- Notified each non-entitlement community within the ATCOG region of the meeting and requested each community to relay the information to any grant writers or consultants.

RECOMMENDATION:

Recommended process for discussion:

- Review of 2025/2026 Priorities (Last cycle's priorities)
- Review of TxCDBG Activity Codes
- Discussion of Regional Project Priorities
  - Action required

Other considerations:

- Regions that intend to prepare grant applications and/or administer contracts that may result from the 2027 Community Development Fund application process must ensure that actual or perceived conflicts of interest are addressed.
  - Staff that will be responsible for preparing applications or administering contracts must not participate in the planning or coordination of the public meeting in any way. This includes sending notices to communities, coordinating newspaper publications, discussing past or future priorities with members of the governing body (or committee) prior to the meeting, presenting a staff recommendation for project during the meeting, or documenting and submitting the decision to TDA. These duties should be assigned to staff not otherwise involved in TxCDBG grants.
  - Staff responsible for preparing applications or administering contracts are encouraged to participate in the public discussion of project priorities, in the same manner in which other grant administrators are permitted to participate.

No ATCOG staff that may prepare applications or administer contracts have participated in the planning or coordination of this meeting, nor have they had discussions regarding priorities with governing body members.

Regional Project Priority Scoring Element:

Region:	**Ark-Tex Council of Governments**	**Date Adopted:**	**April 25, 2024**

TxCDBG Community Development Fund (CDV) Project Priority points are awarded based on tiers of prioritized activities. Assign points to each tier in ten-point increments. Assign no more than 50 points to any single tier – each point assignment is separate, there is no cumulative point total for this scoring element.

Project Priority Tier	Number of Points Assigned
First Tier	50
Second Tier	25
Third Tier	10

Assign a Project Priority Tier to each activity category. Any application requesting to consider activities not identified as a Priority Tier will receive no Project Priority points.

Activity Code	Activity Name	Priority Tier
03A	Senior Centers	3
03B	Facility for Persons with Disabilities	3
03C	Homeless Facilities	3
03D	Youth Centers	3
03E	Neighborhood Facilities	3
03F	Parks, Recreational Facilities	3
03G	Parking Facilities	3
03H	Solid Waste Disposal Improvements	3
03I	Flood Drainage Improvements	1
03J	Water/Sewer Improvements	1
03K	Street Improvements	1
03L	Sidewalks	3
03M	Child Care Centers	3
03O	Fire Station/Equipment	3
03P	Health Facilities	3
03Z	Other Eligible CDBG Public Improvements	3
004	Clearance and Demolition	3
005	Public Services	3
120	Construction of New Housing (via community development organizations)	2
140	Rehab; Single-Unit Residential	2
14A	Rehab; Single-Unit Residential, Utility Connections	2
14B	Rehab; Multi-Unit Residential	2
14C	Public Housing Modernization	2
14Z	Other Housing Rehab, Relocation, and/or Homeownership Services	2
150	Code Enforcement	3
16A	Residential Historic Preservation	3
16B	Non-Residential Historic Preservation	3
170	Economic Development – Assistance to Not-for-Profit Organizations	3
18A	Economic Development – Assistance to For-Profits	3
18C	Micro-Enterprise Assistance	3
020	Planning	3

Persons participating in priority selection:

X All members of regional planning organization (open meeting)

□ All members of regional planning organization's executive committee

□ Executive Director

□ Other standing committee: ___________________________________

□ Special Committee, with members listed below:

Name	Title

Approved and submitted to TDA:

Mary Beth Rudel ____________________ April 25, 2024

Executive Director Date

BRIEFING PAPER

ITEM 8:

Review and consider approval of the proposed Salary Schedule for the fiscal year ending September 30, 2027.

BACKGROUND:

The State requires regional planning commissions to submit a salary schedule 45 days prior to the start of the fiscal year to compare salaries of ATCOG employees with salaries in equivalent jobs and must be approved by the Board of Directors. The State will not allow the salaries of ATCOG employees to exceed those of State employees in equivalent positions.

DISCUSSION:

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 recommends approval.

	POSITION	ATCOG GRADE	ATCOG SALARY RANGE	STATE CLASS #	STATE GROUP	STATE SALARY RANGE	DEPARTMENT
3	AAA P/T Evidence Based Technician	06	$39,665 - $50,192	5142	B15	$38,976 - $58,045	AAA
2	AAA Case Manager	08	$48,102 - $60,869	5229	B18	$45,521 - $71,055	AAA
2	AAA Benefits Counselor	08	$48,102 - $60,869	5706	B17	$42,976 - $64,469	AAA
2	Associate Ombudsman	07	$43,984 - $55,658	3660	B17	$42,976 - $64,469	AAA
1	Managing Local Ombudsman	09	$53,332 - $67,487	3662	B19	$48,244 - $76,028	AAA
1	AAA Program Assistant	05	$35,782 - $45,278	0154	A13	$35,439 - $52,388	AAA
1	AAA Director	12	$72,709 - $92,007	1602	B24	$65,104 - $106,634	AAA
12							
3	Housing Inspector	07	$43,984 - $55,658	1323	B15	$38,976 - $58,045	Housing
1	Lead Housing Inspector	08	$48,102 - $60,869	1325	B19	$48,244 - $76,028	Housing
3	Housing Program Assistant	05	$35,782 - $45,278	0059	A11	$32,332 - $47,355	Housing
4	Housing Specialist	08	$48,102 - $60,869	5229	B18	$45,521 - $71,055	Housing
2	FSS Coordinator	10	$59,139 - $74,835	1574	B21	$54,278 - $87,046	Housing
1	Housing Coordinator	09	$53,332 - $67,487	5230	B20	$51,158 - $81,351	Housing
1	Housing Director	12	$72,709 - $92,007	1602	B24	$65,104 - $106,634	Housing
15							
14	TRAX Driver	02	$26,245 - $33,210	9322	A09	$29,781 - $40,859	Transportation
11	TRAX Driver - Part Time	02	$26,245 - $33,210	9322	A09	$29,781 - $40,859	Transportation
2	Lead TRAX Driver	05	$35,782 - $45,278	9324	A13	$35,439 - $52,388	Transportation
2	Fleet Technician	07	$43,984 - $55,658	9418	A16	$40,918 - $61,130	Transportation
1	Fleet Supervisor	08	$48,102 - $60,869	1996	B18	$45,521 - $71,055	Transportation
4	Dispatcher/Scheduler	04	$32,270 - $40,834	0059	A11	$32,332 - $47,355	Transportation
1	Transportation Supervisor	08	$48,102 - $60,869	1580	B17	$42,976 - $64,469	Transportation
1	Transportation Coordinator	09	$53,332 - $67,487	1573	B20	$51,158 - $81,351	Transportation
1	Transportation Operations Manager	11	$65,571 - $82,975	1584	B21	$54,278 - $87,046	Transportation
1	Transportation Director	12	$72,709 - $92,007	1602	B24	$65,104 - $106,634	Transportation
38							
1	911 GIS Manager	11	$65,571 - $82,975	0273	B24	$65,104 - $106,634	9-1-1
1	911 GIS Specialist	08	$48,102 - $60,869	1570	B17	$42,976 - $64,469	9-1-1
1	911 GIS Specialist	07	$43,984 - $55,658	0270	B18	$45,521 - $71,055	9-1-1
1	911 GIS Technician-Part Time	06	$39,665 - $50,192	0270	B18	$45,521 - $71,055	9-1-1
1	911 GIS Technician	06	$39,665 - $50,192	0270	B18	$45,521 - $71,055	9-1-1
1	911 Program Coordinator	09	$53,332 - $67,487	1572	B19	$48,244 - $76,028	9-1-1
1	9-1-1 Education Technician	06	$39,665 - $50,192	0156	A15	$38,976 - $58,045	9-1-1
1	911 Network Operations Coordinator	10	$59,139 - $74,835	0291	B25	$69,572 - $114,099	9-1-1
1	911 GIS Director	12	$72,709 - $92,007	1602	B24	$65,104 - $106,634	9-1-1
9							
1	Homeland Security Coordinator	10	$59,139 - $74,835	6241	B19	$48,244 - $76,028	Homeland Security
1	Criminal Justice Coordinator	10	$59,139 - $74,835	1572	B19	$48,244 - $76,028	Criminal Justice
1	Environmental Resources Coordinator	11	$65,571 - $82,975	2654	B22	$57,614 - $93,138	Environmental
1	Development Specialist	07	$43,984 - $55,658	1570	B17	$42,976 - $64,469	Regional Development
1	Regional Development Director	12	$72,709 - $92,007	1602	B24	$65,104 - $106,634	Regional Development
1	Development Specialist	07	$43,984 - $55,658	1570	B17	$42,976 - $64,469	Economic Development
1	Economic Development Director	12	$72,709 - $92,007	1602	B24	$65,104 - $106,634	Economic Development
1	Finance Coordinator	10	$59,139 - $74,835	1018	B20	$51,158 - $81,351	Finance
5	Accounting Specialist	08	$48,102 - $60,869	1016	B17	$42,976 - $64,469	Finance
1	Accounting Clerk	05	$35,782 - $45,278	1002	A13	$35,439 - $52,388	Finance
1	Finance Director	15	$97,730 - $123,670	1620	B26	$76,530 - $129,430	Finance
1	Public Relations & Media Coordinator	09	$53,332 - $67,487	1814	B21	$54,278 - $87,046	Administration
1	IT Assistant - Part Time	07	$43,984 - $55,658	0229	B16	$40,918 - $61,130	Administration
1	Custodian/Maintenance - Part Time	02	$26,245 - $33,210	8005	A08	$28,705 - $39,229	Administration
1	Admin Assistant	04	$32,270 - $40,834	0152	A11	$32,332 - $47,355	Administration
1	Executive Assistant	08	$48,102 - $60,869	0160	B17	$42,976 - $64,469	Administration
1	Procurement/Compliance Coordinator	10	$59,139 - $74,835	1401	B21	$54,278 - $87,046	Administration
1	Human Resources Director	12	$72,709 - $92,007	1739	B25	$69,572 - $114,099	Administration
1	Information Technology Director	13	$79,493 - $100,590	0314	B25	$69,572 - $114,099	Administration
1	Deputy Director	15	$97,730 - $123,670	1620	B26	$76,530 - $129,430	Administration
1	Executive Director	X	$135,000 - $148,500	1624	B30	$112,047 - $189,499	Administration
25							
99							

RESOLUTION NO. ABD26-21

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING THE SALARY SCHEDULE FOR FISCAL YEAR ENDING SEPTEMBER 30, 2027.

WHEREAS, ATCOG is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391 of the Texas Local Government Code; and

WHEREAS, for each fiscal year, the ATCOG Board of Directors shall adopt a salary schedule containing a classification salary schedule for classified positions and identifying and specifying the salary ranges for positions exempt from the classification salary schedule; and

WHEREAS, a salary for a position classified under the salary schedule may not exceed the state salary that has been approved by the state auditor's office and paid by the state for comparable work; and

WHEREAS, ATCOG shall submit to the state auditor its salary schedule, including the salaries of all exempt positions, not later than the 45th day before the date of the beginning of ATCOG's fiscal year.

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

Section 1 - That the Board of Directors approves the attached salary schedule for FY2027.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters pertaining to the salary schedule.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of ATCOG and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF JUNE, 2026.

Scott Norton, Vice President
Board of Directors
Ark-Tex Council of Governments

ATTEST:

BRIEFING PAPER

ITEM 9:

Review and consider approval authorizing the Executive Director to sign the Rerate and Benefit Verification Form with Texas Health Benefits Pool (TxHB) to continue to provide health, dental, and life insurance benefits to staff for Plan Year 2026-2027.

BACKGROUND

TxHB has provided health, dental, and life insurance benefits to ATCOG for several years, and it is once again time for the renewal of those benefits for FY 2027. The signed Rerate Notice and Benefit Verification Form is due to TxHB Health by July 1, 2026.

DISCUSSION

The Rerate Notice for FY 2027 includes a 6% increase for health premiums, no increase for dental, and a decrease for life insurance rates.

Medical
Current Defined Contribution: $946.54/Month

Defined Contribution Effective 10/01/2026: $1003.34/Month

Employees with coverage as of June 1, 2026: 76

Dental

Current Dental Rates:		Rates Effective 10/01/2026:	
Employee Only:	$30.72	Employee Only:	$30.72
Employee + Spouse:	$72.18	Employee + Spouse:	$72.18
Employee + Children:	$66.00	Employee + Children:	$66.00
Employee + Family:	$92.06	Employee + Family:	$92.06

Life Rates:

Current Life Rates:		Rates Effective 10/01/2026	
Life:	$0.178	Life:	$0.17
AD&D:	$0.040	AD&D:	$0.03

ATCOG will be offering four plan options to staff. We are proposing to make a defined contribution of $1003.34 to each employee per month. This will pay for the basic PPO health plan rate of $1003.34. Staff that wish to “buy up” to a more expensive plan may do so at their own expense. There is also a high deductible plan at a rate of $884.22 per month that would allow staff to contribute the remaining defined contribution to a health savings account.

RECOMMENDATION

Staff recommends approval.

Renewal Notice and Benefit Verification Form

Ark Tex COG

Original **Plan Year 10/01/2026 - 09/30/2027 (12 Months)**

IMPORTANT NOTICE: *A signed renewal is required by the due date in your cover letter. If TX Health Benefits Pool does not receive the fully executed renewal notice by the indicated due date, you will no longer have an option to change benefits which will result in renewal of the benefit plans listed below at the new rates and the current employer contributions.*

Medical

Collective Plans

Plan	Benefit Percent	In Net Ded	Out Net Ded	In Net OOP	Office Visit	Rates	Current	New
Collective III Copay-1K-3K ER-DAW1&2	80/50	$1000	$2000	$3000	$30	EE Only:	$1,208.46	$1,280.98
						EE + Spouse:	$2,453.14	$2,600.34
						EE + Child(ren):	$2,126.90	$2,254.54
						EE + Family:	$3,564.88	$3,778.80
Collective III HSA-3400 E-DAW1&2	100/70	$3400	$6800	$3400	N/A	EE Only:	$1,024.78	$1,086.28
						EE + Spouse:	$2,080.30	$2,205.14
						EE + Child(ren):	$1,803.64	$1,911.88
						EE + Family:	$3,023.02	$3,204.42
Collective III Copay-3K-6K ER-DAW1&2	80/50	$3000	$6000	$6000	$30	EE Only:	$946.54	$1,003.34
						EE + Spouse:	$1,921.48	$2,036.78
						EE + Child(ren):	$1,665.92	$1,765.88
						EE + Family:	$2,792.24	$2,959.78
Collective III HSA-4K-6K E-DAW1&2	80/50	$4000	$8000	$6000	N/A	EE Only:	$834.16	$884.22
						EE + Spouse:	$1,693.36	$1,794.98
						EE + Child(ren):	$1,468.12	$1,556.22
						EE + Family:	$2,460.74	$2,608.40

In Network Deductible applies towards In Network OOP.

Medical and Dental Plan Accumulators will be based on Calendar Year.

Monthly Employer Contribution Amounts

TX Health Benefits Pool requires 75% employer contribution toward employee medical – Minimum employer contribution is $663.18.

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

Plan	EE Only:	EE+Spouse*:	EE+Child(ren)*:	EE+Family*:
Collective III Copay-1K-3K ER-DAW1&2	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%
Collective III HSA-3400 E-DAW1&2	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%
Collective III Copay-3K-6K ER-DAW1&2	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%
Collective III HSA-4K-6K E-DAW1&2	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%	Amount % of Rate** $________ or ________%

*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

*****NOTE:*** *If a contribution percentage is provided, it will be rounded up to the nearest penny.*

Are there different contributions based on other factors (ex: hourly vs salary, department or location based)? If so, please explain here:

____

____

Dental

Rates	Current (Dental IV)	New (Dental IV)
EE Only:	$30.72	$30.72
EE + Spouse:	$72.18	$72.18
EE + Child(ren):	$66.00	$66.00
EE + Family:	$92.06	$92.06

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

EE Only:		EE+Spouse*:		EE+Child(ren)*:		EE+Family*:	
Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**
$___________ or	___________%	$___________ or	___________%	$___________ or	___________%	$___________ or	___________%

*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

***NOTE:* If a contribution percentage is provided, it will be rounded up to the nearest penny.*

Basic Life and AD&D

	Current Rate (Plan 43)	New Rate (Plan 43)
Life:	$0.178	$0.17
AD&D:	$0.040	$0.03

Note: Plan requires 100% Participation and is 100% EMPLOYER paid.

Additional Employee Life and AD&D

Age of Employee	Current Rate per $1000	New Rate per $1000
Under 30	0.041	0.05
30 - 34	0.052	0.06
35 - 39	0.091	0.09
40 - 44	0.129	0.13
45 - 49	0.198	0.20
50 - 54	0.332	0.33
55 - 59	0.595	0.60
60 - 64	0.913	0.91
65 - 69	1.513	1.52
70 and over	2.431	2.43

Note: Plan is EMPLOYEE paid.

COBRA Eligibility and Administration (Continuation of Coverage)

COBRA Eligible? Yes

COBRA Administration through TX Health Benefits Pool Yes

NOTE: Employer will be charged a flat monthly fee of $80 per month regardless of how many members are utilizing COBRA, as well as $10 per month for each member who elects COBRA.

Benefit Waiting Period

1st of mo after date of hire

Consumer-Driven Health Plans

FSA Admin	DCA Admin	HRA Admin	HSA Admin	RRA Admin
No	No	No	Yes	No

Note: If employer accesses FSA and/or HRA, HSA, or RRA, one charge of $3.70 per participant per month will be incurred and paid by EMPLOYER, unless it is for a COBRA participant, then it is paid by the COBRA participant..

HSA Administration

Is the employer making deposits? No ☐ Yes* ☐ *If yes, please select deposit type and enter amount(s).

1. Monthly deposit. ☐

Please enter the monthly deposit amounts here:

EE Only	EE + Spouse	EE + Child(ren)	EE + Family
$__________	$__________	$__________	$__________

2. One-Time Prefunded deposit. ☐

Please enter the prefunded deposit amounts here:

EE Only	EE + Spouse	EE + Child(ren)	EE + Family
$__________	$__________	$__________	$__________

Will new employees hired during the plan year receive the full amount, prorated amount, other amount, or no deposits?

☐ Full amount

☐ Prorated amount

NOTE: Prorated amounts will be calculated as follows: (Prefunded deposit ÷ 12) x remaining number of months in Plan Year

☐ Other amount

EE Only	EE + Spouse	EE + Child(ren)	EE + Family
$__________	$__________	$__________	$__________

☐ No deposit

Are there different contributions based on other factors (ex: hourly vs salary)? If so, please explain here or attach additional information:

____

____

Employer/Applicant acknowledges that TX Health Benefits Pool is not a Bank and cannot operate as a Bank Custodian. Because an HSA is a tax-exempt trust or custodial account set up with a qualified HSA trustee/custodian to pay or reimburse certain medical expenses incurred by a participating employee, TX Health Benefits Pool has no responsibility or liability for HSA trustee/custodian services. Employer Applicant further acknowledges that TX Health Benefits Pool can only assist with accessing the HSA vendor by assisting with enrollment, billing, and import of HSA contributions for deposit with the HSA vendor and only associated with Employer Applicant's qualifying High Deductible Health Plans (HDHP Plans). Employer/Applicant assumes the liability and responsibility of complying with any IRS or other federal regulations related to HSAs.

Required Annual Eligibility and Enrollment Information

Please provide the following information:

1. Will you allow Employee Self Service (ESS) via TXHB Online for Open Enrollment and Qualifying Life Events? No ☐ Yes ☐
2. Our records indicate that Employer Member DOES NOT currently have an Ordinance or Resolution authorizing the offering of Elected Official Benefit Coverage. Please contact your Account Executive/Account Manager if this needs to be updated.

Signature Section

The undersigned employer hereby acknowledges that for an employee to receive coverage, TX Health Benefits Pool must receive enrollment information within thirty-one (31) days of the date of hire or by the coverage effective date, whichever is later. If an enrollment is not submitted within this timeline, the employee cannot be added to the Plan until the next Open Enrollment period or a qualifying event occurs.

Employer Member Additional Acknowledgements and Agreements

1. Employer Member acknowledges and agrees that its signature on this Renewal Notice and Benefit Verification Form indicates its binding selections for renewal services through TX Health Benefits Pool.
2. Employer Member acknowledges that certain benefit service selections require completion and execution of additional forms and agreements and agrees that it will work with all due diligence and in good faith to complete, execute, and return all necessary forms and agreements to TX Health Benefits Pool prior to the beginning of the Group's open enrollment.
3. Employer Member acknowledges that TX Health Benefits Pool will only allow open enrollment for renewal services in good faith and without receiving all necessary signed benefit service forms and agreements if:
   A. A signed Renewal Notice and Benefit Verification Form with all necessary Employer Member selections and information has been received; and
   B. Employer Member has in good faith attempted but failed to approve and return the applicable benefit service forms and agreements timely.
4. Employer Member certifies that it has adopted an Employee Flexible Benefits Plan under Section 125 of the Internal Revenue Code. This Plan is offered to all eligible employees who are qualified by employment status.
5. Employer Member certifies that it will provide notice of the creditable status of the coverage it offers to new enrollees prior to the effective date of their coverage, as required by the Medicare Modernization Act.
6. TX Health Benefits requires groups to enroll 100% of their benefit eligible employees. This is also known as the 100% Participation Rule. Employers may have employees that wish to waive Medical coverage through TX Health Benefits Pool, however, waivers may only be granted for the reasons enumerated in your Plan Book.
7. By executing this renewal and/or agreeing to the Terms of Use within the SIMON platform, the Employer Member represents and warrants that any individual performing duties in SIMON has full authority to bind the Employer Member to such Terms of Use. The Employer Member agrees that it is responsible for all actions taken within the SIMON platform by individuals accessing the system under its account credentials.

Please sign by the due date and return this completed form via email to your Account Executive/Account Manager or marketing@txhb.gov.

751293383		
Tax ID Number	Authorized Signature	Date
Printed Name	Title	

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

Rates are subject to change due to intervening events such as action taken by the TX Health Benefits Pool Board of Trustees, legislation passed during the plan year, or other events affecting benefits.

Supplemental benefits cannot be accessed without accessing the TX Health Benefits Pool Medical Benefit Plan.

YOUR RENEWAL QUOTE INCLUDES PROPRIETARY INFORMATION THAT SHOULD NOT BE SHARED WITH OTHER COMPETITORS OR USED TO CIRCUMVENT THE REQUIREMENTS OF TEXAS COMPETITIVE BIDDING LAWS. IN THE EVENT YOU RECEIVE A RENEWAL QUOTE AND LATER DECIDE TO ISSUE AN RFP, THE RENEWAL QUOTE MAY NOT BE SHARED WITH ANY OTHER COMPETITORS AS DOING SO WOULD DISADVANTAGE TX HEALTH BENEFITS POOL IN THE COMPETITIVE PROCESS. TX HEALTH BENEFITS POOL ALSO RESERVES THE RIGHT TO REVISE PREVIOUSLY ISSUED RATES IN RESPONSE TO YOUR RFP.

RESOLUTION NO. ABD26-22

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE RERATE AND BENEFIT VERIFICATION FORM WITH TEXAS HEALTH BENEFITS POOL TO CONTINUE TO PROVIDE HEALTH, DENTAL, AND LIFE INSURANCE BENEFITS TO EMPLOYEES FOR PLAN YEAR 2026-2027.

WHEREAS, the Ark-Tex Council of Governments is a Regional Planning Commission established pursuant to the authority granted by Chapter 391 of the Local Government Code (formerly Article 1011m, Revised Civil Statutes of Texas), and Arkansas Interlocal Cooperation Act 430; and

WHEREAS, Texas Health Benefits Pool (formerly Texas Municipal League) has provided health, dental, and life insurance benefits to ATCOG for several years; and

WHEREAS, the rerate notice for plan year 2026-2027 includes an increase for health premiums, no increase for dental, and decreased life insurance premiums; and

WHEREAS, ATCOG will be offering four plan options to employees with a defined contribution of $1003.34 to each employee per month, which will pay for the basic PPO health plan; and

WHEREAS, employees who wish to "buy up" to a more expensive plan may do so at their own expense; and

WHEREAS, a high-deductible plan at a rate of $884.22 per month is available to employees, which would allow employees to contribute the remaining defined contribution to a health savings account; and

WHEREAS, ATCOG will continue to provide dental and life insurance coverage for employees only.

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

Section 1 - That the ATCOG Board of Directors authorizes the Executive Director to sign the rerate and benefit verification form with Texas Health Benefits Pool to provide health, dental and life insurance benefits to employees for plan year 2026-2027.

Section 2 - That Executive Director Mary Beth Rudel has full authority to act on behalf of the ATCOG Board in all matters pertaining to the benefits agreement.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF JUNE, 2026.

Scott Norton, Vice President
Board of Directors
Ark-Tex Council of Governments

ATTEST:

BRIEFING PAPER

ITEM 10:

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

BACKGROUND:

ATCOG normally operates on a reimbursable basis, whereby we receive approval for grant funds, provide services, and then are reimbursed our money from the grant. In the event ATCOG receives funds in advance, the Investment Policy stipulates how the funds are invested.

This Investment Policy was amended in April 2014, designating the ATCOG Finance Director as the ATCOG Investment Officer. This is the only amendment to the original document approved in December 2002. That title was changed to Finance Director in 2024.

DISCUSSION:

The Public Funds Investment Act requires that the ATCOG Board of Directors 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 recommends approval.

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.

Scott Norton, Vice President
Board of Directors
Ark-Tex Council of Governments

ATTEST:

RESOLUTION NO. ABD26-20

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING THE INVESTMENT POLICY.

WHEREAS, ATCOG is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391 of the Texas Local Government Code; and

WHEREAS, the Public Funds Investment Act requires that the ATCOG Board of Directors review and approve the Investment Policy annually; and

WHEREAS, ATCOG normally operates on a reimbursable basis, whereby we receive approval for grant funds, provide services, and then are reimbursed our money from that particular grant; and

WHEREAS, the Investment Policy stipulates how the funds are invested, should ATCOG receive funds in advance of the services provided.

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

Section 1 - That the ATCOG Board of Directors approves the Investment Policy.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters pertaining to the Investment Policy.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF JUNE, 2026.

____

Scott Norton, Vice President
Board of Directors
Ark-Tex Council of Governments

ATTEST:

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BRIEFING PAPER

ITEM 11:

Review and consider approval of revision to the Accounting Policy and Procedures Manual that establishes procedures to be followed in the Finance Department for the Ark-Tex Council of Governments (ATCOG).

BACKGROUND:

The ATCOG Accounting Policy and Procedures Manual was first revised by the Board in February 2001 and updated in October 2001, April 2006, September 2008, April 2014, June 2021, and June 2024.

DISCUSSION:

The following administrative updates are needed to reflect current practices and improve operational efficiency. The proposed revisions include:

> **Separation of Duties: Journal Vouchers** – Updating the journal voucher approval authority to the Finance Director or designated staff.
>
> **Bank Reconciliation –** Revising bank reconciliation responsibilities from the Payroll Specialist to the Accounting Coordinator.
>
> **Travel: Travel Vouchers** – Establishing a three-day deadline for submission of finalized overnight travel paperwork.

These changes are administrative in nature and are intended to align the policy with current organizational procedures.

ATCOG policy requires that the ATCOG Board review and approve any policy and procedure changes. The Accounting Policy and Procedures Manual is attached for review.

RECOMMENDATION:

Staff recommends approval.

SEPARATION OF DUTIES

CASH RECEIPTS

1. The Receptionist receives all cash and checks through the mail, or by in person drop off
2. Accounting Specialist processes items to be deposited, either with remote deposit or preparing a deposit to be taken to the bank.
3. Receptionist banks deposits not made remotely.
4. Finance Director or designated Finance staff codes the deposits
5. Accounting Clerk or Specialist enters the coded deposits into the system

CASH DISBURSEMENTS

1. Invoices, Requisitions, and Requests for Purchase Orders are entered into Microix by a designated staff member in each department. Monthly invoices are entered by the Accounting Clerk. Each department has Workflows specific to their department, ensuring the documents are routed correctly.
2. After the documents have been coded and approved by the appropriate staff, they are routed to the Finance Director for approval. Then they are sent to the Accounting Clerk who reviews and processes them into MIP, either as an API ready to be paid, or as an encumbrance, waiting for an invoice.
3. The Executive Assistant provides the blank checks after recording beginning and ending numbers
4. The Accounting Clerk prints the checks and prepares the EFT file for Direct Deposit
5. The Accounting Clerk takes the checks and EFT vouchers with the backup documentation to the Executive Director for signature
6. The Deputy Director or Compliance/Purchasing Officer signs the checks and initials the EFT vouchers in the absence of the ED
7. The checks and vouchers are returned to the Accounting Clerk who then prepares the checks for mailing and creates an EFT file to be sent to the bank
8. The EFT file is reviewed by the Finance Director and sent to the bank
9. The bank notifies the appropriate staff that the file is ready to be reviewed and approved. Staff approved the file.
10. The Accounting Clerk mails the checks

PAYROLL

1. The Human Resource Director prepares Personnel Action Notices from Position Requests approved by the Executive Director

2. The Accounting Specialist enters notices into the HR Management software
3. Time entered by employee into the EWS system is reviewed and approved by the Department Head
4. Electronic timesheets are approved by the Executive or Deputy Director
5. The Accounting Specialist reviews timesheets and sends report to Accounting Specialists for coding approval
6. The Accounting Specialist moves the payroll file to the Accounting software to be processed
7. The direct deposit file is created, reviewed, and sent to the bank by the Finance Director
8. Notice is sent by the bank to approving staff to review and approve the file

JOURNAL VOUCHERS

1. The Accounting Specialists or the Accounting Technician prepare Journal Vouchers
2. The Finance Director or designated Finance staff approves the Journal Vouchers
3. The Accounting Clerk or Assistant enters the Journal Voucher into the system

applicable, the allocation of costs in accordance with CAS takes precedence over the allocation provisions of the section.

BANK RECONCILIATION

The ~~Payroll Specialist~~, Accounting Coordinator, who has no cash handling duties, will be responsible for reconciling the bank accounts to the general ledger monthly.

A reconciliation is prepared as follows:

1. Each entry in the bank statement is compared to the corresponding check register in the bank reconciliation module
2. Compare outstanding checks, deposits in transit, and suspended items
3. Mark items as cleared in the system
4. Print the bank reconciliation reports
5. Attach the reports to the corresponding bank statement
6. Prepare journal vouchers resulting from the reconciliation and submit to the Finance Director for review and approval
7. Forward the completed reconciliation to the Finance Director for review and approval
8. File the bank reconciliation

TRAVEL

TRAVEL VOUCHERS

OVERNIGHT TRAVEL

Travel expenses must be approved before travel date and will be processed through Microix.

1. Approvals with no Advance and/or Direct Bill charges are entered by the department requester as an ENC(REQ) fifteen to thirty days before travel date.
2. Employee Advances are entered by the department requester as an API into Microix two weeks before travel date. Advances are paid directly to the employee.
3. The Travel Form is completed within ~~one week~~ 3 days of the traveler's return with actual charges – direct bill and employee expenses – and routed appropriately for reconciliation.

DAY TRAVEL

1. A Day Travel Expense Report will be submitted to Finance for payment a minimum of once a month.
2. For personal expenses, the Day Travel Personal Expense Report should be completed and forwarded to the Microix requester
3. For direct bill charges, (Wex, Citibank, or Enterprise) the Day Travel Direct Bill Expense Report should be completed and forwarded to the Microix requester
4. . Each department has a Workflow for Day Travel ensuring that the travel is reviewed, coded, and approved by the appropriate staff
5. After coding and approvals, the Day Travel is routed to the Finance Director for approval and is forwarded to the Accounting Clerk for processing

RESOLUTION NO. ABD26-23

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING REVISIONS TO THE ATCOG ACCOUNTING POLICY AND PROCEDURES MANUAL.

WHEREAS, the manual was developed to ensure that the ATCOG functions as a vital, evolving organization; and

WHEREAS, generally, the manual serves as the employee's primary instrument of policy guidance concerning questions of administrative and personnel policies; and

WHEREAS, upon approval, any such changes to the manual will supersede all previous policies of the same nature and will become a part of this manual.

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

Section 1 - That the ATCOG Board of Directors approves the revisions to the Accounting Policy and Procedures Manual.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters pertaining to the ATCOG Policy and Procedures Manual.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF JUNE, 2026.

Scott Norton, Vice President
Board of Directors
Ark-Tex Council of Governments

ATTEST:

BRIEFING PAPER

ITEM 12:

Review and consider approval of revision to the Ark-Tex Council of Governments (ATCOG) Policies and Procedures Manual.

BACKGROUND

The Board of Directors is required to approve all revisions to the Policies and Procedures Manual.

DISCUSSION

The following revisions to the **policy and procedures manual** are being proposed to adjust leave accruals:

6.03 Annual Leave Accrual – adding a level of accrual at fifteen (15)+ years

6.08 Sick Leave Accrual – increasing from seventy-two (72) hours to ninety-six (96) hours per year

If approved by the Board, the policy revisions will be distributed to all employees and added to our Policies and Procedures Manual effective October 1, 2026.

RECOMMENDATION

Staff recommends approval.

6.03 ANNUAL LEAVE ACCRUAL

All regular employees are eligible to accrue paid annual leave during each "Service Year".

ATCOG employees are encouraged to take regular vacations at least annually.

1. For the purpose of this section "Service Year" shall mean the 12 month period from an employee's date of hire forward to the date of anniversary and for each succeeding 12 month period thereafter (requiring 2,080 hours for full-time employees).

2. New employees accrue annual leave benefits from the date of initial hire; however, none may be taken until after successful completion of the new hire introductory period (normally six months). Annual leave will not be paid upon separation during this period.

3. Regular full-time employees earn annual leave as follows:

    a. During service years one (1) through five (5), employees earn ~~ten (10) days~~ eighty (80) hours~~)~~ annual leave per year at the rate of 3.08 hours per pay period. No leave is available to use until completion of the new hire introductory period. Employees may accrue a maximum total of ~~ten (10) days~~eighty (80) hours without loss of benefits.

    b. During service years six (6) through nine (9), employees earn ~~twelve and one-half (12 ½) days~~ one hundred (100) hours~~)~~ annual leave per year at the rate of 3.85 hours per pay period. Employees may accrue a maximum total of ~~twelve and one-half (12 ½) days~~ one hundred (100) hours without loss of benefits.

    c. During service years ten (10) ~~until separation or retirement from ATCOG~~ through fourteen (14), employees accrue ~~fifteen (15) days~~ one hundred twenty (120) hours~~)~~ annual leave per year at the rate of 4.62 hours per pay period. Employees may accrue a maximum total of ~~fifteen (15) days~~ one hundred twenty (120) hours without loss of benefits.

    d. During service years fifteen (15) until separation or retirement from ATCOG, employees accrue one hundred forty (140) hours annual leave per year at the rate of 5.38 hours per pay period. Employees may accrue a maximum total of one hundred forty (140) hours without loss of benefits.

4. Regular part-time employees working 30 or more hours weekly earn annual leave in the proportion the employee's work time bears to pay period hours, with the same restrictions during the probationary period.

Temporary employees (full-time or part-time) or regular part-time employees working less than 30 hours weekly do not earn annual leave (see Section 13.03 for exception to this policy).

6.08 SICK LEAVE ACCRUAL

Regular full-time employees are entitled to accrue ~~nine (9) days~~ 96 hours of paid sick leave per year (or the proportional amount for regular part-time employees who work 30 or more hours weekly). Temporary employees (full-time or part-time) or regular part-time employees working less than 30 hours weekly do not earn sick leave (see Section 13.03 for exception to this policy).

Sick leave is credited to an employee’s account on the last day of each payroll period and is not available for use until the beginning of the next payroll period. At the time an employee’s sick leave balance reaches maximum accrual (480 hours), the employee will not accrue any further sick leave nor will the employee be compensated for any excess. NOTE: The maximum 480 hours is equivalent to 12 week of sick leave, which is the amount allowed by law under the Family and Medical Leave Act.

RESOLUTION NO. ABD26-24

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING REVISIONS TO THE ATCOG POLICY AND PROCEDURES MANUAL.

WHEREAS, the manual was developed to ensure that the ATCOG functions as a vital, evolving organization; and

WHEREAS, generally, the manual serves as the employee's primary instrument of policy guidance concerning questions of administrative and personnel policies; and

WHEREAS, upon approval, any such changes to the manual will supersede all previous policies of the same nature and will become a part of this manual.

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

Section 1 - That the Board of Directors approves the attached revisions to the ATCOG Policy and Procedures Manual.

Section 2 - That the Executive Director has full authority to act on behalf of the ATCOG Board in all matters pertaining to the ATCOG Policy and Procedures Manual.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF JUNE 2026.

Scott Norton, Vice President
Board of Directors
Ark-Tex Council of Governments

ATTEST:

BRIEFING PAPER

ITEM 13:

Review and consider approval and certification of the ATCOG Housing Annual Plan for the fiscal year beginning October 1, 2026.

BACKGROUND:

The Quality Housing and Work Responsibility Act of 1998, enacted by the U.S. Department of Housing and Urban Development (HUD), requires that the Annual Plan be submitted to establish goals and operating procedures for achieving those goals. The Annual Plan for fiscal year 2026 is now due to HUD and must be approved and certified by the Board of Directors.

Over the first year of the 5-Year Plan, ATCOG has made measurable progress toward its goals of expanding housing opportunities, promoting self-sufficiency, strengthening partnerships, and improving operational efficiency. ATCOG successfully reduced average voucher lease-up time to 90 days or less for 94% of participants by streamlining intake and outreach processes. Project-Based Voucher (PBV) utilization has improved significantly, with 92% of PBV units currently leased. The Family Self-Sufficiency (FSS) program has grown to 76 active participants, with 29% demonstrating increased earned income, supported by the implementation of monthly financial literacy seminars and partnerships with financial institutions providing individualized guidance toward financial independence and homeownership. Additionally, 100% of interested families have been connected to needed supportive services.

DISCUSSION:

The Annual Plan outlines four (4) primary goals to enhance housing and self-sufficiency services. The goals focus on expanding housing opportunities by reducing voucher lease-up times and increasing HCV utilization; promoting self-sufficiency through the FSS program by enrolling families, tracking income increases, and supporting financial independence; strengthening community partnerships via outreach and service connections; and improving operational efficiency by streamlining processes, transitioning to digital platforms, and maintaining HUD compliance through timely reporting. These goals align with HUD's goals for the programs and help to advance the program forward.

Operational improvements include streamlined annual and interim recertification processes and increased accessibility through active marketing of landlord and tenant portals. ATCOG has also maintained full compliance with HUD requirements by submitting 100% of required reports within established deadlines.

HUD required a public meeting, and a public notice was published forty-five (45) days prior to the meeting. The meeting was scheduled for 9:00 a.m. on June 10, 2026, and the only attendees were the Housing Program staff. There were no comments or recommendations for changes to the Plans received in person, by email, or by phone.

RECOMMENDATION:

Staff recommends approval.

Streamlined Annual PHA Plan ***(HCV Only PHAs)***	**U.S. Department of Housing and Urban Development Office of Public and Indian Housing**	**OMB No. 2577-0226 Expires: 09/30/2027**

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

(1) ***High-Performer PHA*** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.

(2) ***Small PHA*** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.

(3) ***Housing Choice Voucher (HCV) Only PHA*** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.

(4) ***Standard PHA*** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.

(5) ***Troubled PHA*** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.

(6) ***Qualified PHA*** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

A.	**PHA Information.**
A.1	**PHA Name**: Ark- Tex Council of Governments **PHA Code**: TX499 **PHA Plan for Fiscal Year Beginning**: (MM/YYYY): 10/2026 **PHA Inventory** (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) **Number of Housing Choice Vouchers (HCVs)** 1928 **PHA Plan Submission Type:** ☑ Annual Submission ☐ Revised Annual Submission **Public Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans. Ark-Tex Council of Governments ensures full public access to its PHA Plan and all related documents. The proposed and approved PHA Plan, including all required elements and supporting policies, are available for public review at the agency's main office during normal business hours. The PHA Plan is also available electronically on the agency's website to enchance accessibility and transparency. Additionally, ATCOG provides reasonable accommodations for individuals seeking access to plan information and responds promptly to public inquiries.

☐ **PHA Consortia**: (Check box if submitting a joint Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
Lead HA:				

B. Plan Elements.

B.1 Revision of Existing PHA Plan Elements.

a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y N
☐ ☑ Statement of Housing Needs and Strategy for Addressing Housing Needs.
☐ ☑ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
☐ ☑ Financial Resources.
☐ ☑ Rent Determination.
☐ ☑ Operation and Management.
☐ ☑ Informal Review and Hearing Procedures.
☐ ☑ Homeownership Programs.
☐ ☑ Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
☐ ☑ Substantial Deviation.
☐ ☑ Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

B.2	**New Activities.** (a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year? Y N ☐ ☑ Project-Based Vouchers (b) If Project-Based Voucher (PBV) activities are planned for the applicable Fiscal Year, provide the projected number of PBV units and general locations, and describe how project-basing would be consistent with the PHA Plan.
B.3	**Progress Report.** Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan. Over the first year of the 5-Year Plan, Ark-Tex Council of Governments (ATCOG) has made measurable progress toward its goals of expanding housing opportunities, promoting self-sufficiency, strengthening partnerships, and improving operational efficiency. ATCOG successfully reduced average voucher lease-up time to 90 days or less for 94% of participants by streamlining intake and outreach processes. Project-Based Voucher (PBV) utilization has improved significantly, with 92% of PBV units currently leased. The Family Self-Sufficiency (FSS) program has grown to 76 active participants, with 29% demonstrating increased earned income, supported by the implementation of monthly financial literacy seminars and partnerships with financial institutions providing individualized guidance toward financial independence and homeownership. Additionally, 100% of interested families have been connected to needed supportive services. Operational improvements include streamlined annual and interim recertification processes and increased accessibility through active marketing of landlord and tenant portals. ATCOG has also maintained full compliance with HUD requirements by submitting 100% of required reports within established deadlines.

B.4	**Capital Improvements. –** Not Applicable
B.5	**Most Recent Fiscal Year Audit.** (a) Were there any findings in the most recent FY Audit? Y N N/A ☑ ☐ ☐ (b) If yes, please describe: A software error caused all applicants on the waiting list to receive a score of zero, preventing proper ranking based on established criteria. As a result, selections were effectively random, reflecting a breakdown in internal controls. Housing Assistance payments were made for some tenants before required inspections were completed, with 6 of 40 cases lacking internal controls and noncompliance with program requirements.
C.	**Other Document and/or Certification Requirements.**
C.1	**Resident Advisory Board (RAB) Comments.** (a) Did the RAB(s) have comments to the PHA Plan? Y N ☐ ☑ (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

C.2	**Certification by State or Local Officials.** Form HUD 50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan,* must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	**Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed,* must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	**Challenged Elements.** If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y N ☐ ☑ (b) If yes, include Challenged Elements.

Instructions for Preparation of Form HUD-50075-HCVAnnual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section (24 CFR 903.4).

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type**, and the **Public Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. Note: The number of HCV's should include all special purpose vouchers (e.g. Mainstream Vouchers, etc.) (24 CFR 903.23(e)).

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table (24 CFR 943.128(a)).

B. Plan Elements. All PHAs must complete this section (24 CFR 903.11(c)(3)).

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR 903.7(a)(2)(i)). Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy (24 CFR 903.7(a)(2)(ii)).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV (24 CFR 903.7(b)).

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources (24 CFR 903.7(c)).

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies (24 CFR 903.7(d)).

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA (24 CFR 903.7(e)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants (24 CFR 903.7(f)).

☐ **Homeownership Programs**. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR 903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements (24 CFR 903.7(l)(iii)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan (24 CFR 903.7(s)(2)(i)).

☐ **Significant Amendment/Modification**. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)).

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the applicable Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.55(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3), 24 CFR 903.7(r).)

B.3 **Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan (24 CFR 903.11(c)(3), 24 CFR 903.7(s)(1)).

B.4 **Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs.

B.5 **Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided (24 CFR 903.7(p)).

C. Other Document and/or Certification Requirements.

C.1 **Resident Advisory Board (RAB) comments**. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations (24 CFR 903.13(c), 24 CFR 903.19).

C.2 **Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan (24 CFR 903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 **Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of 24 CFR 5.150 *et seq*., 24 CFR 903.7(o)(1), and 24 CFR 903.15.

C.4 **Challenged Elements**. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public (24 CFR 903.23(b)).

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.52 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

RESOLUTION NO. ABD26-25

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING THE CERTIFICATIONS OF COMPLIANCE WITH THE PUBLIC HOUSING AUTHORITY (PHA) PLANS AND RELATED REGULATIONS REGARDING THE ATCOG HOUSING ANNUAL PLAN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026.

WHEREAS, the Quality Housing and Work Responsibility Act of 1998, enacted by the U.S. Department of Housing and Urban Development (HUD), requires the 5-Year and Annual Plans to be submitted to establish goals and operating procedures for achieving PHA goals within the Housing Choice Voucher (HCV) program; and

WHEREAS, the Annual Plan for the fiscal year beginning on October 1, 2026, is now due and must be approved and certified by the Board of Directors; and

WHEREAS, a public meeting was available at 9:00 a.m. on June 10, 2026, to hear comments and/or recommendations for changes to the plans; and no comments or recommendations were received.

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

<ins>Section 1</ins> - That the ATCOG Board of Directors approves the ATCOG Housing Annual Plan for the fiscal year beginning on October 1, 2026.

<ins>Section 2</ins>- That Executive Director Mary Beth Rudel has full authority to act on behalf of the ATCOG Board in all matters pertaining to the ATCOG Housing Plans.

<ins>Section 3</ins> - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF JUNE 2026.

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Scott Norton, Vice President
Board of Directors
Ark-Tex Council of Governments

ATTEST:

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BRIEFING PAPER

ITEM 14:

CCH Eligibility Requirement for all FY2027 grant applications:

1) In order for an applicant to be eligible for FY27 grant funding through the Office of the Governor-Public Safety Office (OOG/PSO), the county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions to the Texas Department of Public Safety for calendar years 2020 through 2024. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system. See percentages as of June 8, 2026 in the table below.
This OOG/PSO requirement must be met by August 1, 2026.

2) Beginning January 1, 2021, counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90 percent of convictions and other dispositions ***within five business days*** to the Criminal Justice Information System at the Department of Public Safety. ****All ATCOG counties are in compliance with this portion of the requirement.***

As of June 8, 2026	Adult criminal history disposition completeness avg.	Juvenile criminal history disposition completeness avg.
Bowie	96	100
Cass	94	98
Delta	91	100
Franklin	92	100
Hopkins	97	100
Lamar	93	87
Morris	93	100
Red River	92	100
Titus	90	94

CCH Compliance Contact:
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