

Texoma Council of Governments  
Minutes  
Governing Board Meeting  
Thursday, February 21, 2013 – 5:30 p.m.

Members Present: Al Smith, Cary Wacker, Spanky Carter, Roy Floyd, Cecil Jones, Bill Lindsay, Bill McFatridge, Mary Norris, John Roane, David Spindle, Doug Wade

- A. Al Smith called the meeting to order and a quorum was declared of the Governing Board at 5:30 p.m.
- B. Invocation and Pledges
- C. Welcome Guests: Jonathan Cannon, Richard Hose, Susan LaFollett, Rod Abbott  
Staff Present: Susan B. Thomas, PhD, Terrell Culbertson, Karen Bray, Allison Minton, Randy McBroom, PhD, Judy Fullylove, Jennifer Holland, Melinda Sinor, Mary Browning-Alquist, Michael Schmitz, Mindi Jones, Rayleen Bingham, Brenda Smith
- D. A motion was made by Cecil Jones to approve the minutes for the month of January 2013. This motion was seconded by Roy Floyd. Motion carried.
- E. Executive Director's Report
  - 1. Dr. Thomas restated the priorities for the legislative session. Also, provided a reminder that new board members will begin in June. Small city representatives will be Oak Ridge for Cooke County, Honey Grove for Fannin County and Howe for Grayson County. Also, the ISD for representation is Pottsboro.
  - 3. Judy Fullylove, 2-1-1 Texoma Program Manager, provided a presentation on the 2-1-1 Texas program.
- F. A motion was made by Bill Lindsay to approve the Consent Items. This motion was seconded by Cecil Jones. Motion carried.
  - 1. Authorize the Secretary/Treasurer to make payments in the amounts listed.
  - 2. Authorize submission of the Community Services Block Grant (CSBG) FYE 2013 budget to the Texas Department of Housing & Community Affairs (TDHCA).
  - 3. Authorize the Executive Director to execute the contract with the Texas Department of Housing & Community Affairs (TDHCA) for Comprehensive Energy Assistance Program funding in the amount of \$699,264.
  - 4. Approve signing a Memorandum of Understanding (MOU) with Grayson College for the use of their west campus parking lot for collection of Household Hazardous Waste (HHW) on April 20, 2013.
  - 5. Authorize the stated TCOG Criminal Justice Advisory Committee (CJAC) members for the term of 2013-2015.
- G. Action
  - 1. A motion was made by Roy Floyd to authorize the audit engagement for fiscal year ending April 30, 2013. This motion was seconded by John Roane. Motion carried.
  - 2. A motion was made by Cary Wacker to authorize the suspension of normal procurement process and authorize sole source selection in order to execute a Memorandum of Understanding with Eric Neagu and Beverly Santicola (Project Team) to provide planning facilitation, consulting and grant writing assistance to the Government Services Department of Texoma Council of Governments. This motion was seconded by David Spindle. Motion carried.
  - 3. A motion was made by Cecil Jones to accept and authorize issuing an amendment to TCOG's Personnel Policy Manual regarding Funeral Leave. This motion was seconded by Bill Lindsay. Motion carried.

4. A motion was made by Cary Wacker to authorize adding Section 14.9 Tenure Recognition to TCOG Personnel Policy Manual. This motion was seconded by Cecil Jones. Motion carried.
5. A motion was made by Bill Lindsay to take the following action regarding TCOG's Proposed Budget for FYE 2104:
  - a. Approve Proposed Financing Plan for FYE 2014
  - b. Approve TCOG Unrestricted Fund FYE 2014 Proposed Uses
  - c. Approve Proposed FTE and Salary Budget Authority for FYE 2014 and State Salary Comparison
  - d. Set Indirect Cost Allocation Rates at 11.74% for General and Administrative Expense and 14.80% for On-Site Programs using a base of appropriate Direct Personnel Costs for FYE 2014
  - e. Set Central Service IT Cost Allocation Rate at 7.43% using a base of appropriate Direct Personnel Costs for FYE 2014
  - f. Set Employee Benefit Rate at 56.0% for FYE 2014, adopt FYE 2014 holiday schedule as presented
  - g. Approve dues structure for FYE 2014
  - h. Approve extension of Gallagher Building loan payments for FYE 2014 approximately \$17,202 per month

This motion was seconded by Mary Norris. Motion carried.

6. A motion was made by Bill Lindsay to table the recommendation to authorize the Executive Director to execute an agreement to refinance the existing building loan and establish a line of credit at Prosperity Bank and to address the recommendation at the March 2013 Board Meeting. This motion was seconded by Cecil Jones. Motion carried.
  7. A motion was made by John Roane to ratify execution of a contract with Direct Energy to provide electric service to the Gallagher Office Building for the period of May 2013 through April 2016 at a fixed rate of \$0.05427 per kwh. This motion was seconded by Doug Wade. Motion carried.
  8. A motion was made by John Roane to authorize increasing personal vehicle mileage rate to \$0.565 per mile effective March 1, 2013. This motion was seconded by Cecil Jones. Motion carried.
  9. A motion was made by Bill Lindsay to accept the report of investments for the period November 1, 2012 through January 31, 2013. This motion was seconded by Cary Wacker. Motion carried.
  10. TCOG's Investment Policy was reviewed with no recommendations for changes from staff. A motion was made by Cecil Jones to continue with no changes to the Investment Policy. This motion was seconded by Roy Floyd. Motion carried.
  11. No action was taken regarding TCOG FYE 2013 Budget.
- H. President's Report
- I. Al Smith adjourned the meeting at 7:04 p.m.

AF: Administration & Finance Department

AS: Aging Services Department

CS: Client Services Department

GS: Government Services Department

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Jeannette Phillips at 903-813-3510 two (2) work days prior to the meeting so

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that appropriate arrangements can be made. The above Agenda was posted online at <http://www.tcog.com> and physically posted at the Texoma Council of Governments offices in a place readily accessible to the public. The Agenda was also faxed to the County Clerk offices in Cooke, Fannin and Grayson Counties, Texas on Friday, February 15, 2013.