



Members Present: David Spindle, Harold Roberts, Jeffrey Stanley, Roy Floyd, Keith Clegg, Cary Wacker, Cecil Jones, John Roane, Marquin Payne

- A. Judge Roane called the meeting to order at 5:30 p.m.
- B. Cecil Jones provided the invocation, followed by Bill Lindsay, who led the pledges
- C. Welcome Guests & Staff: Melinda, Renee Griffin, Judy Milan, Judy Fullylove, CJ Durbin-Higgins, Judy Conner, Janet Karam, Sean Norton, Michael Schmitz, Anita Haliburton, Brenda Smith, Kathy Steed, Bill Lindsay
- D. A motion was made by Roy Floyd to approve the meeting minutes for January 2014. This motion was seconded by Cecil Jones. Motion carried.
- E. Executive Director's Report
 - a. An update on the 911 equipment upgrade was provided by CJ Durbin-Higgins.
 - b. A brief program presentation was provided by Janet Karam on Benefits Counseling.
- F. A motion was made by Cary Wacker to approve the Consent Items. This motion was seconded by David Spindle. Motion carried.
 - 1. Authorize the Secretary/Treasurer to make payments in the amounts as listed for November 2013 and January 2014.
- G. Action
 - 1. A motion was made by Harold Roberts to authorize Executive Director to execute an Agreement for Services with TMF Health Quality Institute for the Diabetes Education Empowerment Program (DEEP) in the amount of \$4,500. This motion was seconded by Jeffrey Stanley. Motion carried.
 - 2. A motion was made by Roy Floyd to ratify the January 23, 2014 execution of a state contract with the Texas Department of Housing and Community Affairs (TDHCA) for LIHEAP federal funding in the amount of \$635,261. This motion was seconded by David Spindle. Motion carried.
 - 3. A motion was made by David Spindle to ratify the January 17, 2014 execution of a Contract Amendment with Texas Association of Community Action Agencies (TACAA) on behalf of ONCOR Electric Delivery Company in an amount up to \$190,000 and extending the contract period through October 31, 2014. This motion was seconded by Cary Wacker. Motion carried.
 - 4. A motion was made by Keith Clegg to approve the recommended amendments to the TCOG Personnel Policy Manual as follows: (1) Cost of Living Allowance (COLA) Eligibility – set employee eligibility in receiving Board-approved COLA adjustments as, “must be a regular TCOG employee continuously employed for at least six (6) months”; (2) Longevity Pay – include employee eligibility in receiving longevity pay, “after five (5) years of continuous regular employment, employee will receive \$50 per month in longevity pay.” This motion as seconded by Cecil Jones. Motion carried.
 - 5. A motion was made by Jeffrey Stanley to approve TCOG's FYE 2015 Proposed Budget to include the following actions:
 - a) Approve the FYE 2015 Proposed Revenue Plan;
 - b) Approve the FYE 2015 Proposed FTE and Salary Budget Authority;
 - c) Approve the FYE 2015 Proposed State Salary Comparison;
 - d) Approve the FYE 2015 Certificate of Indirect Costs to:

- 1) Set General & Administrative Rate at 15.45%;
- 2) Set On-site Rate at 14.01%;
- 3) Set Central Service Information Technology Rate at 7.55%;
- e) Approve the FYE 2015 Employee Benefit Rate at 49.20%;
- f) Approve the FYE 2015 Proposed Holiday Schedule; and
- g) Approve the FYE 2015 Membership Dues Schedule.

This motion was seconded by Keith Clegg. Motion carried.

6. No action was taken regarding TCOG FYE 2014 Budget.

H. President's Report

- I.** At 6:29 p.m., John Roane adjourned the meeting.