

- A. **Call to Order & Declaration of a Quorum**
- B. **Invocation and Pledges**
- C. **Welcome Guests**
- D. **Executive Director's Report**
 - 1. ADRC Program Presentation
 - 2. Strategic Plan Update
- E. **Approval of Minutes:** Approve Meeting Minutes for April 19, 2018 – page 3
- F. **Consent**

All items on Consent Agenda are considered to be routine by the Council of Governments and will be enacted with one motion. There will not be separate discussion of these items unless a member of the Governing Body or a citizen so requests, in which event these items will be removed from the general order of business and considered in normal sequence.

 - 1. **April 2018 Liabilities (AF):** Ratify liabilities paid in the amounts as listed.
Mindi Jones, Finance Director – page 5
 - 2. **Energy Services Program Contract Extensions (ES):** Ratify contract extension for the Community Services Block Grant with Texas Department of Housing and Community Affairs (TDHCA).
Judy Fullylove, Energy Services Director – page 19
- G. **Action**
 - 1. **Monthly Financial Oversight Report (AF):** Receive Monthly Financial Oversight Report for date listed.
Lori A. Cannon, CPA, Accounting Consultant – page 21
 - 2. **FYE 2018 Cost Pool Budgets Update (AF):** Accept recommendation, if any, regarding TCOG's FYE 2018 Cost Pool Budgets.
Mindi Jones, Finance Director – page 23
 - 3. **TCOG Personnel Policy Manual Update - Fraternalization (AF):** Adopt Section 7.19 Fraternalization and Proscribed Relations addition, as well as revisions to Section 8.8, Conflict of Interest, to the TCOG Personnel Policy Manual.
Randy McBroom, PhD, Deputy Executive Director – page 31
 - 4. **TCOG Personnel Policy Manual Update – Grievances (AF):** Adopt Section 17, Grievances, revision to the TCOG Personnel Policy Manual.
Randy McBroom, PhD, Deputy Executive Director – page 35
 - 5. **Tri-County Senior Nutrition Project, Inc. Budget – (AS):** Authorize acceptance of the Tri-County Senior Nutrition Project, Inc., Uniform Rate Negotiation Budget for FYE 2018-2019.
Judy Conner, MS, CPG, Aging Services Director – page 39
 - 6. **Interlocal Agreement – City of Sherman and Sherman Police Department (RS):** Approve Interlocal Agreement with City of Sherman and Sherman Police Department.
CJ Durbin-Higgins, Public Safety Program Manager – page 40
 - 7. **Texas Department of Housing and Community Affairs (TDHCA):** Discuss and possibly take action on the nature and scope of ongoing contracts with TDHCA and service provisions.
Cooke County Judge Jason Brinkley, TCOG Governing Board President
- H. **President's Report**

1. Appointment of nominating committee for the selection of members for the Executive Committee (Board Officers), the Audit & Finance Subcommittee, and the Personnel/Human Resources Subcommittee.

I. Adjourn

APPROVAL



Susan B. Thomas, PhD, Executive Director

Members Present: Cecil Jones, Phyllis James, Dick Haayen, Spanky Carter, Dan Busch, David Turner, Teresa Adams, Tony Rodriguez, Cliff Sicking, Jeff Whitmire, and Ronnie Bruce

Members Absent: Jason Fox, Jason Brinkley, Jason Sofey, Jim Goldsworthy

- A.** In Jason Brinkley's absence, Jeff Whitmire presided over the meeting. Jeff Whitmire called the meeting to order and declared a quorum at 5:30 p.m.
- B.** Welcome Guests & Staff: Judy Fullylove, Delano Smith, Raj Croager, Evan Brown, Becky Miles, Judy Conner, CJ Durbin-Higgins, Virginia Rhodes, Mary Browning-Alquist, Molly Guard, Mindi Jones, Michael DeYoung, Sean Norton, Bill Lindsay, Randy McBroom, Lori Cannon, Susan Thomas
- C.** Cecil Jones provided the invocation followed by Cliff Sicking who led the pledges.
- D. Executive Director's Report**
1. Michael DeYoung provided a presentation on Texas Department of Housing and Community Affairs and its operational programs within the State of Texas as they pertain to TCOG. Mr. DeYoung fielded and answered questions from the Governing Board.
 2. Dr. Thomas submitted her resignation to the Governing Board at this time with her last day being Wednesday, July 18, 2018.
- E.** Dick Haayen made a motion to approve Meeting Minutes for March 15, 2018. This motion was seconded by Cliff Sicking. Motion carried unanimously.
- F. Consent**
1. Spanky Carter made a motion to approve consent items which included the ratification of liabilities paid in the amounts listed and the ratification of contracts for the LIHEAP Weatherization and CEAP programs. This motion was seconded by David Turner. Motion carried unanimously.
- G. Action**
1. A motion was made by Cecil Jones to receive the Monthly Financial Oversight Report for the dates listed as presented by Lori Cannon. Tony Rodriguez seconded this motion. Motion carried unanimously.
 2. There was no action taken regarding TCOG's FYE2018 Cost Pool Budget updates.
 3. A motion was made by David Turner to approve the FTE and Salary Budget Authority; set Indirect Cost Allocation rates; set Central Services Information Technology rate; set Employee Benefit rate; approve the Holiday Schedule; and approve Membership Dues schedule for the proposed FYE 2019 Annual Financing Plan. This motion was seconded by Ronnie Bruce. Motion carried unanimously.
 4. A motion was made by Cecil Jones to authorize submission and, if awarded, acceptance of the Corporation for National and Community Service (CNCS) Retired and Senior Volunteer Program (RSVP) Continuation Grant for the Texoma Senior Corps program in the amount of \$57,479. This motion was seconded by Teresa Adams. Motion carried unanimously.
 5. A motion was made by Cliff Sicking to authorize submission and, if awarded, acceptance of the Corporation for National and Community Service (CNCS) Foster Grandparent Program (FGP) Renewal Grant for the Texoma Senior Corps program in the amount of \$198,993. This motion was seconded by Tony Rodriguez. Motion carried unanimously.
 6. A motion was made by Cecil Jones to approve the work plan for the Community Needs Assessment (CNA) as required by the Texas Department of Housing and Community Affairs (TDHCA). This motion was seconded by Ronnie Bruce. Motion carried unanimously.

7. A motion was made by Cliff Sicking to authorize submission and acceptance, if awarded, of technical assistance grant application to Economic Development Administration (EDA) which TCOG will administer on behalf of the City of Road Runner. This motion was seconded by Dan Busch. Motion carried unanimously.
8. A motion was made by Dan Busch to authorize recommendations from the TCOG Criminal Justice Advisory Committee (CJAC) results from the scoring and ranking of applications for the following funding categories for Funding Year (FY) 2019: Criminal Justice Program, General Juvenile Justice & Delinquency Prevention Program Solicitation, General Victim Assistance Direct Service Program Solicitation, and Violent Crimes Against Women Criminal Justice & Training Projects. This motion was seconded by David Turner. Motion carried unanimously.

H. President's Report

No report for March

- I. Jeff Whitmire adjourned the meeting at 6:46 p.m.

DRAFT

TEXOMA COUNCIL OF GOVERNMENTS
Check/Voucher Register - Check Register Agenda
From 4/1/2018 Through 4/30/2018
1010 - Cash in Bank - General

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
91703	4/11/2018	ENTERPRISE TOLLS	ACCT D35129	(11.00)
91819	4/11/2018	AWARDS UNLIMITED	INV 97102	(96.25)
92296	4/11/2018	ACACIA ENERGY	CLIENT UTILITY PAYMENTS	(0.10)
92992	4/13/2018	HOUSING AUTHORITY OF THE CITY OF MARIE	SECTION8 AP'S	0.00
92993	4/13/2018	CITY OF MESQUITE	SECTION8 AP'S	0.00
93057	4/16/2018	BACHARACH INC.	EQUIPMENT REPAIRS-MONOXORS	(1,295.00)
93066	4/5/2018	COOKE COUNTY	INV 85907-REIMB 911 WORKSTATION	37,911.50
93067	4/5/2018	DEPARTMENT OF INFORMATION RES	INV 188010378N	15,450.43
93068	4/5/2018	BARTLETT, SHAWNEE	TRAVEL EXPENSE	70.00
93069	4/5/2018	EGGAR, ELIZABETH	TRAVEL ADVANCE	241.00
93070	4/5/2018	HIGGINS-DURBIN, CARRIEJO	TRAVEL ADVANCE	241.00
93071	4/5/2018	AFLAC	INV 900356	977.28
93072	4/5/2018	PRE-PAID LEGAL SERVICES INC.	GROUP 0142305	25.90
93073	4/5/2018	UNITED WAY OF GRAYSON COUNTY	MARCH CONTRIBUTIONS	40.29
93074	4/5/2018	UNUM LIFE INSURANCE	05783570014	685.72
93075	4/5/2018	AT&T	94066855505267	180.02
93076	4/5/2018	AT&T	94066525985162	249.36
93077	4/5/2018	AT&T	94066598981791	261.93
93078	4/5/2018	THOMAS JOHN KENNEDY OF TEXAS DDS, PLLC DBA	DENTAL CARE 18137 & 32289	1,775.00
93078	4/5/2018	THOMAS JOHN KENNEDY OF TEXAS DDS, PLLC DBA	INV 31764	1,400.00
93079	4/5/2018	EXPRESS EMPLOYMENT PROFESSIONALS	INV 20286334	721.60
93080	4/5/2018	FRONTIER COMMUNICATIONS	21019649320731145	54.51
93081	4/5/2018	FRONTIER COMMUNICATIONS	21018818010114925	4,574.32
93082	4/5/2018	FRONTIER COMMUNICATIONS	21018829440407055	2,381.55
93083	4/5/2018	HEAR CARE INC.	INV 47753	1,400.00
93084	4/5/2018	VISTA COM	QUOTE OK002385	22,736.88
93085	4/5/2018	WALDEN UNIVERSITY	TUITION -ID#00747148	2,890.00
93086	4/5/2018	CAPLUCK, INC	INV 4365, 4335	10,350.00
93087	4/5/2018	4 Change Energy	CLIENT UTILITY PAYMENTS	80.85
93088	4/5/2018	AMBIT TEXAS, LLC	CLIENT UTILITY PAYMENTS	1,856.30
93089	4/5/2018	FULCRUM RETAIL ENERGY LLC.	CLIENT UTILITY PAYMENTS	551.86
93090	4/5/2018	ATMOS ENERGY	CLIENT UTILITY PAYMENTS	14,978.15
93091	4/5/2018	BOUNCE ENERGY INC.	CLIENT UTILITY PAYMENTS	10.78
93092	4/5/2018	CADENHEAD SERVIS GAS	CLIENT UTILITY PAYMENTS	461.09
93093	4/5/2018	CHAMPION ENERGY SERVICE, LLC	CLIENT UTILITY PAYMENTS	667.52
93094	4/5/2018	CIRRO GROUP INC.	CLIENT UTILITY PAYMENTS	470.74
93095	4/5/2018	CITY OF DENTON	CLIENT UTILITY PAYMENTS	8,233.86
93096	4/5/2018	CITY OF FARMERSVILLE	CLIENT UTILITY PAYMENTS	439.39
93097	4/5/2018	CITY OF SANGER	CLIENT UTILITY PAYMENTS	394.03
93098	4/5/2018	CITY OF WHITESBORO	CLIENT UTILITY PAYMENTS	1,919.46
93099	4/5/2018	CLEARVIEW ENERGY, INC.	CLIENT UTILITY PAYMENTS	67.96

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
93100	4/5/2018	COOKE COUNTY ELECTRIC CO-OP	CLIENT UTILITY PAYMENTS	2,576.78
93101	4/5/2018	COOPER PROPANE COMPANY	CLIENT UTILITY PAYMENTS	523.38
93102	4/5/2018	DENTON COUNTY ELECTRIC COOPERATIVE INC.	CLIENT UTILITY PAYMENTS	9,400.27
93103	4/5/2018	COSERV GAS, LTD	CLIENT UTILITY PAYMENTS	669.53
93104	4/5/2018	DIRECT ENERGY	CLIENT UTILITY PAYMENTS	2,330.28
93105	4/5/2018	ENDERBY GAS INC	CLIENT UTILITY PAYMENTS	870.45
93106	4/5/2018	ENTRUST ENERGY INC.	CLIENT UTILITY PAYMENTS	1,089.83
93107	4/5/2018	FANNIN CO ELECTRIC CO-OP INC	CLIENT UTILITY PAYMENTS	3,594.41
93108	4/5/2018	FARMERS ELECTRIC COOPERATIVE	CLIENT UTILITY PAYMENTS	4,881.55
93109	4/5/2018	FIRST CHOICE POWER	CLIENT UTILITY PAYMENTS	1,337.95
93110	4/5/2018	FRONTIER UTILITIES, LLC	CLIENT UTILITY PAYMENTS	106.78
93111	4/5/2018	GEUS- AGENCY OF CITY OF GREENVILLE	CLIENT UTILITY PAYMENTS	2,309.65
93112	4/5/2018	GEXA ENERGY LP	CLIENT UTILITY PAYMENTS	369.71
93113	4/5/2018	GRAYSON-COLLIN ELECTRIC	CLIENT UTILITY PAYMENTS	11,496.42
93114	4/5/2018	GREEN MOUNTAIN ENERGY CO.	CLIENT UTILITY PAYMENTS	2,085.07
93115	4/5/2018	INFINITE ELECTRIC, LLC	CLIENT UTILITY PAYMENTS	135.72
93116	4/5/2018	INFUSE ENERGY, LLC	CLIENT UTILITY PAYMENTS	738.76
93117	4/5/2018	JUST ENERGY TEXAS I CORP.	CLIENT UTILITY PAYMENTS	3,901.18
93118	4/5/2018	LIFE ENERGY	CLIENT UTILITY PAYMENTS	304.86
93119	4/5/2018	MCCRAW OIL CO. INC	CLIENT UTILITY PAYMENTS	529.55
93120	4/5/2018	PENNYWISE POWER, LLC	CLIENT UTILITY PAYMENTS	300.41
93121	4/5/2018	RELIANT ENERGY	CLIENT UTILITY PAYMENTS	6,757.77
93122	4/5/2018	SPARK ENERGY LP	CLIENT UTILITY PAYMENTS	764.02
93123	4/5/2018	STAR ELECTRICITY INC.	CLIENT UTILITY PAYMENTS	63.51
93124	4/5/2018	STAT ENERGY	CLIENT UTILITY PAYMENTS	57.27
93125	4/5/2018	STREAM GAS & ELECTRIC LTD	CLIENT UTILITY PAYMENTS	3,055.71
93126	4/5/2018	FULCRUM RETAIL ENERGY LLC.	CLIENT UTILITY PAYMENTS	331.13
93127	4/5/2018	TEXOMA PROPANE LLC	CLIENT UTILITY PAYMENTS	420.00
93128	4/5/2018	TRI-EAGLE ENERGY LP	CLIENT UTILITY PAYMENTS	119.60
93129	4/5/2018	TRINITY VALLEY ELECTRIC COOPERATIVE INC	CLIENT UTILITY PAYMENTS	395.34
93130	4/5/2018	TXU ELECTRIC	CLIENT UTILITY PAYMENTS	16,591.20
93131	4/5/2018	XOOM ENERGY	CLIENT UTILITY PAYMENTS	93.22
93132	4/5/2018	VALERIE BEAVER	STIPEND	80.40
93133	4/5/2018	MARY CASSARA	STIPEND	130.00
93133	4/5/2018	MARY CASSARA	STIPEND	96.80
93134	4/5/2018	CLAYTON, MAE	STIPEND	119.99
93135	4/5/2018	KARREN M. CURRY	STIPEND	88.15
93136	4/5/2018	ANITA DAVIS	STIPEND	121.41
93137	4/5/2018	REGINA DIBBLES	STIPEND	129.43
93138	4/5/2018	SHERRY ELLIOTT	STIPEND	117.55
93139	4/5/2018	FEAGLEY, EVA	STIPEND	131.25
93140	4/5/2018	KAREN FLETCHER	STIPEND	163.80
93141	4/5/2018	FUGETT, SHARON	STIPEND	50.70
93142	4/5/2018	GARVIN, CAROL	STIPEND	122.95
93143	4/5/2018	MARIA GUADALUPE HERNDON	STIPEND	123.80
93144	4/5/2018	MARY GEAN HIGGS	STIPEND	99.50
93144	4/5/2018	MARY GEAN HIGGS	STIPEND	15.17

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
93145	4/5/2018	ANITA LYNN HOOPER	STIPEND	21.20
93146	4/5/2018	VERNELL ISABELL	STIPEND	28.00
93146	4/5/2018	VERNELL ISABELL	STIPEND	83.55
93147	4/5/2018	PEARL MARTIN	STIPEND	160.40
93148	4/5/2018	MCCULLOUGH, DORIS	STIPEND	162.00
93149	4/5/2018	MARTHA PALMER	STIPEND	75.64
93150	4/5/2018	MARTHA PHILAGIOS	STIPEND	29.85
93151	4/5/2018	DALE RIDEOUT	STIPEND	110.40
93151	4/5/2018	DALE RIDEOUT	STIPEND	9.15
93151	4/5/2018	DALE RIDEOUT	STIPEND	21.90
93152	4/5/2018	SEAMSTER, BARBARA	STIPEND	183.00
93153	4/5/2018	PAMELA F. SMITH	STIPEND	119.33
93154	4/5/2018	MARILYN STOCKMAN	STIPEND	118.00
93154	4/5/2018	MARILYN STOCKMAN	STIPEND	103.11
93155	4/5/2018	VIRGINIA SWAFFORD	STIPEND	14.58
93156	4/5/2018	VANESSA LOUISE TROTTER	STIPEND	93.23
93157	4/5/2018	NANCY ELAINE VINEYARD	STIPEND	48.40
93158	4/5/2018	WILLIAMS, BARBARA	STIPEND	204.05
93159	4/5/2018	WILLIAMS, SANDRA	STIPEND	122.95
93160	4/5/2018	EVELYN WIMBISH	STIPEND	105.73
93161	4/5/2018	MY 911 SHOP	INV TCOG00308	938.00
93162	4/5/2018	PUBLICDATA.COM.AI LTD	10157804-20180303	14.86
93163	4/5/2018	SANTA FE COMMUNITY COLLEGE	BPI BUILDING ANALYST WRITTEN EXAM	900.00
93164	4/5/2018	DIRECT ENERGY GP INC.	CONTRACT LABOR	0.00
93165	4/5/2018	VERIZON BUSINESS	INV 62228285	43.95
93166	4/5/2018	TEXAS ASSOCIATION OF REGIONAL	INV 18FM-021	1,250.00
93167	4/5/2018	HIGGINS-DURBIN, CARRIEJO	TRAVEL ADVANCE	305.00
93168	4/5/2018	GRAYSON COUNTY SHERIFF'S OFFICE	REIMB/JAMI BROWN	245.00
93169	4/12/2018	CHRISTEN CHAFFIN	TRAVEL EXPENSE	141.40
93170	4/12/2018	CARR, TERRY	TRAVEL EXPENSE	268.28
93171	4/12/2018	KRYSTAL FOX	TRAVEL EXPENSE	115.93
93172	4/12/2018	KENISHA GOLSTON	TRAVEL EXPENSE	206.01
93173	4/12/2018	CORY MORRIS	TRAVEL EXPENSE	168.00
93174	4/12/2018	Sundberg, Brianna	TRAVEL EXPENSE	310.89
93175	4/12/2018	JENNIFER LYNN WEATHERFORD	TRAVEL EXPENSE	173.86
93176	4/12/2018	THOMAS JOHN KENNEDY OF TEXAS DDS, PLLC DBA	TRAVEL EXPENSE	1,400.00
93177	4/12/2018	EXPRESS EMPLOYMENT PROFESSIONALS	TRAVEL EXPENSE	721.60
93178	4/12/2018	NETSPAN CORPORATION FOREMOST TELECOMMUNICATIONS	INV WA3848	78.00
93179	4/12/2018	FRONTIER COMMUNICATIONS	INV 5701Z660-18079	612.85
93180	4/12/2018	MONTGOMERY COUNTY HOSPITAL DISTRICT	TCOG EMD SERVICES	1,335.00
93181	4/12/2018	SADDLEBROOK DENTAL & ORTHODONTICS	INV Y00010	1,328.60
93182	4/12/2018	MRI SOFTWARE LLC DBA TENMAST	INV 8807	7,960.00
93183	4/12/2018	TEXAS ASSOCIATION OF COMMUNITY	TACAA CONFERENCE	275.00
93184	4/12/2018	TEXAS ASSOCIATION OF REGIONAL	INV 18T4A-022	1,393.00

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
93185	4/12/2018	WEST SAFETY SERVICES, INC.	INV 166890	1,457.61
93186	4/12/2018	AMERICAN EXPRESS	3791 106550 51001	6,819.17
93187	4/12/2018	BESS I. SEIGLER	CONTRACT LABOR	576.00
93188	4/12/2018	AT&T MOBILITY	ACCT 28701799 3705	553.44
93189	4/12/2018	TEXAS ASSOCIATION OF REGIONAL	18FO-022	150.00
93190	4/12/2018	CITY OF SHERMAN	ACCT 200-0021-00	22.80
93191	4/12/2018	ATMOS ENERGY CO	303191 7997	2,924.78
93192	4/12/2018	CITY OF SHERMAN	ACCT 209-5060-03	429.58
93193	4/12/2018	DIRECT ENERGY BUSINESS-DALLAS	ACCT 1017669	5,203.68
93194	4/12/2018	VERIZON CONFERENCING	ACCT 600001 4653X26	85.85
93195	4/12/2018	VERIZON CONFERENCING	INV Z6302874	57.23
93196	4/12/2018	BEST IMAGES SYSTEMS INC.	INV 14389510	1,379.90
93197	4/12/2018	RESULTS ENVIRONMENTAL PEST MANAGEMENT	INV 10995	55.00
93198	4/12/2018	GRAYSON PRO TECH INC.	INV 180598,180603	67.00
93199	4/12/2018	FRONTIER COMMUNICATIONS	903 813 3500 042706 5	1,096.96
93200	4/12/2018	FRONTIER COMMUNICATIONS	903 893 5261 091506 5	205.36
93201	4/12/2018	FRONTIER COMMUNICATIONS	903 893 2161 071707 5	109.96
93202	4/12/2018	DELL FINANCIAL SERVICES	INV 79412944	1,246.95
93203	4/12/2018	CABLE ONE	ACCT 102708310	1,080.44
93204	4/12/2018	BAGBY ELEVATOR COMPANY INC.	INV SCHED00000215506	360.29
93205	4/12/2018	PROSPERITY BANK	ACCT 0000097998	9,017.34
93206	4/12/2018	CABLE ONE	ACCT 102491693	137.17
93207	4/12/2018	QUILL CORPORATION	INV 2331797, 3802904	1,073.92
93208	4/12/2018	MUENSTER TELEPHONE CORP OF TX	INV 10255341	440.46
93209	4/12/2018	AT&T	21450378907036	213.00
93210	4/12/2018	AT&T	21491733521328	845.38
93211	4/12/2018	AT&T	ACCT 136921691	155.35
93212	4/12/2018	TEXAS ASSOCIATION OF REGIONAL	INV 18SW-022	25.00
93213	4/12/2018	MICHAEL GORDON	PAYMENTS FOR RETURN ITEM FEES	138.48
93214	4/16/2018	BACHARACH INC.	EQUIPMENT REPAIRS-MONOXORS	1,295.00
93215	4/19/2018	PROSTAR SERVICES INC.	ENTER AP	485.29
93216	4/19/2018	ENTERPRISE RENT-A-CAR	1VFOGK	45.04
93217	4/19/2018	TEXAS ASSOCIATION OF REGIONAL	ENTER AP	105.00
93218	4/19/2018	MOLLY GUARD	TRAVEL EXPENSE	93.20
93218	4/19/2018	MOLLY GUARD	TRAVEL EXPENSE	70.00
93219	4/19/2018	SOPHIA PEDRAZA	TRAVEL EXPENSE	236.23
93220	4/19/2018	IT NEXUS INC.	INV 17TCG004-01	2,760.79
93221	4/19/2018	VOIGHT, NATHAN	TRAVEL EXPENSE	60.00
93222	4/19/2018	PUBLICDATA.COM.AI LTD	10157804-20180331	29.73
93223	4/19/2018	4 Change Energy	CLIENT UTILITY PAYMENTS	82.47
93224	4/19/2018	AMBIT TEXAS, LLC	CLIENT UTILITY PAYMENTS	644.11
93225	4/19/2018	FULCRUM RETAIL ENERGY LLC.	CLIENT UTILITY PAYMENTS	368.90
93226	4/19/2018	ATMOS ENERGY	CLIENT UTILITY PAYMENTS	4,597.85
93227	4/19/2018	BRILLIANT ENERGY LLC	CLIENT UTILITY PAYMENTS	52.05
93228	4/19/2018	CIRRO GROUP INC.	CLIENT UTILITY PAYMENTS	453.41
93229	4/19/2018	CITY OF DENTON	CLIENT UTILITY PAYMENTS	4,367.43
93230	4/19/2018	CITY OF FARMERSVILLE	CLIENT UTILITY PAYMENTS	104.26
93231	4/19/2018	CITY OF SANGER	CLIENT UTILITY PAYMENTS	504.54

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
93232	4/19/2018	COOKE COUNTY ELECTRIC CO-OP	CLIENT UTILITY PAYMENTS	1,910.28
93233	4/19/2018	DENTON COUNTY ELECCTRIC COOPERATIVE INC.	CLIENT UTILITY PAYMENTS	5,163.52
93234	4/19/2018	COSERV GAS, LTD	CLIENT UTILITY PAYMENTS	58.89
93235	4/19/2018	DIRECT ENERGY	CLIENT UTILITY PAYMENTS	2,070.13
93236	4/19/2018	ENDERBY GAS INC	CLIENT UTILITY PAYMENTS	246.06
93237	4/19/2018	ENTRUST ENERGY INC.	CLIENT UTILITY PAYMENTS	750.55
93238	4/19/2018	FANNIN CO ELECTRIC CO-OP INC	CLIENT UTILITY PAYMENTS	3,529.94
93239	4/19/2018	FARMERS ELECTRIC COOPERATIVE	CLIENT UTILITY PAYMENTS	3,921.16
93240	4/19/2018	FIRST CHOICE POWER	CLIENT UTILITY PAYMENTS	335.27
93241	4/19/2018	FRONTIER UTILITIES, LLC	CLIENT UTILITY PAYMENTS	59.96
93242	4/19/2018	GAS & SUPPLY COMPANY	CLIENT UTILITY PAYMENTS	298.50
93243	4/19/2018	GEUS- AGENCY OF CITY OF GREENVILLE	CLIENT UTILITY PAYMENTS	425.11
93244	4/19/2018	GEXA ENERGY LP	CLIENT UTILITY PAYMENTS	1,483.20
93245	4/19/2018	GRAYSON-COLLIN ELECTRIC	CLIENT UTILITY PAYMENTS	6,018.38
93246	4/19/2018	GREEN MOUNTAIN ENERGY CO.	CLIENT UTILITY PAYMENTS	770.55
93247	4/19/2018	IGS ENERGY	CLIENT UTILITY PAYMENTS	393.63
93248	4/19/2018	JUST ENERGY TEXAS I CORP.	CLIENT UTILITY PAYMENTS	1,629.51
93249	4/19/2018	MONARCH UTILITIES, INC.	CLIENT UTILITY PAYMENTS	120.00
93250	4/19/2018	PENNYWISE POWER, LLC	CLIENT UTILITY PAYMENTS	591.93
93251	4/19/2018	RELIANT ENERGY	CLIENT UTILITY PAYMENTS	2,317.76
93252	4/19/2018	STAR ELECTRICITY INC.	CLIENT UTILITY PAYMENTS	258.00
93253	4/19/2018	STAT ENERGY	CLIENT UTILITY PAYMENTS	901.16
93254	4/19/2018	STREAM GAS & ELECTRIC LTD	CLIENT UTILITY PAYMENTS	1,973.40
93255	4/19/2018	TRENTON LPG GAS CO INC	CLIENT UTILITY PAYMENTS	342.54
93256	4/19/2018	TRI-EAGLE ENERGY LP	CLIENT UTILITY PAYMENTS	1,463.63
93257	4/19/2018	TXU ELECTRIC	CLIENT UTILITY PAYMENTS	8,404.34
93258	4/19/2018	EXPRESS EMPLOYMENT PROFESSIONALS	CLIENT UTILITY PAYMENTS	496.10
93259	4/19/2018	UNITED WAY OF GREATER HOUSTON	INV IR211-TE-03-18	500.00
93260	4/19/2018	MAC's SHIRTS AND MORE	INVOICE 2287	552.00
93261	4/19/2018	GRAYSON PRO TECH INC.	INV 181234,181239	67.00
93262	4/19/2018	NAUTILUS SPORT CENTER	MARCH DUES	218.25
93263	4/19/2018	RIB CRIB	RSVP BANQUET	2,237.60
93264	4/19/2018	VALERIE BEAVER	STIPEND	86.65
93265	4/19/2018	MARY CASSARA	STIPEND	224.65
93265	4/19/2018	MARY CASSARA	STIPEND	8.78
93266	4/19/2018	CLAYTON, MAE	STIPEND	159.81
93267	4/19/2018	KARREN M. CURRY	STIPEND	113.75
93267	4/19/2018	KARREN M. CURRY	STIPEND	6.98
93268	4/19/2018	ANITA DAVIS	STIPEND	183.74
93269	4/19/2018	REGINA DIBBLES	STIPEND	117.00
93270	4/19/2018	SHERRY ELLIOTT	STIPEND	193.60
93271	4/19/2018	FEAGLEY, EVA	STIPEND	205.88
93272	4/19/2018	KAREN FLETCHER	STIPEND	101.40
93273	4/19/2018	FUGETT, SHARON	STIPEND	106.78
93274	4/19/2018	GARVIN, CAROL	STIPEND	177.85
93275	4/19/2018	MARIA GUADALUPE HERNDON	STIPEND	133.65
93276	4/19/2018	MARY GEAN HIGGS	STIPEND	161.31

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
93277	4/19/2018	ANITA LYNN HOOPER	STIPEND	63.46
93278	4/19/2018	VERNELL ISABELL	STIPEND	62.05
93278	4/19/2018	VERNELL ISABELL	STIPEND	36.48
93279	4/19/2018	MCCULLOUGH, DORIS	STIPEND	173.70
93280	4/19/2018	PEARL MARTIN	STIPEND	193.95
93281	4/19/2018	MARTHA PALMER	STIPEND	109.39
93282	4/19/2018	DALE RIDEOUT	STIPEND	26.50
93283	4/19/2018	SEAMSTER, BARBARA	STIPEND	127.60
93284	4/19/2018	PAMELA F. SMITH	STIPEND	141.58
93285	4/19/2018	MARILYN STOCKMAN	STIPEND	206.19
93285	4/19/2018	MARILYN STOCKMAN	STIPEND	6.98
93285	4/19/2018	MARILYN STOCKMAN	STIPEND	24.20
93286	4/19/2018	VIRGINIA SWAFFORD	STIPEND	93.21
93287	4/19/2018	VANESSA LOUISE TROTTER	STIPEND	95.58
93287	4/19/2018	VANESSA LOUISE TROTTER	STIPEND	6.08
93288	4/19/2018	NANCY ELAINE VINEYARD	STIPEND	81.60
93289	4/19/2018	WILLIAMS, BARBARA	STIPEND	206.70
93289	4/19/2018	WILLIAMS, BARBARA	STIPEND	3.98
93290	4/19/2018	WILLIAMS, SANDRA	STIPEND	183.15
93291	4/19/2018	EVELYN WIMBISH	STIPEND	105.45
93292	4/26/2018	DEPARTMENT OF INFORMATION RES	INV 18020377N	15,450.43
93293	4/26/2018	MONTGOMERY COUNTY HOSPITAL DISTRICT	TCOG EMD SERVICES	1,395.00
93294	4/26/2018	RANDY ELLIS	COMPLETED HOMES - WAP	450.00
93295	4/26/2018	SRADER, MICHAEL CHARLES	COMPLETED HOMES - WAP	14,839.60
93296	4/26/2018	CUNNINGHAM, BUDDY / CUNNINGHAM CONTRACTORS	COMPLETED HOMES - WAP	28,685.80
93297	4/26/2018	MEDFORD AIR LLC	COMPLETED HOMES - WAP	3,635.00
93298	4/26/2018	WILLKO CONSTRUCTION	COMPLETED HOMES - WAP	40,287.00
93299	4/26/2018	TEXOMA COUNCIL OF GOVERNMENTS	CORRECT 34299	214.19
93300	4/26/2018	SADDLEBROOK DENTAL & ORTHODONTICS	INV MU0004	1,600.00
93301	4/26/2018	CHASE MASTER CARD	5567 0879 0003 8911	5,309.68
93301	4/26/2018	CHASE MASTER CARD	5567 0879 0003 8911	1,060.00
93302	4/26/2018	EXPRESS EMPLOYMENT PROFESSIONALS	INVOICE 20380559	984.76
93303	4/26/2018	BEST IMAGES SYSTEMS INC.	INV 14432431	1,362.51
93304	4/26/2018	HIGGINS-DURBIN, CARRIEJO	TRAVEL EXPENSE	405.42
93305	4/26/2018	AT&T	21413207054529	11.20
93306	4/26/2018	AT&T	21412605418328	417.93
93307	4/26/2018	AT&T	21450342242346	16.20
93308	4/26/2018	AT&T	21413001237791	39.20
93309	4/26/2018	AT&T	21450343027514	3.60
93310	4/26/2018	AT&T	21411991072293	273.22
93311	4/26/2018	AT&T	21411991061452	273.22
93312	4/26/2018	AT&T	21450340419904	438.38
93313	4/26/2018	AT&T	21450340404047	439.89
93314	4/26/2018	AT&T	21450340359894	297.06
93315	4/26/2018	AT&T	21450340479247	459.69
93316	4/26/2018	AT&T	21450340439225	294.10
93317	4/26/2018	AT&T	21450342179233	274.68

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
93318	4/26/2018	BAGBY ELEVATOR COMPANY INC.	INV SCHWD00000216956	360.29
93319	4/26/2018	DELL FINANCIAL SERVICES	INV 79451933	1,246.95
93320	4/26/2018	THOMAS JOHN KENNEDY OF TEXAS DDS, PLLC DBA	INV 33398	1,320.00
93320	4/26/2018	THOMAS JOHN KENNEDY OF TEXAS DDS, PLLC DBA	INV 9614	1,320.00
93321	4/26/2018	ENTERPRISE RENT-A-CAR	1Y311N	45.04
93322	4/26/2018	FRONTIER COMMUNICATIONS	903-893-2161-071707-5	128.96
93323	4/26/2018	FRONTIER COMMUNICATIONS	903-893-5261-091506-5	204.85
93324	4/26/2018	ANGELA GREELEY	PAYMENT FOR RETURN ITEM FEE	28.00
93325	4/26/2018	HEAR CARE INC.	inv 47977	1,400.00
93326	4/26/2018	LANGUAGE LINE SERVICE, INC.	inv 4290443	38.44
93327	4/26/2018	LANGUAGE LINE SERVICE, INC.	INV 4294977	43.19
93328	4/26/2018	CATHLEEN McCONNELL	PAYMENT FOR RETURN ITEM FEE	28.00
93329	4/26/2018	NORTH TEXAS VISION CENTER	INV 17794	430.00
93330	4/26/2018	PEARSON VUE	INV 0046-3776-0817	104.50
93331	4/26/2018	TEXOMA COUNCIL OF GOVERNMENTS	SUMMERTASTIC AD 2018	275.00
93332	4/26/2018	VERIZON CONFERENCING	INV Z6329648	41.88
93333	4/26/2018	VERIZON CONFERENCING	ACCT 600001 4653X26	83.89
93334	4/26/2018	VERIZON BUSINESS	INV 62979927	45.05
93335	4/26/2018	BAGBY ELEVATOR COMPANY INC.	INV SCHED00000211537	360.29
93336	4/26/2018	HERNANDEZ, MARGARITA S.	INV 4302018	1,500.00
93337	4/26/2018	LIGHTHOUSE SERVICES, INC.	INV 16531	497.00
93338	4/26/2018	LIEN ENFORCEMENT, INC.	REF# 0001396249	1,470.26
DD0001958	4/5/2018	MINDI JONES	TRAVEL EXPENSE	94.53
DD0001959	4/5/2018	MCCORMICK, BILL	TRAVEL EXPENSE	29.43
DD0001960	4/5/2018	MUYSHONDT, RODRIGO A.	TRAVEL EXPENSE	40.88
DD0001961	4/5/2018	INSITE STRATEGIST, LLC	INV 33889	150.00
DD0001962	4/5/2018	URSULA M. BLUM	STIPEND	45.10
DD0001963	4/5/2018	ETHEL ROSE CARTER	STIPEND	45.10
DD0001964	4/5/2018	Christian, Linda	STIPEND	131.75
DD0001965	4/5/2018	CROSS, TOMMIE	STIPEND	209.45
DD0001966	4/5/2018	LAURA S. KLEINNEIUR	STIPEND	101.83
DD0001967	4/5/2018	LUPER, BARBARA	STIPEND	64.53
DD0001968	4/5/2018	JUDY A. NEIDRICH	STIPEND	98.83
DD0001969	4/5/2018	LOIS PHELPS	STIPEND	186.45
DD0001970	4/5/2018	WHITE, FRANCES	STIPEND	84.84
DD0001971	4/5/2018	WYATT, RUTHIE	STIPEND	182.30
DD0001972	4/5/2018	SYNOVIA SOLUTIONS	INV 108958	97.00
DD0001973	4/12/2018	DEBORAH ADAMS	TRAVEL EXPENSE	348.82
DD0001974	4/12/2018	BINGHAM, RAYLEEN	TRAVEL EXPENSE	131.89
DD0001975	4/12/2018	HOLLY BOOTH	TRAVEL EXPENSE	219.88
DD0001976	4/12/2018	KREBS, MANDY	TRAVEL EXPENSE	301.63
DD0001977	4/12/2018	ADAM McGINNIS	TRAVEL EXPENSE	183.00
DD0001978	4/12/2018	LORI ANN CANNON	INV 268	1,425.00
DD0001979	4/12/2018	HESTAND, VICKY	TRAVEL EXPENSE	191.13
DD0001980	4/12/2018	BARTLETT, SHAWNEE	TRAVEL ADVANCE	176.00
DD0001981	4/12/2018	BDA ADMINISTRATORS	MOOP 5/31/18	2,476.71
DD0001982	4/19/2018	BROWN, EVAN	TRAVEL EXPENSE	57.79
DD0001983	4/19/2018	MIRANDA HARP	TRAVEL EXPENSE	34.78
DD0001984	4/19/2018	NORTON, SEAN	TRAVEL EXPENSE	70.00

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
DD0001985	4/19/2018	URSULA M. BLUM	STIPEND	91.10
DD0001986	4/19/2018	ETHEL ROSE CARTER	STIPEND	80.50
DD0001987	4/19/2018	LAURA S. KLEINNEIUR	STIPEND	100.50
DD0001988	4/19/2018	LUPER, BARBARA	STIPEND	97.00
DD0001989	4/19/2018	JUDY A. NEIDRICH	STIPEND	91.50
DD0001990	4/19/2018	LOIS PHELPS	STIPEND	215.23
DD0001990	4/19/2018	LOIS PHELPS	STIPEND	5.18
DD0001991	4/19/2018	WHITE, FRANCES	STIPEND	145.29
DD0001992	4/19/2018	WYATT, RUTHIE	STIPEND	184.95
DD0001993	4/26/2018	ALERT RESIDENTIAL INSPECTION, PLLC	COMPLETED HOMES - WAP CONGREGATE & HDM REIMBURSEMENT -	1,394.73
DD0001994	4/26/2018	TRI COUNTY SENIOR NUTRITION	MARCH	42,424.77
DD0001995	4/26/2018	ALERT RESIDENTIAL INSPECTION, PLLC	FIELD EXAM FOR INSPECTORS	1,000.00
DD0001996	4/26/2018	BARTLETT, SHAWNEE	CELL PHONE REIMBURSEMENT	140.00
DD0001997	4/26/2018	DEBORAH LESAGE	PAYMENT FOR RETURN ITEM FEE	28.00
DD0001998	4/26/2018	SYNOVIA SOLUTIONS	INV 109909	97.00
DD0001999	4/26/2018	TML-IEBP	GROUP PTEXOMCO-5/1/2018 PREPAYMENT	41,045.62
DD0002000	4/26/2018	MARJEN TECHNOLOGY GROUP LLC	INV 1973-1981	11,401.00
			Total 1010 - Cash In Bank General	576,471.62

TEXOMA COUNCIL OF GOVERNMENTS
Check/Voucher Register - Check Register Agenda
 From 4/1/2018 Through 4/30/2018
 1010 - Cash in Bank - Section 8

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
92443	4/12/2018	Laqueta Wilson and Carrington Mortgage LLC	SECTION8 AP'S	(22.00)
92767	4/2/2018	3-D MOBILE HOME & RV PARK, INC.	SECTION8 AP'S	570.00
92768	4/2/2018	ABBINGTON COMMONS OF WHITEWRIGHT	SECTION8 AP'S	2,044.00
92769	4/2/2018	YACOUB ALBANNA	SECTION8 AP'S	298.00
92770	4/2/2018	MAHMOUD J. ALBANNA	SECTION8 AP'S	850.00
92771	4/2/2018	AMBIT TEXAS, LLC	SECTION8 AP'S	166.00
92772	4/2/2018	ANDATT, LLC	SECTION8 AP'S	480.00
92773	4/2/2018	COLT CONSTRUCTION & REAL ESTATE	SECTION8 AP'S	286.00
92774	4/2/2018	ANGEL PROPERTY INVESTORS, LLC	SECTION8 AP'S	582.00
92775	4/2/2018	MARLYN ANWEILER	SECTION8 AP'S	1,073.00
92776	4/2/2018	ARJS HOMES LLC	SECTION8 AP'S	408.00
92777	4/2/2018	ARROW WOOD APTS.	SECTION8 AP'S	4,327.00
92778	4/2/2018	ATMOS ENERGY CO	SECTION8 AP'S	173.00
92779	4/2/2018	SHAHID AZIZ	SECTION8 AP'S	764.00
92780	4/2/2018	JENNIFER LOU BAILEY	SECTION8 AP'S	1,093.00
92781	4/2/2018	JOSEPH MICHAEL BARTON	SECTION8 AP'S	845.00
92782	4/2/2018	BEALL, DAVID M.	SECTION8 AP'S	558.00
92783	4/2/2018	DANIEL B. BECKETT	SECTION8 AP'S	1,117.00
92784	4/2/2018	BOHANNAN, RONALD DION	SECTION8 AP'S	775.00
92785	4/2/2018	BOUNCE ENERGY INC.	SECTION8 AP'S	68.00
92786	4/2/2018	BRADSCHILL HOLDINGS LLC	SECTION8 AP'S	759.00
92787	4/2/2018	BRANDMAN, JOHN D.	SECTION8 AP'S	577.00
92788	4/2/2018	BRIDGE TOWER PROPERTIES	SECTION8 AP'S	1,675.00
92789	4/2/2018	LARRY O. BRINLEE	SECTION8 AP'S	297.00
92790	4/2/2018	BRISCOE AND HOLLY INVESTMENTS, LLC	SECTION8 AP'S	865.00
92791	4/2/2018	JUSTIN BRISCOE	SECTION8 AP'S	732.00
92792	4/2/2018	BROOKHOLLOW APT	SECTION8 AP'S	335.00
92793	4/2/2018	BROOKS, MICHAEL L.	SECTION8 AP'S	1,439.00
92794	4/2/2018	BURGOS RENTAL PROPERTIES	SECTION8 AP'S	671.00
92795	4/2/2018	CALIX PROPERTIES	SECTION8 AP'S	5,820.00
92796	4/2/2018	JOSE J. CARTAGENA	SECTION8 AP'S	766.00
92797	4/2/2018	CARTER II, CRETA LYNN	SECTION8 AP'S	444.00
92798	4/2/2018	CASHIA 611 LLC	SECTION8 AP'S	1,381.00
92799	4/2/2018	CATHEY, BOB	SECTION8 AP'S	264.00
92800	4/2/2018	CHEN, DONNY Y.	SECTION8 AP'S	550.00
92801	4/2/2018	Ebby Halliday Inc.	SECTION8 AP'S	1,126.00
92802	4/2/2018	CITY OF DENISON	SECTION8 AP'S	310.00
92803	4/2/2018	CITY OF SHERMAN	SECTION8 AP'S	334.00
92804	4/2/2018	COKER, ART	SECTION8 AP'S	479.00
92805	4/2/2018	CONCORD VILLAGE APTS	SECTION8 AP'S	180.00
92806	4/2/2018	DONALD MATTHEW COOK	SECTION8 AP'S	502.00
92807	4/2/2018	FL COUNTRY VILLAGE LTD	SECTION8 AP'S	1,350.00
92808	4/2/2018	CREW, JACK	SECTION8 AP'S	1,795.00

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
92809	4/2/2018	CROCKER, JIM I.	SECTION8 AP'S	734.00
92810	4/2/2018	CUPID PROPERTIES LLC	SECTION8 AP'S	587.00
92811	4/2/2018	DAVIS, JOSEPH	SECTION8 AP'S	676.00
92812	4/2/2018	KAREN DAVIS	SECTION8 AP'S	553.00
92813	4/2/2018	DEAN GILBERT REALTORS	SECTION8 AP'S	4,331.00
92814	4/2/2018	DEAN GILBERT JR., THREE AMIGOS JOINT VENTURE	SECTION8 AP'S	457.00
92815	4/2/2018	DIRECT ENERGY	SECTION8 AP'S	379.00
92816	4/2/2018	KENNETH J. DOLEZALEK	SECTION8 AP'S	650.00
92817	4/2/2018	DON KSDS, INC.	SECTION8 AP'S	542.00
92818	4/2/2018	GLENDA DOWDEN	25024	700.00
92819	4/2/2018	DUNLAP, KIM	SECTION8 AP'S	699.00
92820	4/2/2018	EAST COAST MANAGEMENT LLC	SECTION8 AP'S	1,464.00
92821	4/2/2018	1600 LA SALLE PARTNERS LLC	SECTION8 AP'S	1,789.00
92822	4/2/2018	FIRST CHOICE POWER	SECTION8 AP'S	143.00
92823	4/2/2018	FERRELL, TERRI D.	SECTION8 AP'S	448.00
92824	4/2/2018	MICHAEL FLANAGAN	SECTION8 AP'S	438.00
92825	4/2/2018	FREDERICKSON, JAMES R.	SECTION8 AP'S	240.00
92826	4/2/2018	ROSEMARIE GAGEL	SECTION8 AP'S	565.00
92827	4/2/2018	GREEN MOUNTAIN ENERGY CO.	SECTION8 AP'S	114.00
92828	4/2/2018	GRIDDY ENERGY LLC	SECTION8 AP'S	156.00
92829	4/2/2018	GRUZZOLO	SECTION8 AP'S	775.00
92830	4/2/2018	HADDOCK, DAVID	SECTION8 AP'S	730.00
92831	4/2/2018	HALLFORD, LOUIE A.	SECTION8 AP'S	687.00
92832	4/2/2018	ML HAMPTON INVESTMENTS LLC	SECTION8 AP'S	3,576.00
92833	4/2/2018	HAPPY LIVING PROPERTY MANAGEMENT INC.	SECTION8 AP'S	1,132.00
92834	4/2/2018	JOHN ALBERT HARROD	SECTION8 AP'S	541.00
92835	4/2/2018	HERBIE THE HOUSE HUNTER LLC	SECTION8 AP'S	237.00
92836	4/2/2018	HERITAGE HILL APARTMENTS LLC	SECTION8 AP'S	431.00
92837	4/2/2018	HOUSING ASSOICIATES OF HERITAG	SECTION8 AP'S	3,469.00
92838	4/2/2018	DIXON JR, GENE	SECTION8 AP'S	3,721.00
92839	4/2/2018	MONROE, MARLENE	SECTION8 AP'S	341.00
92840	4/2/2018	DANIEL ROBERT HILEMAN	SECTION8 AP'S	800.00
92841	4/2/2018	PF HILLTOP VILLAGE LLC	SECTION8 AP'S	10,132.00
92842	4/2/2018	JACOBS, RICHARD	SECTION8 AP'S	900.00
92843	4/2/2018	JEFFS AUTO SALES	SECTION8 AP'S	579.00
92844	4/2/2018	HORNER, MELISSA ANN	SECTION8 AP'S	348.00
92845	4/2/2018	YOUNG, JENNIFER LYN	SECTION8 AP'S	2,079.00
92846	4/2/2018	JUST ENERGY TEXAS I CORP.	SECTION8 AP'S	237.00
92847	4/2/2018	KARAM, GEORGE	SECTION8 AP'S	789.00
92848	4/2/2018	KEENER, ANDREW	SECTION8 AP'S	390.00
92849	4/2/2018	LAFOY, DALE A.	SECTION8 AP'S	725.00
92850	4/2/2018	DENISON LAKEVIEW PARK	SECTION8 AP'S	3,562.00
92851	4/2/2018	LAMB, BILLY J	SECTION8 AP'S	343.00
92852	4/2/2018	LAUGHLIN, GLEN	SECTION8 AP'S	356.00
92853	4/2/2018	JCR PROPERTIES, INC	SECTION8 AP'S	678.00
92854	4/2/2018	MICHELLE LYNN MALMAY	SECTION8 AP'S	3,153.00
92855	4/2/2018	POTTSBORO ABBINGTON JUNCTION LP	SECTION8 AP'S	468.00

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
92856	4/2/2018	MOXIE INVESTMENT SOLUTIONS	SECTION8 AP'S	685.00
92857	4/2/2018	McCLOUR, CHRIS	SECTION8 AP'S	822.00
92858	4/2/2018	MCDONNELL, DEE JUANITA	SECTION8 AP'S	226.00
92859	4/2/2018	HOUSING AUTHORITY OF THE CITY OF MARIETTA	SECTION8 AP'S	966.00
92860	4/2/2018	MONARCH UTILITIES, INC.	SECTION8 AP'S	33.00
92861	4/2/2018	CITY OF MESQUITE	SECTION8 AP'S	3,608.00
92862	4/2/2018	Moore Acquisitions, LLC	SECTION8 AP'S	4,673.00
92863	4/2/2018	DENNIS J. MORRIS	SECTION8 AP'S	0.00
92864	4/2/2018	WILLIE RAY MULLINS	SECTION8 AP'S	816.00
92865	4/2/2018	DON MURPHY	SECTION8 AP'S	494.00
92866	4/2/2018	NATAYENA L.L.C	SECTION8 AP'S	544.00
92867	4/2/2018	JOSE M. NAVARRETE	SECTION8 AP'S	488.00
92868	4/2/2018	NORNIELLA MANAGEMENT COMPANY	SECTION8 AP'S	1,025.00
92869	4/2/2018	NORTHRIDGE VILLAS, LLC	SECTION8 AP'S	4,301.00
92870	4/2/2018	ODOM, RODNEY LEE	SECTION8 AP'S	438.00
92871	4/2/2018	PAGE, JOHN	SECTION8 AP'S	217.00
92872	4/2/2018	PALLADIUM VAN ALSTYNE	SECTION8 AP'S	600.00
92873	4/2/2018	OHC/PARK MANOR LTD	SECTION8 AP'S	2,968.00
92874	4/2/2018	PATTERSON, DAVID R.	SECTION8 AP'S	665.00
92875	4/2/2018	HAIRO H PENA	SECTION8 AP'S	279.00
92876	4/2/2018	VINA S. PENNINGTON	SECTION8 AP'S	496.00
92877	4/2/2018	JAMES L. PENTON	SECTION8 AP'S	1,210.00
92878	4/2/2018	PIERCE, JAMES DEAN	SECTION8 AP'S	400.00
92879	4/2/2018	BRENDA POPE	SECTION8 AP'S	0.00
92880	4/2/2018	R&M PROPERTIES	SECTION8 AP'S	1,683.00
92881	4/2/2018	F.L RAINTREE LTD	SECTION8 AP'S	714.00
92882	4/2/2018	VICKREY, CHRIS A.	SECTION8 AP'S	2,754.00
92883	4/2/2018	RELIANT ENERGY	SECTION8 AP'S	336.00
92884	4/2/2018	MONTY K REDDICK	SECTION8 AP'S	427.00
92885	4/2/2018	RIDGEVIEW APTS	SECTION8 AP'S	5,328.00
92886	4/2/2018	ERICK RIOS	SECTION8 AP'S	1,807.00
92887	4/2/2018	RONNIE D. ROSS	SECTION8 AP'S	498.00
92888	4/2/2018	ROWLAND, DANIEL E.	SECTION8 AP'S	418.00
92889	4/2/2018	RUMSEY, ROBERT	SECTION8 AP'S	1,207.00
92890	4/2/2018	Tommy Sanchez	SECTION8 AP'S	176.00
92891	4/2/2018	SCHILLI, RICHARD R.	SECTION8 AP'S	450.00
92892	4/2/2018	SCULLY, MICHAEL C.	SECTION8 AP'S	308.00
92893	4/2/2018	SHARP, MICHAEL L.	SECTION8 AP'S	356.00
92894	4/2/2018	SHERMAN OAKS APPARTMENTS	SECTION8 AP'S	6,402.00
92895	4/2/2018	SHER DEN REALTY INC	SECTION8 AP'S	4,387.00
92896	4/2/2018	SHIRLEY, NANCY S.	SECTION8 AP'S	768.00
92897	4/2/2018	SOUTHERN URBANE PROPERTIES, LLC	SECTION8 AP'S	39.00
92898	4/2/2018	WISER JOINT VENTURE, LLC	SECTION8 AP'S	4,163.00
92899	4/2/2018	S.S. PARTNERS MGMT. L.L.C.	SECTION8 AP'S	7,044.00
92900	4/2/2018	STANLEY, JUDY F.	SECTION8 AP'S	408.00
92901	4/2/2018	STAT ENERGY	SECTION8 AP'S	476.00
92902	4/2/2018	STEEPLE CHASE FARMS SUMMIT, LP	SECTION8 AP'S	6,912.00
92903	4/2/2018	LIVING STONE INVESTMENTS, LLC	SECTION8 AP'S	962.00

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
92904	4/2/2018	STREAM GAS & ELECTRIC LTD	SECTION8 AP'S	80.00
92905	4/2/2018	DEBORAH S. HERRON	SECTION8 AP'S	749.00
92906	4/2/2018	T-PAG LLC	SECTION8 AP'S	3,342.00
92907	4/2/2018	TANGLEWOOD REAL ESTATE COMPANY, INC.	SECTION8 AP'S	715.00
92908	4/2/2018	TEXOMA RENT HOUSE, LLC	SECTION8 AP'S	1,002.00
92909	4/2/2018	TXU ELECTRIC	SECTION8 AP'S	707.00
92910	4/2/2018	VILLAS OF SHERMAN LIMITED	SECTION8 AP'S	3,536.00
92911	4/2/2018	VERDE ENERGY	SECTION8 AP'S	43.00
92912	4/2/2018	VETERAN ENERGY LLC	SECTION8 AP'S	50.00
92913	4/2/2018	VIRGINIA COOK REALTORS LLC	SECTION8 AP'S	533.00
92914	4/2/2018	DOUGLAS G. WALTERS	SECTION8 AP'S	776.00
92915	4/2/2018	WATERFORD APTS LTD	SECTION8 AP'S	390.00
92916	4/2/2018	WATSON, MICHAEL L.	SECTION8 AP'S	691.00
92917	4/2/2018	WILLIAM WESTHOFF	SECTION8 AP'S	1,625.00
92918	4/2/2018	WESTHOFF VENTURES	SECTION8 AP'S	477.00
92919	4/2/2018	RONALD WILKERSON	SECTION8 AP'S	0.00
92920	4/2/2018	WILSON CHILDRENS TRUST UTD 5/26/06	SECTION8 AP'S	318.00
92921	4/2/2018	WINDSCAPE APARTMENTS, LTD.	SECTION8 AP'S	400.00
92922	4/2/2018	W&W RENTAL PROPERTIES, LLC	SECTION8 AP'S	763.00
92923	4/2/2018	PAYLESS POWER	SECTION8 AP'S	96.00
92924	4/2/2018	PETERSON, TRAVIS AND BANK OF TEXAS N.A.	SECTION8 AP'S	538.00
92925	4/2/2018	BARBRA PHILLIPS and US BANK HOME MORTGAGE	SECTION8 AP'S	464.00
92926	4/2/2018	Laqueta Wilson and Carrington Mortgage LLC	SECTION8 AP'S	44.00
92927	4/2/2018	SCHLEY, MARK AND WELLS FARGO HOME MORTGAGE	SECTION8 AP'S	363.00
92928	4/2/2018	PAULETTE AND RAY KRETLOW	SECTION8 AP'S	518.00
92929	4/2/2018	SARA JEANETTE ITA AND USDA RURAL DEVEOPMENT	SECTION8 AP'S	662.00
92930	4/2/2018	JULIE WILLIAMS AND	SECTION8 AP'S	308.00
92931	4/2/2018	AMLIN, MARSHALL D.	SECTION8 AP'S	412.00
92932	4/2/2018	BA RESIDENTIAL, LLC	SECTION8 AP'S	2,348.00
92933	4/2/2018	BONHAM APARTMENTS LTD	SECTION8 AP'S	3,593.00
92934	4/2/2018	BONHAM VILLAGE APARTMENTS, LTD.	SECTION8 AP'S	2,122.00
92935	4/2/2018	BORJAS, BASILISA	SECTION8 AP'S	474.00
92936	4/2/2018	BRANDANI, JOE	SECTION8 AP'S	90.00
92937	4/2/2018	KHOSROW SADEGHIAN	SECTION8 AP'S	875.00
92938	4/2/2018	BUCHANAN, MARK. A	SECTION8 AP'S	385.00
92939	4/2/2018	BURNETT, JOHN W.	SECTION8 AP'S	244.00
92940	4/2/2018	BURT, WILLIAM RUSSELL	SECTION8 AP'S	528.00
92941	4/2/2018	BUTLER, BOBBY L.	SECTION8 AP'S	276.00
92942	4/2/2018	PORTER P CAMERON	SECTION8 AP'S	374.00
92943	4/2/2018	CITY OF BONHAM	SECTION8 AP'S	39.00
92944	4/2/2018	COUNTRY VILLAGE OF BONHAM	SECTION8 AP'S	2,494.00
92945	4/2/2018	PATRICIA ANN COX	SECTION8 AP'S	650.00

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
92946	4/2/2018	DOYLE, GARRY D.	SECTION8 AP'S	409.00
92947	4/2/2018	LADONIA SELF STORAGE & APTS	SECTION8 AP'S	689.00
92948	4/2/2018	ENLOW GROUP LLC	SECTION8 AP'S	500.00
92949	4/2/2018	EVANS, JESSICA M.	SECTION8 AP'S	340.00
92950	4/2/2018	GIBBS & GIBBS W 8TH STREET APTS	SECTION8 AP'S	189.00
92951	4/2/2018	WILLIAM GLASER	SECTION8 AP'S	488.00
92952	4/2/2018	GODBNEY, JOHN	SECTION8 AP'S	227.00
92953	4/2/2018	GOODWIN J.D.	SECTION8 AP'S	44.00
92954	4/2/2018	BENJAMIN HALL	SECTION8 AP'S	340.00
92955	4/2/2018	HAMPTON, KENNETH	SECTION8 AP'S	450.00
92956	4/2/2018	HARVEY, JOHN MILTON	SECTION8 AP'S	441.00
92957	4/2/2018	HERNANDEZ, ANTONIO	SECTION8 AP'S	595.00
92958	4/2/2018	HOFMANN MRAZ CARE HOME	SECTION8 AP'S	1,852.00
92959	4/2/2018	J A SHOCKLEY INVESTMENTS, LLC	SECTION8 AP'S	175.00
92960	4/2/2018	LONNIE J. JAYNES	SECTION8 AP'S	441.00
92961	4/2/2018	JONES, MICHELLE D.	SECTION8 AP'S	172.00
92962	4/2/2018	JPL FAMILY LTD PARTNERSHIP	SECTION8 AP'S	426.00
92963	4/2/2018	KATY CREEK RETIREMENT VILLAGE	SECTION8 AP'S	2,479.00
92964	4/2/2018	KINGSTON PROPERTIES	SECTION8 AP'S	779.00
92965	4/2/2018	JOANNA McCAIN	SECTION8 AP'S	550.00
92966	4/2/2018	MUJO, LLC	SECTION8 AP'S	307.00
92967	4/2/2018	DON MURPHY	SECTION8 AP'S	1,815.00
92968	4/2/2018	LIPSCOMB, CHAD CARLTON	SECTION8 AP'S	332.00
92969	4/2/2018	BILLY JOE NELMS	SECTION8 AP'S	400.00
92970	4/2/2018	BONHAM CHAUTAUQUA HOLDINGS LP	SECTION8 AP'S	4,172.00
92971	4/2/2018	PLANT, GLYNA GAYLENE	SECTION8 AP'S	205.00
92972	4/2/2018	MATTHEW E. RILEY	SECTION8 AP'S	269.00
92973	4/2/2018	ROSS, NORA F.	SECTION8 AP'S	245.00
92974	4/2/2018	WALCON ROOFING & CONTRACTORS, LLC	SECTION8 AP'S	483.00
92975	4/2/2018	JAMES GORDON WORLEY	SECTION8 AP'S	487.00
92976	4/2/2018	WYATT PLACE LLC	SECTION8 AP'S	1,732.00
92977	4/2/2018	HEATHER ANN RODRIGUEZ	SECTION8 AP'S	600.00
92978	4/2/2018	SARGENT, BARBARA	SECTION8 AP'S	192.00
92979	4/2/2018	STERZER, DALE P	SECTION8 AP'S	1,894.00
92980	4/2/2018	SUDDERTH, JACK W.	SECTION8 AP'S	306.00
92981	4/2/2018	SUDDERTH, JOE T.	SECTION8 AP'S	335.00
92982	4/2/2018	TEXOMA HOUSING PARTNERS	SECTION8 AP'S	995.00
92983	4/2/2018	TIP, TENG	SECTION8 AP'S	625.00
92984	4/2/2018	UNDERWOOD, BILLY MACK	SECTION8 AP'S	65.00
92985	4/2/2018	PRESTON E. WILLIAMS	SECTION8 AP'S	492.00
92986	4/2/2018	Roy Domes and PennyMac Loan Services	SECTION8 AP'S	161.00
92987	4/2/2018	GREER, FRANCES AND USDA RURAL DEVELOPMENT	SECTION8 AP'S	517.00
92988	4/2/2018	PADILLA, RAYMOND JR AND NATION STAR MORTGAGE LLC	SECTION8 AP'S	153.00
92989	4/2/2018	GARZA, PAMELA AND CENDERA BANK, N.A.	SECTION8 AP'S	473.00
92990	4/2/2018	GUILD MORTGAGE COMPANY AND HOWERY, AMBER	SECTION8 AP'S	279.00

Check Number	Check Date	Payee Name	Transaction Description	Check Amount
		CINDI SPOONEMORE AND GUILD		
92991	4/2/2018	MORTGAGE CO.	SECTION8 AP'S	218.00
92994	4/13/2018	S.S. PARTNERS MGMT. L.L.C.	SECTION8 AP'S	458.00
92995	4/13/2018	PF HILLTOP VILLAGE LLC	SECTION8 AP'S	1,440.00
92996	4/13/2018	BONHAM CHAUTAUQUA HOLDINGS LP	SECTION8 AP'S	309.00
92997	4/13/2018	STERZER, DALE P	SECTION8 AP'S	422.00
		Laqueta Wilson and Carrington Mortgage		
92998	4/13/2018	LLC	SECTION8 AP'S	22.00
92999	4/13/2018	COUNTRY VILLAGE OF BONHAM	SECTION8 AP'S	157.00
93000	4/13/2018	STREAM GAS & ELECTRIC LTD	SECTION8 AP'S	1,687.00
93001	4/13/2018	TXU ELECTRIC	SECTION8 AP'S	447.00
93002	4/13/2018	BRENDA POPE	SECTION8 AP'S	392.00
		HOUSING AUTHORITY OF THE CITY OF		
93003	4/13/2018	MARIETTA	SECTION8 AP'S	282.56
93004	4/13/2018	CITY OF MESQUITE	SECTION8 AP'S	35.39
			Total 1060 - Cash In Bank Section 8	239,010.95



TO: TCOG Governing Board
THRU: Susan B. Thomas, PhD, Executive Director *SBT*
FROM: Judy Fullylove, Energy Services Director *JF*
DATE: May 7, 2018
RE: Energy Services Program Contract Extensions

RECOMMENDATION

Ratify contract extension for the Community Services Block Grant with Texas Department of Housing and Community Affairs (TDHCA).

BACKGROUND

The **CSBG** program provides support for a range of services and activities which address the causes of poverty. TCOG provides services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health.

Counties served: Cooke, Fannin, and Grayson.

DISCUSSION

In order to allow agencies to fully expend funding, TDHCA has extended the 2017 CSBG contract ending date from December 31, 2017 to June 30, 2018.

BUDGET

No change in budget amount of \$244,187.

210 - Texas Dept Housing & Community Affairs

20 - Client Services

26017 - DOE

56170002736 - Award Number - 7/1/2017 - 6/30/2018

		Total Budget - Original	Current Period Actual	Project to Date Actual	Budget Balance	Percent Total Budget Remaining - Original
REVENUES						
4000	Federal Revenue	255,535.00	13,580.47	164,436.33	(91,098.67)	(35.65)%
<i>Total</i>		<u>255,535.00</u>	<u>13,580.47</u>	<u>164,436.33</u>	<u>(91,098.67)</u>	<u>(35.65)%</u>
<i>Total REVENUES</i>		<u>255,535.00</u>	<u>13,580.47</u>	<u>164,436.33</u>	<u>(91,098.67)</u>	<u>(35.65)%</u>
EXPENSES						
5260	Training & Travel	2,500.00	0.00	8,732.08	(6,232.08)	(249.28)%
6307	Insurance	6,053.00	0.00	2,437.50	3,615.50	59.73%
<i>Total</i>		8,553.00	0.00	11,169.58	(2,616.58)	(30.59)%
266	<u>Audit</u>					
6560	Subcontract	800.00	0.00	800.00	0.00	0.00%
<i>Total Audit</i>		800.00	0.00	800.00	0.00	0.00%
400	<u>Direct Salary</u>					
5000	Salaries	13,200.00	1,122.65	10,313.59	2,886.41	21.87%
5010	Salary Longevity	0.00	3.38	59.63	(59.63)	0.00%
5910	Indirect G&A	3,774.00	406.85	3,747.98	26.02	0.69%
5920	Indirect Onsite	3,062.00	176.26	1,623.69	1,438.31	46.97%
5940	Employee Benefits	6,958.00	593.53	5,467.72	1,490.28	21.42%
<i>Total Direct Salary</i>		26,994.00	2,302.67	21,212.61	5,781.39	21.42%
496	<u>Health & Safety</u>					
6560	Subcontract	40,021.00	3,770.00	13,540.00	26,481.00	66.17%
<i>Total Health & Safety</i>		40,021.00	3,770.00	13,540.00	26,481.00	66.17%
540	<u>Labor</u>					
6560	Subcontract	51,000.00	11,290.38	43,116.08	7,883.92	15.46%
<i>Total Labor</i>		51,000.00	11,290.38	43,116.08	7,883.92	15.46%
641	<u>Material</u>					
6560	Subcontract	55,000.00	10,794.80	46,389.30	8,610.70	15.66%
<i>Total Material</i>		55,000.00	10,794.80	46,389.30	8,610.70	15.66%
685	<u>Program Support</u>					
5000	Salaries	23,320.00	2,909.12	9,413.23	13,906.77	59.63%
5910	Indirect G&A	0.00	1.13	1.13	(1.13)	0.00%
5920	Indirect Onsite	6,667.00	1,051.51	3,328.38	3,338.62	50.08%
5940	Employee Benefits	5,409.00	455.53	1,441.91	3,967.09	73.34%
6560	Subcontract	12,292.00	1,533.99	4,855.62	7,436.38	60.50%
6570	Supplies	2,455.00	1,166.61	5,137.74	(2,682.74)	(109.28)%
6614	Travel	23,024.00	389.84	3,698.69	19,325.31	83.94%
<i>Total Program Support</i>		<u>73,167.00</u>	<u>7,507.73</u>	<u>27,876.70</u>	<u>45,290.30</u>	<u>61.90%</u>
<i>Total Administration</i>		<u>255,535.00</u>	<u>35,665.58</u>	<u>164,104.27</u>	<u>91,430.73</u>	<u>35.78%</u>
<i>Total EXPENSES</i>		<u>255,535.00</u>	<u>35,665.58</u>	<u>164,104.27</u>	<u>91,430.73</u>	<u>35.78%</u>
NET INCOME/LOSS		<u>0.00</u>	<u>(22,085.11)</u>	<u>332.06</u>	<u>332.06</u>	<u>0.00%</u>

TEXOMA COUNCIL OF GOVERNMENTS
FINANCIAL CONSULTANT REPORT
FOR THE MONTH ENDED APRIL 2018

Reporting to: The Board of Directors, Texoma Council of Governments

Results and conclusions reached for April 2018:

1. The cash flow was monitored after being prepared. The cash balance was adequate for the expectations of outflow without exception. Cash flow is monitored weekly.
2. There was not a need to draw down any additional monies from the Board Designated cash account.
3. The trial balance for the fiscal year May 1, 2017 through March 31, 2018 was reviewed. March is closed.
4. The trial balance for the Preliminary April information was also reviewed, but not for completion at this point.
5. Bank statements were reconciled and reviewed through March 2018.
6. Reviewed compliance with all state and federal tax reporting and payment requirements. No exceptions were noted.

Texoma Council of Governments
Balance Sheets
As of March 31, 2018 (Closed) and
April 30, 2018 (Preliminary)
(Compared to March 31, 2017)

<i>(In Whole Numbers)</i>	<u>3/31/2017</u>	<u>(Closed) 3/31/2018</u>	<u>(Preliminary) 4/30/2018</u>
ASSETS			
CURRENT ASSETS			
Cash In Bank General	155,065	\$ 227,911	\$ 165,641
Cash in Bank TCEQ	57,297	1,394	1,394
Cash In Bank Local	85,027	108,506	71,073
Cash In Bank 911	156,498	285,766	340,524
Cash In Bank FSS	95,272	119,925	121,997
Cash In Bank Section 8	175,305	205,656	177,634
Cash in Bank Chase Building	-	355,990	355,990
Cash In Bank Prosperity	410,990	-	-
Texpool Investment Account	979	990	990
Accounts Receivable	654,513	716,101	251,194
Travel Advance	4,684	9,640	10,038
Prepaid Items	5,409	8,619	8,437
Due From	1,387,337	1,516,132	1,599,540
Other Assets	<u>191,979</u>	<u>305,376</u>	<u>305,376</u>
Total CURRENT ASSETS	<u>3,380,355</u>	<u>3,862,006</u>	<u>3,409,828</u>
FIXED ASSETS			
Building & Improvements	2,637,189	2,764,453	2,764,453
Furniture, Vehicles & Other Equipment	2,520,750	2,635,342	2,635,342
Accumulated Depreciation	<u>(2,477,102)</u>	<u>(2,695,635)</u>	<u>(2,695,635)</u>
Total FIXED ASSETS	<u>2,680,837</u>	<u>2,704,160</u>	<u>2,704,160</u>
Total ASSETS	<u>\$ 6,061,192</u>	<u>\$ 6,566,166</u>	<u>\$ 6,113,988</u>
LIABILITIES			
ACCOUNTS PAYABLE	\$ 344,097	\$ 492,627	\$ 496,101
PAYROLL LIABILITES	(25,101)	(8,937)	78,676
FSS ESCROW	94,272	88,248	80,274
DUE TO-DUE FROM OTHER FUNDS	1,387,337	1,517,132	1,599,540
DEFERRED REVENUE	30,000	-	-
ACCRUED COMPENSATED ABSENCES	112,509	107,096	107,096
NOTES PAYABLE	<u>816,370</u>	<u>748,562</u>	<u>748,562</u>
Total LIABILITIES	<u>2,759,484</u>	<u>2,944,728</u>	<u>3,110,249</u>
FUND BALANCE	<u>3,301,708</u>	<u>3,621,438</u>	<u>3,003,739</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 6,061,192</u>	<u>\$ 6,566,166</u>	<u>\$ 6,113,988</u>

TO: TCOG Governing Board
FROM: Mindi Jones, Finance Director *MJ*
DATE: May 10, 2018
RE: FYE 2018 Cost Pool Budgets Update

RECOMMENDATION

Accept recommendation, if any, regarding TCOG's FYE 2018 Finance Plan.

BACKGROUND

Each month the Governing Body is presented with a status update of the current fiscal year budgets for the indirect cost allocation pool, the employee benefit pool, and the central service IT pool and afforded the opportunity to make desired changes to the employee benefit rate, the general and administrative indirect cost allocation rate, the on-site indirect cost allocation rate, or the central service IT rate as conditions warrant.

DISCUSSION

The following documents are attached: updated Statement of Proposed Indirect Cost for FYE 4/30/2018 Status Report depicting fiscal year budget with fiscal year-to-date expense and budget balance, updated Statement of Employee Benefit Programs for FYE 4/30/2018 Status Report depicting fiscal year budget with fiscal year-to-date expense and budget balance, updated Statement of Central Service IT Costs for FYE 4/30/2018 Status Report depicting fiscal year budget with fiscal year-to-date expense and budget balance.

BUDGET

No rate changes are recommended at this time.

100 - General - 0.0%
 10 - Finance and Administration
 10000 - Indirect Pool
 04/01/2018 - 04/30/2018

	Current Month			% of Budget	
	Budget	Actual	Year-to-Date	Budget Balance	Remaining
INDIRECT SALARY					
Indirect Salary					
Salaries	\$ 231,130.00	\$ 17,748.66	\$ 251,953.34	\$ (20,823.34)	-9.01%
Employee Benefits	\$ 124,318.00	\$ 9,355.32	\$ 132,183.98	\$ (7,865.98)	-6.33%
Total INDIRECT SALARY	\$ 355,448.00	\$ 27,103.98	\$ 384,137.32	\$ (28,689.32)	-8.07%
CONTRACTED SERVICES					
Janitorial	\$ 12,000.00	\$ 984.00	\$ 11,808.00	\$ 192.00	1.60%
Lawn Service	\$ 2,750.00	\$ 216.00	\$ 2,592.00	\$ 158.00	5.75%
Pest Control	\$ 1,000.00	\$ -	\$ 861.00	\$ 139.00	13.90%
Total CONTRACTED SERVICES	\$ 15,750.00	\$ 1,200.00	\$ 15,261.00	\$ 489.00	3.10%
PROFESSIONAL SERVICES					
Audit	\$ 28,000.00	\$ -	\$ 21,880.00	\$ 6,120.00	21.86%
Consultant	\$ 40,000.00	\$ 7,942.50	\$ 40,442.47	\$ (442.47)	-1.11%
Legal	\$ 18,000.00	\$ 1,250.00	\$ 16,193.59	\$ 1,806.41	10.04%
Network	\$ 10,460.00	\$ 732.50	\$ 8,685.38	\$ 1,774.62	16.97%
Total PROFESSIONAL SERVICES	\$ 96,460.00	\$ 9,925.00	\$ 87,201.44	\$ 9,258.56	9.60%
UTILITIES					
Electric	\$ 65,000.00	\$ 4,424.55	\$ 60,289.08	\$ 4,710.92	7.25%
Natural Gas	\$ 20,000.00	\$ 2,153.57	\$ 25,443.88	\$ (5,443.88)	-27.22%
Sanitation	\$ 2,400.00	\$ 121.85	\$ 1,702.95	\$ 697.05	29.04%
Water	\$ 2,500.00	\$ 253.49	\$ 3,502.07	\$ (1,002.07)	-40.08%
Total UTILITIES	\$ 89,900.00	\$ 6,953.46	\$ 90,937.98	\$ (1,037.98)	-1.15%
OTHER					
Training & Travel	\$ 8,600.00	\$ 359.95	\$ 7,941.41	\$ 658.59	7.66%
Advertising	\$ 300.00	\$ -	\$ -	\$ 300.00	100.00%
Bank Fee	\$ 2,400.00	\$ -	\$ 1,180.29	\$ 1,219.71	50.82%
Copier Expense	\$ 3,300.00	\$ 115.30	\$ 2,373.00	\$ 927.00	28.09%
Depreciation	\$ 87,330.00	\$ -	\$ -	\$ 87,330.00	100.00%
Dues/Subscriptions	\$ 10,000.00	\$ -	\$ 10,014.95	\$ (14.95)	-0.15%
Insurance	\$ 8,000.00	\$ -	\$ 8,052.06	\$ (52.06)	-0.65%
Postage	\$ 1,525.00	\$ 6.70	\$ 1,001.82	\$ 523.18	34.31%
Printed Material	\$ 500.00	\$ -	\$ 458.63	\$ 41.37	8.27%
Building Maintenance	\$ 56,150.00	\$ 9,086.37	\$ 51,405.45	\$ 4,744.55	8.45%
Training & Travel	\$ 8,400.00	\$ 646.16	\$ 8,400.08	\$ (0.08)	0.00%
Mortgage Interest Expense	\$ 29,742.00	\$ 2,408.27	\$ 29,740.87	\$ 1.13	0.00%
Supplies	\$ 7,000.00	\$ 53.05	\$ 7,000.02	\$ (0.02)	0.00%
Total OTHER	\$ 223,247.00	\$ 12,675.80	\$ 127,568.58	\$ 95,678.42	42.86%
Total INDIRECT	\$ 780,805.00	\$ 57,858.24	\$ 705,106.32	\$ 75,698.68	9.69%
YTD Budget			\$ 780,805.00		

	Current Month				% of Budget
	Budget	Actual	Year-to-Date	Budget Balance	Remaining
REIMBURSEMENT					
Allocation Indirect Expense	\$ 954,841.00	\$ 55,471.15	\$ 802,098.41	\$ 152,742.59	16.00%
Total REIMBURSEMENT	\$ 954,841.00	\$ 55,471.15	\$ 802,098.41	\$ 152,742.59	16.00%
YTD Budget			\$ 954,841.00		
(Over)/Under Applied Costs			\$ (96,992.09)		
Monthly Depreciation	\$ 87,330.00	\$ 7,277.50	\$ 87,330.00	\$ -	0.00%
TOTAL INDIRECT			\$ 792,436.32		
(Over)/Under Applied Costs			\$ (9,662.09)		

100 - General - 0.0%

10 - Finance and Administration
 11000 - Employee Benefit Pool
 04/01/2018 - 04/30/2018

	Current Month			Budget Balance	% of Budget Remaining
	Budget	Actual	Year-to-Date		
PAID LEAVE					
Leave Administrative	\$ 2,999.00	\$ -	\$ 6,516.29	\$ (3,517.29)	-117.28%
Leave Annual	\$ 185,034.00	\$ 8,832.38	\$ 188,147.52	\$ (3,113.52)	-1.68%
Leave Bereavement	\$ 2,711.00	\$ 158.20	\$ 1,630.14	\$ 1,080.86	39.87%
Leave Holiday	\$ 102,313.00	\$ 2,312.39	\$ 90,761.82	\$ 11,551.18	11.29%
Total PAID LEAVE	\$ 293,057.00	\$ 11,302.97	\$ 287,055.77	\$ 6,001.23	2.05%
OTHER BENEFIT EXPENSES					
Insurance Health	\$ 309,160.00	\$ 21,903.48	\$ 277,991.76	\$ 31,168.24	10.08%
Insurance Health Savings Account	\$ 82,359.00	\$ 4,800.00	\$ 69,461.85	\$ 12,897.15	15.66%
Insurance Life	\$ 5,363.00	\$ 315.16	\$ 4,622.65	\$ 740.35	13.80%
Air Ambulance Program	\$ 3,286.00	\$ -	\$ 3,286.00	\$ -	0.00%
Employee Assistance Program	\$ 1,512.00	\$ -	\$ 1,512.00	\$ -	0.00%
Fraud Hotline	\$ 500.00	\$ 497.00	\$ 497.00	\$ 3.00	0.60%
Retirement	\$ 166,250.00	\$ 10,361.69	\$ 120,599.34	\$ 45,650.66	27.46%
Total OTHER BENEFIT EXPENSES	\$ 568,430.00	\$ 37,877.33	\$ 477,970.60	\$ 90,459.40	15.91%
PAYROLL TAXES					
FICA/Medicare	\$ 185,035.00	\$ 11,388.32	\$ 168,420.10	\$ 16,614.90	8.98%
Unemployment Insurance	\$ 9,899.00	\$ -	\$ 6,866.30	\$ 3,032.70	30.64%
Workers Compensation	\$ 11,826.00	\$ -	\$ 7,165.00	\$ 4,661.00	39.41%
Total PAYROLL TAXES	\$ 206,760.00	\$ 11,388.32	\$ 182,451.40	\$ 24,308.60	11.76%
Total Employee Benefits YTD Budget	\$ 1,068,247.00	\$ 60,568.62	\$ 947,477.77	\$ 120,769.23	11.31%
			\$ 1,068,247.00		
REIMBURSEMENT					
Allocation Employee Benefit Expense	\$ 1,415,513.00	\$ 75,521.63	\$ 1,104,824.22	\$ 310,688.78	21.95%
Total REIMBURSEMENT YTD Budget	\$ 1,415,513.00	\$ 75,521.63	\$ 1,104,824.22	\$ 310,688.78	21.95%
			\$ 1,415,513.00		
(Over)/Under Applied Costs			\$ (157,346.45)		

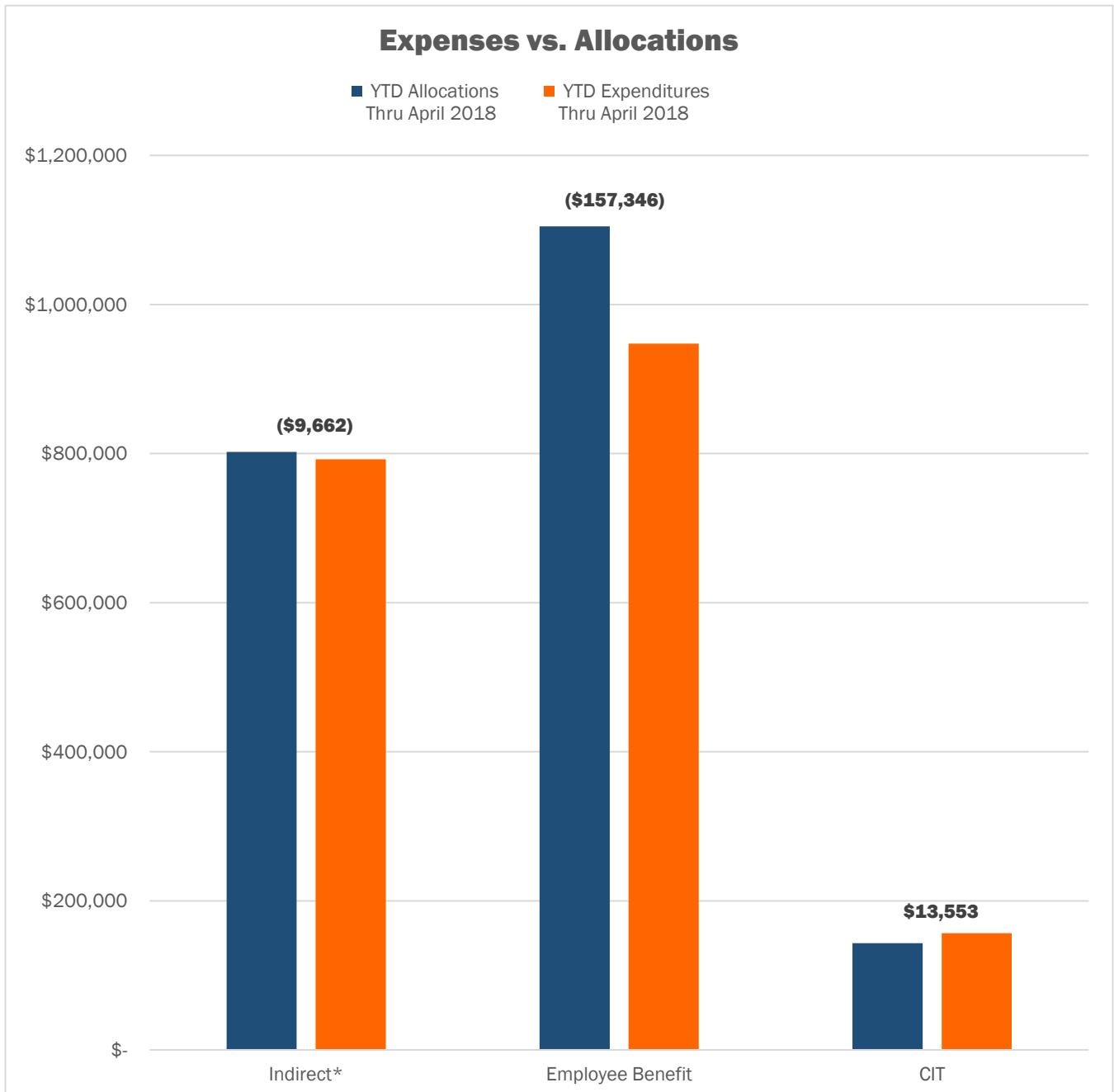
100 - General - 0.0%
 10 - Finance and Administration
 12000 - Central Service IT
 04/01/2018 - 04/30/2018

	Current Month				% of Budget Remaining
	Budget	Actual	Year-to-Date	Budget Balance	
EXPENSES					
IT-Voice & Data Service	\$ 32,273.00	\$ 2,650.80	\$ 32,199.96	\$ 73.04	0.23%
IT-Hardware	\$ 16,250.00	\$ 1,246.95	\$ 15,496.43	\$ 753.57	4.64%
IT-Peripherals & Supplies	\$ 5,200.00	\$ 387.42	\$ 1,311.48	\$ 3,888.52	74.78%
IT-Hosting	\$ 1,296.00	\$ -	\$ 163.61	\$ 1,132.39	87.38%
Software-Licensing-Maint	\$ 27,621.00	\$ -	\$ 21,590.06	\$ 6,030.94	21.83%
Network Professional Services	\$ 86,455.60	\$ 5,216.25	\$ 85,774.60	\$ 681.00	0.79%
Total EXPENSES	\$ 169,095.60	\$ 9,501.42	\$ 156,536.14	\$ 12,559.46	7.43%
YTD Budget			\$ 169,095.60		
REIMBURSEMENT					
Allocation CIT Expense	\$ 180,087.00	\$ 9,469.74	\$ 142,982.84	\$ 37,104.16	20.60%
Total REIMBURSEMENT	\$ 180,087.00	\$ 9,469.74	\$ 142,982.84	\$ 37,104.16	20.60%
YTD Budget			\$ 180,087.00		
(Over)/Under Applied Costs			\$ 13,553.30		

** Total Budget corrected 2/8/18 to include projected monthly expenses for September 2017

FYE 2018 YTD Indirect, Benefits, and CIT Budgets

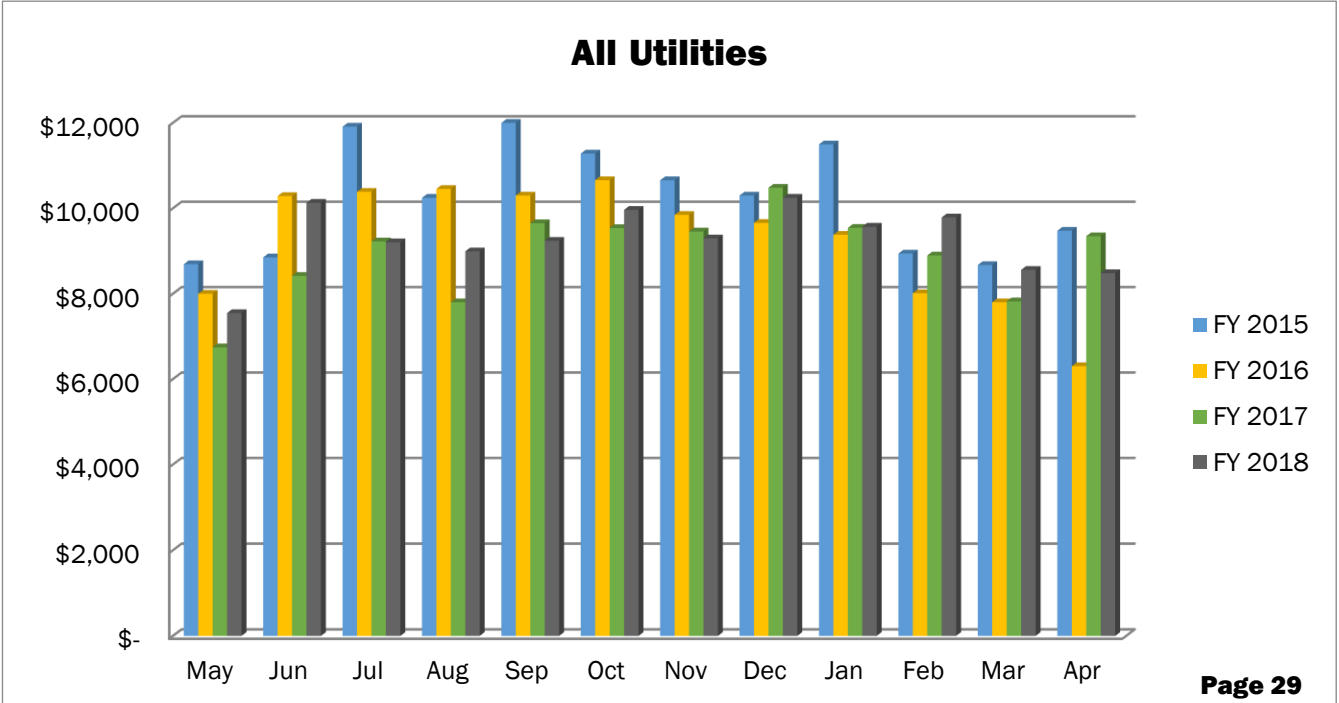
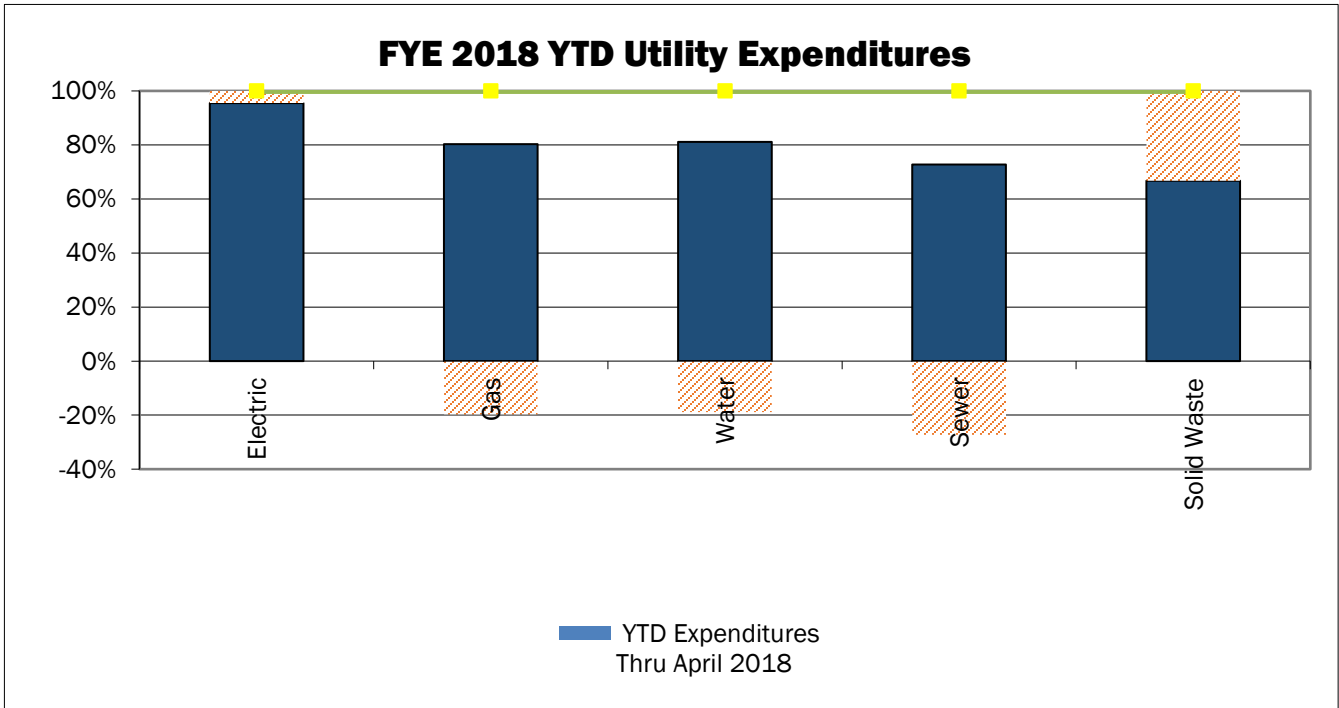
Fund	FY 2018 Approved Budget	YTD Allocations Thru April 2018	YTD Expenditures Thru April 2018	Budget Balance	% of Budget Remaining	Under/(Over)
Indirect*	\$ 954,841	\$ 802,098	\$ 792,436	\$ 162,405	17.01%	\$ (9,662)
Employee Benefit	1,068,247	1,104,824	947,478	120,769	11.31%	(157,346)
CIT	169,096	142,983	156,536	12,559	7.43%	13,553
Total	\$ 2,192,184	\$ 2,049,905	\$ 1,896,450	\$ 295,733	13.49%	\$ (153,455)



*Includes Year-to-Date Depreciation Expense Estimate

UTILITY SUMMARY FYE 2018

UTILITY	FY 2018 Approved Budget	YTD Expenditures Thru April 2018	Budget Balance	% of Budget Remaining
Electric	\$ 76,988.00	\$ 73,523.30	\$ 3,464.70	4.50%
Gas	\$ 23,600.00	\$ 31,268.35	\$ (7,668.35)	-32.49%
Water	\$ 2,344.00	\$ 3,053.85	\$ (709.85)	-30.28%
Sewer	\$ 750.00	\$ 1,198.68	\$ (448.68)	-59.82%
Solid Waste	\$ 2,926.00	\$ 1,953.13	\$ 972.87	33.25%
Total	\$ 106,608.00	\$ 110,997.31	\$ (4,389.31)	-4.12%



Member Name (Cities and Counties)	FYE 2018 Member Dues	FYE 2018 Dues Paid		Member Name (Schools)	FYE 2018 Member Dues	FYE 2018 Dues Paid
COOKE COUNTY	\$3,768.00	\$3,768.00		Bells ISD	\$151.00	
Callisburg	\$100.00			Bonham ISD	\$369.00	
Gainesville	\$3,204.00	\$3,204.00	3/19/2018	Collinsville ISD	\$106.00	\$106.00
Lindsay	\$213.00	\$213.00		Denison ISD	\$900.00	\$900.00
Muenster	\$317.00	\$317.00		Dodd City ISD	\$100.00	\$100.00
Oak Ridge	\$100.00	\$100.00		Ector ISD	\$100.00	\$100.00
Valley View	\$152.00	\$152.00		Era ISD	\$100.00	\$100.00
GRAYSON COUNTY	\$7,695.00	\$7,695.00	2/13/2018	Fannindel ISD	\$100.00	\$100.00 9/29/2017
Bells	\$283.00			Gainesville ISD	\$562.00	\$562.00
Collinsville	\$329.00			Grayson College	\$811.00	
Denison	\$4,521.00	\$4,521.00	4/12/2018	Honey Grove ISD	\$114.00	
Dorchester*	-			Leonard ISD	\$171.00	\$171.00
Gunter	\$293.00	\$293.00		Muenster ISD	\$100.00	
Knollwood	\$100.00	\$100.00		NCTC	\$451.00	
Pottsboro	\$441.00	\$441.00		Pottsboro ISD	\$279.00	\$279.00
Sadler	\$100.00	\$100.00		Sam Rayburn ISD	\$100.00	\$100.00 10/10/2017
Sherman	\$8,046.00	\$8,046.00	4/12/2018	Savoy ISD	\$100.00	
Southmayd	\$201.00	\$201.00		Sherman ISD	\$1,412.00	\$1,412.00
Tioga	\$165.00	\$165.00		Tom Bean ISD	\$136.00	
Tom Bean	\$207.00	\$207.00		Van Alstyne ISD	\$291.00	
Van Alstyne	\$662.00			Whitesboro ISD	\$310.00	
Whitesboro	\$771.00	\$771.00		TOTAL	\$6,763.00	\$3,930.00
Whitewright	\$320.00			Bonham Chamber of Commerce	\$175.00	
Howe	\$554.00	\$554.00		Denison Chamber of Commerce	\$100.00	
FANNIN COUNTY	\$3,184.00	\$3,184.00		Sherman Chamber of Commerce	\$100.00	
Bailey*	-			TOTAL	\$375.00	\$0.00
Bonham	\$2,008.00	\$2,008.00	Reminder 3/7	* Non-Member		
Dodd City	\$100.00					
Ector	\$139.00					
Honey Grove	\$327.00	\$327.00				
Ladonia	\$121.00	\$121.00				
Pecan Gap*	-					
Ravenna	\$100.00	\$100.00				
Trenton	\$125.00					
Windom	\$100.00					
Leonard	\$392.00	\$392.00				
Savoy	\$168.00					
TOTAL	\$39,306.00	\$36,980.00				



TO: TCOG Governing Board
THRU: Susan B. Thomas, PhD, Executive Director *SBT*
FROM: Randy McBroom, PhD, Deputy Executive Director *JM*
DATE: May 10, 2018
RE: TCOG Personnel Policy Manual Update - Fraternalization

RECOMMENDATION

Adopt Section 7.19 Fraternalization and Proscribed Relations addition, as well as revisions to Section 8.8, Conflict of Interest, to the TCOG Personnel Policy Manual.

BACKGROUND

As part of the ongoing review and revision process of the TCOG Personnel Policy Manual, a new Section 7.19, Fraternalization and Proscribed Relationships, was written. Revisions were made to Section 8.8, Conflict of Interest to reflect the new Section 7.19. This new section to the TCOG Personnel Policy Manual, as well the revisions to Section 8.8, have been reviewed and revised by the TCOG Staff HR Committee and the TCOG Board HR Committee.

DISCUSSION

The TCOG Board HR Committee is currently reviewing, and revising where needed, the entire TCOG Personnel Policy Manual. The attached new Section 7.19, Fraternalization and Proscribed Relationships, and revisions to Section 8.8, Conflict of Interest, have gone through the entire policy review process. Currently there is no TCOG fraternization policy. The attached Section 7.19 was initially written with input from TCOG staff and TCOG Governing Board members. The new Section 7.19, as well as the resulting revisions to Section 8.8, were approved by the TCOG Board HR Committee, and then submitted to the TCOG Staff HR Committee for review. Following this, the TCOG Board HR Committee put the revision out for a 30-day review by TCOG staff, and for legal review by TCOG attorney Brandon Shelby. Edits and minor revisions resulting from these reviews were taken to the TCOG Board HR Committee. The TCOG Board HR Committee then approved submission of the revised Section 7.19, Conflict of Interests and Proscribed Relationship, as well as revisions to Section 8.8, Conflict of Interest, to the full TCOG Governing Board for a 30-day review. Minor edits were incorporated, resulting in the completed Section 7.19, Fraternalization and Proscribed Relationships, and revisions to Section 8.8, Conflict of Interest, submitted for approval.

BUDGET

No budgetary impact.

7.19 FRATERNIZATION AND PROSCRIBED RELATIONSHIPS

7.19.1 Fraternalization, or proscribed relationships between supervisor and subordinate, can create unwanted problems for an organization. Therefore, Texoma Council of Governments will avoid situations where there is a romantic or marital relationship, or there is a relationship covered in the Texoma Council of Government's nepotism policy, between a supervisor and a subordinate. This policy serves to define fraternization and proscribed relationships and outlines situations where fraternization and proscribed relationships are prohibited. This policy applies to all employees of Texoma Council of Governments.

7.19.2 Definitions

7.19.2.1 Fraternalization: Fraternalization prohibited in this policy includes marriage, dating, romantic involvement, or sexual relationship between a supervisor and subordinate, and does not include and is not meant to discourage friendship or social activities among Texoma Council of Governments employees.

7.19.2.2 Proscribed relationship: Relationships proscribed in this policy are any relationships of affinity or consanguinity (as defined in section 7.18 above), and any relationships that go beyond friendship or social relationships, as outlined in the fraternization definition (as defined in section 7.19.21 above) between a supervisor and a subordinate. The relationships enumerated above do not prohibit employment at Texoma Council of Governments, but do prohibit any supervisory relationship between the persons.

7.19.3 General Provisions

7.19.3.1 To maintain professional integrity and to ensure fair and uniform treatment of all Texoma Council of Governments employees, to avoid the dangers of management fraternization with a subordinate employee, and to help prevent even the appearance of improper conduct, favoritism, and improper use of authority or sexual harassment, no one shall supervise another person with whom they are in a proscribed relationship (as defined in section 7.19.2.2 above).

7.19.3.2 All applicants for employment must, at the time of application, disclose the name(s) of any persons(s), either serving as a Governing Board member or currently employed by Texoma Council of Governments, with whom they are in a potentially proscribed relationship. Non-disclosure of this information by an applicant shall be deemed as falsification of her or his application and shall result in non-consideration for a position, or termination if the person has already been hired. In case of collusion between an applicant and an existing employee to circumvent this policy, the current employee may be subject to disciplinary action, up to and including termination of employment. Disclosure of a potentially proscribed relationship shall not affect employability, other than in situations where a proscribed relationship would be formed.

7.19.3.3 Employees with, or who develop, a proscribed relationship shall each notify and disclose all relevant information to the supervisor of the supervisory employee in the proscribed relationship within five (5) business days. An effort will be made to accommodate both

employees through departmental transfer, but some cases may require resignation of one of the employees. Failure to disclose any such relationship shall result in disciplinary action, up to and including termination of employment.

- 7.19.3.4 All employees under consideration for promotion or transfer to another position must, at the time of promotion or transfer, disclose the name(s) of any persons(s), either serving as a Governing Board member or currently employed by Texoma Council of Governments with whom they are in a potentially proscribed relationship. Failure to disclose any such relationship shall result in disciplinary action, up to and including termination of employment. Disclosure of a potentially proscribed relationship shall not affect a promotion or transfer, other than in situations where a proscribed relationship would be formed.
- 7.19.3.5 Persons sharing a proscribed relationship may work as peers in the same department, or may work in different supervisory levels in another department. Under no circumstances may one person in a prohibited relationship supervise the other. Under no circumstances shall one person in a proscribed relationship be placed in a position allowing for initial financial signature approval of the purchasing or payroll transactions of the other. In the case where business demands require indirect or temporary supervision of a person with whom he or she is in a proscribed relationship, the supervisor of both the employees shall have review and signature authority over both persons' timesheets and purchase orders, and shall have disciplinary and review authority over both persons in the proscribed relationship.
- 7.19.3.6 TCOG employees must not engage in a proscribed relationship with any clients or recipients for whom they determine eligibility for any benefits, or for whom they may have input on eligibility for any benefits. If a TCOG employee engages in a proscribed relationship with a client or recipient for whom they do not determine eligibility nor have input on eligibility, that employee must not advocate for, nor request concessions or special treatment for, the client, or anyone in the client's family. Any employee engaging in a proscribed relationship with a client or recipient for whom they determine eligibility for benefits, or for whom they have input on eligibility for any benefits shall result in disciplinary action, up to and including termination of employment. Any employee engaging in a proscribed relationship with a client or recipient and advocating for or requesting concessions or special treatment for that client or anyone in the client's family shall result in disciplinary action, up to and including termination of employment.

8.8 Conflict of interest

Neither an officer of TCOG, nor any employee related by affinity or consanguinity (as defined in section 7.18 above), or involved in a proscribed relationship (as defined in section 7.19 above) with an officer of TCOG, will neither have financial interests in the profits of any contract, service, or other work performed for TCOG nor derive personal profit directly or indirectly from any contract, purchase, sale, or service between TCOG and any person or company.

Contracts

Specifically, with reference to contracts, no officer or employee of TCOG who exercises any functions or responsibilities in the review or approval of an undertaking, or the carrying out of one of TCOG's contracts, shall participate in any decision relating to that contract if the decision affects his/her pecuniary interest or the interest of any person related by affinity or consanguinity (as defined in section 7.18 above) or in a proscribed relationship (as defined in section 7.19 above).



TO: TCOG Governing Board
THRU: Susan B. Thomas, PhD, Executive Director *SBT*
FROM: Randy McBroom, PhD, Deputy Executive Director *JM*
DATE: May 10, 2018
RE: TCOG Personnel Policy Manual Update - Grievances

RECOMMENDATION

Adopt Section 17, Grievances revision to the TCOG Personnel Policy Manual.

BACKGROUND

As part of the ongoing review and revision process of the TCOG Personnel Policy Manual, Section 17, Grievances, has been reviewed and revised by the TCOG Staff HR Committee and the TCOG Board HR Committee.

DISCUSSION

The TCOG Board HR Committee is currently reviewing, and revising where needed, the entire TCOG Personnel Policy Manual. The attached revised Section 17, Grievances has gone through the entire policy review process. Initial revisions were completed by the Board HR Committee and the TCOG Deputy Executive Director. These revisions were then reviewed by the TCOG Staff HR Committee, and suggestions for further revision were taken back to the TCOG Board HR Committee. The TCOG Board HR Committee then put the revision out for a 30-day review by TCOG staff, and for legal review by TCOG attorney Brandon Shelby. Edits and minor revisions resulting from these reviews were taken to the TCOG Board HR Committee. The TCOG Board HR Committee then approved submission of the revised Section 17, Grievances to the full TCOG for a 30-day review. Minor edits were incorporated, resulting in the completed revised Section 17, Grievances, submitted for approval.

BUDGET

No budget impact.

FINAL BOARD REVIEW

section 17: grievances

A grievance may be presented by a current employee based on one or more of the following alleged grounds only:

1. Improper application of rules, regulations, or procedures (but not the rules, regulations, or procedures themselves);
2. Unfair treatment;
3. Illegal discrimination based on race, color, religion, sex, national origin, age, disability, military status, genetic information, political affiliation or belief, or any other protected status;
4. Improper application of benefits and leave time; or
5. Unsafe or improper working conditions.

TCOG policy and procedures are designed to help prevent the occurrence of grievances. Should a grievance be submitted by an employee, it will be dealt with promptly.

The procedures in this section apply to all TCOG current employees unless different procedures are mandated by a particular program administered by TCOG. If so required, supervisors shall follow the procedures of the particular program.

17.1 TYPES OF GRIEVANCES

1. Informal Grievances - The first step in the grievance procedure is for the employee to attempt to resolve the grievance by informal conference with his/her supervisor. If the grievance is not resolved informally to the satisfaction of the employee, he/she may file a formal grievance to the supervisor.
2. Formal Grievances - Formal grievances must be in writing, signed and dated by the employee, contain a description of the alleged incident, and presented to the employee's supervisor within 10 working days after the alleged incident occurred. If the grievance involves the employee's immediate supervisor, the grievance shall be presented to that supervisor's supervisor. A statement of the specific remedial action requested by the employee must be included in the formal grievance.
3. Grievances Involving Sexual Harassment or Discrimination - If a grievance alleges sexual harassment or discrimination based on race, color, religion, sex, national origin, age, disability, military status, genetic information, political affiliation or belief, or any other protected status, the employee may present a formal grievance directly to the Executive Director, bypassing other grievance procedures. If the Executive Director is the subject of such grievance, the employee may present a formal grievance to the President of the Governing Board (or, in any instance where the position of President is vacant, the presiding officer of the Governing Board).

The Executive Director shall investigate and decide a grievance presented to him/her in accordance with Section 17.2, and the Executive Director's decision on the grievance is final. If the grievance is presented to the President of the Governing Board, the President shall either investigate and decide the grievance in accordance with Section 17.2, or

FINAL BOARD REVIEW

appoint a panel from the Human Resources Committee to hear and decide the grievance in accordance with Section 17.3. If the President decides the grievance, the President's decision is final.

17.2 FORMAL GRIEVANCE RESOLUTION PROCEDURE

After receiving a formal grievance from an employee, the supervisor shall:

1. Notify the Executive Director;
2. Investigate the grievance;
3. Meet with the employee and any other individuals who may have knowledge of facts giving rise to the grievance;
4. Attempt to resolve the grievance with the employee; and
5. Deliver a written decision on the grievance to the employee within 10 working days from receipt of the grievance, sending a copy to the Executive Director.

An employee may be represented throughout the grievance process by a representative of his/her choosing. Copies of all written materials relating to a grievance shall be forwarded to the Executive Director immediately upon completion of each step in the grievance process and shall be placed in the employee's personnel file.

17.3 APPEAL & APPEAL PROCESS

If an employee is dissatisfied with a written decision issued as a result of the employee's use of the formal grievance process, he/she may appeal that decision, but such appeal must be submitted within the time period prescribed below. Failure to appeal in a timely manner constitutes a final determination that the employee does not contest or oppose, or is otherwise satisfied with, the last decision.

1. Appeals to the Executive Director - All formal grievance appeals shall be in writing and submitted to the Executive Director within 10 working days from the date of the supervisor's decision on the grievance. If the supervisor fails to or otherwise does not deliver a written decision on the grievance to the employee within 10 working days from receipt of the grievance, the employee will have an additional 5 working days to submit the written grievance directly to the Executive Director. The Executive Director shall decide the appeal in writing within 10 working days from the date of receipt, sending copies to both the employee and supervisor.
2. Appeals to the Governing Board - An appeal may be filed and submitted in writing to the President of the Governing Board if the Executive Director is the subject of an employee's grievance, or if the Executive Director did not deliver a written decision to the employee within 10 working days from the date the employee presented the grievance to the Executive Director. Under no other circumstances shall an appeal be made to the entire Governing Board. The President of the Governing Board may either decide the appeal, or assign the appeal to the Human Resources Committee. If the President of the Governing body decides the appeal, the President's decision on the appeal is final and shall be delivered to the appealing employee in writing within 10 working days from the date of

FINAL BOARD REVIEW

receipt.

If the appeal is assigned to the Human Resources Committee, any three members of which, including the Committee's presiding officer, shall constitute a quorum to hear the appeal. The hearing shall be conducted within 30 calendar days from the date the appeal is filed; however, the hearing may be postponed by the President of the Governing Board or the Committee's presiding officer, respectively, for good cause shown. If the hearing is postponed, the employee shall be notified of the new date, time, and location for the hearing, which may not be held sooner than 10 calendar days from the date of the notice, in the manner required for the original hearing.

An appealing employee and the Executive Director or his/her designee(s) are entitled to appear in person at the hearing, to be represented by legal counsel, to present witnesses and documentary evidence, and to confront and cross-examine adverse witnesses. The Texas Rules of Civil Procedure and Texas Rules of Evidence do not apply at the hearing, and irrelevant, immaterial, or unduly repetitious evidence may be excluded. The Committee's presiding officer shall have strict control of the procedure and conduct of the hearing.

If the panel conducts the hearing, it shall be conducted in closed session, unless the appealing employee requests that the hearing be conducted as a public meeting. The panel shall decide the appeal and announce its decision upon completion of the hearing; the decision shall be deliberated and made in closed session, unless the appealing employee requests that the deliberation be held in open, public session. The panel shall base its decision solely on the evidence presented at the hearing. The panel's decision on the appeal is final and shall be delivered to the appealing employee in writing no more than 10 working days following the hearing.



TO: TCOG Governing Board
THRU: Susan B. Thomas, PhD, Executive Director *SBT*
FROM: Judy Conner, MS, CPG, AAA Director *JC*
DATE: May 9, 2018
RE: Tri County Senior Nutrition Project, Inc. Budget

RECOMMENDATION

Authorize the acceptance of the Tri-County Senior Nutrition Project, Inc., Uniform Rate Negotiation Budget for FY 2018-2019.

BACKGROUND

TCOG's Area Agency on Aging Department (AAA) is responsible for the development and coordination of a comprehensive system of services for citizens over the age of 60 and for citizens with a disability residing in Cooke, Fannin and Grayson Counties. The overall goal is to promote lifelong independence by providing alternatives in long-term care options through a wide variety of services, including nutritional services. All programs are partially funded by federal, state and local contributions from individuals, businesses and foundations.

DISCUSSION

Through TCOG's AAA, the Congregate Meal Program (CMP) and the Home-Delivered Meal Program (HDM) are purchased through the Tri-County Senior Nutrition Project, Inc. These services are vital to provide nutritional meals to the elderly population for the region, providing 33 1/3 percent of the daily dietary intake for nutrition. CMP provides a place for older adults residing in the Tri-County area to meet for socialization through games (bingo, dominoes, cards, etc.), physical activity, conversation and a shared nutritious luncheon meal. Congregate meal sites are free and open to anyone age 60 and over. There is no charge for the meal, however, a donation can be made to Meals on Wheels of Texoma. CMP provides about 36,000 hot nutritional meals to residents each year in various senior centers throughout our Tri-County area.

HDM is committed to reducing the isolation older homebound adults experience in the Tri-County area. AAA Care Coordination staff provides nutritional education and completes an assessment on each client, strictly adhering to eligibility criteria of all Federal and State guidelines. Meals are delivered to the eligible older individuals' homes by screened volunteers. Frequently, the volunteer may be the only person the client sees for the day and sometimes for the entire week, providing human contact and a safety net for those living alone. HDM provides over 56,000 hot nutritional meals to residents who are homebound in Grayson, Fannin and Cooke Counties.

Care Coordination staff follows each client with regular phone calls and an annual re-assessment to ensure the client continues to meet eligibility guidelines.

BUDGET

The cost per meal and budget will be provided at the time of the meeting.

DRAFT INTERLOCAL AGREEMENT
BETWEEN THE TEXOMA COUNCIL OF GOVERNMENTS AND
THE CITY OF SHERMAN, TEXAS
FOR A POLICE ACADEMY BETWEEN
The Texoma Council of Governments
AND
The City of Sherman

1. AGREEMENT

This Interlocal Agreement is entered into pursuant to by and between the Texoma Council of Governments (“TCOG”) and the City of Sherman, Texas, a home-rule municipal corporation, acting through its governing body, the City Council.

2. CONTRACTING PARTIES

The Parties to this Agreement are the Texoma Council of Governments and the City of Sherman, Texas. The addresses for the Parties are:

Texoma Council of Governments
1117 Gallagher Drive
Sherman, Texas 75090

The City of Sherman
220 West Mulberry Street
Sherman, Texas 75090

This Agreement creates no separate entity, joint board, and no separate legal entity.

3. PURPOSE

The intent of this Agreement is to allow the City of Sherman Police Department to conduct on-going, scheduled, law enforcement related training utilizing the TCOG facility. This training will include a Basic Police Officers Course (Police Academy) and additional training courses. This training will provide opportunities for law enforcement agencies throughout the region.

Benefits to this region in this collaboration will lead to improved law enforcement services, and fiscal responsibility to our citizens.

4. BASIS FOR CALCULATING COSTS

In a future amendment to this Agreement, to be signed by all Parties, the per-entity shared costs may be identified and delineated. Until such amendment, there will be and are no shared costs; each entity is responsible for its own costs under this Agreement.

5. AGREEMENT AMOUNT

As of the Effective Date, there are no shared costs among the Parties.

6. TERM OF AGREEMENT

This Agreement shall begin on the Effective Date, and supersedes any previous oral or written agreements or representations, and will remain in effect indefinitely unless and until a Party requests termination or modification of the Agreement. This Agreement shall be reviewed by each Party in January of each calendar year and shall automatically renew on the following February 1 unless one Party wishes to terminate the Agreement, in accordance with Section 7, below.

7. TERMINATION

This Agreement shall remain in full force and effect unless and until terminated as provided herein. Either Party that does not desire to renew this Agreement shall notify the other Party in writing at least 180 days before the end of the annual term. Upon termination, each Party shall take immediate possession of its individually-owned assets. Distribution of any shared assets shall occur within 180 days after termination.

8. INDEMNIFICATION AND INSURANCE

Each Party agrees, to the extent permitted by law, to defend, indemnify and hold harmless the other Party, and its officers, officials, agents, and employees from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, arising out of or in connection with the indemnifying Party's performance of this Agreement, including injuries and damages caused by the negligence of the indemnifying Party's officers, officials, agents, and employees.

9. DISPUTE RESOLUTION

The Parties agree that they will attempt to informally resolve, in good faith, any dispute between them regarding this Agreement, or any amendment thereto, by participating in voluntary mediation or other similar, dispute-resolution process, before resorting to litigation.

10. GOVERNING LAW/VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Grayson County, Texas.

11. RESPONSIBILITIES

- a. TCOG Responsibilities:

- (1) TCOG will provide the City of Sherman with adequate classroom facilities and media equipment to conduct classroom training.
- (2) TCOG will bear all cost related to operation and maintenance of the facility.
- (3) TCOG will notify Sherman anytime there is a schedule conflict or change that may affect scheduled training at the facility.
- (4) TCOG will notify Sherman in writing of facility or equipment maintenance issues that may affect scheduled or future training at the facility.
- (5) TCOG will provide Sherman with appropriate access to the TCOG facility as needed.

b. Sherman Responsibilities:

- (1) Sherman will obtain and maintain required licensing through the Texas Commission on Law Enforcement (TCOLE).
- (2) Sherman will bear all cost associated with conducting and reporting Texas Commission on Law Enforcement (TCOLE) training.
- (3) Sherman will bear all costs not associated with classroom facilities and/or equipment owned by TCOG.
- (4) Sherman will bear all costs due to damages to the TCOG facility and/or equipment, caused by City of Sherman employees, contractors, or participants, to be paid to Sherman's vendor of choice.
- (5) Sherman will provide TCOG adequate notice to and obtain approval from TCOG to prior to scheduling and/or conducting training at the TCOG facility.

12. CERTIFICATION OF PARTIES

THE UNDERSIGNED Parties do hereby certify that:

- a. The services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected parties of local, state, and/or federal government;
- b. The proposed arrangements serve the interest of efficient and economical administration of local, state, and/or federal government; and
- c. Each Party has the authority to contract for the above services by the authority granted under the Interlocal Cooperation Act.



TO: TCOG Governing Board
THRU: Dr. Randy McBroom, Deputy Executive Director *RM*
FROM: CJ Durbin-Higgins, Public Safety Program Manager *CJDA*
DATE: April 30, 2018
RE: Interlocal Agreement-City of Sherman and Sherman Police Department

RECOMMENDATION

Approve the Interlocal Agreement with City of Sherman and Sherman Police Department

BACKGROUND

Working with the 25 member CJAC, TCOG's Criminal Justice Program promotes and helps to develop coordinated, collaborative prevention and justice-oriented initiatives across Texoma. Partners on these projects include grantees, volunteers, community-based organizations, faith-based organizations, government agencies, the private sector and others. Through a contract with the Office of the Governors (OOG), Criminal Justice Division (CJD), TCOG administers the local process for grant distribution to the region. Over the years, this program has directed millions of dollars into area criminal justice systems for improvements.

DISCUSSION

On March 15, 2018 the TCOG Board approved a resolution in support of the City of Sherman and the Sherman Police Department's application to form the Red River Law Enforcement Academy. The partnership would be for the use of shared space at our facility in Sherman, TX. Attached is an Interlocal Agreement between TCOG and The City of Sherman in regard to the shared use of space and outlines responsibilities for both parties.

BUDGET

No budget impact.