

**Minutes
Alamo Area Council of Governments
Executive Committee Meeting
March 18, 2015**

MEMBERS PRESENT

Mayor John Williams - Chairman
Commissioner Jim Wolverton – Vice Chair
Judge Richard Evans
Mayor Robert Gregory
Judge Tom Pollard
Trustee Katie Reed
Judge James Teal
Mayor Ruby Vera
Thomas Weaver

ALTERNATES PRESENT

T.J. Mayes for
Councilman Ron Nirenberg

MEMBERS ABSENT

Commissioner Tommy Calvert

GUESTS

Janie Avila - SWOOP

GENERAL COUNSEL'S OFFICE

Clarissa M. Rodriguez

STAFF PRESENT

Diane Rath
Jeri Rainey
Tim Trevino
Joe Ramos
Sherrie Huckabay
Blanca Tapia
Rose Ryan
Marcela Medina
Julie Sakelakos
and other staff

1. Chairman Williams called the meeting to order at 12:00 p.m.
2. Roll call was taken and a quorum was established.
3. Public Comments - Chairman Williams agreed to hear a late entry.
Janie Avila from SWOOP made comments regarding senior transportation.
4. Consider and act upon the February 18, 2015 minutes.

A motion was made by Trustee Reed, seconded by Mr. Weaver, to approve minutes from the February 18, 2015 meeting. The motion carried unanimously.

Executive Director

5. Monthly Report
 - A. Update regarding Board agenda management software vendors.
Diane Rath discussed the four vendors' software that were demonstrated to a staff focus group. The staff focus group rated the vendors as follows: 1) Agenda Quick, 2) Agenda.com, 3) Civic Plus and 4) Board Book. We will be asking for volunteers from the Board of Directors to demo the #1 & if needed #2 vendors' software shortly.
 - B. Update regarding discussions with funding entities.
TCEQ and TVC meetings went well. They are pleased with our progress and improvements.
 - C. Discussion regarding Agency Mission and Core Values.

Ms. Rath discussed that at the Staff Retreat the Core Values, which have not yet been approved by the Board of Directors, were reviewed and reordered in priority and are being brought forward for formal approval so they can be prominently displayed in our facilities for staff and clients to view.

- D. Personnel/Staff Updates
- E. Program Status and Operational Updates
 - 1) General Administration
 - 2) Alamo Area Agency on Aging
 - 3) Alamo Local Authority
 - 4) Alamo Regional Transit
 - 5) Bexar Area Agency on Aging
 - 6) Data Center
 - 7) Housing and Energy Conservation
 - 8) Public Relations
 - 9) Public Safety
 - 10) Natural Resources
 - 11) Regional Services
 - 12) Resource Recovery

F. Organizational and General Administration Updates

Staff is reviewing the Human Resources Policies and we plan on bringing both the HR & Fiscal Policies to the Executive Committee in June.

It was requested by the Executive Committee for staff to draft a resolution from the Board acknowledging all staff for the great job they did this past year and to know how much the Board appreciates their hard work.

Ms. Rath announced that the next Board of Directors meeting will be held at the new Law Enforcement Academy building off Wetmore.

She also gave an update on the state of AACOG's building. The current lease expires in 2020. Staff now has a better understanding of the separation of building responsibilities and our responsibilities. And, most importantly, the new Building Manager has been increasingly responsive to our requests. Our major concerns are being directed through written correspondence instead of verbal messages.

At the Staff Retreat, we went over the Mission Statement that was previously adopted by the Board and looked at the Core Value Statement. The staff voted to rearrange the statement for Board to review and hopefully adopt as follows:

DRAFT ++ AACOG CORE VALUES ++ DRAFT

Performance with integrity,
Commitment to excellence,
Service before self,
Culture of Appreciation,
Together we succeed.

Financial

6. Discussion and appropriate action on the recommendation regarding the following February 2015 financial reports:
 - A. Grants
 - B. Recoveries
 - C. Balance Sheet
 - D. Revenue and Expenses
 - E. Board Expenditures

A motion was made by Mayor Vera, seconded by Commissioner Wolverton to recommend approval of the February 2015 financial reports listed above and forward this item to the Board of Directors consent agenda. The motion carried unanimously

7. Discussion and appropriate action regarding AACOG's Internal Compliance and Audit Charter, Policies, Glossary and Conflict of Interest forms.

After discussion, a motion was made by Commissioner Wolverton, seconded by Mr. Weaver to recommend approval of AACOG's Internal Compliance and Audit Charter, Policies, Glossary, Conflict of Interest forms and to have staff include the organizational chart and forward this item to the Board of Directors consent agenda. The motion carried unanimously.

Programs

8. Discussion and appropriate action on the recommendation to authorize the Executive Director to submit a grant application to and execute, if funded, a continuing contract with the Federal Transit Administration through VIA Metropolitan Transit for the Urban 5310 Transportation grant.

A motion was made by Mayor Vera, seconded by Judge Pollard, to recommend authorizing the Executive Director to submit a grant application to and execute, if funded, a continuing contract with the Federal Transit Administration through VIA Metropolitan Transit for the Urban 5310 Transportation grant and forward this item to the regular Board of Directors agenda. The motion carried unanimously.

9. Discussion and appropriate action on the recommendation to authorize the Executive Director to submit a grant application to and execute, if awarded, continued funding from the Office of the Governor – Criminal Justice Division (CJD) for the AACOG Regional Law Enforcement Academy.

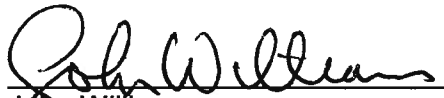
A motion was made by Judge Evans, seconded by Trustee Reed, to recommend authorizing the Executive Director to submit a grant application to and execute, if awarded, continued funding from the Office of the Governor – Criminal Justice Division (CJD) for the AACOG Regional Law Enforcement Academy and forward this item to the Board of Directors consent agenda. The motion carried unanimously.

10. Discussion and appropriate action on the recommendation to authorize the Executive Director to enter into an annual service agreement with Virtra, Inc. to service and maintain three law enforcement training simulators located at the new Academy facility.

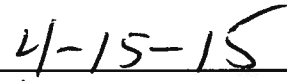
A motion was made by Mayor Gregory, seconded by Trustee Reed, to recommend authorizing the Executive Director to enter into an annual service agreement with Virtra, Inc., to service and maintain three law enforcement training simulators located at the new Academy facility and forward this item to the Board of Directors consent agenda. The motion carried unanimously.

11. Items to be placed on the Board of Directors meeting agenda from the Executive Committee.
No other items than those listed above.
12. Items to be placed on the agenda for the next Executive Committee meeting.
Judge Evans asked to have a discussion regarding AADC's relationship with AACOG.
13. Chairman Williams announced the next tentative meeting date will be Wednesday, April 15, 2015 at 12:00 p.m. in the Al J. Notzon III Board Room.
14. There being no further business, Chairman Williams adjourned the meeting at 1:35 p.m.

Approved:



John Williams
AACOG Executive Committee Chairman
AACOG Board of Directors Vice-Chairman



Date