

**MINUTES
MANAGEMENT/AUDIT COMMITTEE
JULY 20, 2011**

MEMBERS PRESENT

Katie Reed, Chair
Judge James Barden
Judge Diana Bautista
Commissioner Paul Elizondo
Judge Richard Evans
Mayor David Marne
Mayor Tom Schoolcraft
Mayor Don Tymrak

ALTERNATES PRESENT

Victor Cavazos

MEMBERS ABSENT

Judge Marvin Quinney
Jim Adams

STAFF PRESENT

Dean Danos
Blanca Tapia
Cindy Krueger
Mario Gutierrez
Peter Bella
Tim Trevino
Rene Chaddick
Julie Sakelakos
Melissa Pulido

1. The meeting was called to order at 10:00 a.m. by Katie Reed.
2. Roll Call was taken and a quorum established.
3. There were no Citizens to be heard.

This time is for citizens to address the Management / Audit Committee on issues and items of concern. There will be no Management / Audit Committee action at this time.

4. Consent Agenda.

Items on the consent agenda are considered being of a routine nature and may require only limited discussion. Any member of the committee may request that items be removed from the Consent Agenda and considered separately for purpose of discussion and voting.

Consider and act upon approving the June 22, 2011 Minutes.

A Motion was made by Mayor Tymrak, seconded by Judge Bautista to approve the June 22, 2011 Minutes. The Motion carried unanimously.

EXECUTIVE

5. Update on the Weatherization Assistance Program (WAP).
 - A. WAP July 2011 Production Schedule Update.
 - B. Texas Department of Housing and Community Affairs (TDHCA) decision relating to ARRA funding.
 - C. U.S. Department of Energy (DOE) monitoring visit.

D. Express-News Article – July 11, 2011.

Dean Danos discussed and updated the Committee on the Weatherization Assistance Program. No action required.

6. Consider and act upon changes to the Procurement Policies - 4.011 Approvals.

Cindy Krueger stated staff is recommending approving the Procurement Policies – 4.011 Approvals due to the addition of the position of Deputy Executive Director. After consideration, a Motion was made by Commissioner Elizondo, seconded by Mayor Tymrak to approve the procurement policies. The Motion carried unanimously.

7. Consider and act upon authorizing the Interim Executive Director to renew the contract with the agency's *Agent of Record*, Associated Benefits Consultants, Inc. for the period of one (1) year; whereby the commission will be paid to the agent of record by the carriers.

Cindy Krueger stated staff is recommending approving the Interim Executive Director to renew the contract with the agency's Agent of Record, Associated Benefits Consultants, Inc. for the period of one (1) year; whereby the commission will be paid to the agent of record by the carriers. After consideration, a Motion was made by Mayor Marne, seconded by Commissioner Elizondo to approve the staff's recommendation. The Motion carried unanimously.

8. Consider and act upon authorizing the Interim Executive Director to negotiate contracts for an amount up to \$40,000.00, with selected vendors in response to RFP 2011-008 Print & Reproduction.

Tim Trevino stated staff is recommending approval for the Interim Executive Director to negotiate contracts for an amount up to \$40,000.00 with selected vendors in response to RFP 2011-008 Print & Reproduction. After consideration, a Motion was made by Judge Barden, seconded by Judge Bautista to approve the staff's recommendation. The Motion carried unanimously.

9. Update on state and federal budget issues.

Susan Lodge updated the Committee on state and federal budget issues. No action required.

10. Discussion regarding Committee of Six to affirm existing *Partnership Agreement*.

Judge Evans discussed the issues regarding the Committee of Six to affirm the existing Partnership Agreement. No action required.

11. Discussion and appropriate action on the process to select an Executive Director.

The Committee discussed the process to select an Executive Director. After discussion, the Committee recommended to postpone action at this time until Mayor Heath can be contacted to develop a process on the selection of a permanent Executive Director for AACOG.

FINANCIAL

12. Consider and act upon approving the following:
 - A. Grants.
 - B. Recoveries.
 - C. Balance Sheet.
 - D. Income Statement.
 - E. Board Expenditures.
 - F. TexPool Quarterly.
 - G. Additional 2010 Audit cost.

Blanca Tapia discussed the above status reports. After consideration, a Motion was made by Mayor Marne, seconded by Judge Bautista acceptance of the above status reports. The Motion carried unanimously.

PROGRAMS

13. Consider and act upon approving the following vendor amendments to existing vendor agreements with the Alamo Area Agency on Aging:
 - A. Alamo Regional Transit—Increased rates for rural transportation.
 - B. Catholic Charities—Pilot program for wills preparation in Atascosa county.

Susan Lodge stated the staff is recommending approval of items A and B. After consideration, a Motion was made by Mayor Marne, seconded by Judge Bautista to approve the staff's recommendation. The Motion carried unanimously.

14. Consider and act upon the following from the Bexar Area Agency on Aging:
 - A. Consider and act upon authorizing the Interim Executive Director to enter into vendor agreements with Jefferson Community Outreach for Older Persons (Jefferson Coop), Southeast Community Outreach for Older Persons (SCOOP) and Northeast Senior Assistance (NESA) to provide door-through-door transportation services utilizing volunteer drivers for an amount not to exceed \$237,000.00 over a three year period.
 - B. Authorize the Interim Executive Director to enter into a partnership with University Health System to apply for a Center for Medicare and Medicaid Services (CMS) - Care Transitions Programs grant for an amount up to \$500,000.00.

Susan Lodge stated staff is recommending approval of items A and B. After consideration, a Motion was made by Judge Barden, seconded by Commissioner Elizondo to approve the staff's recommendation. The Motion carried unanimously.

15. Consider and act upon ratifying the submittal of a letter by the Interim Executive Director to the Texas Transportation Commission requesting \$53,400.00 (20% cash match of \$267,000.00) in Transportation Development Credits in support of AACOG's Commute Solutions program.

Dean Danos stated staff is recommending approval to ratify the submittal of a letter by the Interim Executive Director to the Texas Transportation Commission requesting \$53,400.00 (20% cash match of \$267,000.00) in Transportation Development Credits in support of AACOG's Commute Solutions program. After consideration, a Motion was made by Judge Barden, seconded by Mayor Marne to approve the staff's recommendation. The Motion carried unanimously.

16. Consider and act upon the following from the Alamo Regional Transit Program:
 - A. Authorize the Interim Executive Director to enter into a contract with the Texas Department of Transportation (TxDOT) §5311 Rural Public Transportation for fiscal year 2012. State Funding will be in the amount of \$885,959.00.
 - B. Authorize the Interim Executive Director to enter into a contract with the Texas Department of Transportation (TxDOT) §5311 Rural Public Transportation for fiscal year 2012. Federal Funding will be in the amount of \$324,809.00.
 - C. Authorize the Interim Executive Director to enter into a contract with the Texas Department of Transportation (TxDOT) §5310 Elderly & Persons w/ Disabilities for fiscal year 2012. Federal Funding will be in the amount of \$25,000.00 for Preventative Maintenance.
 - D. Authorize the Interim Executive Director to enter into a contract with the Texas Department of Transportation (TxDOT) §5311 - Coordinated Call Projects Award for fiscal year 2012. Federal Funding will be in the amount of \$151,618.00.

Dean Danos stated staff is recommending approve of the above items from Rural Public Transportation. After consideration, a Motion was made by Judge Bautista, seconded by Commissioner Elizondo to approve the staff's recommendation. The Motion carried unanimously.

17. Consider and act upon authorizing the Interim Executive Director to enter into 9-1-1 Public Safety Answering Point (PSAP) Interlocal Agreements for the FY2012-FY2013 Biennium with Atascosa, Bandera, Frio, Gillespie, Karnes, Kendall, and Wilson Counties.

Dean Danos stated staff is recommending approval for the Interim Executive Director to enter into a 9-1-1 Public Safety Answering Point (PSAP) Interlocal Agreements for the FY 2012-2013 Biennium with Atascosa, Bandera, Frio, Gillespie, Karnes, Kendall and Wilson Counties. After consideration, a Motion was made by Judge Bautista, seconded by Judge Evans to approve the staff's recommendation. The Motion carried unanimously.

18. Consider and act upon authorizing the Interim Executive Director to submit a grant application to the U.S. Department of Housing and Urban Development (HUD) for an amount up to \$5.0 million; on behalf of AACOG as lead applicant for funding to develop a Sustainable Communities Regional Planning process for the eight-county San Antonio - New Braunfels Metropolitan Statistical Area (MSA).

Peter Bella stated staff is recommending approval to authorize the Executive Director to submit a grant application to the U.S. Department of Housing and Urban Development (HUD) for an amount up to \$5.0 million. After consideration, a Motion was made by Judge Evans, seconded by Mayor Schoolcraft to forward this item direct to the Board of Directors. The Motion carried unanimously.

19. Consider and act upon items to be placed on the Board of Directors Agenda from the Management / Audit Committee.

The Committee recommended placing items #18 and #5 on the Board Agenda.

20. Discussion of items to be placed on the agenda for the next Management / Audit Committee meeting.

Commissioner Elizondo recommended placing the changes in the organizational structure and pay changes and the process for the Executive Director search.

21. Katie Reed stated the next meeting date is Wednesday, August 17, 2011, 10:00 a.m.
22. The meeting was adjourned at 12:11 p.m.