

MINUTES
MANAGEMENT/AUDIT COMMITTEE
SEPTEMBER 21, 2011

MEMBERS PRESENT

Katie Reed, Chair
Judge James Barden
Judge Richard Evans
Linda Rivas
Mayor Tom Schoolcraft
Mayor Don Tymrak
Judge Marvin Quinney

ALTERNATES PRESENT

None

MEMBERS ABSENT

Judge Diana Bautista
Mayor David Marne

STAFF PRESENT

Dean Danos
Mike Quinn
Susan Lodge
Blanca Tapia
Joe Ramos
Mario Gutierrez
Cindy Krueger
Ben Herr
Tim Trevino
Mary Ruiz
Marcela Medina
Julie Sakelakos

1. The meeting was called to order at 10:05 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. Consider and act upon approving the August 17, 2011 minutes.

A motion was made by Mayor Schoolcraft, seconded by Judge Evans to approve the August 17, 2011 minutes with the following corrections on Item 4, first sentence should read: Mayor Schoolcraft made a Point of Order that the Management / Audit Committee was working outside the area of its responsibilities in processing the agenda items as stated in the bylaws. And Judge Evans made a correction on Item 15 to replace the word "taken" with "needed." The motion carried unanimously.

EXECUTIVE

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

Discussion was held, Judge Quinney stated that he would like to discuss in Executive Session with the full Board at the October meeting, to remove the interim from the Interim Executive Directors' title or go out for a search. Judge Barden stated that he was tasked to inquire if former Mayor Heath would take the lead on a national search, if that was decided, and Mayor Heath said he would help but not take the lead.

After discussion, a motion was made by Judge Barden, seconded by Linda Rivas to postpone any action on this item until the full Board of Directors meeting in October. The motion carried unanimously.

6. Discussion and recommend appropriate action regarding the following from the Weatherization Assistance Program (WAP):
 - A. Update on the WAP August Production Schedule.
 - B. The August Production Schedule was submitted to the Texas Department of Housing and Community Affairs (TDHCA) on Wednesday, September 7, 2011.

Joe Ramos discussed and updated the Committee on the Weatherization Assistance Program. No action required. After discussion, Judge Barden made a motion, seconded by Mayor Schoolcraft that item 6 be placed on the Board of Directors agenda for a report/presentation by Mr. Ramos. The motion carried unanimously.

7. Discussion and recommend appropriate action authorizing the Interim Executive Director to renew the contract with Texas Industries for the Blind & Handicapped (TIBH) Industries, Inc. to extend the contract period Termination from August 31, 2011 to August 31, 2012.

Cindy Krueger stated that staff is recommending to renew the contract with TIBH and extend the termination date from August 31, 2011 to August 31, 2012. After discussion, a motion was made by Judge Barden and seconded by Linda Rivas to approve staff's recommendation and to place on the Board of Directors Consent Agenda. The motion carried unanimously.

8. Discussion and recommend appropriate action authorizing the Interim Executive Director to negotiate vehicle maintenance contracts with the eight (8) vendors selected in response to Request for Proposal 2011-007.

Ben Herr stated that staff is recommending the Interim Executive Director negotiate vehicle maintenance contracts with the eight vendors listed on the attachment. After discussion, a motion was made by Judge Barden seconded by Mayor Schoolcraft to approve the staff's recommendation and to place on the Board of Directors Consent Agenda. The motion carried unanimously.

FINANCIAL

9. Discussion and recommend appropriate action regarding the following:
 - A. Grants.

- B. Recoveries.
- C. Balance Sheet.
- D. Income Statement.
- E. Board Expenditures.
- F. Texas Department of Aging and Disability Services – ALA FY2010 lapsed funds.
- G. 2010 Audit Fee Estimate update.
- H. 2012 Annual Budget Status.

Blanca Tapia discussed the above status reports. Committee recommends that in future reports please identify the increases or decreases, show budget amendments, line item transfers or a note on the cover or budget. After consideration, a motion was made by Mayor Tymrak seconded by Judge Evans to recommend and to place items 9A through 9G on the Board of Directors Consent Agenda. The motion carried unanimously. No action was needed on Item 9H.

PROGRAMS

10. Discussion and recommend appropriate action regarding the following from the Alamo Regional Transit Program:

- A. Authorize the Interim Executive Director to enter into a contract extension through November 30, 2011 with the Texas Department of Transportation (TxDOT) – Regional Coordinated Transportation Planning Grant.

Ben Herr stated that staff is recommending authorization of this contract extension with TxDOT. A motion was made by Mayor Schoolcraft, seconded by Linda Rivas to approve the staff's recommendation and to place on the Board of Directors Consent Agenda. The motion carried unanimously.

- B. Authorize the Interim Executive Director to enter into an Interlocal Licensing Agreement between AACOG and VIA.

Ben Herr also stated the staff is recommending the Interim Executive Director enter into an Interlocal Licensing Agreement between AACOG and VIA. After consideration, a motion was made by Mayor Schoolcraft, seconded by Judge Barden to approve the staff's recommendation and to place on the Board of Directors Consent Agenda. The Motion carried unanimously.

11. Recommend ratification of the Interim Executive Director's acceptance of the 9-1-1 Emergency Communications contract from the Commission on State Emergency Communications FY 2012-2013; for \$1, 691,204.00 (FY 2012 - \$847,694.00 and FY 2013 - \$843,510.00).

Mary Ruiz stated the staff is recommending the ratification of the Executive Director's acceptance of the 9-1-1 Emergency Communications contract from the Commission on State Emergency Communications FY 2012-2013; for \$1,691,204.00 (FY 2012 - \$847,694.00 and FY 2013 - \$843,510.00). After discussion, a motion was made by Mayor Schoolcraft, seconded by Mayor Tymrak to approve staff's recommendation for ratification and place on the Board of Directors Consent Agenda.

12. Recommend ratification of the Interim Executive Director's acceptance of the Interagency Cooperation Contract for FY 2011-2012 between The Office of the Governor, Criminal Justice Division and AACOG, for an amount of \$138,322.79.

Marcela Medina stated the staff is recommending the ratification of the Interagency Cooperation Contract for FY 2011-2012 between The Office of Governor, Criminal Justice Division and AACOG for an amount of \$138,322.79. After consideration, a motion was made by Mayor Schoolcraft, seconded by Linda Rivas to approve staff's recommendation and to place on the Board of Directors Consent Agenda. The motion carried unanimously.

13. Consider and act upon additional items to be placed on the Board of Directors meeting agenda from the Management / Audit Committee.

None.

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

None.

15. Katie Reed stated the next meeting date is Wednesday, October 18, 2011, 10:00 a.m.

16. The meeting was adjourned at 11:55 p.m.