

**MINUTES  
MANAGEMENT/AUDIT COMMITTEE  
October 19, 2011**

**MEMBERS PRESENT**

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

**ALTERNATES PRESENT**

None

**MEMBERS ABSENT**

Judge Diana Bautista

**STAFF PRESENT**

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

1. The meeting was called to order at 10:05 a.m. by Katie Reed, Chair.
2. Roll Call was taken and a quorum established.
3. There were no citizens to be heard.
4. Consider and act upon approving the September 21, 2011 minutes.

A motion was made by Judge Barden seconded by Mayor Schoolcraft to approve the September 21, 2011 minutes. The motion carried unanimously.

**EXECUTIVE**

5. Discussion and appropriate action on the recommendation for authorizing the Interim Executive Director to update the position responsible for the agency's records management program and submit to the Texas State Library and Archive Commission.

Dean Danos stated that staff is recommending the above action. After discussion, a motion was made by Mayor Marne seconded by Mayor Schoolcraft to approve staff's recommendation and to place on the Board of Directors Consent Agenda. The motion carried unanimously.

6. Request authorization for the Interim Executive Director to make changes to AACOG internal policies due to the elimination of both the Administrative Services Department and the position of Administrative Services Director.

After discussion, a motion was made by Mayor Tymrak, seconded by Mayor Schoolcraft to recommend authorizing the Interim Executive Director to make changes to AACOG internal policies due to the elimination of both the Administrative Services Department and the position of Administrative Services Director and to place on the Board of Directors Consent Agenda. The motion carried unanimously.

7. Discussion and appropriate action on the recommendation for authorizing the Interim Executive Director to submit AACOG's Salary Schedule to the Governor's Office as required by Local Government Code 391.0117.

A motion was made by Mayor Schoolcraft, seconded by Linda Rivas to recommend authorizing the Interim Executive Director to submit AACOG's Salary Schedule to the Governor's Office and to place on the Board of Directors Consent Agenda. The motion carried unanimously.

8. Discussion and appropriate action on the recommendation for the proposed 2012 Board of Directors and Management / Audit Committee meetings schedule.

After discussion, a motion was made by Judge Evans, seconded by Judge Quinney to recommend the proposed 2012 Board of Directors and Management / Audit Committee meetings schedule and to place on the Board of Directors Consent Agenda. The motion carried unanimously.

9. Discussion and appropriate action on the recommendation for the proposed 2012 AACOG Holiday Schedule.

After discussion, and a request to clarify the new hires information, a motion was made by Mayor Schoolcraft, seconded by Mayor Tymrak to recommend the proposed 2012 AACOG Holiday Schedule and to place on the Board of Directors Consent Agenda. The motion carried unanimously.

## **FINANCIAL**

10. Discussion and appropriate action on the recommendation regarding the following:
  - A. Grants.
  - B. Recoveries.
  - C. Balance Sheet.
  - D. Income Statement.
  - E. Board Expenditures.
  - F. TexPool Quarterly report.

G. State Auditor's Office Summary of Reports Submitted by Regional Planning Commissions.

Blanca Tapia discussed the above status reports. After consideration, a motion was made by Mayor Schoolcraft seconded by Mayor Tymrak to recommend items 10A through 10G and place on the Board of Directors Consent Agenda. The motion carried unanimously.

11. Discussion and appropriate action on the recommendation regarding AACOG 2011 final budget and 2012 proposed annual budget.

Blanca Tapia discussed the final 2011 and proposed 2012 budgets. After discussion regarding the need for more detail on the 2012 budget, a motion was made by Judge Evans, seconded by Linda Rivas to postpone action on this item and place on the November Management / Audit Committee agenda with revisions. The motion carried unanimously.

12. Discussion and appropriate action on the recommendation regarding approving the following from the Texas County & District Retirement System 2012 Rate:

- A. A 1% COLA for retirees with a year cost of \$31,656.00.
- B. Proposed 2012 employer contribution rate to the AACOG Texas County and District Retirement System plan - a lump sum contribution, not to exceed \$50,000.00.
- C. Approve the contribution rate of 8.06%.

After discussion, a motion was made by Judge Barden, seconded by Judge Evans to not recommend 12A, recommend 12B, and recommend 12C with the change of 8.06% to 8.03% and place, 12B and 12C, with recommended changes, on the Board of Directors Consent Agenda. There were 7 yeas and 1 nay, motion carried.

13. Discussion and recommend appropriate action authorizing the Interim Executive Director to enter into the following

- A. Cooperative Purchasing Agreement with the City of Fort Worth.
- B. Commercial Card Agreement with AACOG's current bank depository, JPMorgan Chase.

Blanca Tapia stated that staff is recommending authorizing the Interim Executive Director to enter into the above agreements. After discussion, a motion was made by Judge Barden, seconded by Mayor Schoolcraft to approve staff's recommendations and place on the Board of Directors Consent Agenda. The motion carried unanimously.

## **PROGRAMS**

14. Discussion and appropriate action on the recommendation regarding the following from the Weatherization Assistance Program (WAP):
  - A. Update on the WAP September Production Schedule.
  - B. Update on the AACOG response to the May 2011 Texas Department of Housing and Community Affairs (TDHCA) monitoring report.
  - C. Update on the September TDHCA monitoring visit.
  - D. Authorizing the Interim Executive Director to accept \$678,031.00 from the TDHCA in Department of Energy (DOE) funding for the Weatherization Assistance Program (WAP) for program year 2011- 2012. The Grant program ends March 2012.
  - E. Authorizing the Interim Executive Director to extend the following Weatherization Assistance Program contractor contracts until March 31, 2012:
    1. Advanced Applied Construction Services;
    2. American G.I. Forum – Community and Housing Development Organization, Inc.;
    3. Bratton Construction, Inc.;
    4. Geofill Material Technologies, LLC;
    5. Glenn's A/C Service & Consulting, Inc.;
    6. M & M Weatherization Company;
    7. Ram's Weatherization & Construction, LLC;
    8. Standard Renewable Energy; and
    9. Target Restoration Services, LLC.

Joe Ramos stated that staff is recommending the Interim Executive Director take action on items 14D and 14E.1-9. After discussion, a motion was made by Mayor Schoolcraft, seconded by Mayor Marne to approve staff's recommendations on 14D and 14E.1-9, make the presentations on items 14A-C to the full Board and place on the Board of Directors Consent Agenda. The motion carried unanimously.

15. Discussion and appropriate action on the recommendation regarding authorizing the Interim Executive Director to submit an application for a Planning Assistance grant to the Economic Development Administration (EDA) for the amount of \$180,000.00.

Joe Ramos stated that the staff is recommending the Interim Executive Director submit an application for the above grant. After discussion, a motion was made by Mayor Schoolcraft, seconded by Linda Rivas to approve staff's recommendation and place on the Board of Directors Consent Agenda. The motion carried unanimously.

16. Discussion and appropriate action on the recommendation regarding authorizing the Interim Executive Director to add two (2) new vendor agencies for the provision of services to the Alamo Local Authority (ALA), for the biennium contract period beginning September 1, 2011 and ending August 31, 2013.

Susan Lodge stated that staff is recommending the Interim Executive Director authorize the addition of two new vendors. After discussion, a motion was made by Mayor Marne, seconded by Mayor Schoolcraft to approve staff's recommendation with the revision of more prominent placement of the new vendor's names and place on the Board of Directors Consent Agenda. The motion carried unanimously.

17. Discussion and appropriate action on the recommendation regarding authorizing the Interim Executive Director to utilize the most efficient method of procurement to purchase three buses with the Job Access Reverse Commute (JARC) grant in the amount not to exceed \$320,000.00.

Ben Herr stated that staff is recommending authorizing the Interim Executive Director to enter into the above grant. After discussion, a motion was made by Mayor Schoolcraft, seconded by Judge Quinney to approve staff's recommendation and place on the Board of Directors Consent Agenda. The motion carried unanimously.

18. Discussion and appropriate action on the recommendation regarding authorizing the Interim Executive Director to submit a grant application for Supplemental Funding to the Texas Department of Transportation (TxDOT) – for the AACOG Regional Coordinated Transportation Planning Program for fiscal year 2012. Total amount of funding is not to exceed \$250,000.00.

Ben Herr stated that staff is recommending the action above. After discussion, a motion was made by Mayor Schoolcraft, seconded by Linda Rivas to approve staff's recommendation with an addition of a summary paragraph to the memo and to place on the Board of Directors Consent Agenda. The motion carried unanimously.

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

None.

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

None.

21. Katie Reed stated the next meeting date is: Wednesday, November 16, 2011, 10:00 a.m.

22. The meeting was adjourned at 12:15 p.m.