

**MINUTES
MANAGEMENT COMMITTEE
MARCH 23, 2011**

MEMBERS PRESENT

Katie Reed, Chairman
Judge Diana Bautista
Judge James Barden
Judge Richard Evans
Commissioner Paul Elizondo
Linda Rivas
Mayor Don Tymrak

ALTERNATES PRESENT

Victor Cavazos

GUESTS PRESENT

Commissioner Guy Overby
Tom Weaver
Steve Bratton
Glen Kritch

MEMBERS ABSENT

Mayor David Marne
Judge Marvin Quinney

STAFF PRESENT

Gloria Arriaga
Dean Danos
Mario Gutierrez
Cindy Krueger
Susan Lodge
Melissa Pulido
Blanca Tapia

1. The meeting was called to order at 10:08 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.

- A. Consider and act upon approving the February 23, 2011 Minutes.
- B. Consider and act upon approving the following personnel recommendation:

Rural Transportation Dispatcher

A Motion was made by Judge Evans, seconded by Judge Bautista to approve the above items on the consent agenda.

MANAGEMENT

5. Consider and act upon changes to the following policies:

A. Procurement Policies

- 1) Authorization of Procurement cards for AACOG employees.

Cindy Krueger stated staff is recommending approving procurement cards for AACOG employees. After consideration, a Motion was made by Linda Rivas, seconded by Judge Evans to approve the procurement cards for AACOG employees. The Motion carried unanimously.

B. Travel

- 1) Travel Settlements.
- 2) Authorization for Travel cards for AACOG employees.

Blanca Tapia stated staff is recommending changes to the following Travel Policies:

- Travel Policy Section 6.004.03 Out of Hours Travel
- Travel Settlement Section 6.009
- Travel Advance 6.007 – an agency issued travel credit card

After consideration, a Motion was made by Judge Barden, seconded by Judge Evans to approve the changes to the above travel policies to include adding Executive Director or designee on the travel advance form. The Motion carried unanimously.

6. Discussion and appropriate action on electronic receipt of material for Management / Audit Committee and Board of Directors.

Mrs. Arriaga stated staff is proposing the possibility of Electronic receipt of material for the Management/Audit Committee and Board of Directors. A Motion was made by Judge Barden, seconded by Linda Rivas to not receive materials for the Management/Audit Committee and Board of Directors through electronic receipt and to continue to receive through the mail. The Motion carried unanimously.

7. Status report on proposed 82nd Legislature budget cuts and implications on staff.

Mrs. Arriaga gave a status report on the proposed 82nd Legislature budget cuts and implication on staff. No action required.

8. Discussion and appropriate action on draft Executive Director Performance Evaluation forms.

Mrs. Reed discussed option 1 and option 2 for the Executive Director Performance Evaluation form. After consideration, a Motion was made by Commissioner Elizondo, seconded by Judge Barden to forward option 2 to the Board of Directors. Mayor Tymrak opposed. The Motion carried.

9. Update on Texas Review and Comment System.

Mrs. Arriaga gave the Committee an update on the Texas Review and Comment System. No action required.

10. Status report on 2011 Membership Dues.

Mrs. Arriaga gave a status report on the 2011 Membership Dues. No action required.

ACCOUNTING

11. Consider and act upon approving the following:

- A. Grants.
- B. Recoveries.
- C. Balance Sheet.
- D. Income Statement.
- E. Board Expenditures.

Blanca Tapia discussed the above status report. After consideration, a Motion was made by Judge Evans, seconded by Judge Barden to accept the above status reports. The Motion carried unanimously.

GOVERNMENTAL SERVICES

12. Consider and act upon approving of no-cost air quality monitoring equipment exchange between CPS Energy and AACOG.

Dean Danos stated staff recommends approving the no-cost air quality monitoring equipment exchange between CPS Energy and AACOG. After consideration, a Motion was made by Judge Bautista, seconded by Linda Rivas to approve the staff's recommendation. The Motion carried unanimously.

13. Consider and act upon authorizing the Executive Director to release a Request for Proposal (RFP) for enhancements of AACOG's ozone and meteorological monitoring network and approval to contract for the proposal that is considered the most favorable to AACOG's interest.

Dean Danos stated staff recommends authorizing the Executive Director to release an RFP for enhancements of AACOG's ozone and meteorological monitoring network and approval to contract. After consideration, a Motion was made by Judge Evans, seconded by Linda Rivas to approve the staff's recommendation. The Motion carried unanimously.

14. Consider and act upon ratification of grant submissions and approval of resolutions in support of AACOG's Regional Youth Criminal Justice Education Program and the Alamo Area Regional Law Enforcement Academy Program grant applications for funding from The Office of the Governor, Criminal Justice Division.
 - A. Ratify submission of the Regional Youth Criminal Justice Education Program in the amount of \$65,000.00 for the General Juvenile Justice Delinquency Prevention Program from the Office of the Governor, Criminal Justice Division for the 2011-2012 year.
 - B. Approve a resolution supporting the Regional Youth Criminal Justice Education Program for the 2011-2012 year - General Juvenile Justice Delinquency Prevention funds.
 - C. Ratify submission of the Regional Police Training Academy Program in the amount of \$600,000.00 for the Criminal Justice Service Program from the Office of the Governor, Criminal Justice Division for the 2011-2012 year.
 - D. Approve a resolution supporting the Alamo Area Regional Law Enforcement Academy for the 2011-2012 year - Criminal Justice funds.

Dean Danos stated staff is recommending approval to ratify the above grant submissions and resolution in support of AACOG's Regional Youth Criminal Justice Education Program and the Alamo Area Regional Law Enforcement Academy Program grant applications for funding from The Office of the Governor, Criminal Justice Division. After consideration, a Motion was made by Judge Bautista, seconded by Commissioner Elizondo to approve the staff's recommendation. The Motion carried unanimously.

15. Consider and act upon authorizing the Executive Director to submit a work plan to the San Antonio-Bexar County Metropolitan Planning Organization (MPO) for an amount not to exceed \$575,000.00 for the FY 2011-2013 under the two-year FY 2011-2013 Unified Planning Work Program.

Dean Danos stated staff is recommending approval for the Executive Director to submit a work plan to the San Antonio-Bexar County Metropolitan Planning Organization for an amount not to exceed \$575,000.00 for the FY 2011-2013 under the two-year FY 2011-2013 UPWP. After consideration, a Motion was made by Linda Rivas, seconded by Commissioner Elizondo to approve the staff's recommendation. The Motion carried unanimously.

16. Consider and act upon authorizing the Executive Director to submit the following grant applications to the Texas Veterans Commission Fund for Veteran's Assistance Cost Reimbursement Grants:

- A. Alamo Regional Transit for an amount up to \$450,000.00.

Dean Danos stated staff is recommending approval for the Executive Director to submit the above grant application to the Texas Veterans Commission Fund for Veteran's Assistance Cost Reimbursement Grants. After consideration, a Motion was made by Commissioner Elizondo, seconded by Linda Rivas to approve the staff's recommendation.

- B. ACOG Law Enforcement Academy for an amount up to \$300,000.00.

Dean Danos stated staff is recommending approval for the Executive Director to submit the above grant application to the Texas Veterans Commission Fund for Veteran's Assistance Cost Reimbursement Grants. After consideration, a Motion was made by Judge Barden, seconded by Linda Rivas to approve the staff's recommendation with the priority for the 12 county areas. The Motion carried unanimously.

- C. Bexar Area Agency on Aging for an amount up to \$1,000,000.00.

Susan Lodge stated staff is recommending approval for the Executive Director to submit the above grant application to the Texas Veterans Commission Fund for Veteran's Assistance Cost Reimbursement Grants. After consideration, a Motion was made by Judge Barden, seconded by Linda Rivas to accept the staff's recommendation. The Motion carried unanimously.

17. Consider and act upon authorizing the Executive Director to purchase a total of four (4) vehicles for use by staff inspectors from the Weatherization Assistance Program for a total cost not to exceed \$89,540.20.

Joe Ramos stated staff is recommending approval for the Executive Director to purchase a total of four (4) vehicles for use by staff inspectors from the Weatherization Assistance Program for a total cost not to exceed \$89,540.20. After consideration, a Motion was made by Commissioner Elizondo, seconded by

Judge Evans to approve the staff's recommendation. The Motion carried unanimously.

18. Consider and act upon the following Weatherization Assistance Program (WAP) items:
 - A. Discussion and any necessary action regarding the WAP External Forensic Audit Report as prepared by Clifton Gunderson LLP.
 - B. Extend the contracts for a four (4) month period, to expire on August 31, 2011 with an option to extend for an additional four (4) months, to expire on December 31, 2011 for the following Weatherization installation contractors:
 - 1) Bratton Construction Inc.;
 - 2) American G.I. Forum – Community and Housing Development Organization, Inc.;
 - 3) Glenn's A/C Service and Consulting Inc.; and
 - 4) Ram's Weatherization and Construction LLC.

The Committee discussed the above Weatherization Assistance Program Items. Glen Kritch and Steve Bratton made comments on item B. After consideration, a Motion was made by Judge Evans, seconded by Commissioner Elizondo to forward items A and B to the Board of Directors with no recommendation. The Motion carried unanimously.

- C. Monitoring review, conducted on February 2, 2011 by the Texas Department of Housing and Community Affairs, regarding compliance with the Davis-Bacon Act and related state acts or requirements.

A Motion was made by Commissioner Elizondo, seconded by Judge Evans acceptance of the monitoring report. The Motion carried unanimously.

HUMAN SERVICES

19. Consider and act upon authorizing the Executive Director to Collaborate with University of Texas Health Science Center in Grant Application for "Translational Research to Help Older Adults Maintain their Health and Independence in the Community" for an amount not to exceed \$200,000.00 over a two-year period.

Susan Lodge stated staff is recommending approval for the Executive Director to Collaborate with University of Texas Health Science Center in Grant Application for "Translational Research to Help Older Adults Maintain their Health and Independence in the Community" for an amount not to exceed \$200,000.00 over a two year period. After consideration, a Motion was made by Commissioner

Elizondo, seconded by Linda Rivas to approve the staff's recommendation. The Motion carried unanimously.

20. Consider and act upon approving the Bexar Area Agency on Aging 2011 Vendor List, as recommended by the Bexar Senior Advisory Committee.

Susan Lodge stated the Bexar Senior Advisory Committee is recommending approval of the Bexar Area Agency on Aging 2011 Vendor List. After consideration, a Motion was made by Commissioner Elizondo, seconded by Mayor Tymrak to approve the Bexar Area Agency on Aging 2011 Vendor List. The Motion carried unanimously.

21. Executive Session.

The Committee adjourned into Executive Session at 11:54 a.m. to discuss the following:

In accordance with Chapter 551 of the Texas Government Code, Subchapter D, the Management /Audit Committee may meet in executive session on any item listed below or on this agenda for consultation concerning attorney-client matters (real estate, litigation, contracts, personnel and security); any final action or vote take will be in public.

Deliberate the purchase, exchange, lease, or value of real property where deliberation in an open meeting would have a detrimental effect on the position of AACOG in negotiations with a third party, in accordance with Section 551.072, of the Texas Government Code.

The Committee reconvened at 12:10 p.m. from Executive Session.

22. Discussion and appropriate action regarding previously approved office space lease proposal.

A Motion was made by Commissioner Elizondo, seconded by Mayor Tymrak to continue to negotiate as authorized. The Motion carried unanimously.

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

A Motion was made by Judge Evans, seconded by Linda Rivas to place item #8 and item #18 A & B. The Motion carried unanimously.

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

Mrs. Arriaga stated that there are no items at this time.

Item #4A

25. Mrs. Reed stated that the next meeting date is Wednesday, April 20, 2011, 10:00 a.m.
26. The meeting was adjourned at 12:14 p.m.