

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

MEMBERS PRESENT

Judge Diana Bautista
Judge James Barden
Judge Richard Evans
Mayor David Marne
Judge Marvin Quinney
Linda Rivas
Mayor Don Tymrak

MEMBERS ABSENT

Commissioner Paul Elizondo
Katie Reed

GUESTS PRESENT

John Crider
Johnny Shell

STAFF PRESENT

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

1. The meeting was called to order by Judge Richard Evans at 10:00 a.m.
2. Roll Call was taken and a quorum established.
3. There were no Citizens to be heard.
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 November 22, 2010 Minutes.

A Motion was made by Judge Barden, seconded by Mayor Tymrak to approve the November 22, 2010 Minutes. The Motion carried unanimously.

ACCOUNTING

5. Consider and act upon approving the following:
 - A. Grants.
 - B. Recoveries.
 - C. Balance Sheet.
 - D. Income Statement.
 - E. Board Expenditures.
 - F. TexPool Quarterly.
 - G. State mileage reimbursement rate update.

Blanca Tapia reported on the above status reports. After consideration, a Motion was made by Judge Barden, seconded by Judge Quinney to approve the above status reports. The Motion carried unanimously.

6. Consider and act upon approving the Public Funds Investment Act Policy amendments for Fiscal Year 2011.

Blanca Tapia stated staff recommends approving the Public Funds Investment Act Policy amendments for Fiscal Year 2011. After consideration, a Motion was made by Judge Barden, seconded by Mayor Tymrak with the changes on line 58 and 238 of the Public Fund Investment Act Policy. The Motion carried unanimously.

7. Presentation by Weaver and Tidwell LLP on the *Financial and Compliance Audit Services* for fiscal year ending December 2010.

John Crider and Johnny Shell of Weaver and Tidwell LLP made a presentation on the Financial and Compliance Audit Services for fiscal year ending December 2010.

ADMINISTRATION

8. Consider and act upon approving the following personnel recommendation:

- A. Accounting

Internal Audit Specialist – not to exceed Pay Group 16 - \$45,656.00

- B. Alamo Aging

Revision of Alamo Aging Intake Assistant to Alamo Aging Care Assistant - not to exceed Pay Group 4 - \$25,417.60

- C. Natural Resources

- 1) Revision of Clean Cities Specialist to Clean Cities Coordinator – not to exceed Pay Group 15 - \$43,513.60

- 2) Clean Cities Technician – not to exceed Pay Group 11 - \$35,796.80

Cindy Krueger discussed the above personnel recommendations and recommends approving the above as listed. After consideration, a Motion was made by Judge Barden, seconded by Linda Rivas to approve the above positions with the pay grades not to exceed the amounts listed above. The Motion carried unanimously.

9. Consider and act upon authorizing the Executive Director to renew AACOG's annual membership with seven agencies and pay the appropriate dues for fiscal year 2011.

Gloria Arriaga stated staff recommends approving the following 2011 membership dues:

Austin – San Antonio Corridor Council	\$ 500.00
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National Association of Regional Councils	\$ 7,500.00
National Association of Development Organizations	\$ 2,000.00
Texas Association of Counties	\$ 500.00
Texas Association of Regional Councils	\$17,819.00
The Greater San Antonio Chamber	\$ 686.00
Texas Municipal League	\$ 1,000.00

After consideration, a Motion was made by Judge Barden, seconded by Judge Bautista to approve the above annual membership dues for 2011. The Motion carried unanimously.

10. Approve by ratification the December 16, 2010 submittal of a collaborative National Center on Senior Transportation Small Grant application between the Alamo Area Council of Governments' Alamo Regional Transit (ART) and the Alamo Area Agency on Aging (Alamo AAA) with the Community Council of South Central Texas (CCSCT). The grant proposal is in the amount of \$17,585.00.

Susan Lodge stated staff recommends ratifying the December 16, 2010 submittal of a collaborative National Center on Senior Transportation Small Grant application between AACOG and ART for the Alamo Area AAA and the CCSCT in the amount of \$17,585.00. After consideration, a Motion was made by Judge Bautista, seconded by Mayor Tymrak to approve the staff's recommendation. The Motion carried unanimously.

11. Request ratification of Bexar Area Agency on Aging's application for the National Center on Senior Transportation Small Grant for \$11,000.00 to collaborate with transportation providers to increase engagement in mobility planning and improve access to transportation services for culturally and ethnically diverse older adults in Bexar County.

Susan Lodge stated staff recommends ratifying the Bexar Area AAA application for the National Center on Senior Transportation Small Grant for \$11,000.00. After consideration, a Motion was made by Mayor Tymrak, seconded by Judge Bautista to approve the staff's recommendation. The Motion carried unanimously.

12. Consider and act upon ratification of the submission of the applications and acceptance of funding for the 2010-2012 Medicare Improvement for Patients and Providers (MIPPA) and Affordable Care Act (ACA) funding through the Department of Aging and Disability Services in the amount of \$45,848.00 for Alamo Area Agency on Aging and \$157,480.00 for Bexar Area Agency on Aging.

Susan Lodge stated staff recommends ratifying the submission of the applications and acceptance of funding for 2010-2012 MIPPA and ACA in the amount of \$45,848.00 for Alamo AAA and \$157,480.00 for Bexar AAA. After consideration, A Motion was made by Linda Rivas, seconded by Judge Bautista to approve the staff's recommendation. The Motion carried unanimously.

13. Consider and act upon approving the Bexar Area Agency on Aging to apply for the Easter Seals Project Action (ESPA) Accessible Transportation Coalitions Initiative (ATCI). The grant is for in-kind services.

Susan Lodge stated staff recommends approving for the submission of the application for the Easter Seals Project Action Accessible Transportation Coalitions Initiative for in-kind services. 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 authorizing the Executive Director to obtain proposals for secure off-site document storage and onsite shredding services.

Cindy Krueger stated staff recommends authorizing the Executive Director to obtain proposals for secure off-site document storage and onsite shredding services. After consideration, a Motion was made by Judge Bautista, seconded by Linda Rivas to approve the staff's recommendation. The Motion carried unanimously.

15. Consider and act upon the following monitoring reports:
 - A. Monitoring Report of Workforce Program;
 - B. Monitoring Report of Summer Youth Program;
 - C. Monitoring Report of CHOICES/SNAP Job Search Program;
 - D. Monitoring Report of Rural Child Care Program;
 - E. Workforce WIA Youth Contract Financial Compliance Monitoring Report – May 1, 2010 – July 31, 2010
 - F. DADS monitoring review of the Bexar Area Agency on Aging program – June 22 – 24, 2010.

Susan Lodge reported on the above monitoring reports. After consideration, a Motion was made by Judge Bautista, seconded by Judge Barden to accept the reports as presented. The Motion carried unanimously.

16. Consider and act upon authorizing the Executive Director to donate excess items to member governments first and then the Salvation Army.

Gloria Arriaga stated staff recommends authorization to donate excess items to member governments first then to the Salvation Army. After consideration, A Motion was made by Judge Bautista, seconded by Linda Rivas to donate excess items to current member governments; donate to any nonprofit organizations; and in the event that no member government or nonprofit takes possession of the items by February 28, 2011 donate the remaining items to the Salvation Army. The Motion carried unanimously.

HUMAN SERVICES

17. Consider and act upon the following items from the Alamo Local Authority (ALA) Program:
 - A. Authorize the Executive Director to approve the annual maintenance, support and portal access for 156 licenses with C.H. Mack Inc. in an amount not to exceed \$90,000.00.
 - B. Authorize the Executive Director to purchase new data reports with C.H. Mack Inc. in an amount not to exceed \$20,000.00, to support the ALA program operations due to new Medicaid reimbursement methodology changes set to begin September 1, 2011.

Susan Lodge stated staff recommends approving the above items from the Alamo Local Authority (ALA) Program. The Motion carried unanimously.

GOVERNMENTAL SERVICES

18. Consider and act upon approving the purchase of two additional Ford Transit vehicles for the Weatherization Assistance Program; not to exceed a total of \$46,000.00 through an inter-local agreement with the Houston-Galveston Area Council.

Dean Danos stated staff recommends approving the purchase of two additional Ford Transit vehicles for the Weatherization Assistance Program; not to exceed a total of \$46,000.00 through an inter-local agreement with the Houston-Galveston Area Council. After consideration, a Motion was made by Judge Bautista, seconded by Judge Barden to approve the purchase of two additional vehicles for the Weatherization Program. The Motion carried unanimously.

19. Consider and act upon the following from the Alamo Regional Transit Program:
 - A. Authorize the Executive Director to release a Request for Proposal (RFP) for “*On Board Security Vehicle Cameras*” for sixty-three (63) vehicles. ARRA and Local funds will be used to purchase cameras for an amount not to exceed \$150,000.00 in ARRA funds – local funds will be utilized only as needed to complete funding.
 - B. Authorize the Executive Director to ratify the submission of four (4) proposals to the Texas Department of Transportation (TxDOT) Request for Proposal (RFP) for Small Urban and Non-Urbanized Public Transportation Projects for Various Programs. Total amount of Federal Funds being requested is \$274,044.00 and \$62,312.00 in Local Match.
 - 1) Rural Transportation Assistance Program (RTAP) - Peer Review – Federal Fund Amount \$16,018.00 – Local Match \$437.00.
 - 2) Rural Transportation Assistance Program (RTAP) Team Building Retreat- Federal Fund Amount \$17,426.00 with \$475.00 Local Match.
 - 3) Planning - Financial Feasibility/Site Selection Study for ART Maintenance Facility – Federal Fund Amount \$225,000.00 with \$57,500.00 Local Match.
 - 4) Inter-City Bus-Install LED Lighting & Keyless Security Entry System – Federal Fund Amount \$15,600.00 with \$3,900.00 Local Match.

Dean Danos stated staff recommends approving the above items for the Alamo Regional Transit Program. After consideration, a Motion was made by Linda Rivas, seconded by Judge Barden to approve the above items. The Motion carried unanimously.

20. Consider and act upon authorizing the Executive Director to release a request for proposal for an online rideshare matching and alternative transportation tracking service.

Dean Danos stated staff recommends approval for the Executive Director to release a request for proposal for an online rideshare matching and alternative transportation tracking service. After consideration, a Motion was made by Judge Quinney, seconded by Mayor Marne to accept the staff's recommendation. The Motion carried unanimously.

21. Consider and act upon authorizing the Executive Director to submit a revised scope of work to the Texas Department of Transportation (TxDOT) for AACOG's FY 2011 Commute Solutions contract that accommodates a new invoicing policy implemented by the funding agency, but does not affect the overall work requirements or value of the contract.

Dean Danos stated staff recommends authorizing the Executive Director to submit a revised scope of work to the Texas Department of Transportation for AACOG's FY 2011 Commute Solutions contract. After consideration, a Motion was made by Judge Bautista, seconded by Linda Rivas accept the staff's recommendation. The Motion carried unanimously.

22. Consider and act upon authorizing the Executive Director to accept an increase of funding from \$20,000 to \$80,000 from the US Department of Energy (U.S. DOE) for the AACOG Clean Cities Program PY 2010-11.

Dean Danos stated staff recommends authorizing the Executive Director to accept an increase of funding from \$20,000.00 to \$80,000.00 from the US Department of Energy for the AACOG Clean Cities Program PY 2010-11. After consideration, a Motion was made by Judge Bautista, seconded by Linda Rivas to approve the staff's recommendation. The Motion carried unanimously.

23. Executive Session.

The Committee adjourned at 11:31 a.m. into Executive Session on 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 pending/contemplated litigation and matters concerning privileged and unprivileged client information deemed confidential by Rule 1.05 of the Texas Disciplinary Rules of Professional Conduct in accordance with Section 551.071, of the Texas Government Code.

- A. Domingo Ramos vs. AACOG; (USDC – Western District of Texas – San Antonio Division).
- B. Sylvia San Miguel v. Alamo Area Council of Governments; County Court at Law No. 2, Bexar County, Texas.

- C. Estate of Thelma George, *et.al.* vs. AACOG; 25th District Court, Guadalupe County, Texas.

The Committee reconvened at 12:02 p.m. No action required.

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

All items will be placed on the consent agenda.

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

Mrs. Arriaga stated that an item on appointing a Vice-Chair to the Management/Audit Committee will be placed on the agenda for February.

- 26. The next meeting date is Wednesday, February 23, 2011, 10:00 a.m.

- 27. The meeting was adjourned at 12:05 p.m.