

MINUTES
ALAMO AREA COUNCIL OF GOVERNMENTS
MANAGEMENT / AUDIT COMMITTEE MEETING
MARCH 21, 2012
CORRECTED 4/18/12

MEMBERS PRESENT

Judge Diana Bautista-Chair
Judge James Barden
Judge Richard Evans
Mayor David Marne
Katie Reed
Linda Rivas
Mayor Tom Schoolcraft
Mayor Don Tymrak

ALTERNATES PRESENT

Veronica Gonzalez for
Commissioner Rodriguez

MEMBERS ABSENT

Judge Marvin Quinney

STAFF PRESENT

Dean Danos
Mike Quinn
Susan Lodge
Blanca Tapia
Joe Ramos
Mario Gutierrez
Tim Treviño
Martha Spinks
Sherrie Huckabay
Grant Gaul
Rene Chadick
Deedra Johnson
Julie Sakelakos

1. The meeting called to order at 10:00 a.m. by Chair Bautista.
2. Roll Call was taken and a quorum was established.
3. There were no citizens to be heard.
4. Consider and act upon approving the February 15, 2012 Minutes.

A motion was made by Mayor Schoolcraft, seconded by Judge Barden to approve the February 15, 2012 minutes and place on the Board of Directors Consent Agenda. The motion carried unanimously.

EXECUTIVE

5. Discussion and appropriate action on making recommendations regarding the following Personnel policies:
 - A. Personnel Policy 3.009, Smoking.

A motion was made by Mayor Schoolcraft, seconded by Mayor Marne to approve the recommendation on Personnel Policy 3.009 and place on the Board of Directors Consent Agenda. The motion carried unanimously.

- B. Personnel Policy 3.012, Employee Suggestions; and 3.035 Employee Suggestions.

A motion was made by Judge Evans, seconded by Mayor Schoolcraft to approve the recommendation on Personnel Policy 3.012 and place on the Board of Directors Consent Agenda. The vote was 5 ayes and 1 nay, motion approved.

- C. Personnel Policy 3.016, Professional Dress.

A motion was made by Mayor Schoolcraft, seconded by Judge Evans to approve the recommendation on Personnel Policy 3.016 and place on the Board of Directors Consent Agenda. The motion carried unanimously.

- D. Personnel Policy 3.020, Outside Employment.

A motion was made by Mayor Schoolcraft, seconded by Linda Rivas to approve the recommendation on Personnel Policy 3.020 and place on the Board of Directors Consent Agenda. The vote was 5 ayes and 1 nay, motion approved.

- E. Personnel Policy 3.027, Chain of Command.

A motion was made by Judge Evans, seconded by Mayor Schoolcraft to approve the recommendation on Personnel Policy 3.027 and place on the Board of Directors Consent Agenda. The motion carried unanimously.

- F. Personnel Policy 3.028, Celebrations.

A motion was made by Mayor Schoolcraft, seconded by Judge Evans to approve the recommendation on Personnel Policy 3.028 and place on the Board of Directors Consent Agenda. The motion carried unanimously.

6. Discussion and appropriate action on the recommendation regarding the draft Executive Director Performance Evaluation forms.

The following members volunteered to be on a Performance Evaluation committee: Judge Bautista, Mayor Schoolcraft and Mayor Tymrak. A motion was made by Judge Barden, seconded by Mayor Marne to approve this committee

and place on the Board of Directors Consent Agenda. The motion carried unanimously.

7. Discussion and appropriate action authorizing Board members and Executive Director to attend the National Association of Regional Councils 46th Annual Conference and Exhibition June 10-14, 2012 in St. Petersburg, Florida.

After discussion, a motion was made by Linda Rivas, seconded by Mayor Schoolcraft to send up to three Board of Directors and two staff and place on the Board of Directors Consent Agenda. The motion carried unanimously.

FINANCIAL

8. Discussion and appropriate action regarding the following:
 - A. Grants.
 - B. Recoveries.
 - C. Balance Sheet.
 - D. Income Statement.
 - E. Board Expenditures.
 - F. 2012 Budget Adjustment.
 - G. 2011 Audit Status.

A motion was made by Mayor Schoolcraft, seconded by Mayor Tymrak to approve Items 8.A. through 8.F., no action was needed on Item 8.G., and place on the Board of Directors agenda as an individual item. The motion carried unanimously.

PROGRAMS

9. Discussion and appropriate action regarding the following from the Weatherization Assistance Program (WAP):
 - A. Update on the WAP February 2012 Production Schedule.
 - B. American Recovery and Reinvestment Act (ARRA) grant update.
 - C. Department of Energy and Low Income Home Energy Assistance Program (LIHEAP) grant update.
 - D. WAP contractors contract extension.

A motion was made by Mayor Schoolcraft, seconded by Linda Rivas to approve Items 9.A. through 9.D. and place on the Board of Directors agenda as an individual item. The motion carried unanimously.

10. Discussion and appropriate action regarding the following from the Bexar Area Agency on Aging (BAAA) program:
 - A. Ratify receipt of the New Freedom grant totaling \$919,500.00 and approve position of a Regional Mobility Manager from funds provided by the New Freedom grant.
 - B. Approve application for the Veterans Transportation and Community Living Initiative grant program from the Federal Transit Authority. Proposal is due April 19 and budget estimated to be \$2,000,000.00.
11. Discussion and appropriate action regarding the following from the Rural Public Transportation Program:

Ratify the contract to enter into an agreement with TxDOT for the Elderly Individuals and Individuals with Disabilities (ED) Grant in the amount of \$100,000.00.

After discussion, a motion was made by Mayor Schoolcraft, seconded by Mayor Marne to ratify the contract to enter into an agreement with TxDOT for the Elderly Individuals and Individuals with Disabilities (ED) Grant in the amount of \$100,000.00 and place on the Board of Directors Consent Agenda. The motion carried unanimously.

12. Other items to be placed on the Board of Directors meeting agenda from the Management / Audit Committee.

None.

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

Chair Bautista wants to place the evaluation of the Executive Director on the next Management / Audit Committee Meeting.

14. Chair Bautista announced that the next meeting will be on Wednesday, April 18, 2012, 10:00 a.m.

15. The meeting was adjourned at 11:20 a.m.