

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING**

Minutes — December 17, 2015

Transportation Council Room

616 Six Flags Drive
Arlington, Texas

President Horn called the regular meeting of the North Central Texas Council of Governments Executive Board to order at 12:49 pm on December 17, 2015.

Members of the Board Present:

John Horn – President, County Judge, Hunt County
Lissa Smith – Vice President, Mayor Pro Tem, City of Plano
Tom Lombard – Secretary/Treasurer, Councilmember, City of North Richland Hills
Kathryn Wilemon – Past President, Councilmember, City of Arlington
J.D. Clark, County Judge, Wise County
Michael Glaspie, Councilmember, City of Arlington
Kelly Allen Gray, Councilmember, City of Fort Worth
Dan McClendon, Mayor Pro Tem, City of Burleson
Bobbie Mitchell, Commissioner, Denton County
Keith Self, County Judge, Collin County
Kevin Strength, Mayor, City of Waxahachie
Laura Wheat, Mayor, Town of Westlake

Members of the Board Absent:

Bruce Archer, Deputy Mayor Pro Tem, City of Mesquite
Clay Jenkins, County Judge, Dallas County
Lee Kleinman, Councilmember, City of Dallas
Jeff Leach, State Representative
Chris Watts, Mayor, City of Denton
B. Glen Whitley, County Judge, Tarrant County

Members of the Staff Present:

Mike Eastland, Executive Director
Monte Mercer, Deputy Executive Director
Tim Barbee, Chief Information Officer, Research and Information Services
Doni Green, Director of Aging
Michael Morris, Director of Transportation
David Setzer, Director of Workforce Development
Edith Marvin, Director of Environment and Development
Molly Thoerner, Director of Emergency Preparedness
Christy Williams, Director of 9-1-1
Lucille Johnson, Assistant to the Executive Director
Stephanie Cecil, Administrative Assistant, EDO
Dan Kessler, Assistant Director of Transportation
Ken Kirkpatrick, Transportation Counsel
Karen Richard, Chief Human Resources Officer
Dana Buckholt, Operations Manager, Workforce Development
Kay O'Dell, Manager, Workforce Development
Vickie Alexander, Administrative Program Supervisor, Transportation
Vercie Pruitt-Jenkins, Administrative Program Coordinator, Transportation
Natalie Bettger, Senior Program Manager, Transportation
Cori Reaume, Administrator, NCTCOG Training and Development Institute

Laura Hillman, NCTCOG Training and Development Institute
Harrison Wicks, Management Analyst, Administration
Samantha Lamanna, Graduate Engineer, Environment and Development
Kenny Hafferkamp, Manager, Environment and Development
Amy Wasielewski, Air Quality Planner, Transportation
Cristina Medina, Grants and Contracts Administration, Workforce Development

Visitors Present:

Sara Harris, HR People Partners
Cody Betits, President, DocuNav Solutions

REGULAR SESSION

ACTION:

Item 1. Approval of Minutes

President Horn stated that the first item on the agenda was approval of the minutes from the October Board meeting.

Upon a Motion by Councilmember Wilemon (seconded by Mayor Pro Tem Smith), and unanimous vote of all members present, the Board approved the minutes of the October Executive Board meeting.

Item 2. Resolution Authorizing Contracts for Temporary Staffing Services as part of NCTCOG's Cooperative Purchasing Program

Monte Mercer, Deputy Executive Director, asked the Board to authorize agreements with temporary staffing agencies to provide services as part of NCTCOG's Cooperative Purchasing Program. The staffing agencies/providers listed below were evaluated and selected, from among those that submitted proposals, by a Committee composed of NCTCOG staff and member governments.

- o Administrative/Clerical: Apple One, Abacus, Superior Group
- o Customer/Community Service: Apple One, Robert Half, U.S. Technical Solutions
- o Financial/Accounting: Apple One, Abacus, U.S. Technical Solutions
- o General Labor/Maintenance: U.S. Technical Solutions, Ad-A-Staff
- o Technical: Abacus, Apple One, Matrix Resources

Upon a Motion by Councilmember Lombard (seconded by Mayor Pro Tem Smith), and unanimous vote of all members present, the Board approved the resolution as presented.

See Exhibit E15-12-02

Item 3. Resolution Authorizing Contract with Cornerstone OnDemand for a Learning Management System

Monte Mercer, Deputy Executive Director, explained that NCTCOG desires to acquire a learning management system that will help the Human Resources Team implement a strategic plan that focuses on streamlining operations, meeting compliance requirements and ensuring supervisors, managers, new employees, and those entering the professional workforce for the first time are effectively equipped to meet agency goals. The system would be used for agency staff and provide an option to extend training content and services to NCTCOG members. He explained that Cornerstone OnDemand is a Learning Management System with scalability that can eventually be offered to members, stakeholders and citizens, as well as be used to meet educational requirements for grants and/or contract funding. He asked the Board to approve a maximum three year contract with Cornerstone OnDemand in an amount not to exceed \$250,000. This amount includes one-time service costs for implementation and an annual subscription rate of approximately \$50,000.

Upon a Motion by Councilmember Glaspie (seconded by Mayor Wheat), and unanimous vote of all members present, except Judge Self, who voted no, the Board approved the resolution as presented.

See Exhibit E15-12-03

Item 4. Resolution Authorizing Submittal of a Law Enforcement Training Grant Application to the Office of the Governor's Criminal Justice Division (CJD) (September 1, 2015 – August 31, 2017)

Monte Mercer, Deputy Executive Director, asked the Board to authorize the submittal of a Law Enforcement Training Grant Application, requesting approximately \$1,503,943, to the Office of the Governor's Criminal Justice Division (CJD) for the time period of September 1, 2015 – August 31, 2017; and to authorize NCTCOG to provide any required matching funds. He explained that NCTCOG currently administers a criminal justice grant project that provides a comprehensive law enforcement training program for the Regional Police Academy. The Academy has provided training for law enforcement officers and related criminal justice personnel from throughout the NCTCOG region since its inception in 1968.

Upon a Motion by Commissioner Mitchell (seconded by Mayor Strength), and unanimous vote of all members present, the Board approved the resolution as presented.

See Exhibit E15-12-04

Item 5. Resolution Authorizing Contract with V.P. Imaging, Inc., d/b/a DocuNav Solutions, for a Document Management System, Software and Support Services

David Setzer, Director of Workforce Development, asked the Board to authorize a contract with V.P. Imaging, Inc., d/b/a DocuNav Solutions, for the provision of a document management system, software and support services. He explained that the Executive Committee of the Workforce Board endorsed the selection of DocuNav Solutions Inc., following evaluation of all proposals submitted from qualified vendors. The contract would begin in December 2015 and continue through October 2018, with two optional one year renewals. The Workforce Board has budgeted \$400,000 for FY 2016, much of which supports initial licensing and configuration costs of the system. Annual maintenance costs of approximately \$40,000 will be included within subsequent fiscal year's budgets. Compensation during the maximum five (5) year contractual term is not anticipated to exceed \$800,000. Staff anticipates other NCTCOG Departments may decide to utilize the system when operational and, should this occur, costs will increase based on the total number of system users.

Upon a Motion by Councilmember Lombard (seconded by Councilmember Glaspie), and unanimous vote of all members present, the Board approved the resolution as presented.

See Exhibit E15-12-05

Item 6. Resolution Authorizing an Application to the Statewide Texas Department of Transportation Traffic Safety Program for FY2017 Request for Proposals

Michael Morris, Director of Transportation, asked the Board to authorize the submission of an application for the FY2017 TxDOT Traffic Safety Program in an amount of approximately \$225,000 to promote pedestrian and bicycle safety efforts. RTC local funds in the amount of \$75,000 will be used for the local match.

Upon a Motion by Councilmember Wilemon (seconded by Mayor Pro Tem Smith), and unanimous vote of all members present, except Judge Self, who voted no, the Board approved the resolution as presented.

See Exhibit E15-12-06

Item 7. Resolution Approving Modifications to the FY2016 and FY2017 Unified Planning Work Program for Regional Transportation Planning

Dan Kessler, Assistant Director of Transportation, presented an overview of the proposed changes to the FY2016 and FY2017 Unified Planning Work Program for Regional Transportation Planning (UPWP) that have been approved by the Regional Transportation Council. He explained that new initiatives, project modifications, and

funding adjustments have resulted in the need to amend the Work Program. He provided a detailed description of the changes to the Board as an attachment in the Agenda.

Upon a Motion by Mayor Strength (seconded by Mayor Wheat), and unanimous vote of all members present, the Board approved the resolution as presented.

See Exhibit E15-12-07

Item 8. Resolution Authorizing Agreement with the University of Texas at Arlington to Develop Aviation Gamification Application

Michael Morris, Director of Transportation, reminded the Board that NCTCOG has been coordinating with aviation-related businesses to sponsor the North Texas Aviation Education Initiative and NCTaviationcareers.com. He asked the Board to authorize an agreement with the University of Texas at Arlington (UTA) for a new initiative to develop an aviation gamification application, and to approve the receipt of funds to support the initiative. The initial development of the gaming application is estimated to cost approximately \$15,000, which will be obtained from sponsorship funds (\$10,000 from Lockheed Martin and \$5,000 from Alliance Airport). If other sponsors propose additions to the program, the cost could go up to approximately \$30,000.

Upon a Motion by Councilmember Wilemon (seconded by Councilmember Glaspie), and unanimous vote of all members present, the Board approved the resolution as presented.

See Exhibit E15-12-08

Item 9. Resolution Authorizing Contingency Emergency Supplemental Transit Options for Texoma Area Paratransit System Service

Michael Morris, Director of Transportation, told the Board that Texoma Area Paratransit System (TAPS) provides public transit in seven counties in northern Texas, including portions of Wise and Collin Counties, which are in the North Central Texas Region. He explained that recent financial issues at TAPS have challenged its ability to sustain transit service in those areas and have led to cities and counties seeking alternative providers for contingency emergency transit services. On December 10, the RTC approved a 90-120 day contingency plan for four geographic areas within the Metropolitan Planning Area boundaries (Southern Collin County, the McKinney Urban Area, Northern/Rural Collin County and Wise County); and up to \$675,000 in existing Regional Toll Revenue funding that is available for Transit Sustainability.

Upon a Motion by Councilmember Lombard (seconded by Judge Clark), and unanimous vote of all members present, the Board approved the resolution as presented.

See Exhibit E15-12-09

Item 10. Resolution Authorizing Contract with Halff Associates, Inc., for the FEMA FY15 CTP Projects

Edith Marvin, Director of Environment and Development, explained that NCTCOG participates in the nationally recognized Cooperative Technical Partners (CTP) program with the Federal Emergency Management Agency (FEMA). The Board previously approved the submittal of grant applications to FEMA for FY15 CTP Projects. For the current fiscal year, NCTCOG was awarded a total of \$737,000. A Consultant Selection Committee recommended Halff Associates, Inc. as the Consultant for an amount not to exceed \$637,000.

Upon a Motion by Councilmember Wilemon (seconded by Commissioner Mitchell), and unanimous vote of all members present, the Board approved the resolution as presented.

See Exhibit E15-12-10

Item 11. Resolution Authorizing Submittal of the Fiscal Year 2016 Regional Implementation Plan to the State Office of Homeland Security

Molly McFadden, Director of Emergency Preparedness, explained that the FY2016 Regional Implementation Plan (RIP) identifies recent accomplishments and future priorities using Emergency Preparedness Department grant funds, including the State Homeland Security Program (SHSP) grant. Development of the RIP is an annual

requirement of the State of Texas. There are two attachments to the RIP. The Threat and Hazard Identification Risk Assessment (THIRA) identifies and assesses the region's threats and hazards. The State Preparedness Report (SPR) identifies the region's capabilities and gaps using the Department of Homeland Security's core capabilities list. These assessments are intended by the Federal Emergency Management Agency (FEMA) to compel the region to review hazards, determine capabilities and gaps, and focus funding to close any gaps. The Emergency Preparedness Department, in conjunction with the Regional Emergency Preparedness Advisory Committee (REPAC), the Emergency Preparedness Planning Council (EPPC), and the Regional Implementation Plan Subcommittee, have developed and recommended the RIP, the THIRA and the SPR for submittal to the Texas Department of Public Safety.

Upon a Motion by Mayor Pro Tem Smith (seconded by Councilmember Lombard), and unanimous vote of all members present, the Board approved the resolution as presented.

See Exhibit E15-12-11

Item 12 Old and New Business

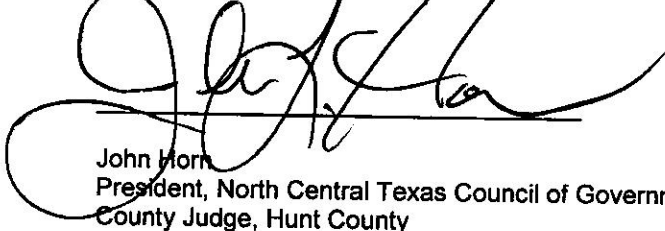
There was no old or new Business.

Item 13 Attendance and Calendar

The Board was provided with a Calendar of meetings and a record of Attendance.


There being no other business, President Horn adjourned the meeting.

Approved by:



John Horn
President, North Central Texas Council of Governments
County Judge, Hunt County

Checked by:



Mike Eastland, Executive Director
North Central Texas Council of Governments