



**Cities Readiness Initiative (CRI)
Meeting Notes
Six Flags Conference Room
7/13/2011 10:00 am**

Welcome/Introduction

Angie Strickler – NCTCOG

DSHS Updates

- 5yr Strategic Plan
 - There is a concentrated effort to create a one-page fact sheet pertaining to the 5 year plan.

NCTCOG Update

Angie Strickler – NCTCOG

- FY12 Work plan
 - All the templates for the FY12 have been emailed to the Counties. There are changes to the work plan, be aware things have been added and some items have been removed.
 - Next month there will be a financial kick off meeting, which is similar to last year's kick off meeting; with changes to simplify the process for turning in forms and documentation. Amanda Everly will be completing this and once that is done, a meeting time will be scheduled in August to get things started. Please have your financial person to attend so that they are aware of how to complete the form.
 - Work plan -
 - Rural Counties were not documenting their redundant communications. It is recommended that those doing the call downs, such as fire, police or RACES be noted on these forms. The comprehensive form is in the FY12 email that was sent out.
 - Volunteer Outreach Record - the Progress Reports are being removed so the only form being filled out will be one online form. Volunteer Outreach records must be turned in, since they will be in lieu of the progress reports.
 - EOC Personnel with org-chart was emailed, per TAR, an org-chart developed by Ellis County was added to be completed.
 - CRI meetings will be held on a quarterly basis now. It is mandatory that a representative be present, either in person, or conference call.
 - February- TAR documents will be collected and Angie will be making her county site visits. Update your site surveys and add in your traffic flow plans, as DSHS was interested in seeing those. POD plans do need to
 - April- DSHS/TAR review,
 - May- TBD functional POD exercise for the region. Required that the whole region participate. Next Year's Training & Exercise plan will also be due at this time.

- June- CRI Meeting, submit new equipment purchase requests which may be funded with sweep funds..
- July- Any funds that have not been used will be swept and given to those who submit equipment requests. Due to less funding, these requests may still go unfilled.
- FY12 Contract Update
 - We are still awaiting approval for the budget from DSHS, still waiting on DSHS to send their contract.
 - County contracts have already been sent to the attorney for approval, so they will be ready for approval from DSHS. The executive board will be meeting 28July, so they can be sent out with expediency.
 - August 1st, there will be a notice to proceed issued which will allow the counties to proceed, and the funding will be retroactively reimbursed.
- Regional POD Sign Project
 - The RFP was put out two weeks ago, bids were received and reviewed, and Pathmark awarded this bid.
 - Awaiting approval from DSHS, once approved. The Pathmark will start producing signage
 - All signs must be delivered to the COG by Sept 30.
 - The Counties have given addresses as to where the signs are to be distributed for their areas. Any changes must be emailed to Angie before Sept 30.
- FY10&11 Closeout
 - After July 31st, you can no longer spend any of the FY 10&11 funding.
 - A PO dated prior to July 31st will be valid for proof of funding reimbursement.
 - There is a 60 day closeout which will end September 30th, whatever is bought must be received by this date.
 - All expense reports must be turned in by August 31st, to give the COG Auditor time to complete the closeout for the fiscal year.
 - GC11 forms need to be turned in; any equipment bought this fiscal year need to be added to the form.
 - Auditor will be reviewing all documents for the next 60 days to complete the closeout, should she needs information, and she will be in contact with you.

County Updates –

Kit Marshall- Robert Wood of Hunt County is out having surgery for heart issues and is resting at the hospital.

Steven Howie- Complimented Angie for being CRI supervisor

Announcements

Angie Strickler – NCTCOG

- June & July Deliverables –
 - Volunteer records and quarterly call downs
- FY10 & 11 Closeout –
 - Contract Ends July 31st- all deliverables and expenses in by August 31

Meeting Adjourned, 10:28 am

Angie Strickler – NCTCOG

Resources:

CRI Webpage: http://www.nctcog.org/ep/Special_Projects/CRI/index.asp

Regional Calendar: www.nctcog.org/ep/calendar.asp

NCTCOG Training Webpage: www.nctcog.org/ep/training/

Next Meeting
August TBD, 2011
10:00am–12:00pm
NCTCOG Six Flags Conference Room