NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING
Minutes — September 17, 2015
Transportation Council Room
616 Six Flags Drive
Arlington, Texas

REGULAR SESSION

President Horn called the Regular Session of the September 17, 2015, Executive Board Meeting to order at 12:03 pm and asked Representative Leach to lead the Board in the Pledge to the United States and Texas Flags.

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
Bruce Archer, Deputy Mayor Pro Tem, City of Mesquite
Michael Glaspie, Councilmember, City of Arlington
Kelly Allen Gray, Councilmember, City of Fort Worth
Clay Jenkins, County Judge, Dallas County
Lee Kleinman, Councilmember, City of Dallas
Jeff Leach, State Representative
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
Chris Watts, Mayor, City of Denton
Laura Wheat, Mayor, Town of Westlake

Members of the BoardAbsent:
B. Glen Whitley, County Judge, Tarrant County
J.D. Clark, County Judge, Wise 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
Lucille Johnson, Assistant to the Executive Director
Stephanie Cecil, Administrative Assistant, EDO
Dan Kessler, Assistant Director of Transportation
Ken Kirkpatrick, Transportation Counsel
James Powell, Assistant Council, Transportation
Karen Richard, Chief Human Resources Officer
Mark Brown, Program Manager, 9-1-1
Tamara Cook, Manager, Environment & Development Programs
Chris Klaus, Sr. Program Manager, Transportation
Debra Kosarek, Quality Assurance Manager, Workforce
Visitors Present:
P. Paul Ward, Building Official, City of Southlake (Regional Codes Committee Vice-Chair)
Jack Thompson, CBO, City of DeSoto
David Kerr, Fire Marshall, City of Plano (Regional Codes Committee Chair)
Jill Brown, Regional Director, ResCare
Eric Dominguez, Legislative Coordinator, City of Dallas
Ed Dryden, Assistant Building Official, City of Dallas

REGULAR SESSION

President Horn called the meeting to order at 12:03 pm and asked Representative Leach to lead the Board in the Pledge to the United States and Texas Flags.

EXECUTIVE SESSION

At 12:04 pm, President Horn convened an Executive Session pursuant to the Open Meetings Act Section 551.074 to deliberate regarding personnel matters for the purpose of a performance review and Consideration of Compensation for NCTCOG Executive Director Mike Eastland. The Board took no action in Executive Session.

RECONVENE REGULAR SESSION

At 1:03 pm President Horn reconvened the regular session of the Board and proceeded to Item 1 on the Agenda. Kelly Allen Gray and Representative Leach left the meeting at this time and did not return.

ACTION:

Item 1. Consideration of Compensation of the Executive Director

Upon a Motion by Mayor Pro Tem Smith (seconded by Judge Jenkins), and unanimous vote of all members present, the Board approved a salary increase of up to 5% for Executive Director Mike Eastland.

Item 2. Approval of Minutes

President Horn stated that the next item was approval of the minutes from the August Board meeting.

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

Item 3. Conduct a Public Hearing Regarding the Annual Fiscal Program for Fiscal Year 2015-2016 and Consider a Resolution to Accept and Approve the Annual Fiscal Program

President Horn opened the public hearing regarding the FY 2015-2016 Annual Fiscal Program (budget). There being no one present to make comments, the public hearing was closed.

Monte Mercer, Deputy Executive Director, presented the budget, in the amount of $201,603,700, to the Board for approval. He reminded the Board that the budget was presented to the Personnel and Finance Committee and the Board at their August meeting. He gave a brief overview of the budget, summarizing major changes that had been made subsequent to the August meeting. He told the Board that the budget will be modified by Executive Board authorizations and amendments as needed throughout the year.
Upon a Motion by Mayor Pro Tem Smith (seconded by Councilmember Wilemon), and unanimous vote of all members present, the Board approved the resolution as presented.

See Exhibit E15-09-3

Item 4. Resolution Approving Consultant Contracts for Administration Department Support to the Agency

Monte Mercer, Deputy Executive Director, asked the Board to approve two consultant contracts to support various Agency functions, as follows:

- A consultant contract with Government Resources Associates, LLC in an amount up to $97,500 annually, (with up to four, one-year renewals) for financial management, reporting, and to aid Administration and Agency-wide projects.
- Endorsement of a consultant contract with Human Resources People Partners, LLC in an amount up to $82,500 annually with 5 one-year renewals and approval of the first one-year optional renewal in an amount up to $82,500 for human resource and related services.

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

See Exhibit E15-09-4

Item 5. Resolution Endorsing Consultant Contracts to Support Cooperative Purchasing Program

Monte Mercer, Deputy Executive Director, explained that staff is proposing a pilot effort to develop, implement, and evaluate a cooperative purchasing program. The pilot program would be evaluated after a period of two years to determine whether participant and vendor fees can provide a sufficient funding source to sustain the program. The consultants recommended for this project are Civic Initiatives, LLC and Shepard Government Services Group, LLC, in the amount of up to $60,000 annually, with up to 10 one-year renewals.

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

See Exhibit E15-09-5

Item 6. Resolution Authorizing a Contract with Woolpert, Inc. for High Resolution Orthophotography, LiDAR, Contour and Planimetric Data

Tim Barbee, Director of Research & Information Services, asked the Board to authorize a contract between NCTCOG and Woolpert, Inc., for the purchase of high resolution orthophotography, LiDAR, contour and planimetric data, and related services, in an amount not to exceed $500,000.00 with funding provided by the program participants. He explained that NCTCOG routinely facilitates the cooperative purchase of this data and related services on behalf of its member governments to assist in engineering, public works and planning efforts.

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

See Exhibit E15-09-6

Item 7. Resolution Authorizing an Increase to the Contract with ResCare Workforce Services for Delivery of Child Care Services

David Setzer, Director of Workforce Development, reminded the Board that in June of 2015 they had authorized, and the Workforce Board has since executed, a contract with ResCare Workforce Services for the delivery of child care services. Due to an increase in funding (primarily carry over funds), staff is recommending an increase to the ResCare contract (in an original amount not to exceed $40 million) of $2 million.
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 E15-09-7

Item 8. Resolution Authorizing Consultant Contract Extension with Workforce Network Inc. for Workforce Services

David Setzer, Director of Workforce Development, explained that the current contract with Workforce Network Incorporated (WNI) expires on September 30, 2015. To properly close and transition the workforce services contract from WNI to ResCare, he recommended a two month contract extension with WNI through November 30, 2015, at a cost not anticipated to exceed $200,000.

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

See Exhibit E15-09-8

Item 9. Resolution Authorizing Lease with Shady Oaks Partnership Ltd. for the Denton Workforce Center

David Setzer, Director of Workforce Development, explained that NCTCOG currently leases 20,000 square feet of office space in Denton for the workforce service delivery contractor, as well as, child care program operations. Since the existing lease was scheduled to end on April 30, 2015, the Board previously approved a short-term lease extension through September 30, 2015, until the process of competitively procuring both Child Care and Workforce Service Delivery contractors was complete. Both contractors have now determined that the floor plan of the Denton location meets the needs of the service delivery plan and staff is recommending a new five year lease for the Denton location with Shady Oaks Partnership, Ltd., for the workforce center located at 1300 Teasley Lane.

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

See Exhibit E15-09-9

Item 10. Resolution Authorizing Purchase and Placement of Advertising for Transportation Initiatives

Michael Morris, Director of Transportation, explained that it has proven beneficial for Transportation Department program areas to coordinate multimedia advertising. Benefits include increased website traffic, greater public participation, and lower advertising rates. He asked the Board to authorize the purchase and placement of new advertising for Fiscal Year 2016 Transportation Department initiatives in an amount not to exceed $817,000. The advertising will support activities such as AirCheckTexas, Bike/Ped Safety, Congestion Demand Management, Ozone Season Emissions Reduction Campaign, Opportunities for Public Input/Public Meetings, and Vehicle Technologies Programs.

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

See Exhibit E15-09-10

Item 11. Resolution Authorizing a Funding Partnership with Collin County

Michael Morris, Director of Transportation, told the Board that Collin County has expressed concern about fully utilizing their portion of state allotted funds for Low-Income Repair and Replacement Assistance Program/Local Initiative Projects (LIRAP/LIP). He explained that Collin County had attempted to withdraw from the program last year when funding was limited, but were delayed by a lengthy rulemaking process. This funding partnership will allow Collin County to exchange LIRAP/LIP funds for up to $1.5 million in Congestion Mitigation and Air
Quality Improvement Program funds, which the County will use for various air quality projects. This will help the region to more fully utilize all available revenue.

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

See Exhibit E15-09-11

Item 12. Resolution Authorizing Acceptance of the FY2015 Homeland Security Grant Program (HSGP) Funds to Support Regional Activities

Molly McFadden, Director of Emergency Preparedness, asked the Board for approval to accept 2015 Homeland Security Grant Program Funds, to execute the necessary grant agreement for an amount of approximately $1,720,000 and to execute an Interlocal Cooperation Agreement for management and administration activities in the amount of approximately $80,000. This program is 100% federally funded with no local cost-share or match requirements as part of the 2015 Department of Homeland Security Appropriations Act. The funds will be used to provide planning, equipment, training, citizen preparedness, and exercise assistance for the region and Urban Area, including the Citizen Corps Program.

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

See Exhibit E15-09-12


Molly McFadden, Director of Emergency Preparedness, told the Board that J&M Global Solutions was selected by the members of an Evaluation Committee comprised of members of the Regional Emergency Management Working Group to provide the necessary planning, design, development, and coordination of Economic Recovery Training and Workshops, in an amount not to exceed $141,500. This State Homeland Security Grant Program project is 100% funded with no local cost-share or match requirements. The goal is to create a regional framework based on the Department of Homeland Security’s National Disaster Recovery Framework. This will establish systems and processes to enable economic and business activities to recover following a disaster.

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

See Exhibit E15-09-13

Item 14. Resolution Authorizing Contract Amendment with Texas Department of Aging and Disability Services Allowing Provision of Services to Managed Care Organizations

Doni Green, Director of Aging, explained that the Area Agency on Aging (AAA) receives funding from the Texas Department of Aging and Disability Services (DADS) to provide services to older adults. DADS is encouraging Area Agencies on Aging, such as NCTCOG, to seek supplemental funding opportunities by making existing programs and services, particularly non-traditional payer sources such as Medicaid, available to a broader audience for a fee. DADS has issued a contract amendment which permits this type of contracting with managed care organizations, subject to review and approval by DADS at least 30 days prior to execution. Staff is recommending approval of the amendment and pursuit of contracting opportunities to the extent feasible in keeping within the scope of NCTCOG parameters.

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

See Exhibit E15-09-14

Item 15. Resolution Authorizing Agreements and Fiscal Year 2016 Funding Allocations for Title III Nutrition and Transportation Services

This item was taken as the last item on the agenda.
Resolution Authorizing Agreement with DADS for Aging and Disability Resource Center (ADRC) Services

Doni Green, Director of Aging, explained that NCTCOG has served as the lead agency for the North Central Texas Aging and Disability Resource Center (NCT-ADRC) since 2008 and would like to continue in that role. The Center is funded through a competitive procurement process by the Texas Department of Aging and Disability Services (DADS). NCTCOG's Fiscal Year 2016 funding proposal to DADS for ADRC services was approved for a maximum of five years in the amount of approximately $360,000. Funding for successive years will be renegotiated annually.

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

See Exhibit E15-09-16

Resolution Authorizing Contracts for Information, Referral and Assistance Services

The Area Agency on Aging (AAA) receives federal and state funding to provide information, referral and assistance services to older persons and caregivers of older persons in its service region. AAA has designated up to $80,000 per annum to be passed through to qualified not-to-profit agencies to provide such services. A proposal review subcommittee of the Regional Aging Advisory Board (RAAC) has made the following funding recommendations for the seven proposals received in response to a Request for Proposals that was issued in July of 2015.

- United Way of Metropolitan Tarrant County: $21,000
- Community Council of Greater Dallas: $25,000
- Wellness Center for Older Adults: $11,000
- Kaufman County Senior Citizens Services, Inc.: $6,000
- Rockwall County Committee on Aging: $7,000
- Assistance Center of Collin County: $5,000
- Meals on Wheels of Palo Pinto County: $5,000

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

See Exhibit E15-09-17

Resolution Authorizing Contracts with Independent Care Coordinators

Doni Green, Director of Aging, explained that NCTCOG receives funding from the Department of Aging and Disability Services to provide care coordination services to older individuals, their family caregivers, and nursing home residents of all ages. NCTCOG will engage qualified independent care providers for the time period October 1, 2015, through September 30, 2016 for a maximum of $987,729 on performance-based contractual agreements with reimbursement not to exceed $73 per unit.

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

See Exhibit E15-09-18

Resolution Authorizing Contract with Community Council of Greater Dallas for Chronic Disease Self-Management Programs

Doni Green, Director of Aging, told the Board that the Community Council of Greater Dallas (CCGD) has been awarded funding from the Administration for Community Living (ACL) for Empowering Older Adults and Adults with Disabilities through Chronic Disease Self-Management Education (CDSME) Programs. CCGD wishes to contract with NCTCOG in the amount of $50,000 per annum for two years. She explained that the goal of the project is to expand the reach of the Chronic Disease Self-Management Program (CDSMP) classes, Diabetes Self-Management Program (DSMP) classes, and HomeMeds medication reviews conducted in the North Central
Texas region. NCTCOG intends to hire a half-time employee for the new position with associated costs estimated at $33,592 per annum.

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

See Exhibit E15-09-19

Item 20. Resolution Endorsing the 2015 International Codes and Regional Code Amendments - Edith Marvin

Edith Marvin, Director of Environment and Development, explained that NCTCOG actively promotes the standardization of model construction codes in order to help reduce a wide disparity of codes in the region. She explained that by encouraging cities to adopt standardized codes and regional amendments, NCTCOG has helped North Central Texas municipalities reduce the cost of training codes personnel, made it easier for contractors, builders, and developers to do work from city to city throughout the region and reduce overall construction costs. She acknowledged four members of the Codes Committee for their service: Paul Ward of Southlake, Jack Thompson of DeSoto, Ed Dryden of Dallas and David Kerr of Plano. She then invited Mr. Kerr, Chair of the Regional Codes Coordinating Committee to comment. He reinforced the importance and success of standardizing codes.


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

See Exhibit E15-09-20

APPOINTMENTS:

Item 21. Appointments to Department of Environment and Development Advisory Committees

Edith Marvin, Director of Environment and Development, asked the Board to consider appointments to the following advisory committees:

**PUBLIC WORKS COUNCIL**

Chair: Joe Trammel, County Engineer, Tarrant County. Vice Chair: Manny Palacios, Transportation and Public Works Director, City of Weatherford

**Public Sector Standing Members**

City of Arlington
City of Dallas
City of Fort Worth
City of Grand Prairie
City of Mesquite
City of Plano
City of Richardson
Tarrant County

Keith Melton, Director of Public Works and Transportation
Kenneth Jones, Senior Engineer
Greg Simmons, Assistant Director, Transportation and Public Works
Stephanie Griffin, Floodplain Administrator/Stormwater Utility Manager
Tim James, Director of Public Works
Gerald Cosgrove, Director of Public Works
Jim Lockhart, Assistant Director of Engineering
Joe Trammel, County Engineer

**Public Sector Subregional Representatives**

Northeast Dallas
Northeast Tarrant
Northwest
Northwest Dallas
Northwest Tarrant
South Tarrant
Southeast

Jim Proce, Assistant City Manager, City of Rowlett
Jeremy Hutt, City Engineer, City of Colleyville
Eric Tamayo, Public Works Director, Town of Northlake
Keith Marvin, Assistant Director of Public Works, City of Coppell
Joseph Alvarez, Public Works Supervisor, City of Westworth Village
Sheyi Ipaye, City Manager, City of Forest Hill
Jeff Chambers, Director of Public Works, City of Waxahachie
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**REGIONAL CODES COORDINATING COMMITTEE**

Chair: David Kerr, Fire Marshal, City of Plano; Vice Chair: Jack Thompson, Building Official, City of DeSoto

**RESOURCE CONSERVATION COUNCIL**

Chair: Stephen Massey, Community Services Director, City of Allen; Vice Chair: Cecile Carson, Senior Director, Affiliate Development, Keep America Beautiful

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**WATER RESOURCES COUNCIL**

Chair: Ron McCall, Director of Public Works, City of Grand Prairie; Vice Chair: Wayne Owen, Planning Director, Territorial Regional Water District

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<td>Larry McDaniel, General Manager, Dallas County Park Cities Municipal Utilities District</td>
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Upon a Motion by Judge Self (seconded by Mayor Pro Tem Smith), and unanimous vote of all members present, the Board approved the resolution as presented.

**Item 15.** Resolution Authorizing Agreements and Fiscal Year 2016 Funding Allocations for Title III Nutrition and Transportation Services

Mayor Pro Tem Smith submitted an affidavit and recused herself from this item and left the room, as she serves on the Collin County Commission on Aging. She did not return to the meeting.

Doni Green, Director of Aging, explained that as the Area Agency on Aging (AAA) for State Planning Region 4A, NCTCOG allocates federal and state funds distributed through the Texas Department of Aging and Disability Services (DADS) in the 14-county service region. DADS has budgeted $3,461,416 for Title III (of the Older Americans Act) nutrition and transportation services for Fiscal Year 2016 and the AAA is recommending funding, as follows.

- City of Cleburne (Cle-Tran): $11,865
- Collin County Committee on Aging: $618,390
- Crescent Care: $13,200
- SPAN (Denton County Committee on Aging): $418,674
- Erath County Senior Citizens, Inc.: $130,198
- Meals on Wheels of Johnson and Ellis Counties: $551,114
- Hood County Committee on Aging: $217,247
- Senior Center Resources and Public Transit (Hunt County Committee on Aging): $308,540
- Kaufman/Navarro County Senior Citizens, Inc.: $537,496
- Meals on Wheels of Palo Pinto County: $108,495
- Parker County Committee on Aging: $225,141
- Rockwall County Committee on Aging: $97,532
- Somervell County Committee on Aging: $94,076
- Wise County Committee on Aging: $89,382
- Public Transit Services (Palo Pinto and Parker counties): $25,066
- Senior Citizens Services of Greater Tarrant County: $15,000

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

*See Exhibit E15-09-15*

**MISCELLANEOUS:**

**Item 22.** Old and New Business

There was no old or new Business.

**Item 23.** Attendance and Calendar

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

President Horn adjourned the meeting at 2:29 pm.