

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

February 2, 2010

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Tuesday, February 2, 2010, at 1:30 p.m. in the Amarillo National Bank – Plaza One Skyline Conference Room, 410 South Taylor, Amarillo, Potter County, Texas.

Councilwoman Zelda Lang, Chair, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Ronnie Gordon, Hartley County Judge
- Jack Hall, Donley County Judge
- Saul Hernandez, Amarillo
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Gene Parker, Randall County Commissioner
- Harvey Perez, Hart
- Tom Simons, Deaf Smith County Judge
- Tom Velasquez, Wheeler
- Arthur Ware, Potter County Judge

MEMBERS ABSENT:

- Mr. Tom Bailiff, Greenbelt Municipal & Industrial Water Authority
- Jeff Brain, Mayor, City of Borger
- Vernon Cook, Roberts County Judge
- Pete DeSantiago, Perryton
- Brian Gillispie, Mayor, City of Spearman
- Bob Gober, North Rolling Plains RC&D
- Debra McCartt, Mayor, City of Amarillo
- Jed Welch, Commissioner, City of Canyon
- Tresa Whaley, Vega

STAFF PRESENT: Ms. Cindy Boone, Finance Director; Mr. Kyle Ingham, Local Government Services Director; Mr. Greg Green, Regional 9-1-1 Network Director; Mr. John Kiehl, Regional Services Director; Mr. Sean Hardman, Regional Services Assistant Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

1. CALL TO ORDER

Councilwoman Zelda Lang, Chair, called the meeting to order and noted that a quorum was present.

2. INVOCATION

Judge Ronnie Gordon gave the invocation.

3. MINUTES

Judge Jay Mayden moved to approve the minutes from the meeting held on December 3, 2009, as received. Judge Tom Simons seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Judge Ronnie Gordon moved to approve the vouchers for the months of November and December, 2009. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

5. **PRPC INVESTMENT FUNDS QUARTERLY REPORT**

Ms. Cindy Boone, CPA, stated that pursuant to the Public Funds Investment Act, which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on August 23, 1996 for funds under our control. In accordance with this Act, the investment officer of PRPC, which is the Finance Director, is required to submit to the Board of Directors a quarterly report of investment transactions. Ms. Boone presented the report for the period of October 1 through December 31, 2009.

Judge Harold Keeter moved to accept the report as presented. Mr. Tom Velasquez seconded the motion; the motion carried by unanimous vote.

6. **FAIR HOUSING MONTH PROCLAMATION**

Mr. Kyle Ingham stated that the Planning Commission is under contract with the Office of Rural Community Affairs to provide community and economic planning activities for the Texas Panhandle. Through the contract, the PRPC receives a grant to provide technical assistance to communities in the Panhandle regarding community and economic development programs.

Under the requirements of the contract, PRPC is required to conduct a Fair Housing Activity in the region. Title VIII of the Civil Rights Act of 1968, The Fair Housing Act, prohibits discrimination in the sale or rental of units in the private housing market against any person on the basis of race, color, religion, sex, national origin, age, physical/mental handicap, or familial status (i.e. children under 18) and provides for relief including the award of monetary damages where discriminatory housing practices are found.

Judge Wayne Nance moved to pass a proclamation designating March, 2010 as Fair Housing Month in the Texas Panhandle. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

7. **WORKFORCE DEVELOPMENT PROGRAM FUEL PURCHASE ARRANGEMENTS**

Mr. Gary Pitner stated that one of the most important services we provide to our workforce development program clients is transportation assistance. Funds are primarily used to help those individuals search for work, retain employment or participate in training.

In the past, various methods were used to provide for these purchases, but all were cumbersome for participants, vendors, and PRPC and contractor staff. In March 2009, we sought permission from the Board to purchase fuel cards from two companies to simplify this process. Our expectation was that we would use Toot'n Totum for our clients in Amarillo, due to its slightly lower costs and numerous locations. We expected to use Valero Energy in our rural communities where that company has far more outlets. Unfortunately, we encountered constraints related to order management and delivery, secure storage and adequate separation of duties on the part of rural workforce centers that we have not been able to overcome.

To date, we have not purchased cards from Valero Energy and have continued to make purchases from a list of vendors that was publicly solicited last August. Total purchases from these alternative providers are likely to exceed \$100,000 during Fiscal Year 2010. Accordingly, authorization to make these purchases is needed. Alternative vendors include the following, but others may be added, as needed.

<b><u>Provider</u></b>	<b><u>Location</u></b>
A-1 Fuel And Supply	Memphis
Bridges Service Center	Childress
Charles Oil and Gas	Bovina
Clarendon Outpost Company	Clarendon
Dalhart Consumer Fuel Association	Dalhart
Golden Spread Sales	Spearman
Farwell Fuels	Farwell
Frontier Fuel Company	Pampa
Holton Oil & Gas Company	Wellington
Jim Shamrock	Dumas
Lowe's Pay and Save	Fritch

O.J. Discount	Borger
Pak A Sak	Hereford
Parkview Service Station	Perryton
Rip Griffin Truck Service Center	Tulia

Judge Tom Simons moved to authorize staff to make arrangements with alternative providers to purchase fuel for workforce program clients. Judge John James seconded the motion; the motion carried by unanimous vote.

8. **PANHANDLE REGIONAL 9-1-1 NETWORK QUARTERLY PERFORMANCE REPORT**

Mr. Greg Green stated that as stipulated in the agreement between Panhandle Regional Planning Commission and the Commission on State Emergency Communications (CSEC), we must establish and accomplish certain goals and objectives. In order to check progress throughout the year, we are required to submit to CSEC a quarterly performance report that includes 9-1-1 call volumes, monitoring results, network outage reports, system testing, and equipment replacement status. He stated that the following items make up the key points of the FY2010 Q1 performance report.

- The Network delivered 25,320 9-1-1 calls to regional 9-1-1 call centers.
- Wireless 9-1-1 calls made up 56.54% of total call volume.
- The Program distributed 13,502 public education items.
- The Program experienced four network outages.
- New call taking equipment installed at the PRPC building, the Pampa and Shamrock Police Departments as well as the Sheriff's Offices in Armstrong, Carson, Donley Counties.

Commissioner Gene Parker moved to accept the Panhandle Regional 9-1-1 Network's FY10 first quarter performance report as presented. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

9. **PANHANDLE REGIONAL 9-1-1 NETWORK EQUIPMENT PURCHASE**

Mr. Greg Green stated that the Regional 9-1-1 Network is currently installing new 9-1-1 call taking equipment in all 23 program call centers. The new, Next Generation 9-1-1 (NG9-1-1) equipment replaces the existing analog systems with digital, IP-based components that allows for more flexibility in call routing and network redundancy as well as establishes the backbone by which future emergency text messages, instant messages and images may one day be delivered to the call center. Additionally, taking 9-1-1 into the IP environment affords the opportunity for 9-1-1, interoperable radio, and other public safety applications to share hardware, software and bandwidth resources.

It is this type of convergence envisioned by the 9-1-1 and Regional Services PANCOM staff that resulted in a request to the 9-1-1 program's funding agency, the Commission on State Emergency Communications (CSEC), for network hardware (routers) that would enable communication between the two networks. This request, approved by the PRPC Board on December 11, 2008 and considered favorably by the CSEC Commissioners on January 13, 2009, allocated \$49,852 to purchase 24 routers for the purpose of interconnection. On February 26, 2009, the PRPC Board of Directors approved the Network's NG9-1-1 migration plan and resultant contracts with AT&T for the purchase of call taking equipment and broadband network services. At the time, it was the understanding of staff that all necessary elements to provide the call-taking equipment, a network transport layer, and connectivity to the backup transport layer (PANCOM) was included.

During the process of ordering broadband access, AT&T network services personnel revealed that interconnecting the AT&T MPLS network with any other non-AT&T network was expressly forbidden by the Company's Local Area Network (LAN) policy due to security concerns. In order to accommodate our design, an additional hardware layer (router) must be installed between the networks in order to "insulate" AT&T assets from possible threats potentially introduced by the PANCOM network.

Having available funds and hoping to avoid further project delays, the decision was made to order the additional routers necessary to complete the design as approved by the PRPC Board of Directors. However, a subsequent review of the approved PRPC agenda item and the final AT&T Statement of Work (SOW) necessitate the need for explicit Board approval of the purchase of these routers. The pricing for all routers is provided by state contract thru the Texas Department of Information Resources (DIR) quote DIR-SDD-233.

Commissioner Juan Cantu moved to approve the purchase of 48 CISCO 1841 routers from AT&T in the amount of \$99,704.20. Judge Ronne Gordon seconded the motion; the motion carried by unanimous vote.

#### **10. PANHANDLE REGIONAL 9-1-1 NETWORK EQUIPMENT FUNDING APPROVAL**

Mr. Greg Green stated that each biennium, as a part of the strategic planning process, the Commission on State Emergency Communications (CSEC) requires the PRPC 9-1-1 program to submit a 10 year plan for equipment replacement. 9-1-1 call taking equipment, back-up power generators and 9-1-1 call recorders are among the assets considered to be eligible expenditures. During the current fiscal year, 17 of the program's 23 Public Service Answering Points are scheduled to replace the 9-1-1 call recorders that were installed in 2004. Voice recorders are important as they provide call-takers the ability to playback 9-1-1 calls to retrieve information that may be vital to saving a life or protecting property. Per CSEC policy, the maximum amount allowable for the purchase of a call recorder is \$15,000.00 per call center.

Many of the program's high volume call centers including the police departments in Borger, Hereford, and Pampa as well as the Moore County Sheriff's Office have elected to procure and purchase higher grade recorders with additional features and capacity that are better suited to meet the needs of each agency. This added functionality usually increases the purchase price to an amount greater than the maximum allowed by CSEC. However, with proper documentation, the PRPC is able to reimburse these agencies for recorder purchases up to CSEC maximum of \$15,000.00.

In November, the Hereford Police Department replaced its aging call recorder with a state of the art, IP capable, digital call recorder. The 16 channel recorder is being used to record 9-1-1 calls, administrative 9-1-1 lines as well as emergency and municipal radio traffic. The final cost for the new recorder was \$17,681.00. The Hereford P.D. is among the 17 PSAP's scheduled for recorder replacement this fiscal year. As such, the City of Hereford has provided adequate documentation and is requesting reimbursement of the city's expenses related to the recorder purchase in the amount of \$15,000.00.

Mr. Harvey Perez moved to authorize the reimbursement of allowable documented expenses related to the purchase of a 9-1-1 call recorder to the City of Hereford in the amount of \$15,000.00. Judge Tom Simons seconded the motion; the motion carried by unanimous vote.

#### **11. REGIONAL JUVENILE SERVICES GRANT RESOLUTION**

Mr. Sean Hardman explained that the Juvenile Justice and Delinquency Prevention (JJDP) Act provides funding to Texas annually. The federal funding agency is the Office of Juvenile Justice and Delinquency Prevention (OJJDP), within the U.S. Department of Justice. The Criminal Justice Division (CJD), Office of the Governor, is responsible for administering the distribution of JJDP funds in Texas. The funds may be used for a variety of juvenile justice and preventive initiatives. Therefore, the Panhandle Regional Planning Commission's (PRPC) Purchase of Juvenile Justice Alternatives Grant Program is eligible under the JJDP Act fund-specific criteria.

For many years, the PRPC has written and administered this application on behalf of the region's 13 juvenile probation departments. Through this grant program, we contract with each department for the purchase secure juvenile detention services on their behalf. The amount subsequently allotted to each department is based on that juvenile probation district's juvenile population as a percentage of the region's total juvenile population. This year we are applying for \$60,176.73 which is the same as last year.

Judge Ronnie Gordon moved to adopt a resolution authorizing the Executive Director to submit a FY11 grant application to the Criminal Justice Division, Office of the Governor, for funding of the Juvenile Justice Alternatives Program. Judge Arthur Ware seconded the motion; the motion carried by unanimous vote.

**12. PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY GRANT RESOLUTION**

Mr. Sean Hardman stated that in 1970, the PRPC helped to establish the Panhandle Regional Law Enforcement Academy (PRLEA) with the assistance of grant funds through the Criminal Justice Division (CJD), Office of the Governor. The continued operation of the Law Enforcement Academy has been supported by funding from CJD which must be requested annually.

The PRPC anticipates continuing to contract with Amarillo College to operate the PRELA. Amarillo College will also offer basic certification courses and a multitude of topics for in-service and specialized training courses required by the PRELA contract. Except for the City of Amarillo, all law enforcement agencies in the Panhandle use the PRELA to train new officers and provide in-service training to existing officers. Furthermore, funds are set aside in an Out-of-Region Training fund (ORT) to assist officers traveling outside our region to courses which cannot be feasibly offered in the region.

Continued funding from CJD will be required to make sure that our region's law enforcement officers receive adequate training to meet the growing demands placed upon peace officers and their departments. PRPC staff is suggesting that the FY11 grant request be \$98,052.

Judge Don Allred moved to adopt a resolution authorizing the Executive Director to submit a FY11 grant application to the Criminal Justice Division, Office of the Governor, for the continuation of funding for the Panhandle Regional Law Enforcement Academy. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

**13. VIOLENCE AGAINST WOMEN ACT – STIMULUS FUNDING GRANT RESOLUTIONS**

Mr. John Kiehl reminded the Board that in early December, the Criminal Justice Division of the Governor's Office (CJD) officially notified the PRPC that the Panhandle region would be receiving a supplemental allocation of *Stop Violence Against Women Act* (VAWA) funding as part of the American Recovery and Reinvestment Act (ARRA). The notification stated that the allocation amount was being awarded under the three sub-areas listed below:

**\$83,704.48** For Non-Profit Victim Service Providers

**\$69,753.73** For Prosecution Programs or Program Benefiting Prosecution

**\$69,753.73** For Law Enforcement Programs or Programs Benefiting Law Enforcement

The grant applications for this ARRA VAWA funding had to be received by CJD no later than December 21. Given the shortness of the funding notice, PRPC staff moved quickly to notify the region's affected agencies about this grant opportunity. In addition to emailing the notice out to those agencies, a meeting was held with the region's victim's services agencies on December 9, 2009, to discuss the funding opportunity in some detail.

Those present at the meeting agreed there was little time available to react with a reasonable reflection on how the funds could best be used to serve their particular needs. So, the discussion gravitated toward identifying general needs felt by all the agencies represented. In short, the group suggested that the PRPC serve as the applicant for each of the three 2009 ARRA VAWA fund sub-areas to carry out the projects. Mr. Kiehl described in detail the extent of each of the projects proposed.

Judge Jay Mayden moved to adopt resolutions authorizing the Executive Director to applications as follows:

1. Non-Profit Victim Service Providers - \$83,704.48

2. Prosecution Programs or Program Benefiting Prosecution - \$69,753.73

3. Law Enforcement Programs or Programs Benefiting Law Enforcement - \$69,753.73

Commissioner Gene Parker seconded the motion; the motion carried by unanimous vote.

14. **MISCELLANEOUS NON-ACTION INFORMATION ITEMS**

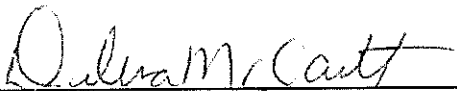
- A. Mr. Gary Pitner presented the Panhandle Regional Planning Commission's FY09 Productivity and Performance Report as submitted to the Office of the Governor, State Auditor, Comptroller of Public Accounts and the Legislative Budget Board to the Board of Directors.
- B. Mr. Gary Pitner announced the receipt of Certificate of Excellence in Financial Reporting from the Government Finance Officer's Association for the PRPC's FY08 Comprehensive Annual Financial Report.
- C. Mr. Gary Pitner presented the new PRPC website.
- D. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

15. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:45 p.m.

  
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Zelda Lang, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:

  
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Debra McCartt, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors