

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

July 23, 2009

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, July 23, 2009, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Councilwoman Zelda Lang, Vice-Chairman, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Mr. Tom Bailiff, Greenbelt Municipal & Industrial Water Authority
- Vernon Cook, Roberts County Judge
- Pete DeSantiago, Perryton
- Brian Gillispie, Mayor, City of Spearman
- Ronnie Gordon, Hartley County Judge
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Wayne Nance, Briscoe County Judge
- Gene Parker, Randall County Commissioner
- Tom Simons, Deaf Smith County Judge
- Arthur Ware, Potter County Judge

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Bob Gober, North Rolling Plains RC&D
- Jack Hall, Donley County Judge
- Saul Hernandez, Amarillo
- David Logan, Commissioner, City of Canyon
- Jay Mayden, Childress County Judge
- Debra McCartt, Mayor, City of Amarillo
- Harvey Perez, Hart
- Tom Velasquez, Wheeler
- Tresa Whaley, Vega

OTHERS PRESENT: Mr. Gary Sinclair, Bovina Police Department; Ms. Becky Beckman, City of Bovina; Mr. Paul Simpson, U. S. Representative Mac Thornberry's Office

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

1. CALL TO ORDER

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

2. INVOCATION

Judge Don Allred gave the invocation.

3. MINUTES

Judge Vernon Cook moved to approve the minutes from the meeting held on June 25, 2009, as received. Commissioner Gene Parker seconded the motion; the motion carried by unanimous vote.

#### 4. VOUCHERS

Judge Don Allred moved to approve the vouchers for the month of June, 2009. Judge Vernon Cook 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 April 1 through June 30, 2009.

Judge Harold Keeter moved to accept the report as presented. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

#### 6. 2009-2010 PRPC PERSONNEL CLASSIFICATION, PAY PLAN AND JOB DESCRIPTION DOCUMENT ADOPTION

Mr. Gary Pitner stated that the Planning Commission can trace its employee classification and pay plan system back to 1974 when the Board of Directors hired the Chicago, Illinois consulting firm of Public Administration Services, Inc., to develop a position classification plan, pay plan and model job descriptions. That work has served as the basis for all subsequent PRPC classification and pay plan documents. The Planning Commission adopted major updates to the classification pay plan and job descriptions in 1984 and again in 1996.

On an annual basis since 1997, the Board has approved several relatively minor amendments to the PRPC's classification and pay plan system primarily in order to maintain compliance with personnel management requirements placed upon regional councils by the Texas Legislature.

In order for us to keep our classification and pay plan system current, it is necessary to present an updated document to the Board of Directors on an annual basis for review and approval. The primary revisions for 2009-2010 include:

1) The establishment of the following positions and their associated job descriptions:

- Local Government Services Program Specialist *{placement in Group 6/7}*
- Regional 9-1-1 Network Geographic Information Systems Program Specialist *{placement in Group 6/7}*
- Economic Development Clerk *{placement in Group 1/2}*

2) The deletion of the following positions and their associated job descriptions:

- Receptionist/Administrative Clerk
- Administrative Clerk
- Regional Solid Waste Management Program Specialist
- Regional 9-1-1 Network Program Coordinator (Administrative Management)

Judge Tom Simons moved to adopt the 2009-2010 Personnel Classification, Pay Plan and Job Description document for the Planning Commission. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

#### 7. PRPC PERSONNEL POLICY AMENDMENT

Mr. Gary Pitner stated that the Panhandle Regional Planning Commission's current Personnel Policies were adopted on February 23, 1993 and have been amended on several occasions since. The most recent amendment occurred in October, 2007 when the Board of Directors made adjustments to policies pertaining to authorized payroll deductions. He stated that the Personnel Policies for discussion today are concerning holidays. Currently, the following are observed as paid holidays for all regular employees: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the following Friday; Christmas (total of 3 days).

Staff is suggesting that the Board of Directors consider the addition of Martin Luther King, Jr. Day to the list of paid holidays for PRPC employees. Such an addition would bring the number of paid holidays to 10. Those 10 paid holidays would compare to Randall County's 11 days, Potter County's 10 days and the City of Amarillo's 8 paid holidays. Both the City of Amarillo and Potter County currently observe Martin Luther King, Jr. Day. Randall does not observe the King holiday.

Judge Don Allred moved to adopt the proposed amendment to the Personnel Policies adding the Martin King Luther, Jr. Day as a paid employee holiday effective October 1, 2009. Judge Arthur Ware seconded the motion; the motion carried by unanimous vote.

**8. 2009 HOMELAND SECURITY GRANT PROGRAM APPLICATION RESOLUTIONS**

Mr. John Kiehl reminded the Board that last month, they passed a resolution authorizing the submission of an application under the 2009 HSGP for funding to finish out Phase I of a regional mobile data technology project we hoped to initiate with 2009 Recovery Act Justice Assistance Grant funding. With this agenda item, PRPC staff is requesting Board authorization to submit several more proposals for other regional projects under the 2009 HSGP.

The application deadline for the region's 2009 HSGP program is August 7. The Panhandle Regional Emergency Management Advisory Committee (PREMAC) is scheduled to meet on September 2 to review all the proposals and to develop their 2009 HSGP funding recommendations. The PREMAC's funding recommendations will be presented to you at your meeting in September.

Rather than asking you to consider all these projects under separate agenda items, PRPC staff will present them to you in batch and then you can consider approving them individually or as a group. Any proposals for regional projects will have to compete along side all the other projects submitted under this year's grant program.

Mr. Kiehl discussed each of the following projects in detail and referred to a resolution in support of each of the projects for the Board's consideration:

<u>Project Title</u>	<u>Est. Request Amt.</u>
1. Regional Agro-Terrorism Phase II Planning Project	\$ 20,000.00
2. Regional HazMat Response Project	\$300,000.00
3. Regional Training and Conference Project	\$ 25,000.00
4. Regional Citizens' Corps Council/Program Project	\$ 6,000.00
5. PARIS System Maintenance Project	\$ 42,750.00
6. PANCOM Phase I Close-out Project	\$100,000.00
7. PANCOM Communications on Wheels (COW) Project	\$100,000.00

Judge Vernon Cook moved to pass resolutions authorizing the Executive Director to submit grant applications under the Panhandle's 2009 Regional Homeland Security Grant Program. Commissioner Gene Parker seconded the motion; the motion carried by unanimous vote.

**9. CRIMINAL JUSTICE PROGRAM CORDINATION AND ADMINISTRATIVE SERVICES INTERLOCAL COOPERATION AGREEMENT**

Mr. Sean Hardman stated that as a result of the 2009 American Recovery and Reinvestment Act, several federal programs are receiving a one-time boost in funding for the upcoming year. One of those programs is the Justice Assistance Grant (JAG) program. The JAG is federally administered by the US Department of Justice, Bureau of Justice Assistance (BJA).

The State of Texas has been allocated \$147,530,755 to use under the JAG program. Of that, \$90,295,773 has been given to the State of Texas to be administered by the Criminal Justice Division, Office of the Governor (CJD). \$40 million is being passed down to local jurisdictions by way of the Councils of Government. The Panhandle region is receiving \$1,033,125.97 to be applied for through a competitive grant process.

CJD has tasked the COGs in the State to conduct certain administrative duties for the grant applications that are submitted/awarded for this pot of money; therefore, CJD has created an inter-local cooperation agreement to be reviewed and approved by each COG. In consideration of the services that are to be provided by the COG, CJD agrees to compensate the COG for the services rendered in the amount of \$75,756.10.

Judge Tom Simons moved to authorize the Executive Director to execute an interlocal cooperation agreement with the Office of the Governor, Criminal Justice Division for funds

to support the Planning Commission's provision of coordination and administrative services related to the Byrne Justice Assistance Grant program funded under the American Recovery and Reinvestment Act. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

10. **AMERICAN RECOVERY AND REINVESTMENT ACT – JUSTICE ASSISTANCE GRANT PROGRAM PRIORITIZATION APPROVAL**

Mr. Sean Hardman stated that the Criminal Justice Division, Office of the Governor (CJD), administers federal and state funding to local, regional and statewide criminal justice related projects. CJD focuses resources on projects that enhance Texas' ability to prevent crime, provide service and treatment options, enforce laws, train staff and volunteers and provide services to crime victims.

As a result of the 2009 American Recovery and Reinvestment Act, the State of Texas received a one-time influx of money to be used for the above purposes. CJD received a portion of this money which was allocated to the Byrne Justice Assistance Grant (JAG) program. These funds present a unique opportunity to strengthen the foundation of the criminal justice system in Texas by equipping agencies and communities with the resources required to enhance public safety. The Panhandle region received a total of \$1,033,125.97, which was applied for through a competitive grant process among the cities and counties in the Panhandle.

On July 13<sup>th</sup>, the CJAC met to review and prioritize the JAG applications that were submitted. Mr. Hardman reviewed in detail the following listing as prioritized by the CJAC.

<u>2009 JAG APPLICANTS</u>	<u>Average Ranking</u>	<u>Grant Funds Requested</u>	<u>Running Fund Balance</u>	<u>CJAC Recommendation</u>
Randall County	<b>2.75</b>	\$ 800,125.97	\$ 233,000.00	Full Funding
Potter County	<b>2.83</b>	\$ 183,000.00	\$ 50,000.00	Full Funding
City of Bovina	<b>3.17</b>	\$ 68,000.00	(\$ 18,000.00)	Partial Funding Available
Hall County	<b>3.42</b>	\$ 70,269.50	(\$ 88,269.50)	Funding Unavailable
City of Spearman	<b>3.64</b>	\$ 73,100.00	(\$ 161,369.50)	Funding Unavailable
Ochiltree County	<b>4.17</b>	\$ <u>69,194.49</u>	<u>(\$ 230,563.99)</u>	Funding Unavailable
<b>TOTAL FUNDS REQUESTED:</b>		<b>\$ 1,263,689.96</b>	<b><u>(\$ 230,563.99)</u></b>	

Commissioner Gene Parker moved to approve the prioritized listing of the 2009 Regional Recovery Act Justice Assistance Grant applications as developed by the CJAC. The motion further authorized staff to forward this listing to the Criminal Justice Division, Office of the Governor, with the recommendation that the applications be considered for funding in the order that they were prioritized. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

11. **PROJECT REVIEW AND COMMENT**

a. TX-R-20090706-0001-01 City of Spearman – Texas Capital Fund

Mr. Chuck Rivas presented the application for review. He stated that the City of Spearman is requested \$150,000 from the Texas Department of Agriculture under Texas Capital Fund Downtown Revitalization Program. The City proposal calls for sidewalk renovation and other enhancement downtown. Mr. Rivas informed the Board that staff had received word from the funding agency earlier in the day that Spearman, would not be awarded the grant, however, he suggested the Board forward their recommendation on in the even additional funding was made available.

Judge Don Allred moved to support the application with the following comment:

"The project will assist the City of Spearman by providing safe and adequate sidewalks and ramps for citizens, visitors, and tourists accessing the downtown business area. Additionally, the attractive look from the new sidewalks will attract more people to the area to shop and potentially open up new businesses. The benefit to the City is the safety of pedestrians walking in the downtown business area and the potential increased tax revenue from the generation of attracting more people to the shopping areas."

Judge Vernon Cook seconded the motion; the motion carried by unanimous vote, with Mayor Brian Gillispie abstaining.

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

- A. Mr. Gary Pitner reported on the status of the PRPC building renovation project.
- B. Mr. Gary Pitner informed the Board that the 2009 PRPC Annual Meeting has been tentatively set for Saturday, September 26, at the Amarillo Country Club.
- C. Vice-Chair Lang appointed the following individuals to serve on a committee to select recipients of the 2009 Panhandle Regional Planning Commission Regional Service Award and the 2009 Goodwin Regional Public Administrator Award: Commissioner Gene Parker; Mr. Harvey Perez; and Judge Tom Simons
- D. Vice-Chair Lang appointed the following individuals to serve on a Nominating Committee to consider a slate of officers for the 2009-2010 PRPC Board of Directors: Commissioner Juan Cantu; Mr. Pete DeSantiago; and Mr. Bob Gober
- E. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

13. **ADJOURNMENT**

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

  
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Jay Mayden, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:

  
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Wayne Nance, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors