



Executive Committee Meeting Agenda

Sept. 4, 2025 | 12 Noon

📍 3800 Stone Road, Kilgore, TX



Message from the Executive Director

The next regularly scheduled meeting of the ETCOG Executive Committee is set for Thursday, September 4, 2025, at the ETCOG offices in Kilgore, beginning at 12:00 p.m. Meeting agenda and related enclosures follow under the cover of this memorandum. Glenda Fort will contact you Wednesday to confirm your attendance. As a reminder, this is the annual meeting where our FY 2026 Budget is endorsed for Board of Directors consideration, along with the recommendation of Executive Committee members and officers. For those attending the meeting virtually, the access link is below:

Please join using this link:

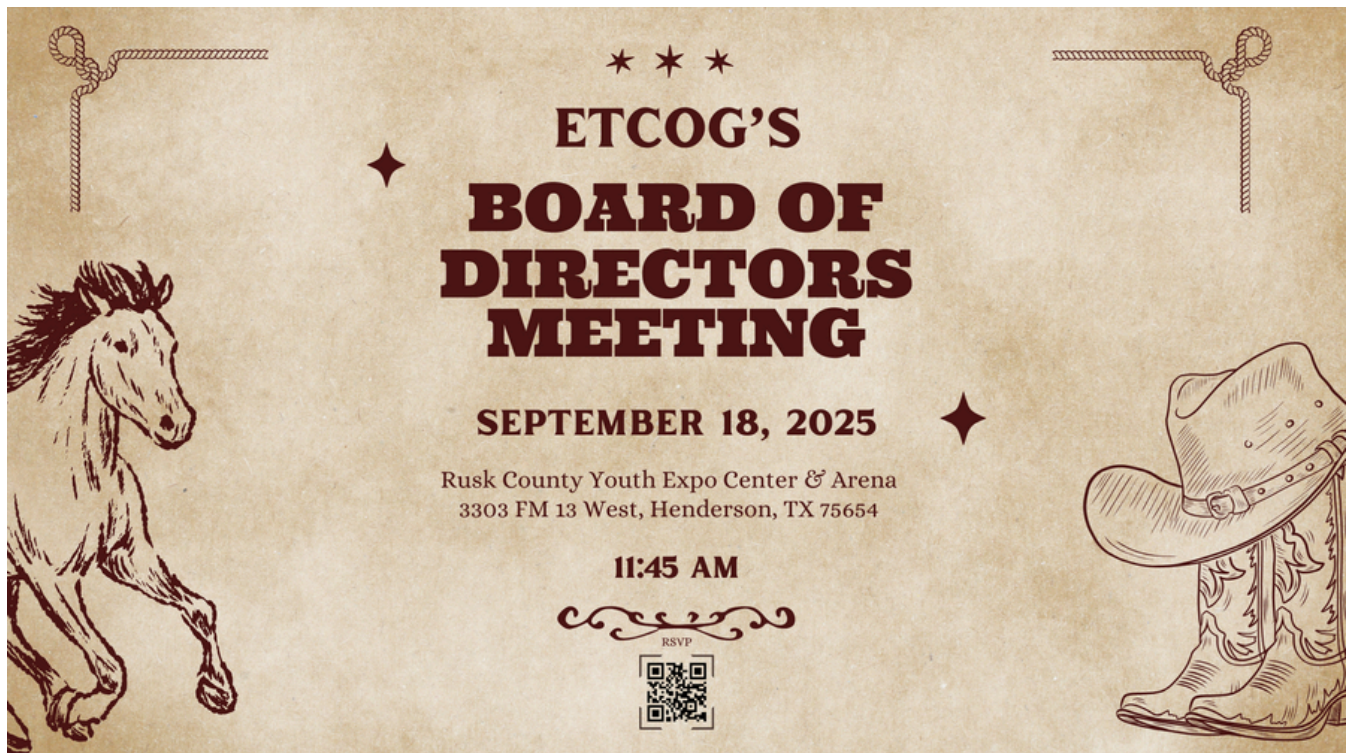
<https://v.ringcentral.com/join/166444657>

Meeting ID: 166444657

For those attending in person, lunch will be served on the day of the meeting beginning at 11:00 a.m. Please contact me if you have any questions. I look forward to seeing you on September 4th!

Thank you,

David A. Cleveland



Agenda



Executive Committee Meeting • September 4, 2025, 12:00 p.m.

Locations: 3800 Stone Road, Kilgore, Texas, & RingCentral:

<https://v.ringcentral.com/join/166444657>

1-5. OPENING OF MEETING

1. Call to Order Chairman, Mayor Randy Dunn
2. Invocation & Pledge
3. Introductions David Cleveland, Executive Director
4. Roll Call Glenda Fort, Executive Assistant
5. Public Comments

Guidelines: Citizens may address the Executive Committee concerning any item included on this agenda. All Public Comments shall be taken at the Chairman's discretion under the following guidance:

- a) All individuals desiring to make a public comment must sign in on the "Public Comment Sign-in Sheet" at least 5 minutes prior to start of the meeting and should identify himself/herself before providing his/her Public Comment.*
- b) If your comments pertain to a matter included as part of a Public Hearing, please share your comments during the public hearing.*
- c) Each speaker will receive three minutes, and no portion of a speaker's allotted time may be given (assigned, relinquished, or donated) to another speaker.*
- d) If you are speaking on the same item and share the same viewpoint, you must select a spokesperson to represent your group.*
- e) Written comments may be sent by email to: PublicComments@etcog.org. Comments received by 5:00 pm, Thursday, September 4, 2025, will be incorporated into the meeting record.*
- f) Public comments on issues and concerns NOT included on this agenda may be taken at the Chairman's discretion.*

6. EXECUTIVE DIRECTORS' REPORT

- Agenda Overview David Cleveland
- Introduction of New Director of Aging Programs
- Transportation Service Expansion Program Update
- "Indirect Rate" Discussion
- Regional Water Advisory Committee

7. ACTION ITEMS

A. Consent Agenda Mayor Randy Dunn

The Consent Agenda is considered self-explanatory and will be enacted with one motion. There will not be separate discussions about these matters. However, any Consent Agenda item may be removed for individual consideration pursuant to a request by an Executive Committee member.

- Consider approval of August 7, 2025, Executive Committee Minutes (Enclosure #1)
- Quarterly Financial & Investment Report for the Period Ending June 30, 2025 (Enclosure #2)
- Request Ratification Approval for ETCOG Parking Lot Improvement Vendor (Enclosure #3)

B. Consider Approval to Establish the Veterans Directed Care (VDC) Program <ul style="list-style-type: none"> • Enclosure #4 	David Scott, PhD., Director of Special Projects
C. Consider Approval of Updated CJAC Policies, Procedures, and Bylaws <ul style="list-style-type: none"> • Enclosure #5 	Stephanie Heffner, Director of Public Safety
D. Consider Approval to Renew Services with NPSS for Firewall and Router Monitoring for our 9-1-1 Network <ul style="list-style-type: none"> • Enclosure #6 	Stephanie Heffner
E. Consider Approval of ETCOG Interlocal Agreement for Hazard Mitigation Planning <ul style="list-style-type: none"> • Enclosure #7 	Stephanie Heffner
G. Consider Approval of Nominating Committee Recommendations for Executive Committee Officers FY 2025-2026 <ul style="list-style-type: none"> • Enclosure #8 	Commissioner Cook
H. Consider Approval of FY 2026 Annual Budget & Planning Guide <ul style="list-style-type: none"> • Enclosure #9 	Wendi Horst, Director of Operations
I. Consider Approval of Vocational Rehabilitation Office Furnishings for Longview WFC Co-location <ul style="list-style-type: none"> • Enclosure #10 	Doug Shryock, Director, Workforce & Econ Development
J. Consider Approval of New Tyler Workforce Center-Cubicle Purchase <ul style="list-style-type: none"> • Enclosure #11 	Doug Shryock
K. Consider Approval of New Tyler Workforce -Furniture Purchase <ul style="list-style-type: none"> • Enclosure #12 	Doug Shryock
L. Consider Approval of Contract Renewal for Child Care Development Training provided by Smith County Champions for Children <ul style="list-style-type: none"> • Enclosure #13 	Doug Shryock
M. Consider Approval of Participation in the Texas Workforce Commission & Texas Association of Workforce Boards Annual Conferences <ul style="list-style-type: none"> • Enclosure #14 	Doug Shryock
N. Consider Approval of Amended Transportation Maintenance Facility Equipment-Request <ul style="list-style-type: none"> • Enclosure #15 	Vince Huerta, Director of Transportation
O. Consider Approval of Transportation Fleet Purchase <ul style="list-style-type: none"> • Enclosure #16 	Vince Huerta

8. STATUS REPORTS

A. ETCOG Office Renovation for Area Agency on Aging

- Enclosure #17

**Brandy Brannon, Assistant
Executive Director**

9-10. CLOSURE OF MEETING

9. Executive Committee Member Discussion

10. Adjourn

**Minutes of
East Texas Council of Governments
Executive Committee Meeting
August 7, 2025 12:00 p.m.
3800 Stone Road, Kilgore & Virtually
RingCentral: <https://v.ringcentral.com/join/047095796>**

1. Call to Order.....

Chairman Dunn called the meeting to order at 12:00 p.m.

2. Invocation and Pledge of Allegiance

Invocation given by Mayor Dunn and the pledges led by City Commissioner Barber.

3. Introductions.....

Mayor Dunn introduced his father, Franklin Dunn who is visiting from Lubbock County. David Cleveland was called upon to make other introductions. Mr. Cleveland stated we are pleased to welcome Betty Gwinn of Gallagher Benefits who will be helping with presenting the employee benefit package for ETCOG. Mr. Cleveland also introduced a returning staff member, Mr. Luke Kimbrough, who is our Regional Lending Manager. Luke administers the SBA 504 program and the Chapman Loan Program. He brings a wealth of experience from the banking industry as well as having previously served as a Director of Regional Services here at ETCOG. We are pleased to welcome Luke back to ETCOG.

4. Roll Call.....

Chairman Dunn called upon Ms. Fort to call the roll.

Members

Mayor Randy Dunn, City of Quitman, Chairman
Commissioner Robert Kuykendall, Rusk County, 1st Vice Chairman
Mayor James Wansley, City of Whitehouse, 2nd Vice Chairman
Judge A. J. Mason, Camp County, 3rd Vice Chairman
Commissioner Ralph Caraway Sr., Smith County, Secretary-Treasurer
Mayor Ben Middlebrooks, City of Rusk, Member
Commissioner William Hatfield, Harrison County, Member
Commissioner Jeremy Cook, Rains County, Member
Commissioner Rashad Mims, Anderson County, Member
Judge Andy Reese, Van Zandt County, Member
City Commissioner Tate Barber, City of Carthage, Member

Staff

David Cleveland, Executive Director
Glenda Fort, Executive Assistant
Brandy Brannon, Assistant Executive Director
David Scott, Director of Special Projects
Lindsay Vanderbilt, Director of Communications
Wendi Horst, Director of Operations
Doug Shryock, Director of Workforce & Economic Development
Stephanie Heffner, Director of Public Safety

Executive Committee Meeting
August 7, 2025

Luke Kimbrough, Regional Lending Manager
Dylan Savage, Systems Analyst
Sloane Bodle, Accounts Payable Manager
Mike Kader, Director of Information Systems & CIO
Elizabeth Jones
Brigitte Farrell, Lead Human Resources
Lisa Smith, Manager of Economic Development
Katey Pilgram, Associate Transportation Director
Shauna Lyke, Human Resources Specialist

Guests

Franklin Dunn
Betty Gwinn, Gallagher Benefits

Judge Bill Stoudt, Commissioner Chuck McHam and Mayor Patricia Finstrom were absent. A quorum was achieved.

5. Public Comments

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- a) All individuals desiring to make a public comment must sign in on the “Public Comment Sign-in Sheet” at least 5 minutes prior to start of the meeting and should identify himself/herself before providing his/her Public Comment.
- b) If your comments pertain to a matter included as part of a Public Hearing, please share your comments during the public hearing.
- c) Each speaker will receive three minutes, and no portion of a speaker’s allotted time may be given (assigned, relinquished, or donated) to another speaker.
- d) If you are speaking on the same item and share the same viewpoint, you must select a spokesperson to represent your group.
- e) Written comments may be sent by email to: **PublicComments@etcog.org**. Comments received by 5:00 pm, Thursday August 7 2025, be incorporated into the meeting record.
- f) Public comments on issues and concerns NOT included on this agenda may be taken at the Chairman’s discretion.

There were no public comments made.

6. Executive Director’s Report

- **Agenda Overview-** Mr. Cleveland referred to Item F where Brandy Brannon & Betty Guinn will present the employee benefits renewal package. I will also be requesting your consideration of a letter of recommendation for Mayor Wansley who wishes to apply to serve as Vice President of the Texas Association of Regional Councils
- **New Agenda Format-** We are pleased to preview the new agenda format and would welcome your feedback. I would like to thank Lindsey Vanderbilt and Glenda Fort for working on this project.

- **Regional Water-** Mr. Cleveland briefed the Executive Committee concerning our progress to date on the regional water issues. The ETCOG Executive Committee's concerns about certain water permit applications pending before the Trinity and Neches GCD was successfully submitted. Representative Harris chaired a Texas State House of Representatives Natural Resources Committee marathon meeting focused on these regional water issues which Mr. Cleveland attended. East Texas was well represented on the Committee and the Conferee sides at that meeting. Representative Harris subsequently met with Governor Abbott and agreed to add the Regional Water Issue to a subsequent Special Session provided that enough legislators support the addition of the issue to the special session agenda.
- **NARC & NADO Awards-** We were very honored to receive an award from the National Association of Regional Councils (NARC) in Salt Lake City Utah for the Veterans Friendly Community initiative. David Scott presented a 5-minutes presentation about the program and did a really nice job. We also may receive an award from NADO later this month. We are so proud of these award-winning programs. We also received word this week that our Transportation Team won Marketing Spotlight Award from Southwest Transit Association for an advertisement promotion they showed recently featuring GoBus.
- **Mayor Wansley Recommendation Letter (TARC)-** I have previously mentioned the letter of recommendation for Mayor Wansley.
- **ETCOG Strategic Agenda** – I will have a draft of our Strategic Agenda ready for the September or October.
- **Employee Benefits Trust-** With your support, I am planning to move forward to establish an Employee Benefits Trust for ETCOG as soon as it is practicable to do so. The trust, once established, will save us about two percent in employee health insurance costs on an annual basis.

7. Action Items

The Consent Agenda is considered self-explanatory and will be enacted with one motion. There will not be separate discussions about these matters. However, any Consent Agenda item may be removed for individual consideration pursuant to a request by an Executive Committee member.

A. Consent Agenda:

The Consent Agenda is considered self-explanatory and will be enacted with one motion. There will not be separate discussions about these matters. However, any Consent Agenda item may be removed for individual consideration pursuant to a request by an Executive Committee member.

- **Consider approval of 6/6/2025 Executive Committee Minutes**
- **Consider approval of 6/17/2025 Executive Committee Minutes**
- **2026 ESRI Annual Software Maintenance and Subscriptions**
- **Request approval Janitorial Services Contract Increase**

Resolution

- **2025-10 Resolution submitting the Application for Solid Waste Planning Grant for FY 26/27 and submission to Texas Commission on Environmental Quality (TCEQ)**

After a review of the consent agenda, Commissioner Hatfield moved to approve. Commissioner Caraway seconded, and the motion passed.

B. Consider approval Letter of Recommendation in Support of Mayor Wansley's Nomination to Serve as TARC Board Vice-President

Mr. Cleveland indicated Mayor Wansley has expressed interest in seeking to serve as TARC Board Vice President. Mayor Wansley has served at your pleasure as ETCOG's representative on the TARC Board and has served with distinction. Inside your folders today is a draft letter in support of his candidacy along with his biography (which is part of the application) and we are requesting your endorsement.

City Commissioner Barber moved to approve the letter as submitted. Commissioner Caraway seconded, the motion passed.

C. Consider Authorization to Submit the FY 2026-2027 TCEQ/ETCOG Regional Solid Waste Contract and Resolution and the FY 2026-2027 Regional Solid Waste Management Application FY 2026/2027

Chairman Dunn called upon Doug Shryock to present. Mr. Shryock indicated this item is a part of the resolution just passed in the consent agenda. It requires that the 2-year contract for \$348,874.00 as well as the application and resolution be submitted to TCEQ affirming that we will ensure federal, state and local laws be adhered to as set forth in the contract.

Judge Mason moved to approve. Mayor Wansley seconded, the motion passed.

D. Consider Approval of Commercial Real Estate Legal Services

Chairman Dunn called upon Brandy Brannon to present. Ms. Brannon indicated later in the meeting; she will be presenting the final negotiated lease details for the Tyler Workforce Center. Due to the complexity of that lease, we needed to engage legal counsel. Patrick Bell, attorney with the Potter-Minton Firm, helped us with the Longview Workforce Center lease last year as well as the final negotiations of the Transportation property we acquired in Tyler. We would like to work with him again on the Tyler Workforce Center Lease, but the issue is the \$5,000 fee he is charging will put us over the threshold for these services. Therefore, we are asking your permission to engage Mr. Bell for these services not to exceed \$5,000.

Commissioner Mims moved to approve the request. Commissioner Cook seconded; motion passed.

E. Consider Approval of ETCOG Parking Lot Improvement Vendor

Ms. Brannon continued to present. Ms. Brannon stated we completed the improvements to the front parking lot with concrete last year. We waited until the completion of the transportation building to complete the renovations of the parking lot. An RFP was issued, and bids are due August 14th. If we wait until the September meeting, we are afraid it will not give the winning

contractor time to finish the project before the end of the fiscal year. We are requesting that the Executive Committee authorize the Executive Director to contract with the winning bidder for an amount not to exceed \$80,000 and we will bring the action before you at the next meeting to ratify.

Commissioner Caraway moved to approve. Commissioner Kuykendall seconded; motion passed.

F. Consider Approval of Employee Benefit Changes for October 1st Renewal

Brandy Brannon introduced Ms. Betty Gwinn, Benefits Consultant with Gallagher (ETCOG's insurance broker). Ms. Gwinn began her presentation with the question, how many of you plan for a double-digit increase in healthcare premiums? No doubt, no one did and neither did ETCOG as we began this year's planning. The best way to mitigate and work through any of those challenges is to go through a public procurement process and issue a formal RFP in order to leverage the playing field. ETCOG was faced with an initial 22% increase from the current carrier. We were able to reduce that to 5.1% for this year. These are the ways we were able to accomplish this:

- Fully insured carrier with Blue Cross
- Increase deductible from \$6000 to \$7500 but utilizing HRA to support employees with first \$3,750 responsibility and the remaining \$3,750 supplemented by ETCOG
- Go to the Doctor Campaign (encouraging relationship with Primary Physician
- Educating employees about Hospitality ER versus primary care and urgent care facilities
- Ancillary lines of coverage for dental, vision, AD&D and short & long-term disability at same cost or lower premiums
-

Ms. Brannon stated we are very pleased with the work Gallagher has been able to do on our behalf and we request the Executive Committee to approve the recommended Health Insurance Plan for our employees for the 2025-2026 calendar year.

Commissioner Mims moved to approve the coverage. Commissioner Hatfield seconded; motion passed.

Mr. Cleveland requested the Executive Committee to allow Ms. Gwinn to discuss the proposed Regional Employer Health Insurance Consortium. Ms. Gwinn stated over the past few months, many of you have participated in the webinars we hosted to talk about the proposed consortium. You indicated an interest in lowering your insurance costs and obtaining better coverage for your employees. We are now ready to embark upon the feasibility study. This will involve obtaining claim data of prior usage of coverage, demographics of the insured and other information. It is no different than what is done when you undergo renewals. We will go with those jurisdictions that have indicated interest, so we do ask that you advise Brandy Brannon or David Cleveland if you wish to participate in the consortium.

G. Consider Approval of WSET Tyler Lease Agreement

Ms. Brannon continued to present. I came to you in May to request authorization for David Cleveland to negotiate terms for a new lease for the Tyler Workforce Center. For background, we leased property at 4100 Troup Highway, Tyler for 25 years. We have outgrown that space and have been leasing space since 2023 on a month-to-month basis. Our Real Estate Broker

located two properties that have become available and would meet our needs. Staff and Workforce Committee Centers members have toured both facilities. Although we reviewed 2 viable properties and both met the square footage requirement and were located within the desirable locale and were comparable in cost, we are recommending the old Big Lots building located at 1421 S. Beckham Ave., Tyler.

The Beckham location has 28,500 square feet of space in a one-story building and is located in the middle of Tyler near the medical district and Tyler Junior College. It offers an Open-floor plan with a build-to-suit architectural rendering with renovations expected to be completed by January 2026. The property comes with ADA parking and with an updated exterior facing. It is on the Tyler Transit bus route, has the potential for an additional 15,000 square feet of space at a later date and has 285 parking spaces with available parking spaces for mobile units.

The landlord is providing \$781,484 of build-out funding at his cost. The build-out cost will be amortized over 9 years at 7% interest. The initial lease is seven years. We then have renewals offering 3, three-year renewals on the property with the 2nd and 3rd year renewals to charge the market rate but no less than \$19.00 per square feet. The landlord is Martin Heines, former Mayor of Tyler and he is very excited to enter into this agreement and provide this type of space for the region. The gross occupancy costs are just over \$4 million dollars, or the first square footage cost comes to \$20.42 over the term of the lease.

Commissioner Caraway moved to approve the lease. Commissioner Mims seconded; motion passed unanimously.

H. Consider Renewal of 9-1-1 County Database Agreements

Mayor Dunn called upon Stephanie Heffner to present. Ms. Heffner reminded the committee that every two years, we come to you to renew contracts. We provide 9-1-1 addressing for region at a very nominal fee. The service provides a toll-free telephone number, updated mapping to provide the most up-to-date information to the public, postal service and telephone companies. We are requesting approval to extend contracts for the contracted counties for 2 years beginning September 1, 2025, to August 31, 2027, with a 30% discount applied for utilizing ETCOG 9-1-1 addressing.

Commissioner Mims moved to approve the request. Judge Mason seconded; motion passed.

I. Consider Renewal of 9-1-1 City Database Agreements

Ms. Heffner continued to present. We have several cities that choose to obtain 9-1-1 addressing services from ETCOG. These services include a toll-free telephone number to residents in long-distance calling areas, interfacing directly with the public, coordinating with the postal personnel, assigning new 9-1-1 addressing, updating the 9-1-1 database, working with telecommunications providers to improve call accuracy and supplying updated mapping to support emergency response efforts.

We are requesting approval to extend the contracts for one year, October 1, 2025 to September 30, 2026, with a 30% discount applied for utilizing ETCOG 9-1-1 addressing.

Judge Reese moved to approve the request. Commissioner Hatfield seconded; motion passed.

J. Consider approval of ETCOG Interlocal Agreement for Hazard Mitigation Planning

Ms. Heffner stated Hazard Mitigation planning is something we used to do throughout the region and now the need is re-emerging once again. In order to move forward with a grant application for hazard mitigation, we must have an interlocal agreement in place. We are contracting with Van Zandt County for this project and to move forward, this interlocal agreement must be in place.

Judge Mason moved to approve the request. City Commissioner Barber seconded; motion passed.

K. Consider Approval to Purchase UPS batteries for the 9-1-1 Public Safety Answering Points

Ms. Heffner indicated the State of Texas requires replacement of the UPS batteries housed at 9-1-1 Call Centers every 3 years. These units are like the battery packs at your computer stations, just larger and cost \$20,000 each. We are requesting replacement for all 17 PSAP locations throughout our region.

Commissioner Hatfield moved to approve. Commissioner Mims seconded; motion passed.

L. Consider Approval to Purchase two (2) Used Vehicles in Support of the Senior Nutrition Program

Chairman Dunn called upon David Cleveland to present. As Acting Director of Aging, I am coming to you today with this request. Our Area Agency on Aging operates senior nutrition sites in several locations, directly or staffed by subcontractors within the entire 14-county region. You also know that the operating budget is very tight and from time to time we must provide subcontractor supplies such as freezers that wear out or in this case, vehicles in order to keep the program viable.

We request the purchase of 2 vehicles for use by the contractor in Texarkana (Senior Center Services) and to replace one vehicle used in Rains County. We have a vendor in Denison Kansas that specializes in restoring vehicles that have been totaled by the insurance company. These restored vehicles come with salvage titles, but at much less cost. We can obtain a 2018 Buick Enclave with 40,000 miles costing \$17,000 and a 2018 Chrysler Pacifica Touring with 34,000 miles at a cost of \$14,000. I am requesting approval of \$31,000 for the 2 vehicles to support our Senior Nutrition Program.

Commissioner Caraway moved to approve. Commissioner Mims seconded; motion passed.

M. Consider Financial Policy Adoption

Chairman Dunn called upon Wendi Horst to present. Ms. Horst stated since 2015, everything that governs the basic government municipalities, school districts, Indian tribes etc. are governed by what we call super circulars. Better known by all as 2CFR Part 200. We have been under these financial grant management guidelines since October 1, 2015, We did not know there was a choice not to be under those guidelines. All our audits from that time on the very first page of the audit state that we are following 2CFR Part 200. We currently have a grant application that asks for the date these policies were adopted, hence why we are presenting this information today.

Ms. Horst further stated East Texas Council of Governments (ETCOG) maintains its accounting policies and procedures in compliance with all applicable federal and state regulations to ensure proper stewardship of public funds. These policies are designed to provide a framework for sound financial management, transparency and accountability in all fiscal operations of the organization.

ETCOG's accounting practices adhere to the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, Uniform Guidance Implemented 10/1/15) Ms. Horst further reviewed with the Executive Committee 4 main areas of ETCOG Financial Policies. These include:

- 3.0 Procurement standards, micro-purchase, small purchase, sealed bids, sole- source procurement and conflicts of interest
- 4.0 Audit Policy
- 5.0 Budget
- 6.0 Preparation of Reports

Following detailed information on each of the major areas, Ms. Horst was available to answer any questions from the Committee. There were none.

Judge Mason moved to approve the adoption of the financial policy as recommended by staff. Mayor Middlebrooks seconded; motion passed unanimously.

N. Connect ETX-Building Texas Broadband and Workforce Grant Application

Chairman Dunn called upon Doug Shryock to present. Mr. Shryock stated rural areas are in desperate need of broadband utilities which have become vital for modern life. This is especially true for the 14-county region covered by ETCOG. Texas Broadband Development Office (BEAD) is sponsoring a \$1.7 million program to build broadband infrastructure. In order to build Broadband Infrastructure and networks, we need trained workers. In this program, we are looking to attract, train and retain a skilled workforce into the key occupations and jobs that will sustain the broadband industry in East Texas.

We are working with Connect East Texas to train up to 200 students in fiber optic construction, installation and maintenance. David Scott has been able to locate at least three technical partners as well as four or more employers who are interested in the program. In order to apply for the \$1.7 million dollar grant, a 10% match is required (\$170,000) from ETCOG over a four-year period. We believe the best match for this workforce program is \$42,5000 per year coming from either the Ticket to Work or Small Business Administration Loan origination fees. The money will be available as we go forward. We are requesting approval to match the \$170,000 over the four-year period in support of Connect to East Texas Broadband Workforce Equity Grant with the matching funds sources From Ticket To Work and Small Business Loan Origination Fees.

Mayor Wansley moved to approve the request. City Commissioner Barber seconded; motion passed.

Executive Committee Meeting
August 7, 2025

8. Executive Committee Discussion

No comments offered.

9. Adjourn

There being no further business, the meeting adjourned at 1:30 p.m.

Commissioner Ralph Caraway Sr., Secretary-Treasurer

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025

Presented by: Wendi Horst, Director of Operations



ITEM DETAILS

Agenda Item: Quarterly Financial and Investment Report for the Period Ending June 30, 2025

This Item Represents A: ☐ New issue, project, or purchase ☒ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: N/A
- Source of funds: N/A

STAFF REPORT & REQUESTED ACTION

Please find attached the three components of the Quarterly Financial and Investment Report for presentation to the Executive Board for the period ending June 30, 2025.

Contents:

Attachment A. –

The first report consists of a “Statement of Pass-Through Funds” (page A-1.) and “Grant Administrative Funds” (page A-2.). For each report, expenses are shown for the current period (Apr 1 through June 30), year-to-date amounts, and the fiscal year budget for FY 2025; the remaining balance and percent used.

Attachment B. –

The second set of documents (pages B-1, B-2, and B-3) contains the Quarterly Investment Report. This reflects investment activity that occurred from the beginning of the fiscal year to the end of the current quarter. Page B-1 contains activity in the TexPool investment accounts. Page B-2 shows interest income generated from the TexPool accounts and on other various checking accounts. Beginning on Page B-3, the report from TexPool shows the Weighted Average to Maturity of Investments for TexPool, Average Monthly Yield, Allocation of Portfolio Assets, and Book versus Market Value of investments.

Attachment C. –

The last report (pages C-1 - C-2) is the Balance Sheet as of June 30, 2025.

Staff Initial: WH

**EAST TEXAS COUNCIL OF GOVERNMENTS
STATEMENT OF PASS THROUGH FUNDS
FOR QUARTER ENDING JUNE 30, 2025 (UNAUDITED)**

	CURRENT PERIOD	YEAR TO DATE	FISCAL BUDGET	REMAINING BALANCE	PERCENT USED
<u>REGIONAL WORKFORCE & ECONOMIC DEVELOPMENT</u>					
CHILD CARE	11,275,327	31,351,246	41,635,005	10,283,759	75%
WIOA GRANTS	809,493	2,350,381	3,737,613	1,387,232	63%
TANF	218,477	712,743	1,167,688	454,945	61%
TARGETED TRAINING & EMPLOYMENT	280,964	663,608	1,121,019	457,411	59%
SNAP/ABAWD	41,111	134,375	261,739	127,364	51%
SOLID WASTE	7,439	7,439	90,619	83,180	8%
<u>AREA AGENCY ON AGING</u>					
AAA NUTRITION SERVICE	337,165	931,814	1,642,032	710,218	57%
<u>PUBLIC SAFETY</u>					
9-1-1 EMERGENCY SERVICES	458,192	831,089	1,321,645	490,556	63%
STATEWIDE RADIO INFRASTRUCTURE	0	1,000,000	1,750,000	750,000	57%
POLICE TRAINING	38,930	115,020	144,358	29,338	80%
CRIMINAL JUSTICE / REG JUV EVAL	4,831	9,261	37,117	27,856	25%
TOTAL PASS-THROUGH EXPENSES	13,471,929	38,106,977	52,908,835	14,801,858	72%

**EAST TEXAS COUNCIL OF GOVERNMENTS
ADMINISTRATIVE AND OPERATING EXPENDITURE REPORT
FOR QUARTER ENDING JUNE 30, 2025 (UNAUDITED)**

	CURRENT PERIOD	FISCAL YEAR TO DATE	FISCAL BUDGET	REMAINING BALANCE	PERCENT USED
DIRECT SALARIES	2,935,946	4,371,481	6,249,953	1,878,472	70%
FRINGE BENEFITS / LEAVE ACCRUAL	415,909	621,152	901,408	280,256	69%
HOSPITALIZATION / DENTAL	440,282	648,629	993,292	344,663	65%
PENSION	599,698	881,147	1,301,282	420,135	68%
STAFF TRAVEL	105,840	151,232	179,363	28,131	84%
COMMITTEE TRAVEL	18,102	23,816	33,590	9,774	71%
PROFESSIONAL & CONTRACT SERV.	1,259,921	1,695,094	1,811,323	116,228	94%
INSURANCE & BONDING	1,000	202,812	211,385	8,573	96%
PUBLIC EDUCATION	18,669	26,526	46,590	20,063	57%
COMMUNICATIONS	66,581	97,788	143,525	45,736	68%
MEETINGS & CONFERENCES	18,645	31,752	50,110	18,358	63%
OFFICE SUPPLIES	71,632	103,422	125,003	21,581	83%
TRAINING COSTS	28,987	57,526	112,533	55,007	51%
MEMBERSHIP DUES	19,422	38,671	38,896	225	99%
REMOTE SPACE COSTS/STORAGE	48,715	69,171	91,556	22,385	76%
PURCHASED SERVICES	310,198	485,798	700,598	214,800	69%
MEAL-SITE EXPENSES	411,105	729,811	915,748	185,937	80%
COMPUTER MAINT./SOFTWARE	29,354	47,130	135,254	88,124	35%
REPAIRS & MAINTENANCE	60,527	66,613	123,340	56,726	54%
TRANSPORTATION REPAIRS & MAINT.	59,332	156,160	390,500	234,340	40%
TRANSPORTATION OPERATIONS	286,000	461,877	866,099	404,222	53%
TRANSPORTATION RESERVES	0		1,325,205	1,325,205	0%
WORKFORCE PARTICIPANT COSTS	1,474,383	1,959,058	4,696,727	2,737,669	42%
WORKFORCE LEASE & OPERATIONS	1,354,952	2,042,609	2,785,203	742,594	73%
WORKFORCE RESERVES	0		868,461	868,461	0%
SHARED COSTS	900,632	1,340,671	2,068,626	727,956	65%
STONE RD. FACILITIES COSTS	148,772	199,817	505,477	305,660	40%
HUMAN RESOURCE COST POOL	256,892	371,189	500,267	129,078	74%
INFORMATION TECHNOLOGY ETCOG	307,965	441,236	735,991	294,755	60%
CAPITAL EXPENDITURES	4,015,383	4,133,175	4,195,950	62,775	99%
TOTAL ADMINISTRATIVE AND OPERATING EXPENDITURES	15,664,846	21,455,363	33,103,255	11,647,892	65%

**EAST TEXAS COUNCIL OF GOVERNMENTS
TEX-POOL INVESTMENT ACCOUNTS
FOR QUARTER ENDING JUNE 30, 2025**

Account Code	Account Title	Beginning Balance	Net PTD \$ Change for the Quarter	Current Balance	Net PTD % Change
1010	Tex-Pool				
000	ETCOG General Fund	31,617.27	341.23	31,958.50	1.08%
1010	Tex-Pool				
005	ETRDC	5,210.76	56.30	5,267.06	1.08%
1011	Tex-Pool Vacation Accrual				
000	ETCOG General Fund	272,107.00	2,936.78	275,043.78	1.08%
Report Total		308,935.03	3,334.31	312,269.34	1.08%

**EAST TEXAS COUNCIL OF GOVERNMENTS
INTEREST INCOME ON ACCOUNTS
FOR QUARTER ENDING JUNE 30, 2025**

Account Code	Account Title	Beginning Fiscal Year Balance	Net PTD \$ Change for the Quarter	Current Fiscal Year Balance	Net PTD % Change
4700	INTEREST INCOME				
000	ETCOG General Fund	18,826.09	1,479.97	20,306.06	7.86%
004	USDA IRP Fund	316.98	158.78	475.76	50.09%
005	East Texas Regional Dev.	1,144.04	671.59	1,815.63	58.70%
318	Solid Waste	475.69	190.78	666.47	40.11%
331	Chapman Revolving Loan	8,518.47	2,432.13	10,950.60	28.55%
340	Economic Development	574.68	275.08	849.76	47.87%
345	Air Quality	384.96	80.30	465.26	20.86%
502	VR-PWE	2.03	0.00	2.03	0.00%
404	CSEC 911	253.68	81.83	335.51	32.26%
Report Total		30,496.62	5,370.46	35,867.08	17.61%



Monthly Newsletter: July 2025

ANNOUNCEMENTS

July 2025

TexPool Independence Day Holiday Observance 2025

TexPool will be closed for business on Friday, July 4, 2025, in observance of Independence Day.

We welcome the following entities who joined TexPool in June 2025:

TexPool

Golden Crescent Regional Planning Commission
Willacy County Hospital District
Harrisburg Redevelopment Authority,
UMB as Agent
Appraisal District of Johnson County

TexPool Prime

Golden Crescent Regional Planning Commission
Willacy County Hospital District
Harrisburg Redevelopment Authority,
UMB as Agent
Appraisal District of Johnson Count

Upcoming Events

August 27, 2025
**Texas Association of Counties (TAC)
Legislative Conference**
Austin, TX

September 11, 2025
**Texas Association of School
Administrators (TASA) and Texas
Association of School Boards (TASB):
Annual Conference**
San Antonio, TX

September 15, 2025
**77th Annual County Treasurers'
Association of Texas Conference**
Sugar Land, TX

TexPool Advisory Board Members

Patrick Krishock Valarie Van Vlack
Belinda Weaver David Landeros
Deborah Lauder milk Dina Edgar

Overseen by the State of Texas Comptroller
of Public Accounts Glenn Hegar

Operated under the supervision of the Texas
Treasury Safekeeping Trust Company

Economic and Market Commentary: Not the time to lack 'conviction'

July 1, 2025

One of the numerous costs of President Trump's assault on Federal Reserve Chair Powell is casting monetary policy as black and white. It might have seemed that way decades ago. Before Chair Bernanke essentially opened it to the public, the Fed was a black box. It communicated primarily through the Federal Open Market Committee (FOMC) statement and daily trading operations rather than through speeches, press conferences and Congressional testimony. But monetary policy is as gray as it gets in economics, involving as much opinion as data.

Trump's tirades also drown out healthy discussions about the central bank. Had he not issued a screed after the FOMC held rates steady last month, the main story might have been a growing restlessness among officials. Actually, it should be. No participant dissented from the decision, but the June Statement of Economic Projections (SEP) shifted subtly from March's, suggesting a potential divide. While the median "dot" of the fed funds rate remained at 3.9% — implying two quarter-point cuts this year — seven voters indicated zero cuts compared to four in March.

Powell's response to the shift was to downplay the significance of the dot plot. "No one holds these rate paths with a great deal of conviction...and you can make a case for any of the rate paths that you see in the SEP."

(continued page 6)

Performance as of June 30, 2025

	TexPool	TexPool Prime
Current Invested Balance	\$34,339,298,570	\$15,666,682,626
Weighted Average Maturity**	38 Days	42 Days
Weighted Average Life**	101 Days	65 Days
Net Asset Value	1.00000	1.00002
Total Number of Participants	2,939	673
Management Fee on Invested Balance	0.0450%	0.0550%
Interest Distributed	\$123,146,678.62	\$55,012,523.51
Management Fee Collected	\$1,227,737.81	\$683,324.89
Current S&P Global Rating	AAAm	AAAm

Month Averages

Average Invested Balance	\$34,898,649,451	\$15,097,934,350
Average Monthly Rate*	4.30%	4.43%
Average Weighted Average Maturity**	41	50
Average Weighted Average Life**	104	76

*This average monthly rate for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.

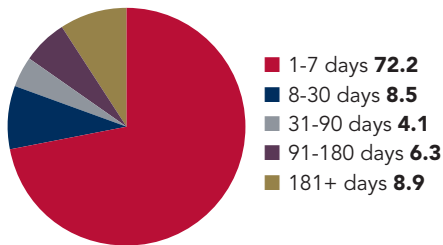
**See page 2 for definitions.

Past performance is no guarantee of future results.



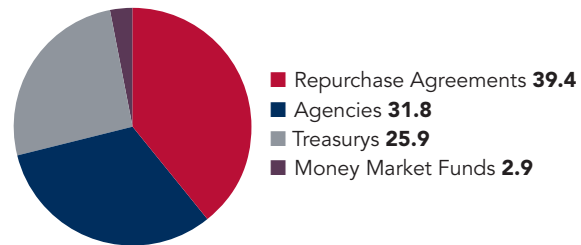
Portfolio by Maturity (%)

As of June 30, 2025



Portfolio by Type of Investment (%)

As of June 30, 2025



Portfolio Asset Summary as of June 30, 2025

	Book Value	Market Value
Uninvested Balance	\$412.66	\$412.66
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	92,511,845.39	92,511,845.39
Interest and Management Fees Payable	-123,146,685.82	-123,146,685.82
Payable for Investments Purchased	-568,203,325.32	-568,203,325.32
Accrued Expenses & Taxes	-40,380.64	-40,380.64
Repurchase Agreements	13,774,968,000.00	13,774,968,000.00
Mutual Fund Investments	1,017,085,200.00	1,017,085,200.00
Government Securities	11,107,686,798.07	11,107,538,393.01
US Treasury Bills	7,251,845,259.99	7,252,534,636.30
US Treasury Notes	1,786,591,445.35	1,786,623,018.53
Total	\$34,339,298,569.68	\$34,339,871,114.11

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

Participant Summary

	Number of Participants	Balance
School District	637	\$9,602,011,889.28
Higher Education	60	\$1,448,828,651.28
County	204	\$3,672,537,928.58
Healthcare	97	\$1,700,045,702.36
Utility District	949	\$5,929,707,254.20
City	522	\$9,155,016,759.55
Emergency Districts	116	\$535,394,813.00
Economic Development Districts	95	\$215,505,347.36
Transit/Toll Authorities	15	\$729,548,094.97
River/Port Authorities	18	\$389,989,034.37
Other	226	\$961,049,997.79

**Definition of Weighted Average Maturity and Weighted Average Life

WAM is the mean average of the periods of time remaining until the securities held in the fund's portfolio (a) are scheduled to be repaid, (b) would be repaid upon a demand by the fund or (c) are scheduled to have their interest rate readjusted to reflect current market rates. For government variable rate securities, if the interest rate is readjusted no less frequently than every 397 calendar days, the security shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate. For non-government variable rate securities, if the security has a scheduled maturity of 397 days or less the security is treated as maturing on the earlier of the date the security is scheduled to be repaid through demand or the period remaining until the next readjustment of the interest rate. If the variable rate security has a scheduled maturity that is more than 397 days it is the later of those two dates. The mean is weighted based on the percentage of the market value of the portfolio invested in each period.

WAL is calculated in the same manner as WAM, but is based solely on the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid or (b) would be repaid upon a demand by TexPool, without reference to when interest rates of securities within TexPool.



Daily Summary

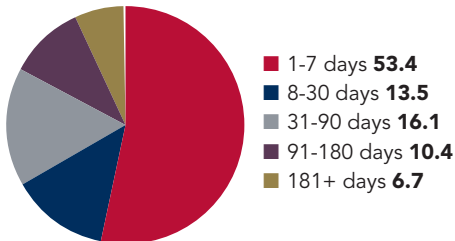
Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Invested Balance	NAV	WAM Days	WAL Days
6/1	4.3284%	0.000118586	\$35,674,251,859.72	0.99996	42	103
6/2	4.3109%	0.000118108	\$35,825,638,140.74	0.99994	40	103
6/3	4.3055%	0.000117960	\$35,790,778,099.82	0.99995	40	102
6/4	4.2922%	0.000117594	\$35,751,444,449.30	0.99996	40	102
6/5	4.2772%	0.000117184	\$35,698,230,267.88	0.99997	40	102
6/6	4.2810%	0.000117288	\$35,211,484,724.27	0.99992	41	103
6/7	4.2810%	0.000117288	\$35,211,484,724.27	0.99992	41	103
6/8	4.2810%	0.000117288	\$35,211,484,724.27	0.99992	41	103
6/9	4.2837%	0.000117362	\$35,051,435,045.26	0.99993	41	102
6/10	4.2818%	0.000117310	\$34,938,980,539.72	0.99993	42	105
6/11	4.2800%	0.000117259	\$34,898,661,899.98	0.99996	42	105
6/12	4.2767%	0.000117170	\$34,776,457,896.69	0.99997	42	107
6/13	4.2769%	0.000117175	\$34,928,268,905.61	0.99995	43	106
6/14	4.2769%	0.000117175	\$34,928,268,905.61	0.99995	43	106
6/15	4.2769%	0.000117175	\$34,928,268,905.61	0.99995	43	106
6/16	4.2852%	0.000117403	\$34,811,491,350.23	0.99994	41	104
6/17	4.2952%	0.000117676	\$34,892,406,990.39	0.99994	39	102
6/18	4.2881%	0.000117481	\$34,635,090,600.81	0.99993	41	103
6/19	4.2881%	0.000117481	\$34,635,090,600.81	0.99993	41	103
6/20	4.2799%	0.000117257	\$34,451,071,103.38	0.99994	41	103
6/21	4.2799%	0.000117257	\$34,451,071,103.38	0.99994	41	103
6/22	4.2799%	0.000117257	\$34,451,071,103.38	0.99994	41	103
6/23	4.2869%	0.000117450	\$34,282,119,904.38	0.99998	39	102
6/24	4.2857%	0.000117417	\$34,234,043,161.31	0.99998	40	103
6/25	4.3073%	0.000118009	\$34,603,783,503.48	0.99998	39	104
6/26	4.3366%	0.000118812	\$34,507,323,729.24	0.99999	39	104
6/27	4.3451%	0.000119044	\$34,427,043,942.88	0.99999	40	104
6/28	4.3451%	0.000119044	\$34,427,043,942.88	0.99999	40	104
6/29	4.3451%	0.000119044	\$34,427,043,942.88	0.99999	40	104
6/30	4.3520%	0.000119234	\$34,339,298,569.68	1.00000	38	101
Averages:	4.2970%	0.000117726	\$34,898,649,450.63	0.99995	41	104



TEXPOOL Prime

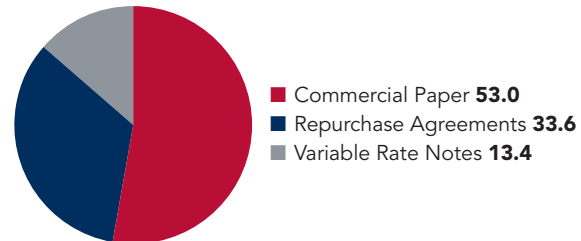
Portfolio by Maturity (%)

As of June 30, 2025



Portfolio by Type of Investment (%)

As of June 30, 2025



Portfolio Asset Summary as of June 30, 2025

	Book Value	Market Value
Uninvested Balance	\$1,478.97	\$1,478.97
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	14,645,885.82	14,645,885.82
Interest and Management Fees Payable	-55,030,424.89	-55,030,424.89
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	-23,607.33	-23,607.33
Repurchase Agreements	5,284,131,000.00	5,284,131,000.00
Commercial Paper	9,477,958,293.10	9,478,101,041.16
Mutual Fund Investments	0.00	0.00
Government Securities	0.00	0.00
Variable Rate Notes	945,000,000.00	945,289,613.50
Total	\$15,666,682,625.67	\$15,667,114,987.23

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services

Participant Summary

	Number of Participants	Balance
School District	174	\$5,306,380,888.72
Higher Education	20	\$996,091,644.29
County	59	\$1,272,977,926.63
Healthcare	26	\$527,273,219.21
Utility District	89	\$587,520,536.64
City	135	\$2,781,043,528.73
Emergency Districts	39	\$267,366,117.88
Economic Development Districts	25	\$57,989,824.45
Transit/Toll Authorities	10	\$1,381,102,153.98
River/Port Authorities	8	\$798,158,149.58
Other	88	\$1,690,865,966.69



TEXPOOL Prime

Daily Summary

Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Prime Invested Balance	NAV	WAM Days	WAL Days
6/1	4.4456%	0.000121798	\$15,281,229,483.77	0.99989	51	79
6/2	4.4405%	0.000121658	\$15,253,751,439.30	0.99996	50	77
6/3	4.4264%	0.000121270	\$15,218,205,034.82	0.99996	50	77
6/4	4.4202%	0.000121102	\$15,190,228,235.04	0.99995	49	76
6/5	4.4164%	0.000120998	\$15,075,591,112.72	0.99997	51	79
6/6	4.4187%	0.000121059	\$14,981,350,270.84	0.99977	53	80
6/7	4.4187%	0.000121059	\$14,981,350,270.84	0.99977	53	80
6/8	4.4187%	0.000121059	\$14,981,350,270.84	0.99977	53	80
6/9	4.4205%	0.000121110	\$14,977,578,586.81	0.99993	53	80
6/10	4.4199%	0.000121092	\$14,952,228,986.33	0.99992	53	80
6/11	4.4199%	0.000121092	\$14,911,603,116.53	0.99993	53	79
6/12	4.4195%	0.000121082	\$14,857,669,932.66	0.99996	52	79
6/13	4.4197%	0.000121087	\$14,805,200,549.53	0.99980	53	79
6/14	4.4197%	0.000121087	\$14,805,200,549.53	0.99980	53	79
6/15	4.4197%	0.000121087	\$14,805,200,549.53	0.99980	53	79
6/16	4.4240%	0.000121206	\$14,883,514,142.04	0.99995	50	76
6/17	4.4277%	0.000121306	\$14,937,476,094.97	0.99995	50	76
6/18	4.4246%	0.000121222	\$14,991,620,063.69	0.99986	49	75
6/19	4.4246%	0.000121222	\$14,991,620,063.69	0.99986	49	75
6/20	4.4229%	0.000121176	\$14,916,282,325.26	0.99978	49	75
6/21	4.4229%	0.000121176	\$14,916,282,325.26	0.99978	49	75
6/22	4.4229%	0.000121176	\$14,916,282,325.26	0.99978	49	75
6/23	4.4239%	0.000121202	\$14,908,928,131.67	0.99996	48	73
6/24	4.4201%	0.000121098	\$15,403,614,123.41	0.99998	46	70
6/25	4.4301%	0.000121372	\$15,562,042,991.30	0.99999	45	69
6/26	4.4444%	0.000121765	\$15,521,178,708.14	1.00002	45	68
6/27	4.4503%	0.000121925	\$15,604,505,487.17	0.99989	45	68
6/28	4.4503%	0.000121925	\$15,604,505,487.17	0.99989	45	68
6/29	4.4503%	0.000121925	\$15,604,505,487.17	0.99989	45	68
6/30	4.4568%	0.000122104	\$15,666,682,625.67	1.00002	42	65
Averages:	4.4280%	0.000121315	\$15,097,934,349.84	0.99989	50	76



Participant Services
1001 Texas Ave. Suite 1150
Houston, TX 77002

One could ask why policymakers bother to produce the SEP if they do not have “conviction.” Perhaps they actually don’t, as there is speculation the Fed might alter the dot plot in its soon-to-be-released updated policy framework. In any case, it seems we won’t see a rate cut until September.

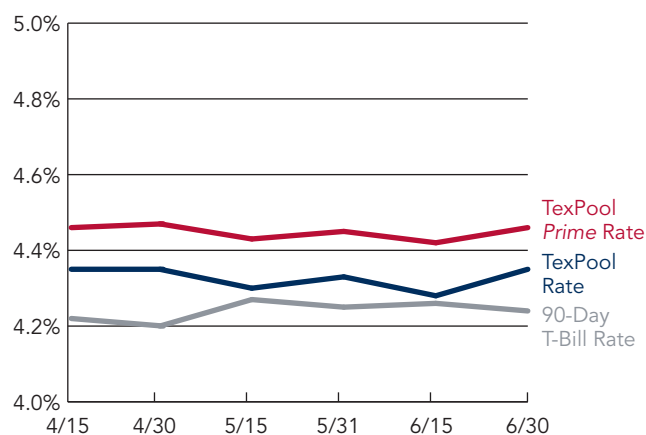
In the face of withering criticism, it would have behooved Powell to be resolute in his opinion that increased tariffs and intensified geopolitical conflicts could put upward pressure on inflation. After all, his stance has been to avoid the policy mistakes of the 1970s, when the Fed lowered rates too soon and inflation reaccelerated. On this point, he has the backing of most of the FOMC; members raised the Core PCE levels they expect to see in the near future.

One member who seems close to dissenting is Governor Christopher Waller. Citing the weakening labor market, he said he would support a rate cut at July’s meeting. But he was appointed by Trump and might be auditioning to succeed Powell. Speaking of that, the Wall Street Journal reported that Trump might take a path we knew was possible: naming the person he will appoint to succeed the Fed chair far earlier than is typical. The newspaper floated Waller, Fed Governor Kevin Warsh, National Economic Council director Kevin Hassett, Treasury Secretary Scott Bessent and former World Bank President David Malpass. That’s a lot of names, though. By the time it is sorted out, it already might be time to announce the nominee.

At the end of the month, yields on 1-, 3-, 6- and 12-month US Treasuries were 4.28%, 4.33%, 4.26% and 3.98%, respectively.

An investment in the Pool is not insured or guaranteed by any government or government agency. Although the manager of the Pool seeks to preserve principal, it is possible to lose money by depositing money in the Pool.

TexPool & TexPool Prime vs. 90-Day Treasury Bill



90-Day Treasury Bill is a short-term debt instrument backed by the national government. These are used to collect immediate cash to meet outstanding obligations.

Any private investor can invest in a Treasury bill. The 90-Day Treasury Bill is a weighted average rate of the weekly auctions of 90-Day Treasury Bills.

Past performance is no guarantee of future results.

EAST TEXAS COUNCIL OF GOVERNMENTS
STATEMENT OF CONDITION - BALANCE SHEET ALL FUNDS
JUNE 30, 2025 (Unaudited)

		<u>Current Year</u>
ASSETS		
Current Assets		
Cash and Investments		
1000	Cash - Control	2,762,197
1001	Longview Action Stat Cash.	27,968
1002/1003	ETRDC cash	352,817
1007	Building Fund	70,193
1008	Transp. Austin Bank	209,784
1009	Transp. BancorpSouth	75,486
1010	Tex-Pool CD	37,226
1011	Tex-Pool Account	275,044
1012	USDA IRP CASH	127,736
1013	CCL of East Texas Account	31,915
1014	Frost Bank ETRCLC	207,077
	Total Cash and Investments	4,177,443
Other Current Assets		
1100	Advances-Subcontractor	-
1101	Travel Advances	74
1110 - 1141	Prepaid Expenses	98,876
1310	Due From Other Funds (ETRDC & CLC)	917,850
	Total Other Current Assets	1,016,801
Accounts Receivable		
1200	Accounts Receivable - State	1,145,319
1221	Accounts Receivable - Other	72,332
1223	Accounts Receivable - Membership Dues	19,921
1230	Notes Receivable	136,129
1275 - 1276	CLC Loans Receivable	(26,149)
	Total Accounts Receivable	1,347,552
	Total Current Assets	6,541,796
Long-term Assets		
Fixed Assets		
Property Plant & Equipment		
1530	Land	695,185
1540	Building ETCOG	889,711
1541	Building - Marshall Workforce	548,656
1545	Vehicle - ED	58,619
1546	Vehicle -Facility	48,019
1550	Accumulated Deprec Building	(889,711)
1551	Accumulated Deprec Vehicle ED	(49,827)
1552	Accumulated Deprec Vehicle -Facilities	(24,009)
1553	Accumulated Deprec Marshall Building	(5,378)
1600	Fixed Assets - Unrestricted	1,467,604
1610	Fixed Assets - Restricted	16,045,325
	Total Property Plant & Equipment	18,784,193
	TOTAL ASSETS	25,325,989

**EAST TEXAS COUNCIL OF GOVERNMENTS
STATEMENT OF CONDITION - BALANCE SHEET ALL FUNDS
JUNE 30, 2025 (Unaudited)**

LIABILITIES		<u>Current Year</u>
Current Liabilities		
Accounts Payable		
2000	Accounts Payable Control	2,773,852
2005	Accounts Payable Procurement	350,958
2010	Accounts Payable Other	18,612
2011	Accounts Payable I-20	(1,722)
2013	Employee Elected Benefits	(1,023)
2014	Health Insurance Payable	443
2015	Disability Payable	(20,461)
2016	Pension & Life Ins Payable	(2,211)
2018	Cancer/Life Premium	215,912
2019	PrePaid Legal Payable	18
2020	Subcontractor Advance Payable	(210)
2021	Vision Insurance Payable	(200,000)
2022	Section 125 Payable	340
2023	Dental Insurance	(6,137)
2024	Pension Loan Repayment	(10,143)
2025	Payroll Payable	10,921
2026	HSA Employee Deductions	259,325
2027	Unclaimed Property State of Texas	(2,353)
2210	Withholding Taxes Payable	12,611
	Total Accounts Payable	3,513,182
Other Current Liabilities		
2220	Accrued Vacation	390,669
2310	Due to Other Funds	917,850
2400	Accrued/Deferred Revenue	(2,192,247)
	Total Other Current Liabilities	(883,728)
	Total Current Liabilities	2,629,454
Long Term Liabilities		
2060	Notes Payable Marshall Building	550,000
2600-2625	Notes Payable	178,422
	Total LIABILITIES	3,357,876
FUND BALANCE		
Fund Balance Undesignated		
3000	Fund Equity Undesignated	4,414,751
	Total Fund Balance Undesignated	4,414,751
	Revenue over Expenditures	40,056
	Total Undesignated	4,454,807
	General Fund	(64,145)
	ETRDC	(16,633)
	Special Revenue/Deferred(Accrued)	4,535,585
	Total Undesignated	4,454,807
Fund Balance Designated		
3100	Fund Equity Designated	378
3200	Investment in Gen Fixed Assets	15,810,506
3201	General Fixed Assets Minor Equipment	1,702,423
	Total Fund Balance Designated	17,513,306
	Total Designated	17,513,306
	Total FUND BALANCE	21,968,113
	TOTAL LIABILITIES AND FUND EQUITY	25,325,989

**EAST TEXAS COUNCIL OF GOVERNMENTS
INVESTMENT REPORT SUMMARY
4/1/2025 – 6/30/2025**

This report summarizes the investment position of the East Texas Council of Governments (ETCOG) for the period April 1, 2025, through June 30, 2025.

	<u>4/1/2025</u>	<u>6/30/2025</u>
Book Value	\$308,935.03	\$312,269.34
Market Value	\$308,950.22	\$312,274.55

This report is presented in accordance with Texas Government Code Title 10 Section 2256.023. The below signed hereby certify that, to the best of their knowledge on the date this report was created, ETCOG is in compliance with the provisions of Government Code 2256 and with the stated investment policies and strategies of the East Texas Council of Governments.



David A. Cleveland, Executive Director



Wendi Horst, Director of Operations

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025

Presented by: Brandy Brannon, Assistant Executive Director



ITEM DETAILS

Agenda Item: Request Ratification Approval for ETCOG Parking Lot Improvement Vendor

This Item Represents A: ☒ New issue, project, or purchase ☐ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: \$70,125
- Source of funds: ETCOG Facilities Pool

STAFF REPORT & REQUESTED ACTION

At the August Executive Committee meeting, authority was granted to the Executive Director to approve a vendor for the ETCOG parking lot improvement project in an amount not to exceed \$80,000. This action was necessary to ensure a timely vendor selection and allow the project to be completed before the close of the fiscal year.

We had two vendors respond to our Request for Proposal (RFP) process, the scoring team reviewed the details, and the winning proposer selected was Triple J Concrete. Their bid came in lower at \$70,125 with a two-week turnaround time for completion. This vendor successfully completed the front parking lot project last year with excellent results so our team was confident in moving forward with Triple J Concrete for this project as well.

Action Requested:

I respectfully request the Executive Committee's approval to ratify the Executive Director's decision to award the ETCOG parking lot improvement project to Triple J Concrete in the amount of \$70,125.

I appreciate your consideration of this time-sensitive request. Please let me know if any additional information is needed.

Staff Initial: BB

Agenda Item for Consideration

Executive Committee Meeting • September 5, 2025

Presented by: David Scott, PhD, Director of Special Projects



ITEM DETAILS

Agenda Item: Consider Approval to Establish the Veterans Directed Care (VDC) Program

This Item Represents A: ☒ New issue, project, or purchase ☐ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: N/A
- Source of funds: Direct VA Funding

STAFF REPORT & REQUESTED ACTION

ETCOG is pleased to request formal approval to implement the Veteran Directed Care (VDC) program, a new initiative launched in 2024 to provide Veterans in the East Texas region with consumer-directed Home and Community-Based Services. This program empowers Veterans who require personal care services and assistance with activities of daily living by providing them with a budget to manage their care, allowing them to hire their own workers with the support of a counselor to meet their needs and remain in their homes or communities. To prepare for this program, ETCOG has undertaken significant efforts to ensure compliance and readiness:

- Successfully completed a readiness review to meet certification requirements.
- Collaborated with Veteran Affairs Medical Centers (VAMCs) in Dallas, Texas, and Shreveport, Louisiana, to align services.
- Conducted site visits to the Central Texas Council of Governments and North Texas Council of Governments to learn from their operational VDC programs.
- Developed comprehensive operating policies and procedures tailored for working with Veterans.
- Procured a third-party Financial Management System (FMS) to support budget management.
- Obtained a National Provider Identifier (NPI) number required for certification.

On August 14, 2025, ETCOG received certification as a provider of Veteran Directed Care, confirming our compliance with all necessary requirements. With this certification achieved, ETCOG respectfully requests approval to formally implement the Veteran Directed Care program to begin serving Veterans in the East Texas region. This program will enhance the quality of life for Veterans by offering personalized, flexible care options that promote independence and community integration. If you have any questions, please feel free to contact me at (903) 218-6489 or via email. Thank you for your assistance with this matter.

Action Requested: Request formal approval to implement the Veteran Directed Care (VDC) program.

Staff Initial: DS

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025
Presented by: Stephanie Heffner, Director of Public Safety



ITEM DETAILS

Agenda Item: Consider Approval of updated CJAC Policies, Procedures, and Bylaws

This Item Represents A: ☐ New issue, project, or purchase ☐ Routine, regular business item
☐ Follow-up ☐ Special item requested by Board member ☒ Other

Budgetary Impact:

- Total estimated cost: N/A
- Source of funds: N/A

STAFF REPORT & REQUESTED ACTION

The Criminal Justice Advisory Committee (CJAC) convened on August 20, 2025, to review and update its Policies and Procedures, as well as its bylaws.

As part of this effort, outdated language was revised to ensure both documents are current and accurately reflect the committee's operations.

Attached for your review are the updated CJAC Policies and Procedures and Bylaws.

At this time, I respectfully request the Executive Committee's approval of these updates. Thank you for your time and consideration.

Action Requested: Request Executive Committee approval of this item.

Staff Initial: SH

EAST TEXAS COUNCIL OF GOVERNMENTS CRIMINAL JUSTICE ADVISORY COMMITTEE POLICIES AND PROCEDURES

This document was created to clarify the standard policies and procedures which will govern the East Texas Council of Government's (ETCOG) Criminal Justice Advisory Committee (CJAC) and to comply with the requirements of the "Interlocal Cooperation Agreement between the Office of the Governor (OOG), Public Safety Office (PSO) and ETCOG." This document shall become effective immediately and shall remain in effect until it is rescinded by the ETCOG Executive Director, CJAC, and ratified by the ETCOG Executive Committee.

SECTION I. MEMBERSHIP OF THE CJAC

The CJAC is a volunteer committee comprised of a multi-disciplinary representation of members from the ETCOG region. CJAC membership must include individuals from the following groups/disciplines, according to the requirements of the Governor's Office, PSO:

1. Education;
2. Juvenile Justice;
3. Law Enforcement;
4. Mental Health;
5. Nonprofit Organizations;
6. Prosecutors and/or Courts;
7. Victim Services; (w/at least 1 member from a non-governmental agency) and
8. Other (may represent 1 of the required disciplines or be classified as "other").

No single group/discipline may constitute more than one-third ($1/3^{\text{rd}}$) of the CJAC. This means that no more than five (5) members of the CJAC may be from any one group. Group representation shall be declared in writing, by each member, on a form which shall be provided annually, at or before the first meeting of the CJAC. A CJAC member may also represent more than one jurisdiction, dependent upon Executive Committee approval.

No more than sixteen (16) members shall be appointed to the CJAC at the beginning of each calendar year. Any current and/or past member may be re-appointed to serve for an additional term. Recommendations may be made by Executive Committee members, Board Members, CJAC members, and/or ETCOG staff. Appointments shall be confirmed by the ETCOG Executive Committee.

SECTION II - OFFICERS OF THE CJAC AND THEIR DUTIES

A. **Chair:** Preside at all meetings of the CJAC. Call regular and special meetings of the CJAC. Appoint temporary sub-committees at his/her discretion to perform specific tasks related to the business of the CJAC.

- B. **Vice-Chair:** During the absence or incapacity of the Chair, the Vice-Chair shall have all the duties, responsibilities, powers, and privileges of the Chair.
- C. **Term of Office:** Term of office for all officers shall not be limited but determined at the discretion of the CJAC. Each officer must be a CJAC committee member. The proposed slate of officers shall be recommended by the ETCOG Executive Committee to the ETCOG Executive Board, for confirmation after elections, at the biennial meeting for all advisory committees.
- D. **Vacancy:** In the event of a vacancy for the position of any officer, the CJAC will recommend a replacement to the ETCOG Executive Committee.

SECTION III - MEETINGS OF THE CJAC

- A. Regular meetings to conduct business of the CJAC shall be called by the Chairperson or ETCOG staff. Notice shall be 5 business days in advance of all meetings.
- B. A special meeting may be held at any reasonable time and place, if called by the Committee Chair, or by agreement of 3 Committee members, or at the request of ETCOG staff. At least one-week notice (5 business days) shall be given of any special meeting.
- C. The CJAC shall determine the time and place of its regularly scheduled meeting(s). Notice of all meetings shall be emailed to the members at least 5 business days in advance of when a meeting is to be held. Meetings may be held either in person or by teleconferencing, either by phone, webinar or video.
- D. All members are expected to be present at each meeting. Any member who cannot be present at a regularly scheduled or specially called CJAC meeting shall notify ETCOG via *RSVP* reply to a meeting Announcement as soon as possible, or at least 24 hours in advance of the meeting, stating the inability to be present and the reason(s) for same.
- E. Any member who is absent from two consecutive CJAC meetings without notification to ETCOG staff as determined by the CJAC Chair, shall be presumed to have resigned from membership of the CJAC, and shall be replaced at the discretion of the Chair, with the consent of the ETCOG Executive Committee.
- F. ETCOG will maintain written and/or recorded documentation of all CJAC proceedings related to PSO business. Processed minutes must be certified with the signature of a CJAC member who was in attendance at the meeting and was not disqualified from voting due to any conflict of interest.
- G. ETCOG must maintain all scoring sheets, prioritization documents, minutes, grant applications, and any other vital written records of meetings, in addition to working papers stored on paper, electronic, or other media related to the services and requirements identified in the Interagency Cooperation Contract, for a minimum of seven (7) years after the final payment by PSO, under the terms of the contract with PSO.

SECTION IV - ACTIVITIES OF THE CJAC

Assist with Criminal Justice Strategic planning, including but not limited to the following:

1. Identifying Criminal Justice problems/concerns/issues;
2. Determining the needs of the region;
3. Analyzing the existing Criminal Justice system and available resources; and
4. Establishing goals and priorities.

Ensure that funding recommendations on grant applications are based upon:

- a. Any state strategies identified by the PSO within the RFA;.
- b. Criminal Justice priorities identified in the COG's most recently completed strategic plan;
- c. The eligibility, reasonableness, and cost effectiveness of the proposed project; and
- d. Current COG Policies and Bylaws.

Grant applications that will be reviewed and prioritized by the CJAC include, but are not limited to the following funding sources from the PSO:

- General Victim Assistance – Direct Services Program (VA);
- Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence and Stalking (WF);
- Juvenile Justice and Delinquency Prevention Programs - (SF);
- Truancy Prevention (TP);
- Justice Assistance Grant Program – (DJ);
- And/or any other newly assigned funding sources identified by PSO that may be released for solicitation via ETCOG.

SECTION V - GRANT APPLICATION REVIEW AND SCORING

A. Project Scoring Criteria

1. Grant application score sheets will be used to evaluate each application submitted for review. A copy of the current score sheet shall be attached to this document as Exhibit A. The score sheet may be rearranged by majority vote of the CJAC; however, all changes for the upcoming year must be made by the CJAC prior to the Grant Application Workshop for the application year in which that score sheet will be used.

2. The approved definitions of key factors will be used to evaluate each application submitted for review. Any relevant guidance received from PSO for the current application cycle will be provided to the CJAC prior to its initiation of the scoring process.

B. Project Scoring Process

Once the PSO determines the eligibility of applications within a funding source, the eligible applications will be provided to ETCOG for scoring. To be eligible to participate in ETCOG's CJAC application review and prioritization process, the applicant agency must be located in or provide services within Anderson, Camp, Cherokee, Gregg, Harrison, Henderson, Marion, Panola, Rains, Rusk, Smith, Upshur, Van Zandt or Wood counties; the 14-county ETCOG region.

The CJAC will review and score eligible applications at the CJAC prioritization meeting for each of the PSO designated funding sources. Per the PSO, the COG shall distribute the region's applications to the CJAC at least 2 weeks prior to the members prioritization meeting.

A representative from each applicant organization shall attend the prioritization meeting, at which time each applicant present will be given five minutes to make a brief presentation to the CJAC. After each presentation, questions may be asked by CJAC members and answered by the applicant. Failure of an applicant agency to attend the CJAC Application Review and Prioritization Hearing will deem the application ineligible for CJAC review and prioritization, which will result in a score of "0" with no recommendation for funding.

CJAC members will assign a final score to each application, recording that score on the approved scoring instrument. All scoring documents will be collected by ETCOG staff at the end of each prioritization meeting. ETCOG staff will then assign each voting member a random number, tabulate all applicant scores, and create a prioritization list ranking each application from highest to lowest score.

CJAC rankings shall be provided to each applicant by ETCOG staff, via e-mail, within ten (10) business days of CJAC result verification. Ranking notices shall include information about the procedure available to applicants for making an appeal to the ETCOG Executive Committee.

Minimum Score Required. A project must receive a minimum score of sixty percent (60%) of the maximum total points available, or that project will not be recommended for funding, regardless of funding source.

The ETCOG Executive Committee will review all Criminal Justice priority rankings, recommended by the CJAC, and approve submission of final rankings to the Governor's Office, PSO.

C. Maximum Request Amount

The maximum request amount, per vehicle, applied for under any of the funding streams is set at \$30,000 each, with an additional \$3,000 for "emergency vehicle equipment" which may be requested through the state Byrne JAG applications.

D. Continuation Projects

Continuation applications will be ranked in the same manner as new projects; however, continuation projects may earn additional points if all required reporting is complete, and if the previous year's reports were submitted to PSO on time.

A continuation application may lose points if the previous year's monitoring reports indicate non-compliance with certified assurances, failure to complete program progress reports, failure to submit financial reports required by PSO, failure to comply with quality and assurance

recommendations, if they were placed on vendor hold within the last year, or at the discretion of the CJAC.

E. Tiebreak Procedure

Should any two or more applicants for any Criminal Justice grant program receive the identical number of total points, during the CJAC prioritization process, the tie shall be resolved as follows: The highest score and the lowest score of each applicant shall be removed, and the applicant with the highest remaining score shall be ranked ahead of the other(s). This process shall continue until all ties have been resolved. Should any two or more applicants have identical scores, resulting in a tie which cannot be resolved in the manner stated above, that tie shall be resolved by majority vote of all eligible scoring members of the Committee who originally participated in the scoring of that group of applications.

F. Recusals

If a CJAC member recuses themselves from scoring a grant application, that application will have one fewer score than the others. To ensure fairness across all projects within the same funding stream, the lowest score will be dropped from the scoring of each application that did not have a recusal.

G. Appeal Procedure

Any applicant who wishes to appeal the ranking given to any application may appear before the Executive Committee at the same regularly scheduled meeting at which the CJAC rankings will be presented for approval. The appealing applicant will be given a brief presentation (usually three minutes) to present his or her appeal. The decision of the Executive Committee shall be final.

Applicants may only appeal if an alleged scoring error is found and must submit written notification, signed by the applicant's authorized official, of their intent to appeal to ETCOG's Director of Public Safety and the sitting CJAC Chair at least 48 hours before the ETCOG Executive Committee's next scheduled meeting where the CJAC priority list of applications recommended for funding will be approved.

H. Notification of Funding Recommendations

Following approval by the ETCOG Executive Committee, of the CJAC Priority Rankings, ETCOG staff shall notify all grant applicants, within fourteen (14) business days of all funding recommendations made to the PSO. Notifications will be sent via email and per the PSO, shall include the following statement:

After the CJAC prioritizes the grant applications and the COG's governing body approves the priority listing, the COG submits the written priority listing to the PSO. Based upon the COG's priority listing, the PSO will verify the eligibility, reasonableness and cost effectiveness strategy of the proposed project, and the availability of funding, and will render final funding decisions on

these grant applications. The COG will notify grantees of any changes in the funding recommendations.”

SECTION VI - CONFLICT OF INTEREST POLICY

To avoid conflict of interest, members of the ETCOG governing body, CJAC members and ETCOG staff members must abstain from scoring and voting on any grant application, other than a grant application submitted by a COG during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:

1. Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
2. Serves on any governing board that oversees the unit or division that would administer the grant, if awarded;
3. Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency; or
4. Receives any funds from the applicant as a result of the grant; or a substantial amount of tangible goods or services, from the applicant agency.

Additionally, per the PSO: “If a CJAC member has a conflict of interest regarding a specific grant application, the COG will ensure that the CJAC member abstains from voting, commenting, or otherwise influencing the prioritization process for that application.”

If any applicant, CJAC member, COG personnel or other individual has reason to believe that favoritism or inappropriate actions occurred during the scoring or prioritization of PSO projects, the COG shall ensure that the concerns are shared with PSO as soon as possible.”

SECTION VII - COMPLIANCE WITH ADMINISTRATIVE RULES

A. All policies, rules, and regulations set forth in this document comply with the Texas Government Code, Chapter 551 (Texas Open Meetings Act) and the Texas Administrative Code (TAC), Title 1, Part 1, Chapter 3, and the state and federal statutes, rules and regulations adopted by reference in Texas Administrative Code. The above can be viewed on the Internet at: <http://www.sos.state.tx.us/tac/index.shtml>.

B. The Texas Administrative Code applies to all applications for funding and grants submitted to the Public Safety Office (PSO), Office of the Governor. Subchapter A covers the general provisions for grant funding. Subchapter B addresses general eligibility and budget rules for grant funding. Subchapter C outlines specific eligibility and budget rules applicable to various funding sources available to PSO; these rules are in addition to all other general rules in this chapter. Subchapter D provides rules detailing the conditions PSO may place on grants. Subchapter E sets out the rules related to administering grants. Subchapter F specifies rules regarding program monitoring and audits. Grant applicants are encouraged to be familiar with all these rules prior to submitting an application to PSO.

SECTION VIII – NOTIFICATION OF THE AVAILABILITY OF FUNDING & GRANT APPLICATION WORKSHOPS

A. Per the PSO, the COG shall make the OOG funding opportunities publicly available on the COG's website by either posting those opportunities or providing a link to the eGrants funding announcements found at: <https://egrants.gov.texas.gov/fundopp.aspx>.

B. At the beginning of each new PSO grant cycle, ETCOG will hold one or more Grant Application Workshops, which shall be scheduled by the Council of Governments, Director of Public Safety and/or Public Safety Planner. All workshops will be open to anyone who wishes to attend. Notification of the workshop date shall be sent via e-mail, regular mail, fax, and/or telephone message to every potential applicant who has contacted the COG and requested such notification.

C. At each workshop the COG Planner will provide any information specified by PSO and must instruct applicants on the following:

Who can apply and what activities are eligible under each funding opportunity;

- a. Requirements for project problem statements with supporting data, goal statement, project activity explanations, target output and outcome measures, and budget categories and line items;
- b. The project period for each funding opportunity as stated in the Request for Application (RFA) issued by PSO.
- c. Applicable rules, regulations and certifications required for each funding opportunity;
- d. Any prohibitions stated in the RFA issued by PSO.
- e. Civil rights rule related to applicant employees and projects or activities;
- f. State strategies or funding preferences identified by PSO.
- g. Priorities identified by the COG related to criminal justice issues;
- h. Local policies and procedures that affect the COG's prioritization process; and
- i. Due dates for applicants to submit and certify applications for the funding opportunities.

D. MANDATORY ATTENDANCE: Attendance is mandatory each year for all current and new applicant non-profits/agencies/jurisdictions. At least one person per non-profit/ agency / jurisdiction must attend the current year's PSO grant workshop as presented by ETCOG. Attending a grant application workshop conducted by a COG outside of the ETCOG region does not substitute for the required attendance at the grant application workshop, conducted by ETCOG.

E. If attendance at the regularly scheduled workshops is not possible for an applicant, the applicant must contact the ETCOG Public Safety Director in advance of the workshop date, to make other arrangements.

F. TECHNICAL ASSISTANCE: New applicants will be provided technical assistance during the drafting of applications prior to submission, if requested. ETCOG's Criminal Justice Program staff will answer questions for both current grantees and new applicants via telephone consultation and email as much as practical. PSO staff will provide technical assistance on the operation of the interactive web-based application.

G. DEADLINES: Application submission deadlines will be set by the Governor's Office, PSO and all applications will be submitted directly to the PSO electronically, via the eGrants website at – <https://egrants.gov.texas.gov>.

Per PSO, ETCOG will notify, by e-mail or telephone all potential applicants who have requested grant information, of the PSO deadlines established for the various funding sources. Such notification will be made within forty-eight (48) hours of ETCOG being notified by PSO of the deadlines, and/or within forty-eight (48) hours of ETCOG's receipt of the request from the potential grant applicant.

SECTION IX - FUNDING GUIDELINES

A. GENERAL APPLICANT ELIGIBILITY.

To be eligible for grant funding through ETCOG, the applicant agency must be an ETCOG; unit of local government, community supervision and correction department, faith-based organization, independent school district or college/university, juvenile board, nonprofit corporation, Native American Tribe, or regional education service center within the ETCOG region.

Agencies within the ETCOG region may expand their service area outside the ETCOG region to contiguous counties provided their headquarters are within the ETCOG region and the majority of services provided by the applicant agency are within the ETCOG region.

Eligibility requirements for criminal justice related grant solicitations are set by the Governor's Office.. Please refer to the eGrants website at the following link to review applicant eligibility requirements - <https://egrants.gov.texas.gov>.

Prior to August 1st of the award year, all applicant counties MUST reach at least 90% completion of Computerized Criminal History dispositions (CCH) for both Adult and Juvenile cases, for previous years received and reported to/by the Texas Department of Public Safety's Uniform Crime Reporting unit.

B. FUNDING DETERMINATIONS

The ETCOG Executive Committee meets on the first Thursday of every month except for January and July.

1. The CJAC and the Executive Committee of ETCOG will submit the CJAC's priority list recommendations to the Governor's Office, PSO for each funding source.

2. The Governor's Office, PSO does not have an appeals process for grant applicants. All PSO funding decisions are final and made at the sole discretion of the Governor's Office.

SECTION X – REGIONAL CRIMINAL JUSTICE STRATEGIC PLAN

Each COG has been deemed the responsibility of compiling a Regional Criminal Justice Strategic Plan (ERCJSP), per the PSO. The ETCOG multi-year plan will prioritize the criminal justice needs in the ETCOG region and outline the COG's strategic vision related to criminal justice issues. This plan will be structured around a set of guidelines, identified by PSO, and will detail all regional priorities, fund source priorities, regional resources, regional partners, regional statistics, future steps and helpful links. Per PSO, the plan shall not exceed a 5-year cycle beginning from the date of submission to PSO. It is imperative that strategies are custom to each fiscal year and not inherently duplicative of the strategies outlined in the prior fiscal years.

ETCOG's Regional Criminal Justice Strategic Plan (ERCJSP) will include priorities identified by communities and agencies within the ETCOG region, including members of local government, law enforcement, mental health, substance abuse, victim services and juvenile services. Priorities will be established based on this information. Per the PSO, the plan must describe the following:

- a. How local communities are engaged in the planning process;
- b. The data used to support the plan;
- c. The stakeholders participating in the planning process;
- d. The gaps in resources for criminal justice needs;
- e. The criminal justice priorities identified during the planning process; and
- f. How the plan will be used by the CJAC during the prioritization process.

The plan must also include an executive summary, not to exceed two (2) pages, written for a general public audience that describes the following:

- a. The strategic planning process; and
- b. The top five (5) most critical needs for the region across all criminal justice areas.

Agencies requesting funding through PSO should have an identified regional issue listed in the ERCJSP. If an agency identifies a regional need that is not listed in this plan they need to contact ETCOG Public Safety staff concerning compiling the required data, reviewing the data for accuracy, and entering all final data into the ERCJSP.

A copy of the most current ERCJSP can be found on the ETCOG website, at the following link - <http://www.pineywoods911.com/criminal-justice>. The ECJSP will be reviewed and revised annually.

CJ Policies and Procedures History:

Amended by the CJAC – 12/28/10	Approved by the Executive Committee – 02/03/11
Amended by the CJAC – 01/07/15	Approved by the Executive Committee – 01/29/15
Amended by the CJAC – 08/29/18	Approved by the Executive Committee – 12/06/18
Amended by the CJAC – 08/20/25	Approved by the Executive Committee – 09/04/25

BYLAWS OF THE CRIMINAL JUSTICE ADVISORY COMMITTEE

East Texas Council of Governments

As Adopted and Effective on August 5, 1976. As Amended on April 7, 1977; March 13, 2003; June 3, 2004; June 7, 2007; December 6, 2007; April 6, 2011; January 7, 2015; April 13, 2016; August 29, 2018; December 6, 2018; **September 4, 2025.**

ARTICLE I – NAME

The name of the Committee shall be the East Texas Council of Governments (ETCOG) Criminal Justice Advisory Committee (CJAC).

ARTICLE II – AUTHORITY

The CJAC is created by the ETCOG in accordance with the Texas Administrative Code (TAC) [Title 1, Part 1, Chapter 3 – “1 TAC 3”], and an interagency agreement with the Office of the Governor’s, Public Safety Office (OOG/PSO) to advise the Executive Committee in all matters related to Criminal Justice and to recommend to the Executive Committee plans and programs to reduce crime and improve the Criminal Justice system throughout the region.

ARTICLE III – ACTIVITIES

The CJAC shall assist ETCOG in carrying on a continuous planning program to identify Criminal Justice problems; in determining the needs of the region; in analyzing the existing Criminal Justice system and available resources; and in establishing goals and priorities.

ARTICLE IV – MEMBERSHIP

The membership of the Committee shall be composed of a total of no more than sixteen (16) representatives who broadly represent all segments of the criminal justice system, as determined by the OOG/PSO, in the interagency agreement by and between OOG/PSO and ETCOG which states that: “The CJAC’s membership must include individuals from the following groups/disciplines: education, juvenile justice, law enforcement, mental health, prosecution and courts, and victim services (with at least one victim services member from a non-governmental agency. Each individual member may either represent one of the required disciplines or be classified as an “other” discipline. Recommendations shall come from nominations made by CJAC members, Executive Committee members, Board Members, and/or ETCOG staff. Appointments will be approved by the ETCOG Executive Committee. Appointees serve at the pleasure of the ETCOG Board of Directors and may

be replaced at any time. No single group or discipline may constitute more than one-third (1/3rd) of the CJAC.

ARTICLE V – MEMBERSHIP TERM

Due to both the complexity of the process and a limited number of qualified prospective members in more rural counties, that also fit within the OOG/PSO's designated "Fields of Expertise" (see Article IV above), the CJAC has deemed this Article to be amended to the effect: The term of membership of the Committee shall be unlimited. Officers may serve unlimited consecutive terms. Members are expected to attend all meetings of the Committee. If a member is absent for two consecutive meetings without notification to ETCOG's Public Safety Director or Public Safety Planner, that member shall be considered to have resigned from this committee.

ARTICLE VI – OFFICERS

The officers of the Committee shall be Chair and Vice Chair. The officers shall be elected from and by the Committee. The term of office, for all officers, shall not be limited but determined at the discretion of the CJAC. The Chairperson shall preside at all meetings of the Committee and shall be the representative of the Committee in all matters. In case of the Chair's absence, the Vice Chair shall perform the duties, responsibilities, powers, and privileges of the Chair.

ARTICLE VII – MEETINGS

The Committee shall determine the time and place of its regularly scheduled meetings. Special meetings may be called by the Chairperson or ETCOG staff. Notice of all meetings shall be emailed to the members at least 5 days in advance of when a meeting is to be held. Meetings may be held either in person or by teleconferencing, either by phone, webinar or video conferencing. A quorum shall consist of one-third (1/3rd) of the CJAC members, appointed for that year, and no proxy voting shall be allowed.

ARTICLE VIII – RECOMMENDATIONS FOR FUNDING

Per OOG/PSO, there is no longer a maximum request amount, per project, for VOCA, VAWA, JJDP and JAG applications. Applicants are requested to ask for what they need but at the same time be frugal with their requests in order to be considerate of other applicants and the allocation amount for the region. This is subject to amendment or addition as per CJAC recommendations.

ARTICLE IX – MANDATORY GRANT WORKSHOPS

It shall be mandatory that at least one representative of each applicant agency, organization or jurisdiction attend at least one session of the annual Criminal Justice Grant Application Workshops for the coming grant year, prior to submitting any grant application to the OOG/PSO. Any application submitted where an applicant agency has not attended the current year's grant application workshop will not be able to move forward in the funding process, per OOG/PSO guidelines. An applicant agency or entity may choose to attend any annual grant application workshop presented by ETCOG. Attending a grant application workshop conducted by a COG outside of the ETCOG region does not substitute for the required attendance at the grant application workshop conducted by ETCOG.

ARTICLE X – TIEBREAKER

Should any two or more applicants, for any Criminal Justice grant program, receive the identical number of total points/scores during the CJAC prioritization process the tie shall be resolved as follows: The highest score and the lowest score of each applicant shall be removed, and the applicant with the highest remaining score shall be ranked ahead of the other(s). This process shall continue until all ties have been resolved. Should any two or more applicants have identical scores, resulting in a tie which cannot be resolved in the manner stated above, that tie shall be resolved by majority vote of all eligible scoring members of the Committee who originally participated in the scoring of that group of applications.

ARTICLE XI – RECUSALS

If a CJAC member recuses themselves from scoring a grant application, that application will have one fewer score than the others. To ensure fairness across all projects within the same funding stream, the lowest score will be dropped from the scoring of each application that did not have a recusal.

ARTICLE XII – AMENDMENT

These Bylaws may be amended at any meeting of the Committee by a majority vote of all members of the CJAC, provided that at least 5 days' notice is given, in writing, to the Committee membership, setting forth the proposed amendments which shall become effective upon ratification by the Executive Committee.

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025
Presented by: Stephanie Heffner, Director of Public Safety



ITEM DETAILS

Agenda Item: Approval to Renew Services with NPSS for Firewall and Router Monitoring for our 9-1-1 Network

This Item Represents A: ☐ New issue, project, or purchase ☒ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: \$41,893
- Source of funds: FY25 9-1-1 Funding

STAFF REPORT & REQUESTED ACTION

I am seeking approval to renew our services with National Public Safety Solutions (NPSS) for the following activities:

- NPSS NOC technicians to monitor our 9-1-1 firewalls and quickly respond to incidents 24x7 / 365 days/yr.
- Remote configuration support including VPN users, configuration backup, configuration database, intrusion detection system configuration and monitoring
- NPSS NOC technicians to monitor our 9-1-1 routers and quickly respond to incidents 24x7 / 365 days/yr
- Advanced services (provided in addition to 9-1-1 router monitoring and fault notification) including: remote configuration support, configuration backup, configuration database

Total costs under this contract for these services is - \$41,893 with a 10% discount included.

Once approved, this purchase will be made through PSA contract #24-204.

I respectfully request Executive Committee approval for this purchase. Thank you for your consideration.

Action Requested: Request Executive Committee approval of this item.

Staff Initial: SH



National Public Safety Solutions

Monitoring and Managed Services

PSA Contract #24-204

Customer Information

Customer: ETCOG

Contact: Donetta Miller

Phone: 903-218-6400

E-Mail: donetta.miller@etcog.org

NPSS Contact Information

Account Exec: Robert Walthall

Cell: 512-203-6929

E-Mail: robert.walthall@npss911.com

Service	Description	Price	Qty	Price	
ESInet Firewall Monitoring and Fault Notification	NPSS NOC technicians monitor firewall and quickly respond to incidents 24x7 365 days/yr	\$262 per firewall per month	4	\$12,576	12/14/2025 - 12/13/2026
Managed ESInet Firewall Service	Remote Configuration Support including VPN users, Configuration Backup, Configuration Database, Intrusion Detection System configuration and monitoring	\$133 per firewall per month	4	\$6,384	12/14/2025 - 12/13/2026
ESInet Router Monitoring and Fault Notification	NPSS NOC technicians monitor routers and quickly respond to outages 24x7 365 days/yr	\$60 per router	19	\$13,794	12/14/2025 - 12/13/2026
Managed ESInet Router Service	Advanced services provided in addition to 9-1-1 Router Monitoring and Fault Notification including: Remote Configuration Support, Configuration Backup, Configuration Database.	\$60 per router	19	\$13,794	12/14/2025 - 12/13/2026
Subtotal				\$46,548	
Volume Discount				10%	-\$4,655
Total				\$41,893	

NPSS Proprietary (Restricted)

Valid for 60 days

4/14/2025

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025
Presented by: Stephanie Heffner, Director of Public Safety



ITEM DETAILS

Agenda Item: Consider Approval of ETCOG Interlocal Agreements for Hazard Mitigation Planning

This Item Represents A: ☒ New issue, project, or purchase ☐ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: \$0
- Source of funds: Texas General Land Office (GLO)

STAFF REPORT & REQUESTED ACTION

ETCOG staff is applying for funding through the Texas General Land Office's (GLO) Community Development Block Grant – Mitigation (CDBG-MIT) program to support hazard mitigation action planning (HMAP) efforts in:

Harrison County Grant Application Amount	\$85,000.00
Upshur County Grant Application Amount	\$75,000.00
Cherokee County Grant Application Amount	\$75,000.00

As part of this initiative, we will be updating these Hazard Mitigation Plans. The update will involve a comprehensive public engagement process, risk assessment and hazard identification, development of a mitigation action plan, and formal adoption of the plan by each individual county and its participating jurisdictions.

To move forward with this application, we have to enter into an Interlocal Agreement (ILA) between ETCOG and each County, which is a required component of the grant application. As we mentioned last month, this is a continuation of GLO applications, similar to the Van Zandt County ILA.

Please approve this request to allow ETCOG to contract by Interlocal Agreement (ILA) for the counties and amounts provided above, so we may submit applications for this initiative.

Action Requested: Request Executive Committee approval of this item.

Staff Initial: SH

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025

Presented by: Commissioner Jeremy Cook, Chair of Nominating Committee



ITEM DETAILS

Agenda Item: Approval of Nominating Committee Recommendations for Executive Service

This Item Represents A: ☐ New issue, project, or purchase ☐ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☒ Other

Budgetary Impact:

- Total estimated cost: N/A
- Source of funds: Funding stream

STAFF REPORT & REQUESTED ACTION

The Nominating Committee met on Wednesday, August 27th, to review the nominations for Executive Committee service and ETCOG officers for the next fiscal year. Members of the Nominating Committee, as appointed by ETCOG Chair Randy Dunn, include City Commissioner Tate Barber, Commissioner Robert Kuykendall and Councilman Bob Tardiff, and me as chair. Submitted for your consideration and final approval are the committee's recommendations.

For Executive Committee service for a two-year term beginning October 1, 2025, the Committee recommends the following individuals:

Anderson County	Commissioner Rashad Mims
Camp County	Judge A. J. Mason
*Gregg County Cities	Mayor Kristin Ishihara
Harrison County	Commissioner William Hatfield
Henderson County	Commissioner Chuck McHam
Rusk County	Commissioner Robert Kuykendall
Van Zandt County	Judge Andy Reese
Wood County	Mayor Randy Dunn

*Gregg County Cities has a one-year unexpired term remaining. Mayor Ishihara was nominated to fill the seat.

For ETCOG Officers for Fiscal Year 2025-2026, the Committee recommends the following individuals:

Chairman	Mayor James Wansley
1 st Vice-Chairman	Judge A. J. Mason
2 nd Vice-Chairman	Commissioner Ralph Caraway Sr.
3 rd Vice Chairman	City Commissioner Tate Barber
Secretary-Treasure	Commissioner Rashad Mims

Action Requested: Request approval of Recommendations for Executive Committee Service, 2-year term, and Officers for 2025-2026

Staff Initial: jc/gf

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025

Presented by: Wendi Horst, Director of Operations



ITEM DETAILS

Agenda Item: Consider Approval of FY 2026 Annual Budget & Planning Guide

This Item Represents A: ☒ New issue, project, or purchase ☒ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: \$86,053,366
- Source of funds: All ETCOG Funds

STAFF REPORT & REQUESTED ACTION

An overview of the proposed FY 2026 Budget and Planning Guide will be presented. The budget reflects \$86,053,366 in planned spending.

A detailed presentation will be given to the Budget Subcommittee prior to the regular Executive Committee meeting.

Action Requested: Review and approval of FY 2026 Annual Budget & Planning Guide

Staff Initial: WH



Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025

Presented by: Douglas G. Shryock, Director, Workforce & Economic Development Division

ITEM DETAILS

Agenda Item: Consider Approval of Vocational Rehabilitation – Office Furnishings Purchases for Longview WFC Co-location

This Item Represents A: ☒ New issue, project, or purchase ☐ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: not to exceed \$300,000
- Source of funds: TWC Vocational Rehabilitation

STAFF REPORT & REQUESTED ACTION

The Workforce Solutions East Texas Board (WSETB) is responsible for ensuring that Texas Workforce Commission (TWC) Vocational Rehabilitation (VR) staff are physically co-located within Workforce Solutions Offices where adequate space is available.

On October 14, 2024, a lease was executed for a new Longview Workforce Center (WFC) location, which includes sufficient space to accommodate VR staff. Nine offices within the new facility have been designated specifically for VR use.

As part of the co-location effort, VR has provided the office layout and specifications for the furnishings required to prepare the spaces for occupancy. ETCOG staff are currently finalizing the procurement process with two vendors who will supply cubicle workstations and office furnishings for each VR office.

We are in the final stages of vendor selection and are confident that the TWC-approved budget of \$300,000 will adequately cover the cost of all cubicle workstations and furnishings.

VR's lease at their current location has expired, and they are now operating on a month-to-month basis. Due to the project timeline and the urgency of preparing the new offices, we are requesting your preliminary approval today to proceed with the necessary purchases. Approval to proceed with the purchases will also be sought from the WSETB at its upcoming meeting on September 10, 2025. Once all purchases are finalized, staff will submit the final costs to this Committee and the WSETB for ratification.

Action Requested: Approval to purchase cubicle workstations and office furnishings for VR spaces at the Longview Workforce Center, at a cost not to exceed \$300,000.

Staff Initial: DGS

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025

Presented by: Douglas G. Shryock, Director, Workforce & Economic Development Division



ITEM DETAILS

Agenda Item: Consider Approval of New Tyler Workforce Center – Cubicle Space Purchase

This Item Represents A: ☒ New issue, project, or purchase ☐ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: \$325,000
- Source of funds: Cost pool: WIOA, ES, RESEA, SNAP, TANF, and NCP, plus partners - Vets, and VLI

STAFF REPORT & REQUESTED ACTION

On August 7, 2025, the lease was officially executed for the new Workforce Solutions East Texas facility in Tyler. The new location encompasses approximately 28,500 square feet and will serve as the central hub for Workforce, Childcare, and partner frontline staff.

As part of the relocation, we plan to procure 64 new cubicle workstations. This investment is necessary due to the deteriorated condition of the current cubicles, which are over 20 years old and no longer suitable for relocation. Their worn state poses a risk of damage during the move and would not support a productive or professional work environment in the new space. Cubicles are priority for this move because they must be purchased ahead of all other furniture due to the need to hard-wire them into the facilities electrical and network during the early construction phase.

We are in the final stages of vendor selection and are confident that the estimated budget of \$325,500 will sufficiently cover the cost of the new cubicles.

Given the project timeline and the need to proceed with procurement, we are requesting your preliminary approval today. Final approval will be sought at the upcoming Workforce Solutions East Texas Board meeting on September 10, 2025.

Action Requested: Approval to purchase cubicle spaces for the new Tyler Workforce Center at a cost not to exceed \$325,500.

Staff Initial: DGS



Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025

Presented by: Douglas G. Shryock, Director, Workforce & Economic Development Division

ITEM DETAILS

Agenda Item: Consider Approval of New Tyler Workforce Center – Furniture Purchase

This Item Represents A: ☒ New issue, project, or purchase ☐ Routine, regularly scheduled item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: \$200,000
- Source of funds: Cost pool: WIOA, ES, RESEA, SNAP, TANF, and NCP, plus partners - Vets, and VLI

STAFF REPORT & REQUESTED ACTION

On August 7, 2025, the lease was officially executed for the new Workforce Solutions East Texas facility located in Tyler. The new space spans approximately 28,500 square feet and will serve as the central hub for Workforce, Childcare, and partner frontline staff.

As part of the relocation, new furnishings will be required. Many items from the previous facility are either unsuitable for the new layout or have reached the end of their lifespan. The procurement will include essential items such as conference tables, chairs, a reception desk, staff workstations, and breakroom furnishings.

We are currently in the final stages of vendor selection and are confident that the estimated budget of \$200,000 will adequately cover the cost of furnishing the new space.

Given the project timeline and the need to move forward with procurement, we are requesting your preliminary approval today. Final approval will be presented at the upcoming Workforce Solutions East Texas Board meeting scheduled for September 10, 2025.

Action Requested: Approval to purchase new furnishings for the new Tyler Workforce Center at a cost not to exceed \$200,000.

Staff Initial: DGS

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025

Presented by: Douglas G. Shryock, Director of Workforce & Economic Development Division



ITEM DETAILS

Agenda Item: Consider Approval of Contract Renewal for Child Care Development Training provided by Smith County Champions for Children

This Item Represents A: ☐ New issue, project, or purchase ☒ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: \$60,000
- Source of funds: Child Care Services Quality Improvements

STAFF REPORT & REQUESTED ACTION

The Workforce Solutions East Texas Board contracts with Smith County Champions for Children for Child Care Development Associate (CDA) training. The contract was originally procured from June 1, 2022, through May 31, 2023, in the amount of \$300,000, with four (4) additional 1-year options. limited to \$60,000 per year. The training is available to residents throughout the region, versus only in Smith County. In July 2024, the second one-year extension option in the amount of \$60,000 was approved with a contract period of October 1, 2024, through September 30, 2025.

To consider extending the contract with Smith County Champions for Children for a third one-year period (October 1, 2025, through September 30, 2026), an analysis of performance in relation to the renewal criteria must be conducted.

Previously adopted renewal criteria are identified below, along with staff responses.

1. Has the project been established, and is it operating within the proposed service area?

Yes.

2. Is the project making satisfactory progress in meeting the goals and objectives outlined in the contract? If not, is the project operator taking sufficient, reasonable, and appropriate steps to do so?

Yes. A summary of outcomes is included below:

	Totals
Enrolled	20
Dropped	5
Total to get credentialed	15
Observation scheduled	15
Observed	15
Test scheduled	15
Rev'd. CDA	14

3. Are there no major monitoring findings identifying fraud and abuse or significant questioned costs?

Yes. The contract is structured as a vendor purchase arrangement, and programmatic monitoring has not been conducted.

Action Requested: Authorization to extend the contract with Smith County Champions for Children, in the amount of \$60,000, for a third one-year period (October 1, 2025, through September 30, 2026), conditional upon approval by the Workforce Solutions East Texas Board at their upcoming meeting on September 10, 2025.

Staff Initial: DGS



Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025

Presented by: Douglas G. Shryock, Director, Workforce & Economic Development Division

ITEM DETAILS

Agenda Item: Consider Approval of Participation in the Texas Workforce Commission and Texas Association of Workforce Boards Annual Conferences

This Item Represents A: ☐ New issue, project, or purchase ☒ Routine, regularly scheduled item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: Not to exceed \$40,000
- Source of funds: Superpool

STAFF REPORT & REQUESTED ACTION

The Workforce Solutions East Texas Board (WSETB) is part of the Texas Workforce Service Delivery system as well as a member of the Texas Association of Workforce Boards (TAWB). As part of this system and through TAWB, the WSETB and staff are kept apprised of developments and legislation impacting Workforce grant funding and operations in our region.

Each year the local Workforce Board must adjust to significant national legislative changes, policy adjustments, and allocation fluctuations. As the Texas Workforce Commission (TWC) implements modifications, TAWB is instrumental in assisting us in interpreting new laws and regulations, as well as how our local methodology must change to remain in compliance with Federal guidelines.

TWC's annual conference, immediately preceded by TAWB's annual meeting, is the foremost opportunity for WSETB members and staff to participate, learn, and provide our own examples of best practices. This year's conference will be held in Corpus Christi, Texas from December 03–05, 2025.

Additionally, TWC will hold its annual Reemployment Services and Eligibility (RESEA) workshop on December 01 & 02, 2025. The RESEA program identifies unemployment benefits claimants who are likely to exhaust all unemployment benefits and connects them with reemployment services to help them quickly return to work.

Six (6) WSET Board members, representing each of the standing committees and primary functional areas (i.e. private sector business), are currently committed to attend in-person. Each will focus on his or her specific area(s) of implementation, gain insights and knowledge on statewide initiatives, and provide input relative to East Texas. Additionally, ten (10) staff from Workforce will participate in-person or virtually. Travis Gladhill, Executive Director of Camp V, will present on behalf of East Texas. Several slots are still available for additional Board members.

Action Requested: Staff requests the ETCOG Executive Committee authorize the Executive Director to provide financial and administrative support, not to exceed \$40,000, to WSET's participation in the 2025 TWC Annual Conference, TAWB's concurrent annual meeting, and the RESEA pre-conference workshop.

Staff Initial: DGS

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025
Presented by: Vince Huerta, Director of Transportation



ITEM DETAILS

Agenda Item: Consider Approval of Amended Transportation Maintenance Facility Equipment-Amending Previous Request

This Item Represents A: ☐ New issue, project, or purchase ☐ Routine, regular program item
☒ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: \$400,000
- Source of funds: Rural Discretionary Funds and Transportation Local Funds

STAFF REPORT & REQUESTED ACTION

In June 2025, the Executive Committee authorized the Transportation Division to proceed with the purchase of equipment for the Kilgore and Tyler maintenance facilities, not to exceed \$250,000 and received approval to move forward with the scoring committee recommendation. Staff are returning to the Committee to amend the previously approved amount, utilizing newly available funds to address additional equipment needs.

Updated Request

Staff request an additional \$150,000, amending the total authorized funding for equipment purchases for both facilities to an amount not to exceed \$400,000.

- **Tyler Facility:** Funding will cover the replacement of items that have become outdated or are no longer functioning effectively.
- **Kilgore Facility:** As a newly constructed site, funding will provide for the purchase of new equipment necessary to fully outfit and operationalize the facility.

This investment ensures that both maintenance facilities are properly equipped to meet current and future needs, supporting the reliability of the GoBus fleet and improving overall operational efficiency.

All purchases will be made in accordance with ETCOG procurement and purchasing policies to ensure accountability and compliance.

Action Requested: Staff respectfully requests the Committee's approval to amend the total maximum facility equipment purchase authorization from \$250,000 to an amount not to exceed \$400,000 for both the Kilgore and Tyler facilities.

Staff Initial: VH

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025
Presented by: Vince Huerta, Director of Transportation



ITEM DETAILS

Agenda Item: Consider Approval of Transportation Fleet Purchase

This Item Represents A: ☒ New issue, project, or purchase ☐ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: \$450,000
- Source of funds: Transportation Local Funds

STAFF REPORT & REQUESTED ACTION

Staff request approval to purchase additional vehicles necessary to support ongoing operations and enhance service reliability. These purchases will be made through an approved cooperative purchasing agreement and funded with transportation local funds as a reinvestment into GoBus' new and expanding services post-acquisition.

Proposed Vehicle Purchases

- Freight Vehicle – \$100,000
- Fleet Passenger Vehicles (2) – \$200,000
- Non-Revenue Vehicles (4) – \$150,000

Investing in these vehicles will strengthen GoBus's overall operational capacity, reduce delays caused by equipment transport challenges, and enable supervisory staff to respond more quickly and effectively to service issues. All items will be purchased in compliance with ETCOG purchasing and procurement policies through the cooperative purchasing agreement, not to exceed a total of \$450,000.

Action Requested: Staff respectfully requests the Committee's approval to proceed with the purchase of these vehicles as set forth above.

Staff Initial: VH

Agenda Item for Consideration

Executive Committee Meeting • September 4, 2025

Presented by: Brandy Brannon, Assistant Executive Director



ITEM DETAILS

Agenda Item: ETCOG Office Renovation for Area Agency on Aging

This Item Represents A: ☐ New issue, project, or purchase ☐ Routine, regular program item
☐ Follow-up ☐ Special item requested by Board member ☐ Other

Budgetary Impact:

- Total estimated cost: estimate \$332,000
- Source of funds: Bank loan

STAFF REPORT & REQUESTED ACTION

At the time of this memo, ETCOG is in the process of seeking proposals from qualified contractors to provide remodeling services for just under 3,000 square feet of office space formerly occupied by Transportation to house our Area Agency on Aging Division. In April, we published the original Request for Proposal (RFP) for this project and received a strong response. Due to delays related to Transportation's relocation, the procurement had to be closed with communications to the proposers that it would be re-published at a later date. The transportation team has now been in their new office building for almost two weeks, and we reissued the RFP for this project. The due date for the proposals for this newest procurement is Thursday, August 28th.

Based on the proposal due date and the Labor Day holiday, staff will not have sufficient time to complete a thorough review of contractor responses before the Executive Committee meeting on September 4th. To allow for a complete evaluation and recommendation, this decision will instead be presented to the Board of Directors on September 18th. Our goal is to ensure the project remains on track for the approved contractor to begin work by September 30th, as outlined in the RFP. It also enables ETCOG to start drawing down loan funds through our bank, which was recently renewed for this project.

The total cost estimate for this renovation, based on the market analysis prepared by our architectural firm, Harris-Craig, is \$332,085. At the September 4th meeting, I will provide the Executive Committee with an update on the number of proposals received, and a formal award recommendation will follow at the September 18th Board meeting.

Action Requested:

No action is needed by the Executive Committee at this time. This information is strictly informational to keep you all updated on this process and our plan of action for this renovation project.

Staff Initial: BB