




**TO:** H-GAC Board of Directors  
**SUBJECT:** Board Report  
**FROM:** Chuck Wemple   
**DATE:** April 12, 2021

I'm looking forward to seeing each of you at our virtual Board of Directors Meeting next week. It is the middle of Spring and our programs are ramping up. A summary of the April Board packet is included below.

**Consent Agenda** – The consent agenda includes six items that are routine, continuation of ongoing activities, and/or opportunities to expand our service to the region. The combined items represent just over \$780,000 in contracts.

Our Cooperative Purchasing Program, HGACBuy, establishes contracts for a variety of products and services through competitive solicitations. Member governments are able to use the contracts to make purchases. We have two items for approval this month. The first is an expansion of an existing contract in our portfolio, consisting of sewer/pipeline cleaners, hydro-excavators, portable pipeline inspection technology and other related equipment. The second is the continuation of our contract for various types of traffic control enforcement and signal preemption equipment.

The Clean Cities Program is a U.S. Department of Energy funded program that provides support for efforts to encourage the use of alternative fuels and advanced vehicle technologies that can reduce emissions and improve air quality. This proposed 5-year agreement will start in April 2021; total amount not to exceed \$465,000.

The consent agenda also includes approval of the March 2021 Board Meeting minutes and renewing annual Microsoft Office subscription, and media buys for our annual hurricane awareness program.

**Legislative Committee** – will meet at **8:30 a.m.** to receive an update on the 87th Legislative Session. Members of the committee will receive a committee agenda and meeting notice, in addition to the general Board meeting packet.

**Finance and Budget Committee** – will meet at **9:15 a.m.** to consider the monthly financial report for March and finance-related items on the Board agenda. Members of the committee will receive a committee agenda and meeting notice, in addition to the general Board packet.

**Audit Committee** – The Audit Committee met on April 8 to consider the Internal Audit Annual Report for fiscal year 2020. The report contains a narrative of subrecipient/contractor monitoring, regular internal audits, program reviews, follow-up audits, and special projects.

**Human Services** – has three items for Board approval this month. The Texas Workforce Commission provides funds to the Gulf Coast Workforce Board through HGAC to deliver adult

education instruction in the 13-county region. The Board contracts with 15 providers throughout the region. On April 6, 2021, the Workforce Board approved renewing contracts with the current 15 providers. The proposed contract period is July 1, 2021 through June 30, 2022. This will be the fourth year of a four-year term for adult education contracts. Amount not to exceed \$19,280,028.

For many unemployed workers, the path to a new job will require professional development, upskilling or reskilling with skill certifications for the jobs in demand. At its April 6 meeting, the Workforce Board approved contracts with the three highest scoring proposers and recommends funding for these three: Wired for Education at \$30,000; 180 Skills LLC at \$20,000; and Carahsoft/LinkedIn Learning at \$142,000. Total amount not to exceed \$192,000.

We have a contract for payrolling of temporary recovery and work-based learning jobs for Workforce Solutions customers. The contract is up for renewal and will serve 1,500 workers. Amount not to exceed \$7,000,000.

**Community and Environmental Planning** – The Houston Endowment has authorized \$500,000 to fund H-GAC efforts to support regional and local voluntary conservation efforts as outlined in the Regional Conservation Framework approved by the Board last month. We are excited to offer an implementation program to support the plan. Total amount not to exceed \$500,000.

**Board Committee Appointments** – Each year, the H-GAC Board Chair makes recommendations for committee appointments to H-GAC Committees. In accordance with H-GAC bylaws, the Chair may also create, modify, or dissolve committees with confirmation by the Board of Directors. Two ad hoc committees have been added by Chair Phillip Spenrath: the Select Committee on Regional Broadband and the Select Committee on H-GAC General Assembly and Board Composition.

**Resolution for Retiring Board Member** - We are requesting approval of a resolution honoring departing Board member City of Seabrook City Council Member and Mayor Pro Tempore Natalie Picha.

**Spotlight** – Our spotlight this month will focus on our summer jobs program.

**Executive Director's Report** – I will provide an overview of our 2020 Year End Service Report, as well as other current and upcoming activities.

I appreciate your engagement and deliberation on the important action items before us. Please contact me if you have any questions or would like to discuss any of the agenda items.



**AGENDA**  
**HOUSTON-GALVESTON AREA**  
**COUNCIL**  
**BOARD OF DIRECTORS MEETING**  
April 20, 2021 10:00 AM  
[https://zoom.us/webinar/register/  
WN\\_aQR3qUonS2qzGh3Zq47Flg](https://zoom.us/webinar/register/WN_aQR3qUonS2qzGh3Zq47Flg)

1. INVOCATION
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT - Members of the public may participate by sending comments to [BoardPublicComments@h-gac.com](mailto:BoardPublicComments@h-gac.com); by joining online via our website; or by dialing 1-877-853-5247 or 1-888-788-0099 (Meeting ID 994 7219 2944; Participant ID 304108; Passcode 131039)
4. DECLARE CONFLICTS OF INTEREST

**ACTION**

5. CONSENT AGENDA

Items listed are of a routine nature and may be acted on in a single motion unless requested otherwise by a member of the Board.

- a. H-GAC BOARD MEETING MINUTES - MARCH 16, 2021  
Request approval of the minutes of the March 16, 2021 H-GAC Board Meeting (Staff Contact: Rick Guerrero)
- b. MICROSOFT OFFICE 365 SUBSCRIPTION RENEWAL  
Request approval to renew the Microsoft Office 365 subscription for one year at \$215 per license for a total contract amount of \$65,790. (Staff Contact: Tanya Nguyen)
- c. HGACBUY – SEWER CLEANING, HYDRO-EXCAVATING, INSPECTION EQUIPMENT, AND MISCELLANEOUS SERVICES  
Request authorization of contracts with respondents for sewer cleaning, hydro-excavating, inspection equipment and miscellaneous services. (Staff Contact: Ronnie Barnes)
- d. HGACBUY - TRAFFIC CONTROL, ENFORCEMENT AND SIGNAL PREEMPTION EQUIPMENT  
Request authorization to negotiate contracts with the respondents listed in the contract Award Recommendation Table for traffic control, enforcement and signal preemption equipment. (Staff Contact: Ronnie Barnes)
- e. CLEAN CITIES PROGRAM AGREEMENT  
Request authorization to enter into an agreement with the U.S. Department of Energy for Clean Cities program activities for five years; total amount not to exceed \$465,000. (Staff Contact: Craig Raborn)
- f. 2021 HURRICANE PREPAREDNESS OUTREACH CAMPAIGN  
Request authorization to contract with media vendors to purchase radio, digital,

and social media to promote hurricane preparedness within the Gulf Coast region; amount not to exceed \$250,000. (Staff Contact: Craig Raborn)

6. FINANCE AND BUDGET COMMITTEE

Report on activities and Committee recommendations.

a. MONTHLY FINANCIAL REPORT - MARCH 2021

Request Approval of the monthly financial report ending March 31, 2021. (Staff Contact: Nancy Haussler)

7. AUDIT COMMITTEE

a. INTERNAL AUDIT 2020 ANNUAL REPORT

Request Board acceptance of the Internal Audit Annual Report for Fiscal Year ending 2020. (Staff Contact: Charles Hill)

8. HUMAN SERVICES

a. WORKFORCE ADULT EDUCATION CONTRACTS

Request approval of 2022 adult education services and contracts; amount not to exceed \$19,280,028. (Staff Contact: Mike Temple)

b. WORKFORCE SYSTEM ONLINE LEARNING CONTRACT

Request approval of contracts for online learning with Wired for Education (Metrix), \$30,000; 180 Skills LLC, \$20,000; and Carahsoft/LinkedIn Learning, \$142,000. Total amount not to exceed \$192,000. (Staff Contact: Mike Temple)

c. WORKFORCE SYSTEM PAYROLLING CONTRACT

Request approval of workforce system contract with G&A Partners for recovery temporary jobs and work-based learning temporary jobs; amount not to exceed \$7,000,000. (Staff Contact: Mike Temple)

9. COMMUNITY AND ENVIRONMENTAL PLANNING

a. REGIONAL CONSERVATION FRAMEWORK IMPLEMENTATION

Request approval to enter a contract with the Houston Endowment to begin implementation of Regional Conservation Framework; amount not to exceed \$500,000. (Staff Contact: Jeff Taebel)

10. H-GAC BOARD COMMITTEE APPOINTMENTS

a. H-GAC 2021 BOARD CHAIR'S COMMITTEE AND EX-OFFICIO NON-VOTING APPOINTMENTS

Request approval of the Chair's committees, appointments, and the appointment of an ex-officio, non-voting member of the state legislature. (Contact: Chair, Judge Phillip Spenrath).

11. RESOLUTION HONORING RETIRING BOARD MEMBER

a. RESOLUTION HONORING RETIRING BOARD MEMBER

Request approval of Resolution honoring the service to H-GAC and the region of City of Seabrook Council Member Natalie Picha. (Staff Contact: Chuck Wemple)

12. LEGISLATIVE COMMITTEE

a. LEGISLATIVE UPDATE

Report from Legislative Committee. No action necessary. (Contact: Chair, Judge Nate McDonald)

13. EXECUTIVE DIRECTOR'S REPORT

a. H-GAC SPOTLIGHT - SUMMER JOBS

No action requested. For information only. (Staff Contact: Dorian Cockrell)

b. 2020 END OF YEAR REPORT

No action requested. For information only. (Staff Contact: Chuck Wemple)

c. CURRENT AND UPCOMING H-GAC ACTIVITIES

Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)

14. ADJOURNMENT

In compliance with the Americans with Disabilities Act, H-GAC will provide for reasonable accommodations for persons attending H-GAC functions. Requests should be received by H-GAC 24 hours prior to the function.

## **H-GAC BOARD MEETING MINUTES - MARCH 16, 2021**

### **Background**

The H-GAC Board of Directors convenes on the third Tuesday of each month at 10:00 a.m. Meeting minutes are prepared following each Board meeting to summarize any action taken and document the attendance of Board members.

### **Current Situation**

A summary of the March 16th meeting of the H-GAC Board of Directors is attached and recommended for approval.

### **Funding Source**

NA

### **Budgeted**

NA

### **Action Requested**

Request approval of the minutes of the March 16, 2021 H-GAC Board Meeting (Staff Contact: Rick Guerrero)

### **ATTACHMENTS:**

- H-GAC Board Meeting Minutes - March 16 2021 Cover Memo

**MEETING MINUTES  
H-GAC BOARD OF DIRECTORS  
March 16, 2021**

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**ATTENDANCE ROSTER**

The following members of the Board of Directors (Board) of the Houston-Galveston Area Council (H-GAC) attended all or a portion of the March 16, 2021 Board meeting, via webinar and/or teleconference:

Brazoria County Commissioner Stacy Adams	City of Lake Jackson Mayor Gerald Roznovsky
Chambers County Commissioner Mark Tice	City of League City Council Member Larry Millican
Fort Bend County Commissioner Andy Meyers	City of Missouri City Council Member Jeffrey Boney
Galveston County Commissioner Ken Clark	City of Sugar Land Mayor Stewart Jacobson (Alternate)
Harris County Commissioner Adrian Garcia	<i>Home Rule Cities (Less than 25,000):</i>
Liberty County Judge Jay Knight	City of Dickinson Councilmember William King III
Matagorda County Judge Nate McDonald	City of Seabrook Mayor Pro Tem Natalie Picha
Walker County Commissioner Jimmy Henry	<i>General Law Cities:</i>
Waller County Judge Trey Duhon	City of Waller Council Member Nancy Arnold
Wharton County Judge Phillip Spenrath	City of Pattison Mayor Joe Garcia
City of Baytown Council Member Charles Johnson	Huntsville ISD Trustee Rissie Owens
City of Conroe Mayor Pro Tem Raymond McDonald	
City of Deer Park Councilman Bill Patterson	
City of Friendswood Councilmember Sally Branson	
City of Galveston Mayor Dr. Craig Brown	
City of Houston Council Member Sallie Alcorn	
City of La Porte Councilmember Bill Bentley (Alternate)	

The following Board members were not marked in attendance at the March 16, 2021 Board meeting:

Austin County Judge Tim Lapham	City of Huntsville Mayor Andy Brauning
Colorado County Judge Ty Prause	City of Pasadena Councilmember Cary Bass
Harris County Judge Lina Hidalgo	City of Pearland Mayor Kevin Cole
Montgomery County Commissioner Charlie Riley	City of Rosenberg Mayor William Benton
City of Houston Council Member Letitia Plummer	City of Texas City Commissioner Jami Clark

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## **CALL TO ORDER**

The Board Chair, Wharton County Judge Phillip Spenrath, called the meeting to order at 10:01 a.m. on Tuesday, March 16, 2021 via webinar and teleconference at 1-877-853-5247.

## **ROLL CALL**

Chair Spenrath asked Rick Guerrero, Houston-Galveston Area Council Director of Intergovernmental Relations, to conduct the Board of Directors roll call. Mr. Guerrero conducted the roll call and announced that a quorum was present. Mr. Guerrero then welcomed several special guests, including Shannon Longoria, Melissa Washington, and Brooke Bacuetes from the General Land Office; Jason Fuller from Senator Ted Cruz's office; Ben DeLeon from Senator Cornyn's office; Executive Director of the Texas Association of Regional Councils, Ginny Lewis Ford and the President & CEO of Houston Wilderness Deborah January-Bevers. Several of our H-GAC Board Alternates were also present: City of Bunker Hill Village, Councilmember Susan Schwartz, representing General Law cities; and Alief ISD Trustee Jennifer Key representing ISDs.

### **1. INVOCATION**

City of Waller Council Member Nancy Arnold, H-GAC Board of Directors former Chair, gave the invocation.

### **2. PLEDGE OF ALLEGIANCE**

Waller County Judge Trey Duhon led the Pledge of Allegiance and the Pledge to the Texas Flag.

### **3. PUBLIC COMMENT**

Chair Spenrath then invited comments from any members of the public who wished to participate during the call. Mr. Guerrero stated that no one had signed up for public comment and we had not received any public comments via email. He then opened the floor for public comments to those who had joined the meeting via webinar or teleconference. Mr. Guerrero announced if there was anyone on the line who would like to make a public comment, they could do so now by stating their name and would have three minutes to make a public comment. There were no public comments.

### **4. DECLARE CONFLICTS OF INTEREST**

Chair Spenrath called for any Board member with a conflict of interest to declare it at this time. There being none, Chair Spenrath proceeded to the next item on the agenda.

### **5. CONSENT AGENDA**

Chair Spenrath called for the Consent Agenda and asked if there were any questions. Hearing none, he entertained motions from the floor for approval of the eleven items on the Consent Agenda.



Wharton County Judge Trey Duhon moved to approve the consent agenda. City of Dickinson Council Member William King III seconded the motion. Chair Spenrath then called for a vote which resulted in unanimous approval by all members present.

The following items were acted on by approval of the consent agenda:

- a. **H-GAC BOARD MEETING MINUTES – JANUARY 19, 2021** – approved the minutes of the January 19, 2021 H-GAC Board Meeting. Please note that the January minutes are the immediate past meeting’s minutes as the February meeting was cancelled due to power outages cause by the winter storm.
- b. **HGACBUY – LAW ENFORCEMENT SPEED DETECTION AND VIDEO EQUIPMENT** – authorized contracts with respondents for law enforcement speed detection and video equipment.
- c. **HGACBUY – CURRENT MODEL CARS AND LIGHT TRUCKS** – authorized to negotiate a contract with the respondent listed in the Contract Award Recommendation Table for Current Model Cars and Light Trucks.
- d. **RENEWAL OF BUSINESS AND RESIDENTIAL DATA** – approved to purchase Data Axle’s business and residential databases on behalf of contributing members of Geographic Data Workgroup; amount not to exceed \$51,450.
- e. **AGING SERVICES CONTRACT AMENDMENTS** – approved the aging services contract amendments; amount not to exceed \$1,469,769.
- f. **FAIR HOUSING MONTH** – approved adoption of resolution recognizing April as Fair Housing Month for the H-GAC region.
- g. **BRAYS OAKS LIVABLE CENTERS STUDY** – authorized to contract with firms in order ranked to conduct Livable Centers Study for the Brays Oaks Management District; amount not to exceed \$242,500.
- h. **INTERSECTION SAFETY AUDITS** – authorized to contract with firms in ranked order to assist with conducting traffic intersection safety audits; total amount not to exceed \$750,000.
- i. **UPDATE OF THE REGIONAL GOODS MOVEMENT PLAN** - authorized to negotiate a consulting contract with firms in the order listed to update the Regional Goods Movement Plan; amount not to exceed \$900,000.
- j. **AREA EMISSION REDUCTON CREDIT ORGANIZATION** – authorized to amend the Supplemental Environment Project Agreement between the Texas Commission on Environmental Quality and the Area Emission Reduction Credit Organization to include an additional \$58,959 in the budget; amended total not to exceed \$5,547,759.
- k. **AGREEMENT WITH TEXAS COMMISSION ON ENVIRONMENTAL**

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**QUALITY** – authorized to execute an agreement with Texas Commission on Environmental Quality; amount not to exceed \$250,000.

**6. FINANCE AND BUDGET COMMITTEE**

**a. Investment Report – 4<sup>th</sup> Quarter 2020**

Vice Chair Kenneth Clark announced that the Finance and Budget Committee convened earlier in the morning, to hear the details of this month's financial matters. Vice Chair Clark then recognized Nancy Haussler, H-GAC Chief Financial Officer, to present the first of three items which was the Investment Report for the 4<sup>th</sup> Quarter of 2020. Ms. Haussler stated that our return was very low due to low interest rates that are available to us. We are restricted in what we can invest by the Public Funds Investment Act, and this report was presented in compliance with that act. Ms. Haussler requested approval of this report. City of Friendswood Council Member Sally Branson moved to approve, and Fort Bend County Commissioner Andy Meyers seconded the motion. Chair Spenrath called for the vote, which resulted in unanimous approval by all members present.

**b. Monthly Financial Report – January 2021**

Vice Chair Clark moved onto item 6b and stated Nancy Haussler would present the Monthly Financial Report for January 2021. Ms. Haussler presented the January financial report and said the activity for the month of January was very light. This report was scheduled to be submitted to the board last month, but due to the unexpected winter storm it was postponed and presented at this month's meeting. She stated she would reserve her comments for the next report that was to be presented but did offer to answer any questions about the January report. Ms. Haussler then requested approval of the report. City of Dickinson Council Member William King III moved to approve, and Commissioner Meyers seconded the motion. Chair Spenrath called for the vote, which resulted in unanimous approval by all members present.

**c. Monthly Financial Report – February 2021**

Vice Chair Clark moved onto the final item 6c and again invited Ms. Haussler to present the February 2021 financial report. Ms. Haussler stated that this report was more substantial due to reporting on two months. Ms. Haussler began with reporting that our membership dues were beginning to come into our organization and that revenue and expenditures reflected were still quite light since we are still early in the year. Much of this was attributed to the timing differences since H-GAC just ended the fiscal year and there was lots of activity in 2020. As the year progresses revenues and expenditures will increase. Ms. Haussler also reported a variance analysis was provided at the bottom of the page of the presented report. She opened the floor to questions and asked for approval of the final item. Council Member Branson moved to approve, and City of Seabrook Mayor Pro Tem Natalie Picha seconded the motion. Chair Spenrath called for the vote, which resulted in unanimous approval by all members present.

**7. HUMAN SERVICES**

**a. Workforce System 2021-24 Local Plan**

Chair Spenrath recognized Mike Temple, H-GAC Director of Human Services. Mr. Temple requested approval of the Workforce Board's Local Plan for 2021-2024. Mr. Temple stated that the plan had been approved by the Workforce Board at its February meeting and he was seeking approval of this plan by the board. He described the plan as a compliance document consisting of 150 pages and it is created to inform state and federal funders that Workforce is meeting all requirements for funding to help our region be the best place to do business, work and live. Mr. Temple stated that basically this plan describes in detail how the Workforce system operates for both employers and people throughout our 13-county region. He stated that the local

plan could be found on the Workforce website at <https://www.wrksolutions.com/Documents/About/Local-Plan/Gulf-Coast-Local-Plan.pdf> and that it could be viewed at any time.

Mr. Temple opened the floor for questions and asked for approval of this plan by the board. Chair Spenrath called for a motion to approve the plan, Commissioner Andy Meyers moved to approve and Chambers County Commissioner Mark Tice seconded the motion. Chair Spenrath called for the vote which resulted in unanimous approval by all members present.

## **8. TRANSPORTATION PLANNING**

### **a. Fort Bend County Commuter Bus Services Pilot Project**

Chair Spenrath recognized Craig Raborn, H-GAC Director of Transportation. Mr. Raborn requested authorization to enter into an agreement with Fort Bend Transit for up to two years for the Fort Bend County-Downtown Houston Commuter Express Bus Service; amount not to exceed \$3,384,252.

Mr. Raborn began his presentation by stating this agreement would be a part of H-GAC's Commuter and Transit Pilot program which provides federal Congestion Mitigation and Air Quality funds to help make the startup of new transit services viable. This proposal is a partnership between Fort Bend County Transit and the Downtown Houston district that would fill a key gap in regional commuter service by establishing daily commuter bus service to Downtown Houston. He stated that ridership is projected to start at about 440 to 1140 trips per day and would increase by about 33% over the first few years of operations. This specific request would provide a total of \$2,000,000 in those Congestion Management Air Quality funds over a two-year startup period and with a local match from Fort Bend Transit of just under \$1,400,000. The service would then transition to self-funded through Farebox Recovery and local funds in the third year.

Mr. Raborn asked for authorization to enter into this agreement with Fort Bend County Transit and opened the floor for questions. Commissioner Meyers moved to approve and Council Member King seconded the motion. Before an approval vote, City of Missouri City Council Member Jeffrey Boney asked how Missouri City residents would be able to utilize and/or benefit from this bus service since they are not located on the I-59 corridor? Mr. Raborn responded that there were a couple of multimodal hubs along the 69 corridor but that he would study this question and respond back to Council Member Boney at a later time. Chair Spenrath called for the vote which resulted in unanimous approval by all members present.

## **9. COMMUNITY AND ENVIRONMENTAL PLANNING**

### **a. Regional Conservation Framework**

Chair Spenrath recognized Jeff Taebel, H-GAC Director of Community and Environmental Planning. Mr. Taebel took to the floor to present the Regional Conservation Framework and was requesting the board adoption of this resolution. Mr. Taebel presented an overview of the Regional Conservation Framework as an overall vision for the region, conservation wise that contained voluntary strategies, funding source information and as a basis for a new and continuous program at H-GAC supporting conservation efforts for our region. During his presentation Mr. Taebel mentioned that the actual Regional Conservation Framework, Conservation Toolbox, Ecosystem Services Benefits Matrices, Conservation Funding Guide, Conservation Model Projects and Conservation Mapping Tool could be found at <https://h-gac.com/regional-conservation>.

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Mr. Taebel closed his presentation by making an announcement that the Houston Endowment voted to authorize \$500,000 to H-GAC to continue the work toward implementation of this program and requested the adoption of the resolution in support of the Regional Conservation Framework. Liberty County Judge Jay Knight moved to approve and Huntsville ISD Trustee Rissie Owens seconded the motion. Chair Spenrath called for the vote which resulted in unanimous approval by all members present.

**b. Texas Emergency Mortgage Assistance Program**

Chair Spenrath again recognized Mr. Taebel to request authorization to submit an application to the Texas Department of Housing and Community Affairs Texas Emergency Mortgage Assistance Program; amount not to exceed \$3,576,100.

Mr. Taebel described the program as funds generated from the Community Development Block Grant portion of the CARES Act and were designed to assist low to moderate income homeowners who have been impacted by COVID-19. These funds are available to provide up to six months consecutive mortgage assistance for payments in arrears or future payments and must include one future payment and can also be used to pay taxes, insurance and other items in escrow. H-GAC is proposing to apply for the maximum \$3,576,100 to serve the region. Mr. Taebel requested authorization to enter into the application process to the Texas Department of Housing and Community Affairs and also asked if there were any questions. Council Member Arnold moved to approve and Council Member King seconded the motion. Chair Spenrath called for the vote which resulted in a unanimous approval by all members present.

**10. LEGISLATIVE COMMITTEE**

**a. Legislative Update (Information Only; No Action Necessary)**

Chair Spenrath recognized Matagorda County Judge Nate McDonald, Chair of the Legislative Committee. Judge McDonald reported that the Legislative Committee convened earlier in the morning with a quorum present to hear the details of the standing legislative agenda from both the state and federal levels. Mr. Wemple informed the board that H-GAC is paying close attention to legislative activity at both the federal and state level. H-GAC is working closely with the Texas Association of Regional Councils as well as the National Association Regional Councils to seek out legislation that could have a major impact on H-GAC operations. He stated that at the federal level the one apparent item is the recent stimulus funding that our organization could benefit from soon. This funding could be an opportunity for local governments to receive direct funding allocations for activities and for our programs to receive budget increases. Mr. Wemple then yielded the floor to Mr. Guerrero for his presentation on the actions occurring at the state level.

Mr. Guerrero mentioned that appointments to committees have been made by the Lieutenant Governor and the Speaker of the House and committee work has begun. The legislative session began with several hearings regarding the ERCOT controversy and the unprecedented winter storm. Legislation was passed quickly by the senate and it seems they want to put this ugly situation behind them and move onto the 7,400 bills that have been filed for this session. Friday, March 12 was the filing deadline for any bills that are not on a priority list. Mr. Guerrero stated that H-GAC is monitoring many bills that may have an impact on our programs such as: public information law, home delivered meals to seniors through our aging programs, regional broadband, open meetings act legislation and transportation. There are also several bills giving local governments the option to encourage more participation from the public in a virtual setting. Mr. Guerrero finished his presentation with encouraging our members to reach out to H-GAC's

Legislative Committee, who currently meet on a weekly basis, to ask questions or have them seek more information on items of interest. Chair Spenrath asked Judge McDonald if there was anything else to add and Judge McDonald just encouraged his colleagues to be vocal and study topics of interest and advocate for their constituents. Fort Bend County Commissioner Andy Meyers interjected and began to speak on two specific bills; House Bill 10, which both prevents taxpayer-funded lobbying by counties and cities and House Bill 3, which gives the Governor emergency authority and powers with regard to pandemic emergency which would take authority away from counties, judges and city mayors. Commissioner Meyers encouraged his colleagues to keep track of these bills and communicate with state senators and representatives and explain how detrimental these bills especially House Bill 10 could be for our counties and cities.

Council Member Arnold asked to speak as she wanted to recognize any callers who were present and representing our state legislature. Chair Spenrath did acknowledge her request and informed her that Mr. Guerrero did recognize those special guests by name during the roll call at the beginning of the meeting.

Mr. Wemple requested permission to add a closing statement to this agenda item. Chair Spenrath yielded the floor to Mr. Wemple. In closing, Mr. Wemple reiterated that H-GAC is closely following the activity at the state, federal and various agency levels. He also mentioned that our Intergovernmental Relations department has added an experienced team member who will actively follow important items at those levels that may have impacts on H-GAC's programs and our region. Mr. Wemple finally stated that anything of importance would be shared with our board members as it pertained to the Houston-Galveston Area Council and regional collaboration.

## **11. H-GAC BOARD COMMITTEE APPOINTMENTS**

### **a. Corporation for Regional Excellence – Appointments**

Chair Spenrath once again yielded the floor to H-GAC's Executive Director, Mr. Wemple. Mr. Wemple then requested approval of nominations for the Corporation for Regional Excellence Board of Directors. The Corporation for Regional Excellence is our non-profit arm at the Houston-Galveston Area Council. It is an entity that allows local governments to receive charitable donations and receive a tax benefit and do not have a 501(c)(3) arm available to do that, so the CRE can serve as that vehicle. The Corporation can accept those donations for projects, earmark them and disperse them when projects are ready to use them. After the brief description of the Corporation for Regional Excellence Mr. Wemple then listed the nominations for the CRE board as the following: Brazoria County Commissioner Stacy Adams, City of Waller Council Member Nancy Arnold, City of Dickinson Council Member William King III, City of Pattison Mayor Joe Garcia, Huntsville ISD Trustee Rissie Owens, City of Texas City Commissioner Jami Clark and City of Friendswood Council Member Sally Branson. Mr. Wemple stated that by expanding the board it will also assist in expanding opportunities and increasing the awareness of the Corporation and its use amongst our region. Chair Spenrath asked for a motion to approve the nominations. Commissioner Meyers moved to approve the nominations and Mayor Pro Tem Picha seconded the motion. Chair Spenrath called for the vote which resulted in unanimous approval by all members present.

## **12. EXECUTIVE DIRECTOR'S REPORT**

### **a. H-GAC Spotlight – Solid Waste Management Update**

Chair Spenrath once again yielded the floor to Mr. Wemple. Mr. Wemple began his introduction to the spotlight by stating how important it was to highlight H-GAC's programs in

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this way. It was a way for H-GAC employees to provide more information to our board members about our programs and get to know our employees better as well. After that introduction Mr. Wemple recognized Erin Livingston, Principal Planner for Solid Waste Management.

Ms. Livingston took the floor and began her presentation on the Regional Solid Waste Grants Program legislative report by giving some background information first. The Solid Waste Disposal Act was signed into law in 1989 and through this act it called for councils of governments to fund regional and local solid waste projects; and to issue a biannual report detailing how these funds are spent. All works done by the COGS on solid waste are funded by tipping fees (fee charged for every ton of garbage disposed) at landfills. Every council of government receives a portion of this money apportioned by a formula that is determined by the Texas Commission on Environmental Quality considering poverty levels, population and other factors. Regional activities are funded by this money and grant money is also obtained. Once grants are implemented and final results are gathered a year after the grants end those results are used to create this report.

By law H-GAC is required to produce this report, but it also gives H-GAC a chance to showcase what the funds have accomplished. For the last decade, on behalf of the Texas Association of Regional Councils H-GAC has taken the lead in the development of this report. The present report is for grants funded during the fiscal years 2018 and 2019 with final results gathered in the summer of 2020. Two hundred forty grants were funded with more than \$6.1 million disbursed to grantees. Ms. Livingston then highlighted statewide results achieved by the grants. She continued her presentation by stating that grantees collected 1.4 million pounds of hazardous waste from households and almost a fifth of those pounds were paint. The paint collected was enough to trace a one-inch line around the state of Texas 23 times. Grantees also collected 1.25 million pounds of electronics for recycling. Twenty-five local enforcement grants were funded as well, which allowed grantees to investigate over 5,000 illegal dumping sites, identify more than 1,600 violators and led to the removal of more than 21 million pounds of illegally dumped waste. Through billboards, radio spots and mass media activities, grantees reached out to Texans almost 40,000 times.

This legislative report highlights challenges and successes of the grants program through stories. Topics showcased this year include illegal dumping enforcement, pharmaceutical collection, electronic recycling and the use of partnerships to stretch dollars. This report concludes with a two-page spread to highlight each council of government region. COGS can spotlight a project or projects that tells the best story of their region. It also includes a list of the grantees for that biennium and types of projects funded.

Ms. Livingston then presented results for the Houston-Galveston Area region and stated that our local enforcement grantees investigated over 3,500 illegal dumping sites and found the responsible party in about 40% of the cases. Recycling grantees collected more than 5.4 million pounds of recyclables and household hazardous waste grantees collected 350,000 pounds of hazardous waste.

Ms. Livingston ended her presentation by announcing grant application submissions would begin in the fall once the Texas legislature has appropriated funding and a finalized contract with the Texas Commission on Environmental Quality was completed. She also mentioned that selected grants would begin in 2022 and the entire report could be found on the Texas Association of Regional Councils' website.

## **b. Current and Upcoming H-GAC Activities**

Mr. Wemple took the floor once again to report on upcoming H-GAC activities. Mr. Wemple discussed the unprecedented winter storm that hit our state in February. He mentioned how disruptive it was to our operations, but we were able to get back to business and account for all of our staff relatively quickly. After the storm our organization created a banner for winter storm resources that can be found at [www.h-gac.com](http://www.h-gac.com) which will be updated regularly as funding and other resources become available that our members may be interested in for their communities. He also mentioned that H-GAC launched an internal fundraising campaign to help fellow colleagues with some of their unexpected hardship and expenses that came from the storm. Keeping with the winter storm he also mentioned damage to our building and offices due to the release of water via pipes. It has been determined that our offices have flooring, wall and ceiling damage but our CFO Nancy Haussler and facilities team are working with building management and insurance adjusters to keep us informed of impending repairs.

Mr. Wemple then discussed board members' opportunity to serve on board advisory committees. He stressed the importance of these committees and by serving on them can bring influence and change to H-GAC's activities. Mr. Wemple mentioned a few of the committees by name and included the creation of new committees that could do the following: bring about the implementation of high speed internet access plans to the region and the other would focus on the current composition of our board and our general assembly due to the new census numbers and the impact it would have on our seats and if adjustments need to be made.

Mr. Wemple then gave an update as to the COVID-19 pandemic's effects on H-GAC. He stated that the agency remains in remote work status. Senior management continues to monitor the COVID-19 numbers for Harris County and if numbers continue to decline we may have a voluntary return of staff later this spring with a larger return later in the year. It was mentioned that the governor's disaster declaration is up for renewal on a monthly basis, and since it was recently renewed we will continue to meet virtually. However, when the disaster declaration expires H-GAC is looking at a hybrid meeting setting. A team has been established to look at what this setting would look like and how it would work within the pandemic limitations (i.e. social distancing, mask enforcement etc.). Mr. Wemple also mentioned that H-GAC has been reaching out and assisting other councils of governments in Texas who have suffered some staffing losses due to COVID-19.

Mr. Wemple then announced that the General Land Office began their announcements of the state competition for individual projects for local governments. Out of the 25 that have been announced, 9 are in the Houston-Galveston Area Region totaling almost \$59,000,000 in GLO grants. A few of the awardees are: the Cities of Baytown, La Marque, Freeport and Houston.

In closing Mr. Wemple mentioned he would be attending the Harris County Mayors and Councils Association later that week and would be able to discuss the work the Houston-Galveston Area Council does and how to provide even more service to the municipalities in Harris County.

### **13. ADJOURNMENT**

There being no further business to discuss, Chair Spenrath adjourned the March Meeting of the H-GAC Board of Directors at 11:16 a.m.

(over)

## **MICROSOFT OFFICE 365 SUBSCRIPTION RENEWAL**

### **Background**

The Houston-Galveston Area Council currently subscribes to Microsoft Office 365 service on an annual basis to provide its staff with email services, SharePoint Online, OneDrive, Teams, and Office software suite.

### **Current Situation**

H-GAC will need to renew the subscription and increase our license count to 306 licenses to maintain business services provided by Microsoft Office 365.

### **Funding Source**

Local Funds

### **Budgeted**

Yes

### **Action Requested**

Request approval to renew the Microsoft Office 365 subscription for one year at \$215 per license for a total contract amount of \$65,790. (Staff Contact: Tanya Nguyen)



## **HGACBUY – SEWER CLEANING, HYDRO-EXCAVATING, INSPECTION EQUIPMENT, AND MISCELLANEOUS SERVICES**

### **Background**

The H-GAC Cooperative Purchasing Program (HGACBuy) establishes contracts for a variety of products and services through competitive solicitations. Member governments are able to use the contracts to make purchases. HGACBuy received and opened five bids for Sewer Cleaning, Hydro-Excavating, Inspection Equipment, and Miscellaneous Services on February 11, 2021. The following companies submitted bids:

Aries Industries, Inc.*	Waukesha, WI
Envirosight, LLC*	Randolph, NJ
Rausch Electronics USA, LLC	Chambersburg, PA
Ring-O-Matic, Inc.	Pella, IA
The Charles Machine Works, Inc.	Perry, OK

\*Joint Bid

### **Current Situation**

This contract is a supplement of an existing contract in our portfolio, consisting of sewer/pipeline cleaners, jet rodders, hydro-excavators, portable pipeline inspection equipment and other related equipment. All bid responses have been evaluated by H-GAC staff. Five bids (consisting of twenty-six vendors) are being recommended for award.

### **Funding Source**

Participating local government purchasers

### **Budgeted**

N/A

### **Action Requested**

Request authorization of contracts with respondents for sewer cleaning, hydro-excavating, inspection equipment and miscellaneous services. (Staff Contact: Ronnie Barnes)

### **ATTACHMENTS:**

- SC01-21A: Award Recommendation Table
- Cover Memo

**SC01-21A: Award Recommendation Table**

<b>MANUFACTURER</b>	<b>H-GAC PRODUCT CODE</b>	<b>BIDDER</b>
<b>D. Hydro-excavators, Truck &amp; Trailer Mounted</b>		
Ring-O-Matic	SC21AD040-SC21AD075	Ring-O-Matic, Inc.
<b>E. Standard Portable Sewer Inspection Systems</b>		
Envirosight	SC21AE020-SC21AE042	Envirosight, LLC*; Best Equipment Co., Inc.; Environmental Products Group, Inc.; Green Equipment Company; Haaker Equipment Company; Jet Vac Equipment, LLC; J.F. McDermott Corp.; Joe Johnson Equipment, LLC; Key Equipment and Supply, Co.; MacQueen Equipment, LLC; MetroQuip, Inc.; Neverest Equipment Company, LLC; NorMont Equipment, Co.; Pete's Equipment Repair, Inc.; Sansom Equipment Company, Inc.; Standard Equipment Company; True North Equipment, Inc. dba True North Emergency Equipment; U-Rock Utility Equipment, Inc.
Rausch	SC21AE058-SC21AE064A	Rausch Electronics USA, LLC
The Charles Machine Works	SC21AE070-SC21AE072	The Charles Machine Works, Inc.
<b>G. Sewer Inspection Vans</b>		
Aries	SC21AG001-SC21AG005	Aries Industries, Inc.*; Bogie Enterprises, Inc. dba Envirotech Equipment; Coe Equipment, Inc.; Reliability Point, LLC; Griffin Sales, Inc. dba Rodders and Jets Supply Co.
Rausch	SC21AG028-SC21AG036	Rausch Electronics USA, LLC
The Charles Machine Works	SC21AG042-SC21AG050	The Charles Machine Works, Inc.
<b>H. Miscellaneous Sewer Cleaning Services</b>		
Aries Industries	SC21AH001	Aries Industries, Inc.*; Bogie Enterprises, Inc. dba Envirotech Equipment; Coe Equipment, Inc.; Reliability Point, LLC; Griffin Sales, Inc. dba Rodders and Jets Supply Co.
Rausch	SC21AH084-SC21AH091	Rausch Electronics USA, LLC
Ring-O-Matic	SC21AH098-SC21AH101	Ring-O-Matic, Inc.

## HGACBUY - TRAFFIC CONTROL, ENFORCEMENT AND SIGNAL PREEMPTION EQUIPMENT

### Background

The H-GAC Cooperative Purchasing Program (HGACBuy) establishes contracts for a variety of products and services through competitive solicitations. Member governments are able to use the contracts to make purchases. HGACBuy received and opened ten proposals for traffic control, enforcement and signal preemption equipment on December 02, 2020. The following companies submitted a proposal:

Acusensus, Inc.	San Diego, AZ
American Traffic Solutions, Inc. dba Verra Mobility	Mesa, AZ
Applied Information, Inc.	Suwanee, GA
Consolidated Traffic Controls, Inc.	Arlington, TX
Electrotechnics Corporation dba ELTEC	Marshall, TX
K&K Systems, Inc.	Tupelo, MS
Paradigm Traffic Systems, Inc.	Arlington, TX
Texas Highway Products, LTD	Round Rock, TX
Twincrest, Inc. dba Twincrest Technologies	Fort Worth, TX
UR International, Inc.	Stafford, TX

### Current Situation

This contract is a continuation of an existing contract in our portfolio, consisting of various types of traffic control enforcement and signal preemption equipment. All proposals have been evaluated by H-GAC staff. Nine proposals are being recommended for award. Acusensus Inc. was deemed non-compliant for failing to meet proposal requirements. Request authorization to negotiate contracts with each respondent listed in the Award Recommendation Table, and as may be applicable, to extend contract assignments to other authorized entities during the contract period.

### Funding Source

Participating local government purchases

### Budgeted

N/A

### Action Requested

Request authorization to negotiate contracts with the respondents listed in the contract Award Recommendation Table for traffic control, enforcement and signal preemption equipment. (Staff Contact: Ronnie Barnes)

**ATTACHMENTS:**

▫ PE05-21 Award Recommendation Table

Cover Memo

**PE05-21 Award Recommendation Table**

<b>Proposal</b>	<b>Type of Equipment</b>	<b>H-GAC Product Code(s)</b>
American Traffic Solutions, Inc. dba Verra Mobility	Photo Enforcement Systems	CE
Applied Information, Inc.	Optically Controlled or Global Positioning Satellite/Radio Controlled Priority Traffic Signal Preemption System Intelligent Transportation Management Systems Indication and Warning Assembly with or without Activation Systems	DA, DI, DG
Consolidated Traffic Controls, Inc.	Optically Controlled or Global Positioning Satellite/Radio Controlled Priority Traffic Signal Preemption System Portable Vehicle Counters Vehicle Identification/Vehicle Detection Systems Indication and Warning Assembly with or without Activation Systems	HA, KA, LD, PG, RG, UG, UC
Electrotechnics Corporation dba ELTEC	Indication and Warning Assembly with or without Activation Systems	GG
K&K Systems, Inc	Indication and Warning Assembly with or without Activation Systems Portable Traffic Control & Mitigation Devices	HHG, HHF
Paradigm Traffic Systems, Inc.	Optically Controlled or Global Positioning Satellite/Radio Controlled Priority Traffic Signal Preemption System Vehicle Identification/Vehicle Detection Systems Indication and Warning Assembly with or without Activation Systems Wireless Vehicle Detection Systems Intelligent Transportation Management Systems	DA, FC, DG, SH, DI, FI
Texas Highway Products, LTD	Vehicle Identification/Vehicle Detection Systems Portable Traffic Control & Mitigation Devices Indication and Warning Assembly with or without Activation Systems	AAC, BBF, CCG, DDG, EEG, FFF, GGF, KG
Twincrest, Inc. dba Twincrest Technologies	Vehicle Identification/Vehicle Detection Systems	YC, SC
UR International, Inc.	Intelligent Transportation Management Systems	XI

## CLEAN CITIES PROGRAM AGREEMENT

### Background

The Clean Cities Program is a U.S. Department of Energy funded program that provides support for efforts to encourage the use of alternative fuels and advanced vehicle technologies that can reduce harmful transportation-related emissions. The primary goal of the program is to accelerate the use of U.S. domestic alternative fuels, advanced vehicle technologies, and other fuel economy and idle reduction technologies. The regional coalition was established at H-GAC in 1996 and works to support and extend air quality education and outreach efforts directly to stakeholders throughout our region.

H-GAC's Coalition staff work directly with stakeholders to increase the use of alternative fueled vehicles, and activities include quarterly stakeholder meetings, information events on various alternative fueling topics (propane school buses, workplace EV charging, and alt fuel cooperative purchasing for a couple of recent examples), and periodic Clean Cities Technologies Conferences. The Clean Cities Program also helps support the air quality improvement activities of H-GAC's Air Quality Program as well as other H-GAC efforts including policy activities, the Clean Vehicles program, and transportation demand management activities.

### Current Situation

This proposed Clean Cities Program Agreement will start in April 2021 with annual grants from the U.S. Department of Energy that will not exceed a total of \$465,000 over a five-year period. Staff anticipates a first-year grant amount of \$72,500. The previous five-year agreement expired at the end of February.

The Clean Cities grant will support three types of staff activities:

1. Outreach about alternative fuels, including the Coalition's "Fuel for Thought" podcast, webinars, and "ride and drive" events to demonstrate alternative fuel technologies.
2. Support for stakeholders' efforts to identify and secure grant funds to transition fleets to alternative fuels.
3. Technical assistance and fleet coaching to stakeholder fleets to enhance understanding of opportunities, benefits, costs, and barriers related to alternative fuel transitions.

### Funding Source

U.S. Department of Energy

### Budgeted

Yes

### Action Requested

Request authorization to enter into an agreement with the U.S. Department of Energy for Clean Cities program activities for five years; total amount not to exceed \$465,000. (Staff Contact: Craig Raborn)



## 2021 HURRICANE PREPAREDNESS OUTREACH CAMPAIGN

### Background

In collaboration with our state and local jurisdictions, the Houston-Galveston Area Council seeks to continue its annual Hurricane Preparedness Outreach Campaign. The goal of the outreach campaign is to increase awareness about hurricane evacuation planning, especially for those residents living in zip code zones that are subject to storm surge.

### Current Situation

The outreach campaign will include advertisements with various media outlets to reach residents living within the zip code zones and the surrounding areas. The campaign will advertise in English and Spanish to direct people to the Houston-Galveston Area Council's hurricane evacuation planning website.

The 2021 zip zone map campaign media buys will be conducted by the H-GAC Communications Department. Based on demographic research on residents in the zip code zones, a list of potential vendors and estimated budget for each is listed below:

Type	Amount	Potential Vendors
Digital	\$80,000	Houston Chronicle, KPRC Click 2 Houston, KHOU, ABC13, Texas A&M, University of Houston
Social Media	\$10,000	Facebook, Twitter, Instagram, LinkedIn
Radio	\$130,000	Cox Media – KKBQ, KTHT, iHeart – KOVE, KAMA, KBXX, KMJQ, KODA, KQBT, KTBZ, KRBE Texas Southern University Texas A&M University of Houston
Cinema	\$30,000	National CineMedia

The proposed timeline for the campaign is from May through November 2021. This effort is included in the H-GAC Unified Planning Work Program.

### Funding Source

Federal Metropolitan Planning Funds

### Budgeted

Yes

### Action Requested

Request authorization to contract with media vendors to purchase radio, digital, and social media to promote hurricane preparedness within the Gulf Coast region; amount not to exceed \$250,000. (Staff Contact: Craig Raborn)

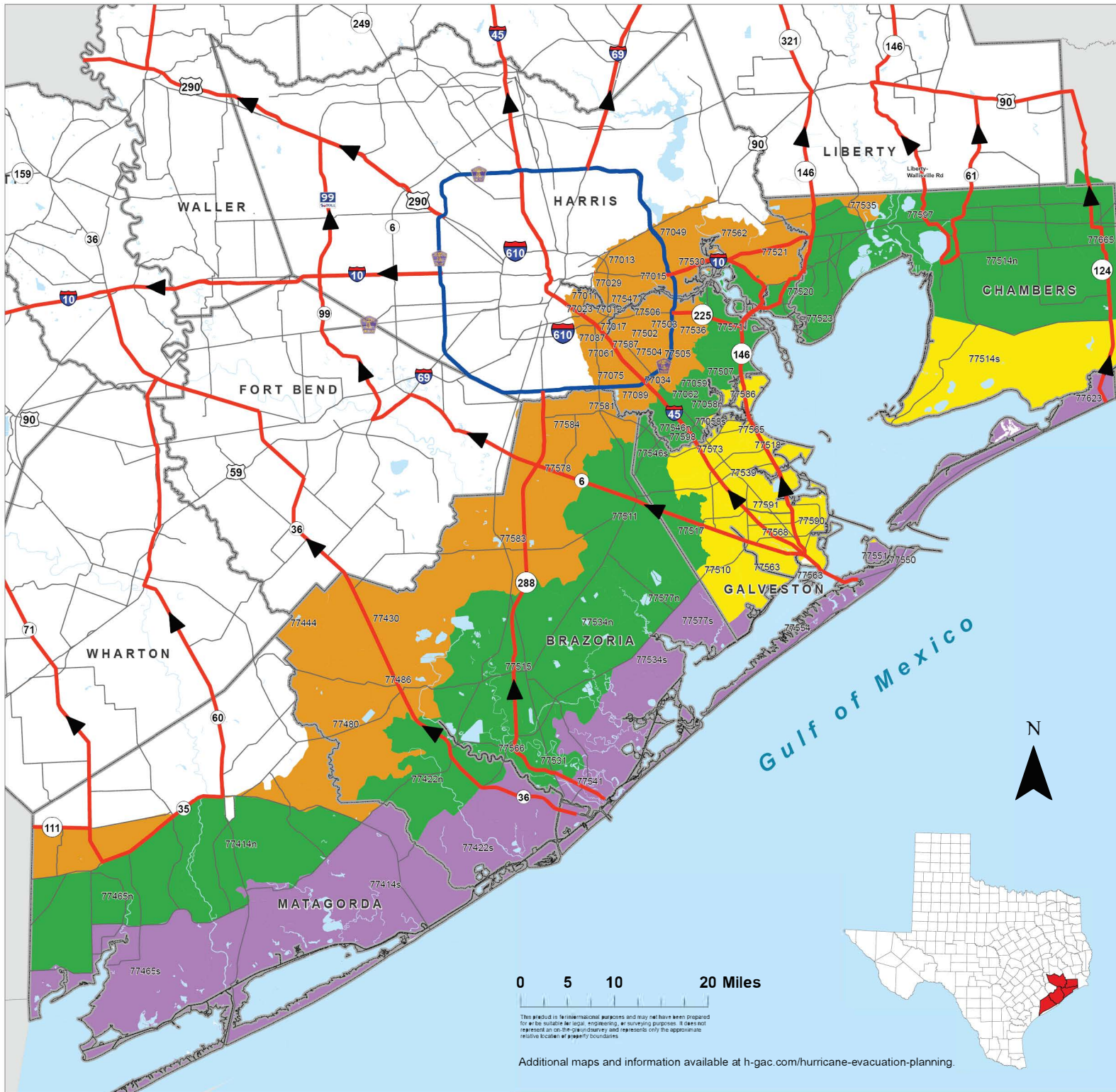


**ATTACHMENTS:**

▫ 2021 Zip Zone Map

Backup Material

# Brazoria, Chambers, Galveston, Harris, and Matagorda Hurricane Evacuation Zip-Zones Coastal, A, B, C



ZIP ZONE COASTAL				
77414s	77422s	77465s	77534s	77541
77550	77551	77554	77563	77577s
77623				
ZIP ZONE A				
77058s	77510	77514s	77518	77539
77563	77565	77568	77573	77586
77590	77591			
ZIP ZONE B				
77058n	77059	77062	77414n	77422n
77465n	77507	77511	77514n	77515
77517	77520	77523	77531	77534n
77546n	77546s	77560	77566	77571
77577n	77597	77598	77665	
ZIP ZONE C				
77011	77012	77013	77015	77017
77023	77029	77034	77049	77061
77075	77087	77089	77430	77444
77480	77486	77502	77503	77504
77505	77506	77521	77530	77535
77536	77547	77562	77578	77581
77583	77584	77587		

Some zip codes are split into north (n) and south (s) for evacuation purposes.

## Route Designation

- Evacuation Corridors
- Evacuation Connections
- Other Roads
- County Boundary



0 5 10 20 Miles

This product is for informational purposes only and may not have been prepared for or the suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

Additional maps and information available at [h-gac.com/hurricane-evacuation-planning](http://h-gac.com/hurricane-evacuation-planning).

**MONTHLY FINANCIAL REPORT - MARCH 2021**

**ATTACHMENTS:**

▫ March 2021 Financial Report

Cover Memo

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the One Month Ended March 2021**

	Budget Year to date	Actual Year to date	Variance Dollar	%
<b>Combined Revenues and Expenditures</b>				
Revenues	\$ 97,147,917	\$ 73,289,501	\$ (23,858,416)	-25%
Expenditures	(96,712,400)	(72,492,150)	24,220,249	-25%
<b>Change in Combined Fund Balance</b>	<b>\$ 435,517</b>	<b>\$ 797,350</b>	<b>\$ 361,834</b>	

<b>Change in Fund Balance by Fund Type</b>				
Change in fund balance - General Fund	\$ 60,364	\$ 113,337	\$ 52,973	
Change in fund balance - Gulf Coast Regional 911	671,632	545,803	(125,829)	
Change in fund balance - Enterprise Fund	183,933	138,210	(45,723)	
<b>Total Change in Fund Balances</b>	<b>\$ 915,929</b>	<b>\$ 797,350</b>	<b>\$ (118,579)</b>	

**Variance Analysis**

The presentation of the change in fund balance by fund type is intended to highlight the effects of revenue and expenditure transactions by fund. The General Fund (GF) consists of those funds not associated with grant programs or enterprise activities. The Special Revenue Fund (SRF) consists of those funds that are restricted for a specific purpose. HGAC's grant programs are in this fund. The Enterprise Fund is used to track activities of the Cooperative Purchasing program and the Energy Purchasing Corporation. The variances of specific revenues and expenditures are explained on the second page of this report.

\*\*\* The Cooperative Purchasing program has contributed \$144,846 an increase toward the Enterprise fund balance YTD, and the Energy Purchasing Corporation is reflecting a (\$6,636) decrease to the Enterprise fund balance.

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the One Month Ended March 2021**

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Dollar	%
<b>Revenues</b>					
<b>General and Enterprise Fund</b>					
Membership dues (a)	\$ 395,538	\$ 395,538	\$ 113,652	\$ (281,886)	-71%
HGAC Energy Purchasing Corporation	130,000	22,500	18,167	(4,333)	-19%
Cooperative Purchasing fees	5,500,000	1,375,000	1,075,848	(299,152)	-22%
Gulf Coast Regional 911 fees	4,036,797	1,009,199	1,112,246	103,047	10%
Interest Income	35,000	8,750	200	(8,550)	-98%
Other	3,981,468	995,367	1,693,306	697,939	70%
<b>Total General and Enterprise Fund revenues</b>	<b>\$ 14,078,803</b>	<b>\$ 3,806,354</b>	<b>\$ 4,013,419</b>	<b>\$ 207,065</b>	<b>5%</b>
<b>Special Revenue Fund</b>					
Federal Grant	\$ 3,556,065	\$ 889,016	\$ 62,388	\$ (826,628)	-93%
State Grants	369,810,185	92,452,546	69,213,692	(23,238,854)	-25%
<b>Total Special Revenue Fund revenues</b>	<b>\$ 373,366,250</b>	<b>\$ 93,341,563</b>	<b>\$ 69,276,080</b>	<b>\$ (24,065,482)</b>	<b>-26%</b>
<b>Total Revenues</b>	<b>\$ 387,445,053</b>	<b>\$ 97,147,917</b>	<b>\$ 73,289,499</b>	<b>\$ (23,858,418)</b>	<b>-25%</b>
<b>Expenditures</b>					
Personnel	\$ 27,608,829	\$ 6,902,207	\$ 5,926,242	\$ (975,965)	-14%
Pass-through funds - grant	341,090,281	85,272,570	64,125,874	(21,146,696)	-25%
Consultant and contract services	11,480,098	2,870,025	1,210,126	(1,659,899)	-58%
Lease of office space	1,791,142	447,786	444,341	(3,445)	-1%
Equipment	1,677,448	419,362	88,126	(331,236)	-79%
Travel	327,205	81,801	7,237	(74,564)	-91%
Other expense	2,874,595	718,649	690,203	(28,446)	-4%
<b>Total Expenditures</b>	<b>\$ 386,849,598</b>	<b>\$ 96,712,400</b>	<b>\$ 72,492,149</b>	<b>\$ (24,220,250)</b>	<b>-25%</b>
<b>Excess of Revenues over(under) Expenditures</b>	<b>\$ 595,455</b>	<b>\$ 435,517</b>	<b>\$ 797,350</b>	<b>\$ 361,833</b>	

**Variiances:**

- (a) Membership remittance is down for this time of year.
- (b) Other revenue includes the EDA loan program that has seen increased activity due to COVID related funds being made available to small businesses
- (c) Pass-through revenue for state and federal grants is increasing each month and our current projection shows that it will meet our budget for the year.
- (d) The travel budget was anticipating that Covid restrictions would end in 2021. We are starting to see some easing of restrictions and requests for in-person events that include in-region and out-of-region travel, so we expect that our expenses will increase later in the year.

## INTERNAL AUDIT 2020 ANNUAL REPORT

### **Background**

The Internal Audit Charter requires the Internal Audit department to prepare an annual report of its activities that compares the plan with actual results. The H-GAC Internal Audit department consists of five auditing professionals.

### **Current Situation**

The Director of Internal Audit has prepared the Internal Audit Annual Report for Fiscal Year ending December 2020. The Executive Director has reviewed the annual report. This report was submitted to the H-GAC Audit Committee for review and discussion.

The Internal Audit Annual Report is a summary of internal audit activities for Fiscal Year 2020. The report contains a narrative of staff hours charged to various projects as well as categories of subrecipient/contractor monitoring, regular internal audits, program reviews, follow-up audits, and special projects. In the appendixes of the report are specific projects completed, audit recommendations, a listing of desk reviews completed, site visits and related recommendations, and a list of pre-award reviews completed by staff. Attached is the complete document reviewed and accepted by the H-GAC Audit Committee.

### **Funding Source**

Indirect cost funding

### **Budgeted**

Yes

### **Action Requested**

Request Board acceptance of the Internal Audit Annual Report for Fiscal Year ending 2020. (Staff Contact: Charles Hill)

### **ATTACHMENTS:**

▫ Internal Audit Annual Report 2020

Backup Material





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**Houston-Galveston Area Council**

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April 7, 2021

Chuck Wemple  
***Executive Director***  
Houston-Galveston Area Council  
3555 Timmons Lane  
Houston, Texas 77027

**RE: INTERNAL AUDIT ANNUAL REPORT FOR 2020**

Dear Mr. Wemple:

Attached is the Internal Audit Annual Report for fiscal year 2020. This report contains the results of activities for the internal audit function at H-GAC. A comparison of the planned projects and allocated hours versus actual hours charged to specific project categories is included in this report.

The internal audit staff adds value to H-GAC operations by fulfilling their responsibilities as an independent review of operational controls, testing compliance with appropriate policies and procedures as well as state and federal regulations and advisory services to managers and directors. The Executive Director should submit this report to the H-GAC Audit Committee and Board of Directors for review and comments. If there are any questions about this report, contact me at (713) 993-4517.

Sincerely,

A handwritten signature in blue ink that reads "Charles D. Hill".

Charles Hill, CIA, CPA, CGMA  
***Director, Internal Audit***

cc: Audit Committee Members  
Nancy Haussler, H-GAC Chief Financial Officer



*Houston-Galveston Area Council*

**INTERNAL AUDIT  
ANNUAL REPORT  
For Fiscal Year Ending 2020**

*April 2021*



**HOUSTON-GALVESTON AREA COUNCIL  
INTERNAL AUDIT ANNUAL REPORT  
For Fiscal Year Ending 2020**

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B. Summary of Audit Report Recommendations for 2020	
C. Summary of Desk Reviews for 2020	
D. Summary of Site Visit Report Recommendations for 2020	
E. Pre-Award Contract Reviews for 2020	

## EXECUTIVE SUMMARY

### INTERNAL AUDIT ANNUAL REPORT For Fiscal Year Ending 2020

The Director of Internal Audit prepared this report covering the scope of activities and projects for fiscal year 2020. The Internal Audit department is responsible for reviewing and evaluating the controls at H-GAC and monitoring contractors/subrecipients. The following is a breakdown of the actual staff hours versus budget hours for various categories of projects for the year.

<i>Category</i>	<i>Planned Hours</i>	<i>Actual Hours</i>	<i>Difference</i>
Regular Audits	1,750	147	-1,603
Program Reviews	1,400	466	-669
Follow-up Audits	300	128	-172
Contractor Monitoring	2,600	3,724	+1,124
Special Projects	1,750	761	-989
Administrative Time	1,600	3,665	+2,065
Leave Time	1,000	928	-72
<b>Totals</b>	<b>10,400</b>	<b>9,819</b>	

The following is a breakdown of the types of projects, the number of reports, as well as a summary of work products for the past three years.

<i>Item</i>	<i>2020</i>	<i>2019</i>	<i>2018</i>
Regular Audits/Reviews	7	7	4
Regular Audit Reports	3	4	1
Follow-up Audits/Reports	2	0	3
Special Projects	8	7	5
Special Project Reports	2	2	3
Site Visits	26	15	24
Site Visit Reports	25	12	24
Desk Review Letters	33	37	45
Pre-Award Review Memos	5	2	7

Additional comments and clarifications include the following.

- The staff started or completed seven audits/reviews and issued three reports.
- Work was performed on two follow-up audits; but no reports were issued.
- More administrative time and contractor monitoring hours were used due to the COVID-19 pandemic and changes in internal procedures and management.
- Pre-Award reviews covered one department (i.e. Transportation) for this year; in the current and succeeding years reviews will be agency-wide and initiated by Internal Audit.
- Fewer subrecipients/contractors desk review letters were issued this year.

## **INTERNAL AUDIT ANNUAL REPORT For Fiscal Year Ending 2020**

### **PURPOSE**

This report was prepared by the Director of Internal Audit at the Houston-Galveston Area Council (H-GAC) to summarize the activities and work completed for the department. The reporting period is from January to December 2020. The completion of this report and its submission to the H-GAC Board of Directors (the Board) is consistent with the H-GAC internal audit charter. The Institute of Internal Auditors Code of Ethics defines internal auditing as an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

### **BACKGROUND**

The Internal Audit Department at H-GAC has the responsibility to review and evaluate the controls at the agency. In addition, the internal audit staff has responsibility for contractor/subrecipient monitoring. Our staff performs desk reviews of contractors audited annual financial reports, site visits, and on a sample basis CPA firm working papers reviews. All other assignments completed by the department are considered special projects.

The H-GAC Board approved a revised internal audit charter in 2015 to update and reflect current guidelines for the professional practice of internal auditing. The Internal Audit function at H-GAC consists of a director and four audit professionals. The operations of the department conform to standards for the International Practice of Internal Auditing as required by the Institute of Internal Auditors. An external quality assurance review was completed in 2018 and confirmed our compliance with professional standards.

### **RESULTS OF AUDIT ACTIVITY**

The internal audit director completed an internal audit plan for fiscal year 2020, which was approved by the H-GAC Audit Committee as well as the Board. The plan served as a guide to allocate audit resources in an efficient and effective manner to cover key areas of the agency. The following is a summary of department activity and/or work products for the past three years.

**INTERNAL AUDIT ANNUAL REPORT  
For Fiscal Year Ending 2020**

<i>Item</i>	<i>2020</i>	<i>2019</i>	<i>2018</i>
Regular Audits/Reviews	7	7	4
Regular Audit Reports	32	4	1
Follow-up Audits/Reports	2	0	3
Special Projects	8	7	5
Special Project Reports	2	2	3
Site Visits	26	15	24
Site Visit Reports	25	12	24
Desk Review Letters	33	37	45
Pre-Award Review Memos	5	2	7

The Internal Audit Department allocated hours in the 2020 plan based on FIVE staff members at 2,080 hours each for the year (i.e. 10,400 hours). The hours were divided into seven categories – regular audits, program reviews, follow-up audits, contractor monitoring, special projects, administrative time, and leave time. The timing of hiring an additional staff member caused overall hours to be less than planned hours for projects. The following table compares planned hours for these categories with actual hours used in 2020 to complete various projects.

<i>Category</i>	<i>Planned Hours</i>	<i>Actual Hours</i>	<i>Difference</i>
Regular Audits	1,750	147	-1603
Program Reviews	1,400	466	-669
Follow-up Audits	300	128	-172
Contractor Monitoring	2,600	3,724	+1,124
Special Projects	1,750	761	-989
Administrative Time	1,600	3,665	+2,065
Leave Time	1,000	928	-72
<b>Totals</b>	<b>10,400</b>	<b>9,819</b>	

**PROJECTS COMPLETED**

The internal audit department completed many and various projects during the year. In Appendix A, it compares planned projects from the 2020 audit plan with actual projects completed for the period. Appendix B contains the audit recommendations for regular audits, reviews, and follow-up reports issued during the year.

The contractor and subrecipient monitoring projects consisted of desk reviews, site visits, and pre-award reviews. The desk reviews are detailed technical reviews of contractors' most recent annual financial reporting packages to determine compliance with state and federal reporting requirements. Internal Audit issues the management acceptance letters for these contractor/subrecipient reports. There were 33 desk reviews completed (see Appendix C) for 2020.

**INTERNAL AUDIT ANNUAL REPORT  
For Fiscal Year Ending 2020**

Contractor monitoring reports are usually issued after site visits are made to contractors by internal audit staff. There were 26 virtual site visits made in 2020. The main purpose of these site visits was to review the adequacy of controls as well as contract compliance. The site visit/contractor monitoring reports will usually have recommendations (see Appendix D) made by the auditor. The program staff has the responsibility of ensuring contractors take appropriate corrective actions on recommendations made by Internal Audit. Most findings in the site visit reports did not represent material weaknesses or problems that could not be corrected in a timely manner.

Pre-award reviews were completed for pending contracts in the H-GAC Transportation Department. These reviews consisted of basically reviewing cost data and background information for proposed contracts to ensure compliance with state and federal guidelines, as well as consistency with other H-GAC contracts. In some cases, a site visit would also be part of a pre-award review. There were five (5) pre-award reviews performed in 2020 (see Appendix E). The category of special projects represents the remainder of projects completed by the Internal Audit staff.



Charles Hill, CIA, CPA, CGMA  
***Director, Internal Audit***

Report Date: 4/6/21

Report Issue Date: 4/7/21

## APPENDIX A

### Planned Projects versus Actual Projects for 2020

<i>Project Titles</i>	<i>Budget Hours</i>	<i>Actual Hours</i>	<i>Comments</i>
<b><i>Regular Audits:</i></b>			
Workforce Contract Audit	250	135	Will Complete in 2021
Environmental Planning Audit	400	12	In Process
Transportation Consultants Audit	350	0	Will Reschedule
Aging Services Audit	400	0	In Process
Consultant Contracts Audit	350	0	Will Reschedule
<b><i>Program Reviews:</i></b>			
Cybersecurity Review	250	65	Will complete in 2021
Risk Management Review	250	50	Will complete in 2021
Public Services Travel Review	150	141	Report Issued
Air Quality Review	250	0	Will Reschedule
9-1-1 Services Review	250	0	Will Reschedule
Audit Literacy Review	250	0	Will Reschedule
Law Enforcement Training Review	0	110	Report Issued
Equity Documents Review	0	100	Special Report Issued
<b><i>Follow-up Audits:</i></b>			
	300	128	Two areas reviewed
<b><i>Subrecipient/Contractor Monitoring:</i></b>			
Pre-Award Reviews	350	245	
Desk Reviews	1,000	1,315	
Contractor/Consultant Site Visits	1,200	1,860	
Contractor Database	200	304	
<b><i>Special Projects:</i></b>			
Internal Audit Reporting	350	142	
Staff Advisory	350	243	
Other Projects	900	376	
<b><i>Administrative Time</i></b>			
Administrative Support Staff	600	1,431	
CPE Course/Staff Development	250	299	
Audit/Technical Research	300	224	
Supervision of Staff/HGAC Functions	450	1,711	
<b><i>Leave Time</i></b>			
	1,000	928	
<b><i>Total Audit Hours</i></b>	<b><i>10,400</i></b>	<b><i>9,819</i></b>	

## APPENDIX B

### Summary of Audit Report Recommendations for 2020

<i>Report Title</i>	<i>Report Date</i>	<i>Recommendations</i>	<i>Status</i>
BakerRipley	10/09/19	<ol style="list-style-type: none"> <li>1. Ensure that future contracts with BakerRipley, specifically list the state assurances that are applicable to the contractor including regulations and/or laws on nepotism and conflicts of interest situations.</li>   <li>2. Ensure that each member of the Board of Directors and Executive Team completes and submits a conflict of interest disclosure form to comply with H-GAC contractual requirements.</li>   <li>3. Communicate in writing the required disclosure, to comply with contractual requirements, for the H-GAC contractor President and CEO and new Board Member of Baker Ripley; and the actions (that will be) taken to prevent any conflict of interest.</li>   <li>4. Revise policy to include Board of Directors' approval for large procurement instruments.</li>   <li>5. Use the required TWC Form (7100) for construction and other capital expenditures (leasehold improvements/build-outs); and request written guidance, as necessary, from H-GAC related to construction for leasehold improvements (build-outs) to comply with contractual requirements.</li> </ol>	<p style="text-align: center;"><i>Implemented</i></p>           <p style="text-align: center;"><i>Implemented</i></p>            <p style="text-align: center;"><i>Implemented</i></p>            <p style="text-align: center;"><i>Implemented</i></p>

**APPENDIX B**

**Summary of Audit Report Recommendations for 2020**

<i>Report Title</i>	<i>Report Date</i>	<i>Recommendations</i>	<i>Status</i>
Public Services Travel Review	3/27/20	<ol style="list-style-type: none"> <li>1. Ensure that department staff are submitting their reimbursements for travel within a timely manner</li> <li>2. Department staff should consult with one another during planning travel to the same location in order to ensure all opportunities for cost savings are met.</li> </ol>	<i>Implemented</i>
Law Enforcement Training Review	10/14/20	<ol style="list-style-type: none"> <li>1. Strengthen monitoring policies and procedures by conducting training academy close-out visits at the end of contract periods and performing reviews of training academy visits conducted by TCOLE.</li> <li>2. Law Enforcement Training staff should develop their own set of robust monitoring policies and procedures to ensure program standards are met and to make the knowledge transfer process easier when new staff are added to the program.</li> </ol>	<i>Implemented</i>



**APPENDIX C**

**Summary of Desk Reviews for 2020**

<b><i>Contractor:</i></b>	<b><i>Accepted Without Need for Follow-up</i></b>	<b><i>Accepted With Follow-up On Some Items</i></b>
ActionS, Inc. of Brazoria County	X	
Alliance for Multicultural Community Services	X	
Association for the Advancement of Mexican Americans	X	
Baker Ripley ( <i>Neighborhood Centers, Inc.</i> )		X
Boys & Girls Club of Walker County Texas, Inc.	X	
Brazosport College	X	
Catholic Charities of the Archdiocese of the Gulf Coast	X	
Chinese Community Center, Inc.	X	
City of Bay City	X	
City of Conroe	X	
City of Houston	X	
City of Palacios	X	
Collaborative for Children	X	
College of the Mainland	X	
Columbia-Brazoria ISD	X	
Community Family Centers	X	
Education Service Center Region VI	X	
Employment & Training Center	X	
Fort Bend County	X	
Fort Bend Senior Citizens	X	
Harris County	X	
Harris County Department. of Education	X	
Houston Community College	X	
Houston ISD	X	
Interfaith Ministries of Greater Houston	X	
Interfaith of the Woodlands	X	
Lone Star College	X	
Meals on Wheels Montgomery County	X	
Montgomery County Hospital District	X	
San Jacinto Community College	X	
Senior Center of Walker County	X	
SER Jobs for Progress	X	
Wharton County Junior College	X	

**APPENDIX D**

**Summary of Site Visit Report Recommendations for 2020**

<b>Report Title</b>	<b>Report Date</b>	<b>Recommendations</b>	<b>Implemented</b>	<b>In Process of Implementation</b>
Actions Inc. of Brazoria County	08/25/20	<ol style="list-style-type: none"> <li>1. Develop conflict of interest policy and ensure that each member of the governing board, executive team, staff and other stakeholders complete and submit an annual conflict of interest disclosure form to comply with H-GAC contractual requirements and organizational policy.</li> <li>2. Ensure Federal Form 990 is filed by the required date with the Internal Revenue Service.</li> </ol>		<p>X</p> <p>X</p>
American Plant Food Corp	03/11/20	<i>No findings noted by auditor.</i>		
Gulf Winds International	04/08/20	<i>No findings noted by auditor.</i>		
Isbell Equipment	05/28/20	<i>No findings noted by auditor.</i>		
Harris County Rentals	06/02/20	<ol style="list-style-type: none"> <li>1. Notify HGAC in writing when personnel changes related to the Clean Vehicles Agreement are made by the contractor.</li> </ol>	X	
Santa Fe ISD	06/02/20	<i>No findings noted by auditor.</i>		
Splendor ISD	06/03/20	<i>No findings noted by auditor.</i>		
DX Transportation	06/04/20	<ol style="list-style-type: none"> <li>1. Ensure that required quarterly reports submitted to H-GAC contain accurate information.</li> </ol>	X	
Columbia-Brazoria ISD	06/09/20	<ol style="list-style-type: none"> <li>1. Ensure that required quarterly reports submitted to H-GAC contain accurate information.</li> </ol>		X

## APPENDIX D

### Summary of Site Visit Report Recommendations for 2020

<i>Report Title</i>	<i>Report Date</i>	<i>Recommendations</i>	<i>Implemented</i>	<i>In Process of Implementation</i>
Building Products Transport	06/11/20	<i>No findings noted by auditor.</i>		
Jesse Hopkins	06/15/20	1. Contractor should create and add a Conflict of Interest policy to their company policy in order to prevent conflicts of interest in the future and to comply with their agreement with H-GAC.		X
Kevin Ballard	06/16/20	1. Contractor should create and add a Conflict of Interest policy to their company policy in order to prevent conflicts of interest in the future and to comply with their agreement with H-GAC.		X
Houston ISD	06/24/20	1. Contact H-GAC Transportation personnel to obtain a Clean Vehicles Program Accident Documentation form and determine what actions are required.		X
Lodge Lumber Co.	07/21/20	1. Contractor should create and add a Conflict of Interest policy to their company policy in order to prevent conflicts of interest in the future and to comply with their agreement with H-GAC.		X
All American Fleet Services	07/31/20	1. Contact H-GAC Transportation personnel to determine what actions are required.		X
		2. Contact H-GAC Transportation personnel to obtain a Clean Vehicles Program Accident Documentation form.		X

## APPENDIX D

### Summary of Site Visit Report Recommendations for 2020

<i>Report Title</i>	<i>Report Date</i>	<i>Recommendations</i>	<i>Implemented</i>	<i>In Process of Implementation</i>
Huntsville ISD	08/03/20	1. The contractor should ensure quarterly mileage reports filed with H-GAC are accurate and based on in-region/out of region mileage.		X
Levi Lester Barker Transportation	08/10/20	1. Contact H-GAC Transportation personnel to obtain a Clean Vehicles Program Accident Documentation form and determine what actions are required.		X
Liberty ISD	08/25/20	1. Ensure that required quarterly reports submitted to H-GAC contain accurate information.		X
		2. Contact H-GAC Transportation personnel to obtain a Clean Vehicles Program Accident Documentation form and determine what actions are required.		X
CNG 4 America Baytown, LLC	08/27/20	1. Develop and distribute written policies and procedures to all employees involved with The CNG facility.		X
R.B.Stewart Petroleum Prod	09/03/20	<i>No findings noted by auditor.</i>		
Texas Serenity Academy	09/09/20	<i>No findings noted by auditor.</i>		
Sun Coast Resources	09/11/20	<i>No findings noted by auditor.</i>		
Crosby ISD	09/18/20	1. Contact H-GAC Transportation personnel to obtain a Clean Vehicles Program Accident Documentation form and determine what actions are required.		X

**APPENDIX D**

**Summary of Site Visit Report Recommendations for 2020**

<i>Report Title</i>	<i>Report Date</i>	<i>Recommendations</i>	<i>Implemented</i>	<i>In Process of Implementation</i>
Cherry Concrete	10/06/20	<i>No findings noted by auditor.</i>		
Klein ISD	10/13/20	<i>No findings noted by auditor.</i>		

**APPENDIX E****Pre-Award Contract Reviews for 2020**

<b><i>Contractor:</i></b>	<b><i>Scope of Contract</i></b>	<b><i>Report Date</i></b>	<b><i>Amount</i></b>
Gunda Corporation	Montgomery County Precinct 2 Mobility Plan Consulting Services	7/6/20	\$500,000.00
HEB	Houston Freight Distribution Electrification Project	5/4/20	\$778,726.00
Kimley-Horn & Associates	Southeast Harris County Sub- Regional Study	8/12/20	\$1,250,000.00
Kimley-Horn & Associates	Liberty County Mobility Study	8/13/20	\$450,000.00
AECOM	Telework Program Analysis, Improvement, and Implementation Services	9/15/20	\$161,425.00

## **WORKFORCE ADULT EDUCATION CONTRACTS**

### **Background**

The Texas Workforce Commission provides funds to the Gulf Coast Workforce Board through H-GAC to deliver adult education instruction in the 13-county region. The Board contracts with 15 providers throughout the region.

### **Current Situation**

On April 6, 2021, the Workforce Board approved renewing contracts with the current 15 providers. The proposed contract period is July 1, 2021 through June 30, 2022. This will be the fourth year of a four-year term for adult education contracts.

At the onset of the pandemic, adult education successfully shifted from in-person instruction to remote and hybrid instruction. For 2022, we anticipate instruction being provided both in-person and online for sites throughout the region. Core adult education includes English language instruction, literacy classes, adult basic education, adult secondary education, integrated education, GED preparation, and joint basic education-skills training.

We expect to serve 18,500 students in 2021 and 19,500 students in 2022. We are also continuing the integration of traditional workforce service and adult education. The Workforce Board approved adding up to \$400,000 to career office contracts for case management support, job search, and job placement support to adult education students, spread among the three contractors (BakerRipley, Interfaith of the Woodlands, and Equus). The attachment shows Workforce Board recommendations for 2022 adult education contracts.

### **Funding Source**

Texas Workforce Commission

### **Budgeted**

Yes

### **Action Requested**

Request approval of 2022 adult education services and contracts; amount not to exceed \$19,280,028. (Staff Contact: Mike Temple)

### **ATTACHMENTS:**

▫ WORKFORCE ADULT EDUCATION  
CONTRACTS

Backup Material

## 2022 WORKFORCE ADULT EDUCATION PROPOSED CONTRACTS

Provider	Current	Proposed Range	
Adult Education Center	200,000	200,000	240,000
Alliance	525,000	525,000	585,000
Association for the Advancement of Mex Am.	610,000	610,000	650,000
BakerRipley	535,000	535,000	585,000
Boys & Girls Club Walker Co	200,000	200,000	240,000
Brazosport College	650,000	650,000	700,000
Chinese Community Center	220,000	220,000	260,000
College of the Mainland	1,116,000	1,116,000	1,230,000
Community Family Centers	522,000	522,000	572,000
Harris County Department of Education	4,750,000	4,350,000	4,600,000
Houston Community College	4,000,000	4,000,000	4,300,000
Lone Star College	1,350,000	1,350,000	1,435,000
Region 6 ESC	900,000	900,000	990,000
San Jacinto College	650,000	650,000	710,000
Wharton County Junior College	765,000	765,000	815,000
<b>Subtotal</b>	<b>\$ 16,993,000</b>	<b>\$ 16,593,000</b>	<b>\$ 17,912,000</b>
Board Administration	968,028	968,028	968,028
Workforce Integration		400,000	400,000
<b>Total</b>	<b>\$ 17,961,028</b>	<b>\$ 17,961,028</b>	<b>\$ 19,280,028</b>



## **WORKFORCE SYSTEM ONLINE LEARNING CONTRACT**

### **Background**

There are unprecedented numbers of workers without jobs in the greater Houston-Gulf Coast region. For many unemployed workers, the path to a new job will require professional development, upskilling or reskilling with skill certifications for the jobs in demand. Although Workforce Solutions provides some access through its existing education/training network, we believe we need to expand the availability of online access to reach the approximately 300,000 unemployed workers in our region. Online learning will be an additional tool to provide basic skills development as well as skills in specific career paths, including skills certification.

### **Current Situation**

We issued a request for proposals in October 2020 to secure the services of one or more recognized national online learning platforms. We received a total of seven proposals which staff read and scored based on approach, qualifications, network requirements, relevant expertise, and financial terms. The three highest scoring proposals were: Wired for Education (Metrix), 180 Skills LLC, and Carahsoft (LinkedIn Learning).

At its April 6 meeting, the Workforce Board approved contracts with the three highest scoring proposers and recommends funding for these three: Wired for Education at \$30,000; 180 Skills LLC at \$20,000; and Carahsoft/LinkedIn Learning at \$142,000.

### **Funding Source**

Texas Workforce Commission

### **Budgeted**

Yes

### **Action Requested**

Request approval of contracts for online learning with Wired for Education (Metrix), \$30,000; 180 Skills LLC, \$20,000; and Carahsoft/LinkedIn Learning, \$142,000. Total amount not to exceed \$192,000. (Staff Contact: Mike Temple)

## **WORKFORCE SYSTEM PAYROLLING CONTRACT**

### **Background**

Workforce Solutions, the region's public workforce system, provides subsidized temporary employment and work-based learning for its customers. In the past, this has necessitated career office contractors either paying wages to individuals directly or engaging a staffing agency to provide payrolling services.

In June 2020, Workforce Solutions contracted with G&A Partners to provide payrolling and employer-of-record services for subsidized temporary workers.

### **Current Situation**

The initial one-year contract between G&A Partners and Workforce Solutions expires on May 31, 2021. G&A Partners has the capacity to support the workforce system and continues to meet our expectations for reliability, efficiency, and thoroughness in its support of workforce activities.

We expect G&A Partners to:

- employ eligible individuals designated by Workforce Solutions for summer jobs, recovery temporary jobs, and part-time work experience jobs;
- pay wages and provide fringe benefits and insurance for these individual as appropriate;
- engage with the worksites where these individuals will work; and
- report on individuals' wages, work, and experience.

Serving as the system's single payrolling and employer of record provider, G&A will assist in streamlining services across programs, thus improving efficiency and service to customers.

We recommend a contract extension not to exceed \$7,000,000 to serve 1,500 eligible individuals. Our contract with G&A may be renewed for up to two additional years contingent upon an annual review of performance, availability of funds, and Board approval.

### **Funding Source**

Texas Workforce Commission

### **Budgeted**

Yes

### **Action Requested**

Request approval of workforce system contract with G&A Partners for recovery temporary jobs and work-based learning temporary jobs; amount not to exceed \$7,000,000. (Staff Contact: Mike Temple)

## **REGIONAL CONSERVATION FRAMEWORK IMPLEMENTATION**

### **Background**

At its March 16, 2021 meeting, the H-GAC Board Directors approved a resolution supporting the Regional Conservation Framework. This document, based on extensive input from local governments and other stakeholders, identifies strategies H-GAC can use to support the expansion of voluntary local conservation efforts in the 13-county region.

### **Current Situation**

The Houston Endowment has authorized \$500,000 to fund H-GAC efforts to support regional and local voluntary conservation efforts as outlined in the Regional Conservation Framework. Activities supported by this funding will include:

- Developing and maintaining a Priority Project List of conservation projects for the region and working with local governments and other partners to pursue grant funding for implementation.
- Facilitating intergovernmental and public-private partnerships to advance conservation initiatives.
- Providing technical assistance and information resources to local governments to advance conservation strategies such as tree protection, low impact development and developing a system of connected greenways.
- Developing public awareness materials on the flood mitigation, economic and quality of life benefits of conservation.

The contract term for conducting these activities will be two years.

### **Funding Source**

Houston Endowment

### **Budgeted**

No

### **Action Requested**

Request approval to enter a contract with the Houston Endowment to begin implementation of Regional Conservation Framework; amount not to exceed \$500,000. (Staff Contact: Jeff Taebel)

## **H-GAC 2021 BOARD CHAIR'S COMMITTEE AND EX-OFFICIO NON-VOTING APPOINTMENTS**

### **Background**

Each year, the H-GAC Board chair makes recommendations for committee appointments to H-GAC Committees. In accordance with H-GAC bylaws, the Chair may also create, modify, or dissolve committees with confirmation by the Board of Directors. The Board Chair shall also appoint a member of the state legislature as an ex-officio non-voting member of the Board of Directors. The term of this member will be coterminous with the term of the Chair.

### **Current Situation**

Committee preference forms were distributed electronically on March 3 with a submission deadline of March 19. We have received and reviewed all committee preference requests. Modifications can also be requested when this item is considered at the Board meeting. All committee terms are for one year.

Two ad hoc committees have been added by Chair Phillip Spenrath:

Select Committee on Regional Broadband - committee reviews and provides recommendations to the H-GAC Board on the planning, study, and deployment of regional broadband.

Select Committee on H-GAC Board Composition - Committee will review 2020 U.S. Census data and recommend bylaw amendments to H-GAC Board regarding General Assembly membership and annual membership dues.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of the Chair's committees, appointments, and the appointment of an ex-officio, non-voting member of the state legislature. (Contact: Chair, Judge Phillip Spenrath).

### **ATTACHMENTS:**

▫ 2021 Board Committees

Backup Material

## H-GAC BOARD COMMITTEE APPOINTMENTS 2021

### **EX-OFFICIO, NON VOTING MEMBER**

State Representative Garnet Coleman  
District 147, Texas House of Representatives

### **AUDIT (5)**

Jay Knight - **Chair**  
Sally Branson - **Vice Chair**  
Jeffrey Boney  
Joe Garcia  
Phillip Spenrath

### **BOARD COMPOSITION (11)**

Adrian Garcia - **Chair**  
William King III - **Vice Chair**  
Andy Meyers  
Carolyn Bilski  
Craig Brown  
Kevin Cole  
Nate McDonald  
Rissie Owens  
Sallie Alcorn  
Sally Branson  
Stacy Adams

### **ELECTION (6)**

Nancy Arnold - **Chair**  
Stacy Adams - **Vice Chair**  
Andy Brauningger  
Carolyn Bilski  
Joe Zimmerman  
Mark Tice

### **FINANCE AND BUDGET (13)**

Kenneth Clark - **Chair**  
Jimmy Henry - **Vice Chair**  
Adrian Garcia  
Andy Meyers  
Jeffrey Boney  
Joe Zimmerman  
Mark Tice  
Nancy Arnold  
Nate McDonald  
Phillip Spenrath  
Sally Branson  
Stacy Adams  
William King III

### **HEALTH CARE**

*Delayed until May 2021*

### **LEGISLATIVE (15)**

Nate McDonald - **Chair**  
Joe Zimmerman - **Vice Chair**  
Andy Brauningger  
Andy Meyers  
Bill Patterson  
Craig Brown  
Gerald Roznovsky  
Kenneth Clark  
Larry Millican  
Mark Tice  
Nancy Arnold  
Raymond McDonald  
Rissie Owens  
Tim Lapham  
William King III

### **PLANNING (5)**

Rissie Owens - **Chair**  
Bill Patterson - **Vice Chair**  
Adrian Garcia  
Craig Brown  
Raymond McDonald

Page 2 of 2

### **PLANS AND PROJECTS REVIEW (6)**

Trey Duhon - **Chair**  
Andy Brauningger - **Vice Chair**  
Gerald Roznovsky  
Jay Knight  
Jeffrey Boney  
Larry Millican

### **REGIONAL BROADBAND (7)**

Phillip Spenrath - **Chair**  
Trey Duhon - **Vice Chair**  
Jimmy Henry  
Joe Garcia  
Kevin Cole  
Rissie Owens  
William King III

### **WATER RESOURCES (13)**

Andy Meyers - **Chair**  
Sallie Alcorn - **Vice Chair**  
Bill Patterson  
Jay Knight  
Jeffrey Boney  
Joe Garcia  
Joe Zimmerman  
Kevin Cole  
Larry Millican  
Nate McDonald  
Raymond McDonald  
Trey Duhon  
William King III

## RESOLUTION HONORING RETIRING BOARD MEMBER

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of Resolution honoring the service to H-GAC and the region of City of Seabrook Council Member Natalie Picha. (Staff Contact: Chuck Wemple)

### **ATTACHMENTS:**

▢ Picha Resolution

Resolution



# RESOLUTION

RECOGNIZING AND HONORING THE SERVICE OF CITY OF SEABROOK COUNCIL MEMBER NATALIE PICHA, TO LOCAL GOVERNMENTS, THE REGION, AND THE HOUSTON-GALVESTON AREA COUNCIL.

WHEREAS, City of Seabrook Council Member Natalie Picha has served on the Board of Directors of the Houston-Galveston Area Council since November 2019; and

WHEREAS, her dedication to the work of the Houston-Galveston Area Council has been shown through her service to the Board of Directors on a broad range of regional concerns, including serving on the Finance & Budget, Legislative Committees, the Transportation Policy Council; and Vice Chair of the Audit Committee.

WHEREAS, her allegiance to the welfare of all local governments in all thirteen counties in the region as well as to the City of Seabrook has been of tremendous benefit to the area and to its people;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Houston-Galveston Area Council that City of Seabrook Council Member Natalie Picha be commended for her distinguished service to her own and other local governments, the region, and the Houston-Galveston Area Council and that the Houston-Galveston Area Council extends to her its gratitude for her service and wishes her continued success in all her future endeavors.

UNANIMOUSLY PASSED AND APPROVED, this 20<sup>th</sup> day of April 2021 by the

BOARD OF DIRECTORS  
HOUSTON-GALVESTON AREA COUNCIL

## **LEGISLATIVE UPDATE**

### **Background**

The H-GAC Legislative Committee consists of 14 members representing cities, counties, and school districts from throughout the region. The Legislative Committee, chaired by Judge Nate McDonald of Matagorda County, studies state and federal legislation that may have an impact on the region and reports to the Board of Directors.

### **Current Situation**

With 41 days left in the regular session, the Texas House and Senate have introduced over 6,800 bills. We are monitoring over 100 bills that may have an impact on H-GAC programs, or operations.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Report from Legislative Committee. No action necessary. (Contact: Chair, Judge Nate McDonald)



## H-GAC SPOTLIGHT - SUMMER JOBS

### **Background**

N/A

### **Current Situation**

For more information about this program, please contact Dorian Cockrell at [Dorian.Cockrell@wrksolutions.net](mailto:Dorian.Cockrell@wrksolutions.net) or 713-993-4515.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

No action requested. For information only. (Staff Contact: Dorian Cockrell)

## **2020 END OF YEAR REPORT**

### **Background**

Twice per year, H-GAC produces a report on agency productivity and performance.

### **Current Situation**

The 2020 End of Year Report reflects planned versus actual results for the year. This report is based upon planned outcomes and performance measures included in H-GAC's 2020 Budget and Service Plan. The report also includes an analysis of progress made towards achieving goals and objectives.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

No action requested. For information only. (Staff Contact: Chuck Wemple)

## **CURRENT AND UPCOMING H-GAC ACTIVITIES**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)

## 2021 H-GAC BOARD OF DIRECTORS

### AUSTIN COUNTY

County Judge Tim Lapham  
TBD

### BRAZORIA COUNTY

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Commissioner Ryan Cade

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Commissioner Billy Combs

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County Judge K.P. George

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Commissioner Rodney Ellis  
Commissioner Adrian Garcia

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### MATAGORDA COUNTY

County Judge Nate McDonald  
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Commissioner Justin Beckendorff

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County Judge Phillip Spenrath  
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Council Member Chris Presley

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Mayor Jody Czajkoski

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Council Member Tommy Ginn

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Councilmember Mike Foreman

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Council Member David Collins

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Council Member Amy Peck  
Council Member Letitia Plummer  
Council Member Edward Pollard

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Councilmember Ralph Buster Buell

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Council Member Larry Millican  
Council Member Andy Mann

### CITY OF MISSOURI CITY

Council Member Jeffrey Boney  
Council Member Lynn Clouser

### CITY OF PASADENA

Councilmember Cary Bass  
Council Member Phil Cayten

### CITY OF PEARLAND

Mayor Kevin Cole  
Council Member Tony Carbone

### CITY OF ROSENBERG

Mayor William Benton  
TBD

### CITY OF SUGAR LAND

Mayor Joe Zimmerman  
Council Member Stewart Jacobson

### CITY OF TEXAS CITY

Commissioner Jami Clark  
Mayor Dedrick Johnson, Sr.

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Mayor Cecil Willis, Stafford  
Council Member Natalie Picha, Seabrook  
Mayor Carolyn Bilski, Sealy

### GENERAL LAW CITIES

Council Member Nancy Arnold, Waller  
Council Member Susan Schwartz,  
Bunker Hill Village  
Mayor Joe Garcia, Pattison  
Councilmember Teresa Vazquez-Evans, Kemah

### ISDs

Trustee Rissie Owens, Huntsville ISD  
Trustee Jennifer Key, Alief ISD

*Note: Names of Alternates are indented*

### 2021 OFFICERS

#### CHAIR

Judge Phillip Spenrath  
Wharton County

#### CHAIR ELECT

Councilmember William King III  
City of Dickinson

#### VICE CHAIR

Commissioner Kenneth Clark  
Galveston County

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