




HOUSTON- GALVESTON AREA COUNCIL
OFFICE OF THE EXECUTIVE DIRECTOR

TO: H-GAC Board of Directors
SUBJECT: Board Report
FROM: Chuck Wemple 
DATE: December 9, 2024

Our December meeting is rapidly approaching, and I'm looking forward to seeing each of you next week. We are closing in on the end of our fiscal year, finishing strong, and preparing for an exciting launch of 2025. The final Board meeting for 2024 includes approval of our 2025 Budget and Service Plan and approval of a slate of officers and authorization of issuing ballots to our General Assembly. A summary of the December Board packet is included below.

Consent Agenda – The consent agenda includes two items that are routine, continuation of ongoing activities, and/or opportunities to expand our service to the region.

The consent agenda includes renewal of our regional electronics recycling contract and approval of the November 2024 Board Meeting minutes.

Finance and Budget Committee – will meet at 9:00 a.m. to consider the monthly financial report and other finance-related items on the Board agenda, including our third review of the draft H-GAC 2025 Budget and Service Plan. Members of the committee will receive a committee agenda and meeting notice, in addition to the general Board packet.

Budget and Service Plan – We will have our third and final review of the draft H-GAC 2025 Budget and Service Plan this month. Our meeting this month includes a public hearing and possible action by the Board. Adjustments to the budget since November are minimal and will be discussed at our meeting.

Audit Committee – The Audit Committee will meet on December 10 to consider the Internal Audit Annual Plan for 2025 and receive an update on our external single audit which started earlier this year. This important work helps us remain in compliance with the multitude of federal, state, and local funding requirements associated with our agency.

Regional Consistency Review – Federal agencies often require a regional consistency review to ensure federal investments align with regional priorities. This type of review increases our awareness of planned projects within the region; however, the funds do not flow through our agency. Our role is to determine if the proposed project is consistent with regional plans and priorities. Timing did not provide for a convening of the Plans and Projects Review Committee this month and we will present the consistency review directly to the Board for consideration. The project centers around efforts for the Port of Houston

to improve air quality, increase efficiencies, and modernize their technologies and equipment.

H-GAC Advisory Committee Appointments – This month we have nominations to the Solid Waste Management Committee, Criminal Justice Advisory Committee, Transportation Advisory Committee, and Regional Air Quality Planning Advisory Committee.

Election Committee – 2025 H-GAC Board Officers – The Election Committee will present a slate of nominations for the 2025 Board officers, which consists of a Chair, Chair Elect, and Vice Chair. The Board will discuss and act upon the proposed slate and authorize issuing ballots to the General Assembly. Results will be canvassed at the Annual Meeting in January 2025.

Legislative Committee – We will have discussion and possible action on recommendations by the Legislative Committee on regional legislative priorities for the 89th legislative session.

Spotlight – Our spotlight this month will focus on our Area Agency on Aging.

Executive Director’s Report – I will provide an overview of our 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
December 17, 2024 10:00 AM
3555 Timmons Lane,
2nd Floor, Conference Room B
Houston, TX 77027

1. INVOCATION
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT
4. DECLARE CONFLICTS OF INTEREST
5. SAFETY BRIEFING

ACTION

6. 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 – NOVEMBER 19, 2024

Request approval of the minutes of the November 19, 2024, H-GAC Board Meeting. (Staff Contact: Vanessa McKeehan)

- b. REGIONAL ELECTRONICS RECYCLING SERVICES CONTRACT

Request authorization to negotiate a contract with the proposed firm under listed above, estimated to begin June 1, 2025, and continue through May 31, 2027, with the option for three, one year extensions. (Staff Contact: Erin Livingston)

ACTION

7. FINANCE AND BUDGET COMMITTEE

Report on activities and Committee recommendations.

- a. MONTHLY FINANCIAL REPORT - NOVEMBER 2024

Request approval of the monthly financial report ending November 30, 2024. (Staff Contact: Christina Ordonez-Campos, CPA)

8. BUDGET AND SERVICE PLAN

- a. PUBLIC HEARING FOR 2025 H-GAC BUDGET & SERVICE PLAN

Public hearing on proposed H-GAC 2025 Budget and Service Plan. (Staff Contact: Chuck Wemple)

- b. PRESENTATION OF H-GAC 2025 BUDGET & SERVICE PLAN

Request approval of the H-GAC 2025 Budget & Service Plan. (Staff Contact: Chuck Wemple)

9. AUDIT COMMITTEE

- a. 2025 INTERNAL AUDIT PLAN
Request approval of Internal Audit Plan for fiscal year 2025. (Staff Contact: Charles Hill)
- 10. REGIONAL REVIEW
 - a. PORT OF HOUSTON AUTHORITY APPLICATION FOR THE 2024 CLEAN PORTS PROGRAM: CLIMATE AND AIR QUALITY PLANNING GRANT
Request that the project proposed by Port of Houston Authority for \$2,981,399 be found consistent with plans, policies, and H-GAC review criteria. (Staff Contact: Andrew DeCandis)
- 11. H-GAC ADVISORY COMMITTEE APPOINTMENTS
 - a. DECEMBER 2024 ADVISORY COMMITTEE AND AFFILIATE GROUP APPOINTMENTS
Request approval of appointments to H-GAC advisory committees. (Staff Contact: William Matthews)
- 12. ELECTION COMMITTEE
 - a. ELECTION COMMITTEE – 2025 H-GAC BOARD OFFICERS
Request approval of Election Committee recommendations for 2025 H-GAC officers, and authorization to issue General Assembly ballots. (Contact: Judge Trey Duhon)
- 13. LEGISLATIVE COMMITTEE
 - a. LEGISLATIVE PRIORITIES – 89TH SESSION OF THE TEXAS LEGISLATURE
Discussion and possible action on recommendation by Legislative Committee on regional legislative priorities for the 89th legislative session. (Contact: Trustee Rissie Owens)
- 14. EXECUTIVE DIRECTOR'S REPORT
 - a. H-GAC SPOTLIGHT - AREA AGENCY ON AGING
For information only. No action requested. (Staff Contact: Aaron Sturgeon and Curtis Cooper)
 - b. EXECUTIVE DIRECTOR'S REPORT
Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)
- 15. 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 – NOVEMBER 19, 2024

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 November 19 meeting of the H-GAC Board of Directors is attached and recommended for approval.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of the minutes of the November 19, 2024, H-GAC Board Meeting. (Staff Contact: Vanessa McKeehan)

ATTACHMENTS:

- November 19, 2024 Meeting Minutes
- Cover Memo

MEETING MINUTES
H-GAC BOARD OF DIRECTORS
November 19, 2024

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 November 19, 2024, Board meeting:

Austin County Judge Tim Lapham	City of Missouri City Council Member Jeffrey Boney
Colorado County Judge Ty Prause	City of Pearland Mayor Kevin Cole
Fort Bend County Judge KP George	City of Rosenberg Mayor William Benton
Galveston County Commissioner Joseph Giusti	City of Sugar Land Stewart Jacobson
Harris County Commissioner Lesley Briones	
Liberty County Judge Jay Knight	General Law Cities:
Matagorda County Judge Bobby Seiferman	City of Bunker Hill Councilmember Susan Schwartz (Alternate)
	City of Pattison Mayor Pro Tem Joe Garcia
Walker County Commissioner Brandon Decker	
Waller County Judge Trey Duhon	Home Rule Cities (Less than 25,000):
Wharton County Judge Phillip Spenrath	City of Dickinson Mayor Pro Tem Johnnie Simpson
City of Deer Park Council Member Tommy Ginn	
City of Friendswood Council Member Sally Branson	
City of Houston Council Member Sallie Alcorn	Huntsville ISD Trustee Rissie Owens
City of Houston Vice Mayor Pro Tem Amy Peck	
City of Huntsville Mayor Russell Humphrey	
City of La Porte Council Members Bill Bentley (Alternate)	

The following Board members were not marked in attendance at the November 19, 2024, Board Meeting:

Brazoria County Commissioner Stacy Adams
Chambers County Commissioner Tommy Hammond
Harris County Commissioner Adrian Garcia
Montgomery County Judge Mark Keough
City of Alvin Council Member Martin Vela
City of Baytown Councilmember Laura Alvarado
City of Conroe Council Member Howard Wood
City of Galveston Mayor Pro Tem Marie Robb
City of La Porte Council Member Chuck Engelken
City of Lake Jackson Mayor Gerald Roznovsky
City of League City Council Member Tommy Cones
City of Pasadena Council Member Dolan Dow
City of Texas City Commissioner Jami Clark
City of Waller Council Member Nancy Arnold

(over)

CALL TO ORDER

The Honorable Sallie Alcorn, City of Houston Council Member and Chair of the Board called the meeting to order at 10:05 a.m. on Tuesday, November 19, 2024, at 3555 Timmons Lane.

1. INVOCATION

Harris County Commissioner, Lesley Briones, gave the invocation.

2. PLEDGE OF ALLEGIANCE

Harris County Commissioner, Lesley Briones, led the Pledge of Allegiance and the Pledge to the Texas Flag.

ROLL CALL

Chair Alcorn asked Vanessa McKeehan to conduct the Board of Directors roll call. Ms. McKeehan conducted the roll call and announced that a quorum was present. Mr. Guerrero introduced special guests in the audience: Council Member Martin Gravies and Council Member Sam Davis (City of Webster), Mayor Pro Tem Robert Richards (City of Brookshire), Regional Director Jay Guerrero (Office of US Senator Cornyn), Regional Director Kelly Waterman (Office of US Senator Ted Cruz), Regina Recino (General Land Office), Byron Acevedo (Office of Commissioner Adrian Garcia).

3. PUBLIC COMMENT

Chair Alcorn invited comments from any members of the public who wished to participate during the meeting and asked Mr. Guerrero if any requests for public comments had been received. Mr. Guerrero stated that there were no public comments. There being no public comments Chair Alcorn proceeded to the next item on the agenda.

4. DECLARE CONFLICTS OF INTEREST

Chair Alcorn called for any Board member with a conflict of interest to declare it at that time. Hearing no conflicts, Chair Alcorn proceeded to the next item on the agenda.

5. SAFETY TIP OF THE MONTH

Chair Alcorn asked Scott Young, H-GAC Facilities Manager, to bring this month's safety tip. Mr. Young gave a brief presentation regarding Fire Wardens and their roles inside the conference room and identified the exits in case of an emergency.

6. CONSENT AGENDA

Chair Alcorn called for the Consent Agenda and asked if there were any questions or items that required discussion. There being no questions, City of Dickinson Mayor Pro Tem Simpson moved to approve the Consent Agenda. Waller County Judge Trey Duhon seconded the motion. Chair Alcorn 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:

(over)

Meeting Minutes of the H-GAC Board of Directors, November 19, 2024

- a. **H-GAC BOARD MEETING MINUTES – OCTOBER 15, 2024** - Approval of the minutes of the October 15, 2024, H-GAC Board Meeting. (Staff Contact: Vanessa McKeehan)
 - b. **REGIONWIDE EMERGENCY RIDE HOME PILOT PROGRAM** – Approval of authorization to contract with firms in the order presented for a contract term of one year with three optional one year renewals, in an amount not to exceed \$600,000. (Staff Contact: Jamila Owens)
 - c. **AMENDED TRAFFIC INCIDENT MANAGEMENT CONTRACTS** - Approval to amend the Regional Incident Management agreement with the City of Houston by \$1,820,000, in an amount not to exceed \$5,725,000, and to amend the Regional Incident Management contract with Harris County by \$3,082,000, in an amount not to exceed \$10,432,000. (Staff Contact: Jamila Owens)
 - d. **REGIONAL TRANSPORTATION SAFETY OUTREACH** - Approval of authorization for H- GAC contract with Connect Smart and Texas Department of Transportation Houston District, in an amount not to exceed \$200,000 to conduct Regional Transportation Safety Outreach. (Staff Contact: Jamila Owens)
 - e. **OPENGOV SOFTWARE LICENSE RENEWAL** - Approval to renew OpenGov licenses for a total contract amount of \$67,626. (Staff Contact: Kristina Kollaja)
 - f. **CUSTOMER RELATIONSHIP MANAGEMENT SYSTEM** - Approval of authorization to contract with firms in the order presented for a contract term of one year with up to two optional one year renewals, in an amount not to exceed \$210,000. (Staff Contact: Chau Le)
7. **FINANCE AND BUDGET COMMITTEE**
- a. **Monthly Financial Report – OCTOBER 2024**
Chair Alcorn announced that the Finance and Budget Committee met before the Board of Directors meeting under the leadership of the Committee Chair, City of Pattison Mayor Pro Tem Garcia. Mayor Pro Tem Garcia reported that the committee met with a quorum to consider several items on the agenda.

Mayor Pro Tem Garcia recognized Christina Ordonez-Campos, CPA, H-GAC Chief Financial Officer, to present the financial status report for October. Ms. Ordonez-Campos requested approval of the monthly financial report ending October 31, 2024.

Ms. Ordonez-Campos asked if there were any questions regarding the October financial report. There being none, City of Pearland Mayor Cole moved to approve, and, City of Friendswood Councilmember Branson seconded the motion. With no additional discussion, Chair Alcorn called for the vote, which resulted in unanimous approval by all members present.

8. **BUDGET AND SERVICE PLAN**

Chair Alcorn called on Chuck Wemple, H-GAC Executive Director to discuss the 2025

a. PRESENTATION OF PROPOSED H-GAC 2025 BUDGET & SERVICE PLAN

Presentation and discussion of proposed H-GAC 2025 Budget & Service Plan.

For information only, no action requested.

Mr. Wemple asked if there were any questions. There being no action, Chair Alcorn moved to the next item.

9. COMMUNITY AND ENVIRONMENTAL PLANNING

Chair Alcorn moved to the next agenda item. Chair Alcorn called on Sarai Osorio, H-GAC Principal Planner. Ms. Osorio requested approval of Thirteen Livable Center studies.

a. CYCLE 7 FY2025-2028 LIVABLE CENTERS STUDIES PROGRAM -

Approved thirteen Livable Center studies in Cycle 7 FY 2025-2028.(Staff Contact: Sarai Osorio)

Chair Alcorn asked if there were any questions. There being none, City of Missouri City Council Member Boney moved to approve, City of Dickinson Mayor Pro Tem Simpson seconded the motion. With no additional discussion, Chair Alcorn called for the vote which resulted in unanimous approval by all members present.

Chair Alcorn moved to the next agenda item. Chair Alcorn called on Sarai Osorio, H-GAC Principal Planner. Ms. Osorio requested approval of interlocal agreements.

b. CYCLE 7 FY2025-2028 LIVABLE CENTERS STUDIES INTERLOCAL

CONTRACTS – Approval of authorization to enter into interlocal agreements with the project sponsors listed in the chart for Livable Centers studies and to accept contributions to the Regional Strategic Transportation Fund, in an amount not to exceed \$538,000.(Staff Contact: Sarai Osorio)

Chair Alcorn asked if there were any questions. There being none, City of Pearland Mayor Cole moved to approve, and City of Missouri City Council Member Boney seconded the motion. With no additional discussion, Chair Alcorn called for the vote which resulted in unanimous approval by all members present.

10. TRANSPORTATION PLANNING

Chair Alcorn moved to the next agenda item. Chair Alcorn called on Allie Isbell, H-GAC Assistant Director of Transportation. Ms. Isbell requested approval of safe streets for all action plans.

a. SAFE STREETS FOR ALL ACTION PLANS – Approval of authorization

to contract with firms in the order presented for a contract term of eighteen months with two optional one year extensions, in an amount not to exceed \$5,000,000. (Staff Contact: Susan Jaworski)

(over)

Meeting Minutes of the H-GAC Board of Directors, November 19, 2024

Chair Alcorn asked if there were any questions. There being none, City of Pearland Mayor Cole moved to approve, Galveston County Commissioner Giusti seconded the motion. With no additional discussion, Chair Alcorn called for the vote which resulted in unanimous approval by all members present.

11. H-GAC ADVISORY COMMITTEE APPOINTMENTS

Chair Alcorn moved to the next agenda item. Chair Alcorn called on William Matthews, H-GAC Policy and Governance Coordinator. Mr. Matthews requested approval of multiple appointments to H-GAC advisory committees.

a. NOVEMBER 2024 ADVISORY COMMITTEE AND AFFILIATE GROUP APPOINTMENTS – Approved appointments to H-GAC advisory committees.

Chair Alcorn asked if there were any questions. There being none, City of Pearland Mayor Cole moved to approve, and City of Missouri City Council Member Boney seconded the motion. With no additional discussion, Chair Alcorn called for the vote which resulted in unanimous approval by all members present.

12. ELECTION COMMITTEE

Chair Alcorn then announced the 2025 Slate of Candidates. Interested members should submit their nomination by December 2, 2024. The Election Committee will meet prior to the next Board of Directors Meeting to discuss the candidates.

a. 2024 ELECTION COMMITTEE – DEVELOPING 2025 SLATE
No action requested. For information only. (Contact: Sallie Alcorn, Board Chair)

Chair Alcorn asked if there were any questions. There being no action, Chair Alcorn moved to the next item.

INFORMATION

13. REPORTS

- a. H-GAC Spotlight – PUBLIC SAFETY GRANT OPPORTUNITIES** - Chair Alcorn called on Laura Glaspie, H-GAC Senior Manager and Justin Riley, H-GAC Principal Planner, to speak on Public Safety Grant Opportunities. For more information about the program, contact laura.glaspie@h-gac.com and justin.riley@h-gac.com. There being no action, Chair Alcorn moved to the next item.
- b. OUTREACH AND GOVERNMENT AFFAIRS REPORT**– Chair Alcorn called on Rick Guerrero, H-GAC Chief Outreach and Government Affairs Officer, who gave a brief overview of the Legislative Committee that met before the Board of Directors meeting. The Legislative Committee will convene one last time before the next Board of Directors meeting and bring the final review before the Board next month. Mr. Guerrero mentioned the combined Caucus that was held on November 7, 2024, and decided their representative. All current incumbents were re-elected. Mr. Guerrero mentioned the date, Friday January 10 is the Annual meeting and State of the Region.

- c. **EXECUTIVE DIRECTORS REPORT** – H-GAC Executive Director Chuck Wemple wanted to give a shoutout to Ombudsman program, who received excellent reviews from an audit. Mr. Wemple highlighted Aging on the Road, which is to find out the needs of senior citizens. Internal conversation about changing the current retirement option from a 401(k) plan to Texas Retirement System. Mr. Wemple met with the Gulf Coast Workforce Board Chair. The Chair and Mr. Wemple discussed concerns and discussed the budget. Miguel Segura did a random choosing of entities who will receive H-GAC’s free fee for service pilot program. The winners were City of Jersey Village and City of Galveston. Mr. Wemple moderated a panel at the American Society of Civil Engineers.

11. ADJOURNMENT

There being no further business to discuss, Chair Alcorn adjourned the November 19, 2024, meeting of the H-GAC Board of Directors at 11:10 a.m.

(over)

REGIONAL ELECTRONICS RECYCLING SERVICES CONTRACT

Background

While used electronics constitute a relatively small percentage of the residential waste stream, the potential damage to the region from improper disposal is significant. Many local governments in the H-GAC region have recognized the need for safe disposal and recycling of used electronics in their area and require the services of a qualified contractor to assist them in their used electronics efforts both at permanent collection facilities and one-day events. H-GAC aims to make that process easier for the local governments in the region. The purpose of this request for proposals is to identify the contractor best suited to assist local governments in the H-GAC region with the collection, transportation, and recycling of used electronics. The selected contractor will work with local governments (End Users) directly at their request. Between 2022 and 2024, 19 participants used the contract to hold 143 recycling events that collected over 975,000 pounds of material, demonstrating the popularity of the program.

Current Situation

H-GAC issued a competitive, sealed solicitation to solicit qualified contractor(s) for the goods or services requested under (CE-SW-ELECRECY-09-24) on September 18, 2024 and which closed on October 31, 2024. One responsive submission was received and thoroughly evaluated by a committee of representatives from H-GAC. Based on the committee's scoring and evaluation of the proposal response, the recommendation and ranking is presented below:

1. CompuCycle, Inc.

Funding Source

Participating local governments

Budgeted

N/A

Action Requested

Request authorization to negotiate a contract with the proposed firm under listed above, estimated to begin June 1, 2025, and continue through May 31, 2027, with the option for three, one year extensions. (Staff Contact: Erin Livingston)

MONTHLY FINANCIAL REPORT - NOVEMBER 2024

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of the monthly financial report ending November 30, 2024. (Staff Contact: Christina Ordonez-Campos, CPA)

ATTACHMENTS:

- ▢ Monthly Financial Report - November 2024
- Cover Memo



HOUSTON GALVESTON AREA COUNCIL (H-GAC)

FY24 Monthly Financial Report

For Month Ending November 30, 2024

Prepared on December 4th, 2024

Esteemed H-GAC Board of Directors and Executive Director Wemple, please find attached the financial report for last month. The information contained within is intended for managerial reporting purposes. All figures are unaudited and subject to change. Should you have any questions, please feel free to let me or a member of my staff know. Respectfully submitted, Christina Ordóñez-Campos, CPA - Chief Financial Officer.

SUMMARY OF KEY CHANGES

REVENUES

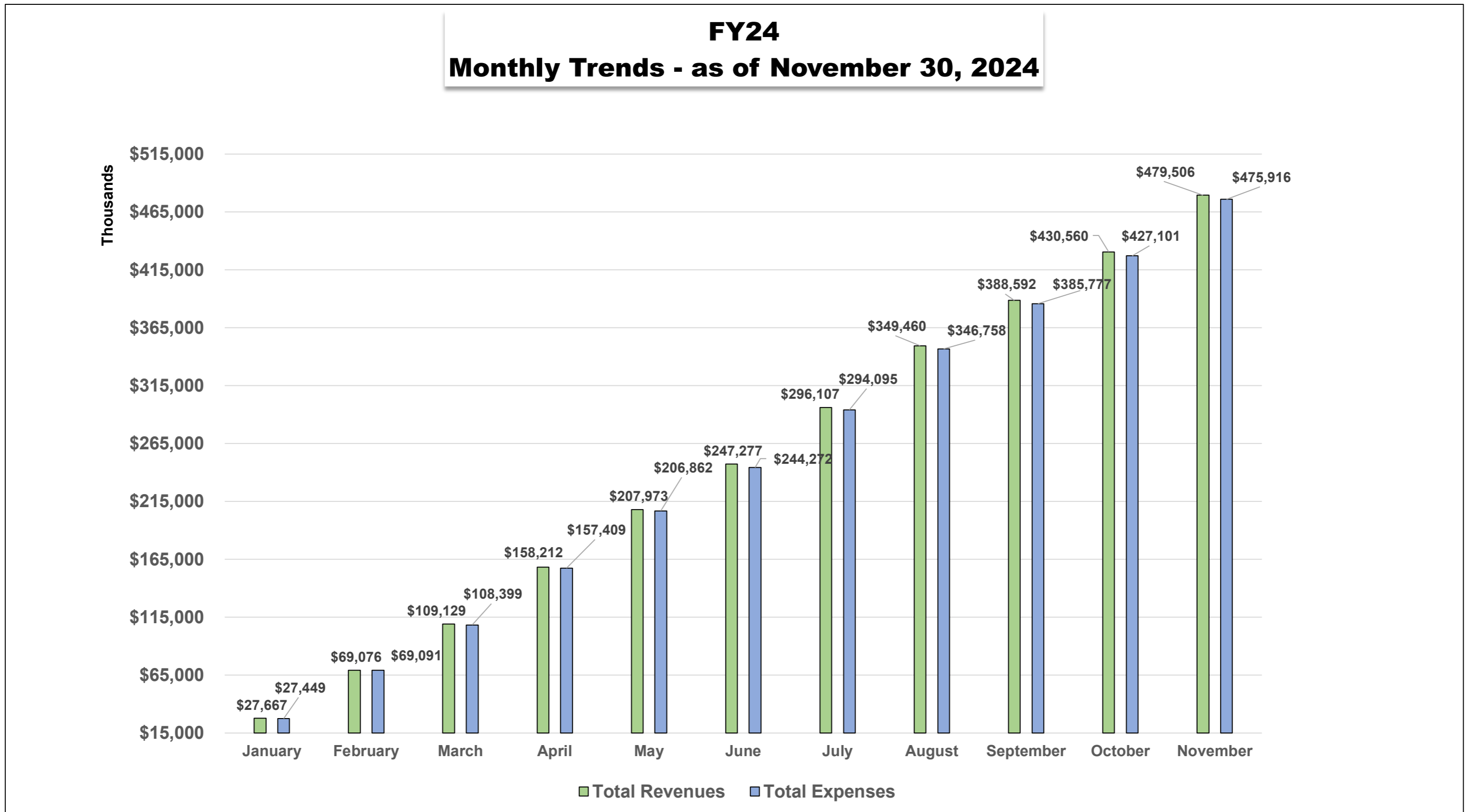
- > Currently, We have 108K in membership dues outstanding, and are diligently coordinating with our members to ensure timely collection. We expect that the outstanding amount will be paid by year-end.
- > Interest income has experienced lower revenue amounts in the last couple of months. However, we have successfully surpassed the budgeted amount by 16%.
- > The Cooperative Purchasing revenue cycle remains atypical, with November revenue experiencing a significant decline compared to October, dropping to \$467K from \$804K. Based on prior year trends, we are confident that revenue will reach the projected level by December.

EXPENDITURES

- > Personnel expenditures continue to stay within budget as we fill vacant positions. To date, we have spent 86% of 91.67% of the year that has elapsed so far.
- > Pass-thru expenses increased in November due to the closure of grants bringing them to 89% of budget.
- > Consultant expenses remain significantly below the budgeted levels - at 60%. However, we anticipate they may increase in December as the 2024 invoices are collected and accrued, bringing them in line with the budget.

*** Please note: the financial activity outlined above and in the report falls within the past trends observed in H-GAC's operations and is not out of the ordinary. ***

Monthly Trends Chart



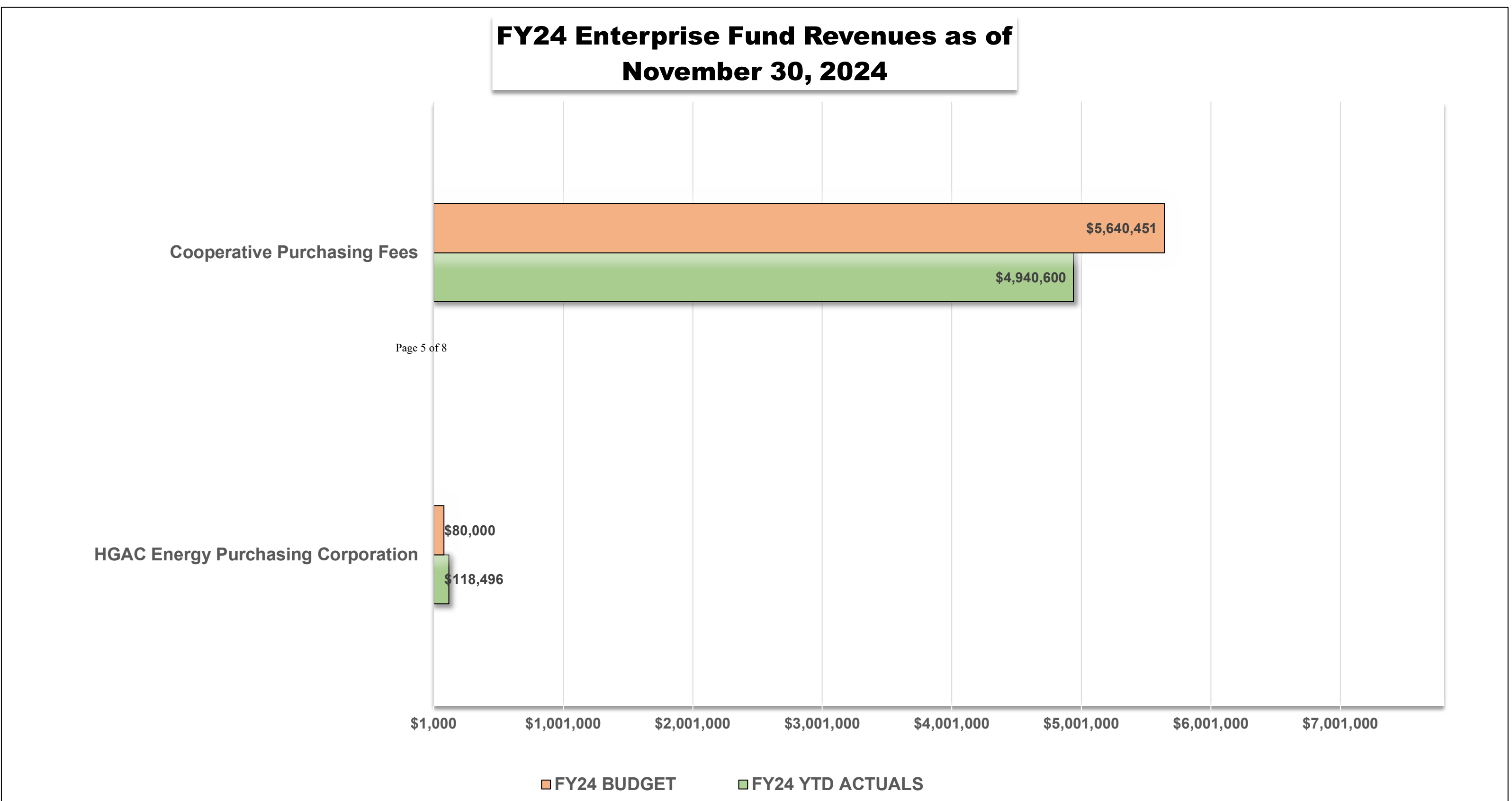
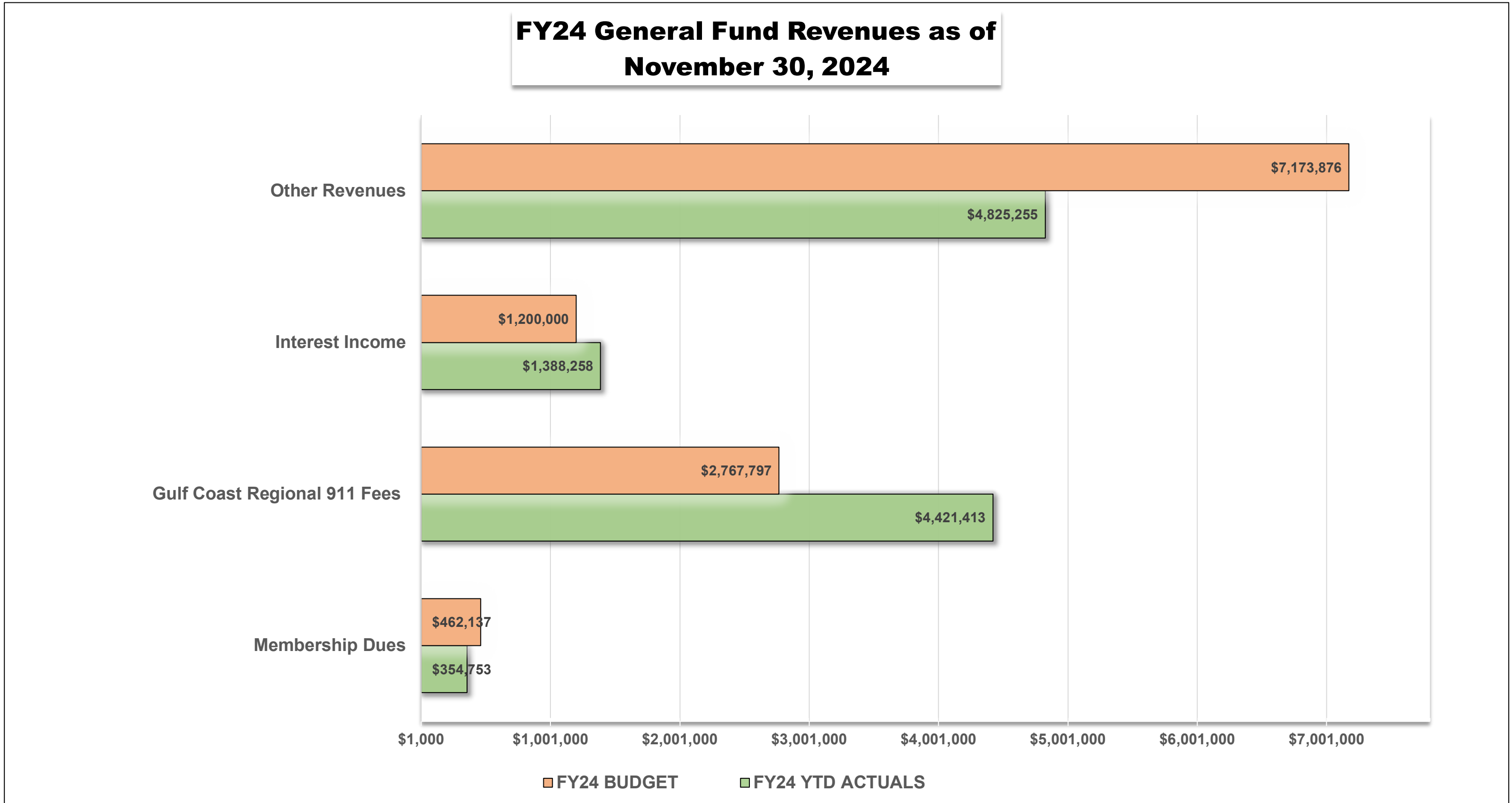
HOUSTON GALVESTON AREA COUNCIL (H-GAC)

FY24 Monthly Trends Report

For Month Ending November 30, 2024

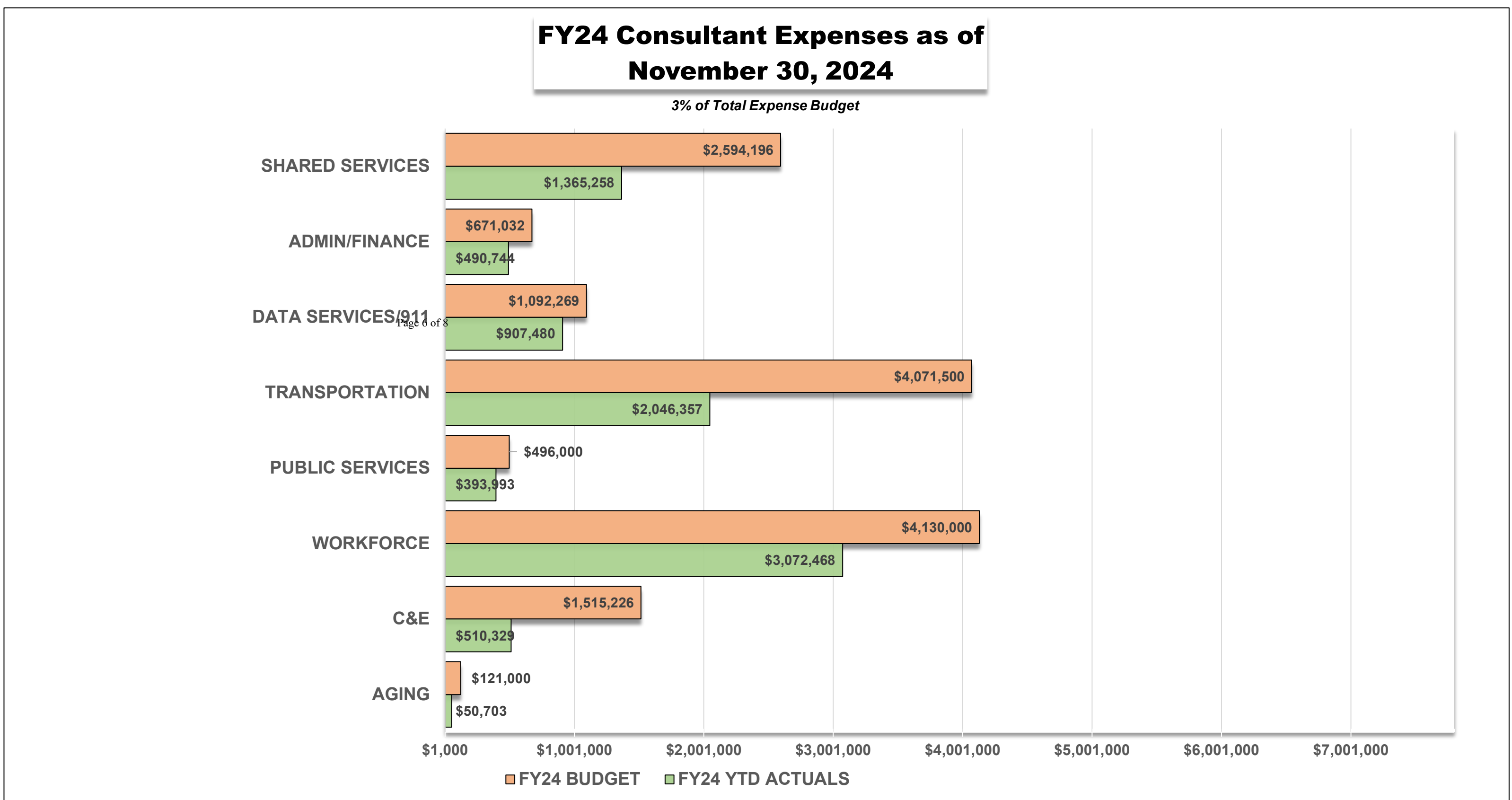
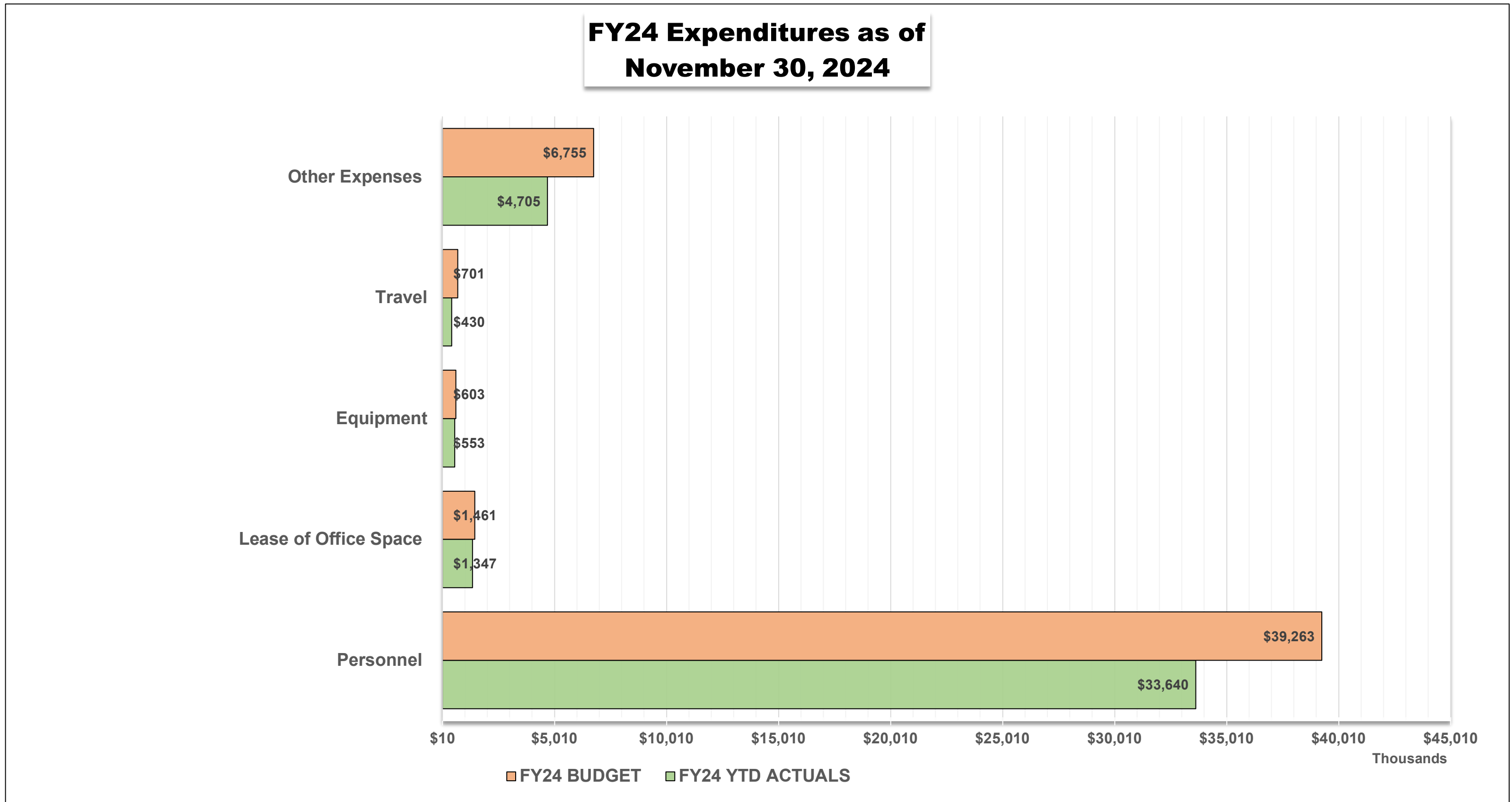
	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024
Revenues											
General & Enterprise Fund Revenues											
Membership Dues	\$ 189,246	\$ -	\$ 14,595	\$ 51,254	\$ 62,252	\$ 200	\$ 2,970	\$ -	\$ 33,349	\$ 688	\$ 200
HGAC Energy Purchasing Corporation	3,255	26,686	2,224	16,538	10,131	6,084	8,146	18,396	9,832	6,230	10,974
Cooperative Purchasing Fees	109,150	511,950	186,188	767,506	384,965	235,098	358,053	600,776	515,357	804,572	466,986
Gulf Coast Regional 911 Fees	309,252	71,612	762,248	229,489	470,562	2,093,198	(1,019,232)	436,847	342,168	332,707	392,562
Interest Income	118,379	109,411	121,458	143,933	131,337	134,782	135,595	159,398	122,507	110,853	100,605
Other Revenues	172,202	1,466,466	80,450	476,292	632,026	548,270	159,854	234,000	510,057	252,050	293,588
Total General & Enterprise Fund Revenues	\$ 901,483	\$ 2,186,125	\$ 1,167,163	\$ 1,685,013	\$ 1,691,273	\$ 3,017,631	\$ (354,613)	\$ 1,449,416	\$ 1,533,270	\$ 1,507,100	\$ 1,264,914
Special Revenue Fund											
Federal Grants	\$ 7,032	\$ 12,085	\$ 123,566	\$ 20,402	\$ 22,085	\$ 24,442	\$ 10,350	\$ 16,818	\$ 47,569	\$ 33,069	\$ 41,317
State Grants	26,758,098	39,211,007	38,762,715	47,376,896	48,048,443	36,261,419	49,174,091	51,886,984	37,550,947	40,428,183	47,640,093
Total Special Revenue Fund Revenues	\$ 26,765,130	\$ 39,223,091	\$ 38,886,281	\$ 47,397,298	\$ 48,070,528	\$ 36,285,860	\$ 49,184,442	\$ 51,903,802	\$ 37,598,516	\$ 40,461,252	\$ 47,681,411
Total Revenues	\$ 27,666,613	\$ 41,409,216	\$ 40,053,444	\$ 49,082,311	\$ 49,761,801	\$ 39,303,491	\$ 48,829,828	\$ 53,353,218	\$ 39,131,785	\$ 41,968,352	\$ 48,946,325
Expenditures											
Personnel	\$ 3,072,047	\$ 3,129,111	\$ 2,889,904	\$ 3,076,863	\$ 3,133,194	\$ 2,935,699	\$ 2,671,050	\$ 3,410,466	\$ 3,178,134	\$ 3,469,228	\$ 2,674,419
Pass-through Funds - Grant	23,403,312	37,448,526	35,343,961	44,343,633	44,324,319	32,742,985	45,240,570	47,988,263	34,212,737	36,121,255	45,234,573
Consultant and Contract Services	138,372	687,224	671,183	779,377	1,370,424	1,059,782	1,357,689	760,774	618,811	1,002,766	390,930
Lease of Office Space	119,958	109,693	134,809	122,194	122,162	122,365	123,441	122,848	122,661	123,224	123,296
Equipment	11,352	3,246	246,854	48,690	99,516	25,098	47,713	19,838	16,460	12,519	21,772
Travel	27,362	18,646	21,380	49,507	32,082	40,390	48,581	29,931	48,531	85,352	28,724
Other Expenses	676,879	245,283	-	589,848	370,796	484,012	333,665	331,217	821,837	509,806	341,315
Total Expenditures	\$ 27,449,281	\$ 41,641,729	\$ 39,308,091	\$ 49,010,112	\$ 49,452,493	\$ 37,410,330	\$ 49,822,708	\$ 52,663,338	\$ 39,019,172	\$ 41,324,151	\$ 48,815,030
Excess of Revenues Over(Under) Expenditures	\$ 217,332	\$ (232,513)	\$ 745,353	\$ 72,199	\$ 309,308	\$ 1,893,161	\$ (992,880)	\$ 689,881	\$ 112,614	\$ 644,201	\$ 131,295

Budget to Actual Charts

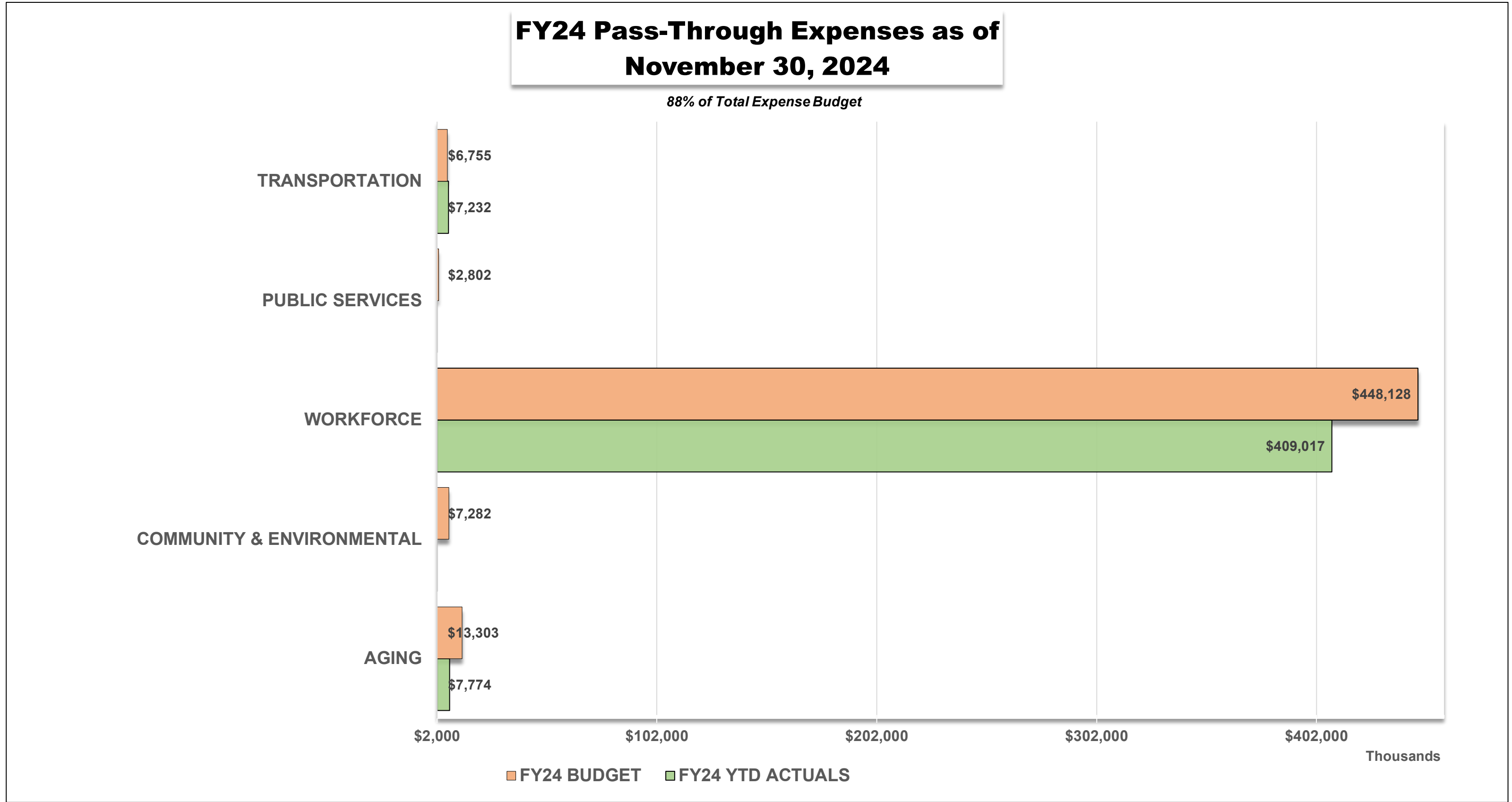


Page 5 of 8

Budget to Actual Charts



Budget to Actual Charts



HOUSTON GALVESTON AREA COUNCIL (H-GAC)

FY24 Budget to Actual Report - All Funds

For Month Ending November 30, 2024

91.67% of Year Elapsed

	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget	FY23 Budget	FY23 Year-to-Date Actuals	FY23 % of Actuals to Budget
Revenues						
General & Enterprise Fund Revenues						
Membership Dues	\$ 462,137	\$ 354,753	77%	\$ 462,136	\$ 462,336	100%
HGAC Energy Purchasing Corporation	80,000	118,496	148%	75,000	128,528	171%
Cooperative Purchasing Fees	5,640,451	4,940,600	88%	5,500,000	4,556,357	83%
Gulf Coast Regional 911 Fees	2,767,797	4,421,413	160%	2,605,121	3,778,666	145%
Interest Income	1,200,000	1,388,258	116%	200,000	673,465	337%
Other Revenues	7,173,876	4,825,255	67%	7,781,387	5,605,298	72%
Total General & Enterprise Fund Revenues	\$ 17,324,261	\$ 16,048,774	93%	\$ 16,623,644	\$ 15,204,650	91%
Special Revenue Fund						
Federal Grant	\$ 695,000	\$ 358,735	52%	\$ 200,000	\$ 154,429	77%
State Grants	523,305,764	463,098,877	88%	474,015,106	378,957,597	80%
Total Special Revenue Fund Revenues	\$ 524,000,764	\$ 463,457,611	88%	\$ 474,215,106	\$ 379,112,026	80%
Total Revenues	\$ 541,325,025	\$ 479,506,385	89%	\$ 490,838,750	\$ 394,316,676	80%
Expenditures						
Personnel	\$ 39,263,214	\$ 33,640,114	86%	\$ 34,141,958	\$ 29,890,043	88%
Pass-through Funds - Grant	478,270,303	426,404,134	89%	431,342,942	346,932,702	80%
Consultant and Contract Services	14,691,223	8,837,332	60%	15,392,991	6,861,147	45%
Lease of Office Space	1,461,237	1,346,651	92%	1,827,797	1,520,534	83%
Equipment	602,696	553,058	92%	4,943,200	4,206,415	85%
Travel	700,865	430,485	61%	687,449	387,224	56%
Other Expenses	6,754,873	4,704,658	70%	4,938,555	4,507,337	91%
Total Expenditures	\$ 541,744,411	\$ 475,916,433	88%	\$ 493,274,892	\$ 394,305,401	80%
Excess of Revenues Over(Under) Expenditures	\$ (419,386)	\$ 3,589,952		\$ (2,436,142)	\$ 11,275	
Beginning Fund Balance (all funds) - Jan. 1 (1)	\$ 43,468,636	\$ 43,468,636		\$ 40,013,176	\$ 40,013,176	
Ending Fund Balance (all funds) - November 30 (2)	\$ 43,049,250	\$ 47,058,588		\$ 37,577,034	\$ 40,024,451	

(1) Jan. 1, 2024 beginning fund balance is based on the 2023 ACFR which was presented during the May 2024 Board.

(2) All ending fund balances are as of November 30 for each year.

PUBLIC HEARING FOR 2025 H-GAC BUDGET & SERVICE PLAN

Background

A public hearing is held annually at the Houston-Galveston Area Council located at 3555 Timmons Lane, Houston, TX 77027, to take questions or comments on the proposed agency operating budget for the upcoming fiscal year. The public hearing is held in December following a Budget workshop in October and a presentation of the draft budget in November.

Current Situation

A public hearing will be held on December 17, 2024, to receive questions or comments from members of the public on the proposed 2025 H-GAC annual Budget and Service Plan.

Funding Source

N/A

Budgeted

Yes

Action Requested

Public hearing on proposed H-GAC 2025 Budget and Service Plan. (Staff Contact: Chuck Wemple)

PRESENTATION OF H-GAC 2025 BUDGET & SERVICE PLAN

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

Yes

Action Requested

Request approval of the H-GAC 2025 Budget & Service Plan. (Staff Contact: Chuck Wemple)

ATTACHMENTS:

▫ FY2025 Budget Summary

Cover Memo

**2025 PROPOSED BUDGET AND SERVICE PLAN
SUMMARY**

Unified Budget		\$594,827,310
	Increase	9.80%
		53,082,900
Pass-through funds		500,863,097
	Increase	4.72%
		22,592,794
Non-Pass-through costs*		93,964,213
	Increase	48.04%
		30,490,104
Increases		
Capital Expenditures	1,283.90%	3,428,000
Local Activities	940.68%	1,885,591
Data Services	70.18%	849,646
Transportation	54.33%	10,686,295
Enterprise Solutions	35.02%	3,422,177
Community & Environmental	21.08%	3,481,539
Shared Services	10.61%	987,893
Workforce	5.93%	27,655,263
Aging	3.74%	686,494
Employee Benefits		
Released Time	14.38%	\$5,031,432
Insurance, Retirement and Social Security	<u>31.56%</u>	<u>11,045,696</u>
Total Benefits & Release Time	45.94%	\$16,077,128

* Non-Pass-through costs refer to expenses associated with managing and operating H-GAC programs. These costs include of salaries, benefits, indirect, consultants, other contract services, capital equipment, and all other related expenses categorized under the “other” category.

2025 INTERNAL AUDIT PLAN

Background

The H-GAC Internal Audit Charter requires the Director of Internal Audit to prepare an annual plan to be approved by the Executive Director, the Audit Committee, and the Board of Directors.

Current Situation

The Director of Internal Audit has prepared the Internal Audit Plan for 2025 based on input from Board Officers and Audit Committee members as well as H-GAC staff – Executive Director Chief Operations Officer, Chief Financial Officer and several Program Directors. The Executive Director has reviewed the plan. This report was presented and discussed with the members of the H-GAC Audit Committee on December 10, 2024. The Audit Committee agreed to submit this information for approval to the H-GAC Board of Directors. The plan lists the mission, responsibilities, core values, and short-term goals for the department as well as an allocation of staff hours to various anticipated projects. The annual plan includes subrecipient/contractor monitoring, regular internal audits, program reviews, follow-up audits, and various special projects requested by management or Board Members. Attached is the complete report of the annual plan for Fiscal Year 2025 reviewed by the H-GAC Audit Committee.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of Internal Audit Plan for fiscal year 2025. (Staff Contact: Charles Hill)

ATTACHMENTS:

▢ Internal Audit Plan 2025

Backup Material



Houston-Galveston
Area Council

HOUSTON-GALVESTON AREA COUNCIL INTERNAL AUDIT PLAN 2025

Prepared by:

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



November 26, 2024

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

RE: INTERNAL AUDIT PLAN FOR 2025

Dear Mr. Wemple:

Attached is the Internal Audit Planning for fiscal year 2025. Some projects are from the previous plan and will be completed in the upcoming year. The plan is risk based with input from H-GAC directors and audit committee members. This report contains our mission and responsibilities, core values, department goals and scope of operations for the upcoming year.

The plan also includes five appendixes covering (1) A Schedule of Projects, (2) Types of Internal Audit Projects, (3) Internal Audit Staff members, (4) Relevant Laws and Guidelines, and (5) Current Internal Audit Charter. This information should be presented to the H-GAC Audit Committee for review, comments, and approval. If there are any questions about this report, contact me at (713) 993-4517.

Sincerely,

Charles D. Hill

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

cc: Audit Committee Members

Christina Ordonez-Campos, H-GAC Chief Financial Officer

Onyinye Akujuo, H-GAC Chief Operations Officer

Rick Guerrero, H-GAC Chief Outreach & Governmental Affairs Officer

Attachment

**HOUSTON GALVESTON AREA COUNCIL
INTERNAL AUDIT PLAN – FISCAL YEAR 2025**



November 2024

**HOUSTON GALVESTON AREA COUNCIL
INTERNAL AUDIT PLAN – FISCAL YEAR 2025**

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A. Schedule of Projects for Fiscal Year 2025

B. Types of Internal Audit Projects

C. Internal Audit Staff Members

D. Relevant Laws and Guidelines

E. Internal Audit Charter

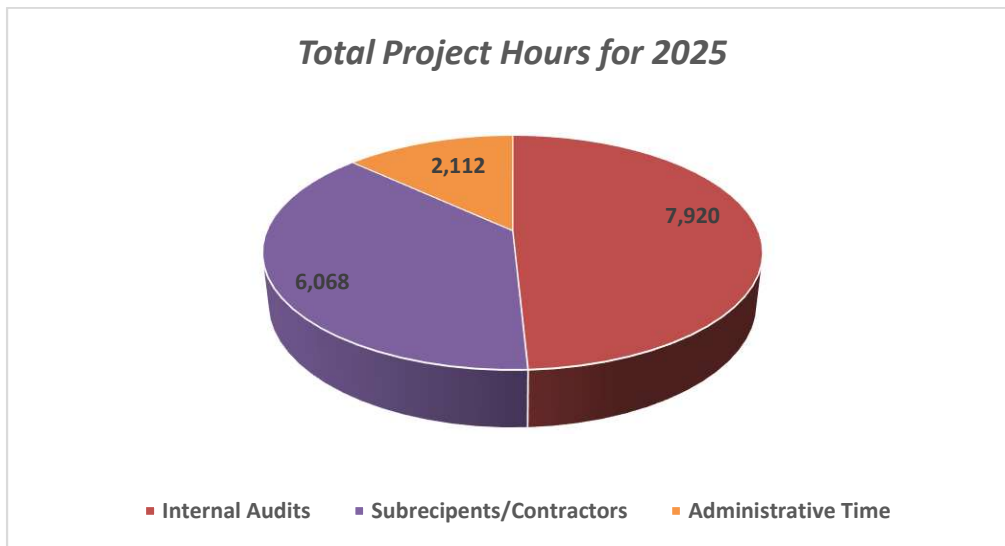
HOUSTON-GALVESTON AREA COUNCIL INTERNAL AUDIT PLAN FOR 2025

Executive Summary

This plan discusses the responsibilities, goals, scheduled projects, and operational plan for the internal audit function at H-GAC for fiscal year 2025. In addition to internal audits, the staff will also complete subrecipient/contractor monitoring activities. The internal audits will include compliance audits, program audits, administrative reviews, process audits, information technology audits, investigations, follow-up audits, and special projects (see Appendix B for descriptions of types of audits). The subrecipient and contractor monitoring activities will include pre-award reviews, desk reviews, contractor site visits, and contractor reviews.

The department has currently eight (8) positions and plans to add three more positions in 2025 creating a total of eleven (11) positions in the department. This level of staffing is appropriate for the agency given the increases in the H-GAC budget, ongoing cybersecurity risks, the impact of information technology on H-GAC operations, hybrid working conditions, a need for more pre-award reviews, more investigations, more value-added services, and building capacity for complex internal audits. The department is led by a leadership team consisting of a director and two audit supervisors (see Appendix C for Bios).

The total project hours available for 2025 is 16,100 hours allocated to internal audits, subrecipient/contractor monitoring, and administrative time (see Appendix A for a detail listing of projects). The following chart is a breakdown of project hours by the main categories.



HOUSTON GALVESTON AREA COUNCIL INTERNAL AUDIT PLAN – FISCAL YEAR 2025

PURPOSE

The purpose of this document is to discuss the responsibilities, goals, scheduled projects, and the operational plans for the internal audit function at H-GAC for fiscal year 2025. The Director of Internal Audit is responsible for implementing an approved comprehensive plan for internal auditing for organizational units; as well as for subrecipient, and contractor monitoring. The Director also provides periodic reporting of internal audit activities to the Executive Director and members of the H-GAC Audit Committee.

MISSION AND RESPONSIBILITIES

The Internal Audit department will examine and evaluate the activities of the agency to assist directors and managers in the effective discharge of their responsibilities and improve operations. To this end, the Internal Audit department will also furnish management staff with analyses, appraisals, recommendations, counsel, and information concerning the activities reviewed. The department also has responsibility for the monitoring of contractors for compliance with contract and program requirements as well as federal regulations. The H-GAC Board of Directors are informed of Internal Audit activities and subrecipient monitoring through its Audit Committee.

BACKGROUND

The Internal Audit Charter was updated and approved by the Board in October 2014. An internal audit planning methodology was approved by the H-GAC Board of Directors in December 2015. The department and its operations adhere to the standards for the International Professional Practice of Internal Auditing as issued by the Institute of Internal Auditors.

The Internal Audit department consists of a director and seven audit professionals. The Director of Internal Audit uses the COSO Framework for evaluating internal controls at the agency. The adoption of this framework requires that directors and managers to perform risk assessments for their operations. Internal Audit requests all departments with federal pass-through funds to complete a risk assessment for all H-GAC subrecipients. In addition, Internal Audit is facilitating a risk assessment for all departments and programs at H-GAC. This work in risk assessments at H-GAC will help develop a risk profile for the agency as well as specific programs.

The Director will also continue to update and implement new audit procedures and operations that will ensure effective and efficient use of resources. The use of a whistleblower hotline, pre-award reviews and site visits, as well as more investigations conducted by internal audit staff have been added to our responsibilities in recent years. We have also conducted more reviews of information technology usage and cybersecurity controls at H-GAC and its subrecipients.

The Texas Grant Management Standards manual and the Texas Cybersecurity Framework represent sources for relevant regulations and guidelines that impact H-GAC operations (see also Appendix D for a listing of relevant laws and guidelines affecting our department). Internal Audit will also provide assurance that H-GAC complies with these guidelines as well as federal regulations in the “Uniform Guidance” (i.e. 2 CFR 200). The effective use of resources; updated processes, meeting program objectives, accurate financial records, and reporting; compliance with agency policies and procedures represent key considerations for the Internal Audit function at H-GAC. Improving audit procedures and practices and addressing new challenges at H-GAC are ongoing activities in Internal Audit, with the goal of continuously adding value to operations.

CORE VALUES

The Internal Audit department staff maintain a level of professionalism that conforms with International Standards for the Professional Practice of Internal Auditing. The core values represent the principles and expectations of behavior and conduct practiced by H-GAC Internal Audit staff. The following are our core values and are consistent with the Institute of Internal Auditors (IIA) Code of Ethics for Internal Auditors.

Integrity – internal audit work shall be performed with honesty, diligence, and responsibility; and observe all laws and make disclosures expected by the law and the profession.

Objectivity – internal audit staff shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment; shall not accept anything that may impair or be presumed to impair their professional judgment; and shall disclose all material facts known to them in reporting activities under review.

Confidentiality – internal audit staff shall be prudent in the use and protection of information acquired in the course of their duties; and shall not use information for any personal gain or in any manner that would be contrary to the law or the ethics of H-GAC.

Competency – internal audit staff shall engage only in those services for which they have the necessary knowledge, skills, and experience; and shall continually improve their proficiency and the effectiveness and quality of their services.

GOALS FOR 2025

The Internal Audit department has established goals for the current fiscal year. These goals are designed to build on the activities of the department from the past year. The goals of the Internal Audit department for Fiscal Year 2025 are as follows:

- 1) Update audit procedures and practices as needed.
- 2) Assign specific areas of responsibilities to staff.
- 3) Add three new staff positions to the department.
- 4) Perform more comprehensive and detailed internal audits.
- 5) Complete investigations based on whistleblower hotline.
- 6) Complete site visits and contract monitoring on selected contractors.
- 7) Facilitate risks assessments procedures affecting H-GAC operations.

SCOPE OF OPERATIONS

In the past, the Internal Audit department covered seven categories: (1) regular audits, (2) program/unit reviews, (3) follow-up audits, (4) subrecipient/contractor monitoring, (5) special projects, (6) administrative time, and (7) leave time. In addition, the standard work year was 2080 hours per staff member. For the year 2025, the Internal Audit department will adopt a new approach based on the expansion of internal audit staff positions, alignment with H-GAC budgeting practices, and improvements in audit coverage of organizational units. Our old system was based on a small staff (i.e., 5 auditors or less) with limited hours for projects and the H-GAC annual budget less than 300 million dollars.

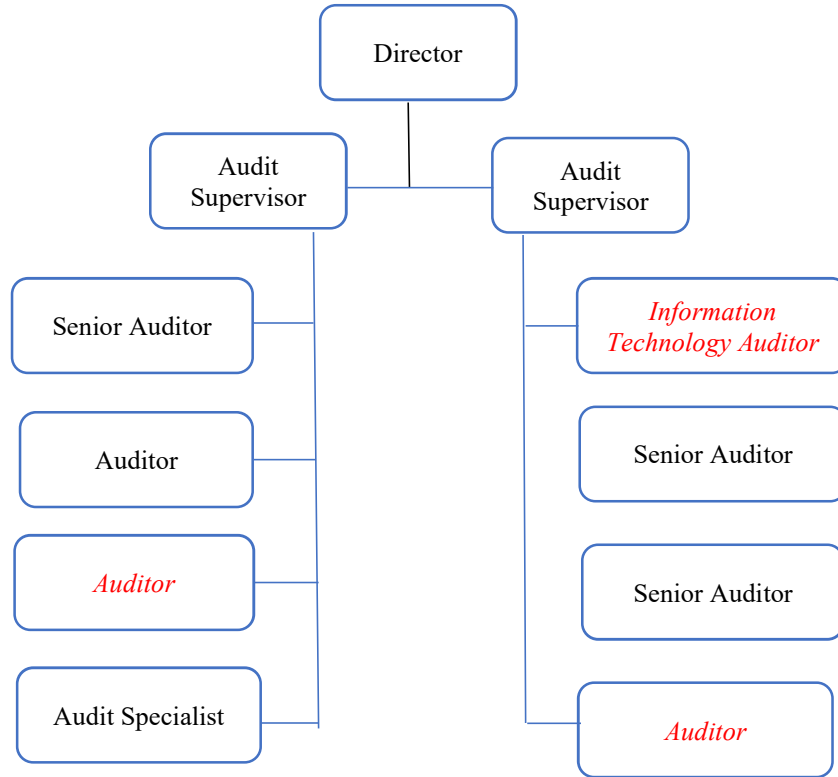
Several factors have impacted the internal audit function at H-GAC. Greater use of information technology, remote working of staff, H-GAC annual budgets and expenditures in excess of 450 million dollars, increases in cybersecurity threats, and recent turnover of key leaders at the agency are just some factors affecting our internal auditing. In addition, H-GAC has changed its approach as to how we interact with communities in our region, being more visible, informative, and responsive to key concerns. The scope and activities of the Internal Audit department has also increased in recent years. We now do far more pre-award reviews and investigations of complaints about program areas as well as specific staff actions.

In the past two years, we have added staff – growing from five to six, and then six to eight staff positions. In the first quarter of fiscal year 2025, we plan to add three more staff members giving us a total staff of 11 positions. We not only added staff but changed the administrative structure of the department. In the past, a director supervised two

**HOUSTON-GALVESTON AREA COUNCIL
INTERNAL AUDIT PLAN – FISCAL YEAR 2025**

senior auditors, one auditor, and one audit specialist. The director was the key leader in the department. In the current audit plan, the department will be led by a leadership team consisting of a director and two audit supervisors (see Appendix C for staff member bios). This team will determine policies, procedures, and practices of the department. In addition, the team will also train, develop, and evaluate staff performance to ensure an effective and efficient department operations.

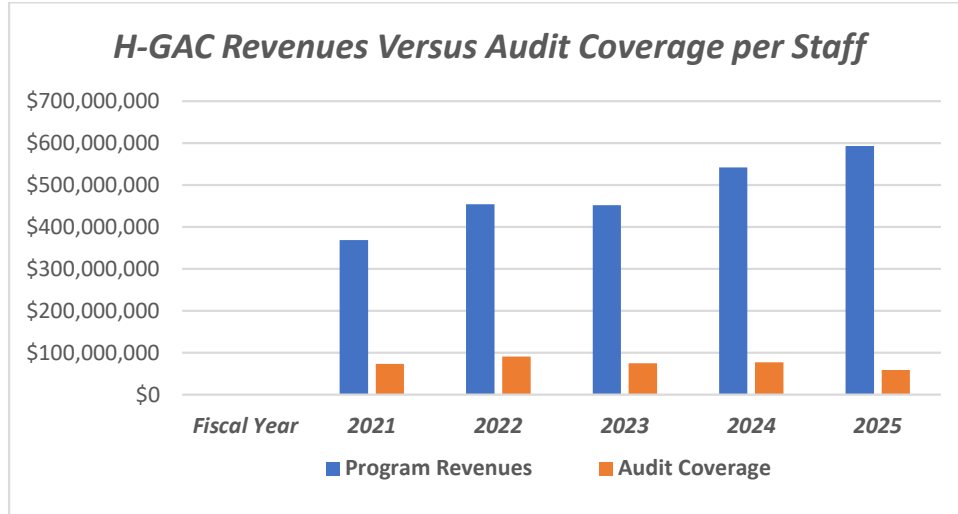
***Internal Audit – Organizational Chart
For Fiscal Year 2025***



New positions for Fiscal Year 2025

<i>Fiscal Year</i>	<i>Audit Staff FTE</i>	<i>HGAC Program Revenues</i>	<i>Audit Coverage Per Staff Member</i>
<i>2017*</i>	<i>5</i>	<i>\$294,433,538</i>	<i>\$58,886,707</i>
2021	5	\$368,542,267	\$73,708,453
2022	5	\$454,057,724	\$90,811,544
2023	6	\$451,994,362	\$75,332,393
2024	7	\$541,744,411	\$77,392,058
2025	10	\$593,124,189	\$59,312,418

****Note: Fiscal Year 2017 was the most recent year H-GAC Revenues were under \$300 million.***



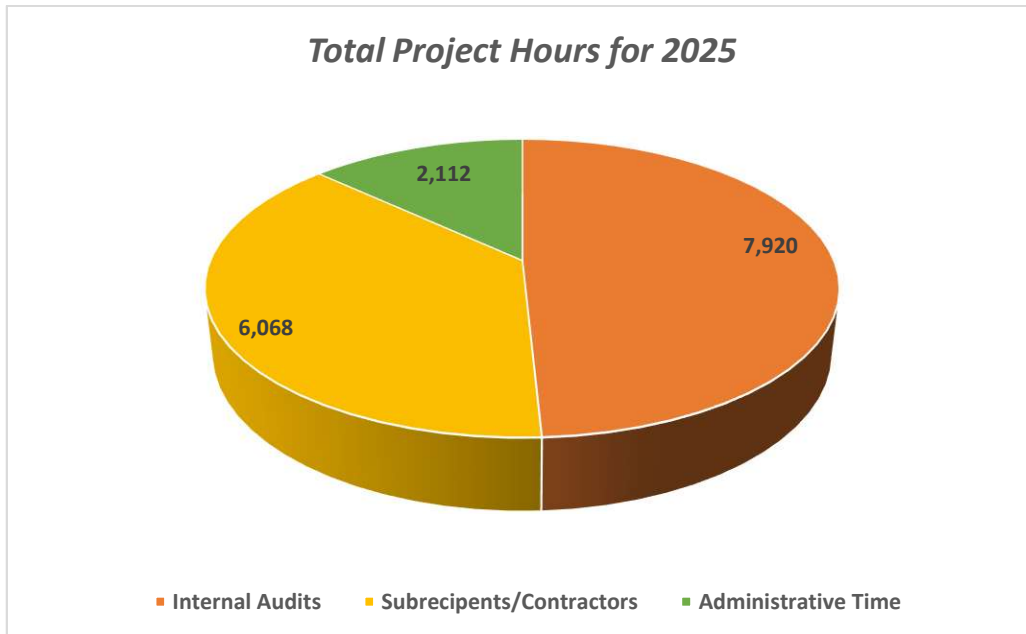
Two broad areas of responsibilities will guide the workload of the Internal Audit department – (1) Internal Audits and (2) Subrecipient/Contractor Monitoring. Internal audits will include program audits, administrative reviews, compliance audits, process audits, information technology audits, complaints and investigations, special projects, and follow-up audits. Subrecipient/Contractor monitoring includes pre-award reviews, desk reviews, and site visits. The report format for internal audits will vary depending on the type of audit and in most cases include a management response.

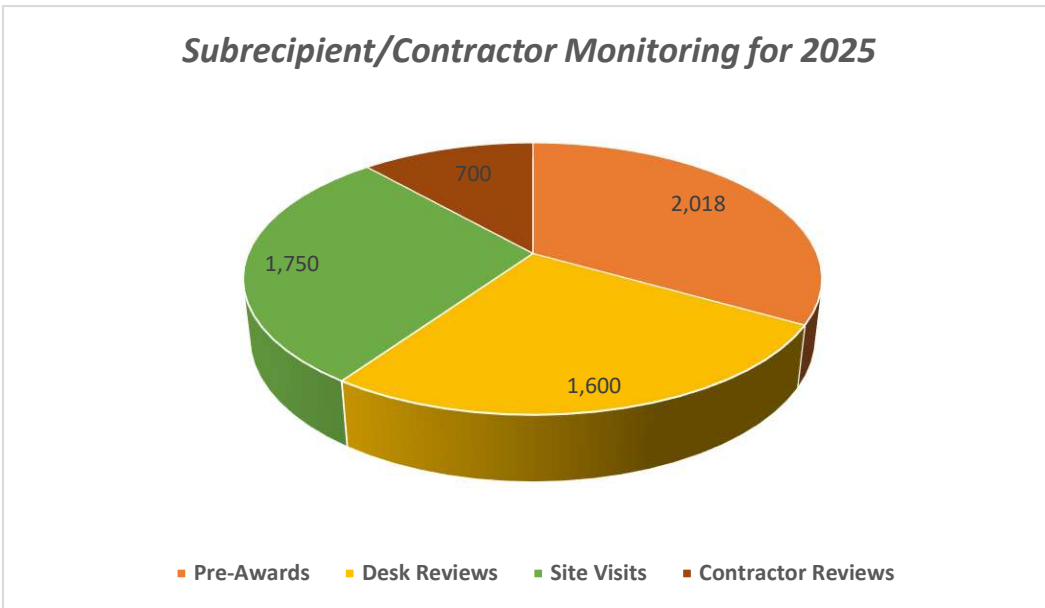
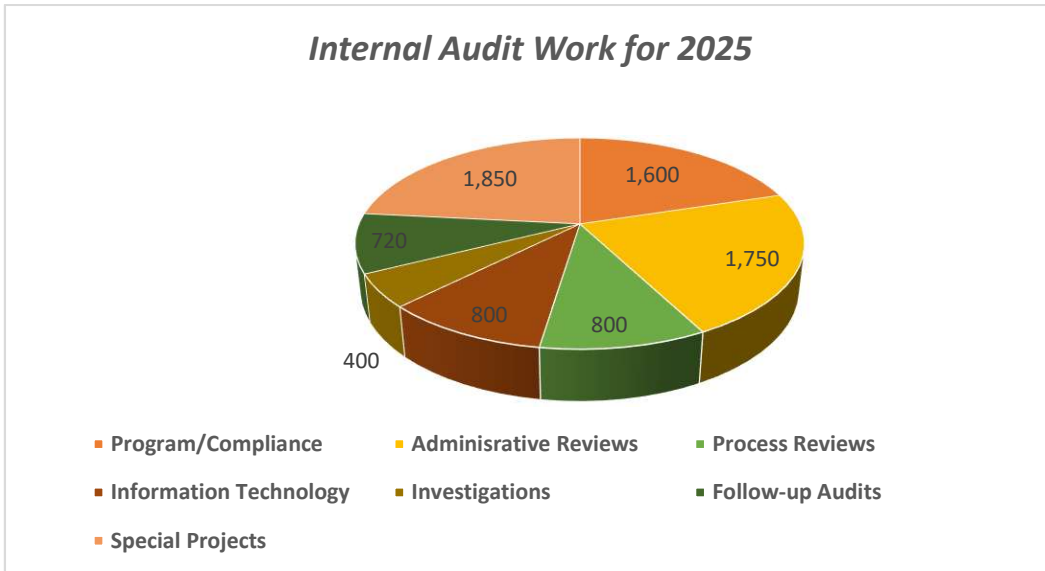
Pre-award reports are usually issued in a memorandum format. In some cases of a pre-award review, a site visit will be conducted to evaluate the controls and/or cybersecurity capabilities of the potential contractor. Pre-awards cover agreements with subrecipients, contractors for services and/or goods, consultants, and governmental units. Some pre-award agreements are renewals and others are initial contracts. Most large dollar potential contracts with no previous experience with H-GAC will include a site visit to contractor to evaluate their controls as well as cybersecurity and their use of information technology. Administrative time includes Board meetings and H-GAC staff meetings. We changed the reporting of staff hours available for projects excluding leave hours and limiting hours charged to administrative time. In addition, three new staff positions and one staff member returning from family medical leave were prorated for a partial year.

The following is an allocation of hours by project categories (see Appendix A for detailed listing of projects).

**HOUSTON-GALVESTON AREA COUNCIL
INTERNAL AUDIT PLAN – FISCAL YEAR 2025**

<u>Audit Projects</u>	<u>Fiscal Year 2025:</u>
<i>Internal Audits:</i>	
<i>Program/Compliance Audits</i>	1,600
<i>Administrative Reviews</i>	1,750
<i>Process Reviews</i>	800
<i>Information Technology Audits</i>	800
<i>Complaints & Investigations</i>	400
<i>Follow-up Audits</i>	720
<i>Special Projects</i>	1,850
<i>Sub-Total – Internal Audits</i>	7,920
<i>Subrecipient/Contractor Monitoring:</i>	
<i>Pre-Award Reviews</i>	2,018
<i>Desk Reviews</i>	1,600
<i>Site Visits</i>	1,750
<i>Contractor Reviews</i>	700
<i>Sub-Total – Subrecipients/Contractors</i>	6,068
<i>Administrative Time</i>	2,112
<i>Total Hours</i>	16,100





An Annual Internal Audit report will be prepared after the completion of the 2025 fiscal year that will compare the actual results in terms of hours and projects completed with this plan. This report will be submitted to the H-GAC Executive Director and members of the H-GAC Audit Committee. Additional information is contained in the appendices of this report.

APPENDIXES

APPENDIX A
Schedule of Projects for Fiscal Year 2025

<u><i>Title of Project</i></u>	<u><i>Budget Hours</i></u>	<u><i>Deliverables</i></u>
<i>Internal Audits:</i>		
<i>Program/Compliance Audits:</i>		
Transportation Planning Audit	400	Audit Report
Air Quality Programs	400	Audit Report
Cooperative Purchasing	400	Audit Report
Procurement Audit	200	Audit Report
<i>Administrative Reviews:</i>		
Data Services Review	350	Report
Data Analytics Review	350	Report
Outreach & Communications	350	Report
Environmental Planning	250	Report
Community Development	250	Report
Local Development Corporation	200	Report
<i>Process Reviews:</i>		
Fraud Risk Management Review	400	Report
Budget Process Review	400	Report
<i>Information Technology Audits:</i>		
Cybersecurity Incident Reporting	400	Audit Report
Information Security & Privacy	400	Audit Report
Information Systems Audit	200	Audit Report
<i>Complaints and Investigations</i>	400	Reports (10)
<i>Follow-up Audits/Reviews:</i>	720	Audit Reports (12)
<i>Special Projects:</i>		
Audit Committee Reporting	250	Quarterly & Annual Reports
Updating Audit Procedures	150	Written Updates to Manual
Management Advisory	500	Meetings with Key Staff
Recruitment of Staff	250	Hiring of 3 Staff Members
External Monitoring/Audits	200	Records Requests (4 to 5)
CPE Courses/Staff Development	500	40 Hours Per Staff Member
<i>Subrecipient/Contractor Monitoring:</i>		
Pre-Award Reviews	2,018	150 Memo Reports
Desk Reviews	1,600	40 – 50 Acceptance Letters
Transportation Contractors	600	15 Site Visit Reports
Aging Services Contractors	400	10 Site Visit Reports
Workforce Services Contractors	750	15 Site Visit Reports
Program Contractors	250	5 Reports
Program Consultants	250	5 Reports
Subrecipient Risk Assessments	200	Listing by Risk Category
<i>Administrative Time:</i>	<u>2,112</u>	Board & Staff meetings
<i>Total Budget Project Hours</i>	<u>16,100</u>	

APPENDIX B

Types of Internal Audit Projects

The approach taken in various internal audit projects will be described as a type of internal audit. With that in mind, the H-GAC Director of Internal has defined the following items as types of internal audits.

Administrative Reviews – emphasis on administrative structure and appropriate controls in place to promote efficient operations. Procedures include staff interviews and personnel documentation reviews as well as transactions testing of travel and general expenditures.

Process Reviews – emphasis on the key processes in a department or program getting a very detailed understanding of how the processes are working and concerning the possibility of improvements. Procedures include walk-throughs, written narratives, flowcharts, and discussions with owners of the processes on possible changes.

Contract Management Reviews – emphasis on H-GAC interactions with third-party contractors/subrecipients for compliance with written agreements and federal guidelines. Procedures include examining contracts on a sample basis, contract deliverables, contract management documentation, contract payments and reimbursements, and technical assistance given by staff.

Program Reviews – emphasis on organization, staffing, and operations are consistent with the objectives, guidelines, and specific requirements of a program. Procedures include written narratives of operations, evaluation program documentation, and examination of documentation on a sample basis that supports compliance.

Compliance Audit – emphasis on specific contract or program requirements and related documentation that supports compliance. Procedures include examining documentation on a sample basis to verify compliance.

Follow up audits – emphasis on following up with the auditee on correcting findings and observations from Internal Audit's last review or audit. Procedures may include interviewing the auditee, obtaining written documentation, and/or sample testing the corrective actions taken in response to Internal Audit's recommendations. Internal Audit may also sample documents for completed corrective actions.

APPENDIX B – Types of Internal Audit Projects

Investigations – emphasis on the specific issue at hand. This may range from investigating fraud, waste or abuse allegations, management requests to investigate operational program efficiency and effectiveness, human resources, or financial related issues. Procedures are usually very specific to a few concerns as indicated by the source or requestor.

Special Projects – emphasis on the objectives of the special project at hand. Projects are generally longer in duration than investigations and of a broader nature. They may include consulting and advisory projects and can be more collaborative in nature, versus having an ‘auditee-auditor’ nature. Procedures will be determined with the requestor of the project and the Internal Audit leadership team.

APPENDIX C INTERNAL AUDIT STAFF

The staff has the experience, expertise, and commitment to adding value to H-GAC operations. The staff participates in professional organizations such as Institute of Internal Auditors, Texas Society of CPAs, Information Systems Audit and Control Association, and Association of Fraud Examiners. Each staff member annually completes at least 40 hours of continuing professional education courses to maintain a high level of competency and informed professional judgment.

Leadership Team:



Charles Hill, CIA, CPA, CGMA
Director

Charles has worked for H-GAC since 1998 as a Manager and later as a **Director**. He has over thirty years' experience as a Chief Internal Auditor for a governmental unit. Before joining H-GAC, Charles worked as Director of Internal Audit at Grambling State University, and earlier as the Director of Audits for the Texas Higher Education Coordinating Board. He has a BBA degree in accounting from the University of Houston. He has professional licensures as a Texas Certified Public Accountant (CPA), Certified Internal Auditor (CIA), and a Chartered Global Management Accountant (CGMA). In addition, Charles is an ordained Christian minister and has a Master of Divinity from the Houston Graduate School of Theology and a Doctor of Ministry from the Assemblies of God Theological Seminary.



Sabrina Uy, CPA, CIA
Audit Supervisor

Sabrina has been with H-GAC since 2022. She brings over twenty years of experience as an audit professional, including experiences as an Audit Manager at Canada Revenue Agency, a federal government revenue taxing authority, and an Audit Senior at the Deloitte, a global audit and assurance firm. Her professional licensures include Texas Certified Public Accountant (CPA), Certified Internal Auditor (CIA), and Chartered Professional Accountants (CPA-CA), Ontario. Sabrina holds a Bachelor of Commerce degree from the University of Toronto.



Dillon Marsh, CIA, CISA
Audit Supervisor

Dillon joined H-GAC in 2023. He has nine years of experience as an audit professional, including time in public accounting, local government, and private industry. Dillon earned a B.S. in Accounting and a M.S. in Accounting at Sam Houston State University. He holds professional licensures as a Certified Internal Auditor (CIA), and a Certified Information Systems Auditor (CISA).

Audit Team:

Althea Edwards, B.S.
Auditor

Althea has been with H-GAC since 2006. She started as an Administrative Assistant. She transferred to Internal Audit in 2013 as an Audit Specialist. She has over twenty years of experience as an administrative professional and has developed her skills in internal auditing. Her previous work experience includes employment at Houston Metro and the Houston Housing Authority. Althea has a B.S. degree in Business Management from LeTourneau University. Althea is currently working towards the Internal Audit Practitioner certification.



Azeezat Sulaimon, MBA, CFE
Senior Auditor

Azeezat joined H-GAC in 2020. Azeezat has over fourteen years of accounting and auditing experience. She worked in the Illinois state agencies in positions such as staff accountant, grant manager, and budget manager. She worked for two nonprofit organizations as an accounting manager and grants compliance analyst, respectively. Her most recent work experience is with the City of Houston as an Internal Controls Auditor. Azeezat has a B.S. degree in accounting and an MBA in accounting from the University of Illinois. She also has an MBA in international business from Salem International University. Azeezat holds professional credentials as a Certified Fraud Examiner (CFE).



Pamela Fanniel, MBA
Senior Auditor

Pamela joined H-GAC in July 2024. She brings a wealth of knowledge with over 25 years of experience in the finance/accounting field from different industries. Her previous work experience includes director of accounting, accounting manager, payroll manager, pension administrator, and payroll accountant. Pamela has a B.S. degree in accounting from DeVry University, and a MBA from Keller Graduate School of Management.



Denise Johnson, M.S.
Senior Auditor

Denise joined H-GAC Internal Auditing in July 2024 as a Senior Auditor. Prior to joining the internal auditing team, she served as the Adult Education and Literacy Program Administrator. She has served years in information technology as a project manager, business analyst, developer, and tester. As an educator, she has served as a program manager, program coordinator and instructor. Denise has a B.S. degree in Computer Science from Grambling State University and a master's degree in management information technology from Lamar University.



Sandra McKnight
Audit Specialist

Sandra has been with H-GAC since 2005. She was a Department Administrative Assistant for nine years, was promoted to Administrative Coordinator for ten years, and worked as an acting Housing Project Coordinator for seven years. Sandra was the H-GAC Equity Inclusion Advisory Council project team lead. Sandra's professional education includes Business Administration and Project Management certifications. Sandra is currently working towards the Internal Audit Practitioner certification.

APPENDIX D

Relevant Laws and Guidelines

Uniform Guidance for Federal Awards | U.S. Department of Labor

The Uniform Guidance for Federal Awards - 2 CFR Part 200 provides a government-wide framework for grants management.

Texas Grant Management Standards (TxGMS)

The Texas Comptroller of Public Accounts published the TxGMS to better align with the federal Uniform Guidance and to promote the efficient use of public funds in local government and in programs requiring cooperation among local, state, and Federal agencies.

Yellow Book | U.S. GAO

The Yellow Book is *the* book of standards and guidance for government auditing—outlining the requirements that make for effective, quality audits when reviewing government programs and spending. It's used by our federal government auditors here at GAO, as well as federal, state, and local auditors; inspectors general; and auditors of entities that receive government awards.

The Green Book | U.S. GAO

“Internal control helps an entity run its operations efficiently and effectively, report reliable information about its operations, and comply with applicable laws and regulations. *Standards for Internal Control in the Federal Government*, known as the "Green Book," sets the standards for an effective internal control system for federal agencies.”

Internal Control | COSO

The Committee of Sponsoring Organizations of the Treadway Commission (COSO) Internal Control—Integrated Framework was developed as guidance to help improve confidence in all types of data and information. It is recognized as a leading framework for designing, implementing, and conducting internal control and assessing the effectiveness of internal control.

IIA's Global Internal Audit Standards

a. The IPPF: The Framework for Internal Audit Effectiveness

The International Professional Practices Framework® (IPPF®) organizes the authoritative body of knowledge, promulgated by The Institute of Internal Auditors, for the professional practice of internal auditing. The IPPF includes Global Internal Audit Standards™, Topical Requirements and Global Guidance.

Global Internal Audit Standards guide the worldwide professional practice of internal auditing, are principle-based, and serve as a basis for evaluating and elevating the quality of the internal audit function. At the heart of the Standards are 15 guiding principles that enable effective internal auditing. Each principle is supported by standards that contain requirements, considerations for implementation, and examples of evidence of conformance.

APPENDIX D

Relevant Laws and Guidelines

Global Guidance are supplemental guidance that support the Standards by providing nonmandatory information, advice, and best practices for performing internal audit services. The supplemental elements of the IPPF are Global Practice Guides and Global Technology Audit Guides® (GTAG®)

b. Ethics and Professionalism

Domain II of the Global Internal Audit Standards™ comprises the principles and standards of Ethics and Professionalism, which describe the minimum requirements governing the behavior of individuals and functions that perform internal audit services. The principles and standards of Domain II promote an ethical culture in the profession of internal auditing, the essential foundation for trust in internal auditors' provision of objective assurance.

HOUSTON-GALVESTON AREA COUNCIL INTERNAL AUDIT CHARTER

PURPOSE

This document defines the scope, authority, and responsibilities of the internal audit function at the Houston-Galveston Area Council (H-GAC). The internal audit function is an independent, objective assurance, and consulting activity designed to add value and improve agency operations. The Office of Internal Audit will accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

AUTHORITY AND RESPONSIBILITY

The Board of Directors through the Audit Committee and the Executive Director for the agency grant authority to the Manager of Internal Audit to plan and carry out a comprehensive and effective internal audit plan. In addition, the Office of Internal Audit shall have full, free, and unrestricted access to all of the agency's functions, records, property, and personnel in completing reviews. H-GAC personnel will cooperate with internal audit staff and assist with information and/or records requested by internal auditors.

All work performed by the Office of Internal Audit will be conducted in a professional manner and within the guidelines of the Institute of Internal Auditors (IIA) Professional Practices Framework which includes the Definition of Internal Auditing, the Code of Ethics, and the *International Standards for the Professional Practice of Internal Auditing*. Internal Audit work will also be conducted when applicable in accordance with the professional standards relevant to internal auditing contained in the U.S. General Accountability Office's publication *Government Auditing Standards* and the state of Texas' *Uniform Grant Management Standards*.

The internal audit staff will not have authority or responsibility over any of the activities or persons that they review, because performing such activities is presumed to impair objectivity. Internal auditors will uphold the principles of integrity, objectivity, confidentiality, and competency. Internal Audit staff will be independent of the activities or operations they review; they will not engage in any activity which would impair their independence.

SCOPE OF ACTIVITIES

The scope of internal auditing shall encompass the examination and evaluation of the agency network of risk management, internal controls, and processes, as designed and represented by H-GAC management. The Manager of Internal Audit based on professional judgment shall define the scope of activities on an ongoing basis. Internal Audit activities shall include, but are not limited to:

APPENDIX E

H-GAC Internal Audit Charter

Reviewing the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations that could have a significant impact on operations and reports, and determining the extent of compliance.

Determining the extent to which resources are accounted for and safeguarded against fraud, waste, and abuse, including the review of the economical and efficient use of resources.

Reviewing the reliability and integrity of financial and operating information and the systems used to identify, measure, classify, and report such information.

Reviewing operations and programs to determine whether results are consistent with established objectives and goals, and whether the operations and programs are carried out as planned.

Site visits, financial monitoring and pre-award reviews of contractors, and reviews of consultant contracts, and subrecipient monitoring to ensure compliance with their H-GAC contracts, policies, and procedures, as well as federal and state guidelines.

Coordinating, facilitating, and interfacing with all external auditors and monitors to ensure efficient and effective reviews of H-GAC operations.

Performing consulting services including advisory and related service activities, the nature and scope of which are agreed upon and which are intended to add value and improve H-GAC's governance, risk management, and control processes without assuming management responsibility.

REPORTING

In recognition of the role of internal audit in the management of the H-GAC, the Manager of Internal Audit will discuss findings, recommendations, and conclusions with appropriate levels of management before issuing final audit reports. The respective manager will be given an opportunity to respond in writing to internal audit recommendations before the Manager of Internal Audit issues a final audit report. The Executive Director of H-GAC will be provided a final written report of each internal audit review. The members of the Audit Committee will be given periodic reports and updates on internal audit activities. All internal audit reports, reviews, and site visit reports shall be made available to the Board of Directors upon request.

In circumstances that the Manager of Internal Audit believes to be of a particularly sensitive nature, the report distribution may be varied in an appropriate and prudent manner. An annual audit plan and internal audit annual report will be prepared by the Manager of Internal Audit and submitted to the Executive Director, the Audit Committee, and the Board of

APPENDIX E

H-GAC Internal Audit Charter

Directors for H-GAC. The annual audit plan will be subject to approval by the Executive Director, the Audit Committee, and the Board of Directors.

Approved by:

Executive Director

Chairperson of the Audit Committee

President of the Board of Directors

Date: _____

PORT OF HOUSTON AUTHORITY APPLICATION FOR THE 2024 CLEAN PORTS PROGRAM: CLIMATE AND AIR QUALITY PLANNING GRANT

Background

Port Houston has requested an E.O. 12372 intergovernmental review for the Ports Optimizing Resilient Transportation through Sustainable, Human, Innovative, and Forward-looking Technology, PORT SHIFT, project. These funds were applied for independently of H-GAC and will not flow through this agency. This item solely fulfills H-GAC's obligations to intergovernmental review as regional council of government.

The United States Environmental Protection Agency is awarding nearly \$3 million to the Port of Houston Authority to fund the Ports Optimizing Resilient Transportation through Sustainable, Human, Innovative, and Forward-looking Technology, PORT SHIFT, project. This will be a multi-faceted program designed to accelerate and de-risk the introduction of zero-emissions technology at Port Houston.

This grant is part of \$150 million in funds that the EPA will award to conduct climate and air quality planning activities as part of the EPA's Clean Ports Program: Climate and Air Quality Planning Competition. The Clean Ports Program funds climate and air quality planning activities at United States ports – including emissions inventories, strategy analysis, community engagement, and resiliency measure identification – that will build the capacity of port stakeholders to continue to reduce pollution and transition to zero-emissions operations over time.

Current Situation

Port Houston's PORT SHIFT project, Ports Optimizing Resilient Transportation through Sustainable, Human, Innovative, and Forward-looking Technology, is a multi-faceted and comprehensive program designed to accelerate and de-risk introduction of zero-emissions technology into the greater Houston port ecosystem and take meaningful steps to transform operations at the largest port in the country, (as measured by total tonnage).

This project and its funding will support a suite of activities to accelerate Port Houston's efforts to decrease emissions and promote workforce training. This will include nine project elements: a regional greenhouse gas emissions inventory, a truck route analysis, and infrastructure cost assessment, the development of a port area climate action plan, a performance measurement framework, an advisory council and community engagement forum, a trucking industry collaborative, workforce planning and engagement, and resilience planning. Any greenhouse gas reductions resulting from this project will also result in overall improvements to our region's air quality for ozone and fine particulates.

This project has a total cost of \$ 2,981,399. 100% of this funding will be provided by the EPA.

The project is consistent with the goals of the 2045 Regional Transportation Plan Update and is supportive of H-GAC's policies and efforts to improve regional air quality and meet the National Ambient Air Quality Standard for ozone and fine particulates.

Funding Source

Budgeted

N/A

Action Requested

Request that the project proposed by Port of Houston Authority for \$2,981,399 be found consistent with plans, policies, and H-GAC review criteria. (Staff Contact: Andrew DeCandis)

**DECEMBER 2024 ADVISORY COMMITTEE AND AFFILIATE GROUP
APPOINTMENTS**

Background

H-GAC advisory committees are appointed by H-GAC's Board as a whole, based upon nominations from individual Board members and other groups.

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of appointments to H-GAC advisory committees. (Staff Contact: William Matthews)

ATTACHMENTS:

- Advisory Committee Recommendations
- Cover Memo

2024 ADVISORY COMMITTEE AND AFFILIATE GROUP APPOINTMENTS

SOLID WASTE MANAGEMENT COMMITTEE

The Solid Waste Management Committee is appointed by the Board of Directors of H-GAC to assist and advise elected officials in their decision-making responsibilities by making recommendations on issues related to solid waste management in the Gulf Coast Planning Region.

Nominations received for terms expiring in May 2027:

Name	Representing	Nominated by
Kevin Atkinson	Private Industry	Solid Waste Committee

CRIMINAL JUSTICE ADVISORY COMMITTEE

The Criminal Justice Advisory Committee advises the Houston-Galveston Area Council Board on law enforcement and criminal justice issues, recommending funding priorities for criminal justice grants and other regional criminal justice issues.

Nominations received for terms expiring in May 2026:

Name	Representing	Nominated by
Martha Gomez	Harris County	Commissioner Adrian Garcia

REGIONAL AIR QUALITY PLANNING ADVISORY COMMITTEE

Assist and advise H-GAC, regional and local governments, transportation organizations and other agencies on air quality issues. The committee reviews air quality plans for the H-GAC region and recommends actions necessary to improve the region's air quality.

Nominations received for terms expiring in July 2026:

Name	Representing	Nominated by
Latrice Babin	Harris County	Commissioner Lesley Briones
Winifred Hamilton	Harris County	Commissioner Lesley Briones

TRANSPORTATION POLICY COUNCIL

Due to recent amendments to bylaws of the Transportation Policy Council, the seat previously appointed by the H-GAC Board of Directors to the TPC is no longer necessary. The Transportation Policy Council bylaws call for the Executive Director of H-GAC to have a non-voting advisory seat on the council.

Nominations received for terms expiring in December 2025:

Name	Representing	Nominated by
Chuck Wemple	H-GAC	Not applicable

ELECTION COMMITTEE – 2025 H-GAC BOARD OFFICERS

Background

The Election Committee is composed of former Chairs of the Houston-Galveston Area Council Board of Directors. The committee presents nominations for each officer position on the Board and canvasses the ballots at the H-GAC General Assembly Annual Meeting.

Current Situation

The Election Committee nominations for the 2025 Board officers consist of a Chair, Chair Elect, and Vice Chair. The 2025 Board officer recommendations will be presented by the Election Committee Chair for Board action.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of Election Committee recommendations for 2025 H-GAC officers, and authorization to issue General Assembly ballots. (Contact: Councilmember Sally Branson)

LEGISLATIVE PRIORITIES – 89TH SESSION OF THE TEXAS LEGISLATURE

Background

The H-GAC Legislative Committee consists of 15 members representing cities, counties, and school districts from throughout the region. The Legislative Committee, Chaired by Rissie Owens of Huntsville ISD, studies state and federal legislation that may have an impact on the region and reports to the Board of Directors.

Current Situation

The 89th Regular Session of the Texas Legislature will convene on January 14, 2025. Each legislative session, the H-GAC Legislative Committee develops principles or priorities for the session that outline the types of legislation that H-GAC should support, monitor and oppose.

Funding Source

N/A

Budgeted

N/A

Action Requested

Discussion and possible action on recommendation by Legislative Committee on regional legislative priorities for the 89th legislative session. (Contact: Rissie Owens)

ATTACHMENTS:

- ▢ Proposed Legislative Priorities - 88th Session MS Word

H-GAC SPOTLIGHT - AREA AGENCY ON AGING

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

For information only. No action requested. (Staff Contact: Aaron Sturgeon and Curtis Cooper)

EXECUTIVE DIRECTOR'S REPORT

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)

2024 H-GAC BOARD OF DIRECTORS

AUSTIN COUNTY

County Judge Tim Lapham
VACANT

BRAZORIA COUNTY

Commissioner Stacy Adams
Commissioner Ryan Cade

CHAMBERS COUNTY

Commissioner Tommy Hammond
Commissioner Mark Tice

COLORADO COUNTY

County Judge Ty Prause
Commissioner Darrell Gertson

FORT BEND COUNTY

County Judge K.P. George
Commissioner Andy Meyers

GALVESTON COUNTY

Commissioner Joseph Giusti
Commissioner Darrell Apffel

HARRIS COUNTY

Commissioner Adrian Garcia
Commissioner Rodney Ellis
Commissioner Lesley Briones
Commissioner Tom Ramsey

LIBERTY COUNTY

County Judge Jay Knight
Commissioner Greg Arthur

MATAGORDA COUNTY

County Judge Bobby Seiferman
Commissioner Mike Estlinbaum

MONTGOMERY COUNTY

County Judge Mark L. Keough
Commissioner Matt Gray

WALKER COUNTY

Commissioner Brandon Decker
Commissioner Bill Daugette

WALLER COUNTY

County Judge Trey Duhon
Commissioner Justin Beckendorff

WHARTON COUNTY

County Judge Phillip Spenrath
Commissioner Richard Zahn

CITY OF ALVIN

Council Member Martin Vela
Councilmember Meagan DeKeyzer

CITY OF BAYTOWN

Councilmember Laura Alvarado
Mayor Brandon Capetillo

CITY OF CONROE

Councilman Howard Wood
Councilman Todd Yancey

CITY OF DEER PARK

Council Member Tommy Ginn
Mayor Jerry Mouton Jr

CITY OF FRIENDSWOOD

Councilmember Sally Branson
Mayor Mike Foreman

CITY OF GALVESTON

Mayor Pro Tem Marie Robb
Mayor Dr. Craig Brown

CITY OF HOUSTON

Council Member Sallie Alcorn
Council Member Edward Pollard
Vice Mayor Pro Tem Amy Peck
Council Member Mary Nan Huffman

CITY OF HUNTSVILLE

Mayor Russell Humphrey
Mayor Pro Tem Vicki McKenzie

CITY OF LA PORTE

Councilmember Chuck Engelken, Jr.
Councilman Bill Bentley

CITY OF LAKE JACKSON

Mayor Gerald Roznovsky
Councilmember Vinay Singhanian

CITY OF LEAGUE CITY

Council Member Tommy Cones
Council Member Andy Mann

CITY OF MISSOURI CITY Council

Member Jeffrey Boney
Council Member Floyd Emery

CITY OF PASADENA

Council Member Dolan Dow
Council Member Ruben Villarreal

CITY OF PEARLAND

Mayor Kevin Cole
Mayor Pro Tem Tony Carbone

CITY OF ROSENBERG

Mayor William Benton

CITY OF SUGAR LAND

Council Member Stewart Jacobson
Mayor Pro Tem Suzanne Whatley

CITY OF TEXAS CITY

Commissioner Jami Clark
Mayor Dedrick Johnson, Sr.

GENERAL LAW CITIES

Mayor Pro Tem Joe Garcia, City of Pattison
Councilmember Teresa Vazquez-Evans,
City of Kemah

Council Member Nancy Arnold,
City of Waller

Council Member Susan Schwartz,
City of Bunker Hill Village

HOME RULE CITIES

Mayor Pro Tem Johnnie Simpson Jr.,
City of Dickinson
Mayor Dan Davis, City of Manvel

Council Member Ross Gordon,
City of Bellaire

Mayor Pro Tem Joe Compian,
City of La Marque

INDEPENDENT SCHOOL DISTRICTS

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

Note: Names of Alternates are indented

2024 OFFICERS

CHAIR
Council Member Sallie Alcorn, City of Houston

VICE CHAIR
Mayor Joe Garcia, City of Pattison

CHAIR-ELECT
County Judge Jay Knight, Liberty County

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