



AGENDA
HOUSTON-GALVESTON AREA COUNCIL
BOARD OF DIRECTORS MEETING
September 17, 2024 | 10:00 AM
3555 Timmons Lane,
Room B, 2nd Floor
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 – AUGUST 20, 2024
Request approval of the minutes of the August 20, 2024, H-GAC Board Meeting. (Staff Contact: Vanessa McKeehan)
- b. HGACBUY - SEWER/STORM WATER, HYDRO-EXCAVATING EQUIPMENT AND RELATED SERVICES-A
Request authorization of contracts with respondents for Sewer/Storm Water, Hydro-Excavating Equipment and Related Services. (Staff Contact: Ronnie Barnes)
- c. BRAYS AND SIMS BAYOU WATERSHED PROTECTION PLAN
Request approval to enter into a contract with the Texas Commission on Environmental Quality to develop a Watershed Protection Plan for the Brays Bayou and Sims Bayou Watershed, not to exceed \$469,667. (Staff Contact: Todd Running)
- d. WATER QUALITY MANAGEMENT PLAN CONTRACT
Request approval to contract with the Texas Commission on Environmental Quality to conduct regional water quality planning activities, not to exceed \$234,720. (Staff Contact: Todd Running)
- e. AREA AGENCY ON AGING BYLAW AMENDMENTS
Request approval of the Aging and Disability Advisory Committee's bylaw amendments recommendations. (Staff Contact: Curtis Cooper)
- f. AGING AND DISABILITY RESOURCE CENTER FUNDING AWARD
Accept funding from the Texas Health and Human Services Commission for the Aging and Disability Resource Center for Fiscal Year 2025, not to exceed \$314,968.00. (Staff Contact: Curtis Cooper)

- g. WORKFORCE SOLUTIONS CONTENT MANAGEMENT SYSTEM
Request approval to extend contract with Ingeniux content management system for one additional year, not to exceed of \$66,020. (Staff Contact: Juliet Stipeche)
 - h. ASANA PROJECT MANAGEMENT SOLUTION
Request approval to renew Asana Business License annual subscription, not to exceed \$114,552. (Staff Contact: Chau Le)
 - i. FISCAL YEAR 2024 ANNUAL AUDIT ENGAGEMENT
Request authorization for H-GAC to engage the services of Whitley Penn for the Fiscal Year 2024 annual audit, not to exceed \$122,500. (Staff Contact: Christina Ordóñez-Campos, CPA)
 - j. CHAIR COMMITTEE APPOINTMENTS
Request approval of appointments to the Finance and Budget Committee, the Legislative Committee, and the Water Resources Committee. (Staff Contact: Chuck Wemple)
7. FINANCE AND BUDGET COMMITTEE
Report on activities and Committee recommendations.
- a. MONTHLY FINANCIAL REPORT - AUGUST 2024
Request approval of the monthly financial report ending August 31, 2024. (Staff Contact: Christina Ordonez-Campos)

DISCUSSION

8. HUMAN SERVICES
- a. AREA AGENCY ON AGING FISCAL YEAR 2025 CONTRACT RECOMMENDATION
Request authorization to contract Fiscal Year 2025, not to exceed \$9,247,540. (Staff Contact: Curtis Cooper)
9. POLICY UPDATE
- a. H-GAC PROCUREMENT POLICY AND PROCEDURE UPDATE
Request approval of the update to the H-GAC Procurement Policy and Procedure Manual (Staff Contact: Chuck Wemple)
10. H-GAC ADVISORY COMMITTEE APPOINTMENTS
- a. SEPTEMBER 2024 ADVISORY COMMITTEE AND AFFILIATE GROUP APPOINTMENTS
Request approval of appointments to H-GAC advisory committees. (Staff Contact: William Matthews)
11. REPORTS
- a. H-GAC SPOTLIGHT - H-GACBUY TOUCHPOINT PROCESS
For information only. No action requested. (Staff Contact: Ronnie Barnes)
 - b. EXECUTIVE DIRECTOR'S REPORT
Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)

ACTION

12. EXECUTIVE SESSION

a. EXECUTIVE SESSION – PERSONNEL MATTER

Discussion and possible action regarding a settlement offer with a former employee. The H-GAC Board will hold an executive session pursuant to Section 551.071 of the Texas Government Code to consult with its attorney regarding pending or contemplated litigation. (Staff contact: Chuck Wemple)

13. 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 – AUGUST 20, 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 August 20 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 August 20, 2024, H-GAC Board Meeting. (Staff Contact: Vanessa McKeehan)

ATTACHMENTS:

▫ August 20, 2024 Board Minutes

Cover Memo

MEETING MINUTES
H-GAC BOARD OF DIRECTORS
August 20, 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 August 20, 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 Sugar Land Stuart Jacobson
Galveston County Commissioner Joseph Giusti	City of Texas City Commissioner Jami Clark
Harris County Commissioner Adrian Garcia	
Harris County Commissioner Lesley Briones	General Law Cities:
Liberty County Judge Jay Knight	City of Waller Council Member Nancy Arnold
Matagorda County Judge Bobby Seiferman	City of Pattison Mayor Pro Tem Joe Garcia
Montgomery County Judge Mark Keough	
Walker County Commissioner Brandon Decker	Home Rule Cities (Less than 25,000):
Waller County Judge Trey Duhon	City of Bellaire Council Member Ross Gordon
Wharton County Judge Phillip Spenrath	City of Dickinson Mayor Pro Tem Johnnie Simpson
City of Baytown Councilmember Laura Alvarado	Huntsville ISD Trustee Rissie Owens
City of Conroe Council Member Howard Wood	
City of Deer Park Council Member Tommy Ginn	
City of Friendswood Council Member Sally Branson	
City of Galveston Mayor Pro Tem Marie Robb	
City of Houston Council Member Sallie Alcorn	
City of Houston Vice Mayor Pro Tem Amy Peck	
City of Huntsville Mayor Russell Humphrey	
City of La Porte Council Member Chuck Engelken	
City of Lake Jackson Mayor Gerald Roznovsky	

The following Board members were not marked in attendance at the August 20, 2024, Board Meeting:

Brazoria County Commissioner Stacy Adams
Chambers County Commissioner Tommy Hammond
City of Alvin Council Member Martin Vela
City of League City Council Member Tommy Cones
City of Pasadena Council Member Dolan Dow
City of Rosenberg Mayor William Benton

(over)

CALL TO ORDER

The Honorable Sallie Alcorn, City of Houston Council Member and Chair of the Board called the meeting to order at 10:52 a.m. on Tuesday, August 20, 2024, at 3555 Timmons Lane.

1. INVOCATION

City of Missouri City Council Member, Jeffrey Boney, gave the invocation.

2. PLEDGE OF ALLEGIANCE

City of Missouri City Council Member, Jeffrey Boney, 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: Melissa Washington (General Land Office), Stephanie Davidson (General Land Office), Talya Morris (Office of Commissioner Briones), Aylin Rodriguez (Office of Commissioner Briones), Kristi Hayman (Office of Education Service Center), Lupe Schneider (Office of Education Service Center), and Walker County Judge Colt Christian.

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 Dominique Williams, H-GAC Facilities Coordinator, to bring this month's safety tip. Ms. Williams 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. Montgomery County Judge Keough requested item H be pulled into discussion. Montgomery County Judge Keough moved to approve the consent agenda without item H. City of Dickinson Mayor Pro Tem Simpson seconded the motion. Judge Keough then motioned that item H be postponed until further clarification. City of Pearland Mayor Cole moved to approve the motion. City of Friendswood Councilmember Branson 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:

- a. **H-GAC BOARD MEETING MINUTES – JULY 16, 2024** - Approved the minutes of the July 16, 2024, H-GAC Board Meeting.
 - b. **REVISED H-GAC BOARD MEETING MINUTES – JUNE 18, 2024** - Approved of the revised minutes of the June 18, 2024, H-GAC Board Meeting.
 - c. **WATER QUALITY MANAGEMENT PLAN UPDATE** - Approved the Fiscal Year 2024 H-GAC 604(b) Water Quality Management Plan Update.
 - d. **WEST LAKE HOUSTON BASIN FORESTRY IMPLEMENTATION** - Approved to enter into a contract with the Texas A&M Forest Service to implement forestry elements of watershed protection plans developed for the West Lake Houston basin for a total amount of \$50,000.
 - e. **TRAVEL DEMAND MODELING** - Approved to contract with firms in the order presented for a contract term of one year with an optional no-cost one year renewal; in an amount not to exceed \$316,217.
 - f. **HGACBUY EMERGENCY MEDICAL, SAFETY, AND RESCUE EQUIPMENT** - Approved of contracts with respondents for EE11-24 Emergency Medical, Safety, and Rescue Equipment.
 - g. **COMMUTE SOLUTIONS MARKETING CAMPAIGNS 2024-2025** - Approved to contract with vendors and partners to conduct marketing campaigns for commute solutions within the Gulf Coast region; total amount is \$600,000.
 - h. **TRANSPORTATION PROJECT INFORMATION SYSTEM** - Request authorization to negotiate a sole source agreement with EcoInteractive Inc. to develop and implement a new online project information system; total amount of \$650,000 for a term of three years.
 - i. **YOUTH PORTAL LICENSING** - Approved to purchase licenses and software support through Launch Pad Careers Inc. for the provision of a youth portal not to exceed \$50,000 per year for up to three years.
 - j. **QUARTERLY INVESTMENT REPORT - SECOND QUARTER 2024** - Approved of the second quarter 2024 investment report.
7. **FINANCE AND BUDGET COMMITTEE**
- a. **Monthly Financial Report – JULY 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.

(over)

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

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

- b. BENEFITS INSURANCE COVERAGE RENEWAL 2024-2025 PLAN YEAR-** Approved for the Executive Director to negotiate renewal for benefit coverages with the following providers as noted above, with no changes to medical, dental, vision or life and disability coverage.

Mr. Garcia recognized Laura Tomlinson, H-GAC Human Resource Manager, to present the H-GAC Benefits Insurance Coverage Renewal for the 2024-2025 Plan Year. Ms. Tomlinson requested approval of the H-GAC Benefits Insurance Coverage Renewal for the 2024-2025 Plan Year.

Ms. Tomlinson asked if there were any questions regarding the H-GAC Benefits Insurance Coverage Renewal for the 2024-2025 Plan Year. 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. HUMAN SERVICES

Chair Alcorn called on Aj Dean, Senior Manager, who requested approval of the Gulf Coast Workforce Board 2025 System Contracts.

- a. GULF COAST WORKFORCE BOARD 2025 SYSTEM CONTRACTS –** Approved to execute contracts for workforce services with the service providers identified in the attachment for an amount not to exceed \$469,825,000.

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

9. DATA ANALYTICS AND RESEARCH

Chair Alcorn called on Jochen Flosser, H-GAC Data Analytics and Research Director, who requested approval of the Advanced Funding Agreement for the Regional Transportation Models and Tools.

- a. ADVANCED FUNDING AGREEMENT – REGIONAL TRANSPORTATION MODELS AND TOOLS –** Approved Request authorization to enter into an Advance Funding Agreement with the Texas Department of Transportation in the amount of \$5,500,000 to fund the Regional Transportation Models and Tools Project.

Chair Alcorn asked if there were any questions. There being none, City of Friendswood Councilmember Branson moved to approve, and Harris County Commissioner Garcia seconded the motion. With no additional discussion, Chair Alcorn called for the vote, which resulted in unanimous approval by all members present.

10. 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 five appointments to three H-GAC advisory committees.

a. JULY 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, Harris County Commissioner Garcia moved to approve, and Harris County Commissioner Garcia seconded the motion. With no additional discussion, Chair Alcorn called for the vote which resulted in unanimous approval by all members present.

11. TEXAS ASSOCIATION OF REGIONAL COUNCILS

Chair Alcorn called on H-GAC Executive Director Chuck Wemple. Mr. Wemple requested approval of the Resolution in support of Council Member Nancy Arnold's candidacy to the Texas Association of Regional Councils Board.

- a. 2025 TARC BOARD OFFICER NOMINATION - NANCY ARNOLD** – Approved resolution in support of Council Member Nancy Arnold's candidacy to the Texas Association of Regional Councils Board.

Chair Alcorn asked if there were any questions. There being none, City of Friendswood Councilmember Branson moved to approve, and Harris County Commissioner Garcia seconded the motion. With no additional discussion, Chair Alcorn called for the vote which resulted in unanimous approval by all members present.

12. POLICY UPDATE

Chair Alcorn called on H-GAC Executive Director Chuck Wemple. Mr. Wemple requested approval of the Spend Down Policy for all contracts.

- a. H-GAC SPEND DOWN POLICY** – Approved the Spend Down Policy for all contracts.

Chair Alcorn asked if there were any questions. There being none, City of Friendswood Councilmember Branson moved to approve, and Harris County Commissioner Garcia seconded the motion. With no additional discussion, Chair Alcorn called for the vote which resulted in unanimous approval by all members present.

INFORMATION

13. REPORTS

(over)

- a. **H-GAC Spotlight – H-GACBUY TOUCHPOINT PROCESS-** Chair Alcorn announced that in respect of the time, the spotlight will be postponed until next month's Board meeting.
- b. **2024 MID-YEAR REPORT** – Chair Alcorn called on Rick Guerrero, H-GAC Chief Outreach and Government Affairs Officer, who gave a brief overview of the 2024 Mid-Year Report.
- c. **EXECUTIVE DIRECTORS REPORT** – H-GAC Executive Director Chuck Wemple mentioned that the County Pop-Ups received another National award. Mr. Wemple gave an update on the Texas Workforce discussion and that he engaged stakeholders so they can look for solutions. Mr. Wemple also mentioned that H-GAC is communicating with elected officials about what is going on in their region. Mr. Wemple brought up new modeling opportunities and databases. Mr. Wemple mentioned that the Pop-Up series will continue with the City of Pattison. Mr. Wemple introduced a new member to H-GAC, Gilda Mendoza as the new Controller. Mr. Wemple also mentioned that Chief Operating Officer, Onyinye Akujuo, will be resigning at the end of the year. Mr. Wemple will be speaking at the Fort Bend Infrastructure Summit.

14. EXECUTIVE SESSION

a. **EXECUTIVE SESSION – EVALUATION OF H-GAC EXECUTIVE DIRECTOR**

Chair Alcorn announced that the Board will hold an Executive Session to conduct an annual evaluation of the Executive Director in accordance with Government Code, Title 5, Section 551.074 and called the meeting to recess.

15. EXECUTIVE SESSION - FOLLOW-UP SESSION

- a. **EVALUATION OF H-GAC EXECUTIVE DIRECTOR** - Chair Alcorn called the meeting to order to take action on Executive Session to evaluate performance of H-GAC's Executive Director, where the Executive Director received a 5% increase.

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

16. ADJOURNMENT

There being no further business to discuss, Chair Alcorn adjourned the August 20, 2024, meeting of the H-GAC Board of Directors at 12:09 p.m.

HGACBUY - SEWER/STORM WATER, HYDRO-EXCAVATING EQUIPMENT AND RELATED SERVICES-A

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 three responses for Sewer/Storm Water, Hydro-Excavating Equipment and Related Services on Thursday, July 18, 2024. The following companies submitted responses:

Essential Equipment TX, LLC d.b.a. Essential Equipment	Conroe, TX
Kinloch Equipment & Supply, Inc.	Pasadena, TX
VAC-CON, INC	Green Cove Springs, FL

Current Situation

This contract is a supplemental to an existing contract in our portfolio, consisting of Sewer/Storm Water, Hydro-Excavating Equipment and Related Services. All responses have been evaluated by H-GAC staff. Requesting authorization for contracts representing the best value for product items as summarized in the Award Recommendations Table, and if applicable, to extend contract assignments to other authorized entities during the contract period.

Funding Source

Participating local government purchasers

Budgeted

N/A

Action Requested

Request authorization of contracts with respondents for Sewer/Storm Water, Hydro-Excavating Equipment and Related Services. (Staff Contact: Ronnie Barnes)

ATTACHMENTS:

- SC06-24-AAWARD RECOMMENDATION TABLE PDF

HGACBuy Award Recommendation Table

Sewer/Storm Water, Hydro-Excavating Equipment and Related Services SC06-24-A

Award Recommendation	Categories
Essential Equipment TX, LLC d.b.a. Essential Equipment	A, B, C, D, E, F, G, I, J
Kinloch Equipment & Supply, Inc.	A, B, C
VAC-CON, INC	A, B, C
Award Categories:	
A – Sewer/Storm Water/Pipeline Cleaners-Truck and Trailer	F – Misc. Sewer/Storm Water Cleaning Vehicles/Equipment
B – Jet Rodders-Truck and Trailer Mounted	G – Misc. Sewer/Storm Water Cleaning Services
C – Hydro-Excavators-Truck and Trailer Mounted	H – Electric/Alt. Fuel Sewer/Storm Water Cleaning, Hydro-Excavator, Inspection, or related vehicles
D – Sewer/Storm Water/Pipeline Inspection System-Portable	I – Sewer/Storm Water Cleaning and related vehicle Service/Maintenance Plans
E – Sewer/Storm Water/Pipeline Inspection System Vans & Trailers	J – Sewer/Storm Water Cleaning and related vehicle Parts and Supplies

BRAYS AND SIMS BAYOU WATERSHED PROTECTION PLAN

Background

The Brays Bayou and Sims Bayou watersheds have been identified through H-GAC's water quality monitoring and planning efforts as a priority area for water quality protection and improvement. H-GAC has secured funding from the Texas Commission on Environmental Quality, with support from member governments, to work with local stakeholders in completing a watershed protection plan for this area. The plan will focus on voluntary measures that can be taken to reduce water pollution, based on input from local stakeholders and the public.

Current Situation

The four-year grant award would fund the development of a watershed protection plan. Clean Rivers Program monitoring conducted by H-GAC and local partners will be used as in-kind match for this project. Project elements will include:

- Compiling and evaluating water quality data and trends
- Identifying sources of pollution
- Facilitating stakeholder development of voluntary strategies to reduce pollution
- Engaging with project partners and the public throughout plan development

Funding Source

Texas Commission on Environmental Quality and Local Match

Budgeted

Yes

Action Requested

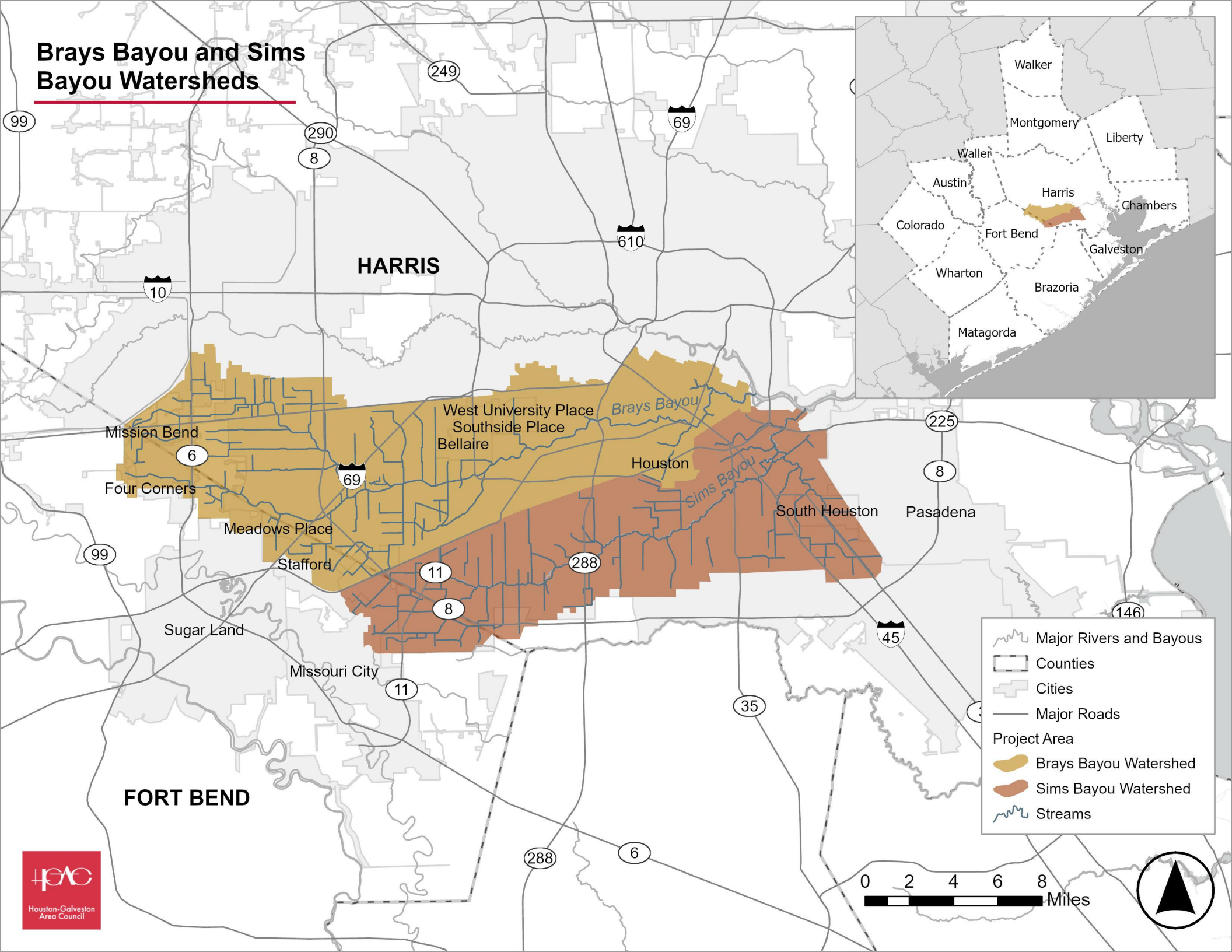
Request approval to enter into a contract with the Texas Commission on Environmental Quality to develop a Watershed Protection Plan for the Brays Bayou and Sims Bayou Watershed, not to exceed \$469,667. (Staff Contact: Todd Running)

ATTACHMENTS:

▫ Map

Backup Material

Brays Bayou and Sims Bayou Watersheds



Major Rivers and Bayous
Counties
Cities
Major Roads
Project Area
Brays Bayou Watershed
Sims Bayou Watershed
Streams



WATER QUALITY MANAGEMENT PLAN CONTRACT

Background

The Texas Commission on Environmental Quality administers 604(b) planning funds from the U.S. Environmental Protection Agency under the Clean Water Act. As the Governor-designated agency for water quality management planning in this region, H-GAC has a long-standing contractual agreement with the Texas Commission on Environmental Quality to conduct water quality planning under H-GAC's regional water quality planning program. The activities of this annual project cover the entire 13-county H-GAC region.

Current Situation

The fiscal year 2025 Regional Water Quality Planning program contract will be effective on the date of signature through August 31, 2026. Additional funding through the Bipartisan Infrastructure Law has been granted to expand the scope of the project. Its major work elements include:

- Updating service area boundaries and wastewater treatment plant outfalls, and reviewing discharge and overflow reporting data,
- Reviewing funding applications to the Texas Water Development Board State Revolving Funds for concurrence with the Water Quality Management Plan, as requested by the Texas Commission on Environmental Quality,
- Maintaining H-GAC's regional on-site sewage facility database and administrating of the Wastewater Assistance Program,
- Developing the annual regional Water Quality Management Plan Update for inclusion in the State's Water Quality Management Plan,
- Assessing changes in fecal indicator bacteria in waterways of communities previously served by on-site sewage facility wastewater treatment since converting to sanitary sewer,
- Targeted outreach and education towards disadvantaged communities and vulnerable populations,
- Assisting jobseekers with workforce services related to the wastewater industry, and
- Continuing to review the feasibility of using H-GAC's current on-site sewage facility Mapping Tool to host on-site sewage facility data from other entities.

Funding Source

Texas Commission on Environmental Quality

Budgeted

Yes

Action Requested

Request approval to contract with the Texas Commission on Environmental Quality to conduct regional water quality planning activities, not to exceed \$234,720. (Staff Contact: Todd Running)

AREA AGENCY ON AGING BYLAW AMENDMENTS

Background

The Aging and Disability Advisory Committee periodically reviews and amends their bylaw to ensure they remain relevant and consistent with rules and policies that govern the Area Agency on Aging and Aging and Disability Resource Center programs.

Current Situation

The current bylaws were last updated in Fiscal Year 2020. Additionally, the Texas Health and Human Service Commission now requires disability community representation be added to the committee's membership.

The Aging and Disability Advisory Committee members, along with staff, reviewed and recommend the proposed bylaw amendments:

- Committee representatives added
 - At least one committee member has an intellectual disability, developmental disability, physical, and/or chronic diseases or conditions
 - At least one member will be a person with a child with disabilities
- Committee membership
 - Change date of membership term
 - Cleanup of membership descriptions
 - Absenteeism language added
 - Vacancy and voting language amended
 - Voting in accordance with the Texas Open Meeting Act language added
- New conflict of interest language added
- Aging and Disability Advisory Subcommittee language removed

In accordance with the current bylaw, the committee discussed, reviewed, and amended the bylaw at its June 20th and August 15th regular business meeting. Attached are the proposed amended bylaw. The amended bylaw were unanimously approved at the committee's August 15, 2024 meeting.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of the Aging and Disability Advisory Committee's bylaw amendments recommendations. (Staff Contact: Curtis Cooper)

ATTACHMENTS:

▫ AAA Proposed By-laws

Cover Memo

AGING AND DISABILITY ADVISORY COMMITTEE BYLAWS

ARTICLE I PURPOSE

The Aging and Disability Advisory Committee exists to provide information and recommendations to the H-GAC Board of Directors on services for older and disabled individuals in the 12-county Area Agency on Aging region. The Committee:

Sets the strategic direction for the Area Agency on Aging and its service;

Oversees the planning for and operation of the Area Agency on Aging and its related Aging and Disability Resource Center; Makes recommendations to the H-GAC Board of Directors on the investment and use of federal funds available from the Older Americans Act and other federal and state funds available to H-GAC for service to older and disabled individuals.

ARTICLE II MEMBERSHIP AND VOTING

A. Composition

The Committee's membership shall be consistent with any requirements of state or federal enabling legislation and regulations. The H-GAC Board of Directors reserves the right to change the size and composition of the Committee consistent with these rules and other applicable law.

B. Size

The Committee shall have at least 19 members.

C. Representation

Committee members must include individuals aged sixty years of age and older and individuals with disabilities who reflect the population of the 12-county service area.

D. The Committee is also required to maintain the following members:

At least one member shall represent health care providers;

At least one member shall represent supportive services organizations;

At least one member shall be a veteran;

At least one member shall represent local behavioral health/intellectual and developmental disability authorities;

At least one member shall represent local Centers for Independent Living;

At least one member shall represent a local office of the Texas Health and Human Services Commission; and

At least one member shall represent the Area Agency on Aging.

At least one member will have an intellectual disability, developmental disability, physical, and/or chronic diseases or conditions.

At least one member will be a person with a child with disabilities.

D. Other Members.

The balance of the membership may include:

Members of the general public with an interest in services for older individuals

Members representing older individuals, individuals with disabilities, and family caregivers

Local elected officials

Local members of the Texas Silver Haired Legislature

E. Term

A member will serve a two-year term that begins January 1st. There are no limits on the number of terms a member may have.

F. Nomination and Appointment

Nominations. Each year in October, H-GAC will issue a request for nominations for membership on the Aging Programs Advisory Committee. H-GAC Board members, local elected officials, and interested organizations may nominate individuals to be members.

H-GAC shall request nominations for members whose terms are expiring and any vacancies.

Appointment. In December of each year, the H-GAC Board of Directors will appoint members from nominations received.

G. Absenteeism. The committee chair will review any advisory committee member who has been absent from three or more consecutive meetings to evaluate membership status. When appropriate, the chair will submit a recommendation to the membership subcommittee to review the membership status. The

membership subcommittee may consider terminating the member's term and will submit this recommendation to the advisory committee for approval.

H. Vacancies

Vacancies in unexpired terms shall be filled in the same manner as nominations and appointments are made.

Should vacancies arise throughout the year, H-GAC shall request nominations for vacant terms.

A vacancy in a required membership category must be filled with an individual who represents that category.

I. Voting

Members must be present in accordance with the Texas Open Meeting Act to vote. A member may not give proxy voting authority to any other member or to any other person.

ARTICLE III OFFICERS

Officers. The officers of the Committee will be a Chairperson, a First Vice-Chairperson, and Second Vice-Chairperson.

A. Election and Term.

Election procedures. The Chairperson will appoint a nominating committee to solicit nominations for officers from among its members. Members desiring to serve as officers will submit their names, resumes, and the offices which they wish to hold to the nominating committee.

Officers will be elected by majority vote of Committee members present at a regular meeting designated by the Committee for elections.

Each officer serves a one-year term.

B. Chairperson

The Chairperson presides at meetings, appoints committees, certifies the quorum, and takes other duties as the Committee may assign.

First Vice-Chairperson

The First Vice-Chairperson will assume the duties of the Chairperson in the event the Chairperson is absent or unable to serve.

Second Vice-Chairperson

The Second Vice-Chairperson will assume the duties of The First Vice-Chairperson in the event the First Vice-Chairperson is absent or unable to serve.

ARTICLE IV MEETINGS

A. Open Meeting.

The Committee and its subcommittees will conduct all business in meetings in compliance with requirements of the Texas open meetings law.

B. Schedule of Meetings.

Regular Meetings. The Committee will meet at least once every other month throughout the year. The Committee may meet more frequently, as it determines necessary.

Special Meetings. The Chairperson, the Vice Chairpersons, or twenty percent of the membership of the Committee, may call a special meeting with a minimum of ten calendar days written notice to all members. The special meeting may meet in person or by conference call.

Attendance of a member at a meeting shall constitute a waiver of notice of such meeting.

C. Presiding Officer.

The Committee Chairperson presides at all meetings. In absence of the Chairperson, the First Vice Chairperson presides. In absence of both Chairperson and First Vice Chairperson, the Second Vice Chairperson presides. In absence of the Chairperson and both Vice Chairpersons, a temporary Chair chose by Committee members present, presides.

D. Parliamentary Authority.

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) will govern in all cases in all meeting when they are agreeable and when they are not inconsistent with these by-laws or any special rules of order the Committee may adopt.

E. Quorum.

A quorum will consist of fifty percent of the appointed members.

F. Conflicts of Interest

Prior to taking office and annually thereafter, Committee members must provide to the Chairperson and Senior Manager a written declaration of all Substantial Business Interests or relationships they, or their Immediate Family Members, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the Houston-Galveston Area Council. Such declarations shall be

updated within 30 days to reflect any changes in such business interests or relationships. The Board shall appoint an individual to timely review the disclosure information and advise the Chairperson and appropriate members of potential conflicts.

1. Prior to a discussion, vote, or decision on any matter before the Advisory Committee, if a Committee member, or an Immediate Family Member of such Committee member, has a Substantial Business Interest in or relationship to a business entity, organization, or property or a personal interest that would be pecuniarily affected by any official Committee action, that Committee member shall disclose the nature and extent of the interest or relationship and shall abstain from discussion, voting on, attempting to influence, or in any other way participating in the decision on the matter.
2. A Committee member who personally has or has Immediate Family Members who have Substantial Business Interests or Representational Interests in proposals, requests for funds or persons or entities making them, may not vote, attempt to influence, or initiate or participate in discussion on any proposals or requests for funds which compete with the proposals, requests for funds, or persons or entities making them in which the Committee member or Immediate Family Member has the interest.
3. A Committee member who violates the requirements of this section may be removed from the Advisory Committee, upon two-thirds vote of the Advisory Committee in accordance with the procedures for removal specified in Article V, Section E of these by-laws.
4. All declarations of conflict of interest and abstentions from voting will be recorded in the minutes of Advisory

Committee meetings and Provider Review Subcommittee meetings.

5. A “Substantial Business Interest” is defined as: (1) ownership of ten percent or

\$5,000 or more of the fair market value of the business; (2) receiving ten percent or more of gross income during the previous or current year from the business; or (3) ownership in real property of the business valued at \$2,500 or more.

6. An “Immediate Family Member” is defined as: (1) a great-grandfather, great-grandmother, grandfather, grandmother, father, mother, brother, sister, daughter, son, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, great-granddaughter, great-grandson, granddaughter, grandson, nephew or niece of the Board member, and/or (2) the present or former spouse of the Board member, and/or (3) a great-grandfather, great-grandmother, grandfather, grandmother, father, mother, brother, sister, daughter, son, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, great-granddaughter, great-grandson, granddaughter, grandson, nephew or niece of the Board member’s present or former spouse. Each of these terms includes step-relatives and adopted family members.

7. A “Representational Interest” is defined as: (1) employed by or under contract with the organization, and/or (2) a member of the board of directors, commission, council, or other direct governing body of the organization. A “Representational Interest” does not include members of advisory boards, commissions or councils which are not direct governing bodies of an organization and the member is not compensated for their service.

ARTICLE V SUBCOMMITTEES

A. Standing Committees.

There are two standing subcommittees: (a) the Provider Review subcommittee and (b) the Membership subcommittee.

1. **Provider Review Subcommittee.** The Provider Review subcommittee will, on an on-going, periodic basis, review the performance of providers and contracts approved by the Committee and H-GAC Board.
2. **Membership.** The Membership subcommittee will provide information to the community about Area Agency services and programs and actively solicit nominations for membership on the Committee.

B. Additional Subcommittees.

The creation of additional ad hoc committees and appointment of members to these subcommittees will be at the discretion of the Chairperson as the need arises and as the Committee may direct.

C. Subcommittee Membership, Size, Term, and other Duties.

Membership. Members may volunteer to serve on any subcommittee, and the Chairperson will appoint members to subcommittees as necessary.

Size. No subcommittee will seat less than five members. Members who are not formally appointed to a subcommittee may volunteer to join the subcommittee and meet with appointed members to carry out business.

Term. Standing committees each have a term of one year, coinciding with the term of the Committee's officers. Ad hoc

subcommittees will have a term of no more than six months from their creation.

Other duties. Subcommittees regularly report to the Committee on their activities and progress.

ARTICLE VI AMENDMENTS

These by-laws may be amended at a regular meeting by a two-thirds vote of the members present, provided previous notice has been sent to Committee members and the proposed amendment has been announced in the business agenda of the scheduled meeting. Notice of the proposed amendment must be provided to members at least twenty-one calendar days prior to the meeting at which the amendment will come before the Committee for vote.

AGING AND DISABILITY RESOURCE CENTER FUNDING AWARD

Background

The Houston-Galveston Area Council submitted an application to the Texas Health and Human Services Commission to operate an Aging and Disability Resource Center in a 12-county service area that includes Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Liberty, Matagorda, Montgomery, Waller, Walker, and Wharton counties. The Houston-Galveston Area Council was previously awarded a 5-year contract which ended August 31, 2024.

Current Situation

In June 2024, the Texas Health and Human Services Commission confirmed approval of H-GAC's application for the Aging and Disability Resource Center contract, with an award amount of \$314,968. The contract is effective September 1, 2024 and ending August 31, 2025. The contract may be extended to August 31, 2029, if the contract remains in good standing.

The Houston-Galveston Aging and Disability Resource Center provides services for older individuals, individuals of any age with disabilities and family caregivers. Services for the Houston-Galveston Aging and Disability Resource Center include:

- Information, Referral, and Assistance
- Respite Care
- Nursing Home Resident Transitional Community Care
- Housing Navigation
- Medicare Education and Outreach

Funding Source

Texas Health and Human Services Commission

Budgeted

Yes

Action Requested

Accept funding from the Texas Health and Human Services Commission for the Aging and Disability Resource Center for Fiscal Year 2025, not to exceed \$314,968.00. (Staff Contact: Curtis Cooper)

WORKFORCE SOLUTIONS CONTENT MANAGEMENT SYSTEM

Background

The Workforce Solutions website provides a wide range of information and services aimed at helping both job seekers and employers in the 13-county Houston-Galveston region. For individuals, the site offers tools for job searching, career exploration, and financial aid opportunities, including scholarships for education and training. For employers, the site provides detailed labor market information and recruitment opportunities.

Current Situation

The H-GAC Board previously approved a contract with Planeteria Media to develop a new and improved website for Workforce Solutions. The launch of this new site is scheduled for July 2025.

In the interim to maintain the functionality of the current website, H-GAC is recommending an extension of the existing content management system, Ingeniux. This extension will ensure that the website remains fully operational and continues to meet the needs of users during the transition period.

Funding Source

Texas Workforce Commission

Budgeted

Yes

Action Requested

Request approval to extend contract with Ingeniux content management system for one additional year, not to exceed of \$66,020. (Staff Contact: Juliet Stipeche)

ASANA PROJECT MANAGEMENT SOLUTION

Background

H-GAC currently utilizes Asana for better visibility, transparency, and accountability into the projects and services we provide to the region, while also streamlining our reporting processes and metrics generation. Asana has expanded to an automated business process platform, utilizing Asana forms and workflows to integrate into Asana projects.

Current Situation

The current subscription for H-GAC is at the end of the annual agreement with Asana and will require a new subscription to continue operation. Staff recommends renewing the subscription for a total of 375 licenses for one year from October 16, 2024 to October 15, 2025, at the cost of \$114,552. The subscription licenses will be purchased through an approved purchasing contract.

Funding Source

Local Funds

Budgeted

Yes

Action Requested

Request approval to renew Asana Business License annual subscription, not to exceed \$114,552. (Staff Contact: Chau Le)

FISCAL YEAR 2024 ANNUAL AUDIT ENGAGEMENT

Background

In October 2023, with the Board's approval, H-GAC selected the external CPA audit firm, Whitley Penn to perform the FY2023 annual audit. The scope of the engagement included an audit of H-GAC's financial records, the H-GAC Retirement Plan, and LDC financial records. The FY2023 annual audit was completed in May 2024. During which time, Whitley Penn presented the finalized Annual Comprehensive Financial Report to the Board for approval. Board Members and H-GAC management have been satisfied with the services of Whitley Penn for the past year and recommend continuing their external audit services for the upcoming year.

Current Situation

H-GAC management and the Finance Division are preparing for the Fiscal Year 2024 annual audit. H-GAC is proposing to engage Whitley Penn's services in October 2024 to complete interim testing on the first eight months of Fiscal Year 2024. Much of the required compliance and internal control testing will be performed during this portion of the engagement. The auditors will come back in March 2025 to perform final fieldwork and finalize the audit.

Funding Source

Indirect

Budgeted

Yes

Action Requested

Request authorization for H-GAC to engage the services of Whitley Penn for the Fiscal Year 2024 annual audit, not to exceed \$122,500. (Staff Contact: Christina Ordóñez-Campos, CPA)

ATTACHMENTS:

▯ H-GAC FY2024 Engagement Letter

Cover Memo

August 12, 2024

To Charles Wemple, Executive Director
and Cristina Ordonez-Campos, CFO
Houston-Galveston Area Council

You have requested that we audit the financial statements of the governmental activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Houston-Galveston Area Council ("H-GAC"), as of December 31, 2024, and for the year then ending, and the related notes to the financial statements, which collectively comprise H-GAC's basic financial statements as listed in the table of contents.

In addition, we will audit H-GAC's compliance over major federal and state award programs for the year ending December 31, 2024. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding H-GAC's major federal and state award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether H-GAC complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's Discussion and Analysis.

Supplementary information other than RSI will accompany H-GAC's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Supplementary Schedule of Indirect Costs,
- 2) Supplementary Schedule of H-GAC Employee Benefits
- 3) Schedule of Expenditures of Federal Awards and State Awards.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- Introductory Section
- Statistical Section

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and, where applicable, the audit requirements of the State of Texas *Uniform Grant Management Standards* (UGMS) or the Texas Grant Management Standards (TxGMS). As part of an audit of financial statements in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of H-GAC's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about H-GAC's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of H-GAC's basic financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of H-GAC's major federal and state award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the Uniform Guidance; and, where applicable, the UGMS or the TxGMS, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and, where applicable, the UGMS and the TxGMS and other procedures we consider necessary to enable us to express such an opinion on major federal and state award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance and, where applicable, the UGMS or the TxGMS requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal and state award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on H-GAC's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and, where applicable, the UGMS or the TxGMS will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about H-GAC's compliance with the requirements of the federal and state programs as a whole.

As part of a compliance audit in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal and state programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of H-GAC's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on H-GAC's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and, where applicable, the UGMS or the TxGMS.

Also, as required by the Uniform Guidance and, where applicable, the UGMS or the TxGMS, we will obtain an understanding of H-GAC's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of H-GAC's major federal and state award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding H-GAC's major federal and state programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal and state awards received and expended during the period and the federal and state programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally and state funded activities;
5. For preparing the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in accordance with the Uniform Guidance and, where applicable, the UGMS or the TxGMS;
6. For the design, implementation, and maintenance of internal control over federal and state awards that provides reasonable assurance that H-GAC is managing federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of the federal and state awards;
7. For identifying and ensuring that H-GAC complies with federal and state laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal and state award programs, and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations, and the terms and conditions of federal and state award programs;
8. For disclosing accurately, currently, and completely the financial results of each federal and state award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal and state award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit;

- c. Unrestricted access to persons within H-GAC from whom we determine it necessary to obtain audit evidence;
 - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
 - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
 17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
 18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
 19. For informing us of any known or suspected fraud affecting H-GAC involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
 20. For the accuracy and completeness of all information provided;
 21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
 22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information (including the schedule of expenditures of federal awards and schedule of expenditures of state awards) referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria such as the Uniform Guidance, and where applicable, the UGMS or the TxGMS, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

Nonattest services will include assistance with the preparation of the H-GAC Retirement Plan audit report, and the preparation of the data collection form and its submission to the Federal Audit Clearinghouse. We will also assist with the implementation of GASB Statement No. 101 *Compensated Absences*. We will not assume management responsibilities on behalf of H-GAC. However, we will provide advice and recommendations to assist management of H-GAC in performing its responsibilities.

H-GAC's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are described below:

The nonattest services are limited to the services we described above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise H-GAC regarding these nonattest services, but H-GAC must make all decisions with regard to those matters.

Fees and Timing

The timing of our audit will be scheduled for performance and completion as follows:

Document internal control and perform audit procedures	October 2024
Substantive Procedures	March 2025
Issue audit reports	May 2025 Board Meeting
Submission to the Federal Audit Clearinghouse	June 2025

We anticipate meeting these deadlines barring any delays.

Celina Cereceres, CPA, CFE is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Whitley Penn, LLP’s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for the audit services will be based on the amount of time required and the difficulty of the work. Below is the breakdown of our fee:

Area	Fee
Financial Statement and Single Audits	\$105,000
Separate Report for H-GAC Retirement Plan Report	10,500
Assistance with GASB 101 <i>Compensated Absences</i>	\$7,000
Total Fees	\$122,500

A separate engagement letter for the Retirement Plan will be issued.

The fee estimate for the audit is based on anticipated cooperation from H-GAC’s personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation and payment is due in Tarrant County. You agree to pay reasonable attorney fees and collection costs incurred relating to collection of fees for services performed under the terms of this engagement. In accordance with Whitley Penn, LLP policy, work may be suspended if your account becomes 30 days or more past due and will not resume until your account is paid in full. In addition, invoices not paid in full by the last day of the month will be assessed interest at a rate of one percent per month. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been complete even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. Our final auditors’ report will be released upon final payment of any outstanding invoices.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We would like to make the following comments regarding the fee estimates:

1. Our fee estimates have not considered the effects of any changes to auditing standards and accounting principles, which may be promulgated by the AICPA, Congress, or any other regulatory body in the future and are unknown to us at this time. If significant additional time is necessary resulting in increased fees, we will endeavor to notify you of any such circumstances as they are assessed.
2. H-GAC's personnel are responsible for the preparation of all items requested in the Prepared by Client ("PBC") listing and received by the date requested. Any delays caused by not preparing the items when requested may result in additional fees, as well as the possibility of postponing our fieldwork. The PBC listing will be provided to you during the planning process of the engagement.
3. Time incurred for audit adjustments identified during our audit and the related additional testing required has not been considered in our fee estimates. Prior to performing any additional testing, we will notify you of the exceptions and obtain approval for any additional fees which may be incurred.
4. Our fee estimates are based on the assumption that we will be able to obtain internal control reports from H-GAC's payroll service provider (where necessary), more commonly referred to as a SOC 1 Report and that we will be able to place reliance on these reports for internal control purposes in conjunction with the internal controls present in the administration of H-GAC. Any weaknesses noted in the internal control may affect the nature, timing, and extent of our procedures and accordingly our fees will be adjusted to reflect such changes.
5. Our fee estimates are based on all general ledger sub ledgers being reconciled to the general ledger balance and any adjustment necessary should be recorded to the general ledger prior to our fieldwork start date.

The ethics of our profession prohibit the rendering of professional services where the fee for such services is contingent, or has the appearance of being contingent, upon the results of such services. Accordingly, it is important that our bills be paid promptly when received. If a situation arises in which it may appear that our independence would be questioned because of significant unpaid bills, we may be prohibited from issuing our auditors' report.

In the unlikely event that differences concerning our services or fees should arise that are not resolved by mutual agreement, to facilitate judicial resolution and save time and expense of both parties, H-GAC and Whitley Penn agree not to demand a trial by jury in any action, proceeding, or counterclaim arising out of or relating to our services and fees for this engagement. Any controversy, dispute, or questions arising out of or in connection with this agreement or our engagement shall be determined by arbitration conducted in accordance with the rules of the American Arbitration Association, and any decision rendered by the American Arbitration Association shall be binding on both parties to this agreement. The costs of any arbitration shall be borne equally by the parties. Any and all claims in arbitration relating to or arising out of this contract/agreement shall be governed by the laws of the State of Texas and to the extent any issue regarding the arbitration is submitted to a court, including the appointment of arbitrators or confirmation of an award, H-GAC courts in Harris County shall have exclusive jurisdiction. Any action arising out of this agreement or the services provided shall be initiated within two years of the service provided.

This letter replaces and supersedes any previous proposals, correspondence and understanding, whether written or oral. The agreements contained in this engagement letter shall survive the completion or termination of this engagement.

To ensure that Whitley Penn, LLP's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

In the course of our services, our firm may transmit confidential information that you provided us to third parties in order to facilitate our services. As applicable, we require confidentiality agreements with all our service providers to maintain the confidentiality of your information and additionally the firm will take reasonable precautions to determine that our service providers have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain ultimately responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

In the event we are required by government regulation, required by subpoena or other legal process to produce information or our personnel for interviews or depositions in relation to a matter involving H-GAC, H-GAC will, so long as we are not a party or the focus of the proceeding or inquiry in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Whitley Penn, LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to your pass-through regulatory entity, federal agencies, state agencies, and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision Whitley Penn, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

H-GAC may wish to include our report on these financial statements in an exempt offering document. H-GAC agrees that the aforementioned auditor's report, or reference to our Firm, will not be included in such offering document without prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement letter. For exempt offerings for which we are not involved, you will clearly indicate that we were not involved with the contents of such offering document and a disclosure as shown below will be included in the exempt offering:

"Whitley Penn, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report.

Whitley Penn also has not performed any procedures relating to this offering document."

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

Executive Director and CFO
Houston-Galveston Area Council

We agree to retain our audit documentation or work papers for a period of seven years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Audit Committee, the Executive Director and CFO the following significant findings from the audit:

- Our view about the qualitative aspects of H-GAC's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal and state award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

A handwritten signature in black ink that reads "Whitley Penn LLP". The signature is written in a cursive, flowing style.

Houston, Texas

Executive Director and CFO
Houston-Galveston Area Council

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Houston-Galveston Area Council by:

Name: _____

Title: Executive Director

Date: _____

Name: _____

Chief Finance Officer
Title: _____

Date: _____



REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of Whitley Penn LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Whitley Penn LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* (including compliance audits under the Single Audit Act), audits of employee benefit plans, audits performed under the Federal Deposit Insurance Corporation Improvement Act (FDICIA), and an examination of a service organization (SOC 1 engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Whitley Penn LLP
Page 2

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Whitley Penn LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Whitley Penn LLP has received a peer review rating of *pass*.



CliftonLarsonAllen LLP

Phoenix, Arizona
October 6, 2021

CHAIR COMMITTEE APPOINTMENTS

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of appointments to the Finance and Budget Committee, the Legislative Committee, and the Water Resources Committee. (Staff Contact: Chuck Wemple)

ATTACHMENTS:

▫ Board Appointments

Backup Material

2024 H-GAC Board Committee Appointments

<p>Audit</p> <ol style="list-style-type: none"> 1. Jeffery Boney <i>(Chair)</i> 2. Sally Branson 3. Russell Humphrey 4. Jay Knight 5. Ty Prause 6. Howard Wood 	<p>Board Composition</p> <ol style="list-style-type: none"> 1. Stacy Adams 2. Sallie Alcorn <i>(Vice Chair)</i> 3. Nancy Arnold 4. Jeffrey Boney 5. Sally Branson 6. Kevin Cole 7. Trey Duhon <i>(Chair)</i> 8. Chuck Engelken 9. Adrian Garcia 10. Joe Garcia 11. KP George 12. Mark Keough 13. Jay Knight 14. Amy Peck 15. Johnnie Simpson Jr. 16. Phillip Spenrath 	<p>Election</p> <ol style="list-style-type: none"> 1. Stacy Adams 2. Sally Branson <i>(Vice Chair)</i> 3. Trey Duhon <i>(Chair)</i> 4. Chuck Engelken 5. Mark J. Keough 6. Amy Peck 7. Phillip Spenrath
<p>Finance and Budget</p> <ol style="list-style-type: none"> 1. Sallie Alcorn 2. Nancy Arnold 3. Jeffrey Boney 4. Sally Branson 5. Brandon Decker 6. Trey Duhon 7. Chuck Engelken 8. Adrian Garcia 9. Joe Garcia <i>(Chair)</i> 10. KP George 11. Russell Humphrey 12. Stewart Jacobson 13. Mark J. Keough 14. Jay Knight 15. Rissie Owens 16. Johnnie Simpson Jr. <i>(Vice Chair)</i> 	<p>Legislative</p> <ol style="list-style-type: none"> 1. Stacy Adams 2. Nancy Arnold 3. Sally Branson 4. Lesley Briones 5. Kevin Cole 6. Trey Duhon 7. KP George 8. Joseph Giusti 9. Ross Gordon 10. Russell Humphrey 11. Stewart Jacobson 12. Mark Keough 13. Tim Lapham 14. Rissie Owens <i>(Chair)</i> 15. Gerald Roznovsky 	<p>Planning</p> <ol style="list-style-type: none"> 1. Laura Alvarado 2. Nancy Arnold 3. Jami Clark <i>(Chair)</i> 4. Kevin Cole 5. Adrian Garcia 6. KP George <i>(Vice Chair)</i> 7. Ross Gordon 8. Rissie Owens 9. Bobby Seiferman
<p>Plans and Projects Review</p> <ol style="list-style-type: none"> 1. Jami Clark 2. Tommy Cones 3. Brandon Decker <i>(Vice Chair)</i> 4. Dolan Dow 5. Tommy Hammond 6. Gerald Roznovsky <i>(Chair)</i> 7. Bobby Seiferman 8. Johnnie Simpson Jr. 9. Martin Vela 	<p>Regional Broadband</p> <ol style="list-style-type: none"> 1. Laura Alvarado <i>(Vice Chair)</i> 2. Brandon Decker 3. Trey Duhon 4. Joseph Giusti 5. Tommy Hammond 6. Tim Lapham <i>(Chair)</i> 7. Howard Wood 	<p>Water Resources</p> <ol style="list-style-type: none"> 1. Sallie Alcorn 2. Laura Alvarado 3. Jeffrey Boney 4. Lesley Briones 5. Craig Brown 6. Kevin Cole 7. Joe Garcia 8. Joseph Giusti 9. Ross Gordon 10. Stewart Jacobson 11. Jay Knight 12. Tim Lapham 13. Amy Peck <i>(Chair)</i> 14. Gerald Roznovsky 15. Johnnie Simpson 16. Phillip Spenrath <i>(Vice Chair)</i>

<p>Housing</p> <ol style="list-style-type: none">1. Nancy Arnold2. Kevin Cole3. Brandon Decker4. Dolan Dow5. Russell Humphreys6. Jay Knight7. Bobby Seiferman	<p>Healthcare</p> <ol style="list-style-type: none">1. Laura Alvarado2. Craig Brown3. Adrian Garcia4. KP George5. Joe Giusti6. Rissie Owens7. Gerald Roznovsky	
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MONTHLY FINANCIAL REPORT - AUGUST 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 August 31, 2024. (Staff Contact: Christina Ordonez-Campos)

ATTACHMENTS:

▫ Monthly Financial Report - August 2024

Cover Memo



HOUSTON GALVESTON AREA COUNCIL (H-GAC)

FY24 Monthly Financial Report

For Month Ending August 31, 2024

Prepared on September 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

- > We currently have \$142K in outstanding membership dues and are diligently coordinating with our members to ensure collection.

- > The Energy Corporation's fee collection has exceeded the 2024 budget by 14%.

- > The Cooperative Purchasing revenue cycle continues to be atypical, with fees rising significantly from \$358K in July to \$600K in August.

EXPENDITURES

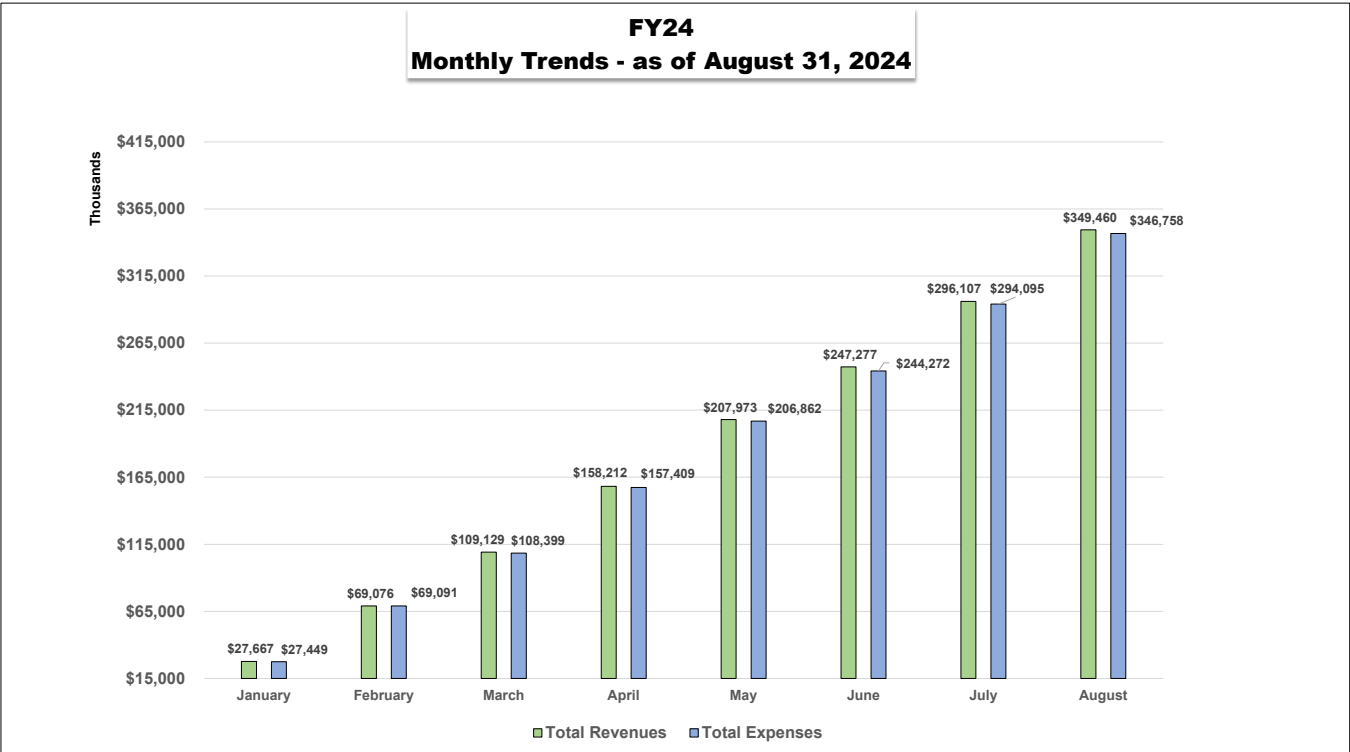
- > Personnel expenditures continue to stay within budget as we fill vacant positions. To date, we have spent 62% of 66.67% of the year that has elapsed so far.

- > Pass-through expenses increased in August. We anticipate that this trend will continue next month as several grants near their end cycles.

- > Year-to-date expenditures for consultant and contract services are currently under budget (46%), with significant variances observed in the Aging, C&E and Transportation program areas.

*** 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

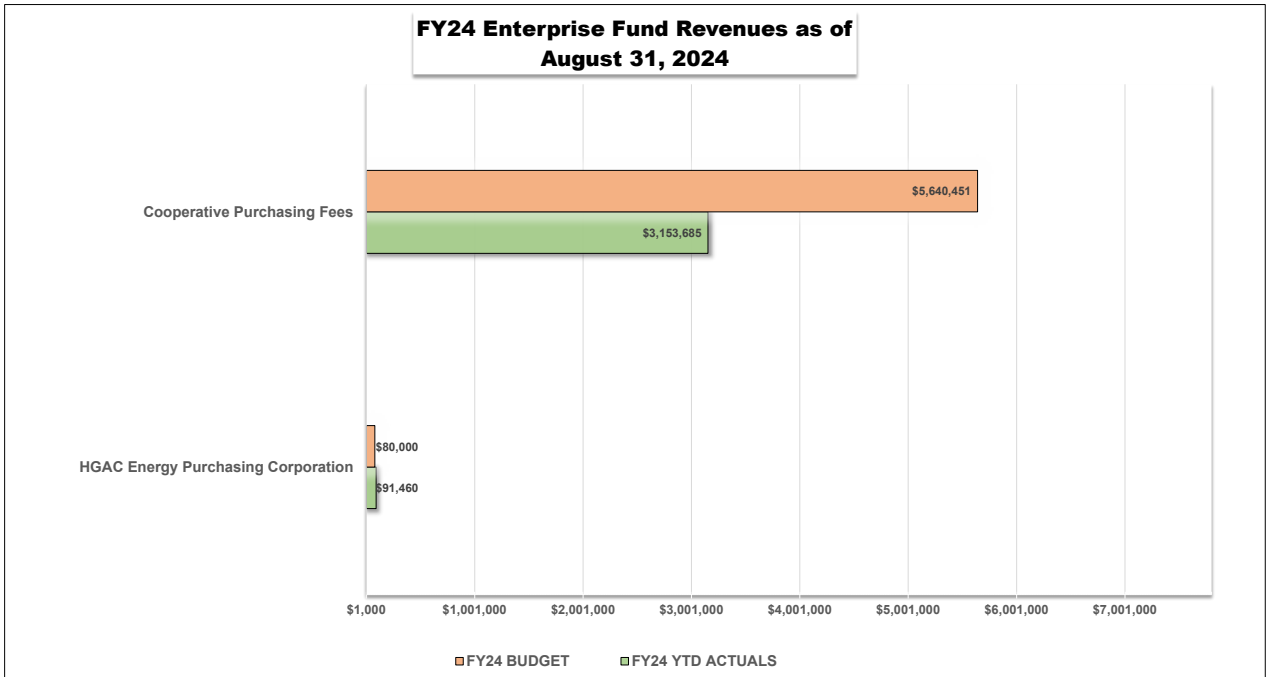
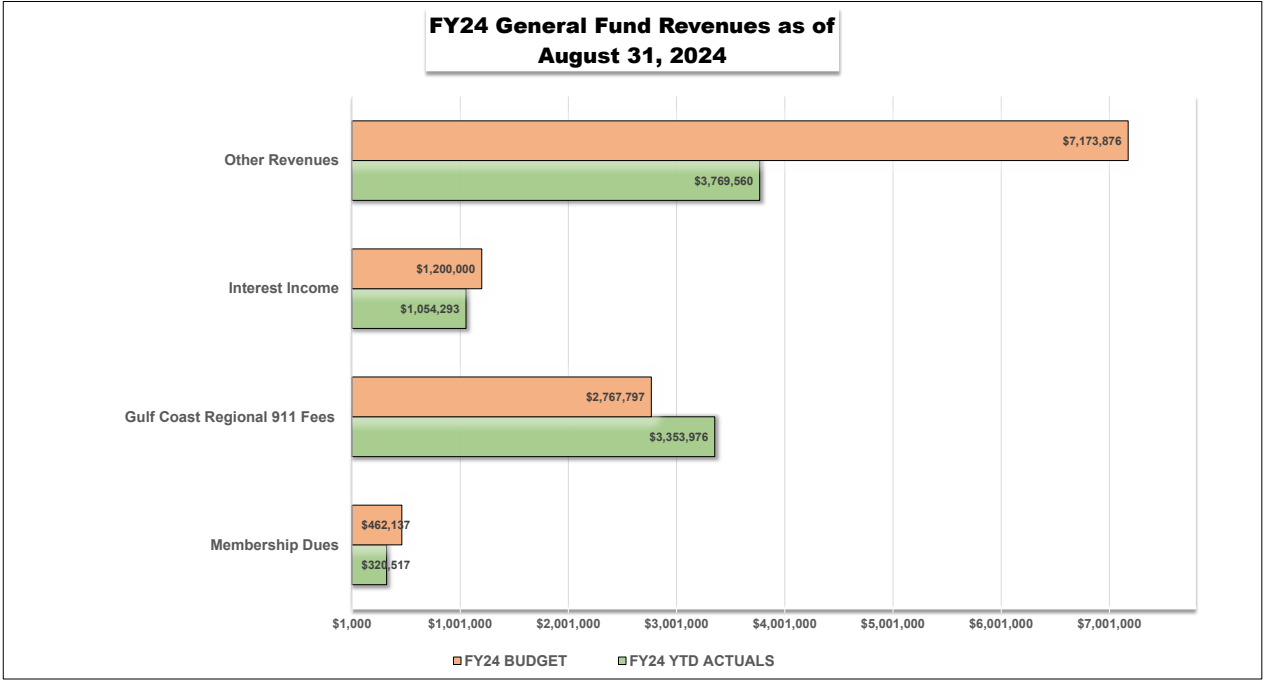


HOUSTON GALVESTON AREA COUNCIL (H-GAC)

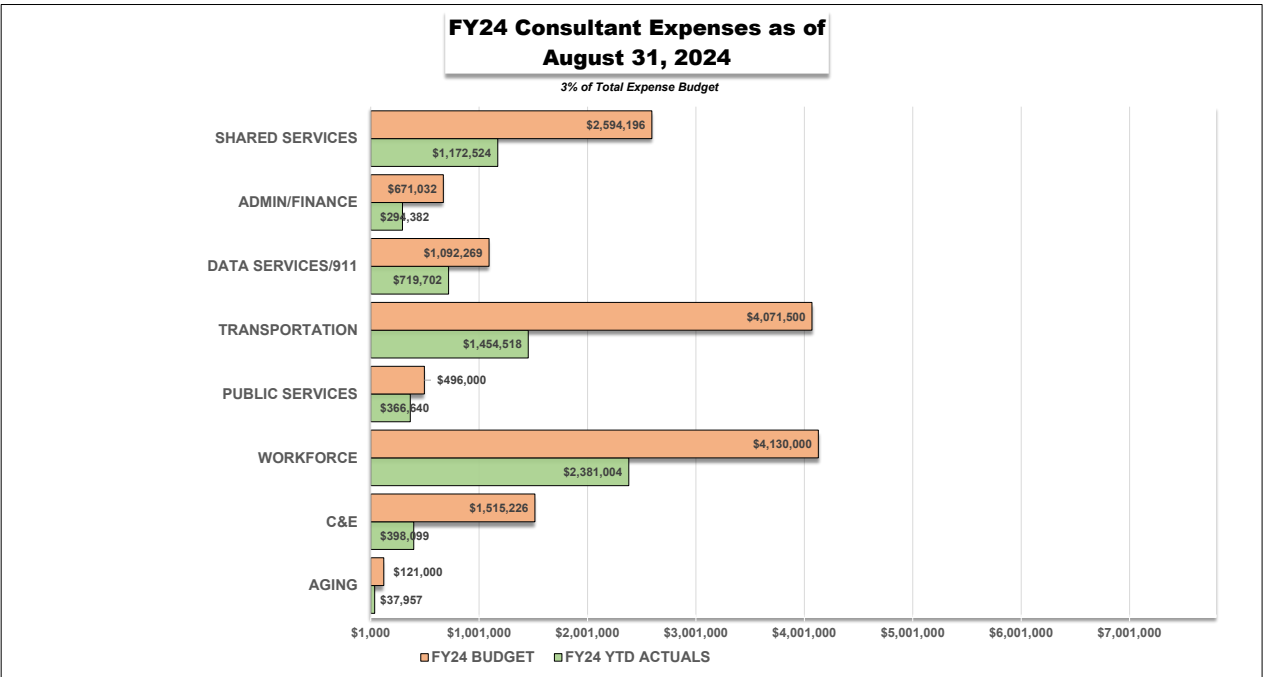
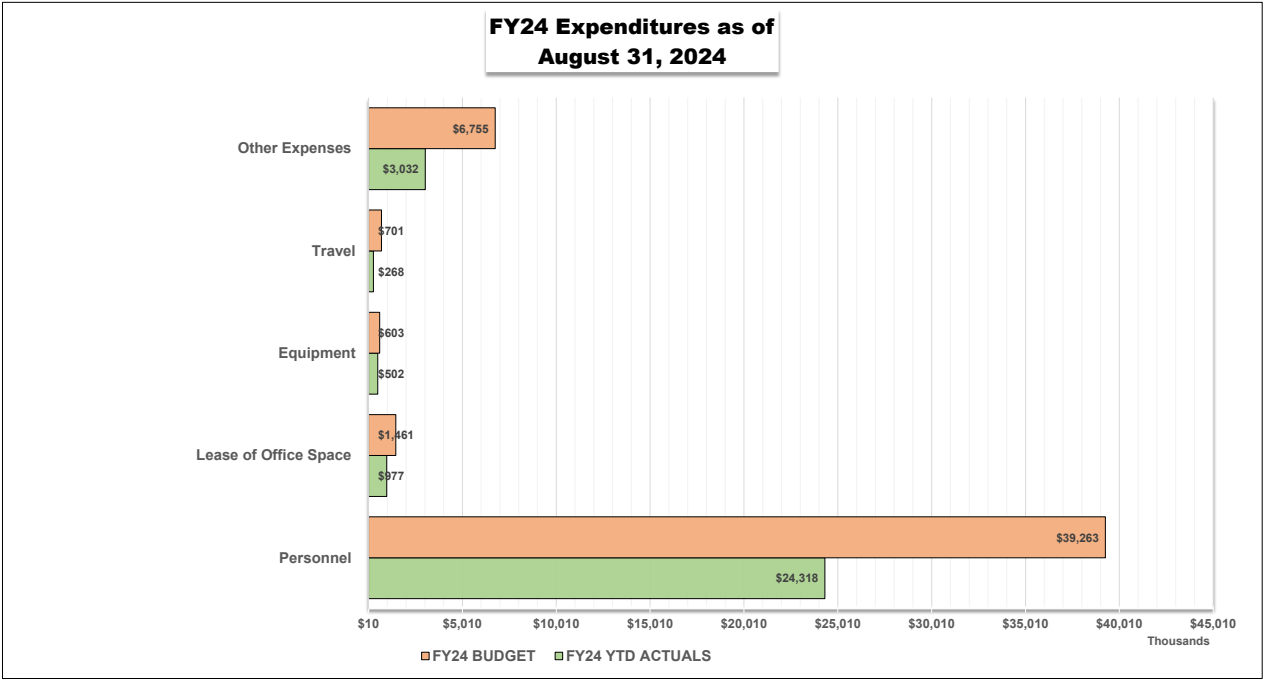
FY24 Monthly Trends Report For Month Ending August 31, 2024

	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024
Revenues								
General & Enterprise Fund Revenues								
Membership Dues	\$ 189,246	\$ -	\$ 14,595	\$ 51,254	\$ 62,252	\$ 200	\$ 2,970	\$ -
HGAC Energy Purchasing Corporation	3,255	26,686	2,224	16,538	10,131	6,084	8,146	18,396
Cooperative Purchasing Fees	109,150	511,950	186,188	767,506	384,965	235,098	358,053	600,776
Gulf Coast Regional 911 Fees	309,252	71,612	762,248	229,489	470,562	2,093,198	(1,019,232)	436,847
Interest Income	118,379	109,411	121,458	143,933	131,337	134,782	135,595	159,398
Other Revenues	172,202	1,466,466	80,450	476,292	632,026	548,270	159,854	234,000
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
Special Revenue Fund								
Federal Grants	\$ 7,032	\$ 12,085	\$ 123,566	\$ 20,402	\$ 22,085	\$ 24,442	\$ 10,350	\$ 16,818
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
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
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
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
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
Consultant and Contract Services	138,372	687,224	671,183	779,377	1,370,424	1,059,782	1,357,689	760,774
Lease of Office Space	119,958	109,693	134,809	122,194	122,162	122,365	123,441	122,848
Equipment	11,352	3,246	246,854	48,690	99,516	25,098	47,713	19,838
Travel	27,362	18,646	21,380	49,507	32,082	40,390	48,581	29,931
Other Expenses	676,879	245,283	-	589,848	370,796	484,012	333,665	331,217
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
Excess of Revenues Over(Under) Expenditures	\$ 217,332	\$ (232,513)	\$ 745,353	\$ 72,199	\$ 309,308	\$ 1,893,161	\$ (992,880)	\$ 689,881

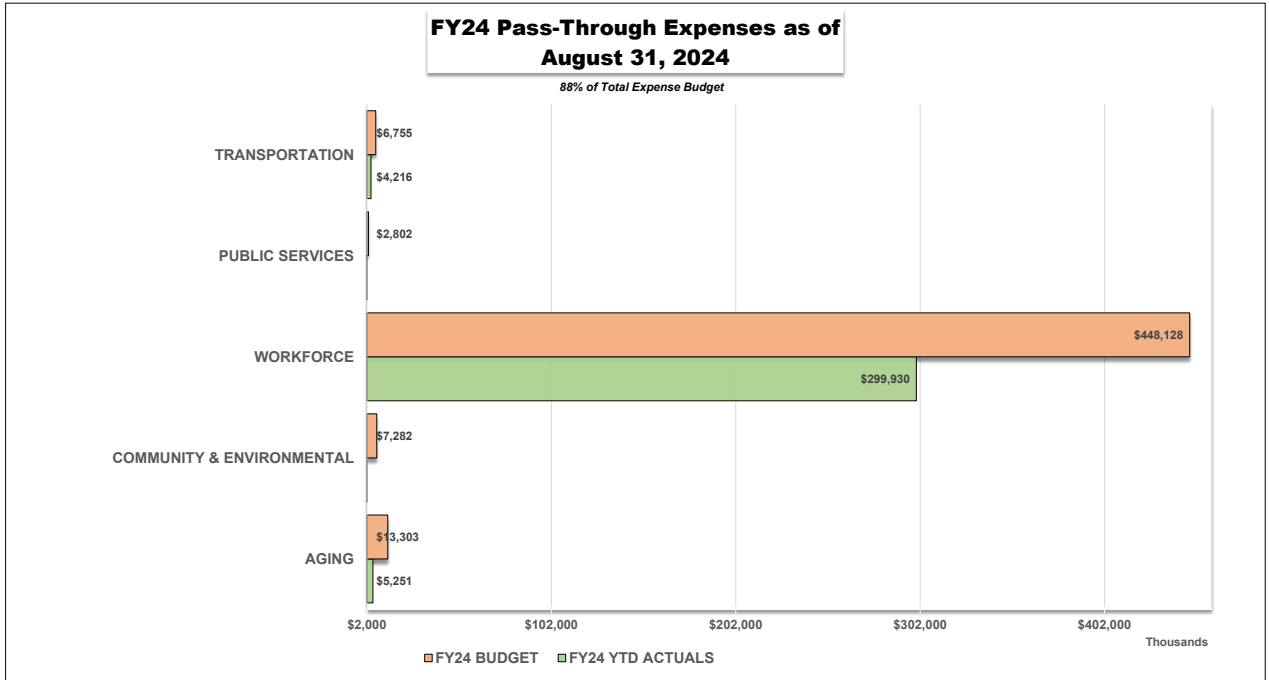
Budget to Actual Charts



Budget to Actual Charts



Budget to Actual Charts



HOUSTON GALVESTON AREA COUNCIL (H-GAC)

FY24 Budget to Actual Report - All Funds

For Month Ending August 31, 2024

66.67% 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	\$ 320,517	69%	\$ 462,136	\$ 446,747	97%
HGAC Energy Purchasing Corporation	80,000	91,460	114%	75,000	87,585	117%
Cooperative Purchasing Fees	5,640,451	3,153,685	56%	5,500,000	3,270,130	59%
Gulf Coast Regional 911 Fees	2,767,797	3,353,976	121%	2,605,121	2,819,052	108%
Interest Income	1,200,000	1,054,293	88%	200,000	194,210	97%
Other Revenues	7,173,876	3,769,560	53%	7,781,387	5,423,650	70%
Total General & Enterprise Fund Revenues	\$ 17,324,261	\$ 11,743,490	68%	\$ 16,623,644	\$ 12,241,374	74%
Special Revenue Fund						
Federal Grant	\$ 695,000	\$ 236,780	34%	\$ 200,000	\$ 125,573	63%
State Grants	523,305,764	337,479,653	64%	474,015,106	264,975,345	56%
Total Special Revenue Fund Revenues	\$ 524,000,764	\$ 337,716,433	64%	\$ 474,215,106	\$ 265,100,918	56%
Total Revenues	\$ 541,325,025	\$ 349,459,923	65%	\$ 490,838,750	\$ 277,342,292	57%
Expenditures						
Personnel	\$ 39,263,214	\$ 24,318,334	62%	\$ 34,141,958	\$ 21,390,085	63%
Pass-through Funds - Grant	478,270,303	310,835,568	65%	431,342,942	241,963,961	56%
Consultant and Contract Services	14,691,223	6,824,826	46%	15,392,991	5,256,888	34%
Lease of Office Space	1,461,237	977,469	67%	1,827,797	1,164,234	64%
Equipment	602,696	502,307	83%	4,943,200	3,335,024	67%
Travel	700,865	267,878	38%	687,449	244,078	36%
Other Expenses	6,754,873	3,031,699	45%	4,938,555	2,993,038	61%
Total Expenditures	\$ 541,744,411	\$ 346,758,083	64%	\$ 493,274,892	\$ 276,347,308	56%
Excess of Revenues Over(Under) Expenditures	\$ (419,386)	\$ 2,701,840		\$ (2,436,142)	\$ 994,984	
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) - August 31 (2)	\$ 43,049,250	\$ 46,170,476		\$ 37,577,034	\$ 41,008,160	

(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 August 31 for each year.

AREA AGENCY ON AGING FISCAL YEAR 2025 CONTRACT RECOMMENDATION

Background

H-GAC is the Area Agency on Aging for Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Liberty, Matagorda, Montgomery, Walker, Waller and Wharton counties. Each year we contract with organizations to provide services for individuals aged sixty and older, including nutrition (congregate and home-delivered meals); transportation; and direct services such as personal assistance and respite care, residential repair, health maintenance, emergency response, information assistance and referral and health promotion. Fiscal Year 2025 Aging programs begin October 1, 2024 and end September 30, 2025. We plan to deliver services to approximately 17,260 older individuals, living in the region.

Current Situation

Direct Services

In an effort to increase our number contractors, we issued requests for proposals for new qualified contractors to provide personal assistance, health maintenance, emergency response and residential repair services. We recommend offering contracts to Home Care Providers of Texas, Enable Dental, and Latitude.

The proposal review committee scored each proposal based on experience and capability, program plan, and fiscal responsibility. We recommend funding proposers scoring 75 or higher. We do not recommend funding proposers Adel Health Care Services dba General Supply and Contracting Services, United Community Foundation, Loving Arms Health Care Services, LLC, and Houston Plumbing and Gas, LLC. Proposers scored 74 or less.

Additional, staff recommends renewing 17 contracts with current direct service providers for a variety of in-home and direct-to consumer services. H-GAC maintains a network of authorized providers for direct services such as personal assistance and respite care, residential repair, health maintenance, and emergency response services. Eligible consumers select from a list of available organizations for the specific service they need.

The remaining contractors below are in their final year of a 3-year procurement for services.

Nutrition and Transportation Services

Nutrition contractors provide congregate and home delivered meals. Transportation contractors transport older individuals to and from senior centers, errands, and to health care providers. The existing contractors have performed satisfactorily. We recommend continued funding.

Health Promotion Services

A health promotion services contractor provides health education and training information for older individuals and/or their family caregivers. Texas Southern University is an existing contractor and has performed satisfactorily and we recommend continued funding.

Nutrition Consultation Services

Nutrition consultants monitors congregate and home delivered meal service delivery, develops healthy menus, and provides nutrition education and training for meal providers. The existing

contractor, Health Solutions and Dietetics, performed satisfactorily and we recommend continued funding.

The Aging and Disability Advisory Committee approved the Fiscal Year 2025 funding at its August 15, 2024 committee meeting.

Attachments A and B summarizes the proposed Fiscal Year 2025 provider funding recommendations.

Funding Source

Texas Health and Human Services Commission

Budgeted

Yes

Action Requested

Request authorization to contract Fiscal Year 2025, not to exceed \$9,247,540. (Staff Contact: Curtis Cooper)

ATTACHMENTS:

- FY 2025 Area Agency on Aging Contract Recommendation Cover Memo

HOUSTON-GALVESTON AREA COUNCIL / AREA AGENCY ON AGING
FY 2025 Area Agency on Aging Contract Recommendation
Attachment A - Community Providers

Contractor Name	Service Area	2025 Proposed	Service(s)
Actions of Brazoria County	Brazoria	\$ 892,066	Congregate & Home Delivered Meals, Transportation
Catholic Charities of the Archdiocese of Galveston-Houston	Fort Bend	\$ 195,852	Congregate Meals
Chambers County Public Hospital District #1	Chambers	\$ 125,307	Congregate & Home Delivered Meals, Transportation
Cleveland Senior Citizens Organization	Liberty	\$ 207,111	Congregate & Home Delivered Meals, Transportation
Colorado Valley Transit, Inc.	Austin Waller	\$ 103,654	Transportation
Economic Action Committee of the Gulf Coast	Matagorda	\$ 161,122	Congregate & Home Delivered Meals, Transportation
Fort Bend Seniors Meals on Wheels & Much Much More, Inc.	Fort Bend	\$ 1,658,977	Congregate & Home Delivered Meals, Transportation
Fort Bend Seniors Meals on Wheels & Much Much More, Inc. - Waller County Sr. Citizens	Waller	\$ 110,951	Congregate & Home Delivered Meals
G.R.A.C.E Initiative of South Liberty County	Liberty	\$ 60,022	Home Delivered Meals
Galveston County	Galveston	\$ 578,531	Congregate Meals and Transportation
Helping One Another, Inc. of Austin County	Austin	\$ 108,395	Congregate & Home Delivered Meals
Interfaith Ministries for Greater Houston	Galveston	\$ 399,958	Home Delivered Meals
Meals on Wheels Montgomery County	Montgomery	\$ 1,257,590	Congregate & Home Delivered Meals, Transportation
Senior Center of Walker County	Walker	\$ 180,228	Congregate & Home Delivered Meals, Transportation
Wharton County Junior College - Colorado County	Colorado	\$ 123,430	Congregate & Home Delivered Meals, Transportation
Wharton County Junior College - Wharton County	Wharton	\$ 184,347	Congregate & Home Delivered Meals, Transportation
Community Providers Total		\$ 6,347,540	

HOUSTON-GALVESTON AREA COUNCIL / AREA AGENCY ON AGING
FY 2025 Area Agency on Aging Contract Recommendation
Attachment B - Direct Service Providers

Contractor Name	Service Area	2025 Proposed	Service(s)
ADT US Holding	12 County Region	\$ 35,000	Emergency Response Services
Aegis Senior Care Group, LLC	12 County Region	\$ 350,000	Personal Assistance, Respite
Brown Sterling Construction	12 County Region	\$ 800,000	Residential Repair
DPP II LLC dba Home Care Providers of Texas	12 County Region	\$ 100,000	Personal Assistance, Respite
EntraMed, Inc. dba Sentido Health	12 County Region	\$ 75,000	Health Maintenance
Habitat for Humanity-Fort Bend County	Fort Bend County and Surrounding Areas	\$ 140,000	Residential Repair
Haselden HomeCare LLC dba Synergy Home Care - Katy	12 County Region	\$ 170,000	Personal Assistance, Respite
Health Solutions and Dietetics	12 County Region	\$ 50,000	Nutrition Monitoring, Education, & Consultation
Ibn Sina Foundation	Fort Bend County and Surrounding Areas	\$ 150,000	Health Maintenance
Latitude USA, LLC	12 County Region	\$ 35,000	Emergency Response Services
Merc Medical Supply	12 County Region	\$ 140,000	Health Maintenance
MiMac Health Services, Inc.	12 County Region	\$ 205,000	Participant Assessment, Respite Care, Personal Assistance
Mosher Initiatives Inc. dba Synergy HomeCare	12 County Region	\$ 300,000	Personal Assistance, Respite
SLJ Ventures dba Synergy NE Houston	12 County Region	\$ 100,000	Personal Assistance, Respite
Texas Mobile Dentist, Inc. dba Enable Dental	12 County Region	\$ 150,000	Health Maintenance
Texas Southern University	12 County Region	\$ 75,000	Health Education and Promotion
Valued Relationships, Inc.	12 County Region	\$ 25,000	Emergency Response Services
Direct Service Providers Total		\$ 2,900,000	
Service Provider Grand Total		\$ 9,247,540	

H-GAC PROCUREMENT POLICY AND PROCEDURE UPDATE

Background

H-GAC's procurement policies were last updated in November of 2020 to align H-GAC policy to the changes in Federal Guidance. H-GAC has identified an administrative update required to ensure compliance with policies and procedures.

Current Situation

We are reinforcing the requirement that H-GAC team members and department directors coordinate closely with our procurement team to ensure we use proper procurement methods, that procurement items brought to the Board for consideration are accurate and complete, and that proper protocols are adhered to throughout open procurements.

Funding Source

N/A

Budgeted

N/A

Action Requested


Request approval of the update to the H-GAC Procurement Policy and Procedure Manual (Staff Contact: Chuck Wemple)

ATTACHMENTS:

- Amendment to Procurement Policy and Procedure Manual Cover Memo



HOUSTON- GALVESTON AREA COUNCIL
OFFICE OF THE EXECUTIVE DIRECTOR

TO: Directors and Managers
SUBJECT: Amendment to Agency Procurement Policy and Procedure Manual
FROM: Chuck Wemple 
DATE: September 10, 2024

H-GAC is committed to a strong procurement process that is consistent, transparent, fair, defensible, and compliant with the requirements of our funding partners. Our commitment to this process is a cornerstone of accountability and trust.

It came to my attention recently that we need to ensure that our managers and directors are adhering to the requirement that H-GAC team members coordinate closely with our procurement team to ensure we use proper procurement methods, that procurement items brought to the Board for consideration are accurate and complete, and that proper protocols are adhered to throughout open procurements. This is in response to confusion and uncertainty that resulted in an item being tabled last month and a subsequent internal assessment. The recent example highlights how projects can be delayed, confidence can be eroded, and our effectiveness hampered when we don't take the time for proper coordination and quality assurance.

Procurement is a high-stakes activity. It needs extra scrutiny by all involved. And strong coordination across subject matter experts, managers, directors, and procurement experts.

Later this week, our procurement department will issue to managers and directors a required checklist that will meet the expectation of collaboration and ensure we have the quality assurance and quality control in place before items come to the Board for possible action. Please give it your close attention.

H-GAC has a thorough and robust Procurement Policy and Procedure Manual which complies with state and federal policies and procedures and establishes best practices for procuring goods and services at the agency. Ask questions if you are unclear on our procurement processes.

This memorandum is an amendment to our current policy and procedure manual and effective upon Board approval.

SEPTEMBER 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:

- September Advisory Committee Nominations Cover Memo

2024 ADVISORY COMMITTEE AND AFFILIATE GROUP APPOINTMENTS**Gulf Coast Economic Development District**

The Gulf Coast Economic Development District makes recommendations on issues of economic development to assist and advise elected officials in their decision-making responsibilities. The district also helps bolster our local economy by providing loans for qualified business owners and local governments.

Nominations received for terms expiring in May 2026:

Name	Representing	Nominated by
Jason Smith	Montgomery County	Judge Mark Keough

H-GAC SPOTLIGHT - H-GACBUY TOUCHPOINT PROCESS

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

For information only. No action requested. (Staff Contact: Ronnie Barnes)

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)

EXECUTIVE SESSION – PERSONNEL MATTER

Background

H-GAC Executive Director Chuck Wemple and legal counsel will provide an update in a duly called closed session.

Current Situation

H-GAC Executive Director Chuck Wemple and legal counsel will provide the status of any pending or contemplated legal action and/or settlement offer.

Funding Source

N/A

Budgeted

N/A

Action Requested

Discussion and possible action regarding a settlement offer with a former employee. The H-GAC Board will hold an executive session pursuant to Section 551.071 of the Texas Government Code to consult with its attorney regarding pending or contemplated litigation. (Staff contact: Chuck Wemple)

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Council Member Ruben Villarreal

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Mayor Pro Tem Tony Carbone

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CITY OF SUGAR LAND

Council Member Stewart Jacobson

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Councilmember Teresa Vazquez-Evans,
City of Kemah

Council Member Nancy Arnold,
City of Waller

Council Member Susan Schwartz,
City of Bunker Hill Village

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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

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VICE CHAIR

Mayor Joe Garcia, City of Pattison

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County Judge Jay Knight, Liberty County

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