



**A G E N D A**  
**HOUSTON-GALVESTON AREA COUNCIL**  
**FINANCE AND BUDGET COMMITTEE MEETING**  
March 21, 2023 9:30 AM  
3555 Timmons Lane, Conference Room 2A  
Houston, TX 77027

[https://us06web.zoom.us/webinar/register/WN\\_ZU5ILkBwQDGvgUkCOWSt6w](https://us06web.zoom.us/webinar/register/WN_ZU5ILkBwQDGvgUkCOWSt6w)

The presiding officer will be present at the primary meeting location to convene this meeting.

1. CALL TO ORDER

2. N/A

3. PUBLIC COMMENTS –

Members of the public may participate by sending comments to \_\_\_\_\_  
BoardPublicComments@h-gac.com; by joining online via website; or by dialing US: 1-888-788-0099 (Toll Free) or 1-877-853-5247 (Toll Free) (Meeting ID: 847 6275 6590; Participant ID: 133891; Passcode: 362701)

4. DECLARE CONFLICTS OF INTEREST

**ACTION**

5. CONSENT AGENDA

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

a. N/A

b. DATA AXLE 1-YEAR CONTRACT EXTENSION

Request approval to purchase Data Axle's business and residential databases on behalf of contributing members of Geographic Data Workgroup; amount not to exceed \$51,450. (Staff Contact: Jochen Floesser)

c. OFFICE RENOVATION – FURNITURE

Request authorization for the purchase and installation of office furniture from Debner for \$1,174,495 with a possible installation variance of up to 10%. (Staff Contact: Jim Rouse)

d. WORKFORCE SYSTEM AGREEMENT – ALVIN INDEPENDENT SCHOOL DISTRICT

Request authorization to reimburse Alvin ISD in an amount not to exceed \$91,523 for equipment to increase capacity for the training of dental assistants as part of a collaboration with Alvin ISD and Manvel Economic Development Corporation. (Staff Contact: Juliet Stipeche)

e. WORKFORCE SYSTEM CONTRACT – VILLAGE MD

Request approval of contract with Village MD to support up to 170 trainees for an amount not to exceed \$85,000. (Staff Contact: Juliet Stipeche)

f. CHAMBERS COUNTY THOROUGHFARE PLAN

Request authorization to negotiate contract with consulting firms in the order presented for an amount to not exceed \$400,000 to conduct the Chambers County Thoroughfare Plan Study. (Staff Contact: Anita Hollmann Matijcio)

- g. N/A
  - h. N/A
  - i. N/A
6. FINANCE AND BUDGET COMMITTEE  
Report on activities and Committee recommendations.
- a. MONTHLY FINANCIAL REPORT – FEBRUARY 2023  
Request approval of the monthly financial report ending February 28, 2023. (Staff Contact: Jean Mahood)
7. HUMAN SERVICES
- a. AREA AGENCY ON AGING CONTRACT AMENDMENT  
Request authorization to amend fiscal year 2023 Area Agency on Aging nutrition contracts by \$2,080,487; total contract amount is \$6,184,406. (Staff Contact: Curtis Cooper)
  - b. WORKFORCE SYSTEM CONTRACT – FINANCIAL MONITORING Request authorization to negotiate workforce financial monitoring contracts with Christine H. Nguyen, CPA and Weaver and Tidwell, LLP in a combined total not to exceed \$1,100,000. (Staff Contact: Juliet Stipeche)
8. N/A

## **INFORMATION**

9. REPORTS
- a. N/A
  - b. N/A
  - c. N/A
  - d. N/A
  - e. EXECUTIVE DIRECTOR’S REPORT  
Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)
10. 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.

## **DATA AXLE 1-YEAR CONTRACT EXTENSION**

### **Background**

H-GAC and members of Geographic Data Workgroup rely on business and residential data for various mapping activities. For several years, H-GAC has relied on Data Axle (formerly Infogroup) as the most reliable resource, in terms of location accuracy of business and address classifications. In addition, individual residential data has been a resource relied on by the Greater Harris County 9-1-1 Emergency Network and the Gulf Coast Regional 9-1-1 Emergency Communications District for address verifications.

### **Current Situation**

On behalf of contributing members of Geographic Data Workgroup, H-GAC has negotiated to renew the license agreement of Data Axle's 2022 Business and Residential database. The renewed license agreement would allow H-GAC and contributing members of Geographic Data Workgroup to obtain the Data Axle 2022 Business and Residential database containing approximately 1,524,650 business records and 6,358,775 residential records, as well as continue to use past year's licensed databases. Cost of the renewal would be \$51,450, borne collectively through elective cost-sharing contributions which have already been committed.

### **Funding Source**

Funds committed by participating cost-share organizations.

### **Budgeted**

Yes

### **Action Requested**

Request approval to purchase Data Axle's business and residential databases, on behalf of contributing members of Geographic Data Workgroup; amount not to exceed \$51,450. (Staff Contact: Jochen Floesser)

## OFFICE RENOVATION - FURNITURE

### Background

H-GAC renegotiated its lease with 3555 Timmons LLC in March 2022. As a result of that negotiation, the landlord agreed to provide a tenant improvement allowance for renovation of office space on floors 5, 4, and 2 of the leased space.

### Current Situation

H-GAC staff have worked on space planning and design for the renovated space. This plan includes new furniture and cubicles to be acquired to support the design concepts. H-GAC has interviewed several office furniture dealers who have participated in governmental procurements and are approved DIR vendors. Debner Furniture was identified from the list of vendors as offering the most appropriate furniture for the space. H-GAC is being offered the governmental pricing which meets the competitive requirements of our procurement policies.

The proposal for office furniture has been reviewed by H-GAC staff and architects. This proposal would result in the re-use of some of H-GAC's furniture and acquiring additional pieces on all floors.

Furniture	\$1,016,236
Shipping/Freight	8,289
Installation	<u>150,000 (estimate)</u>
Total	\$1,174,495

The installation cost noted above is an estimate and may vary +/- 10% depending on shipment schedules and installation conditions.

### Funding Source

Tenant Improvement Allowance  
Enterprise Funds

### Budgeted

Yes

### Action Requested

Request authorization for the purchase and installation of office furniture from Debner for \$1,174,495 with a possible installation variance of up to 10%. (Staff Contact: Jim Rouse)

## **WORKFORCE SYSTEM AGREEMENT - ALVIN INDEPENDENT SCHOOL DISTRICT**

### **Background**

In 2022, the Texas Workforce Commission awarded a High Demand Training Grant to the Gulf Coast Workforce Board to serve as matching funds to expand a dental assistant program at Alvin Independent School District (ISD).

The terms of the grant required Alvin ISD to purchase the necessary equipment and provide training for 30 participants by the end of the grant period and maintain all necessary documentation. Manvel Economic Development Corporation, also a party to the project, agreed to provide funding in an amount equal to the grant award of \$91,523.00 and agreed to pay its share of the project before grant funds awarded to the workforce board could be spent.

Both Alvin ISD and Manvel Economic Development Corporation have fulfilled their responsibilities under the agreement.

### **Current Situation**

In February 2023, TWC made the funds available to the Gulf Coast Workforce Board so that the Board will be able to reimburse Alvin ISD in accordance of the terms of a memorandum of understanding between Alvin ISD, the Gulf Coast Workforce Board, and Manvel Economic Development Corporation.

### **Funding Source**

Texas Workforce Commission

### **Budgeted**

Yes.

### **Action Requested**

Request authorization to reimburse Alvin ISD in an amount not to exceed \$91,523 for equipment to increase capacity for the training of dental assistants as part of a collaboration with Alvin ISD and Manvel Economic Development Corporation. (Staff Contact: Juliet Stipeche)

## **WORKFORCE SYSTEM CONTRACT - VILLAGE MD**

### **Background**

In November 2019, the Gulf Coast Workforce Board was awarded the Pursuit of Advanced Training in High-Demand Skills Grant (PATHS for Texas Grant). This grant was provided by the Wal-Mart Foundation to initiate and expand training opportunities for current or former retail workers. The initiative's purpose is to support retailers offset the cost of training for their current workforce while also developing career pathways for unemployed individuals seeking to transition into or out of the retail industry.

### **Current Situation**

Village MD, a healthcare provider located within Walgreens stores, has agreed to join the initiative to provide medical assistant certification training to former cashiers and other retail workers. After a minimum of nine (9) months training and upon the successful passage of a certification examination, graduates will obtain their Medical Assistant (MA) Certification. Graduates will immediately begin working as medical assistants throughout Village MDs 70+ medical clinics, supporting the creation of up to 300 jobs that will in return help thousands of patients with their everyday healthcare needs.

### **Funding Source**

Pursuit of Advanced Training in High-Demand Skills (PATHS) for Texas – Walmart Foundation.

### **Budgeted**

Yes.

### **Action Requested**

Request approval of contract with Village MD to support up to 170 trainees for an amount not to exceed \$85,000. (Staff Contact: Juliet Stipeche)

## CHAMBERS COUNTY THOROUGHFARE PLAN

### Background

The Transportation Policy Council included a project to update the Chambers County Thoroughfare Plan in the 2022-2023 Unified Planning Work Program. This updated Chambers County Thoroughfare Plan will provide guidance on configuring the transportation system to support the County's future needs. It will identify and help preserve adequate rights-of-way on appropriate alignments to allow orderly and efficient expansion and improvement of the thoroughfare system to serve existing and future transportation needs. Coordination with adjacent counties is part of the plan development to ensure that the transportation network and roadway design is complementary and consistent across county boundaries and throughout the region.

### Current Situation

H-GAC issued a Request for Proposals in November 2022. In response to this request, H-GAC received four proposals. The Proposal Review Committee recommends the following consultants in the order presented below:

1. Kimley-Horn and Associates, Inc.
2. EHRA Engineering
3. Stanley Consultants, Inc.

### Funding Source

Federal: \$400,000

Local Contribution: \$100,000

### Budgeted

Yes

### Action Requested

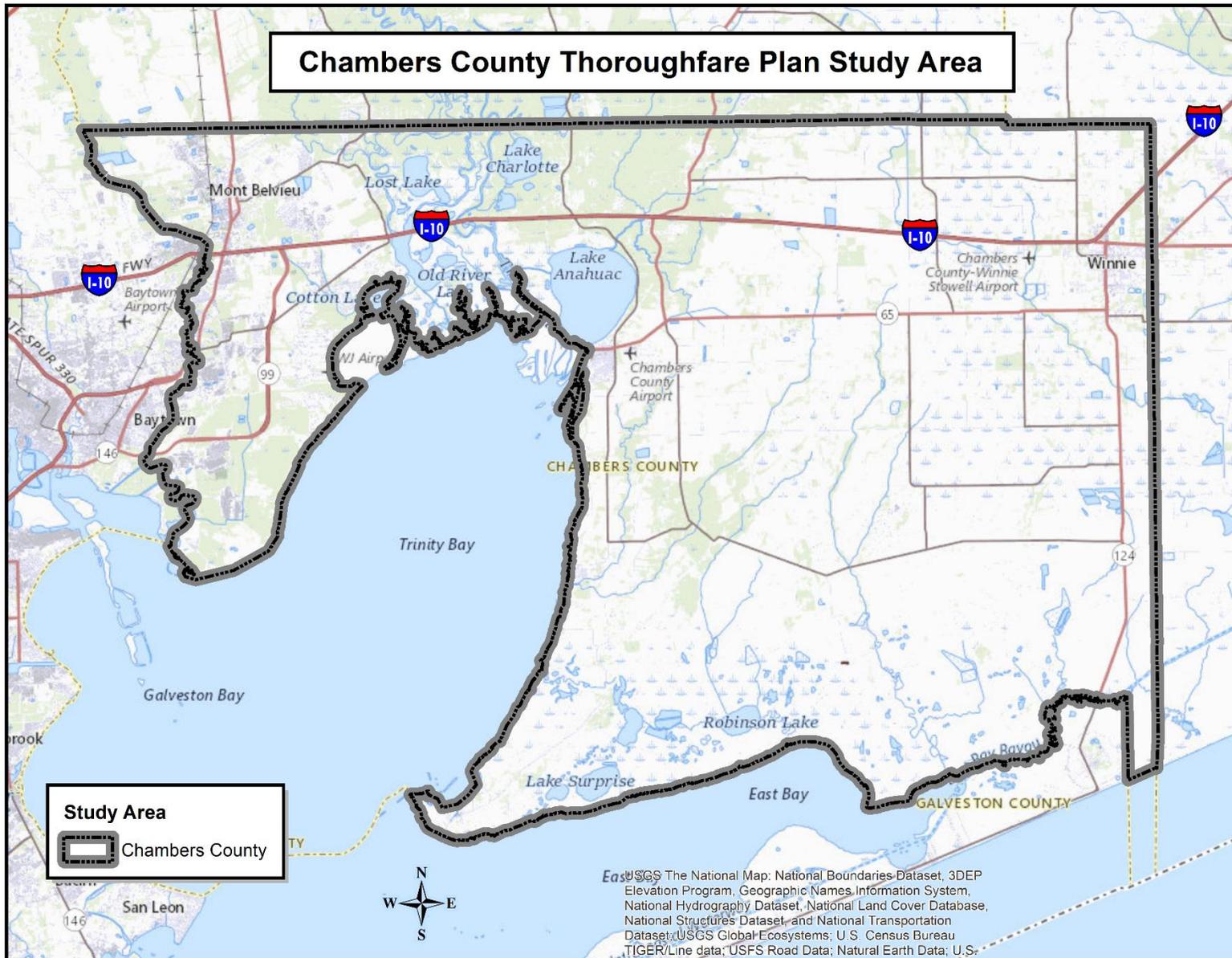
Request authorization to negotiate contract with consulting firms in the order presented for an amount to not exceed \$400,000 to conduct the Chambers County Thoroughfare Plan Study. (Staff Contact: Anita Hollmann Matijcio)

### ATTACHMENTS:

- CHAMBERS COUNTY STUDY AREA  
BOUNDARY MAP

Cover Memo

# Chambers County Thoroughfare Plan Study Area



## MONTHLY FINANCIAL REPORT - FEBRUARY 2023

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of the monthly financial report ending February 28, 2023. (Staff Contact: Jean Mahood)

### **ATTACHMENTS:**

- ▢ Monthly Financial Report - February 2023
- Cover Memo

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Two Months Ended February 2023**

	Budget Year to date	Actual Year to date	Variance Dollar	%
<b>Combined Revenues and Expenditures</b>				
Revenues	\$ 81,829,919	\$ 50,218,374	\$ (31,611,546)	-39%
Expenditures	(81,910,530)	(49,758,654)	32,151,876	-39%
<b>Change in Combined Fund Balance</b>	<b>\$ (80,611)</b>	<b>\$ 459,719</b>	<b>\$ 540,330</b>	

<b>Change in Fund Balance by Fund Type</b>				
Change in fund balance - General Fund	\$ 190,969	\$ 211,283	\$ 20,315	
Change in fund balance - Gulf Coast Regional 911	236,858	242,848	5,991	
Change in fund balance - Enterprise Fund	(271,580)	5,588	277,168	
<b>Total Change in Fund Balances</b>	<b>\$ 156,247</b>	<b>\$ 459,719</b>	<b>\$ 303,473</b>	

**Variance Analysis**

The Board approved a reduction of H-GAC's fund balance for capital improvement in 2023. As a result, the budget year to date figures shown above will amortize the use of fund balance throughout the year. The actual balance will be shown in contrast so that the reader can see the comparison between budget and actual.

\* The Cooperative Purchasing program has contributed a \$7,215 decrease toward the Enterprise fund balance YTD, and the EnergyPurchasing Corporation is reflecting a \$12,803 increase to the Enterprise fund balance.

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Two Months Ended February 2023**

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Dollar	%
<b>Revenues</b>					
<b>General and Enterprise Fund</b>					
Membership dues (a)	\$ 462,137	\$ 77,023	349,454	\$ 272,431	354%
HGAC Energy Purchasing Corporation	75,000	12,500	23,197	10,697	86%
Cooperative Purchasing fees	5,500,000	916,667	655,092	(261,574)	-29%
Gulf Coast Regional 911 fees	2,742,629	457,105	712,409	255,304	56%
Interest Income (b)	75,000	12,500	31,218	18,718	150%
Other	7,391,987	1,231,998	338,892	(893,105)	-72%
<b>Total General and Enterprise Fund revenues</b>	<b>\$ 16,246,753</b>	<b>\$ 2,707,792</b>	<b>\$ 2,110,263</b>	<b>\$ (597,529)</b>	<b>-22%</b>
<b>Special Revenue Fund</b>					
Federal Grant	\$ 200,000	\$ 33,333	\$ 18,948	\$ (14,385)	-43%
State Grants	474,532,763	79,088,794	48,089,162	(30,999,632)	-39%
<b>Total Special Revenue Fund revenues</b>	<b>\$ 474,732,763</b>	<b>\$ 79,122,127</b>	<b>\$ 48,108,110</b>	<b>\$ (31,014,017)</b>	<b>-39%</b>
<b>Total Revenues</b>	<b>\$ 490,979,516</b>	<b>\$ 81,829,919</b>	<b>\$ 50,218,374</b>	<b>\$ (31,611,546)</b>	<b>-39%</b>
<b>Expenditures</b>					
Personnel	\$ 36,196,353	\$ 6,032,725	\$ 4,707,678	\$ (1,325,048)	-22%
Pass-through funds - grant	426,788,885	71,131,481	43,152,176	(27,979,305)	-39%
Consultant and contract services	17,414,411	2,902,402	764,279	(2,138,123)	-74%
Lease of office space	2,107,342	351,224	285,480	(65,743)	-19%
Equipment (c)	3,081,557	513,593	156,810	(356,783)	-69%
Travel	682,000	113,667	7,673	(105,994)	-93%
Other expense	5,192,635	865,439	684,559	(180,880)	-21%
<b>Total Expenditures</b>	<b>\$ 491,463,182</b>	<b>\$ 81,910,530</b>	<b>\$ 49,758,654</b>	<b>\$ (32,151,876)</b>	<b>-39%</b>
<b>Excess of Revenues over(under) Expenditures</b>	<b>\$ (483,666)</b>	<b>\$ (80,611)</b>	<b>\$ 459,719</b>	<b>\$ 540,330</b>	

**Variances:**

**Revenues and expense variances are large for the first month of the year. This is normal for H-GAC because our fiscal year ends in December. The month of January and part of February usually have financial events, such as billings and revenue recognition, that are associated with the prior year. As the year progresses, H-GAC's revenues and expenditures will more closely track the budgeted revenue and expense projections.**

**H-GAC will present a different variance analysis next month. The new analysis will reflect the cyclical variance, which will more closely track actual revenue and expense throughout the year.**

a) We have a good start on the membership dues this year. As of February we have received 76% of the budgeted amount.

b) Interest income is exceeding the projection level with the rate increase.

c) The office renovation project has begun after the Board approved the construction vendor last month. We anticipate the expenses will continue to increase through the coming months.

## **AREA AGENCY ON AGING - CONTRACT AMENDMENT**

### **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 more than 4,500 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, and health promotion. Fiscal year 2023 Aging programs begin October 1, 2022 and end September 30, 2023.

### **Current Situation**

H-GAC will receive additional funds from the Texas Health and Human Services Commission to provide over 384,000 additional congregate and home-delivered meals in the region. Recommended contractors are in good standing and have capacity to provide additional services this year. The Aging and Disability Advisory Committee approved the funding recommendation at its February 16, 2023 meeting.

Attachment A summarizes the amended contract recommendations for fiscal year 2023.

### **Funding Source**

Texas Health and Human Services Commission

### **Budgeted**

Yes

### **Action Requested**

Request authorization to amend fiscal year 2023 Area Agency on Aging nutrition contracts by \$2,080,487; total contract amount is \$6,184,406. (Staff Contact: Curtis Cooper)

### **ATTACHMENTS:**

▫ Attachment A

Cover Memo

**HOUSTON-GALVESTON AREA COUNCIL / AREA AGENCY ON AGING**  
**FY 2023 Area Agency on Aging Contract Amendment Recommendation**  
**Attachment A - Community Providers**

<b>Contractor Name</b>	<b>County Service Area</b>	<b>2023 Approved</b>	<b>2023 Amended Proposed</b>	<b>2023 Total</b>	<b>Service(s)</b>
Actions of Brazoria County	Brazoria	\$ 581,298	\$ 305,446	\$ 886,744	Congregate & Home Delivered Meals, Transportation
Catholic Charities of the Archdiocese of Galveston-Houston	Fort Bend	\$ 198,681	\$ 58,105	\$ 256,786	Congregate Meals
Cleveland Senior Citizens Organization	Liberty	\$ 148,466	\$ 56,887	\$ 205,352	Congregate & Home Delivered Meals, Transportation
Colorado Valley Transit, Inc.	Austin Waller	\$ 106,753	\$ -	\$ 106,753	Transportation
Economic Action Committee of the Gulf Coast	Matagorda	\$ 110,832	\$ 49,429	\$ 160,260	Congregate & Home Delivered Meals, Transportation
Fort Bend Seniors Meals on Wheels & Much Much More, Inc.	Fort Bend	\$ 1,002,292	\$ 584,553	\$ 1,586,845	Congregate & Home Delivered Meals, Transportation
Fort Bend Seniors Meals on Wheels & Much Much More, Inc. - Waller County Sr. Citizens	Waller	\$ 68,744	\$ 38,847	\$ 107,591	Congregate & Home Delivered Meals
Galveston County	Galveston	\$ 439,035	\$ 126,471	\$ 565,506	Congregate Meals and Transportation
G.R.A.C.E Initiative of South Liberty County	Liberty	\$ 30,599	\$ 29,673	\$ 60,272	Home Delivered Meals
Helping One Another, Inc. of Austin County	Austin	\$ 67,286	\$ 37,793	\$ 105,079	Congregate & Home Delivered Meals
Interfaith Ministries for Greater Houston	Galveston	\$ 197,888	\$ 209,244	\$ 407,132	Home Delivered Meals
Meals on Wheels Montgomery County	Montgomery	\$ 816,565	\$ 433,472	\$ 1,250,037	Congregate & Home Delivered Meals, Transportation
Senior Center of Walker County	Walker	\$ 123,129	\$ 56,121	\$ 179,250	Congregate & Home Delivered Meals, Transportation
Wharton County Junior College - Colorado County	Colorado	\$ 86,572	\$ 36,884	\$ 123,456	Congregate & Home Delivered Meals, Transportation
Wharton County Junior College - Wharton County	Wharton	\$ 125,780	\$ 57,563	\$ 183,343	Congregate & Home Delivered Meals, Transportation
<b>Total</b>		<b>\$ 4,103,919</b>	<b>\$ 2,080,487</b>	<b>\$ 6,184,406</b>	

## **WORKFORCE SYSTEM CONTRACTS - FINANCIAL MONITORING**

### **Background**

H-GAC contracts with accounting firms to conduct fiscal monitoring of all workforce system contractors. In December 2022 we issued a request for proposals procuring fiscal monitoring services for a year, with the possibility of renewal for each of three additional years.

### **Current Situation**

H-GAC received four proposals for reviewing financial monitoring for the Workforce System:

KT Bradley CPA, Poole Auditing Consultants, Christine Nguyen CPA, and Weaver and Tidwell, L.L.P.

Staff reviewed and ranked the proposal in as follows:

1. Weaver and Tidwell, LLP;
2. Christine Nguyen, CPA;
3. Poole Auditing Consultants; and
4. KT Bradley CPA

Based on these rankings, current contractors Christine Nguyen, CPA and Weaver and Tidwell, LLP were selected to deliver financial monitoring services for the Workforce Solutions system. Both firms have provided excellent service for the past four years.

The two firms will review all workforce contractors' financial operations, including expenditures, billings, compliance with applicable rules and regulations, and financial, personnel, budgeting, and inventory systems for over 30 contracts annually. These firms may also conduct special financial reviews, as necessary, and produce and provide financial training for the workforce system.

### **Funding Source**

Texas Workforce Commission

### **Budgeted**

Yes.

### **Action Requested**

Request authorization to negotiate workforce financial monitoring contracts with Christine H. Nguyen, CPA and Weaver and Tidwell, LLP in a combined total not to exceed \$1,100,000. (Staff Contact: Juliet Stipeche)

## 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)