



**A G E N D A**  
**HOUSTON-GALVESTON AREA COUNCIL**  
**FINANCE AND BUDGET COMMITTEE MEETING**  
August 15, 2023, 9:00 AM  
3555 Timmons Lane, Conference Room 2D  
Houston, TX 77027

1. CALL TO ORDER
2. N/A
3. PUBLIC COMMENTS
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. LIVABLE CENTERS STUDY – CENTRAL SUGAR LAND  
Request authorization to contract with firms in order ranked to conduct the Central Sugar Land Livable Centers Study; total contract amount of \$185,000. (Staff Contact: Jose Cantu)
  - c. N/A
  - d. CLEAN RIVERS PROGRAM LABORATORY SUBCONTRACT  
Request authorization to execute contract with the recommended highest ranked laboratory in the final amount presented at the Board meeting; estimated and budgeted amount is \$146,000. (Staff Contact: Justin Bower)
  - e. ADVANCED LAW ENFORCEMENT RAPID RESPONSE TRAINING EQUIPMENT  
Request authorization to purchase two Advanced Law Enforcement Rapid Response Training equipment kits; total amount of \$116,000. (Staff Contact: Laura Glaspie)
  - f. TOW AND GO PROGRAM – 2023 PUBLIC OUTREACH AND EDUCATION CAMPAIGN  
Request authorization to buy digital advertising, social media advertising, radio advertising, and billboards to conduct a Tow and Go Public Outreach and Education Campaign. Total amount for media buys is \$350,000. (Staff Contact: Craig Raborn)
  - g. INVESTMENT REPORT – 2ND QUARTER 2023  
Request approval of the 2023 Investment Report ending June 30, 2023. (Staff Contact: Shaun Downie)

6. FINANCE AND BUDGET COMMITTEE

Report on activities and Committee recommendations.

a. MONTHLY FINANCIAL REPORT – JULY 2023

Request approval of the monthly financial report ending July 31, 2023. (Staff Contact: Jean Mahood)

b. 2023 MID-YEAR BUDGET REVISION

Request adoption of proposed 2023 revised budget. (Staff Contact: Chuck Wemple)

c. BENEFITS INSURANCE COVERAGE RENEWAL 2023-2024 PLAN YEAR

Request approval for the Executive Director to negotiate contracts for benefits coverage, and to extend other coverages as proposed with no changes to vision or life and ability. (Staff Contact: Laura Tomlinson)

7. HUMAN SERVICES

a. AREA AGENCY ON AGING CONTRACT RECOMMENDATIONS

Request authorization to fund fiscal year 2023 contracts for Ibn Sina Foundation and Fort Bend Habitat for Humanity exceed \$40,000 and \$50,000 respectively; and to contract fiscal year 2024, in an amount of \$9,207,540. (Staff Contact: Curtis Cooper)

b. FISCAL YEAR 2024 WORKFORCE SYSTEM CONTRACTS

Request approval of contracts with organizations as proposed (see attachment) for a total of \$456,340,000. (Staff Contact: Juliet Stipeche)

8. N/A

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.

## LIVABLE CENTERS STUDY – CENTRAL SUGAR LAND

### Background

Livable Centers are places where people can live, work, and play with less reliance on their cars. They encourage a complementary mix of land uses that are designed to be walkable, connected, and accessible by multiple modes of transportation, including bus, bike, or walking.

Establishing Livable Centers is one of the implementation strategies to reduce reliance on single-vehicle occupancy in H-GAC's 2045 Regional Transportation Plan. H-GAC and our local partners work with communities to identify a vision for the study area and specific recommendations, such as pedestrian and bicycle facilities, that can help facilitate the creation of Livable Centers.

A total of forty-one Livable Centers studies have been completed in our region, with five more in process or planned, as shown on the attached map. As part of the development of these studies, H-GAC engages consultants to provide planning and study development services.

### Current Situation

The next Livable Centers study is ready to begin for the City of Sugar Land. The study area is centrally located in Sugar Land, approximately 3.7 square miles centered around the intersection of U.S. 59 and State Highway 6. The study area contains two Regional Activity Centers, two Neighborhood Activity Centers, and one Medium Density Mixed Use area. This area has seen an increase in vulnerable population and is bisected by the intersection of U.S. 59 and State Highway 6. U.S. 59 and SH 6 create the busiest and most congested intersection in the city. This intersection is a key crossing connecting the north and south portions of the central Sugar Land area and is one of the major barriers to connectivity. Over the past several years, the community has expressed safety concerns for pedestrians and bicycles crossing this intersection and the desire to have safe and accessible multimodal connections between activity centers in the area.

To support H-GAC and the City of Sugar Land in this process, H-GAC conducted an RFP for consultant services. A committee of representatives from H-GAC, the Texas Department of Transportation, and the City of Sugar Land evaluated four proposals submitted by firms on Thursday, June 8, 2023 and interviewed the top three ranked firms on Tuesday, July 11, 2023. Based on the committee's scoring and evaluation of the proposals and interviews, the recommendation and ranking are shown below:

1. Consor Engineers
2. Huitt-Zollars
3. Stantec

### Funding Source

Local: \$18,500

Federal: \$166,500

### Budgeted

Yes

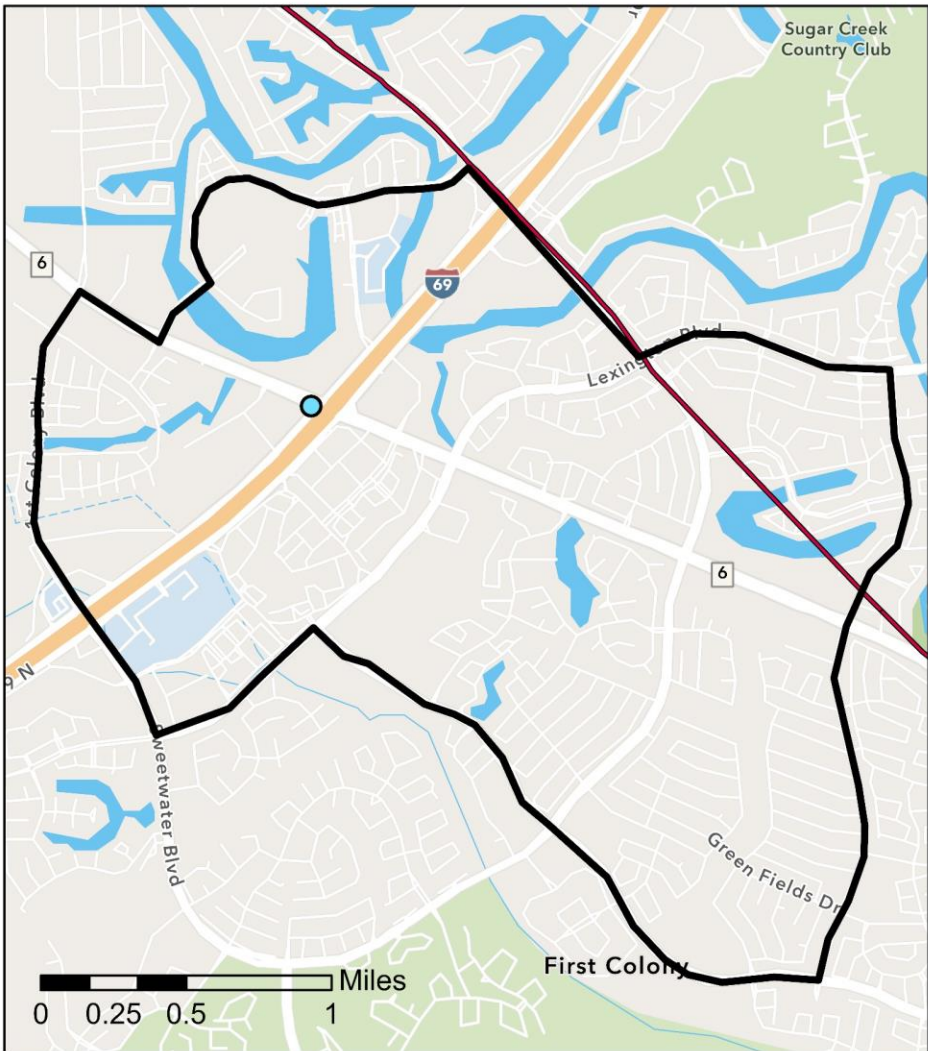
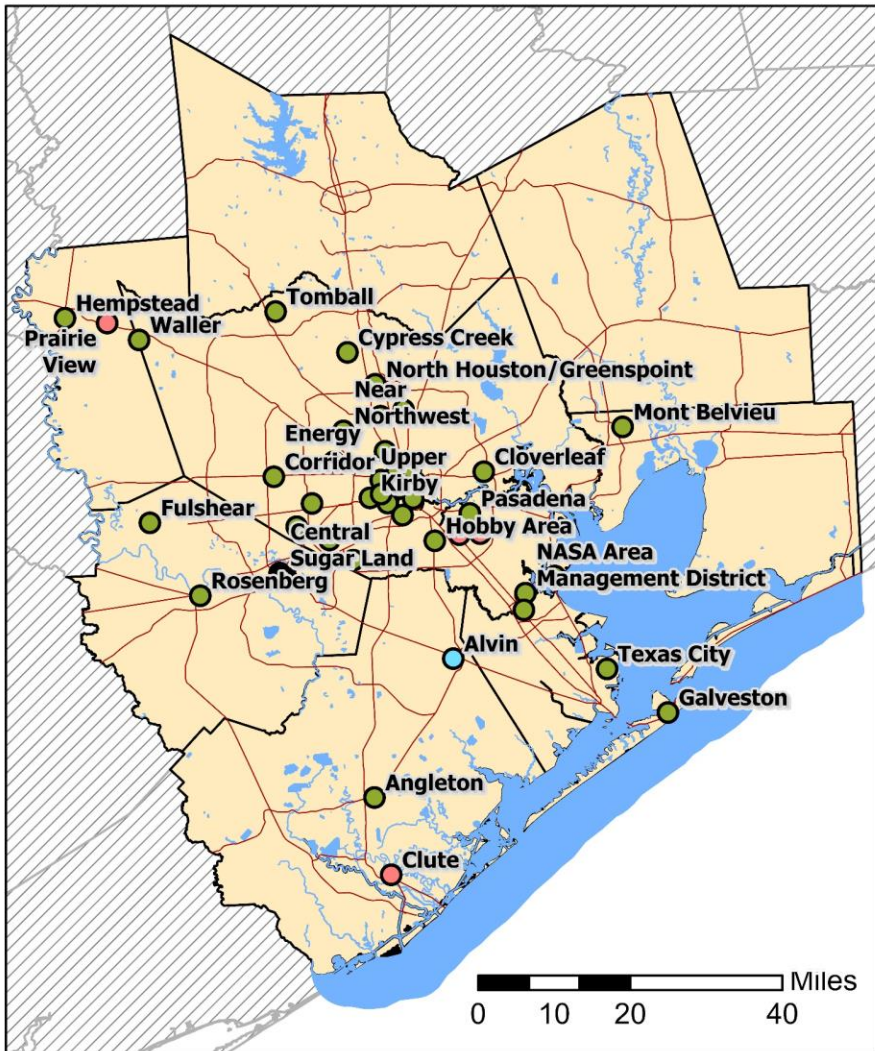
**Action Requested**

Request authorization to contract with firms in order ranked to conduct the Central Sugar Land Livable Centers Study; total contract amount of \$185,000. (Staff Contact: Jose Cantu)

**ATTACHMENTS:**

▣ Central Sugar Land Study Area

Cover Memo



- Active Studies
- Future Studies
- Completed Studies
- H-GAC 8 County MPO



- Sugar Land Study Area
- Rail Lines

Central Sugar Land  
Livable Centers  
Study Area

## **CLEAN RIVERS PROGRAM LABORATORY SUBCONTRACT**

### **Background**

Since 1992, H-GAC has been the lead agency responsible for the Texas Clean Rivers Program in four of the H-GAC region's river basins. This work is performed under contract with the Texas Commission on Environmental Quality (TCEQ). H-GAC coordinates with local agencies to collect data from their existing sampling programs and also subcontracts with local governments, institutions, and consultants to fill gaps and focus on problem areas. As part of this effort, H-GAC contracts for laboratory services needed to analyze water quality samples and conduct other related tasks.

### **Current Situation**

H-GAC initiated a request for proposals in June 2023 for these laboratory services for the fiscal year 2024-2025 Clean Rivers Program contract period. On a quarterly basis, the selected lab would analyze approximately 900 water quality samples collected by H-GAC and other local Clean Rivers Program partners. In response, H-GAC received two proposals.

The final recommended ranked order for the responding vendors will be presented at the Board meeting on 8/15/23.

Activities under this contract will commence in September 2023 and continue through August 31, 2025. This contract will allow for a 24-month extension based on satisfactory performance.

The estimated and budgeted amount for the contract is \$146,000. A final amount will be provided at the Board meeting.

### **Funding Source**

Texas Commission on Environmental Quality

### **Budgeted**

Yes

### **Action Requested**

Request authorization to execute contract with the recommended highest ranked laboratory in the final amount presented at the Board meeting; estimated and budgeted amount is \$146,000. (Staff Contact: Justin Bower)

## **ADVANCED LAW ENFORCEMENT RAPID RESPONSE TRAINING EQUIPMENT**

### **Background**

Since 2013, the Houston-Galveston Area Council and the Advanced Law Enforcement Rapid Response Training (ALERRT) at Texas State University have coordinated active shooter training throughout the region. The course is designed to prepare first responders to isolate, distract, and neutralize an active shooter. H-GAC loans ALERRT training kits to law enforcement agencies requesting the training while Texas State University supplies the manuals and other material for the classes. The kits and supplies are offered free of charge to the law enforcement agencies.

### **Current Situation**

H-GAC currently owns multiple ALERRT kits that are loaned out to jurisdictions in our region at no cost. H-GAC identified the opportunity to enhance this program by purchasing two complete kits necessary to conduct the Advanced Law Enforcement Rapid Response Training course in additional locations throughout the region. The training kits include all of the materials and equipment needed to conduct the training, including protective gear, simulated weapons, and medical training supplies.

### **Funding Source**

Office of the Governor, Public Safety Office

### **Budgeted**

Yes

### **Action Requested**

Request authorization to purchase two Advanced Law Enforcement Rapid Response Training equipment kits; total amount of \$116,000. (Staff Contact: Laura Glaspie)

## **TOW AND GO PROGRAM – 2023 PUBLIC OUTREACH AND EDUCATION CAMPAIGN**

### **Background**

The Tow and Go™ Program is a regional incident management program that removes stalled vehicles from area freeways where the program is active. The program has been ongoing since May 2018 and has performed over 160,000 “No Cost” tows. This program keeps citizen save as well as keeping traffic moving on the area freeways. To continue to educate the traveling public on the Tow and Go™ Program, the Houston-Galveston Area Council will conduct a media campaign to increase awareness about the program. This activity is included in the Unified Planning Work Program approved by the Transportation Policy Council.

### **Current Situation**

The outreach campaign will include advertisements with various media outlets to reach drivers traveling on freeways in the Tow and Go™ Service areas. The campaign will include 15-seconds and 30-seconds videos, radio announcements, billboards, digital banners and social media advertising in English and Spanish. The H-GAC Communications Department will conduct the media buys. Based on the current Tow and Go™ coverage area, a list of potential vendors and estimated budget for each is listed below:

| <b>Type</b>              | <b>Potential Vendors</b>                          | <b>Media Budget</b> |
|--------------------------|---|---------------------|
| Digital Advertising      | Houston Chronicle, ABC 13, KRPC, KHOU, Google Ads | \$120,000           |
| Social Media Advertising | Facebook, Twitter, Instagram, LinkedIn, YouTube   | \$15,000            |
| Radio Advertising        | KRBE, KKBQ, KGLK, TTWN, KTBZ, KOVE                | \$110,000           |
| Billboards               | Clear Channel Outdoor                             | \$105,000           |

The proposed timeline for the campaign is from September 2023 through December 2024.

### **Funding Source**

Federal Funds – Texas Department of Transportation

### **Budgeted**

Yes

### **Action Requested**

Request authorization to buy digital advertising, social media advertising, radio advertising, and billboards to conduct a Tow and Go Public Outreach and Education Campaign. Total amount for media buys is \$350,000. (Staff Contact: Craig Raborn)



## INVESTMENT REPORT – 2ND QUARTER 2023

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of the 2023 Investment Report ending June 30, 2023. (Staff Contact: Jean Mahood)

### **ATTACHMENTS:**

▢ 2nd Quarter Investment Report 2023

Cover Memo

**Houston Galveston Area Council  
Investment Report  
For the Six Months Ended June 30, 2023**

|   | <b>Book Value</b>      | <b>Market Value</b>    | <b>Percent of Portfolio</b> |                        |
|---|------------------------|------------------------|-----------------------------|------------------------|
| <b>Beginning Balance 12/31/2022</b>   |                        |                        |                             | <b>\$ 9,519,763.63</b> |
| Certificate of Deposit (Maturity 09/11/2023)<br>Yield 3.76% Chase Bank      | 1,061,720.39           | 1,061,720.39           | 10.98%                      |                        |
| Certificate of Deposit (Maturity 07/11/2023)<br>Yield 4.85% Bank of Amercia | 1,012,133.33           | 1,034,160.09           | 10.70%                      |                        |
| Certificate of Deposit (Maturity 10/10/2023)<br>Yield 4.95% Bank of Amercia | 3,400,000.00           | 3,400,000.00           | 35.17%                      |                        |
| TexPool Prime Account<br>Yield 5.09%  | 4,000,000.00           | 4,166,373.43           | 43.10%                      |                        |
| Money Market Fund<br>Yield 5.02% BOA<br>Balance as of June 30, 2023         | 4,788.42               | 4,846.02               | 0.05%                       |                        |
|   | <b>\$ 9,478,642.14</b> | <b>\$ 9,667,099.93</b> | <b>100.00%</b>              | <b>\$ 9,667,099.93</b> |
| Total Investment Income Y-T-D   | <b>\$ 147,336.30</b>   |                        |                             |                        |

The above securities are in compliance with PFIA and the investment objectives stated within the H-GAC Investment Policy.

*Shaun Downie*  
Shaun Downie  
Investment Officer

*Jean Mahood*  
Jean Mahood  
Finance Director

## MONTHLY FINANCIAL REPORT – JULY 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 July 31, 2023. (Staff Contact: Jean Mahood)

### **ATTACHMENTS:**

▢ Monthly Financial Report - July 2023

Cover Memo

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Seven Months Ended July 2023**

|   | <b>Budget<br/>Year to date</b> | <b>Actual<br/>Year to date</b> | <b>Variance<br/>Dollar</b> | <b>%</b> |
|---|--------------------------------|--------------------------------|----------------------------|----------|
| <b>Combined Revenues and Expenditures</b> |                                |                                |                            |          |
| Revenues                                  | \$ 259,645,997                 | \$ 238,298,084                 | \$ (21,347,913)            | -8%      |
| Expenditures                              | (257,134,241)                  | (237,164,680)                  | 19,969,561                 | -8%      |
| <b>Change in Combined Fund Balance</b>    | <b>\$ 2,511,756</b>            | <b>\$ 1,133,403</b>            | <b>\$ (1,378,352)</b>      |          |

|  |                   |                     |                   |  |
|--|-------------------|---------------------|-------------------|--|
| <b>Change in Fund Balance by Fund Type</b>       |                   |                     |                   |  |
| Change in fund balance - General Fund            | \$ 668,390        | \$ 76,482           | \$ (591,908)      |  |
| Change in fund balance - Gulf Coast Regional 911 | 877,413           | 963,078             | 85,665            |  |
| Change in fund balance - Enterprise Fund         | (950,529)         | 93,843              | 1,044,372         |  |
| <b>Total Change in Fund Balances</b>             | <b>\$ 595,275</b> | <b>\$ 1,133,403</b> | <b>\$ 538,129</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 \$57,797 increase toward the Enterprise fund balance YTD, and the EnergyPurchasing Corporation is reflecting a \$36,046 increase to the Enterprise fund balance.

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Seven Months Ended July 2023**

|  | Annual Budget         | Budget Year to Date*  | Actual Year to Date   | Variance Dollar        | %          |
|--|-----------------------|-----------------------|-----------------------|------------------------|------------|
| <b>Revenues</b>                                    |                       |                       |                       |                        |            |
| <b>General and Enterprise Fund</b>                 |                       |                       |                       |                        |            |
| Membership dues                                    | \$ 462,137            | \$ 435,795            | 443,691               | \$ 7,895               | 2%         |
| HGAC Energy Purchasing Corporation                 | 75,000                | 50,198                | 82,861                | 32,664                 | 65%        |
| Cooperative Purchasing fees                        | 5,500,000             | 3,015,100             | 2,636,958             | (378,142)              | -13%       |
| Gulf Coast Regional 911 fees                       | 2,742,629             | 1,907,224             | 2,443,897             | 536,673                | 28%        |
| Interest Income (a)                                | 75,000                | 47,535                | 167,054               | 119,519                | 251%       |
| Other (b)  | 7,391,987             | 2,958,273             | 4,533,144             | 1,574,871              | 53%        |
| <b>Total General and Enterprise Fund revenues</b>  | <b>\$ 16,246,753</b>  | <b>\$ 8,414,125</b>   | <b>\$ 10,307,604</b>  | <b>\$ 1,893,479</b>    | <b>23%</b> |
| <b>Special Revenue Fund</b>                        |                       |                       |                       |                        |            |
| Federal Grant                                      | \$ 200,000            | \$ 61,680             | \$ 107,877            | \$ 46,197              | 75%        |
| State Grants                                       | 474,532,763           | 251,170,191           | 227,882,602           | (23,287,589)           | -9%        |
| <b>Total Special Revenue Fund revenues</b>         | <b>\$ 474,732,763</b> | <b>\$ 251,231,871</b> | <b>\$ 227,990,479</b> | <b>\$ (23,241,392)</b> | <b>-9%</b> |
| <b>Total Revenues</b>                              | <b>\$ 490,979,516</b> | <b>\$ 259,645,997</b> | <b>\$ 238,298,084</b> | <b>\$ (21,347,913)</b> | <b>-8%</b> |
| <b>Expenditures</b>                                |                       |                       |                       |                        |            |
| Personnel (c)                                      | \$ 36,196,353         | \$ 20,617,443         | \$ 18,110,470         | \$ (2,506,973)         | -12%       |
| Pass-through funds - grant (d)                     | 426,788,885           | 224,661,669           | 208,208,016           | (16,453,653)           | -7%        |
| Consultant and contract services (d)               | 17,414,411            | 7,091,148             | 4,731,399             | (2,359,749)            | -33%       |
| Lease of office space                              | 2,107,342             | 1,136,068             | 1,059,183             | (76,885)               | -7%        |
| Equipment  | 3,081,557             | 653,598               | 2,216,607             | 1,563,008              | 239%       |
| Travel   | 682,000               | 232,085               | 190,556               | (41,529)               | -18%       |
| Other expense                                      | 5,192,635             | 2,742,231             | 2,648,450             | (93,780)               | -3%        |
| <b>Total Expenditures</b>                          | <b>\$ 491,463,182</b> | <b>\$ 257,134,241</b> | <b>\$ 237,164,680</b> | <b>\$ (19,969,561)</b> | <b>-8%</b> |
| <b>Excess of Revenues over(under) Expenditures</b> | <b>\$ (483,666)</b>   | <b>\$ 2,511,756</b>   | <b>\$ 1,133,403</b>   | <b>\$ (1,378,352)</b>  |            |

**Variance:**

**\* This month we are presenting a slightly different variance analysis format. The new analysis compares actual year-to-date expenses against the past five-year average percentage to date, which will more closely track actual revenue and expense throughout the year.**

a) Interest income continues to do well. We have increased the projections in our mid-year budget revision.

b) Other sources of revenue stay ahead in comparison to the five-year average because of the tenant improvement fund we received with the office renovation project.

(c) Personnel expenses continue to stay behind during the summer months, which is our heavy vacation season.

d) Pass-through and consultant expenses are still a little behind the projection levels in both the Transportation and Workforce program areas. We have made adjustments in the mid-year revised budget.

## 2023 MID-YEAR BUDGET REVISION

### **Background**

H-GAC's budget is a dynamic document. The bulk of H-GAC's revenues derive from intergovernmental contracts with local, state, and federal entities. These contracts have various durations, and may span more than one H-GAC budget year.

### **Current Situation**

The proposed 2023 revised budget incorporates all known changes in revenues and expenditures, as well as financial results of operations through June. The mid-year budget revisions comes to you each summer and is a true-up of the budget we prepared last fall. Our budget is dynamic with new sources of funding arriving each spring and some programs experiencing budget reductions. I will provide a detailed review of the revisions during the Finance committee meeting and at the general Board meeting.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request adoption of proposed 2023 revised budget. (Staff Contact: Chuck Wemple)

### **ATTACHMENTS:**

▫ Mid-Year Budget Revision Summary

Cover Memo

**2023 PROPOSED REVISED BUDGET AND SERVICE PLAN  
SUMMARY**

|  |          |               |                  |
|--|----------|---------------|------------------|
| Unified Budget                               |          |               | \$493,274,892    |
|  | Increase | 0.37%         | 1,811,709        |
| Pass-through funds                           |          |               | 431,342,941      |
|  | Increase | 1.07%         | 4,554,056        |
| Operations                                   |          |               | 61,931,951       |
|  | Decrease | 4.24%         | 2,739,347        |
| Increases                                    |          |               |                  |
| Workforce                                    |          | 1.37%         | 5,789,108        |
| Capital Expenditures                         |          | 66.04%        | 1,816,058        |
| Shared Services                              |          | 4.93%         | 320,121          |
| Public Services                              |          | 3.36%         | 317,245          |
| Local Activities                             |          | 16.99%        | 31,200           |
| Data Services                                |          | 0.25%         | 15,831           |
| Decreases                                    |          |               |                  |
| Transportation                               |          | 21.54%        | 4,844,281        |
| Aging  |          | 9.14%         | 1,298,969        |
| Community & Environmental                    |          | 4.46%         | 334,603          |
| Employee Benefits                            |          |               |                  |
| Released Time                                |          | 14.73%        | \$3,419,823      |
| Insurance, Retirement and<br>Social Security |          | <u>32.29%</u> | <u>7,499,473</u> |
| Total Benefits & Release Time                |          | 47.02%        | \$10,919,296     |

## **BENEFITS INSURANCE COVERAGE RENEWAL 2023-2024 PLAN YEAR**

### **Background**

H-GAC analyzes its employee benefits package on an annual basis to provide the best coverage available, while also competing for the best rates possible. Historically, the H-GAC Board has approved medical, dental, vision, voluntary life, and long-term disability coverage for employees. Recognizing that employees have a wide range of needs when purchasing health care benefits, H-GAC has traditionally provided three plans from which to choose. Beginning in 2020, H-GAC requested employees contribute nominally to their coverage if employees wanted the highest and most robust coverage of the three plans available. While H-GAC has paid for the insurance coverage of its employees, it does not participate in contributing toward the coverage of dependents.

### **Current Situation**

HGAC solicited proposals for health care benefits for its employees with the assistance of Alliant Insurance Services. HGAC received proposals from United Healthcare (current provider), Blue Cross Blue Shield of Texas, and Aetna. The Aetna proposal was not competitive, leaving only Blue Cross Blue Shield and United Health Care as competitive proposals.

We are wrapping up our selection of insurance providers for the coming year. We have considered proposals from a variety of providers and are completing final offers from our current provider (United Health Care) and Blue Cross Blue Shield. The maximum offers for total premium are \$3.5 million for medical and \$240,000 for dental.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval for the Executive Director to negotiate contracts for benefits coverage, and to extend other coverages as proposed with no changes to vision or life and disability coverage. (Staff Contact: Laura Tomlinson)



## AREA AGENCY ON AGING CONTRACT RECOMMENDATIONS

### Background

H-GAC is the Area Agency on Aging (AAA) 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, and health promotion. Fiscal year 2024 Aging programs begin October 1, 2023 and end September 30, 2024.

### Current Situation

#### 2023 Funding

In an effort to increase our number contractors, we issued requests for proposals for new contractors to provide health maintenance services and residential repair. We recommend contracting with Ibn Sina Foundation and Fort Bend Habitat for Humanity for the balance of the year.

| Proposer                       | Service            | Funding  |
|--------------------------------|--------------------|----------|
| Ibn Sina Foundation            | Health Maintenance | \$40,000 |
| Fort Bend Habitat for Humanity | Residential Repair | \$50,000 |
|                                |                    | \$90,000 |

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 Consider the Lilies Home Care, Craving for Change, and Tampa Bay Personal Care.

#### 2024 Funding

This is the second year of a 3-year procurement for services.

### **Nutrition and Transportation Services**

Nutrition contractors provide congregate and home delivered meals. Transportation contractors transports 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 adults and 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.

**Direct Services**

Staff recommends renewing 12 contracts with current direct service providers for a variety of in-home and direct-to consumer services. We also recommend funding for Ibn Sina Foundation and Fort Bend Habitat for Humanity. 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. Eligible consumers select from the available organizations for the specific service they need.

Attachments A and B summarize both the amended recommendations contract for fiscal year 2024.

The Aging and Disability Advisory Committee’s executive committee approved the funding recommendation at an August 2023 meeting.

**Funding Source**

Texas Health and Human Services Commission

**Budgeted**

Yes

**Action Requested**

Request authorization to fund fiscal year 2023 contracts for Ibn Sina Foundation and Fort Bend Habitat for Humanity \$40,000 and \$50,000 respectively; and to contract fiscal year 2024 in an amount of \$9,207,540. (Staff Contact: Curtis Cooper)

**ATTACHMENTS:**

▫ Attachments A and B

Cover Memo

**HOUSTON-GALVESTON AREA COUNCIL / AREA AGENCY ON AGING**  
**FY 2024 Area Agency on Aging Contract Recommendation**  
**Attachment A - Community Providers**

| <b>Contractor Name</b>  | <b>Service Area</b> | <b>2024 Proposed</b> | <b>Service(s)</b>                                 |
|---|---------------------|----------------------|---|
| 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<br>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 |
| <b>Total</b>  |                     | <b>\$ 6,347,540</b>  |   |

**HOUSTON-GALVESTON AREA COUNCIL / AREA AGENCY ON AGING**  
**FY 2024 Area Agency on Aging Contract Recommendation**  
**Attachment B - Direct Service Providers**

| <b>Contractor Name</b>                             | <b>Service Area</b>                    | <b>2024 Proposed</b> | <b>Service(s)</b>   |
|--|--|----------------------|---|
| 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  |
| EntraMed, Inc. dba Sentido Health                  | 12 County Region                       | \$ 75,000            | Health Maintenance  |
| Fidelity Home Health Services, LLC.                | 12 County Region                       | \$ 170,000           | Personal Assistance, Respite  |
| Fort Bend Habitat for Humanity                     | Fort Bend County and Surrounding Areas | \$ 200,000           | 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 | \$ 250,000           | Health Maintenance  |
| Merc Medical Supply                                | 12 County Region                       | \$ 140,000           | Health Maintenance  |
| MiMac Health Services, Inc.                        | 12 County Region                       | \$ 210,000           | Participant Assessment, Respite Care, Personal Assistance, Health Maintenance |
| Mosher Initiatives Inc. dba Synergy HomeCare       | 12 County Region                       | \$ 300,000           | Personal Assistance, Respite  |
| Texas Southern University                          | 12 County Region                       | \$ 75,000            | Health Education and Promotion  |
| Valued Relationships, Inc.                         | 12 County Region                       | \$ 35,000            | Emergency Response Services   |
| <b>Total</b>                                       |  | <b>\$ 2,860,000</b>  |   |
| <b>Grand Total</b>                                 |  | <b>\$ 9,207,540</b>  |   |

## FISCAL YEAR 2024 WORKFORCE SYSTEM CONTRACTS

### Background

Each year, we contract with service providers for the operation of Workforce Solutions, the Gulf Coast Workforce Board's operating affiliate.

This year procurements were issued for an employer engagement service provider. We received five proposals. Staff reviewed and scored all proposals received and presented recommendations to the Workforce Board's Procurement Committee.

The Procurement Committee made recommendations to the full Workforce Board regarding this procurement, as well as renewals of contracts previously procured.

### Current Situation

At its August 8 meeting, the Workforce Board approved contracts to be negotiated for workforce system operations in fiscal year 2024, which begins October 1, 2023.

With these contracts, we expect to:

- Serve at least 32,000 employers and 200,000 individuals
- Invest at least \$15 million on scholarships for more than 5,000 individuals in high-skill, high-growth occupational training
- Support approximately 30,000 families and 60,000 children with early education
- Help more than 50,000 individuals go to work
- Raise the incomes of 27,000 by at least 20%
- Help 70% of individuals pursuing a post-secondary education attain a credential (certificate or degree)

The recommendations for Workforce Solutions 2024 operations contracts are listed in the attachment.

### Funding Source

Texas Workforce Commission

### Budgeted

Yes

### Action Requested

Request approval of contracts with organizations as proposed (see attachment) for a total of \$456,340,000. (Staff Contact: Juliet Stipeche)

### ATTACHMENTS:

▫ Funding Chart

PDF

| <b>Workforce Contracts</b>                              | <b>2023</b>          | <b>2024</b>          |
|---|----------------------|----------------------|
| <b>Employer Engagement</b>                              |                      |                      |
| Employment & Training Centers, Inc.                     | 7,000,000            | 0                    |
| Adaptive Construction Solutions                         | 5,000,000            | 0                    |
| SERCO of Texas, Inc.                                    | 0                    | 9,000,000            |
| <b>Quality Early Education</b>                          |                      |                      |
| Collaborative for Children                              | 2,000,000            |                      |
| UT Health Science Center                                | 11,000,000           | 12,000,000           |
| <b>Career Offices</b>                                   |                      |                      |
| BakerRipley   | 25,000,000           | 27,000,000           |
| Interfaith of the Woodlands                             | 18,633,676           | 19,400,000           |
| Equus Workforce Solutions                               | 6,289,595            | 7,000,000            |
| <b>Youth Projects</b>                                   |                      |                      |
| SER-Jobs  | 2,299,929            | 1,840,000            |
| Alliance of Community Assistance Ministries (ACAM)      | 2,500,000            | 2,000,000            |
| Career Team   | 1,500,000            | 1,200,000            |
| <b>Financial Aid Support Center</b>                     |                      |                      |
| Equus Workforce Solutions                               | 7,602,981            | 10,000,000           |
| <b>Financial Aid Payment Office</b>                     |                      |                      |
| BakerRipley   | 318,349,887          | 364,500,000          |
| <b>Public Information and Outreach</b>                  |                      |                      |
| Outreach Strategists                                    | 500,000              | 500,000              |
| Savage Brands   | 400,000              | 400,000              |
| <b>Payrolling Service for Vocational Rehabilitation</b> |                      |                      |
| ProSource Solutions                                     | 1,200,000            | 1,500,000            |
| <b>Total Contracts</b>                                  | <b>\$409,276,068</b> | <b>\$456,340,000</b> |

## **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)