



**TCOG Governing Board
Meeting Agenda**

Presiding Location: 1117 Gallagher Drive, Sherman, Texas
October 20, 2022 – 5:30 p.m.

A. Call to Order & Declaration of a Quorum

B. Invocation and Pledges

C. Welcome Guests

D. Public Comment

E. Executive Director's Report

1. Update on Strategic Priorities / Key Activities

F. Approval of Minutes: Approve Meeting Minutes for September 22, 2022

G. Consent

All items on Consent Agenda are considered routine by the Council of Governments and will be enacted with one motion. There will not be separate discussion of these items unless a member of the Governing Body or a member of the public so requests, in which event these items will be removed from the general order of business and considered in normal sequence.

1. Texoma Regional Threat & Hazard Identification Risk Assessment (THIRA), Stakeholder Preparedness Review (SPR), and Regional Implementation Plan (IP) (RS): Approve the 2022 Texoma Threat & Hazard Identification Risk Assessment (THIRA), 2022 Stakeholder Preparedness Review (SPR), and the 2023 Regional Implementation Plan (IP).
Stephanie Davidson, Criminal Justice and Emergency Planning Program Manager – Page 4

2. FY 2023 Texoma Regional Informed Risk Methodology (RS): Approve the Texoma Regional Risk Informed Methodology and Funding Process for the FY23 Office of the Governor's Homeland Security Grant Division Grant Solicitation.
Stephanie Davidson, Criminal Justice and Emergency Planning Program Manager – Page 5

H. Action

1. FYE 2023 Cost Pool Report and Monthly Financial Statements (AF): Review and accept monthly Cost Pool report and financial statements
Lori Cannon, Financial Consultant - Page 6
2. Public Safety Answering Points (PSAPs) Recorder Purchase (RS): Approve the contract with Voice Products for the purchase and installation of Recorders in PSAPs.
Beth Eggar, 911 Program Supervisor – Page 12
3. Tri-County Senior Nutrition Project, Inc. (aka Meals on Wheels of Texoma) Budget (AS): Authorize acceptance of the Tri-County Senior Nutrition Project, Inc., Uniform Rate Negotiation Budget for FY 2022-2023
Cara Lavender, Aging Services Director – Page 27
4. Senior Medicare Patrol Memorandum of Understanding (AS): Authorize acceptance of the Senior Medicare Patrol stipend for FYE 2023
Cara Lavender, Aging Services Director – Page 33

AS: Aging Services Department AF: Administration & Finance Department CS: Client Services Department ES: Energy Services RS: Regional Services
Pursuant to the Texas Open Meeting Act, Government Code Chapter 551 one or more of the above items may be considered in executive session closed to the public, including but not limited to consultation with attorney pursuant to Texas Government Code Section 551.071 and Section 551.074 arising out of the attorney's ethical duty to advise TCOG concerning legal issues arising from an agenda item. Any decision held on such matter will be taken or conducted in open session following the conclusion of the executive session.

Pursuant to Section 551.127 of the Texas Government Code, and in conjunction with the guidance and provisions provided by the Governor of Texas in the declaration of disaster and subsequent executive orders altering certain Open Meeting Act provisions and ordering that gatherings of more than ten (10) people shall be avoided, there will be no in-person public access to the location described above and less than a quorum may be physically present at the location. The dial-in number to participate in the telephonic meeting is listed above. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Administration & Finance at 903-813-3514 two (2) work days prior to the meeting so that appropriate arrangements can be made. The above Agenda was posted online at <https://www.tcog.com>. The Agenda was also emailed to the County Clerk offices in Cooke and Fannin Counties, TX on Friday, January 15, 2020.

**TCOG Governing Board
Meeting Agenda**

Presiding Location: 1117 Gallagher Drive, Sherman, Texas
October 20, 2022 – 5:30 p.m.

5. HUB International Employee Benefits Consulting Agreement (AF): Approve the Agreement of Benefits Consulting Services with HUB International
Eric M. Bridges, Executive Director – Page 35

I. **President's Report**

J. **Adjourn**

APPROVAL



Eric M. Bridges, Executive Director

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TCOG Governing Board

Meeting Minutes

Presiding Location: 1117 Gallagher Drive, Sherman, Texas

September 22, 2022 – 5:30 p.m.

Members Present: Edwina Lane, Jeff Whitmire, Bryan Wilson, James Thorne, Cliff Sicking, Randy Moore, John Burnett, Juston Dobbs, John Spies, Adam Arendt, Ken Keeler (Zoom), Jim Atchison (Zoom)

Members Absent: Scott Neu, John Nix

- A. Edwina Lane called the meeting to order at 5:34 p.m.
- B. James Thorne provided the invocation and Bryan Wilson led the pledges.
- C. Guests included: Eric Bridges, Tonya Nyberg, Judy Fullylove, Lori Cannon, Mindi Jones, Mary Browning-Rodriguez, Rayleen Bingham, Kay Black, Molly Guard, Sophia Pedraza, Roger Tovar, Lori Cannon
- D. There was no public comment.
- E. **Executive Director's Report**
 - 1. Eric Bridges directed the board to their packets, providing an update on strategic priorities and key activities, including the progress on TCOG's HVAC project,
- F. **Approval of Minutes**
 - 1. Juston Dobbs made a motion to accept the meeting minutes for August 18, 2022. John Burnett seconded the motion. Motion carried unanimously.
- G. **Action**
 - 1. A motion was made by Jeff Whitmire and seconded by Bryan Wilson to accept TCOG's Audit Report for Fiscal Year Ending 04/30/2022 as presented and authorize distribution of the Audit Report to appropriate grantor agencies. The motion carried unanimously.
 - 2. A motion was made by Randy Moore and seconded by James Thorne to approve the 2022 DOE contract for the Weatherization Assistance Program (WAP) provided through the Texas Department of Housing and Community Affairs (TDHCA). The motion carried unanimously.
 - 3. John Spies made a motion to approve the renewal of the Annual 2-1-1 Texas Information and Referral Network (TIRN) contract. Jeff Whitmire seconded the motion. The motion carried unanimously.
 - 4. A motion was made by Cliff Sicking and seconded by John Burnett to authorize submission and if awarded, the acceptance of the Two-Year Section 8 Family Self-Sufficiency Specialist Grant of \$445,266. The motion carried unanimously.
 - 5. A motion was made by Randy Moore and seconded by Bryan Wilson to authorize submission of the TCOG Section 8 Housing Annual PHA Plan. The motion carried unanimously. Jim Atchison left the meeting at 6:45 pm.
 - 6. There was no action taken regarding TCOG's FYE 2022 Cost Pool Budgets.
 - 7. There was no action taken regarding TCOG's allocation rates.
- H. **Presidents Report**
 - 1. Edwina Lane thanked the board members for their attendance and adjourned the meeting at 6:49 p.m.

TO: TCOG Governing Board
THRU: Eric Bridges, Executive Director
FROM: Stephanie Davidson, Criminal Justice and Emergency Planning Program Manager
DATE: 10/20/2022
RE: The Texoma Regional Threat & Hazard Identification Risk Assessment, Stakeholder Preparedness Review, and Implementation Plan



RECOMMENDATION

Approve the 2022 Texoma Regional Threat & Hazard Identification Risk Assessment (THIRA), 2022 Stakeholder Preparedness Review (SPR), and the 2023 Regional Implementation Plan (IP).

BACKGROUND

TCOG staff and the TCOG Homeland Security Advisory Committee facilitate and execute the Homeland Security Funding Process with the Texas Office of the Governor (OOG), Homeland Security Grant Division (HSGD). This process includes stakeholders from the counties of Cooke, Fannin, and Grayson. Using state priority guidance, the TCOG HSAC plans and prioritizes projects for the Texoma region. Department of Homeland Security Funding includes the following funding streams: State Homeland Security Program (General use), Law Enforcement & Terrorism Prevention Activities (LETPA). The TCOG Homeland Security Advisory Committee (HSAC) membership is made up of the three county judges in our region, the mayors of Bonham, Denison, Gainesville, and Sherman, and the emergency management coordinators from these seven jurisdictions. Committee activities and actions are conducted pursuant to published by-laws.

DISCUSSION

Pursuant to an interagency agreement between the Office of the Governor's Homeland Security Grant Division and TCOG, the TCOG HSAC recommends for approval the attached 2022 Texoma Regional Threat Hazard Identification and Risk Assessment (THIRA), the 2022 Stakeholder Preparedness Review (SPR), and the 2023 Regional Implementation Plan. These are yearly plans that are a requirement to receive Homeland Security funds to the region. The THIRA documents identifies the greatest risks to the area, the SPR quantifies the gaps in capabilities to address those risks, and the IP identifies the projected projects for 2023 to address those gaps..

BUDGET

No impact

TO: TCOG Governing Board
THRU: Eric Bridges, Executive Director
FROM: Stephanie Davidson, Criminal Justice and Emergency Planning Program Manager
DATE: 10/20/2022
RE: The FY23 Texoma Regional Risk Informed Methodology



RECOMMENDATION

Approve the Texoma Regional Risk Informed Methodology and Funding Process for the FY23 Office of the Governor's, Homeland Security Grant Division Grant Solicitation.

BACKGROUND

TCOG staff and the TCOG Homeland Security Advisory Committee facilitate and execute the Homeland Security Funding Process with the Texas Office of the Governor (OOG), Homeland Security Grant Division (HSGD). This process includes stakeholders from the counties of Cooke, Fannin, and Grayson. Using state priority guidance, the TCOG HSAC plans and prioritizes projects for the Texoma region. Department of Homeland Security Funding includes the following funding streams: State Homeland Security Program (General use), Law Enforcement & Terrorism Prevention Activities (LETPA). The TCOG Homeland Security Advisory Committee (HSAC) membership is made up of the three county judges in our region, the mayors of Bonham, Denison, Gainesville, and Sherman, and the emergency management coordinators from these seven jurisdictions. Committee activities and actions are conducted pursuant to published by-laws.

DISCUSSION

Pursuant to the Interlocal Agreement between the Office of the Governor's, Homeland Security Grant Division, TCOG submits the Texoma Regional Risk Informed Methodology and Funding Process each year. This the same formula we have the region has used since 2013.

BUDGET

No impact

TO: TCOG Governing Board
FROM: Lori A. Cannon, Financial Consultant
THRU: Eric M. Bridges, Executive Director *EMB*
DATE: October 20, 2023
RE: FYE 2023 Cost Pool Report and Financial Statements

RECOMMENDATION

Review and accept TCOG's FYE 2023 Cost Pool report and monthly Financial Statements

BACKGROUND

Each month the Governing Board is presented with a status update of the prior month and current (unreconciled) fiscal year budgets for the indirect cost allocation pool and the central service IT pool as well as a prior and current month Balance Sheet and Statement of Revenues and Expenditures report.

DISCUSSION

The following documents are attached: prior month updated Statement of Proposed Indirect Cost for FYE 4/30/2023; Status Report depicting fiscal year budget with fiscal year to date expense and budget balance, Statement of Central Service IT Costs for FYE 4/30/2023 Status Report depicting fiscal year budget with fiscal year to date expense and budget balance; a Balance Sheet and Statement of Revenues and Expenditures.

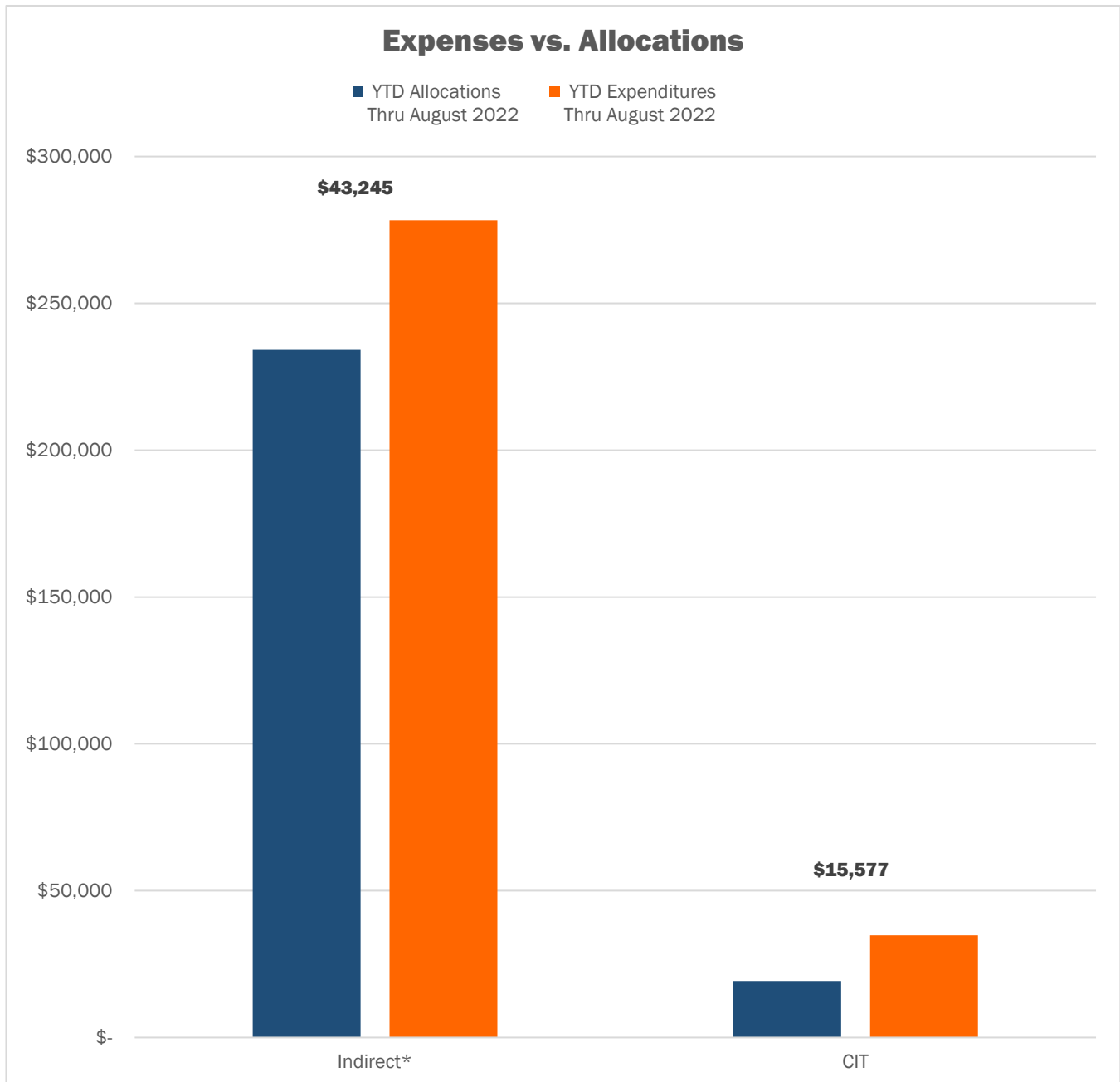
100 - General - 66.7%
10 - Finance and Administration
10000 - Indirect Pool
08/01/2022 - 08/31/2022

	Current Month				% of Budget
	Budget	Actual	Year-to-Date	Budget Balance	Remaining
REVENUE					
Mortgage					
Interest Income	\$ -	\$ 331.37	\$ 881.71	\$ 881.71	0.00%
Total INDIRECT SALARY	\$ -	\$ 331.37	\$ 881.71	\$ 881.71	0.00%
INDIRECT SALARY					
Indirect Salary					
Salaries	\$ 358,700.00	\$ 18,855.20	\$ 103,172.12	\$ 255,527.88	71.24%
FICA/Medicare	\$ 27,440.52	\$ 1,470.74	\$ 7,991.74	\$ 19,448.78	70.88%
Unemployment Insurance	\$ 45.11	\$ -	\$ -	\$ 45.11	100.00%
Workers Compensation	\$ 1,411.38	\$ 77.16	\$ 397.90	\$ 1,013.48	71.81%
Insurance Health HDHP	\$ 17,065.42	\$ 781.63	\$ 4,237.89	\$ 12,827.53	75.17%
Insurance Health Copay Medical	\$ 26,788.68	\$ 1,383.66	\$ 7,307.70	\$ 19,480.98	72.72%
Dental	\$ 1,687.14	\$ 82.65	\$ 443.44	\$ 1,243.70	73.72%
Health Savings Account	\$ 2,641.03	\$ 119.85	\$ 649.83	\$ 1,991.20	75.39%
Health Reimbursement Account	\$ 2,590.20	\$ 133.93	\$ (4,015.35)	\$ 6,605.55	255.02%
Life Insurance	\$ 303.75	\$ 14.94	\$ 79.61	\$ 224.14	73.79%
Fraud Hotline	\$ 45.47	\$ -	\$ -	\$ 45.47	100.00%
Retirement	\$ 25,066.46	\$ 1,317.35	\$ 3,236.39	\$ 21,830.07	87.09%
Total INDIRECT SALARY	\$ 463,785.16	\$ 24,237.11	\$ 123,501.27	\$ 340,283.89	73.37%
CONTRACTED SERVICES					
Janitorial	\$ 14,280.00	\$ 1,189.96	\$ 4,759.84	\$ 9,520.16	66.67%
Lawn Service	\$ 3,136.00	\$ 261.21	\$ 1,044.84	\$ 2,091.16	66.68%
Pest Control	\$ 554.00	\$ 46.20	\$ 184.80	\$ 369.20	66.64%
Total CONTRACTED SERVICES	\$ 17,970.00	\$ 1,497.37	\$ 5,989.48	\$ 11,980.52	66.67%
PROFESSIONAL SERVICES					
Audit	\$ 35,000.00	\$ 30,915.00	\$ 30,915.00	\$ 4,085.00	11.67%
Employee Benefit Consultant	\$ 8,600.00	\$ -	\$ 4,300.00	\$ 4,300.00	50.00%
Financial Consultant	\$ 16,500.00	\$ 3,918.75	\$ 5,652.50	\$ 10,847.50	65.74%
Legal	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	100.00%
Other	\$ -	\$ 9,500.00	\$ 14,420.00	\$ (14,420.00)	0.00%
Total PROFESSIONAL SERVICES	\$ 67,600.00	\$ 44,333.75	\$ 55,287.50	\$ 12,312.50	18.21%
UTILITIES					
Electric	\$ 48,776.00	\$ 6,953.89	\$ 24,697.14	\$ 24,078.86	49.37%
Natural Gas	\$ 18,267.00	\$ 2,610.30	\$ 8,769.07	\$ 9,497.93	52.00%
Sanitation	\$ 1,815.00	\$ 149.00	\$ 599.44	\$ 1,215.56	66.97%
Water	\$ 3,057.00	\$ 325.00	\$ 1,120.04	\$ 1,936.96	63.36%
Total UTILITIES	\$ 71,915.00	\$ 10,038.19	\$ 35,185.69	\$ 36,729.31	51.07%
OTHER					
Advertising	\$ -	\$ 1,170.59	\$ 2,350.75	\$ (2,350.75)	0.00%
Copier Expense	\$ 2,000.00	\$ 226.35	\$ 1,154.35	\$ 845.65	42.28%
Depreciation	\$ 76,443.00	\$ 6,370.25	\$ 25,481.00	\$ 50,962.00	66.67%
Dues/Subscriptions	\$ 11,250.00	\$ 225.00	\$ 334.00	\$ 10,916.00	97.03%
Insurance	\$ 8,128.00	\$ -	\$ -	\$ 8,128.00	100.00%
Postage	\$ 1,500.00	\$ 35.34	\$ 106.02	\$ 1,393.98	92.93%
Printed Material	\$ 1,500.00	\$ 37.57	\$ 37.57	\$ 1,462.43	97.50%
Rental	\$ -	\$ -	\$ 15,372.00	\$ (15,372.00)	0.00%
Supplies	\$ 9,188.00	\$ 122.28	\$ 2,536.40	\$ 6,651.60	72.39%

	Current Month				% of Budget
	Budget	Actual	Year-to-Date	Budget Balance	Remaining
Telephone	\$ 3,812.00	\$ 171.02	\$ 816.82	\$ 2,995.18	78.57%
Travel	\$ 12,100.00	\$ 49.00	\$ 505.30	\$ 11,594.70	95.82%
Building/Elevator Maint	\$ 28,065.00	\$ 965.91	\$ 6,715.25	\$ 21,349.75	76.07%
HVAC Interest	\$ 7,746.00	\$ -	\$ -	\$ 7,746.00	100.00%
HVAC Principle	\$ 22,598.00	\$ -	\$ -	\$ 22,598.00	100.00%
Training & Travel	\$ 8,400.00	\$ 646.16	\$ 2,907.72	\$ 5,492.28	65.38%
Total OTHER	\$ 192,730.00	\$ 10,019.47	\$ 58,317.18	\$ 134,412.82	69.74%
Total INDIRECT	\$ 814,000.16	\$ 90,125.89	\$ 278,281.12	\$ 535,719.04	65.81%
YTD Budget			\$ 271,333.39		
REIMBURSEMENT					
Allocation Indirect Expense	\$ 814,001.00	\$ 58,219.76	\$ 234,154.21	\$ 579,846.79	71.23%
Total REIMBURSEMENT	\$ 814,001.00	\$ 58,219.76	\$ 234,154.21	\$ 579,846.79	71.23%
YTD Budget			\$ 271,333.67		
CENTRAL IT					
IT-Voice & Data Service	\$ 12,252.00	\$ 1,019.79	\$ 4,006.87	\$ 8,245.13	67.30%
IT-Hardware	\$ 1,850.00	\$ -	\$ 1,738.18	\$ 111.82	6.04%
Network Professional Services	\$ 58,860.00	\$ 5,155.30	\$ 20,370.45	\$ 38,489.55	65.39%
Software-Licensing-Maint	\$ 17,893.00	\$ 20.17	\$ 8,748.79	\$ 9,144.21	51.10%
Total EXPENSES	\$ 90,855.00	\$ 6,195.26	\$ 34,864.29	\$ 55,990.71	61.63%
YTD Budget			\$ 30,285.00		
REIMBURSEMENT					
Allocation CIT Expense	\$ 90,855.00	\$ 5,241.92	\$ 19,287.70	\$ 71,567.30	78.77%
Total REIMBURSEMENT	\$ 90,855.00	\$ 5,241.92	\$ 19,287.70	\$ 71,567.30	78.77%
YTD Budget			\$ 30,285.00		

FYE 2023 YTD Indirect and CIT Budgets

	FY 2023 Approved Budget	YTD Allocations Thru August 2022	YTD Expenditures Thru August 2022	Budget Balance	% of Budget Remaining	Under/(Over)
Indirect*	\$ 814,001	\$ 234,154	\$ 278,281	\$ 535,720	65.81%	\$ 43,245
CIT	90,855	19,288	34,864	55,991	61.63%	15,577
Total	\$ 904,856	\$ 253,442	\$ 313,145	\$ 591,711	65.39%	\$ 58,822



*Includes Year-to-Date Depreciation Expense Estimate

Texoma Council of Governments
Financial Information
Balance Sheet for the Fiscal Years Ended: 2023

	Prior Year (8/31/2021)	Prior Month <i>Not</i> <i>Reconciled to Audit</i> (8/31/2022)	Year-to-Date Change (\$)	Change (%)	Current Month Not Reconciled (9/30/2022)	Notes
ASSETS						
Current Assets						
Cash in Bank General	818,739.00	909,923.00	91,184.00	11.14%	729,073.00	
Cash in Bank TCEQ	0.00	4,851.00	4,851.00	0.00%	4,851.00	
Cash in Bank Local	205,249.00	253,394.00	48,145.00	23.46%	253,394.00	
Cash in Bank 911	338,367.00	113,953.00	(224,414.00)	-66.32%	171,271.00	
Cash in Bank FSS	121,244.00	131,621.00	10,377.00	8.56%	115,907.00	
Cash in Bank Section 8	200,368.00	418,664.00	218,296.00	108.95%	444,917.00	
Texpool Investment Acct	273,716.00	215,170.00	(58,546.00)	-21.39%	215,170.00	
Employee Accounts Receivable	0.00	(851.00)	(851.00)	0.00%	(851.00)	
Accounts Receivable	1,066,013.00	1,622,715.00	556,702.00	52.22%	243,566.00	
Travel Advance	1,543.00	2,056.00	513.00	33.25%	847.00	
Prepaid Items	7,621.00	257,030.00	249,409.00	3272.65%	259,740.00	
Due From	1,399,565.00	2,027,926.00	628,361.00	44.90%	2,151,360.00	
Other Assets	(44,824.00)	28,464.00	73,288.00	-163.50%	28,464.00	
<u>Total Current Assets</u>	<u>4,387,601.00</u>	<u>5,984,916.00</u>	<u>1,597,315.00</u>	<u>36.41%</u>	<u>4,617,709.00</u>	
Fixed Assets						
Building & Improvements	2,806,012.00	2,863,110.00	57,098.00	2.03%	2,863,110.00	
Furniture, Vehicles & Other	3,684,473.00	3,712,441.00	27,968.00	0.76%	3,712,441.00	
Accumulated Depreciation	(3,713,117.00)	(3,962,796.00)	(249,679.00)	6.72%	(3,962,796.00)	
<u>Total Fixed Assets</u>	<u>2,777,368.00</u>	<u>2,612,755.00</u>	<u>(164,613.00)</u>	<u>-5.93%</u>	<u>2,612,755.00</u>	
Total ASSETS	<u>7,164,969.00</u>	<u>8,597,671.00</u>	<u>1,432,702.00</u>	<u>20.00%</u>	<u>7,230,464.00</u>	
LIABILITIES						
Accounts Payable	1,253,747.00	1,874,526.00	620,779.00	49.51%	835,883.00	
Payroll Liability	(23,765.00)	(31,000.00)	(7,235.00)	30.44%	(23,621.00)	
FSS Escrow Liability	120,244.00	92,152.00	(28,092.00)	-23.36%	76,438.00	
Due To	1,399,565.00	2,027,926.00	628,361.00	44.90%	2,151,360.00	
Deferred Local Revenue	3,081.00	245,562.00	242,481.00	7870.20%	245,812.00	
Accrued Compensated Absences	124,158.00	114,347.00	(9,811.00)	-7.90%	114,347.00	
ACC Payroll	111.00	111.00	0.00	0.00%	111.00	
Long Term Debt Building Payable	438,021.00	349,964.00	(88,057.00)	-20.10%	349,964.00	
<u>Total LIABILITIES</u>	<u>3,315,162.00</u>	<u>4,673,588.00</u>	<u>1,358,426.00</u>	<u>40.98%</u>	<u>3,750,294.00</u>	
Fund Balance	<u>3,849,807.00</u>	<u>3,924,083.00</u>	<u>74,276.00</u>	<u>1.93%</u>	<u>3,480,170.00</u>	
Total Liabilities & Fund Balance	<u>7,164,969.00</u>	<u>8,597,671.00</u>	<u>1,432,702.00</u>	<u>20.00%</u>	<u>7,230,464.00</u>	

Texoma Council of Governments
Financial Information
Statement of Revenue and Expenditures for the Fiscal and Month-to-Date Periods

	Prior Year Thru 8/31/2021	Current Year Thru 8/31/2022	Change (\$)	Change (%)	Current Year Not Reconciled (9/30/22)	Notes
OPERATION REVENUE						
Grant Revenue	4,164,016.01	8,410,089.52	4,246,073.51	101.97%	9,600,804.09	
Program Revenue	358,296.39	307,373.25	(50,923.14)	-14.21%	342,197.19	
Investment Income	28.80	989.03	960.23	3334.13%	989.03	
<u>Total OPERATING REVENUE</u>	<u>4,522,341.20</u>	<u>8,718,451.80</u>	<u>4,196,110.60</u>	<u>92.79%</u>	<u>9,943,990.31</u>	
Total Revenue	<u>4,522,341.20</u>	<u>8,718,451.80</u>	<u>4,196,110.60</u>	<u>92.79%</u>	<u>9,943,990.31</u>	
EXPENDITURES						
Personnel Expenses	716,200.37	908,438.70	192,238.33	26.84%	1,139,702.00	
Program Expenses	68,039.15	101,526.38	33,487.23	49.22%	118,662.46	
Direct Services	2,811,856.36	6,819,733.98	4,007,877.62	142.53%	8,153,077.08	
Professional Fees	27,096.25	70,916.59	43,820.34	161.72%	94,011.01	
Interest Expense	5,433.88	5,467.55	33.67	0.62%	6,839.74	
Occupancy	60,446.70	45,778.96	(14,667.74)	-24.27%	64,392.68	
Conferences, Conventions, & Meetings	31,675.03	41,417.39	9,742.36	30.76%	45,531.75	
Printing & Publications	9,486.22	28,042.18	18,555.96	195.61%	28,339.44	
Dues & Subscriptions	1,288.90	294.96	(993.94)	-77.12%	559.96	
Operations	30,477.57	54,121.48	23,643.91	77.58%	90,215.35	
Equipment	36,187.40	0.00	(36,187.40)	-100.00%	4,031.00	
<u>Total EXPENDITURES</u>	<u>3,798,187.83</u>	<u>8,075,738.17</u>	<u>4,277,550.34</u>	<u>112.62%</u>	<u>9,745,362.47</u>	
Net Revenue Over Expenditures	<u>724,153.37</u>	<u>642,713.63</u>	<u>(81,439.74)</u>	<u>-11.25%</u>	<u>198,627.84</u>	
Depreciation	<u>15,000.00</u>	<u>19,110.75</u>	<u>4,110.75</u>	<u>27.41%</u>		
	<u>709,153.37</u>	<u>623,602.88</u>	<u>(85,550.49)</u>	<u>-38.65%</u>	<u>198,627.84</u>	

TO: TCOG Governing Board
THRU: Eric Bridges, Executive Director
FROM: Beth Eggar, 911 Program Supervisor *BE*
DATE: October 20, 2022
RE: Recorder Purchase for the Texoma Region

RECOMMENDATION

Approve the contract with Voice Products for the purchase and installation of Recorders in the following Public Safety Answering Points (PSAPs): Cooke County SO, Fannin County SO, Grayson County SO, Bonham PD, Gainesville PD, and Whitesboro PD.

BACKGROUND

The Texoma Council of Governments 9-1-1 Program provides management and planning support on behalf of six 9-1-1 Public Safety Answering Points (PSAPs) in the region. The program works to ensure compliance with rules and regulations set forth by the Texas Commission on State Emergency Communications, the Federal Department of Justice and others. Projects include strategic planning and budgeting, compliance, contracts, call taker training, capital equipment, database maintenance, new technology implementation, GIS services, and coordination between local and state agencies.

DISCUSSION

CSEC suggests that we replace the recorder equipment, when funds are available, approximately every six years. Last time they were replaced were in 2015. Per CSEC Program Policy Statement 028, allowable replacement cost for a two position PSAP is up to \$15,000 and up to 25,000 for a 3-10 position PSAPs. Total cost for this contract is \$99,988.00 for equipment, install and first year of maintenance. In addition we are paying \$73,120.00 for year 2-5 for maintenance.

BUDGET

We will use encumbered funding from the FY20-21 biennium to pay for both the equipment and the maintenance.

VoiceProducts

NICE Intent. Insight. Impact.



NICE Inform Recording Proposal #Q-TCOG-TOTAL-6-21 Prepared for

Texoma Council of Governments

Jeff Bievenue

314-775-3650

jb9541@att.com

September 21, 2022

Submitted by:

Brett Johnson

Regional Vice President of Sales

Phone: 800-466-1152

E-mail: bjohnson@voiceproducts.com



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We want to thank you for the opportunity to submit this proposal. Based on our discussions, we've identified some ways Voice Products Inc. can help your organization meet your unique requirements. This proposal outlines our recommendation for an offering tailored to your needs and provides a summary of the initial estimated investment.

We look forward to receiving your feedback on this proposal, and we appreciate the opportunity to work with the TCOG's team to ensure the long-term success of the project.

For any questions or other information, please feel free to contact me. Thank you for your time and consideration of this proposal.

Sincerely,

Brett Johnson

Voice Products Inc.



U.S. General Services Administration



Texas Department of Information Resources

PROPOSED SOLUTION

We based the following offering on the TCOG's stated requirements and the Voice Products Inc. team's experience with projects of a similar size and scope.

NICE Inform Recording Professional Package

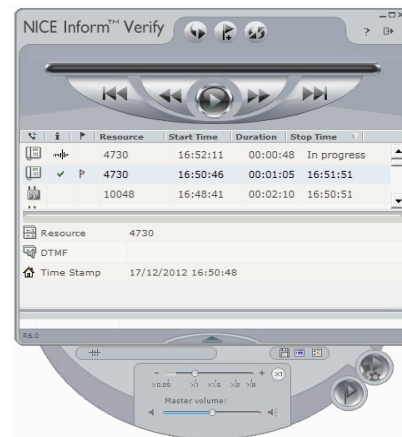
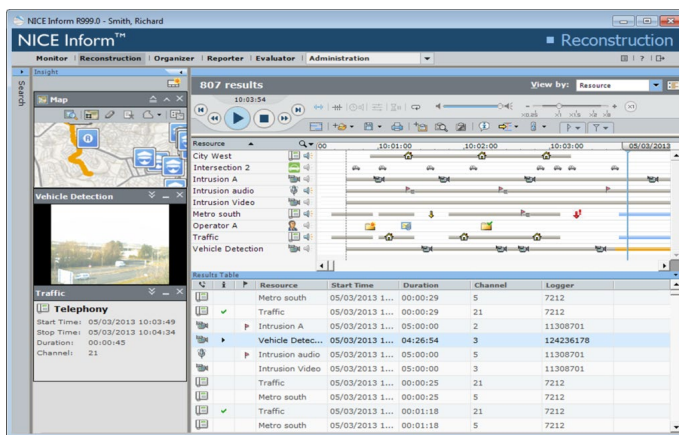
NICE Inform Recording with Next Generation Emergency Center Solution that enables organizations to generate accurate event reconstructions, ensuring the right information is in the right place, at the right time to handle investigative inquiries.

System Solution Summary

Key capabilities of the **NICE Inform Recording** package include:

- Bonham Police Department – 2 Positions
- Cooke County Sheriff's Office – 2 Positions
- Fannin County Sheriff's Office – 2 Positions
- Gainseville Police Department – 2 Positions
- Grayson County Sheriff's Office – 3 Positions
- Whitesboro Police Department – 2 Positions
- System Installation = recorder settings, content retention rules, etc.
- User Administration = User, Group and permission settings.
- System Status = Recorder Status, Media Management, Channel Overview, Monitor, Alarms & Audit Trail.
- ANI/ALI Tagging Software = associates ANI/ALI information from the 911 system to recordings.
- Audit Trail = Track who did what, when and from where.
- Reconstruction = Long Term Search-and-Replay Software provides simultaneous multi-channel playback.
- Audio Redaction = Allows users the ability to "whiteout" any part of the saved audio that you cannot release due to privacy regulations without altering the original recording.
- Verify = Instant recall of recent audio interactions.
- Monitor = Listen in on active Interactions.
- Reporter = Calls per resource for a given period, channel utilization per hour, and so forth.

When Evaluator is part of the system, several reports specific to completed evaluations will be available as well.



IMPLEMENTATION AND SERVICES

This offering includes turnkey project management: Professional implementation, complete training package and ongoing support.

Implementation

The implementation approach may include a technical needs identification, coordination of pre-install activities, confirmation of services, site preparation, installation, testing and go-live. Once the order is accepted, the actual implementation project scope and dates are determined and confirmed.

VOICE PRODUCTS INC. SUPPORT PROGRAM

Voice Products Inc. is committed to providing customers with outstanding service and support and therefore offers two levels of support to best suit your organization's needs:

- **Gold:** This option is our Standard Support package that Includes coverage from Monday through Friday, 8 AM to 5 PM local time, excludes holidays.
- **Platinum:** Provides support coverage 24 hours per day, 7 days a week and 365 days a year.

General Maintenance Agreement (GMA) Software and Hardware – Gold Coverage 8-5 M-F with Remote Access	
Year One (1) ----- Warranty	Included
Years Two (2) – Five (5) Extended Warranty	Included

NICE System Training

The NICE Inform Recording system training may be conducted at Customer site or via Remote Session (depending on customer requirements), for a maximum of ten (10) students, providing instruction with the agency's data. The following courses are included as part of the total purchase price:

TCOG's Training Package will include:

Course Description
System Overview
Understanding and Navigating the Interface
For Supervisors and Administrators - User Management and Permissions
How to Search and Replay Interactions – Reconstruction
How to Replay Recent Interactions – Verify
How to Monitor In-Progress Interactions – Monitor
How to Generate Data – Reporter

Project Management:

Project Management NIR Includes:

- Pre-Installation Teleconference
- Mid-way Project Management Teleconference
- Debriefing Teleconference

TCOG TOTAL



Texoma Council of Governments

Brett Johnson - Regional Vice President of Sales

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P 800.466.1152 | F 316.263.1823

bjohnson@voiceproducts.com



September 21, 2022

Quote# Q-TCOG-TOTAL-6-21

NICE Inform Recording with Professional Package (NIR Stand Alone Single Site Recording System)

NICE Inform Recording Software/Hardware Solution				
NICE Part #	Qty	Description	Unit Price	Total
VP-NIR-BNDL-2P-1B	5	NICE Inform Recording Software Bundle 2P-1B	\$2,880.00	\$14,400.00
VP-NIR-BNDL-3P-1B	1	NICE Inform Recording Software Bundle 3P-1B	\$6,834.00	\$6,834.00
		NIR-Inform Software Subtotal		\$21,234.00
NICE - Hardware Solution (Includes NIR Hardware + OS)				
NICE Part #	Qty	Description	Unit Price	Total
VP-HRWR-BNDL-2P-1B	5	NICE Hardware / OS Bundle 2P-1B	\$2,996.00	\$14,980.00
VP-HRWR-BNDL-3P-1B	1	NICE Hardware / OS Bundle 3P-1B	\$3,922.00	\$3,922.00
		Hardware Subtotal		\$18,902.00
Professional Services - MSPT (Installation, Training, Professional Services, MS Client PT, Software Assurance)				
NICE Part #	Qty	Description	Unit Price	Total
VP-SRV-TRN-SLA-BNDL-PTSQ-SOCAL-2P-1B	5	NICE Installation, Training, PM, SQL-SoCal, SLA Bundle - 2P-1B	\$9,122.00	\$45,610.00
VP-SRV-TRN-SLA-BNDL-PTSQ-SOCAL-3P-1B	1	NICE Installation, Training, PM, SQL-SoCal, SLA Bundle - 3P-1B	\$14,242.00	\$14,242.00
		Services Subtotal		\$59,852.00
		NICE NIR Software, Hardware & Services Total		\$99,988.00

Pricing quotation listed above reflects a total recording solution. Server hardware for NIR/Inform has been included in this quote. Delivery, Training and Remote Support Included; One Year Warranty Included; 110v AC should be located within six (6) feet of the NICE installation; Sales Tax not included. (All applicable sales tax will be billed in addition to quote). Agencies which are tax exempt should provide a copy of a tax exemption form with purchase order.

GMA for NICE Inform Recording with Professional Package for All 6 Sites

General Maintenance Agreement (GMA) Software and Hardware Gold Coverage 8-5 M-F with Remote Access (All 6 Sites)	
Year One (1)	Included
Year Two (2)	\$18,280.00
Year Three (3)	\$18,280.00
Year Four (4)	\$18,280.00
Year Five (5)	\$18,280.00
Five-Year GMA Total	\$73,120.00

NICE System Total - All 6 Sites Including 5 Years GMA	
NICE System Total	\$99,988.00
5-Year GMA Total	\$73,120.00
NICE System Total - All 6 Sites Including 5 Years GMA	\$173,108.00

Payment Terms:

- 1) Order placed with receipt of purchase order
- 2) Balance due upon completion of system delivery and installation

BONHAM POLICE DEPARTMENT



Texoma Council of Governments

Brett Johnson - Regional Vice President of Sales

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September 21, 2022

Quote# Q-TCOG-2P



NICE Inform Recording with Professional Package (NIR Stand Alone Single Site Recording System)

NICE Inform Recording Software/Hardware Solution				
NICE Part #	Qty	Description	Unit Price	Total
VP-NIR-BNDL-2P-1B	1	NICE Inform Recording Software Bundle 2P-1B	\$2,880.00	\$2,880.00
		NIR-Inform Software Subtotal		\$2,880.00
NICE - Hardware Solution (Includes NIR Hardware + OS)				
NICE Part #	Qty	Description	Unit Price	Total
VP-HRWR-BNDL-2P-1B	1	NICE Hardware / OS Bundle 2P-1B	\$2,996.00	\$2,996.00
		Hardware Subtotal		\$2,996.00
Professional Services - MSPT (Installation, Training, Professional Services, MS Client PT, Software Assurance)				
NICE Part #	Qty	Description	Unit Price	Total
VP-SRV-TRN-SLA-BNDL-PTSQ-SOCAL-2P-1B	1	NICE Installation, Training, PM, SQL-SoCal, SLA Bundle - 2P-1B	\$9,122.00	\$9,122.00
		Services Subtotal		\$9,122.00
		NICE NIR Software, Hardware & Services Total		\$14,998.00

Pricing quotation listed above reflects a total recording solution. Server hardware for NIR/Inform has been included in this quote. Delivery, Training and Remote Support Included; One Year Warranty Included; 110v AC should be located within six (6) feet of the NICE installation; Sales Tax not included. (All applicable sales tax will be billed in addition to quote). Agencies which are tax exempt should provide a copy of a tax exemption form with purchase order.

General Maintenance Agreement (GMA) Software and Hardware Gold Coverage 8-5 M-F with Remote Access	
Year One (1)	Included
Year Two (2)	\$3,008.00
Year Three (3)	\$3,008.00
Year Four (4)	\$3,008.00
Year Five (5)	\$3,008.00
Five-Year GMA Total	\$12,032.00

Payment Terms:

- 1) Order placed with receipt of purchase order
- 2) Balance due upon completion of system delivery and installation

COOKE COUNTY SHERIFF'S OFFICE



Texoma Council of Governments

Brett Johnson - Regional Vice President of Sales

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September 21, 2022

Quote# Q-TCOG-2P



**NICE Inform Recording with Professional Package
(NIR Stand Alone Single Site Recording System)**

NICE Inform Recording Software/Hardware Solution				
NICE Part #	Qty	Description	Unit Price	Total
VP-NIR-BNDL-2P-1B	1	NICE Inform Recording Software Bundle 2P-1B	\$2,880.00	\$2,880.00
		NIR-Inform Software Subtotal		\$2,880.00
NICE - Hardware Solution (Includes NIR Hardware + OS)				
NICE Part #	Qty	Description	Unit Price	Total
VP-HRWR-BNDL-2P-1B	1	NICE Hardware / OS Bundle 2P-1B	\$2,996.00	\$2,996.00
		Hardware Subtotal		\$2,996.00
Professional Services - MSPT (Installation, Training, Professional Services, MS Client PT, Software Assurance)				
NICE Part #	Qty	Description	Unit Price	Total
VP-SRV-TRN-SLA-BNDL-PTSQ-SOCAL-2P-1B	1	NICE Installation, Training, PM, SQL-SoCal, SLA Bundle - 2P-1B	\$9,122.00	\$9,122.00
		Services Subtotal		\$9,122.00
		NICE NIR Software, Hardware & Services Total		\$14,998.00

Pricing quotation listed above reflects a total recording solution. Server hardware for NIR/Inform has been included in this quote. Delivery, Training and Remote Support Included; One Year Warranty Included; 110v AC should be located within six (6) feet of the NICE installation; Sales Tax not included. (All applicable sales tax will be billed in addition to quote). Agencies which are tax exempt should provide a copy of a tax exemption form with purchase order.

General Maintenance Agreement (GMA) Software and Hardware Gold Coverage 8-5 M-F with Remote Access	
Year One (1)	Included
Year Two (2)	\$3,008.00
Year Three (3)	\$3,008.00
Year Four (4)	\$3,008.00
Year Five (5)	\$3,008.00
Five-Year GMA Total	\$12,032.00

Payment Terms:

- 1) Order placed with receipt of purchase order
- 2) Balance due upon completion of system delivery and installation

FANNIN COUNTY SHERIFF'S OFFICE



Texoma Council of Governments

Brett Johnson - Regional Vice President of Sales

Voice Products Inc. - Houston, TX

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September 21, 2022

Quote# Q-TCOG-2P



NICE Inform Recording with Professional Package (NIR Stand Alone Single Site Recording System)

NICE Inform Recording Software/Hardware Solution				
NICE Part #	Qty	Description	Unit Price	Total
VP-NIR-BNDL-2P-1B	1	NICE Inform Recording Software Bundle 2P-1B	\$2,880.00	\$2,880.00
		NIR-Inform Software Subtotal		\$2,880.00
NICE - Hardware Solution (Includes NIR Hardware + OS)				
NICE Part #	Qty	Description	Unit Price	Total
VP-HRWR-BNDL-2P-1B	1	NICE Hardware / OS Bundle 2P-1B	\$2,996.00	\$2,996.00
		Hardware Subtotal		\$2,996.00
Professional Services - MSPT (Installation, Training, Professional Services, MS Client PT, Software Assurance)				
NICE Part #	Qty	Description	Unit Price	Total
VP-SRV-TRN-SLA-BNDL-PTSQ-SOCAL-2P-1B	1	NICE Installation, Training, PM, SQL-SoCal, SLA Bundle - 2P-1B	\$9,122.00	\$9,122.00
		Services Subtotal		\$9,122.00
		NICE NIR Software, Hardware & Services Total		\$14,998.00

Pricing quotation listed above reflects a total recording solution. Server hardware for NIR/Inform has been included in this quote. Delivery, Training and Remote Support Included; One Year Warranty Included; 110v AC should be located within six (6) feet of the NICE installation; Sales Tax not included. (All applicable sales tax will be billed in addition to quote). Agencies which are tax exempt should provide a copy of a tax exemption form with purchase order.

General Maintenance Agreement (GMA) Software and Hardware Gold Coverage 8-5 M-F with Remote Access	
Year One (1)	Included
Year Two (2)	\$3,008.00
Year Three (3)	\$3,008.00
Year Four (4)	\$3,008.00
Year Five (5)	\$3,008.00
Five-Year GMA Total	\$12,032.00

Payment Terms:

- 1) Order placed with receipt of purchase order
- 2) Balance due upon completion of system delivery and installation

GAINSEVILLE POLICE DEPARTMENT



Texoma Council of Governments

Brett Johnson - Regional Vice President of Sales

Voice Products Inc. - Houston, TX

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September 21, 2022

Quote# Q-TCOG-2P



NICE Inform Recording with Professional Package (NIR Stand Alone Single Site Recording System)

NICE Inform Recording Software/Hardware Solution				
NICE Part #	Qty	Description	Unit Price	Total
VP-NIR-BNDL-2P-1B	1	NICE Inform Recording Software Bundle 2P-1B	\$2,880.00	\$2,880.00
		NIR-Inform Software Subtotal		\$2,880.00
NICE - Hardware Solution (Includes NIR Hardware + OS)				
NICE Part #	Qty	Description	Unit Price	Total
VP-HRWR-BNDL-2P-1B	1	NICE Hardware / OS Bundle 2P-1B	\$2,996.00	\$2,996.00
		Hardware Subtotal		\$2,996.00
Professional Services - MSPT (Installation, Training, Professional Services, MS Client PT, Software Assurance)				
NICE Part #	Qty	Description	Unit Price	Total
VP-SRV-TRN-SLA-BNDL-PTSQ-SOCAL-2P-1B	1	NICE Installation, Training, PM, SQL-SoCal, SLA Bundle - 2P-1B	\$9,122.00	\$9,122.00
		Services Subtotal		\$9,122.00
		NICE NIR Software, Hardware & Services Total		\$14,998.00

Pricing quotation listed above reflects a total recording solution. Server hardware for NIR/Inform has been included in this quote. Delivery, Training and Remote Support Included; One Year Warranty Included; 110v AC should be located within six (6) feet of the NICE installation; Sales Tax not included. (All applicable sales tax will be billed in addition to quote). Agencies which are tax exempt should provide a copy of a tax exemption form with purchase order.

General Maintenance Agreement (GMA) Software and Hardware Gold Coverage 8-5 M-F with Remote Access	
Year One (1)	Included
Year Two (2)	\$3,008.00
Year Three (3)	\$3,008.00
Year Four (4)	\$3,008.00
Year Five (5)	\$3,008.00
Five-Year GMA Total	\$12,032.00

Payment Terms:

- 1) Order placed with receipt of purchase order
- 2) Balance due upon completion of system delivery and installation

GRAYSON COUNTY SHERIFF'S OFFICE



Texoma Council of Governments

Brett Johnson - Regional Vice President of Sales

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September 21, 2022

Quote# Q-TCOG-3P

NICE Inform Recording with Professional Package (NIR Stand Alone Single Site Recording System)

NICE Inform Recording Software/Hardware Solution				
NICE Part #	Qty	Description	Unit Price	Total
VP-NIR-BNDL-3P-1B	1	NICE Inform Recording Software Bundle 3P-1B	\$6,834.00	\$6,834.00
		NIR-Inform Software Subtotal		\$6,834.00
NICE - Hardware Solution (Includes NIR Hardware + OS)				
NICE Part #	Qty	Description	Unit Price	Total
VP-HRWR-BNDL-3P-1B	1	NICE Hardware / OS Bundle 3P-1B	\$3,922.00	\$3,922.00
		Hardware Subtotal		\$3,922.00
Professional Services - MSPT (Installation, Training, Professional Services, MS Client PT, Software Assurance)				
NICE Part #	Qty	Description	Unit Price	Total
VP-SRV-TRN-SLA-BNDL-PTSQ-SOCAL-3P-1B	1	NICE Installation, Training, PM, SQL-SoCal, SLA Bundle - 3P-1B	\$14,242.00	\$14,242.00
		Services Subtotal		\$14,242.00
		NICE NIR Software, Hardware & Services Total		\$24,998.00

Pricing quotation listed above reflects a total recording solution. Server hardware for NIR/Inform has been included in this quote. Delivery, Training and Remote Support Included; One Year Warranty Included; 110v AC should be located within six (6) feet of the NICE installation; Sales Tax not included. (All applicable sales tax will be billed in addition to quote). Agencies which are tax exempt should provide a copy of a tax exemption form with purchase order.

General Maintenance Agreement (GMA) Software and Hardware Gold Coverage 8-5 M-F with Remote Access	
Year One (1)	Included
Year Two (2)	\$3,240.00
Year Three (3)	\$3,240.00
Year Four (4)	\$3,240.00
Year Five (5)	\$3,240.00
Five-Year GMA Total	\$12,960.00

Payment Terms:

- 1) Order placed with receipt of purchase order
- 2) Balance due upon completion of system delivery and installation

WHITESBORO POLICE DEPARTMENT



Texoma Council of Governments

Brett Johnson - Regional Vice President of Sales

Voice Products Inc. - Houston, TX

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September 21, 2022

Quote# Q-TCOG-2P



NICE Inform Recording with Professional Package (NIR Stand Alone Single Site Recording System)

NICE Inform Recording Software/Hardware Solution				
NICE Part #	Qty	Description	Unit Price	Total
VP-NIR-BNDL-2P-1B	1	NICE Inform Recording Software Bundle 2P-1B	\$2,880.00	\$2,880.00
		NIR-Inform Software Subtotal		\$2,880.00
NICE - Hardware Solution (Includes NIR Hardware + OS)				
NICE Part #	Qty	Description	Unit Price	Total
VP-HRWR-BNDL-2P-1B	1	NICE Hardware / OS Bundle 2P-1B	\$2,996.00	\$2,996.00
		Hardware Subtotal		\$2,996.00
Professional Services - MSPT (Installation, Training, Professional Services, MS Client PT, Software Assurance)				
NICE Part #	Qty	Description	Unit Price	Total
VP-SRV-TRN-SLA-BNDL-PTSQ-SOCAL-2P-1B	1	NICE Installation, Training, PM, SQL-SoCal, SLA Bundle - 2P-1B	\$9,122.00	\$9,122.00
		Services Subtotal		\$9,122.00
		NICE NIR Software, Hardware & Services Total		\$14,998.00

Pricing quotation listed above reflects a total recording solution. Server hardware for NIR/Inform has been included in this quote. Delivery, Training and Remote Support Included; One Year Warranty Included; 110v AC should be located within six (6) feet of the NICE installation; Sales Tax not included. (All applicable sales tax will be billed in addition to quote). Agencies which are tax exempt should provide a copy of a tax exemption form with purchase order.

General Maintenance Agreement (GMA) Software and Hardware Gold Coverage 8-5 M-F with Remote Access	
Year One (1)	Included
Year Two (2)	\$3,008.00
Year Three (3)	\$3,008.00
Year Four (4)	\$3,008.00
Year Five (5)	\$3,008.00
Five-Year GMA Total	\$12,032.00

Payment Terms:

- 1) Order placed with receipt of purchase order
- 2) Balance due upon completion of system delivery and installation

ADDITIONAL INFORMATION

Pricing

- This proposal has been prepared and is being provided by AT&T / Voice Products Inc. to TCOG for budgetary purposes only. The information contained in this proposal is subject to change due to factors that include, but are not limited to, quantity of products or services desired to be purchased by TCOG.
- TCOG purchase from AT&T of products and services is subject to: (a) the parties entering into and executing AT&T Purchase and Services Agreement (b) TCOG issuing a purchase order to AT&T for the products and services desired to be purchased by Customer.
- The software pricing information contained in this proposal is firm for 90 days from the date of this proposal.
- The pricing contained in this exhibit is valid for this order only. Additional features and services are available at an additional cost. For more details or a quotation, please contact your AT&T / Voice Products Inc. sales representative.
- Prices set forth in this proposal are exclusive of, and the customer will be responsible for, any and all excise, sales, import and/or use taxes, and like charges imposed with respect to the products licensed or services provided by Voice Products. All prices quoted in U.S. Dollars.
- The total cost of the Services is exclusive of travel and out-of-pocket expenses incurred by AT&T in connection with its performance of the Services ("Expenses"). AT&T shall invoice Customer for Expenses monthly in arrears. Any Expenses incurred by AT&T/Voice Products Inc. shall conform to AT&T/Voice Products' Expense Reimbursement Policy are invoiced at cost without markup.
- "Ground Shipping" charges for software and hardware are included. "Expedited Shipping" at the customer's request may incur additional charges.

Integration

- The customer is responsible for hardware, software, interfaces and other related fees associated with enabling the integrations and other servers or systems to communicate with the NICE solution i.e. PBX, ACD, ANI/ALI, etc.
- Licenses, connectors or reports for the contact router, ANI/ALI, ACD or PBX systems are NOT provided. The customer should contact the respective vendor for information related to those fees. Integrations with certain vendors may also require additional fees.
- For integrations that NICE Systems does not currently support, the customer maybe requested to initiate discussions between the AT&T / Voice Products Inc. Professional Services team and the respective vendor. Please note that additional charges may be incurred.

TO: TCOG Governing Board
THRU: Eric Bridges, Executive Director
FROM: Cara Lavender, Aging Services Director
DATE: October 12, 2022
RE: Tri County Senior Nutrition Project, Inc. Budget

RECOMMENDATION

Authorize acceptance of the Tri-County Senior Nutrition Project, Inc., Uniform Rate Negotiation Budget for FY 2022-2023.

BACKGROUND

TCOG's Area Agency on Aging Department (AAA) is responsible for the development and coordination of a comprehensive system of services for citizens over the age of 60 and for citizens with a disability residing in Cooke, Fannin and Grayson Counties. The overall goal is to promote lifelong independence by providing alternatives in long-term care options through a wide variety of services, including nutritional services. All programs are partially funded by federal, state and local contributions from individuals, businesses and foundations.

DISCUSSION

With State input on rate setting and through TCOG's AAA, the Congregate Meal Program (CMP) and the Home-Delivered Meal Program (HDM), meals are purchased through the Tri-County Senior Nutrition Project, Inc. These services are vital to provide nutritious meals to the elderly population for the region, providing 33 1/3 percent of the approved daily dietary intake for nutrition.

CMP provides a place for older adults residing in the Tri-County area to meet for socialization through games (bingo, dominoes, cards, etc.), physical activity, conversation and a shared nutritious luncheon meal. Congregate meal sites are free and open to anyone age 60 and over. There is no charge for the meal; however, a donation can be made to Meals on Wheels of Texoma. CMP will be providing approximately 32,000 hot nutritional meals to residents in various senior centers throughout our Tri-County area.

HDM is committed to reducing the isolation older homebound adults experience in the Tri-County area. AAA Care Coordination staff provides nutritional education, periodic phone conversations and annual assessments on each client, strictly adhering to eligibility criteria of all Federal and State guidelines. Screened volunteers deliver meals to the eligible, older individuals' homes. Frequently, the volunteer may be the only person the client sees for the day and sometimes for the entire week. This visit provides human contact and a safety net for those living alone. HDM is expected to provide approximately 89,226 hot nutritional meals to residents who are homebound in Grayson, Fannin and Cooke Counties.

BUDGET

The total cost per congregate meal (CMP) is set at \$5.92 with 32,000 meals proposed at a total cost of \$189,440.00

The total cost per home-delivered meal (HDM) is set at \$5.31 with 89,226 meals proposed at a total cost of \$473,790.00

Provider Name: [Tri-County Senior Nutrition Project, Inc.](#)
AAA Name: [Area Agency on Aging of Texoma](#)

Proposed Budget		Explanation of Variances

Most Recent Completed Budget Year	2021
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Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
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Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost
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	Inflation Factor 2021 to 2022	1.062%
	Inflation Factor 2022 to 2023	1.026%
	Combined Inflation Factor	2.088%

1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more; and

2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.

Inflation Factor 2022 to 2023	1.026%
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Combined Inflation Factor	2.088%
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1. An explanation of variance must be provided for each cost area where the expenses per

Salaries, PR Taxes & Benefits	75,414.00		-75,414	-100.00%	
Contract staff, Compensation	60.89		-61	-100.00%	
Total	75,474.89	0.00	-75,475	-100.00%	33.43%

Salaries, PR Taxes & Benefits	242.45		-242	-100.00%	
Contract staff, Compensation			0	0.00%	
Materials			0	0.00%	
Conference			0	0.00%	
Total	242.45	0.00	-242	-100.00%	0.11%

Conference	932.00		-932	-100.00%	
Dues	2,490.00		-2,490	-100.00%	
Materials	560.00		-560	-100.00%	
Total	3,982.00	0.00	-3,982	-100.00%	1.76%

Raw Food	85,000.00		-85,000	-100.00%	
Purchased Meals			0	0.00%	
Freight			0	0.00%	
Storage			0	0.00%	
Consumables	18,000.00		-18,000	-100.00%	
Other	372.00		-372	-100.00%	
Total	103,372.00	0.00	-103,372	-100.00%	45.78%

Depreciation	652.00		-652	-100.00%	
Interest			0	0.00%	
Leasing	375.00		-375	-100.00%	
Maintenance	1,120.00		-1,120	-100.00%	
Total	2,147.00	0.00	-2,147	-100.00%	0.95%

Rent	1,800.00		-1,800	-100.00%	
Utilities	2,800.00		-2,800	-100.00%	
Depreciation	110.00		-110	-100.00%	
Mortgage Interest			0	0.00%	
Insurance	700.00		-700	-100.00%	
Security	600.00		-600	-100.00%	
Janitorial	1,200.00		-1,200	-100.00%	
Repair	1,600.00		-1,600	-100.00%	
Taxes			0	0.00%	
Total	8,810.00	0.00	-8,810	-100.00%	3.90%

Mileage Reimbursement			0	0.00%	
Delivery	2,450.00		-2,450	-100.00%	
Gas & Oil	185.00		-185	-100.00%	
Repairs	110.00		-110	-100.00%	
Insurance	1,230.00		-1,230	-100.00%	
Depreciation/Lease			0	0.00%	
Interest			0	0.00%	
Tags & Licenses	18.00		-18	-100.00%	
Total	3,993.00	0.00	-3,993	-100.00%	1.77%

Advertising	499.00	-499	-100.00%
Printing	1,250.00	-1,250	-100.00%
Copying		0	0.00%
Office Supplies	2,602.00	-2,602	-100.00%
Contractual Agreements	8,800.00	-8,800	-100.00%
Postage	3,530.00	-3,530	-100.00%
Telecommunications	1,850.00	-1,850	-100.00%
Liability Insurance	1,210.00	-1,210	-100.00%
Legal Fees	4,344.00	-4,344	-100.00%
Accounting Fees		0	0.00%

310.12	27.91%	
-	0.00%	
-	0.00%	
-	0.00%	
310.12	27.91%	0.13%

87,950.80	3.47%	
-	0.00%	
-	0.00%	
-	0.00%	
19,779.60	9.89%	
373.20	0.32%	
108,103.60	4.58%	46.95%

1,938.53	7.70%	
2,861.20	2.19%	
110.59	0.54%	
-	0.00%	
705.60	0.80%	
622.00	3.67%	
1,244.00	3.67%	
1,617.20	1.08%	
-	0.00%	
9,099.11	3.28%	3.95%

497.60	-0.28%
1,244.00	-0.48%
-	0.00%
2,612.40	0.40%
8,832.40	0.37%
3,545.40	0.44%
1,866.00	0.86%
1,223.97	1.15%
4,354.00	0.23%
-	0.00%

Provider Name: [Tri-County Senior Nutrition Project, Inc.](#)

AAA Name: [Area Agency on Aging of Texoma](#)

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Most Recent Completed Budget Year

2021

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Consulting Fees			0	0.00%	
Other Fees (Explain)	270.00		-270	-100.00%	
Audit	2,175.00		-2,175	-100.00%	
Other Misc. (Explain)	1,243.00		-1,243	-100.00%	
Total	27,773.00	0.00	-27,773	-100.00%	12.30%
Total					
Total of all Cost Areas	225,794.34	0.00	-225,794.34	-100.00%	100.00%
Total Number of Meals					
Whole Cost per Meal	0.00	0.00			
Approved Meal Rate Title III	-				

Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget

Proposed Budget

Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost
-	0.00%	
273.68	1.36%	
2,177.00	0.09%	
1,244.00	0.08%	
27,870.45	0.35%	12.10%
230,261.84	1.98%	100.00%

Explanation of Variances

Inflation Factor 2021 to 2022	1.062%
Inflation Factor 2022 to 2023	1.026%
Combined Inflation Factor	2.088%
1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more; and	
2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.	

Funding Source	Proposed Meals
HHS OAAA - Match Required	32000
Program Income	1300
Other Funds - Eligible Meals	2120
Other Funds - Non-Eligible Meals	
Local Funds - Required Match	NA
Other Sources 5	
Other Sources 6	
Total Meals by Funding Source	35420
Provider Total Budgeted Congregate Meals	35420
Variance (Provider Total Budgeted Congregate Meals - Total Meals by Funding Source)	0
Estimated Number of Nutrition Education Units AAA Clients	
Nutrition Education Budget - AAA Clients	310
Calculated Cost per Unit	-

Calculated Rate	Revenue	
5.92	189440.00	Proposed Meals * Calculated Units
6.50	8450.00	Proposed Meals * Calculated Units
6.50	13780.00	Proposed Meals * Calculated Units
0.00	0.00	Proposed Meals * Calculated Units
0.58	18560.00	Proposed Meals * Calculated Units
6.50	0.00	Proposed Meals * Calculated Units
6.50	0.00	Proposed Meals * Calculated Units
	230230.00	Total Revenue

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Home Delivered Meal Budget Worksheet										
Provider Name: Tri-County Senior Nutrition Project, Inc. AAA Name: Area Agency on Aging of Texoma Region Number: Region 3						Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget				
10/14/22 8:57 AM						Proposed Budget			Explanation of Variances	
Most Recent Completed Budget Year 2021						Proposed Budget				
									Inflation Factor 2021 to 2022 1.062% Inflation Factor 2022 to 2023 1.026% Combined Inflation Factor 2.088%	
									1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more; and 2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.	
Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost	Proposed Budget	Percentage Variance Prior Year Actual to Proposed Budget	Percentage of Unit Cost		
Personnel										
Salaries, PR Taxes & Benefits	919,442.00	1,005,629.00	86,187	-8.57%		901850.74	-1.91%		Reduction in personnel due to pandemic and low rate of return to congregate meal sites. Elimination of most contract staff	
Contract staff, Compensation	504.00	0.00	-504	-100.00%		357.80	-29.01%			
Total	919,946.00	1,005,629.00	85,683	-8.52%	43.28%	902208.54	-1.93%	48.83%		
Nutrition Education										
Salaries, PR Taxes & Benefits			0	0.00%		4829.88	100.00%			
Contract staff, Compensation			0	0.00%		0.00	0.00%			
Materials			0	0.00%		0.00	0.00%			
Conference			0	0.00%		0.00	0.00%			
Total	-	0.00	0	0.00%	0.00%	4829.88	100.00%	0.26%		
Professional Development										
Conference	4,394.00	7,500.00	3,106	-41.41%		5367.00	22.14%		Were unable to attend conferences during pandemic.	
Dues	6,641.00	7,000.00	359	-5.13%		14571.20	119.41%			
Materials	-	500.00	500	100.00%		3220.20	100.00%			
Total	11,035.00	15,000.00	3,965	-26.43%	0.52%	23158.40	109.86%	1.25%		
Meals/Food										
Raw Food	616,909.00	707,000.00	90,091	-12.74%		477649.20	-22.57%		Fewer meals served - less food to purchase - lower expenses resulted.	
Purchased Meals	23,109.00	205,551.00	182,442	-88.76%		72000.00	211.57%			
Freight			0	0.00%		0.00	0.00%			
Storage			0	0.00%		0.00	0.00%			
Consumables	123,828.00	159,588.00	35,760	-22.41%		107420.40	-13.25%			
Other	12,440.00	10,401.00	-2,039	19.60%		2026.80	-83.71%			
Total	776,286.00	1,082,540.00	306,254	-28.29%	36.52%	659096.40	-15.10%	35.67%		
Equipment										
Depreciation	2,659.00	4,000.00	1,341	-33.53%		3538.79	33.09%			
Interest			0	0.00%		0.00	0.00%			
Leasing	2,745.00	4,116.00	1,371	-33.31%		2026.80	-26.16%			
Maintenance	7,335.00	9,000.00	1,665	-18.50%		6080.40	-17.10%			
Total	12,739.00	17,116.00	4,377	-25.57%	0.60%	11645.99	-8.58%	0.63%		
Occupancy/Building										
Rent	12,453.00	15,583.00	3,130	-20.09%		10527.87	-15.46%			
Utilities	21,430.00	23,014.00	1,584	-6.88%		15538.80	-27.49%			
Depreciation	889.00	889.00	0	0.00%		600.61	-32.44%			
Mortgage Interest			0	0.00%		0.00	0.00%			
Insurance	4,952.00	2,852.00	-2,100	73.63%		3832.00	-22.62%			
Security	916.00	4,950.00	4,034	-81.49%		3378.00	268.78%			
Janitorial	10,226.00	6,000.00	-4,226	70.43%		6756.00	-33.93%			
Repair	22,431.00	7,500.00	-14,931	199.08%		8782.80	-60.85%			
Taxes			0	0.00%		0.00	0.00%			
Total	73,297.00	60,788.00	-12,509	20.58%	3.45%	49416.09	-32.58%	2.67%		

Home Delivered Meal Budget Worksheet

Provider Name: [Tri-County Senior Nutrition Project, Inc.](#)

AAA Name: [Area Agency on Aging of Texoma](#)

Region Number: [Region 3](#)

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Most Recent Completed Budget Year

2021

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Transportation/Travel					
Mileage Reimbursement	23,280.00	30,476.00	7,196	-23.61%	
Delivery	16,176.00	18,240.00	2,064	-11.32%	
Gas & Oil	1,325.00	1,500.00	175	-11.67%	
Repairs	386.00	900.00	514	-57.11%	
Insurance	9,004.00	9,004.00	0	0.00%	
Depreciation/Lease	4,489.00	6,734.00	2,245	-33.34%	
Interest			0	0.00%	
Tags & Licenses	74.00	139.00	65	-46.76%	
Total	54,734.00	66,993.00	12,259	-18.30%	2.57%
Administrative & General					
Advertising	3,195.00	1,932.00	-1,263	65.37%	
Printing	10,245.00	10,670.00	425	-3.98%	
Copying		13.00	13	100.00%	
Office Supplies	16,000.00	8,954.00	-7,046	78.69%	
Contractual Agreements	100,987.00	75,760.00	-25,227	33.30%	
Postage	33,860.00	24,494.00	-9,366	38.24%	
Telecommunications	15,380.00	15,000.00	-380	2.53%	
Liability Insurance	7,754.00	5,668.00	-2,086	36.80%	
Legal Fees	46,973.00	25,000.00	-21,973	87.89%	
Accounting Fees	150.00	500.00	350	-70.00%	
Consulting Fees	11,238.00	0.00	-11,238	-100.00%	
Other Fees (Explain)	4,184.00	1,910.00	-2,274	119.06%	
Audit	17,942.00	17,500.00	-442	2.53%	
Other Misc. (Explain)	9,798.00	3,600.00	-6,198	172.17%	
Total	277,706.00	191,001.00	-86,705	45.40%	13.06%
Total					
Total of all Cost Areas	2,125,743.00	2,439,067.00	313,324.00	-12.85%	100.00%
Total Number of Meals	344,798				
Whole Cost per Meal	6.17	0.00			
Approved Meal Rate (Title III & Title	-				
Approved Meal Rate (Title XIX)	-				

Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget

Proposed Budget

Proposed Budget	Percentage Variance Prior Year Actual to Proposed Budget	Percentage of Unit Cost
24000.00	3.09%	
13512.00	-16.47%	
1013.40	-23.52%	
608.04	57.52%	
6691.14	-25.69%	
0.00	-100.00%	
0.00	0.00%	
101.34	36.95%	
45925.92	-16.09%	2.49%

Explanation of Variances

Inflation Factor 2021 to 2022

1.062%

Inflation Factor 2022 to 2023

1.026%

Combined Inflation Factor

2.088%

1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more; and

2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.

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Provider Name: [Tri-County Senior Nutrition Project, Inc.](#)

AAA Name: [Area Agency on Aging of Texoma](#)

Region Number: [Region 3](#)

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Most Recent Completed Budget Year

2021

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Funding Source			Proposed Meals		
HHS - OAAA			89,226		
HHS - Title XX			93,055		
DADS - Title XIX					
Program Income			35		
Other Funds - Eligible Meals			108,462		
Other Funds - Non-Eligible Meals					
Local Funds - Required Match			NA		
Local Funds - Cap Limit Exceeded HHS OAAA & Title XX			NA		
Local Funds - Cap Limit Exceeded Title XIX			NA		
Total Meals by Funding Source			290,778		
Provider Total Budgeted Home Delivered Meals			290,778		
Variance (Provider Total Budgeted Home Delivered Meals - Total Meals by Funding Source)			-		
Estimated Number of Nutrition Education Units AAA Clients					
Nutrition Education Budget - AAA Clients			2,545.88		
Calculated Cost per Unit			-		

Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget

Proposed Budget

Proposed Budget	Percentage Variance Prior Year Actual to Proposed Budget	Percentage of Unit Cost
Calculated Rate	Revenue	
5.31	473,790	Proposed Meals * Calculated Units
5.31	494,122	Proposed Meals * Calculated Units
0.00	-	Proposed Meals * Calculated Units
		Proposed Meals * Calculated Units
6.35	222	Proposed Meals * Calculated Units
6.35	688,734	Proposed Meals * Calculated Units
6.35	-	Proposed Meals * Calculated Units
0.56	102,077	HHS OAAA Proposed Meals +Title XX Proposed Meals *Calculated Rate
0.48	87,495	HHS OAAA Proposed Meals +Title XX Proposed Meals *Calculated Rate
0.23	-	HHS Title XIX Proposed Meals *Calculated Rate
	1,846,440	

Explanation of Variances

Inflation Factor 2021 to 20221.062%

Inflation Factor 2022 to 20231.026%

Combined Inflation Factor2.088%

1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more; and
2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.

TO: TCOG Governing Board
THRU: Eric Bridges, Executive Director
FROM: Cara Lavender, AAA Director
DATE: October 14, 2022
RE: Senior Medicare Patrol Collaboration and Stipend FY2023

RECOMMENDATION

Board acceptance of the Senior Medicare Patrol stipend for FY2023 in the amount of \$5000.

BACKGROUND

TCOG's Area Agency on Aging (AAA) Department is responsible for the development and coordination of a comprehensive system of services for citizens age 60 and over and for citizens who have a disability residing in Cooke, Fannin and Grayson counties. The population in Texoma has a higher per capita elderly population over the age of 65 (approximately 19%) than the State of Texas (approximately 13%) (Census 2020). Services are coordinated for older Texomans at no cost to them. Texoma AAA provides thorough assessments of individual's needs and connects them to any available assistance. We offer federal and state Benefits Counseling (ie: Medicare, Medicaid, SNAP, SSI including open enrollment in the fall), minor residential repair, assistance with dental-vision-hearing needs, caregiver services and supports, nutritious home delivered meals for homebound individuals, and education on a variety of topics for clients to make better informed decisions for a healthy independent life. The overall goal is to promote lifelong independence by providing alternatives to long-term care through a wide variety of services. AAA programs are funded by federal, state and/or local contributions from individuals, businesses and foundations.

DISCUSSION

Billions of federal dollars are lost annually due to healthcare fraud, errors and abuse. The Administration for Community Living (ACL) Office of Healthcare information & Counseling manages the Senior Medicare Patrol (SMP) grants. The SMP mission is to empower and assist Medicare beneficiaries, their families and caregivers, to prevent, detect and report suspected healthcare fraud, errors and abuse through outreach, counseling, and education. SMPs work to resolve beneficiary complaints of potential healthcare fraud in collaboration with state and federal partners.

Texas Senior Medicare Patrol will provide additional training and resources to Texoma Area Agency on Aging Benefit's Counselors on how to recognize and report healthcare fraud. This activity supports our overall goal of promoting independence among older adults and individuals with disabilities. Senior Medicare Patrol activities further promote the financial, emotional, physical and mental well-being of older adults thus increasing their capacity to maintain security in retirement and make better financial and healthcare choices.

If accepted, the stipend will be used to promote community awareness of healthcare fraud, errors and abuse; disseminate educational materials about Medicare fraud at presentations and health fairs; provide counseling and serve as consumer advocates to resolve billing disputes/issues and make referrals to state and federal partners for suspected cases of Medicare fraud.

BUDGET

The funding of \$5000 will be used to supplement the AAA budget to provide direct services to elderly and disabled populations who are age 60 and over.

Agreement of
Scope of Work for
The Texas SMP/Senior Medicare Patrol
&
Texoma Council of Governments

Goal: To assist the Texas SMP (TXSMP) in outreach education and individual interaction to Medicare beneficiaries about Medicare/Medicaid fraud, waste, and abuse.

The Texas SMP will:

- 1) Provide a stipend of \$5,000 to cover staff time to coordinate presentations.
- 2) Develop and provide appropriate handouts and materials for TXSMP Team Members.
- 3) Conduct trainings for TXSMP Team Members and key staff on health care fraud and how to report it.
- 4) Designate a staff person for key personnel and TXSMP Team Members to call for assistance.

The Texoma Council of Governments will:

- 1) Do a minimum of 1 presentation (not counting individual contacts) a month to Medicare beneficiaries about the SMP and the SMP message of Protect, Detect and Report Medicare fraud and abuse. (This includes health fairs.)
- 2) Do a minimum of 30 individual interactions a month concerning SMP (calls, walk-ins, health fair contacts). Example: when discussing Medicare Summary Notices with a beneficiary, offer a SMP Health Care Journal and talk a little about SMP.
- 3) Make sure SMP materials are available at all fairs and other venues where your agency is represented.
- 4) Provide monthly reports to the SMP as to all programming efforts related to SMP outreach. Reports are due to SMP by the 10th of each month via email.
- 5) Represent SMP at networking and other community events with the end goal of increasing the awareness of the SMP and the issue of Medicare fraud and abuse across your service area.

This Agreement shall begin October 1, 2022 and may be renewed within one year contingent on the agreement of the two parties and available funding.

This Agreement may be terminated by either party by giving thirty (30) days written notice of termination to the other party.

Nothing in this agreement shall be construed as creating any personal liability on the part of any officer or agent of either agency which may be a party hereto.

Your agency will hold harmless the BBB Education Foundation Texas SMP's officers, agents, and employees from any liability or loss resulting from judgments or claims against them arising out of activities provided in this MOU.

Texoma Council of Governments

BBB Education Foundation

Eric M. Bridges, Executive Director

Jennifer Salazar, Executive Director

Date

Date

TO: TCOG Governing Board
FROM: Eric M. Bridges, Executive Director *EMB*
DATE: October 20, 2023
RE: HUB International Employee Benefits Consultation Agreement

RECOMMENDATION

Authorize acceptance of the Employee Benefits Consulting Agreement with HUB International.

BACKGROUND

In October 2020, TCOG engaged the services of HUB International to provide actuarial, health and welfare consulting services for its employee benefits program. That agreement expired September 30, 2023 and it is Management's desire to enter into a new agreement to continue these services through April 30, 2025.

DISCUSSION

The following documents are attached: The proposed agreement with an outline of the services to be provided.

BUDGET

\$2,500 for the remainder of FYE 2023. Commissions not to exceed \$25,000 for FYE 2024 and 2025

Agreement Between
Texoma Council of Governments and HUB International
For
Benefits Consulting Services

THIS AGREEMENT, entered into the ___ day of October 2022, by and between **Texoma Council of Governments, Texas** {herein called 'Company'} and **HUB International** (herein called 'HUB') to provide health and welfare consulting services for the Employee Benefits Program of the Company.

WITNESSETH:

WHEREAS, the Company needs assistance in the evaluation of the employee health and welfare benefits; and

WHEREAS, HUB has the unique expertise and experience necessary to provide the services; and

WHEREAS, the Company desires to contract with HUB to provide actuarial, health and welfare consulting services for the Employee Benefits program.

NOW, THEREFORE, in consideration of the foregoing and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties agree as follows:

- I. **INDEPENDENT CONTRACTOR RELATIONSHIP** – HUB is an independent contractor and not an employee or servant of the Company.
- II. **SCOPE OF SERVICES** – HUB shall provide professional services, in compliance with all applicable federal, state and local laws and regulations relating to the services outlined under “**Exhibit A**”.
- III. **COMPENSATION** – Beginning October 1, 2022, to April 30, 2023, the Texoma Council of Governments agrees to pay HUB a consulting fee of \$2,500. Beginning May 1, 2023, HUB will be compensated on commission basis with total annual compensation not to exceed \$25,000. Commissions for current coverages will not exceed:
 - ☐ Medical- 4.25%
 - ☐ Dental- 5%
 - ☐ Vision- 10%
 - ☐ Basic Life and Voluntary Life- 15%
 - ☐ Disability Coverage- 15%
- IV. **TIME OF PERFORMANCE** - The term of this Agreement is from October 1, 2022, through April 30, 2025. Either party may terminate this Agreement at any time upon giving sixty (60) days written notice of its intention to do so.

- V. **EMPLOYEES** – HUB employees, if any, who perform services for the Company under this Agreement shall also be bound by the provisions of this Agreement.
- VI. **ASSIGNMENT** – This Agreement may not be assigned without the prior written consent of the Company.
- VII. **NOTICES** – Communication and details concerning this Agreement shall be directed to the following contract representatives:

Texoma Council of Governments:

Eric M. Bridges
Executive Director
1117 Gallagher Dr. Suite 470
Sherman, TX 78660

HUB International:

Brent Weegar
Senior Vice President
10000 N. Central Expwy., Suite 1200
Dallas, TX 75231

- VIII. **GENERAL COMPLIANCE** - HUB agrees to comply with all applicable federal, state, and local laws and regulations relating to the services provided under this Agreement.
- IX. **INDEPENDENT CONTRACTOR** - Nothing in this Agreement is intended, to or shall be construed in any manner, as creating, or establishing the relationship of employer/employee between the parties. HUB shall at all times remain an independent contractor with respect to the services to be performed under this Agreement. Company shall be exempt from payment of and Unemployment Compensation, FICA, retirement, life and/or medical insurance, and Workers' Compensation Insurance, as HUB is an independent contractor.
- X. **HOLD HARMLESS** - HUB shall hold harmless, defend, and indemnify the Company from any and all claims, actions, suits, charges and judgments whatsoever that arise out of HUB' performance or non-performance of the services or subject matter called for in this Agreement.
- XI. **WAIVER OF CONTRACTUAL RIGHT** – The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this agreement.
- XII. **CONSTRUCTION AND VENUE** - This Agreement shall be governed by and construed in accordance with the laws of the state of Texas. The parties hereto hereby irrevocably consent to the exclusive jurisdiction and venue of the courts of the state of Texas, county of Travis, for the purposes of all legal proceedings arising out of or relating to this Agreement or the actions that are contemplated hereby.
- XIII. **ENTIRE AGREEMENT** – This agreement contains the entire agreement of the parties, with respect to the subject matter herein, and there are not other agreements whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

- XIV. AMENDMENTS** - Company or HUB may amend this Agreement, at any time, provided that such amendments make specific reference to the Agreement, and are executed in writing, signed by a duly authorized representative of both organizations, and approved by the Company's governing body, if necessary.
- XV. SEVERABILITY** - If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- XVI. APPLICABLE LAW** – This Agreement shall be governed by the laws of the State of Texas; and venue for any action shall be in Grayson County, Texas.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Texoma Council of Governments

HUB International, Inc.

Signature

Signature

Print

Print

Title

Title

Date

Date

‘EXHIBIT A’

SCOPE OF SERVICES

Analysis and reporting

1. Analyze existing coverage and identify or develop cost -saving alternative benefit strategies and plans.
2. Assist in the development of long-range goals and strategies, including making projections of potential savings.
3. Provide actuarial analysis and recommendations based on utilization and performance reports, statistical and/or financial reports, and plan specific data.
4. Assist the Texoma Council of Governments in monitoring and analyzing experience trends and providing timely alerts on changing patterns and appropriate recommendations.
5. Provide, maintain, and update comparison reports of other similar sized public and private companies' benefit plan offerings and costs to determine their competitiveness with the Texoma Council of Governments programs.
6. Provide financial and/or performance reviews of fully insured plans and programs.
7. Be available to provide various types of reports as needed, such as costs analysis for benefit changes, and other statistical, financial, forecasting, trend, or experience reports.
8. Assist in preparing overall employee insurance fund budget and projections.
9. Maintain full and accurate records with respect to all matters and services provided on behalf of the Texoma Council of Governments benefit plans and programs. Provide Texoma Council of Governments staff or officials all spreadsheets, assumptions and calculations upon completion of any project performed on behalf of the Texoma Council of Governments benefit plans and programs.
10. Provide impact analysis, plan options, and strategic recommendations with regard to PPACA.

Liaison and problem intervention

1. Act as liaison between the Texoma Council of Governments and insurance providers.
2. Provide day-to-day consultation on plan interpretation and problem resolution.
3. Provide timely customer service and assistance to staff, employees and retirees with issues involving provider billing, claims, vendor service issues/problems, advocacy for services, disputes, interpretation of contracts and services, changes, and general troubleshooting.
4. Attendance as needed at meetings with Texoma Council of Governments staff, employees and/or retirees to facilitate and assist in the management of the Texoma Council of Governments employee benefit plans.
5. Assist the Texoma Council of Governments in proactive mitigation of negative impacts or disruption of services to employees and retirees from benefit and/or provider network changes.

Compliance

1. Assist with ongoing plan administration and ensure that programs follow state and federal legislation.
2. provide on-site training to Texoma Council of Governments staff, as needed, regarding regulatory updates, and/or best practice seminars for the effective administration of benefit plans.
3. Review and disseminate information to staff on new or revised state and federal legislation that impacts benefit programs.
4. Assist Texoma Council of Governments staff with annual audit to ensure compliance with all mandated reporting and posting/notice requirements for benefit plans.

Annual renewal process and evaluation

1. Establish a strategy for benefits, both annually and three to five years in the future. Consider trends, prospective legislations, new delivery systems and geographic health-care practices to make long-term projections.
2. Bid Texoma Council of Governments health insurance program and employee benefits on an "as needed" basis. Review proposals and prepare an analysis of each with recommendations.
3. Review and make cost-saving recommendations regarding the modification of plan design, benefit levels, premiums, communications and quality of current employee and retiree benefit plans.
4. Recommend appropriate plans to ensure that quality and cost-effective benefits are provided by the plans.
5. Provide annual estimates of renewal rates and cost trends and assist Texoma Council of Governments staff in preparation of budget figures.
6. Conduct thorough and applicable market research in preparation for contract renewals.
7. Assist in negotiating pricing with administration vendors and insurance carriers on renewals and service modification requests.
8. Represent the Texoma Council of Governments in all negotiations with providers on various topics, including, but not limited to, premiums, benefit levels and plan design, performance measures and guarantees, contractual terms and conditions, insurance booklets, premium and copay rates, and quality assurance standards.
9. Make recommendations for items of negotiation with providers, including, but not limited to, benefit levels and plan design, premiums, quality of service, performance measures and guarantees, and return on investment, where applicable.
10. Prepare specifications and compile data, obtain quotes and proposals, negotiate rates, and analyze and compare proposals.
11. Review rate proposals to ensure underlying assumptions are appropriate and accurate to the Texoma Council of Governments.
12. Provide communication development and support for the annual enrollment period, new benefit offerings and/or changes to the existing benefit offerings.
13. Attend, assist with, and coordinate the annual benefits fair and open enrollment meeting

Other service requirements

1. Assist in the development of an employee wellness program to improve employee health and reduce employee and retiree health-care costs, both in the short-term and in the long-term.
2. Recommend and help develop enhancements and improvements for communications specific to the needs of the Texoma Council of Governments employees, including, but not limited to, brochures, pamphlets, matrices, comparison charts, summaries, electronic communications, forms, handbooks, and employee orientation, to include required compliance notices.
3. Provide timely research and responses to technical questions posed by Texoma Council of Governments staff.
4. Provide regular and timely communications needed for the effective administrative of benefit plans.
5. Provide guidance and recommendations on items such as, but not limited to, trends in benefit plans, methods for improving costs containment, financial arrangements, and administration.
6. Attend and assist with meetings as needed with the Texoma Council of Governments city council, Texoma Council of Governments staff and employees.
7. Recommend particular broker-sponsored seminars, benefit events and educational forums that would be beneficial to the Texoma Council of Governments.
8. Develop and/or assist in developing and evaluating employee needs and satisfaction surveys.
9. Work collaboratively with other consultants and Texoma Council of Governments staff.
10. Manage plan transitions as necessary between insurance providers.
11. Review and evaluate current administrative processes related to enrollment and billing. Recommend and assist with implementation of administrative process enhancements.