

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING MINUTES  
AUDIO/VISUAL CONFERENCE VIA GOTOMEETING  
JUNE 17, 2020, 11:30 AM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, June 17, 2020, 11:30 am. Due to circumstances regarding the COVID-19 pandemic, the meeting was held via GoToMeeting. Mayor Rebecca Ford, City of Bevil Oaks, called the meeting to order at 11:33 a.m. This was followed by a roll call of Executive Committee members by Ms. Suzanne Carver, Executive Assistant, SETRPC, in order to establish a quorum. Mayor Roy McDonald, City of West Orange, gave the Invocation, followed by the Pledge of Allegiance.

**EXECUTIVE COMMITTEE REPRESENTATIVES PRESENT**

Judge Wayne McDaniel, Hardin County  
Mr. Fred Jackson, Attorney, Representative for Judge Jeff Branick, Jefferson County  
Commissioner Johnny Trahan, Orange County  
Mayor Becky Ames, City of Beaumont  
Mayor Rebecca Ford, City of Bevil Oaks  
Mayor Pro Tem Terri Gauthier, City of Bridge City  
Mayor Thurman "Bill" Bartie, City of Port Arthur  
Mayor Kelly Carder, City of Vidor  
Mayor Roy McDonald, City of West Orange  
Mr. Joshua W. Allen, Sr., President, Jefferson County Drainage District #6

**EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT**

Commissioner L.W. "Nubbin" Cooper, Hardin County  
Commissioner Chris Kirkendall, Hardin County  
Commissioner Ken Pelt, Hardin County  
Commissioner Alvin Roberts, Hardin County  
Judge Jeff Branick, Jefferson County  
Commissioner Everette "Bo" Alfred, Jefferson County  
Commissioner Eddie Arnold, Jefferson County  
Commissioner Michael "Shane" Sinegal, Jefferson County  
Commissioner Brent Weaver, Jefferson County  
Judge John Gothia, Orange County  
Commissioner Theresa Beauchamp, Orange County  
Commissioner Kirk Roccaforte, Orange County  
Commissioner Robert Viator, Orange County  
Mayor Pro Tem Robin Mouton, City of Beaumont  
Councilmember David Rutledge, City of Bridge City  
Councilmember (Vacant), City of Bevil Oaks  
Mayor William T. Sanders, City of China  
Mayor Pro Tem Matthew Lopez, City of China  
Mayor Brad Bailey, City of Groves  
Councilmember (Vacant), City of Groves  
Mayor Fred Williams, City of Kountze  
Mayor Pro Tem Mary Adams, City of Kountze  
Mayor Don Surratt, City of Lumberton  
Councilmember David Maniscalco, City of Lumberton  
Mayor Don Albanese, City of Nederland  
Councilmember Billy Neal, Representative for Mayor Don Albanese, City of Nederland  
Councilmember Sylvia Root, City of Nederland  
Mayor Kerry Abney, City of Nome  
Councilmember (Vacant), City of Nome  
Mayor Larry Spears, Jr., City of Orange  
Councilmember Brad Childs, City of Orange  
Mayor John Wesley Brown, City of Pine Forest  
Mayor Pro Tem Tim Townley, City of Pine Forest  
Mayor Dan Mohon, City of Pinehurst  
Councilmember (Vacant), City of Pinehurst  
Councilmember Charlotte Moses, City of Port Arthur  
Mayor Glenn Johnson, City of Port Neches  
Mayor Pro Tem Robert Arnold, City of Port Neches  
Mayor Bonnie Stephenson, City of Rose City  
Councilmember Jayme McGlothlin, City of Rose City  
Mayor David Lang, City of Rose Hill Acres  
Councilmember Cindy Mason, City of Rose Hill Acres  
Mayor Gary Strahan, City of Silsbee

MINUTES  
SETRPC EXECUTIVE COMMITTEE  
JUNE 17, 2020  
PAGE 2

**EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT. Continued**

Councilmember Sue Bard, City of Silsbee  
Mayor Bruce Robinson, City of Sour Lake  
Councilmember Shane Rich, City of Sour Lake  
Mayor John Durkay, City of Taylor Landing  
Councilmember Phil Owens, City of Taylor Landing  
Councilmember Angela Jordan, City of Vidor  
Mayor Pro Tem Shirley Bonnin, City of West Orange  
Mr. Nicholas Carter, President, Lumberton Municipal Utility District  
Mr. Brad Haeggquist, General Manager, Mauriceville Special Utility District  
Mr. Hal Ross, Director, Jefferson County WCID #10  
Mr. Norman Blackman, General Manager, Orange County WCID #1 (Vidor)  
Mr. Tom Woolley, President, Orange County WCID #2 (West Orange)  
Mr. Leroy McCall, Jr., Jefferson County Drainage District #3  
Mr. Richard Beaumont, Commissioner, Jefferson County Drainage District #7  
Mr. Don Carona, General Manager, Orange County Drainage District  
Mr. Fritz Erbelding, President, Hardin County Emergency Services District #2  
Vacant, Jefferson County Emergency Services District #1  
Mr. Daniel J. Diaz, Jefferson County Emergency Services District #3  
Vacant, President, Orange County Emergency Services District #3  
Mr. Scott Hall, General Manager, Lower Neches Valley Authority  
Ms. Lorrie Taylor, Port Director & CEO, Orange County Navigation & Port District  
Mr. Lee E. Smith, President, Port of Beaumont  
Mr. John Comeaux, Commissioner, Port of Port Arthur  
Mr. Ken Duhon, Commissioner, Sabine-Neches Navigation District  
Ms. Ann Galassi, Assistant General Manager, Sabine River Authority  
Mr. Tony Aguilar, Jr., Beaumont ISD, Director of Operations & Maintenance  
Mr. Todd Lintzen, Superintendent, Bridge City ISD  
Dr. Dwaine K. Augustine, Superintendent, Hamshire-Fannett ISD  
Dr. LaWanda Finney, Coordinator, Port Arthur ISD  
Mr. Dale Fontenot, Director of Information Services, Port Neches-Groves ISD  
Dr. Jay Killgo, Superintendent, Vidor ISD

**STAFF PRESENT**

Ms. Shanna Burke, Executive Director, SETRPC  
Ms. Suzanne Carver, Executive Assistant, SETRPC  
Mr. Jim Borel, Director, Finance, SETRPC  
Ms. Glenda Lacy, Director, Disaster Recovery Division (DRD) & Human Resources Manager, SETRPC  
Mr. Steve Curran, Director, Criminal Justice and Homeland Security Division (CJHSD)  
Ms. Colleen Halliburton, Director, Community Services Division (CSD)  
Ms. Stephanie Lartigue Pearson, Director, AARP Experience Corps  
Ms. Crystal Petry, Director, Golden Triangle RSVP  
Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network  
Mr. Bob Dickinson, Director, Transportation & Environmental Resources Division (T&ER)

**GUESTS PRESENT**

Ms. Jennifer Harris, Government Relations, Texas General Land Office (GLO)  
Ms. Rhonda Masters, Outreach Coordinator, Texas General Land Office (GLO)  
Judge Mark Allen, Jasper County  
Mr. Chris Boone, City of Beaumont

**20-042 APPROVAL OF MAY 20, 2020 EXECUTIVE COMMITTEE MINUTES**

➤ Mr. Joshua W. Allen, Sr., President, Jefferson County Drainage District #6, made a motion to approve the May 20, 2020 Executive Committee Minutes. Mayor Becky Ames, City of Beaumont, seconded the motion. The motion carried unanimously.

**20-043 APPROVAL OF APRIL 2020 TREASURER'S REPORT**

➤ Mayor Pro Tem Terri Gauthier, City of Bridge City, made a motion to approve the April 2020 Treasurer's Report. Mayor Thurman Bartie, City of Port Arthur, seconded the motion. The motion carried unanimously.

## **20-044 ADMINISTRATION**

➤ Ms. Shanna Burke, Executive Director, SETRPC, provided an update on COVID-19 information as shown below:

### **Return of All Employees to SETRPC Offices – June 15, 2020**

Effective Monday, June 15, 2020, all employees were expected to return to work at the SETRPC Offices, unless they had an extenuating circumstance that has been assessed and cleared by a Director or for Directors, with the Executive Director. There are several who are covered under the ADA, and those are being taken on by a case-by-case basis. And, if an accommodation needs to be made, that is being done.

### **Public Access to SETRPC Offices – June 22, 2020**

Effective Monday, June 22, 2020, the SETRPC Offices will be open to the public, depending on what's going on with COVID-19 in the area this week. Anyone entering will be screened at the front desk and all other protocols currently in place will be expected of the public as is in place for employees.

### **Health Protocols for Office - Update**

In order to ensure a safe work environment, we have taken the following steps outlined by the CDC and/or as general safety precautions:

- Screening of all employees is done upon entering the office.
- Temperatures are taken.
- Completion of a symptom screening form is required.
- Hand sanitizer is required when entering the reception area from the lobby.
- Hand sanitizer, cleaning wipes, cleaning sprays and/or alcohol swabs are placed in common areas.
- Gloves have been made available in the area outside of Suzanne's office.
- Soap is available in all kitchens and rest rooms.
- Hand sanitizer has been provided for each employee to have at his/her individual desk.
- Box of tissues has been provided for each employee to have at his/her individual desk.
- A face mask has been provided to all employees.
- Guidelines have been issued requesting social distancing, particularly in common areas.
- Outside air dampers have been installed on all air conditioning/heating units to allow inside air into the building.
- Information about COVID-19 and the prevention of such has been placed throughout the building.

## **20-045 CRIMINAL JUSTICE & HOMELAND SECURITY DIVISION**

➤ Mr. Steve Curran, Director, Criminal Justice & Homeland Security Division (CJHSD), stated that the CJHSD was requesting approval to make application with the Hazard Mitigation Grant Program for \$200,000 (\$150,000 federal and \$50,000 in-kind/local cost share) to update the Hardin County, Jefferson County, Orange County, and the South East Texas Regional Mitigation Action Plans; and, potentially the Jasper County Mitigation Action Plans. The grant amount may adjust if it is approved, and the grant application is due on July 31, 2020.

A Federal Emergency Management Administration (FEMA) and Texas Division of Emergency Management (TDEM) approved Mitigation Action Plan is required in order for local jurisdictions to receive any federal or state FEMA grant funding or to receive Public Assistance from FEMA after a disaster. Local Emergency Management Coordinators contribute a substantial amount of time to updating the plans, and non-grant funded personnel costs count toward the local match requirement (In-kind costs). Historically, 100% of the cost share requirements have been met with local in-kind personnel costs. A Request for Proposal has gone out in advance for a contractor to write the plans contingent on HMGP funding approval.

Mr. Curran, on behalf of the CJHSD, requested approval to submit the Hazard Mitigation Grant Program 4466-DR-TX (Imelda) application to update Regional Mitigation Action Plans as presented.

Judge Wayne McDaniel, Hardin County, made a motion to approve the request for the CJHSD to submit the Hazard Mitigation Grant Program 4466-Dr-TX (Imelda) application to update Regional Mitigation Action Plans as presented. Commissioner Johnny Trahan, Orange County, seconded the motion. The motion carried unanimously.

## **20-046 COMMUNITY SERVICES DIVISION**

➤ Ms. Colleen Halliburton, Director, Community Services Division (CSD), requested approval for Community Services Block Grant (CSBG) FY2020 Stabilization Subcontractors. Ms. Halliburton explained that funds for Stabilization Assistance are provided, annually, to SETRPC by the Texas Department of Housing and Community Affairs (TDHCA) in the form of a Community Services Block Grant (CSBG). Stabilization Assistance provides one-time, annual assistance with rent and utilities for households living below 200% of the federal poverty guidelines (normally at 125% or below the poverty level).

MINUTES  
 SETRPC EXECUTIVE COMMITTEE  
 JUNE 17, 2020  
 PAGE 4

In February, the SETRPC published a Request for Proposals (RFP) to subcontract Stabilization Assistance in Jefferson County. SETRPC staff is conducting the Stabilization Assistance for Hardin and Orange counties directly. Two agencies made proposals, Some Other Place for North Jefferson County and United Board of Missions for South Jefferson County. The proposals were reviewed and approved by the CSBG Advisory Council on Monday, June 15<sup>th</sup>, and the Council respectfully requested approval from the SETRPC Executive Committee for SETRPC to subcontract with Some Other Place and United Board of Missions in the amounts as follows (start date June 1, 2020):

- **Some Other Place (North Jefferson County) – \$30,793**
- **United Board of Missions (South Jefferson County) - \$22,076**

(See Attachment A for Method of CSBG Funding Distribution and Federal Poverty Level Guidelines.)

Mr. Josh Allen, President, Jefferson County Drainage District 6, made a motion to approve the CSBG FY20 Stabilization Subcontractors as recommended and presented. Mayor Becky Ames, City of Beaumont, seconded the motion. The motion carried unanimously.

➤ Next, Ms. Halliburton presented for approval a request for CSBG Subcontractor Amendments to receive additional money using Texas Department of Housing and Community Affairs (TDHCA) COVID-19 Discretionary Funds. The TDHCA has amended the SETRPC contract, adding \$23,772 to conduct Stabilization Assistance for low-income clients living at or below 200% of the federal poverty guidelines impacted by COVID-19. TDHCA is providing the additional money from its Discretionary Fund and is to be distributed in the same manner as SETRPC’s annual CSBG Stabilization Assistance contract. The CSBG Advisory Council respectfully requested approval from the SETRPC Executive Committee for the SETRPC to amend subcontracts with Some Other Place and United Board of Missions to add the amounts as follows (start date June 2, 2020):

- **Some Other Place - \$9,892**
- **United Board of Missions - \$7,092**

**Disbursement Methodology by Area for Informational Purposes**

Location	Total Population	% in Poverty from Total Population	# in Poverty from by 4 Areas	% in Poverty by 4 Areas	2020 COVID Discretionary Funds
North Jefferson (subcontract)	146,462	19%	27,828	42%	\$ 9,892
South Jefferson (subcontract)	105,000	19%	19,950	30%	\$ 7,092
Hardin County (SETRPC Staff)	56,379	13%	7,329	11%	\$ 2,605
Orange County (SETRPC Staff)	84,047	14%	11,767	18%	\$ 4,183
<b>TOTAL</b>	<b>391,888</b>		<b>66,874</b>	<b>100%</b>	<b>\$ 23,772</b>

Mayor Pro Tem Terri Gauthier, City of Bridge City, made a motion to approve the CSBG Subcontractor Amendments to receive additional money using TDHCA COVID-19 Discretionary Funds as presented and recommended. Commissioner Johnny Trahan, Orange County, seconded the motion. The motion carried unanimously.

➤ In conclusion, Ms. Halliburton reported that the TDHCA is in the process of implementing an additional CSBG contract with SETRPC for the use of Coronavirus Aid, Relief, and Economic Security Act (CARES) funds. The contract amount will be \$649,330 and contains the same criteria and client eligibility as the annual Stabilization Assistance contract. The CSBG Advisory Council respectfully requested approval from the SETRPC Executive Committee for SETRPC to amend subcontracts with Some Other Place and United Board of Missions to add the amounts as follows (start date June 3, 2020):

- **Some Other Place – \$246,782**
- **United Board of Missions - \$176,920**

(See Attachment B for further details about the CARES Act funds and SETRPC’s plans.)

Mayor Becky Ames, City of Beaumont, made a motion to give approval for the SETRPC to amend subcontracts with Some Other Place and United Board of Missions as recommended and presented. Mayor Thurman “Bill” Bartie, City of Port Arthur, seconded the motion.

After a brief discussion regarding ways and efforts to prevent duplication of services, a vote was called. The motion carried unanimously.

Finally, Mayor Rebecca Ford, City of Bevil Oaks, SETRPC President, commended Ms. Halliburton and staff for the good work they are doing.

MINUTES  
SETRPC EXECUTIVE COMMITTEE  
JUNE 17, 2020  
PAGE 5

**20-047 TRANSPORTATION & ENVIRONMENTAL RESOURCES DIVISION**

➤ Mr. Bob Dickinson, Director, Transportation & Environmental Resources Division (T&ER), reminded everyone that the SETRPC T&ER Annual Household Hazardous Waste and Scrap Tire Event that was scheduled to be held in Bridge City on Saturday May 16, 2020, was cancelled due to the COVID-19 pandemic. After much discussion and deliberations with Ms. Burke, SETRPC Executive Director, both Ms. Burke and Mr. Dickinson suggested that perhaps the event could be rescheduled for the 3<sup>rd</sup> or 4<sup>th</sup> week in October at the same place and asked for feedback from the Executive Committee members in attendance. The members agreed with the suggested timeframe for the rescheduled Event.

Mr. Dickinson closed by providing tips on where certain items can be taken for disposal/recycling during the interim. If any questions arise, Mr. Dickinson may be contacted at (409) 899-8444, ext. 7520.

**02-048 DISASTER RECOVERY DIVISION**

➤ Ms. Shanna Burke, SETRPC Executive Director, introduced Ms. Rhonda Masters and Ms. Jennifer Harris, Community Outreach Coordinators with the Texas General Land Office (GLO), who provided information related to Disaster Recovery Related Funding.

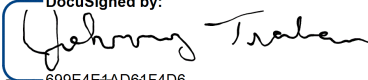
Ms. Masters stated that in reference to Round 1, \$1.2 Billion for Mitigation Competition, that those Mitigation Competitions are now open as of the end of May, and applications will be accepted on those programs through the end of October. Also, the GLO is conducting procurement workshops by teleconference and web meetings every Monday during the month of June. They are emphasizing with the jurisdictions federal procurement tips and questions, and they are working with the jurisdictions to advance procurement for contracts. Last, Ms. Master reported that the Alternative Housing Study has begun with great participation from this area. The purpose and intent of this study from the GLO is to talk about alternatives to the MHU's and FEMA trailers in terms of temporary housing. Ms. Masters may be contacted at (512) 921-8531.

Next, Ms. Harris addressed the Disaster Recovery Planning Study Survey for the Mitigation Funding. She stated that they are working to compile a list of planning study topics for different areas, which will include '15, '16 and Harvey. Information is being sought regarding drainage improvement, resilient housing solutions, economic development, and infrastructure improvement. The deadline is the end of the month, and input from this area is needed. Also, there will be a monthly elected officials conference call July 6, 11:00 a.m., with Commissioner Bush and Deputy Director Heather LaGrone. Ms. Harris may be contacted at (512) 839-2946.

**20-049 OTHER, OLD AND UNFINISHED BUSINESS**

There being no other, old and unfinished business, the meeting was adjourned at 12:15 pm.

Respectfully submitted,

DocuSigned by:  
  
699E4E1AD61F4D6...  
Johnny Trahan  
SETRPC Secretary  
Commissioner, Orange County

## Attachment A

**METHOD OF CSBG FUNDING DISTRIBUTION**

CSBG Stabilization funds are distributed to the region based on the percentage of people living below the poverty level. Tools from the BroadStreet Network (<https://www.broadstreet.io>) are used to determine those living below the poverty level by zip code. BroadStreet applies data from the U.S. Census Bureau's American Community Survey to provide reports, maps and data for community planning purposes.

Location	Total Population	% in Poverty from Total Population	# in Poverty from by 4 Areas	% in Poverty by 4 Areas	2020 Distribution
North Jefferson (subcontract)	146,462	19%	27,828	42%	\$ 30,793
South Jefferson (subcontract)	105,000	19%	19,950	30%	\$ 22,076
Hardin County (SETRPC Staff)	56,379	13%	7,329	11%	\$ 8,111
Orange County (SETRPC Staff)	84,047	14%	11,767	18%	\$ 13,020
<b>TOTAL</b>	<b>391,888</b>		<b>66,874</b>	<b>100%</b>	<b>\$ 74,000</b>

**FEDERAL POVERTY LEVEL GUIDELINES****Program Year 2020 Income Limits for CSBG  
(Effective February 3, 2020)**

Persons in Family/Household	100% of Federal Poverty Guidelines	125% of Federal Poverty Guidelines	200% of Federal Poverty Guidelines (Effective 3/27/2020 for COVID assistance)
1	\$12,760	\$15,950	\$25,520
2	\$17,240	\$21,550	\$34,480
3	\$21,720	\$27,150	\$43,440
4	\$26,200	\$32,750	\$52,400
5	\$30,680	\$38,350	\$61,360
6	\$35,160	\$43,950	\$70,320
7	\$39,640	\$49,550	\$79,280
8	\$44,120	\$55,150	\$88,240
Families with more than 8 persons	Add \$4,480 for each additional person	Add \$5,600 for each additional person	Add \$8,960 for each additional person

Eligibility for CSBG is normally calculated at 125% of Federal Poverty Income Guidelines but was changed to 200% on 3/27/20 for COVID assistance.

SOURCE: U.S. Department of Health and Human Services Federal Poverty Guidelines <https://aspe.hhs.gov/poverty-guidelines>

## Attachment B

**CSBG CARES Act Plan**

Funds will be used to provide Stabilization Assistance such as rent and utility payments for households below 200% of the federal poverty level and have been negatively impacted by COVID-19. Additionally, some of the funds will be used to form a CARES Information & Referral Network.

**CARES STABILIZATION ASSISTANCE**

The SETRPC staff will provide Stabilization Assistance in Hardin and Orange counties. If subcontract amendments are approved, Some Other Place and United Board of Missions will provide Stabilization Assistance in North and South Jefferson County respectively. Following are the amounts for each of the four service areas.

**Disbursement Methodology by Area  
for Informational Purposes**

Location	Total Population	% in Poverty from Total Population	# in Poverty from by 4 Areas	% in Poverty by 4 Areas	CARES ACT Distribution
North Jefferson ( <i>subcontract</i> )	146,462	19%	27,828	42%	\$ 246,782
South Jefferson ( <i>subcontract</i> )	105,000	19%	19,950	30%	\$ 176,920
Hardin County ( <i>SETRPC Staff</i> )	56,379	13%	7,329	11%	\$ 64,997
Orange County ( <i>SETRPC Staff</i> )	84,047	14%	11,767	18%	\$ 104,348
<b>TOTAL</b>	<b>391,888</b>		<b>66,874</b>	<b>100%</b>	<b>\$ 593,047</b>

Estimated Number of Clients to be Served Based on \$2,000 per Client	
Hardin	32
N. Jefferson	123
S. Jefferson	88
Orange	52
<b>TOTAL</b>	<b>297</b>

**CARES INFORMATION & REFERRAL NETWORK**

Multiple agencies and jurisdictions are receiving CARES Act funding to provide direct client services, and yet there is no central location to provide the Who, What, Where and How to access these services. The SETRPC is forming a CARES Information & Referral Network of organizations providing COVID related client services. A Resource Directory will be made available on the SETRPC website for CARES Act client services in Hardin, Jefferson and Orange counties. Bonnie Brooks will lead the project and is collecting information from organizations throughout the region. Please contact Bonnie Brooks at 409/924-3381 ext. 2278 or [bbrooks@setrpc.org](mailto:bbrooks@setrpc.org) with any information that should be included.