

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING MINUTES  
2210 EASTEX FREEWAY, BEAUMONT, TX 77703  
MAYOR HOMER E. NAGEL ROOM  
FEBRUARY 19, 2025, 12:00 PM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, February 19, 2025. SETRPC 1<sup>st</sup> Vice-President Judge Mark Allen, Jasper County, called the meeting to order at 12:00 pm. A roll call of Executive Committee members to establish a quorum was conducted by Ms. Suzanne Carver, Executive Assistant, SETRPC. Mayor Cathy Nagel, City of Pine Forest, gave the Invocation followed by the Pledge of Allegiance, led by Judge Mark Allen, Jasper County.

**EXECUTIVE COMMITTEE REPRESENTATIVES PRESENT**

County Judge Wayne McDaniel, Hardin County  
County Judge Mark Allen, Jasper County  
Mayor Anderson Land, Jr., City of Jasper  
Councilmember Angel McCroskey, City of Jasper  
Councilmember Chris Durio, City of Beaumont  
Councilmember Kimberly Cline, City of Lumberton  
Mayor Cathy Nagel, City of Pine Forest  
Mayor Pro Tem Sheila Faske, City of Rose City  
Mayor Randy Branch, City of West Orange  
Councilmember Jay Odom, City of West Orange  
Mr. Joshua Allen, Sr., President, Jefferson County Drainage District #6 (DD6)  
Mr. Billy Ted Smith, Commissioner, Jasper County Emergency Services District #1 (ESD #1)  
Ms. Risa King, Information Specialist, Lower Neches Valley Authority (LNVA)

**EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT**

Commissioner Ernie Koch, Hardin County  
Commissioner L.W. Cooper, Jr., Hardin County  
Commissioner Chris Kirkendall, Hardin County  
Commissioner Amanda Young, Hardin County  
Commissioner Dennis Marks, Jasper County  
Commissioner Kevin Holloway, Jasper County  
Commissioner Seth Martindale, Jasper County  
Commissioner Willie Stark, Jasper County  
Ms. Laura Moore, Director, Jasper County Hospital District  
County Judge Jeff Branick, Jefferson County  
Mr. Fred Jackson, County Assistant (Representative for Judge Jeff Branick), Jefferson County  
County Commissioner Everette "Bo" Alfred, Jefferson County  
Commissioner Cary Erickson, Jefferson County  
Commissioner Michael Shane Sinegal, Jefferson County  
Commissioner Brandon Willis, Jefferson County  
County Judge John Gothia, Orange County  
Commissioner Chris Sowell, Orange County  
Commissioner Johnny Trahan, Orange County  
Commissioner Kirk Roccaforte, Orange County  
Commissioner Robert Viator, Orange County  
Mayor Roy West, City of Beaumont  
Mayor Cheri Mitchell, City of Bevil Oaks  
Councilmember Jim Wright, City of Bevil Oaks  
Mayor David Rutledge, City of Bridge City  
Councilmember Terri Gauthier, City of Bridge City  
Mayor Matt Lopez, City of China  
Councilmember (Vacant), City of China  
Mayor Chris Borne, City of Groves  
Councilmember (Vacant), City of Groves  
Mayor Frank George, City of Kirbyville  
Councilmember Amanda Gates, City of Kirbyville  
Mayor Fred Williams, City of Kountze  
Councilmember Barbara Greer, City of Kountze  
Mayor Don Surratt, City of Lumberton  
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

**EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT, Continued**

Councilmember James McCullar, City of Pine Forest  
Mayor Glenn Johnson, City of Port Neches  
Councilmember Robert Arnold, City of Port Neches  
Mayor Sarah McClendon, City of Pinehurst  
Councilmember Michael Shahan, City of Pinehurst  
Mayor Thurman “Bill” Bartie, City of Port Arthur  
Councilmember (Vacant), City of Port Arthur  
Councilmember Robert Arnold, City of Port Neches  
Mayor Tony Wilcoxson, City of Rose City  
Mayor David Lang, City of Rose Hill Acres  
Mayor Pro Tem Cindy Mason, City of Rose Hill Acres  
Mayor Danny Reneau, City of Silsbee  
Mayor Pro Tem Mark Muckleroy, Representative for Mayor Danny Reneau, City of Silsbee  
Councilmember (Vacant), City of Silsbee  
Mayor Bruce Robinson, City of Sour Lake  
Councilmember (Vacant), City of Sour Lake  
Mayor Phil Owens, City of Taylor Landing  
Commissioner Tim Romero, City of Taylor Landing  
Mayor Misty Songe, City of Vidor  
Councilmember (Vacant), City of Vidor  
Mr. Nicholas Carter, President, Lumberton Municipal Utility District (MUD)  
Mr. Brad Haeggquist, General Manager, Mauriceville Utility District (MUD)  
Mr. Jeremy Walton, Assistant General Mgr., Representative for Mr. Brad Haeggquist, Mauriceville Utility District  
Vacant, Jefferson County WCID #10  
Mr. Frank Inzer, Director, Orange County WCID #1 (Vidor)  
Mr. Tom Woolley, President, Orange County WCID #2 (West Orange)  
Mr. Leroy McCall, Jr., Commissioner, Jefferson County Drainage District #3 (DD3)  
Mr. Richard Beaumont, Commissioner, Jefferson County Drainage District #7 (DD7)  
Mr. Don Carona, General Manager, Orange County Drainage District  
Vacant, Hardin County Emergency Services District #2 (ESD #2)  
Mr. Steve Hyden, Commissioner (President), Representative for Commissioner Billy T. Smith, Jasper County  
ESD #1  
Mr. Sam Job, Commissioner, Jasper County Emergency Services District #4 (ESD #4)  
Chief Chris Gonzales, Jefferson County Emergency Services District #1 (ESD #1)  
Mr. Daniel J. Diaz, Administrator, Jefferson County Emergency Services District #3 (ESD #3)  
Vacant, Orange County Emergency Services District #3 (ESD #3)  
Ms. Lorrie Taylor, Port Director & CEO, Orange County Navigation & Port District  
Ms. Georgine Guillory, President, Port of Beaumont  
Mr. John Comeaux, Commissioner, Port of Port Arthur  
Ms. Sheri Arnold, Commissioner, Sabine-Neches Navigation District  
Mr. Zach Johnson, Director of Government Affairs, Sabine River Authority  
Mr. Rob Starr, Board Member, Southeast Texas Ground Water Conservation District  
Dr. Shannon Allen, Superintendent, Beaumont ISD  
Dr. Mike Kelly, Superintendent, Bridge City ISD  
Dr. Dwaine K. Augustine, Superintendent, Hamshire-Fannett ISD  
Dr. Mark Porterie, Superintendent, Port Arthur ISD  
Ms. Julie Gauthier, Deputy Superintendent, Port Neches-Groves ISD

**STATE DELEGATION, EX-OFFICIO REPRESENTATIVES (Non-Voting) PRESENT**

Mr. Brandon Kiser, Deputy District Director, State Senator Brandon Creighton  
Ms. Janet Brown, Regional Casework Director, Congressman Randy Weber

**STAFF PRESENT**

Ms. Shanna Burke, Executive Director, SETRPC  
Ms. Suzanne Carver, Executive Assistant, SETRPC  
Ms. Glenda Lacy, HR Manager, SETRPC/Director, Disaster Recovery Division  
Mr. Jeff King, Finance Director, SETRPC  
Ms. Jessica Powers, Receptionist/Office Assistant, SETRPC  
Mr. Jeremy Robison, Director, IT, SETRPC  
Ms. Sara Torres-Garcia, Director, Community Services Division  
Mr. Steve Curran, Director, Criminal Justice and Homeland Security (CJHSD)  
Ms. Kaylan Arendale, Regional Emergency Planner, CJHSD

Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network  
Ms. Lila Rueda-Junious, GIS Specialist, 9-1-1 Emergency Network  
Ms. Hannah Klauss, Director, Golden Triangle RSVP Division  
Ms. Tyronna McKenzie, Director, Southeast Texas Foster Grandparent Program Division  
Ms. Rachael Robinson, Planner, T&ER / Program Director, Leadership Southeast Texas  
Mr. James Moore, GIS Analyst, T&ER

### **GUESTS PRESENT**

Ms. Michelle Bobo, Client Services Manager, GrantWorks  
Mr. Lloyd Waugh, MSI Representative, Motorola Solutions  
Dr. Brian Williams, Executive Director, Center for Resiliency, Lamar University  
Ms. Teressa Robertson, Assistant Director for Local Engagement, Lamar University  
Dr. Marilyn Guidry, Associate Director for Research & Data Management, Lamar University  
Mr. Kelvin Knauf, Planning Director, City of Orange  
Mr. Arthur M. Exley, Executive Director, Jasper County Commission on Aging  
Mr. Roy G. McCroskey, Board Member, Jasper County Commission on Aging

### **25-012 APPROVAL OF DECEMBER 18, 2024, EXECUTIVE COMMITTEE MINUTES APPROVAL OF JANUARY 16, 2025, SETRPC ANNUAL MEETING AND INSTALLATION OF OFFICERS MINUTES**

➤ Mr. Josh Allen, Sr., President, Jefferson County Drainage District #6 (DD6), made a motion to approve the December 18, 2024, Executive Committee Minutes and the January 16, 2025, Annual Meeting and Installation of Officers Minutes. Mayor Anderson Land, Jr., City of Jasper, seconded the motion. The motion carried unanimously.

### **25-013 APPROVAL OF TREASURER'S REPORT FOR NOVEMBER 2024 APPROVAL OF TREASURER'S REPORT FOR DECEMBER 2024 APPROVAL OF INVESTMENT REPORT FOR QUARTER ENDED DECEMBER 31, 2024**

➤ Mayor Anderson Land, Jr., City of Jasper, made a motion to approve the Treasurer's Reports for November 2024, December 2024, and the Investment Report for Quarter Ended December 31, 2024. Commissioner Billy Ted Smith, Jasper County Emergency Services District #1 (ESD #1), seconded the motion. The motion carried unanimously.

### **25-014 ADMINISTRATION**

➤ Ms. Glenda Lacy, Director, Disaster Recovery / SETRPC Human Resources Manager, requested approval of the Conflict of Interest Policy. Ms. Lacy presented three (3) main points regarding the Policy. First, Ms. Lacy noted that in the policy that South East Texas Regional Planning Commission (SETRPC) Executive Committee voting members, advisory group members, and staff members are referred to as representatives and all must avoid any conflict of interest as it relates to business conducted by the SETPRC.

Second, a conflict of interest occurs when a representative's private interest interferes in any way with the interests of the SETRPC as a whole. A list of common conflicts that representatives must resolve or avoid are listed on page one (1) of the Policy. (*See Attachment A*).

Third, Ms. Lacy stated the types of procedures related to conflict of interest are as follows:

1. Disclosure prior to a decision or vote being made;
2. Disclosure after a decision or vote has been made;
3. Addressing the Conflict of Interest;
4. Violations of the Conflict of Interest Policy;
5. Record of proceedings;
6. Annual distribution; and
7. Periodic reviews.

Ms. Lacy pointed out that this policy does not attempt to address all potential conflicts of interest that could develop. However, it does point out the expected behavior of all representatives regarding conflicts of interest. (*See Attachment A*)

Commissioner Billy Ted Smith, Jasper County Emergency Services District #1 (ESD #1), made a motion to approve the Conflict of Interest Policy as recommended and presented. Judge Wayne McDaniel, Hardin County, seconded the motion. The motion carried unanimously.

Next, Ms. Glenda Lacy, Director, Disaster Recovery / SETRPC Human Resources Manager, presented the Internal Ethics and Compliance Program for adoption. This policy is required to be maintained and adopted yearly. Ms. Lacy highlighted four (4) areas of the Code of Ethics and Compliance Program as shown below:

1. The Code of Ethics and Compliance program is part of the SETRPC Personnel Policy Manual under provision 209 and is referenced on page three (3) of this policy;
2. The funding requirements of the Texas Administrative Code Title 43 Chapter 31.39, and this compliance program is required for entities that choose to receive state or federal public transportation funds (Title 43 Chapter 10.51 of the Texas Administrative Code); and,
3. The SETRPC Personnel Policy addresses numerous items that relate to ethics and employee code of conduct and is referenced on page six (6) of this policy.
4. The Certification of the Internal Ethics and Compliance programs will be signed by Ms. Shanna Burke, Executive Director, SETRPC, once approved by the Executive Committee.

Ms. Shanna Burke, Executive Director, SETRPC, added that the Code of Ethics and Compliance Program, as well as the Conflict of Interest Policies, are presented and signed by the SETRPC staff each year. SETRPC staff receive training and a copy of the policy. (*See Attachment B*)

Commissioner Billy Ted Smith, Jasper County ESD #1, made a motion to approve the Adoption of the Internal Ethics and Compliance Program as presented and recommended. Mayor Anderson Land, Jr., City of Jasper, seconded the motion. The motion carried unanimously.

➤ Last, Mr. Jeff King, Director, Finance, presented Procurement Policy Updates for approval. FEMA conducted a desk review in December 2024 on a Port Security Grant, and the official correspondence from FEMA stated that there was no formal plan correction. However, FEMA informally requested the SETRPC to include some specific language cited in the uniform guidance 2 CFR 200 in the SETRPC Procurement Policy. As a result, Mr. King is seeking to add language to the SETRPC Procurement Policy as follows:

1. Prohibition on certain telecommunication and video surveillance equipment (on page 30 in CFR 200.216);
2. Domestic Preferences for Procurements (Build America, Buy America), (on page 31 in CFR 200.322).

Judge Wayne McDaniel, Hardin County, made a motion to approve the procurement policy updates as presented and recommended. Mayor Anderson Land, Jr., City of Jasper, seconded the motion. The motion carried unanimously.

## **25-015 CRIMINAL JUSTICE AND HOMELAND SECURITY DIVISION**

➤ Ms. Kaylan Arendale, Emergency Planner, Criminal Justice and Homeland Security Division (CJHSD), on behalf of the CJHSD, presented for approval the 2025 Emergency Management Planning Advisory Committee (EMPAC) designee list, which includes primary and alternate voting members selected by the jurisdiction's chief elected official to serve as an EMPAC member. These voting members vote on the Homeland Security projects that are submitted through the Office of the Governor of Public Safety Office, Homeland Security Grant Division. (*See Attachment C.*)

Commissioner Billy Ted Smith, Jasper County ESD #1, made a motion to approve the Emergency Management Planning Advisory Committee Member 2025 Voting Designee List as presented and recommended. Mayor Randy Branch, City of West Orange, seconded the motion. The motion carried unanimously.

➤ Ms. Kaylan Arendale, Emergency Planner, CJHSD, on behalf of the CJHSD, requested approval of the Resolution Authorizing Submission of the Regional Juvenile Alternatives Grant Funding for FY2026 Application to the Office of the Governor, Public Safety Office, Criminal Justice Division grant. CJHSD submits a grant each year that benefits the four (4) juvenile probation departments located in Hardin, Jasper, Jefferson and Orange Counties. (*See Attachment D.*)

### **The Resolution:**

1. Authorizes SETRPC Criminal Justice and Homeland Security Division to submit grant #3554608 to the Office of the Governor in the amount of \$63,069.45;
2. Names Ms. Shanna Burke, Executive Director, as the authorized official for the grant;
3. Agrees to return all grant funds in the event of loss or misuse.

Judge Wayne McDaniel, Hardin County, made a motion to approve Authorizing Submission of the Regional Juvenile Alternatives Grant Funding for FY2026 Application to the Office of the Governor, Public Safety Office, Criminal Justice Division grant. Councilmember Kimberly Cline, City of Lumberton, seconded the motion. The motion carried unanimously.

➤ Ms. Kaylan Arendale, Emergency Planner (CJHSD), on behalf of the CJHSD, presented for approval the Resolution Authorizing the Submission of the SETRPC Regional Homeland Security Planning Grant Funding for FY2025 Application to the Office of the Governor, Public Safety Office, Criminal Justice Division grant. This grant helps fund activities such as the Threat and Hazard Identification Risk Assessment (THIRA), Stakeholder

Preparedness report, SETRPC report, and the Homeland Security Regional Implementation Plan that is submitted every year, as well as other activities such as communication hazard plans. (*See Attachment E.*)

The Resolution:

1. Authorizes SETRPC Criminal Justice and Homeland Security Division to submit grant #2959611 to the Office of the governor in the amount of \$135,000;
2. Names Shanna Burke, Executive Director, as the authorized official for this grant; and,
3. Agrees to return all grant funds in the event of loss or misuse.

Mayor Anderson Land, Jr., City of Jasper, made a motion to approve the Resolution Authorizing Submission of the SETRPC Regional Homeland Security Planning Grant Funding for FY2025 Application to the Office of the Governor, Public Safety Office, Homeland Security Grant Division. Mayor Randy Branch, City of West Orange, seconded the motion. The motion carried unanimously.

➤ In conclusion, Ms. Kaylan Arendale, Emergency Planner, (CJHSD), on behalf of the CJHSD, requested approval of a Resolution Authorizing Submission of the Lamar Institute of Technology (LIT) Regional Police Academy Grant FY2026 Application to the Office of the Governor, Public Safety Office, Criminal Justice Division. The grant:

1. Authorizes SETRPC Criminal Justice and Homeland Security Division to submit grant #1465520 to the Office of the Governor in the amount of \$198,314;
2. Names Shanna Burke, Executive Director, as the authorized official for this grant; and,
3. Agrees to return all grant funds in the event of loss or misuse.

The LIT Police Academy grant, which must be submitted every two (2) years, will help with cadet training through LIT, and it helps fund peace officers' ongoing Texas Commission On Law Enforcement (TCOLE) credits that have to be obtained every few years. (*See Attachment F.*)

Councilmember Kimberly Cline, City of Lumberton, made a motion to approve the Resolution Authorizing Submission of the Lamar Institute Regional Police Academy Grant FY2026 Application to the Office of the Governor, Public Safety Office, Criminal Justice Division. Mayor Randy Branch, City of West Orange, seconded the motion. After a brief discussion, the motion carried unanimously.

#### **25-016 AREA AGENCY ON AGING (AAA)/2-1-1 DIVISION**

➤ Ms. Shanna Burke, Executive Director, SETRPC, on behalf of Ms. Halie Smith, Director, AAA/2-1-1 Division, presented for approval the Regional Council on Aging and Disabilities (RCoAD), advisory council to the AAA/2-1-1, new voting members as follows:

1. Ms. Tanya Hancock, Jasper County Representative
2. Ms. Chastity Shillings, Jasper County Representative

Commissioner Billy Ted Smith, Jasper County ESD #1, made a motion to approve Ms. Hancock and Ms. Shillings as new members of the RCoAD. Councilmember Kimberly Cline, City of Lumberton, seconded the motion. The motion carried unanimously.

#### **25-017 FUTURE CALENDAR**

➤ Ms. Suzanne Carver, Executive Assistant, SETRPC, reported that on February 28, 2025, the Southeast Texas Stand Down will be held at the Lumberton Performing Arts Center from 9:00 AM until 1:00 PM. The next Executive Committee meeting will be on March 19<sup>th</sup> in the Homer Nagel room. Ms. Carver also noted the 2025 Executive Meeting schedule and the SETX Stand Down flyer, both included in packets.

#### **25-018 OTHER, OLD, & UNFINISHED BUSINESS**

➤ Tell Me Something Good:

First, Ms. Shanna Burke, Executive Director, SETRPC, shared that she attended the recent Community Services Block Grant (CSBG) Advisory Committee meeting, and that they had recently gone through a desk review. Ms. Burke recognized Ms. Sara Torres Garcia, Director, Community Services Division (CSD), stating that when Ms. Garcia took over CSD, they started looking at organizational standards for the program. These standards typically apply to what is referred to as Community Action agencies, such as Some Other Place and United Board of Missions. In 2020, the organizational standard that was met was at 64%, in 2021 increased to 71%, in 2022 increased to 84%, in 2023 increased to 90%, and in 2024 the organizational standard was 100% met. Within the audit, TDHCA was very complimentary of the work by Ms. Garcia and her team. Ms. Burke gave kudos to Ms. Garcia and her team for all the good work, and making sure it was done correctly. Ms. Burke stated that we welcome any type of monitoring and auditing as it gives us a chance to make our operation much better.

Second, Ms. Burke announced the new voting members on the Texas Association of Regional Councils (TARC). TARC is a group of 23 different COGS that meet statewide. Serving this year as voting members of the SETRPC will be Judge Wayne McDaniel as SETRPC's representative, Judge Mark Allen (past TARC president under a different COG) as a second voting member. Ms. Burke will serve as the Health and Human Services Committee Executive Director and Ms. Halie Smith as Secretary. Ms. Kaylan Arendale is the new chair for the Public Safety Committee, and Mr. Jeff King continues to serve as Finance and Personnel Committee chair. Ms. Burke reiterated that we stay involved in our community and around the state and expressed her congratulations and appreciation for all stepping up to serve in these roles.

Third, Ms. Burke presented a flyer for a neighborhood health check on February 22 at the Civic Center in Beaumont from 10:00 AM until 2:00 PM.

Fourth, Ms. Burke invited Mr. Bob Dickinson, Director, Transportation and Environmental Resources (T&ER) to speak about the press release that was included in packets titled "Public Encouraged to Provide Comments for the Draft MTP-2050, Amendment #1, Draft FY 2025-2028 TIP, Amendment #1 and To Learn about Transportation Conformity". Mr. Dickinson stated that at these public meetings around our region, we get to amend, add, or delete projects that we work with on a regional basis with our partners at TXDOT Beaumont District Office. A list of the projects was included in the flyer.

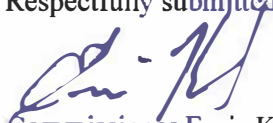
Fifth, Ms. Burke addressed the flyer regarding the City of Jasper Public Transit Pilot Project. Mr. Dickinson stated that through the partnership with the Texas Department of Transportation, Public Transportation Division, a grant was secured to start a limited pilot project at the City of Jasper that will be a demand response curb-to-curb service open to all City of Jasper citizens. Mr. Dickinson then explained the program in more detail.

Sixth, Ms. Burke spoke about the article from *The Examiner* on the Retired and Seniors Volunteer Program (RSVP) recognizing their volunteers and the places and hours served, as well as the value of the RSVP services. Ms. Burke then spoke about the article in *The Beaumont Enterprise* about the Point-In-Time (PIT) count which is a homeless population count that is conducted the same day all over the nation. The numbers for this year were low due to the cold weather and freezing temps. Ms. Burke closed by noting an article in *The Examiner* about the number of 9-1-1 service calls for 2024.

Seventh, Judge Mark Allen, Jasper County, thanked Judge McDaniel for his service on the Executive Committee board and the TARC board and stated he appreciated Judge McDaniel's leadership. Judge Allen also asked the Committee to keep Commissioner Trahan in everyone's prayers for healing. Judge Allen then went on to thank Mr. Bob Dickinson, Director, T&ER, for providing them with transit services that are not too far away and for providing Jasper with the needed transportation. In conclusion, Judge Allen, finished with an appreciation to Councilmember Kimberly Cline for her service on the SETRPC Board. Councilmember Kimberly Cline, City of Lumberton, has accepted an offer to be American Red Cross Executive Director for the region. Judge Allen is looking forward to working with Councilmember Cline in the future. Councilmember Cline then expressed how excited she is to step into this new role with the American Red Cross and asks for grace as she starts this process.

➤ In conclusion, there being no other, old, and unfinished business, the meeting adjourned at 12:41 pm.

Respectfully submitted,



Commissioner Ernie Koch, Hardin County  
Secretary

Attachment A



## **CONFLICT OF INTEREST POLICY**

## **SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION CONFLICT OF INTEREST POLICY**

South East Texas Regional Planning Commission (SETRPC) Executive Committee Voting Members, Advisory Group Members and Staff Members [hereafter referred to as Representative(s)] must avoid any conflict of interest as relates to business conducted by the SETRPC. A “conflict of interest” occurs when a Representative’s private interest interferes in any way with the interests of the SETRPC as a whole. In addition to avoiding conflicts of interest, Representatives should also avoid the appearance of a conflict. High standards, ethical behavior, personal integrity, and impartiality are critical to the reputation and ultimate success of the SETRPC. In keeping with these norms, Representatives should refrain from engaging in any behavior that might be construed as self-dealing or in conflict with the mission, goals, and fundamental purpose of the SETRPC.

SETRPC acknowledges that the appearance of a conflict of interest does not always imply actual conflict. Policy requires, therefore, that all potential conflicts of interest – including memberships in or affiliation with non-profit or proprietary organizations, business affiliations with possible vendor implications, elected office at any level, outside employment, and involvement in any other activity - that may reasonably be construed as a conflict of interest should be disclosed. This policy does not attempt to describe all potential conflicts of interest that could develop. A situation of conflict can arise when a Representative or a member of his or her family takes actions or has interests that may make it difficult for the Representative to make decisions on behalf of the SETRPC objectively and effectively. A conflict of interest can also arise when a Representative or a member of his or her family receives improper personal benefits as a result of the Representatives position. Some of the more common conflicts that Representatives must resolve or avoid are as follows:

- Serving on boards of organizations that are in direct programmatic competition with the SETRPC.
- Using equipment or other resources of the SETRPC for personal use or gain or to secure outside personal gain.
- Citing participation in the SETRPC to advance personal, political or profit-motivated activities.
- Marketing services or products to the SETRPC on a non-competitive basis.
- Disclosing to outside parties plans and other information about the SETRPC when such information is not readily available to the public.
- Leveraging involvement with the SETRPC to secure favorable rates, discounts or other preferential treatment.
- Profiting materially through counseling or other instructional activities predicated on skills and knowledge gained through association with the SETRPC.
- Taking part in and deliberation, discussion, decision, or vote where a Representative or his or her family member stands to receive material financial benefit.

### **PROCEDURES RELATED TO CONFLICT OF INTERESTS**

#### **1. Disclosure Prior to a Decision/Vote Being Made**



If a Representative believes he or she has an actual or potential conflict of interest prior to a decision or vote being made, he or she should notify the Committee Chairperson (if a Committee Meeting) or the President of the SETRPC Executive Committee (if an SETRPC Executive Committee Meeting) and SETRPC Executive Director as promptly as feasible and shall not participate in any deliberation, discussion, decision, or vote that in any way relates to the matter that gives rise to the conflict.

**2. Disclosure After a Decision/Vote Has Been Made**

If a Representative believes he or she has an actual or potential conflict of interest after a decision or vote has been made, he or she should notify the Executive Director of the SETRPC immediately. The SETRPC Executive Director will notify the SETRPC Executive Committee President and provide him or her with any pertinent information related to the issue. The SETRPC Executive Committee President may make an immediate decision or request a review and vote from the SETRPC Executive Committee.

**3. Addressing the Conflict of Interest**

If a conflict of interest is found to exist, immediate action will be taken to resolve the issue as quickly as possible.

**4. Violations of the Conflict of Interest Policy**

If there is reasonable cause to believe that a Representative has failed to disclose a conflict of interest, the Representative shall be informed of the basis for such belief by the SETRPC Executive Director and afforded an opportunity to explain the alleged failure to disclose. After hearing the Representative's response, the SETRPC Executive Director may further investigate or a decision on the matter can be made. If it is determined a Representative has failed to disclose a conflict of interest, appropriate disciplinary or corrective action shall be taken.

**5. Record of Proceedings**

Any actual or potential conflicts of interest disclosed or identified during committee meetings or Executive Committee meetings should be noted in the meeting minutes. The minutes shall contain the name(s) of the person(s) who disclosed or otherwise were found to have a conflict of interest or potential conflict of interest, the nature of the conflict of interest, and a statement that such person(s) abstained from participating in any deliberation, discussion, decision, or vote related thereto.

Any decisions made by the SETRPC Executive Director (Violations of Conflict of Interest Policy) or the SETRPC Executive Committee President (Disclosure After a Decision/Vote has Been Made) shall be fully documented in writing.

**6. Annual Distribution**

Annually this statement will be distributed to the SETRPC Executive Committee and SETRPC staff and provided to new hires during new employee orientation. In addition, a copy will be posted on the SETRPC website.

**7. Periodic Reviews**

To ensure that the SETRPC operates in a manner consistent with its purposes, periodic reviews of this policy and its enforcement may be conducted. Any revisions will be presented to the SETRPC Executive Committee for approval.

Attachment B



## **CODE OF ETHICS AND COMPLIANCE**

## TABLE OF CONTENTS

<b>I. Ethics and Compliance Policy.....</b>	<b>3</b>
• SETRPC Personnel Policy Manual – Provision 209	
<b>II. Requirements of the Ethics and Compliance Regulation for Funding .....</b>	<b>5</b>
• Texas Department of Transportation – 43 TAC Chapter 31.39	
• Texas Department of Transportation – 43 TAC Chapter 10.51	
<b>III. TAC Requirements Included in the SETRPC Personnel Policy Manual.....</b>	<b>6</b>
• Ethics and Compliance – Provision 209	
• Records Retention – Provision 212	
• Fraud – Provision 209	
• Equal Opportunity Employment – Provision 205	
• Sexual Harassment and Sexual Misconduct – Provision 1506	
• Conflicts of Interest – Provision 305	
• Personal Use of SETRPC Property – Provisions 1200	
• Gifts and Honoraria – Provision 306	
• Workplace Monitoring – Provision 1208	
• Problem Resolution – Provision 1500	
• Whistleblowing – Provision 1508	
<b>IV. Certification of Internal Ethics and Compliance Program.....</b>	<b>7</b>

**Ethics and Compliance Policy  
(SETRPC Personnel Policy Manual – Provision 209)**

The successful operation and reputation of SETRPC is built upon the principles of fair dealing and ethical conduct of our employees. Ethics is defined as moral principles that govern a person's or group's behavior. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of SETRPC is dependent upon the public's trust and we are dedicated to preserving that trust. Employees owe a duty to SETRPC, its officers, and members to act in a way that will merit the continued trust and confidence of the public. Employees shall, during both working and non-working hours, act in a manner which will inspire public trust in their integrity, impartiality, and devotion to the best interests of the organization, its clients and citizens.

SETRPC will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Fraud and fraudulent activity will not be tolerated. Fraud is broadly defined and may include any type of intentional deception for the purpose of personal or business gain or damage to an individual or organization. Examples of fraud include but are not limited to lying on an employment application, falsifying records, or providing false receipts for reimbursement. In general, the use of good judgment, based on high ethical principles, will guide you with the respect to lines of acceptable conduct.

Furthermore, SETRPC employees, contractors /subcontractors/consultants (agents) to the programmatic activities administered by SETRPC, are prohibited from budgeting or expending funds made available through the State of Texas or the government of the United States for the direct influence of, passage of, or defeat of any existing or pending legislation.

SETRPC requires that employees and members of the Executive Committee participate in yearly training in ethics and in the components of its Internal Compliance Program. Training will be provided yearly, and all materials will be emailed to all who require such.

SETRPC's Human Resources Director shall be responsible for oversight of its internal ethics and compliance program and shall promote an organizational culture that encourages ethical conduct and a commitment to compliance with all applicable laws and regulations.

The positions of Executive Director and those in the Administration Finance Division have substantial discretionary authority and are involved in the handling of financial and/or highly confidential information. Notarized affidavits have, therefore, been received from the current SETRPC Executive Director and Administration Finance Division Staff certifying that no circumstances exist that disqualify them from holding their current position. As turnover occurs, new employees to these positions will sign the same notarized affidavit (as noted above) and undergo a criminal background check. All SETRPC applicants are required to disclose during the application process if they have ever been convicted of a felony or misdemeanor. All current

employees have signed a Confidentiality and Conflict of Interest Statement and new employees are required to sign the same upon hire during the orientation process.

All agents of the SETRPC will be required to complete an Assurances page stating they are not under federal or state debarment and that they will comply with the SETRPC's Ethics and Compliance Program and Conflict of Interest policy.

All SETRPC employees, Executive Committee members and agents will have access to a Fraud Risk Assessment Survey located on the SETRPC's website to anonymously report incidents of non-compliance or suspected wrongdoing. Annually, all will be reminded and afforded the opportunity to complete the Fraud Risk Assessment Survey. Forms should be filled out electronically when possible, to preserve anonymity or confidentiality. Outside entities should mail forms to the attention of the SETRPC Human Resources Director. Internal staff should place the form in an envelope, seal and turn into the Human Resource Director's mail slot. No identifying factors should be included unless that is desired by the sender. Matters may also be discussed with immediate supervisors, and if necessary, with the Executive Director for advice and consultation.

The SETRPC also has an internal controls system in place that is carried out semi-monthly at the individual department levels and at the Administrative fiscal level. For more information related to on-going internal fiscal auditing processes, a copy of the SETRPC's Financial, Accounting and Information Technologies Policies and Procedures Manual may be requested.

A report of non-compliance or fraudulent activity will prompt an internal investigation. If a valid issue is identified and exists, appropriate disciplinary action will be taken as noted in Section 1300 Progressive Discipline. If warranted, the funding agency and possibly outside law enforcement will be contacted. Any needed revisions or additions to policy will also be made to help mitigate future violations and/or non-compliance. Employees who report suspected fraud and non-compliance with the law or unethical behavior can do so without fear of retaliation.

Nothing in these policies shall unduly restrict the abilities of SETRPC Ombudsman employees who may, from time to time, be required to conduct "advocacy" activities under the terms and conditions of particular federal or state grants and contracts when such activities are consistent with relevant underlying federal or state program regulations. Nothing in this section 2.04 prohibits an SETRPC Ombudsman employee from performing a function of the Ombudsman Program described in Title 26 TAC §88.302(a).

Compliance with this policy of business ethics and conduct is the responsibility of every SETRPC employee, Executive Committee member and agent.

## Requirements of the Ethics and Compliance Regulation for Funding

[<<Prev Rule](#)

### Texas Administrative Code

[Next Rule>>](#)

[TITLE 43](#)

TRANSPORTATION

[PART 1](#)

TEXAS DEPARTMENT OF TRANSPORTATION

[CHAPTER 31](#)

PUBLIC TRANSPORTATION

[SUBCHAPTER D](#)

PROGRAM ADMINISTRATION

RULE §31.39

Required Internal Ethics and Compliance Program

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To be eligible to receive state or federal public transportation funds awarded by the commission after January 1, 2011, an entity must have adopted an internal ethics and compliance program that satisfies the requirements of §10.51 of this title (relating to Internal Ethics and Compliance Program) and must enforce compliance with that program.

**Source Note:** The provisions of this §31.39 adopted to be effective April 15, 2010, 35 TexReg 2858; amended to be effective January 6, 2011, 35 TexReg 11965

[<<Prev Rule](#)

### Texas Administrative Code

[Next Rule>>](#)

[TITLE 43](#)

TRANSPORTATION

[PART 1](#)

TEXAS DEPARTMENT OF TRANSPORTATION

[CHAPTER 10](#)

ETHICAL CONDUCT BY ENTITIES DOING BUSINESS WITH THE DEPARTMENT

[SUBCHAPTER B](#)

OTHER ENTITIES' INTERNAL ETHICS AND COMPLIANCE PROCEDURES

RULE §10.51

Internal Ethics and Compliance Program

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(a) Various sections of this title require an entity to adopt and enforce an internal ethics and compliance program. To comply with that requirement, the entity must certify to the department that the entity:

(1) has adopted an internal ethics and compliance program that:

(A) is designed to detect and prevent violations of the law, including regulations, and ethical standards applicable to the entity or its officers or employees; and

(B) satisfies all requirements of this section; and

(2) enforces compliance with its internal ethics and compliance program.

(b) An entity's internal ethics and compliance program must be in writing and must provide compliance standards and procedures that the entity's employees and agents are expected to follow. At a minimum, the program must provide that:

(1) high-level personnel are responsible for oversight of compliance with the standards and procedures;

(2) appropriate care is being taken to avoid the delegation of substantial discretionary authority to individuals whom the entity knows, or should know, have a propensity to engage in illegal activities;

(3) compliance standards and procedures are effectively communicated to all of the entity's employees, including members of the governing board if the entity has a governing board, by requiring them to participate in periodic training in ethics and in the requirements of the program;

(4) compliance standards and procedures are effectively communicated to all of the entity's agents;

(5) reasonable steps are being taken to achieve compliance with the compliance standards and procedures by:

(A) using monitoring and auditing systems that are designed to reasonably detect noncompliance; and

(B) providing and publicizing a system for the entity's employees and agents to report suspected noncompliance without fear of retaliation;

(6) consistent enforcement of compliance standards and procedures is administered through appropriate disciplinary mechanisms;

(7) reasonable steps are being taken to respond appropriately to detected offenses and to prevent future similar offenses; and

(8) the entity has a written employee code of conduct that, at a minimum, addresses:

(A) record retention;

(B) fraud;

(C) equal opportunity employment;

(D) sexual harassment and sexual misconduct;

(E) conflicts of interest;

(F) personal use of the entity's property; and

(G) gifts and honoraria.

(c) The department may, at its discretion, request that the entity provide the department with written evidence of the entity's internal ethics and compliance program.

**Source Note:** The provisions of this §10.51 adopted to be effective January 6, 2011, 35 TexReg 11951; amended to be effective July 20, 2011, 36 TexReg 4573

### **TAC Requirements Included in the SETRPC Personnel Policy Manual**

The SETRPC Personnel Policy Manual (SETRPC PPM) addresses a myriad of items that relate to ethics and employee code of conduct. Specific items required by the Rule 10.51 of Title 43 of the TAC can be found in the following provisions:

- Ethics and Compliance – Provision 209
- Records Retention – Provision 212
- Fraud – Provision 209
- Equal Opportunity Employment – Provision 205
- Sexual Harassment and Sexual Misconduct – Provision 1506
- Conflicts of Interest – Provision 305
- Personal Use of SETRPC Property – Provisions 1200
- Gifts and Honoraria – Provision 306
- Workplace Monitoring – Provision 1208
- Problem Resolution – Provision 1500
- Whistleblowing – Provision 1508

**Certification of Internal Ethic and Compliance Program**

The undersigned hereby certifies that it has adopted and does enforce an internal ethics and compliance program that is designed to detect and prevent violations of the law, including regulation and ethical standards applicable to this entity or its officers or employees and that the internal ethics and compliance program satisfies the requirements of Title 43 Texas Administrative Code.

*Shanna Burke*

Shanna Burke, Executive Director  
South East Texas Regional Planning Commission

*February 19, 2025*

Date





## EMPAC Committee Designees 2025

<u>Jurisdictions</u>	<u>Designee/Alternate(s)</u>
Hardin County	Aaron Tupper – EMC
	Wayne McDaniel – County Judge
Jasper County	Billy Smith – EMC
	Mark Allen – County Judge
Jefferson County	Robert Grimm – EMC
	Jeffry Phillips – Deputy EMC
Orange County	Joel Ardoin – EMC
	Leon George – Deputy EMC
Beaumont, City of	Tim Ocnaschek – Police Chief
	Sky Kolan – Grants Coordinator
	Shaqueena Nobles - EMC
	<del>Bart Bartkowiak – Public Works Director</del>
Bevil Oaks, City of	Sabreena Crain – City Clerk
	Barbara Emmons – Mayor
Bridge City, City of	Tod McDowell – Police Chief/EMC
	David Rutledge – Mayor
	Robert Bergeron – Asst. Police Chief
China, City of	Matt Lopez - Mayor
	Whitney Gray – Mayor Pro Tem
Groves, City of	Lance Billeaud – Fire Chief
	Chris Robins – Detective Deputy Marhsall
	Robert “Tony” Phillips – Lieutenant
Kountze, City of	George T. Drake – Public Works Director/EMC
	Brent Slaughter – Police Chief
Lumberton, City of	Danny Sullins – Police Chief
	Steve Clark – City Manager
Nederland, City of	Terry Morton – Fire Chief
	Robert Woods – Public Works
Nome, City of	Kerry Abney – Mayor
Orange, City of	Mike Zeto – CIS Manager
	Payton Smith – Deputy Fire Chief/EMC
	John Bilbo – Fire Chief

President – Johnny Trahan, Orange County | 1<sup>st</sup> VP – Mark Allen, Jasper County | 2<sup>nd</sup> VP – Glenn Johnson, Port Neches  
 3<sup>rd</sup> VP - Kimberly Cline, Lumberton | 4<sup>th</sup> VP – Amanda Gates, Kirbyville | 5<sup>th</sup> VP – Cathy Nagel, Pine Forest  
 Treasurer – Cary Erickson, Jefferson County | Secretary – Ernie Koch, Hardin County

Executive Director – Shanna Burke

2210 Eastex Freeway Beaumont, Texas 77703-4929

(409) 899-8444 | (409) 347-0138 fax

[setrpc@setrpc.org](mailto:setrpc@setrpc.org) | <https://www.setrpc.org>

Pine Forest, City of	Cathy Nagel – Mayor
	James McCullar – Mayor Pro Tem
	Michelle Josey – City Secretary
	Lacey Tuner
Pinehurst, City of	Stephen Stroud – Police Chief/EMC
	Adam Good – Captain/Asst. EMC
Port Arthur, City of	Robert “Louie” Havens – Deputy Fire Chief/Deputy EMC
	Jerney Houston – Deputy Police Chief/ EMC
Port Neches, City of	Eloy Vega – Fire Chief/EMC
	Cheri Griffith – Police Chief
	David Reeves – Asst. Police Chief
Rose City, City of	Tony Wilcoxson – Mayor
	Dora Tarbox – City Secretary
Rose Hill Acres, City of	Rick Thomisee – Municipal Judge
	David Lang – Mayor
Silsbee, City of	Shawn Blackwell – Police Chief
	DeeAnn Zimmerman – Asst EMC/City Manager
	Danny Reneau - Mayor
	Robert Peden – Asst. Police Chief
Sour Lake, City of	Jack Provost – City Manager
	Bruce Robinson – Mayor
	Debbie Morgan
Taylor Landing	John Durkay – Mayor
Vidor, City of	Rodney Johnson – Police Captain/EMC
	<del>Nick Garsee – Asst. EMC</del>
	Rod Carroll – Police Chief
West Orange, City of	Michael Stelly – Police Chief
	Matt Frederick – Lieutenant
	Jessie Romero – Asst. Police Chief
	Tod McDowell – Bridge City Police Chief



**APPROVAL OF A RESOLUTION AUTHORIZING SUBMISSION OF THE REGIONAL JUVENILE ALTERNATIVES GRANT FUNDING FY2026 APPLICATION TO THE OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION**

**WHEREAS**, Juvenile Detention Centers in Hardin, Jasper, Jefferson, and Orange Counties rely upon the Regional Juvenile Alternatives Grant to provide counseling, substance abuse, and other services that mitigate recidivism among youth in the Juvenile Justice System;

**WHEREAS**, The Executive Committee of the South East Texas Regional Planning Commission finds it in the best interest of the citizens of Hardin, Jasper, Jefferson, and Orange Counties that the Regional Juvenile Alternative grant be operated funded;

**WHEREAS**, The Executive Committee of the South East Texas Regional Planning Commission agrees that in the event of loss or misuse of the Office of the Governor funds, the Executive Committee of the South East Texas Regional Planning Commission assures that the funds will be returned to the Office of the Governor in full;

**WHEREAS**, The Executive Committee of the South East Texas Regional Planning Commission designates Shanna Burke, SETRPC Executive Director as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency;

**NOW THEREFORE, BE IT RESOLVED** that the Executive Committee of the South East Texas Regional Planning Commission approves submission of the grant application for the Regional Juvenile Alternatives #3554608 to the Office of the Governor not to exceed the amount of \$63,069.45.

**PASSED, APPROVED, AND ADOPTED** this 19<sup>th</sup> day of February 2025.

  
\_\_\_\_\_  
Mark Allen, 1<sup>st</sup> Vice-President, SETRPC  
South East Texas Regional Planning Commission  
County Judge, Jasper County

ATTEST:  
  
\_\_\_\_\_  
Cathy Nagel, SETRPC 5<sup>th</sup> Vice-President  
South East Texas Regional Planning Commission  
Mayor, City of Pine Forest

Grant Number: #3554608

President – Johnny Trahan, Orange County | 1<sup>st</sup> VP – Mark Allen, Jasper County | 2<sup>nd</sup> VP – Glenn Johnson, Port Neches  
3<sup>rd</sup> VP - Kimberly Cline, Lumberton | 4<sup>th</sup> VP – Amanda Gates, Kirbyville | 5<sup>th</sup> VP – Cathy Nagel, Pine Forest  
Treasurer – Cary Erickson, Jefferson County | Secretary – Ernie Koch, Hardin County

Executive Director – Shanna Burke  
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(409) 899-8444 | (409) 347-0138 fax  
[setrpc@setrpc.org](mailto:setrpc@setrpc.org) | <https://www.setrpc.org>



**APPROVAL OF A RESOLUTION AUTHORIZING SUBMISSION OF THE SETRPC REGIONAL HOMELAND SECURITY PLANNING GRANT FUNDING FOR FY2025 APPLICATION TO THE OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, HOMELAND SECURITY GRANT DIVISION**

**WHEREAS,** The SETRPC Homeland Security Planning Grant provides planning assistance to all jurisdictions in the region including the compilation of the Threat and Hazard Identification Risk Assessment (THIRA), Stakeholder’s Preparedness Report (SPR), Implementation Plan (IP), Interoperable Communications, and other activities critical to enhance public safety in the South East Texas region;

**WHEREAS,** The Executive Committee of the South East Texas Regional Planning Commission finds it in the best interest of the citizens of Hardin, Jasper, Jefferson, and Orange Counties that the Homeland Security Planning Grant be funded; and

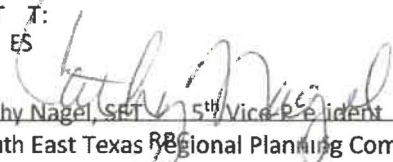
**WHEREAS,** The Executive Committee of the South East Texas Regional Planning Commission agrees that in the event of loss or misuse of the Office of the Governor funds, the Executive Committee of the South East Texas Regional Planning Commission assures that the funds will be returned to the Office of the Governor in full;

**WHEREAS,** The Executive Committee of the South East Texas Regional Planning Commission designates Shanna Burke, SETRPC Executive Director as the grantee’s authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency;

**NOW THEREFORE, BE IT RESOLVED** that the Executive Committee of the South East Texas Regional Planning Commission approves submission of the grant application for the SETRPC Homeland Security Planning grant #2959611 to the Office of the Governor not to exceed the amount of \$135,000.00.

**PASSED, APPROVED, AND ADOPTED this 19<sup>th</sup> day of February 2025.**

  
County Judge Mark Allen,  
South East Texas Regional Planning Commission  
Commission, Orange County

ATTN: <sup>SSI</sup>  
ES  
  
Cathy Nagel, SRT 5<sup>th</sup> Vice-President  
South East Texas Regional Planning Commission  
Mayor, City of Pine Forest

Grant Number: #2959611

President – Johnny Trahan, Orange County | 1<sup>st</sup> VP – Mark Allen, Jasper County | 2<sup>nd</sup> VP – Glenn Johnson, Port Neches  
3<sup>rd</sup> VP - Kimberly Cline, Lumberton | 4<sup>th</sup> VP – Amanda Gates, Kirbyville | 5<sup>th</sup> VP – Cathy Nagel, Pine Forest  
Treasurer – Cary Erickson, Jefferson County | Secretary – Ernie Koch, Hardin County

Executive Director – Shanna Burke  
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**APPROVAL OF A RESOLUTION AUTHORIZING SUBMISSION OF THE LAMAR INSTITUTE OF TECHNOLOGY REGIONAL POLICE ACADEMY GRANT FUNDING FY2026 APPLICATION TO THE OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION**

**WHEREAS**, Law Enforcement Agencies in Hardin, Jefferson and Orange Counties rely upon the Lamar Institute of Technology Regional Police Academy to provide basic cadet, intermediate and advanced TCOLE certified courses;

**WHEREAS**, The Executive Committee of the South East Texas Regional Planning Commission finds it in the best interest of the citizens of Hardin, Jefferson, and Orange Counties that the Lamar Institute of Technology Regional Law Enforcement Training Academy grant be funded; and

**WHEREAS**, The Executive Committee of the South East Texas Regional Planning Commission agrees that in the event of loss or misuse of the Office of the Governor funds, the Executive Committee of the South East Texas Regional Planning Commission assures that the funds will be returned to the Office of the Governor in full.

**WHEREAS**, The Executive Committee of the South East Texas Regional Planning Commission designates Shanna Burke, SETRPC Executive Director as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the Executive Committee of the South East Texas Regional Planning Commission approves submission of the grant application for the LIT Regional Law Enforcement Training Academy grant #1465520 to the Office of the Governor in the amount of \$198,314.00.

**PASSED, APPROVED, AND ADOPTED this 19<sup>th</sup> day of February 2025.**

Mark Allen, 1<sup>st</sup> Vice-President, SETRPC  
South East Texas Regional Planning Commission  
County Judge, Jasper County

ATTEST:

Cathy Nagel, 5<sup>th</sup> Vice-President, SETRPC  
South East Texas Regional Planning Commission  
Mayor, City of Pine Forest

Grant Number: #1465520

President - Johnny Trahan, Orange County | 1<sup>st</sup> VP - Mark Allen, Jasper County | 2<sup>nd</sup> VP - Glenn Johnson, Port Neches  
3<sup>rd</sup> VP - Kimberly Cline, Lumberton | 4<sup>th</sup> VP - Amanda Gates, Kirbyville | 5<sup>th</sup> VP - Cathy Nagel, Pine Forest  
Treasurer - Cary Erickson, Jefferson County | Secretary - Ernie Koch, Hardin County

Executive Director - Shanna Burke

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