

March 18, 2020

TO: SETRPC Executive Committee Members

FROM: Shanna Burke, Executive Director

SUBJECT: Discussion and Adoption of Time Permitted for Public Comment on Agenda Items –
Action Item

During the last legislative session, Texas House Bill (HB) 2840 was passed relating to the right of a member of the public to address the governing body of a political subdivision at an open meeting of that body. Per the bill:

- Applies to a governmental body described by Sections 551.001(3)(B)-(L) (does not specifically include COG's/RPC's).
- A governmental body shall allow each member of the public who desires to address the body before or during the body's consideration of an agenda item.
- A governmental body may adopt reasonable rules regarding the public's right to address the body, including rules that limit the total amount of time given to speak on a given item.
- A governmental body may not prohibit public criticism of the governmental body.

As mentioned above, the term governmental body is defined by reference in the bill and does not specifically include COG's/RPC's. In an effort to be transparent and because SETRPC meetings include public officials, we recommend adopting these rules and by doing so, setting a specific time limit for the public to speak during a public comment period and in response to agenda items.

March 18, 2020

TO: SETRPC Executive Committee Members

FROM: Shanna Burke, Executive Director

SUBJECT: Discussion and Approval of Texas Community Development Block Grant (TxCDBG) SETRPC Unified Scoring Committee Representative – **Action Item**

The Texas Department of Agriculture (TDA) recently revised and has adopted rule changes for the Community Development Fund (CDF). Many of you know these funds as Texas Community Development Block Grant (TxCDBG) funds.

As part of the rule changes, Regional Review Committees (RRC) have been eliminated and have been replaced by a single Unified Scoring Committee. This committee will be comprised of twenty-four (24) representatives, one from each COG region, to set scoring criteria for TxCDBG projects throughout the State of Texas.

By rule, the governing body for each region is responsible for nominating a representative from each state planning region. This nomination must be received by TDA no later than April 1, 2020. Each nominee must meet the following criteria:

- Currently serve as an elected or appointed official of a non-entitlement community
- Able to pass a basic background check; and
- Available to travel to the Unified Scoring Committee meeting and related training.

Staff recommends Hardin County Judge Wayne McDaniel serve as the representative for the Southeast Texas region. He meets all requirements above and is familiar with TxCDBG projects submitted for funding and knows the needs and concerns of the Southeast Texas region.

March 18, 2020

TO: SETRPC Executive Committee Members

FROM: Shanna Burke, Executive Director

SUBJECT: Appointment of Advisory Committee to Establish SETRPC TxCDBG Project Priorities
– **Action Item**

The Texas Department of Agriculture (TDA) recently revised and has adopted rule changes for the Community Development Fund (CDF). Many of you know these funds as Texas Community Development Block Grant (TxCDBG) funds.

As part of the rule changes, Regional Review Committees (RRC) have been eliminated and have been replaced by a single statewide Unified Scoring Committee. This committee will be comprised of twenty-four (24) representatives, one from each COG region, to meet every other year to set scoring criteria for TxCDBG projects throughout the State of Texas.

Each state planning region will establish a list of project priorities from eligible activities defined by the U.S. Department of Housing and Urban Development (HUD). The governing body for the region is responsible for this determination, however, a separate committee may be appointed to recommend priorities.

Staff recommends the Executive Committee name a separate committee to recommend priorities, comprised of RRC Members with replacements named for former members who are currently not holding office. A list of proposed members is attached.

SOUTH EAST TEXAS REGIONAL REVIEW COMMITTEE (RRC) MEMBERS
(Last Revised February 2018 – Suggested 2020 Changes in Red)

HARDIN COUNTY

Ken Pelt (Chairman)
Hardin County Commissioner

Bruce Robinson
Mayor of Sour Lake

L.W. “Nubbin” Cooper
Hardin County Commissioner

Fred Williams
Mayor of Kountze

JEFFERSON COUNTY

Eddie Arnold
Jefferson County Commissioner

R. Glenn Johnson
Mayor of Port Neches

Michael “Shane” Sinegal
Jefferson County Commissioner

Rebecca “Becky” Ford
Mayor of Bevil Oaks

ORANGE COUNTY

Stephen Carlton
Orange County Judge

Roy McDonald
Mayor of West Orange

John Gothia

Jody Crump
Orange County Commissioner

David Rutledge
Mayor of Bridge City

Kirk Roccaforte

March 18, 2020

TO: SETRPC Executive Committee

FROM: Sue Landry, Director, Criminal Justice and Homeland Security Division

RE: Approval to Retain Pat Grimes as Regional Emergency Alerting Network Coordinator
Action Item

Executive Director, Shanna Burke, on behalf of the Criminal Justice and Homeland Security Division, seeks approval to retain Captain (Retired) Pat Grimes, former City of Beaumont Fire Department, as the Regional Emergency Alerting Network Coordinator. The SETRPC Procurement Policy, regarding Planning Services (Consulting Services), states, "In order to comply with SETRPC By-Laws, Planning Services shall be considered 'consulting services' and therefore, prior to awarding a contract for consulting services, the Executive Director shall recommend the consultant to the SETRPC Executive Committee as an Action Item in accordance with the SETRPC By-Laws, Article VIII, Part 4 which reads, 'The Executive Director shall recommend the employment of consultants to the Executive Committee.' "

Captain (Retired) Pat Grimes has thirty-five (35) years of fire-fighting experience, twenty-six (26) years of which were spent in communications. It was in this capacity that he trained fire fighters to use the regional emergency alerting network once it was established. He also served as Assistant Emergency Management Coordinator and has a successful history of implementing innovative projects from the ground up that benefitted the region. A few examples of this are his involvement assisting with the Hurricane Katrina shelter operation at Ford Park, setting up a local database for evacuees during Hurricane Rita, serving as the region's representative for the State of Texas Emergency Assistance Registry, assisting with setting up SET info, a website for local Emergency Management Coordinators to post emergency related information to the public, and founding the Companion Animal Committee to coordinate efforts in evacuating domestic pets in Southeast Texas. He is a lifetime and active member of the Sabine Neches Chiefs Association and has volunteered with the American Red Cross during disasters since his retirement.

The STAN Coordinator job duties include:

- Facilitating use of the public safety (local jurisdiction) component of the South East Texas Alerting Network (STAN) with local jurisdictions and industry;
- Coordinating training for users of the regional emergency alerting network;
- Ensuring sufficient notification of training;
- Following up with those in need of training and encouraging attendance;
- Becoming proficient on the regional emergency alerting system;
- Being a single point of contact on the Southeast Texas Alerting Network from the public safety (local jurisdiction) aspect;
- Identifying actions needed to provide the most comprehensive emergency alerting system to local jurisdictions and resident registration;
- Coordinating an annual regional alerting exercise

Based upon Captain (Retired) Grimes' job experience and talents relative to the STAN Coordinator job duties, he is the ideal candidate for the STAN Coordinator consulting position.

The SETRPC Executive Director, on behalf of the Criminal Justice and Homeland Security Division, respectfully requests approval to enter into a contract with Captain (Retired) Pat Grimes to provide these services for approximately 15-20 hours per month.

March 18, 2020

TO: SETRPC Executive Committee

FROM: Sue Landry, Director, Criminal Justice and Homeland Security Division

RE: Approval of Emergency Management Planning Advisory Committee Member
City of Groves-Chief Lance Billeaud
Action Item

The Criminal Justice and Homeland Security Division seeks approval of Chief Lance Billeaud to serve as the primary Emergency Management Planning Advisory Committee (EMPAC) Member for the City of Groves. Chief Billeaud will fill the position formerly held by Chief Dale Jackson.

We respectfully request approval of Chief Billeaud as the City of Groves primary EMPAC representative.

March 17, 2020

TO: SETRPC Employees

FROM: Shanna Burke, Executive Director

SUBJECT: COVID-19 Update and Office Information

As the situation with COVID-19 develops, we are continuing to monitor the situation and react accordingly. Below are protocols related to the SETRPC Offices and general operations.

SETRPC Offices

As of close of business today and until further notice, the SETRPC offices will be closed to all external parties except for mail, parcel and package delivery/pick-up. Exceptions will be made, on a case by case basis, for elected officials and emergency personnel at the discretion of the Executive Director.

SETRPC Staff may still access the office building via key fob, however, you are strongly encouraged to telecommute and work from home, if your position allows you to do so. There will be an in/out sign in log located at the front desk. If you are in or out of the building, please make sure you sign in and out.

In some instances, certain positions may require an employee to physically be in the office or you may be called in to complete specific tasks. Currently many of our federal and state funding agencies are still operational via telecommuting and requirements of our contracts and programs are still in place.

When in the building, please continue to take precautions and frequently wash your hands, clear frequently touched surfaces, don't cough or sneeze without covering your mouth with a tissue or the crook of your arm, avoid large crowds, etc. Also remember to clean your telephones and keyboards regularly. As has been the case for a while, tissues, hand sanitizers, soap and wipes are located throughout the building.

If you are the only person in the building, please make sure you set the alarm when you leave.

Telecommuting - Work from Home

If you are working from home, you should be reachable between normal SETRPC business hours, Monday – Friday from 8:00 a.m. – 5:00 p.m.

We are making provisions to transfer office phones to cell phone numbers that we have on file in Administration as well as provide information on how to remote access into both your email and the SETRPC network, effective close of business today. When the phone rings, you will see SETRPC's number pop up, not the number from where the call is originating. If you have an extenuating reason and this is not feasible, please contact your Manager or Department Director.

IT has and will be sending out, via email, protocol for logging in remotely for both email and network purposes. Please DO NOT power off or shut your computer down when you leave the office. If you do, you will not be able to remote in. Make sure you sign out. IT will be sending out emails with instructions on how to log into both email and the network.

Time off should be handled as if you were in the office. If you need to take time off for any reason, such as you or a family member being sick or you are unavailable to work, you should take sick or vacation time depending on the circumstance. Requests should be made as you normally would. Also as a reminder, any comp time earned or taken will need to be approved by your Director.

We will be in contact with you via phone, text and/or email. Please do not hesitate to reach out to your Manager, Director or me should you have questions. Any changes or updates will be sent out as they occur.

General

There is a listing of SETRPC employee personal contact information in Outlook, should you want or need to get in touch with other SETRPC employees.

Thank you for your patience during this time of crisis. I urge you to please take all recommended health measures to protect you and those around you and follow any recommendations sent out by our federal, state and/or local leaders. Your health and safety are the utmost priority. Take care and stay safe!