

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING MINUTES  
2210 EASTEX FREEWAY, BEAUMONT, TX  
MAYOR HOMER E. NAGEL ROOM  
OCTOBER 18, 2023, 12:00 PM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, October 18, 2023. 1<sup>st</sup> Vice-President, Judge Wayne McDaniel, Hardin 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, SETRPC Secretary, gave the Invocation, followed by the Pledge of Allegiance.

**EXECUTIVE COMMITTEE REPRESENTATIVES PRESENT**

Judge Wayne McDaniel, Hardin County  
Judge Mark Allen, Jasper County  
Commissioner Kevin Holloway, Jasper County  
Commissioner Seth Martindale, Jasper County  
Mr. Fred Jackson, Representative for Judge Jeff Branick, Jefferson County  
Commissioner Vernon Pierce, Jefferson County  
Commissioner Johnny Trahan, Orange County  
Councilmember Chris Durio, City of Beaumont  
Mayor Anderson Land, Jr., City of Jasper  
Councilmember Amanda Gates, City of Kirbyville  
Aldерwoman Barbara Greer, City of Kountze  
Councilmember Kimberly Cline, City of Lumberton  
Councilmember David C. Bailey, Representative for Mayor Larry Spears, Jr., City of Orange  
Mayor Cathy Nagel, City of Pine Forest  
Mayor Glenn Johnson, City of Port Neches  
Mayor Danny Reneau, City of Silsbee  
Councilmember Jay Odom, City of West Orange  
Ms. Risa King, Information Specialist, Lower Neches Valley Authority

**EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT**

Commissioner L.W. Cooper, Jr., Hardin County  
Commissioner Chris Kirkendall, Hardin County  
Commissioner Ernie Koch, Hardin County  
Commissioner Amanda Young, Hardin County  
Commissioner Ernie Koch, Hardin County  
Commissioner Dennis Marks, Jasper County  
Judge Jeff Branick, Jefferson County  
Commissioner Everette “Bo” Alfred, Jefferson County  
Commissioner Cary Erickson, Jefferson County  
Commissioner Michael Shane Sinegal, Jefferson County  
Judge John Gothia, Orange County  
Commissioner Kirk Roccaforte, Orange County  
Commissioner Chris Sowell, Orange County  
Commissioner Robert Viator, Orange County  
Mayor Roy West, City of Beaumont  
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  
Councilmember Demarcus Holmes, City of Jasper  
Mayor Frank George, City of Kirbyville  
Mayor Fred Williams, 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  
Councilmember James McCullar, City of Pine Forest  
Mayor Sarah McClendon, City of Pinehurst  
Councilmember Michael Shahan, City of Pinehurst  
Mayor Thurman “Bill” Bartie, City of Port Arthur

**EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT, Continued**

Councilmember (Vacant), City of Port Arthur  
Councilmember Robert Arnold, City of Port Neches  
Mayor Tony Wilcoxson, City of Rose City  
Mayor Pro Tem Sheila Faske, City of Rose City  
Mayor David Lang, City of Rose Hill Acres  
Mayor Pro Tem Cindy Mason, City of Rose Hill Acres  
Mayor Pro Tem Mark Muckleroy, Representative for Mayor, City of Silsbee  
Councilmember (Vacant), City of Silsbee  
Mayor Bruce Robinson, City of Sour Lake  
Councilmember (Vacant), City of Sour Lake  
Mayor John Durkay, City of Taylor Landing  
Councilmember Phil Owens, City of Taylor Landing  
Mayor Misty Songe, City of Vidor  
Councilmember (Vacant), City of Vidor  
Mayor Randy Branch, City of West Orange  
Ms. Laura Moore, Board Member, Jasper County Hospital District  
Mr. Nicholas Carter, President, Lumberton Municipal Utility District (MUD)  
Mr. Brad Haeggquist, General Manager, Mauriceville Utility District  
Mr. Jeremy Walton, Assistant General Mgr., Representative for Mr. Brad Haeggquist, Mauriceville Utility Dist.  
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. Joshua Allen, Sr., President, Jefferson County Drainage District #6 (DD6)  
Mr. Richard Beaumont, Commissioner, Jefferson County Drainage District #7 (DD7)  
Mr. Don Carona, General Manager, Orange County Drainage District  
Mr. Fritz Erbelding, President, Hardin County Emergency Services District #2  
Mr. Billy Ted Smith, Commissioner, Jasper County Emergency Services District #1  
Mr. Steve Hyden, President, Representative for Billy Ted Smith Jasper County Emergency Services District #1  
Mr. Sam Job, Jasper County Emergency Service District #4  
Chief Chris Gonzales, Jefferson County ESD #1  
Mr. Daniel J. Diaz, Jefferson County Emergency Services District #3  
Vacant, Orange County Emergency Services District #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  
Mr. Ken Duhon, Commissioner, Sabine-Neches Navigation District  
Ms. Holly Smith, Chief Financial Officer/Water Resources Mgr., Sabine River Authority  
Mr. Roger Fussell, President, 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

**STAFF PRESENT**

Ms. Shanna Burke, Executive Director, SETRPC  
Ms. Suzanne Carver, Executive Assistant, SETRPC  
Ms. Glenda Lacy, HR Manager, SETRPC / Director, Disaster Recovery Division (DRD)  
Mr. Jim Borel, Director of Finance, SETRPC  
Ms. Kaylan Arendale, Regional Planner, CJHSD  
Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network Division  
Ms. Lori Viator, Administrative Assistant, 9-1-1 Emergency Network Division  
Mr. Carl Marshall, Database Administrator, 9-1-1 Emergency Network Division  
Ms. Sara Torres-Garcia, Director, Community Services Division (CSD)  
Ms. Bonnie Brooks, Community Outreach, CSD  
Ms. Tyronna McKenzie, Director, SETX Foster Grandparent Program Division (FGP)  
Mr. Bob Dickinson, Director, Transportation & Environmental Resources Division (T&ER)  
Ms. Rachael Robinson, Transportation Planner, T&ER  
Mr. James Moore, Sr. GIS Analyst, T&ER

**GUESTS PRESENT**

Mr. Hudson Peterson, Deputy Regional Director, U.S. Senator John Cornyn  
Ms. Lanie Brown, Senior Regional Field Director, U.S. Congressman Brian Babin, Councilmember, City of West Orange  
Mr. Cole Michalk, Senior District Director, Speaker Dade Phelan  
Ms. Rhonda Masters, Community Outreach Specialist, Texas General Land Office (GLO)  
Ms. Lori Fountain, Executive Secretary, Jefferson County Precinct 1 (Commissioner Vernon Pierce)  
Mr. Eric Cobb, Director, Houston Field Office, U.S. Department of Housing and Urban Development (HUD)  
Mr. Jim Newberry, Program Analyst, Houston Field Office Policy & Management, HUD  
Mr. J.C. Crutison, Supervisory Management Analyst, Houston Field Office, HUD

**23-069 APPROVAL OF SEPTEMBER 20, 2023 EXECUTIVE COMMITTEE MINUTES**

➤ Judge Mark Allen, Jasper County, made a motion to approve the September 20, 2023, Executive Committee Minutes. Commissioner Johnny Trahan, Orange County, seconded the motion. The motion carried unanimously.

**23-070 APPROVAL OF AUGUST 2023 TREASURER’S REPORT**

➤ Mayor Glenn Johnson, City of Port Neches, made a motion to approve the August 2023 Treasurer’s Report. Mayor Anderson Land, Jr., City of Jasper, seconded the motion. The motion carried unanimously.

**23-071 ADMINISTRATION**

➤ Ms. Shanna Burke, Executive Director, South East Texas Regional Planning Commission (SETRPC), introduced Mr. Eric Cobb, the new Houston Field Office Director, U.S. Department of Housing and Urban Development (HUD), as well as other HUD staff, Mr. Isaac “Jim” Newberry, Jr. and Mr. Jasper Crutison. She then gave a brief bio on Mr. Cobb.

Mr. Cobb thanked all for attending and informed them that he and his partners were in attendance to let them know that there are HUD partners who are local and can be contacted. They want to build a relationship and hear the local plans, successes, and challenges and are available to assist in navigating the federal government. He invited them to call their office if assistance with the Department of Housing was needed. Mr. Cobb explained that they are in HUD Region VI, Houston Field Office.

Mr. Cobb then provided an overview of Region VI, Houston Field Office, along with an organizational chart. (*Please Attachment A.*) Their office is Field Policy Management (FPM) which encompasses:

- Principle point of contact for HUD in the field,
- Community Outreach, building partnerships with stakeholders, industry groups, media & public at large,
- Advance HUD Secretarial Initiatives & Strategic Goals,
- Respond to Congressional/Senatorial/local elected officials’ inquiries,
- Assist coordinating local disaster relief efforts.

There are different HUD offices to deal with compliance issues. HUD Region VI is about building relationships and helping with any roadblocks.

In closing, Mr. Cobb reiterated his invitation to please contact the HUD Region VI, Houston Field Office at any time at 713-718-3199. He also provided handouts, “Houston Field Office Southeast Texas 2023 Housing Opportunities Resource Guide” to anyone who requested one.

➤ SETRPC 1<sup>st</sup> Vice-President, Judge Wayne McDaniel, Hardin County, announced the appointment of the nominating committee members for 2024 SETRPC officers. They are as follows:

- Chairperson – Former Mayor Pro Tem Mary Adams, City of Kountze, SETRPC President 2021, Hardin County/Cities
- Former Mayor Rebecca Ford, City of Bevil Oaks, SETRPC President 2020/2021, Jefferson County/Cities
- Commissioner Kirk Roccaforte, Orange County, SETRPC President 2016, Orange County/Cities, Former Mayor, City of Bridge City
- Commissioner Dennis Marks, Jasper County Commissioner, Jasper County/Cities

The Nominating Committee will meet before the next Executive Committee meeting to nominate SETRPC officers for 2024. Judge McDaniel thanked them all for serving.

**23-072 COMMUNITY SERVICES DIVISION**

➤ Ms. Sara Torres-Garcia, Director, Community Services Division, presented for approval the “Succession Plan; Process for Hiring/Replacing the Executive Director”. Community Service Block Grant (CSBG) fund

recipients must meet the State of Texas prescribed Organizational (Org) Standards. Organizational Standards requires each agency to establish and follow policies and procedures regarding CSBG Maximum Feasible participation, Vision & Direction, and Operations & Accountability.

Ms. Torres-Garcia reviewed the *Vision and Direction* portion of the Org Standards, which includes *Category 4: Organizational Leadership*. Org Standard 4.5 reads, “*The organization has a written succession plan in place for the CEO/ED, approved by the board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.*”

In an effort to comply with Org Standard 4.5, Ms. Torres-Garcia, on behalf of the Community Services Division, respectfully requested the approval of the “Succession Plan; Process for Hiring/Replacing the Executive Director: as presented. (See Attachment B.)

Commissioner Johnny Trahan, Orange County, made a motion to approve the “Succession Plan; Process for Hiring/Replacing the Executive Director” as presented and recommended. Judge Mark Allen, Jasper County, seconded the motion. The motion carried unanimously.

**23-073 TRANSPORTATION & ENVIRONMENTAL RESOURCES DIVISION**

➤ First, Mr. Bob Dickinson, Director, Transportation & Environmental Resources Division (T&ER), presented for approval the consultant selection for complete broadband Regional Feasibility Study. A detailed explanation of the selection process utilized by the SETRPC Broadband Selection Committee was included in each member’s packet.

The SETRPC staff prepared the “Request for Qualification (RFQ) -1” which complied with the SETRPC’s procurement policy. The notice of availability was published in the *Beaumont Enterprise* on July 23, 2023, and was also posted on the SETRPC website. Interested firms were given four weeks to submit qualification statements. Two firms responded, HR Green and Cobb, Fendley & Associates, and both firms were interviewed on Wednesday, September 6, 2023.

The committee recommended Cobb, Fendley & Associates based on the following reasons:

- 1. Cobb, Fendley & Associates provided a complete and effective Scope of Services in their Qualification Statement. They have been providing community broadband planning services municipalities across the state of Texas.
- 2. Cobb, Fendley & Associates staff’s recent experience working on similar type projects with various Texas counties gives them a comprehensive knowledge to successfully complete the project on time and on budget.
- 3. Cobb, Fendley & Associates proposed project methodology utilizes proven efficient techniques for conducting project tasks to ensure accurate and quality data for developing the Complete Broadband Regional Feasibility Study.
- 4. Cobb, Fendley & Associates presented a cohesive and organized team to work as a collaborative partner. The project manager presented a sincere understanding of the project and a demonstrated ability to direct contractor staff to meet the SETRPC’s expectations for this project.

Article VIII, Part 4 of the SETRPC By-Laws states, “The SETRPC Executive Director shall recommend the employment of consultants to the Executive Committee.” Therefore, Mr. Dickinson, on behalf of staff, respectfully asked for approval to negotiate a contract with Cobb, Fendley & Associates for the development of a Complete Broadband Regional Feasibility Study to bring or improve high speed internet services to unserved and underserved households, businesses and institutions in our South East Texas Region. The total cost would be \$224,536. The selection committee was made up of three county judges, along with Mr. Fred Jackson with Jefferson County. Mr. Dickinson may be contacted at (409) 899-8444 ext. 7520.

Commissioner Vernon Pierce, Jefferson County, made a motion to approve Cobb, Fendley & Associates as the consultant for the Complete Broadband Regional Feasibility Study as presented and recommended. Commissioner Johnny Trahan, Orange County, seconded the motion. The motion carried unanimously.

This was followed by a brief discussion.

➤ Second, Mr. Dickinson, on behalf of T&ER staff, requested approval to subcontract with Orange County Transportation, Nutrition and Services for Seniors, and Orange Community Action Association to provide public transportation services in Rural Orange, Hardin, and rural Western Jefferson County as follows:

- 1. Orange County Transit \$ 843,375
- 2. Nutrition and Services for Seniors \$ 737,989
- 3. Orange Community Action Association \$ 160,130

These funds are from the Federal Transit Administration (FTA) 5311 program and TxDOT Public Transportation Division State Funds to continue our South East Texas Transit (SETT) services. SETT, a program of the SETRPC, is a curb-to-curb service providing public transportation to residents of Hardin County, rural Orange County, and rural western Jefferson County. The SETRPC administers SETT through subcontractors who operate the service. The SETRPC utilizes federal and state funds to provide the Section 5311 transportation services.

SETT, a demand response transit service, transports residents who live in the service region from their homes to any type of destination, including school, work, shopping, public services, health care facilities, grocery stores, places for entertainment, and more. SETT is available for residents living in portions of Hardin County to destinations within the county and to the City of Beaumont. Residents in portions of rural western Jefferson County can use SETT to travel to destinations within western Jefferson County and to Beaumont. The services are also available for all residents in rural Orange County for trips within Orange County, to Beaumont, or Port Arthur. The service is available to residents within the service region, regardless of age or income and all vehicles are wheelchair accessible. For fiscal year 2023 total one-way trips were 41,257. The fees are very nominal as the program is heavily subsidized. Mr Dickinson may be contacted at 409-899-8444 ext. 7520.

Commissioner Johnny Trahan, Orange County, made a motion to approve subcontracting with Orange County Transportation, Nutrition and Services for Seniors, and Orange Community Action Association to continue providing public transportation services in rural Orange, Hardin, and rural western Jefferson County as presented and recommended. Mayor Anderson Land, Jr., City of Jasper, seconded the motion. This was followed by a brief discussion regarding adding transportation in Jasper County. The motion then carried unanimously.

➤ Third, Mr. Dickinson, on behalf of T&ER staff, requested approval to subcontract with Nutrition and Services for Seniors (NSS) to provide transportation services for seniors 65 or over and person with disabilities living in Nederland, Port Neches, and Groves in the amount shown below:

Nutrition and Services for Seniors	\$ 380,000
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These funds are from the Federal Transit Administration (FTA) 5310 program and TxDOT Public Transportation Division State Funds to continue our South East Texas Transit (SETT) services for seniors age 65 and older, and persons with disabilities living in the cities of Nederland, Port Neches, and Groves. The SETRPC administers SETT, a program of the SETRPC, through a subcontractor who operates this service. The SETRPC utilizes federal and state funds to provide the Section 5310 transportation services.

SETT, a demand response transit service, transports residents who live in the service region from their homes to any type of destination within Mid-County, Port Arthur, and Beaumont, including school, work, shopping, public services, health care facilities, grocery stores, places for entertainment, and more. Mr. Dickinson added that for fiscal year 2023 total one-way trips were 6,324, and the fees are very nominal. Mr Dickinson may be contacted at 409-899-8444, ext. 7520.

Mayor Anderson Land, Jr., City of Jasper, made a motion to approve subcontracting with Nutrition and Services for Seniors (NSS) to continue providing public transportation services in the cities of Nederland, Port Neches, and Groves as presented and recommended. Councilmember Kimberly Cline, City of Lumberton, seconded the motion. The motion carried unanimously.

➤ Last, Mr. Dickinson, on behalf of T&ER staff, requested approval of the South East Texas Transit (SETT), "Draft" Title VI Plan. The SETRPC's rural transportation system provides curb-to-curb demand/response transportation services for healthcare, shopping, social services, employment, education, and recreational needs. Since SETT is utilizing FTA funds to provide transit service, compliance with the FTA Circular 4702.1B and Title VI of the Civil Rights Act of 1964 is required.

SETT's last Title VI Plan was updated in 2017 and is now due to update. SETRPC has updated SETT's TITLE VI Plan to address the responsibilities of SETRPC as a recipient of federal financial assistance as they relate to requirements of Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and Executive Order 12898.

The updated Title VI Plan outlines the policies and program elements, and complaint procedures to prevent any form of discrimination and to ensure certain populations are not disproportionately adversely affected by plans, programs, and projects implemented by public agencies. The update Title VI Plan has been reviewed and approved by Texas Department of Transportation Public Transportation Division (PTN).

A copy of the plan was provided in Executive Committee packets and may be obtained by contacting Mr. Dickinson at 409-899-8444 ext. 7520 or at [bdickinson@setrpc.org](mailto:bdickinson@setrpc.org). Upon approval of the updated Title VI Plan, the plan will be used to further support SETT's efforts in providing equitable transit service.

Commissioner Johnny Trahan, Orange County, made a motion to approve the South East Texas Transit (SETT) "Draft" Title VI Plan as presented and recommended. Judge Mark Allen, Jasper County, seconded the motion. The motion passed unanimously.

### **23-074 FUTURE CALENDAR**

➤ Ms. Suzanne Carver, Executive Assistant, SETRPC, reported that the next Southeast Texas Stand Down will be held on October 20, 2023, at the Jasper County Court Annex from 9:00 am – 2:00 pm, and the Texas Department of Agriculture will visit the SETRPC on November 9, from 9:00 am – 11:00 am. Also, the SETRPC

offices will be closed on Friday November 10, 2023, in observance of Veterans Day, and the next Executive Committee meeting will be held October 18, 2023, in the Mayor Homer E. Nagel room. Last, Ms. Carver reminded all that the 2024 Annual Meeting and Installation of SETRPC Officers will be held on Thursday, January 18, 2024, 6:30 pm, at the Beaumont Event Centre.

In conclusion, Ms. Carver stated that one of the SETRPC staff members, Ms. Debbie Garlington, was recently diagnosed with breast cancer. The good news is that she caught it early. There are two important things that are dear to our fellow staff member and friend that she would like to express to all as she has been very open about her journey.

1. It is very important to her that people do regular exams on themselves for early detection.
2. She welcomes any and all prayers.

To honor and encourage her, another one of our staff members, Ms. Lila Rueda-Junious, has organized an SETRPC team to participate in the Julie Rogers Gift of Life 5k Run to be held on October 28th. Ms. Carver then explained how to participate on the team.

### **23-075 OTHER, OLD, AND UNFINISHED BUSINESS**

➤ Tell Me Something Good:

First, Ms. Shanna Burke, Executive Director, SETRPC, provided an update on the SETRPC cybersecurity offender, who plead guilty and is awaiting sentencing. Ms. Burke has been in contact with the Federal Victims Assistance Office and received paperwork for a victim impact statement. She will have the opportunity to speak at the sentencing hearing to tell the judge at the federal courthouse how this has affected the SETRPC. She has been told by the federal attorney on the case that usually sentencing has to occur before any money is returned. An agreement has been set up with Motorola to pay them at the end of this month, then every 60 days until fulfilled. Any additional money that is returned will also be sent to them.

Second, Ms. Burke mentioned the Jasper Stand Down event. The Jefferson County Stand Down held last month was a huge event. Ms. Burke recognized Ms. Bonnie Brooks with the SETRPC who works with the Southeast Texas Veterans for Veterans to get the events put together. It's unbelievable the work that this group has done. Statistics from the Jefferson County event include: 607 volunteers, exhibitors, and registrants of which 303 of those were veterans and 304 non-veterans, 81 table registrations, 13 blood donations, 35 to 40 haircuts provided, and 33 flu vaccines given. 600 chicken sandwiches were provided by Chik-Fil-A. Out of what was not used, the chicken sandwiches were donated to a local homeless ministry, and the chips and drinks went to the American Legion to be handed out to veterans. These very popular Stand Downs are held yearly in Orange County, Jefferson County, including both Beaumont and Port Arthur, and the next one will be held in Jasper County this Friday. There is an effort to also have one in Hardin County.

Ms. Brooks added that this is really an encouragement to people. She encourages all to "talk it up to any veterans you know, or anyone who really might need services and has no idea how to find them in their area." Everyone is welcome, and the team works especially hard to have veteran services and to keep the Department of Defense donating items to hand out. It's also very encouraging to have Mr. Cole with HUD. Both HUD and the Veterans Administration (VA) are very interested that this is done on a regular basis. The momentum for these events is very encouraging, as well.

Both Judge Wayne McDaniel and Ms. Burke thanked Ms. Brooks for her support and efforts to make these events successful.

➤ There being no other, old, and unfinished business, the meeting adjourned at 12:46 pm.

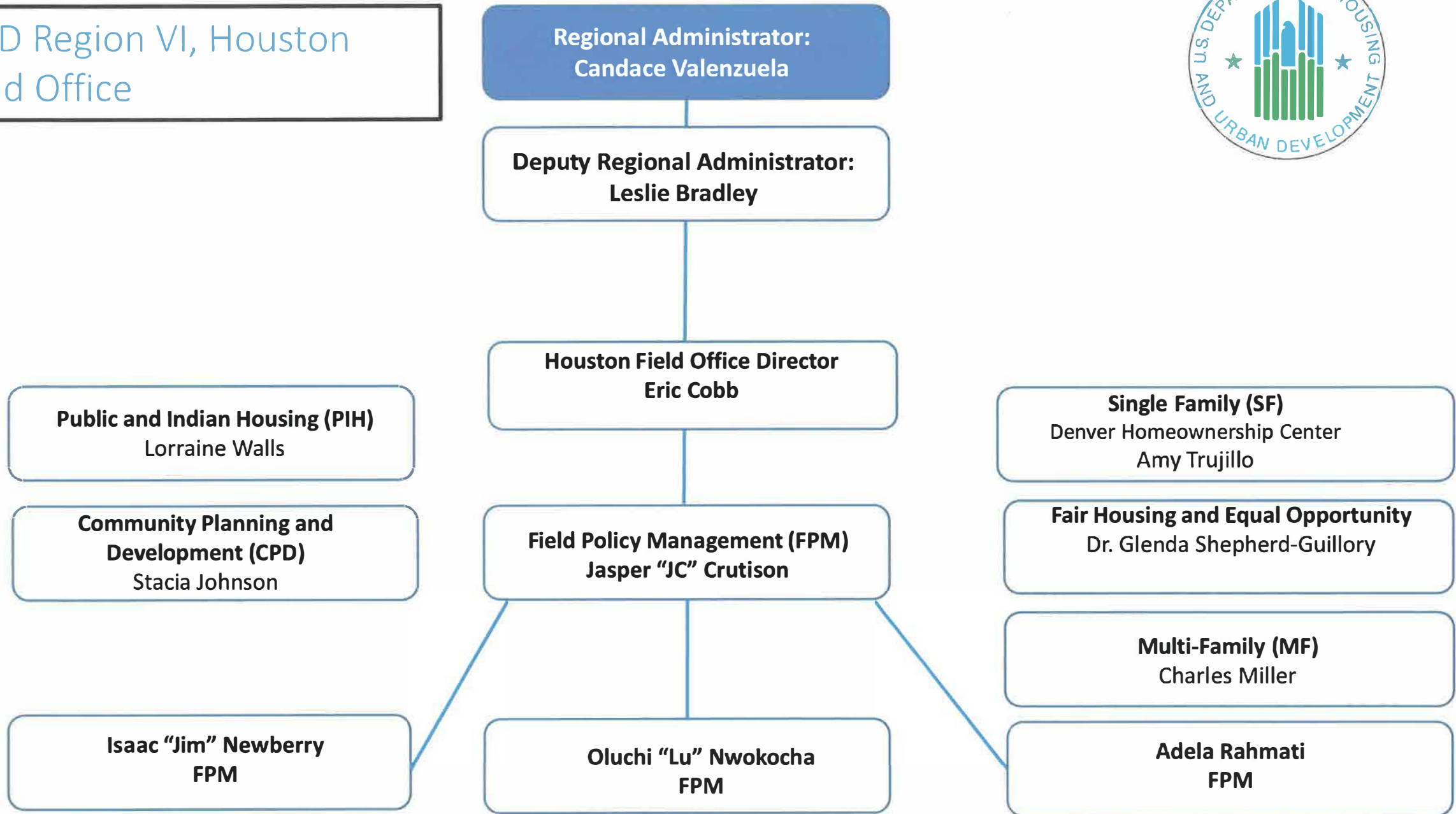
Respectfully submitted,



Mayor Cathy Nagel, City of Pine Forest  
Secretary

Attachment A

HUD Region VI, Houston  
Field Office







**Succession Plan;  
Process for Hiring/Replacing the Executive Director**  
9.25.2023

In the case of an emergency/unplanned, short-term absence of 3 month or less, and/or a permanent vacancy of the South East Texas Regional Planning Commission (SETRPC) Executive Director (ED), the SETRPC Executive Committee Officers will recommend a temporary or interim replacement to the full Executive Committee for review and approval.

A search committee will be approved by the Executive Committee and members named. The process for a permanent replacement will begin.

A formal job posting will be released and instruction for application provided to all. The Search Committee will review resumes, determine viable candidates, and conduct interviews. The Search Committee will make a final recommendation for a permanent ED replacement to the Executive Committee to review and approve.

This plan was presented and approved by the SETRPC Executive Committee on this 13 day of October, 2023.

A handwritten signature in blue ink, appearing to read "Wayne McDaniel", written over a horizontal line.

Wayne McDaniel, 1st Vice-President, SETRPC  
County Judge, Hardin County

A handwritten signature in blue ink, appearing to read "Cathy Nagel", written over a horizontal line.

Cathy Nagel, Secretary, SETRPC  
Mayor, City of Pine Forest

*Vision and Direction*

*Category 4: Organizational Leadership*

*Organizational Standard 4.5*

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

Executive Director – Shanna Burke

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