**COURT ORDER NO. 2011- 442 -07-11**

**STATE OF TEXAS**

**COUNTY OF COLLIN**

**COMMISSIONERS' COURT**
**MEETING MINUTES**
**JUNE 20, 2011**

On Monday, June 20, 2011, the Commissioners' Court of Collin County, Texas, met in Regular Session in the Commissioners' Courtroom, Jack Hatchell Collin County Administration Building, 4th Floor, 2300 Bloomdale Road, City of McKinney, Texas, with the following members present, and participating, to wit:

Judge Keith Self
Precinct 1 Commissioner Matt Shaheen
Precinct 2 Commissioner Cheryl Williams
Precinct 3 Commissioner Joe Jaynes
Precinct 4 Commissioner Duncan Webb

Commissioner Jaynes led the Invocation.
Commissioner Webb led the Pledge of Allegiance.
Judge Self led the Pledge of Allegiance to the Texas Flag.

**1.** Judge Self called to order the meeting of the **Collin County Commissioners' Court** at 1:31 p.m. and recessed into the **Collin County Health Care Foundation**.

President Self called to order the meeting of the **Collin County Health Care Foundation** at 2:04 p.m. and recessed the meeting into the **Collin County Commissioners' Court**.

Judge Self recessed the meeting of the **Collin County Commissioners' Court** at 2:05 p.m. and reconvened the meeting of the **Collin County Health Care Foundation**.

President Self adjourned the meeting of the **Collin County Health Care Foundation** at 2:07 p.m. and reconvened the **Collin County Commissioners' Court**.

**1. AI-33724** Budget amendment in the amount of $2,000 to transfer funds from the Out of County Sex Offender fund to the Juvenile Probation Department for the purchase of a floor buffer for the Juvenile Detention facility, Auditor.

**FYI NOTIFICATION**

**1. AI-33736** Change Order No. 2 to Collin County Central Plant Upgrade (IFB No. 09762-09) with Swaim Construction & Assoc., Inc. to add various Pricing Change Orders to the contract (previously approved by the County Administrator per Court Order No. 2007-180-02-27), Construction & Projects.

**2. AI-33741** Utilization of the BuyBoard cooperative contract (No. 345-10) to purchase one T750 Bobcat Compact Track Loader with various attachments from Bobcat of Fort Worth, Public Works.

**3. Notification of budget adjustment(s)/amendment(s):**

**a. AI-33744** $14,813 to establish a budget in the Drug Forfeiture Fund for leased service equipment, District Attorney.

**b. AI-33728** $59,775 to establish the budget for the 2009 State Homeland Security Program (SHSP) grant, Auditor.

**2.** Public Comments.

Roy Serpa, Fairview, came forward to share a letter he sent to the Dallas Morning News the previous week regarding the North Texas Tollway Authority. His letter expressed his concerns on the NTTA Board review of the executive directors. (Time: 1:40 p.m.)

**3. Presentation/Recognition:**

Judge Self presented Candy Blair, Healthcare Services, with an award from the National Association of Counties for the Functional Physical Capacity Assessment Program. Ms. Blair stated the program is to assess the functional physical capacity of applicants for employment to help decrease work related injuries. (Time: 1:35 p.m.)

**a.** Presentation of Service Pins for the month of June, Human Resources.

Greg Willis, District Attorney, presented a 15 year service pin to Tracie Tidwell. Jeff May, County Auditor, presented a 10 year service pin to Janet Mauney. (Time: 1:38 p.m.)

**4. Consent agenda to approve:** Judge Self asked for comments on the consent agenda. Commissioner Webb pulled one check on item 4a. Commissioner Jaynes pulled one check on item 4a. Commissioner Williams pulled item c1. Commissioner Shaheen pulled item 4d1 and Judge Self pulled item h6. Hearing no further comments, Commissioner Jaynes made a motion to approve the remainder of the consent agenda. (Time: 2:08 p.m.)

Motion by: Commissioner Joe Jaynes
Second by: Commissioner Duncan Webb
Vote: 5 – 0 Passed

**a. AI-33761** Disbursements for the period ending June 14, 2011, Auditor.

Commissioner Jaynes made a motion to approve payment to Schindler Corporation. Commissioner Webb abstained from the vote. (Time: 2:08 p.m.)

Motion by: Commissioner Joe Jaynes
Second by: Commissioner Cheryl Williams
Abstained: Commissioner Duncan Webb
Vote: 4 – 0 Passed

**COURT ORDER NO. 2011-391-06-20**

Commissioner Webb made a motion to approve payment to Dale Rose. Commissioner Jaynes abstained from the vote. (Time: 2:08 p.m.)

Motion by: Commissioner Duncan Webb
Second by: Commissioner Cheryl Williams
Abstained: Commissioner Joe Jaynes
Vote: 4 – 0 Passed

**COURT ORDER NO. 2011-392-06-20**

Commissioner Williams made a motion to approve the remainder of the disbursements. (Time: 2:08 p.m.)

Motion by: Commissioner Cheryl Williams
Second by: Commissioner Joe Jaynes
Vote: 5 – 0 Passed

**COURT ORDER NO. 2011-393-06-20**

**b. AI-33737** Tax refunds totaling $191,264.07, Tax Assessor Collector.

**COURT ORDER NO. 2011-394-06-20**

**c. Advertisement(s):**

**1. AI-33705** Insurance, Medicare Supplemental Plans (RFP No. 06212-11), Human Resources.

Commissioner Williams pulled the item because she did not recall a discussion to send this item out for Request for Price (RFP). She stated she also would like to discuss the item because she has questions. Bill Bilyeu, County Administrator, said he had a majority of the Commissioners' Court ask for the RFP. Mr. Bilyeu collected information and now requested comments from the Commissioners regarding things they would like to add or remove. Commissioner Williams said she is concerned about sponsoring a program for people they do not have a financial relationship with. Judge Self added he would like an analysis. After a discussion, Judge Self said this was not what the Court voted on and they should answer the questions before requesting a RFP. Commissioner Webb said he would like to see the rates but he would not vote to support paying for this. Commissioner Williams requested the item be held. (Time: 2:16 p.m.)

**HELD**

**d Award(s):**

**1. AI-33679** Services: Historical Records Restoration and Preservation (RFP No. 02117-11) to American Cadastre Option "B", District Clerk.

Commissioner Shaheen asked why they are choosing option B which is $12,000 more expensive when the only difference is it scored higher with security and accessibility. Patricia Crigger, District Clerk, came forward and said the option is fire proof and flood proof. She stated they had a flood in the basement less than a year ago; however, fortunately the files weren't completely lost due to most of them already being scanned.

Ms. Crigger informed the Court these were the same options the County Clerk used in her restoration. Commissioner Webb stated this option comes with the shelving units as well. Commissioner Shaheen made a motion to approve. (Time: 2:19 p.m.)

Motion by: Commissioner Matt Shaheen
Second by: Commissioner Joe Jaynes
Vote: 5 – 0 Passed

**COURT ORDER NO. 2011-395-06-20**

**e. Agreement(s):**

**1. AI-33725** Agreement with the Organized Crime Drug Enforcement Task Force for the use of state and local overtime and authorized expenses/strategic initiative and further authorize the County Judge to finalize and execute same, District Attorney.

**COURT ORDER NO. 2011-396-06-20**

**f. Amendment(s):**

**1. AI-33693** No. 2 to Juvenile Detention Center "CRC" Technology (AGR No. 02375-09) with the McKinney Independent School District to extend the contract for one (1) year through and including June 8, 2012 and further authorize the Purchasing Agent to finalize and execute same, Information Technology.

**COURT ORDER NO. 2011-397-06-20**

**g. Receive and File, Auditor:**

**1. Final Audit Result(s):**

**a. AI-33734** Juvenile Probation (1st & 2nd Quarter FY2011).

**COURT ORDER NO. 2011-398-06-20**

**h. Miscellaneous**

**1. AI-33701** Grant application for the FY2011 State Criminal Alien Assistance Program (SCAAP) grant through the Bureau of Justice Assistance, Auditor.

**COURT ORDER NO. 2011-399-06-20**

**2. AI-33665** Acceptance of $371.22 resulting from the settlement of a class action lawsuit, Purchasing.

**COURT ORDER NO. 2011-400-06-20**

**3. AI-33739** Proclamation in observance of the 28th Annual National Night Out, October 4, 2011, Sheriff.

**COURT ORDER NO. 2011-401-06-20**

**4. AI-33674** Reclassification of an Administrative Secretary position to a Secretary position, Human Resources.

**COURT ORDER NO. 2011-402-06-20**

**5. AI-33759** Personnel Appointments, Human Resources.

**COURT ORDER NO. 2011-403-06-20**

**6. AI-33760** Personnel Changes, Human Resources.

Judge Self asked Patricia Crigger, District Clerk, to come forward and noted this position was the same one they discussed the previous week. Commissioner Williams stated she and Commissioner Webb met with Ms. Crigger and they feel she is doing what is appropriate for her office. Ms. Crigger said she will watch her audits very carefully. Judge Self made a motion to approve. (Time: 2:20 p.m.)

Motion by: Judge Keith Self
Second by: Commissioner Duncan Webb
Vote: 5 – 0 Passed

**COURT ORDER NO. 2011-404-06-20**

## GENERAL DISCUSSION

**5. AI-33656** Medical Reserve Corps (MRC) and the Strategic National Stockpile (SNS) presentation, Homeland Security.

Eileen Prentice and Maria Stephens, Homeland Security, came forward to discuss the Strategic National Stockpile (SNS) and Medical Reserve Corps (MRC). Ms. Prentice stated the SNS is overseen by the Center for Disease Control (CDC) and consists of antibiotics, vaccines, antidotes, antitoxins, medical supplies and medical equipment to deploy in response to public health emergencies. She said the SNS is composed of two parts, the 12 hour push pack and managed inventory.

The 12 hour push pack is less than 5% of the total SNS inventory and is the first line of support. It is configured to be immediately loaded onto either trucks or commercial cargo airplanes to be delivered within 12 hours. The vendor managed inventory can be tailored to a specific threat and arrive within 24 to 36 hours.

Ms. Prentice discussed the SNS process. After a public health emergency the Judge can request assistance from the Governor, the Governor requests help from the CDC and they release SNS assets within 12 hours to a regional receiving, staging and storage site. They then deliver the assets directly to Points of Dispensing, PODS, throughout Collin County where MRC volunteers dispense them to the public.

SNS dispensing consists of two methods, push and pull sites. Pull sites are considered PODS which require community effort to operate and are placed close to where people live. Push sites are jails, juvenile detention facilities, nursing homes and the home bound population where the MRC would have to go to them.

Ms. Prentice stated PODS are large scale clinics planned to rapidly administer medications or vaccinations to all residents. They are designed to respond to a number of possible events and scenarios and are activated when normal public health systems must be supplemented.

Maria Stephens, Homeland Security, discussed the MRC and said it is a community-based, organized group of non-medical and medical volunteers. They are responsible for staffing PODS. She stated in 2008 they only had 487 volunteers and now they have 1,384.

Ms. Stephens said in the event of a wide-spread disaster, they estimate they would need approximately 5,400 volunteers to run 27 PODS countywide. She discussed the roles of the medical and non-medical volunteers. The volunteers can assist with communications and setting up mobile medical units along with many other duties.
Ms. Stephens stated the MRC volunteers currently are partnered with Meals on Wheels and offer amateur radio support for the Collin Classic Bike Rally along with supporting other city events. From January 2009 until the present day the MRC volunteers have completed 9,267 community service hours which is equivalent to $219,094.36.
Judge Self asked how many of the volunteers are first responders. Ms. Stephens stated she has approximately 300 nurses, 40 EMT's, along with doctors, nurse practitioners and other emergency personnel. She said she focuses on recruiting school nurses because they will not be in school during a disaster and can help. Judge Self asked how the MRC would handle a disaster which consists of a disease or bioterrorism situation and dispersing the assets so the public would not have to meet at a POD and expose themselves. Ms. Prentice said the program needs to mature and the next step is to grow the program to work out the issues such as implementing drive through PODS and working with Homeowners Associations for disbursements. Commissioner Shaheen stated he was very impressed and asked about the drills they have performed on PODS. Ms. Prentice said they have drilled approximately one fourth of their total 27 PODS in the county. He also asked if they have a list of the push sites such as nursing homes. Ms. Prentice stated they have a list of all of them as well as bed counts and they meet with them periodically to keep an updated list and a form of action. Commissioner Shaheen asked about the radio clubs and Ms. Stephens stated she is a member of the McKinney Amateur Radio Club and they are in contact with other radio clubs for communications.
Commissioner Webb asked how they recruit new volunteers. Ms. Stephens said it's about getting the word out in the community and they are growing mostly by word of mouth. (Time: 1:59 p.m.)

**NO ACTION TAKEN**

**6. AI-33778** Posting Countywide appointments, County Judge.

Judge Self placed this on the agenda because they have been appointing people on important Council of Governments (COG) committees. He stated they have been putting the posting on some of the agendas but not all. Judge Self read an excerpt from the Texas Area Counties manual regarding the posting of appointments. He made a motion to include the position and the board on the agenda for major committee appointments such as countywide, state-wide and COG boards. Commissioner Jaynes second the motion but

asked if they could include all board and committee appointments. The Judge amended his motion. (Time: 2:03 p.m.)

Motion by: Judge Keith Self
Second by: Commissioner Joe Jaynes
Vote: 5 – 0 Passed

**COURT ORDER NO. 2011-405-06-20**

**7. AI-33763** Board/Committee Appointments, Commissioners Court.

Judge Self asked if anyone had any Board or Committee appointments. Hearing none he moved on to the next item. (Time: 2:04 p.m.)

**NO ACTION TAKEN**

**8. AI-33710** 82nd Legislature, First Special Session.

Judge Self asked Bill Bilyeu, Administrative Services, if he or anyone else had any legislative items to discuss. Hearing none he recessed Commissioners Court to the Healthcare Foundation. (Time: 2:04 p.m.)

Judge Self reconvened the Commissioners Court and Commissioner Jaynes asked what was left for the Special Session. Judge Self stated he believed they have signed the budget. (Time: 2:05 p.m.)

**NO ACTION TAKEN**

**9.** Possible future agenda items by Commissioners Court without discussion.

Commissioner Shaheen asked to add use of the Planning Board and to add county reserves and county tax rate. (Time: 2:21 p.m.)

**EXECUTIVE SESSION**

There being no reason to recess into Executive Session and no further business of the Court, Judge Self adjourned the meeting at 2:21 p.m.

Not Present
**Keith Self, County Judge**

**Matt Shaheen, Commissioner, Pct. 1**

**Cheryl Williams, Commissioner, Pct. 2**

**Joe Jaynes, Commissioner, Pct. 3**

Not Present
**Duncan Webb, Commissioner, Pct. 4**

**ATTEST:**

**Stacey Kemp, Ex-Officio Clerk**
**Commissioners Court**
**Collin County, T E X A S**