

STATE OF TEXAS

COMMISSIONERS' COURT  
MEETING MINUTES  
JUNE 17, 2013

COUNTY OF COLLIN

On Monday, June 17, 2013, 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

Commissioner Matt Shaheen, Precinct 1

Commissioner Cheryl Williams, Precinct 2

Commissioner Chris Hill, Precinct 3

Commissioner Duncan Webb, Precinct 4

Commissioner Hill 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 1:30 p.m.

President Self called to order the meeting of the Collin County Health Care Foundation at 2:43 p.m. and adjourned the meeting at 2:46 p.m.

#### FYI NOTIFICATION

1. AI-34688 Outstanding Agenda items, Commissioners Court.

2. AI-36863 Addendum No. 1 to Services: Fencing, Labor and Materials, All Inclusive (IFB No. 2013-150) to extend the due date by two weeks, Purchasing.

3. AI-36818 Utilization of the Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program (Contract No. HP07-13) for All Hazards Preparedness, Planning, Consulting and Recovery Services with RCC Consultants, Inc. for consulting services for Phase 1 of the Collin County Radio System Upgrade/Replacement, Sheriff.

This item refers to the Sheriff's request to move towards a new radio system which would allow for interoperability between agencies. Commissioner Williams feels this is a crucial item and wants the public to be aware that there are a lot of requirements to be able to move towards interoperability between agencies.

Sheriff Terry Box came forward and stated this item is on FYI for the consultation aspect of the project, and it would be another five years or so before something is done. The Sheriff's Office is required to have a radio interoperability plan within the next five years. It is very important for all law enforcement agencies to be equipped with radio systems that allow for communication between law enforcement agencies. Sheriff Box stated he has made it very clear to smaller law enforcement agencies that a change in their radio systems is required as well or their radio systems will become inoperable with Collin County's.

Commissioner Webb expressed concern with the 10% markup cost. Michalyn Rains, Purchasing, came forward and stated RCC Consultants, Inc. has agreed to delete the paragraph containing the markup cost. (Time: 1:36 p.m.)

## **2. Public Comments.**

## **3. Presentation/Recognition.**

**4. Consent agenda to approve:** Judge Self deleted item 4g2 and pulled items 4f2b, 4f2c, and 4f2d. He then asked for comments on the consent agenda. Commissioner Webb pulled the Schindler Elevator disbursement and items 4c1, 4f2a, and 4g1. Commissioner Williams pulled FYI Notification 3, and Commissioner Shaheen pulled item 4e1. With no further comments, a motion was made to approve the remainder of the consent agenda. (Time: 1:34 p.m.)

Motion by: Commissioner Matt Shaheen  
Second by: Commissioner Duncan Webb  
Vote: 5 – 0 Passed

### **a. AI-36868 Disbursements for the period ending June 11, 2013, Auditor.**

All disbursements with the exception of the disbursement to Schindler Elevator were approved with the consent agenda.

### **COURT ORDER NO. 2013-419-06-17**

A motion was made to approve the disbursement to Schindler Elevator. (Time: 1:36 p.m.)

Motion by: Commissioner Cheryl Williams  
Second by: Commissioner Chris Hill  
Vote: 4 – 0  
Abstained: Commissioner Duncan Webb

### **COURT ORDER NO. 2013-420-06-17**

### **b. AI-36846 Tax refunds totaling \$231,673.61, Tax Assessor Collector.**

### **COURT ORDER NO. 2013-421-06-17**

**c. Amendment(s):**

1. **AI-36856** Modification of Contractual Agreement for Services, Paramedic Ambulance (Agreement No. 08628-08) with the Southeast Collin County EMS (Emergency Medical Services) Coalition and East Texas Medical Center, d/b/a/East Texas Medical Center Emergency Medical Service to extend the contract for one (1) year through and including September 30, 2014 and further authorize the County Judge to finalize and execute same, Fire Marshal.

Commissioner Webb asked which CPI (Consumer Pricing Index) was used in the agreement and for what period. Jason Browning, Fire Marshal, came forward and stated the current CPI is 3.1 per capita and is based off the Ambulance Services CPI. Under the current contract there is a five year automatic renewal, however, extending the contract for one year would allow the County, as well as the Southern Coalition, the ability to negotiate. Commissioner Shaheen asked that the agreement be annotated to show the Ambulance Services CPI was used. Commissioner Webb asked to see a reference of the Ambulance Services CPI as well as a reference for the time period. Michalyn Rains, Purchasing, stated she will ask the City of Wylie to edit the contract to state the CPI being used is for Ambulance Services. A motion was made to approve the item. (Time: 1:40 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Cheryl Williams  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2013-422-06-17**

**d. Change Order(s):**

1. **AI-36854** No. 1 to Services, Coffee (IFB No. 05226-12) with Office Perks, Inc. for price adjustments to the contract and further authorize the Purchasing Agent to finalize and execute same, Purchasing.

**COURT ORDER NO. 2013-423-06-17**

2. **AI-36866** No. 3 to Services, GPS Offender Monitoring (RFP No. 03204-10) with Sentinel Offender Services, LLC to extend the contract for the period of September 1, 2013 through and including August 31, 2014 and further authorize the Purchasing Agent to finalize and execute same, Sheriff.

**COURT ORDER NO. 2013-424-06-17**

3. **AI-36864** No. 4 to Dairy Products: Milk (IFB No. 05610-09) with Milk Products, LP to extend the contract for one (1) year through and including September 30, 2014 and further authorize the Purchasing Agent to finalize and execute same, Sheriff.

**COURT ORDER NO. 2013-425-06-17**

**e. Budget adjustment(s)/amendment(s):**

**1. AI-36845** \$200,000 to move funds from the Enterprise Video Conferencing project to the End of Life/End of Support project for Countywide switches, routers and networking items, Information Technology.

Commissioner Shaheen asked for clarification on this item. Caren Skipworth, Information Technology, came forward and stated during a FBI (Federal Bureau of Intelligence) audit at the Justice Center it was discovered that some equipment had reached the end of life and would not receive security patches. Ms. Skipworth made a suggestion to use leftover funds from the Enterprise Video Conferencing project to cover the cost of replacing the end of life equipment. This would allow the End of Life/End of Support project to be completed this year instead of in FY 2014. After a brief discussion a motion was made to approve the item. (Time: 1:43 p.m.)

Motion by: Commissioner Matt Shaheen  
Second by: Commissioner Cheryl Williams  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2013-426-06-17**

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

**1. Monthly Financial Report(s):**

**a. AI-36775** Monthly Financial Report for September 2012.

**COURT ORDER NO. 2013-427-06-17**

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

**a. AI-36778** SCORE (Sheriff's Convicted Offender Re-Entry Effort) Program FY2011.

Commissioner Webb stated the county spent more on this program than what was received by the grant. He questioned why the county did not seek recovery of the additional expenses not covered by grant funds. Jeff May, County Auditor, came forward and stated that when his office checked in to recovering the funds it was too late because the fiscal year had already passed. Mr. May stated his office has enacted procedures in the Sheriff's Office to make sure this type of incidence does not happen again. A motion was made to approve the item. (Time: 1:44 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Matt Shaheen  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2013-428-06-17**

**b. AI-36828** Child Protective Services (1st – 4th Quarter FY2012 & 1st Quarter FY2013).

Judge Self stated there has been advanced notice that the CPS (Child Protective Services) Board will ask for additional funding during budget time. Judge Self asked Jeff May, County Auditor, if he had a list of the CPS Board's funds. According to Mr. May, the CPS Board has two bank accounts, a checking account and a money market account used for investments. The board also receives an annual county budget of \$46,330. The money market balance is \$123,000 and the checking account balance is \$3,400 as of April 30, 2013. Mr. May stated the CPS Board is a county board, however, they can use the funds in the money market account and the checking account as they see fit. Judge Self asked for clarification on which funds are controlled by the county and which funds are for non-profit. A motion was made to approve the audit. (Time: 1:48 p.m.)

Motion by: Judge Keith Self  
Second by: Commissioner Matt Shaheen  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2013-429-06-17**

**c. AI-36833** Justice of the Peace, Precinct 3-2 (1st & 2nd Quarter FY2012).

Judge Self noted the audit stated the office was short by one clerk. He asked if this was an open position because currently HR (Human Resources) does not have this listed as an open position. He further noted that in the Precinct 1 audit they asked for more staff. Jeff May, County Auditor, stated this was a position that was removed during budget last year and it is not an open position. Judge Self asked Cynthia Jacobson, Human Resources, which precinct received an extra position. Ms. Jacobson stated there are currently no open positions. One position was filled in early February and one position was filled in early April. A motion was made to approve the audits for Justice of the Peace, Precinct 3-2 and Justice of the Peace, Precinct 3-1. (Time: 1:50 p.m.)

Motion by: Judge Keith Self  
Second by: Commissioner Matt Shaheen  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2013-430-06-17**

**d. AI-36834** Justice of the Peace, Precinct 3-1 (2nd & 3rd Quarter FY2012).

Judge Self discussed this item in conjunction with 4f2c. A motion was made to approve the audit. (Time: 1:50 p.m.)

**COURT ORDER NO. 2013-431-06-17**

**e. AI-36824** Justice of the Peace, Precinct 1 (3rd & 4th Quarter FY2012).

**COURT ORDER NO. 2013-432-06-17**

f. **AI-36808** Justice of the Peace, Precinct 2 (3rd & 4th Quarter FY2012).  
**COURT ORDER NO. 2013-433-06-17**

g. **AI-36827** Justice of the Peace, Precinct 3-2 (3rd & 4th Quarter FY2012).  
**COURT ORDER NO. 2013-434-06-17**

h. **AI-36830** County Clerk (4th Quarter FY2012).  
**COURT ORDER NO. 2013-435-06-17**

i. **AI-36832** Justice of the Peace, Precinct 4 (4th Quarter FY2012).  
**COURT ORDER NO. 2013-436-06-17**

j. **AI-36829** Myers Park (4th Quarter FY2012).  
**COURT ORDER NO. 2013-437-06-17**

k. **AI-36825** Sheriff (4th Quarter FY2012).  
**COURT ORDER NO. 2013-438-06-17**

l. **AI-36810** Constable, Precinct 2 (1st Quarter FY2013).  
**COURT ORDER NO. 2013-439-06-17**

m. **AI-36811** Juvenile Probation (1st Quarter FY2013).  
**COURT ORDER NO. 2013-440-06-17**

**g. Miscellaneous**

1. **AI-36776** Adoption of the revised Cash Handling Policy, Auditor.

Commissioner Webb made a suggestion in the provision about theft of funds to require employees to report theft to the County Auditor and the District Attorney, instead of just reporting to one or the other. This would keep both departments in the loop. Commissioner Webb also made a suggestion to replace the word "fraud" with the word "theft" in addition to other edits. A motion was made to approve the item with Commissioner Webb's recommendations. (Time: 1:52 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Matt Shaheen  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2013-441-06-17**

2. **AI-36859** Adoption of the revised Investment Policy, Auditor.

**HELD**

3. **AI-36875** Personnel Appointments, Human Resources.

**COURT ORDER NO. 2013-442-06-17**

## **GENERAL DISCUSSION**

### **5. AI-36871 PUBLIC HEARING regarding the utilization of Vote Centers, Elections.**

Sharon Rowe, Elections, came forward and stated the public hearing is the third of four that is required in order for the county to pursue successful status from the Secretary of State on the continued use of vote centers. The next step is for Judge Self to write a letter and enclose the transcript of this public hearing and seek for designation of successful status. This would give the county the ability to move forward on elections and remove the step of submitting the plan to the Secretary of State. Today's public hearing allows individuals to present their thoughts on the use of public vote centers. Judge Self opened the public hearing at 1:54 p.m.

Elizabeth Erkel, President of the League of Women Voters, came forward and expressed her support for the use of vote centers. She believes the convenience of vote centers increases voter participation. She recommends the Court seek designation of successful status from the Secretary of State.

With no further comments, Judge Self closed the public hearing at 1:57 p.m. and asked for a discussion from the Court. Commissioner Williams commented that she believes the voting public really likes the use of vote centers because they seem to be more voter and budget friendly, however, in reality this is not the case. According to Commissioner Williams vote centers actually end up being more costly. This is because there are so many small areas that have to be covered by state or federal law that it is difficult to find places large enough and with adequate parking to accommodate vote centers. Judge Self agreed with Commissioner Williams. He also commented that the Court has been looking at cutting down the number of vote center locations and asked that the Court continue to look for non-school voting locations. Judge Self asked Ms. Rowe if successful status would remove the county from the pilot program as well as allow the county to use vote centers in the future without having to ask for permission from the Secretary of State. Ms. Rowe stated this was correct. A motion was made to approve seeking successful status. (Time: 1:59 p.m.)

Motion by: Commissioner Cheryl Williams

Second by: Commissioner Duncan Webb

Vote: 5 – 0 Passed

### **COURT ORDER NO. 2013-443-06-17**

### **6. AI-36779 Tracking of non-capital equipment, Auditor.**

Jeff May, County Auditor, put this item on the agenda per the Court's request. Mr. May asked for a discussion on how to handle equipment that is not capitalized, less than \$5,000, and is not currently being tracked. There is no current policy on tracking non-capitalized items.

Commissioner Webb expressed his concern with items under \$5,000 not being tracked because the vast majority of county inventory is individually priced under \$5,000. Without tracking there is no way for the Court to know if items are being stolen. Currently the only items being tracked are handguns, rifles, satellite phones, video recorders, DVD players, VCRs, portable data digital projectors, and medical equipment.

Suggestions were made to have each department track their own items. Michalyn Rains, Purchasing, came forward and stated that listing each item would be extremely time consuming and because items move daily it would be difficult to keep an accurate count. A major concern of the Court included purchasing items that aren't needed because there are extras elsewhere in the County that could be used instead. Commissioner Webb expressed support for a policy that would restrict the moving of furniture from one building to the next. (Time: 2:17 p.m.)

**NO ACTION TAKEN**

**7. AI-36777 Electronic Fund transfer update, Auditor.**

Jeff May, County Auditor, gave an update on the progress of the electronic funds transfer. The county has various departments with their own accounts and instead of writing a check every Friday and dropping it off at the Treasury Office the electronic transfer would make the process of depositing funds much more efficient. Currently, the County Clerk's Office and Justice of the Peace, Precinct 1, have been the only two departments testing the electronic transfer and have had great success. Mr. May would like to expand this program to the other Justice of the Peace offices.

Judge Self stated he would like the entire county to start using the electronic transfer of funds and do away with paper checks. Judge Self asked Cynthia Jacobson, Human Resources, if there are statutes that require employees to receive paper checks. Ms. Jacobson stated there are statutes that require the county to give employees the option of obtaining a paper check and pay statements. Stacey Kemp, County Clerk, came forward and stated it is very costly for the Treasury department to deal with paper checks and statements. Ms. Jacobson stated we could start mailing checks to employee's homes as she feels this would make many employees choose direct deposit instead. The Court would like to see a move towards electronic fund transfers for the entire county. Judge Self asked Ms. Jacobson to compile an analysis for the budget discussion. (Time: 2:27 p.m.)

**NO ACTION TAKEN**

**8. AI-33858 RTC monthly update, Commissioner, Precinct 4.**

Commissioner Webb gave an update on the RTC (Regional Transportation Council) meeting. In a workshop prior to the meeting there was a discussion related to federal grant funds in the amount of \$900,000 that were given to the City of McKinney and the City of Allen to fund programs.



The funds were never used and RTC is now in charge of the funds. The workshop was held to discuss the options that RTC has in terms of managing the funds.

During the meeting, RTC elected new officers Katherine Wileman as Chair, Mike Cantrell as Vice Chair, and Mark Riley as Secretary. Other items of interest included approval of emergency funding for Dallas/Fort Worth urbanized area, approval of the Mobility Plan 2035 update, a managed lane policy update, and a discussion on congestion management process. (Time: 2:39 p.m.)

**NO ACTION TAKEN**

**9. AI-35285** Medicaid 1115 Waiver, Regional Health Partnership, Administrative Services.

Dr. Leigh Hornsby, Public Information Associates, came forward with an update on the Medicaid 1115 Waiver. We are currently entering the implementation and learning collaborative phase of the project. The first year focused on the development of the plan which has been submitted to CMS (Center for Medicare and Medicaid Services) and accepted. We are currently working on a few edits. In the upcoming year we can expect additional learning and collaborative workshops and CMS has requested each RHP (Regional Health Partnership) conduct at least one more public meeting to update the public on the projects that were accepted and how they are being implemented. (Time: 2:42 p.m.)

**NO ACTION TAKEN**

**10. AI-34804** 83rd Legislative Agenda for 2013, Commissioners Court.

**NO ACTION TAKEN**

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

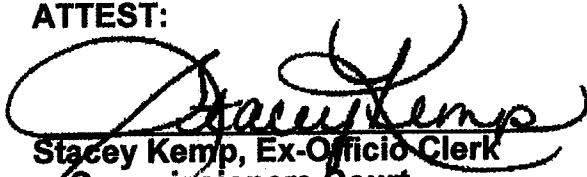
Judge Self asked for a future discussion on electronic transfers and recommendations on the inventory system. Commissioner Shaheen asked for a future discussion on electronic vendor payments. (Time: 2:43 p.m.)

**EXECUTIVE SESSION**

The Court did not recess into Executive Session. There being no further business of the Court, Judge Self adjourned the meeting of the Commissioners' Court at 2:43 p.m.



ATTEST:



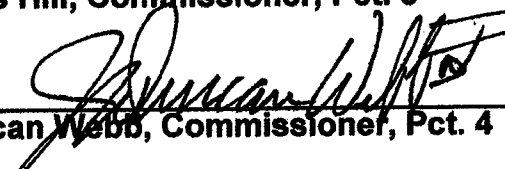
Stacey Kemp, Ex-Officio Clerk  
Commissioners Court  
Collin County, T E X A S

  
\_\_\_\_\_  
Keith Self, County Judge

  
\_\_\_\_\_  
Matt Shaheen, Commissioner, Pct. 1

  
\_\_\_\_\_  
Cheryl Williams, Commissioner, Pct. 2

Not Present  
\_\_\_\_\_  
Chris Hill, Commissioner, Pct. 3

  
\_\_\_\_\_  
Duncan Webb, Commissioner, Pct. 4