

STATE OF TEXAS

COMMISSIONERS' COURT
MEETING MINUTES
AUGUST 5, 2013

COUNTY OF COLLIN

On Monday, August 5, 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 Shaheen led the Invocation.
Commissioner Williams led the Pledge of Allegiance.
Commissioner Hill led the Pledge of Allegiance to the Texas Flag.

Judge Self called to order the meeting of the Collin County Commissioners' Court at 1:30 p.m. and recessed the meeting at 2:45 p.m. The meeting was reconvened and recessed into Executive Session at 2:51 p.m. The meeting was reconvened and adjourned at 3:17 p.m.

President Self called to order the meeting of the Collin County Health Care Foundation at 2:46 p.m. and adjourned the meeting at 2:47 p.m.

President Self called to order the meeting of the Collin County Toll Road Authority at 2:48 p.m. and adjourned the meeting at 2:51 p.m.

DECISIONS MANDATED BY LEGAL ENTITIES OUTSIDE OF COMMISSIONERS COURT AUTHORITY:

1. AI-37038 Addition of four (4) CSCD cell phones to be added to the Collin County cell phone contract, CSCD.

Commissioner Webb pulled this item because the budget information showed no funds available to purchase the cell phones. Bob Hughes, CSCD, came forward and explained that this was an error and the funds were available. Linda Riggs, Auditor's Office, confirmed this. (Time: 1:38 p.m.)

2. AI-37079 Proposed CSCD Budget for FY2014, CSCD.

Commissioner Shaheen asked Mr. Hughes for a comparison of the proposed CSCD Budget for FY2014 & 2015 and the previous FY2012 & 2013 budget. Following a brief discussion, Mr. Hughes agreed to provide the comparison. (Time: 1:42 p.m.)

3. AI-37110 Personnel Appointments, Human Resources.

4. AI-37111 Personnel Changes, Human Resources.

FYI NOTIFICATION

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

2. AI-37049 Addendum No. 1 to Professional Services, Engineering: Park Blvd. from 2514 to Centennial Dr. (RFQ No. 2013-276) to make various changes to the Request for Qualifications, Purchasing.

3. AI-37094 Voluntary Terminations, Human Resources.

2. Public Comments.

Chuck Molyneaux, Parker, came forward and spoke on behalf of the McKinney Tea Party. The organization would like to recognize Collin County District Clerk Andrea Stroh Thompson and Collin County Clerk Stacey Kemp for exceeding the Tea Party's expectations. They have taken every opportunity to 1) enhance the functionality of their respective departments, 2) to participate in legislative and congressional committee hearings and 3) travel throughout the county to meet with numerous organizations to present a comprehensive presentation explaining the functions and accomplishments of the two departments. Ms. Thompson and Ms. Kemp are being recognized for their outstanding service to Collin County, Collin County courts and Collin County citizens for setting the example that many counties across Texas are seeking to follow. (Time 1:36 p.m.)

3. Presentation/Recognition.

4. Consent agenda to approve: Judge Self asked for comments on the consent agenda. Commissioner Webb pulled item 1 from Decisions Mandated, 4e2, 4g2, 4j1 and 4j2. Commissioner Shaheen pulled item 2 from Decisions Mandated. There being no further comments, a motion was made to approve the remainder of the consent agenda. (Time: 1:38 p.m.)

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

a. **AI-37078** Disbursements for the period ending July 30, 2013, Auditor.
COURT ORDER NO. 2013-541-08-05

b. **AI-37047** Tax refunds totaling \$96,301.29, Tax Assessor Collector.
COURT ORDER NO. 2013-542-08-05

c. Advertisement(s):

1. **AI-37093** Insurance, Excess Liability and Workers' Compensation (RFP No. 2013-333), Human Resources.
COURT ORDER NO. 2013-543-08-05

2. **AI-37091** Insurance, Third Party Claims Administration (RFP No. 2013-332), Human Resources.
COURT ORDER NO. 2013-544-08-05

3. **AI-36986** Technical Assistance-Cisco IPCC Enterprise CVP/IVR/Studio Audium Application (RFP No. 2013-286), Information Technology.
COURT ORDER NO. 2013-545-08-05

d. Agreement(s):

1. **AI-37033** Interlocal Agreement with the City of Lavon for Fire and Arson Task Force and further authorize the County Judge to finalize and execute same, Fire Marshal.
COURT ORDER NO. 2013-546-08-05

2. **AI-37032** Interlocal Agreement with the City of Nevada for Fire and Arson Task Force and further authorize the County Judge to finalize and execute same, Fire Marshal.
COURT ORDER NO. 2013-547-08-05

e. Amendment(s):

1. **AI-37029** No. 1 to the Inter-Governmental Cooperative Reimbursement Agreement for the Low Income Vehicle Repair Assistance, Retrofit and Accelerated Vehicle Retirement Program (LIRAP) (Contract No. 582-12-20275) with the Texas Commission on Environmental Quality (TCEQ) to extend the expiration date to August 31, 2015 and add additional funding for FY2014 and FY2015, further authorize the County Judge to finalize and execute same, Special Projects.

COURT ORDER NO. 2013-548-08-05

2. **AI-37056** No. 1 to the Lease of State of Texas Registration and Title System (RTS) Information Resources and Support Agreement for the use of the State of Texas Automation Equipment for one additional location (Frisco Automotive Group LLC, dba Pat Lobb Chrysler Dodge Jeep Ram of Frisco) for dealers and subcontractors providing registration services and further authorize the County Judge to finalize and execute same, Tax Assessor Collector.

Commissioner Webb pulled this because the court order shows \$600 per year for the system when Exhibit A Amendment 1 suggests the cost would be \$300 per year. Sara Hogle, Purchasing, came forward and explained they are planning to move to a web-based system in the next six months and that cost would be \$300. Hearing no further comments, a motion was made to approve the amendment. (Time: 1:44 p.m.)

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

COURT ORDER NO. 2013-549-0805

3. **AI-37015** No. 2 to Engineering Service, GeoTech & Materials Testing for Roads and Building Construction (RFQ No. 07248-11) with Alliance Geotechnical Group 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, Purchasing.

COURT ORDER NO. 2013-550-08-05

4. **AI-37087** No. 4 to Lease Agreement with Collin County Health Care Trust Foundation and Collin County Homeland Security for property located at 920 East Park Blvd., Plano, Texas to extend the lease for a period of 12 months through and including August 31, 2014 and further authorize the County Judge to finalize and execute same, Construction & Projects.

COURT ORDER NO. 2013-551-08-05

5. **AI-37030** No. 7 to the Inter-Governmental Cooperative Reimbursement Agreement for the Local Initiative Project Grant Contract (Contract No. 582-8-89950) with the Texas Commission on Environmental Quality (TCEQ) to extend the expiration date to August 31, 2014 and further authorize the County Judge to finalize and execute same, Special Projects.

COURT ORDER NO. 2013-552-08-05

6. **AI-37089** No. 11 to Lease Agreement with Collin County Homeland Security for property located at 2100 Bloomdale Road, McKinney, Texas to extend the lease for a period of 12 months through and including August 31, 2014 and further authorize the County Judge to finalize and execute same, Construction & Projects.

COURT ORDER NO. 2013-553-08-05

f. Change Order(s):

1. **AI-37058** No. 4 to Detergent and Dispenser for Laundry and Kitchen (IFB No. 06293-10) with Ecolab Inc. 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. 2013-554-08-05

g. Budget adjustment(s)/amendment(s):

1. **AI-37080** \$2,000 to establish an expenditure budget for the 296th Veteran's Court in the Drug Court/Special Court Fund, 296th District Court.

COURT ORDER NO. 2013-555-08-05

2. **AI-37060** \$2,017 for an increase to Bond Project 95-54 US380 from East of SH289 to the Denton County Line, Engineering.

Commissioner Webb pulled this item asking why there was a \$2,017 shortage. Ruben Delgado, Engineering, came forward to explain there has been \$1.428 million in engineering fees spent on this project over the last 10 years. At some point during those years, a purchase order was entered for \$2,017 less, and this is a corrective action to make that purchase order whole. This is an accounting error, not an increase in engineering fees. Commissioner Webb had spoken to the auditor and purchasing and he understood that the mistake could be that monies were mistakenly taken out of the US 380 Project with Denton County and, after finding the mistake, monies are being put back into that account.

Linda Riggs, Auditor's Office, explained there were five separate budget amendments which did not add up to the original amendment which caused the shortage. After a brief discussion, there was a motion to approve the item. (Time: 1:47 p.m.)

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

COURT ORDER NO. 2013-556-08-05

3. **AI-36920** \$8,866.49 to reallocate funds for the Spay/Neuter Clinic, Development Services.

COURT ORDER NO. 2013-557-08-05

4. **AI-37048** \$12,582.15 to reallocate funds for the Spay/Neuter Program, Development Services.

COURT ORDER NO. 2013-558-08-05

5. **AI-37055** \$30,200,000 to allocate the 2013 bond funds to road and open space bond projects, Budget.

COURT ORDER NO. 2013-559-08-05

h. Receive and File, Auditor:

1. **AI-37017** Monthly Financial Report for December 2012.

COURT ORDER NO. 2013-560-08-05

i. Filing of the Minute(s), County Clerk:

1. **AI-37036** July 8, 2013.

COURT ORDER NO. 2013-561-08-05

2. **AI-37061** July 15, 2013.

COURT ORDER NO. 2013-562-08-05

j. Miscellaneous

1. **AI-37044** Amend the FY2013 Fee Schedule to increase the Passport Overnight Fee to \$25, District Clerk.

Commissioner Webb pulled this questioning the need to increase fees now with only 2 months left in the budget year.

Andrea Stroh Thompson, District Clerk, came forward to explain the State Department made a change in the last month requiring the use of waterproof packaging for overnight packages. Currently, the fee is \$20 to expedite a passport. With the change in packaging, the cost to the county will be \$25 and the County would have to absorb the difference without the fee increase. After a brief discussion, a motion was made to approve the fee increase. (Time: 1:50 p.m.)

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

COURT ORDER NO. 2013-563-08-05

2. AI-37031 Donate a 2004 20' Wells Cargo Trailer (Asset No. 43628) and associated equipment to the Melissa Fire Department per LGC V.T.C.A. 263.152 and further authorize the Purchasing Agent to finalize execute the Memorandum of Understanding, Fire Marshal.

Commissioner Webb expressed concern about there being no agreement or representation by the Melissa Fire Department to continue to use the trailer for the purpose that it was designed, and to make it available for responses in the north half of the county. Plano, Frisco and Wylie have hazmat but there is nothing on the north half of the county aside from this trailer. Commissioner Webb would also want the County notified if the Melissa Fire Department decided to sell the trailer since McKinney does not have hazmat.

Jason Browning, Fire Marshal, came forward and agreed to make the necessary changes to the MOU (Memorandum of Understanding). He further explained Melissa would assume the maintenance, care and custody of the trailer. This will give Melissa the base to build the hazardous material response for the north end of the county. After further discussion, Judge Self pulled the item until the necessary changes to the MOU could be added. (Time: 1:55 p.m.)

PULLED

3. AI-37025 Amend the FY2013 Fee Schedule to increase the Small Claims Court Jury Fee from \$5 to \$22 and further change the name to Civil Jury Fee, required by new Justice Court Civil Rules, Justice of the Peace, Precinct 1.

COURT ORDER NO. 2013-564-08-05

4. AI-37046 Personnel Appointments, Human Resources.

COURT ORDER NO. 2013-565-08-05

5. AI-37112 Personnel Changes, Human Resources.

COURT ORDER NO. 2013-566-08-05

GENERAL DISCUSSION

5. AI-37090 Employee Relations Presentation, Human Resources. Cynthia Jacobson, Human Resources,

Cynthia Jacobson, Human Resources, came forward to explain the role of the Employee Relations group which consists of Erica Johnson, Sarah Udick and Delena David. This group handles employee and manager relations, legal responses, litigation, PFP (Pay for Performance), the on-call temporary pool, unemployment, civil service and risk management.

One of the group's main goals is helping managers and employees resolve workplace issues and keeping litigation down. They handle warnings and suspensions and assist managers from the beginning of the process to the end and are responsible for complying with various state and federal laws.

Collin County processes its own EEO's (Equal Employment Opportunity Commission), which can be very time intensive, before turning them over to the lawyers. The group is involved in many aspects of employee litigation and attends the depositions and meetings with attorneys. Employee Relations also does PFP training. The PFP's are used for unemployment claims, EEOC responses, litigation and disciplinary actions and is a constant process throughout the year.

In addition, they manage the on-call temp pool which was created to alleviate the cost of using a third party agency. The temp pool has been very cost effective reducing overtime and comp time considerably. Many of these temps get hired as regular employees. There was a brief discussion regarding the Affordable Care Act and how it will affect the hours that a temp can work without being eligible for benefits.

Employee Relations also handles unemployment claims with a 70% success rate. They handle all civil service claims and created the Civil Service handbook. There are many additional tasks this group is responsible for including recruiting, training, credit checks, tracking legislation, policy review and compliance posters. This year they created their own posters and saved over \$800. They maintain the county intranet and open records requests which can be time intensive due to redacting requirements. They handle the EEO and EEO 4, maintain reference and wellness materials and research projects. They perform exit interviews and FPCA (Functional Physical Capacity Assessments) which are significantly different than the regular job physical. (Time: 2:30 p.m.)

NO ACTION TAKEN

6. AI-37083 2013 Legal Compensation Presentation, Human Resources.

Cynthia Jacobson, Human Resources, presented a PowerPoint on salary ranges for attorney positions in the District Attorney's office. Positions were compared to Denton, Fort Bend, Montgomery, Tarrant and Williamson counties and the State of Texas. The average service tenure is just over six years with an 11% turnover rate for 2013. None of the positions reviewed exceeded the 10% variance from the average. Based on regression analysis, it is recommended that the legal pay ranges be increased by 3% for FY2014. The change is reflective of the market value of the pay ranges and is not a salary increase recommendation. Individuals at the beginning of the pay range would be moved to the new minimum starting salary on October 1, 2013 if their compensation is below the new minimum. (Time: 2:36 p.m.)

NO ACTION TAKEN

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

Bill Bilyeu, County Administrator, informed the Court of the mandated meeting on September 10, 2013 at the Central Jury Room. Every Medicaid 1115 provider will attend and have a display to discuss their projects. It will be in the evening from 5:30 to 7:30 and will be open to the public. (Time: 2:37 p.m.)

NO ACTION TAKEN

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

NO ACTION TAKEN

a. AI-37115 SB1297.

Mr. Bilyeu discussed SB1297 that allows for a public interaction board. This would allow Commissioners to share information and have discussions on a free-form blog. The IT Department feels the county has the infrastructure and software in house for this. Mr. Bilyeu suggested waiting for the TAC Conference (Texas Association of Counties) to get some feedback. There was a brief discussion regarding this and another bill which would allow for remotely participating in meetings through video conferencing. (Time: 2:44 p.m.)

NO ACTION TAKEN

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

Commissioner Williams asked for appointees to the two recently approved TIF (Tax Increment Financing) Boards. (Time: 2:45 p.m.)

EXECUTIVE SESSION

Judge Self recessed the meeting into Executive Session at 2:45 p.m. under Local Government Code Chapter 551.087, Economic Development Negotiations. The meeting was reconvened at 3:17 p.m.

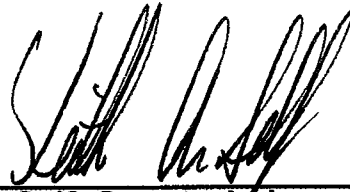
AI-37124 Rent-A-Center Tax Abatement, Administrative Services.

Judge Self asked if there was a motion. Commissioner Williams moved for approval on the tax abatement for Rent-A-Center contingent on the City of Plano signing their abatement. (Time: 3:17 p.m.)

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

COURT ORDER NO. 2013-567-08-05

There being no further business of the Court, the meeting was adjourned at 3:17 p.m.



Keith Self, County Judge



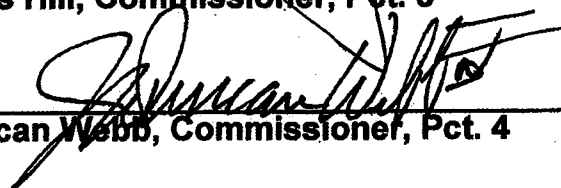
Matt Shaheen, Commissioner, Pct. 1

Not Present

Cheryl Williams, Commissioner, Pct. 2

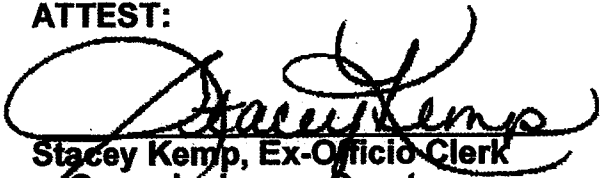


Chris Hill, Commissioner, Pct. 3



Duncan Webb, Commissioner, Pct. 4

ATTEST:



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