

State of Texas	§	Court Order
Collin County	§	2020-607-07-06
Commissioners Court	§	

An order of the Commissioners Court approving the filing of the June 8, 2020 minutes.

On Monday, June 8, 2020 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 Chris Hill  
 Commissioner Susan Fletcher, Precinct 1  
 Commissioner Cheryl Williams, Precinct 2  
 Commissioner Darrell Hale, Precinct 3  
 Commissioner Duncan Webb, Precinct 4

Commissioner Hale led the invocation  
 Commissioner Webb led the Pledge of Allegiance  
 Commissioner Williams led the Pledge of Allegiance to the Texas Flag

1. Judge Hill called to order the meeting of the Collin County Commissioners Court at 1:30 p.m. and recessed at 2:52 p.m. The Judge reconvened the meeting at 2:52 p.m. and immediately recessed into Executive Session. Judge Hill reconvened the meeting at 3:01 p.m. and adjourned at 3:01 p.m.

President Hill called to order the meeting of the Collin County Health Care Foundation at 2:52 p.m. and adjourned the meeting at 2:52 p.m.

## FYI NOTIFICATION

1. AI-48505 Intra-County account transfers transmitted on May 21, 2020, Auditor.
2. Notification of budget adjustment(s)/amendment(s), Auditor:
  - a. AI-48491 \$11,965 to reallocate funds no longer needed for the purchase of a Virtual Reality Simulator and Equipment, Sheriff.

## 2. Public Comments

### 3. Presentation/Recognition.

a. AI-48504 Service Pins, Human Resources.

4. **Consent agenda to approve:** Judge Hill asked for comments on the consent agenda. Hearing none, a motion was made to approve the consent agenda. (Time 1:32 p.m.)

Motion by: Commissioner Susan Fletcher

Second by: Commissioner Darrell Hale

Vote: 5 – 0 Passed

a. AI-48506 Disbursements for the period ending June 2, 2020, Auditor.

COURT ORDER NO. 2020-469-06-08

b. AI-48507 Indigent Defense Disbursements, Auditor.

COURT ORDER NO. 2020-470-06-08

c. **Agreement(s):**

1. AI-48449 Personal Services Agreement with Matthew Zalewski (Contract No. 2020-288) for Case Manager for the Veterans' Court Program, grant exemption from the competitive bid process per Texas Local Government Code 262.024(a)(4), and further authorize the Purchasing Agent to finalize and execute same, 296th District Court.

COURT ORDER NO. 2020-471-06-08

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

1. AI-48492 No. 1 to Janitorial Supplies (IFB No. 2018-251) with Eagle Brush & Chemical, Inc. to extend the contract for one (1) year through and including June 30, 2021, make various changes to the contract, and further authorize the Purchasing Agent to finalize and execute same, Facilities.

COURT ORDER NO. 2020-472-06-08

2. AI-48501 No. 1 to Janitorial Supplies (IFB No. 2018-251) with Pyramid Paper Company dba Pyramid School Products to extend the contract for one (1) year through and including June 30, 2021, make various changes to the contract, and further authorize the Purchasing Agent to finalize and execute same, Facilities.

COURT ORDER NO. 2020-473-06-08

3. AI-48502 No. 1 to Janitorial Supplies (IFB No. 2018-251) with Empire Paper Company to extend the contract for one (1) year through and including June 30, 2021, make various changes to the contract, and further authorize the Purchasing Agent to finalize and execute same, Facilities.

**COURT ORDER NO. 2020-474-06-08**

**e. Contract Renewal(s):**

1. **AI-48487** Janitorial Supplies (IFB No. 2018-251) with Bob Barker Company Inc. to extend the contract for one (1) year through and including June 30, 2021, Facilities.

**COURT ORDER NO. 2020-475-06-08**

2. **AI-48494** Janitorial Supplies (IFB No. 2018-251) with Central Poly-Bag Corporation to extend the contract for one (1) year through and including June 30, 2021, Facilities.

**COURT ORDER NO. 2020-476-06-08**

3. **AI-48493** Janitorial Supplies (IFB No. 2018-251) with Fastenal Company to extend the contract for one (1) year through and including June 30, 2021, Facilities.

**COURT ORDER NO. 2020-477-06-08**

4. **AI-48503** Janitorial Supplies (IFB No. 2018-251) with Matera Paper Company Inc. to extend the contract for one (1) year through and including June 30, 2021, Facilities.

**COURT ORDER NO. 2020-478-06-08**

5. **AI-48496** Janitorial Supplies (IFB No. 2018-251) with Mavich, LLC to extend the contract for one (1) year through and including June 30, 2021, Facilities.

**COURT ORDER NO. 2020-479-06-08**

6. **AI-48498** Janitorial Supplies (IFB No. 2018-251) with Pollock Paper Distributors to extend the contract for one (1) year through and including June 30, 2021, Facilities.

**COURT ORDER NO. 2020-480-06-08**

7. **AI-48517** Fuel (IFB No. 2017-128) with Petroleum Traders Corporation to extend the contract for one (1) year through and including September 30, 2021, Public Works.

**COURT ORDER NO. 2020-481-06-08**

8. **AI-48512** Services: Coffee (IFB No. 2017-159) with Daiohs USA, Inc. dba First Choice Coffee Services to extend the contract for one (1) year through and including September 30, 2021, Purchasing.

**COURT ORDER NO. 2020-482-06-08**

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

1. AI-48513 \$1,025,320 to reallocate funds back to Outer Loop Project RAOL001 (Outer Loop from DNT to SH 289), Engineering.

COURT ORDER NO. 2020-483-06-08

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

1. AI-48488 Monthly Financial Reports for March 2020, Auditor.

COURT ORDER NO. 2020-484-06-08

**h. Miscellaneous**

1. AI-48521 Sale of property located at 600 and 601 Graham Street, Wylie, Texas. Tracts 1 and 2 being, Lots 9 and 14, Block B of Pointe North #2 addition of the City of Wylie, Vol. N page 732 as recorded in the Collin County Deed Records to the City of Wylie, Administrative Services.

COURT ORDER NO. 2020-485-06-08

2. AI-48522 Personnel Appointments, Human Resources.

COURT ORDER NO. 2020-486-06-08

3. AI-48523 Personnel Changes, Human Resources.

COURT ORDER NO. 2020-487-06-08

**GENERAL DISCUSSION**

5. AI-48410 COVID-19 Update, Administrative Services.

Bill Bilyeu, County Administrator, said direction was given to department heads and elected officials to have full staffing back starting June 8, 2020. Social distancing will be practiced, and some departments will continue to have some staff work from home.

The County went live with the Texas Trace State System for reporting on Monday, June 1, 2020. There was a large increase of tests reported into the system. The State took their system down over the weekend as they moved everything over to the new Texas Trace System. Because of this, there were no new cases reported over the weekend. The Health Department has been tracking the numbers but, as staff returns to their home departments, the increased workload would not have been manageable without the State taking over.

Comments and emails were received about how to get to the County data from the State website. The State website breaks down data by county and, through their dashboard, daily totals can be obtained. Data fields were identified from the Texas system to be able to populate data for the Collin County dashboard. The County worked with the

State and went over County processes. The State actually made changes to their process based on the County's best practices.

Collin County had two mobile testing locations last week operated by the National Guard. One was in Frisco at the FC Dallas Stadium and the other in Wylie at Founders Park. Both locations were underutilized but were available and will be back in two weeks.

The State is slow in notifying for negative test results. However, they are contacting those who test positive in a timely matter. There were approximately the same number of people using the uninsured testing as last week, and there is a good diversity of clinics being used by uninsured citizens.

Judge Hill said up until May 31, 2020, Collin County was reporting cases by zip code, city, gender and age. The Judge asked if the State's file will have that level of detail. Mr. Bilyeu said it would. The State will not add those details onto their site, but that data will be accessible to the County to distribute to its citizens. There was a brief discussion regarding reporting and the data.

Mr. Bilyeu said some County offices needed help with social distancing and Plexiglas. Facilities has been installing Plexiglas to separate employee workstations. The Judge said he visited a courtroom and it was remarkable how much Plexiglas was installed. Judge Hill asked when we would know to take down all the Plexiglas. Mr. Bilyeu said they will know it when they know. Everything being done is by suggestions from CDC (Center for Disease Control), and the State has not issued guidelines.

#### **No Action**

#### **6. AI-48414 Utilization of CARES funding, Commissioners Court.**

Mr. Bilyeu said last Monday the emergency housing program went live through a program called Zoom Grants. There has been a good volume of applicants. Monday had the highest number of applicants, and throughout the week the number decreased. So far, there have been 3,673 user names created, and this morning there were 1,091 applications. Those that are eligible for funding will receive payment in the next few days. They are working on getting data, and the Court will be able to see hotspots or how many applied compared to zip code population. The City of McKinney is handling slightly more than what their percentage of funding was. Mr. Bilyeu said he applauds the housing directors of these cities because this is a huge program. The amount of money Commissioners Court has put into the program and how quickly the operation is up and running is far ahead of anyone else.

There was not a big change on PPE (Personal Protection Equipment). The shortage now is gowns, and the County is in line for these. Jason Browning, Fire Marshal, did say some dental offices put in a request for masks, and the region responded quickly. Nursing homes and clinics are not in stress anymore because the marketplace has caught up. Purell and name brands are still difficult to get. Professional hand sanitizer machines have been purchased and

will be delivered in six to eight weeks. Materials do have expiration dates, and some items will not be able to be stockpiled.

The County's costs and amounts spent have been broken down. Monika Arris, Budget, is working with all County departments to get specific items scoped so purchasing can put together an RFQ (Request for Quote). Bill Burke, Construction & Planning, is working on getting the zero negative pressure rooms installed. The County's costs will change as weeks and months go by. Personnel costs will go stagnant because the employees will go back to their normal job.

Judge Hill told the Court he did rescind Executive Order 3 as of yesterday at 11:59 p.m. Sheriff Skinner said he is ready to remove the stipend. Judge Hill made a motion to cancel the \$6 stipend as of 11:59 p.m. on Sunday, June 7. (Time 2:12 p.m.)

Motion by: Judge Chris Hill

Second by: Commissioner Darrell Hale

Vote: 5 – 0 Passed

**COURT ORDER NO. 2020-488-06-08**

The Judge said \$5 million was set aside to support food banks and food pantries in Collin County. Representatives from those organizations were in Court to present a way to partner with the County. Scott Elliott, Community Lifeline Center, introduced the members present for the discussion. They were Nicole Bursey, Executive Director of Frisco Family Services, Marjorie Vaneskahian, CEO of Allen Community Out Reach, Aaron Vaughn, Chief Operating Officer of Allen Community Out Reach, and Cheryl Jackson, Founder of Minnie's Food Pantry. Judge Hill said the Court has been very strategic and opportunistic in meeting the needs of the community. A plan needs to be put together to get these resources out. This plan needs to satisfy the requirements from the federal government.

Mr. Elliott thanked the Court for deliberating and setting aside money to restock the food pantry. The food bank's job is to get millions of pounds of food into the region. The food pantry's job is to get the food to the families. Approximately 70% of the food distributed in Collin County comes from one of the four food pantries here today. The amount of food distributed in May is two and half times more compared to pre-COVID-19 three months ago. Commissioner Webb asked if that is because there has been more food available. Mr. Elliott said the need came first, and then it was a scramble to find the food. Every food pantry knows how many pounds of food they distribute. The pounds have to be tracked for grants, donations, and resource reasons. The pounds distributed each month, beginning in March, were compared to the pounds distributed prior to that, and a value per pound of \$1.50 has been calculated. Based on this information, the reimbursement payment for the four pantries would be \$1.4 million. The four pantries are also a part of the new Collin County Food Pantries Coalition, and its goal is to find every pantry in the County. Food pantries are at risk, and they want all of them to survive. Mr. Elliott said they will find as many food pantries as possible and go over this methodology in order to expedite the payment of funds.

Judge Hill said the County's responsibility is to find a way to use these funds for expenses attributed to COVID-19. The Judge asked if the methodology presented would satisfy the federal government requirements. Mr. Bilyeu said it would if the food pantries send an invoice with a signed affidavit. This could be done multiple times. If the Court approves this today, an invoice would come in and a request for check would be submitted. The payment could be processed within two weeks. Linda Riggs, Auditor, said a sample document could be provided for what would be needed on the affidavit.

Commissioner Webb said someone will need to certify the reimbursement is strictly COVID-19 related. Commissioner Hale asked how has the population growth and increase in demand been addressed in the numbers provided. Mr. Elliott said the numbers were either flat or a bit down the first two months of the year, and there were no changes from 2019. Ms. Jackson said the food pantries do ask people if they have been affected by COVID-19 so when they do their stats they will know exact numbers. Only the new numbers of people in need are being presented to the Court today. Much of the increase in need is also coming from the schools.

Commissioner Williams said the proposal is very reasonable. Judge Hill said a sample affidavit will be provided to the food pantries. A list has been put together of the food pantries the County knows of, and the Judge would like for the four pantry leaders present to review it. Once reviewed, the County staff will email all the directors informing them of this program.

Ms. Jackson said, before COVID-19, she had seventeen employees and now she has fifty-seven. Forty of the employees are being provided to Minnie's Food Pantry through a company Mark Cuban has invested in called Shift Smart. Some of the employees will need to return to their jobs. In order to keep their capacity going, the additional employees will continue to be needed. Ms. Jackson asked if there are funds for employee salaries or PPE. Judge Hill asked if there is a way to document the personnel costs and attribute them to COVID-19. Ms. Jackson said there is a way to attest to the need of additional personnel related to COVID-19. She asked if the Court could provide for this need if Shift Smart stops extending their contract. Commissioner Webb said an Interlocal Agreement would be needed for employee salary reimbursements. Judge Hill said the County has a stock of PPE they could share with the food pantries.

A motion was made to provide \$1.50 per pound of food certified as COVID-19 related to Collin County food pantries as well as reimbursement for costs incurred for COVID-19 related PPE since March 2020. (Time 2:44 p.m.)

Motion by: Commissioner Cheryl Williams

Second by: Commissioner Susan Fletcher

Vote: 5 – 0 Passed

**COURT ORDER NO. 2020-489-06-08**

Commissioner Webb said there would need to be a written agreement for personnel costs because this money is only available up until a certain period. Ms. Jackson said Shift Smart has been renewing their contract on a two-week basis, and the personnel aide would only be needed if Shift Smart stops. Judge Hill said the Court will be open to it if the mechanics and parameters can be figured out. The Judge said the costs are now covered and asked Ms. Jackson to contact the Court if Smart Shift terminates their contract. Ms. Jackson agreed. (Time 2:51 p.m.)

Judge Hill recessed Commissioners Court at 2:52 p.m. and called to order the Health Care Foundation.

## **EXECUTIVE SESSION**

Judge Hill reconvened Commissioners Court at 2:52 p.m. The Judge immediately recessed into Executive Session under Chapter 551.072, Real Estate, to deliberate the purchase, exchange, lease or value of real property.

Judge Hill reconvened Commissioners Court at 3:00 p.m.

**AI-48515** Sale of Westminster Square surplus property (IFB No. 2020-263), Special Projects.

A motion was made to accept the high bid for the Westminster Square property. (Time 3:00 p.m.)

Motion by: Commissioner Darrel Hale

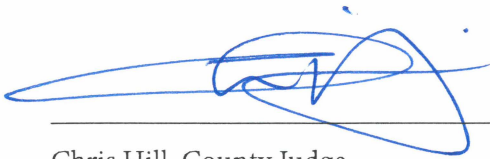
Second by: Commissioner Duncan Webb

Vote: 4 – 0 Passed

Absent: Commissioner Cheryl Williams

**COURT ORDER NO. 2020-490-06-08**

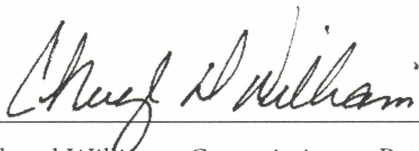
There being no further business of the Court, Judge Hill adjourned the meeting at 3:01 p.m.



Chris Hill, County Judge

Not Present

Susan Fletcher, Commissioner, Pct 1



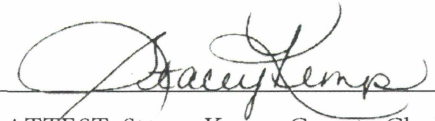
Cheryl Wilhams, Commissioner, Pct 2



Darrell Hale, Commissioner, Pct 3

Not Present

Duncan Webb, Commissioner, Pct 4



ATTEST: Stacey Kemp, County Clerk