

BOARD MEETING ☐ May 3, 2016 ☐ Ft. Worth, TX

Board Members in attendance:

Ronnie Kidd	Wendy Standorf	Veronica Sanchez
Jill McAdams	Lisa Norris	Linda Spacek
Craig Barnes	Martha Butz	Lavern Gaines (TML)
Luanne Hanford	Harold Cates (TxPelra)	

Absent:

Mark Washington and Tadd Phillips (TMRS Representative)

- I. President Ronnie Kidd called the meeting to order at 1:30 PM in the Treaty Oaks Board Room at the Renaissance Worthington Hotel in Ft. Worth, TX and introduced Harold Cates, who was present for the TxPELRA portion of the agenda. The following minutes are presented in the order of the agenda, not necessarily in the order the items were discussed.
- II. **Approval of February 2, 2016 Board Meeting Minutes (Board Meeting at Lost Pines in Bastrop, TX.)**
Martha moved to approve the minutes of Board Meeting held in Bastrop on February 2, 2016. Craig seconded the motion. **MOTION CARRIED.**
- III. **Acceptance of Resignation – Miguel Ozuna.** Ronnie reminded everyone that Miguel had accepted a position in the private sector which means he was no longer eligible to serve on the Board and asked that the Board accept his resignation. Linda made the motion to accept Miguel’s resignation. Jill seconded the motion. **MOTION CARRIED.**
- IV. **Financial Report & Possible Approval of the 2016-2017 Budget**
Secretary/Treasurer Wendy Standorf presented TMHRA’s financial report for the nine months ending March 31, 2016, which was included in the Agenda Packet. She indicated that the financials are in good shape and the combined TMHRA/IPMA-TX/TxPELRA net assets are \$269,353.29. Sponsorship dollars have increased and Lisa has done a great job with sponsors. Craig made the motion to accept the March Financials. Jill seconded the motion. **MOTION CARRIED.**

The Draft 2016-2017 Budget was included in the Agenda packets. Discussion ensued regarding the conference costs and Lavern explained the various costs associated with the conferences including room rental, AV, etc., which vary depending upon the hotel. Craig made the motion to accept the 2016-2017 Budget. Luanne seconded the motion. **MOTION CARRIED.**

V. Committee Assignments & Reports

a. TxPELRA

- Ronnie requested that we move to the TxPELRA portion of the Agenda since Harold was present and would need to leave. Ronnie informed the Board that in reviewing the TMHRA Bylaws, he also reviewed the TxPELRA Bylaws since Miguel was the current TxPELRA President and his departure also created a vacancy on that Board as well. He further stated that the TMHRA President appoints the three (3) officers and the Board approves the recommendation. Ronnie had reached out to Harold about moving up from the Vice President position to the President’s position for the remainder of Miguel’s term as well as the upcoming year, which he would have

automatically progressed. Ronnie and Harold also reached out to Devan Desai (Austin), about moving into the Vice President position and to Cheryl Dunlop (Rockwall) about serving as Secretary Treasurer. Ronnie made the motion to approve the three (3) individuals mentioned to serve as the TxPELRA Board officers. Jill seconded the motion. MOTION CARRIED.

- Harold indicated that he was ready to move into the President's position and was interested in learning about the program planning for TxPELRA. Martha indicated that TxPELRA had previously went kind of silent on programming and the TxPELRA conference was picked up by TMHRA Programs Committee and appreciates the interest in having TxPELRA more active in the planning. Harold indicated that he had attended NPELRA Conference in Memphis and they had some really good speakers. He would be interested in working with Programs about the possibility of some of them coming to the TxPELRA Conference, specifically, Anthony Huey a speaker whose topic was "communications in crisis: dark websites" as well as a presentation by Kathleen McComber from the University of Arkansas regarding workplace violence "the Edgewater Shooting".
- Harold also mentioned that he would be interested in updating the TxPELRA website to include a new logo and have information such as collective bargaining agreements, meet & confer agreements, etc., available on the website for members to access. There doesn't appear to be any "what's in it for me" benefit. Lavern indicated that TML would help design a new logo. Harold also requested the process for reimbursement for attending the National Conference, which was provided.
- Ronnie indicated that he looks forward to the development of TxPELRA. He also stated that Jim Parrish had contacted him about TxPELRA donating \$250 to the NPELRA Foundation and \$250 to the State Reception. Ronnie approved these disbursements to provide support to NPELRA and its conference. Harold indicated that the two donations to NPELRA is a BIG DEAL and the states who make donations are recognized on the last day of the conference.
- Martha mentioned that Jim Parrish was leading the charge to bring an investigations workshop to Texas and asked if there was an update. Harold indicated that September 14, 2016 is on Jim's calendar for the training, which will be held in Plano. This will be a TMHRA/TxPELRA co-sponsored event that will run through the TMRHA Service Agreement with TML.
- There was discussion regarding the TxPELRA dues. Members pay dues through NPELRA for membership in both NPELRA and TxPELRA and \$25 of the dues comes back to TxPELRA through TML and Lavern deposits into the account.
- Ronnie asked if another Board Member wants to serve on the TxPELRA board to let him know. This appointment can be made pursuant to the TxPELRA provisional by-laws. It was suggested Tadd Phillips, Linda Spacek and Shante Jordan-Akafia may have interest.

b. Programs

- TxPELRA/Civil Service 2016- Lost Pines-Veronica mentioned that they had the survey results but there was not much feedback. The comments were positive in general with only one comment from either a vendor or sponsor about the lack of ability to promote their business at this event.
- Annual Conference 2016-Ft. Worth, TX-Veronica mentioned that they have the committee members and upcoming nominees slated to introduce speakers. She further stated that there were not a lot of handouts this year and everything that was received has been put on the website. There was discussion related to the use of individual laptops vs. TMHRA laptops at the Annual Conference. It was the consensus of the group that in the future, we inform speakers that we will use TMHRA laptops so we are able to have the presentations loaded and if there are technical difficulties then we are able to easily resolve them. Ronnie mentioned that the Ft. Worth City Manager would be doing the welcome on Wednesday morning. Jill asked that the committee members be recognized. Ronnie asked how the sponsor recognition and the awards program would flow. Discussion ensued and it was decided that the sponsors would be recognized at the luncheon on Wednesday and then have the awards presentation on Thursday.

- Nuts & Bolts – Veronica mentioned that they had several people come forward with interest in the Nuts & Bolts Workshops and where we typically do two (2) or (3), they have locations for four (4) Nuts & Bolts Workshops as follows. Lubbock is confirmed for September 2, 2016; Richardson is scheduled for August 12, 2016; Fredericksburg is scheduled for August 19, 2016 and Dayton is scheduled for September 19, 2016. The tentative Agenda includes topics on Workplace Violence, Random Drug Testing (defining safety sensitive positions), How to Prepare for Unemployment appeals, Wellness – Health & Wellness and I-9 compliance (green cards, Visas, etc.). There was general discussion related to possible locations and the AV needs, etc.
- TMHRA Breakout Session at TML Annual Conference – CPS-HR Consulting has confirmed that they have a speaker for our “*Building World Class Organizations Through Strong Compensation and Benefit Programs.*” The presentation needs to be sent to Rachael Pitts at TML.
- Site Committee update- Veronica indicated that the 2017 TxPELRA/Civil Service Workshop will be held at the Embassy Suites in San Marcos. The 2017 Annual Conference will be held at the Renaissance Austin Hotel. The 2016 Nuts & Bolts Workshops will be held in Lubbock, Richardson, Dayton and Fredericksburg and for 2017 Nuts & Bolts Workshops they are tentatively looking at Hurst, Shertz and/or San Antonio. She further reported that they are looking at Sugar Land for the 2018 TxPELRA/Civil Service conference and possibly San Antonio or Georgetown for the 2018 Annual Conference. Options for 2018 Nuts & Bolts include Garland, Georgetown or San Antonio. They will begin looking at Waco for the 2019 TxPELRA/Civil Service Workshop and possibly Frisco, Arlington or College Station for the 2019 Annual Conference. 2019 Nuts & Bolts considerations include College Station and San Angelo. There was additional discussion on the locations and logistics of conferences in various locations throughout the state.

The Board took a break at 3:48 p.m. and resumed the meeting at 4:09 p.m.

c. Membership Development

- Linda reported that we had over 100 new members this year and she was reaching out and trying to engage with them via telephone calls and emails. She further reported that she built in the New Member event with Thursdays Reception on the Terrace. There were 31 attendees that were new members and requested assistance with identifying them and having new member ribbons for their badges. Linda also requested that we let her know when we hear about people moving to different cities.

d. Membership Engagement

- Craig informed the Board that the IPMA-TX website is a separate website and we are not managing that site as it is not in our service agreement. Rather, from the TMHRA website, there is a *click here* link that will take visitors to the IPMA-TX website. Lisa will follow up with IPMA-TX regarding the website. Martha inquired about the registration for the IPMA-TX conference. There were over 100 participants and TML collected registration and payment; there were no on-site services. As far as the TMHRA website is concerned, there have not been many updates. Did include the sponsor logos and the contact link. Craig will be updating the website to include the Nuts & Bolts branding for the upcoming workshops.
- Awards – The Awards Committee included Billy Bailey, Elliott Harper, Haley Norris and Stephanie Reyes and Linda Spacek. Garland received the *Innovation Award*, Haley Norris (Celina) received the *Rising Star Award* and Lettie Yanez (Mesquite) received the *Professional of the Year Award*. Craig Barnes and Haley Norris abstained from voting since they received award nominations. Jim Parrish (Plano) received the Charlie Shapard Lifetime Achievement Award. There was discussion regarding the flow of the awards and who would present the Charlie Shapard award to Jim.

- Craig reported that he had built four (4) QR codes for the conference for people to scan for each day agenda and speaker material. The QR codes would be posted at the doors and at the registration desk.

e. Sponsorships

- Lisa indicated that the sponsorship has increased to approximately \$56,000 this year and part of the increase was from the sponsorship level. We lost three (3) sponsors and gained five (5). She wants to ensure that the sponsors feel like they are getting something for the dollars connected to their sponsorships. There was discussion regarding the sponsors and events and she will send out a survey to sponsors to gauge their feelings on what we offer in exchange for their sponsorship. Continuing to evaluate additional options for sponsors such as for a room key sponsor, internet sponsor, etc. The sponsor year is technically July 1 – June 30 and there was discussion of having the sponsor year on a calendar year basis and getting sponsorship notices out earlier.

- f. Nominations** – Wendy served as the Committee Chair along with members Ronnie Kidd, Bonita Hall (Odessa) and Sue Gallagher (Webster). The Committee recommendation was included in the Agenda packet and includes the following individuals. Nomination for Vice President – Lisa Norris (Grad Prairie); Nomination for Secretary/Treasurer - Veronica Sanchez (San Angelo); Nomination for TML Board Representative – Tadd Phillips (Georgetown). Nominations for three (3) vacant Trustee positions include: Shante Jordan-Akafia (Plano); Cheree Bontrager (Richardson); Sandra Duran (Kyle); Andre Houser (Conroe); Paula Kutchka (Sugar Land) and James Urban (Lubbock). Pursuant to the Constitution, Wendy will succeed to President and Ronnie will succeed to Past President. Martha made the motion to accept the slate of nominees as presented. Luanne seconded the motion. **MOTION CARRIED.**

g. IPMA-TX Chapter Update

- Mark provided an update via email and includes the following.
 - “Recommending revising the bylaws and establishing an immediate past chair position on the IPMA-TX board;
 - IPMA-TX board discussed moving the next annual Texas Chapter meeting and training to the summer instead of March or April. The next Texas Chapter annual meeting will be hosted in Austin in 2017;
 - The annual international-national training conference will be in San Antonio in September 2017;
 - The non-profit application 501–3(c) is progressing and we have an attorney that is assisting with the application and by-laws (the process takes about 18 months);
 - The administrative services agreement with TML being revised to reflect updated services and costs.”
- Lavern stated there is no separate service agreement for IPMA-TX and the budget is currently very basic and to let TML know if they want more services so it can be amended. Ronnie mentioned that the service contract amendments do require TMRHA Board approval. Ronnie also reminded everyone that Lisa is serving as the Board Liaison to IPMA-TX and he would like her to continue in that capacity. Additionally, we need to schedule a meeting with IPMA-TX Board to discuss bylaws.

h. Legislative

- Non-legislative year; nothing to report.

i. TML

- Luanne Hanford reported that 2015 was a tough year for cities and nothing happening in 2016 as a non-legislative year. She reported that there is good probability that revenue caps will be brought up again and TML will be preparing for that. Revenue caps was narrowly defeated in 2015 so they are gearing up for 2017. Not many HR related bills; mostly a lot of assault on local control. Luanne also reminded everyone that she would be retiring in January, therefore unable to serve another two years in this role.

j. TMRS

- Tadd provided an update via email that read: “I attended the TMRS Board meetings on February 19 and on March 24th. During the February 19 meeting the Board discussed the role of the Advisory Committee and its makeup. On March 24th they were scheduled to take action regarding changes to the Advisory Committee. There was a lack of quorum, so action items were pushed to a future meeting. There was no meeting in April. The next meeting is May 19 & 20. I will be in attendance as that is a joint meeting between the TMRS Board and the Advisory committee.

I am not sure what to anticipate as far as Advisory Committee structure changes. My best guess is that they will eliminate a few of the group class positions representing non-statewide organizations (Arlington Firefighters, San Antonio Civilian Employee Union, etc.). It also appears likely that the Board will assign a subcommittee of the board to liaison and coordinate the efforts of the Committee. The Board has already stated that they wish to see a COLA bill proposal from either TMRS staff or the Advisory Committee for next year's Leg session. I take that and their other discussions as a sign that they understand the current Advisory Committee structure and process is less than conducive to legislative change and they are committed to making that all work better. Will share more when I know more.

On another note, at the March 24th meeting TMRS announced the hire of TMRS's first Internal Auditor.”

VI. Old Business

a. Salary Survey

- Craig said there was no movement and asked about that area moving to another person. Linda expressed interest and we will evaluate as we decide how move forward.

b. NPELRA Investigations Survey in Texas

- This is tentatively scheduled for September 14, 2016 in Plano. Ronnie said Jim Parrish will coordinate.

c. Civil Service Coalition Coordinator

- Ronnie indicated that Shante Jordan-Akafia will be taking the lead on coordination for the Coalition.

d. Strategic Plan

- Keep on the list for future review.

e. TML Policy Committee

- Linda Spacek is the TMHRA Representative and there is a Revenue & Finance Committee meeting on May 27, 2016, the General Government meeting is August 19, 2016.

VII. New Business

a. 2016-2017 Affiliate Services Agreement with TML

- Lavern indicated that the Agreement's base fee went up \$2/hour from \$35/hour to \$37 hour. They took out all of the IPMA except for the 80 members, which will now be charged to IPMA-

TX. Email blasts are as needed and if we do not use them, we do not pay for them. IPMA is considering a one-day workshop and if they so elect, the TMHRA Board will approve the expenditures as was done last year. Luanne made the motion to approve the agreement and amend the number of Nuts & Bolts Workshops to reflect (4) workshops rather than three (3) as drafted. Jill seconded the motion. **MOTION CARRIED.**

b. Amendment to TMHRA Constitution

- Ronnie mentioned the change in the Constitution became necessary because there was nothing to address the vacancy in the Vice President position. The changes that were included in the Agenda packet address this as well as reflect general housekeeping items. Luanne made the motion to approve the changes and also to remove “Department Director” from the document as discussed with TML Board. Jill seconded the motion. **MOTION CARRIED.**

c. Recommendation for Appointment to TML Resolutions Committee.

- Luanne Hanford will serve as the TML Resolutions Committee Member.

VIII. Anything Else?

- There was no additional new business to discuss.

IX. Next Meeting(s)

- The next meeting will be a conference call to canvass the election votes.

There being no further business or discussion, Ronnie adjourned the meeting at 6:03 PM.

Respectfully submitted by:

Wendy Standorf/Secretary-Treasurer