

## NOTICE OF MEETING OF THE MCLENNAN COUNTY COMMISSIONERS COURT

NOTICE IS HEREBY GIVEN that the McLennan County Commissioners Court will conduct a special meeting on **Tuesday, June 30, 2020 at 9:00 o'clock a.m.** and act on the items on the following agenda

**No physical meeting open to the public will be held.** A temporary suspension of portions of the open meetings act to allow telephone or video conference public meetings has been granted by Governor Greg Abbott pursuant to Executive Order No. GA-08. These actions are being taken to mitigate the spread of Covid-19 by avoiding meetings that bring people into a group setting and in accordance with Section 418.016 of the Texas Government Code.

The opportunity to view and hear the meeting as well as the process if one wishes to address the Commissioners Court is available at: <https://tx-mclennancounty.civicplus.com/1121/Commissioners-Court-Online-Meeting-Infor>

### AGENDA

- A. Proof of Posting of Notice**
- B. Moment of Silence / Invocation and Pledge**
- C. Public Comments**
- D. Acceptance of County Departmental Heads / Staff / Departmental Reports / Updates:**
  - 1. Juvenile Probation: Monthly Activity Reports, February - May 2020
  - 2. Engineering: Monthly Activity Reports, March - June 2020
  - 3. County Veterans Service Office: Monthly Activity Report, January - March 2020
  - 4. Purchasing: Monthly Activity Report, April - June 2020
  - 5. Information Technology: Monthly Activity Reports, March - May 2020
  - 6. Mental Health Court Services: Monthly Activity Reports, March - May 2020
  - 7. Maintenance of Buildings: Quarterly Activity Reports, June 2020
  - 8. Health Benefits Plan Manager: Quarterly Activity Reports, June 2020
  - 9. Health Services: Monthly Activity Reports, April - June 2020
  - 10. Pretrial Services: Monthly Activity Reports, March - May 2020
  - 11. Human Resources: Monthly Activity Report, March - May 2020
  - 12. Maintenance of Equipment: Update on Activity for June 2020
  - 13. Texas A&M AgriLife Extension Service: Monthly Activity Reports, January - May 2020
- E. Budget, Budget Amendments/Transfers/Changes, Additional Revenue Certifications, Expenditure Requests:**
  - 1. Regarding FY 20 Budget:
    - a. Justice of the Peace, Precinct 1 Place 2
  - 2. Regarding FY 21 Budget:
    - a. Waco-McLennan County Library: Authorization of Funding Allocation
- F. Human Resources and Salary Matters:**
  - 1. Consideration and/or Action on Departmental and Department Head Incentive Pay Requests
  - 2. Constable, Precinct 1:
    - a. Regarding Part-Time Wage Increase
    - b. Regarding New Hire to Fill a Part-Time Position
  - 3. Justice of the Peace, Precinct 3
  - 4. Justice of the Peace, Precinct 1 Place 1
- G. Additional Items for Discussion and Potential Action:**
  - 1. Authorization of Recommendations:
    - a. Regarding RFP 20-017: Cow Bayou Watershed Flood Control Structure # 3 (TX 04071)
    - b. Regarding RFP 20-018: Cow Bayou Watershed Flood Control Structure # 8 (TX 04093)
  - 2. Discussion and/or Action regarding Commissioners Courtroom Equipment Upgrade for Managing Remote Meetings

3. Authorization of Smart Phone Requests (re: Justice of the Peace, Precinct 1 Place 1 / Justice of the Peace, Precinct 1 Place 2)
4. Approval of Order Establishing a County Facility Operating Plan to Prevent the Spread of COVID-19 and Ensure the Health and Safety of Employees and Members of the Public Visiting County Facilities
5. Discussion and/or Action on Matters Regarding Covid-19 including but not limited to Staffing, Emergency Appropriations, Precautions and Plans, Restrictions to Prevent the Spread of COVID-19, Personnel Compensation and Benefit Matters, Health and Safety Procurements, Technology Procurements for Criminal Justice System to Allow for Operations to Continue Safely, Technology Procurements to Allow for Remote Meeting Participation, Reports on Progression of COVID-19, and related matters
6. Discussion, Consideration and Potential Action on Adoption of Order Requiring Businesses to Establish COVID-19 Policies Applicable to Employees and Customers, including Face Coverings, Sanitation and Social Distancing

**H. Executive/Closed Session**

1. **Section 551.071 of the Government Code (V.C.T.A.):** An executive/closed session will be held so that the Commissioners Court can seek and receive legal advice from its attorneys regarding pending or threatened litigation, settlement offers, claims, or other matters for which the attorneys' duties to their client under the Texas State Bar Disciplinary Rules of Professional Conduct Conflicts with the Open Meetings Act (Ch.551, Gov. Code) if necessary for a subject contained on this agenda, and advice dealing with pending litigation, administrative claims or notices, and legal effects, liabilities, and legal options including but not limited to claims arising from Opioid Litigation, Civil Rights Cases, Tort Claims, or Other Pending or Threatening Litigation
2. **Section 551.072 of the Government Code (V.C.T.A.):** Regarding Real Property, including, but not limited to: (1) Right-Of-Way Acquisitions re: Expansion / Repair Project/s; and/or (2) Real Estate Purchase / Sale / Transfer / Trade / Offers to Purchase, Acquisition / Value / Donations of Real Property / Leases relative to Real Property, including, but not limited to, Potential Properties for Use by County / Public Facilities & Valuation of Current Property for Trade or Sale
3. **Section 551.074 of the Government Code (V.C.T.A.):** Regarding Personnel Matters including but not limited to: Personnel Review / Evaluation of Commissioners Court Appointed Department Heads; Employment, Appointment, Termination, Hearing Grievances Against Employees or Public Officials; Incentive Pay; Deliberations regarding Assigning Interim Director for Maintenance of Equipment; Personnel Matters Identified in any Open Session Item if Necessary, and related matters
4. **Section 551.076 of the Government Code (V.C.T.A.):** Deliberations regarding Security Devices or Security Audits
5. **Section 551.087 of the Government Code (V.C.T.A.):** Regarding Economic Development Negotiations including, but not limited to (1) Discussion of Commercial / Financial Information Received from a Business Prospect/s; (2) Pending Negotiations / Potential Prospects and Projects; and/or (3) Discussion re: Offers of Financial or Other Incentives to Business Prospect/s

**I. Adjourn**

Signed this 25th day of June, 2020



SCOTT M. FELTON, County Judge

STATE OF TEXAS \*  
COUNTY OF McLENNAN \*

I, J.A. "ANDY" HARWELL, County Clerk, and the Ex-Officio Clerk to the Commissioners Court, hereby certify that the above and foregoing is a true and correct copy of a NOTICE OF MEETING posted by me at the Courthouse door in Waco, McLennan County, Texas, where notices are customarily posted this 25th day of June, 2020.

Witness my hand and seal of office at Waco, McLennan County, Texas the 25th day of June, 2020 at 4:05 p.m.

(SEAL) J. A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

BY:  (Deputy)

Notice: Persons with disabilities in need of auxiliary aide or services may contact the County Judge's Office, (254) 757-5049, prior to the meeting date

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED JUN 30 2020

By Myrcetez Gowen-Perkins,  
Deputy

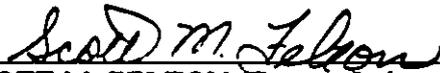
**NOTICE OF MEETING OF THE MCLENNAN COUNTY COMMISSIONERS COURT**

NOTICE IS HEREBY GIVEN in accordance with the Government Code, Chapter 551, (known as the Open Meetings Act), as amended, that a special meeting of Commissioners' Court, the governing body of McLennan County, will be held on **Tuesday, the 30<sup>th</sup> day of June, 2020 at 9:00 o'clock a.m.** in the Commissioners Courtroom, First Floor, West Wing, of the McLennan County Courthouse in the City of Waco, Texas, at which time **the following SUPPLEMENT to the AGENDA** previously posted on June 25, 2020 will be considered:

**SUPPLEMENTAL AGENDA**

- A. Proof of posting of notice** in accordance with the provisions of Chapter 551.041, Government Code, as amended, known as the Open Meetings Act.
- B. Budget, Budget Amendments/Transfers/Changes, Additional Revenue Certifications, Expenditure Requests:**
  - 1. Regarding FY 20 Budget:**
    - a) Justice of the Peace, Precinct 3

Signed this the 26<sup>th</sup> day of June, 2020

  
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SCOTT M. FELTON, County Judge

THE STATE OF TEXAS \*  
COUNTY OF MCLENNAN \*

I, J. A. "ANDY" HARWELL, County Clerk, and the Ex-Officio Clerk to the Commissioners Court, hereby certify that the above and foregoing is a true and correct copy of a **SUPPLEMENTAL NOTICE OF MEETING** posted by me at the Courthouse door in Waco, McLennan County, Texas, where notices are customarily posted, on this the 26<sup>th</sup> day of June, 2020

Witness my hand and seal of office at Waco, McLennan County, Texas, on this the 26<sup>th</sup> day of June, 2020 at 3:30 p.m.

(SEAL) J. A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

BY:   
(Deputy)

**NOTICE:** Persons with disabilities who plan to attend the meeting and who may need auxiliary aids or services are requested to contact the Office of the County Judge at (254) 757-5049 prior to the meeting date.

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED. JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

**NOTICE OF MEETING OF THE MCLENNAN COUNTY COMMISSIONERS COURT**

NOTICE IS HEREBY GIVEN that, in accordance with the Government Code, Chapter 551, (known as the Open Meetings Act), as amended, that a regular meeting of Commissioners' Court, the governing body of McLennan County, will be held on **Tuesday, the 30<sup>th</sup> day of June, 2020 at 9:00 a.m.** in the Commissioners' Courtroom, 1<sup>st</sup> Floor, West Wing, McLennan County Courthouse, 501 Washington, City of Waco, Texas, at which time, the following **EMERGENCY SUPPLEMENT to the AGENDA** previously posted on June 25, 2020 will be **considered and potentially acted upon**:

**EMERGENCY SUPPLEMENTAL AGENDA**

**A. Proof of Posting of Notice**

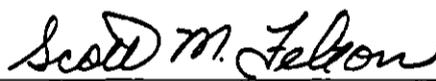
**B. Statement Identifying Nature / Cause of Emergency Situation that Requires Posting of This Emergency Agenda:**

1. The emergent need to take further action regarding the pending state, local and national state of disaster created by COVID-19, the Governor's most recent Executive Orders, the need for uniformity in the regulations applicable to the public, and based on continuously evolving information being received, the need to address items relating to COVID-19 expeditiously and at a meeting where due consideration and discussion can be allowed due to the absence of additional agenda items, and the continuously changing scope of items to be addressed. This emergency meeting is authorized by Governor Abbott's proclamation suspending portions of the Texas Open Meetings Act for purposes of addressing COVID-19 matters.

**C. Consideration of, and/or Action on, the Following Emergency Item:**

1. Discussion and/or Action on Resolution Making Recommendations regarding Face Coverings and Other Preventative Measures with Regard to COVID -19 in Lieu of Mandating Businesses to Enforce
2. Discussion and Action on An Order Declaring and Extending a State of Disaster and Public Health Emergency for and in McLennan County Texas through July 28, 2020
3. Discussion and action on Addendum to Agreement with CorrHealth, LLC for Medical Services at the Jail Facilities for CorrHealth to Provide or Cause to be Provided Temporary Nursing Staff to Assist at the Jail Facilities

Signed this 29th day of June, 2020



SCOTT M. FELTON, County Judge

STATE OF TEXAS \*  
COUNTY OF MCLENNAN \*

I, J.A. "ANDY" HARWELL, County Clerk, and the Ex-Officio Clerk to the Commissioners Court, hereby certify that the above and foregoing is a true and correct copy of a NOTICE OF EMERGENCY MEETING posted by me at the Courthouse door in Waco, McLennan County, Texas, where notices are customarily posted this 29th day of June, 2020.

Witness my hand and seal of office at Waco, McLennan County, Texas the 29th day of June, 2020 at 3:30 p.m.

(SEAL) J. A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

BY:  (Deputy)

Notice: Persons with disabilities in need of auxiliary aide or services may contact the County Judge's Office, (254) 757-5049, prior to the meeting date

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

**AGENDA: JUNE 30, 2020**

**B. Moment of Silence / Invocation and Pledge**

**CD-568, 9:01**

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**County Judge Felton stated that at this time we will have a moment of silence. County Judge Felton then stated that we will now have the Pledge of Allegiance.**

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**AGENDA: JUNE 30, 2020**

**C. Public Comments**

**CD-568, 9:01**

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**County Judge Felton opened the floor to anyone present who wished to address the Court on County business matters. Not hearing anyone speak, County Judge Felton closed the hearing.**

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The Court went to Emergency Supplemental Agenda Item B. 1. Discussion and/or Action on Matters Re: Covid-19 including but not limited to Staffing, Emergency Appropriations, Precautions and Plans, Restrictions to Prevent the Spread of COVID-19, Personnel Compensation and Benefit Matters, Health and Safety Procurements, Technology Procurements for Criminal Justice System to Allow for Operations to Continue Safely, Technology Procurements to Allow for Remote Meeting Participation, Reports on Progression of COVID-19, and related matters.

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**DISCUSSION ONLY:**

**THE EMERGENT NEED TO TAKE FURTHER ACTION REGARDING THE PENDING STATE, LOCAL AND NATIONAL STATE OF DISASTER CREATED BY COVID-19, THE GOVERNOR'S MOST RECENT EXECUTIVE ORDERS, THE NEED FOR UNIFORMITY IN THE REGULATIONS APPLICABLE TO THE PUBLIC, AND BASED ON CONTINUOUSLY EVOLVING INFORMATION BEING RECEIVED, THE NEED TO ADDRESS ITEMS RELATING TO COVID-19 EXPEDITIOUSLY AND AT A MEETING WHERE DUE CONSIDERATION AND DISCUSSION CAN BE ALLOWED DUE TO THE ABSENCE OF ADDITIONAL AGENDA ITEMS, AND THE CONTINUOUSLY CHANGING SCOPE OF ITEMS TO BE ADDRESSED. THIS EMERGENCY MEETING IS AUTHORIZED BY GOVERNOR ABBOTT'S PROCLAMATION SUSPENDING PORTIONS OF THE TEXAS OPEN MEETINGS ACT FOR PURPOSES OF ADDRESSING COVID-19 MATTERS**

On this the 30 day of June, 2020, came on for consideration the matter of The emergent need to take further action regarding the pending state, local and national state of disaster created by COVID-19, the Governor's most recent Executive Orders, the need for uniformity in the regulations applicable to the public, and based on continuously evolving information being received, the need to address items relating to COVID-19 expeditiously and at a meeting where due consideration and discussion can be allowed due to the absence of additional agenda items, and the continuously changing scope of items to be addressed. This emergency meeting is authorized by Governor Abbott's proclamation suspending portions of the Texas Open Meetings Act for purposes of addressing COVID-19 matters. Emergency Operations Coordinator, Elizabeth Thomas, updated the Court regarding Covid-19 in McLennan County. Health Authority, Dr. Farley Verner, of the Local Public Health District, addressed the Court regarding face coverings and other preventative measures regarding Covid-19.

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**The Court discussed Item G. 6. Discussion, Consideration and Potential Action on Adoption of Order Requiring Businesses to Establish COVID-19 Policies Applicable to Employees and Customers, including Face Coverings, Sanitation and Social.**

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The Court went to the Emergency Supplemental Agenda Item C. 3. Discussion and action on Addendum to Agreement with CorrHealth, LLC for Medical Services at the Jail Facilities for CorrHealth to Provide or Cause to be Provided Temporary Nursing Staff to Assist at the Jail Facilities.

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**ORDER APPROVING:**

**ACTION ON ADDENDUM TO AGREEMENT WITH CORRHEALTH, LLC FOR  
MEDICAL SERVICES AT THE JAIL FACILITIES FOR CORRHEALTH  
TO PROVIDE OR CAUSE TO BE PROVIDED TEMPORARY  
NURSING STAFF TO ASSIST AT THE JAIL FACILITIES**

On this the 30 day of June, 2020, came on for consideration the matter of Discussion and action on Addendum to Agreement with CorrHealth, LLC for Medical Services at the Jail Facilities for CorrHealth to Provide or Cause to be Provided Temporary Nursing Staff to Assist at the Jail Facilities. After discussion, Commissioner Perry made a motion to approve C. 3. and it was seconded by Commissioner Snell. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

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The Court went to Emergency Supplemental Agenda Item C. 2. Discussion and Action on An Order Declaring and Extending a State of Disaster and Public Health Emergency for and in McLennan County Texas through July 28, 2020.

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**ORDER APPROVING:**

**ACTION ON AN ORDER DECLARING AND EXTENDING A STATE OF  
DISASTER AND PUBLIC HEALTH EMERGENCY FOR AND IN  
MCLENNAN COUNTY TEXAS THROUGH JULY 28, 2020**

On this the 30 day of June, 2020, came on for consideration the matter of Discussion and/or Action on An Order Declaring and Extending a State of Disaster and Public Health Emergency for and in McLennan County Texas through July 28, 2020. After discussion, Commissioner Perry made a motion to approve C. 2. and it was seconded by Commissioner Miller. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

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**ORDER OF THE COUNTY JUDGE AND COMMISSIONERS COURT OF  
MCLENNAN COUNTY, TEXAS, DECLARING A DISASTER AND  
EXTENDING THE STATE OF DISASTER IN AND FOR MCLENNAN  
COUNTY DUE TO THE SPREAD OF COVID-19**

**WHEREAS**, by virtue of the Governor's Executive Orders, non-essential businesses and services were closed and certain other restrictions were put in place in an attempt to control the spread of Covid-19; and

**WHEREAS**, the Governor's Executive Orders have reopened previously closed businesses and services, and withdrawn certain restrictions;

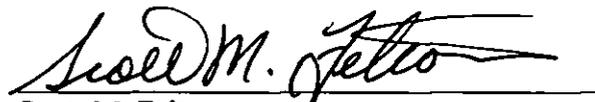
**WHEREAS**, this Order is issued based on evidence of the rapidly increasing occurrence of COVID-19 within the County and throughout the Central Texas area; and

**WHEREAS**, a declaration of local disaster and public health emergency includes the ability to reduce the possibility of exposure to disease, control the risk, promote health, compel persons to undergo additional health measures that prevent or control the spread of disease.

**NOW, THEREFORE, BE IT ORDERED BY COUNTY JUDGE SCOTT M. FELTON AND THE COMMISSIONERS COURT OF MCLENNAN COUNTY, TEXAS, UNDER THE AUTHORITY OF TEXAS GOVERNMENT CODE SECTION 418.108 AND OTHER LAW:**

1. That a public disaster, and a public health emergency is hereby declared for and in McLennan County, Texas effective immediately and as extended hereby.
2. That the state of disaster and medical emergency declared under this Order shall continue until July 28, 2020 unless continued or renewed by the McLennan County Commissioners Court.
3. That this Order shall become effective immediately.
4. That the County must promptly provide notice of this Order by posting it on the County website and by filing it with the County Clerk.

**ORDERED** on this the 30<sup>th</sup> day of June, 2020, being the effective date.

  
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Scott M. Felton  
County Judge

Attest:

J.A. "Andy" Harwell, County Clerk  
McLennan County, Texas

  
By: Deputy County Clerk

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: **JUN 30 2020**

By Myrcetez Gowan-Perkins,  
Deputy

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The Court went to Item G. 5. Discussion and/or Action on Matters Re: Covid-19 including but not limited to Staffing, Emergency Appropriations, Precautions and Plans, Restrictions to Prevent the Spread of COVID-19, Personnel Compensation and Benefit Matters, Health and Safety Procurements, Technology Procurements for Criminal Justice System to Allow for Operations to Continue Safely, Technology Procurements to Allow for Remote Meeting Participation, Reports on Progression of COVID-19, and related matters.

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**INFORMATION ONLY:**

**ACTION ON MATTERS REGARDING COVID-19 INCLUDING BUT NOT LIMITED TO STAFFING, EMERGENCY APPROPRIATIONS, PRECAUTIONS AND PLANS, RESTRICTIONS TO PREVENT THE SPREAD OF COVID-19, PERSONNEL COMPENSATION AND BENEFIT MATTERS, HEALTH AND SAFETY PROCUREMENTS, TECHNOLOGY PROCUREMENTS FOR CRIMINAL JUSTICE SYSTEM TO ALLOW FOR OPERATIONS TO CONTINUE SAFELY, TECHNOLOGY PROCUREMENTS TO ALLOW FOR REMOTE MEETING PARTICIPATION, REPORTS ON PROGRESSION OF COVID-19, AND RELATED MATTERS**

On this the 30 day of June, 2020, came on for consideration the matter of Discussion and/or Action on Matters Regarding Covid-19 including but not limited to Staffing, Emergency Appropriations, Precautions and Plans, Restrictions to Prevent the Spread of COVID-19, Personnel Compensation and Benefit Matters, Health and Safety Procurements, Technology Procurements for Criminal Justice System to Allow for Operations to Continue Safely, Technology Procurements to Allow for Remote Meeting Participation, Reports on Progression of COVID-19, and related matters. The Court discussed matters regarding Covid-19.

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Commissioner Jones lost connection to the Commissioner's Court Meeting via the Zoom Application at 10:06 a.m.

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**ORDER APPROVING:**

**ACTION ON ADOPTION OF ORDER REQUIRING BUSINESSES TO  
ESTABLISH COVID-19 POLICIES APPLICABLE TO EMPLOYEES  
AND CUSTOMERS, INCLUDING FACE COVERINGS, SANITATION  
AND SOCIAL DISTANCING**

On this the 30 day of June, 2020, came on for consideration the matter of Action on Adoption of Order Requiring Businesses to Establish COVID-19 Policies Applicable to Employees and Customers, including Face Coverings, Sanitation and Social Distancing. After discussion, Commissioner Perry made a motion to adopt the Order and the modifications that the Court received and it was seconded by Commissioner Miller. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

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**ORDER OF THE COUNTY JUDGE AND COMMISSIONERS COURT OF MCLENNAN  
COUNTY, TEXAS MAKING RECOMMENDATIONS TO BUSINESSES FOR BEST  
PRACTICES TO PREVENT THE SPREAD OF COVID-19**

**WHEREAS**, by virtue of the Governor’s Executive Orders, non-essential businesses and services were closed and certain other restrictions were put in place in an attempt to control the spread of Covid-19; and

**WHEREAS**, the Governor’s Executive Orders have reopened previously closed businesses and services, and withdrawn certain restrictions;

**WHEREAS**, this Order is issued based on evidence of increasing occurrence of COVID-19 within the County and throughout the Central Texas area, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19; and

**WHEREAS**, a declaration of local disaster and public health emergency includes the ability to reduce the possibility of exposure to disease, control the risk, promote health, compel persons to undergo additional health measures that prevent or control the spread of disease.

**NOW, THEREFORE, BE IT ORDERED BY COUNTY JUDGE SCOTT M. FELTON AND THE COMMISSIONERS COURT OF MCLENNAN COUNTY, TEXAS, UNDER THE AUTHORITY OF TEXAS GOVERNMENT CODE SECTION 418.108 AND OTHER LAW:**

**1. Health and Safety Policy – Commercial Entities.**

- a. IT IS STRONGLY RECOMMENDED THAT every commercial entity in the McLennan County, Texas providing goods or services directly to the public should develop and implement a health and safety policy (“**Health and Safety Policy**”).
- b. The Health and Safety Policy should require, at a minimum, that every employee or visitor to the commercial entity’s business premises or other facilities wear a Face Covering when in an undivided room or area with coworkers or the public or while performing an activity which necessarily involves or is reasonably likely to involve close proximity to coworkers or the public such that six feet of separation is not feasible.

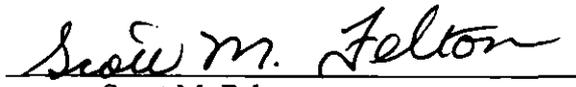
“Commercial entity” as used herein does not include: outdoor operations where social distancing is generally followed; offices of other governmental entities; churches; or health providers that already have policies in place that have been medically vetted.

“Face Covering” as used herein means a cloth or paper mask, or a bandana or scarf, that covers the mouth and nose and fits tightly to the face (and does not merely

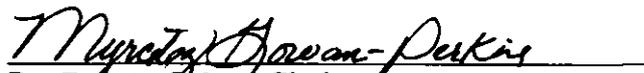
hang over the mouth and nose). Face shields are not Face Coverings because they are open at the bottom

- c. The Health and Safety Policy is strongly recommended to be developed and implemented to also include the implementation of other mitigating measures designed to control and reduce the transmission of COVID-19 such as temperature checks or health screenings for employees and provision of hand sanitizer stations for both employees and customers.
2. That this Order shall become effective immediately.
3. That the County must promptly provide notice of this Order by posting it on the County website and by filing it with the County Clerk.
4. THIS DOES NOT OVERRIDE THE ORDERS OF ANY CITY WITHIN MCLENNAN COUNTY THAT REQUIRE MEASURES LIKE THOSE RECOMMENDED HEREIN AND IS NOT INTENDED TO AFFECT THOSE ORDERS IN ANY WAY.
5. **IF THE NUMBERS CONTINUE TO RISE, THE COMMISSIONERS COURT WILL BE FORCED TO CONSIDER MANDATORY REQUIREMENTS.**
6. The Governor's Executive Order GA-28 is incorporated herein.
7. That if any subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or application of this Order.

**ORDERED** on this the 30<sup>th</sup> day of June, 2020, being the EFFECTIVE DATE.

  
\_\_\_\_\_  
Scott M. Felton  
County Judge

Attest:  
J.A. "Andy" Harwell, County Clerk  
McLennan County, Texas

  
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By: Deputy County Clerk

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

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Commissioner Jones rejoined the Commissioner's Court Meeting via the Zoom Application at 10:08 a.m.

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The Court went to Item G. 4. Approval of Order Establishing a County Facility Operating Plan to Prevent the Spread of COVID-19 and Ensure the Health and Safety of Employees and Members of the Public Visiting County Facilities.

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**ORDER REGARDING:**

**APPROVAL OF ORDER ESTABLISHING A COUNTY FACILITY OPERATING  
PLAN TO PREVENT THE SPREAD OF COVID-19 AND ENSURE THE  
HEALTH AND SAFETY OF EMPLOYEES AND MEMBERS  
OF THE PUBLIC VISITING COUNTY FACILITIES**

On this the 30 day of June, 2020, came on for consideration the matter of Approval of Order Establishing a County Facility Operating Plan to Prevent the Spread of COVID-19 and Ensure the Health and Safety of Employees and Members of the Public Visiting County Facilities. After discussion, Judge Felton made a motion to approve G. 4. and it was seconded by Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

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ORDER OF THE COMMISSIONERS COURT OF MCLENNAN COUNTY, TEXAS  
ESTABLISHING A COUNTY FACILITY OPERATING PLAN TO PREVENT THE SPREAD OF  
COVID-19 AND ENSURE THE HEALTH AND SAFETY OF EMPLOYEES AND MEMBERS OF  
THE PUBLIC VISITING COUNTY FACILITIES

BE IT ORDERED BY THE COMMISSIONERS COURT OF MCLENNAN COUNTY, TEXAS  
THAT:

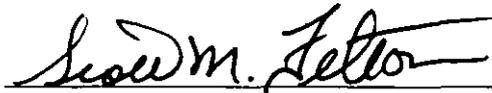
The following Operating Plan is adopted to assist in preventing the spread of COVID-19 and for the protection of employees and the public.

1. Perform routine environmental cleaning.
  - o Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
  - o Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by staff before each use.

[The foregoing shall be conducted by designated department/office personnel, Maintenance, or the vendor or program responsible for maintenance or janitorial services]
2. Place hand sanitizer stands throughout County facilities and ensure they are full and operational.  
[This shall be conducted by designated department or office personnel, Maintenance, or the vendor or program responsible for maintenance or janitorial services]
3. Ensure soap dispensers in bathrooms are full and operational [This shall be conducted by designated department or office personnel, Maintenance, or the vendor or program responsible for maintenance or janitorial services]
4. Employees should stay at least six (6) feet from each other when possible, and practice social distancing
5. Employees should avoid congregating in common areas such as break rooms and lunch areas
6. In person meetings should be reduced in favor of phone or video conference and emails, where possible
7. All employees will receive a temperature screening upon entering a County facility at the beginning of their shift/business day. Each office and department will assign an employee(s) from their department or office to conduct the temperature screening. Employees with a temperature reading of 99.6 or greater will be sent home. The individual should remain at home until they have had no fever for at least 72 hours (that is three full days of no fever without the use of fever-reducing medicine). Employees should seek immediate medical care if symptoms become more severe, e.g., high fever, difficulty breathing, chills, sore throat, headache, diarrhea and muscle aches.
8. Temperature screenings will be conducted for any individual entering County facilities that house a courtroom including employees, judges, litigants, attorneys, and general visitors. Courthouse deputies or a designated professional will conduct the temperature screening. Individuals with a temperature reading of 99.6 or greater not be allowed to enter the facility. Inmates being transported from the jail to the court building will be screened for symptoms of COVID-19 and have their temperature taken prior to transport. Inmates with symptoms or a temperature equal to or above 99.6°F will not be transported to the court building.
9. If an employee is sent home due to a temperature screening, the employee shall notify the Human Resources department of the need for leave related to a temperature screening by telephone call. Human Resources will identify if the employee qualifies for any FFCRA leave, FMLA or other leave benefits. If leave benefits do not apply or if the employee has exhausted leave benefits, the employee may be sent home on unpaid leave time.

10. Employees working directly with the public on a walk-in basis must wear a protective mask while dealing with each customer where social distancing cannot be maintained.
11. In offices/departments where employees work directly with the public on a walk-in basis, the public visitors will be required to wear a mask where social distancing cannot be maintained.
12. . Where possible a supply of masks should be maintained on hand in the office/department to provide to customers who do not have a mask. However, it is the customer's ultimate responsibility to come prepared.
13. Department Heads and Elected Officials may impose stricter mask policies on employees based on the inability to socially distance; for halls, breakrooms and general areas; or other need specific to that department or office.
14. A sign will be placed on the entry doors of the department/office notifying customers that they cannot enter without a mask.
15. The department/office webpage will be updated with a notice that visitors must wear a face mask to enter the department/office.
16. An employee or visitor who has a documented medical condition that makes wearing a mask likely to cause adverse symptoms or aggravation of their condition is not required to wear a mask but should practice social distancing where possible. If a customer chooses not to deal with an employee who is not wearing a mask, an employee wearing a mask shall provide the service.
17. Where required above, masks are required for visitors 10 years old or older. Masks are recommended for children 2-9 years old. Masks are not required or recommended for children 2 and under or for any person incapable of removing the mask.

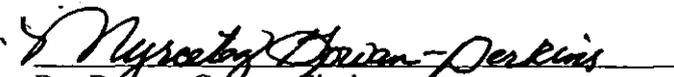
PASSED this 30<sup>th</sup> day of June, 2020.



Scott M. Felton, County Judge

Attest:

J.A. "Andy" Harwell, County Clerk  
McLennan County, Texas

  
By: Deputy County Clerk

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED JUN 30 2020

By Myrcetez Cowan-Perkins  
Deputy

**ORDER RECESSING SPECIAL SESSION**

On this the 30 day of June, 2020, at 10:32 o'clock a.m., Judge Felton announced that this meeting of June 30, 2020 stands in recess for five minutes.

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**ORDER RECONVENING SPECIAL SESSION**

On this the 30 day of June, 2020, at 10:42 o'clock a.m. the Court reconvened in Special Session with Judge Felton presiding and Commissioners Kelly Snell, Patricia Miller, Will Jones, Ben Perry and the Clerk thereof being in attendance, the following proceedings were had and done to-wit:

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The Court went to D. Acceptance of County Departmental Heads / Staff / Departmental Reports / Updates.

---

**AGENDA: JUNE 30, 2020**

**D. ACCEPTANCE OF COUNTY DEPARTMENT HEADS / STAFF DEPARTMENTAL REPORTS / UPDATES:**

- |  |   |
|--|---|
| 1. Juvenile Probation: Monthly Activity Reports, February - May 2020                   | <b>Approved<br/>(See after<br/>Item G. 4.)</b>    |
| 2. Engineering: Monthly Activity Reports, March - June 2020                            | <b>Approved</b>                                   |
| 3. County Veterans Service Office: Monthly Activity Report, January - March 2020       | <b>Approved</b>                                   |
| 4. Purchasing: Monthly Activity Report, April - June 2020                              | <b>Approved</b>                                   |
| 5. Information Technology: Monthly Activity Reports, March - May 2020                  | <b>Approved</b>                                   |
| 6. Mental Health Court Services: Monthly Activity Reports, March - May 2020            | <b>Approved</b>                                   |
| 7. Maintenance of Buildings: Quarterly Activity Reports, June 2020                     | <b>Approved</b>                                   |
| 8. Health Benefits Plan Manager: Quarterly Activity Reports, June 2020                 | <b>Approved</b>                                   |
| 9. Health Services: Monthly Activity Reports, April - June 2020                        | <b>Approved</b>                                   |
| 10. Pretrial Services: Monthly Activity Reports, March - May 2020                      | <b>Approved</b>                                   |
| 11. Human Resources: Monthly Activity Report, March - May 2020                         | <b>Approved<br/>(See after<br/>Item F. 2. b.)</b> |
| 12. Maintenance of Equipment: Update on Activity for June 2020                         |   |
| 13. Texas A&M AgriLife Extension Service: Monthly Activity Reports, January - May 2020 | <b>Approved<br/>(See after<br/>Item D. 11.)</b>   |

**CD-568, 10:44**

**ORDER ACCEPTING:**

**MONTHLY ACTIVITY REPORTS,**  
**FEBRUARY - MAY 2020:**

**JUVENILE PROBATION**

On this the 30 day of June, 2020, came on for consideration the matter of Juvenile Probation: Monthly Activity Reports, February - May 2020. After discussion, Commissioner Perry made a motion to accept for recording purposes and it was seconded by Commissioner Jones. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that the said Reports be, and the same are hereby, accepted by unanimous vote.

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**McLennan County, Detention Summary**

From 02/01/2020 to 02/29/2020

**Details**

Facility: **Bill Logue Juvenile Justice Center** Facility ID: **1551001**

**Detention Activity Statistics**

	<u>Total</u>	<u>Dept</u>	<u>Contract</u>
Number in Detention at Beginning of Period	9	9	0
Number Placed in Detention During Period	36	36	0
Number Released from Detention During Period	35	35	0
Number in Detention at Ending of Period	10	10	0
Number Unique Juveniles Detained During Period	40	40	0
Total Detention Days	327 day(s)		
Minimum Daily Population	7		
Maximum Daily Population	13		
Number of Days at Maximum	1 day(s)		
Average Daily Population	10		

**Breakout of Juveniles Placed In Detention**

27 Male	0 American Indian or Alaskan Native	21 Non-Hispanic	9 Felonies
9 Female	0 Asian or Pacific Islander	15 Hispanic	21 Class A/Class B Misdemeanors
	11 Black	0 Unknown	0 Class C Misdemeanors
	25 White		6 Status
	0 Unknown		

**Breakout of Juveniles Released From Detention**

Longest Length of Stay	56 day(s)
Shortest Length of Stay	1 day(s)
Average Length of Stay	11 day(s)

**Length of Stay by Offense Classification**

	Shortest	Longest	Average
Felonies	3	56	17
Class A/Class B Misdemeanors	1	34	9
Class C Misdemeanors	0	0	0
Status	2	2	2

**McLennan County, Statistical Report**

Start Date: 02/01/2020 End Date: 02/28/2020 Originating Jurisdiction: McLennan

**Table 1: Summary Information**

**Table 1 items a and b include Formal and Paper Formalized Referrals**  
**Table 1 item c includes Paper Complaint Referrals**

a. Total Number of Formal Referrals	55
b. Number of Juveniles Referred (Formal Only)	48
c. Total Number of Paper Complaints	2

**Table 2: Supervision Workload**

**Table 2 includes Formal, Paper Formalized, Parole, Interim/Permanent Transfer and Interstate Compact Referrals**

**Item 1. Juveniles Supervised on Probation**

	Beginning_Of_Period	Added_To_Suprv_During_Period	Left_Suprv_During_Period	End_Of_Period	Unsuccessful_Terminations
Cases	122	13	10	125	5
Juveniles	122	13	10	125	5

**Item 2. Juveniles Supervised on Deferred Prosecution**

	Beginning_Of_Period	Added_To_Suprv_During_Period	Left_Suprv_During_Period	End_Of_Period	Unsuccessful_Terminations
Cases	67	6	10	63	1
Juveniles	67	6	10	63	1

**Item 3. Juveniles Supervised Prior to Disposition (Conditional Release and Temporary)**

	Beginning_Of_Period	Added_To_Suprv_During_Period	Left_Suprv_During_Period	End_Of_Period
Cases	46	15	16	45
Juveniles	46	15	16	45

**Item 4. Parolees Supervised Under TJJD Contract**

	Beginning_Of_Period	Added_To_Suprv_During_Period	Left_Suprv_During_Period	End_Of_Period
Cases	0	0	0	0
Juveniles	0	0	0	0









**JUVENILE PROBATION DEPARTMENT  
FINANCIAL REPORT TO THE JUVENILE BOARD**

Feb-20

February 1, 2020 - February 29, 2020

Receipts # 48009 - 48066

1 Attorney Fees:	\$ 265.00
1 Court Fees:	\$ 100.00
20 Deferred Prosecution Fees:	\$ 629.00
1 DNA Test:	\$ 12.00
1 Drug Test:	
19 Probation Fees:	\$ 987.00
14 Restitution:	\$ 4,259.97
<b>TOTAL</b>	<b>\$ 6,252.97</b>

RESTITUTION

Balance on Hand as of January 31, 2020.....	\$209.00
Add: Receipts.....	\$ 4,259.97

Less: Disbursements:

<u>Check#</u>	<u>Date</u>	<u>PID#</u>	<u>Amount</u>
2249	02/06/20	1550018058	\$ 283.50

**TOTAL      \$ (283.50)**

Restitution to be paid as of February 29, 2020.....

**JUVENILE PROBATION DEPARTMENT  
FINANCIAL REPORT TO THE JUVENILE BOARD  
PROBATION AND OTHER FEES**

**Balance on Hand as of January 31, 2020..... \$0.00**

**Add: Receipts..... \$ 1,993.00**

**Less: Deposit Warrants:**

<u>Branch Deposits</u>		<u>Credit Card Deposits</u>	
<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
02/03/20	\$ 267.00	02/24/20	\$ 60.00
02/04/20	\$ 180.00	02/25/20	\$ 15.00
02/05/20	\$ 75.00	02/26/20	\$ 445.00
02/06/20	\$ 20.00	02/27/20	\$ 70.00
02/07/20	\$ 65.00	02/28/20	\$ 95.00
02/10/20	\$ 19.00		
02/11/20	\$ 30.00		
02/12/20			
02/13/20	\$ 15.00		
02/14/20	\$ 60.00		
02/17/20	\$ 35.00		
02/18/20	\$ 55.00		
02/19/20			
02/20/20	\$ 70.00		
02/21/20	\$ 40.00		

**Total Deposit Warrants..... \$ (1,616.00)**

**Balance on Hand as of January 31, 2020..... \$377.00**

**CERTIFICATION**

**I certify that the figures in this report are true and correct to the best of my belief and knowledge.**

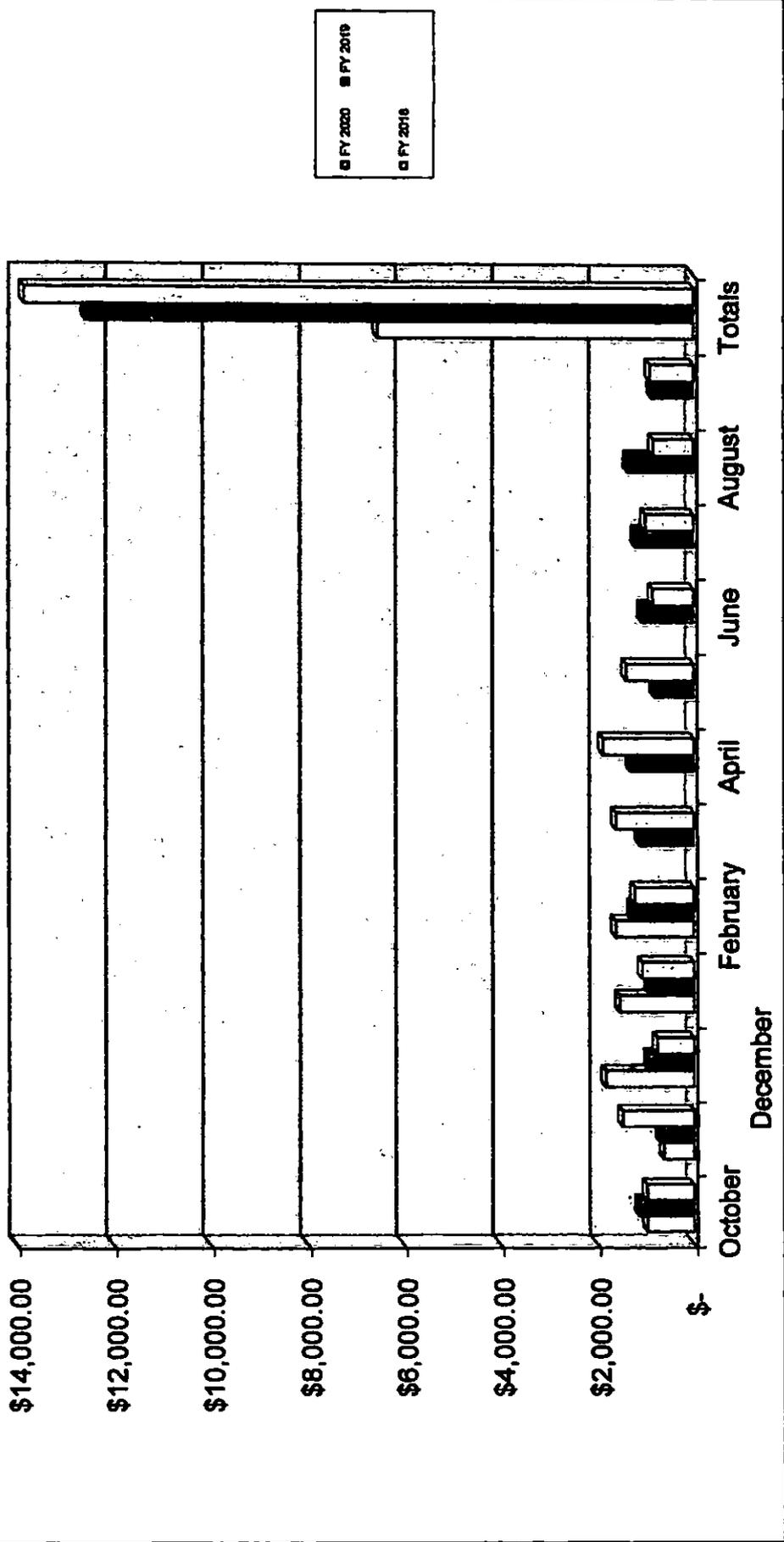
  
**FerLandra Williams**  
**Financial Coordinator**

**COMPARISON OF PROBATION FEE COLLECTIONS**

Month	FY 2020	FY 2019	Difference	FY 2018	Difference	FY 2017
October	\$ 956.00	\$ 1,125.00	\$ (169.00)	\$ 966.00	\$ (59.00)	\$ 1,025.00
November	\$ 615.00	\$ 685.00	\$ (70.00)	\$ 1,472.15	\$ 455.15	\$ 1,017.00
December	\$ 1,820.00	\$ 926.00	\$ 894.00	\$ 750.00	\$ (184.00)	\$ 934.00
January	\$ 1,533.00	\$ 915.00	\$ 618.00	\$ 1,056.00	\$ (78.00)	\$ 1,134.00
February	\$ 1,616.00	\$ 1,270.00	\$ 346.00	\$ 1,210.00	\$ (1,361.00)	\$ 2,571.00
March		\$ 1,107.30		\$ 1,607.00	\$ (629.00)	\$ 2,236.00
April		\$ 1,298.00		\$ 1,871.00	\$ (516.00)	\$ 1,355.00
May		\$ 798.00		\$ 1,385.00	\$ (138.00)	\$ 1,523.00
June		\$ 1,055.00		\$ 831.70	\$ (782.30)	\$ 1,614.00
July		\$ 1,188.00		\$ 985.00	\$ (225.00)	\$ 1,210.00
August		\$ 1,349.00		\$ 819.78	\$ (617.22)	\$ 1,437.00
September		\$ 853.00		\$ 888.00	\$ (614.00)	\$ 1,502.00
<b>Totals</b>	<b>\$ 6,540.00</b>	<b>\$ 12,569.30</b>	<b>\$ 1,619.00</b>	<b>\$ 13,841.63</b>	<b>\$ (4,748.37)</b>	<b>\$ 17,558.00</b>

	FY 2019	FY 2018
Collections, through current month	\$ 6,540.00	\$ 4,921.00
Average monthly collections through current month	\$ 1,308.00	\$ 984.20
Difference in monthly collections (\$)	\$ 787.00	
Difference in monthly collections (%)	79.96%	

# Comparison of Probation Fee Collections



Probation Fees	\$	987.00	
Deferred Prosecution Fees	\$	629.00	
<b>TOTAL PROBATION FEES</b>			\$ 1,616.00
Restitution to County Depts.			
Restitution	\$	4,259.87	
Attorney Fees	\$	265.00	
Court Fees	\$	100.00	
Placement Fees			
Graffiti Eradication Fee			
Electronic Monitoring			
Urinalysis			
DNA Testing	\$	12.00	
K-2 Testing			
Drug Tests/Patch			
Abandoned Property			
Judges' Meeting			
Other (Medical & Dental)			
Other (Psych Eval)			\$ -
Other (EM Equip)			
Interest	\$	4.47	
<b>Total fees taken in Feb-20</b>	\$	<b>1,997.47</b>	

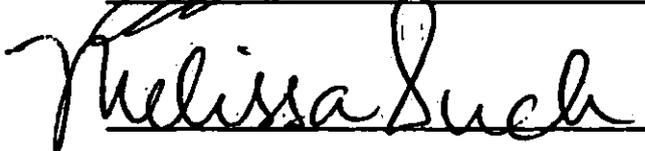
To Treasurer \$ 1,997.47

Total Placement Fees  
Fund-001  
Fund-246

Signatures:

Collin Coker

Melissa Such

  
\_\_\_\_\_  
  
\_\_\_\_\_

Date:

\_\_\_\_\_  
3/18/2020

# McLennan County, Detention Summary

From 03/01/2020 to 03/31/2020

## Details

Facility: **Bill Logue Juvenile Justice Center**      Facility ID: **1551001**

### Detention Activity Statistics

	<u>Total</u>	<u>Dept</u>	<u>Contract</u>
Number in Detention at Beginning of Period	10	10	0
Number Placed in Detention During Period	33	33	0
Number Released from Detention During Period	37	37	0
Number in Detention at Ending of Period	6	6	0
Number Unique Juveniles Detained During Period	43	43	0
Total Detention Days	352 day(s)		
Minimum Daily Population	6		
Maximum Daily Population	18		
Number of Days at Maximum	1 day(s)		
Average Daily Population	10		

### Breakout of Juveniles Placed In Detention

23 Male	0 American Indian or Alaskan Native	16 Non-Hispanic	8 Felonies
10 Female	0 Asian or Pacific Islander	17 Hispanic	20 Class A/Class B Misdemeanors
	11 Black	0 Unknown	0 Class C Misdemeanors
	22 White		5 Status
	0 Unknown		

### Breakout of Juveniles Released From Detention

Longest Length of Stay	41 day(s)
Shortest Length of Stay	1 day(s)
Average Length of Stay	7 day(s)

### Length of Stay by Offense Classification

	Shortest	Longest	Average
Felonies	2	31	8
Class A/Class B Misdemeanors	1	41	7
Class C Misdemeanors	0	0	0
Status	1	12	3

# McLennan County, Statistical Report

Start Date: 03/01/2020 End Date: 03/31/2020 Originating Jurisdiction: McLennan

## Table 1: Summary Information

Table 1 items a and b include Formal and Paper Formalized Referrals

Table 1 item c includes Paper Complaint Referrals

a. Total Number of Formal Referrals	43
b. Number of Juveniles Referred (Formal Only)	40
c. Total Number of Paper Complaints	0

## Table 2: Supervision Workload

Table 2 includes Formal, Paper Formalized, Parole, Interim/Permanent Transfer and Interstate Compact Referrals

Item 1. Juveniles Supervised on Probation

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period	Unsuccessful Terminations
Cases	125	7	2	130	0
Juveniles	125	7	2	130	0

Item 2. Juveniles Supervised on Deferred Prosecution

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period	Unsuccessful Terminations
Cases	62	6	11	57	1
Juveniles	61	6	11	56	1

Item 3. Juveniles Supervised Prior to Disposition (Conditional Release and Temporary)

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period
Cases	46	21	12	55
Juveniles	46	21	12	55

Item 4. Parolees Supervised Under TJJJ Contract

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period
Cases	0	0	0	0
Juveniles	0	0	0	0







# McLennan County, Statistical Report

Start Date: 03/01/2020 End Date: 03/31/2020 Originating Jurisdiction: McLennan

## Table 6: Paper Complaints and Resulting Action Taken

Table 6 includes Paper Complaint Referrals that were disposed during the reporting period

	Alleged Delinquent Behavior														Alleged C.J.N.S. Behavior										Grand Total C.J.N.S.							
	Felonies														Status Only																	
	Horrida	Attempted Horrida	Sexual Assault	Robbery	Assaultive	Other Violent	Burglary	Theft	Other Property	Drug Offenses	Weapon Offenses	Total Felony	Weapon Offenses	Other Property	Drug Offenses	Other Viol.	Magistrate	Total Delinquent	Violation of Court Order	Thruway	Runway	Ad Edu	Expulsion	Property (was Theft)		Disorderly Conduct	Drugs	Liquor Laws	Sex Offenses	Other C.J.N.S.	Total C.J.N.S.	
American Indian or Alaskan Native	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian or Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PA Outcomes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Closed as Paper Complaint - No Intake	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**JUVENILE PROBATION DEPARTMENT  
FINANCIAL REPORT TO THE JUVENILE BOARD**

Mar-20

March 1, 2020 - March 31, 2020

Receipts # 48067 - 48121

1 Attorney Fees:	\$	335.00
1 Court Fees:	\$	100.00
20 Deferred Prosecution Fees:	\$	702.00
1 DNA Test:		
1 Drug Test:		
19 Probation Fees:	\$	983.00
14 Restitution:	\$	1,446.00
<b>TOTAL</b>	<b>\$</b>	<b>3,566.00</b>

RESTITUTION

Balance on Hand as of February 29, 2020.....	\$4,259.97
Add: Receipts.....	\$ 1,446.00

**Less: Disbursements:**

<u>Check#</u>	<u>Date</u>	<u>PID#</u>	<u>Amount</u>
2250	03/03/20	1550016951	\$ 20.00
2251	03/03/20	1550006848	\$ 20.00
2252	03/03/20	1550016775	\$ 20.00
2253	03/03/20	1550016995	\$ 20.00
2254	03/26/20	1550016733	\$ 300.00
2255	03/26/20	1550018029	\$ 343.00
2256	03/26/20	1550018083	\$ 200.00
2257	03/26/20	1550017211	\$ 3,049.43

**TOTAL      \$ (3,972.43)**

Restitution to be paid as of March 31, 2020.....

**JUVENILE PROBATION DEPARTMENT  
FINANCIAL REPORT TO THE JUVENILE BOARD**

**PROBATION AND OTHER FEES**

Balance on Hand as of February 29, 2020..... \$0.00  
 Add: Receipts..... \$ 2,120.00  
 Less: Deposit Warrants:

<u>Branch Deposits</u>		<u>Credit Card Deposits</u>	
<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
03/02/20	\$ 185.00	03/23/20	\$ 30.00
03/03/20	\$ 413.00	03/24/20	
03/04/20	\$ 195.00	03/25/20	\$ 20.00
03/05/20	\$ 90.00	03/26/20	
03/06/20	\$ 25.00	03/27/20	\$ 90.00
03/09/20	\$ 65.00	03/30/20	
03/10/20	\$ 30.00	03/31/20	\$ 35.00
03/11/20	\$ 182.00		
03/12/20			
03/13/20			
03/16/20	\$ 15.00		
03/17/20	\$ 185.00		
03/18/20			
03/19/20	\$ 75.00		
03/20/20	\$ 50.00		

Total Deposit Warrants..... \$ (1,685.00)  
 Balance on Hand as of February 29, 2020..... \$435.00

**CERTIFICATION**

I certify that the figures in this report are true and correct to the best of my belief and knowledge.

  
**FerLandra Williams**  
**Financial Coordinator**

Probation Fees	\$	983.00	
Deferred Prosecution Fees	\$	702.00	
<b>TOTAL PROBATION FEES</b>			\$ 1,685.00
Restitution to County Depts.			
Restitution	\$	1,446.00	
Attorney Fees	\$	335.00	
Court Fees	\$	100.00	
Placement Fees			
Graffiti Eradication Fee			
Electronic Monitoring			
Urinalysis			
DNA Testing			
K-2 Testing			
Drug Tests/Patch			
Abandoned Property			
Judges' Meeting			
Other (Medical & Dental)			
Other (Psych Eval)			\$ -
Other (EM Eqp)			
Interest	\$	4.14	
<b>Total fees taken in Mar-20</b>	\$	<b>2,124.14</b>	

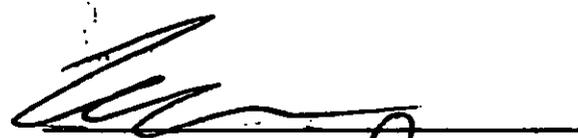
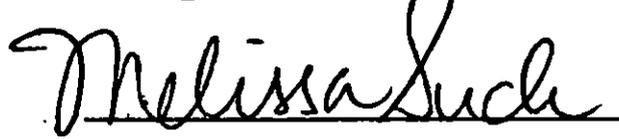
To Treasurer \$ 2,124.14

Total Placement Fees  
Fund-001  
Fund-246

Signatures:

Collin Coker

Melissa Such

Date:

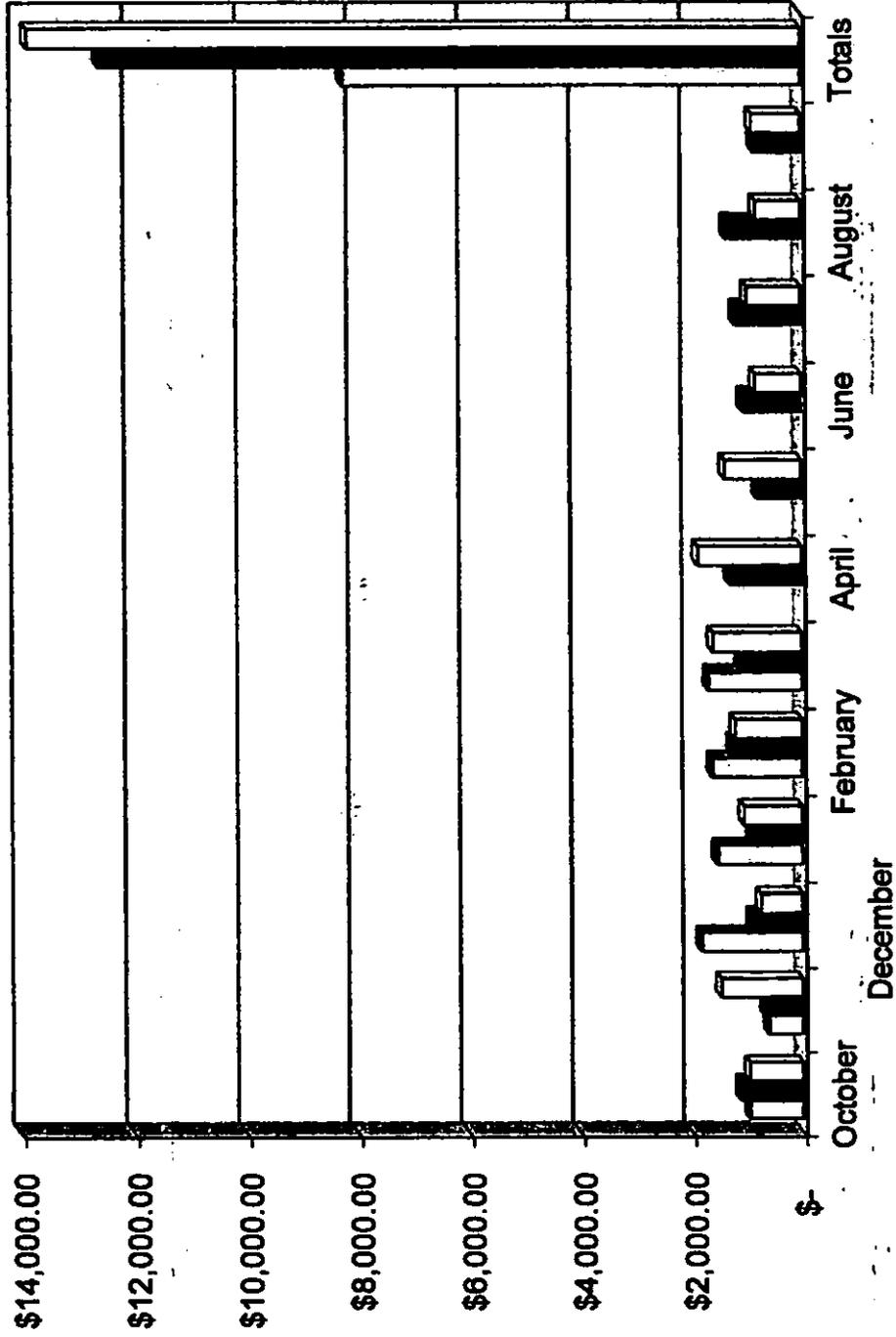
4/6/20  
4/3/2020

**COMPARISON OF PROBATION FEE COLLECTIONS**

Month	FY 2020	FY 2019	Difference	FY 2018	Difference	FY 2017
October	\$ 956.00	\$ 1,125.00	\$ (169.00)	\$ 966.00	\$ (59.00)	\$ 1,025.00
November	\$ 615.00	\$ 685.00	\$ (70.00)	\$ 1,472.15	\$ 455.15	\$ 1,017.00
December	\$ 1,820.00	\$ 926.00	\$ 894.00	\$ 750.00	\$ (184.00)	\$ 934.00
January	\$ 1,533.00	\$ 915.00	\$ 618.00	\$ 1,056.00	\$ (78.00)	\$ 1,134.00
February	\$ 1,616.00	\$ 1,270.00	\$ 346.00	\$ 1,210.00	\$ (1,361.00)	\$ 2,571.00
March	\$ 1,685.00	\$ 1,107.30	\$ 577.70	\$ 1,607.00	\$ (629.00)	\$ 2,236.00
April		\$ 1,298.00		\$ 1,871.00	\$ (516.00)	\$ 1,355.00
May		\$ 798.00		\$ 1,385.00	\$ (138.00)	\$ 1,523.00
June		\$ 1,055.00		\$ 831.70	\$ (782.30)	\$ 1,614.00
July		\$ 1,188.00		\$ 985.00	\$ (225.00)	\$ 1,210.00
August		\$ 1,349.00		\$ 819.78	\$ (617.22)	\$ 1,437.00
September		\$ 853.00		\$ 888.00	\$ (614.00)	\$ 1,502.00
<b>Totals</b>	<b>\$ 8,225.00</b>	<b>\$ 12,669.30</b>	<b>\$ 2,196.70</b>	<b>\$ 13,841.63</b>	<b>\$ (4,748.37)</b>	<b>\$ 17,568.00</b>

	FY 2020	FY 2019
Collections, through current month	\$ 8,225.00	\$ 6,028.30
Average monthly collections through current month	\$ 1,370.83	\$ 1,004.72
Difference in monthly collections (\$)	\$ 787.00	
Difference in monthly collections (%)	78.33%	

# Comparison of Probation Fee Collections



FY 2020     FY 2019  
 FY 2018

# McLennan County, Detention Summary

From 04/01/2020 to 04/30/2020

## Details

Facility: **Bill Logue Juvenile Justice Center**      Facility ID: **1551001**

### Detention Activity Statistics

	<u>Total</u>	<u>Dept</u>	<u>Contract</u>
Number in Detention at Beginning of Period	6	6	0
Number Placed in Detention During Period	25	24	1
Number Released from Detention During Period	20	19	1
Number in Detention at Ending of Period	11	11	0
Number Unique Juveniles Detained During Period	31	30	1
Total Detention Days	207 day(s)		
Minimum Daily Population	3		
Maximum Daily Population	11		
Number of Days at Maximum	1 day(s)		
Average Daily Population	6		

### Breakout of Juveniles Placed In Detention

21 Male	0 American Indian or Alaskan Native	14 Non-Hispanic	12 Felonies
4 Female	0 Asian or Pacific Islander	11 Hispanic	8 Class A/Class B Misdemeanors
	8 Black	0 Unknown	1 Class C Misdemeanors
	17 White		4 Status
	0 Unknown		

### Breakout of Juveniles Released From Detention

Longest Length of Stay	67 day(s)
Shortest Length of Stay	1 day(s)
Average Length of Stay	13 day(s)

### Length of Stay by Offense Classification

	Shortest	Longest	Average
Felonies	1	67	13
Class A/Class B Misdemeanors	1	50	15
Class C Misdemeanors	2	2	2
Status	1	60	13

**McLennan County, Statistical Report**

Start Date: 04/01/2020 End Date: 04/30/2020 Originating Jurisdiction: McLennan

**Table 1: Summary Information**

**Table 1 Items a and b include Formal and Paper Formalized Referrals**  
**Table 1 Item c includes Paper Complaint Referrals**

a. Total Number of Formal Referrals	30
b. Number of Juveniles Referred (Formal Only)	30
c. Total Number of Paper Complaints	0

**Table 2: Supervision Workload**

**Table 2 includes Formal, Paper Formalized, Parole, Interim/Permanent Transfer and Interstate Compact Referrals**

**Item 1. Juveniles Supervised on Probation**

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period	Unsuccessful Terminations
Cases	130	2	10	122	2
Juveniles	130	2	10	122	2

**Item 2. Juveniles Supervised on Deferred Prosecution**

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period	Unsuccessful Terminations
Cases	57	0	12	45	1
Juveniles	58	0	12	44	1

**Item 3. Juveniles Supervised Prior to Disposition (Conditional Release and Temporary)**

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period
Cases	55	13	5	63
Juveniles	55	13	5	63

**Item 4. Parolees Supervised Under TJJJD Contract**

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period
Cases	0	0	0	0
Juveniles	0	0	0	0









**JUVENILE PROBATION DEPARTMENT  
FINANCIAL REPORT TO THE JUVENILE BOARD**

Apr-20

April 1, 2020 - April 30, 2020

Receipts# 48122 - 48139

1 Attorney Fees:	\$	355.00
1 Court Fees:	\$	60.00
20 Deferred Prosecution Fees:	\$	300.00
1 DNA Test:	\$	14.00
1 Drug Test:		
19 Probation Fees:	\$	451.00
14 Restitution:		
<b>TOTAL</b>	<b>\$</b>	<b>1,180.00</b>

RESTITUTION

Balance on Hand as of March 31, 2020.....	\$1,446.00
Add: Receipts.....	\$ -

Less: Disbursements:

<u>Check#</u>	<u>Date</u>	<u>PID#</u>	<u>Amount</u>
2258	04/03/20	1550016951	\$ 19.00
2259	04/03/20	1550006848	\$ 19.00
2260	04/03/20	1550016775	\$ 20.00
2261	04/03/20	1550017535	\$ 1,000.00

**TOTAL \$ (1,058.00)**

Restitution to be paid as of April 30, 2020.....

**JUVENILE PROBATION DEPARTMENT  
FINANCIAL REPORT TO THE JUVENILE BOARD**

**PROBATION AND OTHER FEES**

**Balance on Hand as of March 31, 2020..... \$0.00**

**Add: Receipts..... \$ 1,180.00**

**Less: Deposit Warrants:**

<u>Branch Deposits</u>		<u>Credit Card Deposits</u>	
<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
04/01/20		04/22/20	
04/02/20	\$ 20.00	04/23/20	\$ 170.00
04/03/20		04/24/20	\$ 20.00
04/06/20	\$ 105.00	04/27/20	
04/07/20	\$ 45.00	04/28/20	\$ 36.00
04/08/20		04/29/20	
04/09/20		04/30/20	
04/10/20			
04/13/20			
04/14/20	\$ 195.00		
04/15/20	\$ 100.00		
04/16/20			
04/17/20			
04/20/20			
04/21/20	\$ 60.00		

**Total Deposit Warrants..... \$ (751.00)**

**Balance on Hand as of March 31, 2020..... \$429.00**

**CERTIFICATION**

**I certify that the figures in this report are true and correct to the best of my belief and knowledge.**

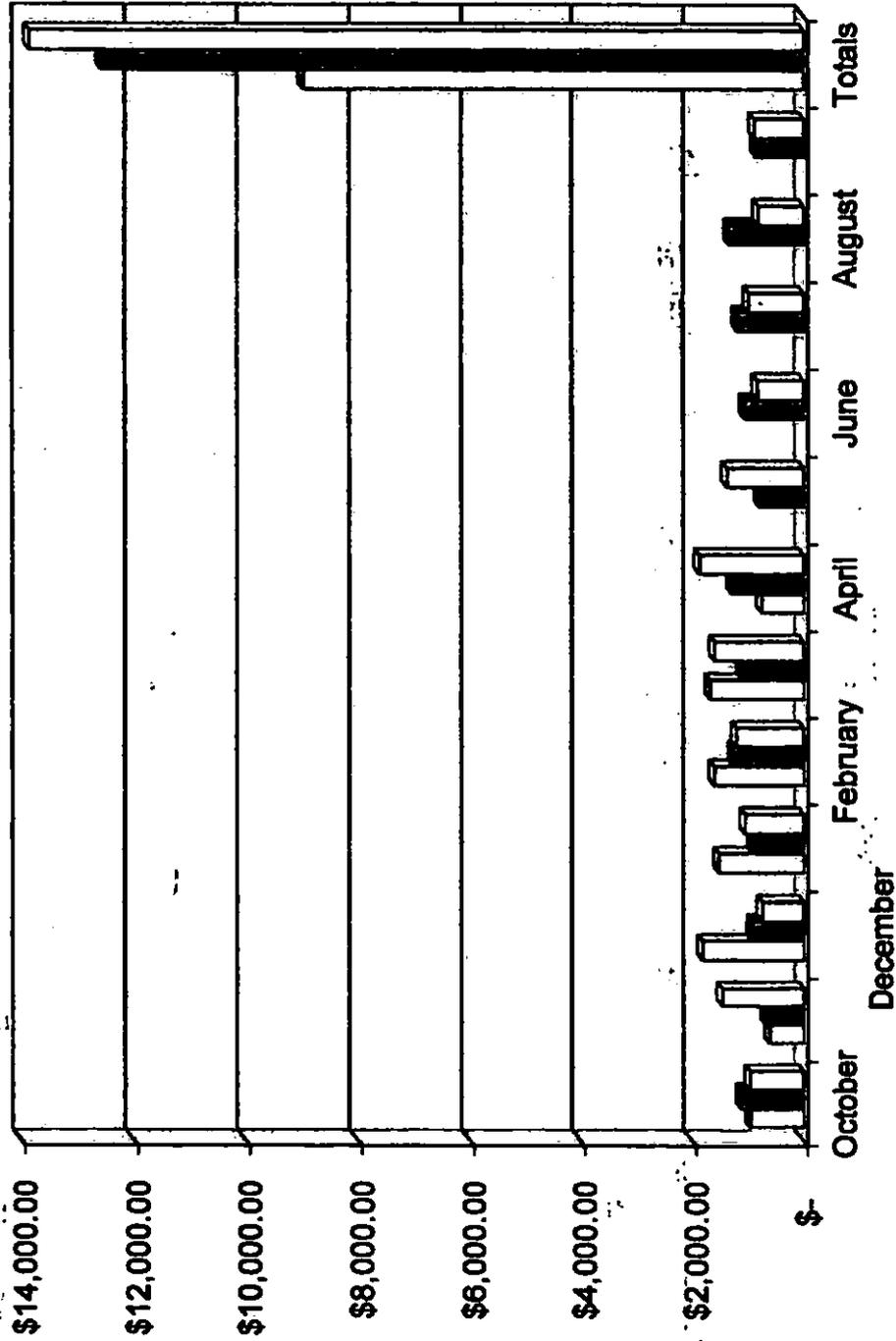
  
**FerLandra Williams**  
**Financial Coordinator**

**COMPARISON OF PROBATION FEE COLLECTIONS**

Month	FY 2020	FY 2019	Difference	FY 2018	Difference	FY 2017
October	\$ 956.00	\$ 1,125.00	\$ (169.00)	\$ 986.00	\$ (58.00)	\$ 1,025.00
November	\$ 615.00	\$ 685.00	\$ (70.00)	\$ 1,472.15	\$ 455.15	\$ 1,017.00
December	\$ 1,820.00	\$ 926.00	\$ 894.00	\$ 750.00	\$ (184.00)	\$ 934.00
January	\$ 1,533.00	\$ 915.00	\$ 618.00	\$ 1,056.00	\$ (78.00)	\$ 1,134.00
February	\$ 1,616.00	\$ 1,270.00	\$ 346.00	\$ 1,210.00	\$ (1,361.00)	\$ 2,571.00
March	\$ 1,685.00	\$ 1,107.30	\$ 577.70	\$ 1,607.00	\$ (629.00)	\$ 2,236.00
April	\$ 751.00	\$ 1,298.00	\$ (547.00)	\$ 1,871.00	\$ (516.00)	\$ 1,355.00
May		\$ 798.00		\$ 1,385.00	\$ (138.00)	\$ 1,523.00
June		\$ 1,055.00		\$ 831.70	\$ (782.30)	\$ 1,614.00
July		\$ 1,188.00		\$ 985.00	\$ (225.00)	\$ 1,210.00
August		\$ 1,349.00		\$ 819.78	\$ (617.22)	\$ 1,437.00
September		\$ 853.00		\$ 888.00	\$ (614.00)	\$ 1,502.00
<b>Totals</b>	<b>\$ 8,976.00</b>	<b>\$ 12,569.30</b>	<b>\$ 1,649.70</b>	<b>\$ 13,841.63</b>	<b>\$ (4,748.37)</b>	<b>\$ 17,558.00</b>

	FY 2020	FY 2019
Collections, through current month	\$ 8,976.00	\$ 7,326.30
Average monthly collections through current month	\$ 1,282.29	\$ 1,046.61
Difference in monthly collections (\$)	\$ 787.00	
Difference in monthly collections (%)	75.19%	

# Comparison of Probation Fee Collections



FY 2020     FY 2019  
 FY 2018

# McLennan County, Detention Summary

From 05/01/2020 to 05/31/2020

## Details

Facility: **Bill Logue Juvenile Justice Center** Facility ID: **1551001**

### Detention Activity Statistics

	<u>Total</u>	<u>Dept</u>	<u>Contract</u>
Number in Detention at Beginning of Period	11	11	0
Number Placed in Detention During Period	23	23	0
Number Released from Detention During Period	25	25	0
Number in Detention at Ending of Period	9	9	0
Number Unique Juveniles Detained During Period	32	32	0
Total Detention Days	324 day(s)		
Minimum Daily Population	7		
Maximum Daily Population	12		
Number of Days at Maximum	2 day(s)		
Average Daily Population	9		

### Breakout of Juveniles Placed in Detention

9 Male	0 American Indian or Alaskan Native	20 Non-Hispanic	3 Felonies
14 Female	0 Asian or Pacific Islander	3 Hispanic	10 Class A/Class B Misdemeanors
	12 Black	0 Unknown	0 Class C Misdemeanors
	11 White		10 Status
	0 Unknown		

### Breakout of Juveniles Released From Detention

Longest Length of Stay	38 day(s)
Shortest Length of Stay	1 day(s)
Average Length of Stay	6 day(s)

### Length of Stay by Offense Classification

	Shortest	Longest	Average
Felonies	2	38	16
Class A/Class B Misdemeanors	2	20	6
Class C Misdemeanors	0	0	0
Status	1	3	1

**McLennan County, Statistical Report**

Start Date: 05/01/2020 End Date: 05/31/2020 Originating Jurisdiction: McLennan

**Table 1: Summary Information**

**Table 1 items a and b include Formal and Paper Formalized Referrals**  
**Table 1 item c includes Paper Complaint Referrals**

a. Total Number of Formal Referrals	28
b. Number of Juveniles Referred (Formal Only)	25
c. Total Number of Paper Complaints	1

**Table 2: Supervision Workload**

**Table 2 includes Formal, Paper Formalized, Parole, Interim/Permanent Transfer and Interstate Compact Referrals**

**Item 1. Juveniles Supervised on Probation**

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period	Unsuccessful Terminations
Cases	122	1	1	122	0
Juveniles	122	1	1	122	0

**Item 2. Juveniles Supervised on Deferred Prosecution**

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period	Unsuccessful Terminations
Cases	45	5	11	39	0
Juveniles	44	5	10	39	0

**Item 3. Juveniles Supervised Prior to Disposition (Conditional Release and Temporary)**

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period
Cases	63	12	13	62
Juveniles	63	11	13	62

**Item 4. Parolees Supervised Under TJJJ Contract**

	Beginning Of Period	Added To Suprv During Period	Left Suprv During Period	End Of Period
Cases	0	0	0	0
Juveniles	0	0	0	0









**JUVENILE PROBATION DEPARTMENT  
FINANCIAL REPORT TO THE JUVENILE BOARD  
May-20**

**May 1, 2020 - May 31, 2020**

**Receipts # 48140 - 48158**

<b>1 Attorney Fees:</b>	<b>\$ 400.00</b>
<b>1 Court Fees:</b>	<b>\$ 20.00</b>
<b>20 Deferred Prosecution Fees:</b>	<b>\$ 185.00</b>
<b>1 DNA Test:</b>	
<b>1 Drug Test:</b>	
<b>19 Probation Fees:</b>	<b>\$ 740.00</b>
<b>14 Restitution:</b>	<b>\$ 34.50</b>
<b>TOTAL</b>	<b>\$ 1,379.50</b>

**RESTITUTION**

**Balance on Hand as of April 30, 2020.....**  
**Add: Receipts.....**  
**Less: Disbursements:**

**\$ -**  
**\$34.50**

**Check#    Date        PID#        Amount**

**TOTAL        \$ -**

**Restitution to be paid as of May 31, 2020.....**

**JUVENILE PROBATION DEPARTMENT  
FINANCIAL REPORT TO THE JUVENILE BOARD**

**PROBATION AND OTHER FEES**

**Balance on Hand as of April 30, 2020.....** **\$0.00**

**Add: Receipts.....** **\$ 1,345.00**

**Less: Deposit Warrants:**

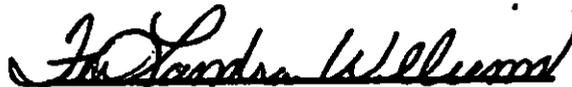
<u>Branch Deposits</u>		<u>Credit Card Deposits</u>	
<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
05/01/20	\$ 220.00	05/22/20	
05/04/20	\$ 80.00	05/25/20	
05/05/20		05/26/20	\$ 40.00
05/06/20	\$ 20.00	05/27/20	\$ 30.00
05/07/20	\$ 105.00	05/28/20	
05/08/20	\$ 270.00	05/29/20	
05/11/20	\$ 40.00		
05/12/20	\$ 30.00		
05/13/20			
05/14/20			
05/15/20			
05/18/20			
05/19/20	\$ 90.00		
05/20/20			
05/21/20			

**Total Deposit Warrants.....** **\$ (925.00)**

**Balance on Hand as of April 30, 2020.....** **\$420.00**

**CERTIFICATION**

I certify that the figures in this report are true and correct to the best of my belief and knowledge.

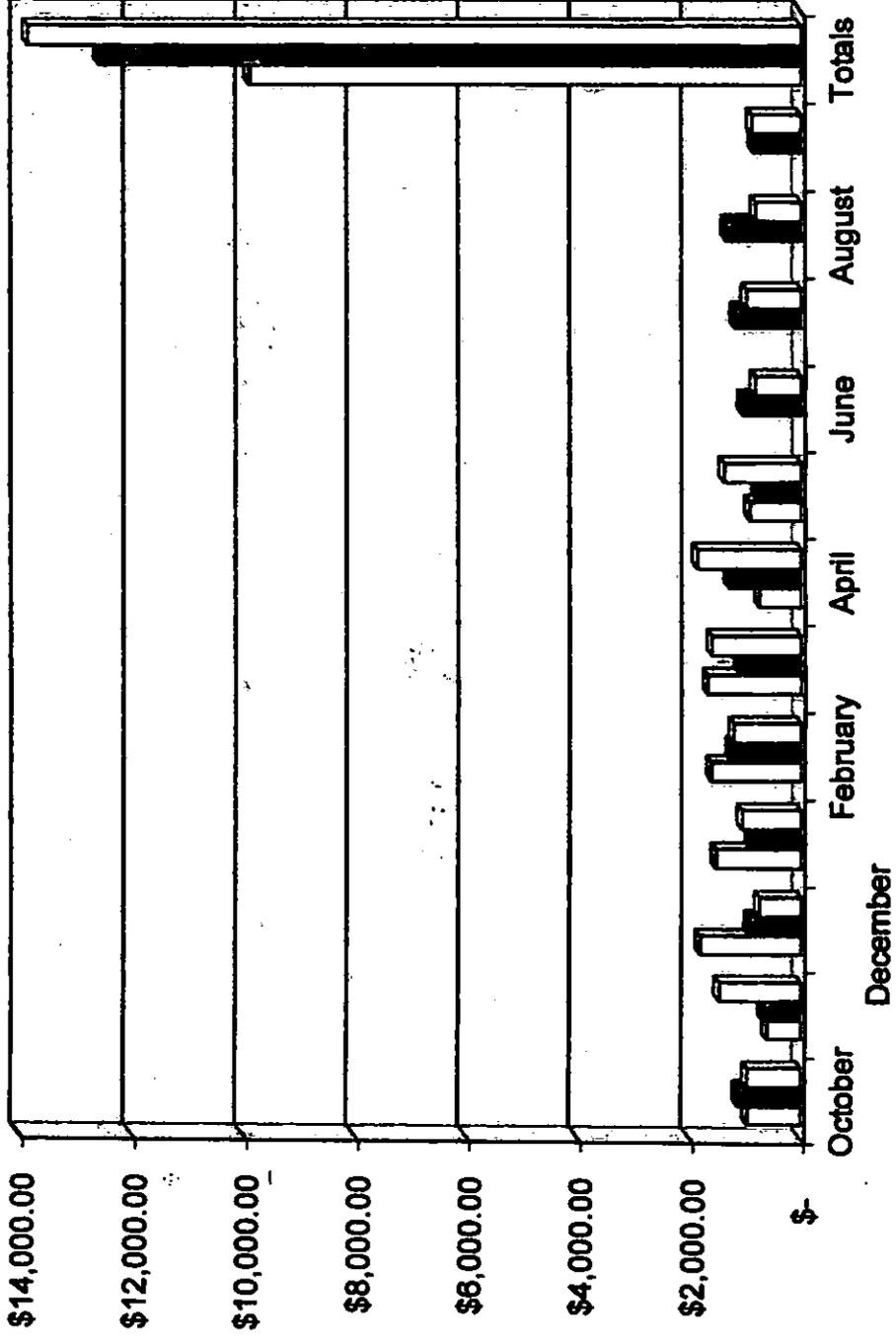
  
**FerLandra Williams**  
**Financial Coordinator**

**COMPARISON OF PROBATION FEE COLLECTIONS**

Month	FY 2020	FY 2019	Difference	FY 2018	Difference	FY 2017
October	\$ 956.00	\$ 1,125.00	\$ (169.00)	\$ 966.00	\$ (59.00)	\$ 1,025.00
November	\$ 615.00	\$ 685.00	\$ (70.00)	\$ 1,472.15	\$ 455.15	\$ 1,017.00
December	\$ 1,820.00	\$ 926.00	\$ 894.00	\$ 750.00	\$ (184.00)	\$ 934.00
January	\$ 1,533.00	\$ 915.00	\$ 618.00	\$ 1,056.00	\$ (78.00)	\$ 1,134.00
February	\$ 1,616.00	\$ 1,270.00	\$ 346.00	\$ 1,210.00	\$ (1,361.00)	\$ 2,571.00
March	\$ 1,685.00	\$ 1,107.30	\$ 577.70	\$ 1,607.00	\$ (629.00)	\$ 2,236.00
April	\$ 751.00	\$ 1,298.00	\$ (547.00)	\$ 1,871.00	\$ (516.00)	\$ 1,355.00
May	\$ 925.00	\$ 798.00	\$ 127.00	\$ 1,385.00	\$ (138.00)	\$ 1,523.00
June		\$ 1,055.00		\$ 831.70	\$ (782.30)	\$ 1,614.00
July		\$ 1,188.00		\$ 985.00	\$ (225.00)	\$ 1,210.00
August		\$ 1,349.00		\$ 819.78	\$ (617.22)	\$ 1,437.00
September		\$ 853.00		\$ 888.00	\$ (614.00)	\$ 1,502.00
<b>Totals</b>	<b>\$ 9,901.00</b>	<b>\$ 12,569.30</b>	<b>\$ 1,776.70</b>	<b>\$ 13,841.63</b>	<b>\$ (4,748.37)</b>	<b>\$ 17,658.00</b>

	FY 2020	FY 2019
Collections, through current month	\$ 9,901.00	\$ 8,124.30
Average monthly collections through current month	\$ 1,237.63	\$ 1,015.54
Difference in monthly collections (\$)	\$ 787.00	
Difference in monthly collections (%)	77.50%	

# Comparison of Probation Fee Collections

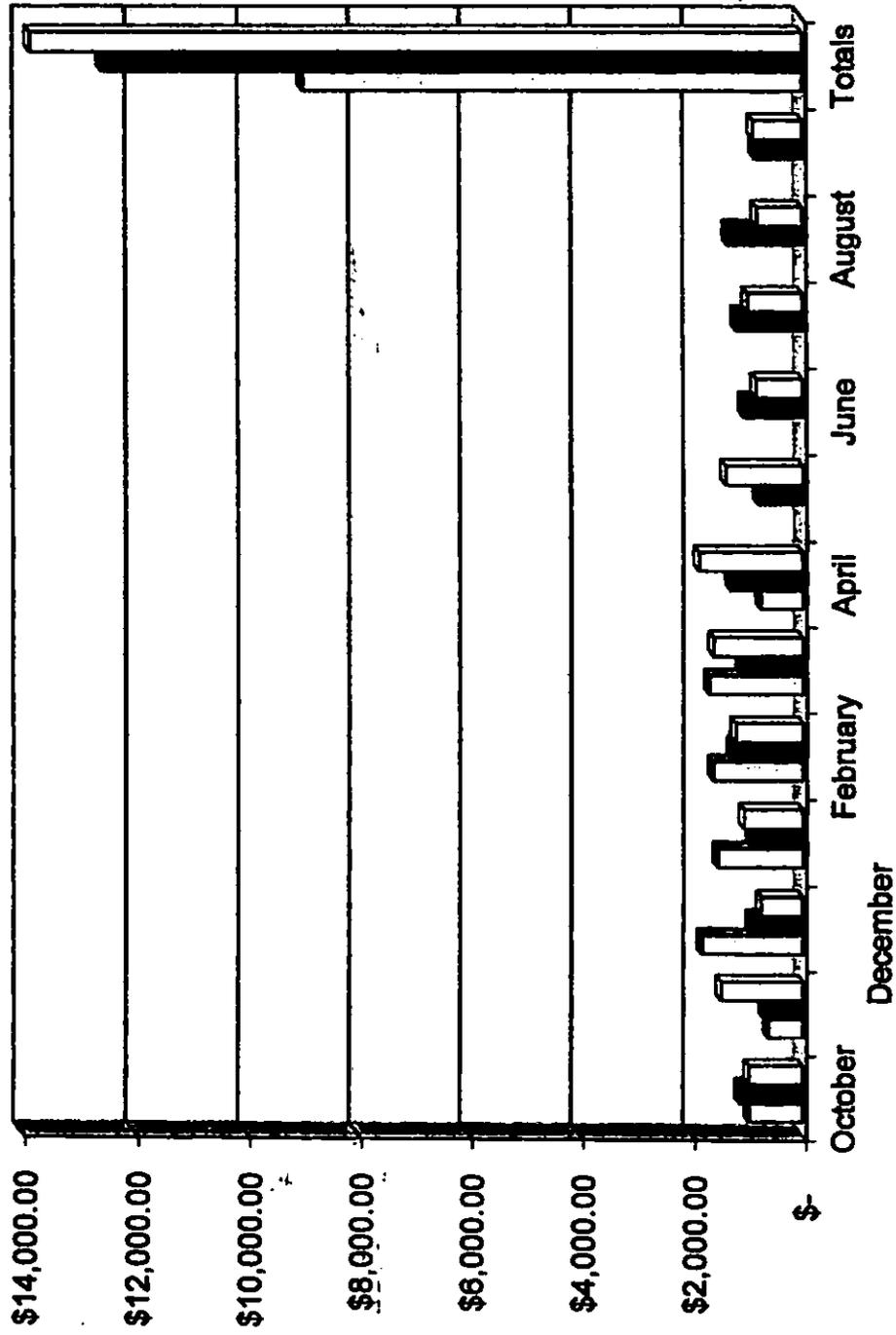


**COMPARISON OF PROBATION FEE COLLECTIONS**

Month	FY 2020	FY 2019	Difference	FY 2018	Difference	FY 2017
October	\$ 956.00	\$ 1,125.00	\$ (169.00)	\$ 966.00	\$ (59.00)	\$ 1,025.00
November	\$ 615.00	\$ 685.00	\$ (70.00)	\$ 1,472.15	\$ 455.15	\$ 1,017.00
December	\$ 1,820.00	\$ 926.00	\$ 894.00	\$ 750.00	\$ (184.00)	\$ 934.00
January	\$ 1,533.00	\$ 915.00	\$ 618.00	\$ 1,056.00	\$ (78.00)	\$ 1,134.00
February	\$ 1,616.00	\$ 1,270.00	\$ 346.00	\$ 1,210.00	\$ (1,361.00)	\$ 2,571.00
March	\$ 1,685.00	\$ 1,107.30	\$ 577.70	\$ 1,607.00	\$ (629.00)	\$ 2,236.00
April	\$ 751.00	\$ 1,298.00	\$ (547.00)	\$ 1,871.00	\$ (516.00)	\$ 1,355.00
May		\$ 798.00		\$ 1,385.00	\$ (138.00)	\$ 1,523.00
June		\$ 1,055.00		\$ 831.70	\$ (782.30)	\$ 1,614.00
July		\$ 1,188.00		\$ 985.00	\$ (225.00)	\$ 1,210.00
August		\$ 1,349.00		\$ 819.78	\$ (617.22)	\$ 1,437.00
September		\$ 853.00		\$ 888.00	\$ (614.00)	\$ 1,502.00
<b>Totals</b>	<b>\$ 8,976.00</b>	<b>\$ 12,569.30</b>	<b>\$ 1,649.70</b>	<b>\$ 13,841.63</b>	<b>\$ (4,748.37)</b>	<b>\$ 17,658.00</b>

	FY 2020	FY 2019
Collections, through current month	\$ 8,976.00	\$ 7,326.30
Average monthly collections through current month	\$ 1,282.29	\$ 1,046.61
Difference in monthly collections (\$)	\$ 787.00	
Difference in monthly collections (%)	75.19%	

# Comparison of Probation Fee Collections



FY 2020     FY 2019  
 FY 2018

[Faint, illegible text, possibly a signature or stamp]

J.A. ANDY HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

**ORDER APPROVING:**  
**MONTHLY ACTIVITY REPORTS,**  
**MARCH - JUNE 2020:**

**ENGINEERING**

On this the 30 day of June, 2020, came on for consideration the matter of Engineering: Monthly Activity Reports, March - June 2020. After discussion, Commissioner Snell made a motion to approve and it was seconded by Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Reports be, and the same are hereby, approved by unanimous vote.

-----



June 30, 2020

To: Honorable Judge Scott M. Felton  
501 Washington Ave.  
Room 214  
Waco, TX 76701

Re: Engineering Department Quarterly Report (2<sup>nd</sup> Qtr. 2020)

Dear Judge Felton,

The following quarterly report for the period beginning March 7, 2020 through June 21, 2020 is hereby submitted for review and approval by the Commissioners Court.

Sincerely,

A handwritten signature in cursive script, reading "Zane W. Dunnam".

Zane W. Dunnam, P.E., R.P.L.S.  
County Engineer, Director of Engineering

ACCEPTED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 2020  
*Scott M. Felton*  
COUNTY JUDGE  
For RECORDING

## Engineering Departmental Report

### Engineering Sales Report:

Mar. 7, 2020 thru June 21, 2020

	Number	Amount
Culvert Sales	70	\$32,116.69
Signs	3	\$33.26
Floodplain Determinations	159	\$1,590.00
Floodplain Violation Issued	0	-
Subdivision Reviews:		
County	6	\$870.00
ETJ	0	-
Variances	0	-
Hills Over the Bosque Road Liens	27	
HOTB Assessment Liens Released	2	\$4,280.00
Previous Liens Released	14	
Remaining HOTB Liens @ \$2,140 ea. (Unpaid)	11	
Map/Copy Sales	247	\$443.77
Data CD's	0	-
Property Tax Copies	16	\$14.78
Construction Notices (A&B)	74	-
Violation Notices Issued	77	-
Road & Bridge	0	\$0.00
<b>Total Receipts</b>		<b>\$39,348.50</b>

### Engineering Meetings Report:

City of Waco	3
Waco M.P.O.	2
Misc. Developers	0
Meeting with R&B Crew	1
Space Work Group	6
Engineering Consultants	14
Non-Engineering Consultants	7
NRCS - Dam Repair/Maintenance	1
McLennan Co. 9-1-1 Emergency Assistance District	0
Public Health District OSSF	2
Misc.	29
<b>Total Meetings</b>	<b>65</b>

## Engineering Departmental Report Con't.

### Road Projects

---

- 1 Speegleville Rd. - Knife River constructing \$11.4M roadway improvements; estimated to complete summer 2021
- 2 Surrey Ridge Rd. - \$3M project; completed final walk-through; created punch list
- 3 Ritchie Rd. - Cost shared with Hewitt & Waco; Big Creek Constr.; substantially complete June 2020
- 4 Chapel Rd. - Continue final design efforts by Walker Partners; Cost share with Waco for waterline; Est. \$8.8M

### Bridges

---

- 1 Flat Creek Bridge (Pct 1) - Another repair made by R&B; Walker Partners studying bridge and floodplain
- 2 Bays Road at Tehuacana Creek (Pct 2) - TxDOT off-system bridge completed
- 3 Chisholm Trail Rd at Tonk Creek (Pct 4) - TxDOT off-system bridge completed
- 4 Compton School Rd at Hog Creek (Pct 4) - TxDOT off-system bridge completed
- 5 N Crooked Creek Road Bridge (Pct 4) - Bridge closed; CP&Y working on final design plans, Waco waterline issue
- 6 Tonk Road Bridge (Pct 4) - CP&Y working on final design plans
- 7 Cobbs Road Bridge (Pct 4) - Bridge to be replaced; design plans in-house
- 8 Willow Branch Road Bridge (Pct 4) - Bridge to be replaced; design plans in-house
- 9 Panther Branch LWC/Bridge (Pct 4) - LWC to be replaced with bridge; to be designed in-house

### Drainage/Flooding

---

- 1 Rattler Hill LWC (Pct 4) - LAN Engineering nearly complete with LWC design; waiting on geotech boring data
- 2 MRB Group working on revising supplemental flood report submission of LOMR for Rattler Hill LWC
- 3 Cow Bayou Watershed Site #10 - Beavers Contracting repairing dam
- 4 Cow Bayou Watershed Site #25 & #26 - County assisted SWCD in obtaining \$53,000 in grant funding for O&M
- 5 Cow Bayou Watershed Sites #3 & #8 - County obtained O&M grant funding and advertised RFPs

### Traffic Regulations

---

- 1 Yield Sign at Apache Trail and Comanche Trail (Pct 4)

### Regulatory

---

- 1 Brazos Watermaster Program
- 2 Middle Bosque - Lake Whitney flood risk study - FEMA, USACE
- 3 OSSF Meetings with Public Health District
- 4 Review platting requests from developers and general public
- 5 Waco Metropolitan Planning Organization (Technical Review Committee)
- 6 Waco Metropolitan Planning Organization (Process Review Work Group)
- 7 Water Use Permit 3936 - Right to Brazos water in Pct 1
- 8 Floodplain Violation deferred for Mendoza due to COVID-19

## Engineering Departmental Report Con't.

### Misc.

---

- 1 Corresponded with various utility companies regarding utility damage claims and/or relocation issues
- 2 Mart \$17M Grant for water infrastructure project underway
- 3 Correspond with various utility companies for TxDOT off system bridges
- 4 Coordinate release of liens on real property in Hills Over the Bosque subdivision in Precinct 4
- 5 Monitor Surrey Ridge Road construction; Review Pay Applications
- 6 Monitor Ritchie Ridge Road construction; Review Pay Applications
- 7 Review engineering design plans and provide input to Walker Partners regarding Chapel Road
- 8 Started progress meetings for Speegleville Road construction contract with Knife River; \$11.4M; 350 days
- 9 Review various geotechnical reports
- 10 Review plats, drainage issues, land development meetings
- 11 Attend construction progress meetings for Ritchie Road improvement project  
County portion of \$5,687,195.66 contract is \$636,794.28 + 10% contingency; 480 working days ~ Oct 2020  
Big Creek began construction January 28, 2019; substantial completion June 2020
- 12 Review various roads for acceptance into County Road System
- 13 Review various pipeline plans to be installed across the county
- 14 Review various wind and solar farms to be installed across the county
- 15 Interlocal Agreement with Waco on Chapel Road (Ritchie Road down to Farmiller) completed
- 16 Update County maps and road system log, as well as MCAD maps as new information becomes available
- 17 Coordination of Aerial Photography multi-agency efforts on 2020 flight to update aerial photos (due to rapid growth)
- 18 Determine status of various roads within county (eg. Private vs. County vs. City)
- 19 Coordination with City of Waco on Plat Reviews
- 20 Maintain TxDOT County Road Inventory
- 21 Maintain engineering website
- 22 Discussion with Legal regarding impacts of HB 3167 (time to respond to plats) Need to update Subdivision Regs.
- 23 Review and Provide input on City of Waco mid-block cross-walk on Washinton Ave. opposite Courthouse
- 24 Assisted JP Pct 2 with Elm Street streetscape issues
- 25 Assisted with cell tower location in Pct 3 & 4
- 26 Assisted with drainage easement and traffic intersection in Woodfield Subdivision (Pct 4)
- 27 Provide Census data to US Census Bureau regarding County Boundary and Speegleville Road Construction Payments
- 28 Assist City of Mart to change name of Kensington Street to JL David Avenue
- 29 Review City of Waco annexation documents
- 30 Create ILA to piggy back on City of Woodway Slurry Seal contract for Rancho Lorena Subdivision roads (Pct 4)
- 31 Inspected roads and drainage in Spring Valley Subdivision (Pct 1); required corrections prior to recommending
- 32 Reviewed City of Waco plans for 16-inch wastewater force main along Ritchie Road
- 33 Assist with Google recognition for Tradinghouse Lake Park Roads

### Director Items

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- 1 Participated in Space Workgroup meetings
- 2 Coordination with Walker Partners on future LOMR to areas within City of Waco, Robinson, Hewitt, and County
- 3 Participation in MPO Process Review Work Group
- 4 Participated in Soil Security Meeting with Texas A&M
- 5 Assist Mission Waco Shelter
- 6 Coordinate with City of Waco to chip seal various city streets
- 7 Obtained FEMA floodplain continuing education hours
- 8 Obtained TWDB floodplain management continuing education hours
- 9 Provided FEMA floodplain education opportunities to staff
- 10 Obtained COVID-19 glass wall for staff
- 11 Conducted staff performance evaluations
- 12 Successfully initiated efforts to obtain O&M grant funding on four Cow Bayou Watershed Flood Control Structures

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

Mar. 7, 2020 - June 21, 2020

Pg. 4 of 4

By Myrcetez Gowan-Perkins,  
Deputy

**ORDER ACCEPTING:**

**MONTHLY ACTIVITY REPORT,**  
**JANUARY - MARCH 2020:**

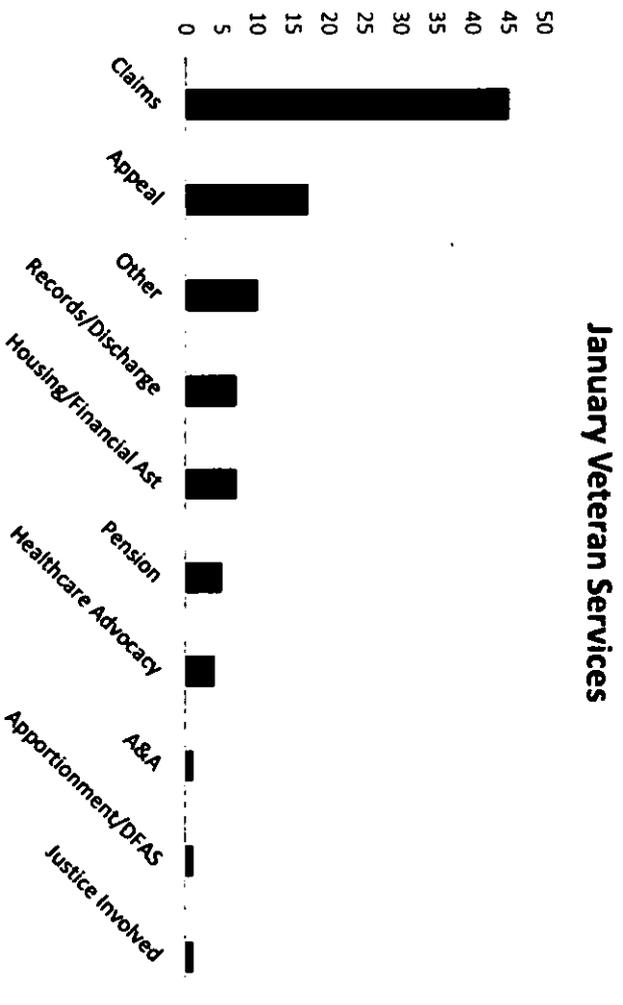
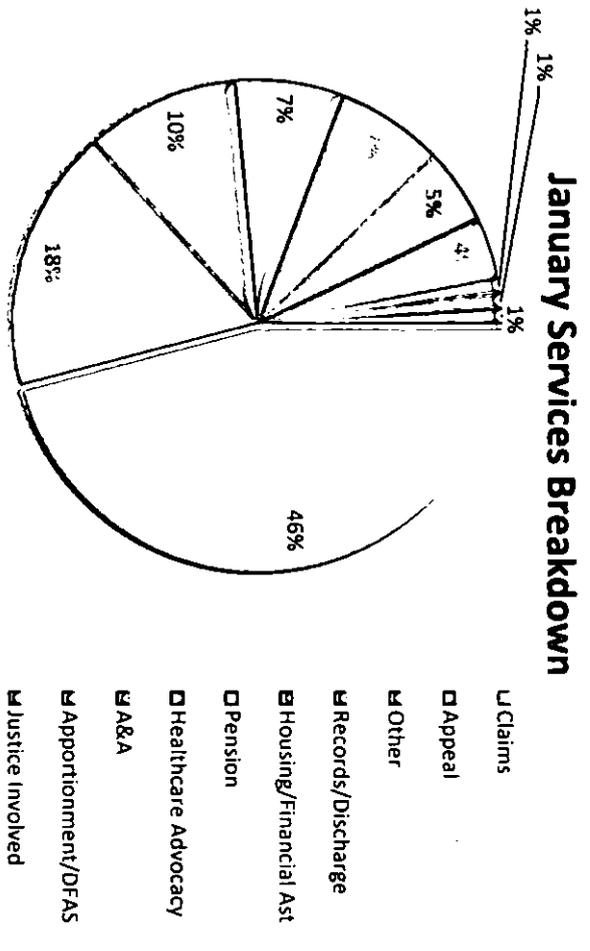
**COUNTY VETERANS SERVICE OFFICE**

On this the 30 day of June, 2020, came on for consideration the matter of County Veterans Service Office: Monthly Activity Report, January - March 2020. After discussion, Commissioner Jones made a motion to approve and it was seconded simultaneously by Commissioner Snell and Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Report be, and the same is hereby, accepted by unanimous vote.

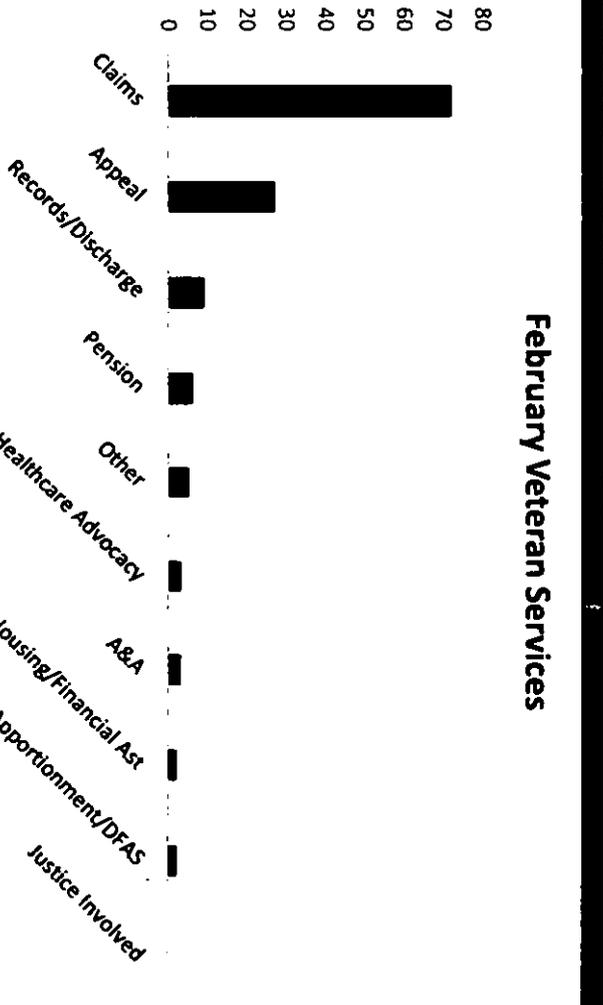
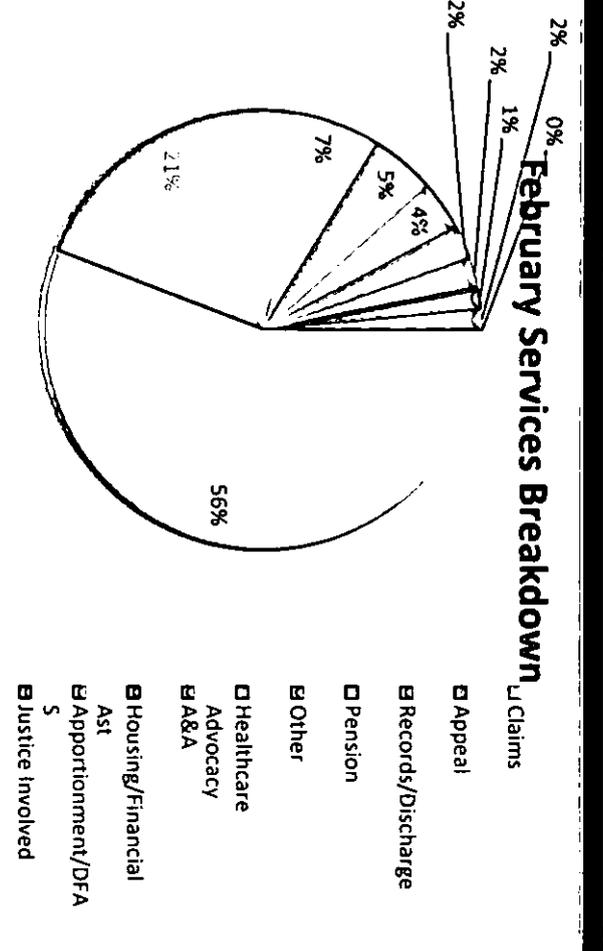
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# McLennan County Veteran Service Office January, February, March 2020 Report

January Totals	
Claims	45
Appeal	17
Other	10
Records/Discharge	7
Housing/Financial Ast	7
Pension	5
Healthcare Advocacy	4
A&A	1
Apportionment/DFAS	1
Justice Involved	1
<b>Total</b>	<b>98</b>
<b>Out of County</b>	<b>4</b>



February Totals	
Claims	72
Appeal	27
Records/Discharge	9
Pension	6
Other	5
Healthcare Advocacy	3
A&A	3
Housing/Financial Ast	2
Apportionment/DFAS	2
Justice Involved	0
<b>Total</b>	<b>129</b>
<b>Out of County</b>	<b>7</b>

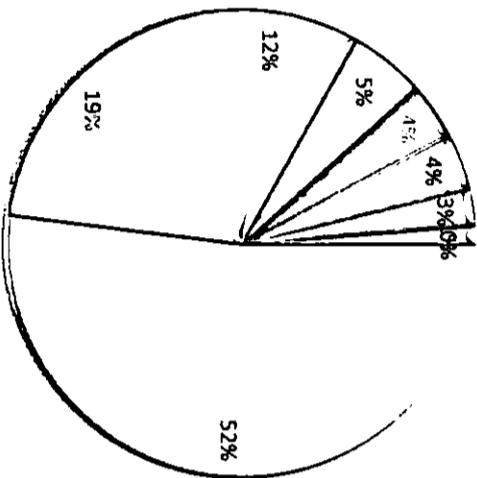


March Totals	
Claims	40
Appeal	15
Other	9
Records/Discharge	4
Housing/Financial Ast	3
Apportionment/DFAS	3
A&A	2
Justice Involved	1
Pension	0
Healthcare Advocacy	0

Total	77
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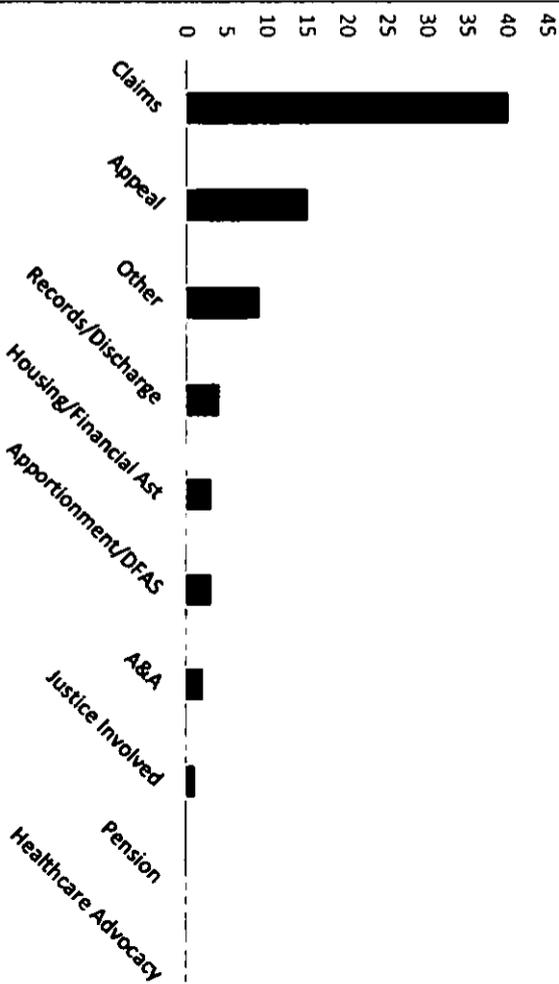
Out of County	6
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### March Services Breakdown



- Claims
- Appeal
- Other
- Records/Discharge
- Housing/Financial Ast
- Apportionment/DFAS
- A&A
- Justice Involved
- Pension
- Healthcare Advocacy

### March Veteran Services



ACCEPTED BY COMMISSIONERS COURT  
 THIS 30 DAY OF JUNE, 2020  
*William J. Stolt*  
 COUNTY JUDGE

For RECORDS

J.A. ANDY FARWELL, County Clerk  
McLennan County, Texas

FILED JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

**ORDER ACCEPTING:**

**MONTHLY ACTIVITY REPORT,**  
**APRIL - JUNE 2020:**

**PURCHASING**

On this the 30 day of June, 2020, came on for consideration the matter of Purchasing: Monthly Activity Report, April - June 2020. After discussion, Commissioner Miller made a motion to approve and it was seconded by Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Reports be, and the same are hereby, accepted by unanimous vote.

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**Purchasing Quarterly Report**

	<b>04/1/20 - 06/30/20</b>
<b>During the Past Month</b>	
<b>Purchase Orders Processed (approximate):</b>	<b>1517</b>
<b>Bids, RFQs &amp; RFPs awarded or rejected :</b>	Bid 20-013 ADA Improvements for Extraco Events Center Bid 20-014 Antennas and Parts for Towers Project Bid 20-015 Road & Bridge 2 Office Building
<b>Bids, RFQs &amp; RFPs released:</b>	RFP 20-016 McLennan County Insurance RFP 20-017 Cow Bayou Watershed Flood Control Structure #3 RFP 20-018 Cow Bayou Watershed Flood Control Structure #8 RFP 20-020 Asbestos Abatement and Demolition in Old Downtown Jail
<b>Bids, RFQs &amp; RFPs Extended or updated:</b>	Bid 15-017 Printing McLennan County Tax Statements Bid 16-013 Printing for Various Departments Bid 17-015 Inmate Personal Items
<b>Insurance</b>	Attended meetings to evaluate Insurance Proposals
<b>Contracts worked on:</b>	L & M Electronics for RB 4 Addendum 1 to Motorola Contract for Microwave Contract with DemandStar for Electronic Bidding Working on addendum to our Bid for Transportaion of Devesed for Chemical Analysis Reviewed Interlocal Agreement with Travis County for Elections Reviewed Change Order #2 with Motorola Worked on Interlocal With GoodBuy Purchasing Cooperative Reviewed Agreement with MTM Technologies, Inc. Worked Dustin and Julia on Property Coverage with TC Reviewed CTWP Lease Agreement on copier for County Clerk
<b>Maintenance Agreements Reviewed</b>	
<b>Projects:</b>	Attended Venue Project Updates and Reviewed the Pay Aps  Reviewed Pay Aps fro Mundo & Associates Reviewed Pay aps for IV-D Project  Reviewed Pay aps for Tradinghouse Project  Reviewed Pay Aps for ADA Renovations at Juvenile Attended Meetings on Tradinghouse Lake Project Attended Meetings with the Space Study Group Attended Meetings with CP & Y on progress of projects Participated with group on presentation of findings of the Space Study Group Sat in on P3 conference calls - P3 is looking at going out for Bid on future needs soon Continuing to Work on a solutions for Janitorial Services Set up an account with Demand Star to accept bids electronically We lost Wayne, working on with others on Tower Project Have called to check on all orders outstanding Having Daily meetings on what Covid Supplies do we need to order Requests from Baylor Students for phone interviews Set in on first tests of Zoom meetings for Court Submitted Performed Evaluations on-time Sent in distribution of Incentive Pay on-time Submitted Budget Updating some some pads for AEDS and and checking batteriess in enclosures

Cellular Services	<p>RB 2 request for Cell phone JP 1-2 request for Hot Spot</p> <p>i-T request for Hotspot Option on Oncall device Juvenile request for Cell Phones</p> <p>Change cell phone plan with AT &amp; T for MOB RB 2 request for Hot Spots</p> <p>Changed cell phone plans for Adult Probation Hot Spot added to So Cell Phone</p>
Auction/Surplus	<p>Request from Elm Mott for emergency vehicle lights Order for Deputy to purchase Duty Weapon On-line Auction May 22 - June 5 Another Order for Deputy to purchase Duty Weapon</p>
Donations	<p>Order for Sheriff accepting donation through Good Neighbor Citizenship Company Grant Order accepting donated materials from Texas Materials</p>
Requests for Information	<p>J Reynolds &amp; Co. requested information on Roof Bid</p> <p>Amtek Austin Bid Tab for Bid 20-013 Extraco Events Center ADA Improvements</p> <p>Construct Connect Bid Tab for RB-2 Office Building</p> <p>The Bluebook requested for Bid Tab RB 2 Office Building</p> <p>Virtual Builders Request for General Contractor</p> <p>Smart Procure Pos from 3-23-20 to current</p>
<b>In the Upcoming Month</b>	
Working on the Following Bids, RFQs & RFPs	<p>Inmate Telephone Pharmaceuticals for the Jail ADA Remodel for MHMR Extra Parking at the Jail Jail Medical Services Transportation of d Deceased for Chemical Analysis Pauper Burial / Cremations Dentrust</p>
Contracts or Bids within 3 month window:	<p>Inmate Personal Items Inmate Clothing Hot Mix</p>

*Ken Bass*

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

ACCEPTED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 2020  
*Ken Bass*  
COUNTY JUDGE

*For RECORDING*

**ORDER ACCEPTING:**

**MONTHLY ACTIVITY REPORTS,**  
**MARCH - MAY 2020:**

**INFORMATION TECHNOLOGY**

On this the 30 day of June, 2020, came on for consideration the matter of Information Technology: Monthly Activity Reports, March - May 2020. After discussion, Commissioner Snell made a motion to approve and it was seconded by Commissioner Jones. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Reports be, and the same are hereby, accepted by unanimous vote.

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# QUARTERLY REPORT

March 2020 through May 2020

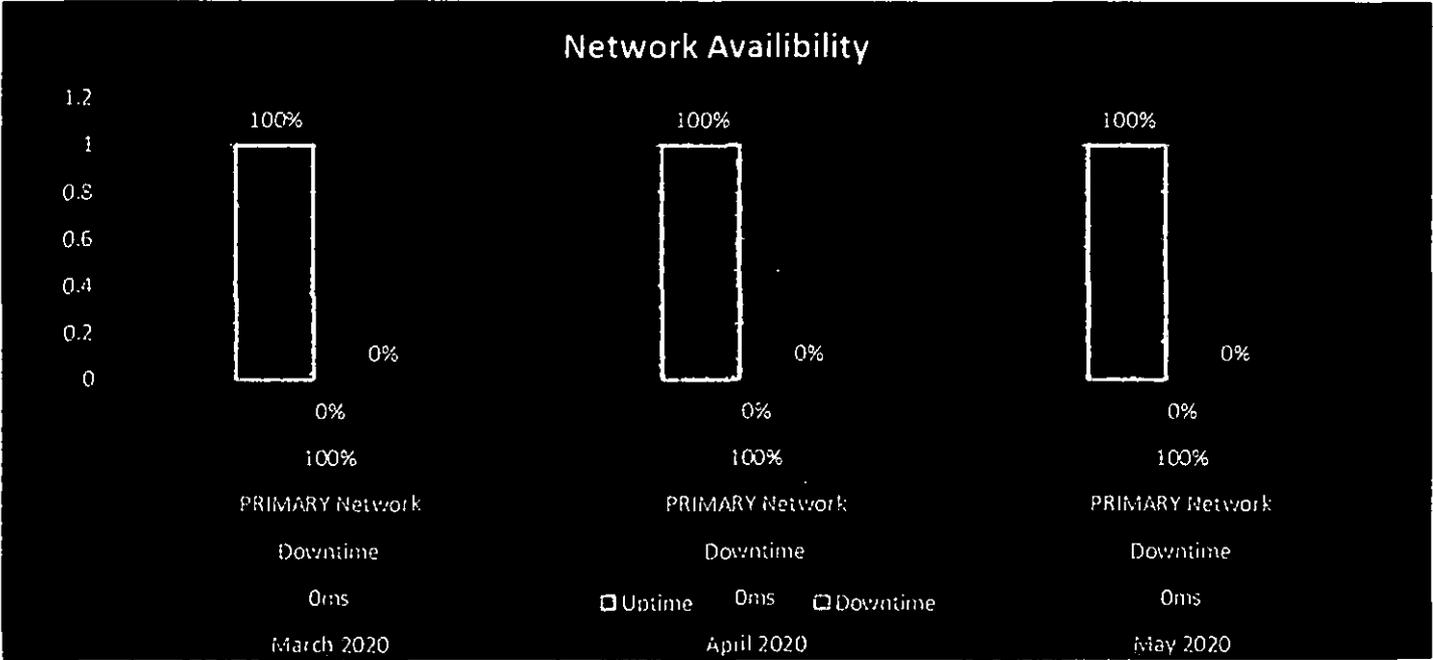
Lisa Fetsch  
Director of Technology

ACCEPTED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 2020

*Lisa M. Fetsch*  
COUNTY JUDGE

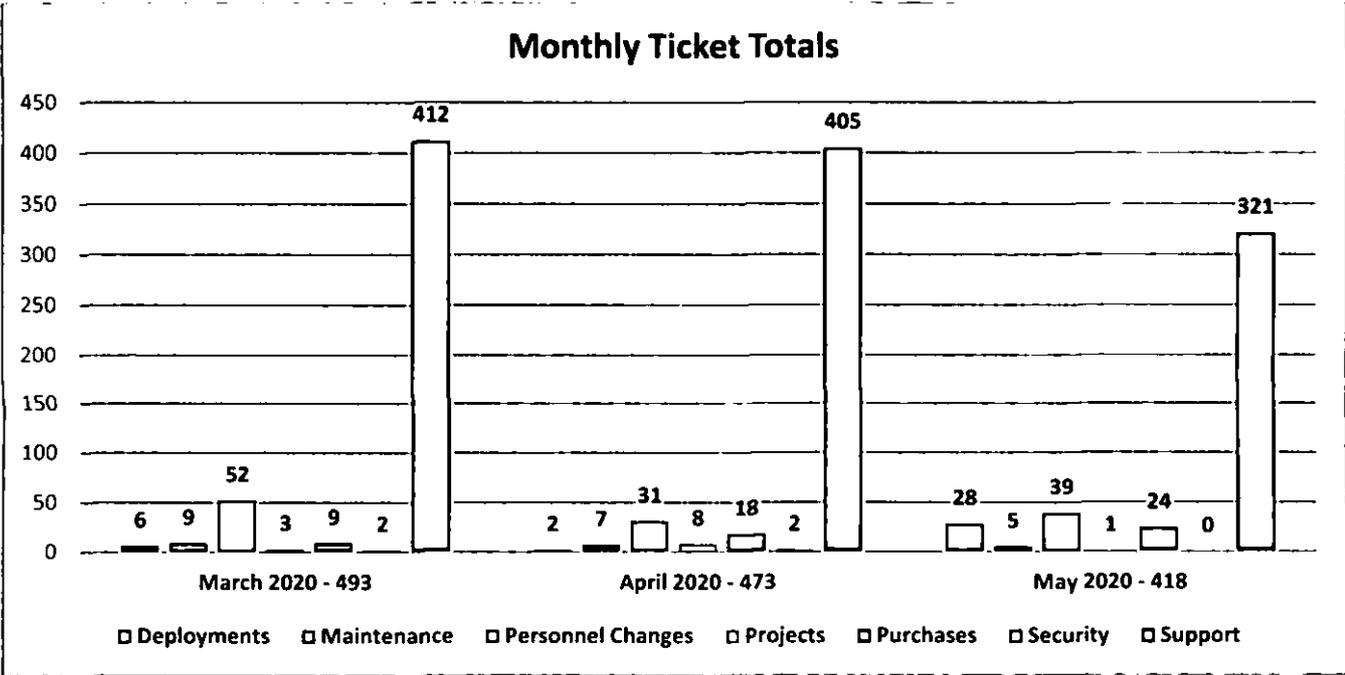
For RECORDING

# Network Availability Report



This chart represents reported system uptime and downtime each month during this period for the PRIMARY DOWNTOWN campus.

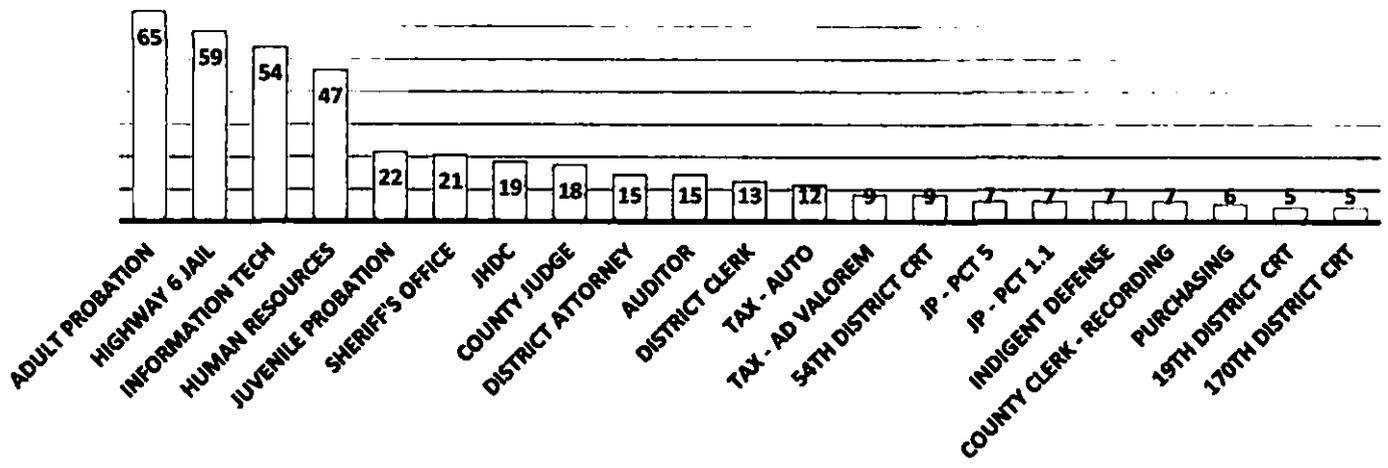
# Help Desk Ticket Report



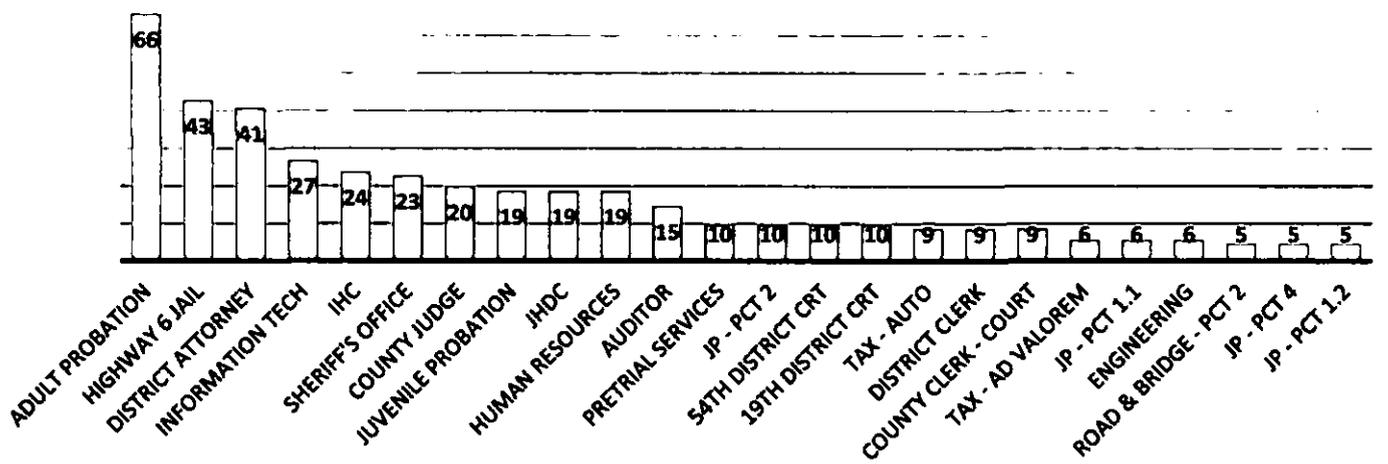
This chart reflects total ticket counts each month during this period. Tickets divided into several categories: DEPLOYMENT of desktop hardware or software; MAINTENANCE for issues with pre-existing infrastructure; PERSONNEL CHANGES include new employees, separations and access/permissions; PROJECTS include network upgrades and new connections, mass support needs, new application implementations; PURCHASES reflect procurement process; SECURITY reflects support regarding malware investigations; SUPPORT reflects most general end-user support requests.

The following graphs reflect only the departments requiring support of 5 requests more each month. Information Technology is often times the highest for functions that reflect county-wide support.

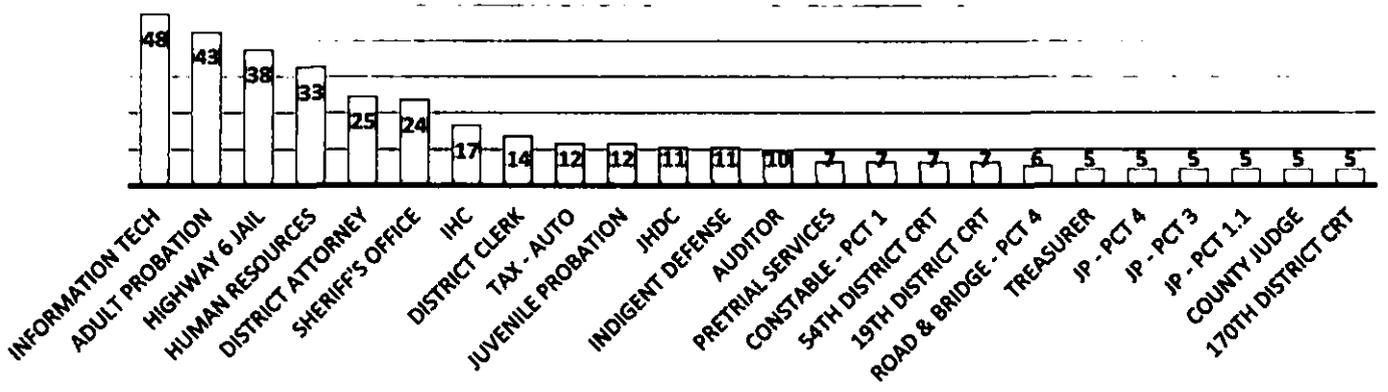
### March 2020 - Departments >= 5 Tickets:



### April 2020 - Departments >= 5 Tickets:



### May 2020 - Departments >= 5 Tickets:



# Archives Reports

<b>Archives Activity Report – March 2020</b>			
Agency Name		Files Out	Files In
		(pull/logout/deliver)	(pickup/login/refile)
Adult Probation		1	2
District Clerk - Civil		972	1944
District Clerk - Criminal		196	392
District Attorney		32	64
Justices of the Peace		88	176
Other		188	376
Mortgage Companies		5	10
Sheriff		2	4
County Clerk		69	138
<b>TOTAL files processed</b>		<b>1553</b>	<b>3106</b>
Odometer	Previous Mo. Reading	17260	
	Current Mo. Reading	n/a van totaled	
	Total Miles this Month		
Scanning	Sheriff	13469	
	Adult Probation	3653	
	DA	1872	
	<b>TOTAL</b>	<b>24634</b>	
Shredding – commercial truck		0 (construction & no inmate crew)	
The file room has slowed down a bit due to COVID-19, which has allowed us to catch up on refiling.			

<b>Research Log Details (13 items)</b>	<b>Hours</b>
-Fossett Title Works-Looking for ownership info regarding various properties around Waco	3.5
-Fossett Title Works-Looking for ownership info for lots in McGregor	1.25
-American Guaranty Title-Looking for judgment of a civil case out of 19 <sup>th</sup> District Court	.75
-Looking for ownership info for property at Jackson and 12 <sup>th</sup> St.	.75
-Walker Partners-Looking for ownership info for property around the courthouse	.50
-Picking up copies of a 1950s case	.25
-Looking for cases involving H.B. Granberry, County Judge and a Confederate Brigadier General	1
-Texas Central Title-Looking for maps/drawings of W.U. Tyson Addition in McGregor	2
-Looking for info for property at 12 <sup>th</sup> and Jackson	.50
-American Guaranty Title-Looking for petition and judgment of a civil case out of 19 <sup>th</sup> Dist. Court	1
<b>INTERNAL -</b>	
-Melissa Such-Juvenile Dept.-Needing a juvenile case scanned off of microfiche	2
-Dana Shane-District Clerk-Looking for complete divorce decree for a 1977 divorce case	.5
-Luke Lammert-Engineer-Looking for info on an old road in the Crawford area that was deeded as a public ROW	3
<b>TOTAL HOURS:</b>	<b>17</b>

<b>Archives Activity Report – April 2020</b>			
Agency Name		Files Out	Files In
		(pull/logout/deliver)	(pickup/login/refile)
	District Clerk - Civil	472	944
	District Clerk - Criminal	544	1088
	District Attorney	6	12
	Justices of the Peace	22	44
	Other	132	264
	Mortgage Companies	2	4
	County Clerk	77	154
	<b>TOTAL files processed</b>	<b>1255</b>	<b>2510</b>
Odometer	Previous Mo. Reading	0 (new van)	
	Current Mo. Reading	31	
	Total Miles this Month	31	
Scanning	Sheriff	11354	
	Adult Probation	7264	
	DA	1360	
	<b>TOTAL</b>	<b>19978</b>	
Shredding – commercial truck		0 (construction & no inmate crew)	
The file room has slowed down a bit due to COVID-19, which has allowed us to catch up on refiling.			

<b>Research Log Details (7 items)</b>	<b>Hours</b>
-Looking for DBA record for a business in the 1970s	.50
-Looking for info about a small tract of land connected to 160 acre tract in the Manchaca Grant	24.00
-Looking for ordinances regarding the fire department in the early 1900s	1.00
-Waco-McLennan County Library (Genealogy)-Looking for naturalization records	1.00
-Looking for naturalization records	1.50
-Texas Central Title-Looking for extra info on tract in Vega Grant on Old Dallas Rd. at Ft. Graham Rd.	3.00
-Looking for the tax valuation for 75 acres in the Rabajo Survey in the 1960s	.75
<b>Internal</b>	
None	
<b>Total Hours:</b>	<b>31.75</b>

### Archives Activity Report – May 2020

Agency Name	Files Out (pull/logout/deliver)	Files In (pickup/login/refile)
District Clerk - Civil	344	688
District Clerk - Criminal	349	698
District Attorney	23	46
Elections	21	42
Justices of the Peace	99	198
Other	145	290
Mortgage Companies	8	16
County Clerk	14	28
<b>TOTAL files processed</b>	<b>1003</b>	<b>2006</b>
Odometer	Previous Mo. Reading	31
	Current Mo. Reading	160
	Total Miles this Month	129
Scanning	Sheriff	16697
	Adult Probation	4064
	DA	1618
	<b>TOTAL</b>	<b>22379</b>
Shredding – commercial truck	0 (construction & no inmate crew)	

Research Log Details (4 items)	Hours
-First Title – Looking for ownership info for a lot in the Baker Heights Add.	.50
-Looking for info about where relatives lived in the 1910s and 1920s	6 days
-Looking for death certificate for sister	1.50
<b>Internal</b>	
-Theresa-DC-Looking for divorce in the 1940s and a divorce in the 1900s	1.00
<b>Total Hours:</b>	<b>51.00</b>

## **ARCHIVES: INFOLINX PROJECT MARCH – MAY (new barcode inventory system)**

Kickoff meeting occurred in March. Numerous planning, training and implementation calls have been scheduled over the course of this period. We anticipate full implementation in July.

**March:** Review of data to be imported and determine how to organize the file information and manage our inventory. Received training and began entering test data into the system.

**April:** Assigned names to every room in the Archives building to further identify locations in the Infolinx system. Each name was dedicated to Waco/McLennan County/Texas. As an example, the 3<sup>rd</sup> floor contains rooms that are named after each of the current Commissioners and County Judge, as a thank you for approving the purchase and implementation of the Infolinx barcoding system. Other named rooms include Baylor, Lone Star, Bluebonnet, Bosque, Brazos and so on.

We found a cost-effective way to easily identify each rack of shelving using magnetic photo holders and vinyl letters/numbers. We started entering this data into Infolinx and were able to print barcodes for the first group of boxes and shelves, then used the scanners to assign each box to the appropriate location. We then dock the scanner and transfer the information into Infolinx.

We verified data imported, scanned data and search filters. We encountered a few minor issues but the Infolinx team, together with our IT team, have been quick to come up with solutions. So far, we are very pleased with how user-friendly the new software is. It is very apparent how well this system will work once everything is entered, not only for inventory purposes but for day to day tracking as well.

**May:** We worked with the IT department to prepare the Texas State Library retention schedules so they are formatted in a way that can be imported into Infolinx. We continue to become familiar with the file management and reporting features in this system.

We assembled seven new shelving units in the Lonestar (DA) room in an effort to get boxes off the floor so they may be entered into the Infolinx system.

## **ARCHIVES: MANAGING GROWTH**

**Shredding:** In May of 2019, we had approximately 2,000 boxes marked and ready for destruction. We decided to hire a professional shredding service to speed up the process of destruction, not only to expedite the destruction process but also to create much needed space at the Archives. By the end of August, 2019 we had reduced our backlogged shredding by half. We had to put a halt to shredding as construction began on the first floor to accommodate the Indigent Health department. For the next six months, the entry point to the Archives was either under construction or pathways that would allow the shredding company access to our boxes were blocked by equipment. By March, once construction was complete and the pathways were cleared, Covid 19 hit and we lost our inmate work crew as they were quarantined to the jail indefinitely. This prevented us from moving boxes to the designated shredding area. I have approximately 300 boxes that are accessible to the shredding company. They will resume shredding 100 boxes per week beginning June 30, 2020. I have approximately 1,000 boxes marked for destruction on various shelving throughout the Archives building. Moving these boxes to the designated shredding area will require a work crew. I have been in contact with a company that was recommended by TJ, and they will be setting up a date and time to meet here at the Archives to discuss price and scope of the project.

**Digitization:** We have been reaching out to departments to discuss record retention, qualifying documents and reducing redundancy. The County and District Clerks pay for digitization of their aging files. Archives staff scan records for SO, DA and Adult Probation departments. Adult Probation began scanning their own records a couple of years ago, which will allow us to close soon close the gap on this task. Each year Archives coordinates and pays for the scanning of DA felony files, as their retention cycle ends (currently 20 years for felony cases). Recently we met with the DA to discuss reducing this retention, as statute dictates 'as administratively valuable'. Proposed changes are being discussed. We also discussed the possibility that their department could start scanning files at disposition. This would allow for discernment of only viable documents being electronically stored. This also allows us to move towards complete digitization - We could potentially increase the yearly digitization schedule, if funding were permitted, and close the gap on the outstanding 22 years of scanning.

**Space:** In addition to consistent shredding practices, there are other measures previously discussed that would help ensure we have the space to grow. First would be the removal of the two mobile shelving units on the second floor along with the District Clerk files. This would free up approximately 4,000 square feet of space. Also, as the District Clerk files are permanent, relocating these will drastically reduce our growth rate by about 200 boxes per year. Second would be maximizing our current space with the removal of small rooms and walls giving us a more open area to reconfigure shelving.

# Phone Licenses: Fiscal Year 2020

## Phone System Activity

License type	Total	Used	Available	Inventory	Qty
User	851	850	1	model 6920	98
MBG (remote)	140	74	66	model 5212	27
				model 5320e	1

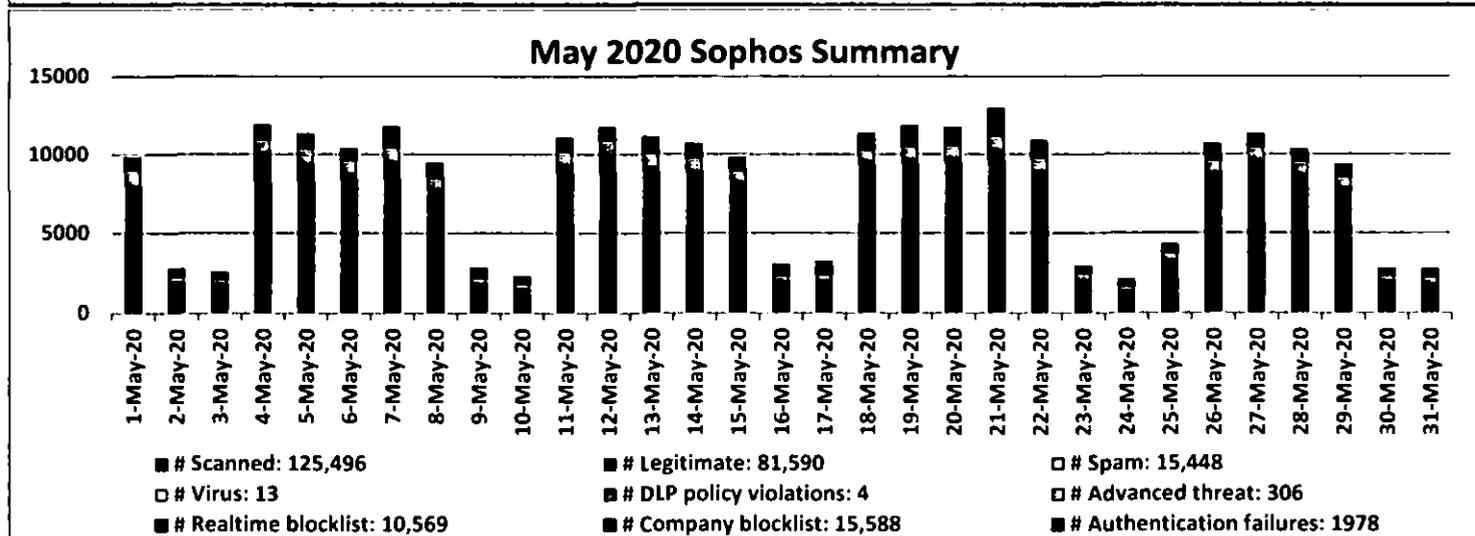
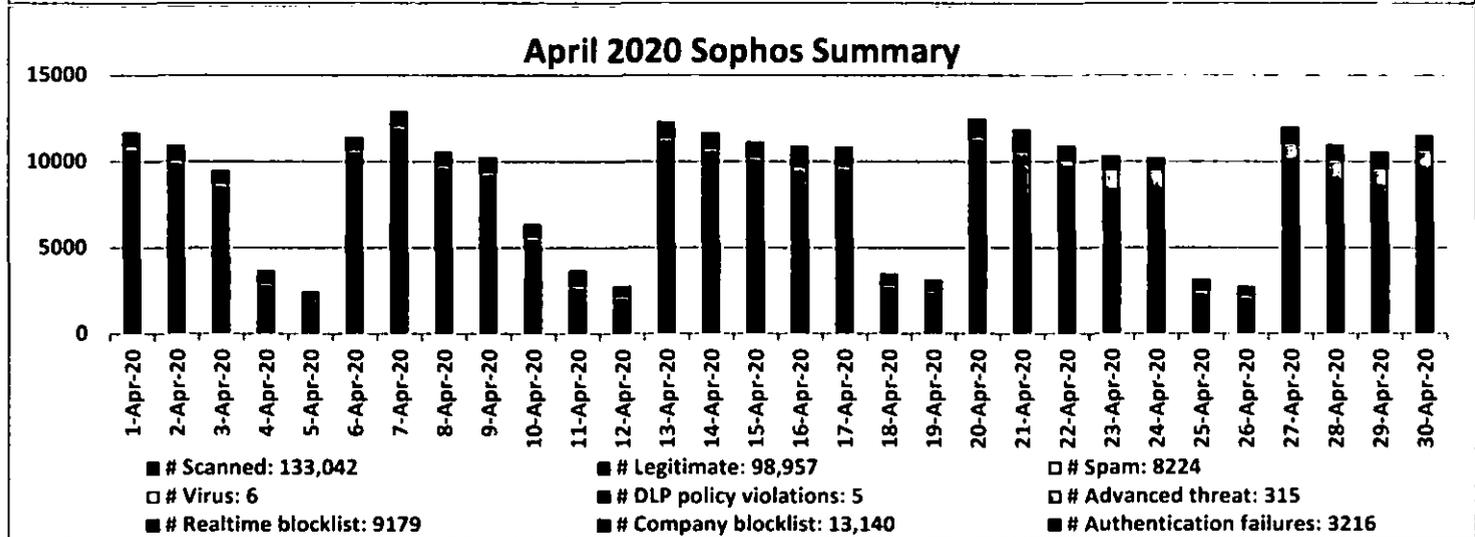
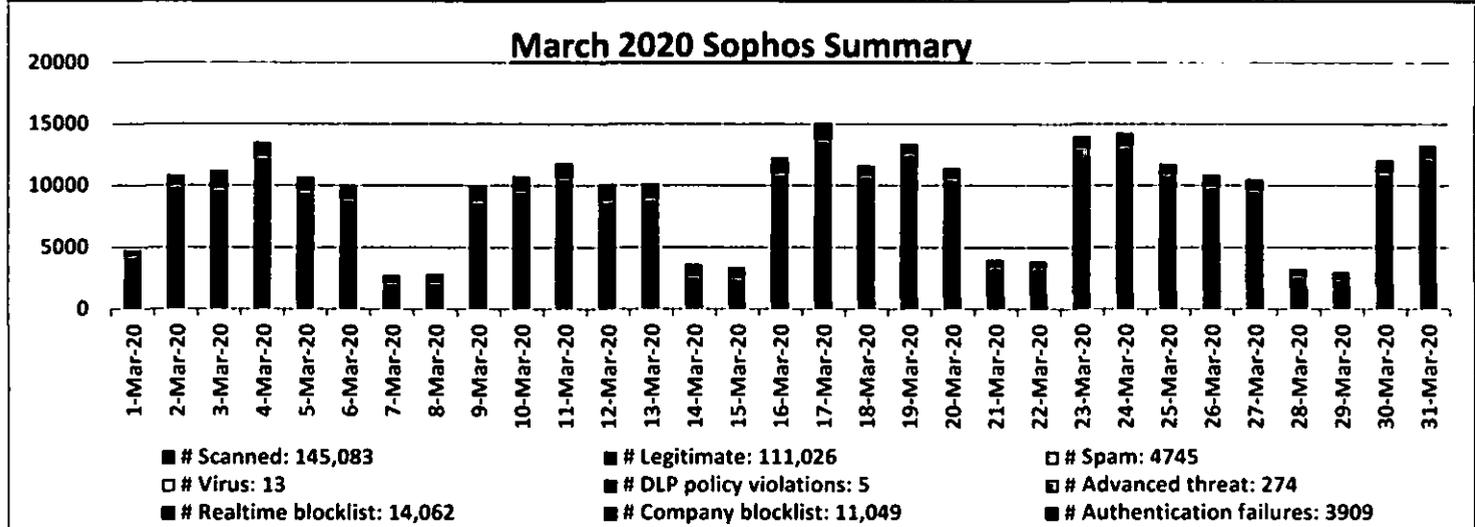
<b><u>Purchases:</u></b>			
5/15/2020	\$13,275	75- 6920 phones	<b>PROJECT: Upgrade</b>
<b><u>Installs:</u></b>			
5/22/2020	Juvenile	(1) phone (1) user license	(1) 5320e phone (used) from inventory
5/21/2020	JP3	(1) new phone (1) user license (1) MBG license	(1) 6920 phone from inventory
5/19/2020	Constable Pct. 2	(6) new phones	<b>PROJECT: Upgrade</b>
5/5/2020	County Clerk	(8) new phones	<b>PROJECT: Upgrade</b>
5/4/2020	County Clerk	(6) new phones	<b>PROJECT: Upgrade</b>
5/1/2020	County Clerk	(10) new phones	<b>PROJECT: Upgrade</b>
4/30/2020	JP2	(4) new phones	<b>PROJECT: Upgrade</b>
	JP3	(1) phone (1) user license (1) MBG license	(1) 6920 phone (used) from inventory
4/17/2020	JP5/Const. 5	(7) new phones (2) Phones (9) user licenses (9) MBG licenses	<b>(7) PROJECT: Upgrade</b> (2) 6920 phones from inventory
3/20/2020	County Clerk	(1) new phone	<b>PROJECT: Upgrade</b>
3/19/2020	Archives	(1) new phone (1) user license (1) MBG license	(1) 6920 phone from inventory
3/6/2020	CSCD	(1) add phone (old) (1) user license	(1) 5212 phone from inventory
3/6/2020	Human Resources	(6) new phones (5) new phones (5) user license	<b>(6) PROJECT: Upgrade</b> (5) 6920 phones from inventory

# Budget Detail and Report

I.T. FY-20 Expenditures				as of 5/31/2020		
Category:	Budget:	Actual:	Difference:	Notes:	Encumbrance:	Revised:
Supplies	\$20,700.00	\$4,808.98	\$15,586.59		\$304.43	\$20,700.00
Furniture & Equip	\$46,650.00	\$2,127.18	\$42,576.34		\$1,946.48	\$46,650.00
Motor Vehicle Oper	\$1,500.00	\$415.13	\$1,084.87		\$0.00	\$1,500.00
Other Services/Charges	\$59,540.00	\$39,593.82	\$5,446.18		\$14,500.00	\$59,540.00
Repair & Maint	\$29,125.00	\$9,732.02	\$19,220.98		\$172.00	\$29,125.00
Travel Reimbursment	\$700.00	\$283.37	\$416.63		\$0.00	\$700.00
Contract Programmers	\$10,000.00	\$0.00	\$10,000.00		\$0.00	\$10,000.00
Software Licensing	\$187,090.00	\$135,681.97	\$48,148.84		\$3,259.19	\$187,090.00
Software Support/Maint	\$25,150.00	\$9,192.50	\$15,957.50		\$0.00	\$25,150.00
Tyler Tech Hosted	\$232,020.00	\$195,991.47	\$36,028.53		\$0.00	\$232,020.00
Professional Development:	\$29,500.00	\$735.58	\$28,764.42		\$0.00	\$29,500.00
<b>Total</b>	<b>\$641,975.00</b>	<b>\$398,562.02</b>	<b>\$223,230.88</b>		<b>\$20,182.10</b>	<b>\$641,975.00</b>
<b>YTD Budget spent:</b>						<b>65%</b>
*IT Assessments	\$303,647.00	\$248,935.54	\$51,718.76	\$637 Transfer out	\$2,992.70	82.97%
<i>*not calculated in the IT budget - expenses to be charged against corresponding departments</i>						
<b>Archives FY-20 Expenditures</b>				<b>as of 5/31/2020</b>		
Category:	Budget:	Actual:	Difference:	Notes:	Encumbrance:	Revised:
Furniture & Equipment	\$3,000.00	\$2,931.87	\$68.13		\$0.00	\$3,000.00
Supplies	\$5,000.00	\$1,416.65	\$2,814.60		\$768.75	\$5,000.00
Motor Vehicle Oper	\$650.00	\$169.58	\$480.42		\$0.00	\$650.00
Other Services/Charges	\$500.00	\$238.65	\$261.35		\$0.00	\$500.00
Repair & Maint	\$2,200.00	\$300.00	\$1,900.00		\$0.00	\$2,200.00
Software Licensing	\$10,000.00	\$4,065.61	\$6,017.39	transfer in \$83	\$0.00	\$10,083.00
Professional Services:	\$35,000.00	\$0.00	\$35,000.00	transfer out \$83	\$0.00	\$34,917.00
Professional Development	\$1.00	\$0.00	\$1.00		\$0.00	\$1.00
<b>Total</b>	<b>\$56,350.00</b>	<b>\$9,122.36</b>	<b>\$46,541.89</b>		<b>\$768.75</b>	<b>\$56,350.00</b>
<b>YTD Budget spent:</b>						<b>18%</b>
*Contingencies	\$224,197.00	\$0.00	\$224,197.00	transfer out \$15,790	\$0.00	\$208,407.00
*Capital Outlay	\$66,219.00	\$63,170.00	\$18,839.00	transfer in \$15,790	\$0.00	\$82,009.00
<i>*not calculated in the budget</i>						
<b>Phone FY-20 Expenditures</b>				<b>as of 5/31/2020</b>		
Category:	Budget:	Actual:	Difference:	Notes:	Encumbrance:	Revised:
Supplies	\$300.00	\$30.60	\$269.40		\$0.00	
Furniture/Equipment	\$60,000.00	\$23,666.00	\$36,334.00		\$0.00	
Other Services/Charges	\$12,045.00	\$2,031.25	\$10,013.75		\$0.00	
Repair & Maint	\$45,000.00	\$37,922.20	\$7,077.80		\$0.00	
<b>Total</b>	<b>\$117,345.00</b>	<b>\$63,650.05</b>	<b>\$53,694.95</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>YTD Budget spent:</b>						<b>54%</b>

# Sophos Central Email Activity Report

Email Totals:				
Desc	March 2020	April 2020	May 200	Total
Passed	111,026	98,957	81,590	291,573
Blocked	34,057	34,085	43,906	112,498
<b>TOTAL</b>	<b>145,083</b>	<b>133,042</b>	<b>125,496</b>	<b>403,621</b>



# Departmental Activity Report

Dept	GENERAL SUPPORT:	Status
IT	<p>Hold weekly management &amp; staff meetings.</p> <p><u>Network and Systems support:</u> provide system and network maintenance / monitor system logs and alerts / apply security and firmware updates &amp; patches / perform system and data backups / update systems documentation and diagrams.</p> <p><u>Security, Compliance and Email/Web management:</u> monitor and respond to security alerts / schedule monthly security updates &amp; patches / research and modify rules regarding virus, spam, malware, and security protocols / provide security review on product solutions and procedures as requested / assist departments with web pages and forms / review ADA compliance reports and make necessary corrections.</p> <p><u>Applications and services support:</u> coordinate application implementations, upgrades, training and support / arrange internet and phone service installs, disconnects, and service calls / routine inspection of elevator phones to ensure operational</p> <p><u>Desktop support:</u> provide daily hardware, software, email, web &amp; various end-user support / perform malware scans &amp; PC rebuilds as needed / ensure Windows10 version upgrades occur / manage inventory, asset documentation and auction prep / manage ticket routing / compose end-user resource materials</p>	Ongoing
IT	<p><b>BUDGET PLANNING</b> - gather quotes for numerous support renewals, determine expected expenses, and discuss pending or anticipated projects. Populate budget spreadsheets for Auditors and prepare expense allocations spreadsheets for IT, Archives and Phone budgets. Present to Auditors and discuss prior to presentation in budget hearings.</p>	completed
IT	<p><b>IT jobs posted for various positions:</b> Reviewing applicants and holding interviews for qualified applicants.</p>	in progress
IT	<p><b>Cobbs Data Center:</b> Follow up discussions with MOB - unable to meet latest projection for March. Pending scheduling with a construction crew.</p> <p>Once confirmed, other vendors needed to stage the many system installations (climate control; fire suppression; raised flooring; electrical &amp; networking requirements; equipment move).</p> <p><b>*** This is a priority project for IT this year.</b> MOB will request project funds be moved to Permanent Improvement funds.</p>	Pending
Dept	SECURITY AND COMPLIANCE: Project/Issue	Status
	<p><b>Cybersecurity Awareness training:</b>            ~ <b>HB3834 REQUIRED ANNUAL TRAINING.</b> Training was opened January 3rd and our goal is to have all departments complete training and acknowledge IT Policies and Procedures by EOM March 2020. Reminder notices, calls and status updates were provided up until the mandated deadline in June.</p> <p><b>McLennan County had 100% compliance</b> - the final accounting was uploaded to the Texas Department of Information Resources on June 15th, 2020.</p>	Ongoing
IT	<p><b>Sentinel Cyber Security:</b> bi-weekly meetings continue.            Contact vendor as needed for additional policy/procedure needs, consultations and security assessments.</p> <p>~ <b>Bi-annual Risk Assessment / Business Impact Analysis</b> began in January and is still underway. Systems have been evaluated to identify the most critical. NIST security categories have been reviewed and systems evaluated for growing maturity in security practices. Next phases of improvements are being identified and plans made for this year's implementations.</p> <p>Our resident Security and Compliance analyst is meeting weekly with Sentinel throughout this process. Information and related discussion are occurring with relative IT staff.</p>	in progress

Dept	SYSTEMS & NETWORK INFRASTRUCTURE: Project/Issue	Status
Systems & Security	<p><b>Systems Maintenance projects:</b></p> <ul style="list-style-type: none"> <li>~ review IT manuals for updates needed (policies &amp; procedures, and incident response) - determine changes or enhancements needed.</li> <li>~ review and maintenance underway for group policies</li> <li>~ review and maintenance underway for firewall configurations</li> <li>~ network efficiency research</li> <li>~ configure, test and implement new remote access tool</li> <li>~ configure and test new administrator password management tool (<i>implementation pending</i>)</li> <li>~ create security banner language for all network device access - under legal review.</li> </ul>	in progress
county-wide	<p><b>Physical Security Improvement:</b> IT/MOB working together to bring various sites online with the new door access and video recording systems. Go on-site as needed to assist vendor. IT set up video and door system configurations and train support staff.</p> <ul style="list-style-type: none"> <li>~ <b>SO Records</b> - Doors -- Install COMPLETE</li> <li>~ <b>Archives</b> - PENDING - Doors</li> <li>~ <b>Cobbs Building</b> - PENDING - Doors</li> <li>~ <b>DA remodel</b> - PENDING - Doors</li> <li>~ <b>HR remodel</b> - PENDING - Doors</li> <li>~ <b>Record Building</b> - PENDING - Doors</li> </ul>	in progress
Enterprise wi-fi	<p><b>Enterprise wi-fi project:</b> Expansion of private wi-fi into other county buildings.</p> <ul style="list-style-type: none"> <li>~ <b>Annex building</b> - pending (no action this period - perform other priority tasks)</li> </ul>	pending
Data Center	<p><b>VM server environment:</b> ongoing management of storage allocation</p> <ul style="list-style-type: none"> <li>~ rebuild Application server - replicate microservice applications here in preparation for production deployment (will support mugshots, dockets, attorney report sites). Working through appropriate public access/securities.</li> <li>~ build new Infolinx server for Archives</li> <li>~ build new Security-Compliance server for system vulnerability monitoring</li> <li>~ all Edoc test systems moved to the same VM - testing needed to ensure viable system resources. This will improve data integrations processes.</li> </ul> <p><b>Physical servers:</b> (nothing this period)</p> <p><b>Bandwidth metering:</b> review and research for more efficient distribution of resources.</p> <p><b>Data backup system:</b> investigate Cloud storage options/vendors to replace tape backups. Several vendors and their storage plans and services were reviewed. Evaluate co-location option with partner entity. Findings have been compiled to determine the best options for recommendation to Commissioners Court - coming soon.</p> <p><b>Firewall equipment upgrade:</b> research various product solutions and features. Partner with vendor for configuration migration and implementation. Acquire quotes and compile findings to determine the best option for recommendation to Commissioners Court. Deployment needed prior to September 2020.</p>	in progress
Data Center	<p><b>ISILON Scale-out NAS storage:</b> Network file migrations continue for various departments as time permits. This period the following department files have been migrated and user network drive mappings updated.      ~~~ 62TB in use / 109 TB available ~~~</p> <ul style="list-style-type: none"> <li>~ <b>DC NAS</b> - COMPLETED</li> <li>~ <b>Juvenile</b> - begin file copies</li> </ul> <p>*** Software and firmware updates performed on DR system</p>	in progress

Dept	SYSTEMS & NETWORK INFRASTRUCTURE: Project/Issue (continued)	Status
various buildings	<p><b>Hardware installs:</b> New switches installed. Reorganizing of network cables as time permits.  ~ <u>SWAT/MOE F-wing</u> - Switch installed in IDF / configure firewall</p> <p><b>Hardware recommendations:</b> Evaluate sites for network equipment and cabling for data/phones and security services, provide diagrams/photos and acquire necessary quotes.  ~ <u>SWAT/MOE F-wing</u> - continued site visits and provide vendor quotes</p> <p><b>Hardware maintenance:</b> decommission old IHC network equipment</p> <p><b>Cable drops:</b>  ~ <u>Archives</u> - phone cable run  ~ <u>JP4</u> - data drop for eFile kiosk  data drop for Nemo-Q ticket kiosk (Tax office)  ~ <u>JP3</u> - 2 phone drops for conference calls  data drop for Nemo-Q ticket kiosk (Tax office)  ~ <u>JP1.1</u> - data cable run</p>	in progress
Dept	WEB/EMAIL/PHONE: Project/Issue	Status
county-wide	<p><b>IMAP (email protocol) installs:</b> This option was offered to Executive level positions for the ability to manage a single email container mirrored across multiple access points. Retention of this data will now reside on the email server where it can be backed up. Project and requested installs completed - additional installs will be performed as requested by department management.</p>	completed
county-wide	<p><b>EMAIL Server Upgrade:</b> Team meetings held to review upgrade details and assign tasks. Initial data was copied to the new server with following differential copies. Go-live was scheduled and services moved to new system.</p>	completed
county-wide	<p><b>Password resets:</b> Coordinate password resets for email accounts flagged on security report.</p>	in progress
county-wide Phone Upgrade	<p><b>Mitel phone upgrades:</b> This fiscal year will focus on downtown offices. Documenting retired devices for removal from Mitel support agreement.</p> <p><b>Deployment:</b>  ~ HR - completed  ~ JP/Constable Pct.5 - completed  ~ JP/Constable Pct.2 - completed  ~ County Clerk - completed</p> <p>*** Old phones cleaned and installed at Jail facilities to replace phones in poor condition, as needed.</p>	in progress
Communication Services	<p><b>Internet / Phone service activity:</b>  ~ <b>POTS/Fax lines:</b>  <u>JP5</u> - disconnect POTS lines</p> <p>~ <b>JHDC</b> - manual failover PRI test - pending vendor response to schedule Grande fiber install to support video-conferencing system</p> <p>~ <b>JP3</b> - fiber internet install (AT&amp;T) - COMPLETED (March)</p> <p>~ <b>IV-D Court</b> - disconnect internet from old location</p>	in progress

Dept	EDOC APPLICATION SUPPORT: Project/Issue	Status
EDOC: all systems	<p>IT / EDOC consultations as needed for issues/new development. Bi-weekly communications identify outstanding support or development for updates and discussion.</p> <p><u>Continue support</u> - user setup &amp; server management; trouble-shoot end-user issues; consultations for issue resolution/new development; data exports.</p>	Ongoing
EDOC: Constable	<p><b>Forms creation:</b> Numerous merge documents created to replace legacy document management tool - more changes to come. Collections report maintenance.</p>	in progress
EDOC: DA	<p><b>Application support:</b> IT/EDOC investigating/resolving reported issues as they occur.</p> <p>~ <u>Ongoing data updates</u> - IT/Edoc assisting with batch updates, as requested by DA</p> <p>~ <u>Pending EDOC changes</u> - IT is awaiting feedback from the DA on other desired changes.</p>	in progress
EDOC: DCLK / Jury DC Courts	<p><b>Application support:</b> IT/EDOC investigating/resolving reported issues as they occur.</p> <p>~ <u>Main application:</u> IT/Edoc working with DCLK to make requested changes. Enhancements made for mandated changes to Bill of Cost form.</p> <p>~ <u>Court application:</u> Enhanced to send emails to CSCD on PSI cases.</p> <p>~ <u>Juror check-in portal:</u> completed by EDOC - pending deployment contingent on DCLK testing/approval. 800 number acquired for Jury messaging, as recommended by SMS vendor.</p> <p>Test remote access to system from non-county facility for Juror selection process due to social distancing recommendations.</p>	in progress
EDOC: JP Lan-Aces	<p><b>Application support:</b> IT/EDOC investigating/resolving reported issues as they occur.</p> <p>~ <u>Main application</u> - User testing completed and update approved and deployed.</p> <p>~ <u>Reports/new forms</u> - new Court Eviction report created (all); custom forms created for JP1.2</p> <p>~ <u>Fee updates</u> - ISD fee changes completed and reports enhanced; IT working with JP3 on department requested fee rounding changes; Auditor notified IT for additional changes needed. Coordinate testing/changes with JP2. Fee changes will be incorporated to all JP's once approved.</p> <p>~ <u>HB1528</u> - discussion held with SO management, JP4 and IT to define procedure for reporting requirements. JP4 will communicate details and procedure to other JP offices.</p> <p>~ <u>eFiling</u> - Edoc to incorporate necessary changes for this project. eFile go-live expected first week in July.</p> <p>~ <u>Lan-Aces</u> - updated proposed vendor agreement still pending acceptance by vendor (JP1.1/JP1.2)</p>	in progress
EDOC: Pretrial/Bond Indigent Defense	<p><b>Application support:</b> IT/EDOC investigating/resolving reported issues as they occur.</p> <p>~ <u>Pretrial/Bond system development:</u> PR Bond test system in place and undergoing user testing. Changes made as issues reported. Mental Health application to follow.</p> <p>~ <u>Indigent Defense:</u> some previous enhancement requests withdrawn - no longer needed.</p>	in progress
EDOC: SO	<p><b>Application support:</b> IT/EDOC investigating/resolving reported issues as they occur.</p> <p>~ <u>Application update pending</u> - user testing performed and adjustments made as needed.</p> <p>~ <u>system enhancement under consideration</u> - SO management reviewing Escrow Account Module from JP system.</p> <p>~ <u>Report change</u> - new requests received and completed</p>	in progress

Dept	DEPARTMENT SPECIFIC SUPPORT: Project/Issue	Status
County-wide support	<p style="text-align: center;"><b><u>COVID-19 RESPONSE AND SUPPORT</u></b></p> <ul style="list-style-type: none"> <li>~ Hold team meetings to review remote access management, limitations, and security; inventory loaner equipment; and make our contingency plan; VPN account creations, as needed; update website with Covid information and Court orders.</li> <li>~ Send questionnaire to all departments to identify remote access needs and verify mobile device assets; evaluate sites for tech upgrades as requested.</li> <li>~ Prep loaner laptops for use by various departments; continued contact with vendors for equipment pricing and availability; ongoing Covid related purchases and deployment as requested (webcams, mobile devices, Adobe, remote meeting apps, etc.); coordinate purchases with Auditors for grant tracking.</li> <li>~ Review and document various online meeting platforms and e-signature solutions for security and compliance for the varying County office needs, and identify best solutions. Test and train JP and Bond office staff on products selected for magistration and use with polycom units in the Jail. Test and train various Courts on the Zoom solution, per recommendation by OCA. Determine and build unique meeting templates for various court needs. Troubleshoot &amp; resolve hardware, software and connectivity issues.</li> <li>~ IT staff determined how to hold Commissioners Court meeting via Zoom and utilize existing sound system to join the courtroom into the meetings. Work with legal counsel for public communications regarding remote meeting environment and handling public comments. Numerous test events were held to train staff &amp; participants, develop procedures, and troubleshoot issues as they occur. It currently takes 3 IT staff members to manage these meetings. There are a great deal of challenges with the courtroom sound quality - an equipment upgrade is recommended and details are coming.</li> </ul>	Ongoing
county-wide	<p><b><u>FY2020 Deployments:</u></b> Hardware deployments completed, with the exception of the HR video-conferencing solution for their large meeting room. Remaining software deployments continue.</p> <p><b><u>FY2021 Department Assessments:</u></b> Assessments were performed and supporting documentation created. Results were reviewed by team and management. Assessment forms were delivered to departments for confirmation. IT met with the Auditor's office to review IT recommendations and department requested items.</p>	in progress
Tyler MUNIS	<p><b><u>Software version upgrade:</u></b> IT coordinated testing with the Auditor, Treasurer and Purchasing departments. Waiting for department approvals to proceed.</p> <p><b><u>Tyler Form upgrade:</u></b> changes in test system reviewed and accepted. Enhanced reporting &amp; data integrity update assistant. Production upgrade scheduled in July.</p>	in progress
Archives	<p><b><u>INFOLINX barcode library system:</u></b> Infolinx kickoff meeting in March - weekly meetings have followed through project stages; Work with Archives staff and vendor - assist with data evaluation preview, validation after import, and issue resolution. Assist with determining barcode elements; Research into API's and consideration for automating new Box process. IT pulled the current retention schedule data from Texas State Library and Archives Commission website, the data was formatted into an excel sheet for import into the application. IT staff had on onsite visit to understand the shelving organization of the files. Training was received on product use; Assist Archives staff as needed while they input and verify information and reporting functions. Go-live is expected early July.</p>	in progress
CSCD	<p><b><u>Data Management application:</u></b> Development pending - we will need to meet with HR regarding requested data interfaces. Low-priority (no activity this period)</p>	pending

19th District Court	<b>Online Criminal Docket List:</b> New in-house report application under review / testing by 19th Court staff. Deployment is dependent on implementation of production system - currently under review by security team members.	in progress
74th District Court	<b>Courtroom remodel:</b> Audio/visual upgrade project on hold - pending further direction from Judge Coley regarding vendor proposal.	in progress
Elections	<b>Elections equipment assessment:</b> IT reviewed other election equipment product options. IT had planned a site visit with a neighboring county to see another product in use. This was cancelled due to the Covid circumstances. New equipment can be difficult to attain in bulk and selection may be limited during this time. Elections prefers to continue using the existing equipment through the November elections. <b>DIR sponsored Elections Security assessment:</b> IT and Elections staff attended the kickoff meeting. IT answered the technical questions and provided a virtual tour of our network environment. Work with vendor throughout process to allow system access. Scan equipment was delivered and IT staff setup on our network. Scan occurred May 19-20th. Return device. Final report to be delivered mid-June.	in progress
HR	<b>HR Suite remodel:</b> New equipment for the training room was delivered and installed. Issues were encountered and after further review, IT has determined that upgraded equipment is needed to achieve optimal performance. Existing equipment could be utilized in other offices. <b>Video-conferencing:</b> Early in 2020 various products were investigated for video-conferencing solutions and provided to HR. Once the Covid pandemic occurred, we were unable to attain demo equipment for the original recommended product. Attention to this project was delayed due to priority support for Courts. In May, new evaluations and recommendations were made for the large meeting room - these have been delivered to HR for review. <b>Digital signage:</b> IT is investigating new solutions to replace the current product, due to security enhancement goals. We will demo products for HR when their availability opens up.	in progress
HR county-wide	<b>Badge system:</b> Application selected and badge template built and tested. Demo pending - When time allows for HR and IT. (no activity this period)	pending
HR / Auditor / Treasurer	<b>Open enrollment and Benefits management:</b> IT did not participate in any additional meetings. Improved data entry workflow is needed regarding the EDI file for Scott & White. Next meeting pending	pending
IDC	<b>Attorney Reporting application:</b> New in-house application in development on test system. Meetings held to discuss layout and design; User interface and security processes created. Deployment is dependent on implementation of production system - currently under review by security team members.	in progress
JP2	<b>Courtroom remodel:</b> IT met with Judge Lee to discuss technology needs; coordinate vendor visit for audio/visual solution and obtain project quotes. Coordinate installation once spending was approved.	completed
JP3	<b>Courtroom remodel:</b> IT met with Judge Pareya and MOB to discuss technology and phone conferencing needs; obtain project quotes. IT provided demonstration of Mitel phone. Purchase and install equipment.	completed
JP4	<b>eFiling / Guide and File projects:</b> IT coordinated project meetings between Tyler Technology, JP4 and Edoc; completion of required documents; and product training. Guide&File kiosk equipment ordered, installed and secured for public use. Tyler and Edoc are working on interface. eFile go-live expected first week in July.	in progress
Purchasing	<b>Demand Star (online bid service):</b> Assist Purchasing staff with the public meeting by operating the presentation of bid openings over ClickShare. They are requesting IT's continued assistance for an ongoing meetings of this type.	completed

Road & Bridge Pct. 2	<b><u>New Barn construction:</u></b> - Follow-up discussion and status checks occurred. Further action dependent on plan approval or direction to modify technology needs.	in progress
Road & Bridge Pct. 4	<b><u>Wireless service:</u></b> Discussion w/Verizon re: extending wireless service; visit site to test different options and solution found. Quote pending.	in progress
SO	<b><u>Data Management application:</u></b> Development pending for this in-house application - due to other priority tasks. Low-priority (no activity this period)	pending
SO	<b><u>Online Mugshot enhancement</u></b> - In-house application implementation pending. SO to work with their staff for workflow considerations regarding use of this application. System currently on test environment. Next stage development started for production environment. Deployment is dependent on implementation of production system - currently under review by security team members.	in progress
SO	<b><u>Research products for firearms training and inventory needs</u></b> - product review by IT was postponed due to COVID response needs. Demo scheduled for leading solution in June.	in progress
SO JHDC	<b><u>Technology upgrades:</u></b> Cordless phones configured and deployed in Wing areas.	completed
TAX	<b><u>OPEX equipment/software upgrade:</u></b> IT worked with office staff and vendor to evaluate upgrade options. Funds approved by Commissioners Court and upgrade scheduled. Set for July 2020.	in progress
TAX	<b><u>NemoQ (JP3 and JP4 locations):</u></b> IT worked with JPs, Tax, and MOB on equipment placement and coordinated installation and setup with the vendor.	completed

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

**ORDER ACCEPTING:**

**MONTHLY ACTIVITY REPORTS,**  
**MARCH - MAY 2020:**

**MENTAL HEALTH COURT SERVICES**

On this the 30 day of June, 2020, came on for consideration the matter of Mental Health Court Services: Monthly Activity Reports, March - May 2020. After discussion, Commissioner Perry made a motion to approve and it was seconded by Commissioner Snell. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Reports be, and the same are hereby, accepted by unanimous vote.

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MARY ALLEN  
McLENNAN COUNTY  
*Mental Health Court Services*

P.O. BOX 1728  
Waco, Texas  
76703-1728

McLennan County Courthouse  
501 Washington Ave., Ste. 215  
Waco, Texas 76701

254-759-5973  
Fax No. 254-759-5682  
email: [mary.allen@co.mclennan.tx.us](mailto:mary.allen@co.mclennan.tx.us)

**To:** COMMISSIONER'S COURT  
**From:** MARY ALLEN  
**Re:** MONTHLY ACTIVITIES REPORT FOR: March 2020  
**Dated:** May 13, 2020 Mary Allen  
Mary Allen, Court Services Coordinator

**Note:**

*This office handles civil Mental Health cases which includes the filing of new cases (each case filed requires the issuing of approximately 5 to 7 documents, service on proposed patient, notice to the Court Master & Attorney Ad Litem, up to 3 hearings per commitment, billing for costs of court, collecting & paying costs of court, etc.); and, interviewing clients that have a family/friend with mental health issues to determine if an emergency detention order (EDO) is needed and coordinating with our Mental Health deputies to serve the warrant.*

*\*\*\*Mental Health commitment hearings require a staff of 5 people namely: Judge, Assistant District Attorney, Court Reporter, Attorney Ad Litem, and Physician.*

*\*\*\*The number of cases handled through this Court has not decreased due to our local facilities either refusing patients, lack of bed space or lack of funding all a while the mental health need has increased. This creates the issue of McLennan County being held responsible for the court costs on patients that must be taken to facilities in other counties.*

*This office also handles all Probate & Guardianship proceedings as the County Judge has original probate jurisdiction (scheduling of hearings for Judge's docket, review proposed documents & files prior to hearings, attend hearings, update dockets, etc.).*

*Along with the above, this office answers a multitude of questions on a daily basis with attorneys, medical facilities, the public, mental health deputies, and other county offices.*

ACCEPTED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 20 20  
[Signature]  
COUNTY JUDGE

FOR RECORDING

**MENTAL HEALTH, GUARDIANSHIP AND PROBATE STATISTICS**

**FOR FY 2020**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	TOTAL
MENTAL INCOMPETENCY CASES FILED	24	19	14	10	13	31							111
COMMITMENT WITH MEDICAL PETITION	10	10	8	5	6	18							57
ORDER OF PROTECTIVE CUSTODY AND DISMISSALS	14	9	6	5	7	13							54
MENTAL HEALTH DOCUMENTS ISSUED	112	97	74	50	63	165							561
COMMITMENT-TRANSPORTS TO OUT-OF-COUNTY PSYCHIATRIC FACILITY (1)	6	2	7	2	2	2							21
APPLICATION FOR EMERGENCY DETENTION ORDER (EDO'S)	23	20	23	27	25	19							137
MENTAL HEALTH WARRANTS ISSUED	19	18	17	23	22	16							115
WARRANTS DIVERTED TO OUT-OF-COUNTY PSYCHIATRIC FACILITIES (2)	2	0	5	3	1	2							13
FULL MENTAL COMPETENCY HEARING	0	0	0	1	0	2							3
AUSTIN STATE HOSPITAL- OPC/CMIT													
PRIOR APPROVALS (3)	1	2	7	3	1	3							17
PROBATES FILED	64	39	30	54	46	60							293
GUARDIANSHIPS FILED	4	6	3	5	3	4							25
PROBATE/GUARDIANSHIP HEARINGS	78	37	43	65	53	47							323

(1) Clients transported on commitments generally go to Austin State Hospital, Baylor S&W-Temple, Cedar Crest in Belton, North Texas State Hospital, Terrell State Hospital or San Antonio State Hospital.

(2) Clients transported on warrants go to Austin State Hospital, San Antonio State, Big Spring State, Scott and White Hospital, Georgetown Behavioral in Georgetown, Timberlawn in Dallas, TX; Parkview Regional in Mexia, TX; Hickory Trails in DeSoto, TX; Cedar Crest in Belton, TX, Seton Shoal Creek in Austin, TX due to the lack of bed space or not accepted by DePaul.

(3) Austin State Hospital - we have an agreement with this facility to call us for prior approval for court costs associated with hearing proceedings which our county pays.

**OUT-OF-COUNTY MENTAL HEALTH SERVICES COURT COSTS PAID BY MCLENNAN COUNTY**

COUNTY	FY 2017 Actuals	FY 2018 Actuals	FY 2019 (Actual)	FY 2020 (YTD)
BELL	\$8,517.00	\$49,501.00	\$31,556.00	\$23,682.00
BEXAR	\$501.00		\$377.00	
BRAZOS	\$400.00	\$537.00	\$637.00	
CHEROKEE	\$422.00	\$427.00		
HOWARD				
KAUFMAN			\$467.00	
TRAVIS	\$15,545.00	\$18,034.00	\$13,710.00	\$8,399.00
WILBARGER		\$620.00		
WILLIAMSON				
<b>TOTAL</b>	<b>\$25,985.00</b>	<b>\$69,119.00</b>	<b>\$46,747.00</b>	<b>\$32,081.00</b>

**MENTAL HEALTH SERVICES COURT COSTS**

	FY 2018 Actuals	FY 2019 (Actual)	FY 2020 (YTD)
Total Billed	\$116,320.00	\$132,985.00	\$52,931.00
Total Collected	\$9,174.00	\$11,830.00	\$4,485.00
Total Court Costs Paid (All Counties)	\$69,119.00	\$46,747.00	\$32,081.00
(see chart to right)			

**COURT COSTS AS OF 2020:**

Mental Health Court Fees for McLennan County \$776.00 (commitment/medication hearing per patient).  
 Compared to: Bell County = \$ 686.00 Bexar County = \$ 837.00 Kaufman County = \$941.00  
 Cherokee County = \$ 954.00 Wichita County = \$ 560.00 Travis County = \$951.00

**COMPARISON CHART OF PROBATES AND GUARDIANSHIPS**

(Total Cases Filed From Jan. 1 - Dec. 31)

Filed	2013	2014	2015	2016	2017	2018	2019	2020
Probates	588	590	561	625	547	618	590	160
Guardianships	43	53	41	57	47	50	54	7
<b>ANNUAL TOTALS</b>	<b>631</b>	<b>643</b>	<b>602</b>	<b>682</b>	<b>594</b>	<b>668</b>	<b>644</b>	<b>167</b>

**PROBATES & GUARDIANSHIPS**

**DOCUMENTS PROCESSED**

(monthly)

Reviewed	235
Other	43
Inventories	34
GDN Report-person	17
Accountings	9

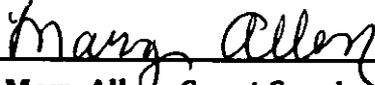


MARY ALLEN  
McLENNAN COUNTY  
*Mental Health Court Services*

P.O. BOX 1728  
Waco, Texas  
76703-1728

McLennan County Courthouse  
501 Washington Ave., Ste. 215  
Waco, Texas 76701

254-759-5973  
Fax No. 254-759-5682  
email: [mary.allen@co.mclennan.tx.us](mailto:mary.allen@co.mclennan.tx.us)

**To:** COMMISSIONER'S COURT  
**From:** MARY ALLEN  
**Re:** MONTHLY ACTIVITIES REPORT FOR: April 2020  
**Dated:** May 15, 2020   
Mary Allen, Court Services Coordinator

**Note:**

*This office handles civil Mental Health cases which includes the filing of new cases (each case filed requires the issuing of approximately 5 to 7 documents, service on proposed patient, notice to the Court Master & Attorney Ad Litem, up to 3 hearings per commitment, billing for costs of court, collecting & paying costs of court, etc.); and, interviewing clients that have a family/friend with mental health issues to determine if an emergency detention order (EDO) is needed and coordinating with our Mental Health deputies to serve the warrant.*

*\*\*\*Mental Health commitment hearings require a staff of 5 people namely: Judge, Assistant District Attorney, Court Reporter, Attorney Ad Litem, and Physician.*

*\*\*\*The number of cases handled through this Court has not decreased due to our local facilities either refusing patients, lack of bed space or lack of funding all a while the mental health need has increased. This creates the issue of McLennan County being held responsible for the court costs on patients that must be taken to facilities in other counties.*

*This office also handles all Probate & Guardianship proceedings as the County Judge has original probate jurisdiction (scheduling of hearings for Judge's docket, review proposed documents & files prior to hearings, attend hearings, update dockets, etc.).*

*Along with the above, this office answers a multitude of questions on a daily basis with attorneys, medical facilities, the public, mental health deputies, and other county offices.*

**MENTAL HEALTH, GUARDIANSHIP AND PROBATE STATISTICS**

**FOR FY 2020**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	TOTAL
MENTAL INCOMPETENCY CASES FILED	24	19	14	10	13	31	30						141
COMMITMENT WITH MEDICAL PETITION	10	10	8	5	6	18	12						69
ORDER OF PROTECTIVE CUSTODY AND DISMISSALS	14	9	6	5	7	13	18						72
MENTAL HEALTH DOCUMENTS ISSUED	112	97	74	50	63	165	138						699
COMMITMENT-TRANSPORTS TO OUT-OF-COUNTY PSYCHIATRIC FACILITY <sup>(1)</sup>	6	2	7	2	2	2	0						21
APPLICATION FOR EMERGENCY DETENTION ORDER (EDO'S)	23	20	23	27	25	19	13						150
MENTAL HEALTH WARRANTS ISSUED	19	18	17	23	22	16	12						127
WARRANTS DIVERTED TO OUT-OF-COUNTY PSYCHIATRIC FACILITIES <sup>(2)</sup>	2	0	5	3	1	2	0						13
FULL MENTAL COMPETENCY HEARING	0	0	0	1	0	2	0						3
AUSTIN STATE HOSPITAL- OPC/ CMIT													
PRIOR APPROVALS <sup>(3)</sup>	1	2	7	3	1	3	1						18
PROBATES FILED	64	39	30	54	46	60	29						322
GUARDIANSHIPS FILED	4	6	3	5	3	4	7						32
PROBATE/GUARDIANSHIP HEARINGS	78	37	43	65	53	47	59						382

<sup>(1)</sup> Clients transported on commitments generally go to Austin State Hospital, Baylor S&W-Temple, Cedar Crest in Belton, North Texas State Hospital, Terrell State Hospital or San Antonio State Hospital.

<sup>(2)</sup> Clients transported on warrants go to Austin State Hospital, San Antonio State, Big Spring State, Scott and White Hospital, Georgetown Behavioral in Georgetown, Timberlawn in Dallas, TX; Parkview Regional in Mexia, TX; Hickory Trails in DeSoto, TX; Cedar Crest in Belton, TX, Seton Shoal Creek in Austin, TX due to the lack of bed space or not accepted by DePaul.

<sup>(3)</sup> Austin State Hospital - we have an agreement with this facility to call us for prior approval for court costs associated with hearing proceedings which our county pays.

**OUT-OF-COUNTY MENTAL HEALTH SERVICES  
COURT COSTS PAID BY MCLENNAN COUNTY**

COUNTY	FY 2017 Actuals	FY 2018 Actuals	FY 2019 (Actual)	FY 2020 (YTD)
BELL	\$8,517.00	\$49,501.00	\$31,556.00	\$25,054.00
BEXAR	\$501.00		\$377.00	
BRAZOS	\$400.00	\$537.00	\$637.00	
CHEROKEE	\$422.00	\$427.00		
HOWARD				
KAUFMAN			\$467.00	
TRAVIS	\$15,545.00	\$18,034.00	\$13,710.00	\$9,325.00
WILBARGER		\$620.00		
WILLIAMSON				
<b>TOTAL</b>	<b>\$25,985.00</b>	<b>\$69,119.00</b>	<b>\$46,747.00</b>	<b>\$34,379.00</b>

**MENTAL HEALTH SERVICES COURT COSTS**

Costs	FY-2018 Actuals	FY 2019 (Actual)	FY 2020 (YTD)
Total Billed	\$116,320.00	\$132,985.00	\$67,132.00
Total Collected	\$9,174.00	\$11,830.00	\$4,485.00
Total Court Costs Paid (All Counties)	\$69,119.00	\$46,747.00	\$34,379.00
(see chart to right)			

**COURT COSTS AS OF 2020:**

Mental Health Court Fees for McLennan County \$776.00 (commitment/medication hearing per patient).  
 Compared to: Bell County = \$ 837.00 Brazos County = \$1036.00 Kaufman County = \$941.00  
 Cherokee County = \$ 954.00 Wichita County = \$ 560.00 Travis County = \$951.00

**COMPARISON CHART OF PROBATES AND GUARDIANSHIPS**

(Total Cases Filed From Jan. 1 - Dec. 31)

Filed	2013	2014	2015	2016	2017	2018	2019	2020
Probates	588	590	561	625	547	618	590	189
Guardianships	43	53	41	57	47	50	54	14
<b>ANNUAL TOTALS</b>	<b>631</b>	<b>643</b>	<b>602</b>	<b>682</b>	<b>594</b>	<b>668</b>	<b>644</b>	<b>203</b>

**PROBATES & GUARDIANSHIPS**

**DOCUMENTS PROCESSED**

(monthly)

Reviewed	285
Other	37
Inventories	39
GDN Report-person	20
Accountings	10



MARY ALLEN  
McLENNAN COUNTY  
*Mental Health Court Services*

P.O. BOX 1728  
Waco, Texas  
76703-1728

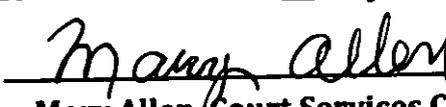
McLennan County Courthouse  
501 Washington Ave., Ste. 215  
Waco, Texas 76701

254-759-5973  
Fax No. 254-759-5682  
email: [mary.allen@co.mclennan.tx.us](mailto:mary.allen@co.mclennan.tx.us)

**To:** COMMISSIONER'S COURT

**From:** MARY ALLEN

**Re:** MONTHLY ACTIVITIES REPORT FOR: May 2020

**Dated:** June 10, 2020   
Mary Allen, Court Services Coordinator

**Note:**

*This office handles civil Mental Health cases which includes the filing of new cases (each case filed requires the issuing of approximately 5 to 7 documents, service on proposed patient, notice to the Court Master & Attorney Ad Litem, up to 3 hearings per commitment, billing for costs of court, collecting & paying costs of court, etc.); and, interviewing clients that have a family/friend with mental health issues to determine if an emergency detention order (EDO) is needed and coordinating with our Mental Health deputies to serve the warrant.*

*\*\*\*Mental Health commitment hearings require a staff of 5 people namely: Judge, Assistant District Attorney, Court Reporter, Attorney Ad Litem, and Physician.*

*\*\*\*The number of cases handled through this Court has not decreased due to our local facilities either refusing patients, lack of bed space or lack of funding all a while the mental health need has increased. This creates the issue of McLennan County being held responsible for the court costs on patients that must be taken to facilities in other counties.*

*This office also handles all Probate & Guardianship proceedings as the County Judge has original probate jurisdiction (scheduling of hearings for Judge's docket, review proposed documents & files prior to hearings, attend hearings, update dockets, etc.).*

*Along with the above, this office answers a multitude of questions on a daily basis with attorneys, medical facilities, the public, mental health deputies, and other county offices.*

**MENTAL HEALTH, GUARDIANSHIP AND PROBATE STATISTICS**

**FOR FY 2020**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	TOTAL
MENTAL INCOMPETENCY CASES FILED	24	19	14	10	13	31	30	39					180
COMMITMENT WITH MEDICAL PETITION	10	10	8	5	6	18	12	25					94
ORDER OF PROTECTIVE CUSTODY AND DISMISSALS	14	9	6	5	7	13	18	14					86
MENTAL HEALTH DOCUMENTS ISSUED	112	97	74	50	63	165	138	217					916
COMMITMENT-TRANSPORTS TO OUT-OF-COUNTY PSYCHIATRIC FACILITY (1)	6	2	7	2	2	2	0	0					21
APPLICATION FOR EMERGENCY DETENTION ORDER (EDO'S)	23	20	23	27	25	19	13	27					177
MENTAL HEALTH WARRANTS ISSUED	19	18	17	23	22	16	12	25					152
WARRANTS DIVERTED TO OUT-OF-COUNTY PSYCHIATRIC FACILITIES (2)	2	0	5	3	1	2	0	0					13
FULL MENTAL COMPETENCY HEARING	0	0	0	1	0	2	0	0					3
AUSTIN STATE HOSPITAL- OPC/ CMIT													
PRIOR APPROVALS (3)	1	2	7	3	1	3	1	6					24
PROBATES FILED	64	39	30	54	46	60	29	56					378
GUARDIANSHIPS FILED	4	6	3	5	3	4	7	9					41
PROBATE/GUARDIANSHIP HEARINGS	78	37	43	65	53	47	59	40					422

(1) Clients transported on commitments generally go to Austin State Hospital, Baylor S&W-Temple, Cedar Crest in Belton, North Texas State Hospital, Terrell State Hospital or San Antonio State Hospital.

(2) Clients transported on warrants go to Austin State Hospital, San Antonio State, Big Spring State, Scott and White Hospital, Georgetown Behavioral in Georgetown, Timberlawn in Dallas, TX; Parkview Regional in Mexia, TX; Hickory Trails in DeSoto, TX; Cedar Crest in Belton, TX, Seton Shoal Creek in Austin, TX due to the lack of bed space or not accepted by DePaul.

(3) Austin State Hospital - we have an agreement with this facility to call us for prior approval for court costs associated with hearing proceedings which our county pays.

**MENTAL HEALTH SERVICES COURT COSTS**

	FY 2018 Actuals	FY 2019 (Actual)	FY 2020 (YTD)
<b>Costs</b>			
Total Billed	\$116,320.00	\$132,985.00	\$91,661.00
Total Collected	\$9,174.00	\$11,830.00	\$4,485.00
Total Court Costs Paid	\$69,119.00	\$46,747.00	\$41,107.00
(All Counties)			
(see chart to right)			

**OUT-OF-COUNTY MENTAL HEALTH SERVICES COURT COSTS PAID BY MCLENNAN COUNTY**

COUNTY	FY 2017 Actuals	FY 2018 Actuals	FY 2019 (Actual)	FY 2020 (YTD)
BELL	\$8,517.00	\$49,501.00	\$31,556.00	\$29,470.00
BEXAR	\$501.00		\$377.00	
BRAZOS	\$400.00	\$537.00	\$637.00	
CHEROKEE	\$422.00	\$427.00		
HOWARD				
KAUFMAN			\$467.00	
TRAVIS	\$15,545.00	\$18,034.00	\$13,710.00	\$11,637.00
WILBARGER		\$620.00		
WILLIAMSON				
<b>TOTAL</b>	<b>\$75,985.00</b>	<b>\$69,119.00</b>	<b>\$46,747.00</b>	<b>\$41,107.00</b>

**COURT COSTS AS OF 2020:**

Mental Health Court Fees for McLennan County \$776.00 (commitment/medication hearing per patient).  
 Compared to: Bell County = \$ 686.00 Bexar County = \$ 837.00 Brazos County = \$1036.00 Kaufman County = \$941.00  
 Cherokee County = \$ 954.00 Wichita County = \$ 560.00 Travis County = \$951.00

**COMPARISON CHART OF PROBATES AND GUARDIANSHIPS**

(Total Cases Filed From Jan. 1 - Dec. 31)

	2013	2014	2015	2016	2017	2018	2019	2020
Filed	588	590	561	625	547	618	590	245
Probates								
Guardianships	43	53	41	57	47	50	54	23
<b>ANNUAL TOTALS</b>	<b>631</b>	<b>643</b>	<b>602</b>	<b>682</b>	<b>594</b>	<b>668</b>	<b>644</b>	<b>268</b>

**PROBATES & GUARDIANSHIPS DOCUMENTS PROCESSED**

(monthly)

Reviewed 200  
 Other 36  
 Inventories 31  
 GDN Report-person 8  
 Accountings 0

J.A. ANDY HARMELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

**ORDER ACCEPTING:**

**QUARTERLY ACTIVITY REPORTS,**  
**JUNE 2020:**

**MAINTENANCE OF BUILDINGS**

On this the 30 day of June, 2020, came on for consideration the matter of Maintenance of Buildings: Quarterly Activity Reports, June 2020. After discussion, Commissioner Snell made a motion to approve and it was seconded by Commissioner Miller. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Report be, and the same is hereby, accepted by unanimous vote.

-----

**MOB Report**

**Projects Completed**

- SO roof replacement
- Archives roof replacement
- Annex roof replacement
- Chill tower fill replacement

**Major Maintenance Items completed**

- Replacement of Juvie HVAC unit
- Repairs to HW 6 auger system
- Controls repairs at JH
- Juvie exterior lighting repairs
- JH HVAC repairs on four units
- HW6 kitchen exhaust fan replacement
- JH water heater repairs
- HW6 boiler repairs
- HWC generator repairs
- JP 5 HVAC system repairs
- HW6 HVAC compressor replacement
- Chiller #2 repairs
- HW 6 jail plumbing repairs to mixing valves
- COVID related modifications to various buildings
- Records Building exterior lighting repairs

**Projects Currently in process and percentage of completion**

- Tradinghouse park upgrades 95%
- Garage relocation 95%
- Extraco ADA upgrades 15%
- RB2 Barn 5%
- Records building basement upgrades 75%
- Down Town Jail basement file room 70%
- Juvie ADA upgrades 75%

**Projects of Interest**

- Down Town Jail demo
- Annex high five demo
- MHMR ADA upgrades
- MHMR roof replacement
- Archives chiller replacement/upgrades
- Juvenile roof replacement
- HW 6 roof replacement
- MOB/Purchasing expansion

**Work Order History Last Quarter**

HVAC	14
Electrical	7
Plumbing	24
Custodial	17
Other	170
<b>Total</b>	<b>232</b>

**Work Order History This Quarter**

HVAC	13
Electrical	5
Plumbing	24
Custodial	14
Other	138
<b>Total</b>	<b>194</b>

**Protocol Implementation**

\* Weekly ops meeting being held every Tuesday

**Custodial**

- gearing up for court systems opening
- Purchasing need sanitation supplies for COVID cleaning

**Staffing**

Fully staffed

ACCEPTED BY COMMISSIONERS COURT FOR ESCROW ONLY

THIS 30 DAY OF JUNE 2020

*William Kelly*  
COUNTY JUDGE

JA. \*ANDY\* HARNELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

**ORDER ACCEPTING:**

**QUARTERLY ACTIVITY REPORTS,  
JUNE 2020:**

**HEALTH BENEFITS PLAN MANAGER**

On this the 30 day of June, 2020, came on for consideration the matter of Health Benefits Plan Manager: Quarterly Activity Reports, June 2020. After discussion, Commissioner Perry made a motion to approve and it was seconded by Commissioner Jones. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Report be, and the same is hereby, accepted by unanimous vote.

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MCLENNAN COUNTY COMMISSIONERS COURT

REPORT – HEALTH PLAN MANAGER/PROJECT MANAGER

JUNE 22, 2020

Employee Health Plan/Insurance Committee

Meetings and support for RFP for TPA & Ancillary Providers

Meetings & Discussions – ratings

Meetings & Discussions – selection of top-rated providers

Ongoing discussions with providers

Participated in all Health Department meetings and discussions for COVID-19

Participated in all EOC meetings and discussions for COVID-19

Limited ability to review on going Risk Management survey

Working the TAC Grant for R&B & Building Maintenance

Completed on line training as requested/required

Postponed request for the Court to provide the Employee Health Fair – usually held in the month of June. Once COVID-19 restrictions are lifted, we will proceed. Considering and reviewing the need to have a “virtual” health fair.

Respectfully submitted,

RoseMary (Mayes) Rafuse

ACCEPTED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 2020  
*[Signature]*  
COUNTY JUDGE

*For RECORDING*

J.A. "ANDY" HARWELL County Clerk  
McLennan County, Texas

FILED: **JUN 30 2020**

By Myrcetez Gowan-Perkins,  
Deputy

**ORDER ACCEPTING:**

**MONTHLY ACTIVITY REPORTS,**  
**APRIL - JUNE 2020:**

**HEALTH SERVICES**

On this the 30 day of June, 2020, came on for consideration the matter of Health Services: Monthly Activity Reports, April - June 2020. After discussion, Commissioner Miller made a motion to approve for recording purposes and it was seconded by Commissioner Snell. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Reports be, and the same are hereby, accepted by unanimous vote.

-----

# McLennan County Indigent Health Care Program

## Quarterly Activity Report April 1, 2020- June 30, 2020

### Staff Activity

- Created a Facebook page for the department
- Conducted outreach Zoom meetings with other organizations in the community
- Increased cleanliness of high traffic areas of the department in response to Covid-19 and installed desk shields
- Restructured job duties and work flow procedures where necessary
- Completed typed standard operations manual of procedures for all job duties in the department
- Welcomed a new Eligibility Specialist and promoted an Eligibility Specialist to a Lead role
- Attended webinars for the Chassis software
- Organized department documents on the shared drive to make them more easily acceptable
- Attended a meeting at Lake Shore Funeral Home regarding pauper cremations
- Met with the Bell CIHCP Director to exchange ideas for the program guidelines and staff training opportunities

### Current Projects

- Cross training throughout the department
- Looking at ways to improve the department website
- Researching public transportation needs for our clients and barriers to success
- Continue to reach out to community programs to develop partnerships and educate community about the IHC program

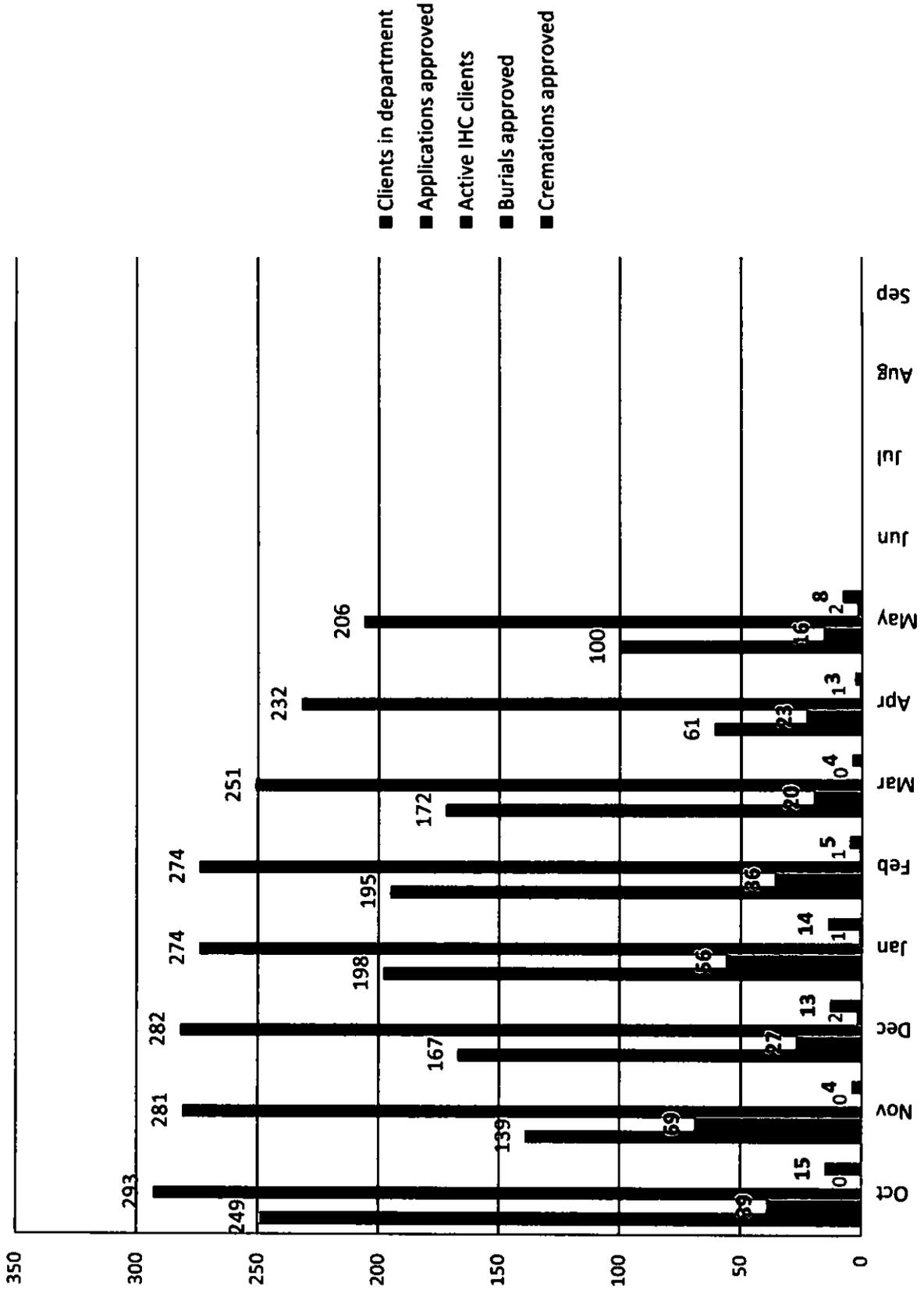
### LPPF Activity

- UHRIP PY4 Advance Part 1 and UC DY 9 Final IGT transfers completed
- Quarterly report submitted to HHSC
- Submitted the application for the MRSA Central SDA for UHRIP Program Year 4

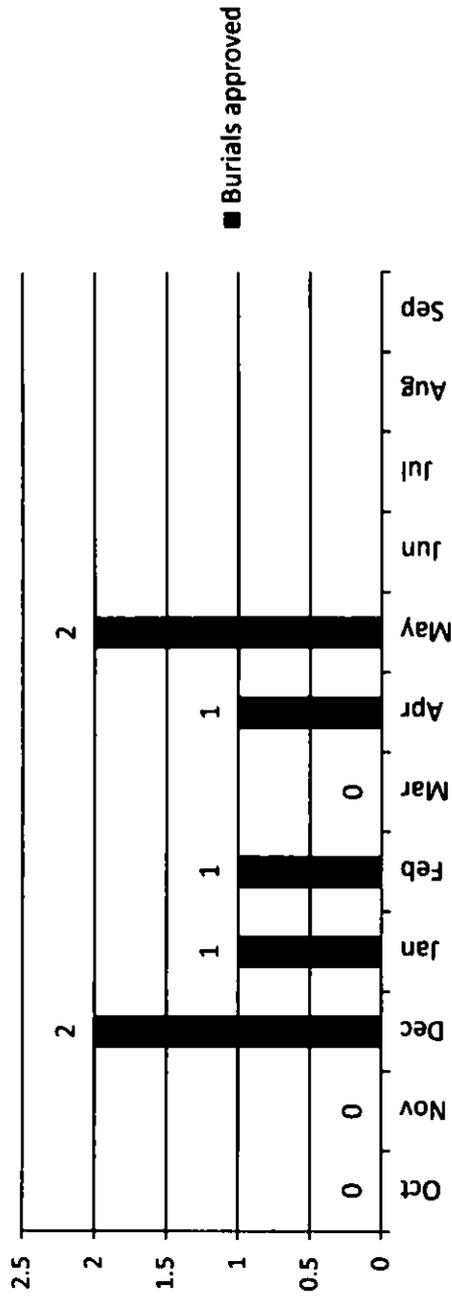
ACCEPTED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 2020  
*[Signature]*  
COUNTY JUDGE

FOR RECORDING

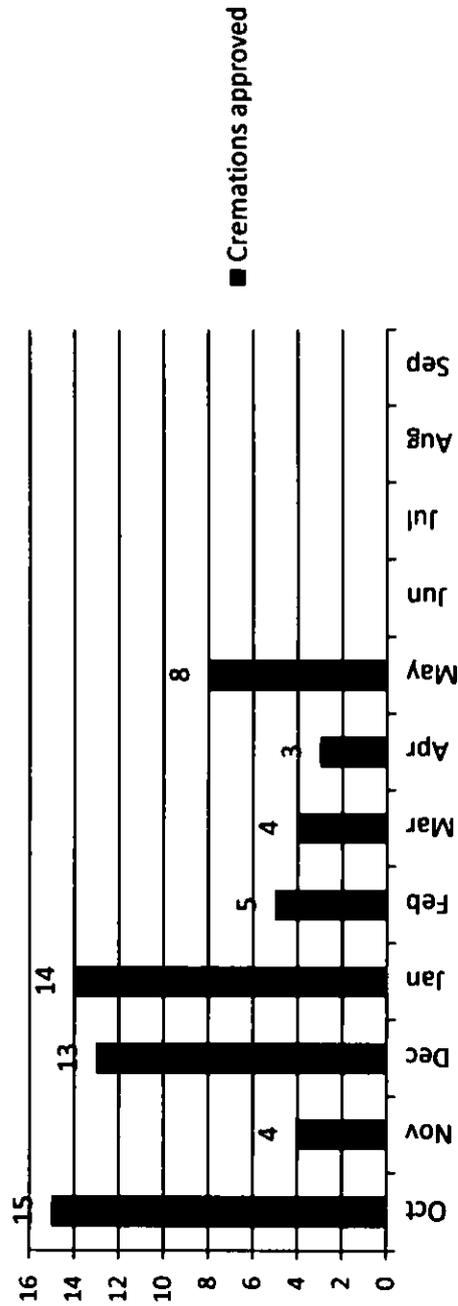
# FY 2020 Indigent Health Care Program



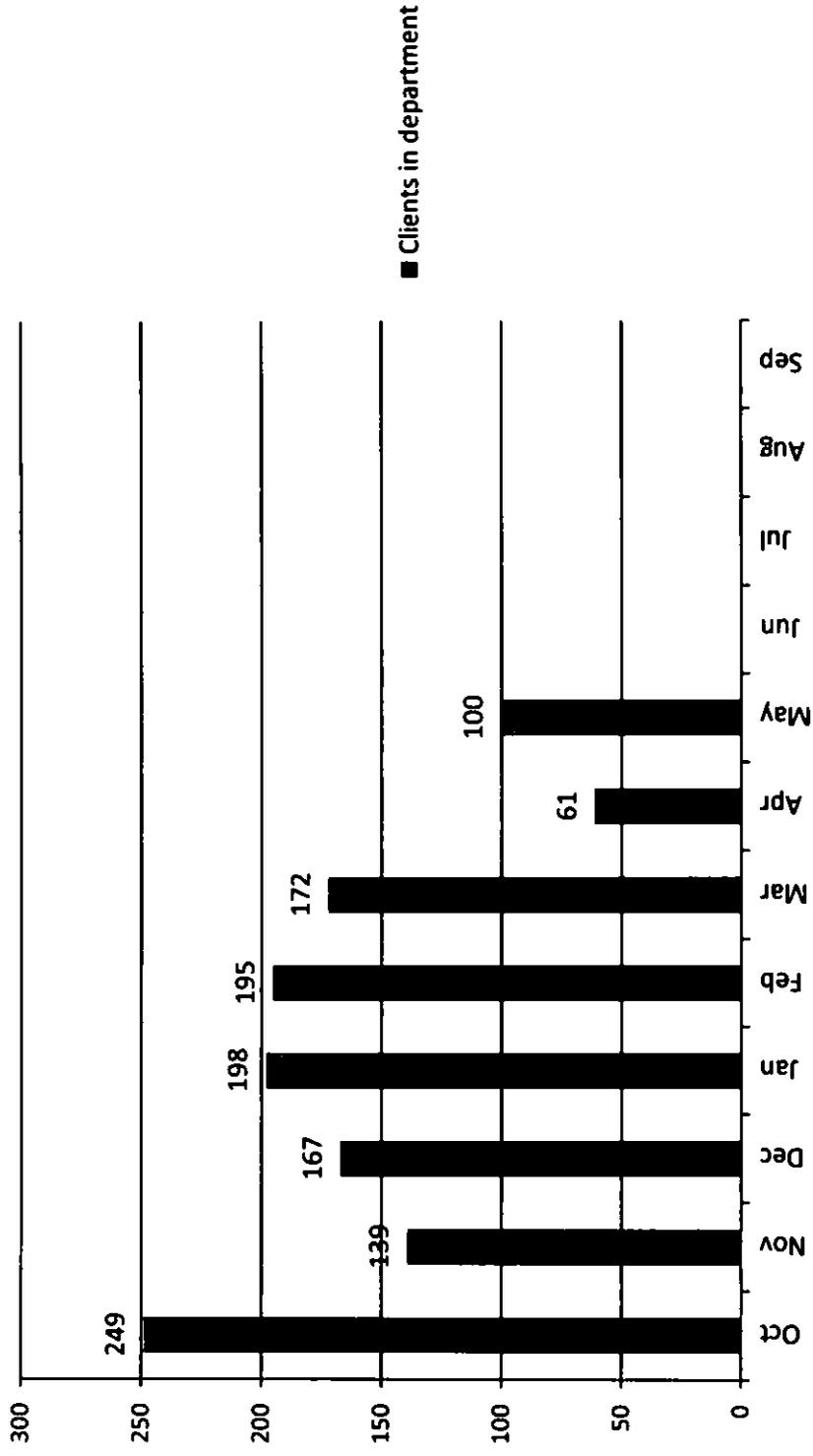
### Burials approved



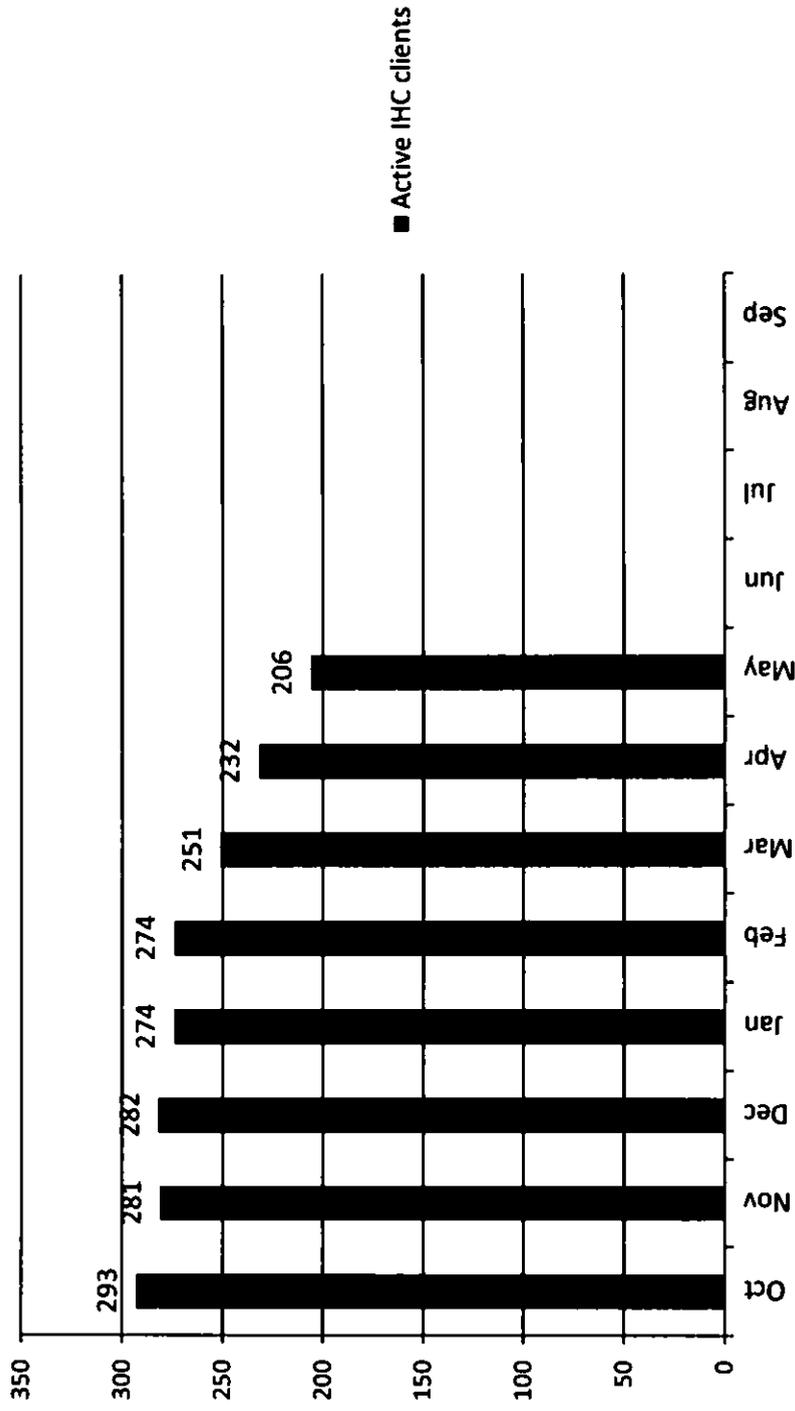
### Cremations approved



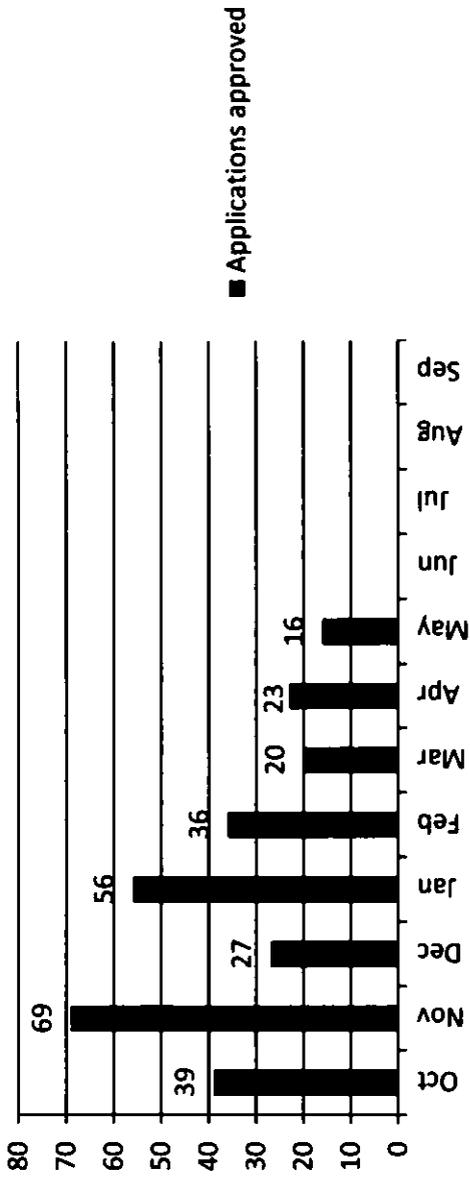
# Clients in department



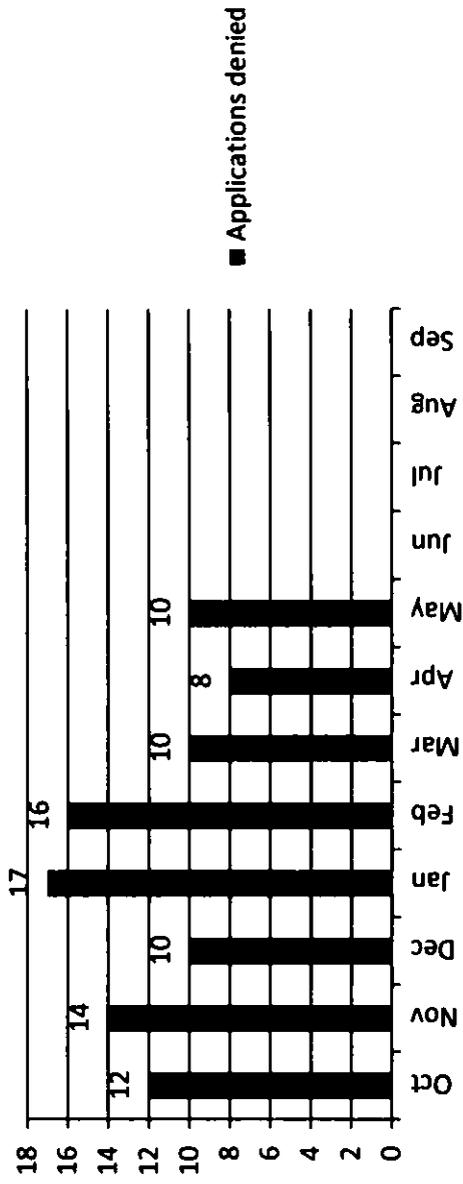
# Active IHC clients



### Applications approved



### Applications denied



### FY20 Indigent Health Care Program

Denial Reasons	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total FY20 Denied	
did not provide verification	4	8	5	10	6	4	4	4					45	46%
non-compliant with workforce policy	3	4	2	4	4	4	2	4					27	28%
over income	1	1	1	0	2	2	0	1					8	8%
over resources	1	0	0	1	0	0	0	0					2	2%
voluntary withdrawal	3	0	2	1	2	0	0	1					9	9%
covered by other program	0	1	0	0	0	0	0	0					1	1%
did not keep appointment	0	0	0	1	1	0	0	0					2	2%
residency	0	0	0	0	1	0	1	0					2	2%
administrative denial	0	0	0	0	0	0	0	0					0	0%
other program requirement	0	0	0	0	0	0	1	0					1	1%
<b>Total</b>	<b>12</b>	<b>14</b>	<b>10</b>	<b>17</b>	<b>16</b>	<b>10</b>	<b>8</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>97</b>	<b>100%</b>

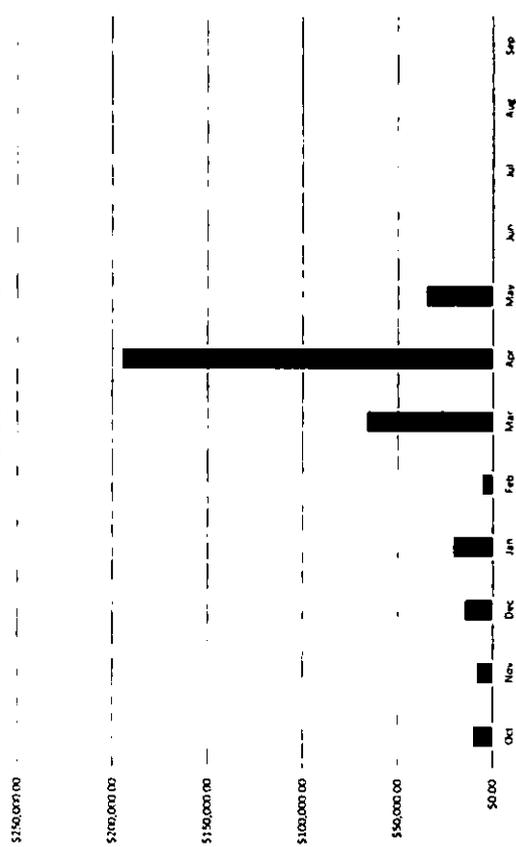
**Indigent Health Services Claims FY2020**

Services	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Totals
Jail Claims Paid	\$10,141.53	\$8,154.12	\$14,535.27	\$20,656.63	\$5,402.72	\$66,179.10	\$194,611.06	\$35,207.34					\$354,887.77
CHCP Claims Paid	\$89,006.82	\$125,846.94	\$120,942.05	\$181,576.53	\$141,884.12	\$222,344.02	\$246,969.43	\$77,263.40					\$1,205,833.31
Pauper Disposition Paid	\$7,504.00	\$9,984.00	\$6,435.00	\$13,244.00	\$10,562.00	\$6,822.00	\$3,072.00	\$3,550.00					\$61,173.00
Total Amount Paid (not including Reimbursement Account)													\$0.00
Physician Services	\$35,815.01	\$61,570.02	\$40,421.54	\$28,723.53	\$37,991.74	\$30,205.67	\$37,865.96	\$12,288.74					\$284,882.21
Prescription Drugs	\$31,203.12	\$41,310.01	\$28,443.17	\$37,515.60	\$35,303.81	\$29,208.91	\$35,045.00	\$38,306.88					\$276,336.50
Inpatient Services	\$23,828.76	\$0.00	\$2,388.88	\$25,426.44	\$23,078.94	\$128,706.96	\$113,617.06	\$11,536.20					\$328,583.24
Outpatient Services	\$4,865.93	\$22,817.02	\$3,563.17	\$73,450.02	\$33,081.05	\$21,758.50	\$51,345.68	\$10,147.61					\$221,028.98
Lab/X-Ray Services	\$4,429.72	\$10,448.53	\$5,021.81	\$3,216.44	\$2,823.76	\$5,917.47	\$3,540.11	\$2,913.38					\$38,311.22
Advance Practice Nurse	\$640.58	\$1,414.15	\$1,507.06	\$1,066.30	\$1,396.91	\$373.50	\$732.43	\$482.79					\$7,613.72
Ambulatory Surgical Ctr.	\$1,017.22	\$1,892.54	\$3,076.08	\$6,263.15	\$2,785.94	\$2,565.28	\$2,293.23	\$0.00					\$19,893.44
Dental	\$2,312.32	\$4,444.94	\$1,970.56	\$2,982.08	\$2,919.95	\$2,924.02	\$865.15	\$257.70					\$18,676.72
Emergency Medical Svs	\$327.67	\$678.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$1,006.56
Physician Assistant	\$737.41	\$756.64	\$288.02	\$233.45	\$167.30	\$318.91	\$400.17	\$795.06					\$3,696.96
CRNA Services	\$1,702.40	\$1,546.24	\$2,261.76	\$2,699.52	\$2,334.72	\$364.80	\$1,264.64	\$535.04					\$12,709.12
Burial Assistance	\$1,197.00	\$0.00	\$0.00	\$2,492.00	\$1,246.00	\$1,246.00	\$0.00	\$1,246.00					\$7,427.00
Cremation Assistance	\$6,307.00	\$9,984.00	\$6,435.00	\$10,752.00	\$9,316.00	\$5,576.00	\$3,072.00	\$2,304.00					\$53,746.00
Pharmacy Reimbursements													\$0.00
Other Reimbursements													\$0.00
Total Number of Jail Claims	57	33	45	83	24	154	113	36					545
Total Number of CHCP Claims	1227	1755	1340	1348	1334	1381	1339	1227					10951
Total Number of Burials/Cremation	9	13	9	15	14	9	4	4					77
Total Number of All Claims	1293	1801	1394	1446	1372	1544	1456	1267	0	0	0	0	11573

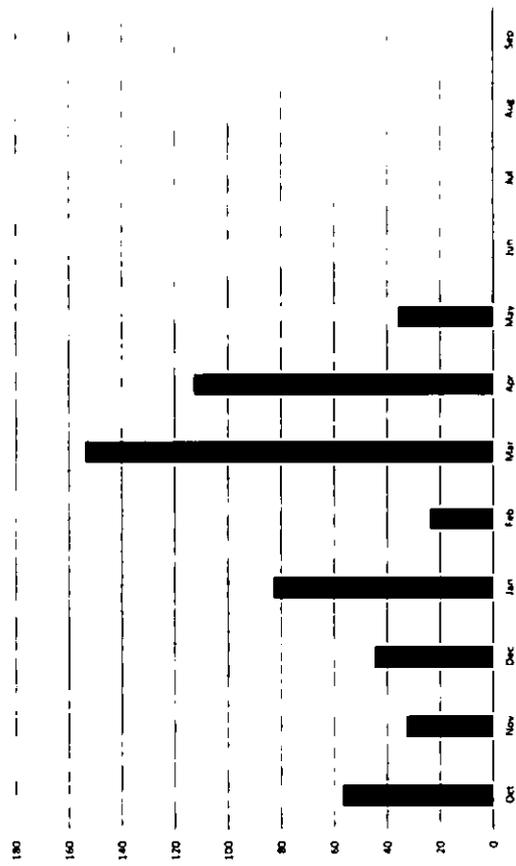
Jail Claims Paid Amount FY 2020

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total FY2019
Paid	\$10,141.53	\$8,154.12	\$14,535.27	\$20,656.63	\$5,402.72	\$66,179.10	\$194,611.06	\$35,207.34	\$0.00	\$0.00	\$0.00	\$0.00	\$354,887.77
# of Claims	57	33	45	83	24	154	113	36	0	0	0	0	545

Jail Claims Paid FY2020



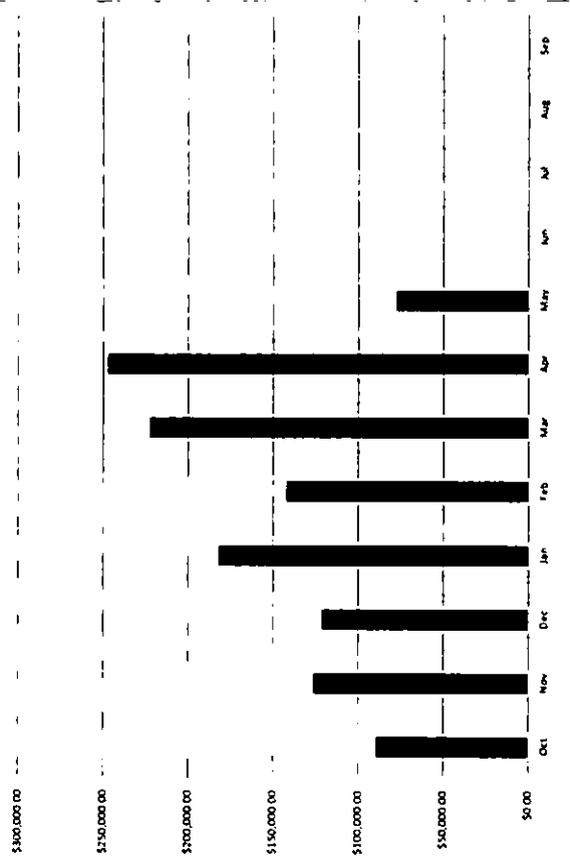
Number of Jail Claims FY2020



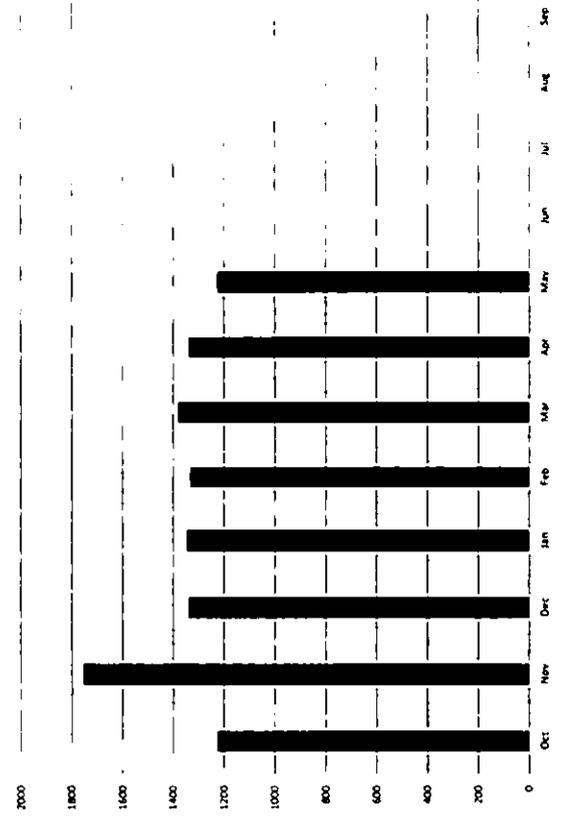
**CIHCP Claims Paid Amount FY 2020**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total FY2019
<b>Paid</b>	\$89,006.82	\$125,846.94	\$120,942.05	\$181,576.53	\$141,884.12	\$222,344.02	\$246,969.43	\$77,263.40	\$0.00	\$0.00	\$0.00	\$0.00	\$1,205,833.31 *
<b># of Claims</b>	1227	1755	1340	1348	1334	1381	1339	1227	0	0	0	0	10951

**CIHCP Claims Paid FY2020**



**Number of CIHCP Claims FY2020**



\* Does not include Ascension Providence Hospital or Baylor Scott & White Hospital claims

Pauper Disposition Paid Amount FY 2020

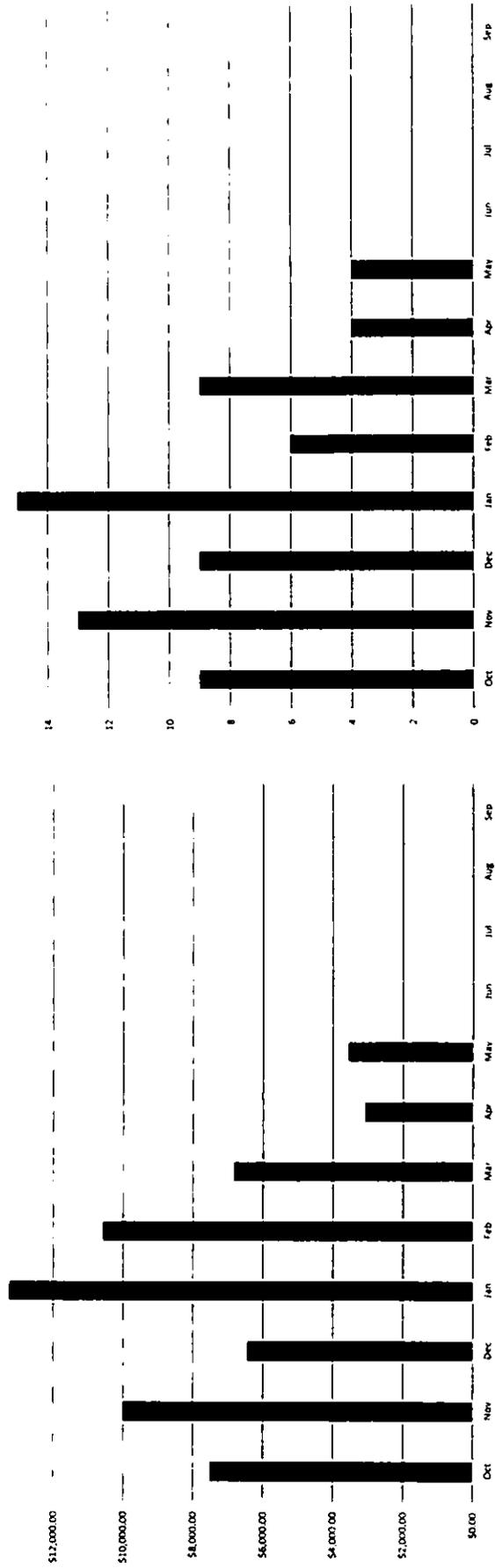
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total FY2019
Paid	\$7,504.00	\$9,984.00	\$6,435.00	\$13,244.00	\$10,562.00	\$6,822.00	\$3,072.00	\$3,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,173.00
of Disposition	9	13	9	15	6	9	4	4	0	0	0	0	69

Pauper Disposition Paid Amount FY2020

16

Number of Pauper Disposition FY2020

14



J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

**ORDER ACCEPTING:**

**MONTHLY ACTIVITY REPORTS,**  
**MARCH - MAY 2020:**

**PRETRIAL SERVICES**

On this the 30 day of June, 2020, came on for consideration the matter of Pretrial Services: Monthly Activity Reports, March - May 2020. After discussion, Commissioner Perry made a motion to approve and it was seconded by Judge Felton. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Reports be, and the same are hereby, accepted by unanimous vote.

-----

**VIRGIL E. BAIN**  
ASSOCIATE CRIMINAL COURT JUDGE  
MCLENNAN COUNTY, TEXAS



McLennan County Courthouse  
501 Washington Ave., Room 110  
Waco, Texas 76701

Telephone: (254) 757 - 5004  
Fax: (254) 759- 5611

June 23, 2020

McLennan County Commissioners

Re: Pretrial Services  
Bail Bonds  
PR Bonds  
Indigent Defense  
Associate Judge/Magistrate

Commissioners:

Please see attached statistics/information regarding the above referenced matters for the months  
January 2020, February 2020, March 2020.

Thank you.

*Virgil E. Bain*  
Virgil E. Bain

ACCEPTED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUN 2020  
*David M. Peltz*  
COUNTY JUDGE

*For  
RECORDING*

BOND STATISTICS

	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	FY TOTALS
<b>COUNTYWIDE BONDS</b>													
CASH BONDS	10	3	14	4	5	6	3	4					49
SURETY BONDS	669	562	560	605	717	483	453	598					4647
OTHER	0	0	0	0	0	0	0	0					0
TOTALS BY MONTH	679	565	574	609	722	489	456	602	0	0	0	0	4696

LICENSURE INFORMATION

APPLICATION REQUESTS	1	0	0	1	0	0	0	1					3
APPROVED APP(S)	0	0	0	0	1	0	0	0					1
DENIED APPLICATIONS	0	0	0	0	0	0	0	0					0
SUSPENSION	0	0	0	0	0	0	0	0					0
REVOCACTION	0	0	0	1	0	0	0	0					1
SURRENDERED	0	0	0	0	0	0	0	0					0
REINSTATEMENT	0	0	0	0	0	0	0	0					0
COMPLAINTS AGAINST BONDING COMPANY	0	0	0	0	0	0	0	0					0
ACTION TAKEN REGARDING COMPLAINTS	0	0	0	0	0	0	0	0					0

**BOND FORFEITURE STATISTICS**

	MISDEMEANOR ASSESSED	MISDEMEANOR PAID	FELONY ASSESSED	FELONY PAID
Oct-18	\$18,250.00	\$7,000.00	\$21,250.00	\$0.00
Nov-18	\$2,460.00	\$500.00	\$0.00	\$0.00
Dec-18	\$7,000.00	\$16,250.00	\$0.00	\$18,750.00
Jan-19	\$8,000.00	\$2,000.00	\$0.00	\$5,000.00
Feb-19	\$14,500.00	\$9,000.00	\$27,500.00	\$1,197.00
Mar-19	\$500.00	\$37,499.09	\$15,000.00	\$27,500.00
Apr-19	\$500.00	\$8,000.00	\$0.00	\$1,000.00
May-19	\$1,000.00	\$11,500.00	\$0.00	\$0.00
Jun-19				
Jul-19				
Aug-19				
Sep-19				
<b>TOTALS</b>	<b>\$52,210.00</b>	<b>\$91,749.09</b>	<b>\$63,750.00</b>	<b>\$53,447.00</b>

STATISTICS BY BONDSMAN

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	FY TOTALS
ASH BAIL BONDS	\$23,000	\$231,500	\$91,000	\$204,500	\$480,500	\$105,500	\$117,000	\$2,213,500					\$3,466,500
A-ABLE BAIL BONDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
BIG STATE BAIL BONDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
BRAZOS RIVER BAIL BONDS	\$1,132,000	\$559,000	\$1,170,500	\$814,000	\$817,500	\$591,000	\$536,000	\$722,000					\$6,342,000
BREAK 'EM OUT BAIL BONDS	\$211,500	\$108,000	\$300,000	\$5,000	\$138,500	\$0	\$0	\$0					\$763,000
BUTLER BAIL BONDS	\$40,000	\$0	\$26,000	\$0	\$2,000	\$0	\$0	\$0					\$68,000
CHASE CHAPMAN'S BAIL BONDS	\$162,500	\$479,500	\$28,000	\$347,500	\$1,345,500	\$456,500	\$355,000	\$1,045,000					\$4,219,500
FRANK SCOTT BAIL BONDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
FRANKIE CHAPMAN BAIL BONDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
G & S BAIL BONDS	\$102,000	\$51,000	\$50,000	\$18,000	\$0	\$0	\$0	\$0					\$221,000
GONZALES BAIL BONDS	\$30,000	\$92,000	\$17,000	\$25,000	\$63,000	\$37,500	\$2,000	\$25,500					\$292,000
GONZALES-FLORES BAIL BONDS	\$31,000	\$27,000	\$21,000	\$26,500	\$35,000	\$16,000	\$2,500	\$9,000					\$168,000
HILL BAIL BONDS	\$10,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0					\$60,000
JAMES R. PENA BAIL BONDING SERVICE	\$94,000	\$27,500	\$55,000	\$155,000	\$172,000	\$300,000	\$23,000	\$149,500					\$976,000
KOCIAN BAIL BONDS	\$106,500	\$241,000	\$291,760	\$156,000	\$330,500	\$115,500	\$152,500	\$349,000					\$1,742,760
LEGACY BAIL BONDS	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0					\$1,000
LARRY JOHNSON LONE STAR BAIL	\$11,500	\$20,000	\$3,500	\$0	\$1,000	\$4,000	\$0	\$16,000					\$56,000
MABRY BAIL BONDS	\$1,500	\$5,500	\$7,000	\$17,000	\$24,000	\$5,000	\$10,000	\$25,000					\$95,000
PICKENS BAIL BONDS	\$44,357	\$56,000	\$70,500	\$40,500	\$126,500	\$45,500	\$14,500	\$4,500					\$402,357
PLAYER BAIL BONDS	\$1,091,500	\$861,250	\$1,048,221.38	\$1,289,000	\$1,362,500	\$1,101,500	\$1,381,000	\$1,598,500					\$9,733,471.38
T. CHAPMAN BAIL BONDS	\$1,450,500	\$565,500	\$1,171,500	\$1,067,500	\$932,000	\$705,500	\$820,500	\$648,000					\$7,361,000
TERRY CHAPMAN BAIL BONDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
<b>TOTALS</b>	<b>\$4,541,857</b>	<b>\$3,324,750</b>	<b>\$4,351,981</b>	<b>\$4,215,500</b>	<b>\$5,830,500</b>	<b>\$3,483,500</b>	<b>\$3,414,000</b>	<b>\$6,805,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,967,588</b>

PR BOND STATISTICS

2018-2019 PR BOND STATISTICS

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	FY TOTALS
PENDING PR BONDS	728	728	719	712	724	839	853	784					
DISPOSED PR BONDS	71	54	57	63	50	45	29	52					421

COLLECTED PR BOND FEES

BY JAIL	\$80	\$320	\$300	\$300	\$280	\$460	\$40	\$160					\$1,940
IN PR BOND OFC	\$340	\$340	\$360	\$240	\$240	\$240	\$140	\$120					\$2,020
AS TIME SERVED	\$0	\$40	\$0	\$0	\$0	\$0	\$0	\$0					\$40
TOTALS BY MONTH	\$420	\$700	\$660	\$540	\$520	\$700	\$180	\$280	\$0	\$0	\$0	\$0	\$4,000

MISCELLANEOUS DATA

APPROVED PR BONDS	49	48	56	48	50	171	42	31					495
PR COURT HEARINGS	209	156	139	190	141	94	0	6					935
FAILURE TO APPEAR	11 5.26%	5 3.21%	8 5.76%	3 1.58%	3 2.13%	3 3.20%	0	0					33 3.55%
WEEKLY CALL IN REPORTS	838	849	855	1187	911	912	970	1153					7,675

PR BOND ISSUANCE BY MAGISTRATE

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	FY TOTALS
ALLEN	0	0	2	0	0	0	0						2
BAIN	21	23	25	20	23	39	21						172
CATES	0	1	0	0	2	7	1						11
COLEY	0	0	0	0	0	0	0						0
DEIVANAYAGAM	0	3	3	5	0	17	1						29
FREEMAN	0	0	0	0	0	0	0						0
HENSLEY	1	8	11	3	0	40	0						63
HODGES	0	0	0	0	5	0	0						2
JOHNSON	8	0	2	2	1	0	2						15
LEE	0	0	0	0	0	0	0						0
PAREYA	0	0	0	1	0	0	0						1
PETERSON	0	3	5	0	0	0	1						9
RICHARDSON, BRIAN	1	0	0	1	2	49	0						53
STROTHER	14	7	0	7	5	17	11						61
TAYLOR	0	0	0	0	0	0	0						0
VILLARREAL	2	2	3	7	11	2	2						29
OTHER	2	1	5	2	1	5	3						19
<b>TOTAL BY MONTH</b>	<b>49</b>	<b>48</b>	<b>56</b>	<b>48</b>	<b>50</b>	<b>176</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>469</b>

JUDGE VIRGIL E. BAIN STATISTICS

JUDGE VIRGIL E. BAIN STATISTICS	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	FY TOTALS
	23 DAYS	22 DAYS	22 DAYS	23 DAYS	20 DAYS	22 DAYS	22 DAYS	23 DAYS	20 DAYS	23 DAYS	22 DAYS	21 DAYS	
NUMBER OF DAYS ARRAIGNED	499	344	310	277	392	187	188	236					2,433
NUMBER OF PEOPLE ARRAIGNED	778	529	465	412	573	268	310	374					3,709
TOTAL CHARGES	370	237	196	177	275	111	123	197					1,686
FELONIES	341	254	236	206	243	128	168	157					1,733
MISDEMEANORS	67	38	33	29	55	29	19	20					290
CLASS C	22	29	17	18	22	12	19	20					159
EMERGENCY PROTECTIVE ORDERS	12	9	13	4	6	1	2	10					57
INTERPRETER REQUIRED	11	30	13	16	11	10	10	14					115
CONDITIONS OF BOND	738	479	470	516	582	493	270	338					3,886
REQ FOR MH EVALUATIONS	30	24	21	36	26	15	22	23					197
SURETY OFF BOND WARRANTS ISSUED													

**Report for January 2020 to March 2020**  
from the office of the Indigent Defense Coordinator

The numbers listed below are for individual defendants, not the number of cases, as defendants may have more than one offense.

**January 2020**

- Number of requests for a court appointed attorney received: 532
- Number of requests approved: 419
- Number of requests denied: 113

**February 2020**

- Number of requests for a court appointed attorney received: 520
- Number of requests approved: 398
- Number of requests denied: 122

**March 2020**

- Number of requests for a court appointed attorney received: 443
- Number of requests approved: 349
- Number of requests denied: 94

Prepared on June 3, 2020.



Cathy Edwards  
Indigent Defense Coordinator

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

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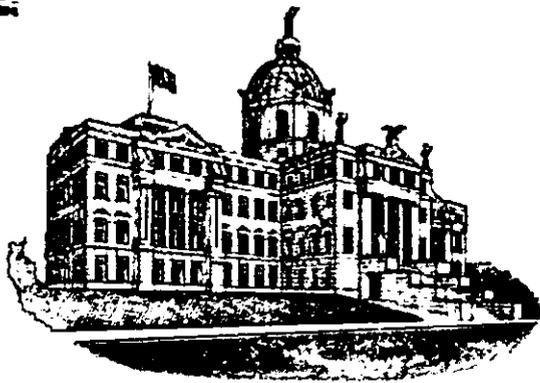
Commissioner Jones lost connection to the Commissioner's Court Meeting via the Zoom Application at 11:50 a.m.

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The Court went to Item D. 12. Maintenance of Equipment: Update on Activity for June 2020.

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**WACO, TEXAS**

**McLennan County  
Maintenance of Equipment**

**Activity Report (March - June 2020)**

**Radio Shop**

	March	April	May	June
Bench Repairs	53	40	23	13
Field Jobs	75	73	35	53
Jail Repairs	5	3	12	9
Installs	12	21	8	3
Eq. Removals	6	6	0	10
Special Projects	0	1	1	4
<b>Total</b>	<b>151</b>	<b>144</b>	<b>79</b>	<b>91</b>

**Special Projects**

- The Radio Shop began to move in to the new location at the Jail on May 4; the radio technicians packed and moved all radio shop equipment during this time.
- Radio Technicians continue to work on the tower sight projects and participate in bi-weekly conference calls regarding this project. The tower sights will be located at each Road and Bridge Precinct yard.
- Highway 6 Jail Main Control - monitors are being replaced for the camera system; upon completion on this project the jail staff will have larger, more organized, monitors to assist in operating the jail safely.
- Install cell phone booster at Pct. 4 Road and Bridge

**Sign Shop**

	March	April	May	June	Dept. Total
Road & Bridge Pct. 1					0
Road & Bridge Pct. 2	71		24	7	102
Road & Bridge Pct. 3	33	3	5	31	72
Road & Bridge Pct. 4	27	4	10	41	82
Maint. of Equipment	5			2	7
Tradinghouse Lake	7				7
Sheriff's Office			15	9	24
Jail			7		7
<b>Total Signs Made</b>	<b>143</b>	<b>7</b>	<b>61</b>	<b>90</b>	<b>301</b>

**Vehicle Maintenance**

	March	April	May	June	Total
Garage Work Orders	86	73	44	71	274
State Inspections	17	9	1	17	44
Outside Labor Costs	\$ 7,001.92	\$ 4,301.64	\$ 17,263.93	\$ 5,029.03	\$ 28,567.49

**Repair & Maintenance Budget Impact - 606000 - 80.10% Used**

- March
  - Wreck - \$ 5,254.91
  - Air conditioner repair - \$ 824.00
- April
  - Transmission - \$ 3,400.00
- May
  - Frame work due to wreck - \$ 1,417.00
  - New motor in patrol unit - \$ 9,107.73
  - Transmission - \$ 3,900.00

The Radio Shop & Garage shut down on May 4, 2020 to begin moving to the new location at the jail. The first oil change in the new shop was completed on June 19, 2020. While the garage was down we spent \$ 4,648.21 in repairs and maintenance; if the shop was functional those charges would not have been incurred. The tire repair shop is still not functional; the air compressor still needs to be installed and the supply lines need to be ran. We have been working closely with Building Maintenance to get projects finalize so the garage and tire shop can be fully functional again.

ACCEPTED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 2020  
*[Signature]*  
COUNTY JUDGE  
J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FOR RECORDED

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

**ORDER ACCEPTING:**

**UPDATE ON ACTIVITY FOR JUNE 2020:**

**MAINTENANCE OF EQUIPMENT**

On this the 30 day of June, 2020, came on for consideration the matter of Maintenance of Equipment: Update on Activity for June 2020. After discussion, Commissioner Perry made a motion to approve and it was seconded by Commissioner Snell. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller and Commissioner Perry. It is ordered by the Court that said Update be, and the same is hereby, accepted by unanimous vote.

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**ORDER RECESSING SPECIAL SESSION**

On this the 30 day of June, 2020, at 11:53 o'clock a.m., Judge Felton announced that this meeting of June 30, 2020 stands in recess until 1:00 p.m.

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**ORDER RECONVENING SPECIAL SESSION**

On this the 30 day of June, 2020, at 1:02 o'clock p.m. the Court reconvened in Special Session with Judge Felton presiding and Commissioners Kelly Snell, Patricia Miller, Will Jones, Ben Perry and the Clerk thereof being in attendance, the following proceedings were had and done to-wit:

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The Court went to F. Human Resources and Salary Matters.

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**AGENDA: JUNE 30, 2020**

**F. Human Resources and Salary Matters:**

- |   |   |
|---|---|
| 1. Consideration and/or Action on Departmental and Department Head Incentive Pay Requests | <b>Kept Deferred<br/>(See after<br/>Item F. 4.)</b> |
| 2. Constable, Precinct 1:   |   |
| a. Regarding Part-Time Wage Increase  | <b>Denied<br/>(See after<br/>Item F. 1.)</b>        |
| b. Regarding New Hire to Fill a Part-Time Position  | <b>Approved</b>                                     |
| 3. Justice of the Peace, Precinct 3   | <b>Deferred<br/>(See after<br/>Item D. 12.)</b>     |
| 4. Justice of the Peace, Precinct 1 Place 1   | <b>Deferred</b>                                     |

**CD-568, 1:02**

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The Court went to Items: F. 3. Justice of the Peace, Precinct 3 and F. 4. Justice of the Peace, Precinct 1 Place 1.

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**ORDER DEFERRING:**  
**JUSTICE OF THE PEACE, PRECINCT 3**  
**AND**  
**JUSTICE OF THE PEACE,**  
**PRECINCT 1 PLACE 1**

On this the 30 day of June, 2020, came on for consideration the matter Justice of the Peace, Precinct 3 and Justice of the Peace, Precinct 1 Place 1. After discussion, Commissioner Miller made a motion to defer and it was seconded by Commissioner Jones. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorizations be, and the same are hereby, deferred by unanimous vote.

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The Court went back to Item F. 1. Consideration and/or Action on Departmental and Department Head Incentive Pay Requests.

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**KEPT DEFERRED:**

**ACTION ON DEPARTMENT HEADS INCENTIVE  
PAY LIST**

On this the 30 day of June, 2020, came on for consideration the matter of Consideration and Possible Action on Department Heads Incentive Pay List. After discussion, Judge Felton made a motion to defer F. 1. and it was seconded by Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, kept deferred by unanimous vote.

\*\*\*\*\*

**ORDER DENYING:**

**CONSTABLE, PRECINCT 1:**

**RE: PART-TIME WAGE  
INCREASE**

On this the 30 day of June, 2020, came on for consideration the matter of Human Resources / Salary Matters (Payroll Status Forms or Changes): Constable, Precinct 1. After discussion, Commissioner Snell made a motion deny. Motion died for lack of a second.

After further discussion, Commissioner Snell made a motion deny the request at this time and it was seconded by Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, denied by unanimous vote.

\*\*\*\*\*

**ORDER APPROVING:**

**RE: NEW HIRE TO FILL A PART-TIME POSITION:**

**CONSTABLE, PRECINCT 1**

On this the 30 day of June, 2020, came on for consideration the matter of Constable, Precinct 1: Regarding New Hire to Fill a Part-Time Position. After discussion, Commissioner Perry made a motion to approve the request and it was seconded by Commissioner Miller. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

-----

Amanda M. Talbert  
Human Resources Director  
Human Resources Dept.



McLennan County  
214 N. 4<sup>th</sup> St., Suite 200  
Waco, TX 76701-1366  
Office: (254)-757-5158

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**MEMORANDUM**

Date: June 30<sup>th</sup>, 2020

To: Commissioner's Court

From: Amanda Talbert, HR Director; Walt Strickland, Constable Pct. 1

Subject: Requesting Approval to Appoint a Part Time Deputy Constable for Pct. 1

---

Constable Walt Strickland is requesting approval to appoint and hire a Part Time Deputy Constable into the Hourly Law Enforcement position. The Hourly Law Enforcement position to is detailed below. This position was posted to the public and accepted applications for the required five (5) days. The applicant chosen for hire meets the minimum requirements outlined in the job description and the Constable's Office Pct. 1 has ensured the applicant meets TCOLE standards per the attached letter. The Constable Pct. 1 requests approval to appoint and hire the applicant Daniel Mayfield as a Part Time Deputy Constable effective July 1<sup>st</sup>, 2020.

Job Title	Hourly Law Enforcement	Title Requesting	No Change
Position Number	100000852	Position Number	No Change
Position Filled by	3 current part-time deputies	Requesting Position Filled by	Daniel Mayfield

-Thank You.

APPROVED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 2020  
  
COUNTY JUDGE



WACO, TEXAS

**Walt Strickland**

Constable, Pct. 1  
501 Washington Avenue, Suite 101  
Waco, Texas 76701

Office: (254) 757-5026  
Fax: (254) 757-5056

**Date:**

**To:** Commissioner's Court

**From:** Walt Strickland, Constable Pct. 1

Dear Commissioners:

I am submitting Daniel E. Mayfield to fill the Deputy Constable-Part Time position in my office to be effective 06/30/2020.

Daniel E. Mayfield meets all statutory requirements in accordance with the Local Government Code, Chapter 86 - Constable, Subchapter B - Deputies, Section 86.011, Appointment of Deputy Constable.

Thank you for your cooperation in this matter.

Sincerely,

A handwritten signature in black ink, appearing to be "Walt Strickland", written over a horizontal line.

Walt Strickland, Constable Pct. 1



WACO, TEXAS

**Walt Strickland**  
Constable, Pct. 1  
501 Washington Avenue, Suite 101  
Waco, Texas 76701

Office: (254) 757-5026  
Fax: (254) 757-5056

### **AFFIDAVIT REGARDING APPOINTMENT OF DEPUTY CONSTABLE**

In accordance with the LOCAL GOVERNEMENT CODE, CHAPETER 86 - CONSTABLE, SUBCHAPTER B - DEPUTIES, SECTION 86.011, APPOINTMENT OF DEPUTY CONSTABLE, I have submitted a written application to Commissioner's Court, including the name of the proposed Deputy, Daniel E. Mayfield, showing it is necessary to appoint a Deputy in order to properly handle the business of this office that originated in this precinct.

I, Constable Walt Strickland, affirm that proposed Deputy Daniel E. Mayfield qualifies to be a Deputy Constable in the manner provided for Deputy Sheriffs according to LGC, Section 86.011(b) and the Current Rules, Texas Administrative Code, Title 37 - Public Safety, Part VII - Texas Commission on Law Enforcement, is in good standing and will take and subscribe the Official Oath before beginning to perform the duties of this office.

  
\_\_\_\_\_  
Walt Strickland, Constable Pct. 1

Date:

**McLennan County, Texas**  
**PAYROLL STATUS FORM**

HB

07/01/2020

LAST NAME	FIRST NAME	MI	EMPLOYEE ID NO.	EFFECTIVE DATE
Mayfield	Daniel III	E		6/30/20
<input checked="" type="checkbox"/> New Hire <input type="checkbox"/> Other	<input type="checkbox"/> Promotion <input type="checkbox"/> Demotion	<input type="checkbox"/> Reclassification <input type="checkbox"/> Salary Adjustment	<input type="checkbox"/> Lateral Move <input type="checkbox"/> Merit Increase	<input type="checkbox"/> Separation from County Employment

**FULLTIME EMPLOYEES**

	SALARY SCHEDULE FOR POSITION SOUGHT		ACTUAL SALARY	
	EXISTING	PROPOSED REVISION	FROM	TO
Job Title	P.T. Constable Deputy			P.T. Constable Deputy
Job Code Number	8880			8880
Department Name	Constable Pct. 1			Constable Pct. 1
Position Number	100000 852			100000 852
System	-			-
Grade	-			-
Monthly Amount	\$15 per hour			\$15.00
Annual Amount				
Salary Survey - Min			<b>FLSA STATUS</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>DATE OF HIRE</b> 07/01/2020
Salary Survey - Mid				
Salary Survey - Max				

**HOURLY EMPLOYEES**

DEPARTMENT NAME	HOURLY RATE	The Commissioners' Court annually sets the standard rate for hourly employees. Commissioners' Court approval of this form is only necessary if the hourly pay rate stated exceeds the standard rate. Call the HR Dept for the standard rate.
Constable Pct. 1	\$15.00	

**ACCOUNT CODING (For County Auditor's Use)**

FUND	COST CENTER	OBJECT	PROJECT	MONTHLY SALARY	PERCENTAGE
Total					100.00%

**APPROVALS (See Note 1)**

DEPARTMENT	HUMAN RESOURCES	COUNTY AUDITOR	COMMISSIONERS' COURT
I hereby approve the above action.	This proposed action <input checked="" type="checkbox"/> is <input type="checkbox"/> is not within the established guidelines of McLennan County.	A line item budget transfer <input type="checkbox"/> is <input checked="" type="checkbox"/> is not required if approved by Commissioners' Court. See attached, if required.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Accepted <input type="checkbox"/> Denied Date: 6/30/20
X	X	X	X

Note 1 - Signature blanks should be marked N/A if approval is not required for this action. No approval by the Commissioners' Court is required for actions affecting hourly employees, unless their hourly rate exceeds the fiscal year's adopted standard hourly rate. Separations from employment require only the departments approval as to effective date.

COMMENTS:	BY:

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: **JUN 30 2020**

By Myroctez Gowan-Perkins,  
Deputy

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Commissioner Perry left the Commissioner's Court Meeting at 1:44 p.m.

---

---

The Court went back to Item D. 11. Human Resources: Monthly Activity Report, March - May 2020.

---

**ORDER ACCEPTING:**

**MONTHLY ACTIVITY REPORT,**  
**MARCH - MAY 2020:**

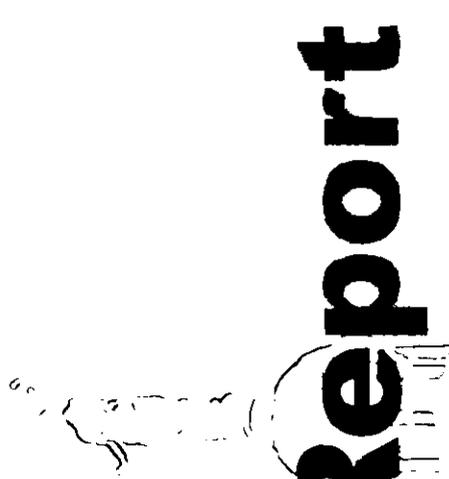
**HUMAN RESOURCES**

On this the 30 day of June, 2020, came on for consideration the matter of Human Resources: Human Resources: Monthly Activity Report, March - May 2020. After discussion, Commissioner Snell made a motion to approve and it was seconded by Commissioner Jones. After further discussion, a vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller and Commissioner Jones. It is ordered by the Court that said Report be, and the same is hereby, accepted by unanimous vote.

-----

# HR Activity Report

March 6<sup>th</sup> - May 2020



ACCEPTED BY COMMISSIONERS COURT  
THIS 2<sup>ND</sup> DAY OF JULY 2020  
*[Signature]*  
COUNTY JUDGE

*FOR RECORDS*

# RECRUITING

## Quarter Totals

73

25 Days

Part Time Cook – Juvenile

Part Time Deputy Constable – Constable, Pct. 5

Deputy District Clerk III Civil Issuance– District Clerk

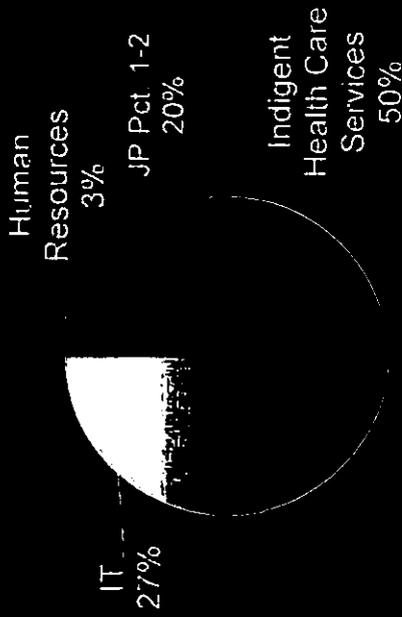
Assistant District Attorney – Criminal District Attorney

Specialized Community Supervision Officer– Adult Probation

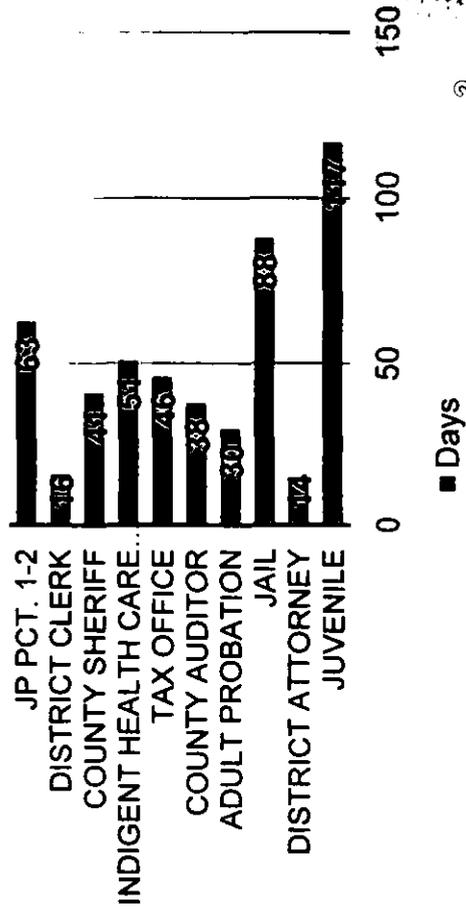
## Retention

42% 68%

## Dept./Office Interviews Conducted with HR Collaboration



## Average Days to Fill



# RECRUITING

## Quarter Totals

Apply Texas Jobs  
Recruitment  
10/1/2010 - 9/30/2010

# 815

Apply Texas Jobs  
Recruitment  
10/1/2010 - 9/30/2010

- Indeed
- Texas Workforce Commission
- Tarleton State University
- McLennan Community College
- Baylor
- WacoTXJobs.com
- Texas State Technical College
- The University of Texas

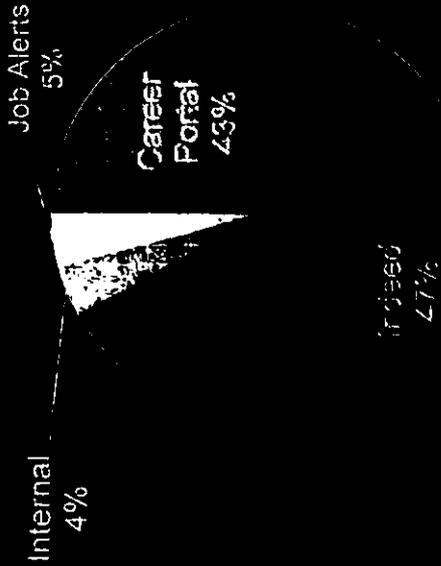
Apply Texas Jobs  
Recruitment  
10/1/2010 - 9/30/2010

# 732

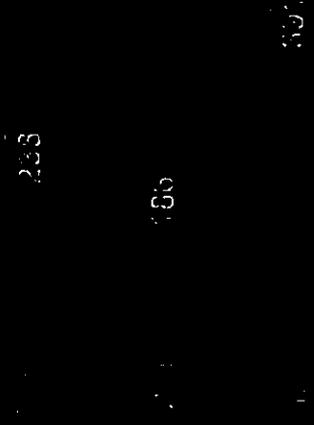
Apply Texas Jobs  
Recruitment  
10/1/2010 - 9/30/2010

# 3 of 46

## Applicant Sources



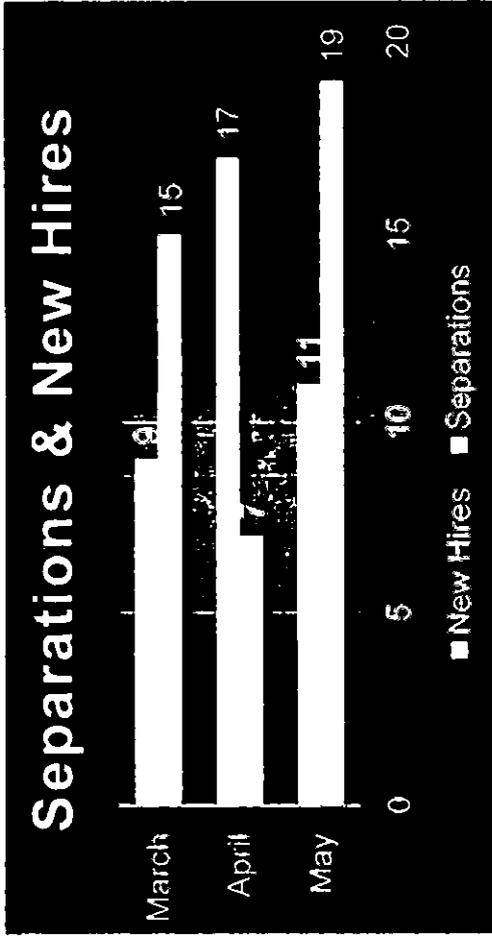
## Applications Received by Month



# PERSONNEL POSITION CHANGES

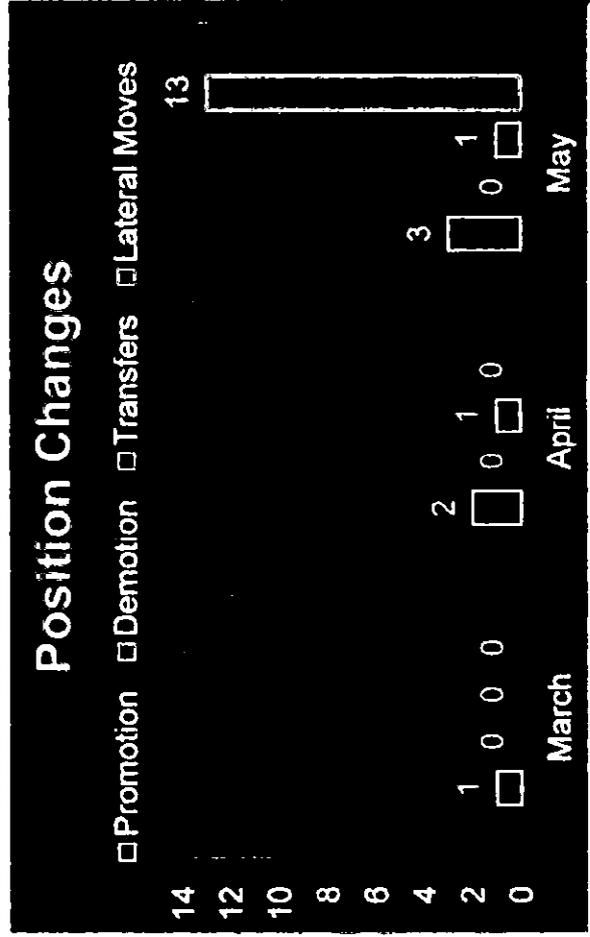
**New Hires**  
**37**

**New Hires**  
**3rd Quarter**  
**2019 vs 2020**  
**10%**



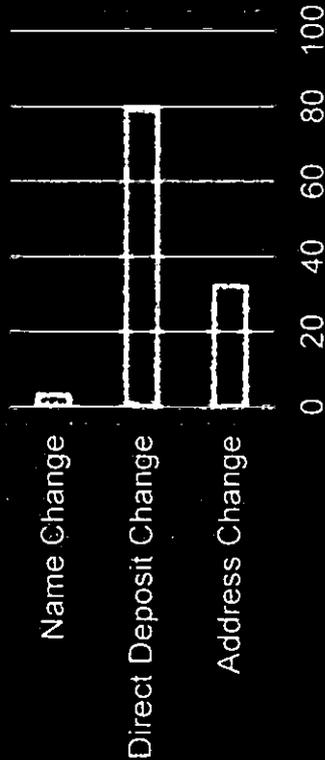
**Separations**  
**41**

**Separations**  
**3rd Quarter**  
**2019 vs 2020**  
**19%**

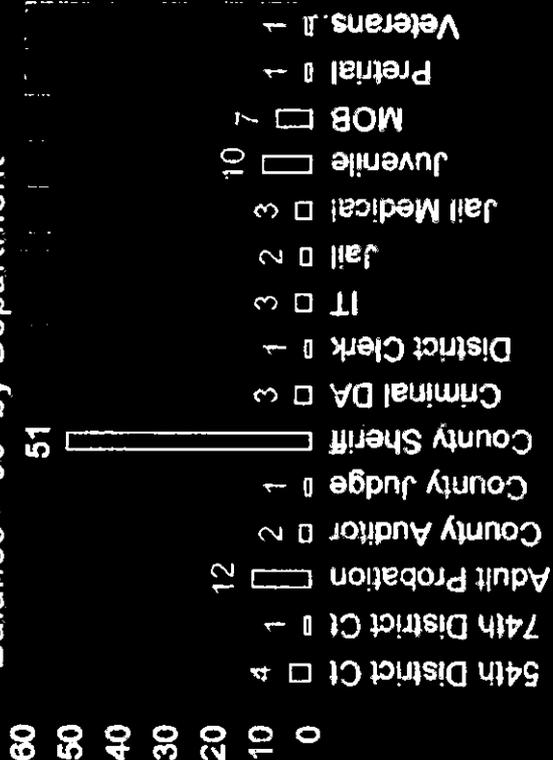


# PERSONNEL DATA & COMPENSATION

Personnel Data Changes Processed  
Total = 59



Employees with Comp Hour Balance > 50 by Department



**Employees Exceeding Comp Accrual Maximum of 240 Hours**

(Non-Law Enforcement)

2

District Attorney Investigators

**Non-COLA Salary Increases**

41

**Employees Maxed Out on Vacation Hours**

(14% of our workforce)

150

**Departments with the Most Employees Maxed Out on Vacation**

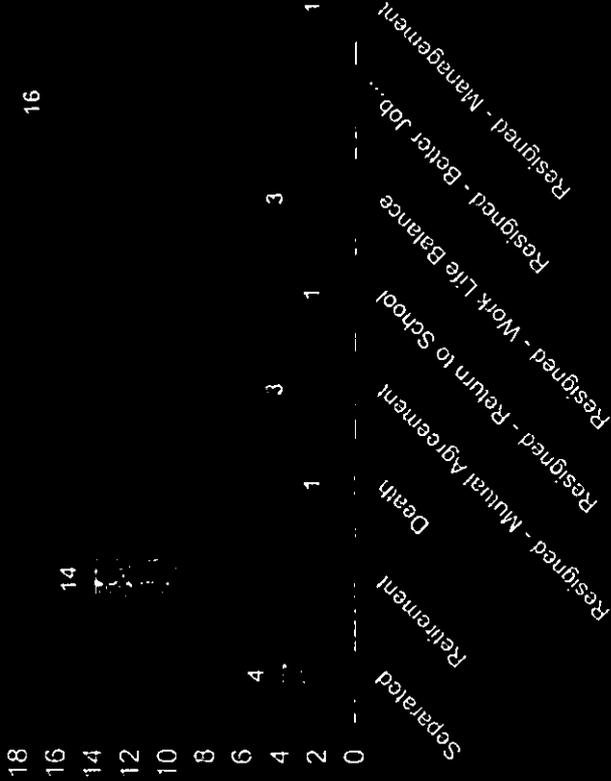
- Jail-86
- Sheriffs Office-38
- Juvenile-4
- Elections-3
- R&B Pct 4-3



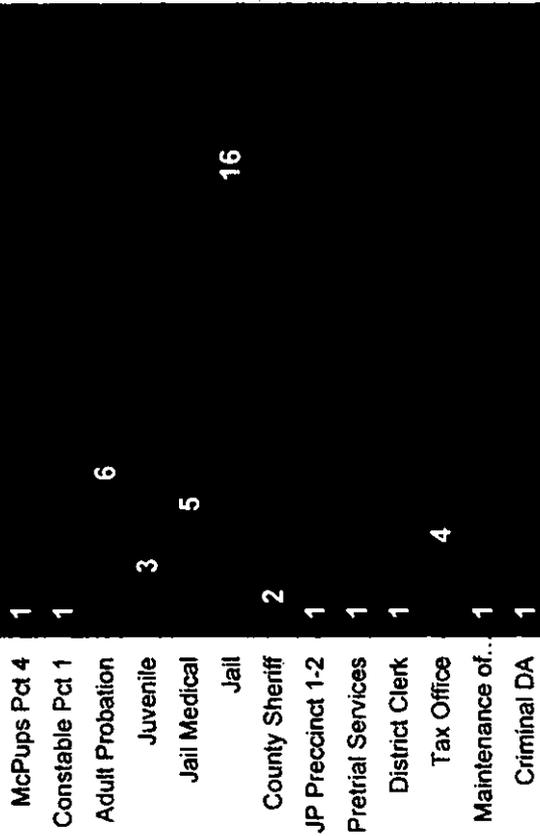
# SEPARATIONS

## Quarter Totals

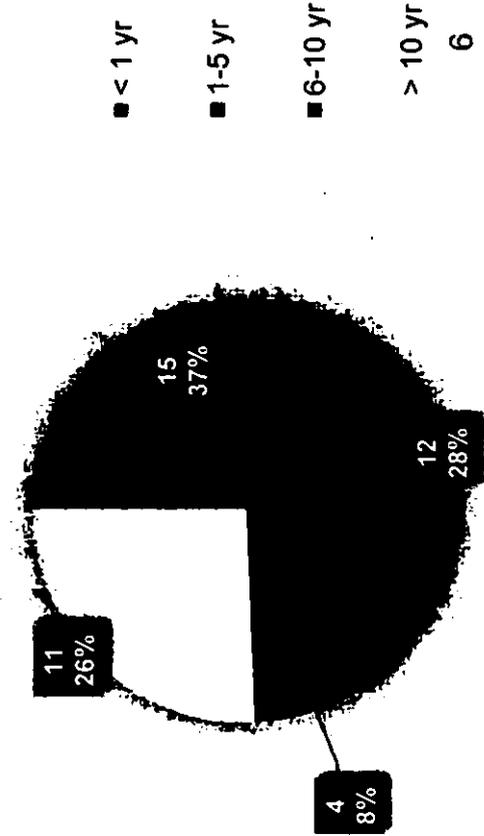
### Separation Reasons



### Separations by Department



### Tenure of Separated Employees



# WORKERS COMPENSATION



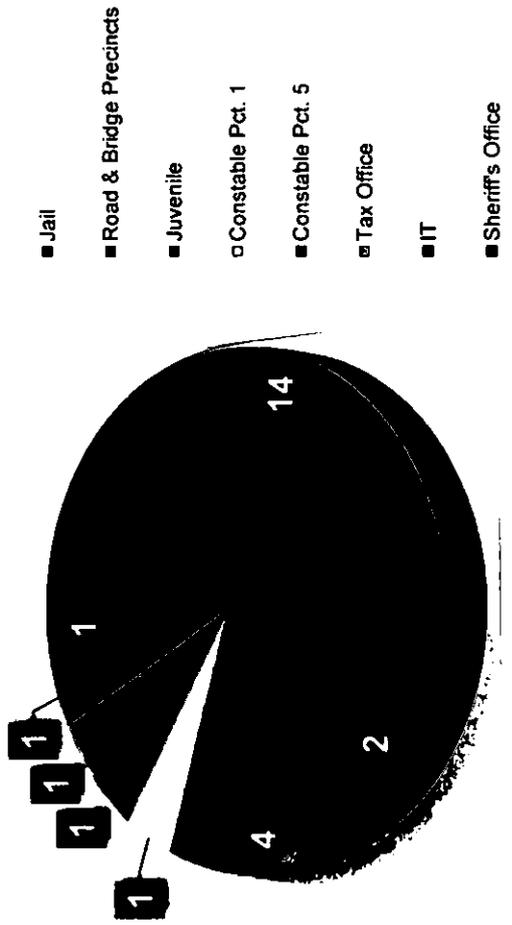
## Injury Reports by Month

25  
 20  
 15  
 10  
 5  
 0

25  
 20  
 15  
 10  
 5  
 0

Cut,  
 Puncture, or  
 Scrape

## Injury Report by Department



# LEAVE OF ABSENCES

March - May  
Totals

**Employees on Leave (Non-COVID)**

**85**

Up 67% from last quarter.

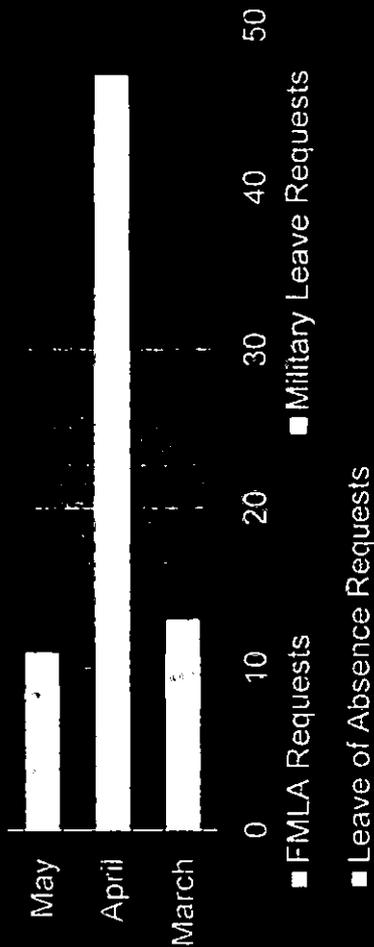
(These totals do not include COVID-19 related leave.)

**Employees on Leave (COVID & FFCRA Leave)**

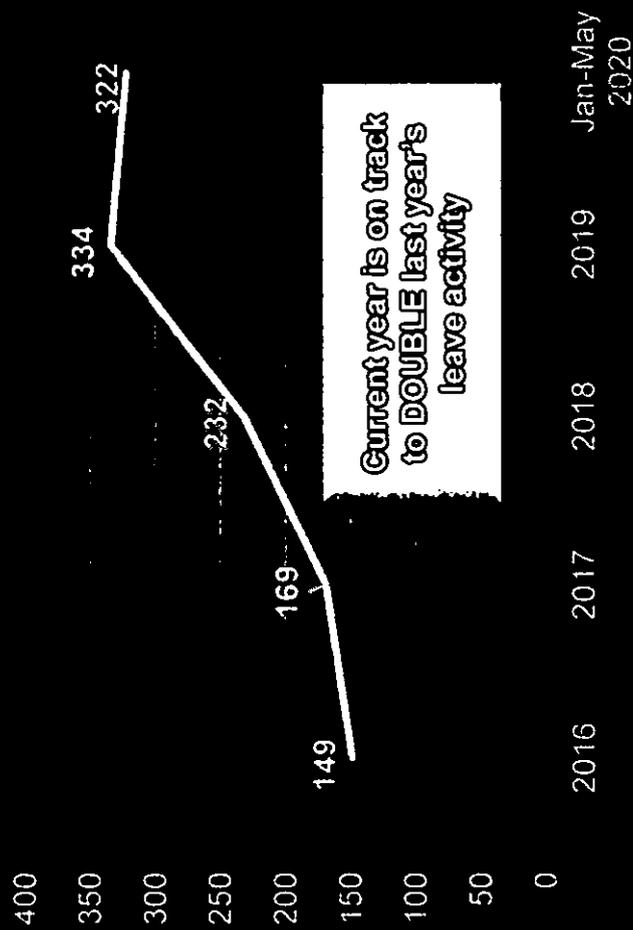
**166**

277% increase from normal leave activity

## Leave Requests by Type



## Leave Actions by Calendar Year



## Employees Returning from Leave

63

An employee returning from leave involves HR reviewing medical release notes to ensure it is safe for the employee to return with minimal to no risk for the County. The return also requires coordination of any applicable medical accommodations with the supervising department, which can often times become an ADA case. Every leave requires actions in the Tyler Munis database to place employee on leave and return employee from leave. Additionally, leave time calculations must be monitored every pay period.

# Families First Coronavirus Response Act (FFCRA) & COVID-19 Leave



May

March 16<sup>th</sup> –  
March 31<sup>st</sup>

April

March 16<sup>th</sup>

In response to COVID-19 related absences the Human Resources department, in partnership with the Auditor's Office and Legal Counsel, developed a COVID paid leave program to assist employees affected by school closures and COVID exposure. This program and leave policy was approved by Commissioner's Court on 3/16/20

HR developed new leave request forms, communication to employees & supervisors, and worked with the Auditor's Office to establish administrative procedures for the new COVID-19 leave program

Congress passes the Families First Coronavirus Response Act. In partnership with the Auditor's Office and Legal Counsel, HR implemented the new federal leave to replace the previously approved COVID-19 leave. This includes providing new request forms and federally required communications to employees & supervisors.

In addition to implementing the new leave program, HR tracked and monitored employees who reported they tested for COVID-19. A total of 21 employees have been tested for COVID-19 with no positive cases. HR has and continues to coordinate the safe return of employees with COVID-19 exposure in compliance with medically directed quarantines.

Employees using COVID-19 paid leave

91

Employees using

FFCRA paid leave in

April

124

Employees using Expanded FMLA (Childcare Leave)

April

40

Employees using

FFCRA paid leave in

May

64

Employees using Expanded FMLA (Childcare Leave)

May

51



# Families First Coronavirus Response Act (FFCRA) & COVID-19 Leave

McLennan County-Current Active COVID/FFCRA Leaves as of 6/16/20

Pending Results of COVID Test	2
Active Leave - Intermittent Caretaker	78
Active Leave - Continuous Caretaker	13
Active Leave - Intermittent Medical Related	2
Active Leave - Continuous Medical Related	39
Employees Returned from Leave & Denied Requests	61
<b>Total COVID &amp; FFCRA Leave Requests Processed</b>	<b>195</b>
	(17% of the workforce)

## Comparative Note

The average number of active leaves of absence the HR department administered prior to COVID-19 is ~44 per quarter.

COVID-19 related leave requires the same amount of documentation and tracking as regular FMLA. The addition of COVID-19 related leave has caused a 277% increase of leave activity that HR administers. The normal leave of absence work requirements are assigned to 2 full time staff members; we've added support from myself and another team member. However, we are not sustaining other normal work duties, and the workload has nearly tripled. Should this volume continue for an extended period of time, this office will need additional staff support.



# BENEFITS

Qualifying Event Benefit Changes

14

Qualifying Events Quarter 3 2019 vs 2020

75%

Employees that have retired since 1/1/2020 (3 additional by end of June)

17

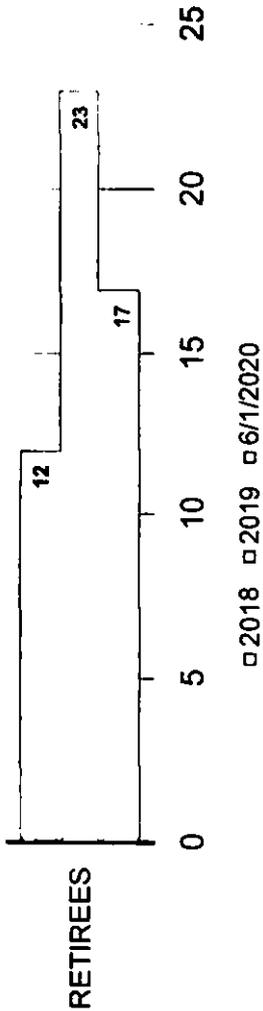
Employees that are retirement eligible as of 6/1/2020

221

Human Resources in coordination with the McLennan County Insurance Committee is in the final stages of the RFP process for the McLennan County Health Plan third party administrator. This committee has been in search of a TPA that will still allow our employees to access both Baylor Scott and White and Ascension Providence.

We are scheduled to see presentations from multiple providers to ensure that we provide the best possible solution for the County and our employees.

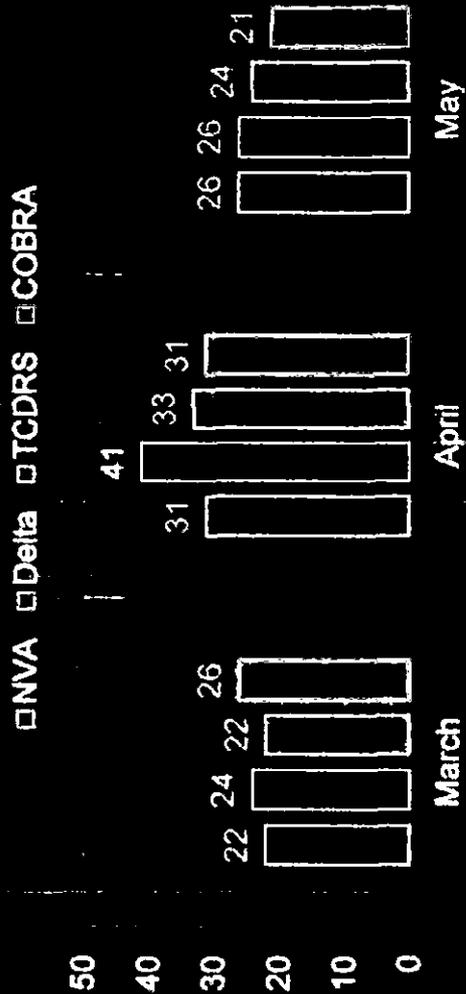
## Annual Comparison of Employees that have retired



Of the 221 employees that are retirement eligible, we are estimating that 140 of them are eligible to receive County paid benefits. This number is assuming that all of these employees that were hired prior to 1/1/2009, work their 20 consecutive years.

## Benefit Provider Portal Activity

These numbers reflect actual changes made in portals, not the amount of times portals are accessed for information



# WORKFORCE ENGAGEMENT & PERFORMANCE MANAGEMENT

## UNEMPLOYMENT March-May

8

100%

\$23,934

Disciplinary  
Actions  
3

Recommend  
Separation  
6

ADA  
Requests  
4

Employee  
Relations  
Cases

Employee  
Performance  
Analysis  
Conducted  
1

Grievance  
Review  
1



# PROJECT & PROGRAM PROGRESS

## Complete

- Assisted in the development and implementation of both a County initiated employee leave program AND a federally mandated employee leave program in response to COVID-19
- Provided frequent reports on employee COVID-19 numbers to County Judge's Office
- Review and amend the County Summary Plan Description to ensure administrative processes match written policy and the ensure the County Health Plan would cover the cost of COVID-19 testing
- Prepared County-wide compensation analysis by compiling statistics from comparing internal pay grade averages, internal equity, other Counties, and multiple sources for regional and local market data collected for the upcoming FY 21 budget review
- Prepared HR's departmental budget requests
- Fulfilled Department and Office requests for personnel compensation market data in preparation for FY 21 budget review
- Review and revision recommendation of Tax Office organization structure
- Course registration for the acknowledgement of the amended Employee Policy Guide with an 80% workforce completion of the policy acceptance.
- Conducted applicant testing, utilizing the testing assessments provided by the TWC due to the fact TWC was not able to administer testing during shelter in place restrictions. Of those tested 2 applicants were selected for hire.
- Coordinate and establish use of the new federally mandated Drug and Alcohol Clearinghouse for CDL positions.
- Guide supervisors in completion of performance reviews both for content and CivichR system troubleshooting
- Compiled Incentive Pay workbooks to disperse to eligible Dept. Heads, Elected and Appointed Officials. Then gathered complete Incentive Pay workbook to prepare for Commissioner's Court
- Renewed CivicHR applicant tracking/onboarding/performance management system for an additional one-year period.
- Provided Spanish translations for Commissioner's Court Orders regarding State of Emergency & Shelter in Place Notices
- Completed/submitted a survey for the Chamber of Commerce related to active employee headcount reports
- Submitted Federal Headcount/Benefits Census Report
- Multiple open records requests related to positions descriptions, pay grade system, budget allowances, etc.
- Assisted offices in defining screening protocols, identifying schedule rotations and rules of engagement for remote work productivity to ensure the onsite workforce would be reduced to abide by safety guidelines related to shelter in place requirements



# PROJECT & PROGRAM PROGRESS CONTINUED

## In Progress

- Incentive pay list is currently pending Commissioner's Court approval
- RFP review and process in search for a TPA for the McLennan County Health Plan
- Juvenile departmental personnel policy review
- Implementation of vaccination program for employees at risk for Blood Borne Pathogen exposure.
- Analysis on Hep B cost with addition of Jack Harwell adds to staff
- Assessing bilingual pay needs of new JHDC hires
- Address varying difficulties with technology resources to support HR operations (system issues resulted in departmental loss of work and recovery efforts required duplication of work task); Assess technology equipment solutions for business needs
- Assist in documentation and meetings to prepare a response regarding a recent claim

## Upcoming

- Workers Compensation reestablish reporting/notification protocols for supervisors and occupational clinics
- Deploy training and materials for responding to injured workers and incidents
- Create supervisor and employee training to include First Aid certification renewal and Blood Borne Pathogen Program Orientation
- Build supervisor training program



J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

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Commissioner Perry returned to the Commissioner's Court Meeting at 1:48 p.m.

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The Court went to Item. D. 13. Texas A&M AgriLife Extension Service: Monthly Activity Reports, January - May 2020.

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**ORDER ACCEPTING:**

**MONTHLY ACTIVITY REPORTS,**  
**JANUARY - MAY 2020:**

**TEXAS A&M AGRILIFE EXTENSION SERVICE**

On this the 30 day of June, 2020, came on for consideration the matter of Texas A&M AgriLife Extension Service: Monthly Activity Reports, January - May 2020. After discussion, Commissioner Perry made a motion to approve and it was seconded by Commissioner Jones. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Reports be, and the same are hereby, accepted by unanimous vote.

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ACCEPTED BY COMMISSIONERS COURT  
 THIS 30 DAY OF JUNE 2020  
*[Signature]*  
 COUNTY JUDGE

*For RECORDING*



Making a  
**Difference** *in McLennan County*

**Extension Newsletter for Commissioners Court**

**Overview of major programming efforts for January 2020 | Christina Fakhoury,  
 Asst. County Extension Agent for Family and Community Health**

01/2	- Attended Program Development Committee (PDC) meeting in Stephenville, TX
01/7	- Attended Better Living for Texans (BLT) committee meeting at McLennan Extension Office (10 participants)
01/8	- Attended BLT Task Force meeting at McLennan Extension Office (9 participants)
01/10	- Assisted BLT agent with nutrition class at Waco Headstart (17 participants)
01/12	- Spoke at Robinson 4-H club meeting at Robinson Elementary School
01/14	- Attended From the Ground up Conference in Waco, TX
01/16	- Assisted with Senior Health Program at Dewey Community Center (12 participants) - Assisted with nutritional cooking demonstration at Bells Hill Elementary (22 participants)
01/22	- Co-taught week 1 of Step Up Scale Down (SUSD) series at Extension Office (6 participants)
01/23	- Attended FCH program committee at McLennan Extension Office (7 participants)
01/25	- Assisted with Mediterranean Diet class at South Waco Library (26 participants)
01/27	- Taught week 1 Do Well Be Well (DWBW) class at McLennan Extension Office (6 participants)
01/28	- Zoom meeting for the Week of the Young Child (WOYC) conference (5 participants)
01/29	- Taught week 2 of SUSD series at Extension Office (8 participants) - Taught after school cooking program at Brook Ave. Elementary (26 participants)

<u>Educational Programs:</u> Programs: 6 Program Participants: 106	<u>Educational Contacts:</u> Site/Office Visits: 0 E-mails: 4 Telephone: 3 Mail: 0 Social Media: 43	<u>Media Contacts:</u> Media Release: 2 Newspaper Articles: 0	<u>Volunteers:</u> Contacts: 0 Hours: 0
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Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, religion, sex, national origin, age, disability, genetic information or veteran status. The Texas A&M University System, US Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.

**Upcoming programs planned for February 2020:**

- 02/3 Week 2 DWBW with Diabetes at Extension Office**
- 02/5 Week 3 SUSD series at Extension Office**  
**After school cooking program at Brook Ave. Elementary**
- 02/10 Week 3 DWBW with Diabetes at Extension Office**
- 02/11 Mediterranean Diet class at YMCA**
- 02/12 Week 4 & 5 SUSD series at Extension Office**
- 02/13 Mediterranean Diet class at MCC**
- 02/17 Week 4 DWBW with Diabetes at Extension Office**
- 02/18-20 Health Summit in Hurst, TX**
- 02/24 Week 5 DWBW with Diabetes at Extension Office**
- 02/25 Healthy Cooking Demo for Parents + Kids at MCC**  
**Instant Pot Class at MCC**
- 02/26 Week 6 SUSD series at Extension Office**
- 02/27 LAB meeting at Extension Office**  
**Cooking for 1 class at MCC**

**Making a  
Difference** *in McLennan County*

*Extension Newsletter for Commissioners Court*

Colleen Foleen, County Extension Agent for Family and Community Health

**Overview of major programming efforts for January 2020:**

- 3 Began writing award application for National Extension Association of Family & Consumer Sciences
- 14 From the Ground Up Conference, Waco Convention Center
- 16 Senior program on medication safety at Dewey Community Center, 12 participants  
After school cooking demonstration for LGEG at Bells Hill, 17 students and 6 teachers
- 17 District 8 Texas Extension Association Family and Consumer Science, Granbury
- 22 Step up to Scale Down, Extension Office, 6 participants
- 23 Family and Community Health Planning Committee Meeting, 7 participants
- 25 Med Diet program, Waco Library South, 26 participants
- 27 Brook Avenue After School cooking class, 30 participants  
Do Well Be Well with Diabetes
- 28 Planning meeting for annual childcare conference
- 29 Food Protection Managers course, Temple, 20 participants

**Overview of major programming efforts planned for February 2020:**

- 3 Food Protection Managers Course, Day 1  
Do Well Be Well with Diabetes
- 5 Step Up to Scale Down, Extension Office  
After school program at Brook Avenue
- 10 Food Protection Management Course, Day 2  
Do Well Be Well with Diabetes
- 11 Child Care Conference Planning Meeting  
Med Diet class at Family YMCA
- 12 Step Up to Scale Down, Extension Office  
After school program at Brook Avenue
- 13 Med Diet Class, MCC
- 17 Do Well Be Well with Diabetes  
After school program at Brook Avenue
- 18-20 Health Summit, Hurst
- 24 Do Well Be Well with Diabetes  
After school program at Brook Avenue
- 25 Special Education Program, Cooking with Kids, MCC  
Instant Pot Class, MCC
- 26 Do Well Be Well with Diabetes  
After school program at Brook Avenue
- 27 Leadership Advisory Board Meeting  
Cooking for one, MCC

**Educational Programs:**

Programs Presented..... 6  
Program Participants..... 124

**Educational Contacts:**

Telephone..... 45  
Email..... 2230  
Site/Office Visits..... 22  
Mail..... 35  
Social Media..... 560

**Media Contacts**

Media Release..... 2  
News Paper Articles..... 2

**Volunteers**

Contacts.....33  
Hours.....2

# Making a Difference

*in McLennan County*

## *Extension Newsletter for Commissioners Court*

***Jerod Meurer, County Extension Agent- Natural Resources***

### ***Overview of major programming efforts for January 2020***

- 1/1/20 Office Closed for Holiday
- 1/2/20 District TAE4-HA meeting and PDC meeting in Stephenville (20 attended)
- 1/3/20 office management, email reminders, 4-H club project meeting (15 youth attended)
- 1/5/20 MCJLS Rabbit Validation (120 attended)
- 1/6/20 Performance Review, office management, email reminders (285 contacts) , Adult Leaders & County Council meeting (9 youth & 10 Adults Attended)  
 Office management, work on monthly reports, project site visit, HOT Fair Livestock Committee meeting (10 attended), MCJLS Scholarship committee meeting (9 attended), Livestock Judging practice (8 youth attended) .
- 1/7/20 Office management, work on newsletters, monthly reports, project site visits (9 contacts).
- 1/9/20 office management, monthly reports, work on newsletters, programing prep, project site visits ( 6 contacts)
- 1/10/20 Office management, project site visits (5 contacts), lunch meeting with sponsors
- 1/13/20 Office management, office conference, email reminders and updates (280 contacts), prepare for BIG Conference, 4H Agent Interviews
- 1/14/20 BIG Conference (15 attended Rual Landowners Session) & MCJLS Meeting (24 attended)
- 1/15/20 BIG Recertification Program (112 attended) and Private Applicators Training Class (24 attended)
- 1/16/20 Office management, major show emails (89 contacts), MCJLS emails (157 contacts), District Horse Show meeting (7 attended), Projec site visit (6 contacts)
- 1/17/20 office management, Major show emails (54 contacts), work on newsletters, work on reports, project site visits (4 contacts)
- 1/18/20 Clip heifers for Ft Worth. 4 contacts
- 1/20/20 Office Closed for Holiday
- 1/21/20 Off- Sick Day- birth of new baby
- 1/22/20 Off- Sick Day- birth of new baby
- 1/23/20 office management, email reminders ( 280 contacts), work on county show stalling, major show emails (110 contacts), make major show pass packets, monthly reports.
- 1/24/20 Ft. Worth Livestock Show- Heifer Show
- 1/25/20 clip animals for county show
- 1/26/20 clip animals for county show
- 1/27/20 clip county animals, set and mark stalls for the count show
- 1/28/20 McLennan County Junior Livestock Show- All animals move in, check in and goat show
- 1/29/20 McLennan County Junior Livestock Show- Sheep Show, Swine Show
- 1/30/20 McLennan County Junior Livestock Show- Steer show, Heifer Show, Rabbit Show, Poultry Show

1/31/20

McLennan County Junior Livestock Show- Sale of Champions (97 4-H members made the sale of champions)

***Overview of major programming planned by Jerod Meurer for February 2020***

4-H Opprotunity Scholarship Applications Due  
San Angleo Livestock Show  
San Antonio Livestock Show  
Ft. Worth Livestock Show  
Master Naturalist Committee Meeting

***Educational Programs:***

<b>Programs Presented</b>	<b>13</b>
<b>Program Participants</b>	<b>383</b>

***Educational Contacts:***

<b>Telephone</b>	<b>385</b>
<b>E-mail Blast</b>	<b>8@ 390 per blast 3120</b>
<b>4-H Weekly Reminder Emails</b>	<b>4@220 each 880</b>
<b>E-mails</b>	<b>380</b>
<b>Site Visits 4-H</b>	<b>15</b>
<b>Site Visits- NR</b>	<b>4Office</b>
<b>Visits</b>	<b>9</b>

***Media Outreach:***

<b>Facebook Post</b>	<b>10</b>
<b>Facebook Followers</b>	<b>1061</b>
<b>ANR Newsletter Contacts</b>	<b>360</b>
<b>Livestock Newsletter Contacts</b>	<b>340</b>

***Volunteer Efforts:***

<b>Volunteer Contacts</b>	<b>500</b>
<b>Volunteer Hours</b>	<b>20</b>

**Making a  
 Difference** *in McLennan County*

***Extension Newsletter for Commissioners Court***

**Overview of major programming & planning efforts for Lindsey Breunig,  
 Extension Agent - Better Living for Texans - January 2020.**

<b>January Educational Programs &amp; Planning:</b>	
<b>Dates</b>	<b>Location - Program - Attendance:</b>
1/6	County Extension Performance Appraisal
1/7	BLT Committee Meeting
1/8	Food Pantry Health Education Taskforce
1/8	CareNet Pregnancy Center, <i>Get the Facts</i> , (9 attended)
1/10	Head Start Program, <i>one shot with parents and kids</i> (17 attended)
1/14	<b>From the Ground Up Conference, Waco Convention Center</b>
1/15	CareNet Pregnancy Center, <i>Get the Facts</i> , (9 attended)
1/22	JH Hines Elementary, <i>After School Club</i> (5 attended)
1/29	CareNet Pregnancy Center, <i>Get the Facts</i> , (9 attended)
1/29	JH Hines Elementary, <i>After School Club</i> (5 attended)

<b>January 2020 Number:</b>		
<b>Educational Programming:</b> Programs: 7 Contacts: 53 Graduates: 1	<b>Planning Contacts:</b> In person meeting: 5 E-mails: 100	<b>Media Outreach:</b> Monthly Update reach: 175 Facebook followers: 130 Instagram followers: 50 Act Locally: 1,000+
<a href="https://www.actlocallywaco.org/category/better-living-for-texans/">https://www.actlocallywaco.org/category/better-living-for-texans/</a>		

<b>Upcoming February Programs:</b>
<ul style="list-style-type: none"> <li>Continued Afterschool Club at JH Hines Elementary</li> <li>Texas A&amp;M AgriLife Health Summit 2/18-2/20, 2020</li> <li>Leadership Advisory Board Meeting, 2/27/2020 at 12 PM</li> </ul>



Making a

# Difference *in McLennan County*

## *Extension Newsletter for Commissioners Court*

**Overview of major programming efforts for February 2020 | Christina Fakhoury,  
Asst. County Extension Agent for Family and Community Health**

02/3	- Taught Week 2 Do Well Be Well (DWBW) at McLennan Extension Office (6 participants)
02/5	- Taught after school cooking program at Brook Ave. Elementary (25 participants)
02/10	- Taught Week 3 DWBW at McLennan Extension Office (8 participants)
02/11	- Zoom planning meeting for the Week of the Young Child (WOYC) conference (5 participants) - Assisted with Mediterranean Diet class at Waco Family YMCA (24 participants)
02/12	- Taught Week 4 & 5 Step Up Scale Down class at Extension Office (6 participants) - Taught after school cooking program at Brook Ave. Elementary (26 participants)
02/13	- Taught Mediterranean Diet class at McLennan Community College (14 participants)
02/17	- Taught Week 4 DWBW at McLennan Extension Office (8 participants)
02/18-20	- Attended Lone Star Health Summit in Hurst, TX
02/24	- Taught last DWBW class at McLennan Extension Office (7 participants)
02/25	- Assisted with Single Parents Cooking class at McLennan Community College (9 participants) - Assisted with Electric Pressure-Cooking class at McLennan Community College (14 participants)
02/26	- Taught afterschool cooking program at Brook Ave. Elementary (26 participants)
02/27	- Assisted with 'Master of Memory' Seniors' class at Dewey Community Center (9 participants) - Attended Leadership Advisory Board (LAB) meeting

<u>Educational Programs:</u> Programs: 8 Program Participants: 187	<u>Educational Contacts:</u> Site/Office Visits: 0 E-mails: 4 Telephone: 0 Mail: 0 Social Media: 53	<u>Media Contacts:</u> Media Release: 2 Newspaper Articles: 0	<u>Volunteers:</u> Contacts: 0 Hours: 0
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Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, religion, sex, national origin, age, disability, genetic information or veteran status. The Texas A&M University System, US Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.

**Upcoming programs planned for March 2020:**

- 03/4 Week 7 of SUSD at McLennan Extension Office  
Health Fair at West Highschool**
- 03/4 Master of Memory Senior Class at Dewey Community Center**
- 03/11 Week 8 of SUSD at McLennan Extension Office**
- 03/12 TEAA program  
Master of Memory Senior Class at Dewey Community Center**
- 03/16 After school program at Brook Ave. Elementary**
- 03/17 Freezing and Dehydrating class at McLennan Community College**
- 03/18 After school cooking program at Brook Ave. Elementary  
Week 9 of SUSD at McLennan Extension Office**
- 03/19 Master of Memory Senior Class at Dewey Community Center**
- 03/20 Week of the Young Child (WOYC) planning meeting**
- 03/23 Countywide Walk Across Texas kicks off!  
After school cooking program at Brook Ave. Elementary  
Walk Across Texas Kick Off Event at Baylor University**
- 03/24 Water Bath Canning class at McLennan Community College**
- 03/25 Week 10 of SUSD at McLennan Extension Office**
- 03/26 Master of Memory Senior Class at Dewey Community Center**
- 03/30 After school cooking program at Brook Ave. Elementary**
- 03/31 Pressure Canning class at McLennan Community College**

# Making a Difference

*in McLennan County*

*Extension Newsletter for Commissioners Court*

***Jerod Meurer, County Extension Agent- Natural Resources***

## ***Overview of major programming efforts for February 2020***

- 2/1/20 Project Site visit to check on San Antonio goats
- 2/3/20 Office management, send out newsletters (285 contacts), email reminders and updates (210 contacts),
- 2/4/20 Ft. Worth Steer Show - 8 youth exhibitors
- 2/5/20 Ft. Worth Steer Show - 8 youth exhibitors
- 2/6/20 Ft. Worth Steer Show - 8 youth exhibitors
- 2/7/20 Ft. Worth Steer Show - 8 youth exhibitors
- 2/8/20 San Angelo Livestock Show- 6 youth exhibitors
- 2/9/20 San Angelo Livestock Show- 6 youth exhibitors
- 2/10/20 Office management, email reminders and updates (210 contacts), leave for San Antonio Sheep & Goat show
- 2/11/20 San Antonio Livestock Show- Sheep, Goat, & Heifer Show (8 heifer exhibitors, 10 sheep, & 5 goat exhibitors)
- 2/12/20 San Antonio Livestock Show- Sheep, Goat, & Heifer Show (8 heifer exhibitors, 10 sheep, & 5 goat exhibitors)
- 2/13/20 exhibitors)
- 2/14/20 San Antonio Livestock Show- Sheep, Goat, & Heifer Show (8 heifer exhibitors, 10 sheep, & 5 goat exhibitors)
- 2/15/20 San Antonio Livestock Show- Market Swine (3 swine exhibitors)
- 2/16/20 San Antonio Livestock Show- Market Swine (3 swine exhibitors)
- 2/17/20 San Antonio Livestock Show- Market Swine & Market Steers (4 swine & 7 steer exhibitors)
- 2/18/20 San Antonio Livestock Show- Market Swine & Market Steers (4 swine & 7 steer exhibitors)
- 2/19/20 San Antonio Livestock Show- Market Swine & Market Steers (4 swine & 7 steer exhibitors)
- 2/20/20 San Antonio Livestock Show- Market Swine & Market Steers (4 swine & 7 steer exhibitors)
- 2/21/20 San Antonio Livestock Show- Market Swine & Market Steers ( 7 steer exhibitors)
- 2/22/20 East Central FFA Livestock Judging Contest- (3 youth livestock Judges)
- 2/23/20 San Antonio Livestock Show- Livestock Judging Contest- (6 youth livestock judges)
- 2/24/20 Office management, monthly reports, email reminders and updates (210 contacts), make major show packets and email out (25 contacts), work on newsletters, return calls and emails
- 2/25/20 Office management, monthly reports, major show emails (45 contacts), work on newsletters, submit TCAAA Awards application
- 2/26/20 Office management, monthly reports, work on newsletters, email reminders and updates (275 contacts)
- 2/27/20 Office management, work on monthly reports, finish newsletters, LAB meeting (18 attended)
- 2/28/20 Off

**Overview of major programming planned by Jerod Meurer for March 2020**

County 4-H Photography Contest  
Houston Livestock Show & Rodeo  
Rodeo Austin Livestock Show  
County 4-H Roundup  
McLennan County Go Texan Event  
Livestock Judging contest at Houston & Austin

**Educational Programs:**

<b>Programs Presented</b>	<b>8</b>
<b>Program Participants</b>	<b>185</b>

**Educational Contacts:**

<b>Telephone</b>	<b>260</b>
<b>E-mail Blast</b>	<b>6@ 390 per blast 2,340</b>
<b>4-H Weekly Reminder Emails</b>	<b>6@220 each 1,320</b>
<b>E-mails</b>	<b>575</b>
<b>Site Visits 4-H</b>	<b>4</b>
<b>Site Visits- NR</b>	<b>0</b>
<b>Office Visits</b>	<b>6</b>

**Media Outreach:**

<b>Facebook Post</b>	<b>10</b>
<b>Facebook Followers</b>	<b>1061</b>
<b>ANR Newsletter Contacts</b>	<b>-</b>
<b>Livestock Newsletter Contacts</b>	<b>340</b>

**Volunteer Efforts:**

<b>Volunteer Contacts</b>	<b>25</b>
<b>Volunteer Hours</b>	<b>10</b>

**Making a  
Difference** *in McLennan County*

**Extension Newsletter for Commissioners Court**

**Overview of major programming & planning efforts for Lindsey Breunig,  
Extension Agent - Better Living for Texans - February 2020.**

**February Educational Programs & Planning:**

<b>Dates</b>	<b>Location - Program - Attendance:</b>
2/5	JH Hines Elementary, After School Club (5 attended)
2/12	JH Hines Elementary, After School Club (5 attended)
2/19	JH Hines Elementary, After School Club (5 attended)
2/26	JH Hines Elementary, After School Club (5 attended)
2/18-20	Texas A&M AgriLife Health Summit in Hurst, Texas
2/26	Leadership Advisory Board Meeting

**Upcoming March Programs:**

<b>Dates</b>	<b>Location - Program:</b>	
3/3	Marlin Head Start, FM147, Marlin,	Parent Nutrition
3/3	Christian Women's Job Corps, 500 Clay Ave	Cooking & Nutrition Class
3/4	JH Hines Elementary, 301 Garrison St	Kids & Parents Cooking Class
3/4	West ISD Community Wide Health and Safety Fair	
3/5	Christian Women's Job Corps, 500 Clay Ave	Cooking & Nutrition Class
3/5	Shepherd's Heart, 1401 N 34th St	Cooking & Nutrition Class
3/12	Shepherd's Heart, 1401 N 34th St	Cooking & Nutrition Class
3/16	La Puerta, 500 Webster Ave	clase de jardinería
3/17	Christian Women's Job Corps, 500 Clay Ave	Cooking & Nutrition Class
3/18	La Vega ISD, 901 Maxfield	Nutrition Class/clase de nutricion
3/18	JH Hines Elementary, 301 Garrison St	Kids & Parents Cooking Class
3/19	Christian Women's Job Corps, 500 Clay Ave	Cooking & Nutrition Class
3/19	Shepherd's Heart, 1401 N 34th St	Cooking & Nutrition Class
3/23	WALK ACROSS TEXAS KICKS OFF! & Kickoff event!	
3/23	La Puerta, 500 Webster Ave	clase de jardinería
3/24	Christian Women's Job Corps, 500 Clay Ave	Cooking & Nutrition Class
3/25	La Vega ISD, 901 Maxfield	Nutrition Class/clase de nutricion
3/25	JH Hines Elementary, 301 Garrison St	Kids & Parents Cooking Class
3/26	Christian Women's Job Corps, 500 Clay Ave	Cooking & Nutrition Class
3/26	Shepherd's Heart, 1401 N 34th St	Cooking & Nutrition Class
3/27	NOON - Fitness Fridays for Walk Across Texas! - sign up for WAT! for more details	
3/28	La Puerta, 500 Clay Ave	feria de salud y consulado móvil
3/30	La Puerta, 500 Clay Ave	clase de jardinería
3/31	Christian Women's Job Corps, 500 Clay Ave	Cooking & Nutrition Class

## February 2020 Numbers:

<p><b>Educational Programming:</b>          Programs: 4          Contacts: 20          Graduates: 0</p>	<p><b>Planning Contacts:</b>          In person meeting: 3          E-mails: 50</p>	<p><b>Media Outreach:</b>          Monthly Update reach: 177          Facebook followers: 132          Instagram followers: 59          Act Locally: 1,000+</p>
<p><a href="https://www.actlocallywaco.org/2020/02/04/better-living-for-texans-oh-so-lively-citrus-fruit/">https://www.actlocallywaco.org/2020/02/04/better-living-for-texans-oh-so-lively-citrus-fruit/</a></p>		

**MCLENNAN COUNTY TEXAS A&M AGRILIFE  
 EXTENSION IS PROUD TO PRESENT**



# WALK ACROSS TEXAS 2020

**MARCH 23 - MAY 18, 2020  
 8 WEEK CHALLENGE**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Create a team with 8 people</li> <li>2. Track your miles to see if you &amp; your team can walk the 833 miles "across Texas" in 8 weeks</li> </ol> | <p>Walk Across Texas! Is a fun, free and flexible way to get active.</p> <p>Register and log your miles on: <a href="http://howdyhealth.org">howdyhealth.org</a> and see how your team "measures up"</p> |
|--|--|

**FOR QUESTIONS CALL- 254-757-5180**



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# Making a Difference *in McLennan County*

## *Extension Newsletter for Commissioners Court*

### *Overview of major programming efforts of County Agent Dr. Shane McLellan for February 2020*

1-2, San Angelo Stock Show

4, Hemp Program, 15

5, Master Gardener Exec Meeting, 11

10, Radio Program

10, McLennan County Go-Texan Meeting,

11, Farm Bureau Committee Meeting, I serve as Vice President and ran the meeting in the absence of our President

11, FSA Workgroup Meeting

12, Last Chance CEU's, 23

13, Auxin Training, 98

13, Last Chance II CEU's, 2

14, Vines and Wines Planning Meeting, 6

18, Speak to Garden Club, 13

20, Row Crop Committee Task Force, McGregor, 3

21, Beef and Forage Committee Task Force, Bosqueville, 4

24, Radio Program

26, Fruit Tree Pruning Class, 12

26, Planted West Side Replicated Corn Hybrid Variety Trial, Greg Westerfeld@Crawford, 3

27, Leadership Advisory Board, Wes Allison – CEO of Extraco Events Center shared a video and a presentation on the impact of Extraco on the county and future opportunities with the new multi-purpose facility, 14

### *Overview of major programming planned by Dr. Shane McLellan for March 2020*

9, Radio Program

10-2, Houston Market Goat Show

16-17, Austin Market Goat Show

21, McLennan County Go Texan

23, Radio Program

***Educational Programs:***

**Programs Presented ..... 12**  
**Program Participants..... 204**

***Educational Contacts:***

**Telephone ..... 460**  
**E-mail Blast..... 4,012**  
**Site/Office Visits ..... 30**  
**Mail..... 111**  
**Newsletter.....737**

***Social Media***

**Facebook.....2,570**  
**Web Sessions..... 312**  
**Web Page Views ..... 1,920**

***Media Outreach:***

**Media Release ..... 5**  
**Waco Tribune Articles..... 3**  
**(38,134 subscribers)**  
**Radio Ads ..... 1**  
**Radio Ad Audience..... 2,500**  
**Radio Programs..... 2**  
**Radio Listeners..... 43 stations**  
**(4.3 mil estimated audience)**

***Volunteer Efforts:***

**Continued Education ..... 75 (201 for year)**  
**Volunteer Hours ..... 412 (1,485 for year)**  
**Volunteer Contacts..... 895 (2,277 for year)**



Making a

# Difference *in McLennan County*

## *Extension Newsletter for Commissioners Court*

**Overview of major programming efforts for March 2020 | Christina Fakhoury,  
Asst. County Extension Agent for Family and Community Health**

3/3	- Waco Downtown Farmer's Market coalition meeting
3/4	- Taught Week 7 of Step Up Scale Down at Extension Office <b>(6 participants)</b> - Health Fair at West High School <b>(150 participants)</b>
3/5	- Assisted with Master of Memory Senior Class at Dewey Community Center <b>(9 participants)</b>
3/6	- Judged County 4H photography contest
3/10	- Balancing Food & Play Educational WebEx meeting
3/17	- Week of the Young Child planning meeting via Zoom <b>(6 participants)</b>
3/18	- Administered Week 9 Step Up Scale Down via email <b>(8 participants)</b>
3/20	- Microsoft Teams Training via Microsoft Teams
3/23	- District 8 FCH programming meeting via Zoom - 'Virtual' County-Wide Walk Across Texas Kick Off <b>(107 participants)</b>
3/25	- Administered Week 10 Step Up Scale Down class via email <b>(8 participants)</b>
3/30	- Multi County Walk Across Texas planning meeting #1 via Zoom <b>(4 participants)</b>
3/31	- 4H-FCH Nutrition Quiz Bowl Committee Meeting via Zoom <b>(6 participants)</b>

<u>Educational Programs:</u>	<u>Educational Contacts:</u>	<u>Media Contacts:</u>	<u>Volunteers:</u>
Programs: 4 Program Participants: 274	Site/Office Visits: 0 E-mails: 15 Telephone: 0 Mail: 0 Social Media: 61	Media Release: 0 Newspaper Articles: 0	Contacts: 0 Hours: 0

Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, religion, sex, national origin, age, disability, genetic information or veteran status. The Texas A&M University System, US Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.

**Upcoming programs planned for April 2020\*:**

\*meetings subject to change & all face-to-face meetings have been cancelled through May 4<sup>th</sup> due to COVID-19

- 4/1 District Fashion Show Committee Meeting via Zoom  
Week 11 of Step Up Scale Down via online format  
After school cooking program at Brook Ave. Elementary
- 4/2 Week 1 Do Well be Well (DWBW) with Hypertension at Extension Office  
Cooking with Friends at Extension Office
- 4/4 Healthy Cooking Demonstration at Waco Downtown's Farmer Market
- 4/7 Single Parents cooking demonstration at McLennan Community College  
Week 1 of Cooking Well with Diabetes (CWWD) at McLennan Community College
- 4/8 Final Week of Step Up Scale Down via online format
- 4/9 Week 2 DWBW with Hypertension at Extension Office  
Walk Across Texas planning meeting via Zoom
- 4/13 After school cooking program at Brook. Ave Elementary  
Multi-County Walk Through Texas History begins
- 4/14 Nutrition program at Headstart  
4H-FCH Nutrition Quiz Bowl Committee Meeting via Zoom  
Week 2 of CWWD at McLennan Community College
- 4/15 After school cooking program at Brook Ave. Elementary
- 4/16 Nutrition program at Shepherd's Heart  
Week 3 DWBW with Hypertension at Extension Office  
Gardening & Cooking Demonstration at the Family Health Center
- 4/18 Week of the Young Child Conference at Region 12
- 4/20 District 4H Fashion Show & Consumer Decision Making Contest at Cleburne Conference Center
- 4/21 Week 3 of CWWD at McLennan Community College
- 4/22 HEB store tour
- 4/23 Week 4 DWBW with Hypertension at Extension Office  
Volunteer Appreciation Dinner at Extension Office
- 4/24 Electric Pressure Cooker class at South Waco Library
- 4/27 New Agent Training in Weatherford
- 4/28 Week 4 of CWWD at McLennan Community College
- 4/29 After school cooking program at Brook Ave. Elementary
- 4/30 Final Week of DWBW with Hypertension at Extension Office  
4H-FCH Nutrition Quiz Bowl via Zoom

**Making a  
Difference** *in McLennan County*

*Extension Newsletter for Commissioners Court*

Colleen Foleen, County Extension Agent for Family and Community Health

***Overview of major programming efforts for March 2020:***

- 4 Health Fair, West High School, 150 parents and students
- 5 Master of Memory, Dewey Community Center, 12 participants
- 11 Step Up to Scale Down, Extension Office, 8 participants

The scheduled programs for the rest of March were canceled, the Step Up to Scale down was continued via email. A series of online meetings were held to plan how to continue programs online.

**Overview of major programming efforts planned for April 2020:**

- 7 Single parent cooking class via Teams
- Cooking Well with Diabetes via Teams
- 14 Cooking Well with Diabetes via Teams
- 21 Cooking Well with Diabetes via Teams
- 28 Cooking Well with Diabetes via Teams

Other virtual programs are being planned and will be implemented as soon as possible

**Educational Programs:**

Programs Presented.....3  
Program Participants..... 170

**Educational Contacts:**

Telephone..... 12  
Email..... 2512  
Site/Office Visits..... 5  
Mail..... 35  
Social Media..... 720

**Media Contacts**

Media Release..... 2  
News Paper Articles..... 0

**Volunteers**

Contacts.....0  
Hours.....0

# Making a Difference

*in McLennan County*

*Extension Newsletter for Commissioners Court*

***Jerod Meurer, County Extension Agent- Natural Resources***

## ***Overview of major programming efforts for March 2020***

- 3/1/20 Livestock Judging Practice (6 youth attended)
- 3/2/20 Office management, office conference, send out newsletters (285 contacts), email updates and reminders(400 contacts), monthly reports,
- 3/3/20 office management, county 4H photography contest deadline, email reminders (212 contacts), monthly reports, program planning
- 3/4/20 Office management, send out Volunteer Nominations (25 contacts), monthly reports, work on Adult Leader fundraiser, send out tag order forms (300 contacts)
- 3/5/20 Office management, work on reports, email reminders (212 contacts) livestock project visits (6 contacts)
- 3/6/20 Livestock project site visits (5 contacts), and steer shopping for 4-H members
- 3/9/20 Houston Livestock Show and Rodeo- Sheep & Goats (15 youth exhibitors)
- 3/10/20 Houston Livestock Show and Rodeo- Sheep & Goats(15 youth Exhibitors)
- 3/11/20 Houston Livestock Show and Rodeo- Sheep, Goats, & Heifer Show ( 15 youth goat & 10 youth heifer Exhibitors)
- 3/12/20 Houston livestock show- packing up and coming home because they closed the event down.
- 3/13/20 Off
- 3/14/20 Steer Shopping for 4-H members
- 3/16/20 Office conference, email reminders & updates, return phone calls and emails, office manageemnt, reports, Go Texan committee meeting
- 3/17/20 office management, work on newsletters, validation order emails, program planning, animal
- 3/18/20 office management, program planning, work on newsletters, montly reports
- 3/19/20 Office management, work on newsletters, validation emails (300 contacts)4H programing, work on cleaning storage units up,
- 3/20/20 Office management, monthly reports, organize storage rooms, 4-H management, validation emails (85 contacts), Online meeting
- 3/23/20 Office conference, email reminders & updates (250 contacts), Adult leader meeting update email (15 contacts), Tag order update emails (350 contacts), work on newsletters, website updates, contest updates and reminders (80 contacts)
- 3/24/20 Office management, Adult Leader meeting prep, District update online meeting, monthly reports, office management, work on cleaning and organizing the office and storage rooms, monthly reports, pond weed id questions answered via phone and email.
- 3/25/20 Office management, AG/NR web meeting to disuccus online programing due to COVID19
- 3/26/20 Office management, AG/NR web meeting to disuccus online programing due to COVID19
- 3/27/20 Off
- 3/30/20 Office management, email reminders, work from home on program planning
- 3/31/20 Online update COVID-19, Emergency Management EM101 training, send out livestock exhibitors checks, setup online meetings for Adult Leaders & County Council, monthly reports.

***Overview of major programming planned by Jerod Meurer for April 2020***

Animal Industries Committee Meeting  
 Adult Leaders Meeting  
 County 4-H Council Meeting  
 Pecan Grafting Program  
 State Fair Tag orders due  
 Heifer Tag orders due  
 Steer tag orders due  
 NR Committee Meeting  
 Smal Grains Crop Meeting  
 Volunteer Appreciation Program

***Educational Programs:***

<b>Programs Presented</b>	<b>5</b>
<b>Program Participants</b>	<b>385</b>

***Educational Contacts:***

<b>Telephone</b>	<b>310</b>
<b>E-mail Blast</b>	<b>8 @ 390 per blast 3,120</b>
<b>4-H Weekly Reminder Emails</b>	<b>4@220 each 880</b>
<b>E-mails</b>	<b>720</b>
<b>Site Visits 4-H</b>	<b>0</b>
<b>Site Visits- NR</b>	<b>0Office</b>
<b>Visits</b>	<b>0</b>

***Media Outreach:***

<b>Facebook Post</b>	<b>12</b>
<b>Facebook Followers</b>	<b>1107</b>
<b>ANR Newsletter Contacts</b>	<b>-</b>
<b>Livestock Newsletter Contacts</b>	<b>340</b>

***Volunteer Efforts:***

<b>Volunteer Contacts</b>	<b>-</b>
<b>Volunteer Hours</b>	<b>-</b>





**Making a**

**Difference** *in McLennan County*

*Extension Newsletter for Commissioners Court*

**Overview of major programming & planning efforts for Lindsey Breunig, Extension Agent - Better Living for Texans - March 2020.**

<b>March Educational Programs &amp; Planning:</b>	
<i>Strikethrough marks that program was canceled due to COVID-19</i>	
<b>Dates</b>	<b>Location - Program - Attendance:</b>
3/3	Christian Women's Job Corps, <i>Fresh Start to a Healthier You, (10 women)</i>
3/3	Hustle Co-Working, <i>Planning meeting for Farmers Market SNAP/WIC</i>
3/4	JH Hines Elementary, <i>After School Club (5 attended)</i>
3/5	Christian Women's Job Corps, <i>Get the Facts, (6 women)</i>
3/5	Shepherd's Heart Food Pantry, <i>Fresh Start to a Healthier You, (19 attended)</i>
3/9	Family Health Center, <i>planning meeting</i>
3/10	Balancing Food and Play curriculum training
3/12	Shepherd's Heart Food Pantry, <i>Fresh Start to a Healthier You, (19 attended)</i>
3/16	<del>La Puerta, <i>Growing and Nourishing Healthy Communities - Gardening Course</i></del>
3/17	Caritas, <i>Planning meeting</i>
3/17	<del>Christian Women's Job Corps, <i>Fresh Start to a Healthier You</i></del>
3/17	<del>Head Start on 25<sup>th</sup>, <i>One shot</i></del>
3/18	<del>La Vega Family Resource Center, <i>Fresh Start to a Healthier You</i></del>
3/18	<del>JH Hines Elementary, <i>After School Club</i></del>
3/19	<del>Christian Women's Job Corps, <i>Get the Facts</i></del>
3/19	<del>Shepherd's Heart Food Pantry, <i>Fresh Start to a Healthier You</i></del>
3/20	Microsoft TEAMS Training
3/23	<del>La Puerta, <i>Growing and Nourishing Healthy Communities - Gardening Course</i></del>
3/23	<del><b>Walk Across Texas Started! (currently 107 enrolled) - Kickoff event CANCELED</b></del>
3/24	Family Health Center Meeting
3/24	<del>Christian Women's Job Corps, <i>Fresh Start to a Healthier You</i></del>
3/24	Weekly online meeting regarding COVID-19 updates
3/25	<del>La Vega Family Resource Center, <i>Fresh Start to a Healthier You</i></del>
3/25	<del>JH Hines Elementary, <i>After School Club</i></del>
3/25	Online meeting regarding 'how to do Facebook Live videos'
3/25	Online planning meeting regarding HowdyHands research project
3/26	<del>Christian Women's Job Corps, <i>Get the Facts</i></del>
3/26	<del>Shepherd's Heart Food Pantry, <i>Fresh Start to a Healthier You</i></del>

3/26	Online meeting regarding 'how to do Facebook Live videos'
3/27	<del>Fitness Fridays for Walk Across Texas, Walk and Talk</del>
3/27	Online planning meeting regarding HowdyHands research project
3/28	Health/Resource Fair at La Puerta
3/30	<del>La Puerta, Growing and Nourishing Healthy Communities – Gardening Course</del>
3/30	Online training for reporting during COVID-19
3/30	Online planning meeting for Walk Across Texas
3/31	Christian Women's Job Corps, <i>Fresh Start to a Healthier You</i>

<b>*INTENDED* March 2020 Numbers:</b>		
<b>Educational Programming:</b> Programs: 29* Contacts: 361* Graduates: 1	<b>Planning Contacts:</b> In person meeting: 18 E-mails: 200	<b>Media Outreach:</b> Monthly Update reach: 185 Facebook followers: 132 Instagram followers: 67
Act Locally: 1,000+ - <a href="https://www.actlocallywaco.org/2020/03/11/better-living-for-texans-broc-n-roll/">https://www.actlocallywaco.org/2020/03/11/better-living-for-texans-broc-n-roll/</a>		

<b>Upcoming *Tentative* April Programs: Dates - Location - Program</b>
<del>4/1 - La Vega ISD, 901 Maxfield - Nutrition Class/clase de nutrición</del>
<del>4/1 JH Hines Elementary, 301 Garrison St - Afterschool Program</del>
<del>4/1 - MCC SEP Program, maintain mental and physical health during COVID-19, presented online</del>
<del>4/2 - Christian Women's Job Corps, 500 Clay Ave - Cooking &amp; Nutrition Class</del>
<del>4/2 - Shepherd's Heart, 1401 N 34th St - Cooking &amp; Nutrition Class</del>
<del>4/2 - Community Gathering Space at FHC, 1610 Providence Dr. - Gardening Class</del>
<del>4/3 - NOON - Fitness Fridays for Walk Across Texas!</del>
<del>4/4 - Farmers Market Demo! Come visit us.</del>
<del>4/6 - La Puerta, 500 Webster Ave - clase de jardinería</del>
<del>4/6 - CareNet Pregnancy Center, 800 W Waco Dr - Cooking &amp; Nutrition Class</del>
<del>4/7 - Christian Women's Job Corps, 500 Clay Ave - Cooking &amp; Nutrition Class</del>
<del>4/8 - JH Hines Elementary, 301 Garrison St - Afterschool Program</del>
<del>4/9 - Shepherd's Heart, 1401 N 34th St - Cooking &amp; Nutrition Class</del>
<del>4/9 - Community Gathering Space at FHC, 1610 Providence Dr. - Gardening Class</del>
<del>4/13 - La Puerta, 500 Webster Ave - clase de jardinería</del>
<del>4/13 - CareNet Pregnancy Center, 800 W Waco Dr - Cooking &amp; Nutrition Class</del>
<del>4/14 - Marlin Head Start, FM147, Marlin - Parent Nutrition</del>
<del>4/15 - JH Hines Elementary, 301 Garrison St - Afterschool Program</del>
<del>4/16 - Shepherd's Heart, 1401 N 34th St - Cooking &amp; Nutrition Class</del>
<del>4/16 - Community Gathering Space at FHC, 1610 Providence Dr. - Gardening Class</del>
<del>4/17 - NOON - Fitness Fridays for Walk Across Texas!</del>
<del>4/20 - La Puerta, 500 Webster Ave - clase de jardinería</del>
<del>4/20 - CareNet Pregnancy Center, 800 W Waco Dr - Cooking &amp; Nutrition Class</del>
<del>4/22 - JH Hines Elementary, 301 Garrison St - Afterschool Program</del>
<del>4/23 - Shepherd's Heart, 1401 N 34th St - Cooking &amp; Nutrition Class</del>
<del>4/23 - Community Gathering Space at FHC, 1610 Providence Dr. - Gardening Class</del>
<del>4/24 - LEAD Student program, cooking program</del>
<del>4/24 - NOON - Fitness Fridays for Walk Across Texas!</del>
<del>4/27 - CareNet Pregnancy Center, 800 W Waco Dr - Cooking &amp; Nutrition Class</del>
<del>4/29 - JH Hines Elementary, 301 Garrison St - Afterschool Program</del>
<del>4/30 - Shepherd's Heart, 1401 N 34th St - Cooking &amp; Nutrition Class</del>
<del>4/30 - Community Gathering Space at FHC, 1610 Providence Dr. - Gardening Class</del>

# Making a Difference *in McLennan County*

## *Extension Newsletter for Commissioners Court*

### ***Overview of major programming efforts of County Agent Dr. Shane McLellan for March 2020***

- 2, Producers/host visits with vineyard and spring forage
- 4, Master Gardener Executive, 8 attending
- 5, Completed McLennan County Employee Policy Guide Acceptance
- 5, Secretary Performance Appraisals
- 9, Radio Program
- 10, McLennan County Farm Bureau Meeting, 11 attending
- 10-11, Houston Market Goat Show
- 16, McLennan County Farm Bureau conference call, 3
- 20, Extension Zoom Training on how to Host a meeting
- 20, Teams Training
- 23, Radio Program
- 24, District 8 Weekly DEA Meeting
- 24, Master Gardener Exec Zoom Meeting, 6 attending
- 26, ANR program training on Zoom
- 26, Extension Admin Zoom Training, update on Covid19
- 31, District 8 Weekly DEA Meeting
- 31, Extension Zoom program on How Covid19 affecting Sheep and Goat Market

### ***Overview of major programming planned by Dr. Shane McLellan for April 2020***

- 3, Extension Weekly Admin Covid19 update
- 6, Ag Newsletter
- 6, Office Conference
- 6, TCAAA Zoom Meeting
- 6, Extension Training on Reporting During Covid19
- 6, Multi-County Zoom Planning Meeting
- 6, Adult Leaders Zoom Meeting
- 7, District 8 Weekly DEA Update
- 8, Pecan Virtual Field Day
- 9, Record video for program promotion
- 14, District 8 Weekly Update
- 15, BIG Conference Zoom Meeting
- 17, Small Grain Virtual Field Day
- 20, Radio Program

21, District 8 Weekly DEA Update  
24, Extension Admin Weekly Update  
28, District 8 Weekly Update

***Educational Programs:***

**Programs Presented ..... 28**  
**Program Participants..... 4**

***Educational Contacts:***

**Telephone ..... 160**  
**E-mail Blast..... 2,121**  
**Site/Office Visits ..... 13**  
**Mail..... 22**  
**Newsletter.....365**

***Social Media***

**Facebook.....1,381**  
**Web Sessions ..... 402**  
**Web Page Views ..... 2,312**

***Media Outreach:***

**Media Release ..... 3**  
**Waco Tribune Articles..... 2**  
**(38,134 subscribers)**  
**Radio Ads..... 0**  
**Radio Ad Audience..... 0**  
**Radio Programs..... 2**  
**Radio Listeners..... 43 stations**  
**(4.3 mil estimated audience)**

***Volunteer Efforts:***

**Continued Education ..... 27 (236 for year)**  
**Volunteer Hours ..... 315 (1,999 for year)**  
**Volunteer Contacts..... 22 (2,438 for year)**



Making a

# Difference *in McLennan County*

## *Extension Newsletter for Commissioners Court*

**Overview of major programming efforts for April 2020 | Christina Fakhoury, Asst. County Extension Agent for Family and Community Health**

4/1	- District 4-H Fashion Show Committee Meeting via Zoom (7 participants) - Administered Week 11 Step Up Scale Down class via email (8 participants)
4/7	- Attended District 8 Weekly Update Meeting via Zoom - Assisted with Single Parents Nutrition Class with MCC via Zoom (9 participants)
4/8	- Administered Week 12 Step Up Scale Down Class via email (8 participants)
4/9	- Led Walk Through Texas History Planning Meeting (4 participants)
4/10	Good Friday
4/13	- Virtual District 8 Walk Through Texas History Challenge Kick Off (77 participants)
4/14	- Attended District 8 Weekly Update Meeting via Zoom - 4H-FCH Nutrition Quiz Bowl Committee Meeting via Zoom (7 participants)
4/17	- District 4-H Fashion Show Committee Meeting via Zoom (7 participants) - CARES Act Training
4/20	- District 4-H Fashion Show Educational Opportunities Workgroup (3 participants)
4/21	- BLT Committee Meeting (3 participants)
4/27	- New Agent Onboarding Training via Zoom - "Session 1" Walk-N-Talk with BLT Agent
4/28	- Attended District 8 Weekly Update Meeting via Zoom
4/29	- 4H-FCH Nutrition Quiz Bowl Committee Meeting via Zoom (7 participants) - "Session 2" Walk-N-Talk with BLT Agent
4/30	- District 4H-FCH Nutrition Quiz Bowl Contest (26 participants)

<u>Educational Programs:</u>	<u>Educational Contacts:</u>	<u>Media Contacts:</u>	<u>Volunteers:</u>
Programs: 4 Program Participants: 112	Site/Office Visits: 0 E-mails: 45 Telephone: 0 Mail: 0 Social Media: 68	Media Release: 0 Newspaper Articles: 0	Contacts: 0 Hours: 0

Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, religion, sex, national origin, age, disability, genetic information or veteran status. The Texas A&M University System, US Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.

**Upcoming programs planned for May 2020\*:**

**\*meetings subject to change & face-to-face gatherings are cancelled until further notice due to COVID-19**

- 5/1 District Fashion Show Committee Meeting via Zoom**
- 5/4 "Session 3" Walk-N-Talk with BLT Agent**
- 5/5 District 8 Spring Meeting**
- 5/6 Online Do Well Be Well (DWBW) Series Planning Meeting  
"Session 4" Walk-N-Talk with BLT Agent**
- 5/8 District 4H Fashion Show Sub-Committee Meeting**
- 5/11 Walk Through Texas History COVID-19 Challenge Wrap-Up  
"Session 5" Walk-N-Talk with BLT Agent**
- 5/12 District 8 Weekly Update Meeting  
Session 1 Online DWBW Series with McLennan Community College**
- 5/13 "Session 6" Walk-N-Talk with BLT Agent**
- 5/14 Session 2 Online DWBW Series with McLennan Community College**
- 5/18 "Session 7" Walk-N-Talk with BLT Agent**
- 5/19 Session 3 Online DWBW Series with McLennan Community College**
- 5/20 "Session 4" Walk-N-Talk with BLT Agent**
- 5/21 Session 4 Online DWBW Series with McLennan Community College**
- 5/22 TEAFCS meeting**
- 5/25 Memorial Day!  
District 4-H Fashion Room Design Challenge begins**
- 5/26 Session 5 Online DWBW Series with McLennan Community College**
- 5/28 Session 6 Online DWBW Series with McLennan Community College**

# Making a Difference *in McLennan County*

## *Extension Newsletter for Commissioners Court*

Colleen Foleen, County Extension Agent for Family and Community Health

### ***Overview of major programming efforts for April 2020:***

- 1 District Fashion Committee Meeting via zoom, 11 participants  
Step up to scale down, weekly email of program materials, 8 participants  
Do Well Be Well with Diabetes District committee meeting via zoom, 6 participants
- 6 Office conference with McLennan County agents and staff  
Planning Meeting via zoom for virtual canning classes, 2 participants
- 7 Submitted final version of McLennan County newsletter for Commissioners Court  
Attended District 8 weekly update via zoom  
Conducted a class on low carb diets and food date labels via zoom, 16 participants
- 8 Step up to scale down, weekly email of program materials, 8 participants
- 9 Participated in weekly BLT curriculum update via zoom  
Participated in AgriLife Qualtrics Training via zoom
- 13 Office conference with McLennan County agents and staff  
Coordinated with MCC to obtain a registered zoom account and schedule zoom trainings
- 14 Attended District 8 weekly update via zoom
- 15 Do Well Be Well with Diabetes District committee meeting via zoom, 8 participants  
Planning meeting via zoom for MCC programs, 4 participants
- 17 District Fashion Committee Meeting via zoom, 10 participants  
CARES Act Training for Liaisons
- 20 Office conference with McLennan County agents and staff
- 23 viewed CARES Act training online  
Sent emails to assigned Government and School representative about Cares Act
- 27 Office conference with McLennan County agents and staff
- 28 Follow-up with CARES Act Contacts  
Attended District 8 weekly update via zoom

**Overview of major programming efforts planned for May 2019:**

- 4 Office conference with McLennan County agents and staff
- 5 District Spring Training
- 6 Zoom meeting for Childcare Conference  
Practice Do Well Be Well with Diabetes zoom program
- 7 4H Online Training
- 11 Office conference with McLennan County agents and staff
- 12 District 8 weekly update via zoom  
Do Well Be Well with Diabetes Class via Zoom
- 14 Do Well Be Well with Diabetes Class via Zoom
- 18 Office conference with McLennan County agents and staff
- 19 District 8 weekly update via zoom  
Do Well Be Well with Diabetes Class via Zoom
- 21 Do Well Be Well with Diabetes Class via Zoom
- 26 Do Well Be Well with Diabetes Class via Zoom
- 28 Do Well Be Well with Diabetes Class via Zoom

**Educational Programs:**

Programs Presented..... 1  
Program Participants..... 16

**Educational Contacts:**

Telephone..... 45  
Email..... 3300  
Site/Office Visits.....0  
Mail..... 0  
Social Media.....700

**Media Contacts**

Media Release..... 4  
News Paper Articles..... 2

**Volunteers**

Contacts.....0  
Hours..... 0

# Making a Difference

*in McLennan County*

## *Extension Newsletter for Commissioners Court*

***Jerod Meurer, County Extension Agent- Natural Resources***

### ***Overview of major programming efforts for April 2020***

- 4/1/20 office management, email reminders and updates (**220 contacts**), Online HR trainings, office management, County 4-H camp meeting (**12 attended**) , Update Reporting Online meeting (**75 attended**), send out newsletters (**320 contacts**) , HR Online trainings, monthly reports, mail out livestock show checks (**15 letters sent**).
- 4/2/20 office management, monthly reports, tag order email reminders (**210 contacts**), online Agency Update meeting
- 4/3/20 Office conference, email reminders & updates (**212 contacts**), Animal Industries Committee Meeting (**55 participants**), TCAAA online meeting (**30 participants**), office management, Adult Leaders Meeting online (**8 attended**)
- 4/6/20 District Update meeting online, office management, monthly reports, program promotion, County Council meeting online (**8 youth attended**), steer shopping for 4-H families
- 4/7/20 Pecan Program Online, Livestock Task force online meeting (**7 attended**)
- 4/8/20 Office management, email reminders for tag orders (**287 contacts**), Check on variety plots on East Side of county, monthly reports, mail out major show checks,
- 4/9/20 Office management, work on program promotion, monthly reports, Agrilife Agency Update meeting online
- 4/10/20 Office conference, email reminders & updates (**222 contacts**), program planning, validation emails, MCJLS emails (**45 contacts**)
- 4/13/20 Advocating for Ag Symposium online program (**57 attended, 10 from McLennan County**), Weekly District online conference, validation email reminders (**280 contacts**), work on newsletters, major show emails (**40 contacts**)
- 4/14/20 Collect tag orders, email reminders, facebook post, BIG meeting via zoom, fundraiser emails (**15 contacts**)
- 4/15/20 Office management, submit State Fair & Heifer tag orders (**50 state fair & 90 heifer tags ordered**)
- 4/16/20 work on newsletters, county show emails (**30 contacts**), Master Naturalist committee meeting online (**14 attended**)
- 4/17/20 Office management, steer shopping for 4H families, Small grain field day online, Extension CARES Act online training
- 4/20/20 Office management, pickup MCJLS checks, office conference, email reminders and updates (**220 contacts**), MCJLS emails (**75 contacts**) work on newsletters,
- 4/21/20 office management, emails, work on newsletters, online meeting,
- 4/22/20 office management, District Ag/Nr online program planning update, emails for major show monies (**54 contacts**), Adult Leaders fundraiser emails, pond site visit, work on newsletters
- 4/23/20 office management, complete CARES Act online training, CARES ACT emails to elected officials (**25 contacts**)
- 4/24/20 Office management, followup emails for CARES ACT (**12 contacts**), monthly reports, work on newsletters, MCJLS emails,
- 4/27/20 Office conference, office management, email reminders and updates (**222 contacts**), setup adult leader meeting online, work on newsletters, monthly reports,

4/28/20 Weekly District update meeting online, Online Pond Management Agent Only Program, Followup CARES Act emails to elected officials, finish newsletters, monthly reports

4/29/20 Office management, work on invoices for tag orders, followup emails for CARES Act (5 contacts), monthly reports, write letters of recommendations, send out Adult Leaders meeting invite and agenda (12 contact)

4/30/20 Finalize newsletters, followup emails for CARES Act (10 contacts), monthly reports, send out invoices for tag orders (55 contacts),

***Overview of major programming planned by Jerod Meurer for May 2020***

Adult Leaders & County Council Meeting  
 State 4-H Horse Validation Due  
 District 8 Spring Meeting  
 Small Grain Storage Program  
 D8 Surge Registration Due  
 D8 Council officer applications due  
 Natural Resources Committee Meeting

***Educational Programs:***

**Programs Presented 12**  
**Program Participants 385**

***Educational Contacts:***

**Telephone 320**  
**E-mail Blast 5 @ 310 per blast 1,550**  
**E-mails 1,280**  
**Site Visits 4-H 0**  
**Site Visits- NR 0Office**  
**Visits 0**

***Media Outreach:***

**Facebook Post 20**  
**Facebook Followers 1,119**  
**ANR Newsletter Contacts -**  
**Livestock Newsletter Contacts 352**

***Volunteer Efforts:***

**Volunteer Contacts -**  
**Volunteer Hours -**

# Making a Difference *in McLennan County*

## *Extension Newsletter for Commissioners Court*

### *Karly West, County Extension Agent – 4-H and Youth Development*

#### ***Overview of major programming efforts for April, 2020***

4/1 – Filmed first virtual “Hatching at Home” video, edited, uploaded and emailed participants (30 contacts)

4/2 – County Camp Planning Meeting via Zoom

4/3 – Worked on developing materials for Hatching at Home

4/6 - Office Conference via Zoom, sent out weekly update to 4-H families (314 contacts), updated social media

4/7 - Welcome to the Real World (WTTRW) virtual planning meeting, D8 Update meeting

4/8 – Filmed, edited and uploaded videos for Hatching at Home and emailed participants (30 contacts)

4/9 – Office management, Uploaded supporting materials and activities for Hatching at Home

4/10 - Office management, worked on developing materials for WTTRW and Hatching at Home

4/13 - Office Conference via Zoom – sent out weekly update to 4-H families (314 contacts), updated social media

4/14 - WTTRW planning meeting, D8 update meeting

4/15 - Filmed, edited and uploaded videos for Hatching at Home and emailed participants (30 contacts)

4/16 - Filmed and edited videos for virtual WTTRW

4/17 – Attended CARES Act Webinar

4/20 – Office Conference via Zoom, sent out weekly up to 4-H families (314 contacts), updates social media

4/21 – Virtually judge District 8 photography entries

4/22 - Filmed, edited and uploaded videos for Hatching at Home and emailed participants (30 contacts)

4/23 – Worked on developing new 4-H newsletter, office management

4/24 – Sent out initial CARES Act email notifications and phone calls (14 contacts)

4/27 – Office Conference via Zoom, sent out weekly update and county council applications to 4-H families (314 contacts), updated social media

4/28 - WTTRW planning meeting, D8 update meeting, sent out CARES Act follow up emails and phone calls (14 contacts)

4/29 - Filmed, edited and uploaded videos for Hatching at Home and emailed participants (30 contacts)

4/30 – TX 4-H Food Show Discussion zoom

**Overview of major programming planned by Karly West for May, 2020**

- Adult Leaders Meeting
- County Council Meeting
- Welcome to the Real World VIRTUAL Finance Simulation
- District 8 Spring Meeting
- Summer Camp Planning
  - Fashion, Chef and Wildlife Camp
- County Council Applications Due

<b>Educational Programs:</b>	
Programs Presented .....	1
Program Participants.....	461
<b>Educational Contacts:</b>	
Telephone .....	15
E-mail Blast.....	2,062
Site Visits 4-H & NR .....	-
Office Visits.....	-
<b>Media Outreach:</b>	
Facebook Post .....	16
Facebook Followers.....	380
4-H Newsletter Contacts .....	-
ANR Newsletter Contacts .....	-
Livestock Newsletter Contacts .....	-
<b>Volunteer Efforts:</b>	
Volunteer Contacts .....	-
Volunteer Hours .....	-

**Making a  
 Difference** *in McLennan County*

*Extension Newsletter for Commissioners Court*

**Overview of major programming & planning efforts for Lindsey Breunig, Extension Agent -  
 Better Living for Texans - April 2020.**

<b>April Educational Programs &amp; Planning:</b>	
4/1	MCC SEP Program, <i>maintain mental and physical health during COVID-19, 13 attended online</i>
4/2	Created gardening resources for Family Health Center due to program being canceled from COVID-19
4/3	Agency COVID-19 Update
4/3	Meeting with State BLT to review reporting notes
4/6	Monthly on-boarding WebEx
4/7	Central Region BLT Planning Meeting (LEAD)
4/7	District-8 Weekly Meeting
4/9	BLT - Share, Ask, Learn meeting
4/9	Walk Across Texas (WAT) District-8 Planning WAT meeting
4/10	Scrub Up-Tune Up planning and research meeting
4/13	Central Region BLT Planning Meeting (LEAD)
4/14 - 4/16	New Agent Training for Extension Employees
4/15	Meeting with La Puerta for online programs
4/16	BLT - Share, Ask, Learn
4/17	Agency COVID-19 Update
4/17	Agency COVID-19 Update - CARES ACT
4/17	Scrub Up-Tune Up planning and research meeting
4/20	Planning meeting with JH Hines after school program
4/21	BLT Committee meeting - online <b>(5 attended)</b>
4/21	Central Region BLT Planning Meeting (LEAD)
4/22	Meeting with potential volunteer for summer
4/23	BLT - Share, Ask, Learn
4/23	Planning meeting with state BLT office for creation of materials
4/24	Agency Covid-19 Update
4/24	Agency Covid-19 Update
4/27	New agent training (online)
4/27	Walk and Talk session 1 video created: No data is being collected for graduates - simply education
4/28	Central Region BLT Planning Meeting (LEAD)
4/28	Central Region BLT Professional Dev Meeting (LEAD)
4/28	D8 Weekly Meeting
4/29	Walk and Talk session 2 video created: No data is being collected for graduates - simply education
4/30	BLT - Share, Ask, Learn
4/30	Central Region Planning meeting (LEAD) (MyPlate Mini-Series)
<b>April programs that were canceled due to COVID-19</b>	
<del>4/1</del>	<del>La Vega ISD, 901 Maxfield - Nutrition Class/clase de nutricion</del>
<del>4/1</del>	<del>JH Hines Elementary, 301 Garrison St - Afterschool Program</del>
<del>4/2</del>	<del>Christian Women's Job Corps, 500 Clay Ave - Cooking &amp; Nutrition Class</del>
<del>4/2</del>	<del>Shepherd's Heart, 1401 N 34th St - Cooking &amp; Nutrition Class</del>
<del>4/2</del>	<del>Community Gathering Space at FHC, 1610 Providence Dr. - Gardening Class</del>

4/3 – NOON – Fitness Fridays for Walk Across Texas!
4/4 – Farmers Market Demo! Come visit us.
4/6 – La Puerta, 500 Webster Ave – clase de jardinería
4/6 – CareNet Pregnancy Center, 800 W Waco Dr – Cooking & Nutrition Class
4/7 – Christian Women's Job Corps, 500 Clay Ave – Cooking & Nutrition Class
4/8 – JH Hines Elementary, 301 Garrison St – Afterschool Program
4/9 – Shepherd's Heart, 1401 N 34th St – Cooking & Nutrition Class
4/9 – Community Gathering Space at FHC, 1610 Providence Dr. – Gardening Class
4/13 – La Puerta, 500 Webster Ave – clase de jardinería
4/13 – CareNet Pregnancy Center, 800 W Waco Dr – Cooking & Nutrition Class
4/14 – Marlin Head Start, FM147, Marlin – Parent Nutrition
4/15 – JH Hines Elementary, 301 Garrison St – Afterschool Program
4/16 – Shepherd's Heart, 1401 N 34th St – Cooking & Nutrition Class
4/16 – Community Gathering Space at FHC, 1610 Providence Dr. – Gardening Class
4/17 – NOON – Fitness Fridays for Walk Across Texas!
4/20 – La Puerta, 500 Webster Ave – clase de jardinería
4/20 – CareNet Pregnancy Center, 800 W Waco Dr – Cooking & Nutrition Class
4/22 – JH Hines Elementary, 301 Garrison St – Afterschool Program
4/23 – Shepherd's Heart, 1401 N 34th St – Cooking & Nutrition Class
4/23 – Community Gathering Space at FHC, 1610 Providence Dr. – Gardening Class
4/24 – LEAD Student program, cooking program
4/24 – NOON – Fitness Fridays for Walk Across Texas!
4/27 – CareNet Pregnancy Center, 800 W Waco Dr – Cooking & Nutrition Class
4/28 – Taskforce Meeting with Healthy Pantry team
4/29 – JH Hines Elementary, 301 Garrison St – Afterschool Program
4/30 – Shepherd's Heart, 1401 N 34th St – Cooking & Nutrition Class
4/30 – Community Gathering Space at FHC, 1610 Providence Dr. – Gardening Class

<b>*INTENDED* April 2020 Numbers:</b>		
<b>Educational Programming:</b> Programs: 31* Contacts: 376* Graduates: 1	<b>Planning Contacts:</b> Meetings: 40 E-mails: 200	<b>Media Outreach:</b> Monthly Update reach: 185 Facebook followers: 132 Instagram followers: 67
Act Locally: 1,000+ - <a href="https://www.actlocallywaco.org/2020/04/08/better-living-for-texans-mandarin-oranges/">https://www.actlocallywaco.org/2020/04/08/better-living-for-texans-mandarin-oranges/</a>		

<b>Upcoming *Tentative* May Programs: Dates - Location - Program</b>
Due to the uncertain nature of May programming and cancelations, specific dates for this section will be left blank and updated in the May Commissioners Court Report.

# Making a Difference *in McLennan County*

## *Extension Newsletter for Commissioners Court*

### *Overview of major programming efforts of County Agent Dr. Shane McLellan for April 2020*

- 2, Weekly Crop Report submitted
- 3, Extension Weekly Admin Covid19 update
- 6, Ag Newsletter, Agent emailed 485 newsletters and mailed out hard copy 394 newsletters
- 6, Radio Program for Texas Farm Bureau Roundup
- 6, Office Conference
- 6, D8 TCAAA Zoom Meeting, judging state communication awards
- 6, Extension Training on Reporting During Covid19
- 6, Multi-County Zoom Planning Meeting for upcoming ag programs
- 6, Hosted 4-H Adult Leaders Zoom Meeting
- 7, District 8 Weekly DEA Update
- 8, Pecan Virtual Field Day, offered online via Zoom Meeting, 58 attended. Offered 2 IPM CEU hours  
And 4 CCA's
- 9, Record video for program promotion
- 9, Weekly Crop Report submitted
- 10, Worked on CenTex, moving spring forage field day to the fall
- 10, Covid19-Weekly Agency Update
- 13, Office Conference
- 14, District 8 Weekly Update
- 15, BIG Exec. Conference Zoom Meeting
- 16, Met State Small Grain Specialist and Result Demonstration cooperators at small grain plots for evaluation
- 16, Weekly Crop Report submitted
- 17, Small Grain Virtual Field Day, offered via Zoom Meeting, 66 attended. Offered 1 CEU hour  
And 4 CCA's
- 20, Radio Program
- 20, Office Conference
- 21, Submitted County Budget request for 2021
- 21, Attended Zoom meeting on Weed and Brush Management
- 22, Attended McLennan County/City of Waco Zoom update on Covid 19/Coronavirus
- 22, D8 ANR Programming Update, agent spoke on the events I have offered
- 22, Attended American Sheep Industry online update on market reports
- 23, Attend Zoom meeting on Herbicides Modes of Action and Resistance Development
- 23, Weekly Crop Report submitted
- 23, Attended meeting on D8 Mobile Testing
- 23, Submitted CARES Act Training information to elected officials and schools to 32 contacts
- 24, Extension Admin Weekly Corona/Covid19 Update

- 24, Extension Director Zoom Meeting
- 27, Office Conference
- 28, Finalize plans for Small Grain Storage/Marketing Meeting May 14
- Follow up with vines and wine speakers, program on May 28-29, 2 part series
- 28, Pond Management Training, 2 parts
- 28, Attended Zoom meeting on Control/Mitigation Options of Forage Insect Pest
- Finish travel, monthly reports, comm court reports
- 28, District 8 Weekly Update
- 30, Attend Sheep and Goat Zoom Market Update Meeting
- 30, Evaluate Small Grain Wheat and Oats Plots

**Overview of major programming planned by Dr. Shane McLellan for May 2020**

- 4, Radio Program for Texas Farm Bureau Roundup
- 5, District 4-H/Adm Training
- 8, Covid 19 Admin Update
- 12, Farm Bureau Meeting
- 12, Weekly D8 Covid Update
- 14, Zoom Grain Storage/Market Update meeting
- 15, Covid 19 Admin Update
- 19, Courthouse Appreciation Scheduled,
- 26, District 8 Weekly Update
- 28, Vines and Wines Zoom meeting (1 of 2)
- 28, Vines and Wines Zoom meeting (2 of 2)
- 29, Covid19 Admin update

<b>Educational Programs:</b>	
Programs Presented.....	5
Program Participants.....	160
<b>Educational Contacts:</b>	
Telephone.....	411
E-mail Blast .....	7,322
Site/Office Visits .....	2
Mail.....	44
Newsletter.....	879
<b>Social Media</b>	
Facebook.....	4,451
Web Sessions.....	613
Web Page Views .....	3,111
<b>Media Outreach:</b>	
Media Release.....	3
Waco Tribune Articles.....	1
	(38,134 subscribers)
Radio Ads.....	0
Radio Ad Audience .....	0
Radio Programs.....	2
Radio Listeners.....	43 stations
	(4.3 mil estimated audience)
<b>Volunteer Efforts:</b>	
Continued Education .....	14 (245 for year)
Volunteer Hours.....	201 (2,231 for year)
Volunteer Contacts.....	0 (2,438 for year)



Making a

# Difference *in McLennan County*

## *Extension Newsletter for Commissioners Court*

### **Overview of major programming efforts for May 2020 | Christina Fakhoury, Asst. County Extension Agent for Family and Community Health**

5/1	- District 4-H Fashion Show Committee Meeting via Zoom (3 participants)
5/4	- Attended New Agent Training (Link to Success) via Zoom - "Session 3" Walk-N-Talk with BLT Agent via Facebook Video (277 views)
5/5	- District 8 Spring Training
5/6	- Do Well Be Well series planning committee meeting (7 participants) - "Session 4" Walk-N-Talk with BLT Agent via Facebook Video (566 views)
5/8	- Fashion Show Committee Meeting via Zoom (3 participants) - Agency Update with Dr. Hyde via Zoom
5/10	- "Session 5" Walk-N-Talk with BLT Agent via Facebook Video (250 views)
5/11	- "Session 6" Walk-N-Talk with BLT Agent via Facebook Video (162 views) - Launched first weekly DIY educational activity for 4-H Fashion Show Project (10 participants)
5/12	- Assisted with Do Well Be Well (DWBW) session 1 via Zoom (8 participants)
5/13	- Worked on FEMA self-paced emergency management trainings - CARES Act Webinar
5/14	- Assisted with DWBW session 1.5 via Zoom (8 participants)
5/18	- Completed emergency management & COVID-19 trainings
5/19	- "Session 7" Walk-N-Talk with BLT Agent via Facebook Video (168 views) - End of District 8 Walked Through Texas History COVID-19 Challenge (80 participants) - Assisted with DWBW session 2 via Zoom (8 participants)
5/20	- "Session 8" Walk-N-Talk with BLT Agent via Facebook video (136 views)
5/21	- Assisted with DWBW session 2.5 via Zoom (8 participants) - Attended Canning/Dehydrating Class via Zoom (8 participants)
5/22	- TEAFCS meeting via TEAMS
5/25	Happy Memorial Day!
5/26	- Launched third DIY educational activity for 4-H Fashion Show Project - District 8 Weekly Update via Zoom - Assisted with DWBW session 3 via Zoom (8 participants)
5/28	- Attended Canning/Dehydrating Class via Zoom (8 participants) - Taught DWBW Session 3.5 via Zoom (8 participants)

Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, religion, sex, national origin, age, disability, genetic information or veteran status. The Texas A&M University System, US Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.

<u>Educational Programs:</u>	<u>Educational Contacts:</u>	<u>Media Contacts:</u>	<u>Volunteers:</u>
Programs: 4 Program Participants: 98	Site/Office Visits: 0 E-mails: 90 Telephone: 0 Mail: 0 Social Media: 68	Media Release: 0 Newspaper Articles: 0	Contacts: 0 Hours: 0

**Upcoming programs planned for June 2020\*:**

\*meetings subject to change & face-to-face gatherings are cancelled until further notice due to COVID-19

- 6/1 New Agent Link to Success via Zoom
- 6/2 DWBW session 4 via Zoom  
District 8 Weekly Update via Zoom
- 6/3 Office Youth Program Planning meeting  
Cooking with Hypertension session 1 via Zoom
- 6/4 DWBW session 4.5 via Zoom
- 6/9 DWBW session 5 session via Zoom
- 6/10 Cooking with Hypertension session 2 via Zoom
- 6/11 DWBW final session via Zoom
- 6/17 Cooking with Hypertension final session via Zoom
- 5/22-25 Virtual Summer Chef Camp

# Making a Difference *in McLennan County*

*Extension Newsletter for Commissioners Court*

Colleen Foleen, County Extension Agent for Family and Community Health

**Overview of major programming efforts for May 2020:**

- 5 District 8 spring agent training via Microsoft teams
- 6 Week of the Young Child conference planning meeting via zoom  
Practice session for upcoming multicounty diabetes education series
- 12 Do Well Be Well with Diabetes session via zoom, 17 participants
- 13 Cares Act Training via Teams
- 14 Do Well Be Well with Diabetes session via zoom, 17 participants
- 19 Do Well Be Well with Diabetes session via zoom, 17 participants
- 21 Canning class via zoom, 12 participants  
Do Well Be Well with Diabetes session via zoom, 17 participants
- 22 Association meeting via Teams
- 26 Do Well Be Well with Diabetes session via zoom, 17 participants
- 28 Canning class via zoom, 12 participants  
Do Well Be Well with Diabetes session via zoom, 17 participants

**Overview of major programming efforts planned for June 2020:**

- 2 Do Well Be Well with Diabetes session via zoom, 17 participants
- 3 Contact tracing orientation  
Planning meeting via Teams with Regional Program Leader  
Cooking Well for Healthy Blood Pressure via Zoom
- 4 Do Well Be Well with Diabetes session via zoom, 17 participants
- 5 Contact tracing 3 shifts 8-12, 12-4, 4-8
- 9 Do Well Be Well with Diabetes session via zoom, 17 participants
- 10 Cooking Well for Healthy Blood Pressure via Zoom
- 11 Do Well Be Well with Diabetes session via zoom, 17 participants
- 17 Cooking Well for Healthy Blood Pressure via Zoom

**Educational Programs:**

Programs Presented.....9  
Program Participants..... 126

**Educational Contacts:**

Telephone..... 45  
Email..... 2700  
Site/Office Visits..... 2  
Mail..... 35  
Social Media..... 560

**Media Contacts**

Media Release..... 6  
News Paper Articles..... 5

**Volunteers**

Contacts.....0  
Hours.....0

# Making a Difference

*in McLennan County*

## *Extension Newsletter for Commissioners Court*

***Jerod Meurer, County Extension Agent- Natural Resources***

### ***Overview of major programming efforts for May 2020***

- 5/1/20 Office management, monthly reports, send out Livestock Newsletter (380 contacts), beef cattle health update meeting online
- 5/4/20 Office conference, office management, weekly update emails (282 contacts) work on monthly reports, Adult Leaders meeting online (10 attended), work on monthly reports, validation emails (85 contacts).
- 5/5/20 Spring District 4-H Program planning meeting online, County Council Meeting online (10 attended) office management, monthly reports, validation reminder emails (95 contacts), program planning online
- 5/6/20 Office management, email out validation invoices (45 contacts), 4-H connect online workshop,
- 5/7/20 Wildlife summer camp planning, livestock clinic planning, monthly reports
- 5/8/20 Office management, Agency update online web meeting, monthly reports, program planning.
- 5/11/20 Office conference, office management, weekly update emails (282 contacts), Cares Act Ag meeting online, work on validation invoices, program planning, work on newsletters
- 5/12/20 office management, District weekly updates online meeting, wildlife program planning, validation email reminders (95 contacts), FEMA online trainings completed, Holiday classic email meetings (15 contacts)
- 5/13/20 Office management, CARES Act CFR Training online, steer shopping for 4-H member, D8 TAE4-HA meeting online, wildlife program planning.
- 5/14/20 Seed Storage Online program, USDA COVID online program, banquet program planning, wildlife program planning, work on Texas reports for 2021, emails and reminders (278 contacts)
- 5/15/20 Sheep Shopping for 4H families, and pickup steers
- 5/18/20 Office conference, office management, 4-H program planning, email reminders & updates (212 contacts), Wildlife program planning.
- 5/19/20 Office management, producer site visit (4 contacts), District 8 weekly updates online meeting, program planning, validation emails, Texas 4-H Market Lamb Validation update web meeting
- 5/20/20 Office management, 4-H program updates and reminder email (220 contacts), work on newsletters, wildlife program planning,
- 5/21/20 Office management, New Landowner program planning, wildlife program planning. 4-H program planning
- 5/22/20 USDA CARES Act online training, State Extension Weekly Update Report Online, Harvest Wheat and Oat plots in McGregor
- 5/25/20 Office closed for Memorial Day
- 5/26/20 Office management, office conference, email reminders and updates (180 contacts), District 8 weekly update online meeting, make validation packets, 4-H program planning, wildlife program planning.

5/27/20 Office management, 4-H Program planning, send out wildlife program flyer (350 contacts), validation committee meeting to discuss updated requirements (5 attended) small landowner series planning.

5/28/20 Office management, validation emails and reminders (95 contacts), small landowner program planning, 4-H program planning, Vines and Wines online program

5/29/20 Office management, monthly reports, finalize newsletters, make validation packets, COVID Agency update meeting, Vines & Wines online program.

**Overview of major programming planned by Jerod Meurer for June 2020**

MCJLS Turkey Orders Due  
 County 4-H Recordbooks Due  
 Major Steer & Heifer Validation  
 State Fair Sheep, Goat, & Swine Validation  
 Master Naturalist Committee Meeting  
 District Surge Online  
 County Award Application due  
 East Side Row Crop online meeting  
 Online Stocker Cattle Program  
 4-H Program planning conference online

**Educational Programs:**

Programs Presented 10  
 Program Participants 125

**Educational Contacts:**

Telephone 350  
 E-mail Blast 6 @ 280 per blast 1,680  
 E-mails 1,200  
 Site Visits 4-H 4  
 Site Visits- NR 6Office

Visits 10

**Media Outreach:**

Facebook Post 22  
 Facebook Followers 126  
 ANR Newsletter Contacts -  
 Livestock Newsletter Contacts 340

**Volunteer Efforts:**

Volunteer Contacts -  
 Volunteer Hours -

# **Making a Difference** *in McLennan County*

## *Extension Newsletter for Commissioners Court*

***Karly West, County Extension Agent – 4-H and Youth Development***

### ***Overview of major programming efforts for May, 2020***

- 5/1 – Office management, Sent out monthly Newsletter
- 5/4 – Office Conference, 4-H management, 4-H Weekly Updates, Adult Leaders Meeting VIA Zoom
- 5/5 – District 8 4-H Spring Program Planning Meeting VIA Zoom, County Council Meeting VIA Zoom
- 5/6 – Edited and resubmitted program plans, updated 4-H Awards Packet
- 5/7 – 4-H Connect Training, Club Charter Reminders
- 5/8 – Sent our CARES Act Updates, District Photography Results
- 5/11 – Office Conference, 4-H Weekly Updates, Social Media maintenance
- 5/12 – D8 Updates, Kids, Kows & More planning
- 5/13 – TEA4H-A Online Meeting, CARES Act CFR Training
- 5/14 – Begin planning 4-H Awards Banquet
- 5/15 – 4-H and Office Management, Awards Banquet planning
- 5/18 – Office Conference, 4-H Weekly Updates, Social Media maintenance, Sent out Awards Banquet Save the Dates
- 5/19 – D8 Updates, Sent out Kids, Kows & More Save the Dates, worked on program plans for 2020-21
- 5/20 – Awards Banquet planning, Camp and charter updates
- 5/21 – Important 4-H updates, 4-H management
- 5/22 – 2020-21 Program planning, Sent our Awards for approval from Adult Leaders, Teacher Workshop planning
- 5/25 – OFFICE CLOSED FOR MEMORIAL DAY
- 5/26 – Office Conference, D8 Updates, 4-H Weekly Updates, Social Media maintenance, District 8 Recordbook Judging planning w/ Extraco
- 5/27 – Awards banquet planning, Summer camp planning, Office Management
- 5/28 – Awards banquet planning, Summer camp planning, Office Management
- 5/29 – Addressing Youth in McLennan County worksheet

**Overview of major programming planned by Karly West for June, 2020**

- Presenting workshops at Virtual LEAD Academy
- Virtual District 8 SURGE Leadership Camp
- Program Planning Conference
- Validation
- Virtual Summer Camp Planning and Implementation
  - Fashion and Chef
- County Council Applications Due
- Awards Applications Due
- Club Chartering Due
- County Recordbooks Due

<b>Educational Programs:</b>	
Programs Presented .....	-
Program Participants.....	-
<b>Educational Contacts:</b>	
Telephone .....	20
E-mail Blast.....	2,062
Site Visits 4-H & NR .....	-
Office Visits .....	2
<b>Media Outreach:</b>	
Facebook Post .....	16
Facebook Followers.....	380
4-H Newsletter Contacts .....	320
<b>Volunteer Efforts:</b>	
Volunteer Contacts .....	-
Volunteer Hours .....	-

**Making a  
 Difference** *in McLennan County*

*Extension Newsletter for Commissioners Court*

Overview of major programming & planning efforts for Lindsey Breunig, Extension Agent -  
 Better Living for Texans - May 2020.

***May Educational Programs & Planning:***

- 5/1 **Agency-Wide COVID-19 Update**
- 5/1 **Scrub Up Tune Up** - Research and program planning meeting
- 5/3 Emergency Management Training
- 5/3 **Walk N Talk #3** - being produced online via Facebook
- 5/4 Central Region BLT Professional Dev Meeting (LEAD)
- 5/4 County office conference
- 5/4 **Link to Success New Agent Onboarding** - online meeting
- 5/5 **District 8 Spring Training/Update**
- ~~5/5 **Head Start - Marlin - Fresh Start to a Healthier You! Lesson 3**~~
- 5/4 Emergency Management Training
- ~~5/5 **Transformation Waco, Family night and cooking demonstration**~~
- 5/6 Meeting with RPL and Williamson County FCH agent to discuss research and program planning
- 5/6 **Walk N Talk #4** - being produced online via Facebook
- 5/6 **CareNet - Dining at the Dollar Store Presentation** - 13 Moms (delivered via Zoom)
- ~~5/6 **JH Hines Elementary - Afterschool program session 7**~~
- 5/7 BLT - Share, Ask, Learn, online meeting
- ~~5/7 **Shepherd's Heart Food Pantry - Fresh Start to a Healthier You**~~
- 5/8 **Agency-Wide COVID-19 Update**
- 5/8 **Agency-Wide Update from Dr. Hyde**
- 5/8 **CareNet - Physical Activity during COVID-19** - 13 Moms (delivered via Zoom)
- 5/8 **Scrub Up Tune Up** - Research and program planning meeting
- 5/10 **Walk N Talk #5** - being produced online via Facebook
- 5/10 Video creation for MyPlate Mini-Series - *group project with Central Region BLT Agents*
- 5/11 County office conference
- 5/11 Transformation Waco meeting - working to create some online programs for the students
- 5/11 Central Region BLT Professional Dev Meeting (LEAD)
- 5/11 **Walk N Talk #6** - being produced online via Facebook
- ~~5/12 **Master Gardener Conference, marketing booth for BLT**~~
- 5/12 District 8 Weekly Update
- 5/12 Meeting with Speaker Committee for BLT Conference
- ~~5/13 **Master Gardener Conference, marketing booth for BLT**~~
- 5/13 CARES Act Webinar/training
- ~~5/14 **Shepherd's Heart Food Pantry - Fresh Start to a Healthier You**~~
- 5/14 BLT - Share, Ask, Learn, online meeting
- ~~5/14 **Master Gardener Conference, marketing booth for BLT**~~
- ~~5/14 **McLennan County Hunger Coalition, meeting**~~
- 5/15 **Agency-Wide COVID-19 Update**
- 5/19 **Walk N Talk #7** - being produced online via Facebook

5/19	District 8 Weekly Update
5/19	Meeting with Speaker Committee for BLT Conference
5/19	Meeting with City of Waco for online summer camp ideas
5/20	<b>Walk N Talk #8</b> - being produced online via Facebook
5/20	<b>Scrub Up Tune Up</b> - Research and program planning meeting
5/21	BLT - Share, Ask, Learn, online meeting
<del>5/21</del>	<del>Shepherd's Heart Food Pantry - Fresh Start to a Healthier You</del>
<del>5/21</del>	<del>Hope House - Fresh Start to a Healthier You!</del>
5/22	<b>Walk Across Texas! Wrap up!</b>
5/22	District 8 TEAFCS meeting
5/26	District 8 Weekly Update
5/26	Meeting with Speaker Committee for BLT Conference
5/26	Meeting with Baylor Outdoor Adventure for speaker for BLT Conference
5/26	Video creation for MyPlate Mini-Series - <i>group project with Central Region BLT Agents</i>
5/27	<b>Scrub Up Tune Up</b> - Research and program planning meeting
<del>5/28</del>	<del>Shepherd's Heart Food Pantry - Fresh Start to a Healthier You</del>
5/29	<b>Scrub Up Tune Up</b> - Research and program planning meeting
5/29	<b>Agency COVID-19 Update</b>
5/29	<b>Agency-Wide Update from Dr. Hyde</b>

<b>*INTENDED* May 2020 Numbers:</b>		
<b>Educational Programming:</b> Programs: 17* Contacts: 146* Graduates: 5	<b>Planning Contacts:</b> Meetings: 32 E-mails: 200	<b>Media Outreach:</b> Monthly Update reach: 185 Facebook followers: 132 Instagram followers: 67 Facebook and Instagram reach: 4,600
Act Locally: 1,000+		
<a href="https://www.actlocallywaco.org/2020/05/13/resourceful-food-and-cooking-tips-for-you-during-covid-19/">https://www.actlocallywaco.org/2020/05/13/resourceful-food-and-cooking-tips-for-you-during-covid-19/</a>		
<b>BLT Podcast Recording:</b>		
<a href="https://podcasts.apple.com/us/podcast/ep-5-what-is-food-insecurity/id1510637271?i=1000475879164">https://podcasts.apple.com/us/podcast/ep-5-what-is-food-insecurity/id1510637271?i=1000475879164</a>		

**Upcoming *\*Tentative\** June Programs: Dates - Location - Program**

Due to the uncertain nature of June programming and cancelations, specific dates for this section will be left blank and updated in the June Commissioners Court Report.

# Making a Difference *in McLennan County*

## *Extension Newsletter for Commissioners Court*

### *Overview of major programming efforts of County Agent Dr. Shane McLellan for May 2020*

- 1, Admin Covid19 Update
- 1, Beef Issues Zoom Training
- 4, Radio Program for Texas Farm Bureau Roundup
- 4, USDA Crop Report
- 5, All day District 4-H/Adm Spring Training on Zoom
- 6, Plastics in Cotton Seminar @ Zoom
- 6, Master Gardener Executive Meeting @ Zoom, 7 attending
- 8, Covid 19 Admin Update
- 11, CARES act agriculture training
- 12, Weekly D8 Covid Update
- 13, CARES Act CFR Training
- 14, Grain Storage/Market Update on Zoom, 22 attending
- 14, USDA (CFAP) Direct Assistance to Producers Webinar
- 14, Meeting with Elizabeth Thomas, McLennan County/City of Waco EMC
- 15, Covid 19 Admin Update
- 18, Radio Program
- 18, TEAMS meeting with Jackie, Lyle, Zach and Floyd on Stress for Ag Producers programming
- 19, District 8 Update
- 19, Texas Lamb Classification Training
- 20, MCOOL, Imports and Exports Zoom Training
- 21, Packer Profits Zoom Training
- 22, CARES Act, CFAP Training
- 22, Covid19 Agency Update
- 22, Harvest Small Grain Trials @ McGregor
- 26, District 8 Weekly Update
- 28, Vines and Wines Zoom meeting (1 of 2), 36 attending
- 29, Vines and Wines Zoom meeting (2 of 2), 33 attending
- 29, Covid19 Admin update

**Overview of major programming planned by Dr. Shane McLellan for June 2020**

- 1, Radio Program
- 2, District 8 Weekly Update
- 3, Program Planning
- 4 -5, Purina VIP Program
- 9, District 8 Weekly Updates
- 9, Houston Livestock Show Membership Update
- 12, East Side Row Crop Tour Zoom
- 15, Radio Program
- 16, District 8 Weekly Update
- 17, BIG Strategy Meeting
- 19, West Side Turn Row Meeting
- 23, PAT Training
- 24, Central Texas Stocker Cattle Program Zoom

**Educational Programs:**

Programs Presented..... 5  
 Program Participants ..... 160

**Educational Contacts:**

Telephone..... 411  
 E-mail Blast ..... 4,123  
 Site/Office Visits..... 10  
 Mail ..... 27  
 Newsletter.....5

**Social Media**

Facebook.....1,941  
 Web Sessions ..... 235  
 Web Page Views..... 1,941

**Media Outreach:**

Media Release..... 3  
 Waco Tribune Articles ..... 2  
 (38,134 subscribers)  
 Radio Ads ..... 1  
 Radio Ad Audience ..... 1  
 Radio Programs ..... 2  
 Radio Listeners ..... 43 stations  
 (4.3 mil estimated audience)

**Volunteer Efforts:**

Continued Education.....98 (360 for year)  
 Volunteer Hours.....226 (2,674 for year)  
 Volunteer Contacts .....36 (2,474 for year)

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcotez Gowan-Perkins,  
Deputy

**AGENDA: JUNE 30, 2020**

**E. Budget, Budget Amendments/ Transfers/Changes, Additional Revenue Certifications, Expenditure Requests:**

**1. Regarding the FY 20 Budget:**

- a. Justice of the Peace, Precinct 1 Place 2 **Approved**

**2. Regarding the FY 21 Budget:**

- a. Waco-McLennan County Library: Authorization of Funding Allocation **Approved**

**CD-568, 1:49**

---

**ORDER APPROVING FY 20 BUDGET AMENDMENT:**

**JUSTICE OF THE PEACE, PRECINCT**  
**1 PLACE 2**

On this the 30 day of June, 2020, came on for consideration the matter Regarding the FY 20 Budget: Justice of the Peace, Precinct 1 Place 2. After discussion, Commissioner Perry made a motion to approve and it was seconded by Commissioner Jones. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said FY 2020 Budget Amendment be, and the same is hereby, approved by unanimous vote.

-----

## BUDGET AMENDMENT REQUEST

McLennan County Commissioners Court  
 McLennan County Courthouse  
 Waco, Texas 76701

**Re: Budget Amendment for: Fund 001 (General Fund)**

I hereby request the following budget amendment for the fiscal year ending 09/30/2020:

### REQUESTED INCREASE(S)

Fund	Function	Sub- Func	Dept #	Dept Name	Object (Acct#)	Account Description	Current Budget	Requested Increase	Amended Budget
001	15	27	1612	JP 1-2	601111	Other Services and Charges	250	160	410
							-	-	-
						<b>Total Increases</b>		<b>160</b>	

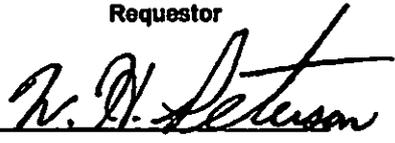
### REQUESTED DECREASE(S)

Fund	Function	Sub- Func	Dept #	Dept Name	Object (Acct#)	Account Description	Current Budget	Requested Decrease	Amended Budget
001	15	27	1612	JP 1-2	819102	Professional Development	2,800	135	2,665
001	15	27	1612	JP 1-2	606000	Repair and Maintenance	1,091	25	1,066
							-	-	-
						<b>Total Decreases</b>		<b>160</b>	

**BUDGET AMENDMENT JUSTIFICATION:**

This budget amendment is requested to increase line item "Other Services and Charges" in the JP 1-2 department from within the department for cell phone charges for the months of July, August and September and charges for a Notary Bond.

Respectfully Submitted  
Requestor



Approved as to form  
County Auditor



Approved by  
Commissioners Court  
County Judge



*6/30/20*

J.A. "ANDY" HARWELL, County Clerk  
 McLennan County, Texas

FILED: JUN 30 2020

By Myrcelez Gowan-Perkins,  
 Deputy

**ORDER APPROVING:**

**AUTHORIZATION OF FUNDING  
ALLOCATION:**

**WACO-MCLENNAN COUNTY  
LIBRARY**

**RE: FY 21 BUDGET**

On this the 30 day of June, 2020, came on for consideration the matter Regarding FY 21 Budget: Waco-McLennan County Library: Authorization of Funding Allocation. After discussion, Commissioner Jones made a motion to approve and it was seconded simultaneously by Commissioner Miller and Commissioner Snell. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Miller, Commissioner Jones and Commissioner Perry with Commissioner Snell opposing. It is ordered by the Court that said Authorization be, and the same is hereby, approved by majority vote.

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**Library Services  
FY 2021 Preliminary Budget**

<u>Operating Expenses</u>	<u>Preliminary Budget FY 2021</u>	<u>New Requests</u>	<u>Total Preliminary</u>	<u>County Approved Budget FY 2020</u>
Personal Services	\$ 2,400,953	\$ -	\$ 2,400,953	\$ 2,366,305
Supplies	85,227	-	85,227	84,122
Repairs and maintenance	163,912	-	163,912	159,776
Communications	35,955	-	35,955	35,955
Special Services	155,235	-	155,235	153,545
Power, water, heat and fuel	158,239	-	158,239	155,916
Hire of Equipment	25,653	-	25,653	25,533
Retirement and Social Security	438,592	-	438,592	427,560
Miscellaneous	34,933	-	34,933	34,933
Insurance	48,662	-	48,662	48,662
Capital Outlay	602,210	-	602,210	562,820
<b>Total Operating Expenses</b>	<b>4,149,571</b>	<b>-</b>	<b>4,149,571</b>	<b>4,055,127</b>
<b><u>Charges from other Departments</u></b>				
Personnel	59,580	-	59,580	66,533
Garage	189,514	-	189,514	188,183
Administration and City Secretary	73,585	-	73,585	71,143
Computer Usage	417,718	-	417,718	399,024
Finance	62,812	-	62,812	57,042
Legal	13,390	-	13,390	13,971
Building Maintenance	761,032	-	761,032	670,590
<b>Total Charges from other Departments</b>	<b>1,577,632</b>	<b>-</b>	<b>1,577,632</b>	<b>1,466,486</b>
<b>Total Library Budget</b>	<b>5,727,203</b>	<b>-</b>	<b>5,727,203</b>	<b>5,521,613</b>
<b>Less: Fees Collected</b>	<b>(126,420)</b>	<b>-</b>	<b>(126,420)</b>	<b>(126,420)</b>
<b>Net Library Budget</b>	<b>5,600,783</b>	<b>-</b>	<b>5,600,783</b>	<b>5,395,193</b>
<b>McLennan County 1/6 Share</b>	<b>\$ 933,464</b>	<b>\$ -</b>	<b>\$ 933,464</b>	<b>\$ 899,199</b>

**PRELIMINARY  
FUNDING ALLOCATION**  
APPROVED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 2020  
*Scott M. Little*  
COUNTY JUDGE

DEFERRED BY COMMISSIONERS COURT  
THIS 16 DAY OF JUNE 2020  
*Scott M. Little*  
COUNTY JUDGE

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: **JUN 30 2020**

By Myrcetez Gowan-Perkins,  
Deputy

---

The Court went to G. Additional Items for Discussion and Potential Action.

---

**AGENDA: JUNE 30, 2020**

**G. Additional Items (If Any) for Discussion and Potential Action**

1. Authorization of Recommendations:
  - a. Regarding RFP 20-017: Cow Bayou Watershed Flood Control Structure # 3 (TX 04071) **Approved**  
*(See after Item E. 2. a.)*
  - b. Regarding RFP 20-018: Cow Bayou Watershed Flood Control Structure # 8 (TX 04093) **Approved**
2. Discussion and/or Action regarding Commissioners Courtroom Equipment Upgrade for Managing Remote Meetings **Information Only**
3. Authorization of Smart Phone Requests (re: Justice of the Peace, Precinct 1 Place 1 / Justice of the Peace, Precinct 1 Place 2) **Approved**
4. Approval of Order Establishing a County Facility Operating Plan to Prevent the Spread of COVID-19 and Ensure the Health and Safety of Employees and Members of the Public Visiting County Facilities **Approved**  
*(See after Item G. 6.)*
5. Discussion and/or Action on Matters Regarding Covid-19 including but not limited to Staffing, Emergency Appropriations, Precautions and Plans, Restrictions to Prevent the Spread of COVID-19, Personnel Compensation and Benefit Matters, Health and Safety Procurements, Technology Procurements for Criminal Justice System to Allow for Operations to Continue Safely, Technology Procurements to Allow for Remote Meeting Participation, Reports on Progression of COVID-19, and related matters **Discussion Only**  
*(See after Item C. 2.)*
6. Discussion, Consideration and Potential Action on Adoption of Order Requiring Businesses to Establish COVID-19 Policies Applicable to Employees and Customers, including Face Coverings, Sanitation and Social Distancing **Approved**

**ORDER APPROVING:**

**AUTHORIZATION OF RECOMMENDATIONS**

**RE: RFP 20-017: COW BAYOU WATERSHED**  
**FLOOD CONTROL STRUCTURE**  
**# 3 (TX 04071)**

On this the 30 day of June, 2020, came on for consideration the matter Authorization of Recommendations: Regarding RFP 20-017: Cow Bayou Watershed Flood Control Structure # 3 (TX 04071). After discussion, Judge Felton made a motion to grant the award of Cow Bayou Watershed Flood Control Structure #3 to Moir Watershed Services and it was seconded by Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

-----

*Recommendation*

Date	Originating Department	Officiated By	Reference
06/30/20	EngineMaintenance	Ken Bass Zane Dunnam	RFP 20-017

**Background:**

RFP for Cow Bayou Watershed Flood Control Structure #3  
Bid First Advertised on June 4, 2020  
Prebid Meeting held on June 18, 2020  
Bids Due & Bid Opening on June 25, 2020  
Recommendation to Court on June 30, 2020

**Respondents:**

H.C.S Inc.  
Waco, TX 76705

Moir Watershed Services, LLC  
Waxahachie, TX 75167

Moore Excavating LLC  
Groesbeck, TX 76642

---

**Recommendation:**

We recommend that McLennan County **grant the award** for Cow Bayou Watershed Flood Control Structure #3 to **Moir Watershed Services**.

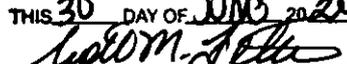
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**Moir Watershed Services submitted the best evaluated proposal. See Accompanying Comparisons.**

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Reviewed By:  
Ken Bass  
Zane Dunnam



**RECOMMENDATION**  
APPROVED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 2020  
  
COUNTY JUDGE

Scoring Average for RFP 20-017

<b>HCS</b>				
<b>Criteria</b>	<b>Max Points</b>	<b>Eval 1 Score</b>	<b>Eval 2 Score</b>	<b>Average</b>
Pricing	50	50	50	50
History of Similar Work with: i. Texas Soil & Water Conservation Districts, ii. Texas Counties, iii. Texas Watershed Authorities	40	20	15	17.5
History of Similar Work with McLennan County	10	5	5	5
<b>Total</b>	<b>100</b>	<b>75</b>	<b>70</b>	<b>72.5</b>

<b>Moir</b>				
<b>Criteria</b>	<b>Max Points</b>	<b>Eval 1 Score</b>	<b>Eval 2 Score</b>	<b>Average</b>
Pricing	50	41	34	37.5
History of Similar Work with: i. Texas Soil & Water Conservation Districts, ii. Texas Counties, iii. Texas Watershed Authorities	40	40	40	40
History of Similar Work with McLennan County	10	10	10	10
<b>Total</b>	<b>100</b>	<b>91</b>	<b>84</b>	<b>87.5</b>

<b>Moore</b>				
<b>Criteria</b>	<b>Max Points</b>	<b>Eval 1 Score</b>	<b>Eval 2 Score</b>	<b>Average</b>
Pricing	50	42	36	39
History of Similar Work with: i. Texas Soil & Water Conservation Districts, ii. Texas Counties, iii. Texas Watershed Authorities	40	0	0	0
History of Similar Work with McLennan County	10	0	0	0
<b>Total</b>	<b>100</b>	<b>42</b>	<b>36</b>	<b>39</b>

J.A. "ANDY" HARWELL, County Clerk  
 McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
 Deputy

**ORDER APPROVING:**

**AUTHORIZATION OF RECOMMENDATIONS**

**RE: RFP 20-018: COW BAYOU WATERSHED FLOOD  
CONTROL STRUCTURE # 8 (TX 04093)**

On this the 30 day of June, 2020, came on for consideration the matter Authorization of Recommendations: Regarding RFP 20-018: Cow Bayou Watershed Flood Control Structure # 8 (TX 04093). After discussion, Judge Felton made a motion to approve and it was seconded by Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

-----

*Recommendation*

Date	Originating Department	Officiated By	Reference
06/30/20	Engineering	Ken Bass Zane Dunnam	RFP 20-018

**Background:**

RFP for Cow Bayou Watershed Flood Control Structure #8  
Bid First Advertised on June 4, 2020  
Prebid Meeting held on June 18, 2020  
Bids Due & Bid Opening on June 25, 2020  
Recommendation to Court on June 30, 2020

**Respondents:**

H.C.S Inc.  
Waco, TX 76705

Moir Watershed Services, LLC      submitted incomplete proposal  
Waxahachie, TX 75167

---

**Recommendation:**

We recommend that McLennan County **grant the award** for Cow Bayou Watershed Flood Control Structure #8 to **H.C.S Inc.**

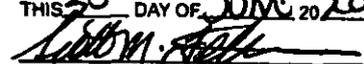
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**H.C.S. Inc. submitted the best evaluated proposal. See Accompanying Comparisons .**

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Reviewed By:  
Ken Bass  
Zane Dunnam



**RECOMMENDATION**  
APPROVED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 2020  
  
COUNTY JUDGE

Scoring Average for RFP 20-018

<b>HCS</b>				
<b>Criteria</b>	<b>Max Points</b>	<b>Eval 1 Score</b>	<b>Eval 2 Score</b>	<b>Average</b>
<b>Pricing</b>	50	50	50	50
<b>History of Similar Work with: i. Texas Soil &amp; Water Conservation Districts, ii. Texas Counties, iii. Texas Watershed Authorities</b>	40	20	15	17.5
<b>History of Similar Work with McLennan County</b>	10	5	5	5
<b>Total</b>	100	75	70	72.5

<b>Moir</b>				
<b>Criteria</b>	<b>Max Points</b>	<b>Eval 1 Score</b>	<b>Eval 2 Score</b>	<b>Average</b>
<b>Pricing</b>	50	0	0	0
<b>History of Similar Work with: i. Texas Soil &amp; Water Conservation Districts, ii. Texas Counties, iii. Texas Watershed Authorities</b>	40	40	40	40
<b>History of Similar Work with McLennan County</b>	10	10	10	10
<b>Total</b>	100	50	50	50

June, 2020

**Cow Bayou Site #8 NID ID No. TX 04093**

**Maintenance Proposal Form**

No.	Item	Description	Activity Code	Est. Qty.	Unit	HCS		MOIR	
						Cost/Unit	Total	Cost/Unit	Total
1	Clearing & Grubbing	Removal of woody brush or other undesirable vegetation from dam embankments, spillways, and plunge basins (Mechanical)	1.01B	12.5	Acre	1,500/acre	18,750	2,250/acre	28,125
2	Mowing & Shredding	Removal of woody brush or other undesirable vegetation from dam embankments, spillways, and plunge basins (Mowing or Shredding Only)	1.01C	12.5	Acre	90/acre	1,125	69.50/acre	868.75
3	Wave Action Repair	Repair of wave erosion requiring minor earthwork and establishment of vegetation (Includes the use of a dump truck)*	1.11B	30	Hour	300/hr	9,000	535.00/hr	16,050
4	Animal Trails	Repair of minor erosion from livestock and wildlife trailing on dam embankments or spillways (Includes the use of a dump truck)	1.12B	20	Hour	300/hr	6,000	535/hr	10,700
5	Fence Removal	Fence and/or gate removal for the purpose of installing new fencing and/or gate(s) to prevent grazing of desirable vegetation and/or surface disturbance of dam embankments, spillways, and plunge basins	1.04	5,255	Feet	2.00/ft	10,510	N/A	0
6	Fence Installation	Fence and/or gate installation to prevent the grazing of desirable vegetation and/or surface disturbance of dam embankments, spillways, and plunge basins	1.02	5,255	Feet	5.00/ft	26,275	N/A	0
7	Fence Gate	Gate installation to prevent the grazing of desirable vegetation and/or surface disturbance of dam embankments, spillways, and plunge basins	1.02A	3	Each	550/ea	1,650	N/A	0
8	Spillway Riser	Clearing debris from principal and auxiliary spillway inlets	1.07	1	Each	7,500/ea*	7,500	1,200/ea*	1,200
							<b>80,810</b>		<b>56,943.75</b>

Comparing items Proposed on

42,375

56,944

\* Addendum 2 include information on Valves and Catwalks

Note: Moir submitted incomplete Response

**Scoring Average for RFP 20-018**

<b>HCS</b>		
<b>Criteria</b>	<b>Points</b>	<b>Eval 1 Score</b>
<b>Pricing</b>	50	50
<b>History of Similar Work with: i. Texas Soil &amp; Water Conservation Districts, ii. Texas Counties, iii. Texas Watershed Authorities</b>	40	20
<b>History of Similar Work with McLennan County</b>	10	5
<b>Total</b>	100	75

<b>Moir</b>		
<b>Criteria</b>	<b>Points</b>	<b>Eval 1 Score</b>
<b>Pricing</b>	50	0
<b>History of Similar Work with: i. Texas Soil &amp; Water Conservation Districts, ii. Texas Counties, iii. Texas Watershed Authorities</b>	40	40
<b>History of Similar Work with McLennan County</b>	10	10
<b>Total</b>	100	50

Eval 2 Score	Average
50	50
15	17.5
5	5
70	72.5

Eval 2 Score	Average
0	0
40	40
10	10
50	50

June, 2020

**Cow Bayou Site #8 NID ID No. TX 04093**

**Maintenance Proposal Form**

No.	Item	Description	Activity Code	Est. Qty.	Unit
1	Clearing & Grubbing	Removal of woody brush or other undesirable vegetation from dam embankments, spillways, and plunge basins (Mechanical)	1.01B	12.5	Acre
2	Mowing & Shredding	Removal of woody brush or other undesirable vegetation from dam embankments, spillways, and plunge basins (Mowing or Shredding Only)	1.01C	12.5	Acre
3	Wave Action Repair	Repair of wave erosion requiring minor earthwork and establishment of vegetation (includes the use of a dump truck)*	1.11B	30	Hour
4	Animal Trails	Repair of minor erosion from livestock and wildlife trailing on dam embankments or spillways (includes the use of a dump truck)	1.12B	20	Hour
5	Fence Removal	Fence and/or gate removal for the purpose of installing new fencing and/or gate(s) to prevent grazing of desirable vegetation and/or surface disturbance of dam embankments, spillways, and plunge basins	1.04	5,255	Feet
6	Fence Installation	Fence and/or gate installation to prevent the grazing of desirable vegetation and/or surface disturbance of dam embankments, spillways, and plunge basins	1.02	5,255	Feet
7	Fence Gate	Gate installation to prevent the grazing of desirable vegetation and/or surface disturbance of dam embankments, spillways, and plunge basins	1.02A	3	Each
8	Spillway Riser	Clearing debris from principal and auxiliary spillway inlets	1.07	1	Each

Comparing items Proposed on

\*Addendum 2 include information on Valves and Catwalks

Note: Moir submitted incomplete Response

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myroletez Gowan-Perkins,  
Deputy

**INFORMATION ONLY:**

**ACTION RE: COMMISSIONERS COURTROOM  
EQUIPMENT UPGRADE FOR MANAGING  
REMOTE MEETINGS:**

**INFORMATION TECHNOLOGY**

On this the 20 day of June, 2020, came on for consideration the matter of Information Technology: Discussion and/or Action regarding Commissioners Courtroom Equipment Upgrade for Managing Remote Meetings. Information Technology Director, Ms. Lisa Fetsch, updated the Court regarding the Commissioners Courtroom Equipment Upgrade for Managing Remote Meetings.

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# Commissioner's Court PA System

## Issues and Potential Corrections

6/23/20

---

### Devices

Increased count of on premise devices could/or has affected the quality of the meeting.

- Despite the host system, running through the network hardline the meeting is still vulnerable to the weakest connection in the room.
- The inclusion of non-windows based wireless devices running on guest networks or congested enterprise Wi-Fi (due to streaming of video) could greatly affect the meeting quality.
  - This could affect video just as well as audio in certain cases
- Limited the number of devices allowed in the Court room could greatly improve our meeting quality

### Cameras and Audio

We have met again with Brazos Media to use the quote they provided us two weeks ago as a baseline.

- Ideally, we would like to future proof the space and configure the courtroom as a media presentation compliant room.
  - Fully equipped for live streaming
  - Static mounted HD cameras directed at the Judge, the Commissioner's and the Presenter table
  - Enhance audio processing through the new Digital Sound Processor
    - Audio presets for each speaker and participant
    - Auto-noise and feedback reduction technology
    - Isolated microphone channels
  - Wide angle enhanced speakers for the gooseneck microphones
  - Noise absorption wall paneling

### Systems

Managing the Zoom meeting through a single source computer running a broadcast software with an included video capture card could allow for greater performance and reliability.

- Potential single computer source
- All camera angles and feeds managed directly on the host device
- Presentation overlay capabilities
- Remote source capabilities
  - Allow for the translator to be remote and still incorporate their feed into YouTube
- Potential desk redesign
  - Integrated inlet monitors for viewing presentations and Zoom feed

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: **JUN 30 2020**

By Myrcetez Gowan-Perkins,  
Deputy



Audio/Visual Upgrade

# Commissioner's Court

# Existing Problems

- Continued audio degradation
  - Noise from room
  - Noise or failed audio from wireless mics and gooseneck mics
  - Lack of control or ability to set auto configuration levels for speakers
- Congested network traffic
  - Continued inclusion of locally connected wireless devices bring down the network
  - Zoom is only as good as the weakest connected device
- Lack of video on each participant
  - Complaints of not being able to see all commissioners
  - Cannot see presenters

# Audio Corrections

- Digital Sound Processor
  - Enhanced noise cancellation
  - Enhanced audio controls
  - Audio presets for individual persons
- Improved Microphone Speakers
  - Wider angle for internal speaker
  - Shorter gooseneck – 12" instead of 15"
- Dedicated Conference Call System
  - 10" touch display tied directly to the Digital Sound Processor

# Video Corrections

- Wall and ceiling mounted cameras
  - Direct video feed for Commissioner's and Judge
  - Camera directed to presenter table
  - Tied into IT host computer
    - Removes requirement for more devices in court
- Production Level Software
  - Picture in Picture
  - Presentation Management
  - Smoother transitions from setup, opening, recess, and executive session
  - Professional aesthetic

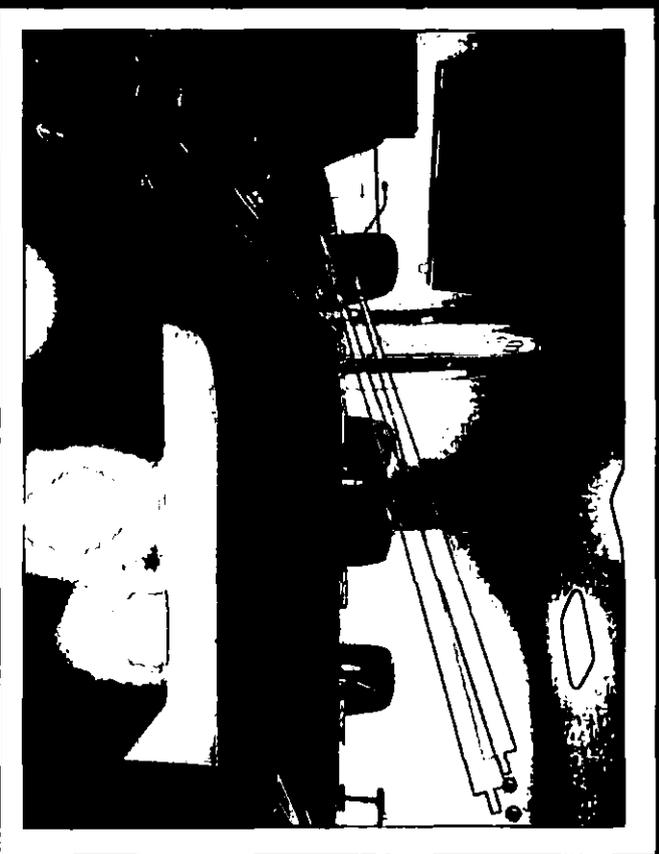
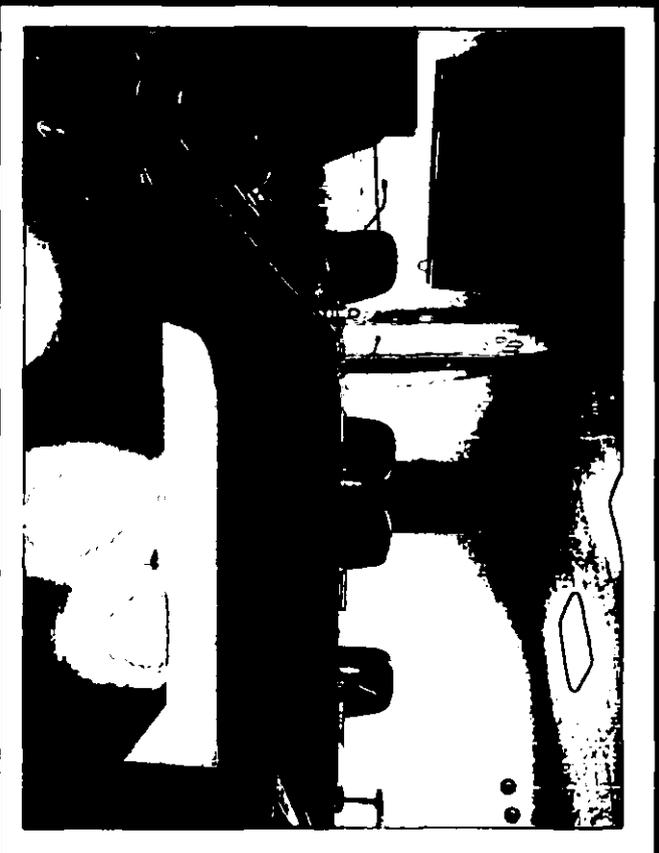
# Production Software

- OBS
  - Free
  - Easy use
  - Cannot include remote video feeds
    - Translator would need to be on premise
- Wirecast
  - \$800 plus \$300 annual support
  - Will allow for remote feeds
    - Translator would not need to be on premise
  - Current version is buggy
  - Beta release corrects issues
    - No official release date for version 13.2

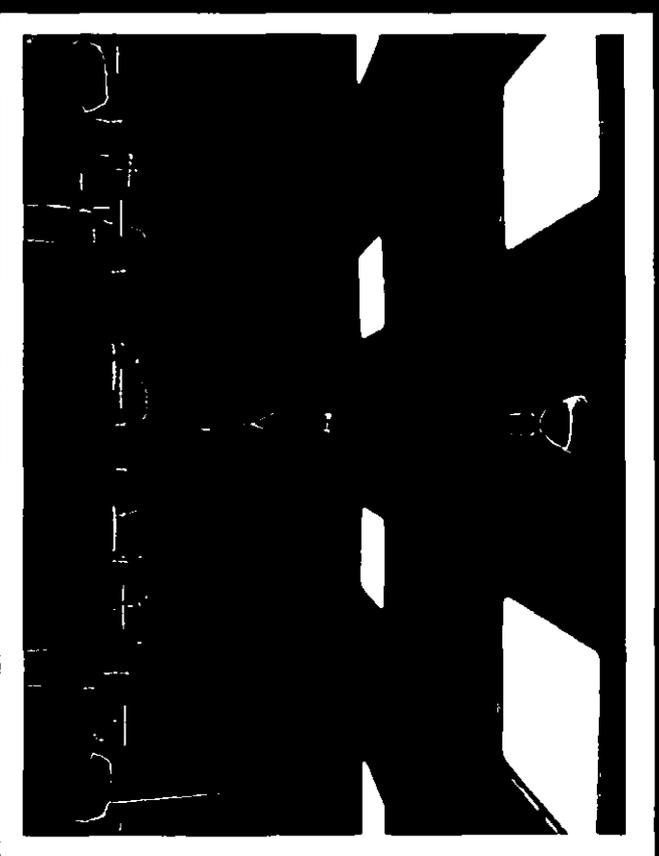
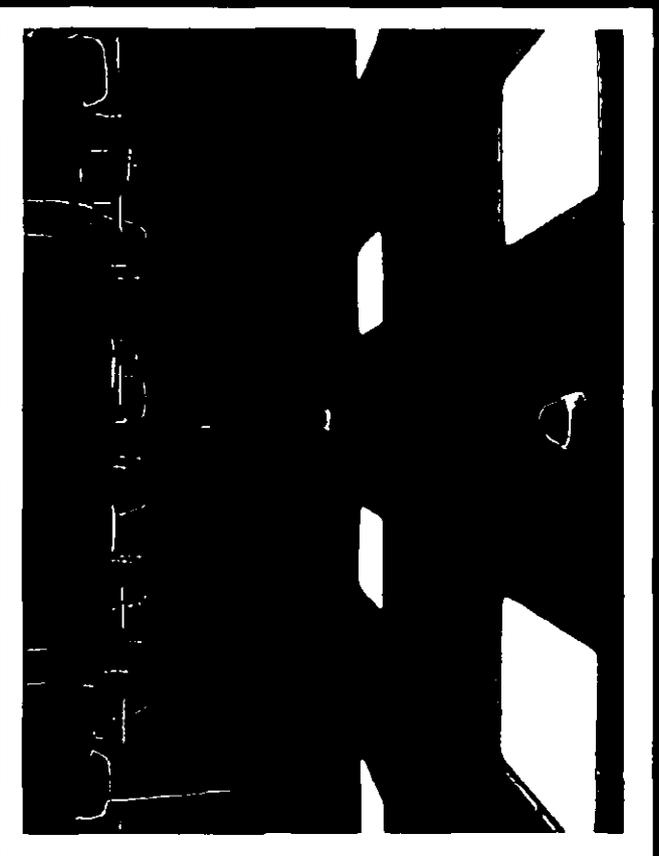
# Static Wall Mounted Cameras



# Static Wall Mounted Cameras, Cont.



# Static Ceiling Mounted Cameras



# Audio Corrections - Advanced

- Sound dampening padding
  - Lowers noise levels
  - Removes sound reverb

# Audio Corrections – Advanced Cont.



# Video Corrections - Advanced

- Desk inlet monitors with wall mounted cameras
  - Hard line connected to network
  - Allows commissioners to view presentations and Zoom feed with ease
- Modified furniture

# Video Corrections – Advanced Cont.



J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

**ORDER APPROVING:**

**AUTHORIZATION OF SMART PHONE REQUESTS (RE: JUSTICE  
OF THE PEACE, PRECINCT 1 PLACE 1 / JUSTICE OF THE  
PEACE, PRECINCT 1 PLACE 2)**

On this the 30 day of June, 2020, came on for consideration the matter of Authorization of Smart Phone Requests (re: Justice of the Peace, Precinct 1 Place 1 / Justice of the Peace, Precinct 1 Place 2). After discussion, Commissioner Perry made a motion to approve and it was seconded by Commissioner Miller. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

-----

# McLennan County Purchasing Department

214 North 5th Street Waco, Texas 76701-1302

**Ken Bass**

Director of Purchasing



June 30, 2020

Re: New Cell Phone Request for Justice of the Peace 1-1

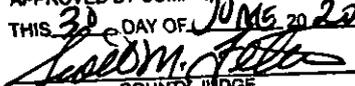
Commissioners Court:

Judge Hensley would like to change her county cell phone from a basic phone to a Smart Phone. Currently she is paying \$22.99 + taxes and fees monthly for basic phone service. The Smart Phone will be at no cost for the device and will have a monthly fee of \$39.99 + taxes and fees. Judge Hensley and Judge Peterson are switching to Google Calendar to coordinate courtroom schedules. An iPhone is needed for this application. Judge Hensley states she does have the funds in her budget to accommodate this expense.

We respectfully submit this information for your consideration.

Thank You,

Ken Bass

APPROVED BY COMMISSIONERS COURT  
THIS 30<sup>th</sup> DAY OF JUNE 2020  
  
COUNTY JUDGE

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

# McLennan County Purchasing Department

214 North 5th Street Waco, Texas 76701-1302

**Ken Bass**

Director of Purchasing



June 30, 2020

Re: New Cell Phone Request for Justice of the Peace 1-2

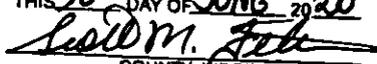
Commissioners Court:

Judge Peterson has requested a county cell phone. He would like an iPhone to assist him with his Justice of the Peace duties. He and Judge Hensley are switching to Google Calendar to coordinate courtroom schedules. An iPhone is needed for this application. There is no charge for the phone. The monthly service is \$39.99 + taxes and fees through Verizon Wireless. Judge Peterson states he does have the funds in his budget to accommodate this expense.

We respectfully submit this information for your consideration.

Thank You,

Ken Bass

APPROVED BY COMMISSIONERS COURT  
THIS 30 DAY OF JUNE 2020  
  
COUNTY JUDGE

BY: "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED JUN 30 2020

By Myrcetez Gowan-Perkins,  
Deputy

---

The Court went to the Supplemental Agenda.

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**SUPPLEMENTAL AGENDA: JUNE 30, 2020**

**A. Proof of posting of notice** in accordance with the provisions of Chapter 551.041, Government Code, as amended, known as the Open Meetings Act

**B. Budget, Budget Amendments/Transfers/Changes, Additional Revenue Certifications, Expenditure Requests**

**1. Regarding FY 20 Budget:**

a) Justice of the Peace, Precinct 3

**Approved**  
*(See after*  
*Item G. 3.)*

**CD-568, 2:24**

---

**ORDER APPROVING FY 20 BUDGET AMENDMENT:**

**JUSTICE OF THE PEACE, PRECINCT 3:**

On this the 30 day of June, 2020, came on for consideration the matter Regarding the FY 20 Budget: Justice of the Peace, Precinct 3. After discussion, Judge Felton made a motion to approve and it was seconded by Commissioner Miller. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Miller, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said FY 2020 Budget Amendment be, and the same is hereby, approved by unanimous vote.

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## BUDGET AMENDMENT REQUEST

McLennan County Commissioners Court  
 McLennan County Courthouse  
 Waco, Texas 76701

**Re: Budget Amendment for: Fund 130 (Justice Court Building Security Fund)**

I hereby request the following budget amendment for the fiscal year ending 09/30/20:

### REQUESTED INCREASE(s)

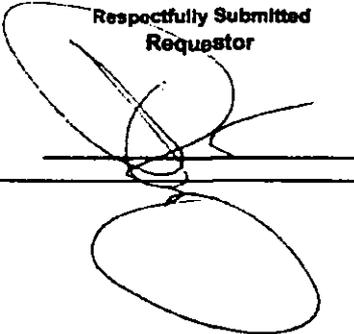
Fund	Function	Sub-Func	Dept #	Dept Name	Object (Acct#)	Account Description	Current Budget	Requested Increase	Amended Budget
130	15	27	1631	JP 3	601111	Other Services and Charges	1	9,600	9,601
							-	-	-
							-	-	-
							-	-	-
							-	-	-
						Total Increases		9,600	

### REQUESTED DECREASE(s)

Fund	Function	Sub-Func	Dept #	Dept Name	Object (Acct#)	Account Description	Current Budget	Requested Decrease	Amended Budget
130	10	05	0190	Co Wide	999999	Contingencies	20,309	9,600	10,709
							-	-	-
							-	-	-
							-	-	-
							-	-	-
						Total Decreases		9,600	

**BUDGET AMENDMENT JUSTIFICATION:**

This budget amendment is requested by Justice of the Peace Pct 3 for an on site security guard to maintain traffic when courts reopen (see attached).

<p style="text-align: center;">Respectfully Submitted Requestor</p> 	<p style="text-align: center;">Approved as to form County Auditor</p> 	<p style="text-align: center;">Approved by Commissioners Court County Judge</p> 
---	---	---

6/30/20



**BID PROPOSAL**  
(On-Site Security)

May 29, 2020

To: City of West

Attn: Laura Paviclek  
David Pareya

Subject: **Proposal for On-Site Security**

Security can be provided at a rate of **(\$)**20.00 per hour per guard plus applicable sales tax of .0825. Paladin will provide security services from 10:00AM-4:00PM (5) days a week at

While on duty at the Protected Property, each guard furnished by Paladin shall be completely outfitted with a uniform. No guard shall be furnished with any "handgun" as that term is defined in 46.01(5) of the Penal Code, unless that guard has been issued a current and valid Security Officer Commission by the Texas Board of Private Investigators and Private Security.

The guard protection services provided for by any agreement shall be performed by licensed, qualified, and efficient employees in strict accordance with the recognized practices and with the standards and special instructions by the Client.

All uniformed guards furnished by Paladin, will be employees of Paladin, and will at all times be subject to the direct supervision and control of Paladin. Paladin will have the sole responsibility of paying the salaries, taxes and other expenses relating to each such employee.

**Paladin** represents and warrants as follows:

It has been issued a Class C License No.C11637 by the Texas Board of Private Investigators and Private Security Program.

The issued license is current and has not been terminated.

All pre-requisites to the issuance of the license or necessary to maintain it has been completed.

Paladin shall comply with all applicable statutes, ordinances, and regulations in performing the services required of any agreement.

Paladin Investigations & Security, LLC

Billy Kevil

Paladin Investigation & Security, LLC  
PO Box 24066  
Waco, TX 76702

paladininv@yahoo.com  
Office: 254-714-1466  
Fax: 254-714-0044

J.A. "ANDY" HARWELL, County Clerk  
McLennan County, Texas

FILED: **JUN 30 2020**

By Myroctez Gowan-Perkins,  
Deputy

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The Court went to the Emergency Supplemental Agenda.

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**EMERGENCY SUPPLEMENTAL AGENDA: JUNE 30, 2020**

**A. Proof of posting of notice** in accordance with the provisions of Chapter 551.041, Government Code, as amended, known as the Open Meetings Act

**B. Statement Identifying Nature / Cause of Emergency Situation that Requires Posting of This Emergency Agenda**

1. The emergent need to take further action regarding the pending state, local and national state of disaster created by COVID-19, the Governor's most recent Executive Orders, the need for uniformity in the regulations applicable to the public, and based on continuously evolving information being received, the need to address items relating to COVID-19 expeditiously and at a meeting where due consideration and discussion can be allowed due to the absence of additional agenda items, and the continuously changing scope of items to be addressed. This emergency meeting is authorized by Governor Abbott's proclamation suspending portions of the Texas Open Meetings Act for purposes of addressing COVID-19 matters

**Approved**  
*(See Beginning of Meeting)*

**C. Consideration of, and/or Action on, the Following Emergency Item:**

1. Discussion and/or Action on Resolution Making Recommendations regarding Face Coverings and Other Preventative Measures with Regard to COVID -19 in Lieu of Mandating Businesses to Enforce
2. Discussion and Action on An Order Declaring and Extending a State of Disaster and Public Health Emergency for and in McLennan County Texas through July 28, 2020
3. Discussion and action on Addendum to Agreement with CorrHealth, LLC for Medical Services at the Jail Facilities for CorrHealth to Provide or Cause to be Provided Temporary Nursing Staff to Assist at the Jail Facilities

**Pulled—No Action Taken**  
*(See End of Meeting)*

**Approved**  
*(See Beginning of Meeting)*

**Approved**

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The Court went to the Emergency Supplemental Agenda Item C. 1. Discussion and/or Action on Resolution Making Recommendations regarding Face Coverings and Other Preventative Measures with Regard to COVID -19 in Lieu of Mandating Businesses to Enforce.

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**PULLED AND NO ACTION TAKEN:**

**ACTION ON RESOLUTION MAKING RECOMMENDATIONS RE: FACE COVERINGS AND OTHER PREVENTATIVE MEASURES WITH REGARD TO COVID -19 IN LIEU OF MANDATING BUSINESSES TO ENFORCE**

On this the 30 day of June, 2020, came on for consideration the matter of Discussion and/or Action on Resolution Making Recommendations regarding Face Coverings and Other Preventative Measures with Regard to COVID -19 in Lieu of Mandating Businesses to Enforce. Judge Felton directed the Clerk to show Item as Pulled and No Action Taken.

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**ORDER ADJOURNING SPECIAL SESSION**

On this the 30 day of June, 2020, at 2:24 o'clock p.m. Judge Felton announced that the meeting of June 30, 2020 is adjourned.

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**ITEMS DEFERRED, AGENDA, JUNE 30, 2020**

On this the 30 day of June, 2020, upon motion made, seconded and duly passed by unanimous or majority vote, it is ordered by the Court that the following Items on the Agenda for June 30, 2020, be, and the same are hereby, deferred:

**F. Human Resources and Salary Matters:**

1. Consideration and/or Action on Departmental and Department Head Incentive Pay Requests
3. Justice of the Peace, Precinct 3
4. Justice of the Peace, Precinct 1 Place 1

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**APPROVAL OF MINUTES**

The above and foregoing minutes having been read in open Court and found to be correct, the same are hereby, approved this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
**Kelly Snell,  
Commissioner Precinct 1**

\_\_\_\_\_  
**Patricia Chisolm-Miller,  
Commissioner Precinct 2**

\_\_\_\_\_  
**Will Jones,  
Commissioner Precinct 3**

\_\_\_\_\_  
**Ben Perry,  
Commissioner Precinct 4**

\_\_\_\_\_  
**Scott M. Felton,  
County Judge**

**ATTEST: J. A. "Andy" Harwell,  
McLennan County Clerk**

By \_\_\_\_\_ **Deputy County Clerk**  
**Myrce'tez Gowan-Perkins**