

**The Region 4 ESC Board of Directors' Regular Meeting Minutes**  
**December 15, 2021**  
**Region 4 Education Service Center**  
**7145 West Tidwell Road**  
**Houston, Texas 77092**

The Region 4 Education Service Center (Region 4) Board of Directors met in a Regular meeting on December 15, 2021, at 11:00 a.m. at Region 4 Education Service Center. The following Board Members were in attendance: Mrs. Linda Tinnerman, Dr. Hugh Hayes, Mrs. Carmen Moreno, Mr. Andy Reyes, and Mrs. LaVerie Wise. Mrs. Scotty Bass, Ms. Lalla Morris, and Mr. Victor White were absent.

Staff members in attendance included: Dr. Pam Wells, Dr. Kelly Ingram, Dr. Robby McGowen, Mr. Robert Zingelmann, and Ms. Kristi Hernandez.

Kate Mejia served as recording secretary.

**1. General Items**

- A. The meeting was called to order at 11:00 a.m. by Mrs. Carmen Moreno, Vice-chair.
- B. The invocation was led by Dr. Hugh Hayes. The pledges of allegiance were led by Mr. Andy Reyes.
- C. There were no comments from the public.
- D. Dr. Wells shared that Region 4 Instructional Services had an exciting first quarter in the new fiscal year and continues to provide face-to-face, virtual, hybrid, and on-demand professional development services as requested by our districts and charter schools. Most recently, our Region 4 Dyslexia Conference was held virtually with 1,292 participants attending (up from 955 participants attending this conference last year.) We are seeing a particular increase in requests for our in-depth, multiple day customized contracted services on-site and technical assistance as compared to last year. Dr. Wells also shared that through a collaboration between Region 4 Business and Operations Solutions Department, Lone Star College, and The Texas Workforce Commission, we are in the process of developing the Comprehensive School Bus Driver Training Program which will enable our districts to provide CDL Certification training to individuals that have an interest in pursuing a career in bus driving. Lastly, Dr. Wells shared that Region 4 partnered with Randalls Pharmacy to provide the COVID-19 vaccine and booster to Region 4 employees and their family members at no cost in November and December. Forty-three (43) vaccinations were given in November and twenty-four (24) in December for a total of sixty-seven (67) vaccinations provided.
- E. Mr. Greg Peterson, Weaver and Tidwell, L.L.P., presented the special recognition for Certificate of Achievement for Excellence in Financial Reporting from the GFOA and the Certificate of Excellence in Financial Reporting from the ASBO. This is the 27th consecutive year Region 4 ESC has earned a financial reporting

award from the Government Finance Officers Association (GFOA) of the United States and Canada and the Association of School Business Officials (ASBO) International for the Comprehensive Annual Financial Report (CAFR).

## 2. Reports/Information Items

- A. Dr. Robby McGowen shared the report on personnel matters, including employment, retirement, and termination of full-time or part-time employees.
- B. Dr. Robby McGowen presented the report on Region 4 Educator Certification interlocal agreements.
- C. Mr. Robert Zingelmann shared the report on public agencies utilizing National IPA/Region 4 Education Service Center (ESC) contracts.

## 3. Consent Agenda

Mrs. Carmen Moreno recommended that Items 3A-1, 3B-1, and 3B-2 be presented, reviewed, and handled in one motion, one second, and one vote.

- A. Administration
  - 3A-1 Approval of the minutes of the Regular Meeting on October 26, 2021.
- B. Business Office
  - 3B-1 Approval of budget amendments.
  - 3B-2 Approval of Fiscal Year 2020-2021 Financial Status Recap Report as of November 30, 2021, and Investment Portfolios as of October 31, 2021 and November 30, 2021.
- C. National Intergovernmental Purchasing Alliance Company (National IPA)

A motion was made by Dr. Hugh Hayes and seconded by Mrs. LaVerie Wise to approve all consent agenda items as presented. The motion carried unanimously.

## 4. Action Items

- A. Administration
  - 4A-1 A motion was made by Mrs. LaVerie Wise and seconded by Dr. Hugh Hayes to approve the Board of Directors' Election Order and Notice for the March 1, 2022 to April 5, 2022 election for Place 1 and Place 2 as submitted. Dr. Pam Wells presented information regarding the approval of Board of Directors' Election Order and Notice for the March 1, 2022 to April 5, 2022 election for Place 1 and Place 2. The motion carried unanimously.
  - 4A-2 A motion was made by Dr. Hugh Hayes and seconded by Mr. Andy Reyes to authorize the Executive Director or designee to execute the purchase of Zoom licenses from TETN/Region 13 ESC for a price not to exceed \$300,000. Dr. Robby McGowen presented information regarding the Approval to authorize Executive Director or designee to execute the purchase of Zoom licenses from Texas Education Telecommunications Network (TETN)/Region 13 ESC. The motion carried unanimously.
  - 4A-3 A motion was made by Mrs. Linda Tinnerman and seconded by Mrs. LaVerie Wise to approve the expansion of the Region 4 Regional Day

School Program for the Deaf (RDSPD); execute the revised Region 4 RDSPD Shared Services Arrangement Agreement with Houston ISD, Pasadena ISD, Deer Park ISD, Klein ISD, and Bloom Academy Charter School as presented and authorize the Executive Director or designee to enter into Interlocal Agreements with additional LEAs as presented. Dr. Kelly Ingram presented information on the approval of the revision of the Region 4 Regional Day School Program for the Deaf (RDSPD) Shared Services Arrangement Agreement. The motion carried unanimously.

**B. Business**

4B-1 [This item was moved to follow 1E]

Mrs. Carmen Moreno asked Board Members' agreement to move this agenda item to coincide with 1E-Special Recognition.

A motion was made by Dr. Hugh Hayes and seconded by Mr. Andy Reyes to approve the Annual Comprehensive Financial Report (ACFR) for the year ending August 31, 2021, as presented. Mr. Robert Zingelmann and Mr. Greg Peterson, Weaver and Tidwell, L.L.P., presented information regarding the approval of Annual Comprehensive Financial Report (ACFR) for the year ending August 31, 2021. The motion carried unanimously.

4B-2 A motion was made by Mrs. LaVerie Wise and seconded by Dr. Hugh Hayes to approve the Resolution to designate Investment Officers and Lone Star/TexPool Authorized Representatives as presented. Mr. Robert Zingelmann presented information regarding the approval of Board Resolution to designate Investment Officers and Lone Star/TexPool Authorized Representatives. The motion carried unanimously.

4B-3 A motion was made by Dr. Hugh Hayes and seconded by Mrs. Linda Tinnerman to approve a contract for the estimated amount of \$407,100 for contracted security services as presented. Mr. Robert Zingelmann presented information regarding the approval of contract award for contracted security services. The motion carried unanimously.

**C. National Intergovernmental Purchasing Alliance Company (National IPA)**

4C-1 A motion was made by Mrs. LaVerie Wise and seconded by Mrs. Linda Tinnerman to approve a three (3) year contract with the option of two (2) one-year renewals for travel management, travel expense management and related services as presented. Mr. Robert Zingelmann reviewed information regarding the contract award for travel management, travel expense management and related services. Administration recommended contract award to Chrome River Technologies, Inc., part of the Emburse Group, for itself and on behalf of its Affiliates ("Emburse") and West Enterprises Inc., DBA Uniglobe Travel Designers. The motion carried unanimously.

5. Closed Session

It was determined a Closed Session was not needed.

6. Adjournment

There being no further business, a motion was made by Mrs. Linda Tinnerman and seconded by Mr. Andy Reyes to adjourn the meeting. Mrs. Carmen Moreno adjourned the meeting at 11:47 a.m.

  
Chair

  
Secretary