

**REGIONAL PUBLIC DEFENDER OFFICE
LOCAL GOVERNMENT CORPORATION
BOARD OF DIRECTORS MEETING**

MEETING MINUTES

DATE: September 2, 2020
TIME: 6:00 p.m. CDT
PLACE: Zoom Conference
STREAM: <https://youtu.be/QFJps1uqz5M>

1. Meeting was called to order at 6:05p.m., by Bill Cox who welcomed and thanked the members for attending.
2. Geoff Burkhart introduced new Board Member Judge Lori Livingston.
3. Roll was taken. The following members were present: William Cox, Andrea Marsh, Hon. Judge Dean Rucker, Hon. Judge Lora Livingston, Hon. Judge Curtis Parrish, David Slayton, Geoff Burkhart, Bill McCay, Rick Wardroup, Abner Burnet, Dan Hurley
Quorum met; Staff present were Edward Ray Keith, Jr, Keri L. Mallon, Elaine Nauert, Amy Sharb
4. Bill Cox also recognized Bill McCay for his work with the R.P.D.O. over the years and his long support for the organization.
5. Chief Financial Officer Amy Sharb presented on budget income and expenditures for the 2nd quarter and presented the budget flow process along with the budgetary COVID-19 impact
6. Ray Keith and Jim Allison presented Bylaws; Upon a motion by Bill Cox and seconded by Bill McCay, the Board unanimously voted to accepted approve the Bylaws.
 - a. Corporate Secretary – No action taken.
 - b. Start Date – January 1, 2021; Upon a Motion made by Judge Curtis Parrish, seconded by Andrea Marsh, the board unanimously voted to approve the operational start date of January 1, 2021.
 - c. Upon a motion by Judge Curtis Parrish and seconded by Bill McCay the board unanimously voted to observe public comment policy contained in bylaws 3.04.
 - d. Ray Keith presented the Open Meetings Act requirements for the Board.
 - e. Upon a Motion by Geoff Burkhard and seconded by Judge Dean Rucker the Board unanimously voted to accept the job description for Chief Public Defender.
 - f. Upon a motion by Bill McCay and seconded by Judge Curtis Parrish to the Board voted by appoint Ray Keith as Chief Public Defender by

acclimation. Upon a motion to clarify by Judge Lori Livingston and seconded by David Slayton, the Board unanimously voted for Ray Keith's employment to be effective on January 1, 2021.

- g. Upon a motion by David Slayton and seconded Judge Dean Rucker, the Board unanimously voted to approve the System Administrator job description.
- h. Upon a motion by David Slayton and seconded by Judge Dean Rucker, the board unanimously appointed Ray Keith and Elaine Nauert as designees or authorized agents of for specific actions of the board to effectuate and implement board decisions.
- i. Ray Keith presented information regarding the Underwood Firm. Upon a motion form Judge Curtis Parrish and seconded by Bill McCay, the board unanimously voted to authorize Ray Keith to enter negotiations with the Underwood firm with confidential discussions.
- j. No action taken.
- k. No action taken.
- l. Ray Keith presented Health Insurance benefits. Kathy Davenport with TAC presented information. Upon a motion by Judge Dean Rucker and seconded by David Slayton, the board unanimously voted to approve Health Insurance Plan 1300NG.
 - i. Board selects Plan 1300 NG w/ Rx Option 3A NG health plan for employees and authorizes the Chief Public Defender and/or designee(s) to take necessary action to provide this coverage option
 - ii. Board approve the Dental Coverage quote provided at the current employee matching levels and authorizes the Chief Public Defender and/or designee(s) to take necessary action to provide this coverage option
 - iii. Board approve the Vision Coverage quote and authorizes the Chief Public Defender and/or designee(s) to take necessary action to provide this coverage option
 - iv. Board approve the Life/AD&D coverage proposal. Board approve providing the same Basic Life and AD&D coverage amounts (\$40,000/\$40,000) currently provided to employees by Lubbock County
- m. No action taken.
- n. No action taken.
- o. Ray Keith presented information regarding T.C.D.R.S. benefits. Kristina Fox with T.C.D.R.S. presented information. Upon a motion by

David Slayton and seconded by Bill McCay, the Board adopted recommendations 1 and 2 to make application to T.C.D.R.S. and apply for plan.

- i. Board authorize the Chief Public Defender or designee(s) to make formal application to T.C.D.R.S., for participation in their retirement program on terms that match the existing retirement plan provided to employees from Lubbock County through T.C.D.R.S.
- ii. If T.C.D.R.S. approves eligibility following application, authorize the Chief Public Defender or designee(s) to take necessary action to facilitate enrollment and retirement plan start on January 1, 2021.

- p. No action taken.
- q. No action taken.
- r. No action taken.
- s. No action taken.
- t. No action taken.

- 7. At request of the Board this matter was deferred to a later meeting.
- 8. No action taken.
- 9. There was no new business.
- 10. Upon a motion by David Slayton and seconded by Geoff Burkhart the board voted to adjourn the meeting at 8:45 p.m.