

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

**MEETING MINUTES**

**DATE:** September 15, 2020  
**TIME:** 5:00 p.m. CDT  
**PLACE:** Zoom Conference  
**STREAM:** <https://youtu.be/jx4qGANh1cU>

1. The meeting was called to order at 5:06 p.m. by William Cox
2. Attendance of members – *Elaine Nauert*
  - a. The following members were present: William Cox, Andrea Marsh, Judge Dean Rucker, Judge Lora Livingston, Judge Curtis Parrish, Geoff Burkhart, Commissioner Bill McCay, Commissioner Chuck Statler, Rick Wardroup, Dan Hurley Quorum met.  
  
Staff present were Edward Ray Keith, Jr, Keri L. Mallon, Elaine Nauert, Amy Sharb
3. Opening remarks made by William Cox
4. Upon a motion by Curtis Parrish and a second by Dan Hurley, the Board unanimously voted to accept approving the minutes from the September 2, 2020 meeting with the correction to the spelling of Geoff Burkart’s name in item number 6.
5. RPDO Business Items
  - a. Corporate Counsel.  
Ray Keith presented the fee agreement for the Underwood Law firm. Upon a motion by Judge Lora Livingston and a second by Andrea Marsh, the board unanimously voted to hire Matt Wade and the Underwood Law Firm at an hourly rate. Upon a motion by Geoff Burkhart and a second by Judge Livingston the board unanimously voted for Ray Keith to sign contract with the Underwood Law Firm.
  - b. Corporate Officers.  
Upon a motion by Geoff Burkhart and a second by Judge Livingston, the Board unanimously voted to appoint the following Corporate Officers:
    - i. Chair: Bill Cox
    - ii. Vice: Bill McCayUpon a motion by Judge Livingston and a second by Bill Cox, the board unanimously voted to appoint Geoff Burkhart as Corporate Secretary.

Upon a motion by Bill Cox and a second by Rick Wardroup, the board unanimously voted to appoint Andrea Marsh as the Corporate Treasurer.

c. Employer Identification Number

- i. Board skips item to revisit later. Revisited after health care benefits discussion.

Upon a by Judge Lora Livingston and a second by Judge Dean Rucker, the Board unanimously voted to allow Andrea to sign as Treasurer.

b. Health Insurance

- i. Ray Keith and Kathy Davenport with TAC presented on information on health care benefits. Upon a motion by Judge Lora Livingston and seconded by Judge Dean Rucker, the Board unanimously votes to proceed with 100% employee coverage and 50% employee family member contribution from RPDO for health insurance and dental insurance for year one.
- ii. Upon a motion by Dan Hurley and a second by Bill McCay the Board unanimously votes to allow Ray Keith to serve as RPDO's agent for health plan and dental plan applications with TAC.
- iii. Kathy Davenport presented two (2) options for COBRA: self-administered or BlueCross administered at \$150 per COBRA. Upon a motion from Judge Lora Livingston and seconded by Judge Dean Rucker the Board unanimously voted for self-administered Cobra Plan.
- iv. Kathy Davenport presented on retired attorneys pre- and post-age 65 health benefits. Upon a motion by Bill McCay and seconded by Dan Hurley , the Board unanimously voted for both pre-65 and post 65 to retain health care benefits at the employee's cost.
- v. Kathy Davenport presented on Affordable Care Act reporting by TAC. Upon a motion by Commissioner Bill McCay and seconded by Rick Wardroup, the Board unanimously voted to enroll in service and allow Ray Keith to sign paperwork for Affordable Care Act Reporting.
- vi. Upon a motion by Chuck Statler and seconded by Bill McCay, the Board voted unanimously in favor.
- vii. Upon a motion by Chuck Statler and seconded by Bill McCay, the Board unanimously votes to give Ray Keith the ability to execute the orders to effectuate the forms for COBRA.

c. Procurement Rules

- i. Matt Wade presented on procurement guidelines.
- ii. Upon a motion by Commissioner Bill McCay and seconded by Judge Lora Livingston, the Board unanimously voted for Ray Keith to speak with counsel regarding Texas Purchasing Act and bring back recommendations to the Board.

d. Banking

- i. Matt Wade presented information on obtaining RFP. No vote.

e. Liability insurance

- i. Upon a motion by Commissioner Bill McCay and seconded by Dan Hurley to authorize Ray to speak to counsel regarding liability and bring recommendations to board at next meeting.
  - f. Worker's Compensation Insurance
    - i. No vote.
  - g. Next meeting = Tuesday, September 29<sup>th</sup> at 5pm.
- 7. New business
  - a. Discussion of possibly transferring startup funds from Lubbock County to RPDO Inc.
- 8. Adjournment
  - a. Upon a motion by Bill McCay and seconded by Judge Lora Livingston, the meeting was adjourned at 7 p.m.