



association of central oklahoma governments

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Kathy McMillan
Moore Councilmember

Secretary/Treasurer Elizabeth Waner
Edmond Councilmember

Executive Director
John G. Johnson

AGENDA

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (ACOG) BOARD OF DIRECTORS

Thursday, January 26, 2012

ACOG Board Room - 1:45 p.m.
(or immediately following the ITPC meeting)

- I. CALL TO ORDER - INTRODUCTION OF GUESTS ([ATTACHMENT I](#))
- II. APPROVAL OF MINUTES – REGULAR MEETING DECEMBER 15, 2011 ([ATTACHMENT II](#))
- III. COMMUNICATIONS
 - A. CHAIRMAN'S REPORT
 - B. DIRECTOR'S REPORT
- IV. HEARING OF DELEGATIONS OR CITIZENS
- V. CONSENT DOCKET

INFORMATION: This item is placed on the agenda so that the Board of Directors, by unanimous consent, may designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with the approval of all Board Members, that item will be heard in regular order. Staff recommends that Items A through G in Section V be placed on the Consent Docket.

ACTION REQUESTED: Motion to place Items V-A through V-G on the Consent Docket and approve or acknowledge those items, subject to any conditions included in that item.

A. FINANCE REPORT – JANUARY CLAIMS ([ATTACHMENT V-A](#))

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$123,801.86. These claims have been found in order by staff and proper as to form and are recommended for payment. A copy of the Claims List is included in the agenda packet.

ACTION REQUESTED: Motion to accept the finance report and approve payment of the January claims against the Association.

B. REGIONAL CLEARINGHOUSE REVIEW AND COMMENT REPORT – CURRENTLY UNDER REVIEW

INFORMATION: There were no Clearinghouse letters issued this month.

ACTION REQUESTED: None. For information only.

INTERMODAL TRANSPORTATION POLICY COMMITTEE REPORT

The attachments for Items under V-C and V-D are included in the [ITPC Agenda](#):

<http://www.acogok.org/Newsroom/Downloads12/jan12itpc.pdf>

C. **ITPC** CONSENT DOCKET ITEMS:

1. FY 2013 UNIFIED PLANNING WORK PROGRAM (UPWP) SUBCOMMITTEE SCHEDULE

ACTION REQUESTED: None. For information only.

2. PREPARATION OF CY 2011 NETWORK MONITORING REPORT

ACTION REQUESTED: None. For information only.

3. 2012 OKLAHOMA RECREATIONAL TRAILS PROGRAM – APPLICATIONS DUE JANUARY 31, 2012

ACTION REQUESTED: None. For information only.

4. STATUS OF SURFACE TRANSPORTATION PROGRAM URBANIZED AREA (STP-UZA) PROJECTS IN THE OCARTS TRANSPORTATION MANAGEMENT AREA (TMA)

ACTION REQUESTED: None. For information only.

5. FY 2011 & FY 2012 UNIFIED PLANNING WORK PROGRAM (UPWP) REPORTS

ACTION REQUESTED: None. For information only.

D. **ITPC** ITEMS (REQUIRED INDIVIDUAL ACTION AND/OR DISCUSSION DURING ITPC MEETING)

1. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENT TO THE FFY 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) BY ODOT

ACTION REQUESTED: Motion to endorse amendment of the FFY 2012 element of the FFY 2011-2014 OCARTS Area TIP to include utility adjustment at the SH-4 (Mustang Road) north and south bound bridges over I-40, as requested by ODOT.

2. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENT TO THE FFY 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM BY THE OKLAHOMA CITY DEPARTMENT OF AIRPORTS

ACTION REQUESTED: Motion to endorse amendment of the FFY 2012 element of the FFY 2011-2014 OCARTS Area TIP to include airfield improvements at Clarence E. Page Airport, as requested by the Oklahoma City Department of Airports.

3. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENT TO THE FFY 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) BY THE CITY OF NICHOLS HILLS

ACTION REQUESTED: Motion to endorse amendment of the FFY 2012 element of the FFY 2011-2014 OCARTS Area TIP to include a pedestrian trail and share-the-road signage along NW Grand Boulevard between Greystone Avenue and Nichols Road, as requested by the City of Nichols Hills.

4. STP-UZA PROJECT RECOMMENDATIONS FOR THE FFY 2013-2016 OCARTS AREA TRANSPORTATION IMPROVEMENT PROGRAM

ACTION REQUESTED: Motion to endorse inclusion of the STP-UZA projects in the Preliminary FFY 2013-2016 OCARTS Area Transportation Improvement Program for public review and comment.

5. OKLAHOMA CITY INTELLIGENT TRANSPORTATION SYSTEMS (ITS) PRESENTATION

ACTION REQUESTED: None. For information only.

This concludes the Intermodal Transportation Policy Committee Report.

E. COLLABORATIVE TRAINING CONTRACT

INFORMATION: For several years ACOG has participated in the SGR collaborative Training agreement along with several other cities from the region. This group purchase allows ACOG staff unlimited access to 36 continuing education courses targeted at local government. ACOG's portion of the costs for calendar year 2012 is expected to be \$1,096.47.

Action Requested: Motion to authorize the ACOG Executive Director to negotiate and execute a contract with Strategic Government Resources (SGR) for staff training services.

F. REPLACEMENT OF OFFICE EQUIPMENT

INFORMATION: The postage meter for ACOG's mailing system will be decertified at the end of March making the system unworkable. Staff is requesting the Association purchase a base for a new mailing system and rent the postage meter that is compatible with the base.

ACTION REQUESTED: Motion to authorize the ACOG Executive Director to negotiate and secure the replacement of the old mailing system with a smaller, more efficient system from General Mailing Equipment.

G. DISPOSAL OF SURPLUS ITEMS

INFORMATION: On Monday, January 30, 2012 at 12 noon, the Association will conduct a sale of surplus miscellaneous framed pictures if authorized by the Board.

Action Requested: Motion to approve the sale of surplus miscellaneous framed pictures and to authorize a January 30, 2012 surplus sale and disposition of those numbered items.

This concludes the ACOG Board of Directors' Consent Docket Items.

VI. ITEMS REQUIRING INDIVIDUAL ACTION AND/OR DISCUSSION:

- A. CONSIDER EXECUTION OF “LEADERSHIP SUCCESSION PLAN” BY ACOG EXECUTIVE DIRECTOR AND BOARD OFFICERS ([ATTACHMENT VI-A](#))

INFORMATION: To ensure business continuity, it is a best practice, and in ACOG’s best interest, to have in place an emergency succession plan to cover the sudden and/or unexpected absence of its Executive Director. The proposed plan identifies key leadership functions performed by the Executive Director and provides a procedure to be implemented should the Executive Director be unable to carry out those functions. The goal of this Leadership Succession Plan is to establish the most harmonious and least disruptive transition possible should a transfer of leadership be required. It provides for annual review, and consideration and approval of any needed changes or revisions.

ACTION REQUESTED: Motion to approve and adopt the Leadership Succession Plan as a business policy, and authorize the ACOG Executive Director, Chairperson and Secretary/Treasurer of the ACOG Board of Directors to execute the Plan on behalf of the Association of Central Oklahoma Governments.

- B. STATE LEGISLATIVE ISSUES

INFORMATION: At the ACOG Board of Directors meeting, there will be discussion about the legislative session and potential issues. There will also be a handout with a list of deadlines for the 2012 Oklahoma Legislature.

ACTION REQUESTED: None. For information only.

VII. NEW BUSINESS

VIII. ADJOURN

February ACOG BOD Meeting: 1:45 p.m. Thursday, February 23, 2012

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS
as of January 19, 2012

OFFICERS

| | | |
|----------------------|---------------------|-----------------|
| HON. WILLA JOHNSON | CHAIR | OKLAHOMA COUNTY |
| HON. KATHY MCMILLAN | VICE-CHAIR | MOORE |
| HON. ELIZABETH WANER | SECRETARY/TREASURER | EDMOND |

| CITY/ORGANIZATION | MEMBERS | ALTERNATES |
|--------------------------|-------------------------------------|---------------------------------------|
| BETHANY | HON. PHILLIP SHIREY, COUNCILMEMBER | HON. BRYAN TAYLOR, MAYOR |
| | | HON. RANDY LUINSTRAS, COUNCILMEMBER |
| CALUMET | HON. MARK STANKE, TRUSTEE | HON. MICHAEL CROWLY, MAYOR |
| CHOCTAW | HON. ROGER MALONE, COUNCILMEMBER | HON. LARRY GOELLER, COUNCILMEMBER |
| DEL CITY | HON. KEN BARTLETT, COUNCILMEMBER | HON. DICK CARTER, COUNCILMEMBER |
| | | HON. BRIAN E. LINLEY, MAYOR |
| EDMOND | HON. ELIZABETH WANER, COUNCILMEMBER | HON. VICTORIA CALDWELL, COUNCILMEMBER |
| EL RENO | HON. MATT WHITE, MAYOR | HON. JAMES ARCHER, COUNCILMEMBER |
| FOREST PARK | HON. MARIANNE YARBROUGH, TRUSTEE | HON. ELTON MATTHEWS, MAYOR |
| GUTHRIE | HON. JOHN WOOD, COUNCILMEMBER | HON. CHUCK BURTCHEER, MAYOR |
| HARRAH | HON. BILL LISBY, COUNCILMEMBER | HON. DUANE PATTERSON, COUNCILMEMBER |
| JONES CITY | HON. RAY POLAND, MAYOR | HON. MATT ELERICK, COUNCILMEMBER |
| LEXINGTON | HON. MARK EASTON, COUNCILMEMBER | VACANT |
| LUTHER | HON. KIM BOURNS, TRUSTEE | HON. EDWARD D. THREATT, MAYOR |
| MIDWEST CITY | HON. JACK FRY, MAYOR | HON. RICHARD RICE, COUNCILMEMBER |
| | | HON. TURNER MANN, COUNCILMEMBER |
| MOORE | HON. KATHY MCMILLAN, COUNCILMEMBER | HON. JANIE MILUM, COUNCILMEMBER |

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS (CONT.)

| CITY/ORGANIZATION | MEMBERS | ALTERNATES |
|--|---|--|
| MUSTANG | HON. JAY ADAMS, COUNCILMEMBER | HON. TERRY JONES, COUNCILMEMBER |
| NICHOLS HILLS | HON. PETER HOFFMAN, COUNCILMEMBER | VACANT |
| NICOMA PARK | HON. ROBERT PITTMAN, MAYOR | HON. JIM SHONTS, VICE MAYOR |
| NOBLE | HON. GARY HAYES, MAYOR | HON. DIANNE GRAY, COUNCILMEMBER |
| | | HON. TONY PARKER, COUNCILMEMBER |
| NORMAN | HON. TOM KOVACH, COUNCILMEMBER | HON. CINDY ROSENTHAL, MAYOR |
| OKLAHOMA CITY | HON. PETE WHITE, COUNCILMEMBER | HON. GARY MARRS, COUNCILMEMBER |
| PIEDMONT | HON. VALERIE THOMERSON, MAYOR | HON. WADE JOHNSON, COUNCILMEMBER |
| SLAUGHTERVILLE | HON. BOBBY CLEVELAND, MAYOR | HON. LARRY IOVAN, TRUSTEE |
| SPENCER | HON. EARNEST WARE, MAYOR | HON. MARSHA JEFFERSON, VICE MAYOR |
| UNION CITY | HON. MICHAEL MCCORT, TRUSTEE | HON. YVONNE MERITT, VICE MAYOR |
| THE VILLAGE | HON. DAVID BENNETT, MAYOR | HON. HUTCH HIBBARD, COUNCILMEMBER |
| WARR ACRES | HON. DAVID DIRKSCHNEIDER, COUNCILMEMBER | HON. ROGER GODWIN, COUNCILMEMBER |
| | | HON. PATRICK WOOLLEY, MAYOR |
| YUKON | HON. BOB BRADWAY, COUNCILMEMBER | HON. JOHN ALBERTS, MAYOR |
| CANADIAN COUNTY | HON. DAVID ANDERSON, COMMISSIONER | HON. JACK STEWART, COMMISSIONER |
| | | HON. PHIL CARSON, COMMISSIONER |
| CLEVELAND COUNTY | HON. ROD CLEVELAND, COMMISSIONER | HON. RUSTY SULLIVAN, COMMISSIONER |
| LOGAN COUNTY | HON. MARK SHARPTON, COMMISSIONER | HON. MICHAEL PEARSON, COMMISSIONER |
| | | HON. MONTY PIEARCY, COMMISSIONER |
| OKLAHOMA COUNTY | HON. WILLA JOHNSON, COMMISSIONER | HON. BRIAN MAUGHAN, COMMISSIONER |
| | | HON. RAY VAUGHN, COMMISSIONER |
| TINKER AIR FORCE BASE [Associate Member] | COL. STEPHEN D. WOOD, VICE BASE COMMANDER | THOMAS M. GRIFFITH, BASE CIVIL ENG. |
| | | CATHY R. SCHEIRMAN, DEP. BASE CIVIL ENG. |

**MINUTES OF THE
ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS MEETING
ACOG CONFERENCE ROOM
December 15, 2011**

The regular meeting of the Association of Central Oklahoma Governments Board of Directors was convened at 1:40 p.m., on December 15, 2011, in the ACOG Conference Room, 21 E. Main St., Suite 100, Oklahoma City, Oklahoma. The meeting was held as indicated by advance notice filed with the Oklahoma County Clerk and by notice posted at the ACOG offices, at least 24 hours prior to the meeting.

PRESIDING

Chair Willa Johnson, Commissioner, Oklahoma County

BOARD MEMBERS PRESENT

Hon. Phil Shirey, Councilmember, Bethany
Hon. Roger Malone, Councilmember, Choctaw
Hon. Elizabeth Waner, Councilmember, Edmond
Hon. Marianne Yarbrough, Trustee, Forest Park
Hon. John Wood, Councilmember, Guthrie
Hon. Ray Poland, Mayor, Jones City
Hon. Jack Fry, Mayor, Midwest City
Hon. Jay Adams, Councilmember, Mustang
Hon. Peter Hoffman, Councilmember, Nichols Hills
Hon. Robert Pittman, Mayor, Nicoma Park
Hon. Tom Kovach, Councilmember, Norman
Hon. Pete White, Councilmember, Oklahoma City
Hon. Bobby Cleveland, Mayor, Slaughterville
Hon. David Bennett, Mayor, The Village
Hon. David Dirkschneider, Councilmember, Warr Acres
Hon. John Alberts, Mayor, Yukon
Hon. Rod Cleveland, Commissioner, Cleveland County
Hon. Mark Sharpton, Commissioner, Logan County
Hon. Michael Pearson, Commissioner, Logan County

ASSOCIATE MEMBER PRESENT

Col. Stephen D. Wood, Vice Base Commander
Cathy R. Scheirman, Dep. Base Civil Eng.

BOARD MEMBERS ABSENT

Hon. Mark Stanke, Trustee, Calumet
Hon. Hon. Ken Bartlett, Councilmember, Del City
Hon. Matt White, Mayor, El Reno
Hon. Bill Lisby, Councilmember, Harrah
Hon. Mark Easton, Councilmember, Lexington
Hon. Kim Bourns, Trustee, Luther
Hon. Kathy McMillan, Councilmember, Moore
Hon. Gary Hayes, Mayor, Noble
Hon. Valerie Thomerson, Mayor, Piedmont
Hon. Michael McCort, Trustee, Union City
Hon. David Anderson, Commissioner, Canadian County

GUESTS

Leslie Swinerton, Vice-Mayor, Geary
Mary Murphey, Logan County Commissioner's Office
Wayne Murphey, Logan County Commissioner's Office
Linda Molsbee, Vice-Mayor, City of Newcastle
Cheryl Taylor, OARC
Bill Dalke, Tinker Air Force Base
Alma Brown, Private Citizen

STAFF

John G. Johnson, Executive Director
Tracy Case, Executive Assistant to Executive Director
Debbie Cook, Finance Director
Stephen M. Willoughby, E9-1-1 & Public Safety Director
Anita Kroth, Administrative Assistant, E9-1-1 & Public Safety
Barbara Hurdman, Administrative Assistant
Brent Hawkinson, 9-1-1 Programs Manager
Doug Rex, Transportation Planning Services (TPS) Director
Beverly Garner, Administrative Assistant, TPS
John Sharp, Program Coordinator, TPS
Holly Massie, Special Programs Officer II, TPS
Kara Chiodo, Associate Planner, TPS
Michael Howard, Associate Planner, TPS
Brian Schroeder, Assistant Planner, TPS
Jennifer Sebesta, Assistant Planner, TPS
Yvonne Anderson, Special Programs Officer II, Alternative Fuels Program
John Harrington, Director, Garber-Wellington
Ken Brown, CIP Coordinator
Jerry Church, Public Information Coordinator

I. CALL TO ORDER – INTRODUCTION OF GUESTS

Chair Willa Johnson called the meeting to order at 1:40 p.m. noting that a quorum was present.

John Johnson introduced the guests.

II. APPROVAL OF MINUTES

REGULAR MEETING – NOVEMBER 17, 2011

Director Rod Cleveland, Cleveland County, made a motion to approve the minutes of the regular meeting held November 17, 2011. Director Ray Poland, Jones City, seconded the motion. The motion carried with the following votes.

AYE: Shirey, Malone, Waner, Yarbrough, Wood, Poland, Fry, Adams, Hoffman, Pittman, Kovach, White, B. Cleveland, Bennett, Dirkschneider, Alberts, R. Cleveland, Sharpton, and Johnson

NAY: None

ABSTAIN: None

III. COMMUNICATIONS

A. CHAIRMAN'S REPORT

None

B. EXECUTIVE DIRECTOR'S REPORT

None

IV. HEARING OF DELEGATIONS OR CITIZENS

None

V. CONSENT DOCKET

John Johnson reported that there was an Amendment to the December 2011 Claims List in the amount of \$27,378.94, which increased the total from \$154,763.51 as previously reported in item V-A to \$182,142.45, and said the amended Claims List should be considered when accepting the finance report and approving payment of the December claims against the Association.

V-A FINANCE REPORT – DECEMBER CLAIMS

V-B REGIONAL CLEARINHOUSE REVIEW AND COMMENT REPORT – CURRENTLY UNDER REVIEW

- V-C ITPC CONSENT DOCKET ITEMS:
 1. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENT OF THE FFY 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM BY ODOT
 2. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENT OF THE FFY 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) BY THE CITY OF WARR ACRES
 3. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENTS TO THE FFY 2011-2014 OCARTS AREA TRANSPORTATION IMPROVEMENT PROGRAM BY OKLAHOMA COUNTY
 4. OCARTS AREA LINE ITEM PROJECTS
 5. STATUS OF SURFACE TRANSPORTATION PROGRAM URBANIZED AREA (STP-UZA) PROJECTS IN THE OCARTS TRANSPORTATION MANAGEMENT AREA (TMA)
 6. FY 2009 UNIFIED PLANNING WORK PROGRAM (UPWP) REPORTS
- V-D ITPC ITEMS REQUIRED DISCUSSION DURING ITPC MEETING
 1. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENT TO ENCOMPASS 2035 BY THE CITY OF NORMAN – CEDAR LANE ROAD
 2. PUBLIC HEARING AND ACTION ON REQUEST FOR AMENDMENT TO ENCOMPASS 2035 BY THE CITY OF NORMAN – ROCK CREEK ROAD
 3. UPDATED REGIONAL SNOW ROUTES
- V-E AGREEMENT FOR REDESIGN AND HOSTING OF THE ACOG.ORG WEBSITE

Director Ray Poland made a motion to place Items V-A through V-E on the Consent Docket and approve or acknowledge those items, subject to any conditions included in that item, including the Amendment to the December 2011 Claims List. Director Tom Kovach, Norman, seconded the motion. The motion carried with the following votes.

AYE: Shirey, Malone, Waner, Yarbrough, Wood, Poland, Fry, Adams, Hoffman, Pittman, Kovach, White, B. Cleveland, Bennett, Dirkschneider, Alberts, R. Cleveland, Sharpton, and Johnson

NAY: None

ABSTAIN: None

VI. ITEMS REQUIRING INDIVIDUAL ACTION AND/OR DISCUSSION

A. SELECTION OF 2012 RURAL ECONOMIC ACTION PLAN (REAP) PROJECTS

Director Peter Hoffman, Nichols Hills, made a motion to adopt and fund the 2012 REAP projects as well as alternative projects. Director John Wood, Guthrie, seconded the motion. The motion carried with the following votes:

AYE: Shirey, Malone, Waner, Yarbrough, Wood, Poland, Fry, Adams, Hoffman, Pittman, Kovach, White, B. Cleveland, Bennett, Dirkschneider, Alberts, R. Cleveland, Sharpton, and Johnson

NAY: None

ABSTAIN: None

B. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE CONSULTING AGREEMENT FOR ASSISTANCE ON COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY PROJECT

Director Ray Poland made a motion to authorize the ACOG Executive Director to negotiate and execute the Consultant Retainer Agreement between ACOG and Ed McGee for assistance in developing a Comprehensive Economic Development Strategy for the Central Oklahoma region, with the goal to become designated an Economic Development District by EDA. Director Peter Hoffman seconded the motion. The motion carried with the following votes:

AYE: Shirey, Malone, Waner, Yarbrough, Wood, Poland, Fry, Adams, Hoffman, Pittman, Kovach, White, B. Cleveland, Bennett, Dirkschneider, Alberts, R. Cleveland, Sharpton, and Johnson

NAY: None

ABSTAIN: None

C. UPDATE ON STATUS OF COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

John Johnson reported that last year ACOG received a grant from the U. S Economic Development Administration (EDA) to develop of a Comprehensive Economic Development Strategy (CEDS) for the Central Oklahoma region.

He reported that ACOG has contracted with TIP Strategies, which is a consulting firm that specializes in CEDS projects. Mr. Johnson introduced Jon Roberts, Principal with TIP Strategies, who summarized the CEDS process and how it will benefit the ACOG membership.

D. CAPITAL IMPROVEMENT PLAN (CIP) PRESENTATION TO THE BOARD

Doug Rex reviewed the history of the Capital Improvement Plan (CIP) since its inception in 1997.

Ken Brown explained that the CIP program is an ongoing service to ACOG's small to medium sized communities to help them inventory their assets. He highlighted the CIP program in a presentation to the Board, and mentioned various opportunities in which member local governments could participate.

VII. NEW BUSINESS

None

VIII. ADJOURN

Director Elizabeth Waner, Edmond, made a motion to adjourn. Director Jack Fry, Midwest City, seconded the motion. The motion carried the following votes:

AYE: Shirey, Malone, Waner, Yarbrough, Wood, Poland, Fry, Hoffman, Pittman, Kovach, White, Bennett, Dirkschneider, Alberts, Sharpton, and Johnson

NAY: None

ABSTAIN: None

The meeting was adjourned at 2:33 p.m.

ADOPTED THIS 26th DAY OF JANUARY 2012.

CHAIRMAN

SECRETARY-TREASURER

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED DECEMBER 31, 2011**

| | <u>OPERATING</u> | <u>T-BILLS / SAVINGS</u> | <u>WIRELESS 9-1-1</u> | <u>TOTAL</u> |
|---|----------------------|------------------------------|-----------------------|------------------------|
| Beginning Balance <i>December 1, 2011</i> | | | | |
| Cash on Deposit | \$ 956,815.87 | \$ 357,796.82 | \$ 346,526.49 | \$ 1,661,139.18 |
| Petty Cash | 1,400.00 | - | - | 1,400.00 |
| Total Beginning Balance | <u>\$ 958,215.87</u> | <u>\$ 357,796.82</u> | <u>\$ 346,526.49</u> | <u>\$ 1,662,539.18</u> |
| Cash Receipts | | | | |
| Grants & Contracts | \$ 179,711.88 | \$ - | \$ - | \$ 179,711.88 |
| Memberships | - | - | - | - |
| Transfers of Funds | | 3,311.28 | - | 3,311.28 |
| Interest Earned | | 21.18 | 35.81 | 56.99 |
| Wireless 9-1-1 | - | - | 399,752.29 | 399,752.29 |
| Miscellaneous | 1,198.56 | 95.00 | - | 1,293.56 |
| Total Cash Receipts | <u>\$ 180,910.44</u> | <u>\$ 3,427.46</u> | <u>\$ 399,788.10</u> | <u>\$ 584,126.00</u> |
| Cash Available | \$ 1,139,126.31 | \$ 361,224.28 | \$ 746,314.59 | \$ 2,246,665.18 |
| Cash Disbursements | | | | |
| Personnel Cost <i>(detail next page)</i> | \$ 159,548.93 | \$ 1,274.80 | \$ - | \$ 160,823.73 |
| Transfers of Funds | 3,311.28 | | - | 3,311.28 |
| Projects - REAP/CIP | 50,000.00 | - | - | 50,000.00 |
| General Operating Expenses <i>(detail next page)</i> | 132,476.37 | | 398,308.22 | 530,784.59 |
| Total Cash Disbursements | <u>\$ 345,336.58</u> | <u>\$ 1,274.80</u> | <u>\$ 398,308.22</u> | <u>\$ 744,919.60</u> |
| Ending Balance <i>December 31, 2011</i> | | | | |
| Cash on Deposit | \$ 792,389.73 | \$ 359,949.48 | \$ 348,006.37 | \$ 1,500,345.58 |
| Petty Cash | 1,400.00 | - | - | 1,400.00 |
| Total Ending Balance | <u>\$ 793,789.73</u> | <u>\$ 359,949.48</u> | <u>\$ 348,006.37</u> | <u>\$ 1,501,745.58</u> |

**SCHEDULE OF GENERAL OPERATING EXPENSES
FOR THE MONTH ENDED DECEMBER 31, 2011**

Personnel Cost:

| | |
|--------------------------------|--------------|
| Salaries | \$ 97,024.27 |
| Payroll Taxes | 41,295.93 |
| Group Health & Life Insurance | 13,311.62 |
| Pension Contribution & Expense | 7,288.77 |
| Allied Arts Contributions | 75.12 |
| United Way Contributions | 553.22 |

Total Personnel Cost

\$ 159,548.93

General Operating Expenditures:

| | |
|----------------------------------|-------------|
| Accounting and Auditing | \$ 2,063.92 |
| Contract Personnel | 45,406.89 |
| Copier | 887.89 |
| Development | 1,882.12 |
| Equipment & Furniture | 2,255.00 |
| Internet Service | 1,523.12 |
| Legal | 153.30 |
| Maintenance & Repair - Equipment | 7,564.00 |
| Maintenance & Repair - Software | 6,175.83 |
| Mileage | 795.82 |
| Office Rent & Parking | 13,350.00 |
| Professional Dues | 535.00 |
| Projects | 1,200.00 |
| Projects-CMAQ | 32,744.00 |
| Projects - Clean Cities | 1,412.84 |
| Public Notice/Advertising | 4,693.53 |
| Publications & Subscriptions | 313.03 |
| Supplies | 7,028.86 |
| Telephone | 1,018.71 |
| Travel | 1,472.51 |

Total General Operating Expenses

\$ 132,476.37

BE IT RESOLVED, that on this 26th day of January 2012, the following claims are approved by the Association of Central Oklahoma Governments; and the Director and Officers of this Association are directed to pay such claims.

| | | |
|---|----|-----------|
| American Planning Association <i>(Professional Dues)</i> | \$ | 495.00 |
| AT&T <i>(Internet)</i> | | 64.43 |
| AT&T Mobility <i>(Telephone - 9-1-1)</i> | | 40.27 |
| AT&T Teleconference Services <i>(Teleconference - 9- 1-1)</i> | | 24.35 |
| Bank of America <i>(Internet, Supplies - 9-1-1 \$11.64)</i> | | 554.59 |
| Big Sky Tours <i>(Travel - 9-1-1)</i> | | 1,232.40 |
| Bricktown Parking Investors, LLC <i>(Parking)</i> | | 306.00 |
| Bricktown Venture II, LLC <i>(Office Rent)</i> | | 13,350.00 |
| Chiodo, Kara <i>(Mileage)</i> | | 37.98 |
| Connex International <i>(Telephone – 9-1-1 \$3.69)</i> | | 9.92 |
| Cox Communications, Inc. <i>(Telephone, Internet, Cable)</i> | | 1,064.67 |
| Danen, Dorothy <i>(Professional Development)</i> | | 159.20 |
| El Reno Tribune <i>(Subscription)</i> | | 42.00 |

January Claims (Cont.)

| | |
|---|-----------|
| Electradigital <i>(Internet)</i> | 182.00 |
| FedEx Office <i>(Postage)</i> | 19.61 |
| GeoComm, Inc <i>(Consultant – 9-1-1)</i> | 6,400.00 |
| GeoShack <i>(Supplies)</i> | 519.96 |
| Governmental Accounting Standards Board <i>(Subscription)</i> | 215.00 |
| Harkness, Lindsay <i>(Photography)</i> | 275.00 |
| Hewlet-Packard Company <i>(Equipment)</i> | 809.57 |
| Johnson, John <i>(Mileage & Professional Dues)</i> | 453.28 |
| Kimbrough, Lysa Baker <i>(Mileage – 9-1-1)</i> | 41.07 |
| Logan County District 3 <i>(REAP - 4-2011-02)</i> | 58,887.49 |
| McGee, Ed <i>(Consultant)</i> | 835.20 |
| McLain-Chitwood Office Products, Inc. <i>(Supplies)</i> | 268.05 |
| National Emergency Number Association <i>(Professional Development, Membership Dues - 9-1-1)</i> | 1,925.00 |
| Neighbors Java Daves Storage <i>(Storage)</i> | 90.00 |

January Claims (Cont.)

| | |
|---|-----------|
| New Horizons of Oklahoma City <i>(Professional Development- 9-1-1)</i> | 594.00 |
| Norman Public Schools <i>(Fleet Conversion)</i> | 6,419.00 |
| Okarche, Town of <i>(REAP 1-2011-33)</i> | 15,657.00 |
| OPUBCO Communications <i>(Public Notice)</i> | 52.80 |
| Pendergraft, Art <i>(Consultant – UPWP)</i> | 3,815.00 |
| Pioneer Cellular <i>(Telephone – 9-1-1)</i> | 38.95 |
| ProStar Services <i>(Supplies)</i> | 130.11 |
| Public Safety Group <i>(Institute Training - 9-1-1)</i> | 1,200.00 |
| R.K. Black <i>(Copiers, Supplies)</i> | 1,909.18 |
| Rackspace <i>(Hosting Fee)</i> | 701.85 |
| Saxum Strategic Communications, LLC <i>(Air Quality Campaign)</i> | 3,700.00 |
| Shred-it <i>(Recycling)</i> | 103.85 |
| Studio FJ, LLC <i>(Projects - Clean Cities)</i> | 380.00 |
| T-mobile <i>(Telephone - 9-1-1)</i> | 47.13 |

January Claims (Cont.)

| | |
|---|----------------------|
| The Wedge II <i>(Mayors' Luncheon)</i> | 141.00 |
| Trochta's Flowers <i>(Supplies)</i> | 58.00 |
| Tuttle Times <i>(Subscription)</i> | 24.00 |
| US Cellular <i>(Telephone - 9-1-1)</i> | 55.38 |
| Verizon Wireless <i>(Telephone - 9-1-1)</i> | 71.20 |
| White, Carolyn <i>(Mileage - 9-1-1)</i> | 8.88 |
| Wolters Kluwer <i>(Publications)</i> | 267.54 |
| WorkflowOne <i>(Offsite Storage & Supplies – 9-1-1 \$4.55)</i> | 124.95 |
| TOTAL JANUARY CLAIMS | <u>\$ 123,801.86</u> |

ATTEST:

CHAIR



association of central oklahoma governments

LEADERSHIP SUCCESSION PLAN

1/1/2012

SUCCESSION PLAN FOR
THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

January, 2012

1. Purpose

In order to ensure the continuous coverage of executive duties critical to the ongoing operations of the Association of Central Oklahoma Governments (ACOG) and its services to its members, the Board of Directors is adopting policies and procedures for the temporary appointment of an Acting Executive Director in the event of an unplanned and/or extended absence of the Executive Director. The Board recognizes that this plan is for contingencies due to the disability, death, or departure of the Executive Director. If ACOG is faced with the unlikely event of an untimely vacancy, ACOG has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership. While the Board acknowledges that such an absence is improbable and undesirable, it also believes that due diligence in exercising its governance functions requires that it have an emergency executive succession plan in place. It is expected that this plan will ensure continuity in external relationships and in staff functioning.

2. Priority Functions of the Executive Director

The Board of Directors of ACOG shall review the job description of the Executive Director should the need for plan implementation arise. The Board will obtain a clear understanding of the Executive Director's role in organizational leadership, program development, program administration, operations, board of directors' relationships, financial operations, resource development and community presence.

Among the described duties and qualifications, the following are the key functions of the Executive Director to be covered by an acting director:

- a. Serve as the organization's principal leader, representative, and spokesperson to the greater community;
- b. Support the Board of Directors;

- c. Ensure integrity and strength of Board leadership and address issues pertaining to clarity of role, governance, policies, structure, and membership;
- d. Prepare Executive reports to Board of Directors and committees, and attend various committee meetings;
- e. Convene and lead the Senior Management Staff of ACOG;
- f. Participate in recruitment, interview, selection and evaluation process for directly supervised staff and other key senior level positions;
- g. Strategize organization's short-range and long-range program and project goals, particularly in organizing and planning;
- h. Maintain accountability for current year operating budget;

3. Appointment of the Interim Executive Director

A) Procedure

At the time this Plan is approved, the Senior Management Staff consists of the following positions:

Director of Finance
Water Resources Division Director
Transportation & Planning Services Division Director
IT Program Director
E9-1-1 & Public Safety Division Director

In the event of an unplanned absence of the Executive Director, the Senior Staff shall convene immediately and make arrangements to notify the Board of Directors of the absence. At that time, the Senior Staff shall formulate a plan for managing the day-to-day operations of ACOG until the Interim Executive Director is named. Senior Staff shall further cooperate to provide temporary leadership to the ACOG staff, maintain the daily functioning of the ACOG office, support staff morale, and facilitate and coordinate the functions associated with the appointment of an Interim Executive Director, and the hiring of the permanent Executive Director. As soon as feasible, the Board Officers and Senior Staff shall meet and affirm the procedures described in this Plan or make modifications as deemed appropriate. It shall be determined whether a short-term/temporary, long-term, or permanent absence is anticipated, and the procedures contained herein shall be implemented.

Within two (2) weeks of that initial meeting of the Board Officers and Senior Staff, the Board of Directors will meet individually and privately with each member of the Senior Staff. At that time, each staff member will provide the Board with the current status of affairs of his/her department, any projects in progress, upcoming projects/events, and any other pertinent information the Board may require to ensure the continued efficient functioning of that department. Should that senior staff member wish to be considered for the position of Interim Executive Director, he/she shall inform the Board at that time of his/her desire and provide the Board with credentials to enable them to make an informed decision. The Board shall meet thereafter and make the determination as to who shall be selected to serve as Interim Executive Director and shall notify that person of their decision within one (1) week of making that decision. Upon such notification, said person shall immediately assume the duties and responsibilities of Interim Executive Director.

B) Short-term/temporary absence

If the absence is anticipated to be six (6) months or less, the Interim Executive Director shall serve until the Executive Director returns.

C) Long-term absence

If the absence is known or anticipated to be longer than six (6) months, the Interim Executive Director shall serve until such a time as the Executive Director's position is posted, interviews conducted, and a selection made in accordance with ACOG procedures, but in no event shall it be longer than six (6) months from the date of appointment, unless approved by the Board officers.

- 1) During this time, the Board of Directors, with input from Senior Staff, shall give immediate consideration to temporarily filling the position left vacant by the Interim Executive Director, if it is determined not to be reasonable and practical for this person to cover the duties of both positions.

During the Interim Executive Director's term, the job description of the Executive Director will be revised or developed by the Interim Director with final approval from the Board officers. After approval, said description will be posted in accordance with ACOG procedures for hiring, or for a period to be established by the Board Officers.

D) Selection of new Executive Director

The selection of a new Executive Director shall be completed in accordance with ACOG hiring procedures, and prior to the expiration of the Interim Executive Director's six (6) month term. Should it be necessary, the Board may vote to extend that time period.

E) Authority of Interim Executive Director

During the Interim Executive Director's term, he/she shall have limited authority for decision making and independent action. Any actions listed below shall be brought before the Board for approval prior to implementation:

- 1) Termination of any current ACOG staff member
- 2) Hiring of any new ACOG staff member
- 3) Incurring of any debt or obligation
- 4) Any deviations from established ACOG policies and procedures

F) Compensation of Interim Executive Director

The Interim Executive Director shall receive a temporary salary increase of 5% above his/her current salary, unless the Board Officers determine that a greater amount should be established. Upon return to his/her previous position, said increase shall terminate and the previous salary shall be resumed.

G) Oversight and Communication

- 1) The Board of Directors shall have the responsibility of monitoring the work of the Interim Executive Director.
- 2) A designated Board Officer shall assume the responsibility of being the "second signer" on any check which the Executive Director would have signed, in the event of either a short term/temporary, long term, or permanent absence of the Executive Director. The Interim Executive Director shall have no check signing authority.
- 3) A designated Board Officer shall have the responsibility of approving ACOG Staff's payroll by reviewing and signing the printed copy of the Paycom Check Register.
- 4) The Board of Directors shall be alert to the special support needs of the Interim Executive Director in the temporary leadership role.

5) As soon as the Interim Executive Director is named, he/she, along with the Board of Directors, shall communicate the temporary leadership structure to the following individuals/organizations external to ACOG:

- a. Officers of the Intermodal Transportation Policy Committee
- b. Officers of the Garber-Wellington Policy Committee
- c. Officers of the 911 Association
- d. OARC Board of Directors
- e. Any individual/organization determined by the ACOG Board of Directors or Senior Staff

H) Approvals and maintenance of record

- 1) Succession Plan approval: This succession plan will be approved by the present Executive Director and forwarded to the Board of Directors for its review and approval.
- 2) Signatories: This succession plan shall be signed by the present Executive Director, the Chairperson of the ACOG Board of Directors, and any appointees designated in this plan.
- 3) Maintenance of record: Copies of this succession plan shall be maintained by the present Executive Director, the Chairperson of the ACOG Board of Directors, the ACOG Finance Director, and the ACOG outside counsel.
- 4) Review: This succession plan shall be reviewed annually and any changes hereto shall be reviewed and approved by the Board of Directors.

John G. Johnson, ACOG Executive Director

Date: _____

Commissioner Willa Johnson, Chair
ACOG Board of Directors

Date: _____

Councilmember Elizabeth Waner, Secretary/Treasurer
ACOG Board of Directors

Date: _____