TechShare Local Government Corporation
Board of Directors Meeting
Video Conference
July 28, 20201

MINUTES

The following Board members were present; therefore, there was a quorum:

Judge Glen Whitley, Tarrant County, Chairperson
Commissioner Theresa Daniel, Dallas County
District Attorney Randall Sims as proxy for Judge Nancy Tanner, Potter County
Commissioner Robin Donnelly, Midland County
Mr. Roger Jefferies as proxy for Commissioner Margaret Gomez, Travis County

Others present:

Mr. John Dahill, Executive Director
Mr. Charles Gray, Program Director
Ms. Andrea Godoy, Marketing and Events Manager
Mr. G.K. Maenius, County Administrator, Tarrant County
Mr. Jeff Nicholson, TechShare Coordinator, Tarrant County

Chairperson Whitley called the meeting to order at 3:02 p.m.

Mr. Dahill advised the Board that the meeting had been properly posted with registration instructions for anyone wishing to provide public comment. No one registered to provide public comment, and no one joined the meeting for such purpose.

The Board considered **Agenda Item #3**, the minutes from previous Board meeting on December 9, 2020. On a motion by Commissioner Daniel and seconded by District Attorney Sims, the minutes were approved as presented.

The Board considered **Agenda Item #4** and received the financial reports and forecast for the period January 1 through June 30, 2021.

The Board considered **Agenda Item #5** and received the Status Reports on projects and resources.

The Board considered **Agenda item #6**, an amendment to the 2021 budget to incorporate new projects and add TechShare.Juvenile to the Software as a Service (SaaS) fee schedule. On a motion by Commissioner Daniel and seconded by Mr. Jefferies, the Board approved the following:

> Resolved by the Board of Directors of TechShare Local Government Corporation that the corporation's 2021 budget is amended as follows:

		TechShare	
		CY 2021 Budget	CY 2021 Adj. Budget
Income			
	Total Income	$ 7,232,419	$ 7,573,452
Expenses			
	Association Services Fees	$ 228,790	$ 240,562
	Depreciation	$ 27,000	$ 27,000
	IT Systems	$ 1,101,122	$ 1,101,122
	Meetings	$ 83,909	$ 83,909
	Other Expenses	$ 600,907	$ 600,907
	Staffing	$ 4,513,413	$ 4,636,521
	Travel	$ 161,201	$ 172,201
General Class Assessment		$ 426,396	$ 426,396
Total Expenses		$ 7,142,737	$ 7,288,617
Total Net Income		$ 89,683	$ 284,835
Note: Total Expenses Include Indirect Assessment		$ 1,382,802	$ 1,382,802

The Board considered **Agenda item #7**, an amendment to the TechShare.Juvenile 2021 Resource Sharing Addendum to include capital discounts for new Stakeholders. On a motion by District Attorney Sims and seconded by Mr. Jefferies, the Board approved the following:

> Resolved by the Board of Directors of TechShare Local Government Corporation that the Executive Director is authorized to work with TechShare.Juvenile Stakeholders to amend the TechShare.Juvenile Resource Sharing Addendum to:
>
> 1. Incorporate a discount on the pre-paid costs for Texas Counties and Juvenile Probation Departments to join in sharing TechShare.Juvenile as Funding Counties;
> 2. Base the discount on the relative cost to become a Funding County if all Juvenile Probation Departments in Texas joined in sharing the Resource; and
> 3. Calculate the pre-paid costs based on the 2010 decennial population in accordance with the TechShare Interlocal Agreement, Version 3.0, adopted in January 2019, as shown in the table below.

County	2010 Population	Capital Cost: Single Member County	Capital Cost: Original Early Adopters (.75 of members)	Capital Cost: All Texas Counties
Bell	310,235	$ 456,277	$ 238,916	$ 138,761
Bexar	1,714,773			
Brazoria	313,166	$ 460,412	$ 241,173	$ 140,072
Brazos	194,851	$ 290,967	$ 150,057	$ 87,152
Cameron	406,220	$ 590,041	$ 312,835	$ 181,692
Chambers	35,096	$ 53,544	$ 27,028	$ 15,698
Collin	782,341			
Comal	108,472	$ 163,858	$ 83,536	$ 48,517
Dallas	2,368,139			
Denton	662,614			
El Paso	800,647	$ 1,106,584	$ 616,588	$ 358,110
Fort Bend	585,375	$ 831,038	$ 450,805	$ 261,824
Galveston	291,309	$ 429,505	$ 224,341	$ 130,296
Grayson	120,877	$ 182,293	$ 93,089	$ 54,065
Guadalupe	131,533	$ 198,081	$ 101,295	$ 58,832
Harris	4,092,459	$ 4,027,164	$ 3,151,653	$ 1,830,458
Hays	157,107	$ 235,786	$ 120,990	$ 70,270
Hidalgo	774,769	$ 1,074,234	$ 596,659	$ 346,536
Hunt	86,129	$ 130,498	$ 66,329	$ 38,523
Jefferson	252,273	$ 373,864	$ 194,279	$ 112,836
Johnson	150,934			
Kaufman	103,350	$ 156,228	$ 79,591	$ 46,226
Lubbock	278,831	$ 411,781	$ 214,731	$ 124,714
Mclennan	234,906	$ 348,924	$ 180,904	$ 105,068
Midland	136,872	$ 205,974	$ 105,407	$ 61,220
Nueces	340,223	$ 498,427	$ 262,010	$ 152,174
Randall	120,725	$ 182,068	$ 92,972	$ 53,997
Rockwall	78,337	$ 118,817	$ 60,328	$ 35,038
San Patricio	64,804	$ 98,471	$ 49,906	$ 28,985
Smith	209,714	$ 312,545	$ 161,503	$ 93,800
Tarrant	1,809,034			
Travis	1,024,266	$ 1,377,789	$ 788,800	$ 458,130
Webb	250,304	$ 371,042	$ 192,762	$ 111,955
Williamson	422,679	$ 612,646	$ 325,510	$ 189,054
Wise	59,127	$ 89,913	$ 45,534	$ 26,446
Total Member Counties	19,472,491	$ 15,388,770	$ 9,229,531	$ 5,360,448
All other Texas Counties	5,673,070			$ 2,537,428
				$ 7,897,876
Texas Population	25,145,561			
Capital Value as per 2021 RSA	$ 11,247,004.06			
Capital Reimbursements to Date	$ 1,229,013.00			

The Board retired to Executive Session **(Agenda item #8)** to discuss pending contracts and personnel matters.

Upon return from Executive Session, the Board considered **Agenda item #9**, a recommendation to sublease the Development Center. On a motion by District Attorney Sims and seconded by Commissioner Daniel, the Board approved the following:

> Resolved by the Board of Directors of TechShare Local Government Corporation that the Executive Director is authorized to work with TechShare stakeholders in finding an acceptable sub-tenant for the TechShare Development Center.

The Board considered **Agenda Item #10**, the calendar year 2022 budget. Mr. Dahill presented the proposed budget and a substitute budget that incorporated changes related to a potential sublease of the Development Center. On a motion by Commissioner Daniel and seconded by District Attorney Sims, the Board approved the following:

> Resolved by the Board of the TechShare Local Government Corporation that the following budget for CY 2022 is approved and will be incorporated into the appropriate agreements to be considered by the participating counties:

1. The CY 2022 Budget includes the following Resources for maintenance and operations: Court, Indigent Defense, Jail, Juvenile, Magistration, and Prosecutor.
2. The CY 2022 Budget includes implementation projects that are not yet finalized but that are reasonably expected to occur.
3. General Class will be used for overhead staffing costs approved as part of an agreement between the LGC and the Conference of Urban Counties for support services such as staffing costs related to accounting, technical support and management provided by the CUC. Expenses within the General Class are allocated in the budget based on the anticipated direct expenses for each Resource or project. Actual General Class expenses will be allocated monthly based on the proportional amounts included in the budget for each Resource and budgeted Project. As new Projects arise, General Class expenses will be re-allocated among Resources to reflect the allocation of General Class expenses to each new Project.
4. The Indirect Assessment will be used for overhead costs specific to the TechShare program such as management staff, program-wide technical staff, technology infrastructure, rent for the Development Center, general office expenses and the like. Expenses within the TechShare Indirect Class are allocated in the budget based on the anticipated direct expenses for each Resource or project. Actual TechShare Indirect expenses will be allocated monthly based on the proportional amounts included in the budget for each Resource and budgeted Project. As new Projects arise, Indirect expenses will be re-allocated among Resources to reflect the allocation of Indirect expenses to each new Project.
5. Depreciation in this budget is the expense on existing assets only. New asset purchases are budgeted as Furniture, Fixtures and Equipment (FF & E).
6. Equipment purchases accounted for as Fixed Assets will be depreciated over the equipment's useful life. The amount of any expense that will be incurred in the current year for a particular fixed asset will be equal to the depreciation on that specific asset. Future years' depreciation on that equipment will then be budgeted in the Depreciation expense account.

7. The Executive Director is authorized to approve projects if all project costs, including an Association Services Fee, are included in the funding provided by the county or counties benefitting from the project. The Executive Director is authorized to approve Resource Sharing Addenda with current and new Stakeholders and Subscribers in accordance with cost allocations contained in such Addenda, and in accordance with Board approved SaaS fees and the approved budget. Any other increases to the approved budget will be handled through a budget amendment to be approved by the Board.
8. Software as a Service fees will be based on the following methodology:
    - For all Resources except Prosecutor, the approved metric for establishing the SaaS fees will be county population. For Prosecutor, the approved metric for establishing the SaaS fees will be number of prosecutors.
    - The baseline fee will be calculated for a new Subscriber County by calculating the percentage of maintenance and operations costs that would be allocated to the Subscriber if the individual county were sharing the resource as a Stakeholder.
    - The baseline fee will be increased by ten percent (10%) to cover any additional costs that may be incurred in supporting the new Subscriber.

		TechShare	
		CY 2021 Adj. Budget	CY 2022 Budget
Income			
	Total Income	$ 7,573,452	$ 5,589,160
Expenses			
	Association Services Fees	$ 240,563	$ -
	Depreciation	$ 27,000	$ -
	IT Systems	$ 1,101,122	$ 964,427
	Meetings	$ 83,909	$ -
	Other Expenses	$ 600,907	$ -
	Staffing	$ 4,636,520	$ 2,984,450
	Travel	$ 172,201	$ 7,800
		$ 6,862,222	$ 3,956,677
General Class Allocation		$ 426,396	$ 555,000
Indirect Assessment		$ 1,382,802	$ 1,068,803
Total Expenses		$ 7,288,618	$ 5,580,480
Total Net Income		$ 284,834	$ 8,680

		Court	
		CY 2021 Adj. Budget	CY 2022 Budget
Income			
	Total Income	$ 430,000	$ 670,559
Expenses			
	Association Services Fees	$ 16,428	$ -
	Depreciation	$ -	$ -
	IT Systems	$ 83,251	$ 57,339
	Meetings	$ 4,800	$ -
	Other Expenses	$ -	$ -
	Staffing	$ 182,199	$ 411,844
	Travel	$ 1,200	$ -
		$ 287,878	$ 469,183
General Class Allocation		$ 33,548	$ 68,571
Indirect Assessment		$ 105,701	$ 132,053
Total Expenses		$ 427,127	$ 669,807
Total Net Income		$ 2,873	$ 752

	Indigent Defense	
	CY 2021 Adj. Budget	CY 2022 Budget
Income		
Total Income	$ 428,000	$ 390,792
Expenses		
Association Services Fees	$ 16,196	$ -
Depreciation	$ -	$ -
IT Systems	$ 61,570	$ 42,560
Meetings	$ 1,500	$ -
Other Expenses	$ 1,500	$ -
Staffing	$ 203,038	$ 230,144
Travel	$ -	$ -
	$ 283,804	$ 272,704
General Class Allocation	$ 33,074	$ 39,856
Indirect Assessment	$ 104,206	$ 76,753
Total Expenses	$ 421,084	$ 389,313
Total Net Income	$ 6,916	$ 1,479

		Jail	
		CY 2021 Adj. Budget	CY 2022 Budget
Income			
	Total Income	$ 470,000	$ 858,374
Expenses			
	Association Services Fees	$ 18,024	$ -
	Depreciation	$ -	$ -
	IT Systems	$ 53,369	$ 59,782
	Meetings	$ 2,000	$ -
	Other Expenses	$ -	$ -
	Staffing	$ 236,446	$ 540,660
	Travel	$ 6,000	$ -
		$ 315,839	$ 600,442
General Class Allocation		$ 36,807	$ 87,754
Indirect Assessment		$ 115,967	$ 168,997
Total Expenses		$ 468,613	$ 857,193
Total Net Income		$ 1,387	$ 1,181

		Juvenile	
		CY 2021 Adj. Budget	CY 2022 Budget
Income			
	Total Income	$ 1,709,024	$ 1,509,368
Expenses			
	Association Services Fees	$ 63,420	$ -
	Depreciation	$ -	$ -
	IT Systems	$ 321,125	$ 330,979
	Meetings	$ 2,200	$ -
	Other Expenses	$ 4,400	$ -
	Staffing	$ 592,772	$ 726,020
	Travel	$ 2,500	$ -
		$ 986,417	$ 1,057,000
General Class Allocation		$ 114,073	$ 154,480
Indirect Assessment		$ 359,411	$ 297,496
Total Expenses		$ 1,459,901	$ 1,508,976
Total Net Income		$ 249,123	$ 392

		Magistration	
		CY 2021 Adj. Budget	CY 2022 Budget
Income			
	Total Income	$ 495,000	$ 450,463
Expenses			
	Association Services Fees	$ 18,982	$ -
	Depreciation	$ -	$ -
	IT Systems	$ 105,265	$ 121,613
	Meetings	$ 2,000	$ -
	Other Expenses	$ -	$ -
	Staffing	$ 200,390	$ 193,451
	Travel	$ 6,000	$ -
		$ 332,637	$ 315,065
General Class Allocation		$ 38,765	$ 46,047
Indirect Assessment		$ 122,136	$ 88,676
Total Expenses		$ 493,538	$ 449,787
Total Net Income		$ 1,462	$ 675

		Prosecutor	
		CY 2021 Adj. Budget	CY 2022 Budget
Income			
	Total Income	$ 1,410,000	$ 1,505,944
Expenses			
	Association Services Fees	$ 53,870	$ -
	Depreciation	$ -	$ -
	IT Systems	$ 349,022	$ 352,153
	Meetings	$ 6,500	$ -
	Other Expenses	$ 6,000	$ -
	Staffing	$ 521,103	$ 702,470
	Travel	$ 7,500	$ -
		$ 943,995	$ 1,054,624
General Class Allocation		$ 110,010	$ 154,133
Indirect Assessment		$ 346,610	$ 296,828
Total Expenses		$ 1,400,615	$ 1,505,584
Total Net Income		$ 9,385	$ 361

	PRO IMP	
	CY 2021 Adj. Budget	CY 2022 Budget
Income		
Total Income	$ 37,773	$ 118,257
Expenses		
Association Services Fees	$ 1,511	$ -
Depreciation	$ -	$ -
IT Systems	$ -	$ -
Meetings	$ -	$ -
Other Expenses	$ -	$ -
Staffing	$ 27,262	$ 109,257
Travel	$ 9,000	$ -
	$ 37,773	$ 109,257
General Class Allocation		$ 2,340
Indirect Assessment	$ -	$ 4,500
Total Expenses	$ 37,773	$ 116,097
Total Net Income	$ -	$ 2,160

	Juv Imp	
	CY 2021 Adj. Budget	CY 2022 Budget
Income		
Total Income	$ -	$ 85,403
Expenses		
Association Services Fees	$ -	$ -
Depreciation	$ -	$ -
IT Systems	$ -	$ -
Meetings	$ -	$ -
Other Expenses	$ -	$ -
Staffing	$ -	$ 70,603
Travel	$ -	$ 7,800
	$ -	$ 78,403
General Class Allocation	$ -	$ 1,820
Indirect Assessment	$ -	$ 3,500
Total Expenses	$ -	$ 83,723
Total Net Income	$ -	$ 1,680

	Indirect	
	CY 2021 Adj. Budget	CY 2022 Budget
Income		
Total Income		
Expenses		
Association Services Fees	$ -	$ 100,000
Depreciation	$ 27,000	$ 14,000
IT Systems	$ 14,736	$ -
Meetings	$ 51,000	$ 19,600
Other Expenses	$ 540,184	$ 555,375
Staffing	$ 715,383	$ 379,828
Travel	$ 34,500	$ -
	$ 1,382,803	$ 1,068,803
General Class Allocation	$ -	$ -
Indirect Assessment		
Total Expenses	$ 1,382,803	$ 1,068,803
Total Net Income	$ (1,382,803)	$ (1,068,803)

In addition, the Board approved the following substitute budget contingent upon a sublease of the Development Center occurring before January 1, 2022:

		TechShare	
		CY 2021 Adj Budget	CY 2022 Budget
Income			
	Total Income	$ 7,573,452	$ 5,659,160
Expenses			
	Association Services Fees	$ 240,563	$ -
	Depreciation	$ 27,000	$ -
	IT Systems	$ 1,101,122	$ 964,427
	Meetings	$ 83,909	$ -
	Other Expenses	$ 600,907	$ -
	Staffing	$ 4,636,521	$ 3,188,490
	Travel	$ 172,201	$ 8,241
		$ 6,862,223	$ 4,161,158
General Class Assessment		$ 426,396	$ 555,000
Indirect Assessment		$ 1,382,803	$ 915,762
Total Expenses		$ 7,288,619	$ 5,631,920
Total Net Income		$ 284,833	$ 27,241

		Court M&O	
		CY 2021 Adj Budget	CY 2022 Budget
Income			
	Total Income	$ 430,000	$ 679,473
Expenses			
	Association Services Fees	$ 16,428	$ -
	Depreciation	$ -	$ -
	IT Systems	$ 83,251	$ 57,339
	Meetings	$ 4,800	$ -
	Other Expenses	$ -	$ -
	Staffing	$ 182,199	$ 439,963
	Travel	$ 1,200	$ -
		$ 287,878	$ 497,303
General Class Assessment		$ 33,548	$ 68,460
Indirect Assessment		$ 105,701	$ 113,611
Total Expenses		$ 427,127	$ 679,373
Total Net Income		$ 2,873	$ 100

		Indigent Defense M&O	
		CY 2021 Adj Budget	CY 2022 Budget
Income			
	Total Income	$ 428,000	$ 394,673
Expenses			
	Association Services Fees	$ 16,196	$ -
	Depreciation	$ -	$ -
	IT Systems	$ 61,570	$ 42,560
	Meetings	$ 1,500	$ -
	Other Expenses	$ 1,500	$ -
	Staffing	$ 203,038	$ 238,487
	Travel	$ -	$ -
		$ 283,804	$ 281,047
General Class Assessment		$ 33,074	$ 38,689
Indirect Assessment		$ 104,206	$ 64,206
Total Expenses		$ 421,084	$ 383,942
Total Net Income		$ 6,916	$ 10,731

		Jail M&O	
		CY 2021 Adj Budget	CY 2022 Budget
Income			
	Total Income	$ 470,000	$ 868,418
Expenses			
	Association Services Fees	$ 18,024	$ -
	Depreciation	$ -	$ -
	IT Systems	$ 53,369	$ 59,782
	Meetings	$ 2,000	$ -
	Other Expenses	$ -	$ -
	Staffing	$ 236,446	$ 568,146
	Travel	$ 6,000	$ -
		$ 315,839	$ 627,928
General Class Assessment		$ 36,807	$ 86,442
Indirect Assessment		$ 115,967	$ 143,453
Total Expenses		$ 468,613	$ 857,823
Total Net Income		$ 1,387	$ 10,595

		Juvenile M&O	
		CY 2021 Adj Budget	CY 2022 Budget
Income			
	Total Income	$ 1,709,024	$ 1,528,987
Expenses			
	Association Services Fees	$ 63,420	$ -
	Depreciation	$ -	$ -
	IT Systems	$ 321,125	$ 330,979
	Meetings	$ 2,200	$ -
	Other Expenses	$ 4,400	$ -
	Staffing	$ 592,773	$ 784,994
	Travel	$ 2,500	$ -
		$ 986,418	$ 1,115,973
General Class Assessment		$ 114,073	$ 153,627
Indirect Assessment		$ 359,411	$ 254,949
Total Expenses		$ 1,459,902	$ 1,524,549
Total Net Income		$ 249,122	$ 4,438

		Magistration M&O	
		CY 2021 Adj Budget	CY 2022 Budget
Income			
	Total Income	$ 495,000	$ 458,431
Expenses			
	Association Services Fees	$ 18,982	$ -
	Depreciation	$ -	$ -
	IT Systems	$ 105,265	$ 121,613
	Meetings	$ 2,000	$ -
	Other Expenses	$ -	$ -
	Staffing	$ 200,390	$ 213,227
	Travel	$ 6,000	$ -
		$ 332,637	$ 334,840
General Class Assessment		$ 38,765	$ 46,095
Indirect Assessment		$ 122,136	$ 76,496
Total Expenses		$ 493,538	$ 457,430
Total Net Income		$ 1,462	$ 1,000

		Prosecutor M&O	
		CY 2021 Adj Budget	CY 2022 Budget
Income			
	Total Income	$ 1,410,000	$ 1,525,519
Expenses			
	Association Services Fees	$ 53,870	$ -
	Depreciation	$ -	$ -
	IT Systems	$ 349,022	$ 352,153
	Meetings	$ 6,500	$ -
	Other Expenses	$ 6,000	$ -
	Staffing	$ 521,103	$ 764,253
	Travel	$ 7,500	$ -
		$ 943,995	$ 1,116,407
General Class Assessment		$ 110,010	$ 153,687
Indirect Assessment		$ 346,610	$ 255,048
Total Expenses		$ 1,400,615	$ 1,525,141
Total Net Income		$ 9,385	$ 377

		PRO IMP	
		CY 2021 Adj Budget	CY 2022 Budget
Income			
	Total Income	$ 37,773	$ 118,257
Expenses			
	Association Services Fees	$ 1,511	$ -
	Depreciation	$ -	$ -
	IT Systems	$ -	$ -
	Meetings	$ -	$ -
	Other Expenses	$ -	$ -
	Staffing	$ 27,262	$ 109,257
	Travel	$ 9,000	$ -
		$ 37,773	$ 109,257
General Class Assessment		$ -	$ 4,500
Indirect Assessment		$ -	$ 4,500
Total Expenses		$ 37,773	$ 118,257
Total Net Income		$ 0	$ -

			Juv Imp	
			CY 2021 Adj Budget	CY 2022 Budget
Income				
	Total Income		$ -	$ 85,403
Expenses				
	Association Services Fees		$ -	$ -
	Depreciation		$ -	$ -
	IT Systems		$ -	$ -
	Meetings		$ -	$ -
	Other Expenses		$ -	$ -
	Staffing		$ -	$ 70,162
	Travel		$ -	$ 8,241
			$ -	$ 78,403
General Class Assessment			$ -	$ 3,500
Indirect Assessment			$ -	$ 3,500
Total Expenses			$ -	$ 85,403
Total Net Income			$ -	$ -

		Indirect	
		CY 2021 Adj Budget	CY 2022 Budget
Income			
	Total Income		
Expenses			
	Association Services Fees	$ -	$ 100,000
	Depreciation	$ 27,000	$ 14,000
	IT Systems	$ 14,736	$ -
	Meetings	$ 51,000	$ 19,600
	Other Expenses	$ 540,184	$ 225,375
	Staffing	$ 715,383	$ 556,787
	Travel	$ 34,500	$ -
General Class Assessment		$ -	$ -
Indirect Assessment			
Total Expenses		$ -	$ -
Total Net Income		$ (1,382,803)	$ (915,762)

The Board considered **Agenda item #11** and on a motion by Commissioner Daniel and seconded by Commissioner Donnelly the Board approved the following:

> Resolved by the Board of Directors of TechShare Local Government Corporation that the Executive Director is authorized to prepare the 2022 Resource Sharing Addenda for both Stakeholders and Subscribers as perpetual agreements. The addenda will include schedules and requirements for TechShare to advise Participants of costs prior to each payment period, and provisions for Participants to notify TechShare should they desire to terminate further participation.

The Board considered **Agenda item #12** and on a motion by Commissioner Daniel and seconded by Commissioner Donnelly the Board approved the following:

> Resolved by the Board of Directors of TechShare Local Government Corporation that the Executive Director is authorized to submit an application for a Court Improvement Grant from the Texas Supreme Court Children's Commission for funding related to enhancing the TechShare.Indigent Defense software to address functions for CPS cases, with county participation to meet the necessary matching contributions under the terms of the grant.

There being no further business, the meeting was adjourned at 4:29 p.m.

____________________________ __________________

Mr. John Dahill
Executive Director

Date