

# **NORTEX TEXAS REGIONAL PLANNING COMMISSION**

## **Title VI Plan**

**Revised 8/31/2023**

(TVI plan expires 3 years from date listed above)

# Table of Contents

- Mission Statement ..... 4**
- Introduction ..... 4**
- Title VI Policy Statement..... 5**
- Title VI Notice ..... 6**
- Complaint Procedures ..... 7**
  - Filing a Complaint ..... 9
  - Content of Complaint ..... 9
  - Complaint Review, Mediation and Appeals ..... 12
  - Investigation Process..... 12
  - Completion of Investigation/Outcome..... 13
  - Appeals process ..... 13
  - Implementation of Remedial Action ..... 13
  - Recordkeeping/Reporting requirements ..... 13
  - Investigations, Complaints and Lawsuits..... 14
  - Title VI Coordinator Contact Information ..... 14
  - Information Dissemination ..... 14
  - Recordkeeping..... 15
- Public Outreach and Involvement..... 15**
  - Coordinated Transportation Planning Committee ..... 16
  - Committee Makeup ..... 17
  - Public Participation Plan (PPP) ..... 17
  - Process..... 17
  - Participation ..... 20
  - Outreach Efforts ..... 20
- Limited English Proficiency Plan (LEP) ..... 21**
  - Introduction ..... 21
  - Plan Summary ..... 21
  - Four-Factor Analysis ..... 22
  - Assistance, Measures and Training Language Assistance ..... 24
  - Language Assistance Measures ..... 25

Staff Training.....	25
Translation of Documents .....	26
Monitoring.....	27
Dissemination of LEP Plan and other Data.....	27
Assessing Mobility Needs .....	28
Coordinated Transportation Planning Committee .....	28
Capital Projects.....	28
Transit Service and Fare Changes .....	29
<b>Appendix.....</b>	<b>30</b>
Appendix 1 – Title VI Complaint Form (ENGLISH).....	30
Appendix 2 – Title VI Complaint Form (SPANISH).....	31
Appendix 3 – Public Participation Plan Surveys (English & Spanish) .....	32
Appendix 4 – NRCTPC’s Governing Body .....	36
Appendix 5 – Board Resolution .....	37

## **Mission Statement**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity, for which it has sole responsibility and is receiving Federal financial assistance.”

Nortex Regional Planning Commission (NRPC) and Nortex Regional Coordinated Transportation Planning Committee (NRCTPC) is committed to ensuring that no person is excluded from participation in or denied benefits or transit planning services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

## **Introduction**

Nortex Regional Planning Commission (NRPC) and Nortex Regional Coordinated Transportation Planning Committee (NRCTPC) is a voluntary association of local governments providing for the health, safety and welfare of the citizens residing within the region. NRCTPC serves eleven counties in the North Texas region: Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger and Young. Local Elected Officials comprise the Governing Body of the Commission. NRPC was formed January 27, 1966, by Archer, Clay, and Wichita Counties. The eleven-county area served by NRCTPC encompasses 9,461 square miles and has a targeted population of 229,795 individuals.

NRCTPC serves as the Lead Agency for public transportation coordination of services within the eleven-county planning region. NRCTPC is not a transportation service provider. The Regionally Coordinated Transportation Planning Committee was formed by the NRPC Governing Body and is composed of area public transportation providers, human services agencies, elderly and aging representatives, veteran representatives, and representatives from the counties within the region.

The mission of the Regionally Coordinated Transportation Planning Committee is: To meet the needs of our citizens by providing a coordinated, efficient, and accessible public transportation system for North Texas. This mission is accomplished in the following ways:

- By identifying the gaps and needs of service within the region,
- To seek means and methods to overcome the gaps and fill the needs,
- To coordinate all efforts to better serve the public.

## **Title VI Policy Statement**

Nortex Regional Planning Commission (NRPC) assures that no person shall, on the grounds of race, color, national origin as provided by Title VI of the Civil Rights Act of 1964, and the Civil Restoration Act of 1987 (P.L. 100.59), be excluded from or participation in, be denied benefits of, or otherwise be subjected to, discrimination under any program or activity for which it has sole responsibility. NRPC further assures every effort will be made to ensure nondiscrimination in all its Boards, Councils, Committees, Programs, and activities, regardless of the funding source.

---

Mr. Dennis Wilde, Executive Director

---

Date

## **Title VI Notice**

### **Title VI Notice (ENGLISH)**

The following notice is posted public areas of the administrative offices of NRCTPC; including agency website, reception areas and meeting rooms.

Si se necesita información en otro idioma, póngase en contacto con 940-322-5281.

### **Notifying the Public of Rights Under Title VI**

#### **Nortex Regional Planning Commission**

NRCTPC operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with NRCTPC.

For more information on NRCTPC civil rights program, the procedures to file a complaint or to file a complaint contact 940-322-5281; email [dwilde@nortexprpc.org](mailto:dwilde@nortexprpc.org); or visit our administrative office at 4309 Old Jacksboro Hwy, Suite 200 Wichita Falls, TX 76307.

A complaint may also be filed directly with the Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11<sup>th</sup> Street, Austin, TX 78701-2483 or Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, contact 940-322-5281.

## **Title VI Notice (SPANISH)**

The following notice is posted public areas of the administrative offices of NRCTPC; including agency website, reception areas and meeting rooms.

If information is needed in another language, then contact 940-322-5281.

### **Notificación al Público de los Derechos**

#### **Garantizados por Título VI – Español**

La NRCTPC opera sus programas y servicios, sin distinción de raza, color y origen nacional, según el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree o que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja con la NRCTPC.

Para obtener más información sobre el programa de derechos civiles de la NRCTPC para obtener más información sobre los procedimientos para presentar una queja, llame al 940-322-5281; email [dwilde@nortexrpc.org](mailto:dwilde@nortexrpc.org); visite nuestras oficinas administrativas en 4309 Old Jacksboro Hwy, Suite 200 Wichita Falls, TX 76307.

Un demandante puede presentar una queja directamente a la Administración Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11<sup>th</sup> Street, Austin, TX 78701-2483, Federal de Tránsito, Oficina de Derechos Civiles, Atención: Coordinador del Programa de Título VI, East Building, 5th Floor TCR, 1200 New Jersey Ave, SE, Washington, DC 20590.

**If information is needed in another language, then contact 940-322-5281.**

## **Complaint Procedures**

### **ENGLISH**

Nortex Regional Planning Commission NRCTPC are committed to assuring that no person shall, on the grounds of race, color, national origin or sexual orientation, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Restoration Act of 1987 (P.L. 100.59), be excluded from, or participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity for which it has sole responsibility.

Letters of complaint may be subject to the Texas Open Records Act. However, all materials related to an open investigation or pending investigation shall remain confidential until a final determination is concluded.

Si se necesita información en otro idioma, entonces llame al 940-322-5281.

## **Forms**

Title VI Complaint Forms and Procedures are made available in the following locations:

- Agency website at: <https://nortexrpc.org/transportation-planning/>
- Hard copy in the central office at:

Nortex Regional Planning Commission  
4309 Jacksboro Hwy, Suite 200  
4310 Wichita Falls, TX 76307

- Telephone at: 940-322-5281
- Other:

Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.



## **Filing a Complaint**

Any person who believes she/he/they has been discriminated against on the basis of race, color or national origin by NRCTPC may submit a Compliant Form or file a letter of complaint. Complaint forms may be obtained by:

- Agency Website at: <https://nortexrpc.org/transportation-planning/>
- In Person at:

Nortex Regional Planning Commission  
4309 Old Jacksboro Hwy, Suite 200  
Wichita Falls, TX 76307

- Mail at:

Nortex Regional Planning Commission  
P.O. Box 5144  
Wichita Falls, TX 76307

NRCTPC will investigate complaints received no more than 180 days after the alleged incident.

All complaints are to be addressed to Mr. Dennis Wilde, Executive Director, Nortex Regional Planning Commission.

## **Content of Complaint**

Complaints may be discussed verbally **however,** all complaints must be submitted in writing. “Writing” is defined as through the completion of a Nortex Regional Planning Complaint Form. Letters may be used as a substitute. The Letter must contain a narrative description of the allegation (s) in sufficient detail to enable the Executive Director or the designated representative to understand what occurred, when it occurred, and the basis of the alleged discrimination complaint (e.g., race, color, national origin, sexual orientation, etc.). All contact information for the complainant including name, address, telephone numbers and email addresses; as well as all contact information for all witnesses or individuals with relevant knowledge must be included. The complaint letter must be signed and dated by the complainant(s) or his/her/their representative.

# Complaint Procedures

## SPANISH

### Procedimientos de queja

Comisión NORTEX de Planificación Regional (NRPC) (NRCTPC)) se compromete a asegurar que ninguna persona, por motivos de raza, color, origen nacional u orientación sexual, conforme a lo dispuesto por el título VI de la ley de derechos civiles de 1964 y la ley Civil de la restauración de 1987 (P.L. 100.59), quedan excluida, o participación en, ser negado los beneficios de o esté ser sujeto a discriminación bajo cualquier programa o actividad que es el único responsable.

Cartas de queja pueden ser sujeto a la ley de registros abiertos de Texas. Sin embargo, todos los materiales relacionados a una investigación abierta o pendiente de investigación serán siendo confidencial hasta que concluya una determinación final.

If information is needed in another language, then contact 940-322-5281.

### Formas

Título VI formularios de quejas y procedimientos está a su disposición en las siguientes ubicaciones:

- Sitio web de la agencia en: <https://nortexrpc.org/transportation-planning/>
- Impresa en la oficina central en:

Nortex Regional Planning Commission  
4309 Jacksboro Hwy, Suite 200  
Wichita Falls, TX 76307

- Teléfono en: 940- 322 – 5281
- Otros:

Disponibile en los idiomas apropiados para las poblaciones de LEP, conocer el umbral de puerto seguro.

## **Cómo presentar una queja**

Cualquier persona que cree ella que discrimina basándose en raza, color u origen nacional por la Comisión de Planificación Regional de Nortex podrá presentar un formulario compatible o archivo una carta de queja. Formularios se pueden obtener por:

- Sitio web: <https://nortexrpc.org/transportation-planning/>
- En persona en:

Nortex Regional Planning Commission  
4309 Old Jacksboro Hwy, Suite 200  
Wichita Falls, TX 76307

- Correo en:

Nortex Regional Planning Commission  
P.O. Box 5144  
Wichita Falls, TX 76307

Comisión de Planificación Regional de NORTEX investigará denuncias recibidas no más de 180 días después del presunto incidente.

Todas las quejas deben dirigirse al Sr. Dennis Wilde, Director Ejecutivo, Comisión de Planificación Regional de Nortex.

## **Contenido de la queja**

Las quejas pueden discutirse verbalmente todas las quejas deben presentarse por escrito. "Escritura" se define a través de la realización de Nortex Regional planificación queja forma. Letras pueden ser utilizadas como sustituto. La carta debe contener una descripción narrativa de la denuncia (s) en suficiente detalle para permitir al Director Ejecutivo o el representante designado entender lo que ocurrió, cuando ocurrió y la base de la denuncia de supuesta discriminación (raza, color, origen nacional, orientación sexual, etcetera.). Todos los información de contacto de la organización querellante incluyendo nombre, dirección, números de teléfono y direcciones de correo electrónico; así como también debe incluirse toda la información contacto de todos los testigos o personas con conocimiento relevante. La carta de queja debe ser firmada y fechada por los reclamantes o a su representante.

## **Complaint Review, Mediation and Appeals**

The Executive Director or the designated representative will review the complaint to determine whether the complaint meets one of the following criteria:

- Whether complainant is a member of a protected group;
- Whether complainant has alleged discriminatory treatment based on race color, national origin, or sexual orientation; or
- Whether complainant alleges adverse treatment based on discriminatory or harassing act.

If the Executive Director or the designated representative determines the complaint has meet one of the former criteria, an investigation will be initiated, and the complainant will receive an acknowledgment within 10 days of receipt of complaint.

## **Investigation Process**

The Executive Director or the designated representative will take the following steps, at a minimum, to investigate the alleged discriminatory act. The specific investigating steps include:

- Contacting the Program Director to advise of the initiation of an investigation;
- Identify and review all relevant documents, practices, and procedures to determine appropriate evidence has been included;
- Identify and interview persons with knowledge of the alleged discrimination, such as the complainant, witnesses, others identified by the complainant, and anyone who may have relevant knowledge of the alleged act.

If more information is needed, the Executive Director or the designated representative may contact the complainant. The complainant has 10 business days from the date of the receipt of the letter to send the requested information to the Executive Director or the designated representative.

If the Executive Director or designated representative is not contacted by the complainant or does not receive the requested additional information within the 10 business days, the Executive Director or designated representative may close the case.

A case may be closed by the Executive Director or designated representative if the complainant no longer wishes to pursue the case.

## **Completion of Investigation/Outcome**

Upon completion of the investigation, the Executive Director or the designated representative will prepare a final investigative report. The Executive Director or the designated representative has 60 business days to investigate the complaint.

As a result of the investigation, the Executive Director or the designated representative will issue one of two letters to the complainant. A Closure Letter summarizes the allegations and states that there was not a Title VI violation, and that case will be closed. A Letter of Finding summarizes the allegations and the interviews regarding the alleged incident and explains the nature of any corrective actions that have been implemented.

If the complainant wishes to appeal the decision, he/she/they have 10 business days after the date of the Letter of Finding to do so.

## **Appeals process**

If the complainant is not satisfied with the findings or resolution of the complaint and wishes to appeal the decision, the complainant may appeal directly to Nortex Regional Planning Commission (NRCTPC), Executive Committee, and P.O. Box 5144, Wichita Falls, TX 76307.

The appeal to the Executive Committee must be in writing and filed within 30 business days of the receipt of the findings to the complainant. The appeal must include the name, address, telephone number and email address of the complainant and must state the basis by which the complainant believes the resolution of the complaint was not correct.

The appeal will be placed on the next available monthly agenda of the Executive Committee.

Appeal to the Federal Transit Administration may be submitted to Federal Transit Administration, Office of Civil Rights, Attention: Title VI Coordinator, East Building, 5<sup>th</sup> Floor, TCR, 1200 New Jersey Ave SE, Washington, D.C. 20590.

## **Implementation of Remedial Action**

If at any time a policy violation is found to exist, the appropriate remedial steps will be taken immediately and documented accordingly.

## **Recordkeeping/Reporting requirements**

The Executive Director or designated representative is responsible for all recordkeeping and reporting requirements under this policy and procedure.

## Investigations, Complaints and Lawsuits

Program Year 2020 through 2023

<u>Action</u>	<u>Date</u>	<u>Summary</u>	<u>Status</u>	<u>Action Taken</u>
Investigation	N/A	N/A	N/A	N/A
Complaints	N/A	N/A	N/A	N/A
Lawsuits	N/A	N/A	N/A	N/A

## NRCTPC Board Members

Nortex Regional Planning Commission (NRCTPC) is a voluntary association of local governments providing for the health, safety and welfare of the citizens residing within the region. NRCTPC serves eleven counties in the North Texas region: Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger and Young. Local Elected Officials comprise the Governing Body of the Commission. NRCTPC was formed January 27, 1966, by Archer, Clay, and Wichita Counties. The eleven-county area served by NRCTPC encompasses 9,461 square miles and has a targeted population of 224,336 individuals.

The Governing Board of NRCTPC is designed to promote representation of the population of the region regardless of race, color, national origin, or sexual orientation. Each County Judge, the highest elected office in the county and the Mayor, the highest elected office of the city, have an opportunity to serve on the Governing Board. Additional political subdivisions of the state, by size and function, are afforded the opportunities to serve on the Board.

## Title VI Coordinator Contact Information

Name: Dennis Wilde, Executive Director  
Address: P.O. Box 5144 Wichita Falls, TX 76307  
Phone/Email: 940.322.5281 or [dwilde@nortexrpc.org](mailto:dwilde@nortexrpc.org)

## Information Dissemination

- **How information will be provided to the public.**  
NRCTPC operates programs without regard to race, color and national origin and public documents clarify that our Title VI program provides procedures for the public to follow to request additional information on our nondiscrimination obligations.

Information generated for public use, carries the legal notice requirements consistent with the Title VI provisions.

- **How Title VI information will be provided to NRCTPC employees.**  
During New Employee Orientation, the new employee shall be informed of the provisions of Title VI and of the expectations that the employee will perform duties accordingly.

Provisions of Title VI shall be included as part of the personnel policies of NRCP and each employee shall acknowledge having read, understand, and agreed to the terms and conditions contained in the policy.

- **How Title VI information will be provided to TxDOT.**  
NRCTPC will notify the TxDOT Public Transportation Coordinator of any Title VI complaints received no later than 10 business days of the receipt of the complaint. Please include this information within the complaint procedures.

## **Recordkeeping**

The Executive Director or the designated representative of NRCTPC shall maintain permanent employee records, which will include, but are not limited to, signed acknowledgement of receiving and have read the NRCTPC personnel policies which include the provisions of Title VI, copies of any Title VI complaints and related documentation, and records of correspondence to and from complaints and any materials pertaining to a Title VI investigation.

## **Public Outreach and Involvement**

Outreach efforts ensure Nortex services; activities and programs meet the needs of the community, LEP populations, minorities, elderly persons and persons with disabilities and general populations within the Wichita Falls area.

All citizens are encouraged to participate in the development of the North Texas Regionally Coordinated Transportation Plan in which Nortex is the Lead Agency. The Regional Plan is a 5-Year plan that analyzes all aspects of transit operations within the region and is required by the Texas Department of Transportation. The plan and its updates are approved by the Nortex Board of Directors as well as Transit Committee Members. Nortex follows all open meetings requirements for approval and public hearings.

## Coordinated Transportation Planning Committee

Nortex Coordinated Transportation Planning Committee (NRCTPC) serves as the advisory committee for the public transportation planning process in the region. The Committee is responsible for the data collection, insight, and plan development before it goes to the Lead Agency for consideration.

Nortex non-elected Transit Committee Members include:

Membership Table

Representative	Agency
Lin Barnett, Committee Chair	Wichita Falls MPO Executive Director
Dennis Wilde	Executive Director, Nortex Regional Planning Commission
Adam Steed	Economic Development Director, Nortex Regional Planning Commission
Debra Thomas	Executive Director, Rolling Plains Mgmt. Corp.
Donna Moore	Transit Director, Rolling Plains Mgmt. Corp.
Jenny Stevens	Public Transportation Administrator., City of Wichita Falls
Lisa McDaniel	Executive Director, Workforce Solutions North Texas
Shellie White	General Manager, TAPS/Transdev
Diane Morgan	Housing Services Director, Nortex Regional Planning Commission
Dee Anna Booker	AAA/ADRC Director, Nortex Regional Planning Commission
Renee Williams	AAA/Aging Service Director, Nortex Regional Planning Commission
Richard Neill	Public Transportation Coordinator, TxDOT

The NRCTPC comments and makes recommendations to the Nortex Board of Directors and to TxDOT on Human Services Transit Coordination. Through resolution, the NRCTPC is responsible for adopting NRCTPC Title VI Of The Civil Rights Act Of 1964.



## **Committee Makeup**

Membership composition of the body is highly important to the effective analysis of Needs and Strategies in the region. All members of the Coordinated Transportation Planning Committee are non-elected positions. Nortex strives to include all TxDOT defined strategic parties including representatives of elderly, low income, minority, disabled, veteran, and children's interests. Nortex routinely assesses Committee makeup to ensure membership is diversified including, but not limited to representatives of the major transportation providers, health and human services fields, local political subdivisions and organizations that primarily service low income, elderly, and disabled populations. This routine process ensures that all areas of public transportation are considered in this planning process. Committee membership can vary depending on need and participation.

## **Public Participation Plan (PPP)**

The Public Participation Plan ("PPP") is a guide for ongoing public participation endeavors. Its purpose is to ensure that Nortex Regional Planning Commission (NRCTPC) utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority, and limited English proficient ("LEP") populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

## **Process**

The NRCTPC Public Participation Plan establishes a process for obtaining input from and providing information to the public concerning agency policies, programs, projects, and program funding in order to:

1. Ensure the public is informed and has the opportunity to provide NRCTPC with input so plans can reflect the public's vision.
2. Eliminate language, mobility, and other obstacles to allow the minority populations to participate fully in the process.

In accordance with FHWA regulations, NRCTPC will review and update this plan as needed. The various federal and state laws and regulations mentioned require that an agency such as NRCTPC conduct public participation programs to ensure that the public is involved and that community concerns are addressed. A significant component of the NRCTPC mission is a strong commitment to public participation and involvement to include all residents and stakeholders in the local planning process. The public participation process, development of plans, and outreach activities are coordinated through the Regionally Coordinated Transportation Planning Commission. Ensuring the meaningful involvement of all social and economic groups, including low-income, minority, disabled, senior, and other traditionally underrepresented communities is a key component of the PPP. As discussed in the Introduction section, activities covered in the PPP are consistent with federal and state

environmental justice laws, regulations, and requirements, Title VI of the Civil Rights Act, and related nondiscrimination requirements, and they reflect the principles of social equity and environmental justice. The overall public participation process follows these guidelines and principles:

1. The Public Participation Plan is designed to inform and involve people and organizations in the region's decision-making process on issues such as growth, transportation, environmental management, economic development, and public safety. The PPP seeks to involve all citizens, including, but not limited to, low-income households, Hispanic, African American, Asian, Native American, senior, limited English speaking populations, persons with disabilities, as well as community-based and civic organizations, public agencies, business groups and associations, environmental organizations, corporations, city commissions, schools, and other stakeholders in the decision-making process.
2. Direct engagement with LEP populations and community organizations: Through working with various community organizations, NRCTPC will seek to identify and engage LEP populations in the community and inform them of available public transportation services and related language assistance mediums. NRCTPC will continue to work with urban and rural transit systems and other community organizations in educating LEP persons how to use NRCTPC and urban and rural transit services. Direct engagement with LEP persons will also help NRCTPC learn what additional agency information may need translation.
3. NRCTPC seeks to involve audiences outlined in Section 450.316 of Title 23 in the Code of Federal Regulations: citizens, affected public agencies, representatives of public transportation employees, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties. These efforts also are designed to reach affordable housing advocates, transportation advocates, neighborhood and community groups, environmental advocates, home builder representatives, broad-based business organizations, landowners, commercial property interests, and homeowner associations.
4. NRCTPC meetings provide the public input forum and decision point for significant regional issues. Meetings held at NRCTPC, are accessible by public transit.
5. For planning, project funding, and policy decisions, public input shall be documented, issues or concerns addressed, and resolution of issues and/or changes made reflected in final reports, plans, or other documents. The final reports or documents are subject to approval by a vote at a public NRCTPC's Board meetings.
6. NRCTPC proactively seeks and promotes public participation in meetings, and hearings, as well as participation and attendance at committees, and working groups. NRCTPC follows local, state, and federal guidelines for posting public meeting and hearing notices. Depending upon the specific project, NRCTPC endeavors to hold

meetings at times that can attract as many participants as possible. NRCTPC endeavors to hold these meetings in locations that are accessible by public transit. These meetings are held in buildings, rooms, or locations that are accessible to persons with disabilities.

7. NRCTPC informs the public in a timely manner about regional issues, actions, and pending decisions through several efforts. As needed or required, NRCTPC provides adequate notice in newspapers of general circulation for publication of legal notices, including minority and Spanish language publications. Other publication and distribution efforts to residents, agencies, and city/county governments may include e-mail notification, notices on the NRCTPC website.
8. NRCTPC conducts periodic public opinion surveys as part of the outreach and citizen participation component of the NRCTPC PPP. These surveys are designed to keep NRCTPC officials aware of issues that are of concern to the diverse groups of people who live here.
9. NRCTPC periodically reviews the effectiveness of the procedures and strategies contained in the PPP and any other planning, program, or project-specific public participation plans to ensure the goals of the outreach and involvement are met. Assessment is considered to determine results of outreach effectiveness by reporting how many people are contacted, how many respond, as well as what follow up measures were taken to ensure persons who commented know what was done with their comments.
10. NRCTPC coordinates and consults with other federal, state, local, and nonprofit agencies in developing regional transportation plans and transportation improvement programs, including ensuring coordination of metropolitan planning activities with planning for non-emergency transportation services.
11. Disseminate LEP information to local transit providers to help ensure transit provider services are safe, reliable, convenient, and accessible to LEP persons in the community. Ideally, these efforts will attract additional LEP riders to existing urban and rural transit systems.

## **Participation**

The overall public participation process follows these guidelines and principles:

1. NRCTPC will follow current federal and state regulations regarding public involvement processes and procedures. NRCTPC will develop public involvement plans (PPP) in consultation with all interested parties and will describe and secure feedback on procedures, strategies, and desired outcomes.
2. NRCTPC will develop public involvement plans tailored to meet specific project needs, which address the unique challenges presented by each project. NRCTPC will follow best practices in developing these plans. This includes addressing needs and conducting outreach with stakeholders.
3. The tailored public involvement plans will set objectives, identify people to be reached, develop public involvement strategy, and define specific outreach techniques. This will be developed in consultation with interested stakeholders.
4. NRCTPC will maintain and enhance opportunities to promote plans and projects and secure input on those plans and projects through the NRCTPC website and public meetings.
5. The PPP will be developed so that critical community concerns and technical issues are identified and potential options to address those concerns are provided.
6. For planning, project funding, and policy decisions, public input shall be documented, issues or concerns addresses, and resolution of issues and/or changes made reflected in final reports, plans, or other documents.
7. To facilitate community participation, lists of individuals, agencies, and organizations will be maintained for distribution of agency materials. These lists will include persons who have indicated an interest in transportation planning projects during previous public information efforts and/or focused on the specific project.

## **Outreach Efforts**

Summary of outreach efforts made since last Title VI program submission:

- Held workshops (in 2023, 2022, etc ) throughout the Wichita Falls service area when significant service changes occur.
- Conduct rider and client surveys as part of the regionally coordinated transportation planning process.
- Provide information to the public, riders and clients languages identified in Four-Factor Analysis upon request.
- On an ongoing basis, continuously seek LEP, minority and elderly persons and

persons with disabilities to participate in Nortex Coordinated Planning Committee.

Although the public involvement process has been identified as a crucial part of NRCTPC's public outreach and involvement process. To successfully engage the community in this process, achieve public support and better outcomes, NRCTPC have adopted the following practices:

- Determining and identifying what meetings and program activities lend themselves to client public participation.
- Scheduling meetings at times and locations that are convenient and accessible for LEP, minority and elderly persons and persons with disabilities.
- Employing different meeting sizes and formats.
- Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected LEP populations, minorities, elderly persons and persons with disabilities.

## **Limited English Proficiency Plan (LEP)**

### **Introduction**

This Limited English Proficiency Plan has been prepared to address the NRCTPC responsibilities, through the work of the Coordinated Transportation Planning Committee, as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including all associated with the Coordinated Transportation Planning Committee of NRCTPC.

If information is needed in another language, then contact 940-322-5281. Si se necesita información en otro idioma, entonces llame al 940-322-5281.

### **Plan Summary**

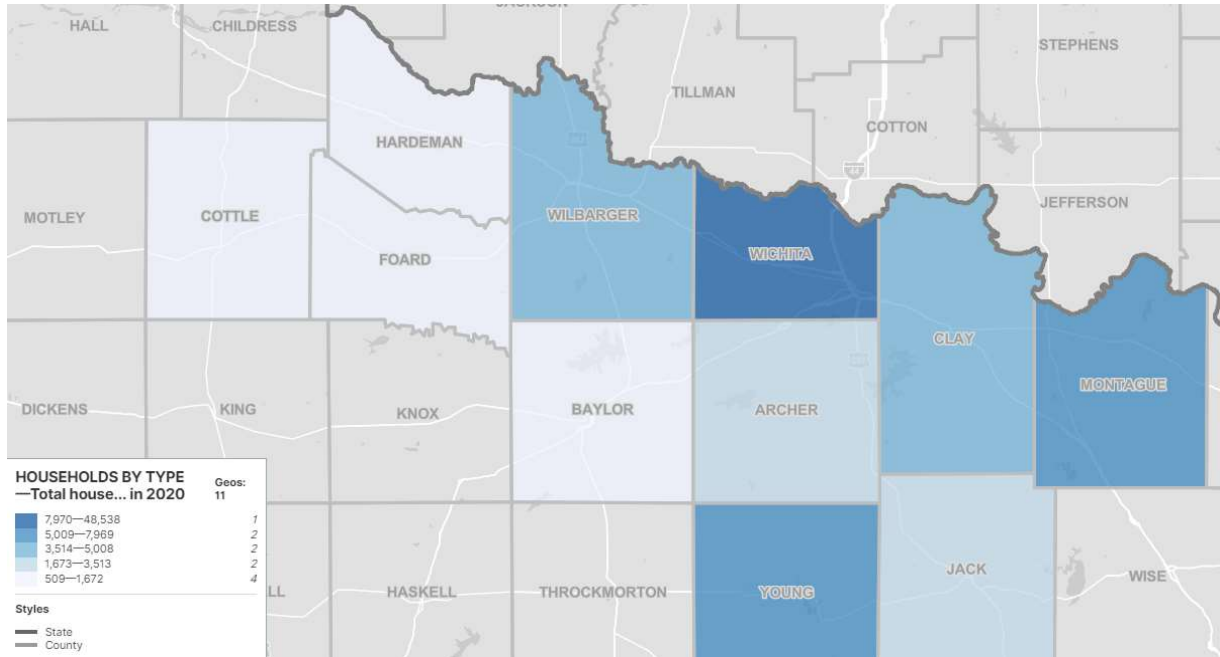
The Coordinated Transportation Planning Committee of NRCTPC has developed this Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided. As defined by Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP and minority persons that assistance is available.

To prepare this plan, the Coordinated Transportation Planning Committee of NRCTPC used the four-factor LEP analysis which considers the following factors:

### **Four-Factor Analysis**

1. Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population. The number or proportion of LEP persons in the service area who may be affected or are likely to require NRCTPC transportation services. The Coordinated Transportation Planning Committee of NRCTPC reviewed the 2020 US Census Report and determined that 229,795 persons in the transportation service area of NRCTPC\* (11% of the population) or 26,733 speak a language other than English. \*Of those 26,733 persons 10,185 (38%) have limited English proficiency; that is, they speak English "not well" or "not at all", this is only 4% of the overall population in the service area. In the NRCTPC service area, of those persons with Limited English Proficiency, 21,828 speak Spanish, 1,618 speak Indo-European, and 2,343 speak Asian or other Pacific Islander Languages and 944 speak other languages.

\*NRCTPC service area: Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger and Young.



2. Assessment of Frequency LEP Individuals Come into Contact with the Transit Services or System. The Coordinated Transportation Planning Committee of NRCTPC reviewed the relevant benefits, services, and information and determined LEP persons have encountered these functions through [one or more of] the following channels:

- Contact office staff and persons representing NRCTPC
- Contact with NRCTPC managers
- Calls to NRCTPC customer service telephone line. NRCTPC documents phone inquiries or office visits. To date, NRCTPC has had no requests for interpreters and no requests for translated program documents.
- Visits to the NRCTPC headquarters
- Access to the NRCTPC agency’s website
- Attendance at public involvement or public meetings hosted by NRCTPC
- Contact with NRCTPC’s ADA representative when attending public involvement meetings or communicating with NRCTPC staff?

NRCTPC will continue to identify emerging populations as updated Census data become available for our service area. In addition, when LEP persons contact our agency, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contact.

To assist in language identification, we use a language identification flashcard based what was developed by the U.S. Census.  
<http://www.lep.gov/ISpeakCards2004.pdf>

3. Assessment of the Nature and Importance of NRCTPC Services and Transit Services to the LEP population. NRCTPC board/committee, office staff and persons representing NRCTPC are most likely to encounter LEP individuals through office visits, phone conversations, and attendance at Board/Committee meetings. Based on our experience serving and communicating with LEP persons and direct consultations with transit agencies we learned that the following services/routes/programs are currently of particular importance to LEP persons in the community:

- Route 2 Central

The following are the most critical services provided by NRCTPC for all customers, including LEP persons:

- Public Outreach and Public Involvement;
- Regionally Coordinated Transportation Planning (RCTP) process
- Data collection and dissemination of information

There is no large geographic concentration of any type of LEP individuals in the area for the NRCTPC receiving transportation services. The overwhelming majority of the population, 82%, speaks only English. As a result, there are few social, service, professional and leadership organizations within the NRCTPC service area that focus on outreach to LEP individuals.

4. Assessment of the Resources Available to the Agency and Costs. The resource available to the Coordinated Transportation Planning Committee of NRCTPC and overall costs to provide LEP assistance. The Coordinated Transportation Planning Committee of NRCTPC reviewed its available resources that could be used for providing LEP assistance, which of its documents would be most valuable to be translated if the need should arise and contacted local citizens that would be willing to provide voluntary Spanish translation if needed within a reasonable time period. Other language translation if needed would be provided through a telephone interpreter line for which the commission would pay a fee. Fees for telephone interpreter services are based on market rates but typically cost \$1.25-\$3.00 per minute.

### **Assistance, Measures and Training Language Assistance**

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to transportation services coordinated by the Coordinated Transportation Planning Committee of NRCTPC. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How the Coordinated Transportation Planning Committee of NRCTPC may identify an LEP



person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand at locations where transportation services would be rendered.
- All staff that provides transportation services from NRCTPC will be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.
- All staff who provides transportation services from NRCTPC will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When the Coordinated Transportation Planning Committee of NRCTPC sponsors an informational meeting or event dealing with regional transportation services, an advanced public notice of the event should be published including special needs related to offering a translator (LEP) or interpreter (sign language for hearing impaired individuals). Additionally, a staff person may greet participants as they arrive by informally engaging participants in conversation if it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need for future events.

### **Language Assistance Measures**

Although there is a very low percentage in the NRCTPC service area of LEP individuals, that is, persons who speak English "not well" or "not at all", it will strive to offer the following measures:

- The Coordinated Transportation Planning Committee of NRCTPC will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.
- Volunteer interpreters for the Spanish language are available and will be provided within a reasonable time period.
- Language interpretation will be accessed for all other languages through a telephone interpretation service.

### **Staff Training**

The following training will be provided to all staff that provides transportation services within the region:

- Information on the Title VI Policy and LEP responsibilities.

- Description of language assistance services offered to the public.
- Use of the "I Speak" cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

All contractors or subcontractors performing work for the Coordinated Transportation Planning Committee of NRCTPC will be required to follow the Title VI LEP guidelines.

## **Translation of Documents**

The Coordinated Transportation Planning Committee of NRCTPC weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, at this time it is an unnecessary burden to have any transportation services documents translated.

Due to the very small local LEP population, the Coordinated Transportation Planning Committee of NRCTPC does not have a formal outreach procedure in place, as of 2012. Translation resources have been identified and are limited in this region. However, when and if the need arises for LEP outreach, the Coordinated Transportation Planning Committee of NRCTPC will consider the following options:

- When staff prepares a document, or schedules a meeting regarding transportation services, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.
- Vital” documents will be translated when a significant number or percentage of the population eligible to be served, or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. For many larger documents, translation of vital information contained within the document will suffice and the documents need not be translated in their entirety.
- A document will be considered vital if it contains information that is critical for obtaining federal services and/or benefits or is required by law. Vital documents include:
  - The Title VI Notice
  - Complaint Procedures
  - Complaint Forms

Non-vital information includes documents that are not critical to access such benefits and services. Advertisements of federal agency tours and copies of testimony presented to Congress that are available for information purposes would be considered non-vital

information.

## **Monitoring**

Monitoring and Updating the LEP Plan - The Coordinated Transportation Planning Committee of NRCTPC will update the LEP Plan as required. NRCTPC does not provide Federal Transit Administration (FTA) funding to subrecipients or other agencies to carry out all or part of the FTA Section 5304 program. At a minimum, the plan will be reviewed and updated when data from the 2020 U.S. Census is available, or when higher concentrations of LEP individuals are present in NRCTPC transportation service area. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the Nortex Regional Planning Commission's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the Coordinated Transportation Planning Committee of NRCTPC has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.
- Maintain a Title VI complaint log, including LEP to determine issues and basis of complaints.

## **Dissemination of LEP Plan and other Data**

NRCTPC's LEP Plan will be made available on its website and will be made available in languages other than English, and other languages as warranted, or requested. NRCTPC's LEP Plan and other data they to ensure services are safe, reliable, convenient, and accessible to LEP persons in the community will be distributed or made available transit agencies, human service organizations, minority focused organizations, Elderly and Disabled organizations, governmental entities, contractors, and consultants, cities, Metropolitan Planning Organizations, community advisory committees, and road commissions. Any person with internet access will be able to access and download the plan from the NRCTPC website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, e-mail or in person shall be provided a copy of the plan at no cost.

- Post signs at conspicuous and accessible locations notifying LEP persons of the LEP Plan and how to access language services.
- State on agendas and public notices in the language that LEP persons would understand that documents are available in that language upon request at 4309

Jacksboro Highway, Suite 200, Wichita Falls, TX.

## **Assessing Mobility Needs**

Procedures by which mobility needs of minority populations are identified and considered NRCTPC seeks to identify the mobility needs of minority populations during our Regionally Coordinated Transportation Planning (RCTP) process through early and continuing public outreach to minority populations to obtain their input, and through data analysis of the location of minority population concentrations. NRCTPC will continue to work closely with the Wichita Falls Transit system to identify relative to existing and planned jobs, services, and travel patterns.

The policies and analysis help ensure that the level of service and location of routes, age/quality of vehicles assigned to routes, and stop and other facilities are being provided in a non-discriminatory manner, and that the fare structure is also equitable.

## **Coordinated Transportation Planning Committee**

The Nortex Coordinated Transportation Planning Committee serves as the primary committee for LEP advisory committee for the public transportation planning process in the region. Like transit, the non-elected members are responsible Title VI data collection, insight, and plan development before it goes to the Lead Agency for consideration.

## **Capital Projects**

For all capital improvement projects with significant community impacts, NRCTPC will provide opportunities for members of the public to provide input and express concerns. NRCTPC also will implement a program designed to inform the public of progress, as well as safety and community impacts in the event of construction.

1. NRCTPC will hold public meetings at key stages of project development and implementation. NRCTPC will endeavor to hold off-site public meetings at locations accessible by public transit in the vicinity of the project area at times convenient for the public to attend. NRCTPC will solicit input from representatives of interest groups of the local population, such as community groups, planning groups, business groups and associations, environmental organizations, neighborhood associations, minority groups, and senior and disabled riders. These stakeholders will be consulted during the design and construction of capital projects.
2. NRCTPC will work to advise the public regarding actual and perceived disruption during construction of capital projects by distributing informational, educational, and public information materials and by using other traditional community outreach tools.

3. NRCTPC will endeavor to meet citizen concerns as they arise and attempt to resolve those concerns.

### **Transit Service and Fare Changes**

The overall guidelines include the following:

1. Public hearings will be held by NRCTPC for service changes. Public meetings will be held at a time and location that is accessible by users of public transit. When appropriate, meetings at which the public can provide comments will be held during evening hours.
2. Public notices in both English and Spanish will be posted on all public transit vehicles and will include a description of the proposed fare change, the date, time, intent and location of the public hearing, and the deadline for written, email, and phone comments from the public.
3. Print notice of public hearings will be provided 72 hours prior to the public hearing meeting date in newspapers of general circulation including appropriate minority and community publications.
4. Additional public outreach will be performed through media notification, web postings, social media notifications and email newsletters.
5. Fare and/or Service Equity Analysis or other information may be requested from transit agencies to support outreach efforts.

# Appendix

## Appendix 1 – Title VI Complaint Form (ENGLISH)

Instructions: If you would like to submit a Title VI complaint to the NRCTPC, please fill out the form below and send it to: NRCTPC, Attn: Executive Director, P.O. Box 5144, Wichita Falls, TX 76307. For questions, please contact Mr. Dennis Wilde at (940) 322- 5281 or email at [dwilde@nortexrpc.org](mailto:dwilde@nortexrpc.org). For a copy of NRCTPC’s full Title VI Plan or Notice to the Public, contact Public Transportation at (940) 322-5281 or email [dwilde@nortexrpc.org](mailto:dwilde@nortexrpc.org).

1. Name (Complainant):		2. Phone:		3. Home address (street #, city, state, zip):	
4. If applicable, name of person(s) who allegedly discriminated against you:				6. Date of alleged incident:	
5. Location and position of person(s) if known:					
7. Discrimination because of:					
8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.					
9. Why do you believe these events occurred?					
10. What other information do you think is relevant to the investigation?					
11. How can this/these issue(s) be resolved to your satisfaction?					
12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses, fellow employees, supervisors, others):					
Name:		Job Title:		Address:	
				Phone number:	
Date of Complaint		Complainant Name (print)		Complainant Name (signature)	

## Appendix 2 – Title VI Complaint Form (SPANISH)

Instrucciones: Si desea presentar un reclamo de título VI a la Comisión de Planificación Regional de Nortex, por favor llene la forma abajo y enviarlo a: Comisión de planeamiento Regional de Nortex, Attn: Director Ejecutivo, P.O. Box 5144, Wichita Falls, TX 76307. Para preguntas, por favor póngase en contacto con el Sr. Dennis Wilde en (940) 322-5281 o correo electrónico a [dwilde@nortexrpc.org](mailto:dwilde@nortexrpc.org). Una copia de Nortex Regional de planificación de la Comisión completa título VI Plan o aviso al público, póngase en contacto con transporte público al (940) 322-5281 o por email [dwilde@nortexrpc.org](mailto:dwilde@nortexrpc.org).

1. Nombre (autor):		2. Teléfono:		3. Domicilio (calle #, ciudad, estado, código postal):	
4. Si procede, nombre de la persona que presuntamente discriminó:				6. Fecha de incidente:	
5. Ubicación y localización de persona si se conoce:					
7. Discriminación por:					
8. Explique brevemente y claramente como sea posible lo que sucedió y Cómo crees que fueron objeto de discriminación. Indicar que estaba involucrado. No olvide incluir cómo se siente otra las personas fueron tratadas diferentemente que usted. También, coloque cualquier material escrito referente a su caso.					
9. ¿Por qué crees que se produjeron estos acontecimientos?					
10. ¿Qué otra información cree que es pertinente para la investigación?					
11. ¿Cómo pueden estos problemas sea resuelto a su satisfacción?					
12. Por favor lista de cualquier persona nos podemos en contacto para que obtener información adicional apoyar o aclarar su queja (testigos, compañeros de trabajo, supervisores, otros):					
Nombre: Profesión: Dirección: teléfono:					
Fecha de denuncia		Nombre del denunciante (impresión)		Nombre del denunciante (firma)	

### Appendix 3 – Public Participation Plan Surveys (English & Spanish)

<b>How would you prefer to receive information from NRCTPC? Please select up to three.</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Public meetings		
Informal community meetings		
Surveys		
Not interested in receiving information		
Other		

<b>How would you prefer to provide input to N R P C ? Please select up to three.</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Public meetings		
Informal community meetings		
Mail group		
E-mail comment		
Letter		
Phone comment line		
Not interested in providing input		
Other		

<b>When would you prefer to attend a meeting?</b>	
<b>Answer Options</b>	<b>Response</b>
Monday through Friday between 8 a.m. and 11 a.m., or between 1 p.m. and 5 p.m.	
Monday through Friday between 11 a.m. and 1 p.m.	
Monday through Friday after 5 p.m.	
Saturday or Sunday between 9 a.m. and 5 p.m.	
Other times/days of week	
Not interested in attending a meeting	



**How would you prefer to have detailed or complicated material presented to you? Please only check one.**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Written information online for review and/or download in advance		
Live presentation at a meeting or workshop		
Brochure, flier, or printed material		
Map, chart, or other visual		

**How well do you believe NRCTPC currently communicates opportunities for public input in the planning process?**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Very well		
Somewhat well		
Not very well		
Not well at all		
No opinion		

**Which of the following best describes you?**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Businessperson		
Elected official		
Community group member		
Government agency staff		
Environmental group member or staff		
Community-based organization member		
Student		
Non-profit		
Stakeholder		
Concerned / interested resident		

**¿Cómo preferiría recibir la información de NRCTPC sobre estos asuntos regionales?  
Por favor marque únicamente hasta tres opciones.**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Reuniones públicas		
Reuniones informales con la comunidad		
Encuestas		
No estoy interesado en recibir información		
Otro		

**¿Cómo preferiría darle a NRCTPC sus comentarios sobre asuntos regionales? Por favor marque únicamente hasta tres opciones.**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Reuniones públicas		
Cartas		
Comentarios por teléfono		
Reuniones informales con la comunidad		
Encuesta por correo		
Comentarios por correo electrónico		
No estoy interesado en dar información		
Otro		

**¿Cuándo prefiere que sean las reuniones?**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
De lunes a viernes, de 8 a.m. a 11 a.m., o entre 1 p.m. y 5 p.m.		
De lunes a viernes entre 11 a.m. y 1 p.m.		
De lunes a viernes después de las 5 p.m.		
Sábados o domingos, entre 9 a.m. y 5 p.m.		
Otros horarios/días de semana		
No me interesa asistir a una reunión		

**¿Cómo preferiría que le presentaran material con contenido detallado o complicado? Por favor marque uno sólo.**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Información disponible en Internet y/o descargada para su revisión previa		
Presentación en vivo		
Folleto, volante o otro material impreso		
Mapa, gráficas o otro material visual		

**¿Qué tan bien comunica NRCTPC las oportunidades que tiene el público para comentar en el proceso de planeación?**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Muy bien		
Más o menos bien		
No muy bien		
Nada bien		
Sin opinión		

**¿Cuál de las opciones a usted describe mejor?**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Persona de negocios		
Un individuo interesado en el tema		
Autoridad electa		
Personal o miembro de un grupo comunitario		
Personal de una agencia gubernamental		
Personal o miembro de un grupo ambientalista		
Estudiante		
Otro		

## Appendix 4 – NRCTPC’s Governing Body

<b>Governing Body as of August 16, 2023</b>				
<b>Member Entity</b>	<b>Designated Member</b>	<b>Government Representative</b>	<b>Business Representative</b>	<b>Nature Of Business</b>
County of Jack	Judge Keith Umphress (Chair)	X		
County of Archer	Judge Randy Jackson	X		
County of Baylor	Judge Rusty Stafford	X		
County of Clay	Judge Mike Campbell	X		
County of Foard	Judge Mark Christopher	X		
County of Hardeman	Mayor Dale Eaton	X		
County of Wichita	Judge Jim Johnson	X		
County of Wilbarger	Judge Greg Tyra	X		
County of Young	Judge Win Graham	X		
City of Bowie	Bert Cunningham,	X		City Manager
City of Crowell	Mayor Ronnie Allen	X		
City of Paducah	Mayor Rodger Brannen	X		
City of Seymour	Lauren Bush	X		Economic Development Director
City of Vernon	Mayor Pam Gosline	X		
Electra Memorial Hospital	Billy Don Clark		X	Public
Vernon College	Mindi Flynn		X	President of Administrative Services
Red River Authority of Texas	Randy Whiteman	X		
Honorable James Frank	James Frank	X		
Office of Rep. James Frank	Carlye Bindel	X		

**Appendix 5 – Board Resolution**