



# AGENCY STRATEGIC PLAN

## FISCAL YEARS 2017 TO 2021

*By the*

### TEXAS DEPARTMENT OF AGRICULTURE

COMMISSIONER SID MILLER · JANUARY 1, 2015 TO DECEMBER 31, 2018 · AUSTIN, TEXAS

**AUGUST 22, 2016**

**SIGNED:**

  
Commissioner Sid Miller

**APPROVED:**

August 22, 2016\*

The Texas Department of Agriculture did not receive approval of its plan until July 18, 2016 and did not receive an answer to its July 22, 2016 request for reconsideration of a strategic measure until August 17, 2016.



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# AGENCY MISSION



The Texas Department of Agriculture's mission is to partner with all Texans to make Texas the nation's leader in agriculture, fortify our economy, empower rural communities, promote healthy lifestyles, and cultivate winning strategies for rural, suburban and urban Texas through exceptional service and the common threads of agriculture in our daily lives.



TEXAS  
AGRICULTURE  
*Matters!*

# AGENCY GOALS & ACTION PLAN



- ▶ **Goal A**  
Expand trade opportunities and support communities that sustain agriculture.
- ▶ **Goal B**  
Protect the public and regulate agricultural industries.
- ▶ **Goal C**  
Provide funding and assistance for food and nutrition programs.
- ▶ **Goal D**  
Provide indirect administration support to all agency programs.



## **AGENCY OPERATIONAL GOAL AND ACTION PLAN**

Goal A: Expand trade opportunities and support communities that sustain agriculture.

### **SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL**

1. Generate growth opportunities for Texas agricultural producers.
2. Assist communities and businesses that sustain agriculture.
3. Promote the value of Texas agriculture through education and outreach.

### **DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE**

1. **Accountable to tax and fee payers of Texas.**  
TDA undertakes to make timely and complete responses to public information requests and other requests for information from all persons and entities requesting information. The agency regularly solicits public/industry input in the rule-making process. TDA timely and accurately reports financial and procurement matters and adheres to purchasing requirements.
2. **Efficient such that maximum results are produced with a minimum waste of taxpayer funds, including through the elimination of redundant and non-core functions.**  
TDA performs its core operational functions with a workforce comparably smaller than other states' agricultural departments, avoids redundant functions through the use of interagency contracts and memorandums of understanding, and does not perform non-core functions.
3. **Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.**  
TDA successfully fulfills its core functions through completion of its federal, state constitutional, and statutory requirements, materially achieves performance measures and is continually seeking to improve its services through improved employee performance, management practices, and the availability of its public services.
4. **Providing excellent customer service.**  
TDA's trained staff and desire to efficiently serve the public have resulted in excellent customer service. TDA continually examines its processes to provide more responsive and capable services to the public. TDA attempts to hire employees with the necessary skill sets to maintain and improve its services.
5. **Transparent such that agency actions can be understood by any Texan.**  
TDA maintains open door access for the public at all of its facilities, responds timely to public information requests, maintains a website to provide easy access to its information and services, and attempts to put forth its policies, rules and services in formats easily usable by industries it serves and the public.

### **DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM**

All action items stated above are key items necessary to ensure the goal is accomplished on or before August 31, 2021. The goal is accomplished annually, on or before the end of each fiscal year, although some actions are seasonal in nature.

## **AGENCY OPERATIONAL GOAL AND ACTION PLAN**

Goal B: Protect the public and regulate agricultural industries.

### **SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL**

1. Provide for safe and affordable agricultural markets through standards and enforcement.
2. Implement product surveillance and biosecurity efforts for pests/diseases.
3. Verify the quality and type of seed and plants grown or transported in Texas.
4. Regulate commodities through verification, licensing, inspection and enforcement.
5. Protect agricultural environments, markets, and consumers.
6. Inspect weighing and measuring devices for proper calibration.

### **DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE**

- 1. Accountable to tax and fee payers of Texas.**  
TDA undertakes to make timely and complete responses to public information requests and other requests for information from all persons and entities requesting information. The agency regularly solicits public/industry input in the rule-making process. TDA timely and accurately reports financial and procurement matters and adheres to purchasing requirements.
- 2. Efficient such that maximum results are produced with a minimum waste of taxpayer funds, including through the elimination of redundant and non-core functions.**  
TDA performs its core operational functions with a workforce comparably smaller than other states' agricultural departments, avoids redundant functions through the use of interagency contracts and memorandums of understanding, and does not perform non-core functions.
- 3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.**  
TDA successfully fulfills its core functions through completion of its federal, state constitutional, and statutory requirements, materially achieves performance measures and is continually seeking to improve its services through improved employee performance, management practices, and the availability of its public services.
- 4. Providing excellent customer service.**  
TDA's trained staff and desire to efficiently serve the public have resulted in excellent customer service. TDA continually examines its processes to provide more responsive and capable services to the public. TDA attempts to hire employees with the necessary skill sets to maintain and improve its services.
- 5. Transparent such that agency actions can be understood by any Texan.**  
TDA maintains open door access for the public at all of its facilities, responds timely to public information requests, maintains a website to provide easy access to its information and services, and attempts to put forth its policies, rules and services in formats easily usable by industries it serves and the public.

### **DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM**

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## AGENCY OPERATIONAL GOAL AND ACTION PLAN

Goal C: Provide funding and assistance for food and nutrition programs.

### SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL

1. Provide assistance to vulnerable populations.
2. Support nutrition programs in schools.
3. Provide nutrition assistance to children and adults.

### DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE

- 1. Accountable to tax and fee payers of Texas.**  
TDA endeavors to ensure strict compliance with federal and state regulations by the agency and its contracting entities with the expressed goal of safeguarding taxpayer funds and protecting the public trust. Transparency in operations is held as a primary tenant in the design, development, and implementation of all processes, procedures, workflows, and communications. Timely and complete responses are made to Public Information Requests (PIR) as well as inquiries for information not subject to the PIR process. TDA timely and accurately reports financial information and adheres to all procurement regulations.
- 2. Efficient such that maximum results are produced with a minimum waste of taxpayer funds, including through the elimination of redundant and non-core functions.**  
TDA Food and Nutrition Division has developed and uses advanced electronic, Internet, technical, and employee resources that provide cutting-edge delivery of services and assistance to schools, contractors, and vulnerable children and adults in Texas. The agency avoids redundant functions through the use of interagency contracts and memorandums of understanding, and does not perform non-core functions. Policies and procedures are evaluated routinely to enhance efficiency and effectiveness. Purchases are evaluated to ensure the best price for the best value of services and products.
- 3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.**  
TDA Food and Nutrition Division achieves high standards of operations and consistently receives commendations on the various performance and financial audits performed by USDA and external auditors annually. Performance measures are not only materially achieved but are also a part of the strategic plans of the division. Performance measure trends are analyzed to identify areas of improvement and future concerns. A program improvement unit was developed within Food and Nutrition to evaluate program operational data used to inform management decision, aid in strategic planning, and ensure continuous improvement.
- 4. Providing excellent customer service.**  
Providing customer service excellence and meeting high professional standards is the culture of the Food and Nutrition Division. These two tenants are entrenched in the culture and reiterated in the tone from the top and throughout the division. TDA's trained staff, desire to serve the public, and passion for the mission of Food and Nutrition have resulted in routinely providing excellent customer service. Customer service surveys are a standard tool utilized to continue to evaluate and enhance processes and procedures to maintain a high level of customer service excellence. The importance of providing customer service is highlighted in the interview process and employees with the necessary skill sets are sought to ensure the highest quality of services is maintained and improved upon.
- 5. Transparent such that agency actions can be understood by any Texan.**  
TDA maintains open door access for the public at all of its facilities, responds timely to public information requests, maintains a website to provide easy access to its information and services, and attempts to put forth its policies, rules and services in formats easily understood and utilized by participating organizations, program beneficiaries and the public. TDA's Food and Nutrition Division engages in multiple media events to increase public awareness of available services and provides user-friendly educational opportunities to persons and entities interested in and engaged in offering food and nutrition assistance. Policy memos, all outreach resources, and communications to increase program awareness are written to minimize the use of complex sentences and convoluted language.

### DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM

All action items stated above are key items necessary to ensure the goal is accomplished on or before August 31, 2021. The goal is accomplished annually, on or before the end of each fiscal year, although some actions are seasonal in nature due to the necessity of providing services in the public school and community environments.

## **AGENCY OPERATIONAL GOAL AND ACTION PLAN**

Goal D: Provide indirect administration support to all agency programs.

### **SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL**

1. Provide central administrative oversight and management.
2. Provide information resources support.
3. Provide other support services.

### **DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE**

- 1. Accountable to tax and fee payers of Texas.**  
TDA undertakes to make timely and complete responses to public information requests and other requests for information from all persons and entities requesting information. The agency regularly solicits public/industry input in the rule-making process. TDA timely and accurately reports financial and procurement matters and adheres to purchasing requirements.
- 2. Efficient such that maximum results are produced with a minimum waste of taxpayer funds, including through the elimination of redundant and non-core functions.**  
TDA's administrators have separate and distinct duties which do not overlap and are not redundant. Assistant Commissioners operate the divisions of the agency with much independence according to agency policies and mission. The five regional TDA offices operate in distinct geographical areas and are able to share resources when necessary and administer each specific region independently to avoid overlap and minimize travel for conducting regulatory inspections. The agency avoids redundant functions through the use of interagency contracts and memorandums of understanding, and does not perform non-core functions.
- 3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.**  
TDA successfully fulfills its core functions through completion of its federal, state constitutional, and statutory requirements, materially achieves performance measures and is continually seeking to improve its services through improved employee performance, management practices, and the availability of its public services.
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### **DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM**

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# REDUNDANCIES & IMPEDIMENTS



Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
General Appropriations Act, 2016-2017 Biennium, Art VI, Section 1. 4, Transfer Authority	The lack of transfer authority prevents flexibility in funding, and results in funding inefficiencies that contribute to program costs. Due to the strict program appropriation rules, fees must be calculated to provide for emergency funds and other silo'd costs in each program that might otherwise be shared at a lower cost to all.	Delete Rider 4 in TDA's bill pattern.	With at least the same authority to transfer given to state agencies generally, TDA should see the same efficiencies. Potentially, efficiencies translate to lower costs, or holding costs steady while increasing capacity.
Lack of unexpended balance (UB) carry forward authority	The lack of UB authority removes flexibility in funding, and results in funding inefficiencies that contribute to program costs. Due to the seasonal nature of fee collection, funds may be collected with too little time to be spent. Fees must be calculated to offset the cost of lost revenue collected in one FY intended to cover costs in the following FY, but that do not UB.	Include a rider in TDA's bill pattern granting UB authority.	With at least the same authority to UB given to state agencies generally, TDA should see the same efficiencies. Potentially, efficiencies translate to lower costs, or holding costs steady while increasing capacity.
Internet/Technology Services	IT services are dependent upon legacy systems which are expensive to maintain and require intensive support.	Examine use of commercial agency administrative applications.	TDA's legacy software costs in excess of \$12M to replace. Applications competitive with current technologies would allow TDA to more efficiently serve the public. New equipment and technologies would allow the agency to work faster with greater efficiencies while improving employee morale and the agency's image to the public.
Lack of use of administrative penalty fees collected that in the past had been appropriated to the agency.	The lack of use of regularly appropriated administrative penalty fees by the agency impedes consumer protection actions.	Add a rider appropriating to the agency its administrative penalty fees collected in excess of Biennial Revenue Estimate.	Administrative penalty fees could be used by TDA to educate consumers, maintain and improve consumer protection technologies and program equipment, and increase staff training. Fees generated from consumer protection activities would increase consumer protection awareness and agency consumer protection practices.



SUPPLEMENTAL SCHEDULE A

# BUDGET STRUCTURE



## Current Budget Structure (FY16 – FY17)

**Goal A—**                    **Markets and Public Health**  
*Expand markets while protecting public health and natural resources*

**Objective 01—**        **Markets and Public Health**

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01-01-01.01	Outcome	Percent Increase in the Number of Business Assists Facilitated
01-01-01.05	Outcome	Percent of Rural Communities Assisted
01-01-02.02	Outcome	Percent Agriculture Pesticide Inspections in Compliance with Laws & Regulations
01-01-02.03	Outcome	Annual Noncompliance Rate for Ag License Pesticide Applicators
01-01-02.04	Outcome	Percent of Agricultural Pesticide Worker Protection Inspections in Compliance
01-01-03.06	Outcome	% Cotton Acres in Pest Management Zones in Compliance
01-01-03.07	Outcome	Percent Increase from Prior Year in Organic Program Participation

**Strategy 01-01-01**                    **Economic Development**  
*Generate marketing opportunities for Texas agriculture*

01-01-01.01	Efficiency	Average Cost Per Rural Community Project Assisted
01-01-01.01	Output	Number of Entities Enrolled in TDA's Marketing Programs
01-01-01.02	Output	Number of Businesses Assisted
01-01-01.03	Output	Number Of Rural Community Projects In Which TDA Provided Assistance
01-01-01.04	Output	Rural Development Activities and Events in which TDA participated
01-01-01.05	Output	Rural Communities Assisted by TDA with State and Federal Programs

<b>Strategy 01-01-02</b>		<b>Regulate Pesticide Use</b> <i>Regulate Pesticide Use Through Registration, Certification, Education, and Enforcement</i>
01-01-02.01	Efficiency	Average Cost Per Agricultural Pesticide Inspection
01-01-02.02	Efficiency	Average Cost Per Pesticide Registered
01-01-02.01	Explanatory	Total Dollar Amount of Fines and Penalties Collected for Pesticide Violations
01-01-02.02	Explanatory	Percent of Ag Pesticide Complaint Investigations Completed within 6 Months
01-01-02.01	Output	Number of Licenses and Certificates Issued to Pesticide Applicators
01-01-02.02	Output	Number of Agricultural Pesticide Inspections Conducted
01-01-02.03	Output	Number of Agricultural Pesticide Complaint Investigations Conducted
01-01-02.04	Output	Number of Pesticide Analyses Performed
01-01-02.05	Output	Number of Formal Enforcement Actions Taken for Ag Pesticide Related Violations
01-01-02.06	Output	Number of Informal Enforcement Pesticide Violations Related to Chapter 76 Texas Agriculture Code
01-01-02.07	Output	Number of Pesticides Registered in Texas Annually
01-01-02.08	Output	Number of Pesticide Special Registration Requests Received
<b>Strategy 01-01-03</b>		<b>Integrated Pest Management</b> <i>Reduce Pesticide Use Through Integrated Pest Management Practices</i>
01-01-03.01	Efficiency	Average Cost Per Organic or Other Crop Certification Inspection
01-01-03.01	Output	Number of Compliance Inspections for Organic or Other Crop Certification
01-01-03.02	Output	Number of Fruit Fly Traps Inspected
<b>Strategy 01-01-04</b>		<b>Certify Produce</b> <i>Certify Fruits, Vegetables and Peanuts to Enhance Their Marketability</i>
01-01-04.01	Efficiency	Average Cost Per Citrus Maturity Inspections
01-01-04.01	Output	Pounds of Fruits, Vegetables, Peanuts and Nuts Inspection (in billions)
01-01-04.02	Output	Number of Lots of Citrus Fruit Tested for Quality Standards
<b>Strategy 01-01-05</b>		<b>Agriculture Production Development</b> <i>Enhance Agricultural Production in Texas</i>
01-01-05.01	Efficiency	Average Cost Per Acre Inspected for Seed Certification
01-01-05.01	Explanatory	Number of Commodity Producer Boards Assisted
01-01-05.01	Output	Number of Acres Inspected for Seed Certification

**Goal B—****Enforce Standards***Protect Consumers by Establishing and Enforcing Standards***Objective 01—****Reduce the Number of Violations**

02-01-01.02	Outcome	Percent of Nursery/Floral Inspections in Compliance with Phytosanitary Requirements
02-01-01.10	Outcome	Percent of Vehicles Transporting Regulated Articles Compliant w/ Quarantine
02-01-02.01	Outcome	Percentage of Inspected Seed Samples Found in Full Compliance with Standards
02-01-03.03	Outcome	Percent Egg Inspections in Full Compliance with Standards
02-01-03.04	Outcome	Percent Commodity Grain Inspections in Full Compliance
02-01-04.05	Outcome	Percent of Licensees, Individuals and Businesses Who Renew Online
02-01-04.06	Outcome	Percent of New Individual and Business Licenses Applied for Online
02-01-04.07	Outcome	Percent of Structural Business License Inspections Conducted that Comply with Law
02-01-04.08	Outcome	Percent of Complaints Resolved Within Six Months
02-01-04.09	Outcome	Percent of Independent School Districts Inspected Found to be in Compliance

**Strategy 02-01-01****Surveillance/ Biosecurity Efforts***Implement Surveillance and Biosecurity Efforts for Pests/Diseases*

02-01-01.01	Efficiency	Average Cost Per Nursery/Floral Establishment Certificate Issued
02-01-01.02	Efficiency	Average Cost Per Nursery/Floral Establishment Inspected
02-01-01.01	Output	Number of Nursery and Floral Certificates Issued
02-01-01.02	Output	Number of Nursery and Floral Establishment Inspections Conducted
02-01-01.03	Output	Number of Acres Inspected or Surveyed for the Presence of Pests and Diseases
02-01-01.04	Output	Number of Insect Traps Set and Monitored for Pests of Regulatory Concern
02-01-01.05	Output	Number of Hours Spent at Inspections of Plant Shipments and Regulated Articles
02-01-01.06	Output	Number of Nursery/Floral Inspections Found Non-compliant with Phytosanitary Requirements
02-01-01.07	Output	Number of State/Federal Quarantine Inspections to Verify Compliance with Quarantine Regulations

**Strategy 02-01-02****Verify Seed Quality***Verify the Quality and Type of Seed Delivered*

02-01-02.01	Efficiency	Average Cost Per Official Seed Sample Drawn
02-01-02.01	Output	Number of Official Seed Inspections Samples Drawn and Submitted for Analysis
02-01-02.02	Output	Number of Seed Law Infringements Found on Official Samples

**Strategy 02-01-03****Agricultural Commodity Regulation***Regulate Commodities Through Verification, Licensing, Inspection and Enforcement*

02-01-03.01	Efficiency	Average Cost Per Egg Packer and Dealer-wholesaler Inspected
02-01-03.02	Efficiency	Average Cost Per Grain Warehouse Inspection
02-01-03.01	Output	Number of Egg Inspections Conducted
02-01-03.02	Output	Number of Stop Sales Issued for Non-compliant Egg Inspections
02-01-03.03	Output	Number of Grain Warehouse Inspections, Re-inspections, and Audits Conducted
02-01-03.04	Output	Number of Grain Warehouses Licenses/Permits/Registrations Issued
02-01-03.05	Output	Number of Licenses/Permits/Registrations Issued to Buyers and Sellers

**Strategy 02-01-04****Structural Pest Control**

02-01-04.01	Efficiency	Average Licensing Cost Per Individual and Business License Issued
02-01-04.02	Efficiency	Average Time for Individual and Business License Issuance (Days)
02-01-04.03	Efficiency	Average Time for Individual and Business License Renewal
02-01-04.04	Efficiency	Average Cost Per Structural Pesticide Inspection
02-01-04.01	Explanatory	Total Number of Structural Pest Control Complaints Received
02-01-04.01	Output	Number of New Individual and Business Licenses Issued
02-01-04.02	Output	Number of Licenses Renewed (Individuals and Businesses)
02-01-04.03	Output	Number of Complaints Resolved
02-01-04.04	Output	Number of Structural Business License Inspections Conducted
02-01-04.05	Output	Number of Structural Pest Control Noncommercial Establishment Inspections
02-01-04.06	Output	Number of Enforcement Actions Taken That Result From Complaints
02-01-04.07	Output	Number of School Inspections
02-01-04.08	Output	Total Number of Use Observation Inspections Conducted

**Goal C—**                    **Ensure Proper Measurement**  
*To Increase the Likelihood That Goods Offered for Sale are Properly Measured*

**Objective 01—**           **Reduce the Number of Violations of Weights and Measures Law**

03-01-01.02            Outcome            Percent of Fuel Quality Routine Inspections Found to be in Full Compliance

**Strategy 03-01-01**                    **Inspect Measuring Devices**  
*Inspect Weighing and Measuring Devices*

03-01-01.01            Efficiency            Average Cost Per Weighing and Measuring Device Inspection  
 03-01-01.02            Efficiency            Response Time for Consumer Complaints Related to Fuel Dispensing Devices  
 03-01-01.01            Output                Number of Weights and Measures Device Inspections Conducted  
 03-01-01.02            Output                Number of Calibrations Performed  
 03-01-01.03            Output                Number of Weights and Measures Device Inspections Found Non-compliant  
 03-01-01.04            Output                Number of Fuel Quality Inspections Compliant with National Standards

**Goal D—**                    **Food and Nutrition**  
*Provide Funding and Assistance on Food and Nutrition Programs*

**Objective 01—**           **Provide Assistance to Schools**

04-01-01.01            Outcome            Percent of School Districts with No Compliance Review Fiscal Action

**Strategy 04-01-01**                    **Support Nutrition Programs In Schools**  
*Support nutrition programs in schools*

04-01-01.01            Output                Number of Compliance Reviews Conducted in National School Lunch and School Breakfast Programs  
 04-01-01.02            Output                Number of Individuals Trained on School Meal Regulations and Policies

**Objective 02—**           **Child and Adult Nutrition Program**

04-02-01.01            Outcome            Percent Eligible Centers and Homes Providing Child and Adult Food Programs (CACFP) Services  
 04-02-01.02            Outcome            Average Number of Children and Adults Served Meals Through CACFP  
 04-02-01.02            Outcome            Average Number of Children Served Meals Through Summer Food Services  
 04-02-01.03            Outcome            Average Daily Participation (ADP) in the School Breakfast Program (SBP)  
 04-02-01.04            Outcome            Average Daily Participation (ADP) in the National School Lunch Program (NSLP)

**Strategy 04-02-01**                    **Nutrition Assistance**  
*Provide Nutrition Assistance to Children and Adults*

04-02-01.01            Explanatory            Percent Population Receiving School Lunch and Breakfast  
 04-02-01.02            Explanatory            Percent of Eligible Population Receiving Summer Food Services  
 04-02-01.03            Explanatory            USDA Donated Commodities Distributed Quarterly Through Direct or Commercial Delivery

**Goal E— Food and Fibers Research**  
*Support and Coordinate Fibers and Food Protein Research*

**Objective 01— Increase Dollar Volume of Research and Development Projects**

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<b>Strategy 05-01-01</b>		<b>Research and Development</b> <i>Review, Coordinate and Fund Research and Development Programs</i>
05-01-01.01	Output	Number of Formal Published Research Reports

**Goal G— Rural Affairs**

**Objective 01— Rural Affairs**

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<b>Strategy 06-01-01</b>		<b>Rural Community and Economic Development</b> <i>Provide Grants for Community and Economic Development in Rural Areas</i>
06-01-01.01	Outcome	The percent of the Small Communities' Population Benefiting from Projects
06-01-01.02	Outcome	Percent Required Project Funds Awarded to Projects Using Annual HUD Allocation
06-01-01.01	Output	Number of New Community/Economic Development Contracts Awarded
06-01-01.02	Output	Number of Projected Beneficiaries from the New Contracts Awarded
06-01-01.03	Output	Number of Programmatic Monitoring Activities Performed

<b>Strategy 06-01-02</b>		<b>Rural Health</b>
06-01-02.01	Output	Number of Low Interest Loans and Grants Awarded

## Requested Budget Structure FY18 – FY19

**Goal A—**                    **Agricultural Trade and Rural Community Development and Rural Health**  
*Expand Trade Opportunities and Support Communities that Sustain Agriculture*

**Objective 01—**        **Expand Ag Industry Opportunities and Enhance Rural Communities with health, infrastructure, and economic promotion**

01-01-01.01	Outcome	The percent increase from the previous fiscal year in the number of business assists facilitated
01-01-01.05	Outcome	The percentage of total technical assists to rural communities or communities that serve as economic hubs for rural communities by the agency compared to the total number of rural communities and rural economic hubs
06-01-01.01	Outcome	The measure compares the beneficiaries from city grants to the populations of those cities. The number of city beneficiaries is totaled and the census populations for the city grantees are also totaled. The percentage is derived by dividing the total city beneficiaries by the total populations from those cities
06-01-01.02	Outcome	The percent of all funds requested in applications for the time period that are awarded using the annual HUB Texas allocation for public facility economic development, housing, and planning projects

**Strategy 01-01-01**                    **Identify and Develop Ag Economic Opportunity**  
*Generate Growth Opportunities for Texas Agriculture Producers*

01-01-01.01	Efficiency	Average Cost per Rural Community Project Assisted
01-01-01.03	Output	Number Of Rural Community Projects In Which TDA Provided Assistance

**Strategy 01-01-02**                    **Provide Business and Rural Community Support**  
*Support Communities and Businesses that Sustain Agriculture*

01-01-01.04	Output	Rural Development Activities and Events in which TDA Participated
01-01-01.05	Output	Rural Communities Assisted by TDA with State and Federal Programs
06-01-01.01	Output	Number of New Community/Economic Development Contracts Awarded
06-01-01.02	Output	Number of Projected Beneficiaries from the New Contracts Awarded
06-01-01.05	Output	Number of Programmatic Monitoring Activities Performed
06-01-02.01	Output	Number of Low Interest Loans and Grants Awarded to Rural Hospitals

**Strategy 01-01-03**                    **Promote Texas Agriculture**  
*Promote the Value of Texas Agriculture through Education and Outreach*

01-01-01.01	Output	Number of Entities Enrolled in TDA's Marketing Programs
01-01-01.02	Output	Number of Businesses Assisted

**Goal B—****Protect Texas Agriculture Producers and Consumers***Provide for Safe and Affordable Markets through Standards and Enforcement***Objective 01— Reduce the Violations and Certify Quality**

02-01-01.02	Outcome	The percent of Nursery/Floral inspections found in compliance with state and federal phytosanitary requirements
02-01-01.10	Outcome	The percent of vehicles transporting regulated articles found in compliance with state and federal quarantine requirements
02-01-02.01	Outcome	The percentage of official seed samples analyzed by seed laboratories that are found to be in compliance with both state and federal standards
02-01-03.03	Outcome	The percent of egg sample inspected and found to be in full compliance with standards
02-01-03.04	Outcome	The percent of commodity grain inspections in full compliance
02-01-04.07	Outcome	The percent of structural business license inspections conducted that comply with law
02-01-04.08	Outcome	The percent of structural pest control complaints resolved during the reporting period that were resolved within 180 days after the time they were initially received
02-01-04.09	Outcome	The percent of routine school district inspections conducted that comply with pesticide laws and regulations
01-01-02.02	Outcome	The percentage of agricultural pesticide inspections found to be in compliance with pesticide laws and regulations

**Strategy 02-01-01****Biosecurity and Food Chain Protection***Implement Product Surveillance and Biosecurity Efforts for Pests/Diseases*

02-01-01.01	Efficiency	Average Cost Per Nursery/Floral Establishment Certificate Issued
02-01-01.02	Efficiency	Average Cost Per Nursery/Floral Establishment Inspected
02-01-01.02	Output	Number of Nursery and Floral Establishment Inspections Conducted
02-01-01.03	Output	Number of Acres Inspected or Surveyed for the Presence of Pests and Diseases
02-01-01.05	Output	Number of Hours Spent at Inspections of Plant Shipments and Regulated Articles
02-01-01.07	Output	Number of State/Federal Quarantine Inspections to Verify Compliance with Quarantine Regulations
05-01-01.01	Output	Number of Formal Published Research Reports on Crop Pests/Diseases

**Strategy 02-01-02****Verify Seed and Plant Quality***Verify the Quality and Type of Seed and Plants Grown, Sold, or Transported in Texas*

01-01-05.01	Efficiency	Average Cost Per Acre Inspected for Seed Certification
01-01-04.01	Efficiency	Average Cost Per Citrus Maturity Inspections
01-01-04.01	Output	Pounds of Fruits, Vegetables, Peanuts and Nuts Inspection (in billions)
01-01-04.02	Output	Number of Lots of Citrus Fruit Tested for Quality Standards
02-01-02.01	Efficiency	Average Cost Per Official Seed Sample Drawn
02-01-02.01	Output	Number of Official Seed Inspections Samples Drawn and Submitted for Analysis

<b>Strategy 02-01-03</b>		<b>Agricultural Commodity Regulation</b> <i>Regulate Commodities for Safety &amp; Improved Marketability</i>
02-01-03.01	Efficiency	Average Cost Per Egg Packer and Dealer-Wholesaler Inspected
02-01-03.02	Efficiency	Average Cost Per Grain Warehouse Inspection
02-01-03.01	Output	Number of Egg Inspections Conducted
02-01-03.04	Output	Number of Grain Warehouses Licenses/Permits/Registrations Issued
<b>Strategy 02-01-04</b>		<b>Integrated Pest and Disease Management</b> <i>Protect Agricultural Environments, Markets, and Consumers</i>
01-01-02.01	Efficiency	Average Cost Per Agricultural Pesticide Inspection (amend)
01-01-02.02	Efficiency	Average Cost Per Pesticide Registered (amend)
01-01-02.02	Explanatory	Percent of Ag Pesticide Complaint Investigations Completed within 6 Months
01-01-02.01	Output	Number of Licenses and Certificates Issued to Pesticide Applicators
01-01-02.02	Output	Number of Agricultural Pesticide Inspections Conducted
01-01-02.04	Output	Number of Pesticide Analyses Performed
01-01-02.07	Output	Number of Pesticides Registered in Texas Annually
01-01-03.01	Efficiency	Average Cost per Organic or Other Crop Certification Inspection
01-01-03.01	Output	Number of Compliance Inspections for Organic or Other Crop Certification
01-01-03.02	Output	Number of Fruit Fly Traps Inspected
02-01-04.01	Efficiency	Average Licensing Cost Per Individual and Business License Issued
02-01-04.02	Efficiency	Average Time for Individual and Business License Issuance (Days)
02-01-04.03	Efficiency	Average Time for Individual and Business License Renewal
02-01-04.04	Efficiency	Average Cost Per Structural Pesticide Inspection
02-01-04.03	Output	Number of Complaints Resolved
02-01-04.04	Output	Number of Structural Business License Inspections Conducted
02-01-04.05	Output	Number of Structural Pest Control Noncommercial Establishment Inspections
02-01-04.07	Output	Number of School Inspections
02-01-04.08	Output	Total Number of Use Observation Inspections Conducted
03-01-01.01	Outcome	The percent of weights and measures device routine inspections found in full compliance with state and federal standards
03-01-01.02	Outcome	The percent of fuel quality routine inspections found to be in full compliance
New	Outcome	Percent of Liquid Measuring Device Routine Inspections (less than 25 pgm) in Compliance with Standards
New	Outcome	Percent of Ag Pesticide Dealer Inspections in Compliance with Laws and Regulations

<b>Strategy 02-01-05</b>		<b>Weights and Measure Device Accuracy</b> <i>Inspect Weighing and Measuring Devices for Customer Protection</i>
03-01-01.01	Efficiency	Average Cost Per Weighing and Measuring Device Inspection
03-01-01.02	Efficiency	Response Time for Consumer Complaints Related to Fuel Dispensing Devices
03-01-01.01	Output	Number of Weights and Measures Device Inspections and Calibrations Conducted
03-01-01.04	Output	Number of Fuel Quality Inspections Compliant with National Standards
New	Output	Locations with Liquid Measuring Devices less than 25 gpm Inspected

**Goal C— Ensuring Food Access for All Texans**  
*Provide Funding and Assistance on Food and Nutrition Programs*

**Objective 01— Provide Safety Net for the Vulnerable**

04-01-01.01	Outcome	Percent of School Districts Materially Compliant with School Nutrition Programs (SNP) Regulations
04-02-01.01	Outcome	Percent Eligible Centers and Homes Providing CACFP Services
04-02-01.02	Outcome	Average Daily Number of Children & Adults Served Meals Through Child and Adult Care Food Program.
04-02-01.03	Outcome	Average Daily Number of Children Served Meals Through Summer Food Services
04-02-01.04	Outcome	Average Daily Number of Children Served Breakfast in the School Breakfast Program (SBP)
04-02-01.05	Outcome	Average Daily Number of Students Served Lunch Meals in the National School Lunch Program (NSLP)

**Strategy 04-01-01**  
**Support Nutrition Programs In Schools and Communities (federal)**  
*Oversee Federally Funded Nutrition Programs for Schools and Community Service Providers that Efficiently Provide Nourishment and Education*

04-01-01.01	Output	Number of Administrative Reviews(AR) Conducted for Schools Participating in School Nutrition Programs
04-01-01.02	Output	Number of School Staff Trained on School Nutrition Program (SNP) Regulations and Policies

**Strategy 04-01-02**  
**Nutrition Access Assistance for at-Risk Children and Adults (state)**  
*Support Food Access Programs and Facilitate Utilization of Texas Crop Surplus in Access Programs*

04-01-02.01	Explanatory	Percent of Population Eligible for Free or Reduced Meals Receiving School Lunch and Breakfast
04-01-02.02	Explanatory	Percent of Eligible Population Receiving Summer Food Services
04-01-02.03	Explanatory	Annual USDA Donated Commodity Distributed Quarterly Through Direct or Commercial Delivery

**Goal D— Indirect Administration**

**Objective 01— Provide Indirect Administration Support**

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**Strategy 04-01-01**                      **Central Administration**  
*Central administration funds internal TDA activities which include: Executive Management, Internal Audit, Legal Services, Financial Services, and Human Resources.*

**Strategy 04-01-02**                      **Information Resources**  
*Information Resources funds the technology of the agency including a central network system.*

**Strategy 04-01-03**                      **Other Support Services**  
*Other Support Services funds TDA activities such as procurement, HUB, records management, mail, and fleet management.*

## LBB & Governor's Office Approved Budget Structure FY18 – FY19

**Goal A—**                    **Agricultural Trade and Rural Community Development and Rural Health**  
*Expand Trade Opportunities and Support Communities that Sustain Agriculture*

**Objective 01—**        **Maintain Trade and Expand Ag Industry Opportunities**  
*Maintain trade, expand agricultural industry opportunities, and enhance rural communities with economic promotion and health infrastructure.*

01-01-01	Outcome	The Percent Increase In The Number Of Business Assists Facilitated
01-01-01	Outcome	The Percentage Of Rural Communities Assisted
01-02-01	Outcome	The Percent Of Small Community Populations Benefiting From Projects
01-02-01	Outcome	The Percent Of Required Project Funds Awarded To Projects Using Annual HUD Allocation

**Strategy 01-01-01**                    **Maintain Trade and Develop Ag Economic Opportunity**  
*Maintain Trade and Identify and Generate Growth Opportunities for Texas Agriculture*

01-01-01.01	Efficiency	Average Cost Per Rural Community Project Assisted
01-01-01.02	Efficiency	Average Cost Per Citrus Maturity Inspections
01-01-01.01	Output	Number Of Rural Community Projects In Which TDA Provided Assistance
01-01-01.02	Output	Rural Development Activities And Events In Which TDA Participated
01-01-01.03	Output	Rural Communities Assisted By TDA With State And Federal Programs
01-01-01.04	Output	Pounds Of Fruits, Vegetables, Peanuts, And Nuts Inspection (In Billions)
01-01-01.05	Output	Number Of Lots Of Citrus Fruit Tested For Quality Standards

**Strategy 01-01-02**                    **Promote Texas Agriculture**  
*Promote the Value of Texas Agriculture through Education and Outreach*

01-01-02.01	Output	Number of Entities Enrolled in TDA's Marketing Programs
01-01-02.02	Output	Number of Businesses Assisted

**Objective 02—**        **Enhance Rural Communities**

**Strategy 01-02-01**                    **Rural Community and Eco Development**  
*Provide Grants for Community and Economic Development in Rural Areas*

01-02-01.01	Output	Number of New Community/Economic Development Contracts Awarded
01-02-01.02	Output	Number of Projected Beneficiaries from the New Contracts Awarded
01-02-01.03	Output	Number of Programmatic Monitoring Activities Performed

**Strategy 01-02-02**                    **Rural Health**  
 Number of Low Interest Loans and Grants Awarded to Rural Hospitals

**Goal B— Protect Texas Agriculture Producers and Consumers**

*Protect Texas Agricultural Producers and Consumers*

**Objective 01— Reduce Violations and Certify Quality**

02-01-01	Outcome	The Percentage Of Official Seed Samples Analyzed By Seed Laboratories That Are Found To Be In Compliance With Both State And Federal Standards
02-01-02	Outcome	The Percent Of Nursery/Floral Inspections Found in Compliance with State And Federal Phytosanitary Requirements
02-01-03	Outcome	The Percent Of Egg Sample Inspected And Found To Be In Full Compliance With Standards
02-01-04	Outcome	The Percent Of Commodity Grain Inspections In Full Compliance
02-01-05	Outcome	The Percent Of Vehicles Transporting Regulated Articles Found In Compliance With State And Federal Quarantine Requirements
02-02-01	Outcome	The Percentage Of Agricultural Pesticide Inspections Found To Be In Compliance With Pesticide Laws And Regulations
02-02-02	Outcome	Percent Of Agricultural Pesticide Worker Protection Inspections In Compliance
02-02-03	Outcome	Percent Cotton Acres In Pest Management Zones In Compliance.
02-02-04	Outcome	The Percent Of Structural Business License Inspections Conducted That Comply With Law
02-02-05	Outcome	The Percent Of Structural Pest Control Complaints Resolved During The Reporting Period That Were Resolved Within 180 Days After The Time They Were Initially Received.
02-02-06	Outcome	The Percent Of Routine School District Inspections Conducted That Comply With Pesticide Laws And Regulations
02-03-01	Outcome	The Percent Of Weights And Measures Device Routine Inspections Found In Full Compliance With State And Federal Standards.
02-03-02	Outcome	The Percent Of Fuel Quality Routine Inspections Found To Be In Full Compliance
	Outcome	The Percent Of Fuel Quality Routine Inspections Found To Be In Full Compliance

**Strategy 02-01-01**

**Plant Health & Seed Quality**

*Verify the Health and Quality of Plants and Seeds Grown, Sold, or Transported in Texas*

02-01-01.01	Efficiency	Average Cost Per Official Seed Sample Drawn
02-01-01.02	Efficiency	Average Cost Per Acre Inspected for Seed Certification
02-01-01.03	Efficiency	Average Cost Per Nursery/Floral Establishment Certificate Issued
02-01-01.04	Efficiency	Average Cost Per Nursery/Floral Establishment Inspected
02-01-01.01	Output	Number of Official Seed Inspections Samples Drawn and Submitted for Analysis
02-01-01.02	Output	Number of Seed Law Infringements Found on Official Seed Inspection Samples
02-01-01.03	Output	Number of Acres Inspected for Seed Certification
02-01-01.04	Output	Number of Nursery/Floral Certificates Issued
02-01-01.05	Output	Number of Nursery and Floral Establishment Inspections Conducted
02-01-01.06	Output	Number of Acres Inspected or Surveyed for the Presence of Pests and Diseases
02-01-01.07	Output	Number of Hours Spent at Inspections of Plant Shipments and Regulated Articles
02-01-01.08	Output	Number of Nursery/Floral Inspections Found Non-compliant with Phytosanitary Requirements
02-01-01.09	Output	Number of State/Federal Quarantine Inspections to Verify Compliance with Quarantine Regulations
02-01-01.10	Output	Number of Formal Published Research Reports on Crop Pests/Diseases

**Strategy 02-01-02****Agricultural Commodity Regulation and Production**

*Regulate Agricultural Commodities Through Safety and Improved Marketability and Production of Eggs, Grain Warehouses, Perishables and Other Agricultural Commodities*

02-01-02.01	Efficiency	Average Cost Per Egg Packer and Dealer-Wholesaler Inspected
02-01-02.02	Efficiency	Average Cost Per Grain Warehouse Inspection
02-01-02.01	Explanatory	Number of Commodity Producer Boards Assisted
02-01-02.01	Output	Number of Egg Inspections Conducted
02-01-02.02	Output	Number of Stop Sales Issued for Non-compliant Egg Inspections
02-01-02.03	Output	Number of Grain Warehouse Inspections, Re-Inspections and Audits Conducted
02-01-02.04	Output	Number of Grain Warehouses Licenses/Permits/Registrations Issued
02-01-02.05	Output	Number of Licenses/Permits/Registrations Issued to Buyers and Sellers

**Objective 02— Integrated Pest and Disease Management****Strategy 02-02-01****Regulate Agricultural Pesticide Use**

*Regulate Pesticide Use Through Registration, Certification, Education, and Enforcement*

02-02-01.01	Efficiency	Average Cost Per Agricultural Pesticide Inspection
02-02-01.02	Efficiency	Average Cost Per Pesticide Registered
02-02-01.03	Efficiency	Average Cost per Organic or Other Crop Certification Inspection
02-02-01.01	Explanatory	Total Dollar amount of Fines & Penalties Collected for Pesticide Violations
02-02-01.02	Explanatory	Percent of Ag Pesticide Complaint Investigations Completed within 6 Months
02-02-01.01	Output	Number of Licenses and Certificates Issued to Pesticide Applicators
02-02-01.02	Output	Number of Agricultural Pesticide Inspections Conducted
02-02-01.03	Output	Number of Agricultural Pesticide Investigations Conducted
02-02-01.04	Output	Number of Pesticide Analyses Performed
02-02-01.05	Output	Number of Formal Enforcement Actions Taken for Ag Pesticide Related Violations
02-02-01.06	Output	Number of Informal Enforcement Pesticide Violations Related to Chapter 76 Texas Agriculture Code
02-02-01.07	Output	Number of Pesticides Registered in Texas Annually
02-02-01.08	Output	Number of Compliance Inspections for Organic or Other Crop Certification
02-02-01.09	Output	Number of Fruit Fly Traps Inspected

<b>Strategy 02-02-02</b>		<b>Structural Pest Control</b>
02-02-02.01	Efficiency	Average Licensing Cost Per Individual and Business License Issued
02-02-02.02	Efficiency	Average Time for Individual and Business License Issuance (Days)
02-02-02.03	Efficiency	Average Time for Individual and Business License Renewal
02-02-02.04	Efficiency	Average Cost Per Structural Pesticide Inspection
02-02-02.01	Explanatory	The Total Number of Structural Pest Control Complaints Received
02-02-02.01	Output	Number of New Individual and Business Licenses Issued
02-02-02.02	Output	Number of Licenses Renewed (Individual and Business)
02-02-02.03	Output	Number of Complaints Resolved
02-02-02.04	Output	Number of Structural Business License Inspections Conducted
02-02-02.05	Output	Number of Structural Pest Control Noncommercial Establishment Inspections
02-02-02.06	Output	Number of Enforcement Actions Taken that Result from Complaints
02-02-02.07	Output	Number of School Inspections
02-02-02.08	Output	Total Number of Use Observation Inspections Conducted

**Objective 03— Reduce Measure Violations**  
*Reduce the number of violations of weights and measures laws*

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<b>Strategy 02-03-01</b>		<b>Weights and Measure Device Accuracy</b> <i>Inspect Weighing and Measuring Devices and Remove Inaccurately Measured, Priced, or Marketed Goods from Sale</i>
02-03-01.01	Efficiency	Average Cost Per Weighing and Measuring Device Inspection
02-03-01.02	Efficiency	Response Time for Consumer Complaints Related to Fuel Dispensing Devices
02-03-01.01	Output	Number of Weights and Measures Device Inspections and Conducted
02-03-01.02	Output	Number of Calibrations Performed
02-03-01.03	Output	Number of Weights and Measures Device Inspections Found Non-compliant
02-03-01.04	Output	Number of Fuel Quality Inspections Compliant with National Standards

**Goal C— Provide Funding & Assistance for Food and Nutrition**  
*Provide Funding and Technical Assistance on Food and Nutrition Programs*

**Objective 01— Food and Nutrition**  
*Provide funding and technical assistance for food and nutrition programs statewide*

03-01-01	Outcome	Percent of School Districts with No Compliance Review Fiscal Action
03-01-02	Outcome	Percent of Eligible Centers and Homes Providing CACFP Services
03-01-03	Outcome	Average Daily Number of Children & Adults Served Meals Through Child and Adult Care Food Program.
03-01-04	Outcome	Average Daily Number of Children Served Meals Through Summer Food Services
03-01-05	Outcome	Average Daily Number of Children Served Breakfast in the School Breakfast Program (SBP)
03-01-06	Outcome	Average Daily Number of Students Served Lunch Meals in the National School Lunch Program (NSLP)

**Strategy 03-01-01 Support Federally Funded Nutrition Programs in Schools and Communities**  
*Support Federally Funded Nutrition Programs in Schools and Communities*

03-01-01.01	Output	Number of Administrative Reviews(AR) Conducted for Schools Participating in School Nutrition Programs
03-01-01.02	Output	Number of School Staff Trained on School Nutrition Program (SNP) Regulations and Policies

**Strategy 03-01-02 Nutrition Access Assistance for at-Risk Children and Adults (state)**  
*Support Food Access Programs and Facilitate Utilization of Texas Crop Surplus in Access Programs*

03-01-02.01	Explanatory	Percent of Population Eligible for Free or Reduced Meals Receiving School Lunch and Breakfast
03-01-02.02	Explanatory	Percent of Eligible Population Receiving Summer Food Services
03-01-02.03	Explanatory	Annual USDA Donated Commodity Distributed Quarterly Through Direct or Commercial Delivery

**Goal D— Indirect Administration**

**Objective 01— Provide Indirect Administration Support**

**Strategy 04-01-01 Central Administration**  
*Central administration funds internal TDA activities which include: Executive Management, Communications, Internal Audit, Legal Services, Financial Services, Procurement, HUB, and Human Resources.*

**Strategy 04-01-02 Information Resources**  
*Information Resources funds the technology of the agency including a central network system.*

**Strategy 04-01-03 Other Support Services**  
*Other Support Services funds TDA activities such as Records Management, Mail, Facilities, and Fleet Management.*

# MEASURE DEFINITIONS



**Goal A—** **Agriculture Trade and Rural Community Development and Rural Health**  
*Expand Trade Opportunities and Support Communities that Sustain Agriculture*  
**Objective 01—** **Maintain Trade and Expand Ag Industry Opportunities**

<b>01-01-01</b>	<b>Outcome Measure Definition</b>	<b>The percent increase from the previous fiscal year in the number of business assists facilitated.</b>
Full Name of Measure:		Percent Increase in the Number of Business Assists Facilitated
Short Name:		% INCREASE IN ASSISTS FACILITATED
Purpose/Importance:		Accumulative annual increases in sales of Texas agriculture products resulting from increased opportunities to expand Texas markets for Texas producers, processors, and retailers.
Source/Collection of Data:		Assists are reported by Trade and Business Development.
Method of Calculation:		The increase from the previous fiscal year's business assists.
Data Limitations:		The percent increase is directly related to the limitations of reporting business assists.
Calculation Type:		Non-cumulative
Frequency:		Annual
New Measure:		No
Key/Priority		Yes/Medium
Desired Performance:		High
<b>01-01-02</b>	<b>Outcome Measure Definition</b>	<b>The percentage of total technical assists to rural communities or communities that serve as economic hubs for rural communities by the agency compared to the total number of rural communities and rural economic hubs.</b>
Full Name of Measure:		Percent of Rural Communities Assisted
Short Name:		% COMMUNITIES ASSISTED
Purpose/Importance:		This measure is an indicator of the scope of the agency's outreach efforts.
Source/Collection of Data:		Information is maintained on a database and Excel spreadsheet maintained at the Texas Department of Agriculture using data from BRIDGE (Bringing Resource Integration And Data Together For Greater Efficiency).
Method of Calculation:		The number of communities assisted divided by the total number of non-entitlement communities as identified by U.S. Housing & Urban Development (HUD).
Data Limitations:		The denominator, the total number non-entitlement cities and counties, is defined by HUD.
Calculation Type:		Non-cumulative
Frequency:		Annual
New Measure:		No
Key Measure / Priority		Yes / Medium
Desired Performance:		High

<b>01-02-01</b>	<b>Outcome Measure Definition</b>	<b>The measure compares the beneficiaries from city grants to the populations of those cities. The number of city beneficiaries is totaled and the census populations for the city grantees are also totaled. The percentage is derived by dividing the total city beneficiaries by the total populations from those cities.</b>
Full Name of Measure:		The percent of the Small Communities' Population Benefiting from Projects
Short Name:		% POPULATION BENEFITING FROM PROJ
Purpose/Importance:		This measure provides an accurate view of the percentage of people who benefit from the CDBG small cities program. This measure is important because it indicates how effectively the agency has impacted and provided assistance to communities.
Source/Collection of Data:		The total number of program beneficiaries is initially captured through the application process. Information is reviewed and maintained electronically by Program Development staff in the program's tracking system (CDBG database). The calculation is performed by preparing a computer printout listing beneficiary information for all cities funded during the fiscal year.
		Only when applications are funded through an action item and subsequent executed contract(s), the beneficiary numbers will be updated in the tracking system beneficiary fields, which are used to calculate this performance measure.
Method of Calculation:		The percent of persons in small communities funded annually is calculated using the total number of program beneficiaries as identified in the awarded contracts and dividing by the total population of the cities funded. Historically, awards to counties have not been included in this performance measure since the awards to a county serve a small portion of the entire unincorporated area of the county.
Data Limitations:		Program needs to provide data limitations.
Calculation Type:		Non-cumulative
Frequency:		Annual
Key Measure / Priority		Yes /
New Measure:		No
Desired Performance:		

<b>01-02-02</b>	<b>Outcome Measure Definition</b>	<b>The percent of all funds requested in applications for the time period that are awarded using the annual HUD Texas allocation for public facility economic development, housing, and planning projects.</b>
Full Name of Measure:		Percent Required Project Funds Awarded to Projects Using Annual HUD Allocation
Short Name:		% REQ PROJECT FUNDS AWARDED
Purpose/Importance:		This measure provides an accurate view of the percentage of people who benefit from the CDBG small cities program. This measure is important because it indicates how effectively the agency has impacted and provided assistance to communities.
Source/Collection of Data:		The total number of program beneficiaries is initially captured through the application process. Information is reviewed and maintained electronically by Program Development staff in the program's tracking system (CDBG database). The calculation is performed by preparing a computer printout listing beneficiary information for all cities funded during the fiscal year. Only when applications are funded through an action item and subsequent executed contract(s), the beneficiary numbers will be updated in the tracking system beneficiary fields, which are used to calculate this performance measure.
Method of Calculation:		The percent of persons in small communities funded annually is calculated using the total number of program beneficiaries as identified in the awarded contracts and dividing by the total population of the cities funded. Historically, awards to counties have not been included in this performance measure since the awards to a county serve a small portion of the entire unincorporated area of the county.
Data Limitations:		Program needs to provide data limitations.

Calculation Type: Cumulative  
 Frequency: Annual  
 Key Measure / Priority: No /  
 New Measure: No  
 Desired Performance:

**Strategy 01-01-01 Identify and Develop Ag Economic Opportunity**  
*Generate Growth Opportunities for Texas Agriculture Producers*

**01-01-01.01 Efficiency Measure Average cost per rural community project assisted.**  
**Definition**

Full Name of Measure: Average Cost Per Rural Community Project Assisted.  
 Short Name: AVERAGE COST PER RURAL COMMUNITY  
 Purpose/Importance: Many rural communities are in need of education and technical assistance regarding programs to assist in rural development efforts.  
 Source/Collection of Data: Information is maintained in BRIDGE, the agency’s database, and reports are generated, as needed, through TDA’s reporting software.  
 Method of Calculation: Total program cost for Office of Rural Affairs field staff expenses, divided by the total number of rural communities assisted.  
 Data Limitations: Community assists sometimes occur at workshops or similar events. Counting the number of communities who register their attendance and participation at events could limit an accurate accounting of the number of communities assisted. TDA may provide assistance on multiple projects within a single community and may visit the community multiple times.  
 Calculation Type: Cumulative  
 Frequency: Quarterly  
 New Measure: No  
 Key Measure / Priority: No /  
 Desired Performance: Low

**01-01-01.02 Efficiency Measure Total citrus maturity inspection costs incurred divided by the total number of inspections.**  
**Definition**

Full Name of Measure: Average Cost Per Citrus Maturity Inspections  
 Short Name: AVG COST/CITRUS MATURITY INSPECTION  
 Purpose/Importance: To ensure that citrus sold in the state meets maturity standards, and is properly graded and sized, providing greater opportunity for competitive development of citrus crops that support rural communities and businesses, and Texas farm to table industries.  
 Source/Collection of Data: TCIP’s accounting system cost center reports  
 Method of Calculation: Program cost for designated program divided by the number of citrus maturity inspections.  
 Data Limitations: Market price and weather can affect the amount of fruit offered for sale and cause fluctuations in the average cost.  
 Calculation Type: Non-Cumulative  
 Frequency: Quarterly  
 Key Measure / Priority: No / Medium  
 New Measure: No  
 Desired Performance: Low

<b>01-01-01.03</b>	<b>Output Measure Definition</b>	<b>The number of rural community projects in which TDA provided assistance.</b>
Full Name of Measure:		Number Of Rural Community Projects In Which TDA Provided Assistance.
Short Name:		# RURAL COMMUNITIES ASSISTED
Purpose/Importance:		Many rural communities are in need of education and technical assistance regarding programs to assist in rural development efforts.
Source/Collection of Data:		Information is maintained on a database and an Excel spreadsheet at TDA using data from BRIDGE.
Method of Calculation:		Assistance efforts to Communities assists are recorded as they occur in the database.
Data Limitations:		Community assists sometimes occur at workshops or similar events. Counting the number of communities who register their attendance and participation at events could limit an accurate accounting of the number of community projects in which TDA provided assistance.
Calculation Type:		Cumulative
Frequency:		Quarterly
New Measure:		No
Key Measure / Priority		Yes /
Desired Performance:		High
<b>01-01-01.04</b>	<b>Output Measure Definition</b>	<b>Rural Development activities and events in which TDA participated.</b>
Full Name of Measure:		Rural Development Activities and Events in which TDA participated.
Short Name:		RURAL DEVELOP ACTIVITIES
Purpose/Importance:		Many rural areas are in need of education and technical assistance regarding programs to assist in rural development efforts.
Source/Collection of Data:		Information is maintained in a database and stored in BRIDGE.
Method of Calculation:		Events and activities are recorded as they occur in the shared database.
Data Limitations:		TDA must provide assistance to communities and businesses located in rural communities in accessing information not merely attending the event.
Calculation Type:		Cumulative
Frequency:		Quarterly
New Measure:		No
Key Measure / Priority		Yes /
Desired Performance:		High
<b>01-01-01.05</b>	<b>Output Measure Definition</b>	<b>The number of communities that received funding from state or federal sources as a result of TDA assistance.</b>
Full Name of Measure:		Rural Communities Assisted by TDA with State and Federal Programs
Short Name:		STATE/FEDERAL PROGRAMS
Purpose/Importance:		To determine the effectiveness of TDA in helping.
Source/Collection of Data:		Information is maintained on a database and Excel spreadsheet using data from BRIDGE.
Method of Calculation:		The number of communities that received funding from other state and federal sources as a result of TDA assistance.
Data Limitations:		State and federal funding may come from sources other than TDA.
Calculation Type:		Cumulative
Frequency:		Quarterly
New Measure:		No
Key Measure / Priority		No /
Desired Performance:		High

**01-01-01.06 Output Measure Definition** **The Texas Cooperative Inspection Program (TCIP) employees inspect shipment of fresh produce commodities providing quality grading under US Department Agriculture standards and certify necessary grade requirements before commodities are offered for sale.**

Full Name of Measure: Pounds of Fruits, Vegetables, Peanuts, and Nuts Inspection (in billions).  
Short Name: LBS INSPECTED (BILLIONS)  
Purpose/Importance: Inspections are performed to certify the quality of fresh produce commodities prior to shipment or sale to ensure that neither the buyer nor seller sells or receives a product of undesirable or misrepresented quality. Building a reputation for quality builds expansion opportunity for Texas produce commodity communities and businesses.  
Source/Collection of Data: The number of pounds inspected are recorded on inspection reports and entered into the TCIP database.  
Method of Calculation: The TCIP Administrative Office enters the number of pounds inspected from each certificate issued and the cumulative total for the quarter is reported.  
Data Limitations: The number of pounds of fresh produce commodities inspected can be significantly affected by market price weather conditions, and number of acres in production.  
Calculation Type: Cumulative  
Frequency: Quarterly  
Key Measure / Priority: Yes / High  
New Measure: No  
Desired Performance: High

**01-01-01.07 Output Measure Definition** **Citrus lots are inspected by TCIP inspectors to test for sugar and juice content to determine if the fruit meets Texas maturity standards at the time of shipment.**

Full Name of Measure: Number of Lots of Citrus Fruit Tested for Quality Standards  
Short Name: # CITRUS LOTS TESTED  
Purpose/Importance: Fruit is tested to ensure that immature fruit is not marketed to Texas retailers and consumers.  
Source/Collection of Data: A master log is maintained by TCIP to record the number of tests performed on fruit grown in Texas.  
Method of Calculation: The number of maturity tests performed on fruit grown in Texas is totaled, and the number is reported.  
Data Limitations: Market price and weather can affect the amount of fruit offered for sale and cause fluctuations in the number of tests.  
Calculation Type: Cumulative  
Frequency: Quarterly  
Key Measure / Priority: No / Medium  
New Measure: No  
Desired Performance: High

<b>01-01-02.01</b>	<b>Output Measure Definition</b>	<b>Number of businesses, communities and other organizations enrolled in TDA's marketing programs.</b>
Full Name of Measure:		Number of Entities Enrolled in TDA's Marketing Programs.
Short Name:		# ENTITIES IN MARKET PROGRAM
Purpose/Importance:		The number of entities enrolled either through voluntary membership or recruitment by TDA marketing establishes the basis for generating sales and referrals of Texas products, produced or processed in the state.
Source/Collection of Data:		Member applications are received, approved and then recorded by the Marketing and International Trade office. Member's information including business/community information, contacts, and types of products/services are entered into BRIDGE, the agency's database.
Method of Calculation:		Number of entities granted membership.
Data Limitations:		Only includes members enrolled in TDA's marketing programs.
Calculation Type:		Cumulative
Frequency:		Quarterly
New Measure:		No
Key Measure / Priority		No /
Desired Performance:		Low
<b>01-01-02.02</b>	<b>Output Measure Definition</b>	<b>Number of sales and referrals facilitated for Texas businesses by TDA plus the number of businesses assisted with expansion, recruitment, or retention.</b>
Full Name of Measure:		Number of Businesses Assisted
Short Name:		# BUSINESSES ASSISTED
Purpose/Importance:		The number of sales, referrals or other business assists generated for companies increases the number of opportunities to expand the markets of Texas products.
Source/Collection of Data:		Sales are reported by division staff when a transaction between a buyer and seller is verified and entered into BRIDGE. When a referral is provided to a potential buyer or to a seller, or when a business is otherwise assisted with expansion, recruitment or retention, division staff records the success into BRIDGE.
Method of Calculation:		The number of sales, referrals and other business assists reported by TDA staff.
Data Limitations:		Reports of number of sales depend upon the willingness of the buyer and/or seller to provide the necessary information and the ability of the staff to obtain verifiable confirmation of such a transaction. Referrals and other assists are more easily verified without requesting sensitive information from the parties involved.
Calculation Type:		Cumulative
Frequency:		Quarterly
New Measure:		No
Key Measure / Priority		No /
Desired Performance:		Low

## Objective 02— Enhance Rural Communities

### Strategy 01-02-01

### Rural Community and Eco Development

*Provide Grants for Community and Economic Development in Rural Areas*

#### 01-02-01.01 Output Measure Definition **The number of new community and economic development contracts awarded.**

Full Name of Measure:	Number of New Community/Economic Development Contracts Awarded
Short Name:	# OF NEW CONTRACTS AWARDED ANNUALLY
Purpose/Importance:	The purpose of the CDBG program is to meet the community development needs of low and moderate income persons in small cities and rural counties. The importance of the performance measure is to identify the workload of the agency and the communities impacted. The number of contracts awarded reflects the assistance provided to rural communities to meet their development needs.
Source/Collection of Data:	The information to report this measure is obtained from actions that are signed by the Executive Director for each new community and economic development contract awarded. The action item document identifies the recommendation for contract awards, the source of funds for those awards, and the award letter signed by the Executive Director informing the locality of the award. Once an action item document is signed by the Executive Director, a contract can be entered into by the agency and the locality.
Method of Calculation:	Each action item approving a new community and economic development contract is entered in the program's tracking system and a report which reflects the total award is prepared for the appropriate period.
Data Limitations:	If Federal Funds are reduced, the goal will not be accomplished.
Calculation Type:	Cumulative
Frequency:	Quarterly
Key Measure / Priority	Yes /
New Measure:	No
Desired Performance:	Low

#### 01-02-01.02 Output Measure Definition **This measure shows the number of beneficiaries from projects funded by the CDBG program. It is directly linked to the number of contracts awarded annually. There is no control over the types of projects submitted. Some projects provide citywide benefit while others provide direct benefit. The type of benefit can significantly affect this measure.**

Full Name of Measure:	Number of Projected Beneficiaries from the New Contracts Awarded
Short Name:	# BENEFICIARIES FROM NEW CONTRACTS
Purpose/Importance:	The purpose of the CDBG program is to meet the community development needs of low and moderate income persons in small cities and rural counties. Projects can benefit an entire community or portions of a community. The importance of the measure is to identify the projected number of persons benefiting from awarded contracts.
Source/Collection of Data:	The total number of program beneficiaries is initially captured through the application process. Information is reviewed, updated and maintained electronically by Program Development staff in the program's tracking system (CDBG database). Only when applications are funded through an action item and subsequent executed contract(s), the beneficiary numbers will be updated in the tracking system beneficiary fields, which are used to calculate this performance measure.
Method of Calculation:	The performance measure represents the total number of beneficiaries for new projects funded, which are reflected in the awarded contracts. A report is prepared from the tracking system that counts by contract the total number of beneficiaries served.
Data Limitations:	If federal funds are reduced, the goal will not be accomplished.
Calculation Type:	Cumulative
Frequency:	Quarterly
Key Measure / Priority	Yes /
New Measure:	No
Desired Performance:	

<b>01-02-01.03</b>	<b>Output Measure Definition</b>	<b>The total number of programmatic monitoring activities conducted. Monitoring activities assess the performance of each grantee, provide feedback to staff on success of technical assistance visits, and include a financial review of the grantee. Activities are full Compliance desk reviews using the standard checklist, and also desk reviews by Compliance Monitors consisting of specific financial analysis in situations where additional oversight is required by the Compliance Division.</b>
Full Name of Measure:		Number of Programmatic Monitoring Activities Performed
Short Name:		# MONITORING VISITS CONDUCTED
Purpose/Importance:		The purpose of the CDBG program is to meet the community development needs of low and moderate income persons in small cities and rural counties. This is an important measure because it documents that the contracts are being monitored at least once during the contract period, which is a HUD general requirement.
Source/Collection of Data:		The actual number of monitoring activities performed to provide oversight for contract enforcement. The contract number, type of activity and date monitored is maintained in the agency's electronic database.
Method of Calculation:		The monitoring visits are totaled from an agency database tracking system of spreadsheets.
Data Limitations:		If Federal funds are reduced, the goal will not be accomplished.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		Yes /
New Measure:		No
Desired Performance:		

## Strategy 01-02-02

## Rural Health

<b>01-02-02.01</b>	<b>Output Measure Definition</b>	<b>Number of low interest loans and grants awarded to rural non-profit or public hospitals.</b>
Full Name of Measure:		Number of Low Interest Loans and Grants Awarded to Rural Hospitals
Short Name:		# OF LOW INTEREST LOANS/GRANTS
Purpose/Importance:		Access to healthcare is a function of the availability of adequate facilities.
Source/Collection of Data:		Information for this measure is obtained from Action Item documents. Action Item Documents can include one or more award recommendations. The Action Item Document identifies the recommendations for contract awards, the source of funds, and a letter signed by the Director of the Rural Health Division informing the hospital of the award. Each contract listed on the Action Item Document is entered in the e-programs tracking system.
Method of Calculation:		A report can be generated from the Performance Measures database to identify all of the grants made within a specified reporting period. A supporting report identifying any terminated contract within the same reporting period is also generated and compared to the primary report. Any necessary adjustments are made to reflect terminated contracts to arrive at a final number of contracts awarded.
Data Limitations:		None
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		Yes /
New Measure:		No
Desired Performance:		

**Goal B— Protect Texas Agriculture Producers and Consumers**  
*Ensure Safe and Affordable Markets through Standards and Enforcement*

**Objective 01— Reduce the Violations and Certify Quality**

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**02-01-01 Outcome Measure Definition** **The percentage of official seed samples analyzed by seed laboratories that are found to be in compliance with both state and federal standards.**

Full Name of Measure: Percentage of Inspected Seed Samples Found in Full Compliance with Standards

Short Name: % SEED SAMPLES/COMPLIANCE

Purpose/Importance: Protect consumers, establish and enforce standards for vegetable and agriculture seed. Reduce the number of vegetable and agricultural seed samples identified as violating standards.

Source/Collection of Data: Seed Quality Activity Report maintained by the Seed Quality Program.

Method of Calculation: Number of official seed samples drawn minus the number of official samples found out of compliance divided by the total number of official samples drawn.

Data Limitations: Limited by the number of official seed samples drawn. Availability of seed has decreased over past years.

Calculation Type: Non-cumulative

Frequency: Annual

Key Measure / Priority: Yes / Medium

New Measure: No

Desired Performance: High

**02-01-02 Outcome Measure Definition** **The percent of Nursery/Floral inspections found in compliance with state and federal phytosanitary requirements.**

Full Name of Measure: Percent of Nursery/Floral Inspections in Compliance w/ Phytosanitary Requirements

Short Name: % NURSERY/FLORAL INSPECTED OK

Purpose/Importance: Reflects the department's efforts to protect consumers and industry from the sale and commercial distribution of pest infested plants.

Source/Collection of Data: BRIDGE (Bringing Resource Integration And Data Together For Greater Efficiency).

Method of Calculation: Total number of nursery and floral inspections minus number of inspections found out of compliance with state and federal Phytosanitary requirements divided by total inspections.

Data Limitations: Ability of inspectors to find all locations that are out of compliance, timeliness of data entry into BRIDGE.

Calculation Type: Non-cumulative

Frequency: Annual

Key Measure / Priority: No / Medium

New Measure: No

Desired Performance: High

<b>02-01-03</b>	<b>Outcome Measure Definition</b>	<b>The percent of egg sample inspected and found to be in full compliance with standards.</b>
Full Name of Measure:	Percent Egg Inspections in Full Compliance with Standards	
Short Name:	% EGG INSPECTIONS/FULL COMPLIANCE	
Purpose/Importance:	To ensure that consumers purchase eggs that meet quality standards for labeling and grade.	
Source/Collection of Data:	BRIDGE (Bringing Resource Integration And Data Together For Greater Efficiency).	
Method of Calculation:	The number of egg samples inspected minus the number of egg samples that are found out of compliance divided by the total number of egg samples inspected.	
Data Limitations:	Ability of inspectors to find all locations that are out of compliance and timeliness of entry of inspections into BRIDGE.	
Calculation Type:	Non-cumulative	
Frequency:	Annual	
Key Measure / Priority	No / Medium	
New Measure:	No	
Desired Performance:	High	
<b>02-01-04</b>	<b>Outcome Measure Definition</b>	<b>The percent of commodity grain inspections in full compliance.</b>
Full Name of Measure:	Percent Commodity Grain Inspections in Full Compliance	
Short Name:	% HOUSE INSPECTIONS/FULL OK	
Purpose/Importance:	Reduce the number of facilities found out of compliance with grain warehouse laws and ensure that producers' grain deposits are warehoused in accordance with standards thus protecting them from loss.	
Source/Collection of Data:	BRIDGE (Bringing Resource Integration And Data Together For Greater Efficiency).	
Method of Calculation:	The number of grain warehouse inspections minus the number of grain warehouse inspections found out of compliance divided by the total number of inspections conducted.	
Data Limitations:	Ability of inspectors to find all locations that are out of compliance and timeliness of entry of inspections into BRIDGE.	
Calculation Type:	Non-cumulative	
Frequency:	Annual	
Key Measure / Priority	No / Medium	
New Measure:	No	
Desired Performance:	High	
<b>02-01-05</b>	<b>Outcome Measure Definition</b>	<b>The percent of vehicles transporting regulated articles found in compliance with state and federal quarantine requirements.</b>
Full Name of Measure:	Percent of Vehicles Transporting Regulated Articles Compliant w/ Quarantine.	
Short Name:	% VEHICLES COMPLIANT	
Purpose/Importance:	Protect consumers and industry from the introduction and commercial distribution of regulated articles that pose a pest disease or Biosecurity risk.	
Source/Collection of Data:	Road station Inspection Log.	
Method of Calculation:	Total number of vehicles with regulated articles minus the total number of vehicles with regulated articles failing inspection divided by the total number of vehicles with regulated articles.	
Data Limitations:	Limited by the number of road stations conducted and number of vehicles transporting regulated articles.	
Calculation Type:	Non-cumulative	
Frequency:	Annual	
Key Measure / Priority	No / Medium	
New Measure:	No	
Desired Performance:	High	

<b>02-02-01</b>	<b>Outcome Measure Definition</b>	<b>The percentage of agricultural pesticide inspections found to be in compliance with pesticide laws and regulations.</b>
Full Name of Measure:	Percent Agriculture Pesticide Inspections in Compliance with Laws & Regulations.	
Short Name:	% COMPLIANCE WTH PESTICIDE LAWS	
Purpose/Importance:	The department reviews this number in assessing the success of the process.	
Source/Collection of Data:	The data used for this calculation uses the number of agricultural pesticide inspections (dealer, marketplace, applicator, applicator business, producer establishment, use observation and worker protection) conducted that is captured using the PIER (Performing Inspections Enforcement and Recruiting) system.	
Method of Calculation:	The total number of agricultural pesticide inspections (dealer, marketplace, applicator, applicator business, producer establishment, use observation and worker protection) conducted; subtracting the number of inspections that indicated any area of noncompliance with the pesticide laws or regulations indicated using the PIER (Performing Inspections Enforcement and Recruiting) system then dividing the remainder by the total number of inspections conducted.	
Data Limitations:	The number and type of inspections conducted are dependent on several factors. The number of pesticide complaints investigated may cause an increase in the number of inspections resulting violations. New federal and state laws or regulations may also influence the number of inspections conducted.	
Calculation Type:	Non-cumulative	
Frequency:	Annual	
New Measure:	No	
Key Measure / Priority	Yes / High	
Desired Performance:	High	
<b>02-02-02</b>	<b>Outcome Measure Definition</b>	<b>This is the percentage of agricultural pesticide worker protection inspections (applicators, applicator businesses, producer establishments, dealers, marketplaces, use observations and potential Right-to-Know establishments) conducted that are in compliance with federal and state laws and regulations.</b>
Full Name:	Percent of Agricultural Pesticide Worker Protection Inspections in Compliance.	
Short Name:	% WPS INSPECTION/COMPLIANCE	
Purpose/Importance:	This measure assists the department in monitoring compliance with state and federal laws and regulations. The department also uses the numbers generated for this report in allocating resources and inspection needs.	
Source/Collection of Data:	The data used for this calculation uses the number of agricultural pesticide worker protection inspections conducted (dealer, marketplace, applicator, applicators businesses, producer establishment, use observation and worker protection) that is captured using the PIER system.	
Method of Calculation:	This measure is obtained by totaling the number of agricultural pesticide worker protection inspections conducted at (applicator, applicators businesses, producer establishments, dealers, marketplaces, use observations and potential Right-to-Know (RTK) establishments) and subtracting the number of inspections that indicated any area of noncompliance with WPS or RTK. This number is then divided by the total number of worker protection inspections conducted. This information is gathered from inspection reports generated by using the PIER system.	
Data Limitations:	WPS training sessions conducted by the department, a greater public awareness of WPS laws and regulations, enforcement action taken by the department and inspections conducted by the department all contribute to the percentage of WPS establishments in compliance with state and federal laws and regulations.	
Calculation Type:	Non-cumulative	
Frequency:	Annual	
New Measure:	No	
Key Measure / Priority	No / Medium	
Desired Performance:	High	

<b>02-02-03</b>	<b>Outcome Measure Definition</b>	<b>Percent of acres found in compliance with cotton pest control laws (cotton stalk destruction) requirements.</b>
Full Name of Measure:		% Cotton Acres in Pest Management Zones in Compliance
Short Name:		% COTTON ACRES COMPLIANCE
Purpose/Importance:		To monitor compliance with stalk destruction requirements which reduces pest buildup for following year.
Source/Collection of Data:		PATHS (Purchasing Accounting Travel Human Resource System) and FSA (Farm Services Agency) cotton report.
Method of Calculation:		Number of cotton acres planted in pest management zones (from the FSA cotton report) minus the number of cotton acres found out of compliance during inspection divided by the total number of cotton acres in pest management zones.
Data Limitations:		Timeliness of FST (Farm Service Agency) report and the ability of inspectors to find all cotton that is out of compliance.
Calculation Type:		Non-cumulative
Frequency:		Annual
New Measure:		No
Key Measure / Priority		No / Medium
Desired Performance:		High

<b>02-02-04</b>	<b>Outcome Measure Definition</b>	<b>The percent of structural business license inspections conducted that comply with law.</b>
Full Name of Measure:		Percent of Structural Business License Inspections Conducted that Comply with Law
Short Name:		% OF BUSINESSES IN COMPLIANCE
Purpose/Importance:		Through routine inspections of pest control businesses, the agency can provide compliance assistance and help ensure the health and safety of the citizens of Texas.
Source/Collection of Data:		The data used for this calculation is the number of routine structural business inspections conducted, captured using the PIER (Performing Inspections Enforcement and Recruiting) system, and the result of the inspection.
Method of Calculation:		The percent of routine structural business license inspections found to comply with the law. The total number of routine business license inspections conducted: subtracting the number of routine inspections that indicated noncompliance resulting in a follow-up re-inspection required and/or referral to Enforcement: then dividing by the total number of routine inspections conducted.
Data Limitations:		The number of routine inspections conducted may fluctuate due to TDA business rules, and risk based inspections. New federal and state laws or regulations may also influence the number of inspections conducted.
Calculation Type:		Non-cumulative
Frequency:		Annual
Key Measure / Priority		No / High
New Measure:		No
Desired Performance:		Low

<b>02-02-05</b>	<b>Outcome Measure Definition</b>	<b>The percent of structural pest control complaints resolved during the reporting period that were resolved within 180 days after the time they were initially received.</b>
Full Name of Measure:		Percent of Complaints Resolved Within Six Months
Short Name:		% COMPLAINTS RESOLVED 6 MONTHS
Purpose/Importance:		The measure is intended to show the percentage of structural pest control complaints that are resolved within a reasonable period of time. It is an agency goal to ensure the swift enforcement of the act, Article 135 b-6.
Source/Collection of Data:		The information is stored in the structural pest control enforcement database. When complaints are resolved, the date the complaint is finalized is entered into the computer. A computer generated report is printed out at the end of each reporting period listing each complaint resolved within six months and the total number resolved within the reporting period. The hard copy is kept in the quarterly report files.
Method of Calculation:		The number of structural pest control complaints resolved within a period of six months or less from the date of receipt (numerator) is divided by the total number of structural pest control complaints resolved during the reporting period (denominator) The result should be multiplied by 100 to achieve a percentage.
Data Limitations:		Factors which may be beyond the agency's control are budget constraints, travel funds and staff turnover.
Calculation Type:		Non-cumulative
Frequency:		Annual
Key Measure / Priority		Yes / High
New Measure:		No
Desired Performance:		High

<b>02-02-06</b>	<b>Outcome Measure Definition</b>	<b>The percent of the routine school district inspections conducted that comply with law.</b>
Full Name of Measure:		Percent of Independent School Districts Inspected Found to be in Compliance
Short Name:		% ISDS INSPECTED IN COMPLIANCE
Purpose/Importance:		Through routine inspections of school districts, the agency can provide compliance assistance and help ensure the health and safety of the citizens of Texas.
Source/Collection of Data:		The data used for this calculation is the number of routine school district inspections conducted, captured using the PIER (Performing Inspections Enforcement and Recruiting) system, and the result of the inspections.
Method of Calculation:		The total number of routine school districts inspections conducted; subtracting the number of inspections that indicated noncompliance resulting in a follow-up re-inspection required and/or referral to Enforcement; then dividing by the total number of routine inspections conducted.
Data Limitations:		Resource constraints and risk based inspections. New federal and state laws or regulations may also influence the number of inspections conducted.
Calculation Type:		Non-cumulative
Frequency:		Annual
Key Measure / Priority		Yes / Medium
New Measure:		No
Desired Performance:		High

<b>02-03-01</b>	<b>Outcome Measure Definition</b>	<b>The percent of weights and measures device routine inspections found in full compliance with state and federal standards.</b>
Full Name of Measure:	Percent Weights and Measures Device Routine Inspections in Compliance with Standards	
Short Name:	% W&M INSPECTIONS/FULL COMPLIANCE	
Purpose/Importance:	To reduce the number inspections found out of compliance with weights and measures laws and to ensure that consumers are receiving the correct weight or measure of the product they are purchasing.	
Source/Collection of Data:	BRIDGE (Bringing Resource Integration And Data Together For Greater Efficiency).	
Method of Calculation:	Using BRIDGE as a source of data, the total number of weights and measures device inspections minus the number of inspections found out of compliance divided by the total number of device inspections.	
Data Limitations:	Timeliness of date entered into BRIDGE and ability of inspectors to find all locations that are out of compliance.	
Calculation Type:	Non-cumulative	
Frequency:	Annual	
Key Measure / Priority	Yes / Medium	
New Measure:	No	
Desired Performance:	High	

<b>02-03-02</b>	<b>Outcome Measure Definition</b>	<b>The percent of fuel quality routine inspections found to be in full compliance.</b>
Full Name of Measure:	Percent of Fuel Quality Routine Inspections Found to be in Full Compliance	
Short Name:	% COMPLIANT FUEL QUALITY SAMPLES	
Purpose/Importance:	Reduce non-compliance with fuel quality requirements and to ensure that consumers purchase fuel that meets national quality standards.	
Source/Collection of Data:	Database maintained by TDA program staff.	
Method of Calculation:	Using fuel quality inspection data, the total number of routine fuel quality inspections; minus the number of non-compliant fuel quality inspections divided by the total number of fuel quality inspections.	
Data Limitations:	None	
Calculation Type:	Non-cumulative	
Frequency:	Annual	
Key Measure / Priority	No / Medium	
New Measure:	No	
Desired Performance:	High	

**02-01-01.01 Efficiency Measure Definition Average cost per official seed inspection sample drawn and submitted for analysis.**

Full Name of Measure:	Average Cost Per Official Seed Sample Drawn
Short Name:	AVG COST/OFFICIAL SEED SAMPLE DRAWN
Purpose/Importance:	To monitor and ensure efficiency of official seed inspection sampling.
Source/Collection of Data:	Pentaho Report and Output Measure.
Method of Calculation:	The cost of official seed inspection samples drawn divided by total number of samples received at the TDA seed lab
Data Limitations:	Limited by the number of official, Service, Ergot and Referee samples drawn.
Calculation Type:	Non-cumulative
Frequency:	Quarterly
Key Measure / Priority	No / Medium
New Measure:	No
Desired Performance:	Low

**02-01-01.02 Efficiency Measure Definition Average cost per acre inspected for seed certification.**

Full Name of Measure:	Average Cost Per Acre Inspected for Seed Certification
Short Name:	AVERAGE COST/ACRE INSPECTED
Purpose/Importance:	Expand agricultural markets. Generate marketing opportunities for Texas agriculture.
Source/Collection of Data:	Micro strategy report and Output measure.
Method of Calculation:	All costs for seed and plant certification staff divided by total acres inspected.
Data Limitations:	Data is nonspecific to crop and program activity.
Calculation Type:	Non-cumulative
Frequency:	Quarterly
Key Measure / Priority	No /
New Measure:	No
Desired Performance:	Low

**02-01-01.03 Efficiency Measure Definition Average cost per nursery/floral establishment certificate issued. Total direct licensing costs to issue a nursery/floral certificate divided by the total number of certificates issued. Direct licensing costs exclude training, travel, and DIR surcharge from the licensing budget.**

Full Name of Measure:	Average Cost Per Nursery/Floral Establishment Certificate Issued
Short Name:	AVG COST/NURSERY/FORAL CERT ISSUED
Purpose/Importance:	To determine and monitor the cost to issue a nursery/floral certificate and ensure they are being issued in the most efficient manner.
Source/Collection of Data:	BRIDGE (Bringing Resource Integration and Data Together for Greater Efficiency) and PATHS (Purchasing Accounting Travel Human Resource System)
Method of Calculation:	Total licensing costs applicable to issue a nursery/floral certificate divided by the total number of certificates issued
Data Limitations:	N/A
Calculation Type:	Non-cumulative
Frequency:	Quarterly
Key Measure / Priority	No / Low
New Measure:	No
Desired Performance:	Low

**02-01-01.04 Efficiency Measure Definition Calculate average cost per nursery/floral establishment inspected.**

Full Name of Measure: Average Cost Per Nursery/Floral Establishment Inspected  
Short Name: AVG COST/NURSERY/FLORAL INSPECTED  
Purpose/Importance: To determine and monitor the cost to inspect a nursery/floral establishment.  
Source/Collection of Data: Pentaho Report and Output Measure.  
Method of Calculation: The regional operations program costs divided by number of inspections conducted.  
Data Limitations: There are fixed costs that affect the average inspection cost.  
Calculation Type: Non-cumulative  
Frequency: Quarterly  
Key Measure / Priority: No / High  
New Measure: No  
Desired Performance: Low

**02-01-01.01 Output Measure Definition Total number of official inspection seed samples drawn and submitted to the TDA seed lab for analysis and enforcement of seed quality standards.**

Full Name of Measure: Number of Official Seed Inspections Samples Drawn and Submitted for Analysis  
Short Name: # OF SEED SAMPLES ANALYZED  
Purpose/Importance: Protect consumers, establish and enforce standards for seed commodities. Verify the quality and type of seed desired. Reduce the number of seed commodities violating standards.  
Source/Collection of Data: Seed Quality Activity report maintained by Seed Quality Program.  
Method of Calculation: Total number of official seed inspection samples drawn and submitted to the TDA seed lab for analysis and enforcement of seed quality standards.  
Data Limitations: Limited to the number of number of official seed inspection samples drawn by inspectors.  
Calculation Type: Cumulative  
Frequency: Quarterly  
Key Measure / Priority: Yes / High  
New Measure: No  
Desired Performance: High

**02-01-01.02 Output Measure Definition Number of seed law infringements found on official seed inspection samples. Includes all official seed inspection samples in noncompliance with the Texas Seed Law.**

Full Name of Measure: Number of Seed Law Infringements Found on Official Samples  
Short Name: # SEED SAMPLES OUT OF COMPLIANCE  
Purpose/Importance: Protect consumers, establish and enforce standards for seed commodities. Verify the quality and type of seed desired. Reduce the number of seed commodities violating standards.  
Source/Collection of Data: Seed quality activity report maintained by Seed Quality Program.  
Method of Calculation: Total number of official seed samples with apparent violation reports processed.  
Data Limitations: Limited to the number of official seed samples drawn and the number of Seed Law infringements.  
Calculation Type: Cumulative  
Frequency: Quarterly  
Key Measure / Priority: No / Medium  
New Measure: No  
Desired Performance: Low

<b>02-01-01.03</b>	<b>Output Measure Definition</b>	<b>Number of acres inspected or surveyed for the presence of pests and diseases.</b>
Full Name of Measure:		Number of Acres Inspected or Surveyed for the Presence of Pests and Diseases
Short Name:		# ACRES INSPECTED
Purpose/Importance:		To inspect and survey for pest and disease of horticultural concern.
Source/Collection of Data:		PATHS
Method of Calculation:		Using PATHS total the number of acres inspected and surveyed for pests and diseases, such as imported fire ant, other nursery pests and growing season inspections.
Data Limitations:		Pest surveys under the terms of cooperative agreements with USDA may be impacted as funding increases/decreases.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		High
<b>02-01-01.04</b>	<b>Output Measure Definition</b>	<b>Number of Nursery/Floral certificates issued.</b>
Full Name of Measure:		Number of Nursery /Floral Certificates Issued
Short Name:		# NURSERY/FLORAL CERT ISSUED
Purpose/Importance:		Reduce the spread of regulated pests and diseases by registering nursery/floral facilities selling or distributing plant commodities.
Source/Collection of Data:		BRIDGE
Method of Calculation:		Using BRIDGE for the source of data, the number of nursery and floral certificates issued are recorded.
Data Limitations:		Timeliness of data entry into BRIDGE.
Calculation Type:		Non-Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		High
<b>02-01-01.05</b>	<b>Output Measure Definition</b>	<b>Number of nursery and floral establishment inspections conducted.</b>
Full Name of Measure:		Number of Nursery and Floral Establishment Inspections Conducted
Short Name:		# NURSERY/FLORAL INSPECTIONS
Purpose/Importance:		Using a risk-based approach, inspect nursery/floral establishments to ensure they are selling pest free products.
Source/Collection of Data:		BRIDGE
Method of Calculation:		Number of inspections performed at nursery or floral facilities recorded.
Data Limitations:		N/A
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		Yes / High
New Measure:		No
Desired Performance:		High

<b>02-01-01.06</b>	<b>Output Measure Definition</b>	<b>Number of acres inspected for seed certification.</b>
Full Name of Measure:		Number of Acres Inspected for Seed Certification
Short Name:		NUMBER OF ACRES INSPECTED
Purpose/Importance:		Generate marketing opportunities for Texas producers through inspections of seed crops to ensure seed certification standards are met.
Source/Collection of Data:		Seed Quality Activity Report maintained by Seed Quality Program.
Method of Calculation:		Total acres inspected for seed certification.
Data Limitations:		Voluntary program the number of acres is limited to program participation.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No /
New Measure:		No
Desired Performance:		Low
<b>02-01-01.07</b>	<b>Output Measure Definition</b>	<b>Number of hours spent at road stations conducting inspections of plant shipments and other regulated articles.</b>
Full Name of Measure:		Number of Hours Spent at Inspections of Plant Shipments and Regulated Articles
Short Name:		# HOURS INSPECTING SHIPMENTS
Purpose/Importance:		To enforce quarantine standards by inspecting plant products cotton harvesting equipment and other regulated equipment and commercial citrus shipments at road station inspection sites.
Source/Collection of Data:		PATHS
Method of Calculation:		Recorded number of work hours spent by field staff at road station inspection sites established to intercept shipments of quarantined articles associated with plant products cotton harvesting equipment and other regulated equipment and commercial citrus.
Data Limitations:		None
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		Yes / Medium
New Measure:		No
Desired Performance:		High
<b>02-01-01.08</b>	<b>Output Measure Definition</b>	<b>Number of nursery/floral inspections found noncompliant with phytosanitary requirements.</b>
Full Name:		Number of Nursery/Floral Inspections Found Noncompliant with Phytosanitary Requirements
Short Name:		# NURSERY/FLORAL FOUND NONCOMPLIANT
Purpose/Importance:		Minimize the spread of pests through inspection and stop-sale of infested nursery/floral products.
Source/Collection of Data:		BRIDGE
Method of Calculation:		Using BRIDGE, report the number of nursery/floral inspections where a stop-sale was issued for pest infestation or other phytosanitary noncompliance.
Data Limitations:		Timeliness of data entry, ability of inspectors to find all locations that are out of compliance.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		Low

**02-01-01.09    Output Measure Definition    Record the number of state and federal quarantine inspections conducted to verify compliance with quarantines regulations.**

Full Name of Measure:    Number of State/Federal Quarantine Inspections to Verify Compliance with Quarantine Regulations  
Short Name:    # QUARANTINE INSPECTIONS  
Purpose/Importance:    To verify that quarantined articles meet state and federal requirements.  
Source/Collection of Data:    PATHS  
Method of Calculation:    Record the number of quarantine inspections, such as market blitz inspections and other quarantine investigation inspections, conducted to verify compliance with quarantine regulations.  
Data Limitations:    None  
Calculation Type:    Cumulative  
Frequency:    Quarterly  
Key Measure / Priority    No /  
New Measure:    No  
Desired Performance:    Low

**02-01-01.10    Output Measure Definition    Number of formal published research reports on Crop Pests/Diseases.**

Full Name of Measure:    Number of Formal Published Research Reports  
Short Name:    # PUBLISHED REPORTS  
Purpose/Importance:    This measure is a result indicator of individual project activity.  
Source/Collection of Data:    As part of their reporting requirements, each researcher provides the number of reports produced during the previous quarter.  
Method of Calculation:    The number of research reports is obtained by totaling the number of documented reports submitted to TDA by the research institutions in their quarterly report.  
Data Limitations:    An estimated number of reports for each project are submitted as part of the original proposal. The actual number of reports published may change once the projects are underway.  
Calculation Type:    Cumulative  
Frequency:    Quarterly  
Key Measure / Priority    Yes / Low  
New Measure:    No  
Desired Performance:    High

**02-01-02.01 Efficiency Measure Definition Average cost per egg packer and dealer-wholesaler inspected.**

Full Name of Measure:	Average Cost Per Egg Packer and Dealer-wholesaler Inspected
Short Name:	AVERAGE COST/EGG DEALER INSPECTED
Purpose/Importance:	To determine and monitor the cost to inspect an egg establishment.
Source/Collection of Data:	Pentaho Report and Output Measure.
Method of Calculation:	The regional operations program costs divided by the number of inspections conducted.
Data Limitations:	Timeliness of data entry, ability of inspectors to find all locations that are out of compliance.
Calculation Type:	Non-cumulative
Frequency:	Quarterly
Key Measure / Priority	No / Medium
New Measure:	No
Desired Performance:	Low

**02-01-02.02 Efficiency Measure Definition Average cost per inspection/re-inspection of grain warehouse licensees.**

Full Name of Measure:	Average Cost Per Grain Warehouse Inspection
Short Name:	AVERAGE COST/WAREHOUSE INSPECTION
Source/Collection of Data:	PATHS (Purchasing, Accounting, Travel, and Human Resources System) and the Pentaho Report and Output Measure.
Method of Calculation:	The regional operations program costs divided by the number of inspections.
Data Limitations:	Timeliness of data entry, ability of inspectors to find all locations that are out of compliance.
Calculation Type:	Non-cumulative
Frequency:	Quarterly
Key Measure / Priority	No / Medium
New Measure:	No
Desired Performance:	Low
Desired Performance:	High

**02-01-02.01 Explanatory Measure Definition This measure reflects the actual number of commodity producer boards assisted by TDA staff.**

Full Name of Measure:	Number of Commodity Producer Boards Assisted
Short Name:	# COMMODITY PRODUCER BOARDS ASST
Purpose/Importance:	Statute requires the agency to oversee commodity boards and ensure they conform to rules stipulated by the law. The agency reviews and approves annual budgets and board member election plans and post agendas as part of our oversight responsibilities.
Source/Collection of Data:	The official list of commodity producer boards assisted by TDA is maintained by the office of External Relations.
Method of Calculation:	Using the list of commodity producer boards, count the number of boards assisted. Each board is counted only once (in the first quarter in which it is assisted.)
Data Limitations:	This measure is driven by how active each commodity board is. If the board is inactive, TDA cannot assist.
Calculation Type:	Cumulative
Frequency:	Annual
Key Measure / Priority	No /
New Measure:	No
Desired Performance:	Low

**02-01-02.01      Output Measure Definition      Number of egg packer, dealer, wholesalers and retailer inspections conducted.**

Full Name of Measure:      Number of Egg Inspections Conducted  
Short Name:      # EGG INSPECTIONS CONDUCTED  
Purpose/Importance:      To inspect eggs to determine if they are in compliance with state and federal standards.  
Source/Collection of Data:      BRIDGE  
Method of Calculation:      The total number of inspections conducted by agency inspectors at dealer, wholesaler, and retail.  
Data Limitations:      Timeliness of data entry.  
Calculation Type:      Cumulative  
Frequency:      Quarterly  
Key Measure / Priority      Yes / Medium  
New Measure:      No  
Desired Performance:      High

**02-01-02.02      Output Measure Definition      Number of stop-sales issued for noncompliant egg inspections.**

Full Name:      Number of Stop Sales Issued for Noncompliant Egg Inspections  
Short Name:      # STOP SALES ISSUED  
Purpose/Importance:      Reflects the department efforts in enforcing egg law requirements.  
Source/Collection of Data:      BRIDGE  
Method of Calculation:      Total number of stop-sales issued for noncompliant egg inspections are reported.  
Data Limitations:      Timeliness of data entry, ability of inspectors to find all locations that are out of compliance.  
Calculation Type:      Cumulative  
Frequency:      Quarterly  
Key Measure / Priority      No / Medium  
New Measure:      No  
Desired Performance:      Low

**02-01-02.03      Output Measure Definition      Number of all grain warehouse inspections conducted.**

Full Name of Measure:      Number of Grain Warehouse Inspections, Re-inspections, and Audits Conducted  
Short Name:      # GRAIN WAREHOUSE AUDIT/INSPECTION  
Purpose/Importance:      To inspect grain warehouses to ensure that producers' grain deposits are warehoused in accordance with standards thus protecting them from loss.  
Source/Collection of Data:      BRIDGE  
Method of Calculation:      Using BRIDGE and a manual log of audits maintained by program, report the total number of grain warehouse inspections, audits, re-inspections and complaint investigations conducted. For the purposes of calculation all facilities inspected or audited under a combination license is considered a single inspection or audit.  
Data Limitations:      Timeliness of data entry of inspections into BRIDGE.  
Calculation Type:      Cumulative  
Frequency:      Quarterly  
Key Measure / Priority      Yes / Medium  
New Measure:      No  
Desired Performance:      High

<b>02-01-02.04</b>	<b>Output Measure Definition</b>	<b>Number of licenses issued to grain warehouses.</b>
Full Name of Measure:		Number of Grain Warehouses Licenses/Permits/Registrations Issued
Short Name:		# WAREHOUSE/LICENSE/PERMIT/REGIST
Purpose/Importance:		Reflects the department's efforts in enforcing grain warehouse program requirements.
Source/Collection of Data:		BRIDGE
Method of Calculation:		Total number of licenses issued to grain warehouses are recorded.
Data Limitations:		Timeliness of data entry, ability of inspectors to find all locations that are out of compliance.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		High

<b>02-01-02.05</b>	<b>Output Measure Definition</b>	<b>Number of licenses issued to buyers and sellers of perishable commodities.</b>
Full Name of Measure:		Number of Licenses/Permits/Registrations Issued to Buyers and Sellers
Short Name:		# LICENSES/PERMITS/REGISTRATIONS
Purpose/Importance:		Reflects the department's efforts in enforcing perishable commodities program requirements.
Source/Collection of Data:		BRIDGE
Method of Calculation:		Total number of license issues are recorded.
Data Limitations:		Timeliness of data entry, ability of inspectors to find all locations that are out of compliance.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		High

## Objective 02— Integrated Pest and Disease Management

### Strategy 02-02-01

### Regulate Agricultural Pesticide Use

*Regulate pesticide use through registration, certification, education, and enforcement*

**02-02-01.01 Efficiency Measure Definition** **This is the total agricultural pesticide inspection cost incurred by Field Operations divided by the number of inspections.**

Full Name of Measure:	Average Cost Per Agricultural Pesticide Inspection.
Short Name:	AVG COST/AG PESTICIDE INSPECTION
Purpose/Importance:	This number assists the department in identifying inspection budget needs and allocations for Field Operations.
Source/Collection of Data:	The output measure for the number of agricultural pesticide inspections (dealer, marketplace, applicator, applicator business, producer, use observation, and worker protection) conducted, generated by BRIDGE and the agency's Automated Budgeted Program Expenditure Report are used to calculate this cost.
Method of Calculation:	This number is calculated by dividing the total dollar spent for all agricultural pesticide inspection program codes for Field Operations in a given quarter, by the number of inspections conducted.
Data Limitations:	Inspection work plans (schedules) are manually scheduled based on routine and risk-based inspection criteria established by program such as, not-yet-inspected, duration of time since last inspection and inspection results of last inspection. The number and type of inspections conducted is dependent on several factors. The number of pesticide complaints investigated may cause an increase in the number of inspections conducted. New federal and state laws or regulations may also influence the number of inspections conducted. In addition the costs incurred will also depend on extensive needs, inspection equipment, as well as distance traveled to conduct inspections.
Calculation Type:	Non-cumulative
Frequency:	Quarterly
New Measure:	No
Key Measure / Priority	No / Medium
Desired Performance:	Low

**02-02-01.02 Efficiency Measure Definition** **Total expenditures incurred in registering a pesticide product (pesticide registration program expenses plus direct licensing expenses for pesticide product registration) divided by the total number of pesticide products registered. Direct licensing costs exclude training, travel, and DIR surcharge from the licensing budget.**

Full Name of Measure:	Average Cost Per Pesticide Registered
Short Name:	AVG COST/PESTICIDE REGISTERED
Purpose/Importance:	This measure is assists the department in determining the administrative costs and setting the appropriate fee for registering a pesticide product.
Source/Collection of Data:	The output measure for the number of products registered is divided into total applicable expenditures to register a pesticide product. Expenditures data is captured in a Pentaho Report which utilizes the data of PATHS (Purchasing Accounting Travel Human Resources System) and BRIDGE (Bringing Resource Integration Together for Greater Efficiency).
Method of Calculation:	Total expenditures incurred in registering a pesticide product (pesticide registration program expense plus licensing expenses for pesticide product registration) divided by the total number of pesticide products registered.
Data Limitations:	N/A
Calculation Type:	Non-cumulative
Frequency:	Quarterly
New Measure:	No
Key Measure / Priority	No / Medium
Desired Performance:	Low

**02-02-01.03 Efficiency Measure Definition Average cost per organic or other crop certification inspection.**

Full Name of Measure: Average Cost Per Organic or Other Crop Certification Inspection  
Short Name: AVERAGE COST/ORGANIC INSPECTION  
Purpose/Importance: To determine and monitor average inspection cost and ensure that inspections are conducted in the most efficient manner.  
Source/Collection of Data: The agency's automated PATHS (Purchasing, Accounting, Travel and Human Resources System) and the Pentaho Report and Output Measure.  
Method of Calculation: The Regional Operations program costs divided by the number of inspections and re-inspections.  
Data Limitations: Time required for inspection varies considerably (1-5 hours) depending on the type of business, so the average cost could be affected by the relative proportion of different.  
Calculation Type: Non-cumulative  
Frequency: Quarterly  
Key Measure / Priority: No / Low  
New Measure: No  
Desired Performance: Low

**02-02-01.01 Explanatory Measure Definition This measure reflects the dollar amount of fines and penalties collected by the department during the fiscal year for agricultural pesticide related violations and therefore may reflect the level of compliance with pesticide laws and regulations.**

Full Name of Measure: Total Dollar Amount of Fines and Penalties Collected for Pesticide Violations.  
Short Name: \$ FINES FOR PESTICIDE VIOLATIONS  
Purpose/Importance: This measure captures the dollar amount of fines and penalties collected by the department during the fiscal year for agricultural pesticide related violations therefore may reflect the level of compliance with pesticide laws and regulations.  
Source/Collection of Data: This number is derived from the department's General Ledger.  
Method of Calculation: This number is obtained by totaling the dollar amount of agricultural pesticide related fines and penalties.  
Data Limitations: N/A  
Calculation Type: Non-cumulative  
Frequency: Annual  
New Measure: No  
Key Measure / Priority: No / High  
Desired Performance: Low

<b>02-02-01.02</b>	<b>Explanatory Measure Definition</b>	<b>This number is the measure of agency timeliness in investigating, reviewing, and acting on agriculture pesticide cases.</b>
Full Name of Measure:		Percent of Ag Pesticide Complaint Investigations Completed within 6 Months
Short Name:		% INVESTIGATIONS IN 6 MONTHS
Purpose/Importance:		To encourage efficient and timely review and action on agricultural pesticide complaints and compliance with Federal requirements.
Source/Collection of Data:		Pentaho Reports and Output Measure.
Method of Calculation:		This number is derived using the total number of agricultural pesticide complaints received by TDA as a divisor for the total number of pesticide complaints for which an enforcement action is taken within 180 days. The result is multiplied by 100 to obtain a percentage value.
Data Limitations:		N/A
Calculation Type:		Cumulative
Frequency:		Annual
Key Measure / Priority		No /
New Measure:		No
Desired Performance:		Low

<b>02-02-01.01</b>	<b>Output Measure Definition</b>	<b>This is the total number of pesticide applicator licenses and certificates that are issued in a given time period.</b>
Full Name of Measure:		Number of Licenses and Certificates Issued to Pesticide Applicators
Short Name:		# PEST APPL LICENSES/CERTIFICATES
Purpose/Importance:		This measure is used to tabulate the number of applicators who license with the department and assists the department is serving those applicators.
Source/Collection of Data:		BRIDGE (Bringing Resource Integration Together for Greater Efficiency).
Method of Calculation:		The total numbers of new and renewal pesticide applicators license/certificates are added together from the report generated by BRIDGE (Bringing Resource Integration Together for Greater Efficiency).
Data Limitations:		There are several factors that affect the number of applicators, who obtain new licenses or renewals every year. Certified private applicators are required to meet their re-certification requirements every five years, therefore causing an increase in those numbers of renewals in those years. Other factors that affect the number are drought (fewer licenses issued in a dry year), pest infestation, changes to federal and state laws and regulations regarding pesticide use, and the need to control pests with state-limited-use or federally restricted-use-pesticides.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		High

<b>02-02-01.02</b>	<b>Output Measure Definition</b>	<b>This measure is obtained by totaling the number of agricultural pesticide inspections (dealer, marketplace, applicator, applicator business, producer establishment, worker protection, and use observation) conducted.</b>
Full Name of Measure:		Number of Agricultural Pesticide Inspections Conducted
Short Name:		# AG PESTICIDE INSPECTIONS
Purpose/Importance:		This measure assists the department in monitoring compliance with state and federal laws and regulations. The department also uses the numbers generated for this report in allocating resources and inspection needs.
Source/Collection of Data:		The data used for this calculation uses the number of agricultural pesticide inspections (dealer, marketplace, applicator, applicator business, producer establishment, use observation and worker protection) conducted that is captured using the PIER system.
Method of Calculation:		The data used for this calculation uses the number of agricultural pesticide inspections (dealer, marketplace, applicator, applicator business, producer establishment, use observation and worker protection) conducted that is captured using the PIER system.
Data Limitations:		Inspection work plans (schedules) are manually scheduled based on routine and risk-based inspection criteria established by program such as, not-yet-inspected, duration of time since last inspection and inspection results of last inspection. The number and type of inspections conducted is dependent on several factors. The number of pesticide complaints investigated, as well as follow up inspections at facilities where violations were found (in both the current and previous fiscal year), may cause an increase in the number of inspections conducted. New federal and state laws or regulations may also influence the number of inspections conducted.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / High
New Measure:		No
Desired Performance:		High

<b>02-02-01.03</b>	<b>Output Measure Definition</b>	<b>This number reflects the number of agricultural pesticide related complaints received by the department during a fiscal year and entered in the Intranet Quorum (IQ) software program.</b>
Full Name of Measure:		Number of Agricultural Pesticide Complaint Investigations Conducted
Short Name:		# AG PESTICIDE INVESTIGATION
Purpose/Importance:		This measure captures the number of agricultural pesticide related complaints, and therefore may reflect the level of compliance with agricultural pesticide laws and regulations.
Source/Collection of Data:		The department's computerized IQ system.
Method of Calculation:		This number is determined by totaling the number of agricultural complaints received by the department during a fiscal year and entered into IQ system.
Data Limitations:		N/A
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		Yes / High
New Measure:		No
Desired Performance:		High

**02-02-01.04 Output Measure Definition** **This measure is obtained by totaling the number of pesticide analyses performed on residue (complaint, use observation, and organic certification) samples, Pesticide Data Program (PDP) samples and formulation (producer, marketplace and use observation) samples received at the TDA pesticide laboratory.**

Full Name of Measure: Number of Pesticide Analyses Performed  
Short Name: # ANALYSES PERFORMED  
Purpose/Importance: Results of laboratory analyses performed are used by the department to provide supporting data on violations and compliance with federal and state laws or regulations. Results are also used in determining organic certification and imported fire ant treatment compliance and by USDAs Pesticide Data Program (PDP) in tabulating reports of residues found in fruits and vegetables.  
Source/Collection of Data: This number is tabulated from information produced by the laboratory sample tracking databases.  
Method of Calculation: This number is tabulated from information produced by the laboratory sample tracking databases. The lab keeps database information for all the samples collected as well as the number of analyses performed on samples. Each sample may have more than one analysis performed. An analysis is defined as a set of analysis procedures targeted at a specific chemical or chemical list.  
Data Limitations: More than one analysis may be performed on each sample and is dependent on several factors. Inspectors may request several analyses performed on a single sample depending on other factors they discovered during pesticide complaint investigations. Fewer pesticide complaint investigations may result in fewer samples collected and will also affect this measure. The USDA may change the number and type of samples analyzed for the PDP.  
Calculation Type: Cumulative  
Frequency: Quarterly  
Key Measure / Priority: No / Medium  
New Measure: No  
Desired Performance: High

**02-02-01.05 Output Measure Definition** **This measure reflects the total number of final formal enforcement actions in a fiscal year taken against a person, licenses or unlicensed, for noncompliance with agricultural pesticide laws. Formal enforcement actions include administrative penalties, deferred adjudications, license suspensions, license revocations, and license modifications/probations ordered against a respondent. This number does not include ongoing investigations or enforcement actions.**

Full Name of Measure: Number of Formal Enforcement Actions Taken for Ag Pesticide Related Violations  
Short Name: # FORMAL AG PESTICIDE ENFORCEMENTS  
Purpose/Importance: This measure captures the number of formal pesticide enforcement actions and therefore may reflect the level of compliance with agricultural pesticide laws and regulations.  
Source/Collection of Data: The department's computerized BRIDGE.  
Method of Calculation: This number is determined by totaling the number of administrative penalties, license suspensions, license revocations, and license modification/probations ordered against a respondent in a final formal enforcement action, regardless of when the complaint was initiated. A formal enforcement action is final after an order rendering judgment on the action has been signed by the Commissioner or designee and is no longer appealable.  
Data Limitations: N/A  
Calculation Type: Cumulative  
Frequency: Quarterly  
Key Measure / Priority: No / High  
New Measure: No  
Desired Performance: Low

**02-02-01.06      Output Measure Definition**      **This measure reflects the number of enforcement warnings issued by the agency's enforcement division in a fiscal year against a person suspected of noncompliance with the agricultural pesticide laws. An informal enforcement action is completed when the warning is sent.**

Full Name of Measure:      Number of Informal Enforcement Pesticide Violations Related to Chapter 76 Texas Agriculture Code

Short Name:      # INFORMAL PESTICIDE ENFORCEMENTS

Purpose/Importance:      This measure captures the number of informal pesticide enforcement actions, and therefore may reflect the level of compliance with agricultural pesticide laws and regulations.

Source/Collection of Data:      The department's computerized BRIDGE.

Method of Calculation:      This number is determined by totaling the number of warnings of all types issued by the departments Enforcement Division.

Data Limitations:      N/A

Calculation Type:      Cumulative

Frequency:      Quarterly

Key Measure / Priority      No / High

New Measure:      No

Desired Performance:      Low

**02-02-01.07      Output Measure Definition**      **This measure is defined as the number of products renewing registration and the number of new products registered during the TDA fiscal year.**

Full Name of Measure:      Number of Pesticides Registered in Texas Annually

Short Name:      # PESTICIDE REGISTERED

Purpose/Importance:      State law requires the registration of all pesticides offered for sale in the state. This measure assists the department in deterring the service population of pesticide products offered for sale in the state. As part of the registration process producers are required to provide a copy of the pesticide label. All labels are reviewed as part of the registration process to make sure that they are consistent with the label EPA approved. Some labels are extensively reviewed for content specifically required by law.

Source/Collection of Data:      BRIDGE

Method of Calculation:      The total number of new and renewed pesticide registrations are added together from the report generated by BRIDGE.

Data Limitations:      Several forces can affect the number of pesticides registered. A company may register a product produced by another company under their company name. A company may buy out another company and need to register the products under the new company name. Companies may change the name of their product to address a specific market area. These factors can all increase the number of products registered by the department.

Calculation Type:      Cumulative

Frequency:      Quarterly

Key Measure / Priority      No / Medium

New Measure:      No

Desired Performance:      High

<b>02-02-01.08</b>	<b>Output Measure Definition</b>	<b>Number of compliance inspections for organic or other crop certification.</b>
Full Name of Measure:		Number of Compliance Inspections for Organic or Other Crop Certification.
Short Name:		# ORGANIC INSPECTION/COMPLIANCE
Purpose/Importance:		Reduce pesticide use through integrated pest management practices.
Source/Collection of Data:		PATHS
Method of Calculation:		Total the number of on-site inspections and re-inspections of organic producers, processors, distributors and retailers conducted to verify compliance.
Data Limitations:		Data entry delays could result in undercounting.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		Yes / Medium
New Measure:		No
Desired Performance:		High

<b>02-02-01.09</b>	<b>Output Measure Definition</b>	<b>Number of traps inspected to determine infestation of fruit flies.</b>
Full Name of Measure:		Number of Fruit Fly Traps Inspected
Short Name:		# FLY TRAPS INSPECTED
Purpose/Importance:		Monitor fruit fly infestation to allow citrus to be shipped out of Texas without cost of fumigation.
Source/Collection of Data:		PATHS
Method of Calculation:		Using PATHS, the number of traps checked is totaled.
Data Limitations:		Data entry delays could result in undercounting. Irrigation, adverse weather and staff vacancies can prevent trap monitoring activities from occurring during certain periods of time.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		Low

<b>02-02-02.01</b>	<b>Efficiency Measure Definition</b>	<b>Total expenditures for direct licensing activities during the reporting period divided by the total number of individuals licensed during the reporting period.</b>
Full Name of Measure:		Average Licensing Cost Per Individual and Business License Issued
Short Name:		AVERAGE LICENSE COST
Purpose/Importance:		This measure is intended to show how cost effective the agency processes new and renewal license applications.
Source/Collection of Data:		The number of new and renewed licenses is obtained from performance measurement data calculated each quarter. All cost data is retrieved from quarterly reports, time allocations and other allocated costs.
Method of Calculation:		Total funds expended during the reporting period for the processing of initial and renewed licenses for individuals divided by the total number of initial and renewed licenses for individuals issued during the reporting period. Costs include the following categories: salaries, supplies, travel, postage, and other costs directly related to licensing, including document reviews, handling corrections of licensing problems, and notification. Costs related to the examination functions and indirect costs are excluded from this calculation.
Data Limitations:		Factors which may be beyond the agency's control are the rising costs of supplies, postage, any salary increases appropriated by the Legislature, and in some instances the adding of additional personnel.
Calculation Type:		Non-Cumulative
Frequency:		Quarterly
Key Measure / Priority		Yes / High
New Measure:		No
Desired Performance:		Low
<b>02-02-02.02</b>	<b>Efficiency Measure Definition</b>	<b>The average number of days that have elapsed between receipt of the correct new license application and the actual processing of the license.</b>
Full Name of Measure:		Average Time for Individual and Business License Issuance (Days).
Short Name:		AVERAGE TIME/LICENSE ISSUANCE
Purpose/Importance:		This measure shows the ability of the agency to process new applications in a timely manner and its responsiveness to a primary constituent group.
Source/Collection of Data:		When the application is correct and complete, the initial date that the application was received, the date corrected and the data entry date is entered by licensing personnel.
Method of Calculation:		The average number of days to issue a license is computed by the licensing database.
Data Limitations:		Factors which may be beyond the agency's control are staff turnover, equipment failure and/or maintenance repair of equipment.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No /
New Measure:		No
Desired Performance:		Low

<b>02-02-02.03</b>	<b>Efficiency Measure Definition</b>	<b>The average number of days that elapses between receipt of the complete renewal application and the actual processing of the license.</b>
Full Name of Measure:		Average Time for Individual and Business License Renewal
Short Name:		AVERAGE TIME/LICENSE RENEWAL
Purpose/Importance:		This measure shows the ability of the agency to process renewal applications in a timely manner and its responsiveness to a primary constituent group.
Source/Collection of Data:		When the application is correct and complete, the initial date that the application was received, the date corrected and the date entry date is entered by licensing personnel.
Method of Calculation:		The average number of days to issue a license is computed by the licensing database.
Data Limitations:		Factors which may be beyond the agency's control are staff turnover, equipment failure and/or maintenance repair of equipment.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No /
New Measure:		No
Desired Performance:		Low

<b>02-02-02.04</b>	<b>Efficiency Measure Definition</b>	<b>This is the total regional structural pesticide inspection cost incurred divided by the number of inspections.</b>
Full Name of Measure:		Average Cost Per Structural Pesticide Inspection
Short Name:		AVG COST/STRUCUTRAL PEST INSPECTION
Purpose/Importance:		This number assists the department in identifying inspection budget needs and allocations.
Source/Collection of Data:		The output measure for the number structural pesticide inspections conducted generated by BRIDGE and the agency's Automated Budgeted Program Expenditure Report are used to calculate this cost.
Method of Calculation:		This number is calculated by dividing the regional dollar amount spent for all structural pesticide inspection program codes by the number of inspections conducted.
Data Limitations:		Inspection work plans are established for the department at the beginning of the fiscal year and distributed to the regional offices as guidelines. The number and type of inspections conducted is dependent on several factors such as risk, frequency and other business rules. The number of structural complaints investigated may cause an increase in the number of inspections conducted. New federal and state laws or regulations may also influence the number of inspections conducted. In addition the costs incurred will also depend on extensive inspection needs, inspection equipment, as well as distance traveled to conduct inspections.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No /
New Measure:		No
Desired Performance:		Low

**02-02-02.01 Explanatory Measure Definition The total number of structural pest control complaints received during the reporting period.**

Full Name:	Total Number of Structural Pest Control Complaints Received
Short Name:	TOTAL SP COMPLAINTS RECEIVED
Purpose/Importance:	This measure helps determine the agency's workload.
Source/Collection of Data:	Structural pest control complaints are entered into the Intranet Quorum software program and a report is run at the end of each reporting period listing all structural pest control complaints received.
Method of Calculation:	The agency sums the total number of structural pest control complaints received.
Data Limitations:	Factors which may be beyond the agency's control are weather conditions and the discretion of the complainants.
Calculation Type:	Cumulative
Frequency:	Annual
Key Measure / Priority	No / High
New Measure:	No
Desired Performance:	Low

**02-02-02.01 Output Measure Definition The number of new and individual and business licenses issued to previously unlicensed individuals and businesses during the reporting period.**

Full Name:	Number of New Individual and Business Licenses Issued
Short Name:	# NEW LICENSES ISSUED
Purpose/Importance:	A successful licensing structure must ensure legal standards for education and training is met prior to licensure. This measure is a primary workload indicator which is intended to show the number of unlicensed persons and businesses who were documented to have successfully met all licensure criteria established by statute and rule as verified by the agency during the reporting period.
Source/Collection of Data:	The information comes from the agency licensing database that records those individuals and businesses newly licensed.
Method of Calculation:	This measure counts the total number of licenses issued to individuals and business during the reporting period regardless of when the application was originally received. Only new licenses are counted.
Data Limitations:	Factors which may be beyond the agency's control are economic factors which foster entrepreneurship (i.e. venture capital availability and political climate).
Calculation Type:	Cumulative
Frequency:	Quarterly
Key Measure / Priority	Yes / High
New Measure:	No
Desired Performance:	Low



<b>02-02-02.04</b>	<b>Output Measure Definition</b>	<b>Number of structural business license inspections conducted.</b>
Full Name of Measure:		Number of Structural Business License Inspections Conducted
Short Name:		# NUMBER INSPECTIONS CONDUCTED
Purpose/Importance:		This measure intends to show how effectively the agency is fulfilling the mandate that requires each pest control business be inspected every four years. The agency provides compliance assistance and helps ensure the health and safety of the citizens of Texas.
Source/Collection of Data:		The data used for this calculation uses the number of structural business inspections conducted that is captured using the PIER.
Method of Calculation:		The total number of structural business inspected during the reporting period.
Data Limitations:		Resource constraints.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		Yes / High
New Measure:		No
Desired Performance:		High

<b>02-02-02.05</b>	<b>Output Measure Definition</b>	<b>Inspections performed at noncommercial establishments to ensure compliance. Noncommercial establishment inspections include governmental entities, apartment buildings, day-care centers, hospitals, nursing homes, hotels, motels, lodges, warehouses, and food-processing establishments. School inspections are not included.</b>
Full Name of Measure:		Number of Structural Pest Control Noncommercial Establishment Inspections
Short Name:		# NUMBER NONCOMMERCIAL INSPECT PERFORMED
Purpose/Importance:		This measure is to show the number of noncommercial establishments inspected enabling the agency to provide compliance assistance when needed and helps ensure the health and safety of the citizens of Texas.
Source/Collection of Data:		The data used for this calculation uses the number of structural noncommercial inspections conducted that is captured using the PIER system.
Method of Calculation:		The data used for this calculation uses the number of structural noncommercial inspections conducted that is captured using the PIER system.
Data Limitations:		Resource constraints.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / High
New Measure:		No
Desired Performance:		High

<b>02-02-02.06</b>	<b>Output Measure Definition</b>	<b>Total number of structural pest control complaints that were resolved during the reporting period that resulted in formal enforcement action.</b>
Full Name of Measure:		Number of Enforcement Actions Taken That Result From Complaints
Short Name:		# ENFORCEMENT ACTIONS
Purpose/Importance:		This measure is intended to show the extent to which the agency exercises its formal enforcement authority in proportion to the number of structural pest control complaints received.
Source/Collection of Data:		This information is stored in the structural pest control enforcement database. The information is entered into the computer. At the end of the reporting period, a computer generated report is printed. A second computer generated report is printed out showing the total number of warnings issued during the quarter. The hard copies are filed in the quarterly report files.
Method of Calculation:		The total number of structural pest control complaints resolved during the reporting period that resulted in formal enforcement action (numerator) is divided by the total number of structural pest control complaints resolved during the reporting period (denominator).
Data Limitations:		Factors beyond the agency's control are education level and training.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / High
New Measure:		No
Desired Performance:		Low

<b>02-02-02.07</b>	<b>Output Measure Definition</b>	<b>The total number of school districts inspected.</b>
Full Name of Measure:		Number of School Inspections
Short Name:		SCHOOL INSPECTIONS
Purpose/Importance:		The measure shows how effectively the agency monitors and inspects integrated pest management in schools.
Source/Collection of Data:		The data used for this calculation uses the number of school district inspections conducted that is captured using the PIER system.
Method of Calculation:		The data used for this calculation uses the number of school district inspections conducted that is captured using the PIER system.
Data Limitations:		Resource constraints.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		Yes / High
New Measure:		No
Desired Performance:		High

<b>02-02-02.08</b>	<b>Output Measure Definition</b>	<b>Use observations are the actual observation of pesticides being applied, stored, disposed of or transported. These observations are usually unannounced and could include work performed in any licensed category.</b>
Full Name of Measure:		Total Number of Use Observation Inspections Conducted
Short Name:		# USE OBSERVATION INSPECTIONS
Purpose/Importance:		Use observations are a large portion of an inspector's job performance. If pesticides are not appropriately applied, stored, disposed of or transported, they could be a health, safety or environmental hazard. Use observations are a method whereby field inspectors through observing and in some instances taking soil or swab samples can determine whether pesticides are appropriately applied.
Source/Collection of Data:		The data used for this calculation uses the number of use observations conducted that is captured using the PIER system.
Method of Calculation:		The data used for this calculation uses the number of use observations conducted that is captured using the PIER system.
Data Limitations:		Resource constraints.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No /
New Measure:		No
Desired Performance:		Low

**Objective 03— Reduce Measure Violations**  
*Reduce the number of violations of weights and measures laws*

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**Strategy 02-03-01**      **Weights and Measure Device Accuracy**  
*Inspect Weighing and Measuring Devices and Remove Inaccurately Measured, Priced, or Marketed Goods from Sale*

<b>02-03-01.01</b>	<b>Efficiency Measure Definition</b>	<b>The average cost of weighing and measuring device inspection.</b>
Full Name of Measure:		Average Cost Per Weighing and Measuring Device Inspection
Short Name:		AVG COST/WEIGHTS & MEAS INSPECTIONS
Purpose/Importance:		To determine and monitor the cost to conduct a weights and measures device inspection.
Source/Collection of Data:		Pentaho Report and output measure.
Method of Calculation:		The Regional Operations program costs divided by the number of device inspections conducted.
Data Limitations:		Data entry delays could result in undercounting.
Calculation Type:		Non-cumulative
Frequency:		Quarterly
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		Low

<b>02-03-01.02</b>	<b>Efficiency Measure Definition</b>	<b>Average number of days to respond to and inspect a consumer complaint related to fuel dispensing devices.</b>
Full Name of Measure:		Average Cost Per Weighing and Measuring Device Inspection
Short Name:		RESPONSE TIME FOR CONSUM COMPLAINTS
Purpose/Importance:		To determine and monitor the response time for weights and measure fuel dispenser complaints.
Source/Collection of Data:		Intranet Quorum.
Method of Calculation:		Using the Intranet Quorum, capture the average number of days to inspect a fuel dispensing consumer complaint related to weights and measures by subtracting the number of days between the day the complaint is received and the day the complaint is inspected.
Data Limitations:		Data entry delays could result in undercounting. Incomplete information from complainant may delay response time.
Calculation Type:		Non-cumulative
Frequency:		Quarterly
Key Measure / Priority		No /
New Measure:		No
Desired Performance:		Low
<b>02-03-01.01</b>	<b>Output Measure Definition</b>	<b>The number of inspections of weights and measures devices. Devices include pumps, scales, bulk meters, and LPG meters.</b>
Full Name of Measure:		Number of Weights and Measures Device Inspections Conducted
Short Name:		# WEIGHTS & MEASURE INSPECTIONS
Purpose/Importance:		To reduce the number of inspections found out of compliance with weights and measures laws and to ensure that consumers are receiving the correct weight or measure of the product they are purchasing.
Source/Collection of Data:		BRIDGE
Method of Calculation:		Using BRIDGE as a source of data, the number of inspections of weights and measures devices are recorded.
Data Limitations:		Timeliness of data entry, ability of inspectors to find all locations that are out of compliance.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		Yes / Medium
New Measure:		No
Desired Performance:		High
<b>02-03-01.02</b>	<b>Output Measure Definition</b>	<b>The number of tolerance and volumetric calibrations of weighing and measuring standards conducted.</b>
Full Name of Measure:		Number of Calibrations Performed
Short Name:		# OF CALIBRATIONS PERFORMED
Purpose/Importance:		To ensure uniformity among all weighing and measuring standards used throughout the state.
Source/Collection of Data:		Metrology program database.
Method of Calculation:		Using the agency's automated Metrology program database, the number of precision calibrations, tolerance and volumetric testing of weighing and measuring standards are recorded.
Data Limitations:		Timeliness of data entry.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		High

<b>02-03-01.03</b>	<b>Output Measure Definition</b>	<b>The number of weights and measures device inspections found non-compliant with requirements.</b>
Full Name:		Number of Weights and Measures Device Inspections Found Noncompliant
Short Name:		# NONCOMPLIANT WEIGHTS/MEASURES
Purpose/Importance:		Reflects the department's efforts in enforcing weights and measures requirements.
Source/Collection of Data:		BRIDGE
Method of Calculation:		Using BRIDGE as a source of date, the number of weights and measures device inspections found noncompliant with requirements.
Data Limitations:		Timeliness of data entry, ability of inspectors to find all locations that are out of compliance.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		Low

<b>02-03-01.04</b>	<b>Output Measure Definition</b>	<b>Number of fuel quality inspections conducted to determine compliance with national standards.</b>
Full Name of Measure:		Number of Fuel Quality Inspections Compliant with National Standards
Short Name:		# COMPLIANT FUEL QUAL INSPECTIONS
Purpose/Importance:		To monitor compliance with nationally recognized fuel quality standards.
Source/Collection of Data:		Program database maintained by TDA staff.
Method of Calculation:		The number of fuel quality inspections is recorded.
Data Limitations:		Timeliness of data entry and timeliness of receiving results from contracted testing laboratory.
Calculation Type:		Cumulative
Frequency:		Quarterly
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		High

**Goal C— Provide Funding and Assistance for Food and Nutrition Programs**  
*Provide Funding and Technical Assistance on Food and Nutrition Programs Statewide*

**Objective 01— Food and Nutrition**  
*Provide funding and technical assistance for food and nutrition programs statewide*

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<b>03-01-01</b>	<b>Outcome Measure Definition</b>	<b>This measure is defined as the percent of public, charter, private, nonprofit schools and public/private, nonprofit and tax exempt residential child care institutions reviewed in the current year found to be in compliance with USDA regulations for counting and claiming and /or reimbursable meal components.</b>
Full Name of Measure:		Percent of School Districts with No Compliance Review Fiscal Action
Short Name:		% ISDs WITH NO FISCAL ACTION
Purpose/Importance:		To report the number of school districts found to be in compliance with USDA regulation that governing Performance Standard One and Performance Standard two violations. This is an indicator of the effectiveness of training provided to the food service professional throughout the state.
Source/Collection of Data:		The data is manually calculated from the CRE reports. In the future, the data will be automated.
Method of Calculation:		This is calculated by dividing the total number of school districts found to be in compliance with counting and claiming and /or the reimbursable meal component by the total number of school districts reviewed. Only the first three quarters of the fiscal year are used in determining annual performance since for the most part, schools are not in operation during the summer (fourth quarter) and use of the summer data skews annual data significantly.
Data Limitations:		The number of monitoring visits may vary quarterly by quarter.
Calculation Type:		Non-cumulative
Frequency:		Annual
Key Measure / Priority		Yes / Low
New Measure:		No
Desired Performance:		Low
<b>03-01-02</b>	<b>Outcome Measure Definition</b>	<b>This measure reports the number of centers and homes participating in the Child and Adult Care Food Program (CACFP) expressed as a percent of the total number of centers and homes licensed by the State and eligible to provide these services.</b>
Full Name of Measure:		Percent Eligible Centers & Homes Providing CACFP Services
Short Name:		PERCENT PROVIDING CACFP SERVICES
Purpose/Importance:		This measure quantifies the participation rate of eligible homes and centers in the agency's children and adult care food program. It is an indicator of the percent of need being met.
Source/Collection of Data:		1) Data for the number of centers and homes participating in the CACFP is obtained from the Food and Nutrition's automated application and payment system. 2) Data for licensed adult day care centers is obtained from the Department of Aging and Disability Services (DADS) 3) Data for licensed child care centers and day care homes is obtained from the Department of Family and Protective Services Licensing Division (DFPS).
Method of Calculation:		Measure is calculated by dividing the total number of centers and homes participating in the Child and Adult Care Food Program (excluding unlicensed at risk centers) by the total number of State licensed centers and homes.
Data Limitations:		--
Calculation Type:		Non-cumulative
Frequency:		Annual
Key Measure / Priority		No / Medium
New Measure:		No
Desired Performance:		High

<b>03-01-03</b>	<b>Outcome Measure Definition</b>	<b>This measure reports the average of the average daily number of children and adults served meals through the Child and Adult Food Program (CACFP) at contracting child and adult day care centers and family day homes. Meals include breakfasts, lunches, dinners or supplements (morning and afternoon snacks) and includes free, reduced price and paid meals.</b>
Full Name of Measure:		Avg # Child & Adults Served Meals Through Child & Adult Care Food Program
Short Name:		AVG # CHILD & ADULTS SERVED MEALS
Purpose/Importance:		This measure is a mechanism for assessing the agency's performance as it pertains to implementing the provisions of this strategy. The measure quantifies the daily number of children and adults served meals under the Child and Adult Care Food Program (CACFP).
Source/Collection of Data:		Meal participation (claim) data to calculate the daily number of children and adults served meals is obtained from the food and Nutrition's automated application and payment system (TX-UNPS).
Method of Calculation:		The daily number of children and adults served meals is calculated by summing the highest monthly CACFP meal count among Breakfast, Lunch, Dinner and Snacks for the reporting period divided by the sum of the serving days associated with those meals for the same reporting period.
Data Limitations:		Contracting Entities participating in the CACFP program have 60 days after the end of a month to file claims for that month. Consequently, the last two months of claim data in Q4 is incomplete at the tie of submission. During Q1 of the next LBB measure reporting period, the prior Q4 measures are updated.
Calculation Type:		Non-cumulative
Frequency:		Annual
Key Measure / Priority		Yes / Low
New Measure:		No
Desired Performance:		High
<b>03-01-04</b>	<b>Outcome Measure Definition</b>	<b>This measure reports the average daily number of meals served through the summer nutrition programs which include Summer Food Service Program (SFSP) and the National School Lunch Program Seamless Summer Option (SSO). Meals served include breakfasts, lunches, and dinners or supplements (morning and afternoon snacks - whichever has the highest meal count).</b>
Full Name of Measure:		Average Daily # of Children Served Meals Through Summer Food Svcs
Short Name:		AVG # CHILD SERVD SUMMER MEALS
Purpose/Importance:		This measure quantifies the average daily number of nutritionally vulnerable children receiving meals during the summer months when school meals are not available.
Source/Collection of Data:		Meal participation data for the summer food programs is obtained from the Food and Nutrition's automated application and payment system.
Method of Calculation:		The average daily number of meals served for the summer nutrition programs is calculated at the site level combining Summer Food Service Program (SFSP) and Seamless Summer Option Program (SSP) meal counts. Each program's average daily number of meals served is calculated by summing the highest monthly meal count among Breakfast, Lunch, Dinner, and Snacks for the reporting period divided by the sum the service days associated with those meals for the same reporting period.
Data Limitations:		Does not apply.
Calculation Type:		Non-cumulative
Frequency:		Annual
Key Measure / Priority		No / Low
New Measure:		No
Desired Performance:		High

<b>03-01-05</b>	<b>Outcome Measure Definition</b>	<b>This measure reports the average daily number of breakfast meals served monthly under the National School Breakfast Program. Schools are defined as public, charter, private, nonprofit and tax-exempt residential child care institutions that participate in the SBP.</b>
Full Name of Measure:		Average # of Students Served Breakfast in the School Breakfast Program
Short Name:		AVG # OF STUDENTS SERVED BREAKFAST
Purpose/Importance:		This measure quantifies the average daily number of children served breakfast who benefit from the nutritious meals through the School Breakfast Program. (SBP)
Source/Collection of Data:		Breakfast meal claim data is obtained from the Food and Nutrition's automated application and payment system.
Method of Calculation:		The measure is calculated by summing the school Breakfast Program meal counts for the reporting period divided by the sum of the serving days associated with those meals for the same reporting period. Meal counts and serving days for Q4 are excluded from the calculation as described under data limitations.
Data Limitations:		Meal participation data for the fourth quarter (Q4) is excluded from the measure calculation because most schools are not in operation during the summer months, and the inclusion of this time period would skew daily values.
Calculation Type:		Non-cumulative
Frequency:		Annual
Key Measure / Priority		No / Low
New Measure:		No
Desired Performance:		High

<b>03-01-06</b>	<b>Outcome Measure Definition</b>	<b>This measure reports the average number of lunch meals served at schools that participate in the National School Lunch Program during the reporting period. Schools are defined as public, charter, private, nonprofit and tax-exempt residential child care institutions that participate in the NSLP.</b>
Full Name of Measure:		# of Students Served Lunch in the National School Lunch Program
Short Name:		AVG # OF STUDENTS SERVED LUNCH
Purpose/Importance:		This measure quantifies the average daily number of children served breakfast who benefit from the nutritious meals through the National School Lunch Program (NLSP).
Source/Collection of Data:		Meal claim data is obtained from the Food and Nutrition's automated application and payment system.
Method of Calculation:		The measure is calculated by summing the National School Lunch Program meal counts for the reporting period divided by the serving days associated with those meals for the same reporting period. Meal counts and service days for Q4 are excluded from the calculation as described under data limitations.
Data Limitations:		Meal participation data for the fourth quarter (Q4) is excluded from the measure calculation because most schools are not in operation during the summer months, and the inclusion of this time period would skew daily values.
Calculation Type:		Non-cumulative
Frequency:		Annual
Key Measure / Priority		No / Low
New Measure:		No
Desired Performance:		High

**Strategy 03-01-01****Support Federally Nutrition Programs In Schools and Communities**

*Support federally funded child nutrition programs in schools by administering School Nutrition Programs, including marketing, procurement assistance, and conduction –onsite compliance monitoring and coordination of training through the 20 regional Education Service Centers. Support federally funded community nutrition programs that efficiently provide nourishment and education for eligible children and adults*

**03-01-01.01 Output Measure Definition**

**This measure is defined as the number of Administrative Reviews (AR) completed during the applicable reporting period for schools participating in the School Nutrition Programs (SNP) including the National School Lunch Program (NSLP) School Breakfast Program (SBP), Special Milk Program (SMP) and Fresh Fruit and Vegetable Program (FFVP).**

Full Name of Measure:	Number of Administrative Reviews Conducted in SNP Programs
Short Name:	# SNP ADMIN REVIEWS CONDUCTED
Purpose/Importance:	To report the number of conducted AR's for schools participating in the School Nutrition Programs during the reporting period to ensure compliance with USDA's regulations performed during the reporting period.
Source/Collection of Data:	The Administrative Review data is obtained from Food & Nutrition's automated application and payment system (TX-UNPS).
Method of Calculation:	The measure is calculated by summing the number of Administrative Reviews conducted for schools participating in SNP during the applicable reporting period.
Data Limitations:	--
Calculation Type:	Cumulative
Frequency:	Quarterly
Key Measure / Priority	No / High
New Measure:	No
Desired Performance:	High

**03-01-01.02 Output Measure Definition**

**This measure is defined as the number of school staff trained on School Nutrition Program (SNP) regulations and policies. Schools are defined as public, charter, private, nonprofit and tax-exempt residential child care institutions that participate in the SNP. SNPs are defined as the National School Lunch Program (NSLP) School Breakfast Program (SBP), Special Milk Program (SMP) and Fresh Fruit and Vegetable Program (FFVP).**

Full Name of Measure:	# of School Staff Trained on School Nutrition Pgm (SNP)
Short Name:	# SNP SCHOOL STAFF TRAINED
Purpose/Importance:	To assess the number of school districts trained to increase the level of compliance with CNP regulations and overall food service operations efficiency.
Source/Collection of Data:	The Food and Nutrition Division (FND) contracts with regional Education Service Centers (ESC) to provide training to school staff participating in the School Nutrition Program (SNP). ESCs record attendance in SharePoint that reflects the number of eligible school staff trained.
Method of Calculation:	Food and Nutrition sums the ESC attendance records in SharePoint and the quarterly numbers of training performed by department staff to obtain statewide totals.
Data Limitations:	--
Calculation Type:	Cumulative
Frequency:	Quarterly
Key Measure / Priority	Yes /
New Measure:	No
Desired Performance:	High

<b>03-01-02.01</b>	<b>Explanatory Measure Definition</b>	<b>This measure reports the percent participation of free or reduced eligible children in the National School Lunch Program (NSLP) and School Breakfast Program (SBP).</b>
Full Name of Measure:		% Eligible for Population Receiving School Lunch and Breakfast
Short Name:		% ELIG POP REC'G SCHOOL MEALS
Purpose/Importance:		This measure is an expression of the impact the agency is having on serving the student population already identified as eligible to receive school lunch and breakfast services. It is an indicator of the percent of need being met.
Source/Collection of Data:		Free and Reduced eligibility data is obtained from the Food and Nutrition's automated application and payment system.
Method of Calculation:		The percent of students eligible for free and reduce priced NSLP and SBP meals is calculated by dividing the total average daily participation (ADP) by the total enrollment of students eligible for free and reduce priced meals. The total ADP is calculated by dividing the annual number of operating days into the total eligible free and reduce priced meals served for the year. The higher of the total eligible free and reduce priced meals for the two programs (NSLP or SBP) is used. The total student's eligible is the number of students approved for free and reduced in all schools registered with TDA for the NSLP and SBP in October of the prior year.
Data Limitations:		The number of children approved for free and reduced meals, is from the enrollment data provided in October of the program year. Meal counts and serving days for Q4 are excluded from the calculation because most schools are not in operation during the summer months, and the inclusion of this time period would skew values.
Calculation Type:		Non-cumulative
Frequency:		Annual
Key Measure / Priority		Yes /
New Measure:		No
Desired Performance:		High
<b>03-01-02.02</b>	<b>Explanatory Measure Definition</b>	<b>This measure reports the actual number of children that receive meals in the summer nutrition programs (either the Summer Food Service Program or the Seamless Summer Option) as a percent of those children eligible to receive free or reduced meal benefits in the national School Lunch Program (NSLP). The number of children that are potentially eligible to receive these services is from the National School Lunch Program enrollment data for Free and Reduced meals collected during the October program year meal claim.</b>
Full Name of Measure:		% Eligible Population Receiving Summer Food Services
Short Name:		% POP REC'G SUMMER MEALS
Purpose/Importance:		This measure is an expression of the impact the agency is having on serving the population eligible to receive summer food services. It is an indicator of the percent of need being met.
Source/Collection of Data:		The maximum daily participation in the Summer Nutrition Program (SFSP and Seamless Summer option) is computed by Food and Nutrition's automated application and payment systems. It is determined by taking the number of highest first meals served (no seconds) for each contractor and dividing by total operating days opened for the claim month. 2) The number of children eligible for free or reduced meals is also obtained from the Food and Nutrition automated system for the public schools.
Method of Calculation:		The measure is calculated by dividing the average daily number of meals served in the summer nutrition program for the reporting period by the number of children eligible to participate. Each program's average daily number of meals served is calculated at the site level by summing the highest monthly meal count among Breakfast, Lunch, Dinner and Snacks for the reporting period divided by the sum of the serving days associated with those meals for the same reporting period. The number of children that are eligible to receive these services is obtained from the National School Lunch Program enrollment data for Free & Reduced meals collected during the October program year meal claim.

Data Limitations:	Not applicable
Calculation Type:	Non-cumulative
Frequency:	Annual
Key Measure / Priority	No /
New Measure:	No
Desired Performance:	Low

**03-01-02.03 Explanatory Measure Definition** **This measure reports the pounds of USDA donated commodities distributed annually through direct or commercial delivery to contractors. These include all participants in the National School Lunch (NSLP), breakfast program (SBP) and Summer Food Service Program. Commodities are also distributed to food banks that participate in the Texas Emergency Food Assistance Program (FEFAP) and the Commodity Supplemental Food Program (CSFP).**

Full Name of Measure:	USDA Donated Cmdty Distributed through Drct or Commercial Delivery
Short Name:	USDA DONATED COMMODITIES
Purpose/Importance:	This measure is a mechanism for assessing the agency's performance as it pertains to implementing the provisions of this strategy. It quantifies the pounds of commodities as one of the services provided under this strategy. This measure supports the need for commodity related services.
Source/Collection of Data:	The pounds of commodities is obtained from the United States Department of Agriculture (USDA) Web Based Supply Chain Management (WBSCM) and from USDA/DoD Fresh Fruits and Vegetables Ordering Receipt System (FFAVORS). The Department of Defense (DoD) provides TDA with the total pounds distributed for the DoD Fresh Fruits and Vegetables Program (DoD/FFV) and Farm to School Program (FtS) component of NSLP.
Method of Calculation:	The pounds of commodities from the data sources are summed for the annual reporting period.
Data Limitations:	None
Calculation Type:	Cumulative
Frequency:	Annual
Key Measure / Priority	No / Low
New Measure:	Yes
Desired Performance:	Low

**Goal D— Indirect Administration**

**Objective 01— Provide Indirect Administration Support**

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**Strategy 04-01-01**                      **Central Administration**  
*Central administration funds internal TDA activities which include: Executive Management, Communications, Internal Audit, Legal Services, Financial Services, Procurement, HUB, and Human Resources.*

**Strategy 04-01-02**                      **Information Resources**  
*Information Resources funds the technology of the agency including a central network system.*

**Strategy 04-01-03**                      **Other Support Services**  
*Other Support Services funds TDA activities such as Records Management, Mail, Facilities, and Fleet Management.*

# HISTORICALLY UNDERUTILIZED BUSINESS PLAN



## Goal

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TDA will establish and implement policies governing purchasing to foster meaningful and substantive inclusion of Historically Underutilized Businesses (HUBs) in all phases of procurement activities. TDA will further expand its reach to minority and women-owned business enterprises (MWBEs) through our federal grant programs.

## Objectives

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To include HUBs in all phases of procurement opportunities, thus achieving HUB program goals through the total value of contracts and subcontracting opportunities awarded annually.

To include MWBEs in all phases of procurement opportunities through federally funded projects. Identify MWBE advocacy organizations and enhance database of MWBEs.

## Outcome Measures

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Percentage of total dollar value of purchasing contracts and subcontracts awarded directly or indirectly to HUBs.

Total number of contracts and subcontracts awarded directly or indirectly to MWBEs for grant funded projects.

## Strategy

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Develop and implement a plan for increasing the use of HUBs/MWBEs directly or indirectly through purchasing contracts and subcontracts.

## Output Measures

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Number of HUB/MWBE Contractors and Subcontractors responding to Bid Proposals

Number of HUB/MWBE Contracts and Subcontracts Awarded

Dollar Value of HUB/MWBE Contracts and Subcontracts Awarded

Number of Outreach Initiatives

Percentage of HUB Subcontracting

Number of Mentor-Protégé Sponsorships

## **Internal Outreach Initiatives**

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Promote both internal and external outreach efforts, creating access, awareness and accountability.

Encourage recruitment of minority and woman-owned businesses through end-users.

Communicate success stories to demonstrate the positive contribution that minority businesses are making on TDA projects internally and externally.

Enhance training to TDA personnel addressing agency responsibilities for compliance with HUB rules.

Develop HUB web page to further assist agency personnel and external vendors.

## **External Outreach Initiatives**

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Provide one-on-one instruction to minority and woman-owned businesses regarding certification, state and TDA procurement policies and procedures.

Actively recruit HUB vendors for agency procurements, which historically have lacked participation by smaller businesses, especially minority and woman-owned businesses.

Encourage minority and woman-owned business use at pre-bid conferences to potential bidders. Provide instruction ensuring full compliance with applicable HUB Subcontracting Plan (HSP).

Provide instructional HUB brochure to potential HUB vendor(s) or contractor(s) encouraging participation in statewide HUB Program.

Advertisement of TDA HUB Program and procurement-related information in state and locally distributed minority publications.

Continued participation in the HUB Discussion Workgroup. This workgroup meets on a monthly basis to discuss and resolve issues for the betterment of the State of Texas HUB Program.

## **Forums**

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Encourage HUB vendor participation in agency-sponsored conferences and training sessions.

Host forums for specialized goods and/or services used primarily for support of the TDA mission. Invite HUBs to deliver technical and business presentations to TDA operational and procurement staff regarding HUB vendors' capability to do business with TDA.

Actively participate in other state agency sponsored forums by providing resources as a co-sponsor for events, attendance, and/or exhibitor. Provide information on agency's responsibility, procurement procedures, and future opportunities.

Attend Economic Opportunity Forums sponsored by the Comptroller of Public Accounts and provide information on agency's overall responsibility and any procurement opportunities available.

## **Reporting**

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Monthly HUB statistical data is provided to senior and executive management. This report is designed to assist senior management in identifying overall division HUB participation, resulting in a focused opportunity to address successes and shortcomings.

- Record procurement statistics by ethnicity and gender through post procurement evaluation.
- Record good faith efforts by type of outreach, TDA employee participation, geographic location, forums, workgroup participation, pre-bid conferences, TDA employee HUB training, HUB vendor assistance, number of subcontracting reviewed, etc.

## **Subcontracting**

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TDA procurement procedures fully incorporate Texas Government Code, Chapter 2161, Subchapter F for all contracts expected to exceed \$100,000.

- In conjunction with procurement staff and using entity, the HUB director evaluates and provides a written declaration of applicable subcontracting opportunities in the procurement file. All procurements meeting the statutory requirement are reviewed independently, ensuring reasonable, realistic contract specifications.
- Review of the terms and conditions are consistent with agency's actual requirements that provide maximum participation by all businesses.
- The HUB director reviews all applicable subcontracting, ensuring vendor compliance prior to further end-user consideration. In addition, the HUB director provides written documentation identifying compliant and non-compliant requirements.
- Increase Contract Administration efforts to ensure contract requirements, and resulting subcontracting reporting is enforced.
- Vendor's HUB subcontracting compliance will be reported in Comptroller of Public Account's Vendor Performance and Debarment Program, providing a resource tool to communicate vendor's successes and shortcomings in overall compliance with contract requirements.

## **Mentor - Protégé Program**

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The Department's vision is to increase the number of Mentor-Protégé sponsorships with cooperation of our prime contractors.

- Participate with other public entities and trade organizations to maximize state resources and to increase the effectiveness of the mentor-protégé program.

## **HUB Staffing**

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Continue designated full-time HUB director position that reports to the Deputy Commissioner and advises and assists agency senior leadership and staff in complying with the requirements of the HUB program, and serves in accordance with Texas Government Code, Chapter 2161 and Title 37, Part 1, Chapter 1, Subchapter U, Rule §1.261.

# AGENCY WORKFORCE PLAN



## I. Agency Overview

### A. AGENCY BUSINESS OPERATIONS

The Texas Department of Agriculture (TDA) was created in 1887 as a part of the Department of Agriculture, Statistics and History. In 1907, the Department became a separate state agency charged with “promoting Texas agriculture interests through organizing farmer’s institutes over the state.” Since 1907, TDA has been mandated by the Legislature to be a full-service agency, involved with all phases of modern agriculture, agricultural businesses and consumer protection. Today its vital functions include regulatory activities, outreach, producer outreach, agricultural resource protection, agricultural research, economic analysis and promoting excellence in adult and children nutrition.



TDA finds new markets for value-added products, protects the public and the environment, and enforces laws that maintain consumer confidence in the market place primarily through programs implemented by three main divisions: Agriculture and Consumer Protection, Trade and Business Development and Food and Nutrition.

The agency is organized into ten (10) divisions consisting of specific – purpose Offices, Business Operations and Programs. The divisions include Agency Administration, Agriculture & Consumer Protection, Communications, Executive/Internal Audit, Financial Services, Food & Nutrition, Legal Services, Legislative Affairs and External Relations, Field Operations and Trade & Business Development. The business operations include Agency Administration, Financial Services and Legal Services.

The program areas are served by the following offices across the state:

1. Field Operations, which includes five regional offices located in Lubbock, Dallas, Houston, San Antonio and San Juan, and the Pesticide Laboratory in College Station, the Metrology Laboratory and Seed Laboratory in Giddings.
2. Trade and Business Development, which includes five export facilities in Brownsville, Del Rio, El Paso, Laredo and Houston.
3. Food and Nutrition, which includes five regional offices located in Lubbock, Dallas, Houston, San Antonio and San Juan; which includes sub-offices in Ft. Worth and El Paso.

## II. Current Workforce Profile

### B. WORKFORCE DEMOGRAPHICS

The following charts profile TDA's full-time and part-time workforce, based on data from the Uniform Statewide Payroll/Personnel System (USPS) and from the State Auditor's Electronic Classification Analysis (E-Class) System.

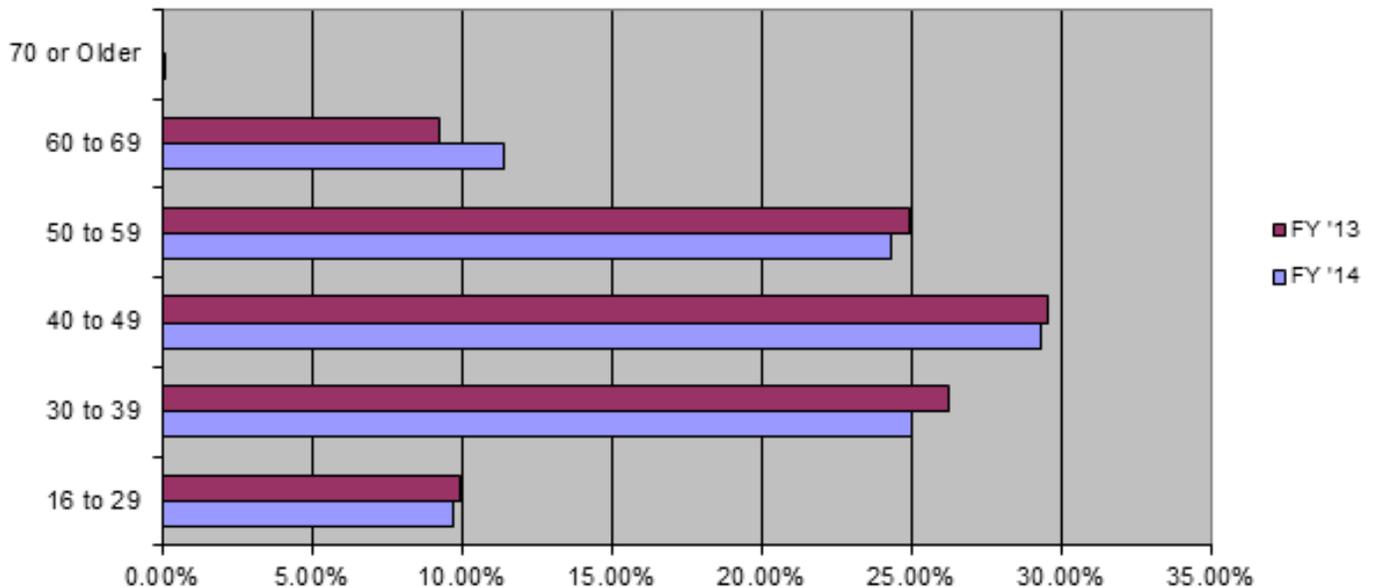
#### GENDER

During Fiscal Year 2014, TDA's workforce was comprised of 347 (47.86 percent) males and 378 (52.14 percent) females with a total workforce of 725 full-time employees. During Fiscal Year 2013, TDA's workforce was comprised of 325 (48.51 percent) males and 345 (50.49 percent) females with a total workforce of 670 full-time employees.

#### AGE

For Fiscal Year 2014, more than 64.19 percent of TDA's employees were age 40 or older. This has increased slightly since Fiscal Year 2013, when 63.78% of TDA employees were 40 or older. With less than 35.81% of the agency's workforce under 40 years old in Fiscal Year 2014, TDA must aggressively plan how to replace the knowledge of 146 employees who are eligible to retire before the end of FY 2019 or are currently return-to-work retirees.

**TDA Workforce by Age**



## DIVERSITY

The following table compares TDA's ethnicity and gender percentages for 2014 to the state agency workforce as reported by the Texas Workforce Commission Civil Rights Division 1.

**FY 2014 Labor Force by Ethnicity and Job Category**

Job Category	African American		Hispanic		Female	
	All State Agencies	TDA	All State Agencies	TDA	All State Agencies	TDA
Officials/Administrators	10.94%	8.11%	15.77%	18.92%	52.82%	45.95%
Professional	10.78%	13.92%	15.59%	25.32%	55.92%	50.63%
Technical	17.93%	3.92%	25.51%	31.37%	60.22%	31.37%
Administrative Support	19.63%	10.67%	29.88%	36.00%	87.08%	86.67%
Skilled Craft	8.65%		25.98%		6.13%	
Service/Maintenance	24.81%		34.96%	75.00%	43.36%	

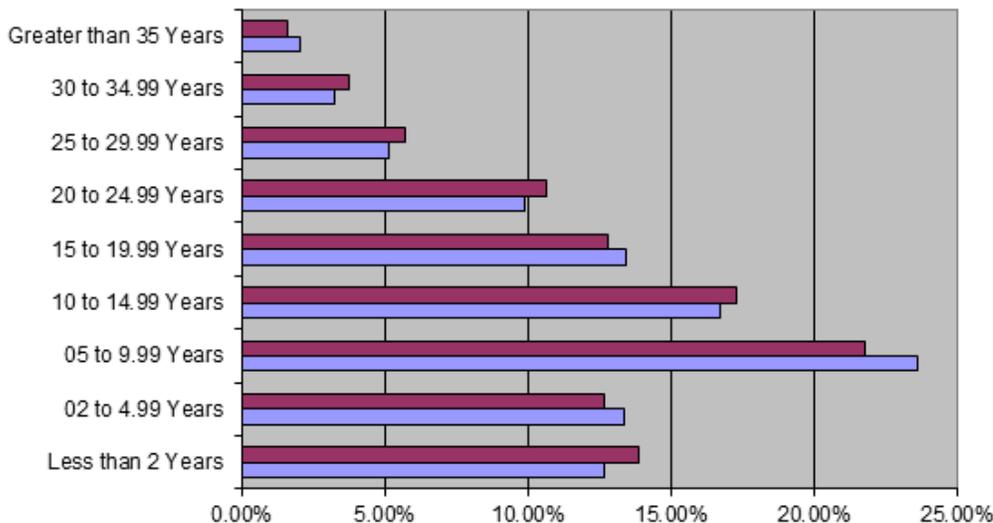
1. Equal Employment Opportunity and Minority Hiring Practices Report Fiscal Years 2013-2014.  
Texas Workforce Commission Civil Rights Division. January 2015

## TENURE

Of the 621.25 employees reported by the Electronic Classification Analysis System (ECLASS), as of August 31, 2014, 78.50 employees (12.64%) have less than two years of agency service and 83.00 employees (13.36%) have been two and five years of service. There were 146.50 employees (23.58%) with five to ten years of service, 104 employees (16.74%) with ten to fifteen years of service and 209.25 employees (33.68%) with fifteen or more years of service.

Tenure demographics have remained fairly consistent. As of August 31, 2013, ECLASS reported TDA had 605.5 employees. Of this, 84 employees (13.78%) had less than two years of service and 76.75 employees (12.68%) had between two and five years of service. There were 131.75 employees (21.76%) with five to ten years of service, 104.5 employees (17.26%) had between ten and fifteen years of service, and 208.5 employees (34.34%) with fifteen or more years of service.

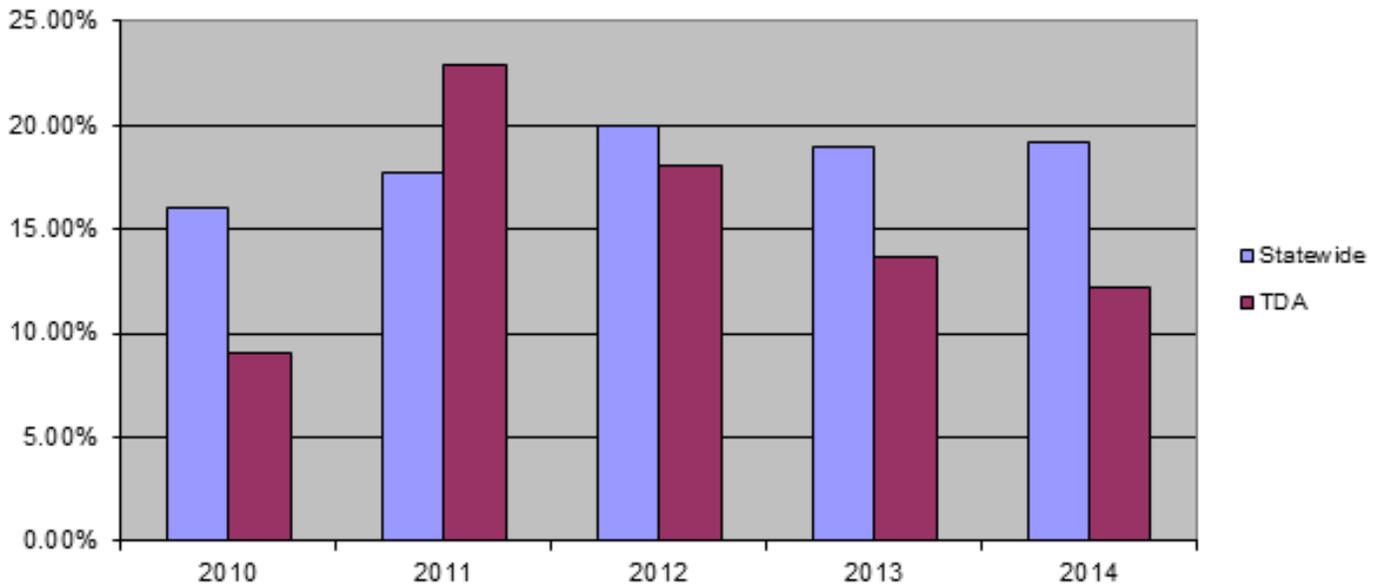
**TDA Tenure**



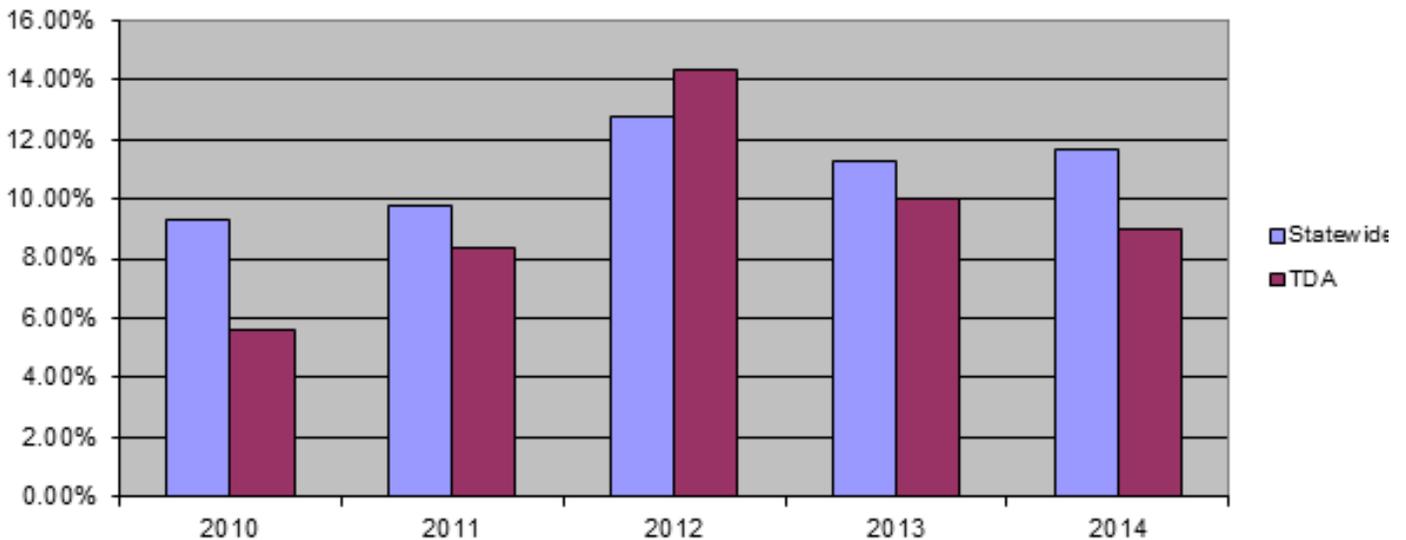
a. Employee Turnover and Projected Attrition

The Texas Department of Agriculture's turnover rate for FY 2014 was 12.20%. The following charts depict TDA's turnover data for Fiscal Years 2010 – 2014 compared to the state employee workforce as a whole.

**Turnover Including Involuntary Terminations and Retirements**



**Turnover Excluding Involuntary Terminations and Retirements**



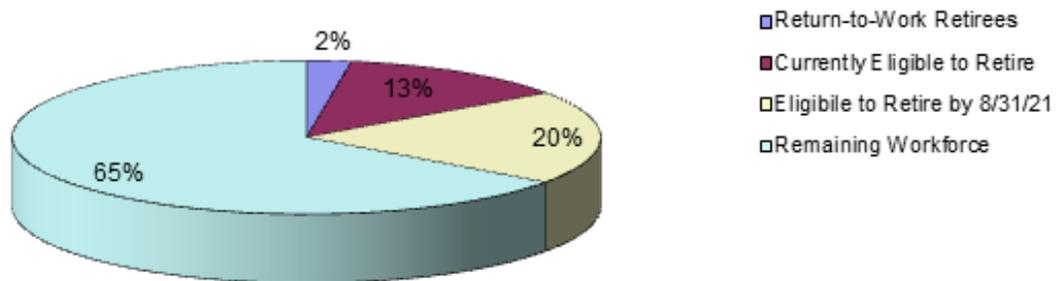
According to information obtained through the State Auditor's Office's (SAO) Employee Exit Survey, better pay/benefits is the primary reason employees leave the agency followed by retirement salary. The highest percentage of turnover occurs among employees in the Inspector, Auditor and Program Specialist series.

2 Annual Report on Classified Employee Turnover for Fiscal Year 2014.

Because TDA is a mature agency (with over 64.19% of its employees over the age of 40), retirements may have a significant impact on the agency over the next five years. These could result in the loss of important institutional knowledge and expertise. TDA recognizes the importance of minimizing the loss of critical program knowledge and organizational experience with departing employees.

The Employee Retirement System (ERS) estimates that between Fiscal Years 2014 and 2018, 20.2% of the agency's workforce will be eligible to retire (based on Fiscal Year 2014 data).

### Retirement Eligibility and Projections



### C. CRITICAL WORKFORCE SKILLS

TDA employs qualified individuals in numerous program disciplines. Strong employee competencies are critical to meet ongoing business objectives and goals. Skills are needed in the following substantive areas in order for TDA to accomplish its basic business functions:

- Regulatory and consumer protection;
- Legal services;
- Information technology;
- Adult and child nutrition;
- Rural economic development; and
- Business development and outreach.

TDA employees also need the following skills to succeed:

- Critical thinking;
- Technology/computer;
- Customer service;
- Dietary/nutrition management;
- Research and analysis;
- Grant/Contract administration;
- Compliance monitoring;
- Financial management;
- Leadership and management;
- Data and information management;
- Performance management;
- Strategic planning;
- Staff hiring, development, retention and management; and
- Mentoring and coaching.

The following business areas are most at risk for loss of skills and institutional knowledge based on retirement projections:

- Agriculture and Consumer Protection;
- Regional Operations;
- Legal Services;
- Food and Nutrition; and
- Trade and Business Development.

The following business areas are most at risk for loss of skills and difficulty in recruiting due to budgetary constraints:

- Information Technology; and
- Management.

### **III. Future Workforce Profile**

#### **A. EXPECTED WORKFORCE CHANGES**

As a result of increasing public demands in the areas of adult and child nutrition, consumer protection and rural economic development, it is expected that a greater distribution of agency resources will be directed to these areas in the future.

#### **B. ANTICIPATED CHANGE IN NUMBER OF EMPLOYEES NEEDED**

TDA has the ability to meet changing workloads through the strategic allocation of FTEs within the agency. Additionally, the use of technology and streamlined processes allow TDA to continue to meet the changing needs of its constituents.

#### **C. CRITICAL FUNCTIONS**

The Texas Department of Agriculture's critical functions are:

- Regulatory and consumer protection;
- Nutrition program administration;
- Rural economic development; and
- Various grant programs.

To successfully complete these critical functions, TDA relies on a strong set of support areas with expertise in areas such as:

- Agency Administration;
- Food & Nutrition;
- Agriculture & Consumer Protection;
- Legislative Affairs and External Relations;
- Financial Services; and
- Internal Audit.



## **IV. Future Workforce Skills Needed**

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The critical workforce skills needed to fulfill TDA's mission include:

- Critical thinking;
- Technology – information resources databases, systems applications, programming design, and implementation and network maintenance;
- Customer service;
- Leadership and management;
- Dietary/nutrition management;
- Research and analysis;
- Compliance monitoring;
- Grant/Contract management;
- Project management, quality oversight and evaluation;
- Financial management;
- Data and information management;
- Performance management;
- Strategic planning;
- Outreach and technical assistance;
- Staff hiring, development, retention and management; and
- Mentoring and coaching.

Future functions to accomplish TDA's mission and goals will include the following:

- Increase computer skill sets for employees;
- Increase and maintain high levels of customer service skills by maximizing electronic records and minimizing paper records;
- Increase automation with technology;
- Create and implement a comprehensive training program as part of the Human Resources' partnership with agency divisions and management; and
- Promote a comprehensive internship program.

## **V. Gap Analysis**

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### **A. ANTICIPATED WORKER SHORTAGE/SURPLUS**

With more than 20 percent of TDA's workforce being eligible for retirement by FY 2019, TDA projects a potential shortage in staffing and skill levels needed to meet future requirements. The projected shortage of qualified employees with the necessary skills and knowledge will most affect the following areas:

- Agriculture and Consumer Protection;
- Regional Operations;
- Food and Nutrition programs; and
- Trade and Business Development.

The loss of skilled and experienced employees due to retirements and separations may impair the agency's ability to achieve its goals. While the agency expects to be able to recruit employees with the required skills and professional training to perform needed functions, TDA will need to enhance recruiting and retention practices. Additionally, the increase in programs and individual responsibility require the agency to focus on an organized training effort to assist staff in being more proficient and efficient.

The agency anticipates that evolving technology will continue to offer opportunities to automate and streamline processes, requiring more staff with the skills to fully utilize this technology.

Management staff will need to develop and enhance the skills needed to manage performance and motivate staff, manage change, communicate goals, coach and mentor, and encourage innovation.

## **B. ANTICIPATED SKILL SHORTAGE/SURPLUS**

TDA believes replacing projected retirements and turnovers in management will require succession planning and greater emphasis on professional development and training. With this additional professional development, TDA can work to develop the skills required to replace the anticipated loss of institutional knowledge.

A significant barrier to replacing all skill sets is funding, both for professional development and training of existing employees, and for recruiting employees externally.

Specifically, TDA may experience shortages of employees with the following skill sets and knowledge:

- Leadership and management;
- Thorough knowledge of laws and regulations affecting the agency;
- Valuable institutional knowledge, expertise and experience; and
- Information technology.

## **VI. Strategy Development**

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### **A. GOALS**

Comments provided through the SAO's Exit Survey indicated a strong need for employee training and development, supervisor/employee engagement and career advancement.

Goals to address TDA's projected workforce gap will include the following:

- Career development programs – Programs such as mentoring, the internship program and an increase in professional training and development for staff will be initiated throughout the agency;
- Leadership development – Efforts will be made to identify, retain and develop existing employees with management and leadership capabilities. This will require the funding to identify and increase leadership training;
- Organizational training and development – Funding for in-house training such as managerial training and skill development will be needed to address individual employee training needs for the day-to-day operations of the agency to include the management of remote employees; and
- Succession planning – Supervisors will identify what skill sets are critical to meeting their objectives and can plan for employee attrition. Succession planning will also address staffing or skill imbalances due to turnover and retirements.

### **B. RECRUITMENT AND RETENTION**

- Recruitment plan – Current recruitment efforts will focus on areas that are difficult to attract and/or retain such as inspectors, programmers and systems analysts.
- Retention programs – Managers will be trained regarding employee retention programs such as flex-time, staggered work hours, professional development training opportunities, mentoring and service awards; and
- Coaching and mentoring programs – With over 74 percent of employees having five or more years with TDA, they have an in-depth understanding of the detailed processes and procedures required. New and less tenured employees benefit from the extensive program experience/expertise of those employees.

### C. WORKFORCE PLAN EVALUATION AND REVISION

The Workforce Plan will be implemented in connection with TDA's Strategic Plan. Strategic Plan changes due to leadership or legislative changes may result in adjustment to the Workforce Plan.

### VII. Conclusion

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Human Resources (HR) will continue to build a stronger business partnership with each of the divisions to determine training needs, assist with workforce strategic and succession planning. HR will provide divisions with information regarding turnover, retirement eligibility and tenure in addition to assisting in recruiting and retaining a diverse workforce.



# REPORT ON CUSTOMER SERVICE



## Introduction

We are pleased to report the customer service survey findings indicate the Texas Department of Agriculture (TDA) is meeting customer needs and expectations exceptionally well, with a majority of categories receiving more than a 91 percent favorable rating. We are proud of these encouraging results. The mission of the Texas Department of Agriculture (TDA), under the leadership of Commissioner Sid Miller, is to partner with all Texans to make Texas the nation's leader in agriculture, fortify our economy, empower rural communities, promote healthy lifestyles, and cultivate winning strategies for rural, suburban and urban Texas through exceptional service and the common threads of agriculture in our daily lives. In doing this, TDA has continually achieved a reputation of customer service excellence. We place a high priority on our ability to continue this tradition, and our agency does so under Commissioner Miller's leadership and Partners for Progress vision.

## Customers

TDA serves all Texans, ranging from the agriculture production community to the many consumers of agricultural products. All of the approximately 28 million Texas residents reap the many rewards provided by Texas agriculture every day. For purposes of this report, TDA's customers are those persons, companies or entities with whom TDA directly interacts for licensing, grant and other program participation.

Below is a list of strategies, as listed in the 2016 General Appropriations Act, and a corresponding inventory of our customers:

### A.1.1 ECONOMIC DEVELOPMENT

#### Farmers and Ranchers

Farmers and ranchers are customers of TDA in numerous ways. Specifically, producers benefit from various marketing, consumer education and outreach initiatives promoting Texas agricultural products within our borders, as well as internationally. Additionally, TDA serves farmers and ranchers through partnerships with banks or other agricultural lending institutions. The Texas Agriculture Finance Authority, administered by TDA, provides special incentives to individuals who wish to establish or enhance their farm or ranch operation or to establish an agriculture-related business.

#### Texas Consumers

Through GO TEXAN, TDA provides a variety of services for Texas consumers. GO TEXAN offers consumers a one-stop shop on how to go local — everything from how to find locally grown and raised produce and meats, to recipe ideas to hunting opportunities to tourism. TDA also promotes the role agriculture plays in each person's life through the educational component of GO TEXAN — Agriculture is Your Culture.

#### GO TEXAN Member Businesses

The GO TEXAN program works with restaurant owners, food and wine producers, processors, distributors and manufacturers of Texas-made goods, communities and wildlife operation owners to enhance their marketability. From the State Fair of Texas to the annual statewide GO TEXAN Restaurant Round-Up to the international marketing program, the GO TEXAN program is a unique marketing campaign dedicated to promoting the products, culture and communities of Texas.

### **GO TEXAN Member Communities**

Through the GO TEXAN Certified Retirement Community program, TDA assists city, county and local community leaders with certifying and promoting Texas communities as preferred retirement destinations to people within and outside the Lone Star State. Communities also can become Associate GO TEXAN Rural Communities program members to promote rural Texas communities as places to visit and vacation, and receive economic development assistance to help them thrive.

### **Livestock Producers and Marketers**

TDA's livestock export facilities are holding and inspection sites for livestock leaving the country. Once livestock are inspected, animals are loaded for transport to Mexico through border facilities, or to destinations all over the world by air and sea via Bush Intercontinental Airport in Houston, Texas.

### **Small Businesses**

TDA is working with venture capital investment funds to help small businesses to attract private investment and create economic development opportunities for the future. The Jobs for Texas Program, funded through a federal allocation by the U.S. Department of Treasury, increases small businesses' access to capital funds and enables private entrepreneurs to make market-driven decisions to grow jobs.

## **A.1.2 REGULATE PESTICIDE USE**

### **Texas Consumers, Home and Business Owners, and Agricultural Producers**

TDA helps ensure pesticides are utilized safely and effectively with the protection of the consumers, homeowners and business owners as the top priority. This is done through various inspections, pesticide misuse complaint investigations, sampling and laboratory analysis. TDA strives to minimize unnecessary impacts to agriculture, while also enhancing protection for consumers and farm workers.

### **Pesticide Dealers**

TDA requires a person or business who distributes state-limited or restricted-use pesticides, or regulated herbicides, to obtain a pesticide dealer's license from TDA and adhere to record-keeping and other requirements. TDA monitors compliance by conducting periodic inspections at these facilities that are required to have a Pesticide Dealer License. TDA monitors for record-keeping and to ensure these businesses are distributing pesticide to appropriately licensed applicators.

### **Pesticide Product Registrants**

Texas pesticide laws and regulations require pesticides to be registered before they are sold or distributed in Texas. TDA maintains these registrations and provides related information to the public.

### **Pesticide Applicators**

TDA certifies and licenses individuals who use state-limited or restricted-use pesticides or regulated herbicides in Texas. Through the continuing education requirement for its licensees, TDA educates pesticide users to help increase compliance with pesticide laws and regulations.

### **Farm Employees**

Worker safety compliance monitoring is part of a comprehensive inspection program conducted through TDA's pesticide agricultural applicator inspections. TDA monitors for compliance with state and federal worker safety rules.

## **A.1.3 INTEGRATED PEST MANAGEMENT**

### **Consumers, Farmers and Ranchers**

Agricultural industries and consumers benefit from an array of pest management programs that control the spread of plant pests in the state.

#### **Cotton Producers**

Cotton producers benefit from the TDA boll weevil eradication program. Boll weevils can have devastating economic impacts on the cotton industry. The boll weevil program has been successful in significantly reducing the number of boll weevils in Texas, thereby preserving an industry that provides one-fourth of the world's cotton production.

### **Organic Producers, Handlers, Distributers, Retailers and Consumers**

TDA is approved by the USDA to certify producers, processors, distributors and retailers of organic products. This industry-funded program ensures entities meet the requirements for being certified organic. This not only helps Texas farmers diversify their operations and capture a larger share of a growing premium market, but also offers another layer of consumer protection by ensuring the authenticity of the organic marketing claim.

### **Citrus Producers**

Texas citrus producers rely on TDA's Budwood Certification Program to protect their crops from viral diseases and quarantined citrus pests. TDA also enacts plant pest quarantines in areas of the state to slow the spread of specific pests and diseases such as the Mexican fruit fly and citrus greening, which are detrimental to the citrus industry. TDA works closely with USDA/APHIS (the Animal and Plant Health Inspection Service) to monitor for these pests through various federal grants.

## **A.1.4 CERTIFY PRODUCE**

### **Farmers**

Farmers who seek to market certain commodities benefit from TDA's fee-funded Texas Cooperative Inspection Program, which inspects commodities for quality and grade standards, and issues certificates.

## **A.1.5 AGRICULTURAL PRODUCTION DEVELOPMENT**

### **Texas Producers**

TDA generates marketing opportunities for Texas producers by ensuring seed certification standards are met through the inspections of seed crops.

### **Landowners**

TDA advocates for the protection of private property rights and assists constituents in navigating issues impacting them and their property. The agency also proudly operates the Family Land Heritage program, which honors farms and ranches that have been in continuous agricultural production for more than 100 years.

### **Students**

The Urban Schools Agriculture Grant program is designed to foster an understanding and awareness of agriculture in public urban elementary and middle schools. This program provides funding for hands-on projects to teach children about the role that agriculture plays in their daily lives.

### **Livestock Producers and Marketers**

International sales of Texas livestock and genetics are facilitated through the activities performed by TDA staff in coordination with various industry groups and federal resources.

## **B.1.1 SURVEILLANCE AND BIOSECURITY EFFORTS**

### **Consumers, Farmers and Ranchers**

TDA conducts inspections to prevent the introduction of harmful plant pests and diseases into the state and enacts quarantines for the presence of pests that may enter the state. TDA conducts various road station inspections, which are conducted at specific major points of entry, to monitor and regulate the commercial movement of plant material into the state.

## B.1.2 VERIFY SEED QUALITY

### **Seed Companies, Farmers, Ranchers and Home Gardeners**

Seed Companies, farmers, ranchers and home gardeners rely on seed testing to ensure truthful labeling. Purity and germination tests are conducted at the TDA seed laboratory, located in Giddings, Texas, on seed samples collected by TDA inspectors. These seed tests ensure farmers and home gardeners receive the quality of seed promised by the producer.

## B.1.3 AGRICULTURAL COMMODITY REGULATION

### **Egg Consumers**

Purchasers of eggs rely on TDA to license egg wholesalers and dealers who buy or sell eggs for resale. Facilities where eggs are graded, stored, packed or processed must be licensed. TDA also licenses brokers of eggs to ensure that consumers are purchasing products that meet quality standards for labeling and grade. TDA maintains these registrations and provides related information to the public.

### **Grain Owners**

Grain owners who deposit their grain with a grain warehouse for storage purposes rely on TDA to license grain elevators or businesses engaged in the operation of a public warehouse where grain is stored. TDA maintains these registrations and inspects the licensed grain warehouses regularly. Records are available to the public.

### **Fruit and Vegetable Producers**

To protect producers of Texas grown fruits and vegetables from losses of payment associated with commodities sold on credit, TDA issues licenses to packers, handlers, dealers, processors and warehouses of Texas-grown fruits and vegetables under the Handling and Marketing of Perishable Commodities law, and administers the Produce Recovery Fund.

## B.1.4 STRUCTURAL PEST CONTROL

### **Home Owners, Business Owners and Customers of Business Owners**

The purpose of TDA's Structural Pest Control Service is to license and regulate the business of structural pest control. Structural pest control involves pesticide and other control methods used by pest control operators to control pests inside or around structures, such as residential properties, businesses, schools, daycare facilities, restaurants and nursing homes. TDA licenses commercial and noncommercial pesticide applicators, approves continuing education courses for the recertification of licensees and conducts inspections of pest control businesses to ensure compliance with structural pest control requirements. TDA provides educational awareness to the public concerning matters relating to pest control, with an emphasis on integrated pest management in Texas public schools, and providing education and information to the public and pest control industry.

## C.1.1 INSPECT MEASURING DEVICES

### **All Texans and Travelers from Other States**

All Texans and travelers from other states are provided consumer protection as they use business-operated commercial gasoline, kerosene or diesel fuel pumps, scales (from grocery to jewelry stores, as well as livestock scales), bulk meters and liquefied petroleum gas meters. TDA conducts regular and risk-based device inspections to ensure that consumers receive the correct weight or measure of the product they purchase. TDA maintains these registrations and provides the related information to the public. TDA also protects Texas drivers by testing the quality of fuel sold in Texas against national standards.

## **Pump and Scale Service Companies**

In order to maintain a fair and equitable marketplace for both consumers and businesses, service companies licensed by TDA to install and service commercial weighing or measuring devices must have their testing equipment calibrated annually by an approved metrology lab. TDA's Metrology Lab is recognized by the National Institute of Standards and Technology and performs these types of calibrations on an annual basis.

### **D.1.1 SUPPORT NUTRITION PROGRAMS**

#### **Infants, Children and Adults**

Texans of all ages benefit from TDA's efficient and effective administration of nutrition programs that provide healthy low-cost meals or meals at no charge to qualifying participants. Meals are made possible through USDA commodity foods and federal meal reimbursements. All nutrition program providers receive outreach assistance; training and compliance monitoring to help them successfully administer the programs and furnish services for needy Texans. Administration of these programs is primarily funded through federal administrative funds. Some matching dollars are required and are primarily provided to local education agencies through the Texas Education Agency.

### **D.2.1 NUTRITION ASSISTANCE**

#### **Infants, Children and Adults**

Texans of all ages benefit from TDA's efficient and effective administration of nutrition programs that provide nutritious low-cost meals or meals at no charge to qualifying individuals. Qualifying infants, children and adults receive meals made possible through USDA commodity foods and federal meal reimbursements. Nutrition program providers receive outreach assistance; training and compliance monitoring to help them successfully administer the programs and furnish services for needy Texans. Administration of these programs is fully funded with federal dollars.

#### **Food Insecure Citizens**

TDA administers two food assistance programs under the Texans Feeding Texans initiative, which supplements and extends funding for home-delivered meal agencies and food banks in Texas. The home-delivered meal funding allows homebound elderly and disabled citizens to remain self-sufficient and in their homes longer. The food bank funding provides a temporary means of assistance to various other food insecure Texans.

#### **Preschoolers and Students**

Nutrition education grants, TDA's "Establishing the 3E's" and "Expanding the 3E's," allow TDA to reach children in daycares and elementary school settings to high schools to after school community programs. The objectives of these programs are to increase awareness of the importance of the 3E's of Healthy Living – Education, Exercise and Eating Right. The initiatives under this effort promote good nutrition, especially for children, and encourage children to stay active and do their part to live a healthy life.

### **E.1.1 RESEARCH AND DEVELOPMENT**

#### **Producers, Processors and Consumers**

Through grants, TDA funds short-term, industry priority, applied research at Texas universities. One example is the Zebra Chip Research Grant that investigates the pathogens causing Zebra Chip Disease in potatoes, which is harmful to product quality and producer economics.

## F.1.1 RURAL COMMUNITY AND ECO DEVELOPMENT

### **Rural Cities and Counties**

TDA supports rural Texas through technical and educational assistance to target constituents through field-based staff and Austin-based program staff. Field-based personnel are often the first point of contact and provide a wide variety of information about the assistance available through TDA and its partners. This assistance includes economic, community and workforce development, entrepreneurship and funding sources for capital investment.

In addition, TDA administers the state's non-entitlement Community Development Block Grant program (CDBG). This rural-focused program is the largest state CDBG program in the nation and serves approximately 995 eligible non-entitlement communities and 244 non-entitlement counties, as well as providing services to more than 400,000 rural Texans each year. Of the 995 cities eligible for CDBG funds, 723 have a population of less than 3,000 and 410 have a population of less than 1,000. The demographics and rural characteristics of Texas have shaped various programs that focus on community and economic development.

Programs target infrastructure needs to help rural residents and assist with attraction of new capital investment and new job creation in rural businesses to help ensure sustainability in rural economies.

## F.1.2 RURAL HEALTH

TDA oversees the Texas State Office of Rural Health (SORH), which strives to ensure and improve access to health care for residents in rural areas of the state. SORH provides technical assistance to rural hospitals to improve quality of care, as well as operational and financial functions. Funds also are distributed to rural hospitals for capital improvements. The shortage of health care professionals in rural areas is partially addressed through limited loan repayment and stipend programs to non-physician healthcare professionals who agree to practice in rural medically under-served areas. SORH also encourages the development of cooperative systems of care joining together critical access hospitals, EMS providers, clinics and health practitioners to increase efficiencies and quality of care.

## F.1.3 RURAL ADMINISTRATION AND RESEARCH

TDA acts as a clearinghouse for rural information available to all customers. In an effort to improve programs affecting rural communities, TDA works with other state agencies, associations, rural stakeholders and legislators to identify specific challenges to the development and vitality of rural areas. Rural issues include, but are not limited to, the following: 1) Climate for Job Creation, 2) Infrastructure Development, 3) Health Care, 4) Workforce and Skills Development, and 5) Broadband.

### **Survey Methodology**

TDA created an online customer service survey using the Agency Strategic Plan Instructions as a guide.

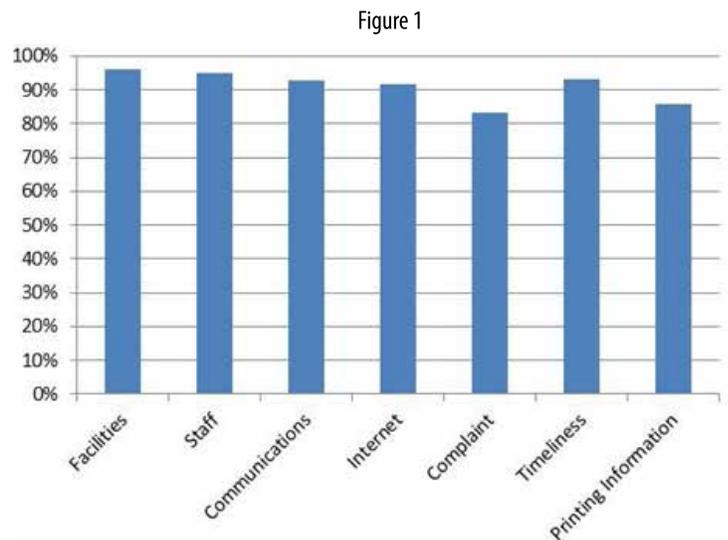
On May 16, 2016 TDA invited, 6,648 randomly selected stakeholders (account holders, licensees and customers) from a pool of more than 140,000 customer accounts to participate in the survey. The group was gathered from existing data sources and verified for accuracy. Duplicate contacts were removed. A link to the customer satisfaction survey was also posted on the Texas Department of Agriculture home page at [TexasAgriculture.gov](http://TexasAgriculture.gov). The purpose of the survey was to assess the customer's perception of TDA and to gather information to assist in strategic planning for the agency.

- The survey remained online for a period of eight calendar days.
- Twenty percent of TDA customers with an active account and a valid email address were targeted, and only a percentage of those customers respond to the survey request.
- Additionally, the survey recipients had eight days to respond. Finally, the frequency may vary as a result of the responses reported. This would be contingent on the valid responses completed and received to date.
- The sample size for the survey was selected using a 95 percent confidence level with a confidence interval within 1.2.
- Of 6,648 emails sent, 322 responses to the survey were received, giving a response rate of 4.84%. This response rate is down from the 2014 survey, which was 6.5 percent. No responses from the survey were received from the link on the TDA website, TexasAgriculture.gov
- TDA did not allow the survey to be performed from the same computer twice by checking the respondent's IP address against previously submitted surveys, unless it was from different email address.
- The questionnaire design logically grouped questions in sets.
- There were not enough comments to adjust the methodology for the survey in the next biennium.
- TDA continues to respond to comments provided by our customers to strengthen the quality of service the agency provides to the citizens of Texas.

### Analysis Narrative of Findings Identified

TDA excelled in the areas of facilities services; having valuable, supportive and communicative staff; and upholding the mission of the Texas Department of Agriculture (see Figure 1).

In keeping with TDA's mission of recent years, the agency strives to meet the needs of Texas citizens and promote the state's products and culture. We take feedback seriously and look forward to receiving comments.



### Conclusion

The survey findings indicate TDA is doing an excellent job overall, with a majority of categories receiving a 91 percent or higher favorable rating. TDA will continue to conduct this customer service survey and other surveys to continually seek opinions regarding the agency's service delivery. TDA takes pride in its mission, service and customers, and will continue to provide Texans with excellent service.

## Appendix A

### Standard Measures

#### Outcome Measures

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**95%** of surveyed customer respondents expressed overall satisfaction with services received

**.93%** percent of surveyed customer respondents provided specific comments regarding ways to improve service delivery

**91%** of all respondents support increased online electronic payment capabilities.

#### Output Measures

---

Total Customers Responding to the Survey: **322**

Total Customers Served: TDA directly impacts the lives of all **28 million** Texans.

#### Efficiency Measures

---

Cost per Customer Surveyed: **\$1.67/survey**

#### Explanatory Measures

---

Total Customers Identified: TDA identified more than **140,000 customers** that have an active account.

#### Total Customer Groups Inventoried

---

Individuals from **72 customer groups** participated in the survey. The customer groups are incorporated within the strategies, as listed in the 2016 General Appropriations Act.

## **Appendix B**

### Overall Responses to Survey

1. I believe the mission of the Texas Department of Agriculture (TDA) is important.  
**97% agree**
2. If TDA services were interrupted, it would negatively impact me and/or my business.  
**87% agree**
3. Overall, I am satisfied with the services I received at TDA.  
**92% agree**
4. If I had other options, I would still choose to get services from TDA.  
**89% agree**
5. The location of services was convenient (parking, ADA accessibility, public transportation, distance, etc.).  
**89% agree**
6. The facility where I received services was clean, orderly and easy to get around.  
**99% agree**
7. Select the TDA location referred to in questions 5 and 6  
**61 selected Austin Headquarters**  
**5 selected Austin Warehouse**  
**14 selected Lubbock – Regional Office**  
**19 selected Dallas – Regional Office**  
**20 selected Houston – Regional Office**  
**22 selected San Antonio – Regional Office**  
**9 selected San Juan – Regional Office**  
**6 selected El Paso – Sub Office**  
**7 selected Ft Worth – Sub Office**  
**5 selected College Station – Pesticide Residue Laboratory**  
**1 selected Giddings – W. H. “Bill” Pieratt State Seed Laboratory**  
**1 selected Giddings Metrology Laboratory**  
**4 selected Houston - Livestock Export Facility**  
**2 selected Laredo - Livestock Export Facility**
8. The facility is open during reasonable hours.  
**98% agree**
9. The staff was able to answer my questions.  
**92% agree**
10. The staff was courteous.  
**97% agree**
11. Staff members were knowledgeable and demonstrated a willingness to assist.  
**95% agree**
12. Staff members identified themselves or wore name tags.  
**98% agree**
13. I received the information I needed to obtain services.  
**93% agree**

14. TDA has been responsive to my requests and needs.  
**93% agree**
15. I received services in a timely manner.  
**93% agree**
16. I was given a clear explanation about the services available to me.  
**92% agree**
17. I was given a clear explanation about the documentation needed to receive services.  
**94% agree**
18. My telephone call, e-mail or letter was routed to the proper person and responded to in a timely manner.  
**94% agree**
19. I use the Internet to conduct business or communicate with TDA.  
**93% agree**
20. I am able to access information about the services I need using the Internet.  
**92% agree**
21. The TDA website was easy to use and well organized.  
**91% agree**
22. The TDA website contained clear and accurate information on events, services and contact information.  
**92% agree**
23. I think there is an increased need for online electronic payment capabilities.  
**91% agree**
24. I know how to make a complaint regarding services at TDA.  
**79% agree**
25. If I complained, I believe it would be addressed in reasonable manner.  
**88% agree**
26. The time I waited to receive services was reasonable.  
**93% agree**
27. I have received printed information (such as brochures, handouts, etc.) clearly explaining the services available.  
**86% agree**

## Appendix C

### Selected Comments Received

#### Positive Comments:

---

"The CEU program the TDA provides is very informative and useful for ongoing education, especially in the regulatory category."

"The staff was easy to do business with and very informative."

"TDA has always been very knowledgeable in all the information they have given me." "The staff I deal with are always polite and informative."

#### Comments Suggesting Improvement:

---

"Some of the forms were not clear as to time it would take to process. I wish forms and permits could be emailed, and if they are I am unaware."

"I strongly feel that TDA is heading in a different direction with companies. When I started out it was all about small businesses getting exposure now its all about how much can we charge them."

"It is sometimes difficult to get a clear response in a timely manner. Information is not always communicated to all parties."

"Much of the support offered through TDA requires direct contact with staff, but the website does not provide staff contact info. Also, I believe TDA provides too much support to food banks that just give away food, rather than supporting programs that address root causes of hunger."

# ASSESSMENT OF ADVISORY COMMITTEES



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**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

**NOTE:** Only the items in blue are required for inactive committees.

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** CACFP Input Workgroup

**Number of Members:** 10

**Committee Status (Ongoing or Inactive):** Ongoing

**Date Created:** 3/7/2014

**Budget Strategy (Strategies) (e.g. 1-4-4):** 4.1.1

**Budget Strategy (Strategies):** NA

**Note:** An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

**Date to Be Abolished:** NA

**Strategy Title (e.g. Occupational Licensing):** Support Nutrition Programs in Schools

**Strategy Title:** NA

State / Federal Authority	Select Type	Identify Specific Citation
State Authority		
State Authority		
State Authority		
Federal Authority		
Federal Authority		

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

Method of Finance

Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0

Expenses / MOF's Difference:

Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
\$0	\$0	\$0
0	0	0

**Meetings Per Fiscal Year**

Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
\$0	\$0	\$0
0	0	0

**Committee Description:** Committee Goal: To receive input from committee members on how TDA should address contracting entity policy and program questions.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

Committee Bylaws: No bylaws exist; see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings? Meetings are held on the third Thursday of every other month from 1:30-2:30 pm. Committee meetings are set up as conference calls to eliminate travel barriers.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those. Because this committee was created to allow input from members, who represent contracting entities in Texas, this workgroup has not created any deliverables or tangible outputs.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

Committee members have provided TDA with input/feedback on what topics to teach at the annual conference and conference format, TDA handbooks for Contracting Entities, and enhancements to the TDA database.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  Yes  No

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?  No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks emailed in agency staff assistance provided to the committee.

TDA staff assists with scheduling and attending meetings. Staff also works with subcommittees to receive specific feedback on various topics.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  No

See appendix a for meeting minutes with attendees.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?  No

7c. Are there instances where no members of the public attended meetings?  Yes

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?  Yes

9b. Please describe the rationale for this opinion.

The workgroup has provided input/feedback to TDA and TDA has incorporated their input/feedback when feasible.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?  No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?  No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

This workgroup allows TDA to receive direct feedback from the participants in the CACFP to consider when making policy and procedure decisions.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?  No

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Criteria", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** Citrus Budwood Advisory Council

**Number of Members:** 7

**Committee Status (Ongoing or Inactive):** Ongoing

**Date Created:** 1995, 74th Legislature

**Budget Strategy (Strategies) (e.g. 1-2-4):** 1.1.3

**Budget Strategy (Strategies):** Integrated Pest Management

**Date to Be Abolished:** N/A

**Strategy Title (e.g. Occupational Licensing):**

**Strategy Title:**

**Select Type:** Statute

**Identify Specific Citation:** Sec. 19.005  
 Sec. 19.006

**State / Federal Authority:** State Authority  
 State Authority

**State Authority:** State Authority  
 Federal Authority  
 Federal Authority

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOFs Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	0	0	0

**Meetings Per Fiscal Year**

**Committee Description:** Per the Agriculture Code, Sec 19.005 and 19.006, the commissioner appoints the 7-member council to 2-yr re-appointable terms: (1) one member representing the department; (2) one member representing The Texas A&M University-Kingsville Citrus Center; (3) two members representing the citrus nursery industry; (4) two members representing citrus growers; and (5) one member having specialized knowledge in citrus diseases and pests. The council advises the department in adopting standards and rules necessary to administer the citrus budwood certification program and the citrus nursery certification program. The council is necessary for inputs for these dynamic programs that are critical to the citrus industry.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist; see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?  
 Generally the meetings are held at the Texas A&M University-Kingsville Citrus Center, in Weslaco. There are no meeting frequency requirements.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

The advice for the department in adopting standards and rules necessary to administer the citrus budwood certification program and the citrus nursery certification program.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The council provided advice and recommendations on citrus-related quarantines and on major changes (adopted 2015) in citrus regulations. Some specific recommendations treated at recent meetings include mandatory varieties, funding sources, increase tree requirements, service-time maximum for increase trees, citrus disease testing protocols, requirements relating to private varieties, sanitation requirements, and micro-budding.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

Yes

No

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

25.0

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Staff assists with agenda development, minutes, and uses the advice of the council for draft regulations.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

See appendix a for meeting minutes with attendees.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

All meetings are open meetings, posted in the Texas Register and TDA website.

7b. Do members of the public attend at least 50 percent of all committee meetings?

Yes

7c. Are there instances where no members of the public attended meetings?

No

8. Please list any external stakeholders you recommend we contact regarding this committee.

Texas A&M University-Kingsville Citrus Center (Dr. John da Graca, Center Director., 956-447-3362, John.daGraca@tamuk.edu), Texas Citrus Mutual (Mr. Dale Murden, Director, 956-358-8001; dale@valleyag.org).

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

They meet as needed, providing timely guidance critical to the programs.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

The council functions well, as constituted, and serves the needs of the department and of the citrus fruit industry and the citrus nursery industry.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

No

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

None

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

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**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive):

Date Created:

Budget Strategy (Strategies) (e.g. 1-4-4):

Budget Strategy (Strategies):

State / Federal Authority:

Select Type:

Identify Specific Citation:

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

Committee Members' Direct Expenses

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Committee Members' Indirect Expenses

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Method of Financing

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOF's Difference:	\$0	\$0	\$0
	0	0	0

Meetings Per Fiscal Year

Committee Description: Cotton Producers Advisory Committees were established to allow Texas Cotton Producers to provide technical production guidance to the Texas Department of Agriculture on cotton stalk destruction dates for deadlines per Texas Zone and other general regulations relating to the cotton industry. The state currently has 9 active zones with committees across the state due to the number of cotton acres spread across a very large geographic area with varied growing seasons.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

Committee Bylaws: No bylaws exist; see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?  
 Committee meetings are generally held annually or bi-annually in 9 different cotton stalk destruction zones, on an as-needed basis due to production challenges during any particular crop year.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.  
 The Committees provide technical support and guidance for cotton production regulations and makes recommendations for cotton stalk destruction activities in support of the Texas Boll Weevil Eradication Foundation efforts to eradicate the boll weevil in Texas and also ensure that all other functionally eradicated and eradicated areas are maintained boll weevil free.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The Cotton Producer Advisory Committee in the past year has provided guidance to the department on extending cotton stalk destruction deadlines.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  Yes  No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?   No

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee. Agency staff oversees the appointment of members to each Zone's committee, facilitates all meetings by contacting board members to schedule meetings, develop agendas, post meeting notices/agendas in the Texas Register, travel to/monitor committee meetings.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  Yes  No

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)? See appendix a for meeting minutes with attendees.

Each Committee agenda by zone is posted through the Texas Register and on the Texas Department of Agriculture's website. Additional notifications are sent to the Texas AgriLife Extension Service contacts and to area farm commodity associations.

7b. Do members of the public attend at least 50 percent of all committee meetings?  No  Yes

8. Please list any external stakeholders you recommend we contact regarding this committee. Texas Farm Bureau, South Texas Cotton and Grain Association, Blackland Cotton and Grain Association, and Valley Cotton and Grain Association.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?  Yes  No

9b. Please describe the rationale for this opinion. The Cotton Producer Advisory Committees may interact throughout the growing season with the department and the Texas Boll Weevil Eradication Foundation to ensure success with the boll weevil eradication efforts and provide technical guidance on cotton stalk destruction deadlines based on current crop year production difficulties.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code: 10a. Is there any functional benefit for having this committee codified in statute?  No  Yes

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?  No  Yes

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion. Committees provide an actual technical guidance or consultation from the producers perspective of existing field conditions, since production can vary annually due to market fluctuations and environmental factors the producers input is vital to the cotton industry's success.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?  No  Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission. No recommendation exist at this time for committee improvements.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 561 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Commit1"; select Move or Copy; select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** Feral Hog Advisory Committee

**Number of Members:** 11

**Committee Status (Ongoing or Inactive):** Inactive  
Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

**Date Created:**

**Budget Strategy (Strategies) (e.g. 1,2-4):** 1,1,5

**Budget Strategy (Strategies):** Agricultural Production Development

**State / Federal Authority:** State Authority, State Authority, State Authority, Federal Authority, Federal Authority, Federal Authority

**Select Type:** Statute

**Identify Specific Citation:** Chapter 2110 of the Government Code

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
1--General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOFs Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	0	0	0

**Committee Description:** TDA created task force to solicit and receive feedback from industry stakeholders regarding allocation and use of feral hog abatement funds. The committee met periodically from 2009 - 2012. It has not been convened since July 2012.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?  
 N/A; Task force is inactive.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.  
 N/A

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?  
 N/A; task force is inactive.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  
 Yes  No

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?  
 No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:  
 10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency, include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** Food and Fibers Research Council

**Number of Members:** 13

**Committee Status (Ongoing or Inactive):** Inactive  
Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

**Date Created:** 9/7/1981

**Budget Strategy (Strategies) (e.g. 1-4-4):** 5.1.1

**Budget Strategy (Strategies):** Research and Development

Select Type	Identify Specific Citation
State Statute	Tex. Agric. Code §§ 42.002 & 42.004
State Authority	Title 4, Part 1, Chapter 1, Subchapter N, § 1.923
State Authority	
Federal Authority	
Federal Authority	

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOF's Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	0	0	0

**Meetings Per Fiscal Year**

**Committee Description:** Food and Fiber Research Council reviews project requests for the Food and Fibers Research Grant program. The Council approves or denies funding and may advise the department on matters related to the administration of the program including rules. Funding for the program and activities of the Council are currently suspended.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist; see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?  
 N/A; council is inactive.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.  
 See committee description above.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

N/A; committee is inactive.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  Yes  No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.  
N/A; committee is inactive.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  Yes  No  
See appendix a for meeting minutes with attendees.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?  
Committee is inactive.

7b. Do members of the public attend at least 50 percent of all committee meetings?  No  Yes  
7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?  No  Yes

9b. Please describe the rationale for this opinion.  
Committee is inactive.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:  
10a. Is there any functional benefit for having this committee codified in statute?  No  Yes  
10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.  
The potential for goal/mission accomplishment and progress still exists.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?  No  Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.  
TDA requires further evaluation and comment by the industries affected to make such a suggestion.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency, include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmtes1", select Move or Copy, select Create a copy and move to end.

**NOTE:** Only the items in blue are required for inactive committees.

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** GO TEXAN PARTNER PROGRAM (GOTEP) Advisory Board

**Number of Members:** 11

**Committee Status (Ongoing or Inactive):** Ongoing

**Date Created:** 9/1/1999

**Budget Strategy (Strategies) (e.g. 1-4-4):** 1.1.1

**Budget Strategy (Strategies):**

**State / Federal Authority:** State Authority

**Select Type:** State Authority

**Statute:** Title 4 Part 1 Chapter 17 Subchapter G

**Identify Specific Citation:**

**Note:** An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

**Date to Be Abolished:** n/a

**Strategy Title (e.g. Occupational Licensing):** Economic Development

**Strategy Title:**

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
\$0	\$0	\$0
\$0	\$0	\$0
0.0	0.0	0.0
\$0	\$0	\$0
\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
\$0	\$0	\$0
\$0	\$0	\$0
0.0	0.0	0.0
\$0	\$0	\$0
\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
<b>Expenses / MOF's Difference:</b>	<b>\$0</b>	<b>\$0</b>
	1	0

**Committee Description:** GOTEP Advisory Board reviews project requests of eligible GOTEP applicants, as determined by the department, and approves or denies funding. The board may advise the department on matters related to the administration of the GOTEP account, and the board may advise the department on the adoption of rules relating to the administration of GOTEP.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist; see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings? 2-3 times per year when grant funding is provided under the GO TEXAN PARTNER PROGRAM

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

n/a

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

Funding Recommendation for the GO TEXAN PARTNER PROGRAM grant in October 2014.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

Yes

No

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

40.0

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

post open meeting, ensure quorum is present, take meeting minutes, host committee at TDA for meeting, coordinate independent grant application review prior to group meeting

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

See appendix a for meeting minutes with attendees.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

notices posted in Texas Register

7b. Do members of the public attend at least 50 percent of all committee meetings?

Yes

7c. Are there instances where no members of the public attended meetings?

No

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

The advisory board has consistently met to provide funding recommendations to the agency for the GO TEXAN PARTNER PROGRAM when funding is available

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

Through an external review process, TDA has mechanisms in place to ensure a fair and equitable review without the need to meet and make further funding recommendations from an appointed advisory board.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

No

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.



4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  Yes  No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  Yes  No  
Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?  Yes  No

7c. Are there instances where no members of the public attended meetings?  Yes  No

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?  Yes  No

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:  
10a. Is there any functional benefit for having this committee codified in statute?  Yes  No  
10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?  Yes  No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?  Yes  No

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?  Yes  No

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolition within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Criteria", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** Interagency Obesity Council

**Number of Members:** 3

**Committee Status (Ongoing or Inactive):** Ongoing

**Date Created:** 6/15/2007

**Budget Strategy (Strategies) (e.g. 1-2-4):** 4.1.1

**Budget Strategy (Strategies):** n/a

**Date to Be Abolished:** n/a

**Strategy Title (e.g. Occupational Licensing):** Support Nutrition Programs in Schools

**Strategy Title:** n/a

**Select Type:** [Tex. Health and Safety Code § 114.001 - .008](#)

**State / Federal Authority:** [State Authority](#), [State Authority](#), [State Authority](#), [Federal Authority](#), [Federal Authority](#), [Federal Authority](#)

**Advisory Committee Costs:** This section includes reimbursements for committee member costs and costs attributable to agency staff support.

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOFs Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	0	0	0

**Meetings Per Fiscal Year**

**Committee Description:** Requires the commissioner of agriculture, commissioner of state health services, and commissioner of education, or a staff member designated by each of those commissioners, to meet at least once a year as an interagency obesity council to discuss the status of, and opportunities to collaborate on, programs related to obesity reduction.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?  
 Council meetings rotate between agencies. The council is required to meet at least annually.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.  
 The council prepares are report to the legislature on the obesity prevention activities of each agency. The most recent report is located at this link: [lea.texas.gov/WorkArea/DownloadAsset.aspx?id=25769819485](http://lea.texas.gov/WorkArea/DownloadAsset.aspx?id=25769819485)

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The council informs the agency of the obesity prevention activities of other state agencies and fosters collaboration to increase effectiveness of state-wide efforts.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  Yes  No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee. Agency staff assists in planning meetings, research, drafting the report, and routing same through multiple agencies for compilation and approval. TDA staff also responds to legislators and government officials on the content of the report.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  No  Yes

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g., online calendar of events, notices posted in Texas Register, etc.)? Committee members may invite public input to meetings.

7b. Do members of the public attend at least 50 percent of all committee meetings?  No  Yes

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?  Yes  No

9b. Please describe the rationale for this opinion. The meeting encourages on-going information sharing among state agencies invested in the mission of reducing obesity rates in Texas. The meeting and reporting requirements continue to be accomplished in accordance with the law.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?  No  Yes

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?  No  Yes

10c. If "Yes" for Question 2b, please describe the rationale for this opinion. There is no Question 2b in this template.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion. The council, through its report to the legislature, informs members of obesity prevention and rate reduction activities occurring across multiple state agencies.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?  No  Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion. Obesity remains a critical health problem in Texas. Opportunities to collaborate and coordinate support for obesity prevention efforts in Texas will not only benefit individual health but will reduce obesity related costs for Texas businesses and the healthcare system in the state. TDA remains dedicated to supporting obesity reduction and prevention policies.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or advice by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolition within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte 1", select "More or Copy", select "More or Copy" and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:**

Local Wellness Policy Committee

**Number of Members:**

20

**Committee Status (Ongoing or Inactive):**

Ongoing

**Date Created:**

7/1/2015

**Budget Strategy (Strategies) (e.g. 1,2-4)**

4.1.1

**Budget Strategy (Strategies)**

NA

**Date to Be Abolished:**

NA

**Strategy Title (e.g. Occupational Licensing)**

Support Nutrition Programs in Schools

**Strategy Title**

NA

**State / Federal Authority**

State Authority

State Authority

Federal Authority

Federal Authority

**Select Type**

**Identify Specific Citation**

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

Method of Finance	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MCF's Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	0	0	0

**Meetings Per Fiscal Year**

Committee Goal: Statewide coordination to provide resources and support to Local Education Agencies (LEA) for developing and implementing impactful and sustainable.

**Committee Description:**

Committee meets every other month for 2-3 hours in Austin at the Stephen F. Austin building. Meetings are also set up as conference calls to alleviate travel expenses for committee members.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist, see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

The committee has helped TDA develop a resource webpage on www.squaremeals.org. Committee provided feedback on updates to TDA and Texas Association for School Boards tools utilized by LEAs to develop local Wellness Policies and Implementation plans. The Committee has helped TDA identify metrics for measuring the Committee's goals.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?



**ASSESSMENT OF ADVISORY COMMITTEES**  
May 6, 2016  
551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolition within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Criteria", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:**

Produce Recovery Fund Board

**Number of Members:**

5

**Committee Status (Ongoing or inactive):**

Ongoing

**Date Created:**

n/a

**Budget Strategy (Strategies) (e.g. 1-2-4)**

2.1.3

**Budget Strategy (Strategies)**

Agriculture Commodity Regulation

**State / Federal Authority**

State Authority

**Select Type**

Statute

**Identify Specific Citation**

Sec. 103.003

Sec. 14.21

State Authority

State Authority

Federal Authority

Federal Authority

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOFs Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	0	0	0

**Meetings Per Fiscal Year**

**Committee Description:**

The Produce Recovery Fund Board shall advise the department on all matters relating to the Produce Recovery Fund, including the Fund's budget and revenues necessary to accomplish the purposes of the Fund; advise the department on the adoption of rules relating to the payment of claims from the Fund and to the administration of the Fund; and conduct hearings on claims on which a Notice of Protest has been filed with the department.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

The board meets in Austin, TX at the Stephen F. Austin Building. There is no set frequency of meetings. Meetings are called when a Produce Recovery Fund claim is appealed to the Board or other times as determined by TDA or the board.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

The board provides decisions on hearings for claims on which a Notice of Protest has been filed with the department.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

None provided recently.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee. Coordinating travel for the board members, attending meetings and filing notices.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)? A notice is posted in Texas Register.

7b. Do members of the public attend at least 50 percent of all committee meetings?  Yes

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee. Brett Erickson with Texas International Produce Association (956.581.8632) and Dale Murden with Texas Citrus Mutual (956.584.1772)

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion. During appeals, the board has made final decisions that have not been further appealed.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code: 10a. Is there any functional benefit for having this committee codified in statute?  No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion. The Produce Recovery Fund Board is part of an appeals process for the Produce Recovery Fund Claim.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion. The decisions provided are required for payments from the Produce Recovery Fund.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion. The board serves as a useful role in the appeals process for a Produce Recovery Fund Claim.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission. N/A



5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.  
The Rural Health Task Force does not utilize staff time separate from RHEDAC.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?  
Public meetings with stakeholder attendance encouraged. Meetings are posted in accordance with Chapter 551 of the Government Code.

7b. Do members of the public attend at least 50 percent of all committee meetings?  7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.  
The council provides an opportunity for key stakeholders to participate in discussions of overall program policies and goals.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?  10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.  
The potential for goal/mission accomplishment and progress still exists.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.  
TDA requires further evaluation and comment by the industries affected to make such a suggestion.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency, include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmtes1", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive):

Date Created:

Budget Strategy (Strategies) (e.g. 1-4-4):

Budget Strategy (Strategies):

State / Federal Authority:

Select Type:

Identify Specific Citation:

Admin Code:

Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date to Be Abolished:

Strategy Title (e.g. Occupational Licensing):

Strategy Title:

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

Committee Members' Direct Expenses

Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
\$0	\$0	\$0
\$0	\$0	\$0
0.0	0.0	0.0
\$0	\$0	\$0
\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>

Committee Members' Indirect Expenses

Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
\$0	\$0	\$0
\$0	\$0	\$0
0.0	0.0	0.0
\$0	\$0	\$0
\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>

Method of Financing

Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
Expenses / MOF's Difference:	\$0	\$0
<b>4</b>	<b>4</b>	<b>4</b>

Committee Description:

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

Bylaws do not exist; see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

The committee meets at the Texas Department of Agriculture in the Stephen F. Austin Building, 1700 N. Congress Ave., Austin. The committee is to meet quarterly.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

The committee is required to answer a self-assessment questionnaire each calendar year, then staff compile the report for the Commissioner.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

Increase penalties on the enforcement penalty matrix for unlicensed applicators and businesses operating without insurance. Identified businesses with lapsed or expired insurance pose a risk to consumers and that action should be taken. Both suggestions have been adopted.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee. Agency staff develop the agenda, send out notices to members, record the minutes, prepare updates, presentations and handouts.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee. Roger Borgelt, Chairman and Member representing the Public, Structural Pest Control Advisory Committee, (512) 600-3467 and Don Ward, Executive Director, Texas Pest Control Association, (512) 467-6675

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion. The committee contributes important industry feedback and essential rule making input.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion. The committee contributes important industry feedback and essential rule making input.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission. Meet on a semi-annual schedule instead of quarterly. Often there are no subjects on which the agency needs advice such as revisions to regulations for the quarterly meeting. In those instances, staff must develop updates and requested presentations in order to fill the agenda for the required quarterly meetings.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency, include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmtes1", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

<b>Committee Name:</b>	Texas Bioenergy Policy Council		
<b>Number of Members:</b>	18		
<b>Committee Status</b> (Ongoing or Inactive):	inactive		
<b>Date Created:</b>	9/1/2009		
<b>Budget Strategy (Strategies)</b> (e.g. 1-4-4)	1.1.1		
<b>Budget Strategy (Strategies)</b>	Economic Development		
<b>Date to Be Abolished:</b>	N/A		
<b>Strategy Title (e.g. Occupational Licensing), Strategy Title</b>	Economic Development		
<b>State / Federal Authority</b>	State Authority		
<b>Statute</b>	Identify Specific Citation		
<b>Select Type</b>	Tex. Agric. Code §§ 600.011 & 600.013		
<b>Admin Code</b>	Title 4, Part 1, Chapter 1, Subchapter E, § 1.212		

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOF's Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	0	0	0

**Committee Description:** The Texas Bioenergy Policy Council was created by the 81st Texas Legislature. Administered by TDA, the charge of the policy council and research committee is to provide a vision for uniting agriculture, energy and research strengths in a successful launch of a cellulosic biofuel and bioenergy industry, foster development of bio-based fuels, procure federal and other funding to aid state in becoming bioenergy leader, study feasibility and economic development effects of biofuel and related topics.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist; see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?  
 N/A; committee is currently inactive.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.  
 N/A.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

N/A; committee is not active.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  Yes  No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.  
N/A; committee is inactive.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  Yes  No  
See appendix a for meeting minutes with attendees.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?  
N/A; committee is not active.

7b. Do members of the public attend at least 50 percent of all committee meetings?  No  Yes  
7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?  No  Yes

9b. Please describe the rationale for this opinion.  
Committee is inactive.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:  
10a. Is there any functional benefit for having this committee codified in statute?  No  Yes  
10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.  
The potential for goal/mission accomplishment and progress still exists.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?  No  Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.  
TDA requires further evaluation and comment by the industries affected to make such a suggestion.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 561 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or act-by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Commit1"; select Move or Copy; select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** Texas Bioenergy Research Committee

**Number of Members:** 16

**Committee Status (Ongoing or Inactive):** Inactive  
Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

**Date Created:** 9/7/2009

**Budget Strategy (Strategies) (e.g. 1,2-4):** 1,1,1

**Budget Strategy (Strategies):** Economic Development

**Select Type:** Identify Specific Citation

Statute	Tex. Agric. Code § 50D.027 and 50D.023
Admin Code	Title 4, Part 1, Chapter 1, Subchapter E, § 1.212

**State / Federal Authority**

State Authority	State Authority
State Authority	State Authority
Federal Authority	Federal Authority
Federal Authority	Federal Authority

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

Committee Members' Direct Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
1--General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0
	0	0	0

**Committee Description:** The Texas Bioenergy Research Committee is a 16 member committee created by the 81st Texas Legislature. Administered by TDA, the charge of the research committee is to identify and research biomass feedstock, challenges to handling large volumes of biomass, use of marginal land for growing bioenergy feedstocks, study potential for producing oil from algae, production of alternative chemical feedstocks, producing pipeline-quality natural gas from renewable sources, or other research relating to development of bioenergy resources in the state.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist; see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?  
 N/A; Committee is inactive.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.  
 Per Section 50D.023 of the Agriculture Code; the committee conducts research and engages in studies at the request of the Commissioner.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?  
 N/A; committee is inactive.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  
 Yes  No

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?  
 No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  See appendix a for meeting minutes with attendees.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:  
 10a. Is there any functional benefit for having this committee codified in statute?  10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency, include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmtes1", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

<b>Committee Name:</b>	Texas-Israel Exchange Advisory Committee		
<b>Number of Members:</b>	9		
<b>Committee Status (Ongoing or Inactive):</b>	inactive		
<b>Date Created:</b>	9/1/2009		
<b>Budget Strategy (Strategies) (e.g. 1-4-4)</b>	1, 1, 1		
<b>Budget Strategy (Strategies)</b>	Economic Development		
<b>Date to Be Abolished:</b>	N/A		
<b>Strategy Title (e.g. Occupational Licensing), Strategy Title</b>	Economic Development		

[State / Federal Authority](#)  
 State Authority  
 State Authority  
 State Authority  
 Federal Authority  
 Federal Authority

[Select Type](#)  
 Statute  
 Admin Code  
 Admin Code  
 Admin Code  
 Admin Code

[Identify Specific Citation](#)  
 Tex. Agric. Code § 45.009  
 Title 4, Part 1, Chapter 17, Subchapter E, § 17.102  
 Title 4, Part 1, Chapter 1, Subchapter E, § 1.203

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOF's Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	0	0	0

**Committee Description:** Texas-Israel Exchange Advisory Committee makes recommendation on funding to TDA and provides oversight of the projects through annual reviews. Funding for the program and activities of the Advisory Committee are currently suspended.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist; see appendix A for minutes  
 1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?  
 N/A; committee is currently inactive.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.  
 Per 4, TAC § 17.102, the committee's duties are to: (1) advising the department on the selection of categories of grants to be administered by the department and advising the department on matters involving mutual assistance, trade, and business development between Texas and Israel; (2) advising on the awarding of grants, in cooperation with the corresponding Israeli board, to mutually benefit both regions; and (3) consulting with the corresponding Israeli board to efficiently address matters of mutual importance while

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

N/A; committee is currently inactive.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  Yes  No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?   No

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.  
N/A; committee currently inactive.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  No  Yes

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?  
Committee is inactive.

7b. Do members of the public attend at least 50 percent of all committee meetings?  No  Yes

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?  No  Yes

9b. Please describe the rationale for this opinion.  
Committee is inactive.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:  
10a. Is there any functional benefit for having this committee codified in statute?  No  Yes

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?   No  Yes

11b. Please describe the rationale for this opinion.  
The potential for goal/mission accomplishment and progress still exists.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?  No  Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.  
TDA requires further evaluation and comment by the industries affected to make such a suggestion.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 561 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Committee"; select Move or Copy; select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** Texas Nursery Floral Council

**Number of Members:** 7

**Committee Status (Ongoing or Inactive):** Inactive  
Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

**Date Created:** 9/7/2009

**Budget Strategy (Strategies) (e.g. 1,2-4):** 1,1,1

**Budget Strategy (Strategies):** Economic Development

**State / Federal Authority:** State Authority, State Authority, State Authority, Federal Authority, Federal Authority, Federal Authority

**Select Type:** Statute

**Identify Specific Citation:** Tex. Agric. Code § 120178

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
1--General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOFs Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	0	0	0

**Committee Description:** The council will advise the department on the most effective methods for promoting and marketing the Texas nursery and floral industries.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

Bylaws do not exist.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?  
 N/A; council is inactive.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?  
 N/A; committee is currently inactive.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  
 No

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?  
 No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?  Yes

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:  
 10a. Is there any functional benefit for having this committee codified in statute?  10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency, include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmtes1", select Move or Copy, select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:**

**Number of Members:**

**Committee Status (Ongoing or Inactive):**

**Date Created:**

**Budget Strategy (Strategies) (e.g. 1-4-4):**

**Budget Strategy (Strategies):**

**Date to Be Abolished:**

**Strategy Title (e.g. Occupational Licensing):**

**Strategy Title:**

**Select Type:**

**State / Federal Authority:**

**Identify Specific Citation:**

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOF's Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>0</b>	<b>2</b>	<b>2</b>

**Committee Description:** The board assists the Texas Department of Agriculture in assessing the state of the organic agricultural industry and developing recommendations to the commissioner to promote and expand the organic industry. It also develops statewide organic agriculture product education and awareness campaigns.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** Bylaws in appendix B; see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The board assisted with the establishment of an Organic Specialist at Texas A&M AgriLife with funding from the industry. TDA supported the request by providing guidance and assistance to the board.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  Yes  No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee. TDA engages in the following activities in assistance to the board: develops agenda, writes grant proposals, organizes meeting spaces, and researches board requests.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  No  Yes See appendix a for meeting minutes with attendees.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)? Notice of and agendas for board meetings are posted in Texas Register in accordance with Chapter 551 of the Government Code.

7b. Do members of the public attend at least 50 percent of all committee meetings?  Yes  No

7c. Are there instances where no members of the public attended meetings?  Yes  No

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?  Yes  No

9b. Please describe the rationale for this opinion. The board interacts very well at all meetings and is enthusiastic about providing solutions to issues confronting the organic agricultural industry that are both realistic and achievable.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code: 10a. Is there any functional benefit for having this committee codified in statute?  No  Yes 10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?  No  Yes

10c. If "Yes" for Question 2b, please describe the rationale for this opinion. There is no question 2b in this template.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion. The organic industry is growing and TDA needs the input of the industry to develop programs that will help the producers meet the needs of this growing market

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?  Yes  No

12b. If "Yes" for Question 4a, please describe the rationale for this opinion. TDA's mission is to provide support to producers and the public. If the board is abolished our direct link to the industry will be cut and TDA will not have easy access to the information required to provide this service.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission. The board does not have funding and must direct TDA staff to apply for grant funding to carry out some of its duties. If appropriations were made to enable the board to better carry out its duties, the agency and industry would benefit from the added work and projects the board could conduct in support of the organic agricultural industry.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 561 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or act-by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Commit1"; select Move or Copy; select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:**  State / Federal Authority  
State Authority  
State Authority  
State Authority  
Federal Authority  
Federal Authority  
Federal Authority

**Number of Members:**  Select Type  
Statute  
Tex. Govt Code §§ 487-807-808

**Committee Status (Ongoing or Inactive):**  Identify Specific Citation

**Date Created:**  State Authority  
Federal Authority  
Federal Authority

**Budget Strategy (Strategies) (e.g. 1,2-4):**  State Authority  
Federal Authority  
Federal Authority

**Budget Strategy (Strategies):**  State Authority  
Federal Authority  
Federal Authority

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$1,250	\$3,000	\$3,000
Personnel	\$1,000	\$2,500	\$3,000
Number of FTEs	0.00	0	0.00
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$2,250</b>	<b>\$5,500</b>	<b>\$6,000</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0.00	\$0.00	\$0.00
Personnel	\$0.00	\$0.00	\$0.00
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Method of Financing**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$1,650	\$4,000	\$4,000
8039 - GR Match for Community Devel	\$600	\$1,500	\$2,000
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOFs Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Meetings Per Fiscal Year</b>	<b>1</b>	<b>2</b>	<b>1</b>

**Committee Description:**

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist; see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

TDA assisits RHEDAC in scheduling meetings and polling council members to ensure a quorum, publishing meeting notices in the Texas Register, preparing and presenting material for meetings, and coordinating reimbursement of expenses for the council.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

See appendix a for meeting minutes with attendees.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

The council provides an opportunity for key stakeholder to participate in discussions of overall program policies and goals prior to the formal public hearings and posted TAC revisions. Members provide priorities for the Rural Policy Plan.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

The potential for goal/mission accomplishment and progress still exists.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

TDA requires further evaluation and comment by the industries affected to make such a suggestion.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 551 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency, include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmtes1", select Move or Copy, select Create a copy and move to end.

**NOTE:** Only the items in blue are required for inactive committees.

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** Texas Shrimp Marketing Assistance Program Advisory Committee

**Number of Members:** 9

**Committee Status (Ongoing or Inactive):** Ongoing

**Date Created:** 6/20/2003

**Budget Strategy (Strategies) (e.g. 1-4-4):** 1.1.1

**Budget Strategy (Strategies):** Economic Development

**Date to Be Abolished:** N/A

**Strategy Title (e.g. Occupational Licensing):** Economic Development

**Strategy Title:**

**Select Type:** State Authority

**State / Federal Authority:** State Authority

**Identify Specific Citation:** Tex. Agric. Code § 47.051 - .053  
 Title 4, Part 1, Chapter 17, Subchapter H, § 17.401

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

Texas Shrimp Marketing Program Funding

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOF's Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Meetings Per Fiscal Year</b>	<b>0</b>	<b>1</b>	<b>2</b>

**Committee Description:** The Texas Shrimp Marketing Assistance Program Advisory Committee is appointed by the Commissioner of Agriculture and is charged with marketing, promoting and helping educate consumers about Texas Gulf shrimp. Through their counsel and advice, all program goals and initiatives are executed.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws:** No bylaws exist; see appendix A for minutes

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?  
 The Texas Shrimp Marketing Assistance Program Advisory Committee typically meets in Austin at TDA's headquarters but has requested off-site coastal locations in order to ease travel logistics. The committee meets once a year or as needed.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.  
 The committee advises TDA on marketing strategies and initiatives. There are no tangible deliverables attached to their service duties.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

One recent committee recommendation asked to TDA was to apply for Deepwater Horizon (BP) - Restore Act funding. This funding would be used to further TDA's shrimp marketing efforts. The Restore Act grant proposal was developed and submitted on April 11th, 2016 as requested per the advisory committee and member stakeholders.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  Yes  No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee. All the work done with the Texas Shrimp Advisory Committee is executed through TDA's Texas Shrimp Program Coordinator. Tasks include e-mail correspondence about marketing projects and initiatives, general reports and updates, advice, reappointment of members and all tasks necessary to conduct a meeting, whether in Austin or in another area of the state.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  No  Yes

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)? See appendix a for meeting minutes with attendees.

The Texas Shrimp Advisory Committee meetings are open to the public and the projects developed are intended for public distribution (via in printed or e-mail form). Meetings are posted in accordance with Chapter 551 of the Government Code.

7b. Do members of the public attend at least 50 percent of all committee meetings?  No  Yes

8. Please list any external stakeholders you recommend we contact regarding this committee. Ms. Andrea Hance - Executive Director for the Texas Shrimp Association.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?  Yes  No

9b. Please describe the rationale for this opinion. The Texas Shrimp Marketing Program is managed from the ground up and relies heavily on the advisory committee to guide its efforts. All of the initiatives and projects created are well thought out and conceived by industry stakeholders. Each project serves a purpose and is based on current industry needs or trends that help promote the industry and ultimately help sell more Texas Gulf shrimp.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code: 10a. Is there any functional benefit for having this committee codified in statute?  No  Yes

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?  No  Yes

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion. The Texas Shrimp Advisory Committee is vital to the success of the Texas Shrimp Marketing Assistance Program. Their expertise and industry knowledge adds tremendous value to all of TDA's marketing and promotional efforts in support of Texas shrimp.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?  No  Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion. The activities of the committee are consistent with the broad mandate given to TDA in Section 12.002 of the Agriculture Code, which states that: "The department shall encourage the proper development and promotion of agriculture, horticulture, and other industries that grow, process, or produce products in this state."

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission. The Texas Shrimp Committee does a great job relaying their ideas and suggestions to TDA and its shrimp marketing coordinator. Collectively, this is a model committee where members of state government along with individuals from the private sector work together to achieve common goals.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 561 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or act-by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Commit1"; select Move or Copy; select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:** Wine Industry Development and Marketing Advisory Committee

**Number of Members:** 15

**Committee Status**  
 (Ongoing or Inactive):

Ongoing

Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

**Date Created:**

9/7/2009

**Budget Strategy (Strategies)**  
 (e.g. 1,2-4)  
**Budget Strategy (Strategies)**

1.1.1  
 Economic Development

Select Type	Identify Specific Citation
Statute	Tex. Agric. Code § 50B.002
Admin Code	Texas Administrative Code, Title 4, Part 1, Chapter 1, Subchapter E, § 1.209

**State / Federal Authority**  
 State Authority  
 State Authority  
 State Authority  
 Federal Authority  
 Federal Authority  
 Federal Authority

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0

Appropriated Receipts - Wine Funds from TABC

**Meetings Per Fiscal Year**

Expenses / MOFs Difference:	\$0	\$0	\$0
	0	4	4

**Committee Description:**

Wine Industry Development and Marketing Advisory Committee was established to assist the Commissioner with the development and support of a long-term vision for the state's wine industry with a focus on future industry development, research, education programming, risk management and marketing.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

Bylaws do not exist

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

The committee has expressed their preference to meet at Texas Department of Agriculture headquarters as it is the most central location for the members. Meetings are set by the committee.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

The committee has agreed to produce a report of wine marketing and development recommendations no later than August 31, 2016.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The committee is in the process of generating advice for the marketing and development of the Texas wine industry.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.  
TDA staff engage in the following activities in support of the committee: prepares current updates of TDA marketing and development efforts, sets up meeting space, attends meetings and provides input to the board as requested, drafts meeting minutes for committee review, and follows up with member questions.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?  
Per Chapter 551 of the Government Code, a notice and agenda for the meeting date and time are placed in the Texas Register. At the end of each meeting, there is an agenda item for public comment.

7b. Do members of the public attend at least 50 percent of all committee meetings?  7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.  
The committee provides an opportunity for stakeholders to participate in discussions related to program goals and advise TDA on wire related issues.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:  
10a. Is there any functional benefit for having this committee codified in statute?  10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.  
The information provided by the committee is invaluable for marketing and expenditure decisions for the program. The committee members provide candid and credible feedback based on the current state of the industry.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.  
TDA requires further evaluation and comment by the industries affected to make such a suggestion.

**ASSESSMENT OF ADVISORY COMMITTEES**  
 May 6, 2016  
 561 - Texas Department of Agriculture

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or act-by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Commit1"; select Move or Copy; select Create a copy and move to end.

**NOTE: Only the items in blue are required for inactive committees.**

**SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST**

**Committee Name:**

Zebra Chip Advisory Committee

**Number of Members:**

11

**Committee Status (Ongoing or Inactive):**

Inactive

Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

**Date Created:**

Date to Be Abolished:

**Budget Strategy (Strategies) (e.g. 1,2-4)**

5.1.1

Research and Development

**Budget Strategy (Strategies)**

**State / Federal Authority**  
 State Authority  
 State Authority  
 State Authority  
 Federal Authority  
 Federal Authority

**Select Type**  
 Statute

**Identify Specific Citation**  
 Chapter 2110 of the Government Code

**Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.**

**Committee Members' Direct Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Committee Members' Indirect Expenses**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<b>Total, Committee Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Method of Financing**

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance	\$0	\$0	\$0
1--General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Expenses / MOFs Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	0	0	0

**Committee Description:**

TDA created the zebra chip task force to solicit and receive feedback from industry stakeholders regarding allocation and use of funds. An advisory committee administered by Texas A&M AgriLife continues to hold quarterly conference calls.

**SECTION B: ADDITIONAL COMMITTEE INFORMATION**

**Committee Bylaws: No bylaws exist**

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?  
 N/A; Task force is inactive.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.  
 N/A

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?  
 N/A; task force is inactive.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?  
 Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?  
 Yes

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?  Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:  
 10a. Is there any functional benefit for having this committee codified in statute?  10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

# Appendix A

## **CACFP Input Workgroup Meeting Minutes**

March 17, 2016  
1:30 p.m. – 2:30 p.m.

### **Members Present:**

Brenda Baldwin, Program Director, Southwest Human Development Services, Inc.  
Sharon Ray, Texas Sponsors Association President  
Victor Salazar, Executive Director  
Max Taylor, CEO, Advanced Child Care  
Sandra Delapaz, Office Clerk, Taylored Care Inc.  
Diane Taylor, RN, Lubbock Adult Day Center  
June Bryant, Food Program Administrator, Dyes Airforce Base.  
Nguyen Nguyen, Director, Right from the Start Nutrition  
Berta Macat, Director of Compliance, San Antonio ISD  
Heather Guzman, Manager of Children's Programs, San Antonio Food Bank  
Kevin Vicknair, Executive Director, Equal Hearts  
Dietrich Nickleberry-Love, F&N Services Manager, Headstart Greater Dallas

### **Others Present:**

Jaclyn Cantu, Coordinator for F&N  
Beth Thorson, Director for Policy and Nutrition  
Jaclyn Cantu, F&N Coordinator  
Robin Roark, Director of Business Operations  
Sharon Welborn, Director for Compliance  
Tracy Mueck, Administrator  
Melissa Dozier Gonzales, Director, for F&N Administration  
Rose Westerman, Coordinator for Policy  
Edgar Curtis, Director, Education and Program Improvement  
Marianne Hopper, Policy Development Specialist  
Wade Wilder, Education Coordinator

### **Minutes:**

- 1) Welcome and Roll Call
- 2) Member Introductions
- 3) Meeting Details - Jackie Cantu
  - a. Meeting Schedule and Format
    - Meetings will be held on the 3<sup>rd</sup> Thursday of every month from 1:30-2:30 PM.
    - Meeting invites were sent to all the members through the end of the year.
    - Meetings may occasionally be adjusted depending on what is going on.
    - Agendas will be sent prior to the meetings.
    - Jackie will solicit feedback from the group for agenda items.

- Meetings will include a TDA update to inform members of any pertinent projects or changes at TDA. Members will communicate updates to peers through local communication channels.
  - There is a potential for there to be subcommittees once we start looking at what are goals and objectives of this group are going to be.
  - Agenda will include time for member updates. If you hear things from the field that you think are important to relay back to TDA, members will provide that information during this time.
  - Will have closing comments.
- b. Meeting Expectations
- This is a workgroup. The idea of the workgroup is that we are going to look at the program from a state-wide perspective.
  - This meeting is to get your feedback, input and dialogue.
  - The workgroup will give input on policies and procedures.
  - The workgroup will look for solutions to problems within the parameters of the current federal and state laws. This group will not operate as an advocacy group.
  - The workgroup will focus on the goals and objectives that the group decides on.
  - Members may be asked to step down from the workgroup if they are unable to attend meetings. They would be replaced by another applicant that was not originally selected.
- c. CACFP Conference Attendance
- As part of the application process, TDA asks that members attend the CACFP Conference.
  - Members will be introduced to conference attendees as their representative.
  - [www.squaremeals.org](http://www.squaremeals.org) website has been updated with the member's contact information. Non-members may reach out to members to voice concerns. Members will bring those concerns to the workgroup meetings.
- 4) Workgroup Purpose - Jackie Cantu
- To obtain input with programmatic issues, policies, processes and procedures.
- 5) 2015 Workgroup Accomplishments – Jackie Cantu
- Worked very closely with TDA in terms of making sure that our policies and procedures were clear.
  - Provided feedback on better ways to communicate changes happening with the programs.
  - Provided input to TDA to improve the structure and focus of the annual conference.
  - Provided feedback for needed enhancements to TX-UNPS.
  - Provided TDA with feedback from their respective areas.

## 6) TDA Updates

- a. National CACFP Week – Beth Thorson
  - CEs should have received two email blasts from TDA containing information and resources for National CACFP Week. TDA is anxious to hear if any centers or homes prepared any of the menus or recipes that were sent and available on the website.
  - On March 23, the members will receive another e-mail blast asking for a recap of what they did for National CACFP Week.
  
- b. CACFP Conference – Wade Wilder
  - The conference will be July 5-9, in Austin. The pre-con will be on July 5.
  - The official invitation should be ready in a month.
  - TDA is looking to have around fifteen different possible break-out sessions for lecture.
  - TDA will also have seven to eight exercise only sessions (highlight sessions).
  - The pre-con will basics for newer participants in the CACFP program.
  - TDA will be running multiple tracks with different focuses. Advanced level classes will be offered for experienced participants and beginner levels classes will be offered for less experienced participants.
  - The 2016 Conference will be focus on financial management. Subsequent years will focus on procedures and paperwork, and food.
  - Wade Wilder, Coordinator for Education, will be sending a survey for feedback for Sharing Session topics. TDA will also have Sharing Sessions. Sharing Sessions is an opportunity for TDA to step off of the stage and give everyone who is participating in the conference a chance to talk with each other and share best practices, share hurdles they have overcome or hurdles they have yet to overcome. TDA will break the rooms into different topic areas so everyone will have the opportunity to share with their peers information or ideas on these topic areas. Please email topics to [Wade.Wilder@texasagriculture.gov](mailto:Wade.Wilder@texasagriculture.gov).
  
- c. Appeals Update – Sharon Welborn
  - TDA had five appeals in the 2016 review year. Three of those were terminated and disqualified and two were adverse action. Out of those five, one was sustained; two have a decision pending and two have a hearing pending.

## 7) Review Survey Results – Jackie Cantu

- Read the responses from the survey that went out. Survey requested top two challenges/barriers the Members experience in operating CACFP.
- Potential objectives for this workgroup and what the group hopes to accomplish. Potential objectives were:
  - Streamline the TX-UNPS application process.
    - Subcommittee formed to review processes: Robin Roark, Sharon Ray, Victor Salazar, and Berta Macat.
  - Review and provide input on federal regulations that allow State Agency discretion (comparing operations to regulation).

- Provide feedback on the Administrative Review process to help the process better gauge compliance.
- Jackie will solicit further feedback from the group via e-mail.

8) Member Updates

- Meeting ran long and members were not able to give updates at this meeting.

9) Closing Comments

- Next meeting will focus on workgroup objectives and a state-wide survey.

Next meeting May 19, 2016

# **Citrus Budwood Advisory Council Meeting Minutes**

November 20, 2014  
9:00 a.m.

Brazoria County AgriLife Extension Office  
21017 CR 171  
Angleton, TX 77515

## **Members Present:**

Dr. John daGraça  
Ms. Janet Fults  
Mr. Ricky Becnel  
Mr. Ray Prewett  
Mr. Paul Heller

## **Others Present:**

Mr. Ricky Becnel Jr.  
Mr. Matt Becnel  
Ms. Charlene Farias  
Mr. John Gordy  
Ms. Amy Graham  
Mr. Gil Livanee  
Mr. Shashank Nilakhe  
Mr. Jim Reaves  
Mr. David Shackelford  
Mr. George Shackelford  
Dr. Mani Skaria  
Mr. Mark VanNess

## **Minutes:**

- I. Call To Order
  - a. The meeting was called to order at 9:00 am by Dr. John da Graça.
  - b. A quorum was present to conduct official business.
  - c. Meeting minutes were recorded by Mr. Mark VanNess.
  
- II. Welcome and Introductions
  - a. Dr. da Graça welcomed everyone. Introductions were made going around the room by each individual present.
  - b. Mr. John Gordy from the Brazoria Co. AgriLIFE Extension Service, welcomed everyone and spoke briefly about the Brazoria county extension program.
  - c. Mr. Gil Livanee from the Brazoria Co. Master Gardeners was introduced.
  
- III. Approval of Previous Minutes

- a. The minute of the previous meeting held June 4, 2014, were reviewed. Mr. Paul Heller moved to approve the minutes.
- b. Mr. Ray Prewett seconded and the motion passed. Minutes were approved.
- c. Ms. Janet Fults will be replacing Mr. Awinash Bhatkar as the TDA representative on the Advisory Committee
- d. Ms. Fults stated that Orange Jasmine will be included in quarantine regulations.
- e. Ms. Fults stated that Mr. Shashank Nilakhe will add the Chiefland Florida Budwood facility to the list of approved locations to import certified budwood into Texas.
- f. Mr. Prewett moved that regulations should also allow for rootstock seed to be imported. Mr. Heller seconded, and motion passed.

#### IV. Update on the status of the Budwood Program and Facilities

- a. Mr. Mark VanNess gave an update on the Budwood Program. Total Budwood sales for FY 2013-2014 were 195,960. This is the most budwood that has been sold since FY 2006-2007 (248,814). Rio Red buds totaled 155,401 (79%) of total demand.
- b. Current projects include finishing the “TajMahal” Foundation greenhouse renovation project, replacing the roof of screenhouses 1 through 4, and finishing the transplanting of Foundation and Increase trees into the permanent screenhouses.
- c. All Foundation and Increase trees were tested in April for both HLB and CTV, and are all negative. Fall testing for HLB was performed and all tests were negative.
- d. Mr. Prewett brought up the issue of funding and the National Clean Plant Network (NCPN) funding. Mr. Prewett reminded everyone that this funding may decrease or disappear in the future and that other funding options need to be explored for the Budwood program.

#### V. Discussion and Possible Action Regarding Varieties with Mandatory Status

- a. Mr. Prewett said that all varieties should be made mandatory.
- b. Dr. Mani Skaria stated that with the implementation of new regulations regarding Increase tree production in nurseries, all varieties should be required to be mandatory varieties.

#### VI. Discussion and Possible Action Relating to Citrus Quarantine Regulations

- a. Ms. Fults stated that the citrus quarantine regulations were amended and adopted November 1, 2014. Ms. Fults stated that the regulations are now in effect.

#### VII. Discussion/Possible Action Related to the Citrus Budwood Certification Program Regulations Including Increase Block Requirements

- a. Mr. Shashank Nilakhe began an explanation of the draft of the proposal to allow citrus nurseries to produce their own increase budwood trees.
  - i. The categories of source trees were defined
  - ii. The Citrus Center would be the source for Foundation and Scion trees to be used for propagation of increase trees for the nurseries.
- b. Discussion was on testing protocols that should be used for Increase trees.
- c. Dr. Skaria suggested that the limit for trees to be used as a source of Increase budwood be extended longer than 4 years.
- d. Mr. Heller and Mr. Nilakhe both recommended keeping the 4 year limit on Increase trees, stating that after the 4 years, the trees would be eligible to go to the field for commercial production.

- e. Dr. Skaria raised the issue of private varieties and how the process would be handled for these varieties that the Citrus Center does not have.
- f. Dr. da Graça stated that private varieties could go through the shoot-tip grafting and thermal therapy process and Foundation trees of private varieties could be maintained at the Citrus Center.
- g. The issue of identifying/tagging trees was discussed.
- h. Mr. Nilakhe reminded everyone that we were under a time limit and urged everyone to individually review the draft and e-mail back any comments.
- i. Mr. Prewett and Mr. Heller both emphasized that we take the time to get the regulations right and not implement something that does not achieve the objectives.
- j. Mr. Prewett moved to reaffirm the interest with urgency, in the option of allowing nurseries to produce their own increase trees, and to provide Mr. Nilakhe with comments by next week. Mr. Heller seconded, and the motion carried.

VIII. Discussion/Action Regarding Citrus Nursery Stock Certification Program Regulations, Including Sanitation Requirements.

- a. Ms. Fults said that the sanitation requirements will be strengthened and incorporated into the budwood regulations. This will be addressed with the new budwood requirements for citrus nurseries.

IX. Discussion/Action Related to Citrus Greening Quarantine Regulations

- a. Ms. Fults stated that the Department is taking all compliance agreements from all the different scenarios and implementing them into the regulations in an attempt to streamline the regulations.

X. Acknowledgement of New Business

- a. Dr. Skaria requested a discussion on micro-budding in the next meeting and how it would apply to the new regulations.

XI. Selection of Date for Next Meeting

- a. Dr. da Graça suggested that the next meeting be held in the Rio Grande Valley sometime in March, with a date to be determined.
- b. Mr. Prewett reminded everyone that he will be officially retiring at the end of December and that his position on the committee will need to be filled.

XII. Dr. da Graça adjourned the meeting at 12:38 pm.

**Cotton Producers Advisory Committee**  
**Zone 1**  
**Meeting Minutes**

August 18, 2015  
9:00 a.m.

**Present:**

Johnny Skalitsky  
Stuart Strnad  
Buck Brazwell  
Jose Sanchez  
John Norman  
Lindy Patton  
Joe Pennington  
Larry Smith  
Bobby Sparks  
Edward Herrera  
Kenny Wilkins  
Raul Villanueva  
Edward Mathers  
Rhonda Welch

**Minutes:**

Joe called the meeting to order at 9:00 am and it was established that a quorum was present. Joe asked all present to review the minutes from the last meeting. Buck motioned to approve the minutes and was seconded by Bobby. The motion carried.

Committee members gave updates on the cotton harvest to date. Despite some late planting dates, producers reported a good start to harvest. Most areas have at least begun defoliating and many areas are picked as well. No one is still watering.

Larry gave a TBWEF presentation highlighting the status of the program. He discussed the challenges that came with the wet year. Some of those challenges included, chemical being washed of cotton after treatment, wet fields limiting ground rig access, and inability to inspect traps. He showed a map highlighting weevil catches. The map indicated the majority of weevil activity below Highway 83. Current catches show a reduction of weevil captures per trap. Applications, especially early season, were very aggressive. Edward stated this was possible due to the reduced acreage. Some treatments were hampered by weather. Larry then discussed Mexico's weevil numbers. Currently LRGV field with the highest weevil catch is 231. Mexico's is 444. Mexico has struggled with chemical applications and has run out of chemical. Larry then discussed the research USDA is conducting. They are testing a new lure. Another area of research is indicating that weevils are not developing resistance to Malathion. He then discussed the research the Extension service conducting on defoliant and Malathion being applied at relatively the same time.

Larry showed numbers indicating 31% hostable acres still remaining in the zone.

Edward talked about the weevil pressure the zone is currently under. He emphasized the need to get the cotton out in order to aggressively treat this fall. He stated the importance of reducing the numbers this fall before wet weather sets in. This will affect the numbers next spring.

Joe asked for any more questions from the committee members. Bobby expressed concerns over the weevil pressure from Mexico and asked if there were any solutions. Larry and Edward discussed the biggest differences between the U.S. and the Mexico programs. Recent communications with Mexico have included suggestions on ways to improve their program through QC, applications, and trapping. Lindy emphasized the importance of continued communications with the Mexico growers.

Joe then asked for suggestions for new officers for the committee. Bobby motioned the officers remain the same. Joe seconded. Motion was carried unanimously.

Lindy and Stuart discussed the current quarantine status of the zones in the state and the changes in progress. This includes changing the “suppressed” zones to “functionally eradicated”, with continued stalk destruction dates in some areas.

Lindy discussed the fund established by the National Cotton Council. The fund is meant to help the LRGV in controlling the weevil, due to the pressure from Mexico.

Joe then asked the committee for an open discussion on the status of the zone’s current harvest progress, and if there was a need for a blanket extension. Johnny stated that communication with the Boll Weevil personnel was helpful in knowing the hostable status of the crop. After much discussion, the committee decided to wait on making a decision on whether to grant a blanket extension. Larry will communicate, by email, the ongoing progress of harvest and the hostable acres remaining in the zone. Joe will request a blanket extension if needed closer to crop destruction date.

Joe asked if there was any other business to be covered by the committee at this time.

Stuart showed the committee the electronic version of the form to apply for an individual extension.

The date for the next Zone 1 CPAC meeting was tentatively set for August 18th 2016. All members agreed morning meetings were more convenient. Joe moved the meeting be adjourned.

# Food and Fibers Research Council Meeting Minutes

November 16, 2010

Fiber and Biopolymer Research Institute  
Lubbock, TX

## **Members Present:**

Kandice Poteet, Texas Cotton Association Representative  
Ron Pope, Texas Sheep & Goat Raisers' Association Representative  
Dale Swinburn, Texas Cotton Producers' Inc. Representative  
Robert Lacy, National Cottonseed Products Association Representative  
Shirley Reichstadt, Textiles/Fashion Representative  
Vanessa Stewart, Texas Independent Ginners Association Representative  
Pierce Miller, Mohair Council Representative  
Aaron Nelsen, Texas Cotton Ginners' Association Representative

## **Others Present:**

Noureddine Abidi, TTU  
Clay King, TWU  
Jane Dever, TAMUS  
Jim MacDonald, TAMUS  
Dean Ethridge, TTU  
Courtney Meyers, TTU  
Steve Hague, TAMUS  
Huanbiao Mo, TWU  
Eric Hequet, TTU  
Seshadri Ramkumar, TTU  
Victoria Imrahn, TWU  
Wayne Smith, TAMUS  
Shanil Juma, TWU  
Thea Wilkins, TTU  
Lindsay Dickens, Grants Specialist  
Jessica Escobar, Assistant General Counsel  
Karen Reichek, Grants Coordinator

## **Minutes:**

### Agenda Item I

The Commissioner (or his designee) were not able to attend this meeting, so Vanessa Stewart nominated Pierce Miller to be the temporary chairman for the day. Ron Pope seconded the motion. All approved, and the motion passed unanimously. Pierce Miller called the meeting to order at 9:11 am.

#### Agenda Item II

Researchers from Texas A&M University System, Texas Tech University and Texas Women's University were present to update the Council on the progress of their current projects. Presentations began at 9:30 am. The following researchers gave presentations before the Council broke for lunch: Courtney Meyers, Clay King (2 projects), Huanbiao Mo (3 projects), Victoria Imrahn, Shanil Juma, Wayne Smith, Steve Hague and Jane Dever (2 projects).

#### Agenda Item III

At noon the Council broke for lunch.

#### Agenda Item IV

Due to the remaining number of research presentations, the Council was unable to tour of the Fiber and Biopolymer Research Institute facility as originally planned.

#### Agenda Item V

Researchers began presentations again at 12:40 pm. The following researchers gave presentations after the lunch break: Jim MacDonald, Seshadri Ramkumar (2 projects), Thea Wilkins, Dean Ethridge, Eric Hequet (4 projects) and Nouredine Abidi (2 projects).

#### Agenda Item VI

With no other items of discussion, Aaron Nelsen made a motion to adjourn. Robert Lacy seconded the motion. All approved and the meeting was adjourned at 2:47 p.m.

# GO TEXAN Partner Program Advisory Board Meeting Minutes

October 29, 2014

1700 N. Congress Ave.  
Austin, TX 78701

## **Members Present:**

Rick Candea  
Craig Ivey  
Dr. Marlene Kahla  
Dr. John Nichols - Chairman  
Shannon Rusing

## **Staff Present:**

Bryan Daniel  
Jessica Escobar  
Mindy Weth Fryer  
Tyler McBride  
Karen Reichek  
Rick Rhodes  
Brenda Tharp  
Mary York

## **Invited Applicants:**

GTP-15-R301	EnvironX Solutions
GTP-15-R306	In Sights Nutrition
GTP-15-R304	Hobbs Bonded Fibers
GTP-15-R305	DK Organics
GTP-15-R309	Southern Floral Company
GTP-15-R308	Swift Distillery
GTP-15-R313	Pabst Brewing Company
GTP-15-R311	Treaty Oak Distilling
GTP-15-R302	MO Produce
GTP-15-R303	McFadin

## **Minutes:**

- I. Call to order and welcome  
The meeting was called to order at approximately 9:04 a.m. by Chairman, Dr. John Nichols.  
A quorum of members was present.
- II. Approval of minutes

With no changes to the minutes, Dr. Marlene Kahla made a motion to approve the minutes from the GOTEPP meeting held on July 7, 2014. Rick Candea seconded the motion and all approved.

### III. Staff update

- Karen Reichek, director of contracts and grants, gave an overview of the level of funding for the biennium and stated that \$355,000 was available for distribution during round 3 of proposal selections. She explained the application and scoring activities that took place prior to the meeting, as well as, discussed the process for reviewing and taking action during the board meeting. She indicated that the Board would hear presentations from each of the applicants, and then once all presentations were complete, the Board would make funding recommendations.
- Some applicants have received grants within the past few years. Staff provided brief summaries to the board of the activities accomplished to-date by these repeat applicants.

### IV. Review, discuss and take action on 2015 Round 3 GO TEXAN Partner Program proposals. The Board heard presentations from ten invited applicants. Upon the completion of the presentations, the Board discussed each project and made specific funding recommendations for each proposal. The Board approved the following recommendations for each project:

- ✓ EnvironX Solutions – discussion about the project, recommendations made to fund the project for \$49,620.00.
- ✓ MO Produce – discussion about the project, recommendations made to fund the project at 33,500.00.
- ✓ McFadin – discussion about the project, recommendations made to fund the project at \$15,601.50.
- ✓ Hobbs Bonded Fibers – discussion about the project, recommendations made to fund the project at \$27,682.00.
- ✓ DK Organics – discussion about the project, recommendations made to fund the project at \$24,200.00.
- ✓ In Sights Nutrition – discussion about the project, recommendations made to fund the project for \$50,000.00.
- ✓ Swift Distillery – discussion about the project, recommendations made to fund for \$31,475.70.
- ✓ Southern Floral Company – discussion about the project, recommendations made to fund for \$41,250.00.
- ✓ Treaty Oak Distilling – discussion about the project, recommendations made to fund the project at \$25,000.00.

- ✓ Pabst Brewing Company – discussion about the project, recommendations made to fund the project at \$50,000.00.

Dr. Nichols called for a motion to approve the budgets totaling \$348,329.20 as discussed. Dr. Marlene Kahla motioned to approve the budgets as presented and Craig Ivey seconded the motion. The motion was unanimously approved. The recommendations will be processed by TDA staff prior to official grantee notification.

V. Other business that arose at meeting: response and action to be placed on next agenda.

- Marketing Staff Update – Mary York, Administrator for Marketing and International Trade, updated the Board on recent GO TEXAN activities. GO TEXAN celebrated 15 years with an event at the Bullock Museum of Texas highlighting the many companies and products that they've worked with over the years. At the State Fair of Texas, a preview night was again held before opening the fair to the general public. This was a resounding success, and they are hoping to replicate some of these ideas at events in Houston during the Rodeo and Livestock Show.

The Board noted that they liked the project summaries and the revised criteria that awarded additional points to new applicants in order to encourage new participation. The Board also suggested that TDA encourage more applicants to this program, and talked about outreach methods.

VI. Adjournment

With no other items of discussion, the meeting was adjourned at 1:42 pm by the chair with unanimous consent by the board.

# Local Wellness Policy Committee Meeting Minutes

March 24, 2016  
10 a.m. – 12 p.m.

## **Present:**

Beth Thorson  
Jaclyn Cantu  
Sharon Welborn  
Wade Wilder  
Michelle Esper-Martin  
Chris Ferguson  
Edgar Curtis  
Melissa Dozier Gonzales

## **Minutes:**

1. Welcome and Roll Call
2. TDA Updates
  - MENU Module – training to be provided to the Education Service Center (ESC) Child Nutrition staff and Pilot Contracting Entity participants in April. Pilot CEs are North East ISD, East Central ISD, Hondo ISD, Kipp San Antonio, Roy Mass (RCCI). Region 20 ESC is involved in the pilot as well.
  - Grants – The application for training grants closed on 3/23/16. 2016 Equipment grants will be available in April.
  - Supply Chain Project – Working with a vendor to provide a workshop for 10 CEs. Workshop will facilitate an analysis of the CE menus and develop a model ordering plan to most effectively utilize USDA foods and commercial foods. Workshop will tentatively be May 3<sup>rd</sup> 2016.
  - White House Social and Behavioral Team is a working pilot to reduce non-response rates with verification. Team plans to work with Houston ISD. TDA will facilitate, but will not be involved with the actual pilot work.
3. Data Collection Subcommittee Update
  - Edgar Curtis provided the team with Wellness Policies Measurable document for review. Committee provided feedback to the subcommittee. Subcommittee incorporated feedback into the document (attached). Chris Ferguson will work with Edgar Curtis to develop a rubric for determining exemplary under Goal 1.
    - Goal 1.ii.3. will utilize Attachment B for measurement.
    - Goal 1.ii.4 will include Afterschool Snack Program.
    - Goal 1.ii.6 will utilize MENU Module data and Local Products Challenge for measurement.
    - Goal 2, a & b will be captured quarterly and c will be captured monthly starting with the summer of 2016.

- Subcommittee formed to develop a recognition program for Wellness Policies – Jackie Cantu, Margaret Lopez, Jody Houston
4. School Administrator PowerPoint and Handout – Michelle Smith and Patricia Mouser
    - Remove duplication from slides and shorten or design so school staff and tailor to audience's interests.
    - Make handout have 2 sides with the first side discussing academic impacts of wellness and the second side addressing financial impacts of wellness.
  5. Sample Wellness Policies and Implementation Plans – Jackie Cantu
    - Jackie is still working on getting samples from CEs and will bring to the May meeting.
  6. Member Updates
    - Kristin McGuire – seeking feedback on TASB Wellness Policy
    - Grace Norman – THI launched the School Breakfast Report Card data on website
    - Michelle Smith – Conducted Wellness training in Region 20. Training scheduled in Dallas in April. Breakfast grants open until April 1<sup>st</sup>. Hosted a SHAC Webinar on March 23<sup>rd</sup> reviewing the TDA Wellness Policy Checklist and TASBs Wellness Policy template. Michelle will send the group a flow chart created by Ray Longoria from Leander ISD.
    - Patricia Mouser – Presented at the Academy of Nutrition and Dietetics Association on nutrition in schools.
  7. Closing Comments

**Structural Pest Control Advisory Committee  
Meeting Minutes**

January 28, 2016

1700 N. Congress Ave.  
Austin, TX 78701

**Members Present:**

Warren Remmey  
Peggy Caruso  
Scott Dickens  
Roger Borgelt  
Byron Behrens -- Unable to attend  
Dr. Robert Puckett – Unable to attend  
Dr. Thandi Ziqubu-Page  
Dauphin Ewart  
Nancy Zaiontz  
Jay Jorns  
Dr. Nancy Crider

**Others Present:**

Stephen Pahl  
Leslie Smith  
Michael Kelly  
Maron Finley  
Cindy Fletcher  
Natalie Adelaja  
James Reese  
Don Ward  
John White  
Jim Ansley  
Brian Melass  
Killum Pest Control  
Harvey West  
Debbie Aguirre  
Randy McCarty

**Minutes:**

I. Call to Order

Meeting called to order at 9:00 a.m. Roger Borgelt, Chairman of Structural Pest Control Advisory Committee, reminded guests to sign the attendance sheet. Mr. Borgelt asked all those wishing to provide public comments to complete a public comment form.

II. Election of Chairman and Vice Chairman

Committee Action:

Motion: Jay Jorns made the motion to nominate Roger Borgelt as  
Advisory Committee Chairman.  
Dr. Nancy Crider seconded the motion.

The members voted unanimously in favor.

Committee vote: Unanimous

Committee Action:

Motion: Jay Jorns made the motion to nominate Dr. Robert Puckett as  
Advisory Committee Vice Chairman

The members voted unanimously in favor.

Committee vote: Unanimous

### III. Review and Approval of Minutes of October 29, 2016 Meeting

Committee Action:

Motion: Nancy Zaiantz made the motion to approve minutes.  
Dauphin Ewart seconded the motion.

The members voted unanimously in favor.

Committee vote: Unanimous

### IV. Discussion of Self-Assessment Questionnaire for SPC Advisory Committee

Leslie Smith, Director of Consumer Service Protection Programs, spoke about the results from the annual self-assessment questionnaires. The questionnaires listed several accomplishments such as the online notification system for pre-construction treatments and structural fumigations, a review of the structural fumigation rules, and revisions of some of the structural pest control regulations while also noting other areas still need revising. Ms. Smith also received feedback from the Committee on subjects needing to be addressed in 2016:

- a. School rules
- b. Inspection process
- c. Penalty Matrix – stiffer penalties for unlicensed applicators and those working with an insurance lapse or cancellation.
- d. Electronic CEU's

### V. Discussion and Possible Action

- a. Review of proposed revisions to the Structural Pest Control Penalty Matrix

Mike Kelly, Coordinator for Structural Pest Control Service (SPCS), explained the proposed changes to increase the administrative penalty for Unlicensed Applicators to \$1,000, and the penalty for operating with an insurance lapse or cancellation to \$1,000. Committee members expressed the need to raise the penalties. The committee suggested that the penalty for operating without a license be raised to \$2,000 so that a case could possibly be referred to the Attorney General's office; and that the penalty for operating with an insurance lapse or cancellation be a minimum \$1,000 and subsequent violation be addressed in the S3 table of the matrix.

Committee Action:

Motion: Jay Jorns made the motion to increase the penalty for Unlicensed Applicators to \$2,000.

Dauphin Ewart seconded the motion.

The members voted unanimously in favor.

Committee vote: Unanimous

b. Review of Inspection and Enforcement Data for First Quarter Fiscal Year-2016

Stephen Pahl, Administrator for Consumer Protection, gave a report on the number of enforcement actions and inspections for the first quarter of FY 2016. Mr. Pahl used a handout from the Enforcement Division to explain the number of noncompliant incidents from September 1, 2015 to November 30, 2015. Committee members had questions on the noncompliant incidents and asked for more information to be on these reports such as the amount of the penalties, number of complaints, etc. Committee members would also like to know how many referrals are made to the Attorney General's Office.

c. Review of issues related to expired/lapsed insurance

Leslie Smith stated that the Licensing Department does not renew licenses unless insurance is current.

Ms. Smith explained the recommended process for dealing with expired/lapsed insurance. Plans include a 30 day report with letters being sent out by Licensing Department to businesses that have a lapse or cancellation of insurance. After another 30 days from the mailing of letters, if the business still has a lapse or cancellation of insurance, then send out Inspector for an inspection. It was mentioned that TDA could make the insurance letters stronger to get more attention. Committee members want reports every meeting of the progress.

d. Discussion on using On-Line Meetings for Technician and Apprentice Supervision

Mike Kelly asked for everyone's opinion of using Skype or Face Time for the supervision of Apprentices and Technicians. After lots of discussion, it was recommended that the supervision of Technicians could be effective using digital or electronic devices. However, Committee members felt the apprentices still need the supervision as it is currently written. Committee members would like to see a draft rule revision at the next meeting.

VI. Discussion and action—Topics to be placed on agenda for upcoming meeting(s)

Committee members asked for the following topics:

- Goal Setting -- Bring rules
- Schools and joint inspections of Ag Applicators and Structural Applicators employed by a district.
- Insurance issue update.
- Enforcement Reports
- CEU Online Requirement (rule revision)-- July Meeting
- Structural Fumigation and Disclosures for bed bug treatments (rule revision) -- July Meeting
- Unlicensed Applicator -- Hotline
- Possible new regulation on bed bug fumigation standards. Would like presentations from a fumigant manufacturer regarding tape and seal fumigations.

VII. Public Comment

Debbie Aguirre, Owner/Operator of Elite Exterminating Inc. spoke of her concerns about using a tape and seal structural fumigation for controlling bed bugs. Ms. Aguirre feels tape and seal fumigation offers no confinement of the gas and when performed in certain structures, particularly in structures that share a ventilation system increases the possible loss of lives due to a lack of standards for such fumigations. Ms. Aguirre recommended using treatment standards and disclosure documents for bed bugs just like we currently do for dry-wood termites and/or regulation changes needed to protect the public. Ms. Aguirre also stated she would like for the termite pretreat and structural fumigation notifications to be public information found on the website in order to reduce phone calls to SPCS staff regarding whether or not notifications are being made.

Don Ward, Executive Director of Texas Pest Control Association completed form asking to address On-line training, but declined since it had already been mentioned as a topic for upcoming meeting.

VIII. Confirmation of Next Meeting Dates – April 28, 2016, July 28, 2016 and Oct. 27, 2016

Committee members decided that the next meeting will be held on April 28, 2016.

IX. Adjournment

Committee Action:

Motion: Dauphin Ewart made the motion to adjourn.

Warren Remmey seconded the motion.

The members voted unanimously in favor.

Meeting adjourned at 11:05 A.M.

**Texas Bioenergy Policy Council  
Meeting Minutes**

November 10, 2010  
10 a.m. – 12 p.m.

Texas State Capitol  
House Appropriations Hearing Room E1.030

**Member Present:**

DeBerry  
Avant  
Bagelman  
Brody  
Commissioner Michael Williams  
Doguet  
Hardcastle  
Land  
Murphy  
Shaw  
Trucksess  
Vaughan  
Vines

**Minutes:**

- I. Deputy Commissioner Drew DeBerry called the meeting to order at 10:00 a.m. and a quorum was established.
- II. Members were reminded of antitrust concerns [see attached].
- III. The minutes from the April 14, 2010, Bioenergy Policy Council meeting was approved.
- IV. The council reviewed the draft of the Strategic Plan and Research Report.
- V. The council heard no public testimony.
- VI. The council adjourned.

## **Texas Bioenergy Research Committee Meeting Minutes**

July 30, 2010  
10 a.m. – 11:50 a.m.

AT&T Conference Center  
1900 University Ave.  
Austin, TX 78705  
Room 301

### Minutes:

- I. Dr. Maldonado called the meeting to order at 10:10 a.m. and a quorum was established.
  - a. Roll Call: Present- Maldonado, Kelly, Mace, Outlaw, Lowe, Wolfe, Orbach, Yaroshevich and Kelley Faulk. Not Present- Auld and Gluck.
  - b. Calling In: Plowman, South, Stern, and Weber.
  
- II. Dr. Maldonado asked if there was objection to her chairing the meeting as requested by Commissioner Staples. There was no objection.
  
- III. Adoption of previous meeting's minutes.
  - a. Committee adopted by acclamation minutes from the February 16, 2010 meeting following a motion by Outlaw and a second by Lowe.
  
- IV. Amendment of the bylaws.
  - a. Dr. Maldonado presented TDA staff amendment to bylaws to allow for subcommittee meetings and the designation of a chair for those meetings.
  - b. No discussion. Committee adopted amendment to bylaws by acclamation following a motion by Wolfe and a second by Mace.
  
- V. Discussion with TDA Contractor, TetraTech Inc., regarding Bioenergy Study and Strategic Plan.
  - a. Dr. Maldonado recognized TDA Contractor Keith Henn from Tetra Tech, Inc. to present ongoing efforts to complete Bioenergy Study and Strategic Plan.
  - b. Background: Tetra Tech was selected by TDA, following a Request for Proposals, to provide TDA with a report addressing 12 tasks the legislature asked of the Bioenergy Research Committee and Policy Council as laid out in the enabling legislation. The complete report from the contractor will then be supplied to the Research and Policy committees as a base document for any reports from them to the legislature.
  
- VI. Adjournment at 11:50 a.m.
  - a. The committee stands adjourned subject to the call of the chair.

**Texas-Israel Exchange Advisory Committee  
Meeting Minutes**

April 14, 2010

1700 N. Congress Ave.  
Austin, TX 78701

**Members Present:**

Commissioner Staples  
Thomas Thompson- Chair  
Michael DeGiglio – conference call  
David Eaton  
Eddy Edmonson  
Sam Roosth  
Clayton Yantis  
David Wilson – conference call

**Others Present:**

Awinash Bhatkar, Coordinator for Plant Quality  
Lindsay Dickens, Grants Specialist  
Jessica Escobar, Assistant General Counsel  
Mindy Fryer, Grants Specialist  
Dolores Hibbs, General Counsel  
Karen Reichek, Grants Coordinator

**Minutes:**

Agenda Item I - Call to Order

Commissioner Todd Staples called the meeting to order at 10:05 a.m. Self-introductions of all board members and staff were made.

The Commissioner reminded everyone that the Texas Israeli Exchange Program went through Sunset in 2009. The Sunset Commission recommended, and the Legislature passed a bill, changing the Texas Israel Exchange Board to the Texas Israel Exchange Advisory Committee (Committee). TDA will continue to rely heavily on the Advisory Committee for program direction and funding recommendations.

Agenda Item II - Drawing of Terms and Election of Chair

Members of the Advisory Committee have been appointed by Commissioner Staples and will serve staggered three-year terms. In order to stagger terms, members drew for initial one-, two- or three-year terms. The department's general counsel oversaw this process. Committee members each drew a term. For those members unable to attend, TDA staff members drew their terms. All terms will expire April 14<sup>th</sup> of the year selected.

One-year Terms – Expire 2011

Michael DeGiglio  
Sam Roosth  
Thomas Thompson

Two-year Terms – Expire 2012

Clayton Yantis  
David Wilson  
Eddy Edmondson

Three-year Terms – Expire 2013

David Eaton  
Steve Finkelman

Next, Commissioner Staples asked for a nomination to elect a chairperson of the Committee. Mr. Eddy Edmondson nominated Dr. Thomas Thompson. With no other nomination, the Committee elected Dr. Thompson as chairperson by general acclamation.

Commissioner Staples then discussed Agenda Item V, Proposed Budget Reductions, with the members. He explained to the Committee that all state agencies, including TDA, have been directed by the Governor, Lt. Governor, and Speaker of the House to obtain certain targeted reductions in spending during the 2010-2011 biennium. The department's total budget reduction target is approximately \$7.2 million.

No program was singled out. TDA first identified possible reductions from agency program operations that total more than half of TDA's target reduction directive. The remainder of the directive was divided evenly among all state-funded grant programs as to not single out any program and to mitigate the impact to each stakeholder group. This includes a reduction of \$50,000 for the TIE Program. Commissioner Staples asked the Committee to make recommendations on where the funding should be reduced and explained that these cuts could impact the current projects, or be postponed to the next funding cycle which begins in the 2011 fiscal year. The Committee initially supported continuing funding of current projects, without reductions, and pursuing reductions in the next fiscal year.

The Committee raised the idea of seeking outside funding to compensate for the budget reductions as well as to increase the program budget. Committee members encouraged TDA staff to seek out private funding opportunities for this program including the possibility of reaching out to organizations such as the Texas-Israel Chamber of Commerce in Dallas and the Jewish Federation of Greater Houston to connect with investors.

Agenda Item III - Committee Bylaws

TDA staff provided copies of the draft bylaws to Committee members prior to the meeting. Dr. Thompson asked if the Committee had any concerns or changes. Discussion was had and a motion was made by Mr. Sam Roosth to adopt the bylaws as written. Dr. David Eaton seconded the motion, and the Committee unanimously approved the bylaws as presented.

#### Agenda Item IV - TIE/BARD Joint Advisory Committee

This item was postponed temporarily and was discussed in conjunction with Agenda Item VIII, review of the 2011 Request for Proposal.

#### Agenda Item V - Proposed Budget Reduction

As previously discussed, the Committee recommended TDA reduce the amount of funds available in the 2011 funding cycle.

#### Agenda Item VI - Continued Funding of Current TIE Projects

Each year of the grant cycle, the Committee is asked to review projects and determine if each project has made sufficient progress to warrant an additional year of funding. Progress reports completed by the researchers in January 2010, representing one and a half year's worth of work were previously forwarded to the Advisory Committee for review. As discussion began, Dr. Eaton asked TDA staff if, in their review, any concerns or problems were noted. Dr. Awinash Bhatkar stated that he believed the researchers are all making progress, have met the proposed timelines and have done everything they proposed to do, sometimes even more.

The following projects are currently funded at stated annual amounts:

- **TB-8031-08: Texas A&M Research Foundation** - Identification of Novel Elicitors of Induced Plant Resistance From *Trichoderma Virens*. (\$50,000)
- **TB-8035-08: Texas AgriLife Research** - The Effect of pH Modulation and ROS Production by Postharvest Pathogens on Postharvest Disease Development. (\$50,000)
- **TB-8047-08: Texas AgriLife Research** - Cultivation of Halotype *Salicornia* sp in Modified Constructed Wetlands for Purification of Maritime Effluent Water and Production of Biodiesel Fuel. (\$50,000)
- **TB-8050-08: Texas AgriLife Research** - Combining Elevated Levels of Membrane Fatty Acid Desaturation and Vacuolar H<sup>+</sup>-Pyrophosphatase Activity for Improved Drought Tolerance. (\$28,000)
- **TB-8053-08: Texas Tech University** - Enhancing Cotton Fiber Elongation and Cellulose Synthesis by Manipulating Fructokinase Activity. (\$50,000)
- **TB-8056-08: Texas AgriLife Research** - Optimization of Postharvest Storage Conditions to Maintain Fruit Quality and Health Maintaining Properties of Grapefruits. (\$22,000)

Mr. Roosth made a motion to approve 3<sup>rd</sup> year funding for all projects and Mr. Edmondson seconded the motion. The Committee approved and unanimously recommended funding all projects for a third year.

Agenda Item VII - MOU between the TDA and BARD.

A Memorandum of Understanding will be executed between the Texas Department of Agriculture and the Binational Agricultural Research and Development Fund (BARD) in Israel. A draft MOU was prepared by TDA staff from the previous grant cycle's agreement between these two funding bodies. The Advisory Committee was asked to review the document (previously distributed) and provide TDA with any comments or suggested revisions.

Mr. Edmondson moved to adopt the MOU. Mr. Clayton Yantis seconded the motion. All approved and the motion passed.

Agenda Item VIII - 2011 Request for Proposal

TDA, in conjunction with BARD, will publish a Request for Proposals (RFP) in late summer 2010. Responses to this RFP will be required to be submitted to both TDA and to BARD in Israel. A draft copy of the RFP had been provided to Committee members prior to the meeting. TDA requested input from the Advisory Committee members on the RFP requirements.

Dr. Eaton recommended TDA explore the option to expand eligibility to allow for-profit entities to apply for funding. Since these are public dollars, a funded entity would be required to make results available to the public. Results cannot solely benefit the applying organization. Members raised points both in favor and against this change. Discussion concluded by the Committee agreeing that TDA staff should discuss and evaluate this option with Commissioner Staples and BARD.

Ms. Reichel reviewed the general grant cycle timeline with the Committee and explained that the review process was quite extensive. Ms. Reichel requested that if any members wanted to volunteer for the JAC, they should contact her. Additionally, once the proposals are received and categorized, TDA will seek assistance from the Committee to recommend Texas Review Panel members.

Dr. Eaton commented that TDA should allow at least three months for researchers to respond to the RFP. Dr. Eaton recommended that TDA have an open call, with or without target areas for guidance. If TDA is not able to move forward with an open call, the Committee members recommended excluding mariculture as a priority area for soliciting proposals.

Mr. Edmondson asked what the definition of floriculture included and why was it excluded on the RFP. After a brief discussion, the Committee recommended removing the exclusion of floriculture and accepting proposals focused on cut flowers and other floriculture issues in the 2011 grant cycle.

Dr. Eaton suggested that commercialization of outcomes be encouraged in funding the projects, including the distribution of results at professional conferences and workshops.

With no other comments regarding the 2011 RFP, Mr. Roosth made a motion to approve the RFP noting the potential to include floriculture and remove mariculture if TDA cannot cast an open call for proposals. Mr. Yantis seconded the motion. The Committee approved the motion unanimously.

Agenda Item IX - Other Business

Dr. Thompson asked if anyone had other items to discuss. Dr. Eaton said that he would like to try and find a way to publicize the outcomes of TIE funded projects and also wanted TDA staff to look into the possibility of holding a joint conference with Israel. Dr. Thompson suggested dedicating a website to TIE projects to highlight results. Ms. Reichel indicated that she would approach BARD on the idea of a joint conference. TDA will look into publishing more information on its website.

Agenda Item X - Adjournment.

With no other items of discussion, Mr. Edmondson motioned to adjourn at 12:08 p.m. Dr. Eaton seconded the motion. The Committee approved the motion by general acclamation, and the meeting was adjourned.

# Texas Organic Agricultural Industry Advisory Board Meeting Minutes

April 22, 2014  
10 a.m.

1700 N. Congress Ave.  
Austin, TX 78701

## Minutes:

- I. Dennis Holbrook called the meeting to order at 10:25 a.m. Roll was called, and a quorum was established. All guests were introduced.
- II. The minutes were approved as circulated. Donald De Jong moved to accept the minutes as printed, and Jimmy Wedel seconded the motion.
- III. Mary York, Administrator of Marketing and International Trade, Texas Department of Agriculture, gave an update on marketing programs.
- IV. Each present board member gave an overview on their respective industry's status.
- V. Mary Ellen Holliman, Coordinator for Organic Certification Program, Texas Department of Agriculture, gave an overview of 2013 Organic Certification Program (OCP) survey.
- VI. David Kostroun, Chief Administrator for Agriculture and Consumer Protection, Texas Department of Agriculture, led discussion of TDA's OCP's options and the potential impact of changes to that program on the Texas organic industry
- VII. Dennis Holbrook led discussion of impact of FDA's Food Safety Modernization Act (FSMA) on applicable organic operations.
- VIII. Jessica Martini and Mary York discussed potential promotional activities.
- IX. There were no public comments.
- X. In other business, topics discussed included National Organic Standards Board meeting, term expirations, and possible meeting date in November 2014.
- XI. Monty Dozier moved to adjourn, and Gregory Devillier seconded the motion. The meeting was adjourned at 2:07 p.m.

# Texas Rural Health and Economic Development Advisory Council Meeting Minutes

November 13, 2012

## **Members Present:**

Commissioner Todd Staples  
Ms. Kathi Masonheimer  
Mr. Bryan Tucker  
Judge John Thompson  
The Honorable Don McBeath  
Mayor J Carnes  
Ms. Donna Kuenstler

## **Others Present:**

Bryan Daniel  
Rick Rhodes  
Diana Alvarado  
Suzanne Barnard  
Michael West  
Catherine Wright-Steele  
Linda Jones  
Roxana Newton

## **Minutes:**

### **I. Meeting Called to Order**

Meeting called to order by Commissioner Staples at 1:00 p.m. in Room 170 on the ground floor of the Stephen F. Austin Building, Austin, Texas. Roll Call of the members was taken and Diana Alvarado confirmed quorum. Board members approved meeting minutes from May 9, 2012.

### **II. Discussion and possible action related to Rural Policy Plan**

Commissioner advised that there are two key components to discuss which are (1) Rural Policy Plan and (2) Report to Legislature. Commissioner identified the four charges are Climate for Job Creation, Rural Community Infrastructure Development, Rural Healthcare, and Rural Workforce and Skills Development. Bryan Daniel presented the Rural Report Summary. *Economic Development* - Bryan Tucker would like to add best practices into the Rural Policy Plan. Don McBeath would like to incorporate the value of arts under the Climate for Job Creation. *Infrastructure* – Bryan Tucker mentioned provisions to rural taxes especially on water and sewer for cost savings. Commissioner stated that Rural Communities shall collaborate to identify cost savings in infrastructure development. *Workforce Development* – Commissioner stated that we need to identify ways to collaborate and share

costs such as busses, kitchens, and distance learning. Representative Hardcastle stated we need to identify a list of specialized programs for each community college.

**III. Public Comment and Invited Testimony**

Public comment received from Amy Barbee, Homero Lucero, and Kathy Trimmer. Amy Barbee with Texas Cultural Trust commented on embracing the arts to enhance cultural districts and economic development. Homero Lucero with Century Link commented on need of communication in rural areas. Kathy Trimmer with Heart of Texas Council of Governments commented that we need to advocate for vocational schools, communication and marketing challenges, and homecoming career developments. Kathy addressed the issue of the rural brain drain.

**IV. Adjournment of Texas Rural Health and Economic Development Advisory Council Meeting**

Commissioner declared the meeting adjourned at 2:20pm.

**V. Call to Order Meeting of Rural Health Task Force**

Judge Thompson, Chair, Rural Health Task force called the meeting to order at 2:22pm. Roll Call of the members was taken and Diana Alvarado confirmed quorum. Board members approved meeting minutes from May 9, 2012.

**VI. Discussion and possible action related to Rural Policy Plan**

Bryan Daniel presented Health Care section from Rural Report Summary. Representative Hopson discussed Trauma Fund Issues. Dr. Hathaway commented on Regional Health Care Partnerships and 115 Waiver how you can incorporate and not replicate work. Dr. Hathaway mentioned the Satellite classes for participating colleges. Mr. Troy Alexander commented on Trauma Funds and infrastructure money to use for loans for Rural Communities to have facilities needed in rural areas. Bryan recommended adding “Fully leverage state and federal funding programs to aid rural communities in using their local assets to build healthcare infrastructure.” Don McBeath would like to change Rural Communities to Rural Communities and State. Don McBeath would also like to include Mental Health in the Rural Policy Plan.

**VII. Public Comment and Invited Testimony**

**VIII. Adjournment of Rural Health Task Force Meeting**

Chairman Judge Thompson declared the meeting adjourned at 3:30pm.

# Texas Shrimp Marketing Program Advisory Committee Meeting Minutes

May 22, 2012  
10 a.m.

1700 N. Congress Ave.  
Austin, TX 78701

## **Members Present:**

Ivo Goga  
Carol Huntsberger  
Brad Lomax  
Ronald (Ron) Pockrus

## **Others Present:**

Jessica Escobar, Assistant General Council  
Veronica Beyer, Administrator for Marketing and International Trade  
Bobby Champion Jr., Coordinator for Shrimp Marketing  
Wendy Womack, Coordinator for Food & Beverage  
Mary York, State Coordinator for Marketing Campaigns  
Debbie Wall, Coordinator for Funding for Marketing and International Trade

## **Minutes:**

CALL TO ORDER

### APPROVAL OF MINUTES FROM MAY 18, 2011, MEETING

Minutes were discussed but not approved because there was not a quorum.

A. Ivo Goga asked if all committee members had a chance to review minutes from previous meeting and if there were any changes or clarifications needed.

Committee to provide names and contacts to Bobby to meet with a Buyer/Distributor from one of the major food suppliers: Sysco, Ben E. Keith, US Foods.

### UPDATE ON SHRIMP MARKETING PROGRAM BUDGET

Bobby Champion Jr. and Debbie Wall provided an update on program budget allocations and expenditures.

This is a snapshot of the budget:

Current Revenue after first two quarterly payments:

\$142, 329.99

1st payment - \$135, 359.40

2nd payment - \$6969.60

Next two payments are due in July 2012 and Sept. 2012  
In comparison to last year, we are \$5920.20 ahead of last year at this time.

Expended and/or encumbered:

Salary, travel and training - \$59,335.52  
Events and Chef Demos - \$33,849.34  
Gulf Coast Coalition -\$2611.41  
Design and Production -\$7700.00

Total: \$103,329.00

#### UPDATE ON POSSIBLE LEGISLATIVE CHANGES FOR THE DEPARTMENT

Veronica Beyer provided an update on potential legislative changes for the marketing and promotions division and answered questions from committee members. No legislative issues discussed and BP funding is still a possibility but currently out of TDA's control.

#### UPDATE AND DISCUSSION REGARDING SHRIMP MARKETING PROGRAM PROMOTIONAL MATERIALS AND THE DEPARTMENT'S EDUCATIONAL EFFORTS

- a. 2012 GO TEXAN Restaurant Round-Up event
- b. Gulf & South Atlantic Coalition Update
- c. Branding of Texas wild-caught gulf shrimp
- d. Promotional/Retail efforts of the TSMP
- e. What is the Texas shrimp story – How do we convey this?
- f. Discuss Sustainability in Relation to TSMP
- g. Fishery Management Considerations

##### a.) Wrap-up of 2010 GO TEXAN Restaurant Round-Up (GTRR) event

Wendy Womack and Mary York provided an update on this year's GTRR.

Discussion ensued regarding increasing restaurant participation and how promoting Texas gulf shrimp will be featured during this year's event. The Round-Up will take place July 23-29.

##### b.) Gulf & South Atlantic Coalition Update

Bobby Champion Jr. provided an update on the Gulf & South Atlantic Coalition.

Discussion ensued regarding new coalition website, eatgulfseafood.com and the fact that some of the coalition opportunities for Texas are very expensive (lack of BP funds) and don't all feature wild caught shrimp.

##### c.) Branding of Texas Wild-Caught Gulf Shrimp

Create a new tagline to compliment our GO TEXAN mark in order to further brand Texas Wild Caught Gulf Shrimp. These popular taglines and keywords are ones we will expand.

~Texas Shrimp. Wild Caught. Gulf Fresh

~Texas Gulf Shrimp. natural. Local Delicious.

~Texas Shrimp: A Boatload of Flavor

##### d.) Promotional/Retail efforts of the TSMP

Create a Texas Shrimp Industry DVD

This DVD will serve a number of educational and consumer purposes:

Target - Retailer Outlets / Consumers / Culinary Institutions.

Bobby will reach out to industry members and ask for coastal pictures and other video content.

The Blessing of the Fleet event (July 10) will be a great place to acquire more footage.

New Texas Shrimp Industry brochure – Committee to provide Bobby with feedback on what the internal content/text should be.

New Texas Shrimp Website and Monthly E-mail Blast

Discussion ensued regarding new TSMP website and monthly e-mail blast. New ideas were well received and positive.

Wholesale website listing:

Committee members will let Bobby know who needs to be removed or added on our current wholesale list. This must to be broken down between retailers, wholesalers and dockside sellers. Bobby will provide existing listing to members for review.

e.) What is the Texas shrimp story – How do we convey this?

Discussion ensued regarding ways to convey the Texas Shrimp story. Texas chefs, retailers, different agriculture commodity groups and the media are all being utilized to promote the industry and tell the story. Two chef cooking videos were viewed.

f.) Discuss Sustainability in Relation to TSMP

Discussion ensued regarding ways to convey the meaning of the word ‘sustainable’ in regards to the Texas Shrimp Industry. Subject was put on hold until this word is further defined and agreed upon in relation to our needs.

g.) Fishery Management Considerations

Discussion ensued regarding Fishery Management Considerations. Because the TSMP is ‘marketing based’, this subject should be explored by members of the Texas Shrimp Association or by Texas Parks & Wildlife instead. TDA would support in a marketing capacity.

#### DISCUSSION AND POSSIBLE ACTION REGARDING COMMITTEE MEETING DATES AND LOCATIONS

A. Committee members discussed possible dates for the next meeting. Late August and mid-September are potential time frames.

B. Committee members also discussed possible new locations for next meeting.

#### PUBLIC COMMENT

## **Appendix B**

# **Texas Organic Agricultural Industry Advisory Board Bylaws**

## Article I - Purpose

The Texas Organic Agriculture Industry Advisory Board (Board) is empanelled for the purpose set forth in Chapter 50C of the Texas Agriculture Code.

## Article II - Place of Business

The Board's principal business will be transacted in Travis County, Texas.

## Article III - Board Members

Section 1. Number and Manner of Appointment. The Board shall be composed of 13 Board members appointed by the Commissioner of Agriculture.

Section 2. Advisory Committee Membership. The Board shall consist of the following members:

- (a) four members who produce organic agricultural products;
- (b) two members who are retail sellers of organic agricultural products;
- (c) one member who distributes organic agricultural products;
- (d) one member who processes organic agricultural products;
- (e) one member who represents a Texas trade associations that represents the organic agricultural industry;
- (f) one member who represents the Texas Cooperative Extension;
- (g) one technical advisor member who is employed by an institution of higher education or a government agency as a researcher or instructor:
  - (i) in the field of organic agricultural products or sustainable agriculture;
  - or
  - (ii) who has technical expertise in soil biology, agronomy, entomology, horticulture or organic farming systems;
- (h) one member who represents the public; and
- (i) one member who represents the Texas Department of Agriculture (TDA).

Section 2. Term. Board members will draw lots at the first meeting of the Board to determine the expiration date of each Board member's initial term. The initial terms of the members shall be as follows: seven of the Board members' terms will expire on February 1, 2009, and six of the Board members' terms will expire on February 1, 2011. Thereafter, all Board members shall serve four-year terms.

Section 3. Reappointment. The Commissioner may reappoint a Board member to the Board at the end of each term.

Section 4. Duties. The duties of the Board are to

1. Assist TDA with:

- (a) assessing the state of the organic agricultural products industry in Texas;
- (b) developing recommendations to the Commissioner and the Texas Legislature on how to promote and expand the organic agricultural products industry in Texas;
- (c) identifying and obtaining grants and gifts to promote and expand the organic agricultural products industry in Texas; and
- (d) developing a statewide organic agricultural products education and awareness campaign that:
  - (i) utilizes the Texas Cooperative Extension's educational programs and channels of distribution (when appropriate);
  - (ii) is consistent with Sections 2.002 and 12.002 of the Texas Agriculture Code and with TDA's policies regarding the promotion of Texas agriculture and its agriculture products; and
  - (iii) does not refer negatively to any other agriculture process that is used or any other agricultural product that is grown or sold in this state.

2. Review and provide guidance on rules impacting the organic agricultural products industry in Texas.

Section 5. Removal and Resignation. The Commissioner may remove a Board member at any time. Any Board member may resign at any time by giving written notice to the Commissioner or the Board's presiding officer. Any such resignation shall take effect at the date of acceptance by the Commissioner.

Section 6. Vacancies. Whenever a Board member vacancy occurs, other than from the expiration of a term of office, the Commissioner, in accordance with state laws, shall appoint a new Board member to fill the vacancy.

#### Article IV - Presiding Officer

Section 1. Presiding Officer. The powers and business of the Board shall be conducted, controlled and managed to the extent authorized by law and these bylaws by the presiding officer who shall be a Board member, who shall be known as the "Presiding Officer."

Section 2. Manner of Election. The Presiding Officer shall be elected by voice vote at a called meeting. The nominee for Presiding Officer receiving the greatest number of votes shall be elected. The Presiding Officer shall hold office until a successor has been duly elected and qualified.

Section 3. Duties. The Presiding Officer shall preside over all Board meetings, perform all acts and duties usually performed by the Presiding Officer of a Board and serve as an ex-officio member of all subcommittees of the Board.

Section 4. Tenure and Removal. The Presiding Officer shall hold office at the discretion of the Commissioner, subject to the power of removal by the Commissioner as provided in these bylaws.

Section 5. Resignation. The Presiding Officer may resign at any time by giving written notice to the Commissioner. Any such resignation shall take effect at the date of receipt of the resignation.

Section 6. Vacancies. Whenever a vacancy occurs in the office of Presiding Officer, the remaining Board members shall elect a Board member to fill the vacancy for the remainder of the position's term.

#### Article V - Meetings

Section 1. Regular Board Meetings. The Board shall meet once each calendar year.

Section 2. Special Board Meetings. Special Board meetings shall be held upon call of the Commissioner.

Section 3. Notice. Notice of all Board meetings shall be posted with the Secretary of State's Office by TDA in accordance with the Texas Open Meetings Act. Notice shall be given to each Board member in writing and delivered personally or mailed to each Board member at his/her business address, by fax, electronic mail or telephone at least 10 days prior to the meeting. Notice of special meetings shall be given to TDA at least 10 days prior to the date of such meeting.

Section 4. Place of Meeting. Meetings shall be held in TDA's headquarters in Austin, Texas or such other place as may be designated from time to time by TDA. Board members may meet by teleconference, with the approval of TDA, in approved locations and in accordance with the Texas Open Meetings Act. Board members cannot vote by proxy, absentee ballot or electronically.

Section 5. Quorum. Seven Board members shall constitute a quorum at any Board meeting.

Section 6. Majority Action as Board Action. Every act or decision performed or made by a majority of the Board members present at a meeting duly held at which a quorum is present is the act of the Board, unless these bylaws require a greater percentage or different voting rules for approval of a matter by the Board.

Section 7. Conduct of Meetings. The Board meetings shall be presided over by the Presiding Officer, or in his or her absence, by an acting Presiding Officer chosen by a

majority of the Board members present at the meeting. TDA staff shall act as secretary of all Board meetings. Meetings shall be governed by Robert's Rules of Order, revised, insofar as such rules are not inconsistent with or in conflict with these bylaws or state laws.

Section 8. Removal. Any Board member who fails to attend three consecutive called meetings may be removed by the Commissioner. A Board member who fails to attend two consecutive called meetings will receive notice that if the Board member fails to attend the next scheduled meeting he or she may be removed from the Board by the Commissioner.

#### Article VI - Amendments

These bylaws may be altered or amended, as agreed to by TDA, at any regular or special meeting of the Board members. No amendment to the bylaws shall be passed, however, unless prior notice in writing of a proposed amendment has been provided to each Board member.

#### Article VII – Construction and Terms

Should any of the provisions or portions of these bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these bylaws shall be unaffected by such holding. Notwithstanding anything contained in these bylaws, in the event of any conflict between any term of the bylaws and any provision of Chapter 50C of the Texas Agriculture Code, then Chapter 50C of the Texas Agriculture Code shall prevail and these bylaws shall be deemed to be automatically amended to delete the provision in conflict with such statute and to incorporate by reference the controlling provision contained in such statute.

### **CERTIFICATE OF PRESIDING OFFICER**

The undersigned, the Board's Presiding Officer does hereby certify that the Board on \_\_\_\_\_, 2016, duly adopted the foregoing bylaws in Austin, Texas.

\_\_\_\_\_

Presiding Officer

### **APPROVAL OF COMMISSIONER**

The undersigned, Commissioner of Agriculture of the State of Texas, hereby approves the foregoing bylaws of the Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_

Sid Miller  
Commissioner of Agriculture