



Regulatory/Policy Committee

W E D N E S D A Y , J U N E 2 6 , 2 0 2 4





Call Meeting To Order



Public Comments

Items for Presentation and Discussion

1. Presentation of State Legislative and Regulatory Activities-Paul Gonzalez
2. Consideration and Discussion to Amend the Brownsville Public Utilities Board Identity Theft Prevention Policy-Estrella Solorzano
3. Presentation and Discussion of Revisions to the Brownsville Public Utilities Board Personnel Policies and Procedures Policy No. 24 - Travel Policy-Sergio Delgadillo
4. Presentation and Discussion of Revisions to the Brownsville Public Utilities Board Travel Policy-Jorge Santillan
5. Discussion and Possible Recommendation on Review of Resolution on the Rules Governing the Board of Directors - Marilyn D. Gilbert



Consideration and Discussion to Amend the Brownsville Public Utilities Board Identity Theft Prevention Policy

JUNE 26, 2024

● ● ● R E G U L A T O R Y / P O L I C Y C O M M I T T E E

Policy

The Brownsville Public Utilities Board (BPUB) Identity Theft Prevention Policy complies with Federal laws including the Federal Trade Commission's regulation that implement Section 114 of the Fair and Accurate Credit Transactions Act of 2003. 16 C.F.R §681.2. BPUB establishes, implements and updates an Identity Theft Prevention Program that will identify, detect, mitigate, and update Red Flags that signal the possibility of identity theft in connection with the opening of a covered account or any existing covered account.

Proposed Changes

Due to recent changes to BPUB's organizational structure, the Customer Service Department has revised this policy and proposes the following changes:

1. Updated Policy number for compliance with Records Management standards.
2. Combined all BPUB employees' roles and responsibilities/applicability to one section.
3. Added a section for detection, prevention and mitigation.
4. Removed examples of customers identifying information.
5. Updated Program Manager to Director of Customer and Support Services.

Next Steps

Present to BPUB Board of Directors on July 8, 2024.

Questions?



Policy No. 24 - Travel

PRESENTATION AND DISCUSSION OF REVISIONS TO THE BROWNSVILLE PUBLIC UTILITIES BOARD PERSONNEL POLICIES & PROCEDURES – DR. EMILIA GUERRA

● ● ● R E G U L A T O R Y / P O L I C Y C O M M I T T E E

Current Policy

Last revised & approved by the Board on December 8, 2003.

Establishes the guidelines for travel and reimbursement.

Proposed Policy Changes

General Changes:

- The policy was reviewed and updated to ensure it is current and in compliance with federal, state, and local regulations.
- Policy sections were updated and reorganized to align with the most recently updated policies.
- Proposed a title change to “Employee Travel Policy”.
- Removed procedural language that is included in the Travel Procedures Handbook.
- Included a new section for provisions related to non-exempt employee travel.



Travel Expense Policy

PRESENTATION AND DISCUSSION OF REVISIONS TO THE BROWNSVILLE
PUBLIC UTILITIES BOARD TRAVEL POLICY– JORGE SANTILLAN

● ● ● R E G U L A T O R Y / P O L I C Y C O M M I T T E E

Current Policy

- Current policy approved on June 13, 2016 and revised on March 20, 2018.
- Policy establishes structure of the financial processes associated with the BPUB business travel expenses.

Proposed Policy Changes

- Changed Policy Name:
 - Current - Travel Policy
 - Proposed - Travel Expense Policy
- Updated Department Name:
 - Accounting & Treasury Department

Proposed Policy Changes

- Replaced Violation of Policy Section with Travel Expense Report Section.

VIOLATION OF POLICY TRAVEL EXPENSE REPORT

~~Abuse of the Travel Policy, including falsifying expenses to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.~~

~~Failure to submit a BPUB Travel Expense Report within 30 days after returning from the trip along with proper documentation will result in the following disciplinary actions:~~

~~1st failure—verbal warning~~

~~2nd failure—written warning~~

~~3rd failure—suspension of travel cash advances~~

A Travel Expense Report is to be submitted by the traveling employee no later than 30 calendar days from the date of return.

The Accounting & Treasury Department will issue a violation notification for travel expense report not submitted within 30 calendar days to Human Resources who will take appropriate action.

This section will be summarized in the Personnel Policies and Procedures Manual, Policy No. 24 (Employee Travel Policy) under the Non-Compliance section.

Questions?



Recess to Closed Meeting



Closed Session Item

CONSIDERATION AND APPROVAL OF THE BROWNSVILLE PUBLIC UTILITIES BOARD'S ENERGY RISK MANAGEMENT POLICY UPDATES (SEC. 551.086).



Reconvene Open Meeting



Discussion and Possible Recommendation on Closed Meeting Items



Adjournment
