

***Kim Jones***  
***Montague County Clerk***  
***P.O. Box 77***  
***Montague, Texas 76251***  
***(940) 894-2461***  
***(940) 894-6601 Fax***



## **RECORDS MANAGEMENT & RECORDS ARCHIVE WRITTEN PLAN FISCAL YEAR 2023/2024**

### **I. Statute**

The 77<sup>th</sup> Texas Legislature passed HB 370 to allow border counties to assess a \$5.00 Records Management and Preservation Fee for the preservation of older records filed with the County Clerk. The 78<sup>th</sup> Legislature passed SB 1731 amending the original legislation allowing all counties to collect this fee with the Commissioners' Court approval. This legislation amends Local Government Code, § 118.011 (g), to enable the Commissioners' Court to adopt a Records Archive Fee for the preservation and automation of previously filed and recorded records.

The court established a fee of \$5.00 to be collected at the time of filing or recording of any public record with the exception of documents filed by the state. The Montague County Clerk has been collecting this fee.

SB 526 passed by the 79<sup>th</sup> Texas Legislature repeals the Local Government Code, § 118.025(a)(4) regarding definition of "Records Archive" as public documents filed with the County Clerk before January 1, 1990 and adds language to allow the County Clerk to designate records that are part of records archive plan, with approval of Commissioners' Court in a public meeting. The bill repeals the Local Government Code § 118.011(g), and § 118.025 (k), relating to the expiration date of September 1, 2008.

HB 1513 passed by the 83<sup>rd</sup> Legislative Session amends § 118.011 (b) and (f) of the Local Government Code to increase the amount of the County Clerk's Records Archives Fee (accessed when a non-court document is presented to the County Clerk for recording or filing) from not more than \$5.00 to not more than \$10.00. The increased fee is set to revert to the "not-more-than \$5.00" amounts on September 1, 2019.

*Effective September 1, 2019, the maximum allowable archive fee will be permanent. It was scheduled to be reduced to a maximum \$5 fee on 9/1/19, but SB 658 of the 86<sup>th</sup> Texas Legislature made the current \$10 maximum allowable amount a permanent figure.*

General Provisions: The fee for "Records Management and Preservation" under § 118.011 is for the records management and preservation services performed by the County Clerk after the filing and recording of a document in the records of the office of the Clerk. (d) The fee shall be deposited in a separate records archive account in the general fund of the County. Any interest accrued remains with the account. (e) All expenditures from the records management and preservation account shall comply with Subchapter C, Chapter 262.

The fee for "Records Archive" under § 118.011(f) is for the preservation and restoration services performed by the County Clerk in connection with maintaining a County Clerk's records archive. (d) The fee shall be deposited in a separate records archive account in the general fund of the County. (e) The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the County Clerk's records archive. (g) the County Clerk shall prepare an annual written plan for funding the preservation and restoration of the County Clerk's records archive. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262.

## **II. Purpose**

To continue to back scan deed/real records to digital formats to keep from exposing these records from daily usage and deterioration. Although the office is progressive in the preservation of current records by utilizing the Records Management Fee, funding has not been sufficient to electronically preserve, restore, and re-index the older document that have priceless historical value. In order to preserve and enhance the integrity and reliability of the existing system for recording and preserving public documents; the County Clerk seeks to preserve existing original records by restoring or re-creating books, digitizing older microfilm and paper records, re-indexing old handwritten and typed indexed records and importing newly created images and data into the existing computer system.

## **III. Restoration and Preservation Projects**

The goal of the County Clerk's office is to:

Digitize all official public records.

Modernize and upgrade old records systems in the office.

Continue and add records and information to existing computer system.

Eliminate record searching by having more records available for electronic retrieval.

Provide more public information via the Internet.

Preserve original records by reducing daily manual usage.

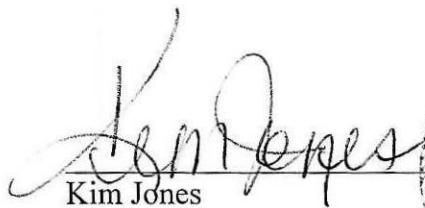
Due to enormous volume of records in the Montague County Clerk's Office, the records management and archive plan projects will be an ongoing process for many years to come.

## Summary

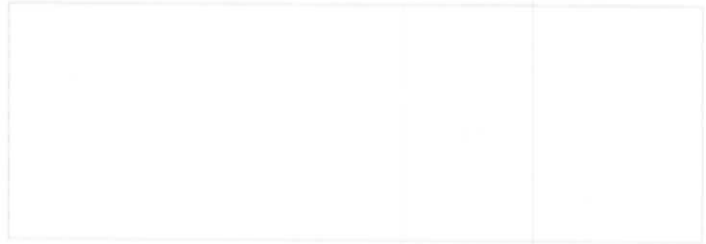
The County Clerk's office has taken advantage of preserving and maintaining documents with the use of records management and archive fee. These fees are dedicated to that task. The vast majority of the permanent records in the County Clerk's office were paper based and used on a daily basis by the public making them vulnerable to loss theft, wear, and tear.

These records are preserved by adding the records management and archive fee to cover the cost of scanning and indexing the paper-based documents without additional cost to the County. In addition to preserving the documents, the images are added to our existing system which improves customer service and disaster recovery.

Revenue collected and not expended in the fiscal year will be carried forward and used toward outstanding balances on the current projects. We will then re-assess and prioritize what records and/or documents need to be completed on future projects and obtain new pricing information to achieve those projects, as needed.

  
Kim Jones  
Montague County Clerk





# Texas Association of Counties 2024 Post-65 Retiree Benefit Plans Package 1





**GROUP RETIREE MEDICAL  
Package 1**



Medicare (Part A) – Hospital Services	Medicare Pays	Plan Pays	You Pay
<b>HOSPITAL CONFINEMENT BENEFIT*</b>			
Semiprivate room and board, general nursing and miscellaneous services and supplies:			
First 60 days	All but \$1,600	\$1,600 (Part A deductible)	\$0
61 <sup>st</sup> through 90 <sup>th</sup> day	All but \$400 per day	\$400 per day	\$0
91 <sup>st</sup> through 150 <sup>th</sup> day (while using 60 lifetime reserve days)	All but \$800 per day	\$800 per day	\$0
Once Lifetime Reserve days are used:			
Additional 365 days:	\$0	100% of Medicare Eligible Expenses	\$0
Beyond the Additional 365 days:	\$0	\$0	All costs
<b>SKILLED NURSING FACILITY CARE*</b>			
You must meet Medicare's requirements, including having been in a hospital for at least 3 days and entered a Medicare-approved facility within 30 days after leaving the hospital:			
First 20 Days	All approved amounts	\$0	\$0
21 <sup>st</sup> through 100 <sup>th</sup> day	All but \$200 a day	Up to \$200 a day	\$0
101 <sup>st</sup> day and after	\$0	\$0	All costs
<b>BLOOD DEDUCTIBLE – Hospital Confinement and Out-Patient Medical Expense</b>			
When furnished by a hospital or skilled nursing facility during a covered stay.			
First 3 pints	\$0	3 pints	\$0
Additional amounts	100%	\$0	\$0
<b>HOSPICE CARE</b>			
Available as long as your doctor certifies you are terminally ill and you elect to receive these services.	All but very limited coinsurance for outpatient drugs and inpatient respite care	\$0	Balance
Medicare (Part B) – Medical Services	Medicare Pays	Plan Pays	You Pay
<b>OUT-PATIENT MEDICAL EXPENSES - In or Out of the Hospital and Out-Patient Hospital Treatment.</b> such as Physician's services, inpatient and outpatient medical and surgical services and supplies, physical and speech therapy, diagnostic tests, durable medical equipment:			
Medicare Part B Deductible: First \$226 of Medicare-approved amounts**	\$0	\$226 (Part B Deductible)	\$0
Remainder of Medicare-approved amounts	Generally 80%	Generally 20%	0%
Part B Excess Charges (Above Medicare Approved Amounts)	\$0	100%	0%

**The Medicare Parts A and B deductibles and co-insurance amounts shown are the 2023 amounts. Your plan will automatically adjust to the changes to Medicare Parts A and B amounts for 2024.**

**GROUP RETIREE MEDICAL  
Package 1**



Medicare (Part B) – Medical Services	Medicare Pays	Plan Pays	You Pay
<b>BLOOD</b>			
First 3 pints	\$0	All costs	\$0
Next \$226 of Medicare Approved Amounts**	\$0	\$226 (Part B Deductible)	\$0
Remainder of Medicare Approved Amounts	80%	20%	\$0
<b>CLINICAL LABORATORY SERVICES</b>			
Blood tests for Diagnostic Services	Blood tests for Diagnostic Services	Blood tests for Diagnostic Services	Blood tests for Diagnostic Services
Medicare (Parts A & B)	Medicare Pays	Plan Pays	You Pay
<b>HOME HEALTH CARE – Medicare Approved Services:</b>			
Medically necessary skilled care services and medical supplies	100%	\$0	\$0
<b>DURABLE MEDICAL EQUIPMENT</b>			
First \$226 of Medicare Approved Amounts**	\$0	\$226 (Part B Deductible)	\$0
Remainder of Medicare Approved Amounts	80%	20%	\$0
Benefits Not Covered by Medicare	Medicare Pays	Plan Pays	You Pay
<b>FOREIGN TRAVEL - Medically necessary emergency care services beginning during the first 60 days of each trip outside the USA:</b>			
First \$250 each calendar year	\$0	\$0	\$250
Remainder of charges	\$0	80% to a lifetime maximum of \$50,000	20% and amounts over the \$50,000 lifetime max

\*A benefit period begins on the first day you receive service as an inpatient in a hospital and ends after you have been out of the hospital and have not received skilled care in any other facility for 60 days in a row.

\*\*Once you have been billed the first dollars of Medicare-Approved amounts for covered services (which are noted with two asterisks), your Medicare Part B Deductible will have been met for the calendar year.

***Benefits are paid only for those expenses which have been approved as eligible by the Federal Medicare program.***

***Benefits will not be paid for any expenses which are not determined to be Medicare Eligible Expenses by the Federal Medicare Program or its administrators, except as otherwise specified.***

***This policy's renewability, cancellability and termination provisions are at the option of the group policy holder except in cases of non-payment of premium***

***The summary of program benefits described herein is for illustrative purposes only. In case of differences or errors, the Group Policy governs.***

**GROUP RETIREE PART D PLAN**  
**Package 1**



Description		Package 1
Prescription Drug Plan		Custom Plan
Part D Gap Coverage		Full Gap Coverage
Rx Deductible		\$0
Formulary		Retiree RxCare Part D
PART D 30 DAY STANDARD RETAIL SUPPLY		
NOTE: 90 DAY RETAIL SUPPLY IS AVAILABLE FOR 3X COPAY AMOUNT		
Tier 1: Generic		\$5
Tier 2: Preferred Brand		\$25
Tier 3: Non-Preferred Brand		\$60
Tier 4: Specialty Tier		25%
PART D 90 DAY STANDARD MAIL ORDER SUPPLY		
Tier 1: Generic		\$10
Tier 2: Preferred Brand		\$50
Tier 3: Non-Preferred Brand		\$120
Tier 4: Specialty Tier		25%
Initial Coverage Limit		\$5,030
TrOOp Threshold		\$8,000
Catastrophic Coverage over TrOOp (greater amount of)		2024 Standard CMS Values
Copay for Generics		\$0
Copay for all other drugs		\$0
OR Coinsurance		\$0



**GROUP MEDICARE ADVANTAGE PPO**  
**Package 1**

Description	Amount You Pay - Package 1
Annual Medical Deductible	None
Annual Medical Out-of-Pocket Maximum	\$0
Is Annual Medical Out-of-Pocket Maximum combined for IN and OUT of network?	Yes
<b>PRIMARY CARE PHYSICIAN</b>	
Office Visit	\$0
Diagnostic Procedures and Tests	\$0
Lab Services	\$0
Surgical Procedures	\$0
Allergy Shots and Injections	\$0
Mental Health/ Substance Abuse Services	\$0
Administration of Drugs in a Physician's office	\$0
<b>SPECIALIST</b>	
Office Visit	\$0
Advanced Imaging Services	\$0
Diagnostic Procedures and Tests	\$0
Lab Services	\$0
Surgical Procedures	\$0
Diagnostic Colonoscopy	\$0
Podiatry Services (Medicare-covered)	\$0
Chiropractic Services (Medicare-covered)	\$0
Cardiac Therapy	\$0
Supervised Exercise Therapy (SET) for Symptomatic Peripheral Artery Disease (PAD) Services	\$0
Pulmonary Therapy	\$0
Therapies (Occupational, Physical, Audiology, and Speech)	\$0
Radiation Therapy	\$0
Allergy shots and Injections	\$0
Mental Health/ Substance Abuse Services	\$0
Opioid Treatment Services	\$0
Administration of Drugs in a Physician's Office	\$0
Chemotherapy Drugs	\$0
Dental Services (Medicare-covered)	\$0
Hearing Services (Medicare-covered)	\$0



**GROUP MEDICARE ADVANTAGE PPO**  
**Package 1**

Description	Amount You Pay - Package 1
Vision Services (Medicare-covered)	\$0
Eyewear for Post-Cataract Surgery	\$0 For eyeglasses and contacts after cataract surgery
Diabetic Eye Exam	\$0
Acupuncture (Medicare-covered)	\$0 *20 visits per year
<b>PREVENTATIVE SERVICES</b>	
Abdominal Aortic Aneurysm Screening	
Alcohol Misuse Screening and Counseling	
Annual Wellness Visit	
Bone Mass Measurement	
Breast Cancer Screening	
Cardiovascular Disease Behavioral Therapy	
Cardiovascular Disease Screening	
Cervical and Vaginal Cancer Screening	
Colorectal Cancer Screening	
Depression Screening	
Diabetes Screening	
Diabetes Self-Management Training	
Glaucoma Screening	\$0
Hepatitis C Screening	
HIV Screening	
Kidney Disease Education Services	
Lung Cancer Screening	
Medical Nutrition Therapy	
Obesity Screening and Therapy	
Physical Exams (Routine)	
Prostate Cancer Screening Exam	
STI Screening and Counseling	
Smoking and Tobacco Use Cessation	
"Welcome to Medicare" Preventive Visit	
Medicare Diabetes Prevention Program (MDPP)	\$0
Immunizations	\$0
<b>INPATIENT HOSPITAL SERVICES</b>	
Inpatient Care (all authorized admissions)	\$0
Inpatient Physician Services	\$0
Inpatient Mental Health Care/ Substance Abuse Services (all authorized Admissions)	\$0

**GROUP MEDICARE ADVANTAGE PPO**  
**Package 1**

Description	Amount You Pay - Package 1
<b>INPATIENT PSYCHIATRIC FACILITY</b>	
Inpatient Mental Health Care/ Substance Abuse Services (all authorized Admissions)	\$0 *190 Day lifetime limit
Inpatient Mental Health Care/ Substance Abuse Physician Services	\$0
<b>PARTIAL HOSPITALIZATION</b>	
Mental Health/ Substance Abuse Services	\$0
Opioid Treatment Services	\$0
<b>OUTPATIENT HOSPITAL SERVICES</b>	
Surgical Services	\$0
Diagnostic Colonoscopy	\$0
Advanced Imaging Services	\$0
Nuclear Medicine Services	\$0
Diagnostic Procedures and Tests	\$0
Lab services	\$0
Radiation Therapy	\$0
Cardiac Therapy	\$0
Supervised Exercise Therapy (SET) for Symptomatic Peripheral Artery Disease (PAD) Services	\$0
Pulmonary Therapy	\$0
Therapies (Occupational, Physical, Audiology, and Speech)	\$0
Chemotherapy Drugs	\$0
Renal Dialysis Services	\$0
Mental Health/Substance Abuse Services	\$0
Opioid Treatment Services	\$0
Outpatient Physician Services	\$0
<b>SKILLED NURSING FACILITY (SNF)</b>	
SNF Care (no 3-day hospital stay is required)	\$0 per days 1-100
SNF Physician Services	\$0
<b>URGENT CARE</b>	
Urgently Needed Care	\$0
Lab Services	\$0



**GROUP MEDICARE ADVANTAGE PPO**  
**Package 1**

Description	Amount You Pay - Package 1
<b>EMERGENCY ROOM</b>	
Emergency Services (2)	\$0
Emergency Room Physician Services	\$0
<b>AMBULANCE</b>	
Ambulance Services	\$0
<b>NETWORK PROVIDER</b>	
US Travel Benefit	Member receives in-network benefits
<b>WORLDWIDE COVERAGE</b>	
Emergency Services and Urgently Needed Care Only	N/A
<b>COMPREHENSIVE OUTPATIENT REHABILITATION FACILITY</b>	
Pulmonary Therapy	\$0
Therapies (Occupational, Physical, Audiology, and Speech)	\$0
Advanced Imaging Services	\$0
Nuclear Medicine Services	\$0
Diagnostic Procedures and Tests	\$0
<b>FREESTANDING RADIOLOGICAL FACILITY</b>	
Advanced Imaging Services	\$0
Nuclear Medicine Services	\$0
Diagnostic Procedures and Tests	\$0
Radiation Therapy	\$0
<b>AMBULATORY SURGICAL CENTER</b>	
Surgical Procedures	\$0
Diagnostic Colonoscopy	\$0
<b>FREESTANDING LABORATORY</b>	
Lab Services	\$0
<b>DIALYSIS CENTER</b>	
Renal Dialysis Services	\$0
<b>HOME HEALTH</b>	
Home Health Care	\$0 Excludes Personal Home Care

**GROUP MEDICARE ADVANTAGE PPO**  
**Package 1**

Description	Amount You Pay - Package 1
<b>DME PROVIDER</b>	
Durable Medical Equipment	\$0
Diabetic Monitoring Supplies	\$0
<b>MEDICAL SUPPLY PROVIDER</b>	
Medical Supplies	\$0
<b>PROSTHETICS PROVIDER</b>	
Prosthetics	\$0
<b>PHARMACY (PART B ONLY)</b>	
Durable Medical Equipment	\$0
Medical Supplies	\$0
Diabetic Monitoring Supplies	\$0
Medicare-covered Part B Drugs	\$0
<b>ADDITIONAL TELEHEALTH SERVICES</b>	
Primary Care Physician – Virtual Visit	\$0
Specialist – Virtual Visit	\$0
Behavioral Health and Substance Abuse – Virtual Visit	\$0
Urgently Needed Care – Virtual Visit	\$0
<b>OTHER BENEFITS</b>	
COVID-19 Testing	\$0
Hearing Services	\$0 for fitting/ evaluation, exams up to 1 per ear. \$500 benefit coverage for both hearing aids up to 2 every 3 years.
Vision Services	\$0 for routine eye exam (1 per year)
<b>EXTRA BENEFITS</b>	
Silver Sneakers	In most service areas members will have free membership to a local fitness center
Personal Health Coaching	Personal Health Coaching is an interactive inbound and outreach on-line and telephonic wellness coaching for Medicare participants who elect to participate, for wellness improvement, including weight management, nutrition, exercise, back care, blood pressure management, and blood sugar management.



**GROUP MEDICARE ADVANTAGE PPO  
Package 1**

Description	Amount You Pay - Package 1
Smoking Cessation	A Comprehensive smoking cessation program available online email and phone
Meal Program	After a member's overnight inpatient stay in a hospital or skilled nursing facility, they are eligible for nutritious meals delivered to their door at no cost.
COVID-19 Care Package	Coverage includes a Health Essentials Kit from our mail order catalog.
CARE MANAGEMENT	
Clinical Programs/ Disease Management (3) Case Management Humana At Home Chronic Condition Management Transplant Management Behavioral Health Care Coordination's	Health education and clinical programs that provide support to members and caregivers to optimize health outcomes

**GROUP MEDICARE ADVANTAGE PPO**  
**Package 1 – Prescription Drug**

Description	Amount You Pay - Package 1
Prescription Drug Plan	Custom Plan
Part D Gap Coverage	Full Gap Coverage
Rx Deductible	\$0
Formulary	Group Plus
PART D 30 DAY STANDARD RETAIL SUPPLY	
NOTE: 90 DAY RETAIL SUPPLY IS AVAILABLE FOR 3X COPAY AMOUNT	
Tier 1: Generic	\$5
Tier 2: Preferred Brand	\$25
Tier 3: Non-Preferred Brand	\$60
Tier 4: Specialty Tier	33%
PART D 90 DAY STANDARD MAIL ORDER SUPPLY	
Tier 1: Generic	\$10
Tier 2: Preferred Brand	\$50
Tier 3: Non-Preferred Brand	\$120
Tier 4: Specialty Tier	N/A
Initial Coverage Limit	\$5,030
TrOOp Threshold	\$8,000
Catastrophic Coverage over TrOOp (greater amount of)	2024 Standard CMS Values
Copay for Generics	\$0
Copay for all other drugs	\$0
OR Coinsurance	\$0

**GROUP RETIREE PAYMENT SUMMARY**  
**Package 1**

TAC HEBP 2024 Payment Summary – Package 1		
<u>Plan Name</u>	<u>Plan Provider</u>	<u>Cost Per Month*</u>
Group Retiree Medical Plan	Transamerica (pages 2-3)	\$279.08
Group Retiree Part D Plan	Retiree RxCare (page 4)	\$274.07
Group Medicare Advantage PPO Plan	Humana (pages 5-11)	\$374.85

\*The costs above reflect the full monthly cost and do not include your employer subsidy, if applicable.

## RESOLUTION FOR JOINT ELECTION

**WHEREAS**, the Governor of the State of Texas, so hereby orders a General Election to be held on November 7, 2023 in the County of Montague; and

**WHEREAS**, the City of Bowie, Bowie ISD and Nocona ISD have also called an election for Tuesday, November 7, 2023; and

**WHEREAS**, the City of Bowie, Bowie ISD and Nocona ISD have expressed its desire for a joint election with the County; and

**WHEREAS**, state law allows local governments holding elections on the same day to do so jointly, thereby making voting more convenient; and

**WHEREAS**, the Montague County Elections Administrator will provide all election services for the County and the City of Bowie, Bowie ISD and Nocona ISD, as agreed upon by the Montague County Elections Administrator and each entity through separate contract; and

**WHEREAS**, the Texas Election Code allows for an agreement in accordance with Section 271.002, whereby the County and the City of Bowie, Bowie ISD and Nocona ISD agree to hold a joint election on November 7, 2023.

### **NOW AND THEREFORE BE IT RESOLVED BY THE COMMISSIONERS COURT OF MONTAGUE COUNTY, TEXAS, THAT:**

Said Commissioners Court authorizes City of Bowie, Bowie ISD and Nocona ISD to share the countywide polling places and any voting equipment necessary to conduct such election. Terms and conditions of the election will be identified by the election services contracts between Gaylynn Burris, Blake Enlow and David Waters, representatives for City of Bowie, Bowie ISD and Nocona ISD and Ginger Wall, Montague County Elections Administrator.

**PASSED AND APPROVED, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Commissioner, Precinct 1

\_\_\_\_\_  
Commissioner, Precinct 2

\_\_\_\_\_  
Commissioner, Precinct 3

\_\_\_\_\_  
Commissioner, Precinct 4