Role of a CHC Appointee

Frequently Used Abbreviations

- **CHC** = County Historical Commission
- **THC** = Texas Historical Commission
- **CHC Outreach** = THC’s outreach program for CHCs
Role of a CHC Appointee Agenda

- Overview of Statute
- THC Recommendations
  - Role of a CHC Appointee
  - CHC etiquette
- THC Website Navigation

Role of a CHC Appointee--Clarifications

1. CHCs are partners of the THC, not a part of the THC.
2. THC may direct activity when regulatory reviews are triggered or THC programs are involved.
3. CHCs are an arm of county government—not considered to be traditional nonprofit organizations.
4. CHC appointees may individually form a Friends-type nonprofit or 501(c)(3) but it is not necessary.
TEXAS LOCAL GOVERNMENT CODE

CHAPTER 318. HISTORIC PRESERVATION BY COUNTIES

SUBCHAPTER A. COUNTY HISTORICAL COMMISSION

Sec. 318.001. DEFINITION. In this subchapter, "commission" means the county historical commission. Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Web Search: Texas Local Government Code, Chapter 318

Texas Local Government Code

Chapter 318—Historic Preservation by Counties

Subchapter A—County Historical Commission

Sec. 318.002. ESTABLISHMENT. The commissioners court of a county may appoint a county historical commission for the purpose of initiating and conducting programs suggested by the commissioners court and the Texas Historical Commission for the preservation of the county's historic cultural resources.
CHC Statute--Role of County Commissioners Court

- **Appoint** CHCs in January of each odd-numbered year
- **Appoint** at least 7 county residents; no cap is mandated
- **Choose** appointees that reflect the diversity of a county
- **Suggest** programs/projects for CHCs to initiate and conduct
- **Fund** necessary expenses of the commission (“may pay”)

Homework---what does your CHC do?

What does your CHC do to strengthen its relationship with county officials?
CHC Orientation--Role of a CHC Appointee

CHC Annual Report Results—Communication

Check activities and communications undertaken by your CHC in support of Texas history & preservation.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted articles and/or letters to media outlets</td>
<td>122</td>
</tr>
<tr>
<td>Issued information to the public at large—newsletters, email, press releases, etc.</td>
<td>117</td>
</tr>
<tr>
<td>Invited key decision-makers to celebratory preservation events</td>
<td>80</td>
</tr>
</tbody>
</table>

2015 Annual Report Results: 180 CHCs (out of 254) submitted reports

CHC Statute--Role of CHC

Texas Local Government Code, Chapter 318

Sec. 318.002. ESTABLISHMENT. The commissioners court of a county may appoint a county historical commission for the purpose of initiating and conducting programs suggested by the commissioners court and the Texas Historical Commission for the preservation of the county's historic cultural resources.
CHC Statute--Role of CHC

- Meet and conduct business appropriately—open meetings law
- Survey county to identify historic buildings and sites
- Establish system of periodic assessment of resources
- Plan and partner with other preservation organizations
- Educate CHC appointees and the public

CHC Annual Report Results—Education

Check all of the ways in which your CHC tried to improve appointee participation in 2015.

<table>
<thead>
<tr>
<th>Method</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used the THC website information to educate appointees</td>
<td>91</td>
</tr>
<tr>
<td>Provided educational presentations for your CHC appointees</td>
<td>81</td>
</tr>
<tr>
<td>Used the CHC Handbook to educate appointees</td>
<td>75</td>
</tr>
</tbody>
</table>

2015 Annual Report Results: 180 CHCs (out of 254) submitted reports
Homework---what does your CHC do?

How does your CHC train appointees?

CHC Statute—Role of the THC

Texas Local Government Code, Chapter 318

Sec. 318.002. ESTABLISHMENT. The commissioners court of a county may appoint a county historical commission for the purpose of initiating and conducting programs suggested by the commissioners court and the Texas Historical Commission for the preservation of the county's historic cultural resources.
CHC Statute—Role of the THC

- Receive CHC appointments and annual reports
- Receive survey data and conditions assessments for historic property
- Establish standards for survey
- Suggest programs for CHCs to initiate/conduct
- Provide statewide preservation plan for guidance
- Provide orientation and training materials

THC Services for CHC Appointees

Texas Historical Commission (THC)

History Programs Division (HPD)

CHC Outreach Program

(2 dedicated staff members)
CHC Orientation--Role of a CHC Appointee

- Promote CHCs as primary local contacts
- Connect CHCs to THC services & partners
- Coordinate THC program priorities for CHCs
- Reinforce statewide preservation plan
- Create, track, and review CHC annual reports
- Provide training materials and presentations
- Create THC website reference material

CHC Outreach Services for CHC Appointees

www.thc.texas.gov – THC website – CHC Outreach page

Use SEARCH box--enter “CHC Outreach”

CHC reference links on right “gutter”
Homework---what does your CHC do?

Do your CHC appointees use web tools and educational information on the THC website?

<table>
<thead>
<tr>
<th>THC Services</th>
<th>Didn’t notice service was offered</th>
<th>Noticed but didn’t use service</th>
<th>Did not help</th>
<th>Helped a little</th>
<th>Helped a lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC listserv</td>
<td>29</td>
<td>27</td>
<td>4</td>
<td>61</td>
<td>47</td>
</tr>
<tr>
<td>THC website</td>
<td>12</td>
<td>13</td>
<td>2</td>
<td>39</td>
<td>97</td>
</tr>
<tr>
<td>CHC-specific web pages</td>
<td>14</td>
<td>16</td>
<td>1</td>
<td>42</td>
<td>94</td>
</tr>
</tbody>
</table>

2015 Annual Report Results: 180 CHCs (out of 254) submitted reports
Texas Local Government Code, Chapter 318

Sec. 318.002. ESTABLISHMENT. The commissioners court of a county may appoint a county historical commission for the purpose of initiating and conducting programs suggested by the commissioners court and the Texas Historical Commission for the preservation of the county's historic cultural resources.

... appoint a county historical commission for the purpose of initiating and conducting programs suggested by the commissioners court and the THC for the preservation of the county's historic cultural resources.
Homework---what does your CHC do?

Is your CHC fulfilling its organizational mission?

CHC Statutory Mission Statement

... appoint a county historical commission for the purpose of initiating and conducting programs suggested by the commissioners court and the THC for the preservation of the county's historic cultural resources.
CHC Handbook had limitations

1. Handbook provided general direction rather than specific directions
2. Handbook was recycled from year to year with minimal revisions
3. Content changed faster than could be managed in printed material
4. THC website improvements enabled staff to provide more detailed and timely information via website

Handbook replaced by THC Recommendations Packet
Recommendations Packet—more robust than Handbook

1. More manual than narrative—uses direct language
2. Prioritizes THC programs/services most frequently used by CHCs
3. Information provides web links to additional information on THC website—CHC can be as informed as it is interested in any topic
4. Recommendations provided suited for CHCs of varying activity levels

THC Recommendation Framework

Priority Levels (based on CHC activity level)  Recommendations from THC programs and divisions

LEVEL 1—Basic responsibility that every CHC should be able to fulfill
- Actions that develop constructive relationships
## THC Recommendation Framework

<table>
<thead>
<tr>
<th>Priority Levels</th>
<th>Recommendations from THC programs and divisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL 1</strong>—Basic responsibility that every CHC should be able to fulfill</td>
<td>• Actions that develop constructive relationships</td>
</tr>
<tr>
<td><strong>LEVEL 2</strong>—Intermediate work to be addressed if Level 1 work is in hand</td>
<td>• Actions that serve the best interests of county resources</td>
</tr>
<tr>
<td><strong>LEVEL 3</strong>—Higher level of participation if Levels 1-2 maintained</td>
<td>• Actions that demonstrate a county preservation ethic</td>
</tr>
</tbody>
</table>
CHC Orientation--Role of a CHC Appointee

THC Recommendations Packet for CHCs

- Role of a County Historical Commission (CHC) Appointee
- Historical Markers Program
- Technical Preservation Reviews (Archeology & Architecture)
- Cemetery Preservation Program
- Cultural and Historic Resources Survey
- National Register of Historic Places
- Historic Tax Credits
- Texas Archaeology Month
- Texas Archaeology Steward Network
- Texas Preservation Trust Fund
LEVEL 1—Develop constructive relationships

**THC recommendations concerning role of a CHC appointee**

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong>—complies with Texas Local Government Code (Chapter 318)—mission, structure, business, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Education</strong>—manages 1 preservation project/effort ea. year</td>
<td></td>
</tr>
<tr>
<td><strong>THC interaction</strong>—CHC maintains communication with THC and has an awareness of THC programs</td>
<td></td>
</tr>
<tr>
<td>o Knows how to contact THC staff members</td>
<td></td>
</tr>
<tr>
<td>o Provides current contact information for appointees</td>
<td></td>
</tr>
<tr>
<td>o Responds to THC inquiries</td>
<td></td>
</tr>
<tr>
<td><strong>Partnerships</strong>—supports local history- and preservation-related efforts throughout county</td>
<td></td>
</tr>
</tbody>
</table>

LEVEL 1—Develop constructive relationships

**Be a positive influence for the cause of preservation**

**Chair**—Report to county and THC annually about CHC projects/needs.

**Appointees**—Partner with organizations in constructive ways. Respond to public inquiries in a timely manner.

**New appointees**—Meet your county contacts. Develop relationships with THC.

*Tom Green CHC chair, Golda Foster, regularly updates county officials on CHC accomplishments and supports area organizations and events.*
CHC Orientation--Role of a CHC Appointee

LEVEL 2—Serve best interests of county resources

THC recommendations concerning role of a CHC appointee

LEVEL 2
- **Organization**—quorum at every meeting; all appointees have taken Open Meetings training
- **Education**—taps seasoned appointees to train new appointees; provides preservation presentations to public; working knowledge of county historic & cultural resources
- **THC interaction**—contacts THC regularly for consultation; participates in multiple THC programs
- **Partnerships**—reports in county commissioners court quarterly; meets with local and regional partners quarterly

Provide stewardship for all county cultural / historic resources

**Chair**—Delegate to all appointees. Prioritize planning ahead, evaluating projects, and diversifying CHC interpretation methods.

**Appointees**—Provide current information on site conditions—update surveys/inventories (physical conditions, photos, date).

**New appointees**—Learn about Level 1 relationships. Develop working knowledge of county history to identify gaps/untold stories.

Sally Abbe, Lubbock CHC, helps coordinate county and city efforts to survey historic resources to preserve and protect the resources.
THC recommendations concerning role of a CHC appointee

**LEVEL 3**

- **Organization**—CHC appointees demonstrate well-rounded diversity in terms of gender, age, geographic location within county, ethnicity, preservation knowledge, skillsets, etc.

- **Education**—provide and promote a well-rounded and balanced program of work from year to year

- **Leadership**—self-imposed term limits, so that appointees learn responsibilities for different roles and share the load (i.e., CHC’s livelihood is not dependent on 1-3 appointees)

- **Partnerships**—healthy, ongoing interaction with all partners

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Sustainable organizations manage change and growth

**Chair**—Enable cyclical leadership to avoid burn-out and ensure CHC’s longevity.

**Appointees**—Ensure info collected today will be accessible in the future: research, project timelines, budgets, etc.

**New appointees**—Learn about Level 1 relationships. Develop Level 2 working knowledge of county history.
Priority Levels (based on CHC activity level) | Recommendations from THC programs and divisions
--- | ---
**LEVEL 1**—Basic responsibility that every CHC should be able to fulfill<br>• Actions that develop constructive relationships
**LEVEL 2**—Intermediate work to be addressed if Level 1 work is in hand<br>• Actions that serve the best interests of county resources
**LEVEL 3**—Higher level of participation if Levels 1-2 maintained<br>• Actions that demonstrate a county preservation ethic

**THC Recommendations Packet on THC website**

Use SEARCH box--enter “THC recommendations”
More info on THC Recommendations to CHCs webpage

Featured THC Programs and Services

CHC recommendation packet text link above highlights THC programs and services most frequently used by CHCs. Although we may expand this list in the future, please focus on building up solid programs of work for the featured topics and connecting with THC services associated with these topics. Reference the recommendation packet for directives. Note additional web links below that relate to fulfilling those directives.

- CHC Appointee Orientation Content
- Historical Markers Program
- State Historical Marker program main page (also note right gutter links on page)
- State Information for CHC
- Technical Preservation Reviews (Archaeology & Architecture)
- State and Local Preservation Network
- THC Contact Us webpage (specifically sections entitled, Project Review Contacts)
- Cultural Resources Program
- Cultural Resource program main page (also note right gutter links on page)
- Maintenance, Conservation, and Repair
- Why Conduit a Historic Resources Survey?
- Useful Survey Tool
- National Register of Historic Places
- National Register state program main page
- Request THC comments on this building eligible?

Featured web links lead to related information that complements THC recommendations

CHC Appointee Orientation Content webpage

Today's webinar and associated materials.

CHC reference and continuing education material.
### THC Recommendations Framework (continued)

<table>
<thead>
<tr>
<th>Applied Learning</th>
<th>Recommendations from THC programs and divisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Etiquette</td>
<td>• Recommendations</td>
</tr>
<tr>
<td>Actions to avoid</td>
<td>• Actions to avoid</td>
</tr>
<tr>
<td>Work that while profitable is not something that the THC oversees</td>
<td>• Comments</td>
</tr>
</tbody>
</table>
## THC Staff Recommendations to CHCs

### CHCs Should . . .
- Provide your name, county, and property name for each call/email
- Be positive and solicitous to the public and to THC staff
- Preserve/protect ALL county historic and cultural resources
- All appointees participate; chair must articulate expectations

### CHCs Should Avoid . . .
- Assuming people know you or what you’re talking about when calling/emailing
- Personality clashes with public, appointees, or officials
- Guessing about issues that require preservation expertise
- Speaking for county officials before checking with them

## THC Staff Recommendations to CHCs

### Work THC does not oversee
- THC does not oversee county policy—business, money, purchasing, legal issues, etc.
- THC does not oversee CHC options—bylaws, officer selection, etc.
- THC staff does not provide nonprofit guidance
Homework---how can you best serve the CHC?

Consider the recommendations provided.

- What abilities and skills do you have that contribute to your CHC?
- What areas of growth exist for you?

Concerning CHC Service

- Statute
  - Wide variety of work allowed
  - QUALITY is better than quantity

- Structure/Business
  - Transparency should be the goal
  - Balance passion with professionalism

- Working with THC and partners
  - Staff familiarity with a county varies
  - Staff familiarity with a CHC varies
  - Staff handles thousands of projects
Texas Historical Commission Divisions

History Programs Division
Archeology Division
Architecture Division
Community Heritage Development
Historic Sites Division (not shown)

Administration
Staff Services
Public Info & Education
Friends of the THC
Remote historic sites (21)

Concerning THC Services

- THC Programs
  - THC programs have parameters
  - Not every project fits a THC program
  - Not every project is THC’s to advise

- THC Recommendations
  - Recommendations are made based on program priorities.
  - Program priorities may affect what we can or cannot do for CHCs.
Put your mouse cursor over PRESERVE tab and drop down menu appears

www.thc.state.tx.us → www.thc.texas.gov

Projects and Programs lists program main pages
CHC Orientation--Role of a CHC Appointee

512.463-5853--ask for CHC Outreach
CHC Outreach Program within the THC

History Programs Division (HPD)

CHC Outreach Program

Amy Hammons, CHC Outreach Coordinator
512/475-2692 Amy.Hammons@thc.texas.gov

Candice McClendon, CHC Outreach Specialist
512/463-9052 Candice.McClendon@thc.texas.gov

PRESERVE---Projects and Programs

State Historical Markers main page
Marker Program main page—links to more marker info

THC Services for CHC Appointees

History Programs Division (HPD)

Historical Markers Program

Bob Brinkman, Coordinator
512/463-8769  Bob.Brinkman@thc.texas.gov

Sarah McCleskey, Historian
512/463-4149  Sarah.McCleskey@thc.texas.gov

512.463-5853--ask for CHC Outreach
THC Services for CHC Appointees

History Programs Division (HPD)
512.463.5853

- CHC Outreach
- Markers
- Cemeteries
- Museums
- Cultural Resource Surveys
- National Register of Historic Places (NR)

Eligibility determinations
(Is a building eligible for the NR, e.g., does it have historical significance?)

ABOUT US---Contact Us (not staff directory link)

Use SEARCH box enter “project review contacts”
Contact Us webpage—Project Review Contacts

Scroll to Project Review Contacts section

Contacts by County

<table>
<thead>
<tr>
<th>County</th>
<th>Archeology</th>
<th>Architecture</th>
<th>Courthouses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson</td>
<td>Kerry Nichols</td>
<td>Lydia Woods</td>
<td>James Mallory</td>
</tr>
<tr>
<td></td>
<td>512.463.6608</td>
<td>512.463.4122</td>
<td>512.475.3285</td>
</tr>
<tr>
<td></td>
<td>Email Kerry</td>
<td>Email Lynda</td>
<td>Email Lynda</td>
</tr>
<tr>
<td>Andrews</td>
<td>David Camarena</td>
<td>Architecture Review Staff</td>
<td>Eva Osborne</td>
</tr>
<tr>
<td></td>
<td>512.463.6252</td>
<td>512.463.0084</td>
<td>512.585.9189</td>
</tr>
<tr>
<td></td>
<td>Email David</td>
<td>Email Architecture Review</td>
<td>Email Eva</td>
</tr>
<tr>
<td>Angelina</td>
<td>Kerry Nichols</td>
<td>Lydia Woods</td>
<td>James Mallory</td>
</tr>
<tr>
<td></td>
<td>512.463.6608</td>
<td>512.463.4122</td>
<td>512.475.3285</td>
</tr>
<tr>
<td></td>
<td>Email Kerry</td>
<td>Email Lynda</td>
<td>Email Lynda</td>
</tr>
</tbody>
</table>

- Courthouse reviewers — courthouses including square
- Archeology reviewers — below ground resources
- Architectural reviewers — above ground resources (structures)

Role of a CHC Appointee Recap

- Overview of Statute
- THC Recommendations
  - Role of a CHC Appointee
  - CHC etiquette
- THC Website Navigation
CHC Orientation--Role of a CHC Appointee

Homework---for new and seasoned appointees

- Read CHC statute
- Read CHC bylaws (if CHC has them)
- Read past CHC reports (yours & others’)
- Take Open Meetings training
- Commit to participate and follow through

Homework---for CHC chairs

- Provide accurate contact info to THC
- Read THC correspondence/CHC listserv
- Use CHC reports to track progress
- Ensure that appointees are trained
- Delegate and transition with confidence