



Executive Committee | Summary Minutes

10:00 a.m., Wednesday, March 13, 2019
CAPCOG Lantana Room
6800 Burleson Road, Building 310, Suite 155
Austin, Texas 78744

Present (21)

Commissioner Gerald Daugherty, *Travis County*,
Chair
Council Member Andrea Navarrette, *City of Leander*, **1st Vice Chair**
Judge Paul Pape, *Bastrop County*, **2nd Vice Chair**
Mayor Brandt Rydell, *City of Taylor*, **Secretary**
Mayor Jane Hughson, *City of San Marcos*,
Parliamentarian
Council Member Jimmy Flannigan, *City of Austin*
Mayor Monty Parker, *City of Bee Cave*
Judge Brett Bray, *Blanco County*
Mayor George Haehn, *City of Buda*

Commissioner Joe Don Dockery, *Burnet County*
Judge James Oakley, *Burnet County*
Judge Hoppy Haden, *Caldwell County*
Council Member Heather Jefts, *City of Cedar Park*
Commissioner Debbie Ingalsbe, *Hays County*
Commissioner Maurice Pitts, *Lee County*
Judge Ron Cunningham, *Llano County*
Mayor Lew White, *City of Lockhart*
Council Member Mike Heath, *City of Pflugerville*
Council Member Tammy Young, *City of Round Rock*
Commissioner Russ Boles, *Williamson County*
Commissioner Cynthia Long, *Williamson County*

Absent (7)

Judge Joe Weber, *Fayette County*
Judge Ruben Becerra, *Hays County*
Council Member William Gordon, *City of Smithville*
Commissioner Brigid Shea, *Travis County*

State Representative John Cyrier
State Representative Celia Israel
State Representative Terry Wilson

1. Opening Remarks and Pledge of Allegiance by the Chair

Commissioner Daugherty called the meeting to order at 10:04 a.m. and confirmed a quorum.

2. Consideration of Minutes for the February 13, 2019, Meeting

A motion was made by Mayor Rydell to approve the February 13, 2019, meeting minutes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously and the February 13, 2019, minutes were adopted.

3. Consider Adopting a Resolution Recognizing National Telecommunicator Week

Peter Behnke, Assistant Director of Emergency Communications

Mr. Behnke stated that the second full week in April is designated as National Telecommunicator Week to honor all Public Safety Telecommunicators across the nation. This year, National Telecommunicator Week is April 14-20, 2019. Staff recommended adopting a Resolution as an official proclamation to express recognition, appreciation, and support of all Public Safety Telecommunicators in the region.

A motion was made by Council Member Navarrette to adopt the Resolution Recognizing National Telecommunicator Week and Commissioner Ingalsbe seconded the motion. Mayor Hughson reminded the Committee that these types of resolutions should also be sent to the General Assembly for their information and use. A motion was made to amend the original motion to add that these types of resolutions be sent to the General Assembly and Commissioner Ingalsbe seconded the motion to amend. The Resolution was adopted by unanimous vote.

4. Consider Amending the Professional Conduct Section of Advisory Committee Bylaws
Chris Schreck, Director of Regional and Planning Services

Mr. Schreck explained that as a follow-up to standardizing language in the advisory committee bylaws that were approved in December of 2018, he asked the Committee to approve additional language to be included in the Professional Conduct section which addressed prohibition against various types of discrimination. As a result of feedback from some of the advisory committees' review of that section, it was concluded that the identification of additional discriminatory prohibitions needed to be included--prohibition on discrimination based on sexual orientation and gender identity.

A motion was made by Commissioner Ingalsbe to amend the Professional Conduct Section of the Advisory Committee Bylaws to include the additional prohibitions on discrimination and Council Member Navarrette seconded the motion. The motion passed unanimously.

5. Consider Amending the Law Enforcement Education Committee (LEEC) Bylaws
Randy Holmes, Director of Regional Law Enforcement Academy

Ms. Voights explained that this item was being brought back from last month after Judge Pape expressed concerns with the advisory committee making policy decisions and Commissioner Pitts expressed concerns about the membership. Both Judge Pape and Commissioner Pitts conveyed that they were agreeable to the proposed changes. The proposed list of recommendations for the LEEC for a twelve-member committee was again presented along with the changes to the bylaws. Three new members were recommended on the proposed list. Ms. Voights pointed out that Judge Bray's nomination of Judge Randy Brodbeck was approved last month, a representative from the La Grange Police Department and one from the Lee County's Sheriff's office, were also proposed.

A motion was made by Judge Pape to approve the amendments to the LEEC Bylaws and accept the proposed LEEC member list and Commissioner Pitts seconded the motion. The motion passed unanimously.

6. Approve Projects Recommended for FY 2019 Homeland Security Grant Program Funding
Martin Ritchey, Director of Homeland Security

Mr. Ritchey presented a prioritized list of project applications for consideration. He explained that CAPCOG uses a multi-step process to solicit and score project applications from eligible jurisdictions. The Strategic Directions Committee (SDC) ranks the projects and submits them to the Homeland Security Task Force (HSTF). The HSTF reviews the preliminary list, and after discussion, presents the list to the Executive Committee. In total, approximately forty applications were received for the FY 2019 grant cycle. The Office of the Governor has not provided an estimate of funding for this year.

Mr. Ritchey pointed out that there are a number of grants on the list that indicated CAPCOG as the grantee. The CAPCOG Homeland Security regional planning grant covers the cost of operations for staff, office space, health insurance, computers, etc. The additional projects, which accounts for \$160,750, named the Homeland Security department as the fiduciary agent, with the funds being used for regional programs that will benefit all ten counties. The first sixteen projects were ranked in the order that HSTF and the SDC believed would be the most likely to receive funding from the Office of the Governor. Ms. Voights explained that projects must be reviewed on (1) whether there is a nexus to terrorism; (2) whether it's a regional project; (3) it operates on the basis of building capacity; and (4) it sustains the capacity. After

additional discussion about the review process, Mr. Ritchey noted that the projects all start out with reviews by the SME (subject matter expert) work groups who do the initial ranking with their category of expertise.

A motion was made by Council Member Flannigan to approve projects recommended by FY 2019 Homeland Security Grant Program Funding and Council Member Navarrette seconded the motion. The motion passed with one opposed vote by Commissioner Dockery.

7. Discuss CAPCOG Continuity and Recovery Plan Language for Emergency Action by the Executive Committee

Betty Voights, Executive Director

Ms. Voights explained that the Continuity and Recovery Plan (the Plan) provides guidance for functionality of the agency's operations in the event of a disaster that incapacitates its building in some way. The Plan works under the premise of three different levels of situations. First, a temporary situation where CAPCOG employees have to be out of the office building for a few weeks with some employees telecommuting off-site, if possible. Second, CAPCOG would have to find an alternate office space due to major renovations or reconstruction to a portion or all of the facility which sustained damage. The third level would be a sufficient catastrophe where CAPCOG would have to relocate entirely. She noted that the Plan will be a work in progress.

Ms. Voights further explained that during a discussion of CAPCOG's Bylaws last year, she proposed to amend the bylaws delegating authority to the officers in the event the Plan was activated and the Board would later ratify any actions the officers took. This time, Ms. Voights did not propose an amendment to the Bylaws, but included language outlining board involvement in the Plan that is within the Open Meetings requirements. The Plan would allow for an emergency meeting of the Board either in an alternate location or over the phone. However, the Plan did not address what actions to take if a quorum is not obtained. This issue would require a bylaw amendment and would need to be presented to the General Assembly in September for approval.

A motion was made by Judge Pape to accept the CAPCOG Continuity and Recovery Plan Language for Emergency Action and Mayor Hughson seconded the motion. The motion passed unanimously.

8. Consider Appointments to Advisory Committees

Betty Voights, Executive Director

Ms. Avila announced that Judge Cunningham recommended Officer James Brown of Llano County to fill the vacancy on the Criminal Justice Advisory Council (CJAC) and Judge Haden recommended Commissioner Barbara Shelton to fill the Caldwell County vacancy on the Aging Advisory Council (ACC).

A motion was made by Council Member Flannigan to approve the recommendations for the advisory committees and Commissioner Pitts seconded. The motion passed unanimously.

10. Updates from Staff

Betty Voights, Executive Director

Ms. Voights announced that CAPCOG was accepted by the Environmental Protection Agency's Advance Program Team to provide technical assistance and analysis on transportation-related emissions and how

they can be reduced through travel efficiency strategies. This assistance ties in with CAPCOG's air quality work and would not cost CAPCOG any money.

Mr. Ritchey reported on the new registrants to Warn Central Texas by county from September 2018 (when the Everbridge system was first implemented) to February 2019. During that time period, there were 14,850 new registrants bringing the aggregate total number of cell phone users to 118,289. Mr. Ritchey also reported that CAPCOG is in the quotation phase for a \$25,000 grant to promote Warn Central Texas which includes creative counter cards, flyers, promotional kits that will be available to assist jurisdictions with understanding strategies to promote Warn Central Texas locally, and press kits to assist on the local level for promotion with local newspapers and radio. Mr. Ritchey also announced that on April 4th, at 1:00 p.m., he will be conducting a seminar on IPAWS (Integrated Public Alert and Warning System) paperwork for the six counties that are yet to be IPAWS certified. Once the counties are IPAWS certified, counties can alert all cell phones that are within a geographical area in their county for emergency notifications. Commissioner Ingalsbe reported that the Warn Central Texas committee has come up with some good ideas such as working with local utilities to include some type of advertisement in their utility bills and better placement of the Warn Central Texas button (or link) on local government websites.

11. Adjourn

Commissioner Daugherty adjourned the meeting at 11:14 a.m.



Mayor Brandt Rydell, Secretary
Executive Committee
Capital Area Council of Governments

4/11/19
Date