



Executive Committee | Summary Minutes

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

Present (22)

Commissioner Gerald Daugherty, *Travis County*,

Chair

Judge Paul Pape, *Bastrop County*, **Second Vice Chair**

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 Mike Guevara, *City of Cedar Park*

Judge Joe Weber, *Fayette County*

Commissioner Debbie Ingalsbe, *Hays County*

Council Member Christine Sederquist, *City of Leander*

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*

Council Member William Gordon, *City of Smithville*

Commissioner Russ Boles, *Williamson County*

Representative Terry Wilson

Absent (6)

Mayor Brandt Rydell, *City of Taylor*, **Secretary**

Judge Ruben Becerra, *Hays County*

Commissioner Brigid Shea, *Travis County*

Commissioner Cynthia Long, *Williamson County*

Representative John Cyrier

Representative Celia Israel

1. Opening Remarks and Pledge of Allegiance by the Chair

Commissioner Daugherty called the meeting to order at 10:00 a.m., confirmed the quorum, and welcomed everyone.

2. Consideration of Minutes for the October 9, 2019, Meeting

Commissioner Daugherty asked for a consideration of the minutes from the October 9, 2019 meeting. Judge Oakley motioned to accept the minutes as written and Council Member Gordon seconded the motion. The motion passed unanimously.

3. Review of the CAPCOG Investment Policy

Lisa Byrd Bowman, Director of Finance

Ms. Bowman stated that it is a requirement that the Executive Committee annually review the CAPCOG Investment Policy. She explained that there were no changes to it but noted a few sections of the policy, including training and education which she completed in August. The policy lists the authorized types of investments CAPCOG is permitted to invest in and CAPCOG is currently invested in. CAPCOG is in compliance with chapter 2257 Collateral for Public Funds and that the collateralization level is 102% of market value. The policy states that the Executive Committee shall review the policy annually.

There was no action needed on this item but rather just a reference that the Board reviewed the CAPCOG Investment Policy and it was noted in the summary minutes.

4. Accept the Quarterly Investment Report

Lisa Byrd Bowman, Director of Finance

Ms. Bowman reported for the quarter July 1, 2019 - September 30, 2019. CAPCOG's average yield for the quarter was 2.26%. Interest earnings for the quarter were \$141,164.00. The weighted average maturity at September 30 for the TexPool Investments was 34 days. Like in the last quarter, the TexPool yield on September 30 was better than the six-month U.S Treasury Bill yield. The TexPool yield was 2.137% whereas the U.S. Treasury Bill yield was 1.78%.

Commissioner Dockery motioned to accept the Quarterly Investment Report and Council Member Guevara seconded the motion. The motion passed unanimously.

5. Consider Adopting Proclamation for National Family Caregivers Month – November 2019

Patty Bordie – Aging Services Director

Ms. Bordie stated this year's National Family Caregiver Month theme is #BeCareCurious. This theme urges caregivers to ask questions, explore options, and share in the care decisions that affect the health and well-being of their loved ones. This theme also encourages caregivers to have those sometimes difficult conversations with their family members about what their goals for care, what they want to do for treatment options, and what types of support services they need to stay in the community of their choice. #BeCareCurious also supports caregivers as they help make these decisions. There is a national site linked to this hash tag which will provide a national helpline. Locally, the region has the Area Agency on Aging (AAA) and the Aging & Disability Resource Centers (ADRC) which play a key role in assisting families with assessments through caregiver support program on the Triple A side and the lifespan respite care program on the ADRC side. The AAA assesses needs, provides respite care which is in-home support to provide relief for family caregivers, home modifications, care planning and other health and safety support. This program also supports grandparents that are raising grandchildren. In the ADRC, respite care service is provided to individuals who are caring for individuals across all ages. This is targeted for parents who are caring for children with disabilities and adult children with disabilities, veteran's families, and caregivers of older adults.

There was a discussion about family caregivers, the National Care Act and bringing more awareness to the issue.

Judge Pape motioned to adopt the proclamation for National Caregivers Month and Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

6. Consider Approving Amendments to the CAPCOG Personnel Policies

Sheila Jennings, Director of Administration

Ruth Ann Delaney, Human Resources Coordinator

Ms. Jennings stated there are a few revisions to the CAPCOG Personnel Policies. Staff continuously reviews the Policies and requests the Board review them annually. Ms. Jennings referred to the red-lined copy of the Policies in the agenda packet and said the first update is a revision to CAPCOG's mission statement in section 1.00. Section 3.01 is related to employee expectations in that the core competencies common to all positions at CAPCOG have moved from the job descriptions to the Policies as expectations of employees. Section 4.14 is about relocation assistance and provides information about how relocation assistance is handled, if such assistance is provided to a new hire relocating to the Austin area. In sections 9.03.04 and 9.04.02, there is a change in the increments of accrued leave use from 30 minutes to 15 minutes. In section 9.04.05, there is a clarification that an employee may be required to have third party verification supporting leave benefits and allowing return to work in some circumstances. In section 9.04.06, there is a clarification that employees are not eligible to use sick time accrued over the 720 hours

because of limitations in CAPCOG's software. Judge Pape suggested to remove the words "that accumulates" and add "any hours over 720 are not eligible for use". In section 14.02, there is a clarification that the executive director must approve leave after notice of resignation has been given. The Policies also have added language to correct job titles and have been updated to include gender-neutral language. Mayor Hughson asked why the first paragraph in section 1.00 was removed. Ms. Jennings explained that the language was an old version of the mission statement and the new language clarifies that. Mayor Hughson stated the old language is historic information and said she was concerned about removing it. Ms. Jennings stated the two statements could be merged to read "Organized and operated under chapter 391 of the Local Government Code in 1970" to acknowledge the date of CAPCOG's creation.

Judge Oakley motioned to approve the amendments to the CAPCOG Personnel Policies with the removal of the words "that accumulates" and the addition of the words "any hours over 720 are not eligible for use" and Mayor Parker seconded the motion. The motion passed unanimously.

Council Member Flannigan referred to sections 2.07-2.09 and stated these list CAPCOG's prohibitions on employment discrimination and suggested these be amended to include prohibitions against sexual orientation and gender identity.

Judge Oakley amended his motion to approve the amendments to the CAPCOG Personnel Policies with the removal of the words "that accumulates" and addition of the words "any hours over 720 are not eligible for use" and include adding language that prohibits discrimination based on sexual orientation and gender identity. Mayor Parker amended his second to approve the amendments to the CAPCOG Personnel Policies with the removal of the words "that accumulates" and addition of the words "any hours over 720 is not eligible for use" and include adding language that prohibits discrimination based on sexual orientation and gender identity. The motion passed unanimously.

**7. Consider Approving Application and Timeline for FY 2020-2021 Regional Solid Waste Grant Program
Ken May, Regional Programs Coordinator, Community & Economic
Development**

Mr. May stated requested the Board's approval of the application for the FY 2020-2021 Regional Solid Waste Grants Program. He noted that the Texas Commission on Environmental Quality (TCEQ) distributes these monies, approximately \$5.4 million per fiscal year, with CAPCOG's portion being \$647,672. Approximately \$224,000 will be passed through for regional implementation projects, which is about \$112,000 per fiscal year. This is about \$20,000 per fiscal year more than was passed through during the last biennium. Mr. May referred to the timeline in the agenda packet and said this important dates related to the solid waste grant cycle. He also referred to a handout document on a table in the meeting room that is the red-lined version of the request for applications. A major change from the last biennium is the Solid Waste Advisory Committee (SWAC) and explained that the scoring process had included CAPCOG staff assigning the first 50 points for projects that meet eligibility requirements and address the RSWMP goals; however, the SWAC would be authorized to award all 100 points this cycle.. Judge Bray asked if a jurisdiction has not applied in recent years, would that give them an advantage in application scoring. Mr. May responded yes, that it was implied. He also noted that the grant funding is intended to be seed monies and not s to fund the same projects over and over. He said the SWAC does a very good job of recognizing that and scores those applications accordingly. The screening process asks applicants if they were funded in the previous biennium and if the applicant has matching money for the project they are applying for grant funding. This information is given to the SWAC and they will see if a jurisdiction is trying to receive funding annually.

Judge Pape motioned to approve the application and timeline for the FY 2020-2021 Regional Solid Waste Grant Program and Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

8. Consider Approval of FY 2019-2020 Threat Hazard Identification Risk Assessment (THIRA), the State Preparedness Review (SPR), and the Capabilities-based/Risk-informed Funding Allocation

Martin Ritchey, Director of Homeland Security

Mr. Ritchey stated these are the three major elements staff produces annually going into the homeland security grant period. These documents identify core threats to our region and contain identified capabilities to respond to or mitigate such threats. The Federal Emergency Management Agency (FEMA) has done a major revision to both the THIRA and the SPR so CAPCOG is not using the previous editions of those documents. He referred to the memo in the agenda packet and said this explains the changes to the documents and details how each document was rewritten. The Capabilities-based/Risk Informed Funding Allocation document details how grant funding has been used to enhance and sustain available assets for a region-wide response to an emergency event.

Commissioner Ingalsbe motioned to approve the FY 2019-2020 Threat Hazard Identification Risk Assessment (THIRA), the State Preparedness Review (SPR), and the Capabilities-based/Risk-informed Funding Allocation and Mayor Hughson seconded the motion. The motion passed unanimously.

Ms. Voights prompted Mr. Ritchey to discuss training requirements; he stated the Office of the Governor (OOG) will release the request for applications on December 13. The applications can be submitted to CAPCOG through eGrants January 13-23. All jurisdictions that want to apply for grant funding will need to attend one of the mandatory grant writing workshops which will be held on December 10 and December 12. There will also be a non-profit grant writing workshop on December 12. Judge Pape asked about the representative required to attend the training and if he should have his court appoint someone. Mr. Ritchey said no the representative did not have to be court appointed but it had to be a staff member from the jurisdiction's agencies and not just a citizen of the county. He also mentioned the O-305 All Hazards Incident Management training next week for emergency managers. And cybersecurity defense training for IT Managers on December 9-12 at the Armed Forces Training Center at Bergstrom. The Threat Liaison Officer (TLO) training is on December 10 and December 12. There will also be monthly WebEOC and RNS trainings held.

9. Consider Adopting Resolution Authorizing Reallocation of 2017 Funds for the WarnCentralTexas Project

Martin Ritchey, Director of Homeland Security

Mr. Ritchey stated the reallocation of 2017 funds for the WarnCentralTexas project was approved at the July 10 Executive Committee meeting and explained that use of the swept funds requires a resolution to be uploaded into eGrants.

Mayor Hughson motioned to adopt the resolution authorizing reallocation of 2017 funds for the WarnCentralTexas project and Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

10. Briefing on GIS Program Transition to Support Next Generation 9-1-1 Deployment

Craig Eissler, GIS Program Manager

Mr. Eissler's PowerPoint presentation titled "Next Generation 9-1-1 (NG9-1-1) and GIS addressed the following points:

- Where 9-1-1 Calls get routed in the CAPCOG region

- The Current (and outdated) E-91-1 call-routing system
- Next Generation 9-1-1 (NG9-1-1) call-routing and dispatch
- How is NG9-1-1 being orchestrated
- The 911-GIS database
- Interlocal Agreement Amendment: Transition to NG9-1-1 & Data Quality Control (QC)
- NG9-1-1 Quality Control (QC) Metrics & Performance Goals
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There was a discussion about the GIS coordinate-based call-routing, the spatial GIS database, the deficiencies of the E-911 tabular database and the accuracy of GIS address mapping. Mr. Eissler explained the transition period October 1, 2019-March 31, 2020 was the critical errors testing period. Critical errors will be pushed back to the county for correction so that calls are not routed to the wrong PSAP. Judge Pape asked for an update on the testing period in February 2020.

11. Consider Appointments to Advisory Committees

Betty Voights, Executive Director

Ms. Voights announced the following recommendations and vacancies on the advisory committees:

- On the Criminal Justice Advisory Committee (CJAC), Justin McInnis has been recommended for the Hays County spot.
- On the Solid Waste Advisory Committee (SWAC), Tammy Crumley has been recommended for the Hays County spot.
- On the Homeland Security Task Force (HSTF), Michael Shoe has been appointed as the Williamson County Emergency Management Coordinator and is recommended for the Williamson County spot.
- On the HSTF, Christine Files has been appointed as the Bastrop County Emergency Management Deputy Director and is recommended for the Bastrop County spot.
- On the HSTF, Craig Morrow has been appointed as the Fayette County Emergency Management Coordinator and is recommended for the Fayette County spot.
- On the HSTF, Dave Reimer has been appointed as the Capital Area Trauma Regional Advisory Council (CATRAC) representative and is recommended for the CATRAC spot.
- On the Geographic Information Systems Planning Council (GISPC), Deanna Swindle has been recommended for Llano County spot.

Judge Oakley motioned to approve the recommendations to the advisory committees and Mayor Hughson seconded the motion. The motion passed unanimously.

12. Staff Updates

Betty Voights, Executive Director

- There is a solid waste grant writing workshop on November 19 and on December 3.
- The criminal justice grant writing workshops will be held in the second and third weeks of January with dates to be determined.
- Ms. Voights introduced Deborah Brea, her new Executive Assistant.
- Ms. Voights asked if emailing the advisory committee attendance reports the Monday before the meeting is working and the board agreed.
- Council Member Flannigan provided an update on his Homelessness Committee. He said the committee met twice and has discussed homelessness in different communities. One commonality is that jurisdictions are struggling with data collection and sharing. The City of Austin and the City of Round Rock have put in resources to tackle the homelessness issue. Another challenge communities are facing is preventing or diverting people from becoming homeless. The committee also discovered there are federal funds to help with homelessness that the region has

missed out on. The City of Austin and Travis County collaborate with the Ending Community Homelessness Coalition (ECHO), which is a federally designated entity that manages the Continuum of Care. There is also the Balance of State Organization through the Texas Homeless Network which serves other nine counties in the region. He introduced Sophia Checa with the Texas Homeless Network (THN) to explain more about the Continuum of Care. This committee focuses on homelessness and issues related to it in the Austin area. There are funding opportunities to help people experiencing homelessness called the Texas Continuums of Care. Continuums of Care focus on housing and supportive services and partner with the Health and Human Services to provide drug/alcohol addiction treatment, mental illness treatment and job training. Ms. Checa stated THN wished to partner with CAPCOG.

Mayor Hughson requested that Ms. Checa's contact information be emailed to the Board.

13. Adjourn

Commissioner Daugherty adjourned the meeting at 11:30 a.m.



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

12/11/19
Date