

Executive Committee | Summary Minutes

10:00 a.m., Wednesday, November 14, 2018
CAPCOG Lantana Room
6800 Burleson Road, Building 310, Suite 155
Austin, Texas 78741

Present (18)

Mayor Corbin Van Arsdale, *City of Cedar Park*, **Chair**
Commissioner Gerald Daugherty, *Travis County*,
First Vice Chair
Council Member Andrea Navarrette, *City of Leander*, **Second Vice Chair**
Judge Paul Pape, *Bastrop County*, **Secretary**
Commissioner Cynthia Long, *Williamson County*,
Parliamentarian
Council Member Wiley Hopkins, *City of Buda*
Commissioner Joe Don Dockery, *Burnet County*
Judge Ken Schawe, *Caldwell County*

Judge Ed Janecka, *Fayette County*
Commissioner Maurice Pitts, *Lee County*
Mayor Lew White, *City of Lockhart*
Council Member Tammy Young, *City of Round Rock*
Mayor-elect Jane Hughson, *City of San Marcos*
Council Member William Gordon, *City of Smithville*
Mayor Brandt Rydell, *City of Taylor*
Commissioner Brigid Shea, *Travis County*
Judge Dan A. Gattis, *Williamson County*
State Representative Paul Workman

Absent (11)

Judge Bert Cobb, *Hays County*, **Immediate Past Chair**
Council Member Ellen Troxclair, *City of Austin*
Ms. Caroline Murphy, *City of Bee Cave*
Judge Brett Bray, *Blanco County*
Judge James Oakley, *Burnet County*

Commissioner Debbie Ingalsbe, *Hays County*
Judge Mary Cunningham, *Llano County*
Council Member Mike Heath, *City of Pflugerville*
State Representative John Cyrier
State Representative Jason Isaac
State Representative Celia Israel

1. **Opening Remarks and Pledge of Allegiance by the Chair**

Mayor Van Arsdale called the meeting to order at 10:00 a.m. and confirmed a quorum. He then led the Pledge of Allegiance.

2. **Consideration of Minutes for the October 10, 2018 Meeting**

A motion was made by Council Member Navarrette to approve the October 10, 2018, meeting minutes, with a correction to the Executive Committee Attendance Report to reflect Council Member Tammy Young as present at the October 10, 2018, Executive Committee meeting. Mayor White seconded the motion. The motion passed unanimously and the October 10, 2018, minutes were adopted.

3. **Accept the Quarterly Investment Report**

Lisa Byrd, Director of Finance

Ms. Byrd reported for the quarter ending September 30, 2018. All of CAPCOG's investments are in the Texas Local Government Investment Pool (TexPool). Total interest earnings for the quarter was \$102,333.56. TexPool daily investments yield were 2.12% whereas the six month U.S. Treasury bills were about 2.3%. The ending book value was \$20,752,696 and the average yield for the quarter was 1.95%.

A motion was made by Commissioner Daugherty to accept the Quarterly Investment Report and Mayor Rydell seconded the motion. The motion passed unanimously and the Quarterly Investment Report was accepted.

4. Ratify Contracts for Basic Life, Voluntary Life, Long Term Disability Insurance, Dental, and Vision Benefits for CAPCOG Employees
Sheila Jennings, Director of Administration

Ms. Jennings explained that CAPCOG decided to issue a Request for Proposal (RFP) for health, dental, medical, and life insurance benefit for its employees. First, services were procured from IPS Advisors to assist CAPCOG with testing the market for its health plan and benefits. In September, an RFP was issued and CAPCOG received a number of competitive bids which were reviewed by Mr. Brett Bauers with IPS Advisors. At the last minute, CAPCOG's current medical provider, TML Intergovernmental Employee Benefits Pool, submitted a new re-rate proposal which resulted in it being the best competitive bid for medical. Competitive bids were also received from Mutual of Omaha for life and disability insurance and Superior Vision for vision insurance. It was noted that, due to the timing of the RFP process and the need to get employees enrolled with the new providers, contracts needed to be executed prior to the meeting hence the reason for ratifying. Since TML represents a continuation, ratification of the Mutual of Omaha and Superior Vision contracts were necessary.

A motion was made by Judge Pape to ratify contracts for Basic Life, Voluntary Life, Long Term Disability Insurance, Dental, and Vision Benefits for CAPCOG Employees and Council Member Young seconded the motion. The motion passed unanimously.

5. Consider Approving 2019 Aerial Imagery (12" Orthoimagery) Purchase for GIS-911 PSAP Systems
Chris Schreck, Director of Regional Planning and Services
Craig Eissler, GIS Program Manager

Mr. Schreck explained that the Aerial Imagery provides the "backbone" of the 9-1-1 Geographic Information System (GIS) services that CAPCOG provides. This would be a coordinated purchase of imagery through the Texas Natural Resources Information System (TNRIS) Strategic Mapping program or StratMap. CAPCOG has cooperated with a group of jurisdictions in its region and towards the Brazos Valley COG and into Bryan-College Station to pool all of the collective imagery purchases to receive a bulk rate and to avoid any duplication of purchases.

A motion was made by Council Member Navarrette to approve the 2019 Aerial Imagery Purchase for GIS-911 PSAP Systems and Council Member Young seconded the motion. The motion passed unanimously.

6. Consider Approving Revisions to the Drug and Alcohol Abuse Policy
Sheila Jennings, Director of Administration
Ruth Ann Delaney, Human Resources Coordinator

Ms. Jennings pointed out that this policy, formally called the *Substance Abuse Policy*, is now renamed the *Drug and Alcohol Abuse Policy*. Language related to judgment calls and repetitive statements about how safety and an employee's performance can be impaired was deleted in the *Substance Abuse Policy*. An entire section that described different kinds of drugs and their affects was also deleted. Ms. Jennings provided a "clean" version of the *Drug and Alcohol Policy* for the Executive Committee to review. The revised policy states that an employee cannot be under the influence when doing CAPCOG work on CAPCOG premises. Discussion was then directed toward the policy language related to an employee's successful completion of a prescribed rehabilitation or treatment. The discussion referred to the language that an employee "[a]gree to random drug tests for up to a year after return; . . ." It was suggested that the word "random" should be removed or revised and "unscheduled" would be used.

Ms. Jennings also pointed out that the revised policy requires that employees sign an Agreement and Consent to Drug and/or Alcohol Testing, which is highly recommended. All testing would be authorized in advance by the executive director. Ms. Voights added that testing would not be her first course of action if she suspected an employee was having issues. It would be on a case by case basis. Also added was language that the Executive Director's designee has the authority to have an employee tested if the Executive Director is unavailable within a reasonable period of time.

A motion was made by Commissioner Daugherty to approve the revisions to the Drug and Alcohol Abuse Policy with revisions and Judge Schawe seconded the motion. The motion passed unanimously.

7. Approval of Extension of Contract with RideShark for MyCommuteSolutions Platform
Andrew Hoekzema, Assistant Director of Regional Planning and Services

Mr. Hoekzema requested that the Executive Committee approve an amendment to CAPCOG's existing contract with RideShark, the vendor that provides CAPCOG's MyCommuteSolutions.com platform. RideShark assists people within the region to find matches for carpools and log-in alternative commutes. A number of employers have their own custom sub-sites under this platform in order to manage their own trip production programs. CAPCOG put a contract in place once it took over the commute solutions program with RideShark to ensure continuity. This extension allows CAPCOG an additional three months under the existing contract.

A motion was made by Commissioner Shea to approve the extension of Contract with RideShark for MyCommuteSolutions Platform and Commissioner Pitts seconded the motion. The motion passed unanimously.

8. Adopt a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for Regional Planning by the Capital Area Council of Governments
Martin Ritchey, Director of Homeland Security

Mr. Ritchey explained that the next four items are fairly similar. The Executive Committee had seen these before but not in resolution form. A list of grant applications for Homeland Security funds was adopted back in the March timeframe and now need the Committee's consent through the resolutions specific to CAPCOG's projects which will be uploaded into the E-grants for the Office of the Governor.

A motion was made by Commissioner Shea to adopt a Resolution authorizing the submission of the Homeland Security Grant Program Application for Regional Planning and Commissioner Daugherty seconded the motion. The motion passed unanimously.

9. Adopt a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for Regional Training and Exercise by the Capital Area Council of Governments
Martin Ritchey, Director of Homeland Security

A motion was made by Commissioner Shea to adopt a Resolution authorizing the submission of the Homeland Security Grant Program Application for Regional Training and Exercise and Judge Gattis seconded the motion. The motion passed unanimously.

10. Adopt a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for Regional Warn Central Texas Outreach Project by the Capital Area Council of Governments
Martin Ritchey, Director of Homeland Security

A motion was made by Commissioner Shea to adopt a Resolution authorizing the submission of the Homeland Security Grant Program Application for Regional Warn Central Texas Outreach Project and Judge Schawe seconded the motion. The motion passed unanimously.

11. Adopt a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for WebEOC by the Capital Area Council of Governments
Martin Ritchey, Director of Homeland Security

A motion was made by Commissioner Shea to adopt a Resolution authorizing the submission of the Homeland Security Grant Program Application for WebEOC and Mayor Rydell seconded the motion. The motion passed unanimously.

12. Consider Approving Revisions to the CAPCOG Regional Notification System Policies and Procedures
Martin Ritchey, Director of Homeland Security

Mr. Ritchey explained that because of the transition from CodeRed to the Everbridge system, CAPCOG's regional notification system (RNS) policies and procedures were reviewed and updated. A red-lined version was provided to the Executive Committee for review. Changes included eliminating vendor-specific language, adding language about IPAWS (Integrated Public Warning System, which is a system run by FEMA); and some basic housekeeping changes.

A motion was made by Judge Gattis to approve the revisions to the CAPCOG RNS Policies and Procedures and Commissioner Shea seconded the motion. The motion passed unanimously.

13. Consider Authorizing the Interlocal Agreement Template for RNS System
Martin Ritchey, Director of Homeland Security

Mr. Ritchey provided a red-line version of the changes to the interlocal agreement template. The changes were in-line with the changes made to the RNS Policies and Procedures. CAPCOG will be going back to the agencies and jurisdictions to make sure they are up-to-date with their own interlocal agreements as well. After a brief discussion initiated by Judge Pape regarding language to "[h]old harmless CAPCOG from and against any and all claims, liens, proceedings, actions or causes of action, . . ." it was agreed that this item will be moved to the December Executive Committee agenda.

14. Discuss Outreach Plan to Increase Regional Notifications System Users
Betty Voights, Executive Director
Martin Ritchey, Homeland Security Director

Mr. Ritchey reported that CAPCOG is at 8.2% which is an average rate for wireless phone registration compared to other systems across the country which is 8 – 10%. There is a total of 115,864 registrants who are subscribed to Everbridge. CAPCOG's past expenditures to promote WarnCentral Texas was approximately \$52,000. Promotions came in the form of banners, buck slips (English and Spanish), and included some spots on local radio. CAPCOG's biggest promotion for soliciting response has been the local media, predominately during a disaster. For example, during the Llano floods, Everbridge saw about 700

– 800 registrants per day. During the first 14 days of the current month, Everbridge averaged about 20 registrants per day.

Commissioner Shea mentioned that she has already spoken with her tax assessor collector and they are willing to work with CAPCOG to have an effective mechanism to encourage people to sign up. Judge Janecka reported that residents who come in and request a new address, have to come into the office. This would be a way to reach the new residents to sign up. Mayor-elect Hughson reported that after the May 15th floods in San Marcos, the City now requires that landlords give their renters information that they're in a flood plain and to make plans accordingly.

Upon further discussion, Mr. Ritchey explained that the Everbridge system can operate on the registrant's address regardless of where they are, however, a call must go through the Integrated Public Warning System (IPAWS) and only counties can set an IPAWS alert. Each county has an IPAWS designee or Executive Committee members can sign up to have their county appoint an IPAWS designee. Not all 10 counties have signed up for the IPAWS system. CAPCOG's previous RNS system, CodeRed, did not handle IPAWS as well as this system, so CAPCOG is going to put a big push on them to do it. Sometimes there are gaps in using IPAWS because it is based on the location of the cell tower and the further you get out into a rural area, cell towers aren't always in the same polygon. Mr. Ritchey did point out that with Everbridge, you can sign up multiple locations such as home, work, or mom's house. Another feature of Everbridge, besides the emergency notifications, is a registrant can select other types of notifications they wish to receive such as those coming from the jurisdictions. The system will also send those same messages out through Facebook and other social media. Mr. Ritchey explained that it is possible to measure the percentage of participation by jurisdiction, but since the system is fairly new and those numbers would have to be manually keyed reports. Ms. Voights suggested giving this issue to the Homeland Security Task Force Subcommittee that works on outreach issues to look at efforts to increase users now that CAPCOG has changed platforms.

15. Consider Appointments to Advisory Committees
Betty Voights, Executive Director

There were no appointments to Advisory Committees, however, Ms. Voights reminded the Executive Committee that there are still vacancies on the CJAC Committee and it's that time of year where advisory committees have their meetings to prioritize all the funding and full membership is encouraged.

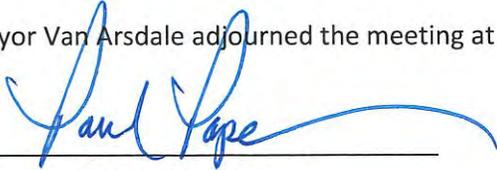
16. Staff Updates: Internal Activities
Betty Voights, Executive Director

- There will be a panel of legislators to speak at General Assembly in December. Ms. Voights asked for any suggestions on speakers.
- The Aging Division received a sum of money from Austin Energy under its One Plus Program which may be used to assist residents inside the City of Austin or the Austin Energy service area with their utility bills. By assisting those residents in that geographical area, the whole region will benefit by leaving more money for those outside of Austin.

Recognition and appreciation was given to Representative Paul Workman for his service on the Executive Committee. In addition, congratulations for the re-elected and newly elected members was also expressed.

17. Adjourn

Mayor Van Arsdale adjourned the meeting at 11:08 a.m.



Judge Paul Pape, Secretary
Executive Committee
Capital Area Council of Governments

12/12/18

Date