

Executive Committee | Summary Minutes

10:00 a.m., Wednesday, December 12, 2018
Wyndham Garden Hotel South
3401 South IH-35
Austin, Texas 78741

Present (20)

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
Ms. Caroline Murphy, *City of Bee Cave*
Commissioner Joe Don Dockery, *Burnet County*
Judge James Oakley, *Burnet County*
Commissioner Maurice Pitts, *Lee County*
Judge Ken Schawe, *Caldwell County*

Judge Mary Cunningham, *Llana County*
Judge Ed Janecka, *Foyette County*
Commissioner Debbie Ingalsbe, *Hays County*
Mayor Lew White, *City of Lockhart*
Council Member Mike Heath, *City of Pflugerville*
Council Member Tammy Young, *City of Round Rock*
Mayor 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*

Absent (9)

Mayor Corbin Van Arsdale, *City of Cedar Park*, **Chair**
Judge Bert Cobb, *Hays County*, **Immediate Past Chair**
Council Member Ellen Troxclair, *City of Austin*
Council Member Wiley Hopkins, *City of Buda*
Judge Brett Bray, *Blanco County*

State Representative John Cyrier
State Representative Jason Isaac
State Representative Celia Israel
State Representative Paul Workman

1. Opening Remarks and Pledge of Allegiance by the First Vice Chair

First Vice Chair Commissioner Daugherty presided as Chair for the meeting, called the meeting to order at 10:00 a.m. and confirmed a quorum. He then led the Pledge of Allegiance. Commissioner Daugherty recognized the proposed newly-elected Executive Committee members that were present.

2. Consideration of Minutes for the November 14, 2018 Meeting

A motion was made by Council Member Navarrette to approve the November 14, 2018, meeting minutes, Commissioner Ingalsbe seconded the motion. The motion passed unanimously and the minutes were adopted.

3. Consider Approving Reallocations of Homeland Security Grant Funds **Martin Ritchey, Director of Homeland Security**

Mr. Ritchey explained that this is a routine item that comes before the Executive Committee each year when the Office of Homeland Security of the Governor's Office reallocates funds that were unspent the previous year. According to CAPCOG's allocation process approved by the Executive Committee, projects that fell below the line that were approved but not funded, would be the first in line to receive funds. These allocations were brought before the Homeland Security Task Force (HSTF) the previous week. The total projected amount of uncommitted funds for 2017 was \$50,871.78. That amount is available for

reallocation for items 15¹ and 16² on the FY 2017 SHSP table. Only those items would be able to receive funds based upon the total allocation dollars. As indicated on the table, item 15 was originally going to receive \$68,000, however, the Grantee is only asking for \$36,600. The additional \$14,271 would fall to item 16. The total projected amount of uncommitted funds was \$22,535.40 for 2018. That amount is available for reallocation for item 20³ on the FY 2018 SHSP table and would receive their funds of \$23,157. The City of Austin, in discussion with all three projects, agreed to take partial funding. To be able to do this, the Committee agreed to provide them the unallocated funds in 2017 and 2018. Mr. Ritchey then clarified item 15 stating the City of Austin has removed the aviation component so they are not buying the helicopters, just the flare cameras that go on the helicopters.

A motion was made by Council Member Navarrette to approve the reallocations of Homeland Security Grant Funds and Council Member Young seconded the motion. The motion passed unanimously and the reallocations were approved.

4. Approve Plan Year 2020 CAPCOG Regional Criminal Justice Priorities
Chris Schreck, Director of Regional Planning and Services
Matt Holderread, Criminal Justice Program Specialist

Mr. Schreck stated that the 2020 Regional Criminal Justice Priorities updates have been reviewed by the Criminal Justice Advisory Committee (CJAC) and were recommended for approval. He explained that the Office of the Governor sends out an updated agreement to run the Criminal Justice grant program and then CAPCOG turns around and updates the strategic plan that guides the way CAPCOG scores so that funds can be awarded. Mr. Schreck listed the priorities which included: Access to Basic Services with a Focus on Providing Services that are Evidence Based and Trauma Informed; Additional Staffing for Training for Professionals Working in Criminal Justice Related Fields; Improved Communication, Collaboration and Coordination Among Organizations that have a role in Criminal Justice; Outreach, Education, and Support Services in the Community; and Resources and Access to Resources including Equipment and Technology. Mr. Schreck pointed out that the items listed under each priority were a result of the stakeholder process. There have been two stakeholder meetings with 85 different participants. A list of organizations and entities represented in the planning process was included in the Plan Year 2020 update as a reference. CAPCOG also ran an online survey and received 75 responses which indicated that on average, respondents had expertise in almost 2.5 different criminal justice fields. All that information was given to the CJAC who used it to produce these priorities.

A motion was made by Mayor White to approve the Plan Year 2020 CAPCOG Regional Criminal Justice Priorities and Council Member Young seconded the motion. The motion passed unanimously.

5. Consider Approving Amendments to Advisory Committee Bylaws
Betty Voights, Executive Director

Ms. Voights explained that CAPCOG had fairly standardized bylaws over the years for all of CAPCOG's advisory committees in order to keep track of when boards meet, when membership is ratified and appointed, attendance requirements, etc. It became apparent to Ms. Voights that in the last few years there were amendments made including a few that may not have come before the Executive Committee. Committees not included in these amendments are the Clean Air Coalition (CAC), Capital Area Regional

¹ Project: #15 Austin 2017 – AFD RED Team UAS Quad-Copter(s) w/FLIR Camera Inspire.

² Project: #16 Austin 2017 – AFD PCR Detection Equipment.

³ Project: #20 Austin 2018 – APD Bomb Squad Underwater Hazardous Diving Interoperable Communications Equipment.

Transportation Planning Organization (CARTPO) and Capital Area Economic Development District (CAEDD). These advisory committees have different membership requirements. Ms. Voights pointed out that there was peculiar language that appeared in the Solid Waste Advisory Committee's (SWAC) bylaws about a closed door process for their applications which doesn't comply with the Open Meetings or Open Records requirements. There was also a situation in one of CAPCOG's advisory committees where a complaint regarding an alleged discriminatory comment was made prior to the meeting when a committee member felt like they had been discriminated against by other members of the committee in casual discussion. As a result, under Professional Conduct, a line was added specifically to address discrimination. Ms. Voights further explained that when a complaint is made to staff, it would be reported to her. After an investigation, she would first contact whoever in the Executive Committee made the appointment. Ultimately, if it was fairly egregious, she would come back to the Executive Committee as a group and recommend that the member be taken off the committee.

A motion was made by Judge Oakley to approve the amendments to the Advisory Committee Bylaws and Council Member Heath seconded the motion. The motion passed unanimously.

**6. Designate Board Member for the Corporation for Texas Regionalism
Betty Voights, Executive Director**

Ms. Voights explained that the COGs are expressly prohibited from lobbying because of a state statute and because COGs receive federal and state money. The Corporation for Texas Regionalism (CTR) was created as a 501(c)6 to advocate on behalf of the 24 Texas COGs. CAPCOG's annual dues to CTR are \$5,000 which must be paid from non-state or federal funds. CTR contracts with McGuire Woods Public Affairs Solutions who works closely with the Texas Association of Regional Councils (TARC), the COGs' state association. The TARC board's legislative committee hands off a list of the COGs' issues and positions on those issues to CTR to work on. The COGs that are members of CTR each have a board slot as does CAPCOG. These slots are typically COG board members.

Ms. Voights noted that Commissioner Long has been the CTR Board Member designate for the past three years. The meetings and conference calls are inconsistently scheduled which can pose problems for elected officials to participate; Ms. Voights said for that reason she has served as the alternate and charges time spent to a local code. Neither TARC or CTR work on issues that don't apply to programs that all the COGs share. Solid waste will be a big issue next year -- just trying to keep CAPCOG's tipping fee. Commissioner Long offered her services to continue as the CTR Board Member designate.

A motion was made by Commissioner Ingalsbe to designate Commissioner Long as the CTR Board member and Commissioner Pitts seconded the motion. The motion passed unanimously.

**7. Consider Appointments to Advisory Committees
Betty Voights, Executive Director**

There were no appointments to Advisory Committees. Ms. Voights announced that in January, there is always a presentation on the advisory committees and what they do. Because there will be several new Executive Committee members, it will be valuable. She also reminded the members that we will also be looking to designate Executive Committee members as liaisons for advisory committees. Ms. Voights mentioned that the agenda packets can be bulky especially when all of the monthly committee attendance reports are included. She suggested that hard copies be provided at the meetings. After a short discussion, it was concluded that the monthly committee attendance reports would be excluded from the agenda packets, emailed to each member and hard copies available at the monthly meetings.

8. **Staff Updates: Internal Activities**

Betty Voights, Executive Director

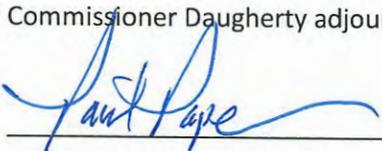
- Warn Central Texas Update. Mr. Martin Ritchey provided an update on Warn Central Texas, the regional notification system recently upgraded from a provider called Code Red to Everbridge. CAPCOG is going to continue to offer training on an ongoing basis as there's turnover and other changes in different communities. In October, there was a spike in people signing up for Warn Central Texas due to the flooding and the boil water notice that occurred in the City of Austin. Mr. Ritchey reminded the members that CAPCOG had about 15 people on average per day signing up (removing the peak days). The average is starting to increase slightly to about 28 people per day who are signing up. An estimated 120,000 people have self-registered, however, there are thousands of cell phones out there that are eligible to sign up. Other than the banners and the buck slips, we are looking for creative ways to continue that process. There's a wide range of options that are being discussed and once we get to a point in identifying what the options are, we will inform the committee and make sure everybody knows what some of the best practices are.

Commissioner Shea asked if Mr. Ritchey knew if Travis County was one of the participants of the IPAWS system. Mr. Ritchey explained that IPAWS is an integrated public alert and warning system sponsored by the Federal Emergency Management Agency (FEMA), where the President of the United States down to senior local officials can activate cell phones through a unique warning system. There are many emergencies that can be used for IPAWS, including civil emergencies and law enforcement type of emergencies. IPAWS does not require signups. It's based upon the geolocation of the cellphone tower. The State of Texas decided that only counties could receive the IPAWS designation. There were a number of counties that were in the pipeline to get authority. Mr. Ritchey identified that there were four counties -- Williamson, Caldwell, Hays and Travis, that have IPAWS capacity. Mr. Ritchey stated that IPAWS will be brought up to the Homeland Security Task Force and a workshop can be provided if there are counties that need help with the process. Mr. Chuck Brotherton, Travis County Executive Director for Emergency Services, commented that while all counties may not have the training and the readiness to access and activate the IPAWS system, it is his understanding that the National Weather Service can make an activation on any of our behalf, in the event of serious weather. The National Weather Service, with a phone call from one of Travis County's Emergency Management Coordinators, can issue an activation by the IPAWS system.

- Ms. Voights thanked outgoing Executive Committee members, Former Mayor Caroline Murphy, Judge Mary Cunningham, Judge Dan A. Gattis, Judge Ken Schawe, and Judge Ed Janecka and presented them each with a Certificate of Appreciation.

9. **Adjourn**

Commissioner Daugherty adjourned the meeting at 10:51 a.m.



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

1/9/19

Date