

Executive Committee | Summary Minutes

10:00 a.m., Wednesday, May 13, 2020

Access via GoToMeeting from your computer, tablet, or smartphone:

<https://global.gotomeeting.com/join/898303213>

Dial in: (571) 317-3122

Access Code: 898-303-213

Present (25)

Mayor Jane Hughson, City of San Marcos, **Chair**
Judge Paul Pape, Bastrop County, **First Vice Chair**
Mayor Brandt Rydell, City of Taylor, **Second Vice Chair**
Judge James Oakley, Burnet County, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
Commissioner Gerald Daugherty, Travis County, **Immediate Past Chair**
Council Member Jimmy Flannigan, City of Austin
Mayor Pro Tem Lyle Nelson, City of Bastrop
Council Member Andrea Willott, City of Bee Cave
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, 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
Mayor Sandy Cox, City of Lakeway
Council Member Christine Sederquist, City of Leander
Commissioner Maurice Pitts, Lee County
Mayor Lew White, City of Lockhart
Council Member Matthew Baker, City of Round Rock
Council Member Mike Heath, City of Pflugerville
Council Member William Gordon, City of Smithville
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County

1. Opening Remarks and Pledge of Allegiance by the Chair

Mayor Hughson called the meeting to order at 10:05 a.m. and confirmed the quorum. She then led the committee in the pledge of allegiance.

2. Consider Approval of the March 11, 2020 Meeting Minutes

Mayor Hughson asked for a consideration of the minutes from the March 11, 2020 meeting. Mayor White made a motion to approve the minutes. Mayor Cox seconded the motion. The motion passed unanimously.

3. Consider Accepting the Annual Financial Report of the Capital Area Council of Governments for the Year Ended September 30, 2019

Lisa Byrd Bowman, Director of Finance

Ms. Bowman introduced Mr. Lupe Garcia from the audit firm Whitley Penn, LLP, to present the audit report for the year ending September 30, 2019. Ms. Bowman noted that Mr. Garcia met earlier with the Executive Committee Officers and answered questions regarding the audit report.

Mr. Garcia provided a brief presentation. He explained that the audit process started with a risk assessment followed by tests of internal controls and substantive testing. Mr. Garcia reported they reviewed CAPCOG's accounting policies and determined that they were in-line with industry standards, there were no misstatements, and no adjustments were required. Mr. Garcia did not have any disagreements with CAPCOG'S management when it came to the application of any accounting principles.

Mr. Garcia explained that as an external auditor, Whitley Penn can issue three different types or levels of audit opinions-disclaimer (no assurance), modified (qualified or adverse) or unmodified (clean opinion). Whitley Penn issued CAPCOG an unmodified clean opinion for the fiscal year 2019.

Mr. Garcia then highlighted the financial information in the Annual Financial Report. He reviewed CAPCOG's Statement of net position pointing out that CAPCOG's total net position was \$29.5 million on September 30, 2019. This amount represented the difference between CAPCOG's assets and liabilities. Total assets were \$31.9 million. He pointed out that the balances from 2018 to 2019 were comparable and that all the governmental funds for this audit period reported a positive ending fund balance. He reported that auditors did not find any material weaknesses or significant deficiencies in internal controls over financial report and did not identify any noncompliance that would be material to the financial statements.

The two areas focused on by the auditors this time were Aging Cluster of programs and State Homeland Security Programs.

A motion was made by Judge Pape to accept the Annual Financial Report and Commissioner Long seconded the motion. The motion passed unanimously.

4. Consider Accepting the Quarterly Investment Report

Lisa Byrd Bowman, Director of Finance

Ms. Bowman reported that this was the first quarter report ending March 31, 2020, for the 2020 calendar year. Total interest earnings for the quarter were \$79,958 with an interest rate of approximately 1.38%. The weighted average maturity days were 30 days and the 6-month U.S. Treasury Bill rate at March 31st was 0.1500%, which indicated CAPCOG performed a little better than the Treasury Bill rate. The beginning book value was approximately \$21,830,975 and the ending book value was approximately \$24,140,934.

A motion was made by Council Member Sederquist to accept the Quarterly Investment Report and Commissioner Long seconded the motion. The motion passed unanimously.

5. Consider Mid-Year Update to Budgeted Revenues for CAPCOG in FY 2020

Sheila Jennings, Director of Administration

Ms. Jennings presented a Mid-Year report of the CAPCOG FY 2020 Budget. The General Assembly adopted the initial budget on September 11, 2019. Because some grants were not finalized when the budget was adopted, Ms. Jennings stated that a mid-year report is always made to the board to report on any changes in revenue. Ms. Jennings pointed out that there is a \$4,142,197 increase in the budget since the initial September adoption.

CAPCOG submitted a Planning Budget for the Area Agency on Aging in November 2019 which included \$2.9 million in carryover, primarily in meals (\$1.8M) and another \$615K in supportive services- we had budgeted for \$2 million in carryover, so this is a significant increase over what had been budgeted. There was also a small increase in the amount of third-party match from providers.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act appropriated supplemental funding for programs authorized by the Older Americans Act, and we have been notified that the state Health and Humans Services Commission will be distributing additional funds for each AAA via formula. Aging Services received revenue at the end of the fiscal year which accounted for \$2.6 million more in additional amounts to carry forward than anticipated in the initial budget. Aging staff are now adapting to make some changes

in outreach and staffing to expend the carry over earlier in the year. Ms. Jennings then proceeded through each division in CAPCOG, noting smaller adjustments.

The FY 2020 budget for Aging service has increased in revenue from \$11,419,890 to \$12,755, 813.

With regard to Emergency Communication, Ms. Jennings reported the FY 2020 budget for Emergency Communications programs has increased from \$17,145,064 to \$20,103,524. The \$2.9 million increase is due to budget adjustments approved by the CAECD Board of managers in October 2019 to move some project expenses from FY 2019 in FY 2020, and action in February 2020 for changes to the interlocal GIS contracts.

At mid-year, the total budgeted revenues for FY 2020 has increased by just over \$4 million, from \$32,458,078 to \$36,630,275.

No action was required on this item.

6. Consider Adopting a Resolution for Prioritized List of Juvenile Justice and Truancy Prevention Grant Program: Juvenile Justice Projects for Plan Year 2021 Funding Consideration through the Office of the Governor, Criminal Justice Division (CJD)

Matt Holderread, Regional Research Coordinator

Council Member Heath thanked Mr. Holderread and the Community & Economic Development team for an exceptional job handling the CJAC scoring meetings.

Mr. Holderread explained that the purpose of this request was to adopt a resolution allowing CAPCOG to submit a prioritized list of criminal justice programs to the Office of the Governor (OG). There were 14 applications from 14 different organizations that requested approximately \$880,000. The CJAC met to review and prioritize applications on April 16, 2020 for the submission of funding recommendations to the OG, Public Safety Office's CJD for consideration. Criminal Justice Advisory Committee (CJAC) will provide its recommendations to the CJD of the OG and they will make the final funding decision.

A motion was made by Council Member Heath to adopt the Resolution for Prioritized List of Juvenile Justice and Truancy Prevention Grant Program: Juvenile Justice Projects for Plan Year 2021 Funding Consideration through the Office of the Governor, Criminal Justice Division. Commissioner Dockery seconded the motion. The motion passed unanimously.

7. Consider Adopting a Resolution for Prioritized List of Criminal Justice Program Projects for Plan Year 2021 Funding Consideration through the Office of the Governor, Public Safety Office's Criminal Justice Division

Matt Holderread, Regional Research Coordinator

For this category, Mr. Holderread reported there were 17 applications from 12 different organizations that requested over \$1.1 million. The CJAC met to review and prioritize applications on April 15, 2020 for the submission of funding recommendations to the OG. Public Safety Office's CJD for consideration. CJD funds these programs through federal pass-through funds and makes all final decisions about which projects are funded.

A motion was made by Council Member Heath to adopt a resolution for Prioritized List of Criminal Justice Program Projects for Plan Year 2021 Funding Consideration through the Office of the Governor, Public Safety Office's Criminal Justice Division. Council Member Guevara seconded the motion. The motion passed unanimously.

8. Consider Adopting a Resolution for Prioritized List of Violence Against Women Justice and Training Program Projects for Plan Year 2021 Funding Consideration through the Office of the Governor, Public Safety Office's Criminal Justice Division

Matt Holderread, Regional Research Coordinator

For this category, Mr. Holderread reported there were 3 applicants from 3 different organizations requesting \$187,754 which was approximately \$181,000 less than the estimated budget for this grant program of \$ 368,819. The CJAC met to review and prioritize applications on April 14, 2020 for the submission of funding recommendations to the OG, Public Safety Office's CJD for consideration. CJD funds these programs through federal pass-through funds and makes all final decisions about which projects are funded.

A short discussion followed about why there were funds remaining for this program. Mr. Holderread explained that organizations must apply for the grant money in order to have an opportunity to receive the money; this program has typically not received as many applications in large part because of the high match available, which is 29 percent for this program. Mr. Holderread also said the fact that any direct service projects that fit under the violence against women justice and training program are moved to the general victims assist direct services program because there is a lot more funding available in that program; sometime CJD will move projects back over to the violence against women justice and training program from that program after the review if they need to do that.

A motion was made by Council Member Sederquist to adopt the resolution recommending Violence Against Women Justice and Training Program Prioritized Project list for Plan Year 2021 funding consideration through the Office of the Governor, Public Safety Office's Criminal Justice Division. Council Member Heath seconded the motion. The motion passed unanimously.

9. Consider Adopting a Resolution for Prioritized List of Juvenile Justice and Truancy Prevention Grant Program: Truancy Prevention Projects for Plan Year 2021 Funding Consideration through the Office of the Governor, Criminal Justice Division

Matt Holderread, Regional Research Coordinator

For this category, Mr. Holderread reported there were 5 applicants from 5 organizations requesting roughly \$2.3 million which was approximately \$400,000 over the estimated budget for this program of \$1.9 million. The CJAC recommended full funding for these projects as they were scored, with partial funding recommended to the last project, which scored the lowest.

The CJAC met to review and prioritize applications on April 14, 2020 for the submission of funding recommendations to the OG, Public Safety Office's CJD for consideration. CJD funds this program with state funds allocated through legislation and makes all final decisions about which projects are funded.

A motion was made by Mayor Pro Tem Nelson. Council Member Sederquist seconded the motion. The motion passed unanimously.

10. Consider Adopting a Resolution for Prioritized List of General Victim Assistance Direct Services Program Projects for Plan Year 2021 Funding Consideration through the Office of the Governor, Public Safety Office's Criminal Justice Division

Matt Holderread, Regional Research Coordinator

For this category, Mr. Holderread reported there were 16 applicants from 16 different organizations requesting roughly \$7.2 million, which is approximately \$3.2 million over the estimated budget for this program of \$3,999,668.

The CJAC met to review and prioritize applications on April 14, 2020 for the submission of funding recommendations to the OG, Public Safety Office's CJD for consideration. CJD funds this program with program through federal pass-through funds and makes all final decisions about which projects are funded.

A motion was made by Council Member Guevara. Commissioner Long seconded the motion. The motion passed unanimously. Mayor Cox abstained.

11. Consider Adopting of Resolution Recognizing May 2020 as Older Americans Month
Patty Bordie, Director Aging Services

Ms. Bordie requested that the Executive Committee adopt a resolution recognizing May 2020 as Older Americans month. Ms. Bordie explained that the month of May is historically designated as Older Americans Month. The 2020 theme is *Make your Mark* which encourages and celebrates the contribution that older adults make to our communities. This year's theme also highlights the difference everyone can make in the lives of older adults, in support of caregivers, and to strengthen communities.

Ms. Bordie then explained that throughout the month, the Area Agency on Aging will focus on a virtual campaign to collect input from older adults about their legacy, by asking them "what would you like to be remembered for?" and highlighting the many contributions of older adults across the CAPCOG region.

A motion was made by Mayor White to Adopt the Resolution Recognizing May 2020 as Older Americans Month. Commissioner Long seconded the motion. The motion passed unanimously.

Ms. Brodie then asked that the Executive Committee connect with providers in their counties to assist in getting the word out about the CARES ACT and available funding. Mayor Hughson asked that this information be emailed to the CAPCOG General Assembly.

12. Consider Appointments to Advisory Committees
Deborah Brea, Executive Assistant

Ms. Brea announced that Judge Oakley nominated Captain Christopher Jett to the Criminal Justice Advisory Committee for Burnet County; Judge Pape nominated Bastrop PD Chief Clint Nagy to the Law Enforcement Education Committee for Bastrop County.

A motion was made by Judge Pape to approve the appointments. Judge Oakley seconded the motion. The motion passed unanimously.

13. Staff Reports
Betty Voights, Executive Director of CAPCOG

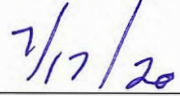
- Ms. Voights reported that the gas pump skimmer project has been extended through February 2021. CAPCOG will be re-soliciting for applications for funding starting in July. Departments will need to be required to do four weeks of continuous surveillance for several hours each day to be eligible.
- CAPCOG sent out its letters to the Clean Air Collation for our Air Quality funding programs. We are asking for sixty percent less than the previous year because we received full funding last year from our members and we did not need it because we received the TCEQ money for two years.
- Economic Development Administration (EDA) has a lot of money out of the CARES ACT program available - everyone in the nation is eligible for this money as it is not tied to low income, distress or other factors. Ms. Voights stated that this was a great opportunity and encouraged those interested to contact her or Rachel Steele, Community & Economic Development Director to discuss any project they may have. Also, EDA will be expanding our funding internally to help develop projects.

14. Adjourn

Mayor Hughson asked for a motion to adjourn the meeting at 11:19 a.m. Council Member Sederquist made a motion to adjourn the meeting. Council Member Baker seconded the motion. The motion passed unanimously.



Judge James Oakley, Secretary
Executive Committee
Capital Area Council of Governments



Date