

Executive Committee | Summary Minutes

10:00 a.m., Wednesday, October 14, 2020

Access via Zoom:

<https://zoom.us/j/96978463172?pwd=TjFDSEnqcVoyOXU1V05abFRXT3J0QT09>

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Member ID: 96978463172

Access Code: 080289

Present (18)

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**
Council Member Jimmy Flannigan, City of Austin
Mayor Pro Tem Lyle Nelson, City of Bastrop
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County

Judge Joe Weber, Fayette County
Commissioner Debbie Ingalsbe, Hays County
Council Member Christine Sederquist, City of Leander
Commissioner Maurice Pitts, Lee County
Council Member Matthew Baker, City of Round Rock
Council Member William Gordon, City of Smithville
Commissioner Brigid Shea, Travis County
Commissioner Cynthia Long, Williamson County

Absent (7)

Commissioner Gerald Daugherty, Travis County, **Immediate Past Chair**
Council Member Andrea Willott, City of Bee Cave
Council Member Mike Guevara, City of Cedar Park
Mayor Sandy Cox, City of Lakeway
Mayor Lew White, City of Lockhart
Council Member Mike Heath, City of Pflugerville
Commissioner Russ Boles, Williamson County

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

Mayor Hughson called the meeting to order at 10:04 a.m. and led the Executive Committee in the Pledge of Allegiance.

2. **Consideration of Minutes for the September 9, 2020 Meeting**

A motion was made by Judge Oakley to approve the September 9, 2020, meeting minutes. Ms. Brea pointed out that a minor correction was necessary to the title of item 2 to change the date from August 14, 2020 to August 12, 2020. A motion was made by Judge Oakley to approve the September 9, 2020 meeting minutes with the minor correction as noted. Commissioner Long seconded the motion. The motion passed unanimously.

3. **Review Annual Contracts & Recurring Monthly Expenditures for CAPCOG in FY 2021** **Sheila Jennings, Director of Administration**

Ms. Jennings explained this is an annual item brought before the Executive Committee in the interest of transparency and as a reminder of major expenses CAPCOG has already committed to for the coming fiscal year. She reviewed the FY 2021 Anticipated Annual Contracts Summary sheet pointing out that there are four different categories; items that may not be competitively procured because they were purchased

through a cooperative purchasing program, which include Office Depot for CAPCOG's office supplies and Texas Association of Regional Councils for dues and meeting costs; multi-year agreements which were procured and previously approved, include recurring expenditures such as CCI Burleson, CAPCOG's realtor for CAPCOG's lease for office space and Area Agency on Aging contractors for aging services programs; professional agreements with CAPCOG's auditor, Whitley Penn; and vendor agreements, which are for Area Agency on Aging services that annually exceed the \$25,000 threshold.

No action needed.

4. Adopt the Criminal Justice Advisory Committee Plan Year 2021 Policy Statement
Matt Holderread, Criminal Justice Program Specialist

Mr. Holderread requested the adoption of the PY 2022 Policy Statement noting each year CAPCOG updates the policy statement to align with the changes the Office of the Governor Criminal Justice Division has made to the program. Noting the redlined version of the PY 2022 Policy Statement, Mr. Holderread reviewed notable changes to the PY 2022 Policy Statement which included an update to the name of one of the fund sources; the addition of three new fund sources; and the removal of the section on notification of funding availability. This was removed because the Criminal Justice Division (CJD) no longer provides budget estimates before the start of the application period and has provided guidance asking applicants to apply for what they can reasonably expend.

The application workshops were made optional by the CJD this year, so the attendance requirement was removed and the section on Attendance Requirements for CAPCOG Review and Prioritization Meetings was moved below the section on CAPCOG Application Workshops, Technical Assistance and Review because these meetings occur later in the grant cycle. Updates to the links to the CAPCOG website to direct people to the Criminal Justice page were made to improve clarity and consistency in the policy statement.

Mayor Hughson suggested "aka" be removed from the document. There were no objections.

A motion was made by Judge Pape to adopt the Criminal Justice Advisory Committee PY 2022 Policy Statement with the minor amendment as suggested by Mayor Hughson to remove "aka" from the document. Council Member Gordon seconded the motion. The motion passed unanimously.

5. Consider Appointment to Advisory Committees
Deborah Brea, Executive Assistant

Ms. Brea announced the following recommendation:

- Commissioner Ingalsbe recommended Matthew Grantham, Chief Investigator, Hays County District Attorney's Office to the Criminal Justice Advisory Committee for the Hays County vacancy.
- Homeland Security Taskforce recommendation to appoint Melissa Hamaker, Director of Operations, Capital Area of Texas Regional Advisory Council (CATRAC) for the CATRAC vacancy.

A motion was made by Commissioner Ingalsbe to approve the Advisory Committee recommendations as presented. Mayor Pro Tem Nelson seconded the motion. The motion passed unanimously.

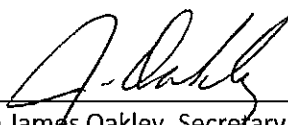
6. Updates from Staff

Betty Voights, Executive Director

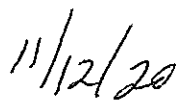
- Ms. Voights reported CAPCOG is still looking for law enforcement agencies to participate in the Gas Skimmer Grant Program, noting the grant period will end in February. Ms. Voights noted there was starting to be some interest in doing this work with a few cities reaching out including Round Rock. She added that CAPCOG initially budgeted for \$75,000 and planned to make several grants for surveillance work but with time running out and fewer participants, she hopes to give departments more money.
- Ms. Voights reported the RLEA staff is now working to put together an online training plan with the goal of getting more training out during the pandemic but also beginning to build a revenue stream for the academy. She explained that the Governor's Office funds two-thirds of our academy and we currently generate the balance in tuition and fees. She is concerned depending on the State's budgeting for the FY22-FY23 biennium that our funding may be reduced.
- Ms. Voights gave an update on CAPCOG's business continuity schedule; CAPCOG is back on a staggered schedule with at least 50 percent of the staff in the office over a two-week cycle. CAPCOG is not open to non-employees with the exception of RLEA training which has both a day and night BPOC going on currently. AAA will be taking appointments on Tuesdays and Thursdays to assist seniors during the open enrollment period.
- Ms. Voights asked Martin Ritchey, Director of Homeland Security, to give an update on WarnCentralTexas. Mr. Ritchey reminded the board that they voted about a year ago to fund additional telephone numbers so CAPCOG now has a much larger cell phone database and has gone from approximately 100,000 to over 1 million phone numbers. The total contact capability throughout the region on all forms of telephones is approximately 2.4 million. The previous cell phone penetration was around 8 percent and is now at 70 percent. Mr. Ritchey went on to say that at 70 percent there is still a group of people that have not been captured by CAPCOGs sign up capabilities and are not on the paid database utilized but that CAPCOG continues to strive to get everyone possible signed up.
- Discussion followed on legislation related to past efforts to allow acquisition of contact information for emergency notifications using vehicle registrations. Ms. Voights noted that the staff is beginning to work on legislative issues with an emphasis on appropriations and thanked Representative Israel and Representative Bucy III for being on the call. She added that she hopes to have the legislators who serve on the board to discuss the upcoming Session at the December General Assembly meeting.

7. Adjourn

Mayor Hughson asked for a motion to adjourn the meeting. A motion was made by Commissioner Pitts to adjourn the meeting. Commissioner Shea seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:37a.m.



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



Date