



Executive Committee | Summary Minutes

10:00 a.m., Wednesday, November 11, 2020

Access via Zoom:

<https://zoom.us/j/98644880503?pwd=Yk92eDhldTBKb3c3bid5MWZKYmU2dz09>

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Access Code: 185336

Present (22)

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**
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 Hopsy Haden, Caldwell 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 Mike Heath, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Council Member William Gordon, City of Smithville
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County

Absent (3)

Judge Ron Cunningham, Llano County, **Parliamentarian**
Council Member Mike Guevara, City of Cedar Park
Judge Joe Weber, Fayette County

1. **Call to Order by the Chair**

Mayor Hughson called the meeting to order at 10:06 a.m.

2. **Consideration of Minutes for the October 14, 2020 Executive Committee Meeting**

A motion was made by Commissioner Long to approve the October 14, 2020, meeting minutes. Mayor Cox seconded the motion. The motion passed unanimously.

3. **Consider Accepting the Quarterly Investment Report**

Lisa Bowman, Director of Finance

Ms. Bowman reported for the quarter July 1, 2020 - September 30, 2020. The quarterly market interest rate earned was approximately 0.18% and the interest earnings for the quarter was \$11,035.38. The beginning book value was approximately \$25,760,000 and the ending book value was approximately \$24,091,000. The average TexPool yield for the quarter was 0.1474%, which was more than U.S. Treasury Bill, which was 0.1060%.

A motion was made by Commissioner Dockery to accept the quarterly investment report. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

4. **Consider Adopting a Proclamation Declaring November 2020 as National Family Caregivers Month**

Patty Bordie, Director of Aging Services

Ms. Bordie stated this year's National Family Caregiver Month theme is #CaregivingInCrisis. Family caregivers daily manage health emergencies, juggle priorities and suffer isolation on an ongoing basis. With the pandemic resulting in new challenges to safety and economic uncertainties, family caregivers are now handling "Caregiving in Crisis".

During the pandemic, CAPCOG through its Area Agency on Aging (AAA) moved quickly to a teleworking model so respite and other supports could continue at the same high level and care coordination, education, training and mental health-services all switched to virtual delivery models. CAPCOG also used additional federal funding to address food insecurity, meet basic needs and work towards using telephonic and technology solutions to reduce social isolation. AAA will have a virtual caregiver event on Monday to discuss caregiver stress, around the holidays and during this time of COVID. This will be the first virtual session.

Ms. Bordie stated that the ombudsman had started to reenter facilities and are helping to support the family caregivers as they reenter. She went on to say the ombudsman are only conducting visits outside and at COVID free facilities. Currently, there are only two facilities identified as COVID free. Health and wellness classes have moved to virtual online and AAA has done eight classes during the pandemic.

Ms. Bordie indicated a correction to the proclamation was needed to correct the uncompensated amount from \$26 million to \$35 billion. A minor correction was also noted in the last paragraph to correct the spelling of crisis.

A motion was made by Commission Long to adopt the proclamation declaring November 2020 as National Family Caregivers Month with the corrections as noted. Mayor Cox seconded the motion. The motion passed unanimously.

**5. Consider Approving Interlocal Agreement with Marble Falls for Grant Management Services
Ken May, Regional Program Coordinator**

Ms. Voights stated the Interlocal Agreement (ILA) was being brought before the Executive Committee for approval, noting that according to CAPCOG's attorney all ILAs whether receiving or expending money, needed to come before the Executive Committee. Ms. Voights went on to explain that the ILA was mainly for the design portion of the project and not construction. She further explained that CAPCOG had done two other ILAs with La Grange and Bastrop County and that those ILAs should have been brought before the Executive Committee, however with the transition of the directors in the Economic Development Department the LA Grange and Bastrop County ILAs were not brought to the Executive Committee.

Ms. Voights then asked that the Executive Committee consider delegating her signature authority for ILAs in the future when we are receiving payment for services like these grant management ILAs. Mayor Hughson asked that Ms. Voights recommendation be included on a future agenda.

Commissioner Flannigan pointed out that the nondiscrimination clause in the ILA lacked sexual orientation and gender identity and requested that this language be in all CAPCOGs contracts and agreements. Ms. Voights explained that this contract was not created by CAPCOG and is a contract specific to EDA that we got from other COGS that do these services; however, we can make sure these are updated with that language going forward.

A motion was made by Commissioner Dockery to approve the interlocal agreement with Marble Falls for grant management services. Mayor Cox seconded the motion. The motion passed unanimously.

**6. Consider Adoption of Implementation Plan for 2021
Martin Ritchey, Director of Homeland Security**

Mr. Ritchey stated that each year CAPCOG presents the Threat and Hazard and Risk Identification Assessment (THIRA); Stakeholders Preparedness Review (SPR), Risk Information Funding and the Implementation Plan (IP) to the Executive Committee. These documents are no longer required as part of CAPCOGs ILA with the Office of the Governor, Public Safety Office, Homeland Security. However, CAPCOG Homeland Security will continue to update these documents and will provide them to the Homeland Security Taskforce for review and furnish them to DPS when requested. The Federal Emergency Management Agency's (FEMA) new standard for the

THIRA is to review every three years, however CAPCOG will continue to review this document annually. The IP is a synthesis of the THIRA, SPR and Risk information Funding document; therefore, it is presented to the Executive Committee annually for review and adoption.

Mr. Ritchey's PowerPoint presentation titled "CAPCOG Homeland Security 2021 Implementation Plan" addressed: the five threats as defined by THIRA: wildfire, flash flooding, hazardous material release; high consequence infection disease and cyberattack. These threats fall in a national planning framework provided by FEMA and are broken down by the five mission areas of prevention, protection mitigation, response and recovery. The mission areas contain 32 core capabilities several of which overlap in the framework. CAPCOG regional stakeholders have identified three core capabilities that the region needs to sustain, and three that need to be built in 2021. Core capabilities to sustain include operation coordination, interdiction and disruption, and planning; capabilities to build upon are identified as cyber security, information and intelligence sharing and community resilience.

Mr. Ritchey then reviewed the IP which had not been sent to the Executive Committee. Mayor Cox noted they did not have a copy of the full IP and asked if the item should to be tabled until the Executive Committee has received that. Ms. Voights stated the IP should have been sent as a supplemental document and noted action is not required by the state so there is no official requirement to adopt it.

A motion was made by Mayor Cox to postpone consideration of the adoption of the implementation plan for 2021 until the next meeting. Judge Pape seconded the motion. The motion passed unanimously.

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

Ms. Voights announced that Sheriff-elect, Mike Lane was interested in serving on the Law Enforcement Education Committee for Caldwell County if Judge Haden wanted to make that appointment.

A motion was made by Judge Haden to approve the appointment. Judge Cunningham seconded the motion. The motion passed unanimously.

Mayor Hughson requested Judge Cunningham led the Executive Committee in the pledge of allegiance, which he did.

8. Staff Reports
Betty Voights, Executive Director of CAPCOG

- Ms. Voights reported the laptop of CAPCOG accountant Cyrile Dabbs was compromised during a software installation of Office 365. During the installation the authentication feature was temporarily disabled and emails with the subject line "invoice" was sent to several people in CAPCOG's global email directory. The issue was quickly mitigated by Information Services Director Kelly Claflin and an after-action report was completed to determine what went wrong. During the installation process the authentication feature was temporarily disabled allowing the phishing malware to access the employees email. In the future, the authentication feature will remain enabled during all software installations.
- Ms. Voights stated she reached out to the legislators who serve on the board - Representative John Cyrier, Representative Celia Israel and Representative Terry Wilson to discuss the upcoming Session at the December General Assembly. Ms. Voights asked that specific issues and questions be emailed to her for the legislators to discuss at the meeting.
- Ms. Voights gave an overview of legislative issues relevant to CAPCOG's programs. The appropriation language for the Air Quality Near Nonattainment grants needs to be changed to be equitable to all areas; currently it funds all of the regions at \$281,000 except AACOG's - each of their counties get that much.

She noted that the Municipal Solid Waste Management & Resource Recovery Council passed a resolution recommending TCEQ increase solid waste appropriations to the COGs; this isn't being recommended by the agency but that doesn't mean it can't be added during the Session. Regarding the emergency communications 9-1-1 wireless fee proposed increase, she said she had spoken with the executive directors of the other two COGs that are districts, HGAC and NCTCOG, and they are in agreement an increase from .50 cents to \$1 would be sufficient and anything more would be hard to defend. She added that the Commission on State Emergency Communications Executive Director Kelli Merriweather has acknowledged a fee increase will be needed statewide. Regarding WarnCenralTexas, she said she had spoken to Senator Eckhardt about the effort last Session to get legislation that would provide for acquisition of cellphone numbers for emergency notification purposes and the possibility of trying that again. Finally, she noted that TCOLE is under Sunset Review and the report seems to focus on management and regulatory authority of the agency, and not training issues.

9. **Adjourn**

The meeting was adjourned at approximately 10:55 a.m.



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

12/15/20

Date