



Executive Committee | Summary Minutes

10 a.m., Wednesday, May 11, 2022
6800 Burleson Road
Building 310, Suite 165
Austin, Texas 78744

Present (19)

Mayor Brandt Rydell, City of Taylor, **Chair**
Judge James Oakley, Burnet County, **1st Vice Chair**
Mayor Lew White, City of Lockhart, **2nd Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **Secretary**
Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Judge Paul Pape, Bastrop County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave

Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Council Member Esme Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Council Member Janice Bruno, City of Smithville
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County

Absent (10)

Mayor Lee Urbanovsky, City of Buda
Judge Joe Weber, Fayette County
Mayor Pro Tem Kevin Pitts, City of Georgetown
Council Member Matthew Baker, City of Round Rock
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County

Representative John Cyrier
Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**

Mayor Rydell called the meeting to order at 10:05 a.m. and asked Judge Pape to introduce Mayor Schroeder. Mayor Schroeder said she was excited to be part of the board. Mayor Rydell led the board in the pledges to the U.S. and Texas flags.

2. **Consider Approving Minutes for the April 13, 2022 Meeting**

Mayor Rydell asked if there were any changes to the minutes. A motion was made by Judge Oakley to approve the April 13, 2022, Executive Committee Meeting Minutes as is. Mayor White seconded the motion. The motion passed unanimously.

3. **Consider Electing Replacement to Serve Remainder of Term for Georgetown Mayor Pro Tem Kevin Pitts Betty Voights, Executive Director**

Ms. Voights said Mayor Pro Tem Pitts contacted CAPCOG saying he would no longer be able to attend the board's meetings because of work obligations, and he recommended Georgetown Council Member-elect Ron Garland to take his place on the Executive Committee. Ms. Voights stated Council Member's Garland's election to the board would be contingent on the city appointing him to the General Assembly. As of the meeting date, Georgetown hadn't made the appointment, so she suggested the item be tabled until the June meeting.

Commissioner Long mentioned Georgetown probably hadn't canvassed its May election yet and the General Assembly appointment would probably take place after the canvass.

Mayor Hughson made a motion to table action on electing Mayor Pro Tem Pitts' replacement. Council

member Weiss seconded the motion. The item was tabled unanimously.

4. Consider Accepting the Quarterly Investment Report

Silvia Alvarado, Director of Finance

Ms. Alvarado said the quarterly investment report for its TexPool accounts for the period ending March 31, 2022. They had a total interest earned of \$6,229.76 and an ending market value of about \$29.7 million. She said the average yield rate was .085 percent.

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

5. Consider Accepting the Annual Financial Report of the Capital Area Council of Governments for the Year Ended September 30, 2021

Silvia Alvarado, Director of Finance

Lupe Garcia, CPA – Audit Partner of Whitley Penn, LLP

Mr. Garcia explained the federal and single audit process performed by Whitley Penn, LLP. He said Whitley Penn is reporting an unmodified opinion for CAPCOG and that the firm didn't identify any material weaknesses, significant deficiencies or instances of noncompliance. Mr. Garcia noted the areas they focused on this year were the Aging cluster, Solid Waste and Interoperability programs which were tested in detail.

He also reviewed the ending fund balances for Fiscal Year 2021 and stated Whitley Penn reviewed CAPCOG accounting policies and had the full cooperation of the CAPCOG staff during the audit process.

Mayor Pro Tem Weiss asked if there any notes from the audit process. Mr. Garcia said there was no deficiencies but noted a seamless transition between finance directors during the audit process which didn't hinder Whitley Penn. Mayor Pro Tem Weiss asked if the general fund balance seemed acceptable for the agency the size of CAPCOG. Mr. Garcia stated the general fund balance is small compared to other CAPCOG programs but noted the fund provides cash flow for the agency because its grants are reimbursement based.

Judge Oakley made a motion to accept the annual financial report for the year ending September 30, 2021. Judge Cunningham seconded the motion.

Referring to a graph in the audit, Judge Bray asked why funding was listed as "agriculture". Ms. Voights explained that it represents a small contract with Texas Department of Agriculture's (TDA) for the Community Development Block Grant (CDBG) program for non-entitlement communities.

Mayor Rydell asked for a vote on the item. The annual financial report of CAPCOG was accepted unanimously.

6. Consider Amending Nutrition Provider Contracts with Meals on Wheels of Central Texas, Combined Community Action, Inc, Opportunities for Williamson & Burnet Counties and Hill Country Community Action

Patty Bordie, Director of Aging Services

Ms. Bordie said amendments to nutrition provider contracts are becoming a standard practice as the state is requiring an exact annual allocation to each provider. She noted as nutrition providers serve more individuals than the originally set in the contracts so the contracts must be adjusted for CAPCOG to provide the same level of reimbursement to the providers.

A motion was made by Commissioner Long to approve amending the nutrition provider contracts. Council Member Kelly seconded the motion. The motion passed unanimously.

7. **Consider Adopting a Resolution Recognizing June 2022 as Alzheimer’s and Brain Awareness Month**

Patty Bordie, Director of Aging Services

Ms. Bordie said as the Boomer population gets older the number of people who have a form of dementia is expected to double in that age cohort. While the disease is not preventable or curable, it is important to recognize June as Alzheimer’s and Brain Awareness Month to help people understand the disease and ways to slow its progress. She said the brain health awareness aspect of awareness month was new and relates to more studies having shown that keeping one’s brain healthy can reduce risk of dementia and slow its progression when diagnosed.

A motion was made by Judge Pape made to approve a resolution recognizing June 2022 as Alzheimer’s and Brain Awareness Month. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

8. **Consider Appointment of Subcommittee on 2023-2024 TxCDBG Community Development Grant Priorities**

Andrew Hoekzema, Director of Regional Planning and Services

Mr. Hoekzema explained that the TDA allows for COGs to develop the Community Development Block Grant (CDBG) project priorities for non-entitlement communities in their regions. Last time this was done, the Executive Committee held a public hearing to get input then voted on the priorities in the same meeting. This approach is an option or the CAPCOG bylaws allow the Executive Committee to delegate this work to a subcommittee, either by asking them to only generate priorities or to conduct the hearing and adopt the priorities which would go to TDA. So, staff is seeking guidance on how the board wanted to proceed with the priorities’ development. He added that the TDA in previous years has favored water and wastewater projects but by developing its own priorities CAPCOG could set other priority project categories. There are several eligible project categories, and if CAPCOG does nothing, they will default to water, wastewater, roads and housing. He also noted non-entitlement communities requested about \$7.5 million in funding for projects in the region and were allocated \$2.5 million in the previous funding cycle.

Council Member Mattke Longoria asked if it would make sense for only non-entitlement communities to develop the priorities since several of the counties and cities receive federal CDBG funding. Mr. Hoekzema said CAPCOG’s recommendation is to recommend a subcommittee consisting of non-entitlement community representatives. Commissioner Long stated she believed she shouldn’t weigh in on the priorities as Williamson County is an entitlement county. Discussion followed on which of CAPCOG’s communities would fall into each category.

A motion was made by Judge Oakley to appoint a committee consisting of Mayor Schroeder, Judge Haden, Commissioner Ingalsbe, Judge Cunningham, and include Johnson City Council Member Stephanie Fisher who the board appointed to the serve on the state’s Unified Scoring Committee for the Texas CDBG. Council Member Mattke Longoria seconded the motion. The motion passed unanimously.

9. **Consider Adopting a Resolution Delegating Authority to Establish 2023-2024 TxCDBG Priorities to Subcommittee**

Andrew Hoekzema, Director of Regional Planning and Services

Mr. Hoekzema explained the purpose of this item and the resolution would be for the board to delegate its authority to the newly appointed subcommittee to officially establish the CDBG priorities with the TDA, in which case the Executive Committee wouldn’t have to hold a public hearing or approve the priorities. Those steps would be done at the subcommittee level.

Judge Pape asked if the TDA has problem with the board delegating its authority. Mr. Hoekzema said it was in the rules and the TDA confirmed them when CAPCOG questioned the agency about the rules.

Judge Pape made a motion to adopt a resolution delegating authority to establish the 2023-24 TxCDBG priorities to the subcommittee. Council Member Mattke Longoria seconded the motion.

Mayor Hughson questioned what precedent the board is setting by delegating its authority, and Ms. Voights responded that this is for a one-time defined purpose which is why it must be done by resolution. Council Member Weiss asked for the board to review the subcommittee's priorities after they have been submitted to the state. Mayor Rydell said the board can choose a different action next year if its members determine they didn't like this year's process.

Rydell called for a vote on delegating its authority to the subcommittee. The motion passed unanimously.

10. Consider Approving Appointments to Advisory Committees

Deborah Brea, Executive Assistant

Ms. Voights explained that TCOLE during a recent desk audit determined two of the Law Enforcement Education Committee (LEEC) members were not eligible because they did not meet the criteria of being a citizen without a law enforcement relation. She thanked Judge Bray and Judge Pape for working on finding new general public members.

A motion was made by Judge Pape to recommended Carl Rees as a citizen representative to the LEEC. Commissioner Long said Undersheriff Ken Evans was no longer able to serve on the Homeland Security Task Force, and she recommended Pflugerville Police Chief Jason O'Malley be approved to replace him. Judge Pape added Chief O'Malley to his motion.

Mayor Hughson seconded the appointments of the two committee members. The motion passed unanimously.

11. Staff Reports

Betty Voights, Executive Director

Mr. Ritchey said that efforts to reach more residents through Warn Central Texas were recently recognized by the National Association of Counties. He also mentioned the regional exercise was taking place between May 16 and May 20. As part of the exercise, county judges and mayors should be contacted to test communications capabilities. He mentioned hundreds of people were involved in the exercise from federal, state and local entities. Mr. Ritchey also recognized the work of two Homeland Security Task Force members, Bastrop and Lee County Emergency Management Coordinators Christine Files and Delynn Peschke who are no longer serving on the advisory committee.

12. Adjourn

Mayor Rydell adjourned the meeting at 10:57 a.m.



Commissioner Debbie Ingalsbe, Secretary
Executive Committee
Capital Area Council of Governments

6/8/22
Date