



Executive Committee | Agenda

10 a.m., Wednesday, February 14, 2024
CAPCOG Lantana Room
6800 Burlleson Rd., Bldg. 310, Suite 155
Austin, Texas 78744

Mayor Lew White, City of Lockhart, **Chair**
Commissioner Debbie Ingalsbe, Hays County, **1st Vice Chair**
Mayor Pro Tem Matthew Baker, City of Round Rock, **2nd Vice Chair**
Judge Brett Bray, Blanco County, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
Judge James Oakley, Burnet County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Commissioner Clara Beckett, Bastrop County
Mayor Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County

Judge Dan Mueller, Fayette County
Council Member Ron Garland, City of Georgetown
Mayor Pro Tem Steve Hougen, City of Granite Shoals
Mayor Pro Tem Esmeralda Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Mayor Jane Hughson, City of San Marcos
Council Member Janice Bruno, City of Smithville
Mayor Brandt Rydell, City of Taylor
Judge Andy Brown, Travis County
Commissioner Ann Howard, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Senator Pete Flores
Representative Stan Gerdes
Representative Vikki Goodwin

1. **Call to Order and Opening Remarks by the Chair**
2. **Consider Approving Minutes for the January 10, 2024 Meeting**
3. **Consider Accepting the Quarterly Investment Report**
Silvia Alvarado, Finance Director
4. **Consider Authorization of CAPABLE Program Contract and Contracting Process for 1/1/2024 – 6/30/2025**
Patricia Bordie, Director of Aging Services
5. **Consider Awarding Solid Waste Grants for Fiscal Years 2024 - 2025**
Charles Simon, Director, Regional Planning & Services
Ken May, Regional Programs Manager
6. **Consider Approving Committee Appointments**
Betty Voights, Executive Director
7. **Staff Reports**
Betty Voights, Executive Director
8. **Adjourn**

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).



Executive Committee | Summary Minutes

10 a.m., Wednesday, January 10, 2024
6800 Burleson Road
Building 310, Suite 155
Austin, TX 78744

Present (21)

Judge James Oakley, Burnet County, **Chair**
Mayor Lew White, City of Lockhart, **1st Vice Chair**
Mayor Pro Tem Matthew Baker, City of Round Rock,
Secretary
Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Mayor Brandt Rydell, City of Taylor, **Immediate Past**
Chair
Commissioner Clara Beckett, Bastrop County
Mayor Lyle Nelson, 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
Judge Dan Mueller, Fayette County
Council Member Ron Garland, City of Georgetown
Mayor Pro Tem Steve Hougen, City of Granite Shoals
Mayor Pro Tem Esme Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County
Representative Vikki Goodwin

Absent (5)

Council Member Mackenzie Kelly, City of Austin
Commissioner Debbie Ingalsbe, Hays County, **2nd Vice**
Chair
Commissioner Russ Boles, Williamson County

Judge Andy Brown, Travis County
Mayor Pro Tem Doug Weiss, City of Pflugerville

1. **Call to Order and Opening Remarks by the Chair**

Judge Oakley called the meeting to order at 10:04 a.m. and led the board in the national and state pledges of allegiance.

2. **Consider Approving Minutes for the September 13, 2023, Meeting**

Judge Oakley asked the Board to consider approving the December 13, 2023, meeting minutes. Mayor Hughson made a motion to approve the minutes, however she did have some minor changes, which she emailed to Ms. Voights prior to the start of the meeting. Council Member Garland seconded the motion. It passed unanimously.

3. **Consider Electing Executive Committee Officers for 2024**

Betty Voights, Executive Director

Ms. Voights briefly explained the process used for the Nominating Committee making recommendations for officers and asked the Board to consider electing the 2024 Executive Committee Officers, which is done during its first meeting of the year in January. The recommendations were as follows:

Chair – Lockhart Mayor Lew White
First Vice Chair – Hays County Commissioner Debbie Ingalsbe
Second Vice Chair – Round Rock Mayor Pro Tem Matt Baker
Secretary – Blanco County Judge Bret Bray
Parliamentarian – Llano County Judge Ron Cunningham
Immediate Past Chair – Burnet County Judge James Oakley

Judge Oakley asked for a vote on the item. Commissioner Dockery made a motion to approve the recommendations. Commissioner Long seconded the motion. It passed unanimously.

Ms. Voights presented the outgoing Chair, Judge Oakley, a plaque and gavel, thanking him for his leadership and service.

4. Consider a Resolution for Signature Authority for New Officers

Silvia Alvarado, Director of Finance

Ms. Alvarado asked the Board to consider adopting a resolution to be submitted to Frost Bank as part of the process for updating the signature authority with CAPCOG's designated depository bank, as the CAPCOG Executive Committee officers have changed.

Mayor White asked for a vote on the item. Mayor Hughson made a motion to approve the signature authority for new officers. Mayor Nelson seconded the motion. It passed unanimously.

5. Consider Appointing CAPCOG Advisory Committees for 2024-2025 Cycle

Betty Voights, Executive Director

Ms. Voights asked the Board to consider appointing or reappointing the membership to the following committees, and indicated that there may be some slots that are vacant and require a new appointee or existing members who need to be replaced due to nonattendance:

Aging Advisory Council (AAC)
Criminal Justice Advisory Council (CJAC)
Geographic Information Systems Planning Council (GISPC)
Homeland Security Task Force (HSTF)
Law Enforcement Education Committee (LEEC)
Solid Waste Advisory Committee (SWAC)

Ms. Voights said that Llano County has requested that Haley Lohrke, Llano 9-1-1 Coordinator, replace Tiffany Horner, and to also consider Round Rock Council Member, Frank Ortega, for the Capital Area Economic Development District (CAEDD).

Mayor White asked for a vote on the item. Judge Cunningham made a motion to approve. Mayor Hughson seconded the motion. It passed unanimously.

6. Consider Appointing CAPCOG Advisory Committee Board Liaisons

Betty Voights, Executive Director

Ms. Voights asked the Board to consider appointing committee members to be advisory committee liaisons. The Advisory Committees that have liaisons are listed along with the Executive Committee member currently serving in that position:

Aging Advisory Council (AAC) – Leander Council Member Esmeralda Mattke-Longoria
Criminal Justice Advisory Council (CJAC) – Austin Council Member Mackenzie Kelly
Geographic Information Systems Planning Council (GISPC) – San Marcos Mayor Jane Hughson
Homeland Security Task Force (HSTF) – Burnet County Commissioner Joe Don Dockery
Law Enforcement Education Committee (LEEC) – Mayor Pro Tem Matt Baker
Solid Waste Advisory Committee (SWAC) – Travis County Commissioner Ann Howard

Mayor White asked if all existing members would continue to serve, all said yes, and he asked for a vote on the item. Mayor Hughson made a motion to approve. Council Member Bruno seconded the motion. It passed unanimously.

7. Consider Ratifying the 2024 Capital Area Economic Development District Board Membership

Charles Simon, Director of Regional Planning and Services

Ms. Voights asked the CAPCOG Executive Committee to consider ratifying the 2024 Capital Area Economic Development District (CAEDD) Board of Directors membership. The proposed 2024 CAEDD Board includes 24 members from manufacturing, tourism, chambers of commerce, workforce development groups, representatives of higher education, the private sector, and local elected officials.

Commissioner Long made a motion to approve the ratification of the Capital Area Economic Development District (CAEDD) Board of Directors membership. Mayor Pro Tem Mattke Longoria seconded the motion. It passed unanimously.

8. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2024 Regional Planning

Dee Harrison, Homeland Security Program Manager

Ms. Harrison asked the Board to consider adopting a resolution authorizing the submission of a grant application to the Office of the Governor, Homeland Security Grants Division, for the FY 2025 Homeland Security Grant Program. CAPCOG is requesting approximately \$464,850 under the FY 2025 State Homeland Security Program grant to meet regional planning requirements.

Mayor Hughson made a motion to approve the resolution. Commissioner Long seconded the motion. It passed unanimously.

9. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2024 Tier II Reporting Project

Dee Harrison, Homeland Security Program Manager

Ms. Harrison asked the Board to consider adopting a resolution authorizing the submission of a grant application to the Office of the Governor, Homeland Security Grants Division, for the FY 2024 Homeland Security Grant Program. CAPCOG is requesting approximately \$25,000 for Tier II reporting software.

Mayor Hughson made a motion to approve the resolution. Commissioner Long seconded the motion. It passed unanimously.

10. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2024 Regional Training and Exercise

Dee Harrison, Homeland Security Program Manager

Ms. Harrison asked the Board to consider adopting a resolution authorizing the submission of a grant application to the Office of the Governor, Homeland Security Grants Division, for the FY 2024 Homeland Security Grant Program. CAPCOG is requesting approximately \$125,000 for regional training & exercises.

Judge Cunningham made a motion to approve the resolution. Council Member Garland seconded the motion. It passed unanimously.

Ms. Voights shared that Director of Homeland Security, Martin Richey, attended the Homeland Security Task Force meeting on January 4, 2024, and was in good spirits as he gave updates on homeland security related issues.

11. Consider Approving Resolution Authorizing Submittal of FY 2025 Criminal Justice Grant Application for the Regional Law Enforcement Academy Equipment

David Bertling, Academy Director

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema said that since COGs are eligible to apply for these grants and CAPCOG's Regional Law Enforcement Academy (RLEA) continues to operate at a deficit, CAPCOG is proposing that we submit three

grant applications (the maximum allowable under CAPCOG’s Policy Statement for a single category) to support and expand the services offered by the RLEA to the region. The three projects would be:

1. New equipment to enhance CAPCOG’s training capabilities (\$45,000-55,000);
2. Replacement of equipment (\$29,000 - \$58,500); and
3. Replacement of training vehicles (\$72,000 - \$80,000).

Regarding project #1, Mr. Hoekzema asked the Board to consider adopting a resolution authorizing the submission of a grant application to the Office of the Governor (OOG) for the FY 2025 Criminal Justice Assistance Grant. Applications are due on February 8, 2024. CAPCOG is requesting between \$45,000 - \$55,000 for new equipment to enhance CAPCOG’s training capabilities.

Mr. Bertling said that CAPCOG’s Regional Law Enforcement Academy (RLEA) is limited to a grant from the OOG that covers about 50% of operating costs, 40% for tuition, and 10% of local funding from membership dues. If approved by the OOG, this additional funding could go a long way to enabling the RLEA to meet the region’s training needs for qualified law enforcement officers.

Commissioner Long asked about other COG’s procedures and Mr. Hoekzema stated that the OOG considers what the Criminal Justice Advisory Committee (CJAC) recommends. The projects will be considered the same as any other applications.

Judge Bray asked about field training for tasers. Mr. Bertling explained that the smaller jurisdictions may not have the expertise to do the training.

Mayor Hughson asked about mental health training. Mr. Bertling said that Master Peace Officer’s do receive 40+ hours of mental health training.

12. Consider Adopting Resolution Approving Application for Criminal Justice Funding for RLEA Replacement of Training Equipment

David Bertling, Academy Director

Based on the agenda item #11 memo, Mr. Bertling asked the Board to consider adopting a resolution supporting the submission of a grant application for Criminal Justice funding for replacement training equipment (project #2). The law enforcement training equipment includes body armor, batons and pads, and new equipment necessary to prepare cadets for active duty upon graduation and licensing. CAPCOG is requesting funding between \$29,000 - \$58,500.

13. Consider Adopting Resolution Approving Application for Criminal Justice Funding for RLEA Vehicle Replacement

David Bertling, Academy Director

Based on agenda item #11 memo, Mr. Bertling asked the Board to consider adopting a resolution supporting the submission of a grant application for Criminal Justice funding for replacement equipment for driving instruction during a Basic Peace Officer Course (project #3). The two vehicles have been in service since 2013 and no longer have the equipment needed and can no longer be efficiently maintained. CAPCOG is requesting funding between \$72,000 - \$80,000.

Judge Bray asked if we surplus old vehicles or trade them in, and Ms. Voights said yes, we always offer all items to board members first, and then send an email to all the General Assembly.

Mr. Hoekzema said that under CAPCOG’s Criminal Justice Policy Statement, if we submit more than one grant application within the same category as we are proposing, we must prioritize the projects, so the Executive Committee will also need to decide how to prioritize these three before they get considered by the CJAC for a funding recommendation. Since the Executive Committee can ultimately make whatever funding recommendation it wishes, it can of course recommend re-prioritization later when the grant

recommendations come back for action in early May.

Mayor Hughson made a motion to approve all three resolutions. Mayor Pro Tem Baker seconded the motion. It passed unanimously.

14. Staff Reports

Betty Voights, Executive Director

Ms. Voights said that the CJAC hosted an in-person Criminal Justice Grant Workshop on January 8, 2024, and would be posting a video of the workshop to the CAPCOG website for future viewing.

Ms. Voights reminded the Board that Officers begin meeting in February at 9:00 a.m., prior to the Executive Committee meeting at 10:00 a.m., in case they have business to discuss. She also mentioned that the Sycamore and Bluebonnet conference rooms are always reserved for members to use, before or after the Executive Committee meeting.

Mayor White did not see a need to meet in February, so officers can begin meeting in March.

Regarding the Ombudsman Program, Ms. Voights asked the Board to notify her if they have any financial interest that could result in a conflict of interest.

15. Adjourn

Mayor White adjourned the meeting at 10:46 a.m.

Judge Brett Bray, Secretary
Executive Committee
Capital Area Council of Governments

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: February 14, 2024

AGENDA ITEM: 3. Consider Accepting the Quarterly Investment Report

GENERAL DESCRIPTION OF ITEM:

The Public Funds Investment Act and the CAPCOG Investment Policy require that a quarterly investment report be prepared for the Executive Committee. This report is for the 1st quarter ending December 31, 2023. All of CAPCOG's investments are in the Texas Local Government Investment Pool (TexPool).

The beginning and ending balances for each fund reflect the transactions supporting the operating needs of the organization and not the performance of the investments. CAPCOG's use of TexPool as our investment pool is to provide ready access to idle funds for operating purposes while still earning a market interest rate for short-term investments.

During the quarter the market interest rate earned was approximately 5.57%.

Total interest earnings for the quarter were \$428,201.08.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Silvia Alvarado, Director of Finance**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT:

N/A

ACTION REQUESTED:

Accept the Quarterly Investment Report

BACK-UP DOCUMENTS ATTACHED:

1. Quarterly Investment Report (5 pages)

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

None



Capital Area Council of Governments

Quarterly Investment Report Summary October 1, 2023 to December 31, 2023

All Investments are held in the Texas Local Government Investment Pool (TexPool)

	<u>Book Value Beginning</u>	<u>Book Value Ending</u>	<u>Market Value Beginning</u>	<u>Market Value Ending</u>	<u>Interest Earnings</u>
General Fund - Operating Fund	1,591,326.62	1,498,309.39	1,591,326.62	1,498,309.39	21,365.41
Solid Waste - TCEQ Grant Advances	911.95	4.42	911.95	4.42	0.52
Air Quality - Local Funds for Monitoring	60,867.21	61,694.33	60,867.21	61,694.33	827.12
CAECD 911 Funds	30,612,605.64	29,483,904.36	30,612,605.64	29,483,904.36	406,008.03
Total All Investments	32,265,711.42	31,043,912.50	32,265,711.42	31,043,912.50	428,201.08

Average Daily Balance 30,763,482.19

Average Yield 5.568%

At December 31, 2023:

TexPool/Prime Average Weighted Average Maturity	39 Days	46 days
TexPool/Prime Average Daily Net Yield	5.37%	5.60%
6-Month US Treasury Bill Rate	5.27%	

TexPool's S&P Global Pool Rating is AAAm. The AAAm is the highest principal stability fund rating assigned by S&P Global.

A fund rated AAAm demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk.

Book Value Equals Market Value because TexPool seeks to maintain a \$1.00 value per share as required by the Texas Public Funds Investment Act.

This quarterly report has been prepared in compliance with the investment policy and strategy as established for the Capital Area Council of Governments and the Public Funds Investment Act (Chapter 2256, Government Code).

Prepared by:

Silvia Alvarado
Director of Finance
Investment Officer

CAPITAL AREA COUNCIL OF GOVERNMENTS
General Fund
 Quarterly Investment Report
 October 1, 2023 to December 31, 2023

<i>TexPool Investments</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			1,591,326.62
October		(104,363.01)	1,486,963.61
Monthly interest	1,962.02		1,488,925.63
Monthly interest - Prime	5,303.32		1,494,228.95
November		64,073.31	1,558,302.26
Monthly interest	1,946.22		1,560,248.48
Monthly interest - Prime	5,022.62		1,565,271.10
December		(74,092.94)	1,491,178.16
Monthly interest	1,139.71		1,492,317.87
Monthly interest - Prime	5,991.52		1,498,309.39
Activity for the Quarter	21,365.41	(114,382.64)	
Ending Balance			1,498,309.39

Average Daily Balance	October	1,520,193.89
	November	1,523,683.23
	December	1,503,409.11
Average Daily Balance for the Quarter		1,515,762.08
Average Annual Interest Rate		5.638%

CAPITAL AREA COUNCIL OF GOVERNMENTS
Solid Waste
 Quarterly Investment Report
 October 1, 2023 to December 31, 2023

TexPool Investments	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			911.95
October		(908.05)	3.90
Monthly interest	0.52		4.42
November		0.00	4.42
Monthly interest	0.00		4.42
December		0.00	4.42
Monthly interest	0.00		4.42
Activity for the Quarter	0.52	(908.05)	
Ending Balance			4.42

Average Daily Balance	October	121.08
	November	4.42
	December	4.42
Average Daily Balance for the Quarter		43.31
Average Annual Interest Rate		4.803%

CAPITAL AREA COUNCIL OF GOVERNMENTS
Air Quality
 Quarterly Investment Report
 October 1, 2023 to December 31, 2023

TexPool Investments	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			60,867.21
October		0.00	60,867.21
Monthly interest	277.06		61,144.27
November		0.00	61,144.27
Monthly interest	270.03		61,414.30
December		0.00	61,414.30
Monthly interest	280.03		61,694.33
Activity for the Quarter	827.12	0.00	
Ending Balance			61,694.33

Average Daily Balance	October	60,876.15
	November	61,153.27
	December	60,019.80
Average Daily Balance for the Quarter		60,683.07
Average Annual Interest Rate		5.452%

CAPITAL AREA COUNCIL OF GOVERNMENTS
CAECD 911 Fund
 Quarterly Investment Report
 October 1, 2023 to December 31, 2023

TexPool Investments	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			30,612,605.64
October		(1,294,728.94)	29,317,876.70
Monthly interest	53,116.97		29,370,993.67
Monthly Interest - Prime	85,735.39		29,456,729.06
November		(589,073.31)	28,867,655.75
Monthly interest	46,461.11		28,914,116.86
Monthly interest - Prime	85,528.42		28,999,645.28
December		349,092.94	29,348,738.22
Monthly interest	46,213.83		29,394,952.05
Monthly interest - Prime	88,952.31		29,483,904.36
Activity for the Quarter	406,008.03	(1,534,709.31)	
Ending Balance			29,483,904.36

Average Daily Balance	October	29,623,113.69
	November	29,048,073.39
	December	28,889,794.11
Average Daily Balance for the Quarter		29,186,993.73
Average Annual Interest Rate		5.564%

EXECUTIVE COMMITTEE MEETING

MEETING DATE: February 14, 2024

AGENDA ITEM: 4. Consider Authorization of CAPABLE Program Contract and Contracting Process for 1/1/2024 – 6/30/2025

GENERAL DESCRIPTION OF ITEM:

St. David's Foundation has provided an additional round of grant funding to the Capital Area Initiatives Foundation (CAIF) for January 1, 2024, to June 30, 2025, for the CAPABLE program, CAPCOG administers for the CAIF. The CAPABLE program is a partnership with Johns Hopkins University School of Nursing that provides evidence-based interventions that allow lower-income senior clients to remain in their home to complete activities of daily living that threaten their ability to live safely and independently if they have the desire and cognitive ability to do so. In the CAPCOG region, this program has expanded from just one county to four: Bastrop, Caldwell, Hays, and Williamson. While the grant does not cover all 10 counties in the CAPCOG region, the Aging Division intends to use the lessons developed from this project in future work across the entire region.

Under this program, CAPCOG contracts with registered nurses (RNs), occupational therapists (OTs), home repair professionals (HRPs), and a program coordinator. A total of \$479,475 is budgeted for contractual services for the new grant term. Since CAPCOG's contracts for the CAPABLE program do not guarantee any specific amounts of money to any vendor, it is ambiguous whether these contracts require Executive Committee approval (\$25k or higher) or are required to be bid through a formal request for proposals (RFP) process (\$50k or higher). Due to these aspects of these contracts, we are requesting:

1. General authorization for any of the contracts funded by this grant to exceed \$25,000 without coming back to Executive Committee for specific approval, and
2. Approving the vendor selection process for future contracts funded by this grant.

The attached memo provides a summary of vendors and vendor expenditures in 2023 for comparison, and the contracting guidelines summarizes the vendor selection process.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Patricia Bordie, Director of Aging Services**

BUDGETARY IMPACT:

Total estimated cost: Up to \$479,475

Source of Funds: St. David's Foundation through the Capital Area Initiatives Foundation

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? n/a

PROCUREMENT: see attached memo

ACTION REQUESTED:

Authorize CAPABLE Program Contracts to Exceed \$25,000 and Vendor Selection Process for 1/1/2024 – 6/30/2025

BACK-UP DOCUMENTS ATTACHED:

1. Memo
2. CAPABLE Project Contracting Guidelines for 1/1/2024 – 6/30/2025

BACK-UP DOCUMENTS NOT ATTACHED (*to be sent prior to meeting or will be a handout at the meeting*): None



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

January 29, 2024

TO: Executive Committee

FROM: Patricia Bordie, Director of Aging Services

RE: Summary of CAPABLE Vendor Contracting for 1/1/2024 – 6/30/2025

This memo:

1. Lists vendors CAPCOG has already initiated contracts with starting 1/1/2024 that we are seeking authorization to exceed \$25,000;
2. Provides summary of CAPABLE vendor expenses in 2023; and
3. Summarizes the rationale behind needing a unique procurement process for this project.

Existing Vendors

CAPCOG has entered into contracts with the following entities effective 1/1/2024 through the selection process described below. Since the exact amount of work that will be completed under each of these contracts is unknown, we are requesting general authorization for these contracts to exceed \$25,000.

- **Registered Nurses (RNs):**
 - Whitney Crawford
 - Carol Galloway
- **Occupational Therapists (OTs):**
 - Regina Budet
 - Dena Carpenter
 - Elizabeth Deluca-Berg
- **Home Repair Professionals (HRPs):**
 - Derrick Harrison
 - U Know the Drill
- **Program Coordinator:**
 - Lavery Kumar

CAPCOG has also been working with Assistive Devices Inc. as a supplier of durable medical equipment for this project. Since we expect the amount we will spend on durable medical equipment to exceed \$5,000, we are

conducting a request for quotes for this contract, which we expect to execute by the time of the February Executive Committee meeting.

CAPCOG has negotiated mutually agreeable new rates for two of the RNs and OTs that have been working with CAPCOG for several years, and will offer rates indicated in the Contracting Guidelines for all other contractors.

Vendors

The following list summarizes all vendors that CAPCOG had under contract for the CAPABLE program in 2023.

Table 1. Expenditures by Vendor, 2023

Name	2023 Contract Start Date	New Contract?	Contract Type	Expenditures
WHITNEY CRAWFORD	1/1/2023	Yes	RN	\$8,539.26
CAROL R GALLOWAY	1/1/2023	Yes	RN	\$15,483.00
EMILY YORK	3/15/2023	No	RN	\$2,821.00
REGINA C BUDET	5/1/2023	Yes	OT	\$6,878.78
DENA D CARPENTER	1/1/2023	Yes	OT	\$27,422.55
ELIZABETH DELUCA-BERG	4/1/2023	Yes	OT	\$3,908.07
REINVENTING INDEPENDENCE	1/1/2023	No	OT	\$3,919.25
DERRICK HARRISON	1/1/2023	Yes	HRP	\$8,670.00
U KNOW THE DRILL	10/30/2023	Yes	HRP	\$0.00
LAVERRY KUMAR	6/28/2023	Yes	Program Coordinator	\$15,406.31
ASSISTIVE DEVICES, INC.	N/A	Yes	Durable Medical Equipment	\$7,773.07
LANDING SERVICES LLC	N/A	No	Other – one-time	\$1,764.00
THE BUG MASTER	N/A	No	Other – one-time	\$300.00
TOTAL	N/A	N/A	TOTAL	\$102,885.29

Vendor Selection Process

For this project, contracting does not quite fit neatly into the different types of procurement methods described in CAPCOG’s procurement policy:

- Since the amounts for each contract are unknown, the extensive requirements associated with full-scale competitive bidding for contracts exceeding \$50,000 are not necessarily required for these contracts.
- Since CAPCOG periodically may need to drop or add a vendor, having a process that enables this without needing to re-procure the entire set of contracts is needed.
- The AAA direct purchase of services vendor pool provisions that were added in September 2023 do not apply since CAPCOG, rather than clients, are selecting and assigning vendors for the CAPABLE program.
- The “professional services contract” selection process provided for in CAPCOG’s procurement policy would only be available for the two types of contactors that are licensed by the state – RNs and OTs.

Instead, CAPCOG is seeking approval of a process that involves:

1. Open solicitation of an opportunity to apply when there is a need for a new contractor for RNs, OTs, and HRPs and evaluation of these contractors on a yes/no basis if they meet the criteria; and
2. For the Program Coordinator role, keeping the current vendor in place;
3. For the durable medical equipment role, awarding a single contract; and
4. Allowing any of these contracts to exceed \$25,000.

The accompanying contracting guidelines further elaborates on the proposed process.

Capital Area Council of Governments

CAPABLE Program Contracting Guidelines

January 1, 2024 – June 30, 2025

Background

The St. David's Foundation has awarded a contract to the Capital Area Initiatives Foundation (CAIF) for the CAPABLE program (Community Aging in Place – Advancing Better Living for Elders) for 1/1/2024 – 6/30/2025. The CAIF contracts with the Capital Area Council of Governments (CAPCOG) to administer grants on its behalf. CAPCOG budgeted a total of \$479,475 for contractual services for this grant period.

Rates and Compensation

For the 1/1/2024 – 6/30/2025 grant period, for any new vendor not previously under contract with CAPCOG, CAPCOG will pay the following hourly rates for each type of service:

1. Registered Nurse (RN) services: \$52 per hour;
2. Occupational Therapist (OT) services: \$61 per hour;
3. Home Repair Professional (HRP) services: Per job; \$30 per hour for equipment set-up;
4. Program Coordinator services: \$25.50 per hour; and
5. Durable medical equipment: Per job.

Other notes regarding compensation and contract amounts:

- No volume is guaranteed to any contractor.
- Contractors will also be reimbursed at the rate authorized by the Internal Revenue Service (IRS) for a given month. This amount is currently \$0.67 per mile.
- For HRP services, costs beyond equipment set-up will be reimbursed once pre-authorized by CAPCOG.
- CAPCOG's Director of Aging Services is responsible for monitoring total expenditures for each contractor each month.

Vendor Solicitation

- CAPCOG solicits applications for contracts on the "Doing Business with CAPCOG" page.
- Applicants must complete a series of forms and may be interviewed by CAPCOG program staff before a contract is offered.
- CAPCOG staff review applications and if they find that a candidate is well-qualified for the role, will offer them a contract.
- While RN and OT services are licensed, HRP and project coordinator services are not, so CAPCOG may require a background check for applicants for these roles before offering a contract.
- For RN, OT, and HRP services, CAPCOG is not limiting the number of vendors participating; for Program Coordinator and Durable Medical Equipment, CAPCOG is awarding one contract each.

Application

Potential vendors must submit an application by e-mail to swright@capcog.org. The application form will be posted on the "Doing Business with CAPCOG" page when CAPCOG is actively soliciting applications, and is available upon request throughout the service year. The application will include proposed services, geographic areas to be served, service rates. Sample contracts are also available upon request.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: February 14, 2024

AGENDA ITEM: 5. Consider Awarding Solid Waste Grants for Fiscal Years 2024 and 2025

GENERAL DESCRIPTION OF ITEM:

Our region's funding for this cycle is \$274,000 fiscal years 2024 and 2025 and is available to local governments for projects that align with the SWAC's goals in the regional solid waste plan. The SWAC met on January 19, 2024 to review grant applications, hear presentations from each applicant, and assign scores to each application.

Of the 22 projects that were reviewed by the SWAC, 13 are recommended to be funded. The 13 projects were chosen by first grouping them by priority group and then ranking them according to the score they received from the SWAC. For each project, the SWAC recommends the minimum amount acceptable as indicated by the applicant with the goal of funding as many projects as possible. In two cases, the applicants (Blanco County and City of Creedmoor) provided information at the meeting which resulted in recommended amounts lower than what was indicated on their applications. Once all applications were fully funded according to that method, the remaining \$5,500 was applied to the next highest scoring application – Llano County's October 2024 collection event.

The remaining portion of the Llano County October 2024 event and the four remaining eligible applications should be designated as contingency projects that can be funded in rank order if any of the funded projects cannot be completed. Contingency projects will be funded up to the minimum amount acceptable that is indicated on their applications.

Five submitted applications were not eligible to receive funding recommendations. Of the five, two were reviewed by the SWAC and did not receive a score of at least 70 points. Two other applications were for projects that included ineligible activities under the program and the application for another project was not completed sufficiently. Therefore, those applications were not forwarded to the SWAC for consideration.

In compliance with CAPCOG's agreement with the Texas Commission on Environmental Quality (TCEQ), each application was posted online, and private industry was sent notice of the opportunity to contest each application. No private industry comments were received.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: Charles Simon, Director of Regional Planning & Services
Ken May, Regional Programs Manager

BUDGETARY IMPACT:

Total estimated cost: \$274,000

Source of Funds: TCEQ

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Award solid waste grants for the 2024-2025 two-year cycle as recommended by the SWAC, designate partial funding of \$5,500 to Llano County project as well as designating it and the other four eligible projects as contingency projects.

BACK-UP DOCUMENTS ATTACHED:

List of Solid Waste Applications Reviewed by the SWAC on January 19, 2024

BACK-UP DOCUMENTS NOT ATTACHED: None

Solid Waste Applications Reviewed by the SWAC on January 19, 2024

Applicant	Project Name	Project Type	Amount Requested	Minimum Amount Acceptable	Amount Recommended	Final Score		
Priority Group 1 Projects ¹								
1	Burnet County	HHW Collection Event - October 2024	HHW	\$40,000.00	\$35,000.00	\$35,000.00	86.23	Funding Recommended
2	Llano County	Countywide Collection Event - April 29, 2024	CCE	\$12,600.00	\$12,600.00	\$12,600.00	85.27	
3	Caldwell County	Tire Collection Event	CCE	\$12,150.00	\$12,150.00	\$12,150.00	84.50	
4	Lee County	Litter & Illegal Dumping Community Collection Event	CCE	\$40,000.00	\$40,000.00	\$40,000.00	82.64	
5	Hays County	Hays County Tire Collection - East	CCE	\$16,468.20	\$15,098.00	\$15,098.00	79.42	
6	City of Georgetown	April 2024 Community Collection Event	CCE	\$10,000.00	\$8,000.00	\$8,000.00	79.07	
7	Blanco County	Household Hazardous Waste Collection Event	HHW	\$40,000.00	\$35,000.00	\$34,200.00 ²	78.33	
8	City of Creedmoor	Community Collection Event	CCE	\$31,068.00	\$29,520.00	\$15,534.00 ³	76.00	
9	City of Leander	ATV for Green Waste Management	SRR	\$10,918.00	\$10,918.00	\$10,918.00	72.09	
10	City of Lakeway	Household Hazardous Waste Drop Off Event	HHW	\$40,000.00	\$30,000.00	\$30,000.00	71.33	
11	City of Lockhart	Downtown Trash Receptacle Replacement	SRR	\$30,000.00	\$25,000.00	\$25,000.00	70.07	
Priority Group 2 Projects ¹								
12	Fayette County	Fayetteville Facility	MSW Facility	\$38,190.00	\$30,000.00	\$30,000.00	91.00	Eligible Not Recommended
13	Llano County	Countywide Collection Event - October 12, 2024	CCE	\$17,400.00	\$17,400.00	\$5,500.00 ⁴	85.80	
14	Burnet County	BOPATE Collection Event - April 2025	HHW	\$22,000.00	\$15,000.00	\$0.00	83.77	
15	City of Georgetown	September 2024 Community Collection Event	CCE	\$10,000.00	\$8,000.00	\$0.00	77.64	
16	Williamson County	Illegal Dumping Enforcement	LE	\$34,408.49	\$19,115.85	\$0.00	76.29	
17	Hays County	Hays County Tire Collection - West	CCE	\$16,243.20	\$15,098.00	\$0.00	73.15	
				\$421,445.89	\$357,899.85	\$274,000.00		
18 ⁵	City of Rollingwood	Storm Sewer Camera	Other	\$35,929.80	\$25,000.00		0.00	Ineligible Applications
19 ⁵	City of Granite Shoals	City-Wide Cleanup April 2024	CCE	\$25,000.00	\$21,000.00		0.00	
20 ⁵	City of Austin	Library of Things	SRR	\$40,000.00	\$30,000.00		0.00	
21 ⁶	City of Smithville	Main Street - Big Bellies	SRR	\$20,687.57	\$15,361.60		63.57	
22 ⁶	City of Lakeway	Household Hazardous Waste Drop Off Event	HHW	\$40,000.00	\$30,000.00		68.60	
				\$161,617.37	\$121,361.60			
Total Requested =				\$583,063.26	\$479,261.45			

Solid Waste Applications Reviewed by the SWAC on January 19, 2024

¹Applications were grouped into three priority groups based on categories designated by the SWAC last year and by the preference indicated by the applicant (when multiple applications were submitted). All priority group 1 applications were recommended for funding before any priority group 2 applications were recommended. There were no eligible priority group 3 applications.

²Blanco County provided updated costs estimates at the SWAC meeting and verbally reduced its requested amount.

³City of Creedmoor indicated at the SWAC meeting that its request was for two events. The recommended grant amount is equal to one-half of the requested amount to facilitate one event.

⁴The \$5,500.00 recommended for Llano County's October 2024 collection event is the amount remaining after subtracting the recommended amounts for all other projects from the \$274,000.00 that is available.

⁵ Applications receiving a score lower than 70 points are ineligible to receive a funding recommendation from the SWAC.

⁶ Did not pass pre-screening due to proposed ineligible activity or incomplete application. Was not reviewed and scored by the SWAC.

Guide to Project Type Abbreviations

LIDC	<i>Litter and Illegal Dumping Cleanup</i>
CCE	<i>Community Collection Event</i>
SRR	<i>Source Reduction and Recycling</i>
HHW	<i>Household Hazardous Waste</i>
LE	<i>Local Enforcement</i>
MSW Facility	<i>MSW Facility (including transfer stations and recycling facilities)</i>
O&E	<i>Education & Training</i>
TS	<i>Technical Study</i>
LSWMP	<i>Local Solid Waste Management Plan</i>
Other	<i>Other type of project</i>

EXECUTIVE COMMITTEE MEETING

MEETING DATE: February 14, 2024

AGENDA ITEM: 6. Consider Approving Appointments to Advisory Committees

GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on our Advisory Committees; please let us know if our staff can assist in identifying interested persons to serve. It is presumed that both city and county representatives will collaborate when making appointments.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Jennifer Salazar, Senior Administrative Coordinator**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Approve any advisory committee recommendations.

BACK-UP DOCUMENTS ATTACHED:

N/A

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

1. Executive Committee attendance roster
2. Advisory Committee attendance rosters