



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

2/14/2024
Date