



Executive Committee | Summary Minutes

10:00 a.m., Wednesday, January 12, 2022
CAPCOG Lantana Room
6800 Burleson Road Bld. 310, Ste. 165
Austin, Texas 78744

Present (22)

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 Pro Tem 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 Joe Weber, Fayette Count
Mayor Pro Tem Kevin Pitts, City of Georgetown
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 Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County

Absent (7)

Mayor Lee Ubranovsky, City of Buda
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Representative John Cyrier

Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

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

Judge Pape opened at the meeting at 10:00 a.m. with the pledges of the allegiance.

2. **Consider Approving Minutes for the December 8, 2021 Executive Committee Meeting**

Judge Pape asked for a motion to approve the December 8, 2021, meeting minutes. A motion was made by Mayor Hughson to approve the minutes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

3. **Consider Electing Executive Committee Officers for 2022**

Betty Voights, Executive Director

Ms. Voights thanked Judge Pape for his leadership as the Executive Committee Chair and presented him with a plaque and gavel. She then reminded the board she plans to retire in 2025 and wanted to make sure the future officers in 2024-2025 understand they will be overseeing the process to hire a replacement. Judge Pape said such a transition is always a challenge and that the future officers will be up for the job.

Judge Pape went through the Nominating Committee's recommendations for officers one at a time so board members could vote on each officer's election and see if there were other nominations. A motion was made by Commissioner Dockery to elect Mayor Hughson as Parliamentarian. Judge Oakley seconded. The motion passed unanimously. With the same motion, the Executive Committee voted on each officer's position all by unanimous votes, as follows:

- Secretary — Commissioner Ingalsbe
- Second Vice Chair — Mayor White
- First Vice Chair — Judge Oakley
- Chair — Mayor Rydell

Judge Pape handed the meeting over to Mayor Rydell and assumed the role of immediate past chair.

4. Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Council of Governments

Lisa Bowman, Director of Finance

Ms. Bowman said every year CAPCOG needs to change signature authority to reflect the new officers for its bank depository and does so by submitting a resolution to the bank. She noted that the bank allows for two executive members and three CAPCOG employees to hold signature authority. She also noted the Capital Area Emergency Communications district will take the same action.

A motion was made by Judge Oakley to adopt a resolution giving signature authority to Executive Committee Chair and Secretary as well as the CAPCOG Executive Director, Director of Administration, and the Director of Finance. Mayor Hughson seconded the motion. The motion passed unanimously.

5. Consider Approving Renewal of Agreement for Depository for CAPCOG Funds

Sheila Jennings, Director Administration

Lisa Bowman, Director of Finance

Ms. Jennings said CAPCOG is at the end of its two-year contract with Frost Bank to serve as its depository; however, the contract has an option to renew for two years. She said that Frost Bank has met all its requirements and has performed satisfactorily; staff was recommending renewal. She mentioned that contract is limited to two years because the Capital Area Emergency Communications District is required to have two-year agreements and keeping CAPCOG and District's funds together provides a better market value. She also noted Frost Bank was selected in 2019 by the Executive Committee after a competitive bid process.

A motion was made by Judge Cunningham to renew the agreement for CAPCOG's funds depository. Judge Haden seconded the motion. The motion passed unanimously.

6. Consider Appointing CAPCOG Advisory Committees and Designate Board Liaisons

Sheila Jennings, Director of Administration

Ms. Jennings said every two years the Executive Committee must appoint all the members to CAPCOG's advisory committees who serve two-year terms and can do so consecutively. She said while each committee has different eligibility restrictions for their memberships, they all strive to have representation from each county in the region. Ms. Jennings reviewed the requirements to serve on each committee and their role for assisting CAPCOG. She asked that the board members review the current committee members and make new appointments.

Commissioner Long asked if the Aging Advisory Council would be meeting virtually after the pandemic. Ms. Voights said the committees follow the practices of the Executive Committee. Judge Bray said he didn't understand why all the committees didn't meet virtually. Ms. Voights said the committees operate best because of the relationships built between members, and relationships aren't built online. Mayor Rydell said the topic of virtual meetings can be discussed at a future meeting.

A motion was made by Mayor Hughson to appoint the committee members as presented and to include the following new appointments:

- To CJAC, Selena Xie replacing Darlene Lanham for a City of Austin seat

- To the GISPC, Clara Watson filling a Llano County vacancy
- To the HSTF, Mike Knipstein with Williamson County EMS filling a large EMS vacancy
- To the HSTF, Wesley Hopkins with Travis County EMS replacing Adam Johnson in a metro EMS position
- To the HSTF, Jerry Vaughn with the Education Service Center Region 13 replacing Dr. Craig Spinn in a school's position
- To the LEEC, Sareta Davis, filling a resident vacancy for Travis County

Commissioner Howard seconded the motion. The motion passed unanimously.

7. Consider Ratifying the 2022 Capital Area Economic Development District (CAEDD) Board Membership
Shelly Hargrove, Director of Community & Economic Development

Ms. Hargrove said it is required by the CAEDD's bylaws that the CAPCOG Executive Committee ratify CAEDD's membership once a year. She explained that the board requires its members to be from several disciplines related to economic development and provide guidance on activities related to the Economic Development Administration and community and economic development. Each year CAPCOG asks the CAEDD members if they want to continue to serve and recruits people to fill vacancies.

Council Member Doug Weiss asked if former Pflugerville Council Member Mike Heath should be removed and replaced as a member. Ms. Voights said it is common for former Executive Committee members to serve on this board because of their business expertise. Judge Bray asked if the Executive Committee could remove members from this committee and others at any time. Ms. Voights said the Executive Committee can remove members on all CAPCOG committees but the Capital Area Regional Transportation Organization and the Clean Air Coalition, which are appointed by local governments directly.

A motion was made by Judge Pape to ratify the committee as presented to include Mr. Heath's appointment representing his business interest not the city of Pflugerville's. Commissioner Long seconded the motion. It passed unanimously.

8. Consider a Contract with the Texas General Land Office for CBDG Mitigation Program
Martin Ritchey, Director of Homeland Security

Mr. Ritchey explained this contract is for CAPCOG to help determine how funds will be distributed for Hurricane Harvey mitigation projects. These funds were supposed to be released in 2021 but got delayed because of COVID-19. He noted the process would be similar to CAPCOG's previous work with distributing Hurricane Harvey disaster funds. CAPCOG would develop a method of distribution, conduct several community meetings, and meet with community leaders to determine how the money would best be awarded. About \$50 million in mitigation funds have been allocated to the four counties in the Hurricane Harvey disaster area — Bastrop, Caldwell, Fayette and Lee.

A motion was made by Commissioner Long to contract with the Texas General Land Office for the CDBG Mitigation Program. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

9. **Consider Adopting a Resolution Authorizing Submission of the Homeland Security Grant Program Application for the FY 2022 Regional Cyber Resiliency Grant Project by the Capital Area Council of Governments**

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said funding from this grant would provide about \$82,000 to creating region-wide cybersecurity response team. He noted that CAPCOG has been offering several cybersecurity training opportunities during the past few years, and the creation of such a team would take CAPCOG's work in the discipline to the next level.

Commissioner Dockery asked if the funds would affect this year's budget. Mr. Ritchey said they would be added to this year's budget.

A motion was made by Commissioner Dockery to submit an application for the FY 2022 Regional Cyber Resiliency Grant Project. Council Member Bruno seconded the motion. The motion passed unanimously.

10. **Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2023 Regional Planning by the Capital Area Council of Governments**

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said this grant is to fund CAPCOG homeland security staff and allows them to work on regional planning projects. CAPCOG makes this request annually.

A motion was made by Commissioner Long to submit an application to the State Home Security Program Grant for regional planning. Mayor Pro Tem Nelson seconded the motion. The motion passed unanimously.

11. **Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2023 Tier II Reporting Project by the Capital Area Council of Governments**

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said this continuing grant project, if funded, would give regional hazmat teams and other public safety personnel access to mapping of hazardous material reporting throughout the region. Such access would benefit planning and response as agencies would have a clearer picture of what hazardous chemicals are in their communities and can plan response more appropriately. He noted this application is for the upcoming grant application cycle.

A motion was made by Commissioner Ingalsbe to submit an application to the State Home Security Program Grant for the Tier II Reporting Project. Judge Cunningham seconded the motion. The motion passed unanimously.

12. **Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2023 Regional Training & Exercise by the Capital Area Council of Governments**

Martin Ritchey, Director of Homeland Security

Mr. Ritchey explained this grant project is also an annual submission and provides funds so CAPCOG can offer training to emergency management coordinators and other public safety personnel. He gave an example of some of the previous training opportunities CAPCOG has provided.

A motion was made by Council Member Bruno to submit an application to the State Home Security Program Grant for regional training and exercises. Commissioner Long seconded the motion.

Commissioner Dockery asked if CAPCOG has decided what the following regional training exercise would be. Ritchey said that is up to the HSTF committees, but he believed fire as a weapon maybe continue to be priority topic.

The motion passed unanimously.

13. Consider a Resolution Authorizing Submission of the Homeland Security Grant Program Application for the FY 2023 Regional Cyber Recovery and Resiliency Grant Project by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said the state has pulled funding for cybersecurity projects out of the traditional grant program and its regional allocations to create a signal, state-wide, competitive pool for cybersecurity projects. CAPCOG's application to this program would consist of funding local and regional policy development, best-practice workshops, and vulnerability identification as well as supporting a cybersecurity working group and the previously mentioned cybersecurity response team.

A motion was made by Mayor Pro Tem Nelson to submit an application to the State Home Security Program Grant for cyber recovery and resiliency project. Council Member Bruno seconded the motion. The motion passed unanimously.

14. Consider a Resolution Authorizing Submittal of the State Interoperability Communications Grant Regional Project Funding Application for FY 2023 by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said cities and counties can't apply for this grant program, but COG's can and CAPCOG last year applied to complete a Blanco County Project and was awarded funding. He also mentioned that grant notice of funding opportunity is anticipated to be released soon but hasn't yet. CAPCOG was preparing to apply for funding and will pick a project from the interoperability communications gap list. Council Member Bruno asked to review the gap list. Mr. Ritchey said he would provide it.

A motion was made by Judge Oakley to submit a project to the State Interoperability Communication Grant Regional Project Funding program. Commissioner Ingalsbe seconded. The motion passed unanimously.

15. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2023 UAV Robotics Interoperability Project by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey explained that many jurisdictions are using drones or UAVs for response, recovery and mitigation efforts for emergency events. This grant will continue to build on previous effort to develop a comprehensive training plan and policy guide to support regional interoperability of UAVs.

A motion was made by Commissioner Howard to submit an application to the State Home Security Program Grant for UAV Robotics Interoperability. Mayor Hughson seconded the motion. The motion passed unanimously.

16. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2023 Regional Law Enforcement Collaboration Program Grant by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said CAPCOG has been working with the Austin Regional Intelligence Center (ARIC) to benefit more communities in the region by providing public safety intelligence to them. This grant, if funded, would help support more jurisdictions joining ARIC which currently consists mostly of policing agencies along the I-35 corridor at this time. Specifically, it would help organizations pay the ARIC dues.

A motion was made by Judge Cunningham to submit an application to the State Home Security Program Grant for the regional law enforcement collaboration project. Mayor Hughson seconded the motion. The

motion passed unanimously.

17. Staff Reports

Betty Voights, Executive Director

Ms. Voights told the Executive Committee that Texas Health and Human Services requires CAPCOG declare that none of its board members have an active interest in long-term care facilities. She noted that if any board members do, they should call or email her after the meeting Ms. Voights then read a portion of Texas Administrative Code to clarify what an interest in a long-term care facility may be.

18. Adjourn

Mayor Rydell adjourned the meeting at 11:25 a.m.



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

02/09/22

Date