



Executive Committee | Summary Minutes

10 a.m., Wednesday, Oct. 11, 2023
6800 Bureson 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**
Commissioner Debbie Ingalsbe, Hays County, **2nd 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
Ms. 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 Ron Garland, City of Georgetown
Mayor Pro Tem 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 Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County
Commissioner Russ Boles, Williamson County

Absent (3)

Council Member Mackenzie Kelly, City of Austin
Judge Dan Mueller, Fayette County

Judge Andy Brown, Travis County

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

Judge Oakley called the meeting to order at 10:02 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 the Sept. 13, 2023, meeting minutes. Mayor Jane Hughson made a motion to approve the minutes. Commissioner Howard seconded the motion. It passed unanimously.

3. **Consider Awarding Contract for Auditing and Tax Services**

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema said CAPCOG is requesting to award a contract to Whitley Penn for three years to perform CAPCOG's annual audit and prepare the Capital Area Initiatives Foundation's taxes. He said Whitley Penn has been CAPCOG's auditor for the last 7 years and that CAPCOG received two other proposals to perform the services. Mr. Hoekzema said Whitley Penn scored the highest by the review committee and had a lot of experience with other COGs. He said Whitley Penn has proposed changing lead engagement partner, which helps accomplish the goal of rotating auditors.

Mayor White made a motion to award Whitley Penn the contract for auditing and tax services. Council Member Garland seconded the motion. It passed unanimously.

4. **Consider Adopting the 2023 CAPCOG Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR)**

Dee Harrison, Homeland Security Program Manager

Ms. Harrison said CAPCOG updates the region's THIRA and SPR annually which reflects what was

accomplished over the year and helps to identify and evaluate changes to the region's core capabilities and gaps. She said not many capabilities changed but a few new gaps were added during this year's updates.

Commissioner Dockery made a motion to approve the THIRA and the SPR. Mayor White seconded the motion.

Commissioner Howard asked Ms. Harrison to mention one of the gaps. Ms. Harrison said cybersecurity was among the largest gaps as prevention methods tend to lag behind cyber-attacks developed by bad actors that are always inventing new ways to conduct cybersecurity attacks requiring some level of prevention and security in response. Ms. Voights noted that the CAPCOG hasn't been victim to some of the most recent attacks because of its cybersecurity efforts. Ms. Harrison added there are always gaps related to specialized and expensive training and CAPCOG attempts bring some of those trainings to the region. Ms. Voights added that the region needs to identify those gaps in order to get funded for projects.

Judge Oakley asked for a vote on the item. It passed unanimously.

5. **Consider Approving Contract with AECOM for 2024-2025 Air Quality Monitoring Services**
Charles Simon, Director of Regional Planning & Services
Anton Cox, Air Quality Program Manager

Mr. Simon said that AECOM was selected from four vendors seeking to perform the air quality monitoring services for CAPCOG during 2024 and 2025 by a scoring committee consisting of Clean Air Coalition Advisory Committee members. He noted that AECOM would be conducting ozone and particulate monitoring services. Mr. Simon said the project would be funded by state and EPA grants and local monies.

Commissioner Ingalsbe made a motion to approve a contract with AECOM for air quality monitoring services during 2024 and 2025. Mayor Hughson seconded the motion. It passed unanimously.

6. **Consider Approving Interlocal Agreement with Desert Research Institute for Fine Particle Matter Laboratory Analysis**

Charles Simon, Director of Regional Planning & Services
Anton Cox, Air Quality Program Manager

Mr. Simon said this contract is for speciated fine particulate matter analysis and monitoring, where samples of the particulates will be examined to determine what is in them. He said Desert Research Institute is the same vendor used by the Texas Commission on Environmental Quality to study particulate matter.

Judge Oakley asked if the sites for this monitoring would be at fixed locations. Mr. Cox said CAPCOG is only seeking to do the speciated monitoring at one site on Holy Street in Austin.

Mayor Pro Tem Weiss made a motion to approve an interlocal agreement with Desert Research Institute for fine PM laboratory analysis. Commissioner Ingalsbe seconded the motion. The board questioned the sampling location and if it would generate a good cross section of particulates. Mr. Cox said the site was selected based on its proximity to the TCEQ's sites, which are located north, east, and west of downtown Austin.

Judge Oakley called for a vote on the item. It passed unanimously.

7. **Consider Adopting a Proclamation Declaring November 2023 as National Family Caregivers Month**
Patricia Bordie, Director of Aging Services

Ms. Bordie said this year's theme for National Family Caregivers Month is #caregiversconnect. She said the Area Agency on Aging of the Capital Area provides services to caregivers as well as help them connect to the supports needed to care for their loved ones. Ms. Bordie said CAPCOG is a hub for people in the region seeking to build support for providing care.

Commissioner Dockery made a motion to approve the proclamation declaring November as National Family Caregivers Month. Commissioner Long seconded the motion. It passed unanimously. Commissioner Long mentioned there are several great resources at CAPCOG and in the region. She said a local couple, whose parents have dementia, provides great information via Facebook and encouraged others to follow the couple.

8. Consider Awarding Contracts for Employee Benefit Providers

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema said CAPCOG has had TML Health as an employee benefit provider for a long time and recently sought proposal from benefit providers for the all the same services and coverages it was getting through TML. He noted three providers meet the requirements and that Cigna's benefits had the lowest increases for services with a 5 percent increase for medical. Mr. Hoekzema went over the other providers' rates, noting they were much higher than Cigna and to stay with TML would have been a 35 percent increase.

Mayor Hughson made a motion to award a contract to Cigna to provide employee benefits. Commissioner Ingalsbe seconded the motion. It passed unanimously. Commissioner Long asked how many renewals CAPCOG will have to make with Cigna. Mr. Hoekzema said until it was determined to seek a new provider.

9. Consider Approving Committee Appointments

Betty Voights, Executive Director


Ms. Voights said there weren't any appointments unless someone was going to make recommendations at the meeting.

10. Staff Reports

Ms. Voights introduced Jennifer Salazar, CAPCOG's new senior administrative coordinator.

11. Adjourn

Judge Oakley adjourned the meeting at 10:38 a.m.



Mayor Pro Tem Matthew Baker, Secretary
Executive Committee
Capital Area Council of Governments



Date