



## Executive Committee | Summary Minutes

10 a.m., Wednesday, Aug. 9, 2023  
6800 Bureson Road  
Building 310, Suite 155  
Austin, TX 78744

### Present (24)

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**  
Council Member Mackenzie Kelly, City of Austin  
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  
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  
Judge Andy Brown, Travis County  
Commissioner Ann Howard, Travis County  
Commissioner Cynthia Long, Williamson County  
Senator Pete Flores

### Absent (5)

Judge Hoppy Haden, Caldwell County  
Judge Dan Mueller, Fayette County

Commissioner Russ Boles, Williamson County

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

Judge Oakley called the meeting to order at 10:05 a.m. and lead the pledges of allegiance to the national and state flags.

#### 2. **Consider Approving Minutes for the July 12, 2023 Meeting**

Judge Oakley asked for consideration of the July 12, 2023, meeting minutes. Commissioner Long made a motion to approve the minutes. Mayor White seconded the motion. It passed unanimously.

#### 3. **Consider Accepting the Quarterly Investment Report**

##### **Silvia Alvarado, Director of Finance**

Ms. Alvarado said the quarterly investment report was for the period ending June 30<sup>th</sup> and all the investments are in TexPool accounts. She said the quarterly earnings were \$385,766 on the about \$32 million invested for an average yield of 4.97 percent. For comparison, the 6-month U.S. Treasury Bill rate was 5.45 percent.

Mayor Hughson made a motion to accept the quarterly investment report. Commissioner Dockery seconded the motion. It was passed unanimously.

#### 4. **Review the CAPCOG Investment Policy**

##### **Silvia Alvarado, Director of Finance**

Ms. Alvarado said every year the Public Funds Investment Act requires CAPCOG's board to review its investment policy. She noted it was last amended and adopted on Aug. 12, 2020, and since the 88<sup>th</sup> Texas Legislature made no amendments, CAPCOG's policy didn't change. Ms. Alvarado said the policy allows for CAPCOG to have the highest investment return with maximum security.

Council Member Bruno made a motion to accept the review of the CAPCOG investment policy. Commissioner Ingalsbe seconded the motion. It passed unanimously.

**5. Consider Recommending Approval of the FY 2024 Annual Budget to the General Assembly**  
**Andrew Hoekzema, Deputy Executive Director**

Mr. Hoekzema said every year the Executive Committee approves the proposed budget before sending it to the General Assembly for final approval. He noted that the CAECD's proposed budget, which was previously reviewed, has been incorporated into the full CAPCOG budget. Mr. Hoekzema highlighted several aspects of the proposed budget to include projected revenues of \$45.6 million and expenditures of \$44.4 million. Other areas he discussed were as followed.

- Unrestricted funds of \$360,000
- A 3 percent labor market adjustment to salaries
- 73 staff positions including three temporary positions
- An allowance for 2 to 4 percent one-time merits
- A fridge cost pool of 56.92 percent
- An anticipated indirect cost pool of pf 25.15 percent, which is currently being negotiated with the U.S. Department of Interior.

Mr. Hoekzema also discussed the source and use of funds. He noted that one problem with Aging Services funding is that carry forward from the state is distributed late in the fiscal year, making it hard to budget and spend in a short period. Ms. Voights noted that Emergency Communications spending includes the installation of new call-handling equipment, and that the project's contact has been negotiated down to \$20 million, saving \$4 million, and final years of the maintenance cost went from \$5.5 million to \$2.8. Mr. Hoekzema also said while Homeland Security manages and maintains WebEOC and the regional notification system, the two items are paid for using emergency communication's revenue since they are also emergency response communications tools. He said law enforcement academy has the tightest budget, with 72 percent of its budget paying for staff and fixed rate costs. Mr. Hoekzema also said the Regional Planning and Services Division has a the most diverse sources of revenue and that the Air Quality Program's funding was increasing because of two federal grants.

Commissioner Long made a motion to approve the FY 2023 Annual Budget for recommendation to the General Assembly. Commissioner Ingalsbe seconded the motion. It passed unanimously.

**6. Consider Recommending Nominating Committee Members to the General Assembly**  
**Betty Voights, Executive Director**

Ms. Voights reminded the board that the General Assembly is CAPCOG's governing body, and it delegates responsibilities to the board. One task not delegated to the board is the recommendation of self-nominated candidates to serve on the Executive Committee for the upcoming year, this is done by a Nominating Committee. Ms. Voights said the Nominating Committee must be composed of at least seven people with at least two from the Executive Committee and two General Assembly representatives.

Ms. Voights said she had reached out the two General Assembly representatives who served last year — Hays County Commissioner Lon Shell and Leander Mayor Christine De L'isle — to see if they wanted to serve again. Commissioner Shell said yes, and Mayor De L'isle had yet to respond. The other Nominating Committee members from last year included: Council Member Janice Bruno, Judge Cunningham, Commissioner Dockery, and Commissioner Long. Ms. Voights said the Executive Committee Chair also serves as the Nominating Committee Chair which would be Judge Oakley this year.

Commissioners Long and Dockery and Judge Cunningham said they would like to continue to serve on the committee. Commissioner Long made a motion for committee remain the same as last year. Commissioner Ingalsbe seconded the motion. It passed unanimously.

**7. Consider Adopting a Proclamation Recognizing September 18-22, 2023 as Falls Prevention Awareness Week**

**Patty Bordie, Director of Aging Services**

Ms. Bordie said coinciding with the first day of fall is National Falls Prevention Awareness Week, Sept. 18 through 22, 2023. She said falls are the leading cause for fatal and non-fatal injuries with most people having a serious fall before the age of 60. She said Falls Prevention Awareness Week is an opportunity to prevent hospitalizations and medical visits by promoting programs that reduce risk of falling. Ms. Bordie noted CAPCOG has already scheduled fall prevention events for September throughout the region.

Commissioner Ingalsbe made a motion to adopt a proclamation recognizing Sept. 18 through 22 as Fall Prevention Awareness Week. Commissioner Long seconded the motion. It passed unanimously.

**8. Consider Adopting a Proclamation Declaring September 2023 as CAPCOG Preparedness Month**

**Dee Harrison, Homeland Security Program Manager**

Ms. Harrison said FEMA declared September as National Preparedness Month for the first time in 2004 to encourage Americans to take action in preparing for emergencies, incidents and disasters they may face at home. In recent years, CAPCOG has participated in National Preparedness month by promoting emergency safety tips and encouraging people to register for local alerts through WarnCentralTexas.org. It will continue to do that this year while focusing on wildfires as the region's biggest threat at the moment.

Mayor White made a motion to adopt a proclamation declaring September 2023 as CAPCOG's National Preparedness Month. Commissioner Ingalsbe seconded the motion. It passed unanimously.

**9. Consider Authorizing Purchase of Mavic3T Unmanned Aerial Vehicles (UAVs) and DroneSense Software Licenses**

**Dee Harrison, Homeland Security Program Manager**

Ms. Harrison said CAPCOG received a grant from the Office of the Governor to conduct drone or UAV training that would help assist local jurisdictions' response to emergency disasters and incidents. She noted that every county has at least one agency that flies drones for public safety reasons at this time. She said the grant money will be used purchase 12 Mavic3T UAVs and software that allows agencies to share drone data quickly and easily between jurisdictions. Ms. Harrison said the same equipment used by DPS which increases the systems interoperability when responding across the region.

Judge Bray asked if local jurisdictions could add to the order, so they could use the UAVs outside of training. Ms. Harrison said since they are being purchased through a DIR contactor, local jurisdictions could procure their own equipment for the same price as CAPCOG.

Mayor White made a motion to authorize the purchase of 12 Mavic3T UAVs and DroneSense Software licenses. Council Member Bruno seconded the motion. It passed unanimously.

**10. Consider Amending a Contract Amount for Combined Community Action Inc. Nutrition Services**

**Patty Bordie, Director of Aging Services**

Ms. Bordie said there is one provider, Combined Community Action, Inc., who is expected to exceed their budgeted contract amount for nutrition services because of the continued increased demand for meals provided to older adults. She said the pandemic increased the number of patrons nutritional services were assisting and many of those patrons are remaining on the program.

Commissioner Dockery asked if the funding was available to increase the contract amount. Ms. Bordie

responded yes, and Ms. Voights said there too much funding, which the state will put into a carry forward next year.

Commissioner Howard made a motion to amend the contract amount for Combined Community Action, Inc. nutrition services. Commissioner Long seconded the motion. It passed unanimously.

**11. Consider Awarding a Contract to Dahill for Copier and Printing Leasing and Maintenance**  
**Kelly Claflin, Chief Information Security Officer**

Commissioner Long made a motion to award a copier and printing leasing and maintenance contact to Dahill. Commissioner Howard seconded the motion.

Mr. Claflin said Dahill was one of two vendors to respond to CAPCOG's quote for services request, and it was best suited to service CAPCOG's current equipment. He also noted that they have been a responsive vendor in the past when handling maintenance issues.

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

**12. Report on Annual Performance Evaluation of the Executive Director**  
**Judge James Oakley, Chair**

Judge Oakley said the Executive Committee Officers met and discussed Ms. Voights performance. He noted from performance surveys on a scale between 0 to 3, she scored a 2.8, which is a 93.3 percentile. He said the officers decided to provide her with a 4 percent salary increase and a one-time 4 percent merit.

Judge Oakley also mentioned Ms. Voights plans to retire in December of next year, and the board will be forming an executive director search committee to include about three Executive Committee members. He asked for people to consider participating on that committee. Judge Oakley also said Ms. Voights plans to assist in finding and transitioning her replacement. Ms. Voights reviewed a rough, draft timeline of determining the criteria for selecting a new executive director and the process for hiring the position.

**13. Consider Approving Committee Appointments**  
**Betty Voights, Executive Director**

Ms. Voights said there was a nomination from Commissioner Ingalsbe for Matthews Gonzales to serve on the Aging Advisory Committee. Judge Bray also recommended Lt. Adam Acosta with the Blanco County Sheriff's Office to the LEEC.

Commissioner Ingalsbe made a motion to appoint the committee members. Commissioner Dockery seconded the motion. It passed unanimously.

**14. Staff Reports**

Ms. Voights reminded the board that there is a General Land Office meeting for applying for the MIT-MOD money for those counties that qualify.

Commissioner Howard said the response to fires happening throughout region has demonstrated why it is so important to work together and their response been great. She noted that serving on the board provides a real opportunity as regional leaders to work together to solve problems.

**15. Adjourn**

Judge Oakley adjourned the meeting at 11:30 a.m.



---

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

9/13/23

---

Date