



Executive Committee Meeting | Agenda

10:00 a.m., Wednesday, July 13, 2022

CAPCOG Lantana Room

6800 Burleson Road, Bld. 310, Ste. 155

Austin, Texas 78744

Mayor Brandt Rydell, City of Taylor, **Chair**
Judge James Oakley, Burnet County, **First Vice Chair**
Mayor Lew White, City of Lockhart, **Second 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 Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco County
Mayor Lee Urbanovsky, City of Buda
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Joe Weber, Fayette County
Council Member Ron Garland, City of Georgetown

Council Member Esmeralda 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 Bridgid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Representative John Cyrier
Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**
2. **Consider Approving Minutes for the June 8, 2022 Meeting**
3. **Consider Approval of Entering into an Agreement with Juvare to Enhance and Develop WebEOC Boards and Communications Capabilities**
Martin Ritchey, Director, Homeland Security
4. **Consider Approving Appointments to Advisory Committees**
Deborah Brea, Executive Assistant
5. **Staff Reports**
Betty Voights, Executive Director
6. **Adjourn**



Executive Committee | Summary Minutes

10 a.m., Wednesday, June 8, 2022
6800 Burleson Road
Building 310, Suite 165
Austin, Texas 78744

Present (18)

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
Mayor Connie Schroeder, City of Bastrop
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County
Judge Joe Weber, Fayette County

Council Member Esme Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee 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 Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County

Absent (6)

Judge Paul Pape, Bastrop County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Council Member Kevin Hight, City of Bee Cave
Mayor Lee Urbanovsky, City of Buda
Judge Hoppy Haden, Caldwell County

Judge Ron Cunningham, Llano County
Representative John Cyrier
Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

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

Mayor Rydell led the pledges of the allegiance to the U.S. and state flags. He then introduced Jeff Williford, Senator John Cornyn's regional director, who introduced Cornyn's new Deputy Regional Director in the CAPCOG region, Jill Wyman, to the board.

2. **Consider Approving Minutes for the May 11, 2022 Meeting**

Mayor Rydell asked for approval of the minutes. A motion was made by Mayor Hughson to approve the May 11, 2022, Executive Committee meeting minutes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

3. **Consider Electing Replacement to Serve Remainder of Term for Georgetown Mayor Pro Tem Kevin Pitts Betty Voights, Executive Director**

Ms. Voights said the City of Georgetown appointed Council Member Ron Garland to the General Assembly making him eligible to serve on the Executive Committee, and CAPCOG received his self-nomination form requesting to serve on the Executive Committee.

A motion was made by Commissioner Long to elect Council Member Ron Garland to serve the remainder of the term for Georgetown Mayor Pro Tem Kevin Pitts. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

4. **Consider Amending the Law Enforcement Education Committee (LEEC) Bylaws**

David Bertling, Director of Regional Law Enforcement Academy

Ms. Voights explained when the LEEC bylaws were previously amended they had added committee slots for emergency communications and corrections. She noted filling those discipline-based slots weren't happening in practice. Ms. Voights said she and Mr. Bertling are recommending to remove the discipline requirements and have the committee positions appointed based on the populations of cities and

counties. Ms. Voights noted no current appointees would need to change if the amendment was approved as proposed. She also discussed the requirements to have members of the general public who have no law enforcement background on the committee and that the LEEC still needs one person to fill such a position.

A motion was made by Commissioner Ingalsbe to amend the LEEC bylaws. Judge Oakley seconded the motion. The motion passed unanimously.

5. Consider Accepting and Verifying the Completion of Cybersecurity Awareness Training for All CAPCOG Employees

Kelly Claflin, Director of Information Technology Services

Mr. Claflin reviewed the history of CAPCOG's cybersecurity staff training and the state's training requirements with the board. He noted the state requires the board to annually verify that employees have completed cybersecurity training. He also mentioned CAPCOG had previously trained and tested employees using the Texas Associations of County's systems, and while it met the state's requirements, it wasn't tailored to CAPCOG needs and the training could only be conducted annually. For the 2022 fiscal year, CAPCOG purchased its own DIR approved cybersecurity software that included training and testing tools. The new software allowed for year-round training and testing so new employees could receive the training immediately. It also allowed CAPCOG's IT department to simulate cyberattacks to further test staff and provide training refreshers as well as created an easier and safer ways to report possible malicious emails. Mr. Claflin said all CAPCOG employees have completed and passed the training, and during a recent phishing exercise, 100 percent of employees didn't click the phishing link; 68 percent of employees reported the email to IT. Mr. Claflin said CAPCOG also needed to ensure its board members have receive cybersecurity training. Ms. Voights said CAPCOG assumes that board members' local governments provided such training to each of them, but if a board member hasn't received training, they should see Mr. Claflin after the meeting.

A motion was made by Commissioner Dockery to accept and verify CAPCOG's employees' completion of cybersecurity awareness training. Council Member Mattke Longoria seconded the motion.

Judge Bray asked if CAPCOG would recommend the software to other entities and if it was possible for entities to join CAPCOG's contract for the cybersecurity tool. Mayor Schroeder and Mayor Pro Tem Weiss said their jurisdictions use the same software which seems beneficial. Mr. Claflin and Ms. Voights said CAPCOG could explore cost sharing options for the cybersecurity software.

Mayor Rydell called for a vote on the item. The motion passed unanimously.

6. Consider Changing Population Data Used for CAPCOG Membership and Other Official Functions

Betty Voights, Executive Director

Ms. Voights explained that CAPCOG's bylaws state that it will use the Texas Data Center's population estimates for determining its membership dues and representation. She noted the Texas Data Center's estimates are currently lagging three years behind because of the 2020 Census results, while the U.S. Census Bureau's population estimates have reliably been released annually. She said CAPCOG is recommending using the U.S. Census Bureau's estimates for the upcoming year and proposing a bylaws amendment for the General Assembly to consider using the federal estimates every year.

A motion was made by Judge Oakley to use the U.S. Census population estimates for CAPCOG membership and other official functions for this year and to propose a bylaws amendment to the General Assembly. Commissioner Shea seconded the motion. The motion passed unanimously.

7. Consider Approving Appointments to Advisory Committees

Deborah Brea, Executive Assistant

Ms. Brea there was no recommendations for appointments at this time.

8. Staff Reports

Betty Voights, Executive Director

Ms. Voights said the CAPCOG TxCDBG Scoring Subcommittee met twice and did a good job at setting project priorities for funding. Mr. Andrew Hoekzema, CAPCOG regional planning and services director, provided a more in-depth briefing on the actions taken by the subcommittee and the public hearing it held for non-entitlement communities' Texas CDBG grant priorities. He said the committee created three levels of priority for Texas CDBG non-entitlement grant projects to be reviewed for funding. The first-priority level consisted of more traditional CDBG projects such as water, waste-water projects and street improvements which could receive 50 points. The second-priority level consisted of clearance and demolition and code enforcement projects which could receive 40 points, and the third priority level consisted of all other types of CDBG qualifying projects which could receive 25 points. Mr. Hoekzema said the committee decided to assign a point value to the third project group because it didn't want to exclude any viable projects eligible for CDBG funds from being considered. Mayor Schroeder, who chaired the committee, noted good projects shouldn't be punished by receiving zero points. She and Mr. Hoekzema said this year's process for setting the priorities worked well, but recommended the public hearing coincide with an Executive Committee meeting in the future to reduce travel. Ms. Voights said CAPCOG would send the results of the committee's work to the General Assembly.

Ms. Voights asked the board if anyone would be interested in serving on a legislative working group to address legislative issues for the next Texas Legislative Session. She said CAPCOG may have interest in the following legislative topics that could be brought up during the session: 9-1-1 wireless fees, solid waste funding, TCEQ's air quality rider, and the state's rate for older adult meals. Mayor Rydell, Commissioner Dockery, Commissioner Howard, Council Member Baker, and Council Member Mattke Longoria volunteered for the working group.

Mr. Martin Ritchey, CAPCOG homeland security director, said registrations for WarnCentralTexas.org were slightly down in May compared to previous months, but mentioned there were no major disasters during May and more people tend to register during such incidents. He mentioned the regional exercise successfully simulated an IPAWs message being received by every cellphone in the 10-county region. But the regional notification system (RNS) message that was supposed to go to elected officials wasn't crafted or delivered as planned which was reported as an exercise communication gap. Ritchey mentioned the RNS was used successfully for contacting special response teams as part of the training. Overall, during May, the RNS sent notifications to less people, but more notifications were sent to smaller groups compared to the month prior.

9. Adjourn

Mayor Rydell adjourned the meeting at 10:53 a.m.

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

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: July 13, 2022

AGENDA ITEM: #3 Consider Approval of Entering into an Agreement with Juvare to Enhance and Develop WebEOC Boards and Communications Capabilities

GENERAL DESCRIPTION OF ITEM:

On March 11, 2021, the Office of the Governor Public Safety Office announced that an allotment of funds from the Coronavirus Emergency Supplemental Funding (CESF) grant program would be allocated to each Council of Governments across the State. Subsequently, CAPCOG was awarded \$83,000 to build WebEOC boards to supplement the regional response to COVID-19 and other emergencies and incidents as needed. The Executive Committee voted on April 14, 2021, to approve a resolution in support of this project. On June 8, 2022, the Office of the Governor notified the COG the CESF grant would be increased by an additional \$113,567.24. The additional funding will provide for enhancement and expansion of the WebEOC boards and adding communications capabilities.

WebEOC is required to be used by every County and local government to submit State of Texas Assistance Requests (STARs) to the Texas Division of Emergency Management. Also, it is used in the region to communicate and document incident information, resource needs and availability, and to maintain situational awareness among stakeholders and partners. It is the "system of record" for most Emergency Management agencies across the region, the state, and FEMA Region 6. The on-going COVID-19 pandemic and other concurrent emergencies, incidents, and pre-planned events across CAPCOG have resulted in an exponential increase in the use of and number of WebEOC users across the region. Coordination of COVID-19 response efforts generated more than 300,000 records in a single year, versus 11,200 in a typical year. The boards developed over a decade past, are no longer sufficient to meet the present-day need to effectively and efficiently capture, manipulate, display, and report data. Further, WebEOC must be able to serve our stakeholders and partners in a mobile environment to support field operations. The CESF funds will be used to purchase and/or develop appropriate plug ins and various supporting elements of WebEOC to enhance the ability of stakeholders and partners to effectively communicate and collaborate in delivery of COVID-19 pandemic and other concurrent incident response activities.

THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Martin Ritchey, Director, Homeland Security**

BUDGETARY IMPACT:

Total estimated cost: \$ 196,567.24
 Source of Funds: Coronavirus Emergency Supplemental Funding
 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:

This is a sole source procurement from the system developer, Juvare. A complete requirements document will be created along with project scope of work, deliverables, testing, and training procedures.

ACTION REQUESTED:

Consider approval of entering into an agreement with Juvare to enhance and/or develop CAPCOG WebEOC boards.

BACK-UP DOCUMENTS ATTACHED: None

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

EXECUTIVE COMMITTEE MEETING

MEETING DATE: July 13, 2022

AGENDA ITEM: #4 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: **Deborah Brea, Executive Assistant**

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:

1. Summary memo with recommended appointments and vacancies

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



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

June 27, 2022

TO: Executive Committee Members

FROM: Deborah Brea, Executive Assistant

RE: Advisory Committee Recommendations

This memo identifies current recommendations to CAPCOG Advisory Committees and serves as a reminder of vacancies that still need to be filled. Please see the Attendance Rosters for the Requirements & Responsibilities. For questions, please contact the Advisory Committee staff liaison.

Blanco County

- The Aging Advisory Council (AAC) has a representative vacancy.

Burnet County

- The Aging Advisory Council (AAC) has a representative vacancy.
- The Criminal Justice Advisory Committee (CJAC) has a representative vacancy.

City of Austin

- The Aging Advisory Council (AAC) has two representative vacancies.
- The Criminal Justice Advisory Committee (CJAC) has a representative vacancy.

Lee County

- The Geographic Information Systems Planning Council (GISPC) has a representative vacancy.

Williamson County

- The Aging Advisory Council (AAC) has a representative vacancy.

The Law Enforcement Education Committee (LEEC)

- One citizen representative vacancy
- One law enforcement representative vacancy