



Executive Committee | Summary Minutes

10:00 a.m., Wednesday, Jan. 11, 2023

6800 Burleson Road
Building 310, Suite 155
Austin, TX 78744

Present (19)

Judge James Oakley, Burnet County, **Chair**
Mayor Lew White, City of Lockhart, **1st Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **2nd Vice Chair**
Council Member Matthew Baker, City of Round Rock, **Secretary**
Mayor Jane Hughson, City of San Marcos, **Parliamentarian**
Commissioner Clara Beckett, Bastrop County
Mayor 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
Judge Dan Mueller, Fayette County
Council Member Ron Garland, 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
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County

Absent (9)

Mayor Rachel Lumpee, City of Blanco
Mayor Brandt Rydell, City of Taylor, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Council Member Janice Bruno, City of Smithville

Judge Andy Brown, Travis County
Commissioner Russ Boles, Williamson County
State Senator Pete Flores
Representative Stan Gerdes
Representative Terry Wilson

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

With Mayor Rydell absent, Judge Oakley started the meeting at 10:04 a.m. and led the board in the national and state pledges of allegiance.

2. **Consider Approving Minutes for the December 14, 2022 Meeting**

Judge Oakley asked for approval of the Dec. 14, 2022 meeting minutes. A motion was made by Commissioner Long to approve the minutes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

3. **Consider Electing Executive Committee Officers for 2023**

Betty Voights, Executive Director

Ms. Voights said one of the roles of the Nominating Committee is to recommend the Executive Committee Officers for the upcoming year. While those recommendations are presented with the Executive Committee elections at the December General Assembly meeting, the board elects the officers during its first meeting of the year. The recommendations included: Judge Oakley as Chair, Mayor White as First Vice Chair, Commissioner Ingalsbe as Second Vice Chair, Council Member Matt Baker as Secretary and Mayor Hughson as Parliamentarian. Ms. Voights said Mayor Rydell would assume the position of Immediate Past Chair.

A motion was made by Commissioner Long to elect the officers as recommended. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

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

Silvia Alvarado, Director of Finance

Ms. Alvarado said the CAPCOG bylaws charge the Executive Committee to designate one or more depositories for the agency's funds and to sign and countersign checks and other financial instruments. She noted currently that the Board Chair and Secretary have that signature authority along with three staff members: the Executive Director, the Deputy Executive Director and the Finance Director. Each year, CAPCOG updates the individuals who have the authority to sign by resolution after the chair and secretary are elected.

A motion was made by Council Member Weiss to approve the resolution providing signature authority to individuals for CAPCOG. Mayor Schroeder seconded the motion. The motion passed unanimously.

5. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2024 Regional Planning by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said items 5 through 8 all pertain to applications CAPCOG is submitting to the State Homeland Security Program, some which are done on an annual basis. Item five supports funding for CAPCOG's staff to conduct regional planning and supporting stakeholders during a disaster.

A motion was made by Commissioner Long for the board to consider the approval for items 5 through 8 at the same time. Commissioner Dockery seconded the motion.

Mayor Hughson asked if any grant application information was different from previous years. Mr. Ritchey said item 8 pertains to meeting a regional project category threshold for community preparedness and is different than the others. The application is for a project to purchase equipment for qualified Community Emergency Response Teams in the region.

Judge Oakley called for a vote on Commissioner Long's motion. The motion passed unanimously.

6. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2024 Regional Training & Exercise by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Approved with Item 5

7. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2024 Tier II Reporting Project by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Approved with Item 5

8. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2024 Community Response Team Project by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Approved with Item 5

9. Consider Ratifying the 2023 Capital Area Economic Development District (CAEDD) Board Membership

Charles Simon, Director of Regional Planning and Services

Mr. Simon said the CAEDD's bylaws require that the Executive Committee ratify the district's membership each January. He noted that CAEDD membership included three new people: Bret Gardella with the Bastrop Economic Development Corporation, Emily Mathes with the Greater San Marcos Partnership, and Cedar Park City Council Member Kevin Harris. He also noted eight people were removed from the membership because they either moved out of the region, changed jobs, or didn't attend meetings.

Ms. Voights asked if any of the Executive Committee members wanted to join the CAEDD board. She noted that Economic Development Administration likes to have a balanced membership with many disciplines represented including elected officials. Council Member Weiss asked about replacing former Pflugerville Council Member Mike Heath with Pflugerville Council Member Jim McDonald. Ms. Voights said Mr. Heath is fulfilling a role that covers transportation on the CAEDD's board and typically attends meetings but adding Council Member McDonald would be fine. She also noted CAEDD board positions are offered to former Executive Committee members to tap their career and government expertise. Commissioner Howard volunteered to join the CAEDD's board.

A motion was made by Commissioner Long made to ratify the board membership with the appointment of Pflugerville Council Member McDonald and Travis County Commissioner Howard. Council Member Baker seconded the motion. The motion passed unanimously.

10. Consider Replacing CAPCOG Advisory Committee Board Liaisons

Betty Voights, Executive Director

Ms. Voights said every two years the Executive Committee appoints the membership of all the advisory committees and their liaisons which happened last year, but in the event that changes are needed because a liaison can no longer serve which has happened before, she placed this item on the agenda to appoint replacements.

Judge Cunningham said he would no longer be able to serve on the Law Enforcement Education Committee. This prompted discussion from others who were interested in changing committees and the board agreed on the following:

- Council Member Baker would become the new LEEC liaison.
- Council Member Longoria would become the Aging Advisory Council liaison replacing Council Member Baker.
- Commissioner Howard would become the Solid Waste Advisory Committee liaison since Judge Haden took Caldwell County's voting slot.
- Other liaison positions would remain the same.

A motion was made by Mayor Hughson to approve the liaison changes. Council Member Weiss seconded the motion. The motion passed unanimously.

11. Consider Approving Appointments to Advisory Committees

Deborah Brea, Executive Assistant

Ms. Brea said there is one appointment to the Homeland Security Task Force; Fayette County appointed Angela Hahn as their new Emergency Management Coordinator.

A motion was made by Commissioner Ingalsbe to approve the appointment. Mayor Schroeder seconded the motion. The motion passed unanimously.

12. Staff Reports

Betty Voights, Executive Director

Ms. Voights said the officer's meeting schedule starts in February with an auditors meeting which was requested by former Bastrop County Judge Paul Pape so it would be before the auditor's field work if officers wanted an issue looked at. Ms. Voights noted that is the only reason there is a February meeting and there has never been an issue for the auditors so she asked if the officers would like to continue with that meeting. Judge Oakley said he wanted to continue with a normal schedule.

Ms. Voights said the Texas Health and Human Services Commission's Ombudsman Program asks the host COG to assess whether any board members have a conflict of interest – either regarding investments,

employment or ownership – in a long-term care facility. She asked that anyone with this situation let her know after the meeting.

Ms. Voights said the last mandatory criminal justice grant workshop would take place on Thursday, and that the homeland security grant workshops have already been completed.

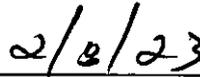
Ms. Voights also mentioned the CAPCOG Homeland Security Division received a mention in the Office of the Governor’s Public Safety Annual Report to the legislature for its work in planning and running the 2022 regional exercise which was a mock full-scale, radiological incident. It was one of a few entities mentioned in the report.

13. Adjourn

Judge Oakley adjourned the meeting at 10:26 a.m.



Council Member Matt Baker, Secretary
Executive Committee
Capital Area Council of Governments



Date