



Executive Committee | Summary Minutes

10 a.m., Wednesday, Nov. 8, 2023
6800 Bureson Road
Building 310, Suite 155
Austin, TX 78744

Present (16)

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**
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
Council Member Ron Garland, City of Georgetown
Mayor Pro Tem Esme Matthe Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Council Member Janice Bruno, City of Smithville
Judge Andy Brown, Travis County
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County
Commissioner Russ Boles, Williamson County

Absent (8)

Mayor Brandt Rydell, City of Taylor, **Immediate Past Chair**
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Dan Mueller, Fayette County

Mayor Pro Tem Doug Weiss, City of Pflugerville
Judge Andy Brown, Travis County
Commissioner Cynthia Long, Williamson 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 a.m. and lead the board in the pledges of allegiance to the national and state flags.

2. **Consider Approving Minutes for the October 11, 2023, Meeting**

Judge Oakley asked the board to consider the Oct. 11, 2023, meeting minutes. Council Member Burno made a motion to approve the minutes. Commissioner Ingalsbe seconded the motion. It passed unanimously.

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

Silvia Alvarado, Director of Finance

Ms. Alvarado said all CAPCOG's funds are in TexPool accounts — regular and prime. They have experienced an incredible yield, roughly 169 percent higher than the previous year. She said the last six months of interest has been about 5.5 percent with a quarterly interest earning of \$435,527. Ms. Alvarado noted that this equaled about \$1.4 million in total interest earnings for the year.

Mayor Hughson made a motion to accept the quarterly investment report. Mayor Pro Tem Baker seconded the motion. It passed unanimously.

4. **Consider Adopting the 2024 CAPCOG Homeland Security Strategic Plan Implementation Plan (HSSP-IP)**

Dee Harrison, Homeland Security Program Manager

Ms. Harrison said the HSSP-IP is a snapshot of what the region's homeland security and emergency management teams plan to do for the upcoming year. She noted that the plan is updated and approved

every year by the board as part of its planning and grant process.

Council Member Bruno asked why CAPCOG added enhancing community preparedness and resilience. Ms. Harrison said the Office of the Governor requested that be one of the plan's priorities.

Commissioner Beckett made a motion to approve the 2024 CAPCOG HSSP-IP. Ms. Schroeder seconded the motion. It passed unanimously.

5. Consider Adopting the 2024 CAPCOG Integrated Preparedness Plan (IPP)

Dee Harrison, Homeland Security Program Manager

Ms. Harrison said this item was similar to the previous one; however, the IPP is its three-year training plan.

Mayor Hughson made a motion to adopt the 2024 CAPCOG IPP. Judge Cunningham seconded the motion. It passed unanimously.

6. Consider Adopting the 2024 CAPCOG Homeland Security Grant Program Process Guidance

Dee Harrison, Homeland Security Program Manager

Ms. Harrison said the process guidance outlines what jurisdictions need to do to apply for the 2024 State Homeland Security Grant Program. She noted that it is based on the guidance from the Office of the Governors Public Safety Division.

Mayor Hughson made a motion to adopt the 2024 CAPCOG Homeland Security Grant Program Process Guidance. Mayor Pro Tem Longoria seconded the motion. It passed unanimously.

7. Consider Update to Records Management Policy

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema said the Texas Local Government Code requires that all local governments identify their records management officer by either name or position. CAPCOG's policy which was last updated in 2013 needs to reflect the Deputy Executive Director will serve as the records management officer.

Mayor Hughson made a motion to update CAPCOG's Records Management Policy. Ms. Schroeder seconded the motion. It passed unanimously.

8. Consider Approving CAPCOG's Criminal Justice Policy Statement, Priorities, Project Summary Sheets and Scoring Criteria for Plan Year 2025

Charles Simon, Director of Regional Planning and Services

Mr. Simon said he would focus his discussion on the changes to the criminal justice grant process laid out in the documents recommended for approval. He noted that the Executive Committee will see the grant recommendations at their May 8th, 2024, meeting which provides extra time between when the Criminal Justice Advisory Committee (CJAC) makes its recommendations, and when those recommendations are reviewed by the board. Mr. Simon said almost all submitted applications will go before the CJAC to be scored and ranked. He noted that this year, governments who submit applications for ongoing projects will still have recommendations reducing funding based on how many years the project has received funding; however, projects in their 4th year will now be eligible for 40 percent funding, instead of just cutting projects off after their 3rd year.

Mayor Hughson asked if the 40 percent will be based off their original requested amount or new requested amount. Mr. Simon responded that it would be 40 percent of their first request.

Mr. Simon said the criminal justice grant workshops are not going to be required but will affect an applicant's score and ranks as attending a workshop will be worth 10 points; previously not attending the

workshop meant receiving a total score of zero. This will allow CAPCOG to make recommendations but not decide if someone should not be receiving funding.

Commissioner Howard said projects that had received multiple years of funding should get a chance to receive more funding if other projects don't exceed the State's Regional Budget Estimate, especially if they are valuable community projects. Mr. Simon said the grant process is introducing a funding multiplier that will move new projects higher up the ranking but not lessen the scores of returning projects. Ms. Schroeder asked if returning project applications will be requesting the reduced funding amount or will they apply for their full amount. Mr. Simon said that most applicants do not submit reduced funding applications.

Mayor Pro Tem Baker made a motion to approve CAPCOG's Criminal Justice Policy Statement, Priorities, Project Summary Sheets and Scoring Criteria for Plan Year 2025. Council Member Garland seconded the motion. It passed unanimously.

9. Consider Approving Committee Appointments

Betty Voights, Executive Director

Judge Oakley decided to discuss item No. 10 before No. 9.

Ms. Voights said that staff will adjust the process of using a memo for vacancies by also letting the Executive Committee know when a vacancy occurred since the last meeting; a memo will be done quarterly instead of monthly showing ongoing vacancies. Judge Oakley asked if there were any appointments to consider.

Commissioner Beckett recommended Bryce Hatley for a position on the Criminal Justice Advisory Committee. Council Member Kelly requested that Thomas Henery be removed from the Aging Advisory Council.

Commissioner Beckett made a motion to approve the committee appointments. Mayor Hughson seconded the motion. It passed unanimously.

10. Consider Providing Guidance for Solid Waste Grants

Charles Simon, Director of Regional Planning and Services

Judge Oakley said this item was brought forth by Commissioner Dockery, who was concerned about \$30,000 funding maximum for the Solid Waste Grant Program. Judge Oakley asked if CAPCOG staff had brought the new funding rules before the board. Mr. Simon said they hadn't; Ms. Voights added that these rules had been before the SWAC, but don't typically come to the board. She added that by reducing the funding amount, which was set at the average project award requested in previous years, it was an attempt to spread the funds to as many projects as possible. She noted that making changes now would extend the grant process' schedule, adding a month for people to submit applications for projects up to the new amount but reducing time to complete the project.

Mayor Pro Tem Baker asked if there was a downside to finalizing the grants a month later. Mr. Ken May, CAPCOG Solid Waste Program manager, said March is generally a good kickoff week for solid waste projects.

Judge Bray made a motion to approve a \$40,000 maximum funding amount on the solid waste grants and adjusting the application process timeline. Judge Cunningham seconded the motion. It passed unanimously.

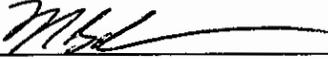
11. Staff Reports

Betty Voights, Executive Director

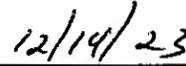
Ms. Voights said that CAPCOG is seeking to get a grant from the TCEQ that will help solid waste diversion at schools by increasing recycling and food waste initiatives.

12. Adjourn

Judge Oakley adjourned the meeting at 11:18 a.m.



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



Date