



Executive Committee | Summary Minutes

10 a.m., Wednesday, Dec. 13, 2023
Austin Southpark Hotel
4140 Governors Row
Austin, Tx 78744

Present (17)

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**
Ms. Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco 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

Absent (7)

Mayor Brandt Rydell, City of Taylor, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Commissioner Clara Beckett, Bastrop County

Commissioner Joe Don Dockery, Burnet County
Judge Dan Mueller, Fayette County
Judge Andy Brown, Travis County
Commissioner Russ Boles, Williamson County

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

Judge Oakley called the meeting to Order at 10:10 a.m. and the lead the board in the national and state pledge of allegiances.

2. **Consider Approving Minutes for the November 8, 2023 Meeting**

Judge Oakley asked for the board to consider the Nov. 8, 2023, meeting minutes. Mayor Hughson made a motion to approve the minutes. Mayor White seconded the motion. It passed unanimously.

3. **Consider Approval of CAPCOG and CAECD Depository for 2024 and 2025**

Silvia Alvarado, Director of Finance

Ms. Alvarado noted the CAECD board delegated the Executive Committee the authority to select a depository since accounts for both entities are managed by CAPCOG. The legislation that created the CAECD requires a depository be selected every two years, while that is not required for COGs. She said Frost Bank was the only institution to respond to a request for proposals; CAPCOG has held both accounts with Frost Bank for 10 years. Ms. Alvarado said the bank easily links banking and investment accounts. She noted that the new contract would go to the end of 2025 with an option to renew until 2027.

Commissioner Ingalsbe made a motion to approve Frost Bank as the CAPCOG and CAECD Depository for 2024 and 2025. Mayor Hughson seconded the motion. It passed unanimously.

4. **Consider Adopting a Proclamation Recognizing January 2024 as CAPCOG Human Trafficking Prevention Month**

Dee Harrison, Homeland Security Program Manager

Ms. Harrison said since 2010 the U.S. Congress declared January National Slavery and Human Trafficking prevention Month. She said stats from 2021 show that there were more 3,500 cases reported to the national human trafficking hotline with more than half of being from victims and survivors. She said the

human trafficking crimes affect all demographics of people.

Judge Cunningham made a motion to recognize January 2023 as CAPCOG Human Trafficking Prevention Month. Mayor Pro Tem Matt Baker seconded the motion. It passed unanimously.

5. Consider Amending Advisory Committee Bylaws

Betty Voights, Executive Director

Ms. Voights said there are nine sets of bylaws for advisory committees, and while they were all drafted to have similar language to allow consistent management of the committees, some of them have been edited over time and changes were made related to chair elections terms, bylaws amendment process, and other issues. She also noted that some bylaws reference a committee liaison as a staff member but don't mention an Executive Committee liaison. Ms. Voights said she would like to amend the bylaws, so their language is aligned for basic functions to operate the same. She also mentioned that they need to reflect that all committee meetings will be open to the public but some will need to state they follow the open meetings act.

Ms. Voights asked the board if there were any other recommendations for changes and discussed the amount of representation on the Regional Law Enforcement Education Committee (LEEC) noting that the number of committee members was reduced in the past, but it could be expanded to help ensure a quorum.

Commissioner Long made a motion that bylaws be amended as requested with the addition that the Aging Advisory Council allow for a virtual option so its older adults can participate easier. Ms. Schroeder seconded the motion.

Commissioner Howard recommended that all committee have a virtual option to ease the commitment on members who live the farthest from Austin. Ms. Voights said she believed that meeting in person still fosters the greatest amount of communication and regional collaboration. Judge Oakley agreed noting that all of Burnet County's appointments are made aware of the mostly quarterly commitment prior to their appointment. Ms. Voights said other than LEEC attendance has not been an issue for any of the committees.

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

6. Consider Adopting a Resolution Approving the City of Niederwald as a Member of the Capital Area Council of Governments

Mason W. Canales, Public Information Coordinator

Mr. Canales said in November Niederwald had requested to become a member of CAPCOG and was one of about six small cities not currently CAPCOG members. He said that by the time of the meeting the city had adopted a resolution requesting COG membership, paid their 2024 membership dues, and appointed a representative to the CAPCOG General Assembly.

Mayor Hughson made a motion to accept Niederwald as a member of CAPCOG. Commissioner Ingalsbe Seconded the motion.

7. Consider Approving Committee Appointments

Betty Voights, Executive Director

Ms. Voights said in January of every even-numbered year, which will be this next year, the board reviews the advisory committees' members and decides whether to re-appoint current members or replace some. She urged the board to review their appointments and consider if changes are warranted due to attendance and other reasons. She also said that staff will now be doing a memo recapping attendance and vacancies once a quarter but will provide committee attendance rosters monthly.

As an action item, Ms. Voights said that Wendy Smith, the city of Buda's assistant city manager and EMC, was recommended by the Homeland Security Task Force to be appointed to the committee to fill its small city EMC role. Judge Oakley asked if there were any additional appointments to consider.

Hearing none, Commissioner Ingalsbe motioned to appoint Wendy Smith to the Homeland Security Task Force. Mayor White seconded the motion. It passed unanimously.

8. Staff Reports

Betty Voights, Executive Director

Ms. Voights said she wanted to bring to the board's attention some concerns about its nutrition contract with Meals on Wheels of Central Texas, the largest nutrition provider in the region. She noted they are spending twice as much money this year as they have been contracted per month and may be through all their CAPCOG funds by January. Ms. Voights said this is a problem because some clients may not be able to continue to be served meals if more funds don't become available. She also mentioned that Meals on Wheels is funding both eligible and targeted clients through its nutrition contract at this time. Ms. Voights said Mr. Andrew Hoekzema, CAPCOG deputy executive director, and Ms. Patty Bordie, CAPCOG Aging Services director, would give the rest of the report.

Mr. Hoekzema said that CAPCOG budgeted eight months of providing meals to every nutrition contractor that was approved by the board earlier this year than CAPCOG expects to receive its carryforward funding from 2023 and can fund these contracts for the remainder of the year. Each of those contractors' budgets were based on historical service information and numbers they provided in their applications for the nutrition contracts; however, Meals on Wheels of Central Texas is currently doubling its historical numbers. He said the organization is paying for its normal contracted clients and other clients with the funds because they have a budget shortfall. Mr. Hoekzema said it went from providing 10,000 meals to about 20,000. According to Meals Wheels, the City of Austin has shifted its funding to other providers, and it was supplementing the loss by using its CAPCOG contract funds. He also mentioned that Meals on Wheels is planning to have enough money raised to pay for February, March and April. Mr. Hoekzema said he plans to bring a funding plan and contract amendment back to the board in February or March.

Ms. Bordie said the increased numbers also creates more work for CAPCOG staff who have to report and track the data for the meals providers. She also voiced concerns that it could lead to some older adults losing service if Meals on Wheels could not find additional funding. Ms. Voights said this puts CAPCOG in a difficult position and she wanted to alert the board about it.

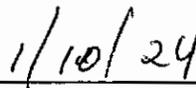
Commissioner Howard said she was concerned and recommended Mr. Hoekzema talk to representatives with Travis County and city of Austin because they are creating a food plan and may be shifting towards providing a different type of meals service for older adults. Mr. Hoekzema also recommended that CAPCOG and any entities in Travis County meet to discuss possible plans to continue nutrition services to these older adults.

9. Adjourn

Judge Oakley adjourned the meeting at 10:52 a.m.



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



Date