



Executive Committee | Agenda

10 a.m., Wednesday, June 12, 2024

CAPCOG Lantana Room

6800 Burleson Rd., Bldg. 310, Suite 155

Austin, Texas 78744

Mayor Lew White, City of Lockhart, **Chair**
Judge Brett Bray, Blanco County, **1st Vice Chair**
Mayor Pro Tem Matthew Baker, City of Round Rock, **2nd Vice Chair**
Judge Ron Cunningham, Llano County, **Secretary & Parliamentarian**
Judge James Oakley, Burnet County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Commissioner Clara Beckett, Bastrop County
Mayor Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Dan Mueller, Fayette County
Council Member Ron Garland, City of Georgetown

Mayor Pro Tem Steve Hougen, City of Granite Shoals
Commissioner Walt Smith, Hays County
Mayor Pro Tem Esmeralda Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Mayor Jane Hughson, City of San Marcos
Council Member Janice Bruno, City of Smithville
Mayor Brandt Rydell, City of Taylor
Judge Andy Brown, Travis County
Commissioner Ann Howard, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Senator Pete Flores
Representative Stan Gerdes
Representative Vikki Goodwin

- 1. Call to Order and Opening Remarks by the Chair**
- 2. Consider Approving Minutes for the May 8, 2024 Meeting**
- 3. Consider Awarding Benefits Insurance Brokerage Contract to HUB International
Andrew Hoekzema, Deputy Executive Director**
- 4. Consider Approving Committee Appointments
Betty Voights, Executive Director**
- 5. Executive Session: Section 551.074 Personnel Matters**
- 6. Staff Reports
Betty Voights, Executive Director**
- 7. Adjourn**



Executive Committee | Summary Minutes

10 a.m., Wednesday, May 8, 2024
6800 Burleson Road
Building 310, Suite 155
Austin, TX 78744

Present (17)

Mayor Lew White, City of Lockhart, **Chair**
Mayor Pro Tem Matthew Baker, City of Round Rock,
2nd Vice Chair
Mayor Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Dan Mueller, Fayette County
Council Member Ron Garland, City of Georgetown

Mayor Pro Tem Steve Hougen, City of Granite Shoals
Commissioner Steven Knobloch, Lee County
Mayor Jane Hughson, City of San Marcos
Council Member Janice Bruno, City of Smithville
Mayor Brandt Rydell, City of Taylor
Judge Andy Brown, Travis County
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County
Commissioner Russ Boles, Williamson County

Absent (8)

Judge Brett Bray, Blanco County, **1st Vice Chair**
Judge Ron Cunningham, Llano County, **Secretary &
Parliamentarian**
Judge James Oakley, Burnet County, **Immediate Past
Chair**

Council Member Mackenzie Kelly, City of Austin
Commissioner Clara Beckett, Bastrop County
Commissioner Walt Smith, Hays County
Mayor Pro Tem Esme Mattke Longoria, City of Leander
Mayor Pro Tem Doug Weiss, City of Pflugerville

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

Mayor White called the meeting to order at 10:04 a.m.

2. **Consider Approving Minutes for the April 10, 2024 Meeting**

Mayor White asked the Board to consider approving the April 10, 2024, meeting minutes. Mayor Hughson made a motion to approve the minutes. Council Member Bruno seconded the motion. It passed unanimously.

3. **Consider Accepting the Annual Financial Report of the Capital Area Council of Governments for the Year Ended September 30, 2023**

Silvia Alvarado, Director of Finance

Roger Tovar, CPA – Audit Partner of Whitley Penn, LLP

Ms. Alvarado asked the Board to consider accepting the CAPCOG annual financial report for the year ended September 30, 2023, which was prepared by Whitley Penn, LLP, in accordance with state and federal regulations. All the programs and service areas of CAPCOG's operations were included in the general standard audit procedures. A copy of the audit was given to the Board.

Ms. Alvarado introduced Roger Tovar, CPA – Audit Partner of Whitley Penn, to share his findings with the Board. Mr. Tovar's overall assessment was that CAPCOG's internal controls were good and in compliance and thanked the CAPCOG Administrative Services Management team for their work.

Commissioner Long commended Silvia and the entire Finance department for their hard work.

Mayor White asked for a vote to approve the CAPCOG annual financial report for the year ended September 30, 2023. Commissioner Dockery made a motion to approve. Council Member Garland seconded the motion. It passed unanimously.

4. Consider Accepting the Quarterly Investment Report

Silvia Alvarado, Director of Finance

Ms. Alvarado asked the Board to consider accepting the quarterly investment report for the 2nd quarter ending March 31, 2024. CAPCOG's use of TexPool as our investment pool is to provide ready access to idle funds for operating purposes while still earning a market interest rate for short-term investments. The beginning and ending balances for each fund reflect the transactions supporting the operating needs of the organization and not the performance of the investments. During the quarter the market interest rate earned was approximately 5.44%, and the total interest earnings for the quarter were \$421,061.44.

Mayor White asked for a motion to approve the quarterly investment report. Council Member Bruno made a motion to approve. Commissioner Dockery seconded the motion. It passed unanimously.

5. Consider Reviewing the CAPCOG Investment Policy

Silvia Alvarado, Director of Finance

Ms. Alvarado asked the Board to consider reviewing the CAPCOG investment policy which, per the Public Funds Investment Act (PFIA), needs to be done annually. It is the policy of CAPCOG to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of CAPCOG and conforming to state statutes governing the investment of public funds. Because there were no amendments to the PFIA during the 2023 regular and special legislative sessions, there are no changes proposed based on a review of CAPCOG'S investment policy as adopted August 12, 2020.

Mayor White asked for a motion to approve the review of the CAPCOG investment policy. Commissioner Howard made a motion to approve. Mayor Hughson seconded the motion. It passed unanimously.

6. Consider Nominating Jennifer Scott, Director of Aging Programs to the City of Austin Commission on Seniors

Jennifer Scott, Director Aging Services

Ms. Scott asked the Board to consider nominating her to be the Area Agency on Aging representative on the City of Austin Commission on Seniors, which was previously filled by her predecessor, Patty Bordie.

Mayor White asked for a vote to approve nominating Jennifer Scott to the City of Austin Commission on Seniors. Council Member Bruno made a motion to approve. Commissioner Long seconded the motion. It passed unanimously.

7. Consider a Proclamation Recognizing June 2024 as Alzheimer's and Brain Awareness Month

Jennifer Scott, Director Aging Services

Ms. Scott asked the Board to consider approving the proclamation recognizing June 2024 as Alzheimer's and Brain Awareness Month in the Capital Area Council of Governments (CAPCOG) region. This recognition raises awareness of the challenging disease, the efforts being made to support families affected, and highlights the people and organizations working toward a time when there will be effective treatment, preventative strategies, and gold-standard care for all persons affected by Alzheimer's disease.

Ms. Scott shared that the Area Agency on Aging of the Capital Area supports and provides services for persons with Alzheimer's as well as their caregivers through providing information and referral to key resources; funding for respite care for caregivers; home modifications that allow persons to stay in their homes; and health and wellness education that supports brain health and caregiver training.

Ms. Scott also shared that communities and individuals may consider participating in awareness through the following: Share Your Story at: #ENDALZ and share why you raise awareness for Alzheimer's; Go Purple to End Alzheimer's on Facebook.

Mayor White asked for a vote to approve the proclamation recognizing June 2024 as Alzheimer's and Brain Awareness Month. Commissioner Dockery made a motion to approve. Mayor Pro Tem Hougen seconded the motion. It passed unanimously.

8. Consider Approval to Contract with University of Houston for an Air Quality Monitoring Project
Anton Cox, Air Quality Program Manager

Mr. Cox asked the Board to consider the approval to enter an interlocal agreement (ILA) with the University of Houston to measure air pollution in the Austin – Round Rock – San Marcos Metropolitan Statistical Area (MSA) using their mobile monitor lab.

The University of Houston (UH) in partnership with Baylor University and St. Edward's University operates a state-of-the-art mobile air quality laboratory (MAQL3) which would allow CAPCOG to collect additional air quality monitoring data at additional locations, and help the region better understand air quality conditions across the region as the MAQL3 can move across the region to better characterize emissions at and between CAPCOG's existing Continuous Air Monitoring Sites (CAMS).

Mr. Cox said that the estimated cost of the ILA will be \$260,000, and will include the following three tasks:

- Task 1: Creation of a Quality Assurance Performance Plan (QAPP)
- Task 2: Mobile Monitoring Data Collection
- Task 3: Reporting

Mayor Pro Tem Hougen asked about last year's reporting and future reporting. Mr. Cox said that last year's results were given to the Clean Air Coalition (CAC) in February, and that he will share those results and future results with the Board.

Mayor White asked for a vote to approve CAPCOG entering an interlocal agreement (ILA) with the University of Houston to measure air pollution. Mayor Hughson made a motion to approve. Commissioner Dockery seconded the motion. It passed unanimously.

9. Consider Approving Scoring and Funding Recommendations for 2025 General Victim Assistance (VOCA) Criminal Justice Grants

Charles Simon, Director of Regional Planning & Services

Before Mr. Simon began his presentation of the criminal justice grant applications that were submitted to the Office of the Governor (OOG), and reviewed by the Criminal Justice Advisory Committee (CJAC), he shared the following key points for this plan year:

- The CSE category of funding was not approved for review this plan year.
- The new requirement of adopting a resolution stating the Executive Committee's action on the priority list and funding recommendations.
- The addition of criminal justice grant writing workshops for applicants, in person and online, with the online recording available via the CAPCOG website.
 - 100% participation from project presenters was reached.
- The recommendations from the Executive Committee will be submitted to the Office of the Governor (OOG) by Friday, May 10, 2024.

- To accomplish the CJAC’s recommendation for scoring and funding recommendations for each grant application category, the following suggested motion was asked of the Executive Committee beginning with agenda item #9 through agenda item #13:
 - “Recommend funding the xxx applications listed in the Priority Listing and Funding Recommendations document in the order indicated in the Rank Number column for the amount indicated in the Recommended Funding column to the extent that funds are available, partially funding the last application if funds are not available for the entire amount indicated.”

Mr. Simon asked the Board to consider approving scoring and funding recommendations for the 2025 General Victim Assistance (VOCA) Criminal Justice Grants. This year, 21 applications were submitted for a total of \$9,846,759.43 requested. The RBE for VOCA in plan year 2025 is \$7,846,267.63. The CJAC reviewed the applications, heard presentations from the applicants and scored each application in accordance with the policy that was adopted by the Executive Committee in November 2023. Based on the CJAC’s recommendations, applicants ranked 1-16 will receive full funding.

Mayor White asked for a vote to approve scoring and funding recommendations for the 2025 General Victim Assistance (VOCA) Criminal Justice Grants. Commissioner Long made the following motion to approve:

Recommend funding the 2025 General Victim Assistance (VOCA) Criminal Justice Grant applications listed in the Priority Listing and Funding Recommendations document in the order indicated in the Rank Number column for the amount indicated in the Recommended Funding column to the extent that funds are available, partially funding the last application if funds are not available for the entire amount indicated.

Commissioner Howard seconded the motion. It passed unanimously.

Commissioner Howard inquired about the City of Austin’s concerns about their VOCA application score, and Mr. Simon responded that staff had done a thorough review against past project summaries related to services to be provided, as well as, whether the project served the same target group, included the same staff positions, and had a similar scope.

10. Consider Approving Scoring and Funding Recommendations for 2025 Juvenile Justice (JJ) Criminal Justice Grants

Charles Simon, Director of Regional Planning & Services

Mr. Simon asked the Board to consider approving scoring and funding recommendations for the 2025 Juvenile Justice (JJ) Criminal Justice Grants. This year, 7 applications were submitted for a total of \$1,022,354.83 requested. The RBE for this funding category is \$227,823.79. The CJAC reviewed the applications, heard presentations from the applicants and scored each application in accordance with the policy that was adopted by the Executive Committee in November 2023. Based on the CJAC’s recommendations, applicants ranked 1-5 will receive funding, with application 5 only receiving partial funding.

Mayor White asked for a vote to approve scoring and funding recommendations for the 2025 Juvenile Justice (JJ) Criminal Justice Grants. Commissioner Long made the following motion to approve:

Recommend funding the 2025 Juvenile Justice (JJ) Criminal Justice Grant applications listed in the Priority Listing and Funding Recommendations document in the order indicated in the Rank Number column for the amount indicated in the Recommended Funding column to the extent that funds are available, partially funding the last application if funds are not available for the entire amount indicated.

Commissioner Boles seconded the motion. It passed unanimously.

11. Consider Approving Scoring and Funding Recommendations for 2025 Truancy Prevention (TP) Criminal Justice Grants

Charles Simon, Director of Regional Planning & Services

Mr. Simon asked the Board to consider approving scoring and funding recommendations for the 2025 Truancy Prevention (TP) Criminal Justice Grants. This year, 6 applications were submitted for a total of \$1,004,351.48 requested. The total RBE for Truancy Prevention is \$639,351.48. The CJAC reviewed the applications, heard presentations from the applicants and scored each application in accordance with the policy that was adopted by the Executive Committee in November 2023. Based on the CJAC's recommendations, applicants ranked 1-6 will receive funding, with application 6 only receiving partial funding.

Mayor White asked for a vote to approve scoring and funding recommendations for the 2025 Truancy Prevention (TP) Criminal Justice Grants. Commissioner Long made the following motion to approve:

Recommend funding the 2025 Truancy Prevention (TP) Criminal Justice Grant applications listed in the Priority Listing and Funding Recommendations document in the order indicated in the Rank Number column for the amount indicated in the Recommended Funding column to the extent that funds are available, partially funding the last application if funds are not available for the entire amount indicated.

Mayor Hughson seconded the motion. It passed unanimously.

12. Consider Approving Scoring and Funding Recommendations for 2025 Violence Against Women Justice and Training Program (VAWA) Criminal Justice Grants

Charles Simon, Director of Regional Planning & Services

Mr. Simon asked the Board to consider approving scoring and funding recommendations for the 2025 Violence Against Women Justice and Training Program (VAWA) Criminal Justice Grants. This year, 4 applications were submitted for a total of \$699,560.01 requested. The RBE for VAWA in plan year 2025 is \$507,877.61. The CJAC reviewed the applications, heard presentations from the applicants and scored each application in accordance with the policy that was adopted by the Executive Committee in November 2023. Based on the CJAC's recommendations, applicants ranked 1-4 will receive funding, with application 4 only receiving partial funding.

Mayor White asked for a vote to approve scoring and funding recommendations for the 2025 Violence Against Women Justice and Training Program (VAWA) Criminal Justice Grants. Commissioner Long made the following motion to approve:

Recommend funding the 2025 Violence Against Women Justice and Training Program (VAWA) Criminal Justice Grant applications listed in the Priority Listing and Funding Recommendations document in the order indicated in the Rank Number column for the amount indicated in the Recommended Funding column to the extent that funds are available, partially funding the last application if funds are not available for the entire amount indicated.

Commissioner Boles seconded the motion. It passed unanimously.

13. Consider Approving Scoring and Funding Recommendations for 2025 Criminal Justice Program (DJ/JAG) Criminal Justice Grants

Charles Simon, Director of Regional Planning & Services

Mr. Simon asked the Board to consider approving scoring and funding recommendations for the 2025 Criminal Justice Program (DJ/JAG) Criminal Justice Grants. This year, 17 applications were submitted for a total of \$1,691,165.37 requested. For the JAG category the RBE is \$728,160.11. The CJAC reviewed the

applications, heard presentations from the applicants and scored each application in accordance with the policy that was adopted by the Executive Committee in November 2023.

After reviewing the list of applications in the JAG category ranked by score the CJAC recommends moving the #15 ranked application (5046901 by Capital Area Council of Governments) on the list to position #1 as it scored the highest. Then fund the next nine applications in order ranked by score – highest to lowest – for the full eligible amounts. Then to move #11 ranked application (5018101 by City of Lockhart) to the #10 prioritization position so that it can get fully funded. Then all remaining applications receive funding recommendation for their full eligible amounts. The three applicants at the end of the list were not to receive funding due to receiving a final score lower than 70 points. Also noted that all funds were to be allocated and exhausted should there be funds remaining.

Mayor White asked for a vote to approve scoring and funding recommendations for the 2025 Criminal Justice Program (DJ/JAG) Criminal Justice Grants. Commissioner Long made the following motion to approve:

Recommend funding the 2025 Criminal Justice Program (DJ/JAG) Criminal Justice Grant applications listed in the Priority Listing and Funding Recommendations document in the order indicated in the Rank Number column for the amount indicated in the Recommended Funding column to the extent that funds are available, partially funding the last application if funds are not available for the entire amount indicated.

Commissioner Howard seconded the motion. It passed unanimously.

14. Consider Adopting a Resolution Documenting the Priority Listing and Funding Recommendations for all Grant Categories in the Plan Year 2025 Criminal Justice Program

Charles Simon, Director of Regional Planning & Services

Mr. Simon asked the Board to consider adopting a resolution documenting the priority listing and funding recommendations for all grant categories in the plan year 2025 criminal justice program. This is a new requirement by the Office of the Governor (OOG).

This resolution addresses the prioritization list and funding recommendations that were approved by the Executive Committee in separate agenda items above. Exhibits illustrating the Executive Committee's action on the priority list and funding recommendations will be attached to the resolution prior to submitting it to the OOG. The deadline to submit the resolution is June 10, 2024 – two days before the June 12, 2024 Executive Committee meeting.

Mayor White asked for a vote to adopt the resolution documenting the priority listing and funding recommendations for all grant categories in the plan year 2025 criminal justice program. Commissioner Dockery made a motion to approve. Council Member Bruno seconded the motion. It passed unanimously.

15. Consider Approving Committee Appointments

Betty Voights, Executive Director

Ms. Voights did not have any committee appointments to share with the Board.

16. Staff Reports

Betty Voights, Executive Director

Ms. Voights shared that Homeland Security will be having a wildfire conference in June at the Pickle Center- date is TBD. She also shared that CAPCOG will be hosting the Aging in Texas Conference, July 31-August 2, 2024, and that CAPCOG will pay the registration fee for any Board members who would like to attend.

17. Adjourn

Mayor White adjourned the meeting at 11:00 a.m.

Judge Ron Cunningham, Secretary
Executive Committee
Capital Area Council of Governments

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 12, 2024

AGENDA ITEM: 3. Consider Awarding Benefits Insurance Brokerage Contract to HUB International

GENERAL DESCRIPTION OF ITEM:

CAPCOG has contacted with HUB International to provide employee insurance brokerage services since 2018, and these services have been important to our ability to continue to provide a high-quality benefit package to our employees while controlling costs. Recently, HUB facilitated the transition of all of CAPCOG's benefit providers, including negotiating a cap on rate increases for health insurance for 2024 to 2025.

Since our current contract with HUB expires on August 31, we are proposing a 17-month contract with HUB to cover services from September 1, 2024 – March 31, 2026, including the addition of a new consolidated benefit enrollment and management system. This new set of services should significantly reduce the administrative burden associated with enrolling 70 employees in 10 different benefits programs and the billing reconciliation process that occurs each month.

Due to the timing of the end of the current contract and our desire not to run the risk of needing to change brokers right before open enrollment for 2025 starts, we decided to procure this contract through a cooperative purchasing agreement that HUB has with the Region 10 Educational Service Center (ESC), a state agency under the Texas Education Code. Additional information on that contact is available at <https://equalisgroup.org/hub-insurance-brokerage/>. We expect to conduct a new competitive request for proposals at that time.

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:

Andrew Hoekzema, Deputy Executive Director

BUDGETARY IMPACT:

Total estimated cost: \$41,727, including \$34,808 for existing services and about \$6,919 for new services

Source of Funds: Fringe Pool

- | | | |
|---|---|--|
| Is item already included in fiscal year budget? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a new expenditure? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does item represent a pass-through purchase? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, for what city/county/etc.? | <u>n/a</u> | |

PROCUREMENT: Cooperative purchasing agreement through Equalis Group

ACTION REQUESTED:

Consider awarding 17- month benefits consulting services to HUB International for 9/1/2024 – 3/31/2026

BACK-UP DOCUMENTS ATTACHED:

1. Procurement memo
2. Draft contract
3. Information on HUB International cooperative purchase contract with Equalis Group

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



6800 Burleson Road, Building 310, Suite 165

Austin, Texas 78744

Ph: 512-916-6000 Fax: 512-916-6001

www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

May 23, 2024

TO: Executive Committee

FROM: Andrew Hoekzema, Deputy Executive Director

RE: Procurement of HUB International Contract

This memo summarizes the proposed contract with HUB International and the procurement process for the contract with HUB International. CAPCOG has contracted with HUB for brokerage services since 2018, and with the current contract set to expire on August 31, 2024, and a new service being offered, we are proposing a year-and-a half-long contract with HUB, procured through a cooperative purchasing arrangement.

HUB's services have been important to CAPCOG's ability to provide a high-quality benefit program to CAPCOG employees and to control costs, and we would like to ensure that as CAPCOG continues to have access to these services for at least the next two open enrollment periods.

Proposed Services

The scope of work for the proposed contract includes five categories of existing services and one new service:

1. Analysis and reporting
2. Liaison and problem intervention
3. Compliance assistance
4. Annual renewal process and evaluation
5. Miscellaneous other services to support CAPCOG's benefits program; and
6. (New) A consolidated benefits enrollment and management system.

The draft scope of work is attached included in this agenda item for reference.

Proposed Term and Estimated Contract Total

We are proposing a 17-month term for this contract, from September 1, 2024 – March 31, 2026. Since there will be some set-up and training time required for the new benefit enrollment system, it would be better to ensure that we are able to use these services for at least two full open enrollment cycles. Since brokerage services are

also important for the first few months of a year to help facilitate any transitions between benefit providers, having the contract's term end at the end of March would be preferable to the end of August.

The total estimated cost for the contract is \$41,727, broken down as follows:

- \$34,807.50 for brokerage services (items 1-5 above, \$2,048 per month), and
- \$6,919.00 for Benefit Connector enrollment/management system (item 6 above, approximately \$407 per month at \$5.50 per employee per month).

Procurement

The proposed contract has been procured pursuant section 3-207 of CAPCOG's procurement policy, which allows for CAPCOG to procure services through an program of cooperative purchasing that has been certified as having met all applicable laws and regulations for competitive procurement. CAPCOG procured this contract through the Equalis Group (<https://equalisgroup.org/>), which is a cooperative purchasing organization that provides contracts competitively solicited by public agencies. One of the lead agencies for this group is the Region 10 Education Service Center, which is defined as a state agency in Texas pursuant to Texas Education Code Section 8.008. The Equalis Group has an active contract with HUB (contract #R10-1125B) that was competitively bid, and CAPCOG's contract with HUB would be entered into pursuant to that contract. A copy of HUB's master agreement with Equalis, along with a copy of Equalis's RFP and bid tabulations are available at <https://equalisgroup.org/hub-insurance-brokerage/>.

HUB's current contract with CAPCOG was awarded in 2018 following a competitive bidding process, with monthly fees of \$1,875. The other vendor that bid on the contract proposed a monthly fee of \$2,500. The \$22,500 fee that HUB has been charging since September 2018 is equivalent to \$2,329 per month in April 2024 dollars, so we believe that the \$2,048 per month offered by HUB for September 2024 – March 2026 is a good price for these services.

This procurement adds an additional service: a consolidated benefits enrollment and management system at a cost of \$5.50 per employee per month. CAPCOG anticipates as many as 74 positions budgeted for in FY 2025, which translates to \$407 per month. We reviewed options for standalone benefit enrollment and management systems comparable to what HUB is offering, but both would be more expensive and may also be less effective without being paired with brokerage services:

- Easy App Online: \$7.00 per employee per month plus a \$500 set-up fee; and
- Bamboo HR: \$13.00 - \$15.00 per employee per month plus \$2,800 set-up fee.

Based on these price comparisons, we believe that the best value for these services would be to include them in the contract with HUB.

Agreement Between

Capital Area Council of Governments and HUB International

THIS AGREEMENT, entered into the 1st day of September 2024, by and between **the Capital Area Council of Governments** {herein called 'CAPCOG'} and HUB International (herein called 'HUB') to provide health and welfare consulting services for the Employee Benefits Program of the Company. This agreement has been procured pursuant Master Agreement R10-1125B between HUB and the Equalis Group Cooperative as a cooperative purchasing agreement.

WITNESSETH:

WHEREAS, CAPCOG needs assistance in the evaluation of the employee health and welfare benefits; and

WHEREAS, HUB has the unique expertise and experience necessary to provide the services; and

WHEREAS, CAPCOG desires to contract with HUB to provide actuarial, health and welfare consulting services for the Employee Benefits program;

NOW, THEREFORE, in consideration of the foregoing and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties agree as follows:

- I. **INDEPENDENT CONTRACTOR RELATIONSHIP** – HUB is an independent contractor and not an employee or servant of CAPCOG. Nothing in this Agreement is intended to or shall be construed in any manner as creating or establishing the relationship of employer/employee between the parties. HUB shall at all times remain an independent contractor with respect to the service to be performed under this Agreement. CAPCOG shall be exempt from payment of unemployment compensation, FICA, retirement, life and/or medical insurance and workers' compensation insurance, as HUB is an independent contractor.
- II. **SCOPE OF SERVICES** – HUB shall provide professional services, in compliance with all applicable federal, state, and local laws and regulations relating to the services outlined under "Exhibit A" and "Exhibit B."
- III. **COMPENSATION** – for the services outlined in Exhibit A, the Capital Area Council of Governments agrees to pay HUB a fee of \$2,047.50 per month. HUB will place 50% of its compensation at risk annually based on CAPCOG's satisfaction with HUB International services. CAPCOG acknowledges that in addition to the stated consulting fee from time-

to-time HUB may also receive contingent compensation, profit sharing payments, bonuses, or other profit volume or incentive-based-non –standard commissions from any such insurance carrier or intermediary. Any such compensation shall be disclosed to CAPCOG. Fees for the services in Exhibit B are detailed in Exhibit B.

- IV. **TIME OF PERFORMANCE** - The term of this Agreement is from September 1, 2024, through March 31, 2026. This agreement may be renewed and extended annually, by mutual consent of both parties, subject to further approval by CAPCOG’s Executive Committee. HUB reserves the right to adjust its fees and expense limits with each renewal term. Either party may terminate this Agreement at any time upon giving sixty (60) days written notice of its intention to do so. The Capital Area Council of Governments and HUB agree the payment of compensation under this agreement is subject to the annual budget appropriation of the Capital Area Council of Governments CAPCOG Council.
- V. **EMPLOYEES** – HUB employees, if any, who perform services for CAPCOG under this Agreement shall also be bound by the provisions of this Agreement.
- VI. **ASSIGNMENT** – This Agreement may not be assigned without the prior written consent of the Company.
- VII. **NOTICES** – Communication and details concerning this Agreement shall be directed to the following contract representatives:

Capital Area Council of Governments	HUB International
Betty Voights	Brent Weegar
Executive Director	Senior Vice President
6800 Burleson Rd., Building 310, #165	10000 N. Central Expwy., Suite 1200
Austin, TX 788744	Dallas, TX 75231
- VIII. **GENERAL COMPLIANCE** HUB agrees to comply with all applicable federal, state, and local laws and regulations relating to the services provided under this Agreement.
- IX. **HOLD HARMLESS** - HUB shall hold harmless, defend and indemnify CAPCOG from any and all claims, actions, suits, charges and judgments whatsoever that arise out of HUB’s performance or non-performance of the services or subject matter called for in this Agreement.
- X. **WAIVER OF CONTRACTUAL RIGHT** – The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party’s right to subsequently enforce and compel strict compliance with every provision of this agreement.

- XI. **CONSTRUCTION AND VENUE** - This Agreement shall be governed by and construed in accordance with the laws of the state of Texas. The parties hereto hereby irrevocably consent to the exclusive jurisdiction and venue of the courts of the state of Texas, county of Travis, for the purposes of all legal proceedings arising out of or relating to this Agreement.
- XII. **ENTIRE AGREEMENT** – This agreement contains the entire agreement of the parties, with respect to the subject matter herein, and there are not other agreements whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.
- XIII. **AMENDMENTS** – CAPCOG or HUB may amend this Agreement, at any time, provided that such amendments make specific reference to the Agreement, and are executed in writing, signed by a duly authorized representative of both organizations, and approved by CAPCOG’s governing body, if necessary.
- XIV. **SEVERABILITY** - If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- XV. **APPLICABLE LAW** – This Agreement shall be governed by the laws of the State of Texas; and venue for any action shall be in Travis County, Texas.

{signature page to follow}

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Capital Area Council of Governments

HUB International

Signature

Signature

Betty Voights

Print

Brent Weegar

Print

Executive Director

Title

Senior Vice President

Title

Date

Date

CONSULTING SCOPE OF SERVICES

ANALYSIS AND REPORTING

1. Analyze existing coverage and identify or develop cost -saving alternative benefit strategies and plans.
2. Assist in the development of long-range goals and strategies, including making projections of potential savings.
3. Provide actuarial analysis and recommendations based on utilization and performance reports, statistical and/or financial reports, and plan specific data.
4. Assist CAPCOG in monitoring and analyzing experience trends and providing timely alerts on changing patterns and appropriate recommendations.
5. Provide, maintain, and update comparison reports of other similar sized public and private companies' benefit plan offerings and costs to determine their competitiveness with CAPCOG's programs.
7. Provide financial and/or performance reviews of self-funded and fully insured plans and programs.
8. Be available to provide various types of reports as needed, such as costs analysis for benefit changes, and other statistical, financial, forecasting, trend, labor negotiations or experience reports.
9. Assist in preparing overall employee insurance fund budget and projections.
10. Prepare and present reports on trends, new products and audits, as requested.
11. Regularly monitor and evaluate performance measures and guarantees of providers.
12. Provide monthly claim updates and perform quarterly reviews of such.
13. Maintain full and accurate records with respect to all matters and services provided on behalf of CAPCOG's benefit plans and programs. Provide CAPCOG staff or officials all spreadsheets, assumptions, and calculations upon completion of any project performed on behalf of CAPCOG's benefit plans and programs.
14. Assist with data collection, informational requests for GASB 45 valuations and provide strategic recommendations to mitigate liability.
15. Provide impact analysis, plan options, and strategic recommendations with regard to PPACA.

B. LIAISON AND PROBLEM INTERVENTION

1. Act as liaison between CAPCOG and insurance providers.
2. Provide day-to-day consultation on plan interpretation and problem resolution.
3. Provide timely customer service and assistance to staff, employees and retirees with issues involving provider billing, claims, vendor service issues/problems, advocacy for services, disputes, interpretation of contracts and services, changes, and general troubleshooting.
4. Attendance as needed at meetings with CAPCOG staff, employees and/or retirees to facilitate and assist in the management of CAPCOG's employee benefit plans.

5. Act as an advocate in appeal, arbitration, or court process between CAPCOG and the providers on unresolved issues if needed; provide advice when needed to enforce employee, retiree or their dependents' rights.
6. Assist CAPCOG in proactive mitigation of negative impacts or disruption of services to employees and retirees from benefit and/or provider network changes.

C. COMPLIANCE

1. Assist with ongoing plan administration and ensure that programs are in compliance with State and Federal legislation.
2. Provide on-site training to CAPCOG staff, as needed, regarding regulatory updates, and/or Best Practice seminars for the effective administration of benefit plans.
3. Review and disseminate information to staff on new or revised State and Federal legislation that impacts benefit programs.
4. Assist CAPCOG staff with annual audit to ensure compliance with all mandated reporting and posting/notice requirements for benefit plans.
5. Develop and/or assist in developing communication materials and tools for conducting dependent verification audits.
6. Conduct compliance audit of CAPCOG's policies and procedures, (PPACA, COBRA, HIPAA, USERRA, etc.)
7. Assist with single non-profit trust for premium tax purposes (as applicable).

D. ANNUAL RENEWAL PROCESS AND EVALUATION

1. Establish a strategy for benefits, both annually and three to five years in the future. Consider trends, prospective legislations, new delivery systems and geographic health-care practices to make long-term projections.
2. Bid CAPCOG health insurance program and employee and retiree benefits on an "as needed" basis. Review proposals and prepare an analysis of each with recommendations.
3. Review and make cost-saving recommendations regarding the modification of plan design, benefit levels, premiums, communications and quality of current employee and retiree benefit plans.
4. Recommend appropriate plans to ensure that quality and cost-effective benefits are provided by the plans.
5. Provide annual estimates of renewal rates and cost trends and assist CAPCOG staff in preparation of budget figures.
6. Conduct thorough and applicable market research in preparation for contract renewals.
7. Assist in negotiating pricing with administration vendors and insurance carriers on renewals and service modification requests.
8. Represent CAPCOG in all negotiations with providers on various topics, including, but not limited to, premiums, benefit levels and plan design, performance measures and guarantees, contractual terms and conditions, insurance booklets, premium and copay rates, and quality assurance standards.
9. Make recommendations for items of negotiation with providers, including, but not

- limited to, benefit levels and plan design, premiums, quality of service, performance measures and guarantees, and return on investment, where applicable.
10. Prepare specifications and compile data, obtain quotes and proposals, negotiate rates, and analyze and compare proposals.
 11. Review rate proposals to ensure underlying assumptions are appropriate and accurate to CAPCOG.
 12. Provide communication development and support for the annual enrollment period, new benefit offerings and/or changes to the existing benefit offerings.
 13. Attend, assist with, and coordinate the annual Benefits Fair and Open Enrollment meetings.

E. OTHER SERVICE REQUIREMENTS

1. Assist in the development of an employee wellness program to improve employee health and reduce employee and retiree health-care costs, both in the short-term and in the long-term.
3. Recommend and help develop enhancements and improvements for communications specific to the needs of CAPCOG's employees and retirees, including, but not limited to, brochures, pamphlets, matrices, comparison charts, summaries, electronic communications, forms, handbooks, and employee orientation, to include required compliance notices.
4. Provide timely research and responses to technical questions posed by CAPCOG staff.
5. Provide regular and timely communications needed for the effective administrative of benefit plans.
6. Provide guidance and recommendations on items such as, but not limited to, trends in benefit plans, methods for improving costs containment, financial arrangements, and administration.
8. Provide access to published benefit - related survey information.
9. Develop additional benefits communications specific to the needs of CAPCOG's employees and retirees.
10. Attend and assist with meetings with the Board, staff, and employees.
11. Recommend particular broker-sponsored seminars, benefit events and educational forums that would be beneficial to CAPCOG.
12. Develop and/or assist in developing and evaluating employee/retiree needs and satisfaction surveys.
13. Work collaboratively with other consultants and CAPCOG staff.
14. Manage plan transitions as necessary between insurance providers.
15. Review and evaluate current administrative processes related to enrollment and billing. Recommend and assist with implementation of administrative process enhancements.
16. Prepare and administer employee benefit survey as needed.

'EXHIBIT B'

BENEFIT CONNECTOR SCOPE OF SERVICES

In addition to the consulting services described in Exhibit A, HUB shall provide CAPCOG Benefits and HR Administration Support through its Benefit Connector service. Services shall include:

1. Maintain benefit eligibility data:
 - a. Demographics
 - b. Employment data – hire dates, status, location
 - c. Insurance data – plan eligibility, elected coverage, beneficiaries
 - d. ACA-related eligibility – part time hours tracking, status change rules
 - e. Electronically submit plan elections to carriers
2. Multiple enrollment capabilities
 - a. Employee self-service capability
 - b. Customized paper enrollment form option
 - c. Easy-to-read confirmation statements
 - d. 24/7 client access to employee data
3. Tools to support additional client processes
 - a. Ongoing deduction reporting to allow for easy payroll updates
 - b. Monthly billing report packages to support self-bill and internal reconciliations
 - c. Data provided to support ACA-mandated W-2 information
 - d. ACA Section 6055/6056 reporting (form completion, e-filing, and fulfillment).

HUB shall assign a client advocate to offer ongoing support, guidance, and issue resolution pertaining to eligibility and billing as part of these services.

For the online enrollment system, the monthly fee will be calculated based on a rate of \$5.50 per employee per month.

For optional 6055/6056 reporting, the following fees will apply if CAPCOG chooses to use HUB for the services:

1. \$50 implementation fee; and
2. \$5.00 per 1095-C form generated;
3. \$1.80 per 1095-C form for mailing fulfillment.



HUB & Equalis Group Publicly Procured Master Agreement Contract #R10-1125B

Region 10 Education Service Center (**Region 10**), an Equalis Group Lead Agency, issued RFP #R10-1125 for Employee Benefits Consulting for Texas on August 20, 2021 and subsequently entered into Contract #R10-1125B with HUB.

Additional information regarding the procurement process and contract award can be found on the [Hub page](#) at the Equalis Group website, including the HUB products and services available through the Master Agreement, RFP and scoring documents, the Master Agreement between Region 10 and HUB, and pricing/discount model.

Entities Eligible to Purchase from HUB through the Master Agreement

This contract vehicle is immediately available to existing Equalis Group Members.

Not a Member yet? Any public sector entity in the country can join Equalis Group and begin utilizing any Equalis Group competitively solicited master agreement by completing the [membership registration form](#). New Members receive a fully executed copy of their completed membership form via email immediately and will receive their Equalis Group membership number within one-to-two days. There are no dues, fees, or obligations and completing the form takes less than five minutes.

Help with Membership, Procurement Questions & Navigating Our Contract Portfolio

Equalis Group's dedicated Member Engagement Team exists to support our Members. The team is readily accessible and is prepared to answer questions about membership, public sector purchasing compliance, Equalis Group's procurement and contracting processes, and our expansive portfolio of already-procured contract vehicles. Current and prospective Members can find their Member Engagement Team point person and direct contact information [here](#).

View all Equalis Group contracts and download a sortable Excel file with key information about each contract in our ever-expanding portfolio [here](#).

About Equalis

Equalis Group is a Public Sector purchasing cooperative. We deliver compliant, publicly procured cooperative agreements that Public Sector entities across the country can utilize to: *i)* quickly acquire the products and services they need; *ii)* receive better pricing through the collective buying power of Equalis Group Members; and, *iii)* save time through Equalis Group's legal and compliant alternative to conducting their own resource-consuming solicitation process.

Equalis Group partners with two primary Lead Agencies, Region 10 Education Service Center (**Region 10**) in Texas and The Cooperative Council of Governments (**CCOG**) in Ohio, to conduct rigorous and transparent competitive public sector procurement processes for critical products and services. Winning suppliers, distributors, and manufacturers are selected based on both qualitative criteria and pricing. The Lead Agencies then establish compliant already-procured Master Agreements with the winning vendors available to all agencies that join Equalis Group.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 12, 2024

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: **Jennifer Salazar, Senior Administrative Coordinator**

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. Homeland Security Task Force (HSTF) Committee Appointment
2. Committee Vacancy Update- Memo

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

June 12, 2024
Executive Committee
Consider Approving Committee Appointments

Homeland Security Task Force (HSTF)

Williamson County

New Member: Bruce Clements, Emergency Management Director

Member Being Replaced: Shantelle Dunn Branon, Interim Director



6800 Burses Road, Building 310, Suite 165
Austin, Texas 78744-2306
Ph: 512-916-6000
Fax: 512-916-6001
www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

June 12, 2024

TO: Executive Committee Members

FROM: Jennifer Salazar, Senior Administrative Coordinator

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, and if you have any questions, please contact the Advisory Committee staff liaison.

City of Austin

- The Criminal Justice Advisory Committee (CJAC) has two (2) representative vacancies.

Burnet County

- The Aging Advisory Council (AAC) has one (1) representative vacancy.

Fayette County

- The Capital Area Regional Transportation Planning Organization (CARTPO) has three (3) representative vacancies.

City of Georgetown

- The Clean Air Coalition (CAC) has one (1) representative vacancy.

City of Hutto

- The Clean Air Coalition has one (1) representative vacancy.

Hays County

- The Capital Area Regional Transportation Planning Organization (CARTPO) has one (1) representative vacancy.

Lee County

- The Capital Area Regional Transportation Planning Organization (CARTPO) has one (1) representative vacancy.

City of Luling

- The Clean Air Coalition has one (1) representative vacancy.

Travis County

- The Aging Advisory Council (AAC) has two (2) representative vacancies.
- The Capital Area Regional Transportation Planning Organization (CARTPO) has one (1) representative vacancy.

Williamson County

- The Aging Advisory Council (AAC) has one (1) representative vacancy.

Law Enforcement Education Committee (LEEC)

- The Committee has one (1) At-Large vacancy that can be appointed by any jurisdiction.

Solid Waste Advisory Committee (SWAC)

- The Committee has one (1) Private Operator vacancy that can be appointed by any jurisdiction.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 12, 2024

AGENDA ITEM: 5. Executive Session: Section 551.074 Personnel Matters

GENERAL DESCRIPTION OF ITEM:

This agenda item is posted in accordance with Article V, Section 551.074 which allows for deliberations of this board in closed session to discuss employment of an executive director. Section 551.011 allows the governmental body to deliberate public business for which that body has supervision or control and take formal action if necessary. The purpose of this item is to allow the Recruitment and Hiring Committee to discuss the employment of a new executive director no later than September 1st.

The Committee met three times beginning in October to establish a timeline, compensation package, interview schedule, process for reviewing applications, and to conduct interviews.

The position was posted February 19th on websites at the state and national level, applications were received by March 31st, and were provided to the Committee on April 10th. Interviews were conducted on May 23rd.

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: CAPCOG Chair Mayor Lew White is chair of the Hiring Committee; other members included Judge Brett Bray, Mayor Pro Tem Matt Baker, Judge Ron Cunningham, Judge James Oakley, Mayor Brandt Rydell, Mayor Jane Hughson, Mayor Lyle Nelson, and Commissioner Cynthia Long.

ACTION REQUESTED: To be determined.