



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