



## Executive Committee | Agenda

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11:00 a.m., Wednesday, September 11, 2024  
Austin Southpark Hotel  
4140 Governors Row  
Austin, Texas 78744

Mayor Lew White, *City of Lockhart*, **Chair**  
Judge Brett Bray, *Blanco County*, **1st Vice Chair**  
Mr. 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*  
Ms. 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*  
Ms. Janice Bruno, *City of Smithville*  
Mr. 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 August 14, 2024, Meeting**
- 3. Consider Adopting a Proclamation Recognizing September 23-27, 2024 as Falls Prevention Awareness Week**

**Jennifer Scott, Director of Aging Services**
- 4. Discuss Development of Updated Regional Criminal Justice Strategic Plan**

**Charles Simon, Director of Regional Planning Services**
- 5. Consider Approving Committee Appointments**
- 6. Staff Reports**
- 7. Adjourn**



## Executive Committee | Summary Minutes

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10 a.m., Wednesday, August 14, 2024  
6800 Burleson Road  
Building 310, Suite 155  
Austin, TX 78744

### Present (18)

Mayor Lew White, City of Lockhart, **Chair**  
Judge Brett Bray, Blanco County, **1<sup>st</sup> Vice Chair**  
Judge Ron Cunningham, Llano County, **Secretary  
& Parliamentarian**  
Judge James Oakley, Burnet County, **Immediate  
Past Chair**  
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

Council Member Ron Garland, City of Georgetown  
Mayor Pro Tem Steve Hougen, City of Granite  
Shoals  
Commissioner Walt Smith, Hays County  
Ms. Esme Mattke Longoria, City of Leander  
Mayor Jane Hughson, City of San Marcos  
Ms. Janice Bruno, City of Smithville  
Mr. Brandt Rydell, City of Taylor  
Commissioner Cynthia Long, Williamson County  
Commissioner Russ Boles, Williamson County

### Absent (7)

Mr. Matthew Baker, City of Round Rock, **2<sup>nd</sup> Vice Chair**  
Council Member Mackenzie Kelly, City of Austin  
Judge Dan Mueller, Fayette County  
Mayor Pro Tem Doug Weiss, City of Pflugerville

Commissioner Steven Knobloch, Lee County  
Judge Andy Brown, Travis County  
Commissioner Ann Howard, Travis County

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

Mayor White called the meeting to order at 10:00 a.m.

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

Mayor White asked the board to consider the July 10, 2024 minutes. Commissioner Long made a motion to approve. Commissioner Dockery seconded the motion. The motion passed unanimously.

#### **3. Consider Awarding \$5.4 million in Senior Nutrition Funding for FY 2025**

##### **Jennifer Scott, Director of Aging Services**

Ms. Scott is asking for \$5.4 million is needed for FY 2025 compared to \$4.5 million in FY 2024. She noted that the funding covers both congregate meals and home delivered meals. There is greater demand for home delivered but only a certain percentage of funds can be diverted from congregate to home delivered meals. Commissioner Long made a motion to approve. Ms. Bruno seconded the motion. The motion passed unanimously.

#### **4. Consider Adopting a Resolution Providing Signature Authority to Individuals for CAPCOG**

##### **Silvia Alvarado, Director Finance**

Ms. Alvarado requested an update to the signature authority with CAPCOG's designated depository bank to include Chris Miller who will become executive director September 1. Mayor Hughson made a motion to approve. Commissioner Dockery seconded the motion. The motion passed unanimously.

**5. Consider Adopting a Resolution Amending Authorized Representatives for the CAPCOG TexPool Fund Accounts**

**Silvia Alvarado, Director Finance**

Ms. Alvarado asked for approval to also amend signature authority for our Frost Bank account to include Chris Miller. Ms. Alvarado also asked for approval to name Judge Cunningham as the Board's Secretary.

Mayor Hughson made a motion to approve. Council Member Garland seconded the motion. The motion passed unanimously.

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

**Silvia Alvarado, Director Finance**

Ms. Alvarado stated that the Quarterly Investment Report for the TexPool account indicates that there was an increase from \$30 million to \$40 million as of June 30, 2023. The increase is due to Proposition 8 funding of which \$6 million has been received. According to Ms. Alvarado, yields are currently on a downward trend. Judge Oakley made a motion to accept. Judge Cunningham seconded the motion. The motion passed unanimously.

**7. Consider Adoption of Resolution Declaring September 2024 as CAPCOG Preparedness Month**  
**Martin Ritchey, Director of Homeland Security**

Mr. Ritchey explained that his team has created and distributed a wide range of emergency preparedness materials to Public Information Officers, and that the information is readily available on the CAPCOG website under Homeland Security. Commissioner Dockery made a motion to approve. Ms. Bruno seconded the motion. The motion passed unanimously.

**8. Consider Accepting and Verifying the Completion of Cybersecurity Awareness Training for All CAPCOG Employees**

**Kelly Claflin, CISO/Director of Information Technology Services**

Mr. Claflin provided the CAPCOG employees cyber security annual training report to the committee in accordance with Section 2054.5191, Government Code. Mayor Hughson asked if the employee roster meant that everyone had successfully passed. Mr. Claflin said that all agency employees had passed. Judge Cunningham made a motion to approve. Council Member Garland seconded the motion. The motion passed unanimously.

**9. Consider Approval of Resolution for TXDOT Contract for FYs 2025-2026**

**Charles Simon, Director of Regional Planning and Services**

Mr. Simon said the new TXDOT contract would provide an additional \$100,000 to the two-year funding cycle for a total of \$400,000. Commissioner Long made a motion to approve. Commissioner Beckett seconded the motion. The motion passed unanimously.

**10. Consider Awarding Grants to Clean Air Coalition Member Organizations for Collecting Fleet Monitoring Data**

**Charles Simon, Director of Regional Planning and Services**

Mr. Simon told the committee that The Texas Commission on Environmental Quality (TCEQ) awarded CAPCOG funding for the 2024-2025 fiscal years for the Austin-Round Rock-San Marcos Metropolitan Statistical Area (MSA), which consists of Bastrop, Caldwell, Hays, Travis, and Williamson Counties. Mr. Simon expressed the purpose of the \$149,000 funding request is to gather fleet vehicle emissions data via fleet monitoring devices and giving it to GTI Energy to assemble in data tables. The data will be used to address the effect of the vehicle emissions on local air quality. The City of Austin's fleet vehicle emissions significantly contribute to the collected data. Mayor Nelson made a motion to approve. Judge Bray seconded the motion. The motion passed unanimously.

**11. Consider Recommending Approval of the FY 2025 Annual Budget to the General Assembly**  
**Andrew Hoekzema, Deputy Executive Director**

Mr. Hoekzema provided a PowerPoint presentation of CAPCOG's FY2025 for the committee's reference.

Mr. Hoekzema highlighted the total budget of just over \$40 million. Unrestricted funding is \$393,000.

The number of staff positions is 77. The AAA is near or at capacity for office space.

The CAPCOG budget is a twelve-month snapshot of all funding sources. He noted that much of the budget is from state funding and the CAECD and federal funds that flow through a state agency adding very little direct federal funding is received. Mayor Pro Tem Hougen made a motion to approve. Judge Haden seconded the motion. The motion passed unanimously.

**12. Consider Recommending Nominating Committee Members to the General Assembly**  
**Betty Voights, Executive Director**

Ms. Voights explained that the Bylaws require the Nominating Committee be composed of seven General Assembly members including at least two who do not serve on the Executive Committee as well as at least two currently serving. The chair of the Executive Committee also serves and chairs the Nominating Committee; the Bylaws are not specific regarding whether the chair is in addition to or one of the seven recommended. Commissioner Long said she would like to continue serving and asked whether the others would want to continue noting that most members from the previous year were in attendance. It was noted that Commissioner Shell and Mayor DeLisle, not members of the Executive Committee, would need to be contacted to see if they will also continue. Commissioner Long made a motion to approve. Commissioner Smith seconded the motion. The motion passed unanimously.

**13. Final Report on Performance Evaluation of Executive Director**  
**Mayor Lew White, Chair**

Mayor White said that Ms. Voights has done an outstanding job this year as always, and that she has assisted during the year with the hiring of the new executive director and been very involved in transitioning the new ED Chris Miller. Mayor White also listed several of the important special

projects that Ms. Voights will be working on over the next few months as she stays on part-time through the end of 2024. Mayor White stated that Ms. Voights is more than deserving of the proposed one-time 10% merit salary increase. Judge Oakley made a motion to approve. Commissioner Long seconded the motion. The motion passed unanimously.

**14. Consider Approving Committee Appointments**

**Betty Voights, Executive Director**

Ms. Voights said she had none, and no motions came from the floor. She noted that there are advisory committee members who are not attending meetings, and this is particularly important for the Area Aging Advisory Committee since attendance counts toward the in-kind contribution that we are required to have by HHSC. The Area Aging Advisory Committee currently has four vacancies.

**15. Staff Reports**

**Betty Voights, Executive Director**

Ms. Voights did not make any staff reports.

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

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Date

## EXECUTIVE COMMITTEE MEETING

**MEETING DATE:** September 11, 2024

**AGENDA ITEM:** 3. Consider Adopting a Proclamation Recognizing September 23-27, 2024 as Falls Prevention Awareness Week

### GENERAL DESCRIPTION OF ITEM:

National Falls Prevention Awareness Week will be observed Sept. 23-27, 2024 — the period including the first day of the fall season. This is a nationwide observance to raise awareness on preventing falls, reducing the risk of falls, and helping older adults live without fear of falling.

Falls are the leading cause of fatal and non-fatal injuries for older Americans. Falls threaten the safety and independence of older adults and generate enormous economic and personal costs.

The Area Agency on Aging of the Capital Area supports and provides programs for falls prevention through providing evidenced-based courses such as A Matter of Balance and falls prevention presentations. Through its partnership with volunteer coaches and facilitators from healthcare higher education and community agencies, these collaborative programs extend the reach of falls prevention awareness throughout the CAPCOG region.

More information is at <https://ncoa.org/page/falls-prevention-awareness-week-toolkit>.

The following proclamation declares September 23-27, 2024 to be Falls Prevention Awareness Week in the CAPCOG region.

### 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 Scott, Director of Aging Services

### BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: \_\_\_\_\_

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:

Adopt a proclamation recognizing Sept. 23-27, 2024 as Falls Prevention Awareness Week in the CAPCOG region.

### BACK-UP DOCUMENTS ATTACHED:

Proclamation

**BACK-UP DOCUMENTS NOT ATTACHED** (to be sent prior to meeting or will be a handout at the meeting): 2023

Theme link to promotional materials: [Falls Prevention Awareness Week Toolkit \(ncoa.org\)](#)



## **A PROCLAMATION AUTHORIZING RECOGNITION OF SEPTEMBER 23-27, 2024 AS FALLS PREVENTION AWARENESS WEEK**

**WHEREAS**, the ten-county Capital Area Council of Governments (CAPCOG) region is home to more than 399,000 citizens aged 60 years or older who may be at risk of falls; and

**WHEREAS**, falls are the leading cause of fatal and nonfatal injuries among older adults; and

**WHEREAS**, falls are the most common cause of traumatic brain injuries; and can lead to depression, loss of mobility, and loss of functional independence; and

**WHEREAS**, the financial toll for older adult falls is expected to increase as the population ages and may reach \$101 billion nationally by 2030; and

**WHEREAS**, the fear of falling can cause many older adults to limit their activity level, which leads to reduced mobility and loss of physical fitness, and in turn increases their risk of falling; and

**WHEREAS**, comprehensive clinical assessments, exercise programs to improve balance and health, management of medications, correction of vision, and reduction of home hazards all help to reduce the occurrence and severity of falls; and

**WHEREAS**, the Capital Area Council of Governments in its efforts to increase awareness and promote multidisciplinary strategies to prevent falls encourages older adults in the region to take steps to protect those who are at increased risk of falling to participate in evidence-based programs such as Matter of Balance; and reduce falls by utilizing strategies such as exercise programs to improve balance and strength, medication management, vision improvement, reduction of home hazards, in partnership with the Area Agency on Aging.

**THEREFORE**, be it resolved that the Executive Committee of the Capital Area Council of Governments declares the week of September 23-27, 2024, to be Falls Prevention Awareness Week in the CAPCOG region to support awareness of falls and encourages our citizens to commend its observance.

Proclamation adopted by the Capital Area Council of Governments Executive Committee on this 11th day of September 2024.

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Mayor Lew White Chair  
Executive Committee  
Capital Area Council of Governments

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

## EXECUTIVE COMMITTEE MEETING

**MEETING DATE:** September 11, 2024

**AGENDA ITEM:** 4. Discuss Development of Updated Regional Criminal Justice Strategic Plan

### GENERAL DESCRIPTION OF ITEM:

As part of CAPCOG's interlocal agreement with the Office of the Governor (OOG), we are required to have and periodically update a regional strategic plan to identify gaps in the region's criminal justice system that can be addressed through OOG grants. The strategic plan is intended to serve as an overarching guide to CAPCOG staff, the Criminal Justice Advisory Committee (CJAC) and the Executive Committee in their annual reviews and prioritization of victim assistance, juvenile justice, truancy prevention, and general justice assistance grants.

Development of CAPCOG's current strategic plan started in summer 2020 and concluded in December 2020 with the Executive Committee's adoption of priorities for Plan Year 2022. This effort included research, data analysis, a survey, stakeholder meetings, and input from the CJAC. Each year since, then, the Executive Committee has made updates to the priorities, but we have not undertaken the more extensive planning effort involved in preparing a strategic plan.

On August 20, 2024, the CJAC initiated the planning process for an update to the strategic plan. The purpose of this agenda item is to solicit input from the Executive Committee at the outset of the process in order to guide CAPCOG's planning efforts and ensure that the strategic plan that comes back to the Executive Committee in the future for approval addresses the Executive Committee's priorities and preferences.

A copy of CAPCOG's current regional criminal justice strategic plan is available at the following URL:  
<https://www.capcog.org/wp-content/uploads/2024/06/PY22-CAPCOG-Regional-Strategic-CJ-Plan-1.pdf>

### 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:** Charles Simon, Director of Regional Planning and Services

### 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.? N/A

**PROCUREMENT:** N/A

**ACTION REQUESTED:** None

**BACK-UP DOCUMENTS ATTACHED:** None

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



## EXECUTIVE COMMITTEE MEETING

MEETING DATE: September 11, 2024

AGENDA ITEM: 5. 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: **Teresa Williams, 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:

N/A

### 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