



Executive Committee | Summary Minutes

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, **1st 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, **2nd 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.



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



Date