



Executive Committee | Summary Minutes

10 a.m., Wednesday, November 13, 2024
CAPCOG Lantana Room
6800 Burleson Road
Building 310, Suite 155
Austin, Texas 78744

Present (19)

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 James Oakley, Burnet County, **Immediate Past Chair**
Mayor Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County
Mayor Pro Tem Steve Hougen, City of Granite Shoals
Commissioner Walt Smith, Hays County

Commissioner Steven Knobloch, Lee County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Judge Hoppy Haden, Caldwell County
Council Member Ron Garland, City of Georgetown
Mayor Jane Hughson, City of San Marcos
Ms. Janice Bruno, City of Smithville
Mr. Brandt Rydell, City of Taylor
Commissioner Ann Howard, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County

Absent (9)

Judge Ron Cunningham, *Llano County*, **Secretary & Parliamentarian**
Council Member Mackenzie Kelly, *City of Austin*
Commissioner Clara Beckett, *Bastrop County*

Judge Dan Mueller, *Fayette County*
Ms. Esmeralda Mattke Longoria, *City of Leander*
Judge Andy Brown, *Travis County*

1. Call to Order and Opening Remarks by the Chair

Mayor White called the meeting to order at 10 a.m. He recognized the CAPCOG Veterans. Mr. Miller introduced Shaun Seale, his new executive assistant.

3. Consider Approving Minutes for the September 11, 2024, Meeting

Mayor White asked the board to consider the September 11, 2024, minutes. Mr. Baker made a motion to approve. Council Member Weiss seconded. The motion passed unanimously.

4. Consider Adopting the 2024 CAPCOG Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Plan (SPR)

Martin Ritchey, Director of Homeland Security

Mr. Ritchey presented the summary of the Threat and Hazard Identification and Risk Assessment (THIRA) and the 2024 CAPCOG Stakeholder Preparedness (SRP).

Commissioner Dockery made a motion to adopt the 2024 CAPCOG THIRA and SPR. Mayor Hughson seconded. The motion passed unanimously.

5. Consider Adopting the 2025 Homeland Security Strategic Plan Implementation Plan (HSSP-IP)

Martin Ritchey, Director of Homeland Security

Mr. Ritchey presented the 2025 CAPCOG Homeland Security Strategic Plan Implementation Plan (HSSP-IP). Mr. Ritchey stated the changes in personnel and noted the updates to training and exercise objectives. He noted, stakeholders received 5,000 contact hours of homeland security training and there were no charges for any of the training. The process of selecting training and drafting the plan included

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).

stakeholders from around the region. The stakeholders included cities, counties, hospitals, and emergency services group personnel.

Mayor Hughson made a motion to approve. Commissioner Dockery approved. The motion passed unanimously.

6. Consider Adopting the 2025 Homeland Security Grant Program Process Guidance
Martin Ritchey, Director of Homeland Security

Mr. Ritchey presented the 2025 Homeland Security Grant Program Process Guidance for consideration. He mentioned there was a reduction in grant funding each year. He said there is an 11 percent reduction across the board. The process guidance was reviewed and approved by the Homeland Security Task Force.

Mr. Baker made a motion to adopt the 2025 Homeland Security Grant Program Process Guidance. Mayor Hughson seconded. The motion passed unanimously.

7. Consider Approving CAPCOG’s Criminal Justice Policy Statement, Priorities, Project Summary Sheets and Scoring Criteria for Plan Year 2026

Charles Simon, Director of Regional Planning and Services

Mr. Simon presented the CAPCOG’s Criminal Justice Policy Statement, Priorities, Project Summary Sheets and Scoring Criteria for Plan Year 2026. He stated the board is required to adopt the policy annually, and CAPCOG is required to follow the policy how it’s defined. Last year the policy was greatly overhauled. The documents have revised definitions, revised objective scoring, and removed the need for applicants to rank their application preference. Last year the CJAC members recommended the amount each applicant should be funded. This is also being requested this year. The process now defines a gap year as when a project is funded one year, does not get funding the next year, then comes back for funding the following year. He noted the process would not count the gap year against the project.

There are plans to incorporate an online form use by March 2025. This will allow for immediate feedback to the applicant. An explanation of the 10 points being available to move to the project presentation from the completing project summary sheet was provided. The Regional Planning and Services staff is not privy to this information, as the application is submitted directly to the Office of the Governor.

Mayor Weiss asked if we could make it a required document when the application is submitted. Ms. Trevino stated, that is a possibility. Commissioner Long suggested leaving the points at 10 points, instead of reducing it to 5 points. Judge Bray asked if the applicants receive reminder email or phone calls.

Mr. Simon suggested the possibility of holding the item over until the next meeting.

Mayor Hughson made a motion to approve the Criminal Justice Grant Scoring Policy, with a change of 10 points being awarded for applicants who submit a project summary at the same time as the application deadline, and 5 points being awarded if it is past the application deadline. Someone seconded the motion. The motion passed unanimously.

8. Consider Approving Updated Resolution for Regional Law Enforcement Academy Training Grant
Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema presented an updated resolution for the Regional Law Enforcement Academy Training Grant and explained the state was requiring a change of the Executive Director from Ms. Betty Voights to Mr. Chris Miller.

Commissioner Dockery made a motion to the resolution. Judge Haden seconded. The motion passed unanimously.

9. Consider Approving Proclamation Declaring November 2024 as National Caregivers Month
Jennifer Scott, Director of Aging Services

Ms. Scott declared that November 2024 as National Caregivers Month. She explained the struggles caregivers are faced with, to the point of neglecting their own health.

Judge Haden made a motion to approve the proclamation. Ms. Bruno seconded. The motion passed unanimously.

10. Consider Accepting the Quarterly Investment Report
Silvia Alvarado, Director of Finance

Ms. Alvarado explained the quarterly Investment Report.

Judge Oakley made a motion to accept the report. Mr. Baker seconded. The motion passed unanimously.

11. Consider Approving Resolution Forming a Building Committee
Betty Voights, Senior Advisor

Ms. Voights explained the lease process, noting CAPCOG's lease expires in March 2027.

Mayor White noted, the only requirement is one of the members must be a vice chair. Mayor White asked if the vice chair must be from 2024 or 2025? Mr. Miller noted, Judge Cunningham meets those criteria. Mayor White said, we have three members, and we need five members. Are there any other suggestions?

Judge Bray made a motion for the committee to be formed with the following members: Commissioner Boles, Council Member Weiss, Judge Cunningham, Commissioner Dockery, and Mayor Hughson. The motion passed unanimously.

12. Consider Approving Appointments to Advisory Committees
Chris Miller, Executive Director

Mr. Miller requested the approval of the appointments to the advisory committees.

Mayor White asked if there were any appointments to advisory committees. Mr. Miller stated, we have Mr. Jason Snowgrove with the Lee County EMC with the Homeland Security Taskforce. The motion passed unanimously.

13. Staff Reports

Chris Miller, Executive Director

Mr. Miller informed the Board of a planned legislative breakfast at the beginning of the year, once legislative session starts. Concentration will be on the legislative members and their staff. No advocacy. Staff will be informing them about CAPCOG. The General Assembly is December 11, 2024. We will have a speaker from the Texas Water Development Board to talk about water issues impacting the region.

14. Adjourn

Mayor White adjourned the Executive Board Meeting at 11:35 a.m.



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

12/14/24
Date