



Executive Committee | Summary Minutes

10 a.m., Wednesday, Feb. 12, 2025
CAPCOG Lantana Room
6800 Bureson Road
Building 310, Suite 155
Austin, Texas 78744

Present (18)

Judge Brett Bray, *Blanco County*, **Chair**
Council Member Doug Weiss, *City of Pflugerville*, **1st Vice Chair**
Judge Ron Cunningham, *Llano County*, **2nd Vice Chair & Parliamentarian**
Mayor Lew White, *City of Lockhart*, **Immediate Past Chair**
Mayor Pro Tem Steve Hougen, *City of Granite Shoals*, **Secretary**
Commissioner Clara Beckett, *Bastrop County*
Council Member Kevin Hight, *City of Bee Cave*

Commissioner Joe Don Dockery, *Burnet County*
Commissioner Walt Smith, *Hays County*
Mr. David McDonald, *City of Leander*
Commissioner Steven Knobloch, *Lee County*
Council Member Frank Ortega, *City of Round Rock*
Mayor Jane Hughson, *City of San Marcos*
Ms. Cathy Meek, *City of Smithville*
Mr. Robert Garcia, *City of Taylor*
Commissioner Ann Howard, *Travis County*
Judge Andy Brown, *Travis County*
Commissioner Cynthia Long, *Williamson County*

Absent (7)

Judge Hoppy Haden, *Caldwell County*
Judge Dan Mueller, *Fayette County*

Council Member Ron Garland, *City of Georgetown*
Commissioner Russ Boles, *Williamson County*

1. Call to Order and Opening Remarks by the Chair

Judge Bray called the meeting to order at 10:09 a.m. The pledges of allegiance to the national and state flags.

Judge Cunningham presented Mayor White with a celebratory gavel. Mr. Miller expressed how appreciative everyone is for the time Mayor White served as Chair.

2. Consider Approving Minutes for the January 8, 2025, Meeting

A motion to approve the minutes for the January 8, 2025 meeting was made by Commissioner Long, and seconded by Mayor Hughson. The motion passed unanimously.

3. Consider Appointment of City of Austin Executive Committee Member

Chris Miller, Executive Director

Commissioner Long made a motion to approve the appointment of Mayor Watson, and Mayor Hughson seconded the motion. The motion passed unanimously.

4. Consider Approval of Regional Law Enforcement Academy Grant Applications

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema presented the RLEA Resolutions. Mayor Hughson made a motion to approve the resolutions, and Commissioner Howard seconded the motion. The motion passed unanimously.

5. Consider Approval of Commercial Real Estate Broker

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema introduced the commercial real estate broker, Jason Fry and Burt Kennedy. Mr. Hoekzema explained that they had strong recommendations. Mr. Fry explained, Commissioner Howard was familiar with their work. They are a global real estate company. Judge Bray asked if the company had the timeline,

and Mr. Fry told him yes, they did. Mr. Fry said they would like to have a bit more time on the timeline, but they would make it work. Mayor Pro Tem Hougen questioned if there was enough space in CAPCOG's current office building. Mr. Kennedy reassured him there was enough space.

Commissioner Dockery made a motion to approve hiring the commercial real estate broker. Mayor White seconded the motion. The motion passed unanimously.

6. Consider Approval of Investment Advisor for Retirement Plan

Edith Wieder, Director of Human Resources

Ms. Wieder explained the retirement plan and the role of the investment advisor.

Commissioner Long made a motion to approve hiring the Hub Financial as the investment advisor, and Mayor Hughson seconded the motion. The motion passed unanimously.

7. Consider Accepting of Quarterly Investment Report

Silvia Alvarado, Director of Finance

Ms. Alvarado presented the Quarterly Investment Report.

Council Member Meek made a motion to accept the report, and Commissioner Dockery seconded the motion. The motion passed unanimously.

8. Consider Approving Administrative Actions Related to CAPCOG's Economic Development Non-Profit Board and Advisory Committee

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema presented on the CAPCOG's Economic Development District Board & Advisory Commission, a nonprofit, change of name request and for the current committee membership to be changed to an advisory committee of CAPCOG. The new name will be the CAPCOG Economic Development Advisory Committee (EDAC). He explained, an executive committee liaison also needs to be appointed. Mr. Hoekzema explained that CAPCOG receives a \$70,000 grant to do economic development activities with the U.S. Economic Development Administration, and the EDAC helps CAPCOG prepare the region's Comprehensive Economic Development Plan (CEDs) as part of this grant. The grants are three-year grants and require a 50 percent match.

1) Mayor Hughson made the motion to adopt a change to the bylaws of the "CAEDD Committee" to rename it the "Economic Development Advisory Committee" (ECAD). Commissioner Smith seconded. Mr. Hoekzema explained everyone that attended at least one meeting last year of the nonprofit board would be appointed to the advisory committee. 2) Commissioner Long made the motion to appoint a non-voting Executive Committee liaison to the ECAD. Commissioner Smith seconded the motion. 3) Mayor Hughson made the motion to appoint the voting members of the ECAD from the current membership of the CAEDD nonprofit board of directors. Commissioner Dockery seconded. 4) Mayor Hughson made the motion to appoint the CAPCOG Executive Committee in full as the members of the CAEDD nonprofit board. Judge Cunningham seconded the motion. The motions all passed unanimously.

Mayor Hughson inquired about the frequency of the CEDs. Mr. Hoekzema said they were once every five years with annual updates.

9. Consider Approving Committee Appointments

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema presented the appointments. He explained, the Austin EMC has to be appointed because of

the way the bylaws are written. The nominee for the Aging Advisory Committee for Travis County can also be added to the action today. Commissioner Howard said that her Policy Advisor, Lucy Oglesby is the Travis County appointee. There's an appointment for GISPC to replace the City of Austin representatives. Commissioner Long said they would have someone by March for the EMS vacancy. Commissioner Smith inquired about fire and EMS representatives on the committee. Mr. Ritchey said there is representation of by fire departments on the Homeland Security Taskforce. Mr. Hoekzema pointed out there's a need to have a balanced composition of different disciplines on the Criminal Justice Advisory Committee. Mayor Pro Tem Weiss asked about the Emergency Services Districts could fill the EMS spot for the Homeland Security Task Force large city spot. Mr. Hoekzema said the advisory committees are there to serve the local governments, so yes. Commissioner Long made a motion to approve the four appointments and Commissioner Howard seconded the motion. The motion passed unanimously.

10. Staff Reports

Regional Law Enforcement Academy Update, and Regional Services and Planning Update

Chris Miller, Executive Director

Mr. Miller said the Executive Committee Officers had an opportunity to meet the auditors, Whitley Penn. The audit has started. Whitley Penn will be sending questionnaires to the Board members. Mr. Miller encouraged the Board to complete and submit the questionnaires. Ms. Alvarado said, Whitley Penn desires to get at least 50 percent of the questionnaires back.

Mr. Miller mentioned the federal freeze, and how it did not and how most of it did not pertain to CAPCOG. The CAPCOG Business Continuity Plan was examined to decide the best steps to take if the federal freeze had lasted for an extended period. Details are forthcoming and will be provided to the Board, regarding CAPCOG programs that could have been impacted had the freeze lasted longer. One of these suggestions in emergency situations could be securing a line of credit for CAPCOG that would be subject to procedures the Board would put in place.

Ms. Tonya Domingo, Academy Officer Coordinator for RLEA provided an update on personnel changes. From May 2024 to January 2025 there was a shortage of one staff member. This was impactful because there were only three staff members in the division. Several instructors recently retired. Steps have been taken to get those slots filled. The cadets are not only taught the basic peace officer requirements but also obtain the standardized field sobriety qualification; patrol baton training; OC Spray training; Body-worn Certification training; Radar and Lidar training; Law Enforcement Flying Arms training; FEMA Classes 100, 200, 700, and 800. The current class has 47 cadets. She said the next BPOC will start on June 23, 2025. There was no in-service training last quarter because there were no instructors available. RLEA is working on getting VA benefits reinstated for cadets taking a basic peace officer course.

Commissioner Long mentioned one of the reasons the VA benefits were dropped is because if students completed 99 percent of the training then dropped out, the VA would not reimburse us for anything. Ms. Domingo thinks the rules have changed and will research further. Commissioner Howard thanked Ms. Domingo for her hard work.

Charles Simon, Director of Regional Planning Services, provided an update of the RPS program. He introduced new employee, Simon Fichter. Mr. Fichter is working on finding a workplan for the transportation program. RPS is looking to utilize unspent funds of the Solid Waste Program. The grant applications deadline is February 13, 2025 for the criminal justice grants. Sixty-seven agencies have started grant submissions. The scoring this year is electronic, which allows quick and accurate ranking.

Steve Hougren, M.D.

Mayor Pro Tem Dr. Steve Hougren, Secretary
Capital Area Council of Governments
Executive Committee

3-12-2025

Date