



## Executive Committee | Agenda

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10 a.m., Wednesday, July 9, 2025

CAPCOG Pecan Room

6800 Burleson Road, Building 310, Suite 165, Austin, Texas 78744

Judge Brett Bray, *Blanco County*, **Chair**  
Council Member Doug Weiss, *City of Pflugerville*  
**1st Vice Chair**  
Judge Ron Cunningham, *Llano County*, **2nd Vice Chair**  
**and Parliamentarian**  
Mayor Pro Tem Steve Hougen, *City of Granite Shoals*,  
**Secretary**  
Mayor Lew White, *City of Lockhart*, **Immediate Past**  
**Chair**  
Mayor Kirk Watson, *City of Austin*  
Commissioner Clara Beckett, *Bastrop County*  
Council Member Kerry Fossler, *City of Bastrop*  
Council Member Kevin Hight, *City of Bee Cave*  
Commissioner Joe Don Dockery, *Burnet County*  
Judge Bryan Wilson, *Burnet County*

Judge Hoppy Haden, *Caldwell County*  
Commissioner Clint Sternadel, *Fayette County*  
Council Member Ron Garland, *City of Georgetown*  
Commissioner Walt Smith, *Hays County*  
Council Member 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* Council  
Member Cathy Meek, *City of Smithville* Council  
Member Robert Garcia, *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 Vikki Goodwin  
Representative Caroline Harris-Davila

1. **Call to Order and Opening Remarks by the Chair**
2. **Pledge to U.S. and Texas Flags**
3. **Recognition of Guests**
4. **Consider Approving Minutes for the June 11, 2025, Meeting**
5. **Consider Setting the Date for September Executive Committee and General Assembly Meeting to September 17, 2025**  
Chris Miller, Executive Director
6. **Consider Adopting a Resolution Amending Authorized Representatives for the Capital Area Council of Governments TexPool Fund Accounts**  
Silvia Alvarado, Director of Finance
7. **Consider Approving Appointments to Advisory Committees**  
Andrew Hoekzema, Deputy Executive Director
8. **Consider Authorizing the Reimbursement of Additional Funds for Solid Waste Implementation Projects Previously Approved in February 2024.**  
Charles Simon, Director of Regional Planning and Services
9. **Consider Approving Purchase of \$80,000 in Recycling Equipment for Solid Waste Infrastructure for Recycling Grant**  
Charles Simon, Director of Regional Planning and Services

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).

**10. Consider Adoption of a Proclamation Declaring August 2025 as CAPCOG Emergency Management Awareness Month.**

Martin Ritchey, Director of Homeland Security

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

Kelly Claflin, CISO/Director of Information Technology Services

**12. Executive Committee Member Information Sharing**

**13. Executive Director Report**

Chris Miller, Executive Director

**14. Adjourn**



## Executive Committee | MINUTES

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10 a.m., Wednesday, June 11, 2025

CAPCOG Lantana Room

6800 Burleson Road, Building 310, Suite 165, Austin, Texas 78744

### **Present (20):**

Judge Brett Bray, *Blanco County*, **Chair**

Council Member Doug Weiss, *City of Pflugerville*

#### **1st Vice Chair**

Judge Ron Cunningham, *Llano County*, **2<sup>nd</sup> Vice Chair and Parliamentarian**

Mayor Pro Tem Steve Hougen, *City of Granite Shoals*, **Secretary**

Mayor Lew White, *City of Lockhart*, **Immediate Past Chair**

Commissioner Clara Beckett, *Bastrop County*

Council Member Kevin Hight, *City of Bee Cave*

Commissioner Joe Don Dockery, *Burnet County*

Commissioner Clint Sternadel, *Fayette County*

Council Member Ron Garland, *City of Georgetown*

Commissioner Walt Smith, *Hays County*

Council Member 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*

Council Member Cathy Meek, *City of Smithville*

Judge Andy Brown, *Travis County*

Commissioner Ann Howard, *Travis County*

Commissioner Russ Boles, *Williamson County*

Commissioner Cynthia Long, *Williamson County*

### **Absent (6):**

Mayor Kirk Watson, *City of Austin*

Judge Hoppy Haden, *Caldwell County*

Council Member Robert Garcia, *City of Taylor*

Senator Pete Flores

Representative Vikki Goodwin

Representative Caroline Harris-Davila

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

Judge Brett Bray, Chair, called the meeting to order at 10:08am

### **2. Pledge to U.S. and Texas Flags**

Judge Bray led the members in reciting Pledges to the US and Texas Flags

### **3. Recognition of Guests**

Judge Bray introduced a guest, Dr. Dawn Buckingham, General Land Office Commissioner, and provided opportunity for Dr. Buckingham to present Community Development Block Grant Checks to recipients.

### **4. Consider Approving Minutes for the May 14, 2025, Meeting**

Judge Bray requested approval of May 14, 2025, meeting minutes. Commissioner Joe Don Dockery was first to approve motion and Mayor Jane Hughson was second to approve motion. Motion passed unanimously by committee members.

### **5. Texas General Land Office's Presentation of Community Development Block Grant Checks**

Dr. Dawn Buckingham, General Land Office Commissioner, presented \$52 million in CDBG checks to several recipients in the CAPCOG region.

Commissioner Walt Smith arrived at the meeting at 10:15am

### **6. Consider Electing Commissioner Clint Sternadel to Replace Judge Dan Mueller as Fayette County's Executive Committee Representative**

Judge Bray requested clarification on Commissioner Clint Sternadel's appointment with the General Assembly and the Executive Committee. Commissioner Sternadel explained Fayette County Commissioner's Court confirmed his appointment with the General Assembly in the most recent

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).

commissioner's meeting. The motion to accept Commissioner Sternadel's appointment with the Executive Committee was accepted first by Mayor Hughson and second by Mayor Lew White. Motion passed unanimously by committee members.

**7. Consider Approving Appointments to Advisory Committees**

Andrew Hoekzema, Deputy Executive Director, updated the committee members on advisory committee vacancies and currently there are not any nominations for the committee to consider filling these vacancies. Mr. Hoekzema also provided information on replacing existing members due to attendance issues. Judge Bray, Mayor Hughson and Commissioner Smith requested consideration for the Economic Development Advisory Committee (EDAC) have its meetings on a day other than Friday.

**8. Consider Approval of the Comprehensive Economic Development Strategy for the 10-county CAPCOG Region**

Kaileen McHugh, Planning and Economic Development Coordinator, presented on the Comprehensive Economic Development Strategy (CEDS) for the 10-county CAPCOG Region.

Judge Andy Brown arrived at the meeting at 10:26am.

Mayor Pro Tem, Steve Hougen requested potential hospital closures, especially in rural areas, be identified as a threat. Commissioner Ann Howard requested consideration be given to electrical needs, particularly with emphasis on data centers. Mr. Simon and Ms. McHugh stated this would be evaluated with future updates. Mayor Hughson was first to motion for approval of the CEDS for the 10-county CAPCOG Region. Mayor Pro Tem Hougen second the motion. The motion passed unanimously by committee members.

**9. Consider Authorizing the Submittal of an Application for a Safe Streets and Roads for All Grant for a Regional Safety Action Plan**

Charles Simon, Director of Regional Planning and Services, provided updates on the application process for Safe Streets and Roads for All Grant for a Regional Safety Action Plan. Mr. Simon indicated the use of TxDot funding as a match for the applications requirements is not a possibility due to the partial federal funding for the TxDOT grant and requested committee approval to continue with the application submission while CAPCOG staff identifies other possible matches.

Commissioner Cynthia Long suggested asking the local governments in the three counties about contributing for the match. Judge Ron Cunningham was first to approve the motion to authorize application submittal. Commissioner Joe Don Dockery second the motion. The motion passed unanimously by committee members.

**10. Consider Making Determination on Transfer Station Application No. 40344 Conformance to Regional Solid Waste Management Plan.**

Ken May, Solid Waste Program Manager, presented on Transfer Station Application No. 40344 Conformance of Regional Solid Waste Management Plan. Mr. May provided the committee with the SWAC recommendation for a finding of non-conformance because the facility would be within 350 feet of residences – which violate Travis County's siting restrictions and would need a variance from Travis County. Commissioner Howard asked how close the residences were, and Mr. May clarified as close as 100 feet. Mayor Hughson requested more information on the condition and zoning requirements of the residences. Mr. May described the condition of the residences and would need to verify the zoning restrictions.

Mayor Hughson made a first motion for a finding of non-conformance.

Mayor Pro Tem Hougen made a separate motion to include the reason for conformance finding that the facility was within 350 feet of residences along with the remedy to obtain a variance from Travis County. This motion died for lack of a second motion.

Commissioner Howard seconded the motion made by Mayor Hughson for a finding of non-conformance. Motion passed unanimously by committee members.

**11. Consider Approving Equipment Purchases for Law Enforcement Academy**

Tonya Domingo, Academy Office Coordinator, requested consideration to approve equipment purchases for Regional Law Enforcement Academy (RLEA) for (50) units of body armor at \$47,410. Commissioner Long was the first to motion for approval of equipment purchase. Mayor Hughson seconded the motion. Motion passed unanimously by committee members.

**12. Consider Replacing Former Bastrop Mayor Lyle Nelson on the Executive Committee**

Chris Miller, Executive Director, requested the committee members consider replacing former City of Bastrop Mayor, Lyle Nelson, on the Executive Committee. Mr. Hoekzema explained there is a deadline of June 15, 2025 to fill the City of Bastrop vacancy and the appointee will also be on the General Assembly (GA). Members discussed the vacancy replacement processes according to the Bylaws. Mayor Hughson requested who the City of Bastrop plans to nominate for this vacancy. Commissioner Long asked if it is possible to delay this discussion until CAPCOG staff can provide more information. Discussion was revisited after item 15. Commissioner Clara Beckett presented the motion to deem City of Bastrop seat vacant and appoint a City of Bastrop General Assembly member recommended by City of Bastrop Council to fill the seat. Mayor Hughson seconded this motion. Motion passed unanimously by committee members.

**13. Executive Committee Sharing**

Mayor Hughson mentioned the increase in data centers in the Central Texas region and would like more information on the data center's impact on local electrical power supplies.

**14. Staff Reports**

Martin Richey, Director of Homeland Security, discussed the resurgence of the screwworm and their impact on local economies. Mr. Richey provided information on how Homeland Security can assist with issues related to screwworms. Several committee members discussed their personal knowledge and experience with screwworms.

**15. Executive Director Report**

Chris Miller, Executive Director, provided status of next Fiscal Year budget as still being a work in progress. Mr. Miller also requested a subcommittee for Bylaws review. Commissioner Long, Mayor Hughson, Council Member Doug Weiss, and Council Member Frank Ortega volunteered to be part of the Bylaws Review Subcommittee. Judge Bray requested Council Member Weiss be chair of the subcommittee.

**16. Adjourn**

Judge Bray adjourned the meeting at 11:34 am.

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

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Date

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: July 9, 2025

AGENDA ITEM: 5. Consider Approving Changing the Date of the CAPCOG September General Assembly from September 10, 2025 to September 17, 2025

### GENERAL DESCRIPTION OF ITEM:

Typically, CAPCOG's Executive Committee meetings are held on the 2nd Wednesday of each month and in September, a General Assembly meeting is also held in the same location immediately following Executive Committee to approve the annual budget. This year, the Texas Association of Regional Councils (TARC) Conference is being held on the 2nd Wednesday in September (September 10), and attendance at this meeting is important for many our staff, which creates a scheduling conflict. Please consider setting the date of the September Executive Committee and General Assembly meetings as September 17, 2025, which is the 3rd Wednesday of the month."

### 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: **Chris Miller, Executive Director**

### BUDGETARY IMPACT:

Total estimated cost:

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: **Set the date for the September 2025 Executive Committee and General Assembly meetings to September 17.**

BACK-UP DOCUMENTS ATTACHED:

N/A

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: July 9, 2025

AGENDA ITEM: 6. Consider Adopting a Resolution Amending Authorized Representatives for the Capital Area Council of Governments TexPool Fund Accounts

### GENERAL DESCRIPTION OF ITEM:

This item provides a resolution required to be submitted to TexPool as part of the process for updating the representatives authorized access to the Capital Area Council of Governments TexPool Fund accounts. The resolution will be updated to include Allison Collier, Assistant Finance Director, as an authorized representative to transmit funds for investment, to withdraw funds from time to time, and to issue letters of instruction deemed necessary or appropriate for the investment of local funds. She will serve as the alternate for the director of finance. Currently, Chris Miller as Executive Director and Silvia Alvarado as Director of Finance are authorized to perform transactions between the TexPool fund accounts and the Frost Bank accounts; Andrew Hoekzema, as the Deputy Executive Director, has access to perform inquiry of selected information.

### 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:

Silvia Alvarado, Director of Finance

### 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:

Adopt and sign a resolution specifying the individuals authorized to perform transactions and inquiry with the Capital Area Council of Governments TexPool Fund accounts.

### BACK-UP DOCUMENTS ATTACHED:

1. Resolution

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

None



# Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

## \* Required Fields

### 1. Resolution

#### WHEREAS,

CAPITAL AREA COUNCIL OF GOVERNMENTS

Participant Name\*

7 8 2 7 3

Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Christopher Miller Executive Director

Name

Title

5 1 2 9 1 6 6 0 0 8

Phone

5 1 2 9 1 6 6 0 0 1

Fax

cmiller@capcog.org

Email

Signature

2. Silvia J Alvarado Director of Finance

Name

Title

5 1 2 9 1 6 6 1 7 0

Phone

5 1 2 9 1 6 6 0 0 1

Fax

salvarado@capcog.org

Email

Signature

3. Allison Collier Assistant Finance Director

Name

Title

5 1 2 9 1 6 6 0 7 3

Phone

5 1 2 9 1 6 6 0 0 1

Fax

acollier@capcog.org

Email

Signature



## 1. Resolution (continued)

4.

Name  Title

Phone  Fax  Email

Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

**Silvia J Alvarado, Director of Finance**

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Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Andrew Hoekzema										Deputy Executive Director																			
Name										Title																			
5	1	2	9	1	6	6	0	4	3	5	1	2	9	1	6	6	0	0	1	ahoekzema@capcog.org									
Phone										Fax										Email									

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 09 day of July, 2025.

**Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

CAPITAL AREA COUNCIL OF GOVERNMENTS

Name of Participant\*

**SIGNED**

Signature\*

Brett Bray, Blanco County Judge

Board Chair
Title*

**ATTEST**

Signature\*

Dr. Steve Hougen, Mayor ProTem Granite Shoals City

Board Secretary
Title*

## 2. Delivery Instructions

Please return this document to **TexPool Participant Services:**

**Email:** [texpool@dstsystems.com](mailto:texpool@dstsystems.com)

**Fax:** 866-839-3291

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: July 9, 2025

AGENDA ITEM: 7. Consider Approving Appointments to Advisory Committees

### GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on CAPCOG's 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:

Andrew Hoekzema, Deputy Executive Director

### 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 recommended advisory committee appointments

### BACK-UP DOCUMENTS ATTACHED:

Advisory Committee Vacancy Memo

### BACK-UP DOCUMENTS NOT ATTACHED:

1. Advisory Committee Rosters and Attendance Records
2. Nomination Forms for Recommended Appointments



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

## MEMORANDUM

June 30, 2025

**TO: Executive Committee**

**FROM: Andrew Hoekzema, CAPCOG Deputy Executive Director**

**RE: Advisory Committee Vacancies and Recommended Appointments**

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CAPCOG's advisory committees have the following vacancies:

- **Aging Advisory Council (AAC)\*:**
  - Burnet County (1 vacancy since November 2021);
- **Criminal Justice Advisory Committee (CJAC):**
  - City of Austin (1 vacancy out of 3 seats since March 2023);
- **Economic Development Advisory Committee (EDAC):**
  - 7 vacancies, all at-large; and
- **Homeland Security Task Force (HSTF):**
  - Large law enforcement (population: 25,000 – 899,999, 1 vacancy); and
- **Solid Waste Advisory Committee (SWAC):**
  - Travis County (1 vacancy since June 30, 2025).

We have received two nominations for the EDAC since the last Executive Committee meeting that we are recommending for appointment:

1. Christi Scow, Industry Relations Specialist for Texas State Technical College; and
2. Shane Saum, Lago Vista Council Member, Place 1.

In addition, Pflugerville Police Chief Jason O'Malley retired on May 29, creating a vacancy on the HSTF in the "large law enforcement" slot. One June 5, the HSTF nominated Kyle Police Chief Jeff Barnett to fill this slot.

Also since the June Executive Committee meeting, Jon White, Travis County's Division Director for Natural Resources and Environmental Quality announced his retirement from Travis County and the SWAC effective June 30, 2025, creating a vacancy for one of Travis County's slots on the SWAC.

Nominations for filling vacancies and changes to appointments may also be made at the meeting itself. If you have someone you would like to nominate for a position, please request a nomination form and submit it to Shaun Seale at [sseale@capcog.org](mailto:sseale@capcog.org).

Note that there are special requirements for the composition of some committees that need to be met that may constrain who is able to be appointed. Please contact the relevant staff contact for the committee if you have questions about a potential nominee's eligibility.

\*Please note that we are able to count AAC meeting participation as an in-kind match for administration of our Area Agency on Aging, reducing the amount of local cash match required from CAPCOG's budget.

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: July 9, 2025

AGENDA ITEM: 8. Consider Authorizing the Reimbursement of Additional Funds for Solid Waste Implementation Projects Previously Approved in February 2024

### GENERAL DESCRIPTION OF ITEM:

Toward the end of each contract period for the solid waste program, CAPCOG staff projects the expenses for the remaining time and determines the effect they will have on the budget. One of the goals of the solid waste program is to use all funding that the TCEQ provides to CAPCOG. Therefore, if the projections result in a positive balance, additional spending must be proposed. The total funding amount for the FY24-25 contract period is \$705,870.00.

The projected budget balance after savings from implementation projects and operations combined with interest earned is \$70,558.82. Funding additional projects and providing additional funding to projects that have already been completed is proposed to spend the projected balance.

In its February 2024 action to approve grants for implementation projects, the Executive Committee also authorized five non-funded or partially funded projects as contingency projects that could be funded if money becomes available. Four of those projects are eligible for reimbursement and the amount proposed to reimburse them is \$50,532.34, leaving \$20,026.48 available for other projects. Since providing funding for those contingency projects was already approved by the Executive Committee, the action request by this item is limited to approving the additional funding for the projects that have already been completed.

### 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 & Services

### BUDGETARY IMPACT:

Total estimated cost: \$20,026.48

Source of Funds: Revenue from Regional Solid Waste Grant from TCEQ

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.? See list in attached memo

PROCUREMENT: n/a

### ACTION REQUESTED:

Consider authorizing the reimbursement of additional funds for solid waste implementation projects previously approved in February 2024 at the amounts indicated in the attached memo.

**BACK-UP DOCUMENTS ATTACHED:**

1. Memo with further explanation

**BACK-UP DOCUMENTS NOT ATTACHED:** None



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

## MEMORANDUM

June 25, 2025

**TO:** CAPCOG Executive Committee

**FROM:** Charles Simon, Director of Regional Planning & Services

**RE:** Consider authorizing the reimbursement of additional funds for solid waste implementation projects previously approved in February 2024

The solid waste program budget generally consists of operations (personnel, office space, utilities, etc.) and implementation projects (the funding for local governments to conduct collection events or construct waste diversion facilities). While operations expenses are predictable, the actual expenses for implementation projects can vary from what was budgeted. That is, some of the projects do not cost as much as projected and therefore, the reimbursement to the grantee is less than the amount awarded in the grant. The total amount budgeted for implementation projects this period was \$274,000. The total amount that was reimbursed to grantees is \$237,261.78 resulting in \$36,783.22 in unspent funds. There is also \$9,447.00 of projected interest income and \$24,373.60 of projected savings in operations resulting in \$70,558.82 that can be applied to the projects that were approved by the Executive Committee in February 2024 as contingency projects and to projects already completed. The proposal is to provide \$50,532.34 to the four eligible contingency projects and \$20,026.48 in additional funding to projects that have already been completed and have reimbursable expenses that are at least as much as the total project cost that was estimated in the grant. The projects and proposed maximum reimbursement amounts are:

### Contingency Projects (approved in February 2024)

<u>Grantee</u>	<u>Project Description</u>	<u>Amount already reimbursed</u>	<u>Proposed Additional Award Amount</u>
Llano County	Community Collection Event	\$5,500.00	\$8,484.52
Burnet County	BOPATE event	\$0.00	\$15,000.00

City of Georgetown	Community Collection Event	\$0.00	\$7,931.97
Williamson County	Local Enforcement – Cameras for illegal dumping enforcement	\$0.00	\$19,115.85
	Contingency Projects Total		\$50,532.34

**Additional funding for projects approved in February 2024**

<u>Grantee</u>	<u>Project Description</u>	<u>Amount already reimbursed</u>	<u>Proposed Additional Award Amount</u>
Caldwell County	Tire Collection Event	\$12,131.50	\$496.81
City of Georgetown	Community Collection Event	\$6,110.63	\$766.91
Blanco County	Household Hazardous Waste Collection Event	\$31,302.08	\$1,291.23
City of Leander	ATV for Green Waste Management	\$10,901.10	\$5,571.28
City of Lockhart	Downtown Trash Receptacle Replacement	\$23,897.06	\$214.43
Burnet County	Household Hazardous Waste Collection Event	\$35,000.00	\$1,879.26
City of Lakeway	Household Hazardous Waste Collection Event	\$26,607.90	\$3,193.00
Fayette County	Drop-off Facility	\$28,369.93	\$6,613.56
	Completed Projects Additional Funding Total		\$20,026.48

Grand Total \$70,558.82

**Summary of Projections**

Amount Budgeted for Implementation Projects	\$274,000.00
Amount Reimbursed for Implementation Projects	\$237,261.78
Unspent Implementation Projects Funds	\$36,783.22
Projected Earned Interest	\$9,447.00
Projected Savings from Operations	\$24,373.60
Amount Available for Additional Projects Funding	\$70,558.82



Total Funding for Contingency Projects	\$50,532.34
Total Additional Funding for Projects Already Completed	\$20,026.48
Total of Contingency Projects and Additional for Projects Already Completed	\$70,558.82

## EXECUTIVE COMMITTEE MEETING

**MEETING DATE:** July 9, 2025

**AGENDA ITEM:** 9. Consider Approving Purchase of \$80,000 in Recycling Equipment for Solid Waste Infrastructure for Recycling Grant

### GENERAL DESCRIPTION OF ITEM:

Staff seeks approval to purchase organic food waste diversion supplies for five schools in the CAPCOG region as proposed in the Solid Waste Infrastructure for Recycling (SWIFR) grant. As required, CAPCOG is targeting participation from five schools in the region that meet EPA's definition of a disadvantaged community. The items purchased for the grant program will remain the property of CAPCOG during the tracking and reporting period of two years, and will then be transferred each school at the end of the project.

Under CAPCOG's FY 2024-2025 Interlocal Agreement with the Texas Commission on Environmental Quality (TCEQ), Contract Number 582-25-00033, approved in August 2024, CAPCOG's Regional Planning & Services staff proposes to purchase the necessary supplies for a school to implement an organic food waste diversion program, including totes, a compost tumbler, scales, and training for educational personnel. CAPCOG received \$80,000 for this project which runs through August 31, 2025. CAPCOG's procurement policy requires Executive Committee approval for purchases valued at \$25,000 or greater. Although the value of the supplies is expected to be greater than \$50,000.00 – which typically requires a request for bids – the procurement policy provides an exception if the grantor agency authorizes a non-competitive purchase in writing. TCEQ has authorized a non-competitive purchase. Staff proposes to purchase as many of the supplies as possible through a buy-board, such as HGACBuy or Texas Smart Buy, and to secure written quotes for the remaining items. It is likely that the needed items will come from multiple vendors. CAPCOG will purchase enough supplies to outfit five campuses.

The direction from TCEQ to COGs to avoid returning any unexpended planning grant funds at the end of each biennium also applies to this SWIFR Grant. Therefore, it is desirable to spend the entire \$80,000.00 provided in the grant.

### 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, Regional Planning & Services**

### BUDGETARY IMPACT:

Total estimated cost: \$80,000

Source of Funds: TCEQ

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:**

Consider approving the purchase of supplies related to the Solid Waste Infrastructure for Recycling grant in an amount greater than \$25,000.00.

**BACK-UP DOCUMENTS ATTACHED:**

1. Prioritized list of school campuses to consider for participation
2. List of supplies to purchase with needed quantities and expected prices

## SWIFR Eligible Campuses Ranked by Percentage of Attendance Zone in Qualifying Areas

SCHOOL NAME	SCHOOL DISTRICT	ATTENDANCE	% IN QUALIFYING AREA
Granger Elementary School	Granger Independent School District	449	97.06%
Travis Elementary School	San Marcos Consolidated Independent School District	547	89.88%
Lost Pines Elementary School	Bastrop Independent School District	642	88.54%
Bluebonnet Elementary School	Lockhart Independent School District	538	78.48%
Clear Fork Elementary School	Lockhart Independent School District	442	78.48%
Navarro Elementary School	Lockhart Independent School District	519	78.48%
Plum Creek Elementary School	Lockhart Independent School District	513	78.48%
Lockhart High School	Lockhart Independent School District	1752	78.48%
Camino Real Elementary School	Hays Consolidated Independent School District	750	75.63%
Blanco Vista Elementary School	Hays Consolidated Independent School District	621	69.61%
De Zavala Elementary School	San Marcos Consolidated Independent School District	566	63.55%
Wallace Middle School	Hays Consolidated Independent School District	780	58.68%
McCormick Middle School	Hays Consolidated Independent School District	986	55.94%
Goodnight Middle School	San Marcos Consolidated Independent School District	979	55.04%
Hornsby-Dunlap Elementary School	Del Valle Independent School District	512	52.33%
Hemphill Elementary School	Hays Consolidated Independent School District	358	45.71%
San Marcos High School	San Marcos Consolidated Independent School District	2381	42.98%
Dailey Middle School	Del Valle Independent School District	922	42.25%
Llano High School	Llano Independent School District	510	40.83%
Simon Middle School	Hays Consolidated Independent School District	695	40.71%
Mendez Elementary School	San Marcos Consolidated Independent School District	461	34.20%
Creedmoor Elementary School	Del Valle Independent School District	454	33.12%
Joseph Gilbert Elementary School	Del Valle Independent School District	596	29.93%
Lehman High School	Hays Consolidated Independent School District	2116	29.70%
Tom Green Elementary School	Hays Consolidated Independent School District	760	29.47%
Crockett Elementary School	San Marcos Consolidated Independent School District	561	28.37%
Hays High School	Hays Consolidated Independent School District	2251	28.36%
Ojeda Junior High School	Del Valle Independent School District	838	27.91%
Bowie Elementary School	San Marcos Consolidated Independent School District	494	25.30%
Miller Middle School	San Marcos Consolidated Independent School District	869	24.53%
Del Valle High School	Del Valle Independent School District	3310	24.51%
Hernandez Elementary School	San Marcos Consolidated Independent School District	536	22.93%
Bastrop High School	Bastrop Independent School District	1487	21.20%
Johnson High School	Hays Consolidated Independent School District	1810	19.37%
Hillcrest Elementary School	Del Valle Independent School District	419	18.22%
Luling Elementary School	Luling Independent School District	386	17.03%
Luling High School	Luling Independent School District	403	17.03%
Bastrop Middle School	Bastrop Independent School District	860	16.91%
Mina Elementary School	Bastrop Independent School District	663	14.94%
Colt Elementary School	Marble Falls Independent School District	617	12.74%
Naomi Pasemann Elementary School	Taylor Independent School District	603	10.18%
Taylor Middle School	Taylor Independent School District	627	10.18%
Marble Falls Elementary School	Marble Falls Independent School District	571	9.82%
Giddings Elementary School	Giddings Independent School District	565	9.58%
Giddings High School	Giddings Independent School District	640	9.58%
Giddings Middle School	Giddings Independent School District	460	9.58%
Taylor High School	Taylor Independent School District	821	8.37%
Neidig Elementary School	Elgin Independent School District	524	7.98%
Washington Elementary School	Elgin Independent School District	595	7.98%
Marble Falls High School	Marble Falls Independent School District	1195	7.80%
Marble Falls Middle School	Marble Falls Independent School District	902	7.80%
Elgin Middle School	Elgin Independent School District	759	7.22%
Science Hall Elementary School	Hays Consolidated Independent School District	517	7.19%
Elgin High School	Elgin Independent School District	1380	6.25%
Elgin Elementary School	Elgin Independent School District	670	5.55%
Smithville Elementary School	Smithville Independent School District	353	2.78%
Smithville High School	Smithville Independent School District	584	2.78%
Chapa Middle School	Hays Consolidated Independent School District	672	2.42%
Barton Middle School	Hays Consolidated Independent School District	740	1.05%
Negley Elementary School	Hays Consolidated Independent School District	829	0.20%

SWIFR Eligible Campuses Ranked by Percentage of Attendance Zone in Qualifying Areas

Del Valle Middle School	Del Valle Independent School District	918	0.12%
Red Rock Elementary School	Bastrop Independent School District	630	0.10%
Emile Elementary School	Bastrop Independent School District	744	0.08%
Ralph Pfluger Elementary School	Hays Consolidated Independent School District	738	0.07%
Cedar Creek Middle School	Bastrop Independent School District	978	0.05%
Cedar Creek High School	Bastrop Independent School District	1743	0.05%
Smith Elementary School	Del Valle Independent School District	350	0.05%
Cedar Creek Elementary School	Bastrop Independent School District	838	0.02%
Highland Lakes Elementary School	Marble Falls Independent School District	549	0.00%

CAPCOG SWIFR ORGANIC WASTE DIVERSION SUPPLY LIST			
Item	Number	Unit Cost	Total Cost
50 gallon container with wheels - per campus	5	\$140.00	\$700.00
1 cubic yard container with wheels - rectangular	2	\$1,215.00	\$2,430.00
Outdoor Double Bin Waste/Recycling 32 gallon Containers	4	\$1,192.00	\$4,768.00
32 gallon container with wheels - round - cafeteria	6	\$187.80	\$1,126.80
23 gallon container - rectangular - 1 per hallway	5	\$23.00	\$115.00
7 gallon compost container w/ lid - 1 per classroom	26	\$96.99	\$2,521.74
3 gallon recyclables desk container - 1 per classroom	25	\$11.75	\$293.75
2.25 gallon Battery Recycling Bin	4	\$20.50	\$82.00
8.5" x 11" signage - recyclables	20	\$7.45	\$149.00
11" x 17" signage - recyclables	20	\$17.99	\$359.80
8.5" x 11" signage - food waste	20	\$7.45	\$149.00
11" x 17" signage - food waste	20	\$17.99	\$359.80
Compostable Bags - 33 gallon	400	\$1.35	\$540.00
Compostable Bags - 23 gallon	400	\$0.67	\$268.00
Compostable Bags - 7 gallon	400	\$0.18	\$72.00
Vertical Tumbler - 33 gallon - 2 per campus	2	\$209.99	\$419.98
*Teachers - True Advisor Certificate Training (Virtual w/ access to materials for 180 days)	2	\$450.00	\$900.00
*Compost Training (OR TAMU Master Gardener On-Line Trng for \$0)	2	\$250.00	\$500.00
*Texas Master Gardener (Texas A&M Agrilife Extension) Membership	2	\$26.00	\$52.00
2024 Junior Master Gardener (JMG) National Leader Training - February 20-21, 2024 (Virtual)	2	\$65.00	\$130.00
Vevor Digital Crane Scale - 2200lbs	1	\$62.99	\$62.99
		\$3,876.11	\$15,999.86
Approximated Project cost to outfit one school campus			\$15,999.86

## EXECUTIVE COMMITTEE MEETING

**MEETING DATE:** July 9, 2025

**AGENDA ITEM:** 10. Consider Adoption of a Proclamation Declaring August 2025 as CAPCOG Emergency Management Awareness Month

**GENERAL DESCRIPTION OF ITEM:**

This year, August 2025, is the inaugural National Emergency Management Awareness Month. Emergency managers across the nation will conduct coordinated, industry-wide awareness and advocacy campaigns promoting the capabilities of and the role of emergency managers. Emergency Managers assist communities, organizations, and corporations understand their risk and vulnerabilities, build resilience, protect their environment, navigate crises, and prioritize scarce resources when disaster strikes. Emergency Managers across the CAPCOG region are professionals, who serve large metropolitan cities, rural communities, public and private infrastructure, non-governmental organizations, schools, colleges, and universities, healthcare facilities and hospitals, elected and appointed officials, and a myriad of other stakeholders.

CAPCOG Homeland Security has prepared a regional campaign using traditional and social media outlets to encourage residents to recognize their emergency manager. Materials for the public will be posted online and distributed through CAPCOG partners and stakeholders.

**THIS ITEM REPRESENTS A:**

- ☒ New issue, project, or purchase
- ☐ Routine, regularly scheduled item
- ☐ Follow-up to previously discussed item
- ☐ Special item requested by board member
- ☐ Other

**PRIMARY CONTACT/STAFF MEMBER:** **Martin Ritchey, Director Homeland Security**

**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:**

Consider Adoption of a Proclamation Declaring August 2025, as CAPCOG Emergency Manager Awareness Month.

**BACK-UP DOCUMENTS ATTACHED:**

1. Proclamation Declaring August 2025, as CAPCOG Emergency Management Awareness Month.

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

# **A PROCLAMATION**

## **DECLARING AUGUST AS CAPCOG EMERGENCY MANAGEMENT AWARENESS MONTH**

**WHEREAS**, the Capital Area Council of Governments (CAPCOG) is a political subdivision of the State, serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties; and,

**WHEREAS**, The State of Texas historically leads the nation in the number of federally-declared disasters; be they natural hazards, technological, or human-caused; and,

**WHEREAS**, local, agency, and private-sector emergency managers dedicate countless hours to developing preparedness, response, recovery, mitigation, and prevention programs to protect the lives, businesses, property and environment in their communities; and,

**WHEREAS**, local, agency, and private-sector emergency managers are responsible for establishing and maintaining the capabilities necessary to effectively direct, coordinate, and support emergency response and recovery efforts in their communities; and

**WHEREAS**, the efforts of our region's emergency managers have assisted communities in the ten-county CAPCOG region to prepare, recover, rebuild, and become more resilient in the face of continuing threats, emergencies, and disasters; and,

**WHEREAS**, the emergency management mission areas of prevention, protection, mitigation, response, recovery, preparedness are a national priority and align with the National Preparedness Goal; and,

**THEREFORE, BE IT RESOLVED**, that on behalf of the members of CAPCOG, the Executive Committee of the Capital Area Council of Governments hereby declares the month of August 2025, as CAPCOG Emergency Management Awareness Month and encourages all residents, businesses, schools, and communities to acknowledge the service, commitment, dedication, and professionalism of the local, agency, and private-sector emergency managers in the CAPCOG region.

Resolution adopted by the Capital Area Council of Governments Executive Committee this 9th day of July, 2025.

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Judge Brett Bray, Chair  
Executive Committee  
Capital Area Council of Governments

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Steve Hougan, Mayor Pro Tem, Secretary  
Executive Committee  
Capital Area Council of Governments



## EXECUTIVE COMMITTEE MEETING

**MEETING DATE:** July 9, 2025

**AGENDA ITEM:** 11.Consider Accepting and Verifying the completion of Cybersecurity Awareness Training for All CAPCOG employees.

### GENERAL DESCRIPTION OF ITEM:

Per Texas Government Code, Section 2054.5191, it is necessary to identify employees who use a computer to complete at least 25 percent of the employee's required duties. At least once each year, an employee and each elected or appointed officer shall complete a cybersecurity training program certified under Section 2054.519. State Certified Cybersecurity Training Programs. The current cybersecurity awareness training for CAPCOG was to have been completed before the August 31, 2025 deadline, including any new hires onboarded before that date. CAPCOG will report the completion of the training to the state before August 31<sup>st</sup>. Upon this notification to the CAPCOG Executive Committee, all the prescribed requirements will have been met.

In accordance with Section 2054.5191, Government Code, the governing body of a local government shall:

- Verify and report on the completion of a cybersecurity training program by employees of the local government, and
- Require periodic audits to ensure compliance with this section.

Upon completion of the cybersecurity training, CAPCOG reported the agencies completion to the state using the online form provided by DIR on their website. CAPCOG will maintain the annual cybersecurity training records and any necessary documentation for auditing purposes.

### 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:** Kelly Claflin, CISO/Director of Information Technology 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:

Accept the Report for the completion of Cybersecurity Awareness Training Requirements.

### BACK-UP DOCUMENTS ATTACHED:

1. Cybersecurity Awareness Training – Status Report memo
2. Cybersecurity Training Enrollment 2025

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

None



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

## **MEMORANDUM**

**June 25, 2025**

**TO: CAPCOG Executive Committee**

**FROM: Kelly Claflin, CISO/Director of information Technology Services**

**RE: Cybersecurity Awareness Training – Status Report**

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### **Overview**

In accordance with Section 2054.5191, Texas Government Code, each state agency shall identify state employees who use a computer to complete 25 percent of their duties and require that they annually complete a cybersecurity training program certified under Section 2054.519. The Texas Department of Information Resources (DIR) is responsible for certifying those programs. CAPCOG management has determined that all employees of CAPCOG work more than the required 25 percent of their duties on computer systems.

The purpose of this legislation is to ensure that local and state government employees and relevant state contractors are properly trained in recognizing security threats to prevent unauthorized data breaches and to ensure the integrity of the state's digital infrastructure. The annual training must be completed by all governmental entities and reported to the State through DIR by August 31<sup>st</sup>, 2025.

### **Training**

With the inception of the KnowBe4 system in 2021, CAPCOG has created a standard practice of requiring new employees to complete our cybersecurity training before allowing them to begin working on their computer system. To promote good cybersecurity practices, it is important that we provide our employees with the knowledge to recognize and prevent cybersecurity events, especially for those coming from the private sector that may not have had such training. CAPCOG provided training for all pre-existing employees during the month of June. CAPCOG has also used the system to provide extra training for the employees of the Finance department around Handling Sensitive Information.

## Reporting

In accordance with Section 2054.5191, Government Code, the governing body of a local government shall:

- verify and report on the completion of a cybersecurity training program by employees of the local government to the department and
- require periodic audits to ensure compliance with this section.

With the acceptance of this notification of completion to the Executive Board, we will report the completion to the State through the DIR reporting portal.

Email	First Name	Last Name	Job Title	Content	Enrolled (UTC)	Started (UTC)	Completed (UTC)	Status	Score	Organization	Department
acollier@capcog.org	Allison	Collier	Asst. Finance Director	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/18/2025 18:26	6/18/2025 19:53	passed	80%	CAPOG	Finance
acoutino@capcog.org	Aldia	Coutino	ASO/ADRC Network Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/4/2025 19:30	6/9/2025 20:58	passed	80%	CAPOG	Area Agency on Aging
acvito@capcog.org	Anton	Cox	Air Quality Program Manager	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/27/2025 16:40	6/27/2025 16:59	passed	80%	CAPOG	Regional Planning and Services
aeusebio@capcog.org	Ashlee	Eusebio	9-1-1 Telecommunications Coordinator C	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	1/13/2025 22:52	1/22/2025 16:16	1/22/2025 16:33	passed	80%	CAPOG	Emergency Communications
agalarza@capcog.org	Adela	Galarza	Front Office Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/4/2025 13:31	6/4/2025 15:30	passed	80%	CAPOG	Administration
ahokzema@capcog.org	Andrew	Hoekzema	Exec. Deputy Director	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/26/2025 19:29	6/26/2025 19:55	passed	80%	CAPOG	Administration
bramanand@capcog.org	Bheesham	Ramanand	Ombudsman	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/4/2025 18:55	6/4/2025 19:24	passed	80%	CAPOG	Area Agency on Aging
bstewart@capcog.org	Bridget	Stewart	Ombudsman	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/11/2025 14:11	6/11/2025 16:44	passed	80%	CAPOG	Area Agency on Aging
bsalas@capcog.org	Bianca	Salas	9-1-1 Telecommunications Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 13:11	6/2/2025 13:35	passed	100%	CAPOG	Emergency Communications
bsensley@capcog.org	Britany	Sensley	IRA Specialist	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/1/2025 13:37	6/11/2025 14:06	passed	100%	CAPOG	Area Agency on Aging
cdabbs@capcog.org	Cyrile	Dabbs	Sr. Accountant	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/13/2025 15:21	6/13/2025 16:41	passed	100%	CAPOG	Finance
cmartinez@capcog.org	Cynthia	Martinez	Care Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	10/21/2024 16:14	10/22/2024 19:37	10/22/2024 20:06	passed	80%	CAPOG	Area Agency on Aging
cmiller@capcog.org	Chris	Miller	Executive Director Designee	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 21:34	6/3/2025 17:30	passed	100%	CAPOG	Administration
csimon@capcog.org	Charles	Simon	Director of Regional Planning and Services	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/23/2025 15:40	6/23/2025 16:01	passed	80%	CAPOG	Regional Planning and Services
dbeaumont@capcog.org	David	Beaumont	Data Entry Clerk	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 13:22	6/2/2025 13:53	passed	100%	CAPOG	Area Agency on Aging
dberthing@capcog.org	David	Berthing	Director of RLEA	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/27/2025 21:30	6/27/2025 22:05	passed	100%	CAPOG	Regional Law Enforcement Academy
dccummins@capcog.org	Donna	Cummins	IR&A Specialist	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	10/9/2024 20:16	10/9/2024 20:17	10/9/2024 20:17	passed	0%	CAPOG	Area Agency on Aging
dgarcia@capcog.org	Della	Garcia	Program Manager for Data Management	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/1/2025 22:08	6/1/2025 22:45	passed	80%	CAPOG	Area Agency on Aging
dharisson@capcog.org	Dee	Harrison	HS Administrative Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/3/2025 15:21	6/3/2025 16:11	passed	80%	CAPOG	Homeland Security
dewieder@capcog.org	Debra	Vicazara	Benefits Counselor	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 12:52	6/2/2025 14:12	passed	80%	CAPOG	Area Agency on Aging
edwieder@capcog.org	Edith	Wilder	HR Manager	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/3/2025 14:06	6/3/2025 14:36	passed	80%	CAPOG	Administration
gballay@capcog.org	Gabriel	Ballay	Emergency Management Information System Manager	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 13:28	6/2/2025 13:48	passed	100%	CAPOG	Homeland Security
ggonzales@capcog.org	Gus	Gonzales	Network Administrator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/28/2025 18:49	6/13/2025 18:58	6/13/2025 19:26	passed	80%	CAPOG	Information Technology Services
hvhbhtj@capcog.org	Harsh	Vibhuti	Air Quality Program Specialist	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/1/2025 20:18	5/19/2025 18:29	5/19/2025 20:07	passed	80%	CAPOG	Regional Planning & Services
jbarington@capcog.org	Jenna	Barrington	9-1-1 Assistant Director Policy and Administration	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/10/2025 20:50	6/10/2025 21:34	passed	80%	CAPOG	Emergency Communications
jcallahan@capcog.org	Juan	Callahan	AAA Care Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 20:50	6/2/2025 21:21	passed	80%	CAPOG	Area Agency on Aging
jgenovese@capcog.org	Jennifer	Genovese	Care Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 12:34	6/2/2025 13:24	passed	80%	CAPOG	Area Agency on Aging
jgranado@capcog.org	John	Granado	Care Coordination Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 12:04	6/2/2025 12:46	passed	100%	CAPOG	Area Agency on Aging
jhammond@capcog.org	Jimmy	Hammond	Systems Support Specialist	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/28/2025 18:49	6/23/2025 14:51	6/24/2025 19:09	passed	80%	CAPOG	Information Technology Services
jnieves@capcog.org	Jose	Nieves	GIS Database Specialist II	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/6/2025 13:22	6/6/2025 14:17	passed	80%	CAPOG	Regional Planning and Services
joyrid@capcog.org	Janine	O'Roy	AAA Administrative Asst.	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/10/2025 18:32	6/10/2025 19:10	passed	80%	CAPOG	Area Agency on Aging
jscott@capcog.org	Jennifer	Scott	Director of Aging Services	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/10/2025 20:57	6/10/2025 21:41	passed	100%	CAPOG	Area Agency on Aging
juchebol@capcog.org	Jennifer	Uchebo	Ombudsman	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/16/2025 20:37	6/16/2025 21:20	passed	80%	CAPOG	Area Agency on Aging
kbarrientos@capcog.org	Katia	Barrientos	Intake Specialist	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	1/13/2025 17:33	1/13/2025 21:17	1/14/2025 14:05	passed	80%	CAPOG	Area Agency on Aging
kclafin@capcog.org	Kelly	Clafin	CISO	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	10/9/2024 19:47	6/23/2025 16:44	6/23/2025 17:17	passed	100%	CAPOG	Information Technology Services
khernandez@capcog.org	Krystal	Hernandez	Benefits Counselor	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/11/2025 13:10	6/11/2025 13:40	passed	80%	CAPOG	Area Agency on Aging
kmay@capcog.org	Ken	May	Regional Programs Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/25/2025 14:02	6/25/2025 15:15	passed	80%	CAPOG	Regional Planning and Services
kmchugh@capcog.org	Kalleen	McHugh	Regional Planning & Services Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 12:51	6/2/2025 13:23	passed	100%	CAPOG	Regional Planning and Services
ktrevino@capcog.org	Karina	Trevino	Community Development Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/5/2025 15:34	6/5/2025 16:20	passed	80%	CAPOG	Regional Planning and Services
lbyers@capcog.org	Lance	Byers	Homeland Security Planner	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/26/2025 16:22	6/26/2025 16:32	passed	80%	CAPOG	Homeland Security
maura@capcog.org	Mike	Aurora	9-1-1 Telecommunications Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/6/2025 14:59	6/6/2025 17:20	passed	80%	CAPOG	Emergency Communications
mbowers@capcog.org	Megan	Bowers	9-1-1 Telecommunications Coordinator B	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/5/2025 13:39	6/6/2025 16:26	passed	80%	CAPOG	Emergency Communications
mcanales@capcog.org	Mason	Canales	Member Services Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/23/2025 16:07	6/23/2025 16:49	passed	80%	CAPOG	Administration
mdavis@capcog.org	Michelle	Davis	Administrative Asst.	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 14:48	6/2/2025 15:35	passed	100%	CAPOG	Area Agency on Aging
mdonosso@capcog.org	Marbel	Donosso	Program Monitor	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/12/2025 20:24	6/12/2025 21:16	passed	80%	CAPOG	Area Agency on Aging
mfernandez@capcog.org	Martha	Fernandez	Accounting Analyst	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/3/2025 13:54	6/3/2025 14:34	passed	100%	CAPOG	Finance
mgrayson@capcog.org	Melissa	Crawford	Program Manager Care Coordination	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 22:32	6/2/2025 23:14	passed	100%	CAPOG	Area Agency on Aging
mhalpe@capcog.org	Monica	Hale	ADRC IRA Navigator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/11/2025 16:05	6/11/2025 17:33	passed	100%	CAPOG	Area Agency on Aging
mritchey@capcog.org	Martin	Ritchey	Homeland Security Director	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/13/2025 16:07	6/13/2025 18:29	passed	80%	CAPOG	Homeland Security
nelias@capcog.org	Nanette	Ellis	TEMP-IRA Navigator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 13:20	6/2/2025 13:57	passed	80%	CAPOG	Area Agency on Aging
npullias@capcog.org	Nik	Pullias	GIS/9-1-1 Database Analyst II	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/26/2025 19:05	6/26/2025 19:26	passed	100%	CAPOG	Regional Planning and Services
phrisk@capcog.org	Pamela	Frisk	9-1-1 Telecommunications Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/6/2025 15:33	6/6/2025 16:00	passed	80%	CAPOG	Emergency Communications
placey@capcog.org	Patry	Lacey	Information, Referral and Assistance Specialist	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/3/2025 14:37	6/3/2025 15:12	passed	80%	CAPOG	Area Agency on Aging
pmorono@capcog.org	Pam	Morono	Accountant IV	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/20/2025 14:40	6/20/2025 15:11	passed	80%	CAPOG	Finance
rruckhouse@capcog.org	Rob	Buckhouse	GIS Database Administrator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/6/2025 20:02	6/6/2025 20:26	passed	100%	CAPOG	Regional Planning and Services
rdean@capcog.org	Rosemary	Dean	EC Administrative Coordinator Temp	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/23/2025 21:17	6/23/2025 22:00	passed	100%	CAPOG	Emergency Communications
rhooover@capcog.org	Renee	Bell	9-1-1 Systems Manager	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/24/2025 15:53	6/24/2025 17:58	passed	80%	CAPOG	Emergency Communications
rjones@capcog.org	Robert	Jones	Administrative Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 13:16	6/2/2025 13:43	passed	100%	CAPOG	Regional Planning & Services
rmorales@capcog.org	Richard	Morales	Director of Emergency Communications	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/17/2025 12:36	6/17/2025 15:21	passed	100%	CAPOG	Emergency Communications
rgoby@capcog.org	Robert	Ogby	Care Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 13:38	6/2/2025 14:33	passed	80%	CAPOG	Area Agency on Aging
rlslack@capcog.org	Robert	Slack	ADRC IRA Navigator (Temp)	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 16:56	6/5/2025 14:37	passed	80%	CAPOG	Area Agency on Aging
rthompson@capcog.org	Rhonda	Thompson	Aging Services Program Specialist	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/5/2025 14:41	6/5/2025 15:16	passed	80%	CAPOG	Area Agency on Aging
rzarate@capcog.org	Ramon	Zarate	AQ Program Specialist	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/26/2025 16:21	6/26/2025 16:38	passed	100%	CAPOG	Regional Planning and Services
salvarado@capcog.org	Silvia	Alvarado	Director of Finance	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/13/2025 17:43	6/13/2025 18:57	passed	100%	CAPOG	Finance
sbartlett@capcog.org	Shelley	Bartlett	Ombudsman	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 13:54	6/2/2025 15:02	passed	80%	CAPOG	Area Agency on Aging
slichter@capcog.org	Simon	Fichter	Transportation Planner	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	1/30/2025 18:40	2/3/2025 21:04	2/3/2025 22:43	passed	80%	CAPOG	Regional Planning & Services
sflowers@capcog.org	Sonia	Flores	Intake Specialist III	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/5/2025 13:18	6/5/2025 17:36	passed	80%	CAPOG	Area Agency on Aging
slindeman@capcog.org	Siena	Lindemann	Assistant Director of Aging Services	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 23:24	6/4/2025 18:59	passed	100%	CAPOG	Area Agency on Aging
sseale@capcog.org	Shaun	Seale	Executive Asst.	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	10/15/2024 19:48	10/22/2024 15:15	10/22/2024 16:04	passed	100%	CAPOG	Administration
strapani@capcog.org	Shirley	Trapani	ASC/ADRC Network Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/4/2025 1:01	6/4/2025 1:28	passed	80%	CAPOG	Area Agency on Aging
wright@capcog.org	Sherry	Cummings	Social Services Project Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/5/2025 18:06	6/5/2025 19:53	passed	100%	CAPOG	Area Agency on Aging
tcummings@capcog.org	Tracy	Cummings	Ombudsman Manager	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/2/2025 13:51	6/2/2025 14:18	passed	100%	CAPOG	Area Agency on Aging
tdomingo@capcog.org	Tonya	Domingo	Academy Office Coordinator	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/4/2025 19:41	6/4/2025 20:08	passed	100%	CAPOG	Regional Law Enforcement Academy
ttvanuovo@capcog.org	Troy	Vitanuova	Chief Instructor	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	1/13/2025 17:32	1/13/2025 22:23	1/13/2025 22:50	passed	100%	CAPOG	Regional Law Enforcement Academy
vtios@capcog.org	Valeria	Rios	Aging Program Specialist	PY24-25 Texas Cybersecurity Awareness Training from KnowBe4	5/31/2025 21:51	6/10/2025 14:20	6/10/2025 15:48	passed	80%	CAPOG	Area Agency on Aging