



## Executive Committee | Summary Minutes

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10:00 a.m., Wednesday, July 14, 2021  
CAPCOG Lantana Room  
6800 Burleson Rd., Bldg. 310, Suite 155  
Austin, Texas 78744

### Present (22)

Judge Paul Pape, Bastrop County, **Chair**  
Judge James Oakley, Burnet County, **2nd Vice Chair**  
Mayor Lew White, City of Lockhart, **Secretary**  
Judge Ron Cunningham, Llano County, **Parliamentarian**  
Mayor Jane Hughson, City of San Marcos, **Immediate Past Chair**  
Mayor Pro Tem Lyle Nelson, City of Bastrop  
Council Member Kevin Hight, City of Bee Cave  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Judge Joe Weber, Fayette County  
Mayor Pro Tem Kevin Pitts, City of Georgetown  
Commissioner Debbie Ingalsbe, Hays County

Ms. Sandy Cox, City of Lakeway  
Mayor Christine Sederquist, City of Leander  
Commissioner Steven Knobloch, Lee County  
Council Member Mike Heath, City of Pflugerville  
Council Member Matthew Baker, City of Round Rock  
Council Member Janice Bruno, City of Smithville  
Commissioner Ann Howard, Travis County  
Commissioner Brigid Shea, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County

### Absent (7)

Mayor Brandt Rydell, City of Taylor, **1st Vice Chair**  
Council Member Mackenzie Kelly, City of Austin  
Judge Brett Bray, Blanco County  
Representative John Cyrier

Representative Celia Israel  
Representative Terry Wilson  
Representative Erin Zwiener

#### 1. **Call to Order by the Chair**

Judge Pape confirmed a quorum and called the meeting to order at 10:02 a.m. He led the pledge of allegiance.

#### 2. **Consider Approval of Minutes for the June 9, 2021 Executive Committee Meeting**

A motion was made by Judge Oakley to approve the minutes for June 9, 2021. Mayor Hughson seconded the motion. It passed unanimously.

#### 3. **Consider Approving Recommendations for Criminal Justice Advisory Committee Policy Amendments**

**Shelly Hargrove, Director of Community and Economic Development**  
**Matt Holderread, Regional Research Coordinator**

Ms. Hargrove said CAPCOG is offering several recommendations to encourage future Criminal Justice Advisory Committees (CJAC) to distribute funding to more organizations as part of CAPCOG's Criminal Justice Grant Process, which submits priorities to the Office of the Governor. CJAC is also recommending changes to the CJAC policy statement and bylaws that will help prevent conflicts of interest. Ms. Hargrove said after the Executive Committee reviews and approves staff's recommendations, it will take the recommendations to the CJAC and return to the Executive Committee for final approval in October. The recommendations included:

- Allowing CJAC subcommittees to review applications and negotiate with applicants for each funding category before CJAC prioritizes all applications in a funding category.

- Asking applicants to provide budgets that include a percentage reduction option to assist in funding more projects and staying within the states Regional Budget Estimate.
- Stating that CJAC members can't present grant applications before the committee into its bylaws.
- Amend CJAC's policy statement so it clearly states the actions required in events of a conflict.
- Review the conflict-of-interest policy with new CJAC members and alternates during new member training.
- Ask CJAC members to sign a conflict-of-interest form stating they will abide by its corresponding policy.

Ms. Voights mentioned on a related note, the Office of the Governor asked CAPCOG and other COGs if they were interested in reconsidering their project recommendations for the Victim Assistance Direct Services Program. Ms. Voights said, given the board's May discussion and concerns about how many projects didn't receive funding, she recommended the committee reconsider the prioritization list and distribute funding to additional applicants. Commissioner Long mentioned most of the programs were services and could be reduced. Ms. Cox stated they could provide a formula to fund as many projects as possible which could be implemented annually along with ranked projects with the highest priority. Ms. Cox also asked CAPCOG in future years to provide a 5-year projection for projects seeking funding and what those projects have received in previous years. She said she would work with Commissioner Long and Council Member Heath, who served as the CJAC Executive Committee liaison during the scoring meetings, to create a funding formula. Judge Pape created the ad hoc committee with the three members. He then asked the Executive Committee if it could attend a special virtually meeting at 8:30 a.m., July 21, 2021 to reconsider the prioritization of the Victim Assistance Direct Services grants that were submitted to the Office of the Governor. The majority of the committee concurred with that meeting time.

A motion was made by Commissioner Long to approve the recommendations for the CJAC Policy statement and the proposed bylaw changes. Council Member Heath seconded the motion. Mayor Sederquist recommended that the policy be reviewed annually by CJAC members during training regardless of tenure. Commissioner Long amended her motions to include Mayor Sederquist's request. The motion passed unanimously.

Regarding reconsidering the victim assistance grants, Commissioner Howard said blanket cuts could destabilize important victim service programs. She offered to help review the grants applications with Commissioner Long, Council Member Heath, and Ms. Cox. Judge Pape added Commissioner Howard to the ad hoc committee.

#### **4. Consider Recommending Amendment to CAPCOG Bylaws Regarding Executive Committee Member Vacancies**

##### **Betty Voights, Executive Director**

Ms. Voights recommended a change in the bylaws that would prevent filling vacancies to the Executive Committee after June 15. She said that originally there was rarely a resignation mid-year and increasingly we are seeing several of these. The change would hopefully prevent mid-term turnover and signal the need for a commitment when a new member comes on. Previous bylaw amendments allowed for former elected officials to serve out the remainder of their term if they are no longer an elected official or for a replacement to be elected by the CAPCOG Nominating Committee and Executive Committee to finish the term. Ms. Voights said board longevity is the goal, educating members on issues is an investment, plus it often takes several months serving before many are comfortable weighing in on decisions of the board. Mayor Hughson noted that even though some members come on the board late in the year, they might stay for the subsequent year. Ms. Voights agreed but noted there is no guarantee the Nominating Committee will make that recommendation and there are several slots that aren't tied to a specific jurisdiction.



A motion was made by Commissioner Long to recommend the bylaw changes regarding the Executive Committee member vacancies to the General Assembly. Judge Oakley seconded the motion. The motion passed with two opposing votes by Commissioner Dockery and Mayor Hughson who said she did not want to possibly leave a vacancy on the committee.

**5. Consider Approval of Executive Committee Meeting Location Policy**  
**Betty Voights, Executive Director**

Ms. Voights explained that last month there was discussion about meeting in person without a hybrid format and she was asked to have this on this agenda to revisit. Ms. Voights said to continue a hybrid model, CAPCOG would need to install additional equipment for a permanent solution as the current equipment is being borrowed from program areas and is seemingly provisional. It is also a hardship on CAPCOG's IT staff given the involvement with the hybrid meetings that takes them away from the other agency IT needs.

A motion was made by Judge Oakley to conduct Executive Committee meetings in person and not to allow members to attend virtually. Commissioner Dockery seconded the motion.

Commissioner Shea recommended the hybrid option to accommodate seasonal travel and prevent vehicles from being on roadways. Mayor Sederquist questioned if the end of the Governor's special open meetings orders would change how hybrid's meetings would occur. Ms. Voights said hybrid meetings would still be allowed but the chair would need to be in a location open to the public. Commissioner Long said having hybrid meetings is an added burden on staff and all the equipment and cabling upgrades needed to prevent that would be expensive. An alternative motion was made by Commissioner Shea to keep virtual and in-person attendance. Commissioner Howard seconded Shea's motion.

Ms. Voights said she felt strongly about the benefit of in-person meetings for all committees of the organization, unrelated to the IT issues and explained why regionalism succeeds because of the relationships that are built. City and county representatives come together to address regional issues and that is not achieved well on Zoom. Commissioner Howard said regardless of the result of the vote, CAPCOG should bring back costs for implementing virtual meetings as possible future options and staying current with digital communications trends. Council Members Bruno, Council Member Hight, Commissioner Shea and Commissioner Howard voted in favor of Commissioner Shea's motion. The motion received no other votes.

Judge Pape then called for a vote on the original motion by Judge Oakley. The motion passed with 3 opposing votes by Commissioner Shea, Commissioner Howard, and Council Member Bruno.

**6. Consider Adopting a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for Recovery & Resiliency Cybersecurity Project by the Capital Area Council of Governments**  
**Martin Ritchey, Director of Homeland Security**

Mr. Ritchey explained that the Office of the Governor is seeking additional cybersecurity projects to be funded by the State Homeland Security Program grant, and the City of Austin, which submitted the only cybersecurity project from the region to the program, withdrew its project because it couldn't be fully funded. CAPCOG has offered to manage a regional cybersecurity project that would benefit all jurisdictions and incorporate regional recovery and resiliency planning for the aftermath of a cybersecurity related disaster. CAPCOG has done other cybersecurity efforts during the 2019 and 2020 grant years.

A motion was made by Ms. Cox to adopt a resolution to submit an application for a CAPCOG recovery and resiliency cybersecurity project to the State Homeland Security Grant Program. Mayor Pro-Tem Nelson seconded the motion. Judge Pape asked if submitting the resolution meant committing to paying and completing the project. Mr. Ritchey said no; the project would more than likely return to the board if awarded. The motion passed unanimously.

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

**Deborah Brea, Executive Assistant**

There were no appointments presented by staff. No appointments were made from the floor.

**8. Staff Reports**

**Betty Voights, Executive Director**

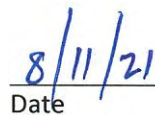
Ms. Voights reported that the Area Agency on Aging has money to help local jurisdictions get older adults vaccinated. This assistance could consist of paying for promotions or educational materials, conducting popup clinics, providing transportation to clinics and more. Voights also mentioned CAPCOG has instituted a policy that requires we review any grant application to the Economic Development Administration (EDA) before providing a letter of recommendation. Ms. Hargrove reported that CAPCOG is conducting a webinar series and releasing the webinars' recordings to help local entities apply for the EDA's American Rescue Plan Act funding. The notice of funding opportunity from the federal agency should be released in July. Ms. Hargrove also mentioned Connected Nation and CAPCOG are hosting a regional broadband round table on Aug. 12, 2021

**9. Adjourn**

Judge Pape adjourned the meeting at 11:12 a.m.



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Mayor Lew White, Secretary  
Executive Committee  
Capital Area Council of Governments

  
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Date