



## Executive Committee | Summary Minutes

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10 a.m., Wednesday, August 11, 2021

CAPCOG Lantana Room  
6800 Burleson Rd., Bldg. 310, Suite 155  
Austin, Texas 78744

### Present (16)

Judge Paul Pape, Bastrop County, **Chair**  
Mayor Brandt Rydell, City of Taylor, **1st Vice Chair**  
Mayor Lew White, City of Lockhart, **Secretary**  
Mayor Jane Hughson, City of San Marcos, **Immediate Past Chair**  
Mayor Pro Tem Lyle Nelson, City of Bastrop  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Commissioner Debbie Ingalsbe, Hays County

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

### Absent (9)

Judge James Oakley, Burnet County, **2nd Vice Chair**  
Judge Ron Cunningham, Llano County, **Parliamentarian**  
Council Member Mackenzie Kelly, City of Austin  
Council Member Kevin Hight, City of Bee Cave  
Judge Joe Weber, Fayette County  
Mayor Pro Tem Kevin Pitts, City of Georgetown

Judge Brett Bray, Blanco County  
Council Member Mike Heath, City of Pflugerville  
Commissioner Brigid Shea, Travis County  
Representative John Cyrier  
Representative Celia Israel  
Representative Terry Wilson  
Representative Erin Zwiener

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

Judge Pape called the meeting to order at 10:01 a.m., confirmed a quorum and led the Pledge of Allegiances.

#### 2. **Consider Approval of Minutes for the July 14 and July 21, 2021 Executive Committee Meeting**

Judge Pape noted minutes from the last two meetings were before them for approval. A motion was made by Commissioner Ingalsbe to approve the minutes. Ms. Cox seconded the motion. Judge Pape asked if anyone had any amendments to the minutes — no one responded. The motion passed unanimously.

#### 3. **Consider Accepting the Quarterly Investment Report**

##### **Lisa Bowman, Director of Finance**

Ms. Silvia Alvarado, CAPCOG assistant finance director, presented the quarterly investment report ending in the June 30, 2021 to the Executive Committee. She said the CAPCOG funds ending market value were about \$29.4 million with an average yield rate of about .012 percent which had interest earnings of \$880.70. She reminded the board that CAPCOG uses TexPool as its investment pool.

A motion was made by Commissioner Dockery to approve the report. Mayor Hughson seconded the

motion. The motion passed unanimously.

**4. Consider Recommending Nominating Committee to General Assembly**

**Betty Voights, Executive Director**

Ms. Voights explained the CAPCOG Nominating Committee process and stated that Executive Committee recommends Nominating Committee members to the General Assembly every year. She said at least two Nominating Committee members must be General Assembly Representatives not on the Executive Committee and at least two members must be members of the Executive Committee. The Nominating Committee should have seven members. Ms. Voights reviewed last year's members as Commissioner Dockery, Judge Cunningham, Commissioner Shea, Commissioner Long, Mayor Pro Tem Nelson, Giddings Mayor John Dowell, and Hays County Commissioner Lon Shell. She stated they had not been asked to serve again but had shown interest in continuing to serve during the prior year.

Judge Pape asked if those present would like to continue to serve. They all agreed. Commissioner Ingalsbe said Commissioner Shell would like to continue, Commissioner Dockery said Judge Cunningham also wanted to serve on the committee again, and Ms. Voights said Mayor Dowell would more than likely be willing to serve again. Ms. Voights noted that one more member was needed to have seven. Judge Pape asked Mayor Sederquist to join the Committee and she agreed.

A motion was made by Mayor Hughson to recommend to the General Assembly the following Nominating Committee members: Commissioner Dockery, Judge Cunningham, Mayor Sederquist, Commissioner Long, Mayor Pro Tem Nelson, Mayor Dowell, and Commissioner Shell. Mayor White seconded the motion. The motion passed unanimously.

**5. Consider Approving the FY 2022 CAPCOG Annual Budget and Recommend Approval to the General Assembly**

**Sheila Jennings, Director of Administration**

Ms. Jennings explained that the Executive Committee officers have worked on the budget for some months and that the Capital Area Emergency Communications Budget was added to CAPCOG's budget after action from its board of managers, which is the same as Executive Committee, in July. She noted the Executive Committee proposes a fiscal year budget to the General Assembly which adopts the budget each September. Ms. Jennings reviewed the proposed expenditures of \$32.4 million and revenues of \$32.3 million and included a breakdown of revenue by source.

Ms. Voights said the Governor's Office had informed CAPCOG that we would receive level funding for the Homeland Security and Criminal Justice Programs based on FY 2021. She said air quality funding will increase and solid waste will see a minor increase but had not heard anything about the Regional Law Enforcement Academy's funding. Commissioner Dockery asked about Texas Department of Transportation (TxDOT) funding. Ms. Voights said CAPCOG is funded until next year and was hopeful that CAPCOG would continue to receive TxDOT funding in the future.

Ms. Jennings continued to explain CAPCOG's revenue sources. The dues, which consists of an estimated \$290,000, and other local sources help pay for project matches, Regional Law Enforcement Academy, Regional Planning and Services, Community and Economic Development and operating contingencies. She showed the committee that about 85 percent of the COG's revenues are budgeted in Aging Services and Emergency Communications programs.

Ms. Jennings mentioned CAPCOG would be testing the market for insurance plans which could increase or decrease CAPCOG's expenditure. She said if a new provider was selected, staff would come back to the

committee for approval. She said insurance cost would be about 21 to 23 percent of salaries and wages.

Ms. Jennings said the proposed budget would allow for 71 position or 70.5 full-time employees. Ms. Cox asked if there were any positions that Ms. Voights would like to hire that are not accounted for in the budget. Ms. Voights said no, but there were positions she felt need to be paid more and referenced the Community and Economic Development Division planner position. Ms. Cox recommended using fund balance or more local dollars to increase the salaries of such positions.

Judge Pape requested Ms. Voight and Ms. Cox discuss the issue later and called for a motion. A motion was made by Commissioner Dockery to approve recommending the FY 2022 budget to the General Assembly. Judge Haden seconded the motion. The motion passed unanimously.

**6. Consider Adoption of a Resolution Declaring September 2021 as CAPCOG Preparedness Month**  
**Martin Ritchey, Director of Homeland Security**

Mr. Ritchey said for the last 20 years the nation has recognized September as Preparedness Month and urged residents to be better prepared for disasters. He said in the past, the region took significant actions to increase preparedness mainly by promoting WarnCentralTexas.org. This year CAPCOG will do a social media campaign and that approving the proclamation resolution recognizing the month as Preparedness Month was part of its awareness efforts.

A motion was made by Commissioner Long to proclaim September as Preparedness Month. Mayor Hughson seconded the motion. The motion passed unanimously.

**7. Consider Authorization to Amend Contracts for Nutrition Providers – Meals on Wheels of Central Texas and Combined Community Action, Inc.**

**Patty Bordie, Director of Aging Services**

Ms. Bordie asked the Executive Committee to approve contract amendments for the nutritional providers Meals on Wheels of Central Texas and Combined Community Action, Inc, to include additional funding that would sustain their programs until the end of the fiscal year as required by the state. Ms. Bordie explained that CAPCOG identified these two providers as on track to spend more money than originally budgeted. She said all providers are serving more shelf-stable meals to more older adults because of the COVID-19 pandemic.

A motion was made by Commissioner Ingalsbe to approve the contract amendments. Commissioner Long seconded the motion. Judge Pape asked if the state would be reimbursing the additional funding. Ms. Bordie said yes. Judge Pape called for vote. The motion passed unanimously.

**8. Report on Performance Evaluation of Executive Director**

**Sheila Jennings, Director of Administration**

Judge Pape lead the discussion on Ms. Voights' performance. He told the committee Ms. Voights is doing a good job, keeps local governments in mind, and works well with state organizations. Judge Pape mentioned he knew she had many human resources issues during the year but many agencies have struggled lately. He added that CAPCOG currently has the best team of directors and managers he has seen at the COG. He mentioned Ms. Voights has worked for CAPCOG for 25 years and would like the Executive Committee to show their appreciation for her tenure at the next General Assembly meeting.

A motion was made by Judge Pape made to give Ms. Voights a five percent base salary increase and a one-

time 5 percent merit. Mayor Pro Tem Nelson seconded the motion. The motion passed unanimously.

Ms. Voights said working with the board makes her job worth doing.

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

**Deborah Brea, Executive Assistant**

Judge Pape asked if there were any appointments to be made to CAPCOG committees. Ms. Brea said there was a recommendation for Troy Walters to be appointed the Solid Waste Advisory Committee for a Bastrop County position.

Judge Pape asked if there were any appointments to be made from the floor. Hearing none, he asked for a motion. A motion was made by Mayor Hughson to make the appointment. Mayor Sederquist seconded. The motion passed unanimously.

**10. Staff Reports**

**Betty Voights, Executive Director**

Ms. Voights mentioned the failed House Bill 2911 and the federal funds which the state may set aside for Emergency Communications infrastructure upgrades. She said those funds may be used to bridge a budgeting error for regions in the state's 9-1-1 program.

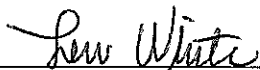
Ms. Voights told the board the Office of the Governor had made adjustments to our board's revised recommendation for the General Victim Assistance Direct Services Program and eliminated the bottom four projects and reallocated funding to other recommended projects.

Ms. Voights said seven counties have reached the 98 percent mapping requirements for transitioning to NextGen 9-1-1. The three remaining counties are Blanco, Caldwell and Llano counties. It appears Caldwell and Llano counties are progressing, and she hopes Blanco may soon follow.

Judge Pape said the Executive Committee officers will help CAPCOG decide whether to hold the organization's September General Assembly Meeting in-person or virtually.

**11. Adjourn**

Judge Pape adjourned the meeting at 11:05 a.m.



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Mayor Lew White, Secretary

Executive Committee

Capital Area Council of Governments

10-13-21

Date