



# Executive Committee Meeting | Agenda

10:00a.m., Wednesday, January 13, 2021

Access via Zoom or Conference Call:

<https://zoom.us/j/92706715563?pwd=TXRvQnVXRHZ4L3hCU2Y5TnJ1T0p0QT09>

Dial in: +346 248 7799

Member ID: 927 0671 5563

Access Code: 971196

Mayor Jane Hughson, City of San Marcos, **Chair**  
Judge Paul Pape, Bastrop County, **First Vice Chair**  
Mayor Brandt Rydell, City of Taylor, **Second Vice Chair**  
Judge James Oakley, Burnet County, **Secretary**  
Judge Ron Cunningham, Llano County,  
**Parliamentarian**  
Mayor Pro Tem Lyle Nelson, City of Bastrop  
Council Member Andrea Willott, City of Bee Cave  
Judge Brett Bray, Blanco County  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Mayor Pro Tem Kevin Pitts, City of Georgetown  
Judge Joe Weber, Fayette County  
Commissioner Debbie Ingalsbe, Hays County  
Mayor Sandy Cox, City of Lakeway

Council Member Christine Sederquist, City of Leander  
Mayor Lew White, City of Lockhart  
Council Member Mike Heath, City of Pflugerville  
Council Member Matthew Baker, City of Round Rock  
Council Member William Gordon, City of Smithville  
Commissioner Ann Howard, Travis County  
Commissioner Brigid Shea, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County  
Representative John Cyrier  
Representative Celia Israel  
Representative Terry Wilson  
Representative Erin Zwiener

- 1. Call to Order and Pledge of Allegiance by the Chair**
- 2. Consider Approval of Minutes for the December 9, 2020 Executive Committee Meeting**
- 3. Consider Electing Executive Committee Officers for 2021**  
Betty Voights, Executive Director
- 4. Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Council of Governments**  
Betty Voights, Executive Director
- 5. Consider Designating Board Member for the Texas Association of Regional Councils**  
Betty Voights, Executive Director
- 6. Consider Ratifying the 2021 Capital Area Economic District Board Membership**  
Betty Voights, Executive Director
- 7. Review CAPCOG Advisory Committees' Membership and Criteria and Appoint Executive Committee Liaisons for the Calendar Year 2021**  
Sheila Jennings, Director of Administration
- 8. Consider Approving Appointments to Advisory Committees**  
Deborah Brea, Executive Assistant
- 9. Staff Reports**  
Betty Voights, Executive Director
- 10. Adjourn**

Persons wishing to provide comment on an agenda item during the Executive Committee Meeting may do so by emailing Mason Canales at [mcanales@capcoq.org](mailto:mcanales@capcoq.org) no later than 5 p.m., Tuesday January 12, 2021. Please include the participants first and last name, organization, county representing and the agenda item for which comment is being provided. Comments will have a time limit of three minutes each. Persons who join the Executive Committee Meeting will be provided a call-in number to participate remotely.



## Executive Committee | Summary Minutes

10:00 a.m., Wednesday, December 9, 2020

Access via Zoom:

<https://zoom.us/j/94003803566?pwd=q3prZIBWWzeVJVzVaVF15c09VZDVUQT09>

Dial in: +1 346 248 7799

Member ID: 940 0380 3566

Access Code: 525055

### Present (25)

Mayor Jane Hughson, City of San Marcos, **Chair**  
Judge Paul Pape, Bastrop County, **First Vice Chair**  
Mayor Brandt Rydell, City of Taylor, **Second Vice Chair**  
Judge James Oakley, Burnet County, **Secretary**  
Judge Ron Cunningham, Llano County,  
**Parliamentarian**  
Commissioner Gerald Daugherty, Travis County,  
**Immediate Past Chair**  
Council Member Jimmy Flannigan, City of Austin  
Mayor Pro Tem Lyle Nelson, City of Bastrop  
Council Member Andrea Willott, City of Bee Cave  
Judge Brett Bray, Blanco County  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Council Member Mike Guevara, City of Cedar Park

Judge Joe Weber, Fayette County Commissioner  
Debbie Ingalsbe, Hays County  
Mayor Sandy Cox, City of Lakeway  
Council Member Christine Sederquist, City of Leander  
Commissioner Maurice Pitts, Lee County  
Mayor Lew White, City of Lockhart  
Council Member Mike Heath, City of Pflugerville  
Council Member Matthew Baker, City of Round Rock  
Council Member William Gordon, City of Smithville  
Commissioner Brigid Shea, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County

### **1. Call to Order by the Chair and pledge of allegiance**

Mayor Hughson called the meeting to order at 10:04 a.m. and confirmed a quorum. Mayor Hughson commented that it had been an honor and pleasure to serve as the Executive Committee Chair. Judge Pape led the Executive Committee in the Pledge of Allegiance.

Ms. Voights presented a gavel plaque to Mayor Hughson and thanked her for her service as the Executive Committee Chair.

### **2. Consideration of Minutes for the November 11, 2020 Executive Committee Meeting**

Ms. Brea pointed out a correction was needed to the November 11, 2020 meeting minutes to reflect Mayor Cox as present. A motion was made by Mayor Cox to approve the November 11, 2020 meeting minutes with the noted correction. Commissioner Heath seconded the motion. The motion passed unanimously.

### **3. Consider Approving Plan Year 2022 CAPCOG Regional Criminal Justice Priorities Matt Holderread, Regional Research Coordinator**

Mr. Holderread explained that each year CAPCOG develops priorities requiring approval of the use of prior authorization in Criminal Justice fund recommendations. A link to the 2021 CAPCOG Regional Strategic Criminal Justice Plan was provided in the Executive Committee agenda packet and was posted on the CAPCOG website. Mr. Holderread outlined the five priorities within the brief for plan year 2022 as required by Public Safety Office's Criminal Justice Division (PSO/CJD), noting four of the five priorities were unchanged from last year, with the only change made to ensure members of the community were included in communication, collaboration and coordination of criminal justice service.

He then explained the priorities were followed by a summary of what went into developing the priorities. This included information on the Region Need Survey, which received 28 more responses than last year's survey, the virtual stakeholder meetings conducted on October 7<sup>th</sup> and 8<sup>th</sup>, which had 25 more attendees than the in-person meetings conducted last year, and crime data from the Department of Public Safety and Crime in Texas report which they produce annually. The priorities and all the information collected during the planning process were included in the plan year 2022 Regional Strategic Criminal Justice Plan.

A motion was made by Commissioner Heath to approve plan year 2022 CAPCOG Regional Criminal Justice Priorities. Mayor White seconded the motion. The motion passed unanimously.

**4. Consider Approving FY 2021 Homeland Security Grant Program Regional Grant Process  
Martin Ritchey, Director of Homeland Security**

Mr. Ritchey presented Homeland Security's Regional Grant Process noting a new change last year in the grant process by which the Office of the Governor required all applicants to file a National Cyber Security Review (NCSR) and that the NCSR is a requirement in order to receive and maintain a grant. He went on to say that Homeland Security had reached out to stakeholders and grantees to ensure they were up to date on their NCSR. Mr. Ritchey went on to say that there were a few communities that had not submitted a review and that FEMA may withhold funds and possibly cancel grants for non-compliance with this requirement.

A motion was made by Mayor Pro Tem Nelson to approve the FY 2021 Homeland Security Grant Program Regional Grant Process. Commissioner Dockery seconded the motion. The motion passed unanimously.

Commissioner Dockery asked which jurisdictions were noncompliant. Mr. Ritchey indicated based on a recent report he had received there were three jurisdictions that were noncompliant and that he would reach out the Executive Committee member directly and contact the emergency manager for the city or county that manages the grant.

**5. Consider Authorizing Executive Director to Negotiate and Sign Interlocal Agreement with Blanco County for Statewide Emergency Radio Interoperability Grant  
Martin Ritchey, Director of Homeland Security**

Mr. Ritchey explained the state legislature provided grant funding to state agencies and COGs for Emergency Radio Interoperable Communications Projects. On March 11, 2020 the Executive Committee approved a resolution to submit a grant application and CAPCOG has been awarded funds by the state for this program. This ILA provides a mechanism for CAPCOG to reimburse Blanco County for the interoperable communications project with these grant funds.

Ms. Voights noted that originally the application was put in for both Blanco and Bastrop County; however, the amount of money available for our region was insufficient to do both projects and Bastrop County backed out so that Blanco County could move forward.

Judge Bray commented he appreciated Bastrop County's willingness to allow them to move forward noting that Blanco County was contributing several hundred thousand dollars to help fund the project.

A motion was made by Judge Oakley to authorize the Executive Director to negotiate and sign interlocal agreement with Blanco County for statewide Emergency Radio Interoperability Grant. Council Member Sederquist seconded the motion. The motion passed unanimously.

**6. Consider Adopting Homeland Security Implementation Plan for 2021**

## **Martin Ritchey, Director of Homeland Security**

Mr. Ritchey stated consideration of this item was postponed by the Executive Committee at the November 11 meeting to allow the Executive Committee time to review the Homeland Security Implementation Plan (IP) for 2021. Mr. Ritchey referenced the redline version of the IP for 2021 noting most of the changes were updates to the plan to reflect current situations and included issues such as the pandemic.

A motion was made by Mayor Cox to approve the Homeland Security Strategic Plan for 2021. Council Member Heath seconded the motion. The motion passed unanimously.

### **7. Consider Authorizing Executive Director to Sign Certain Interlocal Agreements** **Betty Voights, Executive Director**

Ms. Voights explained the approved purchasing policy allows her authority to make expenditures up to \$25,000 and the board policy for accepting new revenue with criteria reconfirmed in June 2019 is \$100,000. The issue at hand is how these policies impact when the board must approve an interlocal agreement. CAPCOG's legal counsel had determined that all interlocal agreements should be approved by the governing body; however, with the authorization to purchase up to \$25,000, only ILAs over this require board action so does that amount apply to receiving revenue or does the other policy allowing \$100,000. This item is to authorize, in the event the ILA is a payment for services by CAPCOG, the Executive Director authority to execute these for an amount up to \$100,000.

A motion was made by Judge Oakley to approve authorizing the Executive Director to sign certain interlocal agreements. Judge Pape seconded the motion. The motion passed unanimously.

Council Member Flannigan requested that staff let the board know when new ILAs are signed for services.

### **8. Consider Approving Appointments to Advisory Committees** **Deborah Brea, Executive Assistant**

Ms. Brea reported there were no appointments to Advisory Committees.

### **9. Staff Reports**

#### **Betty Voights, Executive Director of CAPCOG**

Ms. Voight recognized Commissioner Daugherty and Commissioner Pitts for their service on the Executive Committee and presented each with a framed certificate.

Mayor Hughson asked Ms. Voights to give a brief overview of the upcoming General Assembly meeting which she did. Ms. Voights went on to say she'd requested questions from the Executive Committee to be discussed by the legislative panel at the General Assembly and that she had received one question from Commissioner Shea regarding the state budget.

Ms. Voights then discussed legislative issues relevant to CAPCOG's programs. The Municipal Solid Waste Management & Resource Recovery Council passed a resolution recommending TCEQ increase solid waste appropriations to the COGs. Regarding the emergency communications 9-1-1 wireless fee proposed increase, she said she had spoken with the executive directors of the other two COGs that are districts, HGAC and NCTCOG, and they are in agreement an increase from .50 cents to \$1 would be sufficient. The lobbyist for the 911 District Alliance has been talking to both House and Senate members and some feel that there might be support for this bill as long as it is done as a local control bill and not the state raising

fees. Regarding WarnCenralTexas, last Session there was an effort to get legislation that would provide for acquisition of cellphone numbers for emergency notification purposes but it failed. Currently there is a bill that would look at whether the state needs an emergency notification system statewide. Regarding air quality, the appropriation language for the Air Quality Near Nonattainment grants needs to be changed to be equitable to all areas; currently it funds all of the regions at \$281,000 except AACOG's – each of their counties get that much.

**10. Adjourn**

The meeting was adjourned at approximately 10:52 a.m.

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Judge James Oakley, Secretary  
Executive Committee  
Capital Area Council of Governments

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Date

## EXECUTIVE COMMITTEE MEETING

**MEETING DATE:** January 13, 2021

**AGENDA ITEM:** #3 Consider Electing Executive Committee Officers for 2021

**GENERAL DESCRIPTION OF ITEM:**

At the first meeting of every year, the Executive Committee elects its officers, typically based on the recommendations made by the Nominating Committee. The Officers serve for the calendar year and are responsible for overseeing the agency's budget and audit, evaluation of the executive director, and for conducting strategic planning as they determine is appropriate. The officers recommended by the Nominating Committee are:

Chair – Bastrop County Judge Paul Pape  
First Vice Chair – Taylor Mayor Brandt Rydell  
Second Vice Chair – Burnet County Judge James Oakley  
Secretary – Lockhart Mayor Lew White  
Parliamentarian – Llano County Judge Ron Cunningham  
Immediate Past Chair – San Marcos Mayor Jane Hughson

**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:** Betty Voights, Executive Director

**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:**

Elect officers to serve for the 2021 calendar year.

**BACK-UP DOCUMENTS ATTACHED:**

Nominating Committee Memo with 2021 Recommendations for Officers  
Schedule for 2021 Officers Meetings

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



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**BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON**

## **MEMORANDUM**

**November 24, 2020**

**TO: General Assembly Members**

**FROM: Betty Voights, Executive Director**

**RE: Recommendations for Executive Committee and Officers 2021 - Updates**

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At the time the Nominating Committee's recommendations were originally sent out to you on October 25<sup>th</sup> we were awaiting the November 3<sup>rd</sup> election to fill Travis County's slot. Since then, Commissioner-elect Ann Howard has fulfilled the requirements to be considered as the Executive Committee member in the Travis County seat when action is taken at your upcoming December 9<sup>th</sup> General Assembly meeting. Also, while Representative John Bucy has declined to continue, Representative Erin Zwiener has submitted her form to be considered.

Three other recommendations made in the original memo have been impacted by the election. Austin City Council Member Jimmy Flannigan and San Marcos Mayor Jane Hughson are both in run-off elections; if either does not win their election, we will need to conduct another General Assembly meeting to fill those positions on our board. Also, Lee County Commissioner Maurice Pitts, our longest-serving member of the Executive Committee, was not re-elected and there is currently not a candidate to replace him. As of this date, the updated recommendations from the Nominating Committee are:

### **Counties:**

Bastrop County	Judge Paul Pape
Blanco County	Judge Brett Bray
Burnet County	Judge James Oakley
Caldwell County	Judge Hoppy Haden
Fayette County	Judge Joe Weber
Hays County	Commissioner Debbie Ingalsbe
Lee County	No candidate identified to date
Llano County	Judge Ron Cunningham
Travis County	Commissioner Brigid Shea
Travis County	Commissioner-elect Ann Howard
Williamson County	Commissioner Russ Boles

## Recommendations – Page 2

**City of Austin** Council Member Jimmy Flannigan

### **Cities of 100,000**

City of Round Rock Council Member Matt Baker

### **Cities between 25,000 and 100,000**

City of Georgetown Mayor Pro Tem Kevin Pitts  
City of Leander Council Member Christine Sederquist  
City of Pflugerville Council Member Mike Heath  
City of San Marcos Mayor Jane Hughson

### **Cities under 25,000**

City of Bee Cave Council Member Andrea Willott  
City of Lakeway Mayor Sandy Cox  
City of Lockhart Mayor Lew White  
City of Smithville Council Member Bill Gordon  
City of Taylor Mayor Brandt Rydell

### **At Large**

Burnet County Commissioner Joe Don Dockery  
Williamson County Commissioner Cynthia Long  
Bastrop Mayor Pro Tem Lyle Nelson

### **Recommendations for Officers**

Chairman Bastrop Judge Paul Pape  
1<sup>st</sup> Vice Chair Taylor Mayor Brandt Rydell  
2<sup>nd</sup> Vice Chair Burnet County Judge James Oakley  
Secretary Lockhart Mayor Lew White  
Parliamentarian Judge Ron Cunningham

### **Recommendations for State Legislators:**

Representative John Cyrier Bastrop and Caldwell Counties  
Representative Celia Israel Travis County  
Representative Terry Wilson Burnet and Williamson Counties  
Representative Erin Zwiener Blanco and Hays Counties

As always, please contact me if you have any questions — my direct line is 512.916.6008 and email is [bvoights@capcog.org](mailto:bvoights@capcog.org).



## Capital Area Council of Governments

### Proposed Schedule for Fiscal Year 2022 Budget Preparation & Officers' Meetings

*The officers of CAPCOG serve as the Budget & Audit Committee; however, any Executive Committee members are invited to participate. Budget meetings are held on regular Executive Committee days.*

#### FEBRUARY

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**Officers Meeting, February 10, 2021 at 9:00 a.m.**

- Auditor meeting with Officers

#### MARCH

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**Officers Meeting, March 10, 2021 at 9:00 a.m.**

- Discuss any budget policy issues for new fiscal year.
- Budgeting schedule and overview.

#### APRIL

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**Officers Meeting, April 14, 2021 9:00 a.m.**

- Overview of CAPCOG staffing levels, salary schedule, and benefits.
- Discuss preparations for CAECD Budget.
- Investment Policy review (annual).

#### MAY

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**Officers Meeting, May 12, 2021 at 9:00 a.m.**

- Receive Audit and meet with auditors
- Update on funding sources and any known or anticipated changes to programs.

Executive Committee Meeting, May 12, 2021

- Receive the Audit report from the auditors.
- FY 2021 Mid-year budget report.

#### JUNE (no meeting scheduled)

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#### JULY

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**Officers Meeting, July 14, 2021 at 9:00 a.m.**

- Review projected local revenue and uses
- Approve indirect and benefits rates for budget development
- Review preliminary budget for FY 2022

CAECD Board Meeting, July 14, 2021

- Present FY 2022 CAECD Budget for approval

#### AUGUST

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**Officers Meeting, August 11, 2021 at 9:00 a.m.**

- Executive Director Performance Review

Executive Committee Meeting, August 12, 2021

- Provide overview of proposed FY 2022 CAPCOG Budget for approval

**SEPTEMBER**

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General Assembly Meeting, September 9, 2021

- Present FY 2022 CAPCOG Budget for adoption

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 13, 2021

AGENDA ITEM: #4 Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Council of Governments

### GENERAL DESCRIPTION OF ITEM:

This item provides a resolution to be submitted to Frost Bank as part of the process for updating the signature authority with CAPCOG's designated depository bank.

The CAPCOG's Bylaws charge the Executive Committee with the responsibility to designate one or more depositories for the District's funds and specify the individuals authorized to sign and countersign checks and other instruments for withdrawal of the funds.

The current banking arrangement with Frost Bank provides for two Executive Committee positions, the Chairperson and Secretary, and three CAPCOG employees, the Executive Director, Director of Administration and Director of Finance, to hold signature authority for signing and counter signing disbursements of CAPCOG funds.

As the officers have changed for the CAPCOG Executive Committee, this resolution provides for updating the change in officer positions for CAPCOG at the designated depository, Frost Bank.

### 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: Lisa Bowman, CAPCOG Director of Finance

### 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:

Adopt and sign a resolution specifying the individuals authorized to sign and countersign checks and other instruments for withdrawal of funds from the designated depository, Frost Bank.

### BACK-UP DOCUMENTS ATTACHED:

Resolution

BACK-UP DOCUMENTS NOT ATTACHED: None

## RESOLUTION

### PROVIDING SIGNATURE AUTHORITY TO INDIVIDUALS FOR THE CAPITAL AREA COUNCIL OF GOVERNMENTS

**WHEREAS**, the Executive Committee (“Committee”) of the Capital Area Council of Governments (“CAPCOG”) is charged with the responsibility to specify the individuals authorized to sign and countersign checks and other instruments for withdrawal of funds from designated depositories and,

**NOW, BE IT RESOLVED BY** the Committee as follows:

1. The Committee hereby specifies that the following individuals are authorized to sign and countersign checks and other instruments for withdrawal of funds from designated depositories:
  - a. Chairperson, Executive Committee of CAPCOG
  - b. Secretary, Executive Committee of CAPCOG
  - c. Executive Director of CAPCOG
  - d. Director of Administration CAPCOG
  - e. Director of Finance of CAPCOG
  
2. The Committee and the Executive Director are hereby authorized to take all steps necessary to enforce the provisions of this resolution.

Resolution adopted on this 13th day of January 2021.

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Chairperson, Executive Committee  
Capital Area Council of Governments

Secretary, Executive Committee  
Capital Area Council of Governments

## EXECUTIVE COMMITTEE MEETING

**MEETING DATE:** January 13, 2021

**AGENDA ITEM:** #5 Consider Designating Board Member for the Texas Association of Regional Councils

### GENERAL DESCRIPTION OF ITEM:

The Texas Association of Regional Councils (TARC) is the state association for the 24 councils of government; each member COG is represented on the TARC board by an elected official from that COG's governing board. The TARC board meets three times per year in conjunction with three-day meetings TARC conducts in Austin; board members may participate as well as serve on work committees. The committees focus on the state-funded programs we have (Solid Waste, Criminal Justice, Aging, etc.) and other activities shared by most COGs like community development, transportation, and broadband.

TARC also provides training, works closely with state and federal agencies on behalf of the COGs to address administrative and program issues, and coordinates legislative activities.

This year's TARC meetings will be February 17-19, June 3-4, and September 8-10; it is likely the February meeting will be conducted on-line. The in-person meetings are traditionally held at the Austin Airport Hilton.

CAPCOG designates a board member who may serve up to four years in that slot; this is not an annual board item unless a new member is being designated. Most recently Judge Pape served for 2018, 2019, and 2020. Also, past presidents remain on the TARC board as voting members representing their COG; we are fortunate to have TARC 2014 President, Commissioner Maurice Pitts, as an additional voting board member.

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

### 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:

Designative board member to represent CAPCOG on the Texas Association of Regional Councils for the 2021.

### BACK-UP DOCUMENTS ATTACHED:

TARC Work Plan

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



# TEXAS ASSOCIATION OF REGIONAL COUNCILS

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## PROGRAM OF WORK Fiscal Year 2021

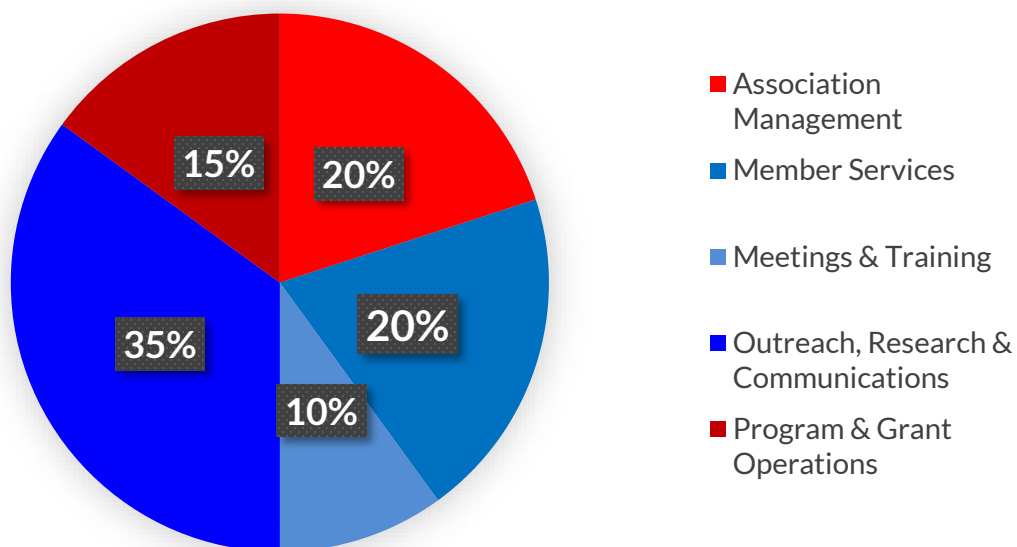
### General Overview

The Texas Association of Regional Councils (TARC) carries out an active work program to further the Association's purposes, which are to:

- Assist regional councils of governments in building the capabilities of their member governments;
- Provide a forum for the exchange of information and ideas in support of the concept of regional planning and development; and
- Educate other organizations and individuals about regionalism and the services rendered to all levels of government and community leaders by regional councils.

Each year's work program and financial plan support the above purposes. For the upcoming fiscal year, five work program categories are used: Association Management; Member Services; Meetings and Training; Outreach, Research and Communications; and Program and Grant Operations. Within each category a general strategy and various related activities are identified, each directed toward the Association's purposes. The breakdown of resources used for each category can be seen below.

### TARC Program of Work Division of Resources



## **Strategies and Activities**

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### **Association Management**

**Strategy:** Support the Association through the maintenance of an office and staff that provide a presence in the state's capitol; operate the business affairs of the Association; and give assistance to the TARC Board of Directors, Executive Directors' Council, Committees, Staff Associations, and various task forces/workgroups. Estimated resources: 20 percent.

#### **Activities:**

1. Provide, maintain, and equip offices in Austin near the state capitol to provide the Association with a presence and base of operations in close proximity to state agencies.
2. Manage the business and financial affairs of the Association, including grant management and reporting.
3. Arrange, plan, manage, and support the TARC Board of Directors' annual business meeting and other meetings, and the Executive Directors' Council meetings.
4. Arrange, plan, assist, and support the TARC Policy and Program Committees' and Staff Associations' meetings, training and ad hoc task force/workgroup meetings.
5. Develop and maintain active communication and coordination with appropriate state agencies related to priorities, issues, and concerns of importance to Association members.

### **Member Services**

**Strategy:** Provide each member of the Association with information and assistance through direct staff outreach and support of Association initiatives to promote enhanced programmatic performance and desired outcomes. Estimated resources: 20 percent.

#### **Activities:**

1. Respond to requests from Association members for information or assistance.
2. Provide staff support and interface with state agencies on behalf of members of the Association relative to on-going and emerging performance issues.
3. Sponsor or co-sponsor training and professional development activities, including those requested by or through state agencies.
4. Monitor standing and select state legislative committee activity during the interim and regular session.
5. Coordinate communications on issues relative to regional councils with the potential to impact current program areas during the regular legislative session, interim and any special legislative sessions that may be called by the Governor.
6. Initiate development and implementation of the Association's legislative priorities and objectives in preparation for and during the 87<sup>th</sup> Regular Legislative Session convening in January, 2021.

### **Meetings and Training**

**Strategy:** Utilize content-rich, timely, and well-run meetings and trainings to strengthen regional council capacity; inform and educate members; and provide forums for the regular exchange of collaborative information and ideas. Estimated resources: 10 percent.

#### **Activities:**

1. Initiate long-range planning and scheduling for 2021 TARC meetings including Board, Executive Directors' Council, Committee and Staff Association meetings.
2. Plan, sponsor, or co-sponsor educational meetings and training with other governmental associations, state agencies, foundations or other organizations, as appropriate.
3. Plan, sponsor, or co-sponsor online webinar trainings with regions and partners to allow for the virtual exchange of information and ideas.

## **Outreach, Research and Communications**

**Strategy:** Build positive and productive relationships for regional councils with state and federal officials, governmental and non-profit associations, associations that promote regionalism, foundations and the private sector through the presentation of accurate information, data, and policy options. Estimated resources: 35 percent.

### **Activities:**

1. Inform the Association membership of potentially beneficial activities and opportunities with state agencies, private organizations, foundations and federal agencies.
2. Communicate on a regular and on-going basis with state agencies and officials, other local government associations, foundations and private sector partners regarding matters of importance to regional councils and opportunities for partnerships.
3. Educate legislators, state agencies, government officials, and other partners about the benefits of regionalism, the role of councils of governments, and the services regional councils provide to their local government members.
4. Facilitate meetings with key state and federal officials and other key stakeholders to address emerging issues in a timely manner.
5. Establish and help operate an association system that utilizes members to build productive relationships with state and federal officials and agency staff.
6. Monitor legislative activities and respond to legislative inquiries. Accept and coordinate appropriate responses to legislative invitations to present information concerning regional councils and the impact of existing and proposed legislation on current programmatic areas.
7. Participate in state, regional, and national organizations and meetings and establish strategic alliances that provide opportunities to strengthen regional councils of governments.

## **Program and Grant Operations**

**Strategy:** Administer current TARC grants; continue to identify and develop potential funding sources to enhance TARC's capacity to support its membership in the administration of essential program activities; and establish and maintain relationships with active and potential funding sources for the Association and members. Estimated resources: 15 percent.

### **Activities:**

1. Obtain and provide information concerning grant funding opportunities through governmental sources, non-profit foundation sources, and innovative non-traditional collaborations.
2. Assist regional councils in developing multi-region or statewide projects and proposals for targeted funding opportunities.
3. Provide, where appropriate, program or grant management for funded projects.
4. Efficiently manage current TARC grants while actively seeking appropriate grant opportunities that support the goal of assisting members of the Association to carry out essential program activities.



## EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 13, 2021

AGENDA ITEM: #6 Consider Ratifying the 2021 Capital Area Economic Development District Board Membership

### GENERAL DESCRIPTION OF ITEM:

The bylaws of the Capital Area Economic Development District (CAEDD) state that the Board of Directors shall be ratified by the CAPCOG Executive Committee in January of each year. Our funding agency, the Economic Development Administration, requires the board representation to be reflective of the economic interest of our region. The proposed 2021 CAEDD Board includes members from chambers of commerce, workforce development groups, representatives of higher education, the private sector, and local elected officials. The CAEDD bylaws allow for up to 35 members and the Board meets quarterly.

During 2020, the CAEDD had a busy year developing the regional economic development plan for 2020-2025 (EDA's required Comprehensive Economic Development Plan or CEDS) and will now begin to work on clarifying how to implement strategies as well as how to evaluate them.

The attached roster represents members who were active during the year; six members were dropped off the list after not attending any meetings during 2020 despite the fact that six were held instead of the traditional quarterly meetings as well as three meetings focused on the CEDS development.

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

### 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:

Ratify the membership of the Capital Area Economic Development District for 2021.

### BACK-UP DOCUMENTS ATTACHED:

Roster of Capital Area Economic Development District (CAEDD)

BACK-UP DOCUMENTS NOT ATTACHED: None

## CAPITAL AREA ECONOMIC DEVELOPMENT DISTRICT

Member & Appt Date or VACANT & Date	1/24/20		4/24/20		7/24/20		10/23/20		12/4/20						TOTALS	
	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A
Mr. Ed Latson, <i>Austin Regional Manufacturers Association (1/19)</i>	1			1	1			1	1						3	2
Council Member Jimmy Flannigan, <b>Chair (2/19)</b> , <i>City of Austin (5/17)</i>		1	1		1		1		1						4	1
Ms. Charisse Bodisch, <i>Austin Chamber of Commerce (1/15)</i>	1			1	1		1		1						4	1
Mr. Donald Tracy, <i>Austin Community College (1/13)</i>		1		1	1		1		1						3	2
Ms. Adena Lewis, <i>Bastrop County (9/15)</i>		1	1		1		1		1						4	1
Ms. Jason Giluliette, <i>Greater San Marcos Partnership</i>	1			1		1		1		1					1	4
Mr. Fred Terry, <i>Hart Properties (1/13)</i>	1			1		1		1	1						2	3
Randy Rives, <i>Horseshoe Bay (9/20)</i>								1							0	1
Ms. Diana Blank-Torres, <i>City of Kyle (11/18)</i>	1			1		1		1		1					3	2
Mayor Sandy Cox, <i>City of Lakeway (5/19)</i>	1		1		1		1			1					4	1
Council Member Christine Sederquist, <i>City of Leander (8/19)</i>		1	1		1		1		1						4	1
Mr. Mick Normington, <i>Lee College (1/19)</i>	1		1		1			1	1						4	1
Mr. Maurice Pitts, <i>Lee County</i>	1			1		1		1			1				2	3
Mr. Mark Willis, <i>LCRA (9/20)</i>	1			1	1			1		1					2	3
Mr. Christian Fletcher, <i>Marble Falls EDC (12/15)</i>	1		1		1		1		1						5	0
Ms. Tessa Doehrman-Schmidtzinsky, <i>Pedernales Electric Cooperative (1/19)</i>		1		1		1		1		1					0	5
Mayor Jane Hughson, <i>City of San Marcos (12/15)</i>		1	1		1		1		1						4	1
Ms. Diana Ramirez, <i>Travis County (1/19)</i>		1	1			1		1	1						2	3
Ms. Lissa Adams, <i>TSTC (8/19)</i>		1		1	1			1		1					1	4
Ms. Tamara Atkinson, <i>Workforce Solutions, Capital Area (12/16)</i>	1			1		1		1		1					1	4
Mr. Paul Fletcher, <i>Rural Capital Workforce Development Board</i>	1			1	1			1	1						3	2
Mr. Bill Hamilton, <i>Bill Hamilton Associates, Vice Chair</i>	1		1		1			1	1						4	1
Dr. Victor H. P. Villarreal, <i>Citizen</i>		1		1	1			1	1						2	3
Ms. Lora Weber, <i>Round Rock Chamber (5/17)</i>	1			1	1		1		1						4	1
Ms. Amy Madison (1/2020) <i>City of Pflugerville</i>		1	1		1		1		1							
Traci Anderson, <i>Buda EDC 12/20</i>		1		1		1		1	1						1	4

Contact Betty Voights 512-916-6008

## CAPITAL AREA ECONOMIC DEVELOPMENT DISTRICT

### **Qualifications:**

Directors must be residents of State Planning Region 12 and represent the following interest groups in the Region, among others: workforce, business associations, utilities, transportation, higher education, human services, housing, housing, growth management/development, local government and health.

The Membership must have minority representation inclusive and reflective of the population of the area served.

### **Responsibilities:**

- To coordinate regional economic development policies and programs
- To oversee the region's Comprehensive Economic Development Strategy (CEDS)
- Approve CEDS annual updates
- Oversee development of a new CEDS at least every five years
- Provide feedback as requested on grant applications to the U. S. Economic Development Administration

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 13, 2021

AGENDA ITEM: #7 Review CAPCOG Advisory Committees' Membership and Criteria and Appoint Executive Committee Liaisons for the Calendar Year 2021

### GENERAL DESCRIPTION OF ITEM:

This is an annual presentation to review the CAPCOG policy and advisory committees who meet regularly in the interest of providing advice and recommendations to the Executive Committee on CAPCOG's various programs. This agenda item is a review of how CAPCOG Advisory Committee appointments are made, which appointments belong to whom, and what the categories are for members. Some of the advisory entities are required by state or federal funding agencies, others have been created by CAPCOG to provide venues for participation and input. As Executive Committee members, you have two important roles directly related to the Advisory Committees' operations:

- *Appointments:* While the membership of each Advisory Committee is appointed every other year (not this year), staff will be seeking Executive Committee appointments for vacancies as they occur. There is an exception to this pattern - the Capital Area Economic Development District board must be ratified annually (see additional agenda item).
- *Liaisons:* Liaisons are members of the Executive Committee who serve as non-voting members on each Advisory Committee in order to assist in communications. Executive Committee Liaisons for each committee should be appointed or re-appointed at this time for 2021.

### 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: **Sheila Jennings, Director of Administration**

### 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:

Appoint Executive Committee liaisons to CAPCOG Advisory Committees for the calendar year 2021.

### BACK-UP DOCUMENTS ATTACHED:

Memo on CAPCOG Advisory Committees

BACK-UP DOCUMENTS NOT ATTACHED: None



## Capital Area Council of Governments

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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

### MEMORANDUM

**DATE:** December 17, 2020  
**TO:** Executive Committee Members  
**FROM:** Sheila Jennings, Director of Administration  
**RE:** CAPCOG Advisory Committees

At the January 13, 2021 meeting, we will briefly discuss each CAPCOG Advisory Committee's membership to help you better understand the functions of these committees and your responsibility as the Executive Committee to make appointments. This item is for information purposes; while the appointments to most of CAPCOG's advisory committees expire on December 31st *of odd numbered years* (which will be *next* December), vacancies occur throughout the year for which we need nominations and action by the Executive Committee to fill.

To help you review who serves and where there are vacancies, a report listing all committee member's seat or role that they fill and their attendance is provided to you by email each month. There is an opportunity at every regular Executive Committee meeting to consider and appoint advisory committee members - your monthly meeting packet will also include a memorandum from our Administrative Coordinator listing current vacancies on all advisory committees by county.

The committees appointed by the Executive Committee are:

- Aging Advisory Council (AAC)
- Criminal Justice Advisory Council (CJAC)
- Geographic Information Systems Planning Council (GISPC)
- Homeland Security Task Force (HSTF)
- Law Enforcement Education (LEEC)
- Solid Waste Advisory Committee (SWAC)
- Strategic Advisory Committee of the Capital Area Emergency Communications District (9-1-1) – *appointed by the CAECD Board of Managers*

Some committees require certain areas of expertise, have total composition requirements, require consideration to socioeconomic and geographical status, and so on. There will be a brief presentation at the January Executive Committee meeting to review some of the particulars.

Most appointments are made by county; traditionally all Executive Committee members serving from that county collaborate on these.

Each of the Advisory Committees also has a seat for an Executive Committee Liaison, which we review and appoint each year. Some of these may be reappointments, if the Executive Committee member wishes to continue, and some of these will be new appointments. This will be the action item for the January Executive Committee meeting.

### Other CAPCOG Committees

There are other committees whose membership assist CAPCOG and are supported by staff but are not appointed by the Executive Committee. These are:

- Capital Area Regional Transportation Planning Organization (CARTPO) – three elected officials appointed by each county plus ex-officio members
- Clean Air Coalition (CAC) – only elected officials from jurisdictions participating in the region's emission reduction plans.
- Regional Environmental Task Force (RETF) – self-appointed by jurisdictions
- Capital Area Economic Development District (CAEDD) – *required by Economic Development Administration, which stipulates membership categories; ratified by Executive Committee annually.*

There will be a separate agenda item in January to ratify the CAEDD membership for 2021.

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 14, 2021

AGENDA ITEM: #8 Consider Approving Appointments to Advisory Committees

### GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on our 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: **Deborah Brea, Executive Assistant**

### 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 any advisory committee recommendations.

### BACK-UP DOCUMENTS ATTACHED:

Summary memo with recommended appointments and vacancies.

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

Executive Committee attendance roster

Advisory Committee attendance rosters



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**BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON**

**MEMORANDUM**  
**December 28, 2020**

**TO: Executive Committee Members**

**FROM: Deborah Brea, Executive Assistant**

**RE: Advisory Committee Recommendations**

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This memo identifies current recommendations to CAPCOG Advisory Committees and serves as a reminder of vacancies that still need to be filled. Please see the Attendance Rosters for the Requirements & Responsibilities. For questions, please contact the Advisory Committee staff liaison.

**City of Austin**

- The Aging Advisory Council (AAC) has a representative vacancy. To be eligible for membership on the Council a member must reside or be employed in the city/county the member is to represent unless otherwise designated by the CAPCOG Executive Committee. Members must also be selected from the following categories: More than half the members must be older individuals, including minority individuals who are participants or who are eligible to participate in programs funded by the CAPCOG Area Agency on Aging; Representatives of older individuals; Representatives of health care provider organizations, including providers of veteran's health care if appropriate; Representatives of supportive service providers' organizations; Individuals with leadership experience in the private and voluntary sectors; Local elected officials; General public; Ability to actively participate on AAC standing committee(s).

**Lee County**

- The Aging Advisory Council (AAC) has a representative vacancy. The Aging Advisory Council (AAC) has a representative vacancy. To be eligible for membership on the Council a member must reside or be employed in the city/county the member is to represent unless otherwise designated by the CAPCOG Executive Committee. Members must also be selected from the following categories: More than half the members must be older individuals, including minority individuals who are participants or who are eligible to participate in programs funded by the CAPCOG Area Agency on Aging; Representatives of older individuals; Representatives of health care provider organizations, including providers of veteran's health care if appropriate; Representatives of supportive service providers' organizations; Individuals with leadership experience in the private and voluntary sectors; Local elected officials; General public; Ability to actively participate on AAC standing committee(s). Ability to actively participate on AAC standing committee(s).



## **Williams County**

- The Aging Advisory Council (AAC) has a representative vacancy. The Aging Advisory Council (AAC) has a representative vacancy. To be eligible for membership on the Council a member must reside or be employed in the city/county the member is to represent unless otherwise designated by the CAPCOG Executive Committee. Members must also be selected from the following categories: More than half the members must be older individuals, including minority individuals who are participants or who are eligible to participate in programs funded by the CAPCOG Area Agency on Aging; Representatives of older individuals; Representatives of health care provider organizations, including providers of veteran's health care if appropriate; Representatives of supportive service providers' organizations; Individuals with leadership experience in the private and voluntary sectors; Local elected officials; General public; Ability to actively participate on AAC standing committee(s). Ability to actively participate on AAC standing committee(s).