



Executive Committee | Agenda

10:00 a.m., Wednesday, April 14, 2021

Access via Zoom or Conference Call

<https://zoom.us/j/97000961700?pwd=bWVQOG53azg1UGpocjFIZWppSnRoZz09>

Dial In: +1 346 248 7799

Meeting ID: 970 0096 1700

Passcode: 644915

Judge Paul Pape, Bastrop County, **Chair**
Mayor Brandt Rydell, City of Taylor, **First Vice Chair**
Judge James Oakley, Burnet County, **Second Vice Chair**
Mayor Lew White, City of Lockhart, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
Mayor Jane Hughson, City of San Marcos, **Immediate Past President**
Council Member Mackenzie Kelly, 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
Judge Joe Weber, Fayette County
Mayor Pro Tem Kevin Pitts, City of Georgetown
Commissioner Debbie Ingalsbe, Hays County

Mayor Sandy Cox, City of Lakeway
Council Member 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
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 by the Chair**
2. **Consider Approval of Minutes for the March 10, 2021 Executive Committee Meeting**
3. **Consider Electing Replacement to Serve Remainder of Term for Council Member Bill Gordon**
Betty Voights, Executive Director
4. **Consider Adopting a Resolution for Prioritized List of Criminal Justice Program Projects for Plan Year 2022 Funding Consideration through the Office of the Governor, Public Safety Office's Criminal Justice Division**
Matt Holderread, Regional Research Coordinator
5. **Consider Adopting a Resolution for Prioritized List of Juvenile Justice and Truancy Prevention Grant Program: Juvenile Justice Projects for Plan Year 2022 Funding Consideration through the Office of the Governor, Criminal Justice Division**
Matt Holderread, Regional Research Coordinator
6. **Consider Adopting a Resolution for Prioritized List of Juvenile Justice and Truancy Prevention Grant Program: Truancy Prevention Projects for Plan Year 2022 Funding Consideration through the Office of the Governor, Criminal Justice Division**
Matt Holderread, Regional Research Coordinator
7. **Provide Guidance on Homeland Security Funding for Rural Counties**

Betty Voights, Executive Director
Martin Ritchey, Homeland Security Director

8. **Consider Adopting a Resolution to Apply for Coronavirus Emergency Supplemental Funding (CESF) for CAPCOG Regional WebEOC Board Project**
Martin Ritchey, Director, Homeland Security
9. **Consider Authorizing Contract Negotiation for Aging and Disability Resource Center (ADRC) Technology Training and Supports Services Pilot Project**
Patty Bordie, Director Aging Services
10. **Consider Adopting a Resolution Recognizing May 2021 as Older Americans Month**
Patty Bordie, Director Aging Services
11. **Consider Adopting a Proclamation Recognizing May 3 – May 7, 2021 as Air Quality Awareness Week**
Andrew Hoekzema, Director of Regional Planning and Services
12. **Consider Approving Appointments to Advisory Committees**
Deborah Brea, Executive Assistant
13. **Staff Reports**
Betty Voights, Executive Director
14. **Adjourn**

Persons wishing to provide comment on an agenda item during the Executive Committee Meeting may do so by emailing Mason Canales at mcanales@capcog.org no later than 5 p.m., Tuesday April 13, 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, March 10, 2021

Access via Zoom or Conference Call

<https://zoom.us/j/98530162047?pwd=NlZWa3NlZlZ2pwaXl0ZlAzNVcrd2Ntdz09>

Dial In: + 1 346 248 7799

Meeting ID: 985 3016 2047

Passcode: 097306

Present (23)

Judge Paul Pape, Bastrop County, **Chair**
Mayor Brandt Rydell, City of Taylor, **First Vice Chair**
Judge James Oakley, Burnet County, **Second Vice Chair**
Mayor Lew White, City of Lockhart, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
Mayor Jane Hughson, City of San Marcos, **Immediate Past President**
Council Member Mackenzie Kelly, 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 Joe Weber, Fayette County
Mayor Pro Tem Kevin Pitts, City of Georgetown
Commissioner Debbie Ingalsbe, Hays County

Council Member 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 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

Absent (2)

Judge Hoppy Haden, Caldwell County
Mayor Sandy Cox, City of Lakeway

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

Judge Pape called the meeting to order at 10:00 a.m. and confirmed the quorum. Judge Pape recognized two new Executive Committee members and asked Ms. Voights to introduce them. Ms. Voights introduced Lee County Commissioner Steven Knobloch and City of Austin Council Member Mackenzie Kelly.

2. **Consider Approval of Minutes for the February 10, 2021 Executive Committee Meeting**

A motion was made by Commissioner Long to approve the February 10, 2021 meeting minutes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

3. **Consider Adopting a Resolution Recognizing National Telecommunicator Week** **Richard Morales, Director of Emergency Communications**

Mr. Morales explained this year the National Telecommunicator Week is April 11 through 17, 2021 and is held to express recognition, appreciation, and support for telecommunicators throughout the region.

A motion was made by Commissioner Long to approve a resolution recognizing National Telecommunicator Week. Mayor Hughson seconded the motion. The motion passed unanimously.

4. Consider Approving Ranking for FY 2021 Homeland Security Grant Program Applications
Martin Ritchey, Director of Homeland Security

Mr. Ritchey presented the CAPCOG FY 2021 Homeland Security Grant Program (HSGP) prioritized projects list for consideration to be submitted to the Office of the Governor (OG). This list was sent to the Executive Committee as a backup document prior to the meeting. He explained changes to the grant process, noting the OG had not provided an estimate of funding expected this year as no allocations had been provided to the states. He went on to explain that the current administration reverted the system back to the way it was previously, and that Texas received an allocation of over \$18 million. He touched on other changes which impacted the grant process, noting the Department of Homeland Security added a fifth area of investment – combating extremist nationalist behavior. Other investment areas include cybersecurity, protecting soft targets, intelligence and information sharing, and emerging threats.

Mr. Ritchey explained the application process this year noting subcommittees of the HSTF conducted its preliminary review and ranking in accordance with state and federal guidelines and that the HSTF reviewed and ranked the prioritized list of projects being submitted to the Executive Committee. He pointed out changes made to the prioritized list prior to the final acceptance of the projects, which included two projects from the City of Austin that were flipped and a project from Fayette County was moved up several places so that it would be closer to the line for possible funding.

Judge Bray asked if there was a way to fund Fayette County through the funding estimate since it was the only rural project that was close to the project line. Ms. Voights responded that the board has authority to adjust project amounts. Judge Weber questioned if an agenda item was needed to consider how funds are dispersed, and if a certain amount of the funds could be dedicated to the rural counties. Mr. Ritchey discussed how the projects were scored and ranked.

Council Member Heath asked about the training and exercise project. Mr. Ritchey discussed plans for “Operation Cobalt” which will focus on electric grid and other critical infrastructure including radiological and hazardous material response. The budget will support the exercise and other trainings meant to prepare emergency response teams for the exercises. Judge Weber asked about the CAPCOG Regional Planning line item to which Ms. Voights responded that funds the homeland security department staff, office space, etc.

Judge Oakley referred to some projects and asked if CAPCOG was evaluating whether some of the equipment needed to be replaced. Mr. Ritchey responded that the equipment in question was at the end of life and could no longer be maintained. Mr. Ritchey also mentioned that evaluating committees requested that some projects reduce cost so they could fund more grants.

Ms. Voights briefly discussed how having a regional allocation is helpful because projects can be scaled or negotiated so more projects could fit the funding; that is something done with other grant programs. She discussed the history of the funding process, the goal of building regional capacity which usually meant assets have gone to larger communities who have the staff to deploy them throughout the region. That doesn’t mean we can’t look at what capacity is needed in the outlying counties.

Judge Pape asked if the board should decide to have a carve out or a set aside for rural areas and would that be a modification to guidelines or policies that are already in place. He then asked Ms. Voights if the board had approved the policies and procedures and guidelines that these committees used to recommend the projects that should be funded. Ms. Voights indicated the plans and guidelines had been adopted and are those used by the committees.

Mr. Ritchey reviewed the plans and guidelines including the THIRA for threats and hazards, SPR or stakeholder preparedness report, the implementation plan, and the grant process. He noted that stakeholders are asked when they are creating their grant application to reference the THIRA, the SPR, the IP and many of our documents to validate their request. Judge Pape said he felt it would be appropriate for the Executive Committee to review some of the guiding documents in the future to see if more money could be invested in rural areas.

Ms. Voights said that the membership of the HSTF has always been about including every county's EMC and having small, medium, and large departments represented so the projects recommended would serve the whole region based on the plans they have voted on. She added that Mr. Ritchey's process for doing the plans had been inclusive.

A motion was made by Council Member Sederquist to approve the submission of the CAPCOG FY 2021 HSGP Prioritized Project list to the Office of the Governor. Council Member Howard seconded the motion. The motion passed with by a majority with six opposing votes by Judge Bray, Judge Cunningham, Commissioner Dockery, Council Member Heath, Judge Oakley and Judge Weber.

Judge Pape confirmed six nays, the others are yays, therefore, the motion was approved. He asked that the next agenda bring back these issues for review to address concerns. Ms. Voights stated she was unsure how to structure an agenda item because many of the investment areas must be met by the projects. She added that the process needed to be looked at and maybe outlying counties need to be more involved in the planning process, so they have a stronger voice.

Judge Pape commented that it is multifaceted, and we have got to look at every facet of it. He instructed Ms. Voights and her staff to figure out a way to have that conversation.

5. Consider Approving Appointments to Advisory Committees
Deborah Brea, Executive Assistant

Ms. Brea reported Ms. Darian Clary, with the Austin Independent School District, was nominated by the Solid Waste Advisory Committee to fill the at-large educational slot on the SWAC.

A motion was made by Commissioner Ingalsbe to approve the nomination as presented. Council Member Sederquist seconded the motion. The motion passed unanimously.

6. Staff Reports
Betty Voights, Executive Director

Ms. Voights reported the legislative bill to increase the wireless fee, HB2911 was filed last week and that she plans to put some information together to the legislators in the our region to support it by indicating the need for more resources to for radio communications interoperability work that is needed in our counties.. She discussed ongoing demand in some rural counties for networked dispatch consoles and other infrastructure and noted the bill as filed allowed for a district to vote on increasing its fee to \$.75, \$1.00 or \$1.25.

Commissioner Long questioned if the board had taken a specific position on an increase in the wireless fee and that this would represents a tax increase. She went on to state that she felt before advocating on behalf of the Executive Committee for a tax increase, the board should vote on the issue. She then stated she was not in favor, without approval of this board to advocate for the bill. Ms. Voights responded an

increase was not automatic, noting that it would have to come to the Executive Committee to decide, even if the bill passes.

There were several questions about the bill; Ms. Voights explained that Representative White, who is also the chair of the Homeland Security Committee is sponsoring HB2911. She noted she had discussed this bill with the Executive Committee while it was being developed and that the final bill would provide the authority to increase the fee.

Commissioner Howard questioned the timing and suggested Ms. Voights continue to work on this for the next month until the board makes a decision. After more discussion, Ms. Voights stated she wanted to clarify what the Executive Committee was instructing her to do because until that point she was under the assumption that because CAPCOG would ultimately need this board to vote on this issue, it was okay to be working on it. She said she needs to be able to respond to inquiries by legislators' offices. Judge Pape commented that if the board was going to ask the Executive Director to promote a bill to allow local districts to raise their fee, that was a big enough policy question that there should be some action on it.

Judge Pape indicated the issue should be placed on the April agenda and asked Ms. Voights if the bill would come up for a hearing before then. Ms. Voights said she had no way of knowing and would try to balance providing information against promoting it. Judge Pape went on to say there was no action item to be taken today and directed Ms. Voights based on the conversation to use her best judgement on how to work on this.

Ms. Voights deferred to Council Member Gordon at which time he stated he had submitted a resignation letter to CAOCOG on March 2nd. He gave a brief farewell and thanked the Executive Committee for the experience and opportunity to serve. Judge Pape commented that Council Member Gordon had represented the City of Smithville and Bastrop County well and thanked him for his service.

Mr. Morales gave a brief after action report on 911 during storm Uri. He reported an overall increase in call volume to all call centers of at least 30%, during the week of the storm. The Austin Fire Department had at an increase of 145%, Travis County Sheriff's Department had an increase of 71% and the City of San Marcus had at an increase of 121%.

He reported there were several issues that occurred throughout the region within the PSAPS and the emergency communication centers, noting most having to do with power – four of which had major power issues. He explained the backup systems used natural gas, propane or diesel fuel and with the extreme temperatures, there were many issues that prevented some of the backup systems from working. He reported that Cedar Park had a complete failure and that AT&T and all the other commercial carrier networks were on a hold fast response, which meant that they could not roll out any vehicles. Mr. Morales explained our four dedicated technicians monitored our systems remotely and were specifically concentrating on our issues.

Commissioner Shea requested a follow up email from Mr. Morales with information regarding the kind of steps being taken to winterize and to better prepare our systems to be more resilient.

Mr. Ritchey gave a brief after action report on Homeland Security issues during storm Uri. He reported an unprecedented number of messages were sent, over 16 million messages went out of Everbridge. He touched on WebEOC, noting that there was approximately 3,398 cumulative logins March 14 – 23, with approximately 483 different people using the website.

5. Adjourn

The meeting was adjourned at 11:19 a.m.

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

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 14, 2021

AGENDA ITEM: #3 Consider Electing Replacement to Serve Remainder of Term for Council Member Bill Gordon

GENERAL DESCRIPTION OF ITEM:

Periodically, a member of the Executive Committee is unable to complete his or her term on the Executive Committee. In this situation, CAPCOG's Bylaws provide that the Executive Committee shall elect a replacement; this action can be taken with or without a request for the Nominating Committee to meet, per Section 5.7(c). This slot must be filled by a city official from a city with a under 25,000 in population. Council Member Gordon has recommended consideration of fellow Council Member Janice Bruno. Council Member Bruno has been appointed to Smithville's General Assembly slot and has submitted her Nomination Form to Serve on the Executive Committee.

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:

Consider electing Council Member Janice Bruno to the Executive Committee for the remainder of the 2021 term.

BACK-UP DOCUMENTS ATTACHED:

1. Council Member Nomination Form.
2. General Assembly Appointment
3. Recommendation from Council Member Bill Gordon
4. Excerpt from CAPCOG Bylaws regarding Executive Committee vacancies.

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



**APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE
CAPITAL AREA COUNCIL OF GOVERNMENTS**

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties: Official appointments are made at Commissioners Court.
Cities, Towns, Villages: Official appointments are made at City Council meetings.
Organizations: Official appointments are made by the Board or other governing body.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

- County Commissioners Court (e.g., Travis County Commissioners Court)
- OR-
- City Council (e.g., Austin City Council)
- OR-
- Other (Board or other governing body)

Smithville Texas

City, County, or Organization being represented

Janice E. Bruno

Councilmember Place 5

Name of Representative

Position

317 Main Street or PO Box 449

Address

Smithville, Texas 78957

City, Zip Code

512-237-3282

512-237-4549

Telephone Number

Fax Number

jbruno@ci.smithville.tx.us

Email address (General Assembly Reps. will be subscribed to the CAPCOG Connections, Training, & Data Points email lists)

Check One:

- Reappointment
- Filling Vacancy
- Changing Representative

Mr. Bill Gordon

Name of Previous Representative

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly

Representative for the above entity on March 8, 2021

Date of Meeting

Joanna Maguire
Signature of Chief Elected Official/Chair of Governing Board

3/8/2021
Date

Please fax this form to 512-916-6001 or email it to dbrea@capcog.org. For questions about completing this form, call Deborah Brea at 512-916-6018.



Nomination Form to Serve on the Executive Committee

I, JANICE E. BRUNO, Council Member representing City of Smithville
(Please print name) (Office or Title) (Name of Jurisdiction)

place my name in nomination for the following seat on Capital Area Council of Governments (CAPCOG)
Executive Committee (Check one appropriate designation):

- | | |
|--|---|
| <input type="checkbox"/> Representative of a County | <input type="checkbox"/> City with population between
25,000 and 100,000 |
| <input type="checkbox"/> Representative of the City of Austin | <input checked="" type="checkbox"/> City with population under
25,000 |
| <input type="checkbox"/> City with population of more than 100,000 | <input type="checkbox"/> At-Large |

PLEASE COMPLETE THE FOLLOWING SECTION

JANICE E. BRUNO
Name of Representative

317 MAIN STREET
Address

(512) 237-3282
Telephone Number

jbruno@ci.smithville.tx.us
Email address

Smithville, TX 78957
City, Zip Code

Support Staff Contact Information

With my signature below, I acknowledge the following:

- I am a designated representative to the CAPCOG General Assembly for my jurisdiction.
- I am an elected or newly-elected (and not yet sworn in) official of the governing body of my jurisdiction.
- I understand that membership on the Executive Committee requires my attendance at meetings on the second Wednesday of every month, and that per the bylaws, four absences may result in vacating the seat.
- I understand that this nomination is for a term from Jan. 1, 2021 to expire Dec. 31, 2021.
- I understand in order to serve on the Executive Committee my jurisdiction must pay its CAPCOG membership dues by Dec. 1, 2020.
- I ensure that I will perform my duties as a public official in compliance with the nepotism provisions defined in Texas Government Code Chapter 573.

Janice E Bruno
Signature

3-8-21
Date

Submit this form via mail to the Capital Area Council of Council of Governments, 6800 Burleson Road, Building 301, Suite 165, Austin, TX 78744 or fax it to 512-916-6001; Attn: Deborah Brea. Or submit it via email to dbrea@capcog.org with the subject line "2021 EC Nomination".

From: [Voights, Betty](#)
To: [Brea, Deborah](#)
Subject: FW: Resignation - AS attachment
Date: Tuesday, March 30, 2021 10:41:34 AM

From: Bill Gordon <BGordon@ci.smithville.tx.us>
Sent: Tuesday, March 2, 2021 11:38 AM
To: Pape, Paul <paul.pape@co.bastrop.tx.us>
Cc: Voights, Betty <bvoights@capcog.org>; CityManager <CityManager@ci.smithville.tx.us>; Joanna Morgan <JMorgan@ci.smithville.tx.us>; Janice Bruno <JBruno@ci.smithville.tx.us>; dsp@prismnet.com
Subject: Resignation

TO: Judge Paul Pape, Chair, Executive
cc: Betty Voights, Joanna Morgan, Robert Tamble, Janice Bruno
Judge Pape,

Effective upon your acceptance, I am resigning my position as a member of the Capitol Area Council of Governments (CAPCOG) Executive Committee. Other personal duties will demand more of my time.

I highly recommend Janice Bruno to fill my position on the CAPCOG Executive Committee. Janice is a current Member of the Smithville City Council in addition to leading a number of other community organizations. Janice's credentials and experience represent a perfect fit for CAPCOG's mission and work. Please read about her work at "www.smithvillecommunityclinic.org." Janice's stellar service to Smithville and Bastrop County is second to none.

I treasure the interactions I have had with the many past and present members of CAPCOG. I saw a dedicated group, whose views and interests span a wide spectrum, work together to make our ten-county area a much, much better place to live and work. Our larger society could learn much from CAPCOG's way "getting things done."

I am forever grateful for the opportunity to have been able to observe and be a part of the work of CAPCOG. To all, thank you for the life-changing experience and to be a part of the team.

Kind Regards,

William A. Gordon
Council Member, City of Smithville
512-589-8154

ARTICLE IV – THE GENERAL ASSEMBLY

Section 4.1 – Meetings

(a) The representatives of members shall meet regularly as a General Assembly during the summer or fall and in December of each year. The December meeting is the Annual Meeting of the General Assembly.

(b) The General Assembly shall meet upon call of the chairperson of the Council or upon the written request of at least 20% of the representatives of the full members.

Section 4.2 – Notice

Notice of both regular and special meetings of the General Assembly must comply with the Open Meetings Act.

Section 4.3 – Quorum and Action

(a) A quorum of the General Assembly consists of one-third of the total number of representatives of full members, excluding vacancies. However, if there is fewer than one-third of the total number of representatives of full members (excluding vacancies) present, there is no quorum unless at least thirteen members of the Executive Committee are present.

(b) If a quorum is present when a vote is taken, the affirmative vote of a majority of the representatives entitled to vote and present is the act of the General Assembly.

Section 4.4 – Nominating Committee

(a) At its summer or fall meeting each year the General Assembly shall appoint a seven-person Nominating Committee to nominate Executive Committee members and officers of the Council to serve during the following year. The Nominating Committee members serve for a year or until a new Nominating Committee, which may include members of the former Committee, is appointed.

(b) A Nominating Committee member must be a General Assembly representative of a full member, an associate member, or a citizen representative. Two Nominating Committee members must be Executive Committee members and at least two members must be General Assembly members not currently serving on the Executive Committee. The chair of the Council shall serve as the Nominating Committee chair, or the vice chair in the absence of the chair.

(c) The Nominating Committee shall nominate at least one qualified representative for each position on the Executive Committee. The Nominating Committee shall also nominate one Executive Committee member for each office of the Council. In making nominations to the Executive Committee, the Nominating Committee shall consider the economic, urban-rural, geographic, ethnic, and gender diversity of the Region and, insofar as possible, shall make its nominations to reflect this diversity. In the case of November elections, a person who has been elected but not sworn into office may be considered by the Nominating Committee contingent upon the candidate being designated as the General Assembly representative of that local government at the time of the General Assembly election.

(d) The Nominating Committee shall solicit interest for service on the Executive Committee from all

eligible General Assembly members. To be eligible for service, General Assembly members must be elected officials from cities and counties who are full members and who are officially designated by that city or county as the General Assembly representative. The Nominating Committee shall submit its nominations in writing for Executive Committee members to the Executive Director of the Council and the Executive Director shall furnish copies of the Nominating Committee report to each General Assembly representative during October of each year. A qualified representative who is not included on the slate of the Nominating Committee but wishes to be considered for election to the Executive Committee by the General Assembly may notify the Executive Director in writing no later than November 30th and specify which nominated representative he or she wishes to challenge. Nominations will not be accepted from the floor. A contested slot will be voted on separately from the Nominating Committee slate.

(e) The Nominating Committee shall submit its nominations in writing for the officers of the Council to the Executive Committee with the notice of the January Executive Committee meeting.

(f) In accordance with Local Government Code, Section 391.006(c), the Nominating Committee shall solicit interest for service on the Executive Committee from State Legislators whose districts are wholly or partly within the State Planning Region 12.

(g) Legislators eligible for membership on the Executive Committee may apply for membership on the Executive Committee by submitting a written request to the Nominating Committee. At least one eligible Legislator may serve in an ex-officio position on the Executive Committee. The Nominating Committee shall recommend at least one State Legislator for an ex-officio position on the Executive Committee when it submits nominations to the Executive Director during October of each year.

Section 4.5 – General Responsibilities

The General Assembly has the following general responsibilities:

- (1) to establish the overall policies and specific objectives of the Council;
- (2) to adopt an annual budget for the Council;
- (3) to create, appoint members to, fill vacancies in, and specify the duties of permanent committees of the General Assembly, not otherwise described in these bylaws, to assist in carrying out its responsibilities;
- (4) to review, on its own motion or at the request of the Executive Committee or any permanent committee of the General Assembly, any action of the Executive Committee or permanent committee.

ARTICLE V – THE EXECUTIVE COMMITTEE

Section 5.1 – Governing Body

The Executive Committee is the governing body of the Council between meetings of the General Assembly. Members of the Executive Committee shall also serve on the Board of Managers of the Capital Area Emergency Communications District (CAECD) as an additional duty.

Section 5.2 – Composition

- (a) The composition of the Executive Committee is as follows:

EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 14, 2021

AGENDA ITEM: #4 Consider Adopting a Resolution for Prioritized List of Criminal Justice Program Projects for Plan Year 2022 Funding Consideration through the Office of the Governor, Public Safety Office's Criminal Justice Division

GENERAL DESCRIPTION OF ITEM:

Applications for the Criminal Justice Program (JAG) projects for 2022 funding were received on March 10, 2021. These projects represent programs that promote public safety, reduce crime, and improve the criminal justice system.

CAPCOG's Criminal Justice Advisory Committee (CJAC) met to review and prioritize applications on March 25, 2021, for the submission of funding recommendations to the Office of the Governor, Public Safety Office's Criminal Justice Division (CJD) for consideration. As required by CJD, the CJAC reviews and scores each application based on the PY 2022 CJAC Policy Statement, prioritizes the list of scored applications and presents a list of funding recommendations to the CAPCOG Executive Committee for approval of submission to CJD. CJD funds these programs through federal pass-through funds and makes all final decisions about which projects are funded.

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: **Matt Holderread, Regional Research Coordinator**

BUDGETARY IMPACT:

Total estimated cost: \$0

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 the Resolution Recommending Criminal Justice Program (JAG) Prioritized Project List for Plan Year 2022 Funding Consideration through CJD.

BACK-UP DOCUMENTS ATTACHED:

If you have one back-up document, please list like this.

1. Resolution Recommending Prioritized List for Criminal Justice Program Projects for Plan Year 2022
2. PY 2022 CJAC JAG Funding Recommendations to CJD
3. Plan Year 2022 CJAC Policy Statement (applies to subsequent Criminal Justice agenda items)

BACK-UP DOCUMENTS NOT ATTACHED: None

RESOLUTION

A RESOLUTION AUTHORIZING THE SUBMISSION OF LOCAL AND REGIONAL PLAN YEAR 2022 CRIMINAL JUSTICE PROGRAM APPLICATIONS TO THE OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE'S CRIMINAL JUSTICE DIVISION FOR FUNDING CONSIDERATION

WHEREAS, the Office of the Governor, Public Safety Office's Criminal Justice Division, has authorized the allocation of funds under the Criminal Justice Program opportunity; and,

WHEREAS, the applications for these grant funds have been reviewed by the Capital Area Council of Governments' Criminal Justice Advisory Committee (CJAC) and have been prioritized for submission to the Office of the Governor, Public Safety Office's Criminal Justice Division,

THEREFORE, BE IT RESOLVED, that the Executive Committee of the Capital Area Council of Governments hereby approves and authorizes submission of the prioritized Criminal Justice Program application list of recommended funding order and amounts to the Office of the Governor, Public Safety Office's Criminal Justice Division for final funding consideration.

Resolution adopted by the Capital Area Council of Governments Executive Committee on this 14th day of April, 2021.

Judge Paul Pape, Chair
Executive Committee
Capital Area Council of Governments

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

**Capital Area Council of Governments - Criminal Justice Advisory Committee
Plan Year 2022 Criminal Justice Program
Funding Recommendations to the Office of the Governor, Public Safety Office's
Criminal Justice Division**

Rank	Grant ID	Applicant	Project Name	Amount Requested	Amount Recommended
1	4205901	Austin, City of	Special Operations EOD Project	\$109,369.00	\$109,369.00
2	4210301	Bertram, City of	New Police Cruiser	\$60,704.10	\$60,704.10
3	3825002	Hays County	Mental Health Crisis Intervention	\$57,374.31	\$57,374.31
4	4215701	Flatonia Police Department	Patrol Vehicle Grant	\$69,391.44	\$69,391.44
5	4238301	Austin Independent School District	Crisis Intervention Training Certification	\$51,216.75	\$51,216.75
6	3813103	Burnet County	Environmental Deputy	\$64,709.00	\$64,709.00
7	3955102	Bastrop County	Nuisance Control Officer	\$67,175.70	\$67,175.70
8	4193101	Taylor, City of	Taylor Body and In-Car Cameras Upgrade	\$92,899.80	\$92,899.80
9	4268101	Fayette County	Enhanced Visibility Package	\$26,499.00	\$26,499.00
10	3996302	Pflugerville, City of	TRUNARC Program	\$47,794.20	\$47,209.00 ¹
11	4200601	Bastrop, City of	Body-Worn Cameras	\$72,785.00	\$0.00 ²
12	4245801	Leander, City of	Leander Police Department Eye Tracking Software Project	\$30,000.00	\$0.00 ²
13	4282901	The University of Texas - Austin	Throw Phone	\$24,000.00	\$0.00 ²
14	4282601	City of Liberty Hill	Canine Unit	\$91,214.72	\$0.00 ²

¹ This project is recommended all remaining funding budgeted to the CAPCOG region after fully funding the projects ranked above it. If additional funds are made available full funding of this project is recommended.

² This project is deemed a quality project by the CAPCOG CJAC. If additional funds are available after fully funding the projects ranked above the CJAC recommends funding for this project.

Total Requested:	\$865,133.02	Average Request:	\$61,795.22
Regional Budget Estimate:	\$646,548.10	Request Above RBE:	\$218,584.92



6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
Ph: 512-916-6000 Fax: 512-916-6001
www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

Capital Area Council of Governments Criminal Justice Advisory Committee (CJAC) PY 2022 Policy Statement

The following policies and procedures are established for the purpose of defining the rules and regulations that will govern the Capital Area Council of Government's (CAPCOG's) Criminal Justice Advisory Committee (CJAC) application review and prioritization process for designated funding streams controlled by the Public Safety Office's Criminal Justice Division (PSO/CJD) of the Office of the Governor. In addition, these policies and procedures govern the operation of CAPCOG's Criminal Justice Planning as outlined in the Interagency Cooperation Agreement between the PSO/CJD and CAPCOG as it relates to CAPCOG's CJAC.

COMPLIANCE WITH ADMINISTRATIVE RULES AND REGULATIONS

All policies, rules, and regulations outlined in this document comply with the Texas Administrative Code (TAC), Title 1, Part 1, Chapter 3, and the state and federal statutes, rules, and regulations adopted by reference in Texas Administrative Code.

1 TAC Part 1, Chapter 3; Applicability, Subchapters A, B, D, E, and F of this chapter applies to all applications for funding and grants submitted to the PSO/CJD Office of the Governor. Subchapter A covers the general provisions for grant funding. Subchapter B addresses general eligibility and budget rules for grant funding. Subchapter D provides rules detailing the conditions PSO/CJD may place on grants. Subchapter E sets out the rules related to administering grants. Subchapter F specifies rules regarding program monitoring and audits. Information regarding the TAC and the Office of the Governor' rules can be viewed on the website of the Texas Secretary of State, at:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=3&ti=1&pt=1](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=3&ti=1&pt=1)

All meetings of the CJAC will be held in compliance with the general provisions of the Government Code, Chapter 551. Texas Open Meetings Act, which can be viewed online at:

<http://www.sos.state.tx.us/texreg/index.shtml>

CRIMINAL JUSTICE-RELATED STRATEGIC PLANNING

CAPCOG's Criminal Justice Strategic Plan includes priorities identified by stakeholders, communities, and agencies in the CAPCOG region, including, non-profit organizations, municipalities, counties, citizens or parents, substance abuse prevention, law enforcement, mental health, prosecution or courts, juvenile justice, education, and/or victim services. While forming this plan, participants identify: community problems and resource needs; develop realistic goals, strategies, tasks, and performance measures; collect relevant supporting data; describe potential

implementation plans; and, identify existing efforts and resources. Priorities are established based on this information.

GRANT APPLICANT ELIGIBILITY

Criminal justice-related grant solicitations include eligibility requirements set by the Office of the Governor, PSO/CJD. Please refer to the eGrants website at the following link to review applicant eligibility requirements:

<https://egrants.gov.texas.gov/>

OFFICIAL GRANT APPLICATION SUBMISSION

- A. Grant applications must be submitted directly to the PSO/CJD via the online eGrants web-based system by the PSO/CJD designated deadline.
- B. The eGrants system will not accept late application submissions.

CAPCOG ELIGIBILITY REQUIREMENTS FOR APPLICANT PARTICIPATION IN THE CJAC APPLICATION REVIEW AND PRIORITIZATION PROCESS

- A. To be considered for participation in CAPCOG's CJAC application review and prioritization process, applications must be certified and submitted through eGrants by the PSO/CJD designated deadline.
- B. To be eligible to participate in CAPCOG's CJAC application review and prioritization process, the applicant must provide services within: Bastrop; Blanco; Burnet; Caldwell; Fayette; Hays; Lee; Llano; Travis; or, Williamson counties. The 10-county CAPCOG area known as Region 12.
 1. Agencies within the CAPCOG region may expand their service area outside of the CAPCOG 10-county region. However, the CJAC will only consider applications for funding that will provide services within Region 12.
 2. Funding for areas outside of Region 12 must coordinate with the appropriate COG.
 3. Agencies headquartered outside of the CAPCOG 10-county area may submit a grant application for CJAC review and prioritization if the requested funding will be used to provide services within Region 12.
- C. Agencies that receive funds directly from their state association or directly from PSO/CJD for basic service programs, must apply directly through their state association or PSO/CJD and may not apply for funds that are prioritized by CAPCOG. (Examples include but are not limited to: *Mothers Against Drunk Driving; Crime Stoppers; Children's Advocacy Centers; and, Court Appointed Special Advocates.*)
- D. PSO/CJD will make the final determination as to which funding source is most appropriate for each application.

PROJECT AND APPLICANT/GRANTEE STATUS DEFINITIONS

- A. A current grantee is an agency/organization that is receiving funding through the Office of the Governor, PSO/CJD, and implementing a program during the current Plan Year of September 1st through August 31st.
- B. A new applicant is defined as any agency/organization that has never been funded through any funding source or has not been funded through the CAPCOG regional PSO/CJD allocation within the past five years for the project for which funding is currently being requested.

- C. A new project is defined as any project that has never been funded through any funding source, has not been funded through the CAPCOG regional PSO/CJD allocation within the past five years, or is a currently funded project that has significantly changed the scope of work or target group of the project.
- D. A continuation project is defined as any project that is currently ongoing where the applicant is requesting funds from the same fund source to continue the project for an additional funding cycle.

FUND SOURCE INFORMATION

- A. The grant applications that will be reviewed by the CJAC include, but are not limited to the following funding sources from the Office of the Governor, PSO/CJD:
 - 1. Criminal Justice Program (JAG);
 - 2. General Victim Assistance Direct Services Program (VOCA);
 - 3. Juvenile Justice and Truancy Prevention Grant Programs – Juvenile Justice Projects (JJ);
 - 4. Juvenile Justice and Truancy Prevention Grant Programs – Truancy Prevention Projects (TP);
 - 5. Residential and Community-Based Services for Victims of the Commercial Sexual Exploitation of Youth (CSEY);
 - 6. Sexual Assault Forensic Exam (SAFE) - Ready Facilities Program (SAFE);
 - 7. Violent Crimes Against Women Criminal Justice and Training Program (VAWA); and,
 - 8. Any additional or unique fund sources that PSO/CJD determines appropriate
- B. Requirements for CAPCOG recommended projects:
 - 1. Agencies may submit a maximum of 3 applications per fund source.
 - a) Applications will be grouped into three tiers. All applications in Tier 1 will be recommended for funding before any applications in Tier 2 are recommended for funding. All applications in Tier 2 will be recommended for funding before any applications in Tier 3 are recommended for funding.
 - b) All applicants will be allowed one Tier 1 application, one Tier 2 application, and one Tier 3 application.
 - c) Applicants will self-select their Tier 1, Tier 2, and Tier 3 applications at submittal and prior to applications being reviewed by the CJAC.
 - 3. Applications must receive a minimum score of 70 to be recommended as a Quality Project for funding consideration by PSO/CJD.
 - 4. For each application, an applicant is required to provide CAPCOG the minimum funding amount required to conduct the proposed project before being reviewed by the CJAC.

FUND SPECIFIC REQUIREMENTS

A. Criminal Justice Program (JAG)

- 1. This is a competitive grant that requires the submission of a new application to the Office of the Governor, PSO/CJD through the eGrants web-based system each year funding is desired.

2. A three-year funding maximum, provided that funding is available, and the third year funding request amount does not fall below \$10,000.
3. Decreasing Fund Ratio: The first year's award is the 100% mark, with a second-year's request eligible for 80% of the first year's award amount, and a third-year's request eligible for 60% of the first year's award amount.
4. Required Match: None
5. **Equipment Only Funding Requests**: Applicants requesting funding only for equipment and no programmatic services, will be considered a "one-time" only applicant and will not be eligible for the Decreasing Fund Ratio for subsequent years.
6. CAPCOG priorities for Criminal Justice Program funded projects are as follows:
 - i. Multi-jurisdictional/multi-county projects with a focus on regional impact; and,
 - ii. Existing projects that can be completed with a one-time grant.

B. General Victim Assistance Direct Services Program (VOCA)

1. This is a competitive grant that requires the submission of a new application to the Office of the Governor, PSO/CJD through the eGrants web-based system annually for the first two years funding is desired and biennially after that.
2. Required Match: Grantees, other than Native American Tribes, may be required to provide matching funds of at least twenty percent (20%) of total project expenditures. This requirement may be met through cash and/or in-kind contributions.
3. An exception will be made for agencies providing domestic violence, sexual assault, and children's advocacy services. These agencies will be allowed to submit 3 applications to provide services to adults and 3 applications to provide services to children for a maximum of 6 applications. These agencies may designate one application to provide services to adults and one application to provide services for children to each funding tier identified in Fund Source Information (C).
4. Total agency/applicant requests cannot equal more than 50% of the applicant/agency's current total operating budget.
5. First-time VOCA applicants (an agency/applicant that has never been awarded VOCA funding before, OR, have not received VOCA funding within the last five years) are limited to submitting one application.
6. Agencies that receive VOCA grant money from their statewide affiliate agencies are not eligible to apply for VOCA funding that is allocated to Region 12 through the CAPCOG CJAC Application Review Process. These agencies include, but are not limited to: Texas Children's Advocacy Centers; Mother Against Drunk Driving; Legal Aid Society; Court Appointed Special Advocates (CASA); and, Texas Department of Public Safety.

C. Juvenile Justice and Truancy Prevention Grant Programs – Juvenile Justice Projects (JJ)

1. This is a competitive grant that requires the submission of a new application to the Office of the Governor, PSO/CJD through the eGrants web-based system each year funding is desired.
2. A three-year funding maximum, provided that funding is available, and the third year funding request amount does not fall below \$10,000.

3. Decreasing Fund Ratio: The first year's award is the 100% mark, with a second-year's request eligible for 80% of the first year's award amount, and a third-year's request eligible for 60% of the first year's award amount.
4. Required Match: None

D. Juvenile Justice and Truancy Prevention Grant Programs – Truancy Prevention Projects (TP)

1. This is a competitive grant that requires the submission of a new application to the Office of the Governor, PSO/CJD through the eGrants web-based system each year funding is desired.
2. Required Match: None

E. Residential and Community-Based Services for Victims of the Commercial Sexual Exploitation of Youth (CESY)

1. This is a competitive grant that requires the submission of a new application to the Office of the Governor, PSO/CJD through the eGrants web-based system each year funding is desired.
2. Required Match: Grantees, other than Native American Tribes, may be required to provide matching funds of at least twenty percent (20%) of total project expenditures. This requirement may be met through cash and/or in-kind contributions.
3. CJAC scoring criteria for applications to this program will be provided by PSO/CJD.

F. Sexual Assault Forensic Exam (SAFE)- Ready Facilities Program (SAFE)

1. This is a competitive grant that requires the submission of a new application to the Office of the Governor, PSO/CJD through the eGrants web-based system each year funding is desired.
2. Required Match: None

G. Violence Against Women Criminal Justice and Training Program (VAWA)

1. This is a competitive grant that requires the submission of a new application to the Office of the Governor, PSO/CJD through the eGrants web-based system each year funding is desired.
2. There is no limit to the number of years of funding, provided funds are available and an application receives qualifying scores from the CJAC
3. Required Match: Grantees, other than Native American tribes and non-profit, non-governmental victim service providers, must provide matching funds of at least thirty percent (30%) of total project expenditures. This requirement may be met through cash and/or in-kind contributions.

H. Any additional or unique fund sources that PSO/CJD determines appropriate

1. Information for fund sources not listed above will be posted on the CAPCOG website:
www.capcog.org/what-we-do/funding-grants/criminal-justice/
1. **Requirements for the fund sources listed above are subject to change at any time per instruction from the Office of the Governor, PSO/CJD. Grant applicants will be notified of any fund source changes via email notification and postings on the CAPCOG website:**
www.capcog.org/what-we-do/funding-grants/criminal-justice/

CAPCOG APPLICATION WORKSHOPS, TECHNICAL ASSISTANCE, AND REVIEW

- A. CAPCOG may schedule and hold grant application workshops to review grant application requests for applications developed by the Office of the Governor, PSO/CJD.
- B. CAPCOG staff will provide current grantees, potential applicants, and others with CAPCOG’s criminal justice priorities, a copy of the CJAC application review and prioritization scoring instrument, the criteria used in the scoring of applications, and other relevant materials, including relevant policies, procedures, and bylaws, during the grant application workshop or by request.
- C. In addition to the CAPCOG-facilitated grant application workshops, applicants may request grant-related technical assistance before the applicant’s submission of the certified application to PSO/CJD.
- D. CAPCOG staff will answer questions for both current grantees and new applicants via email consultation as much as is practical, as well as in-person upon request.
- E. The Office of the Governor, PSO/CJD staff will provide technical assistance on the operation of the eGrants web-based application.
- F. CAPCOG requires applications to be submitted for review by CAPCOG staff at least one week before the application deadline set by PSO/CJD. Applicants must receive confirmation from CAPCOG of a completed review before submitting and certifying an application. During this review CAPCOG will check:
 - a. Identifying Information;
 - b. Target Areas Information; and,
 - c. Other areas of the application identified by PSO/CJD or CAPCOG.

ATTENDANCE REQUIREMENTS FOR CJAC REVIEW AND PRIORITIZATION MEETINGS

- A. Attendance at CJAC application review and prioritization meetings is always mandatory for both new and current grant applicants.
 - 1. A representative from each applicant organization shall attend the prioritization meeting.
 - 2. A representative of the applicant agency/organization will be allowed a five (5) minute presentation of the application and shall have the opportunity to answer any questions posed by the CJAC members.
- B. Failure of an applicant agency/organization to attend the CJAC application review and prioritization meeting will deem the application ineligible for CJAC review and prioritization, which will result in a score of “0” and no recommendation for funding consideration.

CRIMINAL JUSTICE ADVISORY COMMITTEE (CJAC)

- A. The CJAC is a volunteer committee comprised of a multi-disciplinary representation of members from the region per the requirements of the Office of the Governor, PSO/CJD. These discipline areas include non-profit organizations, municipalities, counties, citizens or parents, substance abuse prevention, education, juvenile justice, law enforcement, mental health, prosecution or courts, and victim services. CJAC members are appointed by CAPCOG’s Executive Committee.
- B. The primary responsibility of the CJAC is to review criminal justice-related grant applications from throughout the region, score and prioritize applications, and provide funding recommendations, based on a standardized application review and prioritization process and a standardized score sheet, to CAPCOG’s Executive Committee for approval to submit the prioritization lists to the Office of the Governor, PSO/CJD.

- C. To avoid a conflict of interest, members of the CAPCOG’s governing body, CJAC members and CAPCOG staff must abstain from voting and leave the room for any application during the prioritization process if the member, planner, or an individual related to the member or planner within the third degree of consanguinity or within the second degree by affinity:
 - 1. is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded; or,
 - 2. serves on any board that oversees the unit or division that would administer the grant if awarded; or,
 - 3. owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency; or,
 - 4. receives any funds, or a substantial amount of tangible goods or services, from the applicant agency as a result of the grant, if awarded.
- D. At the beginning of each prioritization meeting, the CJAC Chair shall request members to identify any possible conflict of interest when scoring applications.
 - 1. If a member must abstain from reviewing, voting, commenting, or taking any action on any grant application, the member must also abstain from voting, on any competing applications within that funding source during the prioritization process.
 - 2. Members will clearly state their abstention from voting on certain applications and will not speak on behalf of or in support of an applicant.
 - 3. Members shall write, “ABSTAIN” on each score sheet of each application they do not score due to a conflict of interest.

CJAC APPLICATION REVIEW AND PRIORITIZATION PROCESS

- A. CJAC Application Review
 - 1. The CJAC will review and score eligible applications at the CJAC application review and prioritization meeting for each of the PSO/CJD designated fund sources.
 - 2. An approved application score sheet will be used to evaluate each application submitted for review. This score sheet is the product of a cumulative effort of the Office of the Governor, PSO/CJD, and CAPCOG.
 - a. A minimum score benchmark may be imposed during the application scoring process.
 - b. Applications that do not meet an imposed minimum score will not be recommended for funding consideration.
 - 3. The CJAC **must** consider the following factors when scoring and prioritizing applications:
 - a. Any state strategies identified by PSO/CJD;
 - b. Priorities identified within the region resulting from the strategic planning process;
 - c. Eligibility, reasonableness, and cost-effectiveness of the proposed project; and,
 - d. Current CAPCOG policies and bylaws.
 - 4. The CJAC **may** consider estimated funding levels when scoring and prioritizing applications.

5. CAPCOG staff will tabulate all applicant scores and create a prioritization list ranking each application from highest to lowest score.
 - a. The highest and lowest score of each application will be eliminated, and an average of the remaining scores will serve as the score of record.
 - b. The tabulation of scores for an application is based on the number of members eligible to vote.
 - c. In the event of a tie score when the projects are totaled, staff will delete the next highest and lowest scores until the tie is broken.
 - d. Projects will be placed on the priority list in the order of the tiebreaker score.
 6. The proposed prioritization list will be provided to the CJAC for review, comment, and possible changes to the list order.
 7. Post-CJAC review, the proposed prioritization list will be sent out to the applicants.
 8. CAPCOG staff will then submit the proposed prioritization list to the CAPCOG Executive Committee.
- B. Application Recommendations Submitted to the Office of the Governor, PSO/CJD for Funding Consideration
1. CAPCOG's governing board, the Executive Committee, must review and approve the CJAC prioritization list of applications recommended for funding consideration before it is submitted to the Office of the Governor, PSO/CJD.
 2. There is no commitment or obligation on the part of CAPCOG, the CJAC, or CAPCOG's Executive Committee to recommend any application for funding consideration.
 3. All funding decisions are made at the sole discretion of the Office of the Governor, PSO/CJD.

CAPCOG APPEALS PROCESS FOR GRANT APPLICANTS

- A. The only cause for an appeal that CAPCOG will consider is an alleged scoring error made during the prioritization process that prevents the applicant from achieving a score that allows their application to be submitted to the Office of the Governor, PSO/CJD for funding consideration.
 1. Applicants wishing to appeal an alleged scoring error must complete the following:
 - a. Applicants must submit written notification, signed by the applicant's authorized official, of their intent to appeal, to CAPCOG's Executive Director and the sitting CJAC Chair at least 24-hours before the CAPCOG Executive Committee's scheduled meeting where the CJAC priority list of applications recommended for funding consideration will be approved.
 - b. The Appellant must demonstrate that the error caused the application (or a portion of the application) to receive a low score that prevented the application from being recommended to PSO/CJD for funding consideration.
 2. Letters and phone calls of support will NOT be considered as part of the official appeal process.
 3. Upon receipt of all requested documentation supporting the appeal, the Executive Director may place the appeal on the agenda for the next available meeting of the Executive Committee.
 4. The Chair, Vice Chair, or designated representative from the CJAC will be present at the Executive Committee meeting that includes the appeal agenda item.
 5. The decision of the Executive Committee will be the final action concerning all appeals.

6. The CJAC members will receive a copy of the written appeal, notification of the Executive Committee meeting of which the appeal has been placed on the agenda, and will be notified of the action taken by the Executive Committee regarding the appeal.
- B. The Office of the Governor, PSO/CJD does not have an appeals process for grant applicants. All PSO/CJD funding decisions are made at the sole discretion of the Office of the Governor and are final.

Revised by Vote October 14, 2020

Revised by Vote October 9, 2019

Revised By Vote October 10, 2018

Revised By Vote December 13, 2017

Revised By Resolution November 9, 2016

Revised By Resolution December 9, 2015

Revised By Resolution February 11, 2015

Revised By Resolution October 8, 2014

Revised By Resolution December 11, 2013

Revised By Resolution December 9, 2012

Revised By Resolution November 9, 2011

Revised By Resolution November 10, 2010

Revised By Resolution December 9, 2009

Revised By Resolution June 10, 2009

Revised By Resolution January 14, 2009

Revised By Resolution November 12, 2008

Revised By Resolution December 12, 2007

Revised By Resolution March 14, 2007

Revised By Resolution November 9, 2005

Revised By Resolution on December 8, 2004

Revised by Resolution on November 10, 2004

Revised by Resolution on November 12, 2003

Revised by Resolution on September 26, 2002

Revised by Resolution on March 23, 2000

Revised by Resolution on September 19, 2000

Adopted by Resolution on October 19, 1999

EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 14, 2021

AGENDA ITEM: #5 Consider Adopting a Resolution for Prioritized List of Juvenile Justice and Truancy Prevention Grant Program: Juvenile Justice Projects for Plan Year 2022 Funding Consideration through the Office of the Governor, Criminal Justice Division

GENERAL DESCRIPTION OF ITEM:

Applications for the Juvenile Justice and Truancy Prevention Grant Program: Juvenile Justice projects for 2022 funding were received on March 10, 2021. These projects represent programs that prevent violence in and around schools and improve the juvenile justice system by providing mental health services, truancy prevention, and intervention through community-based and school programs.

CAPCOG's Criminal Justice Advisory Committee (CJAC) met to review and prioritize applications on March 24, 2021, for the submission of funding recommendations to the Office of the Governor, Public Safety Office's Criminal Justice Division (CJD) for consideration. As required by CJD, the CJAC reviews and scores each application based on the PY 2022 CJAC Policy Statement, prioritizes the list of scored applications and presents a list of funding recommendations to the CAPCOG Executive Committee for approval of submission to CJD. CJD funds this program with state funds allocated through legislation and makes all final decisions about which projects are funded.

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: Matt Holderread, Regional Research Coordinator

BUDGETARY IMPACT:

Total estimated cost: \$0

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 the Resolution Recommending Juvenile Justice and Truancy Prevention Grant Program Juvenile Justice Projects Prioritized List for Plan Year 2022 Funding Consideration through CJD.

BACK-UP DOCUMENTS ATTACHED:

1. Resolution Recommending Prioritized List of Juvenile Justice Projects for Plan Year 2022
2. PY 2022 CJAC Juvenile Justice and Truancy Prevention Grant Program: Juvenile Justice Projects Funding Recommendations to the Office of the Governor, Criminal Justice Division

BACK-UP DOCUMENTS NOT ATTACHED: None

RESOLUTION

A RESOLUTION AUTHORIZING THE SUBMISSION OF LOCAL AND REGIONAL PLAN YEAR 2022 JUVENILE JUSTICE AND TRUANCY PREVENTION GRANT PROGRAM: JUVENILE JUSTICE PROJECTS APPLICATIONS TO THE OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE'S CRIMINAL JUSTICE DIVISION FOR FUNDING CONSIDERATION

WHEREAS, the Office of the Governor, Public Safety Office's Criminal Justice Division, has authorized the allocation of funds under the Juvenile Justice and Truancy Prevention Grant Program: Juvenile Justice Projects opportunity; and,

WHEREAS, the applications for these grant funds have been reviewed by the Capital Area Council of Governments' Criminal Justice Advisory Committee (CJAC) and have been prioritized for submission to the Office of the Governor, Public Safety Office's Criminal Justice Division,

THEREFORE, BE IT RESOLVED, that the Executive Committee of the Capital Area Council of Governments hereby approves and authorizes submission of the prioritized Juvenile Justice and Truancy Prevention Grant Program: Juvenile Justice Projects application list of recommended funding order and amounts to the Office of the Governor, Public Safety Office's Criminal Justice Division for final funding consideration.

Resolution adopted by the Capital Area Council of Governments Executive Committee on this 14th day of April, 2021.

Judge Paul Pape, Chair
Executive Committee
Capital Area Council of Governments

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

**Capital Area Council of Governments - Criminal Justice Advisory Committee
Plan Year 2022 Juvenile Justice and Truancy Prevention Grant Program:
Juvenile Justice Projects
Funding Recommendations to the Office of the Governor, Public Safety Office's
Criminal Justice Division**

Rank	Grant ID	Applicant	Project Name	Amount Requested	Amount Recommended
1	4249101	Williamson County Juvenile Services	The Purpose Project	\$20,000.00	\$20,000.00
2	3723003	Boys & Girls Club of the Highland Lakes	Juvenile Programs	\$33,924.00	\$33,924.00
3	4208301	Austin ISD	Literacy Support for Students in Alternative Education	\$49,886.58	\$49,886.58
4	4211701	Big Brothers Big Sisters of Central Texas	Enhanced Child-Safety One-to-One Mentoring for At-Risk Youth in Central Texas	\$50,000.00	\$50,000.00
5	3385105	Council on At-Risk Youth	Youth Violence Prevention	\$52,000.00	\$52,000.00
6	4027102	Giddings ISD	Multi-Tiered Mental Health Program	\$49,280.00	\$49,280.00
7	3737803	Austin Bat Cave	After-School Programs	\$21,300.00	\$8,605.37 ¹
8	3796703	YWCA Greater Austin	Take Two for Teens	\$13,000.00	\$0.00 ²

¹ This project is recommended all remaining funding budgeted to the CAPCOG region after fully funding the projects ranked above it. If additional funds are made available full funding of this project is recommended.

² This project is deemed a quality project by the CAPCOG CJAC. If additional funds are available after fully funding the projects ranked above the CJAC recommends funding for this project.

Total Request:	\$289,390.58	Average Request:	\$36,173.82
Regional Budget Estimate (RBE):	\$263,695.95	Requested Above RBE:	\$25,694.63

EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 14, 2021

AGENDA ITEM: #6 Consider Adopting a Resolution for Prioritized List of Juvenile Justice and Truancy Prevention Grant Program: Truancy Prevention Projects for Plan Year 2022 Funding Consideration through the Office of the Governor, Criminal Justice Division

GENERAL DESCRIPTION OF ITEM:

Applications for the Juvenile Justice and Truancy Prevention Grant Program: Truancy Prevention projects for 2022 funding were received on March 10, 2021. These projects represent programs that provide truancy prevention, and intervention services through community-based and school programs.

CAPCOG's Criminal Justice Advisory Committee (CJAC) met to review and prioritize applications on March 24, 2021 for the submission of funding recommendations to the Office of the Governor, Public Safety Office's Criminal Justice Division (CJD) for consideration. As required by CJD, the CJAC reviews and scores each application based on the PY 2022 CJAC Policy Statement, prioritizes the list of scored applications and presents a list of funding recommendations to the CAPCOG Executive Committee for approval of submission to CJD. CJD funds this program with state funds allocated through legislation and makes all final decisions about which projects are funded.

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: **Matt Holderread, Regional Research Coordinator**

BUDGETARY IMPACT:

Total estimated cost: \$0

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 the Resolution Recommending Juvenile Justice and Truancy Prevention Grant Program Truancy Prevention Projects Prioritized List for Plan Year 2022 Funding Consideration through CJD.

BACK-UP DOCUMENTS ATTACHED:

1. Resolution Recommending Prioritized List of Truancy Prevention Projects for Plan Year 2022
2. PY 2022 CJAC Juvenile Justice and Truancy Prevention Grant Program: Truancy Prevention Projects Funding Recommendations to the Office of the Governor, Criminal Justice Division

BACK-UP DOCUMENTS NOT ATTACHED: None

RESOLUTION

A RESOLUTION AUTHORIZING THE SUBMISSION OF LOCAL AND REGIONAL PLAN YEAR 2022 JUVENILE JUSTICE AND TRUANCY PREVENTION GRANT PROGRAM: TRUNACY PREVENTION PROJECTS APPLICATIONS TO THE OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE'S CRIMINAL JUSTICE DIVISION FOR FUNDING CONSIDERATION

WHEREAS, the Office of the Governor, Public Safety Office's Criminal Justice Division, has authorized the allocation of funds under the Juvenile Justice and Truancy Prevention Grant Program: Truancy Prevention Projects opportunity; and,

WHEREAS, the applications for these grant funds have been reviewed by the Capital Area Council of Governments' Criminal Justice Advisory Committee (CJAC) and have been prioritized for submission to the Office of the Governor, Public Safety Office's Criminal Justice Division,

THEREFORE, BE IT RESOLVED, that the Executive Committee of the Capital Area Council of Governments hereby approves and authorizes submission of the prioritized Juvenile Justice and Truancy Prevention Grant Program: Truancy Prevention Projects application list of recommended funding order and amounts to the Office of the Governor, Public Safety Office's Criminal Justice Division for final funding consideration.

Resolution adopted by the Capital Area Council of Governments Executive Committee on this 14th day of April, 2021.

Judge Paul Pape, Chair
Executive Committee
Capital Area Council of Governments

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

**Capital Area Council of Governments - Criminal Justice Advisory Committee
Plan Year 2022 Juvenile Justice and Truancy Prevention Grant Program:
Truancy Prevention Projects
Funding Recommendations to the Office of the Governor, Public Safety Office's
Criminal Justice Division**

Rank	Grant ID	Applicant	Project Title	Requested Amount	Recommended Amount
1	3725503	Austin Independent School District	Campus-Based Case Management to Reduce Chronic Absenteeism	\$446,022.00	\$446,022.00
2	3890703	Blanco ISD	Truancy Interventionist Program	\$20,907.69	\$20,907.69
3	3887203	Manor ISD	Truancy Prevention Program	\$924,279.99	\$924,279.99
4	3982402	Del Valle ISD	Truancy Prevention and Intervention Program	\$400,000.00	\$335,803.52 ¹

¹ This project is recommended all remaining funding budgeted to the CAPCOG region after fully funding the projects ranked above it. If additional funds are made available full funding of this project is recommended.

Total Requested:	\$1,791,209.68	Average Request:	\$447,802.42
Regional Budget Estimate (RBE):	\$1,727,013.20	Requested Above RBE:	\$64,196.48

EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 14, 2021

AGENDA ITEM: #7 Provide Guidance on Homeland Security Funding for Rural Counties

GENERAL DESCRIPTION OF ITEM:

The Executive Committee discussed at its March 2021 meeting whether a portion of future State Homeland Security Program grants can be set aside for non-corridor counties given our practice of funding larger communities along the I-35 Corridor for regional assets that are recommended to provide capacity to and serve all ten counties in CAPCOG. Board members also asked how this year's recommendations were made and what those decisions were based on.

The Governor's Office requires that projects submitted for the State Homeland Security Program (SHSP) align with the four guiding documents and tie with a core capability which must be cited in the COG's THIRA, SPR and Implementation Plan in the project submittal process. The THIRA, SPR and annual Implementation plan (for CAPCOG's Strategic Plan) are incorporated in the Regional Grant Process which, along with the Implementation Plan, are adopted in December of each year by the Executive Committee. These documents are used each year to make project recommendations – we have boiled down those documents into the attached two-page summary.

Because we must recognize state as well as DHA/FEMA priorities which change, comply with the guiding documents discussed, and fund CAPCOG's homeland security program, all without knowing how much funding the region will be allocated, we are uncertain how to establish a set-aside for eligible rural county projects, but we should discuss goals to be used during the review process. Also, it is important to ensure more rural communities have assistance to prepare competitive grant applications so CAPCOG staff will begin providing that assistance.

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

PRIMARY CONTACT/STAFF MEMBER:

Betty Voights, Executive Director
Martin Ritchey, Homeland Security Director

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: Not determined

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

ACTIONS REQUESTED:

Discuss priorities and process to identify projects which will be considered for budgeting when funds are available.

BACK-UP DOCUMENTS ATTACHED:

1. Preliminary RICP Assessment by CRICC

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

Homeland Security Grant Program – Guiding Documents for Project Planning & Recommendations – Overview

Summary: Projects submitted for funding to the Governor’s Office, State Homeland Security Program (SHSP), need to align with the four guiding documents and tie with a core capability which must be cited in the COG’s THIRA, SPR and Implementation Plan. These are the basis for project evaluations.

THIRA

The State of Texas does a THIRA and each COG is also required to complete one. According to FEMA, the THIRA is a three-step risk assessment that helps answer the following questions:

- What threats and hazards can affect our community?
- If they occurred, what impacts would those threats and hazards have on our community?
- Based on those impacts, what capabilities should our community have?

Threats/hazards for our region are:

- Hazardous Materials/Chemical Release, Flooding, Wildfires/Pyroterrorism, Cyber Attacks, and Pandemic/Infectious Disease

Capability targets are the level of capability required to manage and address impacts of threats and hazards. For our region those are:

Planning	Fatality Management Services
Public Information & Warning	Fire Management & Suppression
Operational Coordination	Logistics & Supply Chain Management
Forensics & Attribution	Mass Care Services
Intelligence and Information Sharing	Mass Search & Rescue Operations
Interdiction and Disruption	On-scene Security, Protection, & Law Enforcement
Screening, Search and Detection	Operational Communications
Access Control and Identify Verification	Public Health and EMS
Cybersecurity	Situational Assessment
Physical Protective Measures	Infrastructure Systems
Risk Management for Protection	UAS Training
Supply Chain Integrity & Security	Expand interoperability, deployable robotics/UAS
Community Resilience	Screening for special events
Long-term Vulnerability Reduction	Fire as a weapon, crowd control, mass decon
Risk and Disaster Resilience Assessment	Streamline dispatch process for response teams
Threats and Hazards Identification	Reporting/Asset Awareness
Environmental Response/Health and Safety	Critical Transportation

Stakeholder Preparedness Review (SPR)

The SPR according to the FEMA website is a self-assessment of a jurisdiction's current capability levels against the targets identified in the THIRA. Those targets are used to identify current capability. Also, jurisdictions should identify capability gaps specific to planning, organization, equipment, training and

exercises and indicate their intended approaches to address those gaps with also maintaining their current capabilities. In addition, jurisdictions identify how the FEMA preparedness grants helped to build or sustain capabilities.

Implementation Plan for 2021 - Adopted by Executive Committee at December 2020 meeting

This is required by the Texas Homeland Security Strategic Plan issued by the Governor's Office. This plan pulls together the threats and hazards identified in the THIRA along with the capability gaps identified in the SPR and sets out an implementation plan tied to capabilities that need to be sustained and/or built. In this plan those are:

Sustain the core capability of operational coordination, interdiction and disruption, and planning.
Build on the capabilities for cyber security, information and intelligence sharing, and community resilience.

This plan also incorporates the areas of work focused on by the HSTF Subcommittees:

- Regional Planning
- Regional Technology
- Regional Recovery and Resiliency
- Regional Education and Outreach
- Regional Response

Regional Grant Process - adopted by the Executive Committee at December 2020 meeting

- Establishes requirements and process for submission of SHSP grant applications by setting out:
- Recommendations refer to SPR and THIRA
- Requirements for 25% for Law Enforcement
- Requirements for 20% for priority areas established by DHS/FEMA (this requirement has been increased to 30% by OOG and DHS/FEMA)

Process:

- Steps 1-3 set out process used to scope and submit project related to the SPR and THIRA.
- Step 4 is specific to HSTF's project review process and outlines the 5 subcommittees areas that include capacity needs for regional response and the priorities identify by the State for that year.
- Step 5 requires applicants to attend the CAPCOG workshop which covers all requirements.
- Step 6 & 7 explains the process in eGrants and CAPCOG staff's feedback process if requested.
- Step 8 outlines project review by HSTF subcommittees based on the following tiers:
 - Tier 1 – Project aligns with THIRA, SPR, strategic plan
 - Tier 2 – Project is eligible but doesn't align with any regional priorities in above documents
 - Tier 3 – Projects aren't ranked because they don't fall within Tier 1 or 2.

The comprehensive list provided by the subcommittees are reviewed against the guiding documents by the subcommittee chairs with CAPCOG staff in an effort to consolidate the projects before sending them to HSTF to determine project recommendations to the Executive Committee.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 14, 2021

AGENDA ITEM: #8 Consider Approval of Resolution to Apply for Coronavirus Emergency Supplemental Funding (CESF) for CAPCOG Regional WebEOC Board Project

GENERAL DESCRIPTION OF ITEM:

The Office of the Governor Public Safety Office announced March 11, 2021 that an allotment of funds from the CESF grant program would be allocated to the Councils of Government across the state. CAPCOG was allocated \$69,684.05 and the allocations were proportionate among COGS. The deadline for a project submission will be May 11, 2021.

A previously approved unfunded project for WebEOC improvements was refreshed and expanded to meet the needs of response and recovery from the COVID pandemic. Presently WebEOC is used by every county within CAPCOG on a regular basis for communicating needs and information to other regional stakeholders and to the state through the State of Texas Assistance Request (STAR). WebEOC is the "system of record" for most Emergency Management agencies across the our region, state, and FEMA Region 6. COVID and several other simultaneous incidents have placed extraordinarily heavy use on our system. The boards (virtual whiteboards users can enter and share information) developed 10-15 years ago lack the sophistication required to capture and manipulate data effectively. Double and triple entries of issues between various systems creates delays and results in inaccurate data collection. Our present system cannot fully leverage mobile capabilities due to the need for boards specifically for the mobile environment. This feature will be a big boost for non-EOC based data collection and sharing.

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: \$69,684.05

Source of Funds: Coronavirus Emergency Supplemental Funding

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:

This is a sole source procurement from the system developer Juvare. A complete requirements document will be created along with deliverables and testing procedures.

ACTION REQUESTED:

Approve submission of the CAPCOG Regional WebEOC Board Project to the Office of the Governor

BACK-UP DOCUMENTS ATTACHED:

1. Resolution for CAPCOG Regional WebEOC Board Project
2. Memo with table of project details.

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

RESOLUTION

A RESOLUTION AUTHORIZING SUBMITTAL OF CORONAVIRUS EMERGENCY SUPPLEMENTAL APPLICATION FOR CAPCOG REGIONAL WEBEOC BOARD DEVELOPMENT PROJECT BY THE CAPITAL AREA COUNCIL OF GOVERNMENTS

WHEREAS, the Executive Committee of the Capital Area Council of Governments (CAPCOG) finds it in the best interest of the jurisdictions of the CAPCOG Region that the CAPCOG Regional WebEOC Board Development Project be operated for the FY 2021 grant year; and

WHEREAS, CAPCOG historically has been awarded grant funding to carry out projects and activities on behalf of the region; and

WHEREAS, the Executive Committee of CAPCOG agrees that in the event of loss or misuse of the grant funds, the Executive Committee assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, the Executive Committee of CAPCOG designates the CAPCOG Executive Director as the grantee's authorized official, with the authority to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency,

THEREFORE, BE IT RESOLVED that the Executive Committee of the Capital Area Council of Governments approves submission of the FY 2021 Coronavirus Emergency Supplemental Funding (CESF) Grant application for the CAPCOG Regional WebEOC Board Development Project to the Office of the Governor's Public Safety Office.

SUBMITTED AND PASSED, Resolution adopted by the Capital Area Council of Governments Executive Committee on this 14th day of April, 2021.

Judge Paul Pape, Chair
Executive Committee
Capital Area Council of Governments

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



6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
Ph: 512-916-6000 Fax: 512-916-6001
www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM
March 26, 2021

TO: Betty Voights, CAPCOG Executive Director

FROM: Martin Ritchey, Director Homeland Security

RE: WebEOC Board Project

Recently, the Office of the Governor conducted training with the Public Safety group from TARC. During the training it was revealed that soon CARES Act Coronavirus Emergency Supplemental Funding (CESF) funds would be available for the COGs statewide. We looked at our internal needs to offset the costs for the office upgrades and PPE purchased, but came back to what system CAPCOG maintained for the benefit of the region that could be tied to supporting the COVID response and recovery. WebEOC was quickly identified as a leading item to support. We had several vetted WebEOC concepts waiting for funding to become projects.

WebEOC is a cloud-based record keeping system used by jurisdictions in the region to communicate resource requests and task assignments locally or with the state. The system has several posting boards with local significant events (within jurisdiction) and regional significant events (COG wide) to provide a common operating picture throughout the region during incidents and events. WebEOC also connects to the Capital Area Trauma Regional Advisory Council (CATRAC) hospital boards and several state boards, including the STAR (State of Texas Assistance Request (STAR)). WebEOC has had historic usage during COVID. Eleven hundred and twenty-three (1,123) individual users have logged in 66,210 times into the system. Millions of records have been created and every county and many municipalities have utilized the system. An additional 728 new users began using WebEOC during the COVID incident.

WebEOC boards are online pages that gather information and display data in set formats. Each page has several layers of security; reading entries, editing entries, and deleting entries (nothing is ever completely deleted). Users are provided access to view each page based upon their role. Confidential information may only be displayed within a select group of users having the need to know. Other information may be available widely to provide a common operating picture. This security is the cornerstone of WebEOC's functionality.

The attached worksheet shows seven (7) WebEOC boards and seven (7) mobile WebEOC boards to be created by programmers at Juvare. These boards were selected to improve overall usability and the mobile boards will allow our users to truly leverage mobile app-level control of noted WebEOC functionality. Both capabilities are

important, but the mobile use will greatly improve usage from smaller jurisdictions that don't have the capacity to set up large EOC's and have to work from Incident Command Posts.

The estimated hours for the project in total is 231. We have yet to do a fine requirements document with the vendor. This is an iterative process and will result with the features outlined in the table or a negotiated increase or decrease depending on how the workflow process is achieved.

Item	Est Hours	Cost per hour	Total
WebEOC Custom Boards	122	\$250.00	\$30,500
WebEOC Custom Mobile Boards	109	\$250.00	\$27,250
Training Materials (Texas State)			\$11,755
Grand Total	231		\$69,505

WebEOC Board Plan			
Board Creation	Description	Need	Est. Hours
214 (individual)	Drives most activities, creates a personal record and connects to Local/Regional Significant Events, Messages groups in RNS.	Presently WebEOC requires the user to make multiple entries. Your personal 214, local significant events and regional significant events.	22
Role Event	Shares 214 entry with all selected role categories	Allows sharing across role (EMC, LOGS, FIN)	15
Local Significant Events	Updated to receive messages from 214		17
Regional Significant Events	Updated to receive messages from 214		22
Common Operation Picture Table	Updated to receive messages from 214	Streamlined to filter by multiple categories and display different views in same instance	23
Common Operation Picture/Map	Updated to receive messages from 214	Interface is outdated and not responsive to change	12
Common Operation Control Board	Updated to receive messages from 214	Current board does not create views necessary	11
Total Hours WebEOC Boards			122

WebEOC Mobile			
Board Creation	Description	Need	Est. Hours
214 (Individual mobile)	Check in check out with extra dropdowns	No mobile capability disadvantages the smaller jurisdictions as they often are working on site	19
Local Sig, Regional Sig (mobile)	Toggle screen between	Allows users outside of EOC to view what is happening.	11
ICP (Group, Mobile)	Status Updates	Remote teams, like vaccinators and testers could use this tool for providing status updates.	16
Critical Infrastructure/Operations (Mobile)	Status Updates (Red, Yellow, Green and text)	So important for the region to know what is going on in smaller jurisdictions or updates from other facilities	21
Checklists (Mobile)	Access to checklist board	Response checklists require access to a laptop or iPad.	9
IAP (Mobile)	Access to IAP	122	17
RR/TA (Mobile)	Resource Management	Send and receive requests and check in or check out resource	16
Communications add on will be part of the overall project	Allows for communications to app and email	This was part of CAPCOG's offering on WebEOC but was not funded. If a message or urgent post is made no notifications go out. This is a huge complaint of our stakeholders. During COVID this substantially impedes our ability with remote testing or vaccination sites.	
Total Hours Mobile			109

Budget			
Item	Vendor		Est. Cost
Professional Services to build custom WebEOC Boards	Juvare		\$ 30,500.00
Professional Services to build custom WebEOC Mobile Views	Juvare		\$ 27,250.00
Training Materials (possibly a different vendor)	Texas State		\$ 11,755.00
Total			\$ 69,505.00

EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 14, 2021

AGENDA ITEM: #9 Consider Authorizing Contract Negotiation for Aging and Disability Resource Center (ADRC) Technology Training and Supports Services Pilot Project

GENERAL DESCRIPTION OF ITEM:

The ADRC of the Capital Area (ADRC-CAP) received CARES Act funding from the Administration on Community Living through the Texas Department of Health and Human Services for FY 2021. This allocation from the ADRC No Wrong Door Critical Relief funds for COVID-19 Pandemic Response Grant seeks to reduce social isolation for older adults and persons with disabilities made particularly acute because of the COVID-19 pandemic. ADRC-CAP seeks to lessen the impacts of social isolation by using \$75,000 of the grant funds to hire a contractor to provide technology devices and training to older persons and persons with disabilities in a pilot project. ADRC-CAP will establish community partnerships across rural and harder to reach urban communities to ensure referrals and consumer participation meet target population requirements.

One proposal was submitted and accepted from the following provider:

- Community Tech Network

The ADRC Steering Committee's RFP scoring subcommittee reviewed and scored the Technology Training and Supports Pilot Project Services Request for Proposals application on March 29, 2021 and recommended negotiating the contract with this applicant who met the requirements outlined in the RFP. The applicant was a first-time applicant, as this funding and project had not existed prior to FY21.

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: **Patty Bordie, Director, Aging Services Division**

BUDGETARY IMPACT:

Total estimated cost: \$75,000

Source of Funds: ADRC No Wrong Door Critical Relief funds for COVID-19 Pandemic Response through the Texas Department of Health and Human Services

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: The contract was awarded through a competitive RFP process. See attached memo.

ACTION REQUESTED:

Authorize negotiation of contract with Community Tech Network for Technology Training and Supports Pilot Project Services not to exceed \$75,000.

BACK-UP DOCUMENTS ATTACHED:

1. Procurement memo, March 29, 2021

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

1. Proposal from Community Tech Network



Capital Area Council of Governments

6800 Burleson Road, Building 310, Suite 165

Austin, Texas 78744-2306

Ph: 512-916-6000 Fax: 512-916-6001

www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

March 29, 2021

TO: Betty Voights, Executive Director

FROM: Patty Bordie, Director, Aging Services

RE: ADRC Technology Training and Supports Contract

1. Description

The Aging and Disability Resource Center of the Capital Area (ADRC) received CARES Act funding from the Administration on Community Living administered through the Texas Department of Health and Human Services for FY 2021. This allocation from the *ADRC No Wrong Door Critical Relief funds for COVID-19 Pandemic Response Grant* (hereafter referred to as *ADRC Critical Relief funding for COVID-19*) seeks to reduce social isolation for older adults and persons with disabilities made particularly acute because of the COVID-19 pandemic. ADRC-CAP issued a Request for Proposals using \$75,000 of the grant funds to hire a contractor to provide technology devices and training to older persons and persons with disabilities in a pilot project to lessen the impacts of social isolation. ADRC-CAP will establish community partnerships across rural and harder to reach urban communities to ensure referrals and consumer participation meet target population requirements.

2. Background

The federal Health and Human Services, Administration on Community Living provided Aging and Disability Resource Centers in each state with funding through the *ADRC Critical Relief funding for COVID-19*. A portion of this funding was made available through Texas Health and Human Services (HHS) to the ADRC of the Capital Area for a variety of projects on February 5, 2021. One of the included federal projects identified was to mitigate social isolation through technology.

The ADRC identified the need to provide technology training and technology devices as a key to operating within the confines of COVID-19 restrictions to reduce social isolation, and \$75,000 was designated for use through a contractor to provide such services. The procurement process was initiated to identify a service provider for FY21. The contract awarded will be for the period following execution of the contract to September 30, 2021. .

3. Justification

As discussed, one of the key projects identified by the federal government for the *ADRC Critical Relief funding for COVID-19* was the mitigation of social isolation through technology. Access to technology

supports has been identified as a key need at the state and local levels as well as community coalitions serving older adults and persons with disabilities within the CAPCOG community. The ADRC proposed and was approved by HHS to design, implement, and fund a community-based pilot program to reduce social isolation through interactive technology training, hardware, and software for adults over 60 and/or persons receiving SSI/SSDI due to a disability. Due to the technical expertise required for the project, HHS approved the ADRC to purchase services to provide consumer appropriate technology, such as tablets, and training to utilize the technology from a contractor with proven experience in the field.

4. Scope

This procurement identifies the contracted provider who will purchase and distribute consumer appropriate technology hardware and software such as tablets, to be distributed through the a community partner entity and to provide virtual, evidenced-based, and consumer-appropriate training to utilize the technology, as well as pre- and post-outcome surveys to ensure project effectiveness. The provider must meet fiscal and consumer service requirements of CAPCOG and HHS. The minimum number of individuals to be served is 30; services will be provided to adults 60 years of age or older and/or persons receiving SSI/SSDI due to a disability with limited incomes and no current connectivity to community services through virtual means. The pilot will serve at least two rural counties served by the ADRC-CAP and one under-served geographic area in an urban/suburban area.

5. Constraints

The amount of funding is established for the fiscal year. The funding is scheduled to terminate September 30, 2021.

Procurement Approach

1. Competitive Procurement

CAPCOG promoted the competitive bid process by placing two ads in the Austin American Statesman announcing the issuance of the Request for Proposal (RFP) for services. The RFP was also provided to entities that had provided similar services/programs in Texas, announced at community meetings to groups serving older adults and persons with disabilities, and posted on the CAPCOG website.

2. Procurement Steps

- RFP issued and posted to the CAPCOG website on January 4, 2021.
- Proposals were due February 12, 2021; one proposal was received. This was from a first-time applicant that has provided similar services in the region.
- The RFP asked that proposers indicate the cost per participant in their proposals for the basis of comparison, as we intended to use the full amount of the \$75,000 for the most impact in training.
- On March 29, 2021, three members of the ADRC Steering Committee, forming an RFP Scoring Subcommittee, evaluated and scored the submitted application, Community Tech Network.

The scoring committee recommended negotiating a contract with Community Tech Network.

3. Recommendation

Authorize staff to enter contract negotiations related to the scope of work not to exceed \$75,000 with Community Tech Network.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 14, 2020

AGENDA ITEM: #10 Consider Adopting a Requesting Adoption of Resolution Recognizing May 2021 as Older Americans Month

GENERAL DESCRIPTION OF ITEM:

Every May, the Administration on Aging, part of the Administration for Community Living, leads our nation's observance of Older American's Month. The 2021 theme, *Communities of strength*, the important role older adults play in fostering the connection and engagement that build strong, resilient communities.

Strength is built and demonstrated not only by bold acts, like so many we witnessed through the pandemic and following the winter storms and recovery efforts, but also by ongoing day-to-day interactions—a conversation shared with a friend, working in the garden, or mentoring a student. And when we share these activities with others—even virtually or by telling about the experience later—we help them build resilience too.

This year, within the continued protocols for safety and social engagement, Capital Area Council of Governments will encourage neighbors of all ages to share their strengths by:

- **Reaching out to neighbors** – Even if you can't get together in person right now, you can still connect with your neighbors. Leave a small gift on their doorstep, offer to help with outdoor chores, or deliver a home-cooked meal.
- **Building new skills** – Try a socially distanced outdoor movement class to enjoy learning with others in your community. Set a goal for learning to use a new virtual platform for communication. Find an opportunity to share a skill you have.
- **Sharing their story** – Hearing how others experience the world helps us grow. Interviewing family, friends, and neighbors can open up new conversations and strengthen our connections.

Throughout the month, Area Agency on Aging of the Capital Area will focus on a virtual campaign to identify opportunities for community engagement across the CAPCOG region. Everything from digital training programs, to volunteer engagement, to virtual education and recreation experiences, where individuals of all ages can help build stronger more resilient communities.

The attached resolution declares May 2021 to be Older Americans Month in the Capital Area Council of Governments (CAPCOG) region.

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: **Patty Bordie, Director Aging 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:

Adopt the Resolution recognizing May 2021 as Older Americans Month in the Capital Area Council of Governments (CAPCOG) region.

BACK-UP DOCUMENTS ATTACHED:

1. Resolution

BACK-UP DOCUMENTS NOT ATTACHED: <https://acl.gov/oam/2021/older-americans-month-2021>

Older Americans Month Theme link to promotional materials



A PROCLAMATION AUTHORIZING RECOGNITION OF MAY 2021 AS OLDER AMERICANS MONTH

WHEREAS, the ten county Capital Area Council of Governments (CAPCOG) region includes a growing number of older Americans who have built resilience and strength over their lives through successes and difficulties; and

WHEREAS, the communities in the CAPCOG region benefit when people of all ages, abilities, and backgrounds are included and encouraged to share their successes and stories of resilience; and

WHEREAS, CAPCOG recognizes the need to reinforce our strength, support our neighbors and continue to thrive in both tough times and good times ; and

WHEREAS, the Area Agency on Aging of the Capital Area fosters communities of strength by:

- encouraging community members of all ages to reach out to neighbors;
- assisting skill building for older adults through education, recreation, and training and
- promoting social engagement opportunities to reduce social isolation

THEREFORE, BE IT RESOLVED, that the Executive Committee of the Capital Area Council of Governments declares the month of May 2021 to be Older Americans Month in the CAPCOG Region to recognize older adults and the people who support them as key to building resilience and connection across the CAPCOG region.

Resolution adopted by the Capital Area Council of Governments Executive Committee on this 14th day of April 2021.

Judge Paul Pape, Chair
Executive Committee
Capital Area Council of Governments

Mayor Lew White Secretary
Executive Committee
Capital Area Council of Governments

EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 14, 2021

AGENDA ITEM: #11 Consider Adopting a Proclamation Recognizing May 3 – May 7, 2021 as Air Quality Awareness Week

GENERAL DESCRIPTION OF ITEM:

The US Environmental Protection Agency (EPA), National Oceanic and Atmospheric Administration (NOAA), National Weather Service (NWS), Centers for Disease Control and Prevention (CDC), U.S. Forest Service, and U.S. Department of State, have announced that Air Quality Awareness Week 2021 will be May 3 – May 7. The theme this year is “Healthy Air – Important for Everyone!” and the goal is to promote public awareness of air quality and encourage people to incorporate knowledge of the Air Quality Index (AQI) into their daily lives.

CAPCOG’s Air Quality Program will promote this week through our Air Central Texas website and social media, and by asking our Clean Air Coalition members to proclaim the week Air Quality Awareness Week. In addition, we also ask that the CAPCOG Executive Committee join in proclaiming the week as Air Quality Awareness Week in the CAPCOG region and encouraging local governments in the region to do the same.

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, Director of Regional Planning and Services**

BUDGETARY IMPACT:

Total estimated cost: none

Source of Funds: N/A

Is item already included in fiscal year budget? n/a

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? n/a

PROCUREMENT: n/a

ACTION REQUESTED:

Proclaim the week of May 3 – May 7, 2019 as Air Quality Awareness Week

BACK-UP DOCUMENTS ATTACHED:

1. Proclamation for Air Quality Awareness Week 2021
2. Air Quality Guide for Ozone
3. Air Quality Guide for Particle Pollution

BACK-UP DOCUMENTS NOT ATTACHED: None



A PROCLAMATION AUTHORIZING RECOGNITION OF AIR QUALITY AWARENESS WEEK 2021

WHEREAS, air quality can threaten our environment, economy, and the health of the residents of the Capital Area Council of Governments (CAPCOG); and

WHEREAS, air pollution levels in the CAPCOG region were considered “moderate” or worse on thirty-four percent of days in 2020, according to the National Air Quality Index; and

WHEREAS, children, older adults, people with lung disease and people with heart disease are particularly affected by poor air quality, and make up about two out of every five residents in the CAPCOG region; and

WHEREAS, information from EPA’s most recent NAAQS reviews indicate public health benefits from further reductions of O₃ and PM_{2.5} pollution within the region; and

WHEREAS, ground-level ozone (O₃) levels in the Austin-Round Rock-Georgetown Metropolitan Statistical Area (MSA) remain close to exceeding the O₃ National Ambient Air Quality Standard (NAAQS); and

WHEREAS, remaining in compliance with the NAAQS is important not only for public health, but also for the region’s economy and ability to conduct transportation planning; and

WHEREAS, the U.S. Environmental Protection Agency has designated May 3-7, 2021, as National Air Quality Awareness Week; and

WHEREAS, the Capital Area Council of Governments supports the efforts of the Central Texas Clean Air Coalition and the U.S. Environmental Protection Agency to promote air quality.

NOW THEREFORE THE CAPCOG EXECUTIVE COMMITTEE does hereby proclaim May 3 - 7, 2021 as “**Air Quality Awareness Week**” in the CAPCOG region and encourages our residents and employees to educate themselves about air quality, including visiting CAPCOG’s Air Central Texas website at AirCentralTexas.org, and promote air quality and air quality awareness within our community.

Judge Paul Pape, Chairman
Executive Committee
Capital Area Council of Governments

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

Air Quality Guide for Ozone

Ground-level ozone is one of our nation's most common air pollutants. Use the chart below to help reduce your exposure and protect your health. For your local air quality, visit www.airnow.gov

Air Quality Index	Who Needs to be Concerned?	What Should I Do?
Good (0-50)		It's a great day to be active outside.
Moderate (51-100)	Some people who may be unusually sensitive to ozone.	Unusually sensitive people: Consider reducing prolonged or heavy outdoor exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier. Everyone else: It's a good day to be active outside.
Unhealthy for Sensitive Groups (101-150)	Sensitive groups include people with lung disease such as asthma, older adults, children and teenagers, and people who are active outdoors.	Sensitive groups: Reduce prolonged or heavy outdoor exertion. Take more breaks, do less intense activities. Watch for symptoms such as coughing or shortness of breath. Schedule outdoor activities in the morning when ozone is lower. People with asthma should follow their asthma action plans and keep quick-relief medicine handy.
Unhealthy (151-200)	Everyone	Sensitive groups: Avoid prolonged or heavy outdoor exertion. Schedule outdoor activities in the morning when ozone is lower. Consider moving activities indoors. People with asthma , keep quick-relief medicine handy. Everyone else: Reduce prolonged or heavy outdoor exertion. Take more breaks, do less intense activities. Schedule outdoor activities in the morning when ozone is lower.
Very Unhealthy (201-300)	Everyone	Sensitive groups: Avoid all physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better. People with asthma , keep quick-relief medicine handy. Everyone else: Avoid prolonged or heavy outdoor exertion. Schedule outdoor activities in the morning when ozone is lower. Consider moving activities indoors.
Hazardous (301-500)	Everyone	Everyone: Avoid all physical activity outdoors.

Note: If you don't have an air conditioner, staying inside with the windows closed may be dangerous in extremely hot weather. In these cases, seek alternative shelter.

Key Facts to Know About Ozone:

- Ozone in the air we breathe can cause serious health problems, including breathing difficulty, asthma attacks, lung damage, and early death.
- Ozone forms in the sun, usually on hot summer days. Ozone is worse in the afternoon and early evening, so plan outdoor activities for the morning.
- You can reduce your exposure to ozone and still get exercise! Use the Air Quality Index (AQI) at www.airnow.gov to plan your activity.

What is ozone?

Ozone is a colorless gas that can be good or bad, depending on where it is. Ozone in the stratosphere is good because it shields the earth from the sun's ultraviolet rays. Ozone at ground level, where we breathe, is bad because it can harm human health.

Ozone forms when two types of pollutants (VOCs and NOx) react in sunlight. These pollutants come from sources such as vehicles, industries, power plants, and products such as solvents and paints.

Why is ozone a problem?

Ozone can cause a number of health problems, including coughing, breathing difficulty, and lung damage. Exposure to ozone can make the lungs more susceptible to infection, aggravate lung diseases, increase the frequency of asthma attacks, and increase the risk of early death from heart or lung disease.

Do I need to be concerned?

Even healthy adults can experience ozone's harmful effects, but **some people may be at greater risk**. They include:

- People with lung disease such as asthma
- Children, including teenagers, because their lungs are still developing and they breathe more air per pound of body weight than adults
- Older adults
- People who are active outdoors, including outdoor workers

How can I protect myself?

Use the Air Quality Index (AQI) to plan outdoor activities. To keep the AQI handy, sign up for EnviroFlash emails, get the free AirNow app, or install the free widget on your website. Find all of these tools at www.airnow.gov.

Stay healthy: exercise, eat a balanced diet, and keep asthma under control with your asthma action plan.

When you see that the AQI is unhealthy, take simple steps to reduce your exposure:

- Choose a less-strenuous activity
- Take more breaks during outdoor activity
- Reschedule activities to the morning or to another day
- Move your activity inside where ozone levels are usually lower

Can I help reduce ozone?

Yes! Here are a few tips.

- Turn off lights you are not using
- Drive less: carpool, use public transportation, bike or walk
- Keep your engine tuned, and don't let your engine idle
- When refueling: stop when the pump shuts off, avoid spilling fuel, and tighten your gas cap
- Inflate tires to the recommended pressure
- Use low-VOC paint and cleaning products, and seal and store them so they can't evaporate
- Watch for Air Quality Action Days in your area



Air Quality Guide for Particle Pollution

Harmful particle pollution is one of our nation's most common air pollutants. Use the chart below to help reduce your exposure and protect your health. For your local air quality forecast, visit www.airnow.gov

Air Quality Index	Who Needs to be Concerned?	What Should I Do?
Good (0-50)		It's a great day to be active outside.
Moderate (51-100)	Some people who may be unusually sensitive to particle pollution.	Unusually sensitive people: Consider reducing prolonged or heavy exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier. Everyone else: It's a good day to be active outside.
Unhealthy for Sensitive Groups (101-150)	Sensitive groups include people with heart or lung disease, older adults, children and teenagers.	Sensitive groups: Reduce prolonged or heavy exertion. It's OK to be active outside, but take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath. People with asthma should follow their asthma action plans and keep quick relief medicine handy. If you have heart disease: Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your health care provider.
Unhealthy (151-200)	Everyone	Sensitive groups: Avoid prolonged or heavy exertion. Consider moving activities indoors or rescheduling. Everyone else: Reduce prolonged or heavy exertion. Take more breaks during outdoor activities.
Very Unhealthy (201-300)	Everyone	Sensitive groups: Avoid all physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better. Everyone else: Avoid prolonged or heavy exertion. Consider moving activities indoors or rescheduling to a time when air quality is better.
Hazardous (301-500)	Everyone	Everyone: Avoid all physical activity outdoors. Sensitive groups: Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors.

Key Facts to Know About Particle Pollution:

- Particle pollution can cause serious health problems – including asthma attacks, heart attacks, strokes and early death.
- Particle pollution can be a problem at any time of the year, depending on where you live.
- You can reduce your exposure to pollution and still get exercise! Use daily Air Quality Index (AQI) forecasts at www.airnow.gov to plan your activity.

What is particle pollution?

Particle pollution comes from many different sources. Fine particles (2.5 micrometers in diameter and smaller) come from power plants, industrial processes, vehicle tailpipes, woodstoves, and wildfires. Coarse particles (between 2.5 and 10 micrometers) come from crushing and grinding operations, road dust, and some agricultural operations.

Why is particle pollution a problem?

Particle pollution is linked to a number of health problems, including coughing, wheezing, reduced lung function, asthma attacks, heart attacks and strokes. It also is linked to early death.

Do I need to be concerned?

While it's always smart to pay attention to air quality where you live, **some people may be at greater risk from particle pollution.** They include:

- People with cardiovascular disease (diseases of the heart and blood vessels)
- People with lung disease, including asthma and COPD
- Children and teenagers
- Older adults
- Research indicates that obesity or diabetes may increase risk.
- New or expectant mothers may also want to take precautions to protect the health of their babies.

How can I protect myself?

Use AQI forecasts to plan outdoor activities. On days when the AQI forecast is unhealthy, take simple steps to reduce your exposure:

- Choose a less-strenuous activity
- Shorten your outdoor activities
- Reschedule activities
- Spend less time near busy roads

When particle levels are high outdoors, they can be high indoors – unless the building has a good filtration system.

Keep particles lower indoors:

- Eliminate tobacco smoke
- Reduce your use of wood stoves and fireplaces
- Use HEPA air filters and air cleaners designed to reduce particles
- Don't burn candles

Can I help reduce particle pollution?

Yes! Here are a few tips.

- Drive less: carpool, use public transportation, bike or walk
- Choose ENERGY STAR appliances
- Set thermostats higher in summer and lower in winter
- Don't burn leaves, garbage, plastic or rubber
- Keep car, boat and other engines tuned



EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 29, 2021

AGENDA ITEM: #12 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



6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
Ph: 512-916-6000 Fax: 512-916-6001
www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

March 29, 2021

TO: Executive Committee Members

FROM: Deborah Brea, Executive Assistant

RE: Advisory Committee Recommendations

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.

Burnet County

- The Geographic Information Systems Planning Council (GISPC) has a representative vacancy.

City of Austin

- The Aging Advisory Council (AAC) has a representative vacancy.
- The Geographic Information Systems Planning Council (GISPC) has a representative vacancy.
- The CAECD Strategic Advisory Committee (SAC) has two representative vacancies.

Lee County

- The Aging Advisory Council (AAC) has a representative vacancy.
- The Geographic Information Systems Planning Council (GISPC) has a representative vacancy.
- The Solid Waste Advisory Committee (SWAC) has a representative vacancy. The Lee County Commissioners Court voted to appoint Mark Matthiejetz to fill vacancy.

Travis County

- The Criminal Justice Advisory Committee (CJAC), Ms. Laura Wilson Slocum requests Ms. Samatha Montemayor, LPC as designated alternate.

Williamson County

- The Aging Advisory Council (AAC) has two representative vacancies.
- The Geographic Information Systems Planning Council (GISPC) has a representative vacancy. Commissioner Cynthia Long recommends Mr. Steve Byrd, GIS Supervisory City of Georgetown to fill vacancy.