



Executive Committee Meeting | Agenda

10:00 a.m., Wednesday, June 8, 2022

CAPCOG Lantana Room

6800 Burleson Road, Bld. 310, Ste. 155

Austin, Texas 78744

Mayor Brandt Rydell, City of Taylor, **Chair**
Judge James Oakley, Burnet County, **First Vice Chair**
Mayor Lew White, City of Lockhart, **Second Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **Secretary**
Mayor Jane Hughson, City of San Marcos, **Parliamentarian**
Judge Paul Pape, Bastrop County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco County
Mayor Lee Urbanovsky, City of Buda
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Joe Weber, Fayette County

Council Member Esmeralda Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Representative John Cyrier
Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**
2. **Consider Approving Minutes for the May 11, 2022 Meeting**
3. **Consider Electing Replacement to Serve Remainder of Term for Georgetown Mayor Pro Tem Kevin Pitts
Betty Voights, Executive Director**
4. **Consider Amending the Law Enforcement Education Committee (LEEC) Bylaws
David Bertling, Director of Regional Law Enforcement Academy**
5. **Consider Accepting and Verifying the Completion of Cybersecurity Awareness Training for All CAPCOG Employees
Kelly Claflin, Director of Information Technology Services**
6. **Consider Changing Population Data Used for CAPCOG Membership and Other Official Functions
Betty Voights, Executive Director**
7. **Consider Approving Appointments to Advisory Committees
Deborah Brea, Executive Assistant**
8. **Staff Reports
Betty Voights, Executive Director**
9. **Adjourn**

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).



Executive Committee | Summary Minutes

10 a.m., Wednesday, May 11, 2022
6800 Burleson Road
Building 310, Suite 165
Austin, Texas 78744

Present (19)

Mayor Brandt Rydell, City of Taylor, Chair	Judge Brett Bray, Blanco County
Judge James Oakley, Burnet County, 1st Vice Chair	Commissioner Joe Don Dockery, Burnet County
Mayor Lew White, City of Lockhart, 2nd Vice Chair	Judge Hoppy Haden, Caldwell County
Commissioner Debbie Ingalsbe, Hays County, Secretary	Council Member Esme Mattke Longoria, City of Leander
Mayor Jane Hughson, City of San Marcos, Parliamentarian	Commissioner Steven Knobloch, Lee County
Judge Paul Pape, Bastrop County, Immediate Past Chair	Judge Ron Cunningham, Llano County
Council Member Mackenzie Kelly, City of Austin	Mayor Pro Tem Doug Weiss, City of Pflugerville
Mayor Connie Schroeder, City of Bastrop	Council Member Janice Bruno, City of Smithville
Council Member Kevin Hight, City of Bee Cave	Commissioner Russ Boles, Williamson County
	Commissioner Cynthia Long, Williamson County

Absent (10)

Mayor Lee Urbanovsky, City of Buda	Representative John Cyrier
Judge Joe Weber, Fayette County	Representative Celia Israel
Mayor Pro Tem Kevin Pitts, City of Georgetown	Representative Terry Wilson
Council Member Matthew Baker, City of Round Rock	Representative Erin Zwiener
Commissioner Ann Howard, Travis County	
Commissioner Brigid Shea, Travis County	

1. **Call to Order and opening remarks by the Chair**

Mayor Rydell called the meeting to order at 10:05 a.m. and asked Judge Pape to introduce Mayor Schroeder. Mayor Schroeder said she was excited to be part of the board. Mayor Rydell led the board in the pledges to the U.S. and Texas flags.

2. **Consider Approving Minutes for the April 13, 2022 Meeting**

Mayor Rydell asked if there were any changes to the minutes. A motion was made by Judge Oakley to approve the April 13, 2022, Executive Committee Meeting Minutes as is. Mayor White seconded the motion. The motion passed unanimously.

3. **Consider Electing Replacement to Serve Remainder of Term for Georgetown Mayor Pro Tem Kevin Pitts Betty Voights, Executive Director**

Ms. Voights said Mayor Pro Tem Pitts contacted CAPCOG saying he would no longer be able to attend the board's meetings because of work obligations, and he recommended Georgetown Council Member-elect Ron Garland to take his place on the Executive Committee. Ms. Voights stated Council Member's Garland's election to the board would be contingent on the city appointing him to the General Assembly. As of the meeting date, Georgetown hadn't made the appointment, so she suggested the item be tabled until the June meeting.

Commissioner Long mentioned Georgetown probably hadn't canvassed its May election yet and the General Assembly appointment would probably take place after the canvas.

Mayor Hughson made a motion to table action on electing Mayor Pro Tem Pitts' replacement. Council

member Weiss seconded the motion. The item was tabled unanimously.

4. Consider Accepting the Quarterly Investment Report

Silvia Alvarado, Director of Finance

Ms. Alvarado said the quarterly investment report for its TexPool accounts for the period ending March 31, 2022. They had a total interest earned of \$6,229.76 and an ending market value of about \$29.7 million. She said the average yield rate was .085 percent.

A motion was made by Commissioner Long made to accept the quarterly investment report. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

5. Consider Accepting the Annual Financial Report of the Capital Area Council of Governments for the Year Ended September 30, 2021

Silvia Alvarado, Director of Finance

Lupe Garcia, CPA – Audit Partner of Whitley Penn, LLP

Mr. Garcia explained the federal and single audit process performed by Whitley Penn, LLP. He said Whitley Penn is reporting an unmodified opinion for CAPCOG and that the firm didn't identify any material weaknesses, significant deficiencies or instances of noncompliance. Mr. Garcia noted the areas they focused on this year were the Aging cluster, Solid Waste and Interoperability programs which were tested in detail.

He also reviewed the ending fund balances for Fiscal Year 2021 and stated Whitley Penn reviewed CAPCOG accounting policies and had the full cooperation of the CAPCOG staff during the audit process.

Mayor Pro Tem Weiss asked if there any notes from the audit process. Mr. Garcia said there was no deficiencies but noted a seamless transition between finance directors during the audit process which didn't hinder Whitley Penn. Mayor Pro Tem Weiss asked if the general fund balance seemed acceptable for the agency the size of CAPCOG. Mr. Garcia stated the general fund balance is small compared to other CAPCOG programs but noted the fund provides cash flow for the agency because its grants are reimbursement based.

Judge Oakley made a motion to accept the annual financial report for the year ending September 30, 2021. Judge Cunningham seconded the motion.

Referring to a graph in the audit, Judge Bray asked why funding was listed as "agriculture". Ms. Voights explained that it represents a small contract with Texas Department of Agriculture's (TDA) for the Community Development Block Grant (CDBG) program for non-entitlement communities.

Mayor Rydell asked for a vote on the item. The annual financial report of CAPCOG was accepted unanimously.

6. Consider Amending Nutrition Provider Contracts with Meals on Wheels of Central Texas, Combined Community Action, Inc, Opportunities for Williamson & Burnet Counties and Hill Country Community Action

Patty Bordie, Director of Aging Services

Ms. Bordie said amendments to nutrition provider contracts are becoming a standard practice as the state is requiring an exact annual allocation to each provider. She noted as nutrition providers serve more individuals than the originally set in the contracts so the contracts must be adjusted for CAPCOG to provide the same level of reimbursement to the providers.

A motion was made by Commissioner Long to approve amending the nutrition provider contracts. Council Member Kelly seconded the motion. The motion passed unanimously.

7. Consider Adopting a Resolution Recognizing June 2022 as Alzheimer’s and Brain Awareness Month

Patty Bordie, Director of Aging Services

Ms. Bordie said as the Boomer population gets older the number of people who have a form of dementia is expected to double in that age cohort. While the disease is not preventable or curable, it is important to recognize June as Alzheimer’s and Brain Awareness Month to help people understand the disease and ways to slow its progress. She said the brain health awareness aspect of awareness month was new and relates to more studies having shown that keeping one’s brain healthy can reduce risk of dementia and slow its progression when diagnosed.

A motion was made by Judge Pape made to approve a resolution recognizing June 2022 as Alzheimer’s and Brain Awareness Month. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

8. Consider Appointment of Subcommittee on 2023-2024 TxCDBG Community Development Grant Priorities

Andrew Hoekzema, Director of Regional Planning and Services

Mr. Hoekzema explained that the TDA allows for COGs to develop the Community Development Block Grant (CDBG) project priorities for non-entitlement communities in their regions. Last time this was done, the Executive Committee held a public hearing to get input then voted on the priorities in the same meeting. This approach is an option or the CAPCOG bylaws allow the Executive Committee to delegate this work to a subcommittee, either by asking them to only generate priorities or to conduct the hearing and adopt the priorities which would go to TDA. So, staff is seeking guidance on how the board wanted to proceed with the priorities’ development. He added that the TDA in previous years has favored water and wastewater projects but by developing its own priorities CAPCOG could set other priority project categories. There are several eligible project categories, and if CAPCOG does nothing, they will default to water, wastewater, roads and housing. He also noted non-entitlement communities requested about \$7.5 million in funding for projects in the region and were allocated \$2.5 million in the previous funding cycle.

Council Member Mattke Longoria asked if it would make sense for only non-entitlement communities to develop the priorities since several of the counties and cities receive federal CDBG funding. Mr. Hoekzema said CAPCOG’s recommendation is to recommend a subcommittee consisting of non-entitlement community representatives. Commissioner Long stated she believed she shouldn’t weigh in on the priorities as Williamson County is an entitlement county. Discussion followed on which of CAPCOG’s communities would fall into each category.

A motion was made by Judge Oakley to appoint a committee consisting of Mayor Schroeder, Judge Haden, Commissioner Ingalsbe, Judge Cunningham, and include Johnson City Council Member Stephanie Fisher who the board appointed to the serve on the state’s Unified Scoring Committee for the Texas CDBG. Council Member Mattke Longoria seconded the motion. The motion passed unanimously.

9. Consider Adopting a Resolution Delegating Authority to Establish 2023-2024 TxCDBG Priorities to Subcommittee

Andrew Hoekzema, Director of Regional Planning and Services

Mr. Hoekzema explained the purpose of this item and the resolution would be for the board to delegate its authority to the newly appointed subcommittee to officially establish the CDBG priorities with the TDA, in which case the Executive Committee wouldn’t have to hold a public hearing or approve the priorities. Those steps would be done at the subcommittee level.

Judge Pape asked if the TDA has problem with the board delegating its authority. Mr. Hoekzema said it was in the rules and the TDA confirmed them when CAPCOG questioned the agency about the rules.

Judge Pape made a motion to adopt a resolution delegating authority to establish the 2023-24 TxCDBG priorities to the subcommittee. Council Member Mattke Longoria seconded the motion.

Mayor Hughson questioned what precedent the board is setting by delegating its authority, and Ms. Voights responded that this is for a one-time defined purpose which is why it must be done by resolution. Council Member Weiss asked for the board to review the subcommittee's priorities after they have been submitted to the state. Mayor Rydell said the board can choose a different action next year if its members determine they didn't like this year's process.

Rydell called for a vote on delegating its authority to the subcommittee. The motion passed unanimously.

10. Consider Approving Appointments to Advisory Committees

Deborah Brea, Executive Assistant

Ms. Voights explained that TCOLE during a recent desk audit determined two of the Law Enforcement Education Committee (LEEC) members were not eligible because they did not meet the criteria of being a citizen without a law enforcement relation. She thanked Judge Bray and Judge Pape for working on finding new general public members.

A motion was made by Judge Pape to recommended Carl Rees as a citizen representative to the LEEC. Commissioner Long said Undersheriff Ken Evans was no longer able to serve on the Homeland Security Task Force, and she recommended Pflugerville Police Chief Jason O'Malley be approved to replace him. Judge Pape added Chief O'Malley to his motion.

Mayor Hughson seconded the appointments of the two committee members. The motion passed unanimously.

11. Staff Reports

Betty Voights, Executive Director

Mr. Ritchey said that efforts to reach more residents through Warn Central Texas were recently recognized by the National Association of Counties. He also mentioned the regional exercise was taking place between May 16 and May 20. As part of the exercise, county judges and mayors should be contacted to test communications capabilities. He mentioned hundreds of people were involved in the exercise from federal, state and local entities. Mr. Ritchey also recognized the work of two Homeland Security Task Force members, Bastrop and Lee County Emergency Management Coordinators Christine Files and Delynn Peschke who are no longer serving on the advisory committee.

12. Adjourn

Mayor Rydell adjourned the meeting at 10:57 a.m.

Commissioner Debbie Ingalsbe, Secretary
Executive Committee
Capital Area Council of Governments

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 8, 2022

AGENDA ITEM: #3 Consider Electing Replacement to Serve Remainder of Term for Georgetown Mayor Pro Tem Kevin Pitts

GENERAL DESCRIPTION OF ITEM:

Last month we included this item on the agenda but it was tabled since the Georgetown City Council had not appointed newly-elected Council Member Ron Garland to the General Assembly slot. As this agenda item was prepared, the May 24 agenda includes action by the City Council to make this appointment.

As discussed at the May meeting, Mayor Pro Tem Pitts notified us that due to a change in his work schedule, he will be unable to attend our Wednesday meetings; therefore, he had recommended Georgetown Council Member-elect Ron Garland be considered to complete his unexpired term. This agenda item is again placed on this agenda contingent upon the General Assembly appointment as well as us receiving the Nomination Form from City Council Member Garland.

As you know, 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(d). This slot must be filled by a city official from the category of cities between 25,000 and 100,000 – the cities currently in this category are Cedar Park, Georgetown, Hutto (new with 27,000), Kyle, Leander, Pflugerville, and San Marcos.

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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a new expenditure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a pass-through purchase? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

ACTION REQUESTED:

Consider electing Council Member-elect Ron Garland to serve the unexpired term of Mayor Pro Tem Pitts.

BACK-UP DOCUMENTS ATTACHED: None

BACK-UP DOCUMENTS NOT ATTACHED:

1. Executive Committee Nomination Form from Council Member Ron Garland
2. Appointment for from Georgetown City Council for General Assembly slot

EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 8, 2022

AGENDA ITEM: #4 Consider Amending the Law Enforcement Education Committee (LEEC) Bylaws

GENERAL DESCRIPTION OF ITEM:

The LEEC Bylaws were amended in 2019 at which time some sections were updated – at that time we needed to use TCOLE language related to responsibilities of the committee and define public members, but we also chose to decrease the number of members, indicate representation by size of community, and add disciplines for two of the members (corrections and emergency communications). The total number of members was reduced from 20 to 12 because of the challenge identifying candidates who complied with the public member/citizen category which must be one-third of the members.

This agenda item's purpose is only to remove the requirement that two members be from those disciplines – in practice this has really been followed and the case can be made that any of the county sheriff's staff likely have some knowledge of these two areas in their agency.

The recommendation is that the number of members from jurisdictions under 25,000 be increased from 2 to 4 members since these department typically depend on our academy more than the large ones.

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:

David Bertling, Director of Regional Law Enforcement Academy

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

ACTION REQUESTED:

Consider adopting the proposed changes to the LEEC Bylaws.

BACK-UP DOCUMENTS ATTACHED:

1. LEEC Bylaws with tracked changes.

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

Bylaws
Law Enforcement Education Committee
of the
Capital Area Council of Governments

Article I – Name, Purpose, Responsibilities

The Law Enforcement Education Committee (LEEC) was created as a voluntary, unincorporated association by Resolution of the Capital Area Council of Governments (CAPCOG), adopted October 25, 1977.

The responsibilities of the Law Enforcement Education Committee are:

1. To discharge its responsibilities and otherwise comply with commission rules.
2. To set policies and procedures for the academy with the consent of the chief administrator.
3. To advise on the need to study, evaluate and identify specific training needs.
4. To advise on the determination of the types, frequency and location of courses to be offered.
5. To advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance and retention.
6. To advise on the order of preference among employees or prospective appointees of the sponsoring organization and other persons, if any.
7. To report back to the CAPCOG Executive Committee member of which county the representative is from, on happenings in the Law Enforcement Education Committee and to report to interested officials and citizens of which county the representative is from on happenings in the Law Enforcement Education Committee.

Article II - Membership

Number

The Law Enforcement Education Committee is composed of 12 members appointed by the CAPCOG Executive Committee, as follows:

1. Public Members (as defined in §1701.052 of the Texas Occupations Code), having the same qualification as any commissioner who is required by law to be a member of the general public. - 4
2. Law Enforcement (LE) Representatives:

From jurisdictions under 25,000 population	<u>4</u>
From jurisdictions 25,000 or more population	2
From corrections/jail administration	1
From emergency communications	1
At large	2
3. A representative of the CAPCOG Executive Committee may serve as an ex-officio, non-voting liaison on the Committee.

Qualifications

To be eligible for membership on the Committee a member must reside or be employed in the city/county the member is to represent unless otherwise designated by the CAPCOG Executive Committee. Members must also meet the following criteria:

1. Members must - excluding public member representatives, represent law enforcement agencies located in -State Planning Region 12.

2. At least one-third of the total authorized membership of the Law Enforcement Education Committee must be members of the general public (citizen representatives).
3. Members of the Committee must also be representative of the demographics of State Planning Region 12.

Term

1. The term of appointment for a member of the Committee shall begin on the date of appointment by the CAPCOG Executive Committee, and be through December 31st of odd numbered years.
2. A member may be reappointed by the CAPCOG Executive Committee.
3. In the case of a vacancy, the CAPCOG Executive Committee shall appoint a replacement to serve for the remainder of the unexpired term.
4. A member may be removed for good cause by the CAPCOG Executive Committee.

Vacancy

A vacancy occurs when

1. A member dies; or
2. A member's term expires and the member is not reappointed; or
3. A member resigns in writing to the CAPCOG Committee liaison and the Committee Chair with notification to the Executive Committee at its next regular meeting; or
4. A member is removed; or
5. A member no longer satisfies the qualification requirements.

Attendance

1. Members are expected to attend all meetings.
2. Attendance records documenting Committee member absences will be maintained by the CAPCOG Committee liaison. If a member is unable to attend a scheduled meeting, notification must be provided to the CAPCOG Committee liaison at least two business days prior to the meeting for an absence to be excused; notification must be received in sufficient enough time to ensure there will be a quorum. Non-attendance at a LEEC meeting without notification to the CAPCOG committee liaison will be considered an unexcused absence.
3. A member is removed when, within one calendar year, he/she misses 50% of the minimum number of meetings to be held OR two (2) consecutive meetings with at least one of the meetings being an unexcused absence whichever is greater. The member will be notified in writing of such removal.
4. Members so removed may appeal in writing to the CAPCOG Executive Committee within two (2) weeks of the date of notification. Appeals will be dealt with in a timely manner and the member will be notified in writing of the decision.

Article III – Officers

Election

Election of a Chair and Vice-Chair will occur at the first meeting of the calendar year.

In the event of either officer is unable to complete his/her term, the Committee will elect a replacement at the next meeting to serve the remainder of the term.

Term

1. Officers serve one-year terms beginning on the date of election.
2. Officers may serve a maximum of two (2) consecutive terms.

Vacancy

In the event an Officer is unable to fulfill his/her term, the Committee shall elect a replacement, at a regular or specially called meeting, who serves for the remainder of the unexpired term.

Duties

1. The Chair shall preside at all meetings of the Committee. The Chair shall represent the Committee in presentations to the CAPCOG Executive Committee unless such responsibility is delegated by the Chair.
2. In the case of a tie during a vote at which a quorum is present, the Chair will be deemed to have the authority to break the tie.
3. The Vice-Chair shall perform all the duties of the Chair in the case of absence or disability and such other duties as may arise, from time to time, when required or requested by the Committee.
4. In case the Chair and Vice-Chair are absent or unable to perform their duties, the Committee may appoint a Chair pro tem.

Other Officers

The Committee may elect other Officers from time to time to carry out its responsibilities. This may be done by a simple majority vote of the Committee members at any regularly scheduled meeting where a quorum is present.

Article IV - Meetings

Regular

1. The Committee shall meet at least three times a year, on a day, time and place specified by the CAPCOG Executive Director, the CAPCOG Committee liaison or the Committee as a whole.
2. Written notice, including an agenda, of each regular meeting shall be prepared by the CAPCOG Committee liaison and mailed, or electronically transmitted, or hand-delivered to each Committee member at least five (5) business days before the meeting date.

Special

1. The Committee shall meet specially if called by the CAPCOG Executive Director, the Committee liaison, the Committee Chair or requested in writing by at least one-third of the membership, excluding vacancies, of the Committee.
2. A request by the membership for a special meeting must be in writing, addressed to the Chair, and describe the purpose or purposes of the meeting. Only that business reasonably related to the purpose or purposes described in the request may be conducted at a special meeting.
3. Notice of any special meeting shall be given at least 72 hours prior to the special meeting.

Quorum and Action

1. A majority of the total voting membership, excluding vacancies, constitutes a quorum for conducting Committee business.
2. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring a Committee vote or action must be postponed until the next scheduled meeting at which a quorum is established.
3. A Committee member may not transfer voting rights by proxy.

Open Meetings and Records

1. All meetings of the Committee shall be open to the public. The meetings are not subject to the Texas Open Meetings Act.
2. Minutes of the Committee meetings, documents distributed and other records are the property of CAPCOG and shall be maintained in accordance with CAPCOG's Records Retention Schedule.

These materials are available for public view at CAPCOG's offices or upon receipt of a written request by the interested party. The Committee liaison representing the Capital Area Council of Governments or his/her designee shall be the recording clerk. The recording clerk shall keep tape recordings and/or written copies of summary minutes according to the CAPCOG Records Retention Schedule. These materials are available for public view, at the CAPCOG offices, upon receipt of a written request by the interested party.

3. Except where these bylaws require otherwise, *Robert's Rules of Order* shall govern the conduct of Committee meetings.

Conflict of Interest

1. A committee member other than an elected public official, who is a member of the governing body, an officer, or an employee of an applicant for funding, must disclose his or her status before the application is considered by the committee and may not participate in discussion of or vote on the application. The member is counted in determining the existence of a quorum.
2. A vote cast in violation of this section is not counted.

Professional Conduct

Committee members should maintain objectivity and professionalism when carrying out business of the Committee. Committee members will not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability or age. In the event a Committee member acts in a manner which brings the work of the Committee into question or controversy, it shall be the responsibility of the CAPCOG Executive Director to address the incident with the appointing member of the CAPCOG Executive Committee and if appropriate, to recommend removal from the committee to the Executive Committee.

Article V – Ad Hoc Committees

Appointment

Ad hoc committees may be appointed by the Chair with the approval of the Committee and shall serve for special purposes to comply with special needs.

Term

Membership on ad hoc committees shall be established to achieve the purpose for which the committee was created.

Meetings

The method for calling ad hoc committee meetings shall be the same as that for calling Committee meetings or at the discretion of the ad hoc committee membership to discharge their responsibility.

Officers

The Chairs of the ad hoc committees shall be appointed by the Chair of the LEEC.

Article VI - Amendments

By CAPCOG Executive Committee

The CAPCOG Executive Committee may amend these bylaws at a regular or special meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.

By the Law Enforcement Education Committee

The Law Enforcement Education Committee may amend these bylaws at regular or special meeting. The written text of a proposed amendment must be recorded at the meeting at which the amendment is discussed and voted upon. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered. An amendment adopted by the Law Enforcement Education Committee is not effective unless approved by the CAPCOG Executive Committee.

Effective Date

An amendment to the bylaws is in effect when approved by the CAPCOG Executive Committee unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to Committee members by the Committee liaison.

Bylaws History

Adopted 10/77

Revised 8/85

Revised 4/98

Revised 12/99

Revised 2/01

Revised 12/04

Revised 10/10

Revised 5/12

Revised 11/16

Revised 12/18

Revised 03/19

EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 8, 2022

AGENDA ITEM: #5 Consider Accepting and Verifying the Completion of Cybersecurity Awareness Training for All CAPCOG Employees

GENERAL DESCRIPTION OF ITEM:

Per HB 3834, it is necessary for all employees of CAPCOG to be given cybersecurity awareness training via a Department of Information Resources certified program. The cybersecurity awareness training for CAPCOG was to be completed before the August 31, 2022 deadline, including any new hires onboarded before that date. CAPCOG will report the completion of the training to the state before August 31st. Upon this notification to the CAPCOG Executive Committee, all the prescribed requirements will have been met.

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

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

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

THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Kelly Clafin, Director of Information Technology Services**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: _____

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

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

BACK-UP DOCUMENTS ATTACHED:

1. Cybersecurity Awareness Training – Status Report memo
2. Cybersecurity Training Enrollment 2022

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

None



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

June 8, 2022

TO: CAPCOG Executive Committee

FROM: Kelly Claflin, Director of information Technology Services

RE: Cybersecurity Awareness Training – Status Report

Overview

House Bill (HB) 3834 was passed in June of 2019 and is a requirement that state and local government employees and state “contractors” as referenced by HHS complete a cybersecurity awareness training program certified by the Texas Department of Information Resources (DIR) on an annual basis. The purpose of this bill is to ensure that local and state government employees and relevant state contractors are properly trained in recognizing security threats to prevent unauthorized data breaches and to ensure the integrity of the state’s digital infrastructure. The annual training must be completed by all governmental entities and reported to the State through DIR by August 31st, 2022, in accordance with Section 2054.5191, Texas Government Code.

Training

Since the passage of HB3834, CAPCOG was given the opportunity to utilize the free training system provided by the Texas Association of Counties (TAC). The training was offered once a year before state reporting was due and CAPCOG graciously participated in their program for the past two years. Although this annual training met the needs of the state’s requirements, the issue of scheduling and the ability to tailor the training to the needs of CAPCOG were not available.

Due to operational goals that CAPCOG management decided to pursue, it became imperative that researching and procuring its own cybersecurity awareness training system was necessary. The following list of items specify the criteria.

1. Find a program or system that is DIR approved.
2. Find a program or system that will provide the training, scheduling, tracking, and notification of the completion of training.

3. Find a program or system with tools to allow for phishing simulations and further testing of cybersecurity awareness retention and monitoring.
4. Find a program or system that will allow for customizing training resources.

By meeting these 4 criteria items, CAPCOG would be meeting the goals set forth by CAPCOG management and for maturing the cybersecurity program in the future. Such a program was researched and procured in November 2021. The program was configured, tested, and then put into production at the beginning of the year in 2022.

To date, all CAPCOG employees have completed the required cybersecurity training and received a Certificate of Completion. It is necessary that CAPCOG can show in good faith that all members of the Executive Committee have taken and completed a certified cybersecurity training course, regardless of whether you have an agency computer account or not.

Reporting

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

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

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

EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 8, 2022

AGENDA ITEM: #6 Consider Changing Population Data Used for CAPCOG Membership and Other Official Functions

GENERAL DESCRIPTION OF ITEM:

In CAPCOG's bylaws, Texas State Data Center (SDC) is the official data source for any issue that requires population data. This includes the General Assembly membership as well as annual dues, representation on the Executive Committee, and the funding provided by the Clean Air Coalition member governments to support the Air Quality planning work that falls outside of TCEQ funding eligibility. The SDC typically releases an annual update that is used for calculating membership each August; however, because of the 2020 Census no release was provided by the SDC in 2021 and this year's release is not expected until October 2022. This presents two issues for your consideration:

1. Consider recommending an amendment to CAPCOG's Bylaws for consideration at the September General Assembly meeting that would designate the annual Census updates as our official data source; this update (or decennial data) are more reliable and we use Census data as the basis for the demographic data used by our programs.
2. Consider authorizing CAPCOG staff to use Census data for the purposes of determining the membership dues, General Assembly membership, and Executive Committee membership for calendar year 2023 since we are currently relying on the SDC data released January 2020 and the upcoming release in October 2022 will occur after we have sent membership invoices and will be near the completion of the Nominating Committee process. The Bylaws require the agency's executive director to send out the nominations for the next year by October 30.

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: \$3,500 - \$4,000 for FY 2023

Source of Funds: member governments

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.? n/a

PROCUREMENT: N/A

ACTION REQUESTED:

Consider Recommending CAPCOG Bylaws to Change CAPCOG Official Data Source from the State Data Center to the US Census and consider authorizing use of the Census data for the 2023 population data for membership.

BACK-UP DOCUMENTS ATTACHED:

1. Comparison of Timelines for SDC and Census Bureau Population Estimates and CAPCOG Annual Milestones
2. Estimates of County General Assembly Representation and Dues Using SDC and Census Population Estimates

BACK-UP DOCUMENTS NOT ATTACHED: None

Comparison of Timelines for SDC and Census Bureau Population Estimates and CAPCOG Annual Milestones

Month	SDC	Census Bureau	CAPCOG
November 2020	Releases 7/1/2019 and 1/1/2020 Estimates		
December 2020			Due date for 2021 Membership Dues, General Assembly Meeting (both based on 1/1/2019 SDC estimates)
August 2021		2020 Census Results Released (counts as of 4/1/2020)	CAPCOG sends 2022 dues invoices based on 1/1/2020 SDC estimates
September 2021			CAPCOG General Assembly (based on 1/1/2020 SDC estimates)
December 2021			Due date for 2022 Membership Dues, General Assembly Meeting (both based on 1/1/2020 SDC estimates)
March 2022		July 1, 2021, County Population Estimates Released	
May 2022		July 1, 2021, City Population Estimates Released	
August 2022			CAPCOG sends 2023 dues invoices
September 2022			CAPCOG General Assembly Meeting
October 2022	Releases 7/1/2021 and 1/1/2022 Estimates		
December 2022			Due date for 2022 Membership Dues, General Assembly Meeting

Estimates of CAPCOG 2023 Dues for Counties Based on Different Population Estimates

County	1/1/2020 SDC Pop. Estimate	7/1/2021 Census Bureau Estimate	Projected 1/1/2022 Pop. Estimate	Dues based on 1/1/2020 SDC (same as 2022)	Dues based on 7/1/2021 Census Bureau Estimate	Dues based on Projected 1/1/2022 Pop. Estimate
Bastrop	90,262	102,058	104,096	\$4,513.10	\$5,102.90	\$5,204.80
Blanco	12,365	11,886	12,102	\$618.25	\$594.30	\$605.10
Burnet	49,225	50,954	51,718	\$2,461.25	\$2,547.70	\$2,585.90
Caldwell	43,501	46,791	47,203	\$2,175.05	\$2,339.55	\$2,360.15
Fayette	26,522	24,687	24,805	\$1,326.10	\$1,234.35	\$1,240.25
Hays	232,080	255,397	261,191	\$11,604.00	\$12,769.85	\$13,059.55
Lee	17,432	17,706	17,810	\$871.60	\$885.30	\$890.50
Llano	21,890	21,978	22,343	\$1,094.50	\$1,098.90	\$1,117.15
Travis	1,285,526	1,305,154	1,309,681	\$64,276.30	\$65,257.70	\$65,484.05
Williamson	602,686	643,026	656,906	\$30,134.30	\$32,151.30	\$32,845.30
Total	2,381,489	2,479,637	2,507,855	\$119,074.45	\$123,981.85	\$125,392.75

Notes:

*County dues are calculated using a rate of \$0.05 per capita

*The 1/1/2022 projection (i.e., an approximation of what the State Data Center's estimate might be) was based on the 7/1/2021 Census Bureau estimate plus ½ of the growth estimated between 7/1/2020 and 7/1/2021

*Total difference if using 7/1/2021 Census Bureau estimate: +\$4,907.40

*Total projected difference if using 1/1/2022 estimates: +\$6,318.30

*2 counties (Blanco and Fayette) would actually have slightly lower dues using the 7/1/2021 or 1/1/2022 estimates

EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 8, 2022

AGENDA ITEM: #7 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:

1. 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):

1. Executive Committee attendance roster
2. Advisory Committee attendance rosters



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM
May 24, 2022

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.

Blanco County

- The Aging Advisory Council (AAC) has a representative vacancy.

Burnet County

- The Aging Advisory Council (AAC) has a representative vacancy.
- The Criminal Justice Advisory Committee (CJAC) has a representative vacancy.

City of Austin

- The Aging Advisory Council (AAC) has two representative vacancies.
- The Criminal Justice Advisory Committee (CJAC) has a representative vacancy.

Lee County

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

Williamson County

- The Aging Advisory Council (AAC) has a representative vacancy.

The Law Enforcement Education Committee (LEEC)

- One citizen representative vacancy
- One law enforcement representative vacancy