



Executive Committee Meeting | Agenda

10:00 a.m., Wednesday, August 11, 2021
CAPCOG Lantana Room
6800 Burlinson Rd., Bldg. 310, Suite 155
Austin, Texas 78744

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 Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Pro Tem Lyle Nelson, City of Bastrop
Council Member Kevin Hight, 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

Ms. Sandy Cox, City of Lakeway
Mayor Christine Sederquist, City of Leander
Commissioner Steven Knobloch, Lee County
Council Member Mike Heath, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
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 July 14 and July 21, 2021 Executive Committee Meeting**
- 3. Consider Accepting the Quarterly Investment Report**
Lisa Bowman, Director of Finance
- 4. Consider Recommending Nominating Committee to General Assembly**
Betty Voights, Executive Director
- 5. Consider Approving the FY 2022 CAPCOG Annual Budget and Recommend Approval to the General Assembly**
Sheila Jennings, Director of Administration
- 6. Consider Adoption of a Resolution Declaring September 2021 as CAPCOG Preparedness Month**
Martin Ritchey, Director of Homeland Security
- 7. Consider Authorization to Amend Contracts for Nutrition Providers – Meals on Wheels of Central Texas and Combined Community Action, Inc.**
Patty Bordie, Director of Aging Services
- 8. Report on Performance Evaluation of Executive Director**
Sheila Jennings, Director of Administration

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

10. Adjourn



Executive Committee | Summary Minutes

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

CAPCOG Lantana Room

6800 Burlleson Rd., Bldg. 310, Suite 155

Austin, Texas 78744

Present (22)

Judge Paul Pape, Bastrop County, **Chair**

Judge James Oakley, Burnet County, **2nd Vice Chair**

Mayor Lew White, City of Lockhart, **Secretary**

Judge Ron Cunningham, Llano County, **Parliamentarian**

Mayor Jane Hughson, City of San Marcos, **Immediate Past Chair**

Mayor Pro Tem Lyle Nelson, City of Bastrop

Council Member Kevin Hight, City of Bee Cave

Commissioner Joe Don Dockery, Burnet County

Judge Hoppy Haden, Caldwell County

Judge Joe Weber, Fayette County

Mayor Pro Tem Kevin Pitts, City of Georgetown

Commissioner Debbie Ingalsbe, Hays County

Ms. Sandy Cox, City of Lakeway

Mayor Christine Sederquist, City of Leander

Commissioner Steven Knobloch, Lee County

Council Member Mike Heath, City of Pflugerville

Council Member Matthew Baker, City of Round Rock

Council Member Janice Bruno, City of Smithville

Commissioner Ann Howard, Travis County

Commissioner Brigid Shea, Travis County

Commissioner Russ Boles, Williamson County

Commissioner Cynthia Long, Williamson County

Absent (7)

Mayor Brandt Rydell, City of Taylor, **1st Vice Chair**

Council Member Mackenzie Kelly, City of Austin

Judge Brett Bray, Blanco County

Representative John Cyrier

Representative Celia Israel

Representative Terry Wilson

Representative Erin Zwiener

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

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

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

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

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

Shelly Hargrove, Director of Community and Economic Development

Matt Holderread, Regional Research Coordinator

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

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

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

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

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

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

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

Betty Voights, Executive Director

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

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

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

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

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

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

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

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

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

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

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

7. Consider Approving Appointments to Advisory Committees

Deborah Brea, Executive Assistant

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

8. Staff Reports

Betty Voights, Executive Director

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

9. Adjourn

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

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

Date



Executive Committee | Summary Minutes

Special Called Meeting
8:30 a.m., Wednesday, July 21, 2021

Access via Zoom or Conference Call

<https://zoom.us/j/99232928598?pwd=Z0dpTGJ0ZGxJbzFmM3ByNzM2azFLZz09>

Dial In: +1 346 248 7799

Meeting ID: 992 3292 8598

Password: 842322

Present (22)

Judge Paul Pape, Bastrop County, **Chair**
Mayor Brandt Rydell, City of Taylor, **1st Vice Chair**
Judge James Oakley, Burnet County, **2nd Vice Chair**
Mayor Jane Hughson, City of San Marcos, **Immediate Past Chair**
Mayor Pro Tem Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
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
Ms. Sandy Cox, City of Lakeway
Mayor Christine Sederquist, City of Leander
Commissioner Steven Knobloch, Lee County
Council Member Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Representative Terry Wilson

Absent (7)

Mayor Lew White, City of Lockhart, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
Council Member Mackenzie Kelly, City of Austin
Council Member Mike Heath, City of Pflugerville

Representative John Cyrier
Representative Celia Israel
Representative Erin Zwiener

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

Judge Pape confirmed a quorum and called the meeting to order at 8:33 a.m.

2. **Consider Approving Redistribution of the Plan Year 2022 General Victim Assistance Direct Services Program Projects Funding for Consideration by the Public Safety Officer's Criminal Justice Division, Office of the Governor**

Betty Voights, Executive Director

Ms. Voights summarized processes and events that happened during the year regarding five categories of 2022 criminal justice grant recommendations made in April and May to the Criminal Justice Division, Office of the Governor, and added that our region was oversubscribed in all of them. She explained that the Office of the Governor asked CAPCOG and several other COGs if they wanted the opportunity to reconsider their recommendations for the General Victim Assistance, Direct Services Program; since our board had voiced concerns in May about not distributing the funding to cover more projects, she had accepted their offer. She noted that a work group of Commissioner Long, Commissioner Howard, Council Member Heath, and Ms. Cox had put in much work on reviewing several scenarios to get funding to reach as many projects as possible.

Judge Pape then indicated the work group had provided two possible funding scenarios and asked Commissioner Long to explain them. Commissioner Long stated that one funding scenario would reduce the previous grant

received or a new project being recommended by 15 percent and cap projects from receiving more funds than they received in the previous year. The second scenario just reduced the recommended funding by 15 percent. Both options continued to fund projects in their priority order until funding ran out. Commissioner Long mentioned these choices were hard as all the projects receiving recommendations can be extremely valuable to their communities. Ms. Voights reaffirmed to the board that CAPCOG will be changing its processes next year to recommend funding more equitably across more projects.

A motion was made by Commissioner Long to adopt the scenario that would change the recommendations by decreasing projects previously awarded funding by 15 percent of their last grant amount and reducing new project applicants by 15 percent of their requested amounts. Ms. Cox seconded the motion. A secondary motion was made by Commissioner Howard to only reduced the funding recommendations by 15 percent. Mayor Hughson seconded. Commissioner Long noted that Commissioner Howard's motion would mean two less projects would receive funding recommendations. Discussion continued about trying to make sure the funding recommendations were spread throughout the region before Judge Pape called for a roll call vote on each motion.

A vote was taken on the substitute motion made by Commissioner Howard. Votes were recorded as follows:

Judge Paul Pape – Yes	Commissioner Debbie Ingalsbe – Yes
Mayor Brandt Rydell – No	Ms. Sandy Cox – No
Judge James Oakley – Yes	Mayor Christine Sederquist – No
Mayor Jane Hughson – No, noting this was not an easy decision	Commissioner Steven Knobloch – No
Mayor Pro Tem Lyle Nelson – No	Council Member Matthew Baker – No
Council Member Kevin Hight – No	Council Member Janice Bruno – No
Judge Brett Bray – No	Commissioner Ann Howard – Yes
Commissioner Joe Don Dockery – Yes	Commissioner Brigid Shea – Yes
Judge Hoppy Haden – Yes	Commissioner Russ Boles – No
Judge Joe Weber – No	Commissioner Cynthia Long – No
Mayor Pro Tem Kevin Pitts – No	

The motion failed by a vote of 7 to 14.

A vote was then taken on the original motion made by Commissioner Long. Votes were recorded as follows:

Judge Paul Pape – Yes	Mayor Christine Sederquist – Yes
Mayor Brandt Rydell – Yes	Commissioner Steven Knobloch – Yes
Judge James Oakley – Yes	Council Member Matthew Baker – Yes
Mayor Jane Hughson – Yes	Council Member Janice Bruno – Yes
Mayor Pro Tem Lyle Nelson – Yes	Commissioner Ann Howard – Abstained, objected to how the recommendations were made
Council Member Kevin Hight – Yes	Commissioner Brigid Shea – Yes, objected to how the recommendations were made
Judge Brett Bray – Yes	Commissioner Russ Boles – Yes
Commissioner Joe Don Dockery – No	Commissioner Cynthia Long – Yes
Judge Hoppy Haden – Yes	
Judge Joe Weber – Yes	
Mayor Pro Tem Kevin Pitts – Yes	
Commissioner Debbie Ingalsbe – Yes	
Ms. Sandy Cox – Yes	

The motion passed by a vote of 19 to 1 with one abstention.

The board asked CAPCOG staff to notify the program’s applicants as soon as possible about the funding recommendation changes.

3. Adjourn

Judge Pape adjourned the meeting at 8:54 a.m.

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

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 11, 2021

AGENDA ITEM: #3 Consider Accepting the Quarterly Investment Report

GENERAL DESCRIPTION OF ITEM:

The Public Funds Investment Act and the CAPCOG Investment Policy require that a quarterly investment report be prepared for the Executive Committee. This report is for the quarter ending June 30, 2021. All of CAPCOG's investments are in the Texas Local Government Investment Pool (TexPool).

The beginning and ending balances for each fund reflect the operating needs of the organization and not the performance of the investments. CAPCOG's use of TexPool as our investment pool is to provide ready access to idle funds for operating purposes while still earning a market interest rate for short term investments.

During the quarter the market interest rate earned was approximately 0.012%.

Total interest earnings for the quarter were \$880.70

THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: Lisa Bowman, Director of Finance

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:

Accept the Quarterly Investment Report

BACK-UP DOCUMENTS ATTACHED:

1. Quarterly Investment Report (5 pages)

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

None



Capital Area Council of Governments

Quarterly Investment Report Summary April 1, 2021 - June 30, 2021

All Investments are held in the Texas Local Government Investment Pool (TexPool)

	<u>Book Value</u> <u>Beginning</u>	<u>Book Value</u> <u>Ending</u>	<u>Market Value</u> <u>Beginning</u>	<u>Market Value</u> <u>Ending</u>	<u>Interest</u> <u>Earnings</u>
General Fund - Operating Fund	608,721.69	790,274.41	608,721.69	790,274.41	23.08
Solid Waste - TCEQ Grant Advances	407,818.99	282,830.12	407,818.99	282,830.12	11.13
Air Quality - Local Funds for Monitoring	122,751.87	122,755.39	122,751.87	122,755.39	3.52
CAECD 911 Funds	27,582,790.67	28,172,104.00	27,582,790.67	28,172,104.00	842.97
Total All Investments	28,722,083.22	29,367,963.92	28,722,083.22	29,367,963.92	880.70

Average Daily Balance 28,918,810.97

Average Yield 0.012%

At June 30, 2021:

TexPool Average Weighted Average Maturity	30 Days
TexPool Average Daily Net Yield	0.0174%
6 Month US Treasury Bill Rate	0.0500%

TexPool's S&P Global Pool Rating is AAAm. The AAAm is the highest principal stability fund rating assigned by S&P Global. A fund rated AAAm demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk.

Book Value Equals Market Value because TexPool seeks to maintain a \$1.00 value per share as required by the Texas Public Funds Investment Act.

This quarterly report has been prepared in compliance with the investment policy and strategy as established for the Capital Area Council of Governments and the Public Funds Investment Act (Chapter 2256, Government Code).

Prepared by:

Lisa Byrd Bowman

Lisa Byrd Bowman
Director of Finance
Investment Officer

CAPITAL AREA COUNCIL OF GOVERNMENTS
General Fund
 Quarterly Investment Report
 April 1, 2021 - June 30, 2021

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			608,721.69
April		172,042.22	780,763.91
Monthly interest	8.08		780,771.99
May		259,487.42	1,040,259.41
Monthly interest	6.37		1,040,265.78
June			1,040,265.78
Monthly interest	8.63	(250,000.00)	790,274.41
Activity for the Quarter	23.08	181,529.64	
Ending Balance			790,274.41

Average Daily Balance	April	767,538.85
	May	736,364.31
	June	806,932.73
Average Daily Balance for the Quarter		770,278.63
Average Annual Interest Rate		0.012%

CAPITAL AREA COUNCIL OF GOVERNMENTS

Solid Waste

Quarterly Investment Report

April 1, 2021 - June 30, 2021

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			407,818.99
April		0.00	407,818.99
Monthly interest	4.57		407,823.56
May		0.00	407,823.56
Monthly interest	3.44		407,827.00
June		(125,000.00)	282,827.00
Monthly interest	3.12		282,830.12
Activity for the Quarter	11.13	(125,000.00)	
Ending Balance			282,830.12

Average Daily Balance	April	407,819.14
	May	407,824.00
	June	291,160.44
Average Daily Balance for the Quarter		368,934.53
Average Annual Interest Rate		0.012%

CAPITAL AREA COUNCIL OF GOVERNMENTS

Air Quality

Quarterly Investment Report

April 1, 2021 - June 30, 2021

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			122,751.87
April		0.00	122,751.87
Monthly interest	1.30		122,753.17
May		0.00	122,753.17
Monthly interest	0.94		122,754.11
June		0.00	122,754.11
Monthly interest	1.28		122,755.39
Activity for the Quarter	3.52	0.00	
Ending Balance			122,755.39

Average Daily Balance	April	122,751.91
	May	122,753.29
	June	122,754.15
Average Daily Balance for the	Quarter	122,753.12
Average Annual Interest Rate		0.011%

CAPITAL AREA COUNCIL OF GOVERNMENTS
CAECD 911 Fund
 Quarterly Investment Report
 April 1, 2021 - June 30, 2021

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			27,582,790.67
April		(472,042.22)	27,110,748.45
Monthly interest	303.85		27,111,052.30
May		1,060,512.58	28,171,564.88
Monthly interest	236.58		28,171,801.46
June		0.00	28,171,801.46
Monthly interest	302.54		28,172,104.00
Activity for the Quarter	842.97	588,470.36	
Ending Balance			28,172,104.00

Average Daily Balance	April	27,393,983.91
	May	27,388,071.97
	June	28,188,478.21
Average Daily Balance for the Quarter		27,656,844.70
Average Annual Interest Rate		0.012%

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 11, 2021

AGENDA ITEM: #4 Consider Recommending Nominating Committee to General Assembly

GENERAL DESCRIPTION OF ITEM:

CAPCOG's General Assembly must elect a Nominating Committee each September to develop recommendations for CAPCOG's Executive Committee membership in the following calendar year; the Executive Committee traditionally makes recommendations for Nominating Committee members. According to the Bylaws, the Nominating Committee is composed of current General Assembly members with at least two who do not serve on the Executive Committee as well as two currently serving. The chair of the Executive Committee chairs the Nominating Committee.

The Nominating Committee typically meets 1-2 times to generate a list of city and county elected officials who will be considered at the General Assembly annual membership meeting in December for election. The slate is developed from the nominations received from all eligible elected officials; these are solicited in early September based on the current roster of General Assembly members. Using the Bylaws as a guide, the goal is to recommend a slate with a balance of urban and rural, city and county, small and large, and geographically representative of the region. The Bylaws also state that CAPCOG's Executive Director must send the Nominating Committee's recommendations to all General Assembly members no later than October 31st.

The Nominating Committee's work also involves recommending the Executive Committee officers and determining the recipient of the Jack Griesenbeck Leadership in Regionalism award.

The Nominating Committee members currently serving until the General Assembly elects a new committee in September are Burnet County Commissioner Joe Don Dockery, Llano County Ron Cunningham, Travis County Commissioner Brigid Shea, Williamson County Commissioner Cynthia Long, Bastrop Mayor Pro Tem Lyle Nelson, Giddings Mayor John Dowell, and Hays County Commissioner Lon Shell.

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: N/A

PROCUREMENT: N/A

ACTION REQUESTED:

Recommend seven members to be considered by the General Assembly for the 2021-2022 Nominating Committee.

BACK-UP DOCUMENTS ATTACHED:

1. Schedule for Nominating Committee
2. Excerpt from Bylaws section on Nominating Committee membership & duties
3. General Assembly membership list

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

None

Executive Committee Nominations and Review Timeline – 2021

Solicit membership for 2022 Executive Committee	September 1, 2021
Nominating Committee elected at General Assembly	September 8, 2021
Nominations due from eligible elected officials seeking slot on Executive Committee	September 24, 2021
First Nominating Committee Meeting – held in conjunction with/prior to Executive Committee meeting	October 13, 2021
--Review nominations & develop draft slate --Discuss officers --Identify candidates for Regionalism award	
Second Nominating Committee Meeting ** (Can be held by conference call)	October 28, 2021
-Finalize recommendations for slate including officers -Finalize recommendations for Regionalism award	
Recommended slate for Executive Committee with officers sent to General Assembly members	October 29, 2021
Last day for challenge for slot on Executive Committee	November 30, 2021
Dues must be paid by local government for candidates to be eligible for election to Executive Committee	December 1, 2021

**A third Nomination Committee meeting will be scheduled if needed.

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.



GENERAL ASSEMBLY MEMBER REPRESENTATIVES

BASTROP COUNTY REPRESENTATIVES

Bastrop County Judge Paul Pape
 Bastrop County Commissioner Mel Hamner
 City of Bastrop Mayor Pro Tem Lyle Nelson
 City of Elgin Mr. Chris Cannon
 City of Smithville Council Member Janice Bruno

BLANCO COUNTY REPRESENTATIVES

Blanco County Judge Brett Bray
 City of Blanco Mayor Pro Tem Martin Saucedo
 City of Johnson City Mayor Ronda Stell
 City of Round Mountain Vacant

BURNET COUNTY REPRESENTATIVES

Burnet County Judge James Oakley
 Burnet County Commissioner Joe Don Dockery
 City of Bertram Ms. Georgina Hernandez
 City of Burnet Council Member Tres Clinton
 City of Cottonwood Shores Ms. Karrie Cummings
 City of Double Horn Alderman John Osborne
 City of Granite Shoals Council Member Steve Hougen
 City of Highland Haven Mayor Olan Kelley
 City of Marble Falls Council Member William (Dee) Haddock
 City of Meadowlakes Ms. Mary Ann Raesener

CALDWELL COUNTY REPRESENTATIVES

Caldwell County Judge Hoppy Haden
 Caldwell County Commissioner Joe Roland
 City of Lockhart Council Member Jeffry Michelson
 City of Lockhart Mayor Lew White
 City of Luling Mayor Mike Hendricks
 City of Martindale Council Member Jan Bunker

FAYETTE COUNTY REPRESENTATIVES

Fayette County Judge Joe Weber
 Fayette County Vacant
 City of Carmine Mayor Wade Eilers
 City of Fayetteville Mayor Carl Marino
 City of Flatonia Ms. Sarah Novo
 City of La Grange Mayor Janet Moerbe
 Town of Round Top Mayor Barry Bone
 City of Schulenburg Mr. Roger Moellenberndt

HAYS COUNTY REPRESENTATIVES

Hays County Commissioner Lon A. Shell
 Hays County Commissioner Debbie Gonzales Ingalsbe
 Hays County Judge Ruben Becerra
 City of Buda Mayor Pro Tem Lee Urbanovskys
 City of Buda City Manager Kenneth Williams

HAYS COUNTY (Continued) REPRESENTATIVES

City of Dripping Springs Council Member Taline Manassian
 City of Hays Mayor Larry Odom
 City of Kyle Council Member Robert Rizo
 City of Kyle Council Member Yvonne Flores-Cale
 City of Mountain City Vacant
 City of San Marcos Mayor Jane Hughson
 City of San Marcos Council Member Melissa Derrick
 City of San Marcos Director of Public Safety Chase Stapp
 City of Umland Vacant
 City of Wimberley Council Member Christine Byrne
 City of Woodcreek Mayor Gloria Whitehead

LEE COUNTY REPRESENTATIVES

Lee County Commissioner Steven Knobloch
 City of Giddings Mayor John Dowell
 City of Lexington Mayor Allen Retzlaff

LLANO COUNTY REPRESENTATIVES

Llano County Commissioner Jerry Don Moss
 Llano County Judge Ron Cunningham
 City of Llano Mayor Gail Lang
 City of Horseshoe Bay Council Member Randy Rives
 City of Sunrise Beach Village Council Member Dan Gower

TRAVIS COUNTY REPRESENTATIVES

Travis County Commissioner Brigid Shea
 Travis County Commissioner Ann Howard
 Travis County Commissioner Jeff Travillion
 City of Austin Council Member Mackenzie Kelly
 City of Austin Council Member Sabino Renteria
 City of Austin Mr. DeWayne Lofton
 City of Austin Mayor Steve Adler
 City of Bee Cave Council Member Kevin Hight
 City of Jonestown Alderman Dave Nelsen
 City of Lago Vista Mayor Ed Tidwell
 City of Lakeway Ms. Sandy Cox
 City of Lakeway Mayor Pro Tem Laurie Higginbotham
 City of Manor Mayor Dr. Larry Wallace Jr.
 City of Mustang Ridge Mr. Alfred Vallejo II
 City of Pflugerville Council Member Doug Weiss
 City of Pflugerville Council Member Ceasar Ruiz
 City of Pflugerville Council Member Mike Heath
 City of Rollingwood Mayor Mike Dyson
 City of Sunset Valley Mayor Rose Cardona
 City of West Lake Hills Mayor Linda Anthony
 Village of the Hills Mayor Eric Ovlen
 Village of Point Venture Vacant
 Village of San Leanna Mayor Molly Quirk
 Village of Volente Mr. Ken Beck

WILLIAMSON COUNTY REPRESENTATIVES

Williamson County Commissioner Russ Boles
Williamson County Commissioner Cynthia Long
Williamson County Vacant
City of Bartlett Mr. Norris Ivy
City of Cedar Park Council Member Heather Jefts
City of Cedar Park Council Member Eric Boyce
City of Cedar Park Council Member Mel Kirkland
City of Florence..... Mayor Mary Condon
City of Georgetown City Manager David Morgan
City of Georgetown Council Member Rachael Jonrowe
City of Georgetown Mayor Pro Tem Kevin Pitts
City of Granger Alderwoman Monica Stojanik
City of Hutto Council Member Patti Martinez
City of Hutto Council Member Tom Hines
City of Jarrell..... City Manager Vanessa Shrauner
City of Leander..... Mayor Christine Sederquist
City of Leander..... Council Member Marci Cannon
City of Leander..... Vacant
City of Liberty Hill Council Member Angela Jones
City of Round Rock Council Member Frank Ortega
City of Round Rock Vacant
City of Round Rock Council Member Matthew Baker
City of Round Rock Council Member Rene Flores
City of Taylor..... Council Member Robert Garcia
City of Taylor..... Mayor Brandt Rydell
City of Thrall Mayor Troy Marx
City of Weir..... Mayor Mervin Walker

ASSOCIATE MEMBERS REPRESENTATIVES

Austin ISD Mr. Joey Crumley
Barton Springs/Edwards Aquifer Conservation
District Ms. Vanessa Escobar, General Manager
Bluebonnet Electric Cooperative, Inc. Mr. Johnny Sanders
Buda Economic Development
Corporation Executive Director Traci Anderson
Capital Area Metropolitan
Planning Organization Executive Director Ashby Johnson
Central Health..... Ms. Cynthia Valadez
Del Valle ISD..... Ms. Darla Wegner
Dripping Springs ISD Mr. Ron Jones
Eanes ISD Vacant
Fayette County Central
Appraisal District Chief Appraiser Richard Moring
Georgetown Chamber of Commerce Mr. Jim Johnson
Giddings ISD..... Superintendent Roger Dees
Guadalupe-Blanco River Authority Ms. Teresa Van Booven
Hays Central
Appraisal District Chief Appraiser Laura Raven
Hutto ISD..... Chief William Edwards
La Grange ISD Superintendent William Wagner
Lockhart ISD..... Superintendent Mark Estrada
Lower Colorado River Authority Mr. Phil Wilson
Pedernales Electric Co-Op Ms. Shannon Johnson
Round Rock Chamber of Commerce Ms. Lora Weber
Travis County Emergency Services
District No. 2 Chief Ron Moellenberg
Movability Inc. Mr. Anton Cox

EXECUTIVE COMMITTEE OFFICERS:

Judge Paul Pape, **Chair**
Mayor Brandt Rydell, **1st Vice Chair**
Judge James Oakley, **2nd Vice Chair**
Mayor Lew White, **Secretary**
Judge Ron Cunningham, **Parliamentarian**
Mayor Jane Hughson, **Immediate Past Chair**

EXECUTIVE COMMITTEE MEMBERS:

Council Member Matthew Baker	Commissioner Debbie Ingalsbe
Commissioner Russ Boles	Council Member Mackenzie Kelly
Judge Brett Bray	Commissioner Steven Knobloch
Council Member Janice Bruno	Representative Celia Israel
Ms. Sandy Cox	Commissioner Cynthia Long
Representative John Cyrier	Mayor Pro Tem Lyle Nelson
Commissioner Joe Don Dockery	Council Member Kevin Pitts
Judge Hoppy Haden	Council Member Christine Sederquist
Council Member Mike Heath	Commissioner Brigid Shea
Council Member Kevin Hight	Judge Joe Weber
Council Member Ann Howard	Representative Terry Wilson
	Representative Erin Zwiener

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 11, 2021

AGENDA ITEM: #5 Consider Approving the FY 2022 CAPCOG Annual Budget and Recommend Approval to the General Assembly

GENERAL DESCRIPTION OF ITEM:

The FY 2022 CAPCOG Annual Budget has been prepared in accordance with the CAPCOG Bylaws and applicable state and federal regulations. The Budget and Audit Committee held budget work sessions on March 10th, April 14th, May 12th, June 9th, and July 14th to guide staff in the preparation of the budget.

Upon approval by the Executive Committee, the budget will be presented to the General Assembly for final adoption on September 8, 2021. The salary schedule must be provided to the State Auditor 45 days prior to the start of the fiscal year, and therefore must be submitted no later than August 17, 2021.

THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Sheila Jennings, Director of Administration**

BUDGETARY IMPACT:

Total estimated cost: \$32,387,092 in revenues
\$32,448,937 in expenditures

Source of Funds:

State	<u>\$2,311,377</u>
Federal	<u>\$6,880,590</u>
Service Fees	<u>\$15,387,948</u>
Local and Non-Grant	<u>\$1,617,926</u>
Identified Prior Year Funds	<u>\$3,000,000</u>
Third Party Match (est.)	<u>\$3,183,251</u>

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 the FY 2022 CAPCOG Annual Budget and recommend approval to the General Assembly.

BACK-UP DOCUMENTS ATTACHED:

1. Memo
2. Budget Summary of Sources and Uses
3. Detail on Local Funds, Fringe Costs, and Indirect Costs
4. CAPCOG Salary Schedule

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



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

DATE: July 26, 2021
TO: Executive Committee
FROM: Sheila Jennings, Director of Administration
RE: Proposed FY 2022 CAPCOG Budget

Enclosed are the budget summary documents for the CAPCOG FY 2022 budget, including:

1. A budget summary of sources and uses of funds;
2. Proposed allocation of unrestricted funds;
3. Proposed fringe benefits calculation;
4. Proposed expenditures for indirect costs; and
5. A salary schedule for CAPCOG employee positions in FY 2022.

OVERVIEW

The largest portion of CAPCOG's budget is related to the 9-1-1 emergency communications district, representing 48.08% of expenditures in the proposed FY 2022 budget. The majority of the remaining funding comes from multiple grants and contracts with state and federal agencies, leveraged with an anticipated \$290,000 in annual membership dues.

The 9-1-1 emergency communications portion of the budget is included as approved by the Capital Area Emergency Communications District (CAECD) Board of Managers on July 14, 2021, for a total in district expenditures of \$15,602,849. The District budget is administered as an integral part (a "blended component" according to the auditors) of the annual CAPCOG budget and is included in the total organization-wide budget to provide a complete picture for planning purposes. The expenditures already approved in the CAECD budget support the Emergency Communications Division, plus the Regional Notification Services (RNS) and WebEOC activities in the Homeland Security Division, and a major portion of GIS Services.

The FY 2022 proposed budget also includes estimated carryover funding for the Aging Services programs. We continue to receive notifications of additional funding late in the fiscal year for our Older Americans Act funding, which cannot be spent quickly enough before the year is out – therefore we have included \$3,000,000 as our best estimate of carry forward for this program.

In reviewing the budget for next year, it is important to remember that our individual grant budgets are prepared on the timeline of our funding agencies and few of these coincide with the CAPCOG budgeting timeline; the approval of individual grant budgets occurs throughout the year. This makes the budget process

for CAPCOG a little different than it is for our member cities and counties. While we are fairly certain about which grants and programs will be funded in the year, the detailed expenditures for the individual program may change due to availability of funds. We base the grant portions of our CAPCOG budget on known grant/contract amounts and/or best estimates of expected funding for the next year.

The CAPCOG FY 2022 budget, as proposed, totals \$32,387,092 in anticipated revenues and \$32,448,937 in planned expenditures. The balance will be covered by unassigned fund balance in the CAECD funds as discussed in July.

STAFFING AND SALARIES

The budget includes a 2% across-the-board increase in salaries, as recommended by the Budget and Audit Committee. The Budget and Audit Committee also approved the Executive Director's request to set aside funds for merit bonuses in FY 2022. A merit bonus is a one-time lump sum award, not a salary adjustment, and the amount authorized is amounts varying from 1% to 3% as determined by the executive director strictly based on performance.

COGs are required to have pay plans that do not exceed the one used by the State of Texas; it is CAPCOG's practice to adopt the same plan as the State in order to comply with the statute, therefore the recommended pay plan is set out with equivalent classifications and pay ranges.

This budget provides for 71 employee positions (70.75 FTEs).

FRINGE BENEFITS

CAPCOG's benefit package includes medical, vision, dental, life and long-term disability insurance for employees paid 100% by CAPCOG. There is no contribution from the COG for health care benefits for dependents.

CAPCOG's medical insurance is provided by TML Health and is on a January 1 renewal, so we typically do not have renewal information until late September. Our past year's utilization of benefits has been low, but we know that costs to the TML Health insurance pool is affected by costs due to COVID-19. We have included a 3% increase in CAPCOG's medical premiums in the next year's budget in anticipation of our re-rate.

Dental, life, and LTD insurance are with Mutual of Omaha, and we are expecting a 3% increase in the dental premiums next year. Our vision coverage is with Superior Vision.

For all of the above coverages, we are working with our health insurance advisor to issue an RFP this year to test the market – keeping in mind that we also qualify for a Renewal Credit from TML if we do renew. CAPCOG's contributions to employee Health Reimbursement Agreement accounts (HRAs) will remain at \$2,000 per employee for the year.

As a retirement plan, CAPCOG has a 401k plan. Employees are not required to participate, but if they do, CAPCOG will provide an annual contribution to the employees account equal to 8% of gross salary. The plan provides partial vesting for each year of service with full vesting after 5 years.

FRINGE BENEFITS AND INDIRECT COST RATE

During the year, fringe benefits are charged to programs in direct proportion to actual salaries. This budget calculates that proportion to be at 51.42% of salaries in FY 2022.

CAPCOG is reliant on using an indirect cost rate to distribute shared costs throughout the grants and programs that it administers. We calculate our indirect costs as a proportion of salaries and wages, a cost

allocation method in accordance with the OMB circulars regarding grant administration. Salaries and wages are consistent, therefore easier to anticipate from month to month and is the common method by other councils of governments. We negotiate the rate with our largest federal funding agency – the Economic Development Administration – and we use our negotiated rate until a new one is in place. We are still waiting from a new rate at this time, so this budget is calculated at an Indirect Cost Rate is 23% of salaries and wages. We expect our next rate to be somewhat lower.

ITEMS OF NOTE ON PROGRAM BUDGETS

- **Aging Services** – We do not have the final allocation amount for second-largest section of the CAPCOG budget: Aging Services. Older Americans Act funding distributions are not determined until after the start of our fiscal year, therefore we always go forward with the CAPCOG budget using our best estimates. We have used the current working budget for this year as the estimate for Aging services in FY 2022.
- **Air Quality** – We have a very conservative estimate in Air Quality for our grant funding – at this time, we are using our current funding level of \$281,250 to budget for the two year grant but formulas are expended to give us much more than that.
- **EDA CARES funding** – CAPCOG had been awarded CARES Act funding through EDA to assist local governments in applying for projects, as a 2-year grant at nearly \$400,000 total. This grant will end in June, 2022.
- **Municipal Solid Waste** – FY 2022 includes an estimate for funding of local projects for the next year. This is the first year of the state biennium so our funding plan for projects has not been submitted to the Texas Commission on Environmental Quality yet.
- **TXDOT Contract** – We have one more year in our current contract with the TXDOT district office to provide planning support and local input through the Capital Area Regional Transportation Organization (CARTPO), at \$45,000 for FY 2022.
- **Homeland Security Radio Interoperability** – CAPCOG received a state-funded Regional Interoperability Grant through the Office of the Governor last year for the amount of \$1,077,985 over a two-year period. These funds pass-through for equipment costs and contracted services in Blanco County. Twenty-five percent of the equipment costs have been paid to date; the balance of the grant is shown in the FY 2022 budget as it ends in August, 2022.

If you have any questions or would like further detail on the budget, please email or call me at sjennings@capcog.org or 512-916-6006. I am also available to meet with anyone who would like to review any aspect of our budget or process used. Please contact me and we can set up a call or Zoom meeting on August 12, 2020 immediately prior to the Executive committee meeting.

PROPOSED FY 2022 CAPCOG BUDGET

SOURCES OF FUNDS

LOCAL & NON-GRANT

Membership Dues	290,000
Contractual Income/Local Contributions	925,523
Program Income (Aging Services)	127,303
Program Income (RLEA Tuition)	202,500
MyPermitNow	50,000
Interest/Misc. Income	22,600

Subtotal **1,617,926**

Third Party Matching - Aging Subrecipients **3,183,251**

9-1-1 Service Fees **15,387,948**

STATE

Texas Health and Human Services Commission	532,882
Office of the Governor - Criminal Justice Division	446,799
Office of the Governor - Homeland Security Grants Division	822,235
Texas Commission on Environmental Quality	464,461
Texas Department of Transportation	45,000
Texas Department of Agriculture	-

Subtotal **2,311,377**

FEDERAL - (Through State/Other Agency)

Texas Health and Human Services Commission	5,899,576
Office of the Governor - Homeland Security Grants Division	693,131
Texas Department of Agriculture	7,883
Federal Highway Administration - TXDOT (through CAMPO)	35,000

Subtotal **6,635,590**

FEDERAL - (Direct)

Economic Development Administration	245,000
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Subtotal **245,000**

FY 2022 Funds **29,381,092**

Prior Year Funds **3,000,000**

TOTAL FUNDS AVAILABLE **32,381,092**

PROPOSED FY 2022 CAPCOG BUDGET

USES OF FUNDS

AGING SERVICES

Area Agency on Aging - Program Operations	9,303,340
Aging & Disability Resource Center (ADRC)	340,321
St. David's Foundation - CAPABLE and Aging Services	477,781
Aging Program Third party Match	3,183,251
Sub-total	13,304,693

COMMUNITY & ECONOMIC DEVELOPMENT

EDA Planning	140,000
EDA CARES Act Recovery Funds	175,000
Third Party Grant Administration	48,000
Criminal Justice Planning	132,440
TDA Community Development	7,883
Other Planning Projects	21,046
Transportation Planning and Collaboration	45,000
Housing Navigator	6,100
Regional Solid Waste Planning	211,836
Solid Waste Local Projects	112,000
Regional Transit Coordination Committee	35,000
Sub-total	934,304

REGIONAL PLANNING & SERVICES

GIS Services	412,465
Air Quality Programs	450,625
Other Planning Projects	35,000
Sub-total	898,090

REGIONAL LAW ENFORCEMENT ACADEMY

Regional Academy	564,859
Sub-total	564,858

HOMELAND SECURITY

Homeland Security Planning, Training and Management	1,507,104
WebEOC Administration	186,645
Regional Notification Systems Administration	591,412
Sub-total	2,285,161

EMERGENCY COMMUNICATIONS

9-1-1 District Operations	14,449,728
Sub-total	14,449,728

OTHER: Local Expenses

Less interdepartmental transfer for GIS	(37,400)
Sub-total	12,100

TOTAL EXPENDITURES 32,448,937



CAPITAL AREA COUNCIL OF GOVERNMENTS

UNRESTRICTED LOCAL FUNDS/ALLOCATIONS

October 1, 2021 - September 30, 2022

Unrestricted Local Funding:	FY 2021 Budgeted	FY 2021 Projection	FY 2022 Proposed
Membership Dues	270,000	294,751	290,000
MyPermitNow	50,000	50,000	50,000
Interest Income	20,000	4,000	2,500
CAECD Interest Income	150,000	30,000	20,100
Misc. Income/Rebates	15,000	15,000	15,000
Total Revenue	505,000	393,751	377,600
Local Match Allocations/Expenditures:	FY 2021 Budgeted	FY 2021 Projection	FY 2022 Proposed
Program/Grant			
Match - Area Agency on Aging	80,000	80,000	90,000
Match - Economic Development (EDA)	70,000	70,000	70,000
Regional Academy	48,000	48,000	48,000
Regional Planning & Services	35,000	35,000	35,000
Other Local	22,000	22,000	32,000
Equipment & Operating Contingency	15,000	15,000	15,000
Community & Economic Development	50,000	50,000	50,000
CAECD Interest Income	150,000	30,000	20,100
Total Expenditures	470,000	350,000	360,100
Balance	35,000	43,751	17,500



CAPITAL AREA COUNCIL OF GOVERNMENTS

FRINGE BENEFITS

October 1, 2021 - September 30, 2022

RELEASE TIME

Vacation	184,148	
Sick Leave	125,556	
Holidays	200,889	
Total Release Time	510,594	13.23%

BENEFITS

FICA	334,255	
Employee Insurance	739,772	
Retirement	297,115	
Unemployment Insurance	17,477	
Workman's Compensation	14,821	
Wellness Program	5,500	
Potential Leave Payout	20,000	
Merit Pool	44,641	
Total Benefits	1,473,582	38.19%

TOTAL RELEASE TIME AND BENEFITS	1,984,175	51.42%
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Total Salaries	4,369,342
Less: Release Time	510,594
	3,858,748

BASIS FOR BENEFIT ALLOCATION:

1,984,175 / 3,858,748	51.42%
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CAPITAL AREA COUNCIL OF GOVERNMENTS
INDIRECT COST BUDGET
October 1, 2021 - September 30, 2022

EXPENDITURES	FY 2021 Budget	FY 2021 Estimate	FY 2022 Budget
Salaries	322,967	322,967	332,129
Temporary Services	3,000	3,000	3,000
Release Time & Benefits	168,852	168,852	170,781
TOTAL PERSONNEL COSTS	494,819	494,819	505,910
Accounting	31,842	31,842	33,189
Communications	4,864	4,864	4,864
Insurance	10,000	8,556	12,000
Legal	2,500	2,500	2,500
Postage	7,000	5,000	7,000
Printing	2,000	2,000	2,000
Photocopy Expense	10,000	10,000	10,000
Contractual Services	0	0	35,000
Professional Services	2,000	2,000	2,000
Advertising	500	500	500
Prof. Development	1,900	1,900	2,000
Subscriptions, Dues	39,680	39,680	37,685
Travel	11,000	2,000	11,000
Office Space	99,958	99,958	103,197
Equipment Maintenance	0	0	0
Equipment	4,000	4,000	4,000
Consumable Supplies	10,254	10,254	12,532
Personnel/Payroll Services	13,742	13,742	14,071
IT, Security, and Communications Support Services	50,987	50,987	51,620
TOTAL EXPENDITURES	797,046	784,602	851,067

Indirect costs are not to be considered Administrative or Overhead Costs. It is an accounting method used when costs are: (a) incurred for a common joint purpose benefiting more than one cost objective; and (b) not readily assignable to the cost objective specifically benefited, without effort disproportionate to the results achieved. This method is outlined in OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200) as an allowable method of cost distribution. CAPCOG uses total direct salaries and wages as the basis for distributing indirect costs to individual program areas, resulting in each award bearing a fair share of the indirect costs in reasonable relation to the benefits received from the costs. Separate costs pools have been established for Accounting, Personnel/Payroll, and Information Technology Services, and are allocated as direct costs to program areas based on allocation methods included in the approved Cost Allocation Plan.

**CAPITAL AREA COUNCIL OF GOVERNMENTS
FY 2022 Salary Plan**

#	Group	Salary Range			CAPCOG Job Title
		Minimum	Mid-Point	Maximum	
ADMINISTRATION					
1	Exempt	0	0	0	Executive Director
2	B-27	76,356	102,746	129,137	Director of Administration
3	B-19	42,244	55,602	68,960	Human Resources Coordinator
4	B-19	42,244	55,602	68,960	Member Services Coordinator
5	B-17	36,976	47,688	58,399	Executive Assistant
6	A-11	26,332	33,843	41,355	Receptionist/Admin Assistant II
FINANCE					
7	B-26	69,415	93,406	117,397	Director of Finance
8	B-25	63,104	83,298	103,491	Assistant Director of Finance
9	B-19	42,244	55,602	68,960	Accountant IV
10	B-14	31,144	40,139	49,134	Accounting Analyst
INFORMATION SERVICES					
11	B-26	69,415	93,406	117,397	Director of Information Tech. Svcs
12	B-22	51,614	68,047	84,479	Network Administrator
13	B-17	36,976	47,688	58,399	Systems Support Specialist
EMERGENCY COMMUNICATIONS					
14	B-30	101,630	136,756	171,881	Director of Emergency Communications
15	B-26	69,415	93,406	117,397	Assistant Director - Operations
16	B-24	59,004	77,862	96,720	Office Manager
17	B-22	51,614	68,047	84,479	911 Telecom Coordinator A
18	B-22	51,614	68,047	84,479	911 Telecom Coordinator B
19	B-22	51,614	68,047	84,479	911 Telecom Projects Coordinator
20	B-21	48,278	63,615	78,953	EC Finance Manager
21	B-21	48,278	63,615	78,953	Senior Training & Pub Ed Specialist
22	B-19	42,244	55,602	68,960	EC Accounting Analyst
HOMELAND SECURITY					
23	B-27	76,356	102,746	129,137	Director of Homeland Security
24	B-18	39,521	51,985	64,449	Homeland Security Planner
25	B-18	39,521	51,985	64,449	Crisis Information Systems Coord
26	B-18	39,521	51,985	64,449	HS Administrative Coordinator
REGIONAL PLANNING & SERVICES					
27	B-25	63,104	83,298	103,491	Director, Reg Planning & Svcs
28	B-20	45,158	59,473	73,788	Regional Svcs Program Coord
29	B-22	51,614	68,047	84,479	GIS Program Manager
30	B-22	51,614	68,047	84,479	GIS Operations Coordinator
31	B-20	45,158	59,473	73,788	GIS/911 Database Analyst II
COMMUNITY & ECONOMIC DEVELOPMENT					
32	B-25	63,104	83,298	103,491	Director, Community & Eco Dev
33	B-22	51,614	68,047	84,479	Regional Programs Manager
34	B-19	42,244	55,602	68,960	Regional Community Development Planner
35	B-18	39,521	51,985	64,449	Regional Grant Coordinator
36	B-18	39,521	51,985	64,449	Grant Specialist
37	A-11	26,332	33,843	41,355	Admin Assistant

**CAPITAL AREA COUNCIL OF GOVERNMENTS
FY 2022 Salary Plan**

#	Group	Salary Range			CAPCOG Job Title
		Minimum	Mid-Point	Maximum	
AGING SERVICES					
38	B-28	83,991	113,021	142,052	Director of Aging Svcs
39	B-23	55,184	72,788	90,393	Senior Program Director
40	B-23	55,184	72,788	90,393	Asst Dir of Aging Svcs
41	B-20	45,158	59,473	73,788	Social Services Program Coord
42	B-19	42,244	55,602	68,960	Program Mgr Nut/Data/BC
43	B-19	42,244	55,602	68,960	Program Mgr Care Coord
44	B-19	42,244	55,602	68,960	Program Mgr MLO
45	B-19	42,244	55,602	68,960	Aging Services Coordinator (ADRC)
46	B-19	42,244	55,602	68,960	Accountant IV
47	B-19	42,244	55,602	68,960	Health,Prev & Wellness Coord
48	B-17	36,976	47,688	58,399	ADRC Program Coordinator
49	B-17	36,976	47,688	58,399	Aging Program Specialist
50	B-15	32,976	42,511	52,045	Care Coordinator
51	B-15	32,976	42,511	52,045	Care Coord/Intake Spec
52	B-15	32,976	42,511	52,045	Care Coordinator
53	B-15	32,976	42,511	52,045	Care Coordinator
54	B-15	32,976	42,511	52,045	Care Coordinator/Intake Spec
55	B-15	32,976	42,511	52,045	Care Coordinator
56	B-14	31,144	40,139	49,134	Ombudsman
57	B-14	31,144	40,139	49,134	Ombudsman
58	B-14	31,144	40,139	49,134	Ombudsman
59	B-14	31,144	40,139	49,134	Ombudsman PT
60	B-14	31,144	40,139	49,134	Lead Benefits Counselor
61	B-13	29,439	37,914	46,388	Benefits Counselor
62	B-13	29,439	37,914	46,388	Benefits Counselor
63	B-11	26,332	33,843	41,355	Intake Specialist
64	A-15	32,976	42,511	52,045	Program Monitor
65	A-13	29,439	37,914	46,388	Admin Assistant III
66	A-12	27,840	35,819	43,798	ADRC-IR&A Navigator
67	A-12	27,840	35,819	43,798	IR&A Specialist
68	A-11	26,332	33,843	41,355	Data Entry Clerk
REGIONAL LAW ENFORCEMENT ACADEMY					
69	B-26	69,415	93,406	117,397	Director of Regional LE Academy
70	B-21	48,278	63,615	78,953	Chief Instructor
71	A-15	32,976	42,511	52,045	Academy Office Coordinator

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 5, 2021

AGENDA ITEM: #6 Consider Adoption of a Resolution Declaring September 2021 as CAPCOG Preparedness Month

GENERAL DESCRIPTION OF ITEM:

In 2004, the Federal Emergency Management Agency (FEMA) began sponsoring September as National Preparedness Month to encourage Americans to take some simple steps to prepare for incidents, emergencies, and disasters facing their homes, neighborhoods, businesses, schools, and communities. Historically, Texas has more declared disasters than any other state in the Nation that are a major threat to the lives and safety of the residents, businesses, property, the natural resources, and environment of the CAPCOG Region. We have experienced numerous incidents, emergencies, and disasters that have caused major disruptions, damages, and loss of life across our region. A *whole community* approach to preparedness can help to mitigate the impacts of such incidents. CAPCOG Homeland Security has prepared a regional campaign using traditional and social media outlets in addition to *WarnCentralTexas.org* to encourage residents enroll in the alert system and to take steps to prepare their homes, families, and businesses to prepare for all hazards. Materials for the public will be posted online and distributed through CAPCOG stakeholders.

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: 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:

Consider Adopting Resolution Declaring September as CAPCOG Preparedness Month

BACK-UP DOCUMENTS ATTACHED:

1. Resolution for September as CAPCOG Preparedness Month

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

None



A PROCLAMATION AUTHORIZING RECOGNITION OF SEPTEMBER AS CAPCOG PREPAREDNESS MONTH

WHEREAS, the ten-county Capital Area Council of Governments (CAPCOG) is A POLITICAL SUBDIVISION OF THE State serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson counties; and,

WHEREAS, the State of Texas historically leads the nation in the number of federally-declared disasters, be they natural hazards, technological, or human-caused; and,

WHEREAS, National Preparedness Month is an opportunity for CAPCOG to inform and educate the residents, businesses, schools, and communities in the CAPCOG region to be more prepared by developing the capabilities needed to prevent, protect against, respond to, recover from, and mitigate against all threats and hazards and,

WHEREAS, preparedness is the responsibility of every resident of the CAPCOG ten-county region ;and ,

WHEREAS, preparedness is a national priority with the goal of shared safety and resilience; and

WHEREAS, personal, business, animal, and private-sector preparedness may serve to mitigate the impacts of various incidents, emergencies, and disasters in the CAPCOG region; and

WHEREAS, the CAPCOG Executive Committee encourages all residents to participate in preparedness activities and are asked to review preparedness information at [Ready.gov](https://www.ready.gov), and to sign up to receive emergency alerts via [WarnCentralTexas.org](https://www.WarnCentralTexas.org) to become more knowledgeable and prepared;

THEREFORE, BE IT RESOLVED, that, on behalf of the members of CAPCOG, the Executive Committee of the Capital Area Council of Governments declares the month of September 2021, as CAPCOG Preparedness Month in encourage all residents, businesses, schools, and communities to develop emergency preparedness and resiliency plans and to register at [WarnCentralTexas.org](https://www.WarnCentralTexas.org) to receive emergency alerts.

Resolution adopted by the Capital Area Council of Governments Executive Committee on this 11th day of August, 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: August 11, 2021

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

GENERAL DESCRIPTION OF ITEM:

In October 2020, Texas Department of Health and Human Services issued its contract with the Capital Area Council of Governments (CAPCOG) to include a new requirement that CAPCOG include “not to exceed” budget amounts in all subrecipient contracts. Nutrition Program and Senior Center Operations providers are the only aging services providers identified as subrecipients.

In reviewing the monthly requests for reimbursement, staff identified two providers who were spending at a pace that would require a contract amendment for this year. The other two were not expected to exceed existing amounts cited in their contract.

- Meals on Wheels of Central Texas contract requires an increase of \$65,928.96 to continue to provide services through the end of FY21
- Combined Community Action, Inc. contract requires an increase of \$552,425.01 to continue to provide services through the end of FY21

The continued closure of congregate meal sites, unprecedented high demand due to the pandemic as well as the additional funding to address the overarching issue of food insecurity throughout the pandemic are the reasons for these current increases. We do anticipate as the older adult population expands across the region contract amendments may be necessary for additional reasons even post-pandemic.

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: \$618,353.97 in additional funds to nutrition providers

Source of Funds: Title III – Older Americans Act funding, CARES Act 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: The contracts were awarded through a competitive RFP process in March, 2020.

ACTION REQUESTED: Consider authorization to amend contracts for nutrition providers – Meals on Wheels of Central Texas and Combined Community Action, Inc.

BACK-UP DOCUMENTS ATTACHED:

1. Draft contract Amendment No. 1

BACK-UP DOCUMENTS NOT ATTACHED:

None

**Capital Area Council of Governments Contract
for Older Americans Act Programs**

AMENDMENT No. 1

The Capital Area Council of Governments, hereinafter referred to as CAPCOG, and **MEALS ON WHEELS OF CENTRAL TEXAS**, hereinafter referred to as SUBRECIPIENT, who are collectively referred to in this Amendment as the “Parties,” to a services contract effective October 1, 2020, now want to further amend the Contract.

Whereas, the Parties want to exercise the option to extend the Contract in accordance with Section 5 of the Contract, Contract Amendments; and

Whereas, CAPCOG wants to add funds to pay for services provided by Contractor during the term as funding resources have been made available through the Health and Human Services Commission (HHSC).

The Parties therefore amend the Contract as follows:

1. **Amendment to Section 6**

Section 6 of the Contract, Funding, is hereby amended and restated in its entirety to read as follows:

A. Total Contract Amount

The total amount of this Contract is not to exceed **\$2,469,024 (new amount\$)**. The funding allocated for each federal fiscal year (FFY) is not to exceed the following amounts:

1. FFY 2021 – ~~\$1,234,512~~ **(new amount\$)** for October 1, 2020 through September 30, 2021; and
2. FFY 2022 – **\$1,234,512** for October 1, 2021 through September 30, 2022.

2. This Amendment shall be effective when signed by both parties.
3. Except as amended and modified by this Amendment, all terms and conditions of this Contract, as amended, shall remain in full force and effect.
4. Any further revisions of the Contract shall be by written agreement of the Parties.

SIGNATURE PAGE FOLLOWS

Capital Area Council of Governments

Subrecipient:

MEALS ON WHEELS OF CENTRAL TEXAS

Subrecipient's VIN or EIN

Betty Voights

Authorized by

Executive Director

Title

Date:

Date:

DRAFT

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 11, 2021

AGENDA ITEM: #8 Report on Performance Evaluation of Executive Director

GENERAL DESCRIPTION OF ITEM:

Each year the officers of the CAPCOG Executive Committee are charged with evaluating the performance of the executive director and making recommendations about performance requirements or compensation deemed appropriate. This year the process was initiated in mid-July with distribution of the executive director performance evaluation form to the entire Executive Committee. The completed forms were returned to Sheila Jennings, Director of Administration, who provided the information to the officers for their review. The officers will discuss the information and meet with the executive director prior to the August 11th Executive Committee meeting, and the chair will make a final report during the meeting.

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:

Judge Paul Pape, Chair
Sheila Jennings, Director of Administration

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

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

PROCUREMENT: N/A

ACTION REQUESTED:

Consider accepting report by Judge Paul Pape, CAPCOG Executive Committee Chair.

BACK-UP DOCUMENTS ATTACHED:

None

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

None

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 11, 2021

AGENDA ITEM: #9 Consider Approving Appointments to Advisory Committees

GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on our Advisory Committees; please let us know if our staff can assist in identifying interested persons to serve. It is presumed that both city and county representatives will collaborate when making appointments.

THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Deborah Brea, Executive Assistant**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

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

PROCUREMENT: N/A

ACTION REQUESTED:

Approve any advisory committee recommendations.

BACK-UP DOCUMENTS ATTACHED:

Summary memo with recommended appointments and vacancies.

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

Executive Committee attendance roster

Advisory Committee attendance rosters



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Austin, Texas 78744-2306
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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

July 26, 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.

Bastrop County

- The Solid Waste Advisory Committee (SWAC) has a representative vacancy.

Blanco – Burnett – Llano

- The Law Enforcement Education Committee (LEEC) has a representative vacancy.

Burnet County

- The Law Enforcement Education Committee (LEEC) 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.

Travis County

- The Law Enforcement Education Committee (LEEC) has a representative vacancy.

Williamson County

- The Aging Advisory Council (AAC) has two representative vacancies.