



**Applicant Review Panel Meeting  
Friday, March 15, 2013  
DRAFT**

The Applicant Review Panel convened in a regularly called meeting on Friday, March 15, 2013 2012, at 6:00 p.m. at Town Lake Center, Assembly Room (1<sup>st</sup> Floor), 721 Barton Springs Road, Austin, Texas 78701

**Meeting was called to order at 6:02 pm by Jawana JJ Gutierrez, ARP staff liaison.**

**COMMITTEE MEMBERS IN ATTENDANCE:**

Michelle DeFrance  
Caroline Limaye

**1. CITIZEN COMMUNICATION: Frances McIntyre, Edwin English, Roger Burgett, Brad Parsons, Linda Curtis, and Steve Bickerstaff**

**2. NEW BUSINESS**

The ARP may discuss and take action on the following agenda items:

A. Discuss approach to assessing applications, application merits, and work plan

**The Panel members reviewed a spreadsheet with the summarized application data provided by the Office of the City Auditor. As the Panel discussed the assessment approach several questions were raised, such as: Should we interview applicants? Can Panel members speak with the applicants? What happens if a panel member knows an applicant personally? The Panel agreed it would be best to contact City of Austin's Legal department for answers to those specific questions.**

**After more discussion the Panel agreed to perform a test run of the application screening process using the following parameters:**

- **Assess a subset of the applications, the 98 applications in Precinct 1**
- **Score each assessment category either 1-No, 2-Maybe, or 3-Yes**
- **Provide results to staff liaison for analysis and review during next meeting**

**The Panel envisioned that it would require multiple rounds of scoring to eventually result in 13-17 applications from each Precinct. The Panel agreed to separate the student applicants from the non-student applicants due possible differences in assessment criteria. The Panel agreed to have the screening and scoring process finalized at the next meeting.**

- B. Housekeeping matters, including resources on the City of Austin’s website, ARP member contact information, staff support, and scheduling future meetings

**It was decided that the next meeting will be at 6 pm on Friday, March 22<sup>nd</sup> at the City Hall Boards and Commission Room, Room 1101. Future meetings will not be discussed and finalized until the third panel member is available for discussion.**

Staff Liaison Gutierrez adjourned the meeting at 7:05 pm without objection.