



## **Applicant Review Panel Meeting Minutes Monday, April 8, 2013**

The Applicant Review Panel convened in a regularly called meeting on Monday, April 8, 2013 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 6:10 pm by Jawana JJ Gutierrez, ARP staff liaison.**

### **COMMITTEE MEMBERS IN ATTENDANCE:**

Michelle DeFrance  
Carol Feller  
Caroline Limaye

- 1. CITIZEN COMMUNICATION: Edwin English, Seauf Peg Frey**
- 2. APPROVAL OF MINUTES: The draft minutes for the regular ARP meeting on March 22, 2013 were reviewed. Panel member Limaye submitted corrections to the draft minutes. Member Limaye motioned to approve the minutes with the submitted corrections, member DeFrance seconded. Motion was passed on a vote of 2-0 (Member Feller was not present during this vote)**

### **3. NEW BUSINESS:**

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

- A. Discuss process for accepting citizen comments

**Liaison Gutierrez suggested that Panel utilize the email address posted on the ARP's website to capture citizen's comments on applicants. Liaison Gutierrez will be responsible for forwarding the citizen's comments to the panel members. Liaison Gutierrez will create a form that requires a citizen to provide verifiable contact information. Member Limaye suggested to Liaison Gutierrez that she ensure the emails are valid, Liaison Gutierrez agreed. Comments received without verification information or contain information that cannot be verified will not be forwarded to the panel members. Member DeFrance suggested we have a deadline for citizens to submit their information and/or comments. Members Limaye and DeFrance agreed that citizens' comments need to be submitted in by April 26<sup>th</sup> and all public comments at the ARP meetings need to fill out a comment form. All public comment will be accepted all the way through April 26. Liaison Gutierrez agreed to create a**

field on the form where the citizens can indicate which applicant they are making the comment about. Member Limaye move to accept citizen communication through the email listed on the ARP website and that citizen's email address be verified before being forwarded to panel members and posted on the public forum. Member DeFrance seconded, motion was passed on a vote of 2-0 (Member Feller was not present during this vote).

**B. Review of application data sorted by zip code and demographics**

The Panel reviewed a summary of precincts 1, 2, 3, and 4 broken down by zip code and demographics. Panel member Limaye requested demographic data for each precinct. Liaison Gutierrez agreed to obtain and provide the demographics information. It was agreed that each applicant from the first round of scoring be mapped.

**C. Summary of application scores for Precincts 2 and 3**

The Panel reviewed a summary of the applicant's scores for precincts 2 and 3. The Panel members decided that for the next round of application review, there would be a focus on the applications where there were two Panel members who scored a 3 and one Panel member who scored a 2. Panel members agreed that the panel member who gave the applicant a score of 2 will review the applicant again for consideration. Member DeFrance stated there was one applicant that was added late and not on the precinct list. Panel members agreed to include in their review of applicants from precinct 4 the Williamson County applicants, the student applications, and the one late application. Liaison Gutierrez mentioned that on May 16, one or all of the panel members will need to attend a City Council meeting to present the list of 60 selected applicants. Liaison Gutierrez said there was a letter submitted by a citizen in the last ARP meeting that was sent to the City Auditor's office to determine if there is a conflict of interest. Member Limaye suggested a letter be sent out to the applicants who did not make the list, Liaison Gutierrez said that could be a possibility however, the process will be discussed at a later meeting.

**D. Review ARP work plan and future meeting dates**

Next meeting will be held at 6 pm on Friday, April 19<sup>th</sup> at the City Hall Boards and Commission Room, Room 1101. Liaison Gutierrez mentioned in addition to the proposed work schedule, one of the panel members should be present on May 22 at the City Council work session.

**4. FUTURE AGENDA ITEMS:**

Request future agenda items, information, and reports

**Liaison Gutierrez said there is a request from the panel members to be part of a panel at the LBJ law school to discuss the 10-1 process. Member Limaye requested a future agenda item to determine which panel member will go to LBJ to represent the panel.**

Staff Liaison Gutierrez adjourned the meeting at 7:15 pm without objection

APPROVED