



## **Applicant Review Panel Meeting Minutes Friday, April 19, 2013**

The Applicant Review Panel convened in a regularly called meeting on Friday, April 19, 2013 6:00 p.m. at City Hall's Board and Commissioner's Room #1101, 301 W 2<sup>nd</sup> St, Austin, TX 78701

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

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

**Carol Feller**

**Caroline Limaye**

Michelle DeFrance (Absent)

- 1. CITIZEN COMMUNICATION: Roger Borgelt, Brad Parsons, Steve Bickerstaff**
- 2. APPROVAL OF MINUTES: The draft minutes for the regular ARP meeting on April 8<sup>th</sup> were reviewed and approved. Member Limaye motioned to approve the minutes, member Feller seconded. Motion was passed on a vote of 2-0.**
- 3. NEW BUSINESS:**

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

- A. Review demographic data for Austin area precincts

**Liaison Gutierrez received demographics from the City demographer and is still working on the data, but noted she will provide at the next meeting a data set for each precinct, and will also forward the information before the next meeting to the panel members so that the members can have it for preparation at the next meeting.**

B. Summary of application scores for precinct 4 and students

**Liaison Gutierrez reviewed the scores from Precinct 4, students, and the applicants from Williamson County. Liaison Gutierrez said she also included the breakdown of applicants by gender and race as previously requested at the last meeting, and will go back and add this breakdown to the other previous scored precincts as well. Liaison Gutierrez noted that her action item is to provide to member Feller the revised applicant list from the Auditor's office, which includes the one late applicant. Upon review of the scores, member Limaye proposed to adopt a strategy to promote one student going forward in this round and for one student to go forward in the next round; member Feller agreed on this proposal. Top three students from each precinct will be ranked from 1-3, with 1 being the highest score. Liaison Gutierrez stated will fold in the Williamson county applicants with precinct one and will have that data provided at the next meeting. Per the members' requests, Liaison Gutierrez will provide a map of all the applicants who have received a score of all 3's, as well as a percentage of the precincts that are inside the City. Member Limaye stated she will send a list of precinct 1 applicants to be reconsidered by member DeFrance; the list will be sent to Liaison Gutierrez for forwarding.**

C. Assign Panel Member to the May 2<sup>nd</sup> presentation at the University of Texas Law School  
**It was been decided that member Limaye will attend the May 2nd presentation at the University of Texas Law School on May 2nd at 6:30 pm to discuss the 10-1 process.**

**4. OLD BUSINESS**

Review ARP work plan and future meeting dates

**Panel members determined there was no need for additional meetings at this time since the process was moving along as scheduled. The next regularly scheduled ARP meeting will be on Friday, April 26<sup>th</sup>, 2013 at 6:00 pm at City Hall's Board and Commissioner's Room #1101, 301 W 2<sup>nd</sup> St, Austin, TX 78701.**

**5. FUTURE AGENDA ITEMS**

Request future agenda items, information, and reports

**Member Limaye requested to discuss at the next meeting the drafting of a letter to the non-selected applicants thanking them for their time and interest in this process. Member Limaye agreed to compose the letter, and bring a draft of the letter to the next meeting for the panels' review.**

Staff Liaison Gutierrez adjourned the meeting at 6:45 pm without objection.