



**Applicant Review Panel Meeting Minutes  
Friday, May 10, 2013**

The Applicant Review Panel convened in a regularly called meeting on Friday, May 10, 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 6:00 pm by Jawana JJ Gutierrez, ARP staff liaison.

**COMMITTEE MEMBERS IN ATTENDANCE:**

**Michelle DeFrance  
Carol Feller  
Caroline Limaye**

**1. CITIZEN COMMUNICATION: Brad Parsons, Steve Bickerstaff, Edwin English**

**2. APPROVAL OF MINUTES: The draft minutes for the regular ARP meeting on May 3<sup>rd</sup> were reviewed and approved. Member Limaye motioned to approve the minutes with the proposed amendments, member DeFrance seconded. Motion was passed on a vote of 3-0.**

**3. NEW BUSINESS:**

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

**A. Review list of applicants after strikes**

**Upon review of the list of applicants that were removed, Liaison Gutierrez noted that one of the applicants that was on the removal list had withdrawn, thereby leaving panel members with the task of removing an additional applicant. Member Limaye motioned to remove application #115, member DeFrance seconded. Motion was passed on a vote of 3-0. The list is now down to 58 applicants, but the final list of 58 applicants will not be finalized until the next meeting on May 16th.**

**B. Panel member's interpretive writing regarding the selection process**

**Panel members discussed and decided to work on a draft of their individual interpretive process regarding their selection process, including recommendations for process improvements and lessons learned. Drafts will be submitted to Liaison Gutierrez who will then combine their drafts into one final document; Liaison**

**Gutierrez will try to get the document back to the panel members before the next meeting.**

#### **4. OLD BUSINESS**

**A. Presentation of the recommended list to City Council**

**Review of the recommendation letter to be sent to City Council. Liaison Gutierrez will check with the Legal team to see if the word ‘resolution’ rather than “submission” can be used in the letter and will send an email to the panel members letting them know if it can be used and will check what the panel members preference will be. The panel members will vote and decide at the next meeting the terminology they wish to use. The panel members agreed to include the list of applicants in an attachment. This list will contain the application ID, applicants’ name and whether the person is a student or a non-student.**

**B. Finalize format of letters to applicants who were not selected**

**Panel members reviewed the letter to be sent to the non-selected applicants. Liaison Gutierrez will make one edit to the letter and will bring the final draft for approval to the next ARP meeting.**

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

**The final ARP meeting will be 6 pm on May 16<sup>th</sup> at City Hall. Liaison Gutierrez said the ARP is listed as an agenda item for the May 21<sup>st</sup> Council Work session but could not establish a scheduled time on the agenda. After a brief discussion amongst the panel members, it was decided that member Limaye will be attending the work session to answer questions from Council, but members DeFrance and Feller will not be attending.**

#### **5. FUTURE AGENDA ITEMS**

**Request future agenda items, information, and reports**

**For the ARP meeting on May 16<sup>th</sup>, panel members will finalize the list of applicants, approve the format of the submission letter, approve the non-selected applicants’ letter, and complete their interpretation of selection criteria and recommendations. Liaison Gutierrez will try to get all the data on the ARP website before the next meeting on May 16<sup>th</sup>.**

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