



**EXECUTIVE COMMITTEE MEETING  
Minutes from the July 2, 2013 Executive Meeting**

**MINUTES**

**Meeting Location: 1520 Rutherford Lane, Austin TX**

**Meeting Called to order at: 6:00p.m.**

**Committee Members in attendance:** Dr. Victor Martinez, Paul Hassell, Shanika Cornelius, Justin Irving and Amelia Reinwald.

**City of Austin Staff in attendance:** Kimberly Williams

**Approve Minutes**

- Minutes from the Executive meeting held on June 4, 2013 were approved with noted corrections.

**Chair report**

- Dr. Victor Martinez reviewed the Membership report and the attendance records.

**Discuss the progress on the membership recruitment workgroup**

- Shanika Cornelius stated that she will be meeting with Gloria Bean concerning recruitment. She suggested that an ad is run on the health talk radio show, that the Planning Council advertise with local sororities, and that training be given to Women's Rising. Shanika stated that she will send a summary of what was discussed at the meeting with Gloria to Dr. Victor Martinez.

**Review the process for including agenda items and materials for meetings**

- The Executive Committee discussed how The Needs Assessment sub-committee's agenda items did not make it on the Business meeting agenda, it was decided that staff will send request for agenda items to both Justin Irving and Dr. Victor Martinez.

**Staff Report**

- Kimberly stated that the Summer Retreat is going to be on July 30, 2013 from 6-9 p.m. at 1520 Rutherford Lane, Austin Texas 78754.

**Sub-Committee reports**

**Comprehensive Planning/Needs Assessment**

- Justin stated that he will have John Waller on the next agenda to talk about the focused Needs Assessment and ask Gloria Bean to give a review of the Standards of Care review. He also stated that the sub-committee will talk about guidance for Medical Case Management tier II .

**Allocations**

- Dr. Victor Martinez stated that there was nothing to report, Reallocations were made at the Business meeting.
- Hearing no objection the meeting was adjourned at 6:50 p.m. p.m.

Approved