



**EXECUTIVE COMMITTEE MEETING
Minutes from the August 5, 2014 Executive Meeting**

MINUTES

Meeting Location: 7201 Levander Loop, Bldg. H, Austin TX

Meeting Called to order at 6:03 p.m.

Committee Members in attendance: Dr. Victor Martinez, Shanika Cornelius, Justin Smith, and Justin Irving

City of Austin Staff in attendance: Kimberly Williams and Stephanie Hayden

Guests/Community Members in attendance: 1

Citizen Communication & Community Announcements: None

Approve Minutes

Minutes from July 1, 2014 Executive Meeting were reviewed and approved as submitted.

Applicant Interview

Executive Committee interviewed applicant Charles Loosen, All voted in favor.

Feedback on Staff Support Process

Methods were discussed for providing staff feedback to Stephanie Hayden, Assistant Director. Stephanie Hayden will provide Council with Survey from SurveyMonkey, which will be returned to her for review.

Planning Council Budget

Committee had a brief discussion on Planning Council Budget.

Chair Report

Dr. Victor Martinez reviewed the Membership Activity Report, Attendance Report, and Membership Roster.

- Charlotte Simms- Sattiewhite membership expires in October, staff will provide member with re-application.
- The committee discussed absences and attendance –how to balance upholding service to the Council and managing absences.

Review of Membership Category representatives and local Organization/ Agency List:

Revised Local Organization List was reviewed. Planning Council members will receive this list periodically and are asked to assist in recruitment efforts if they know an individual who is employed at any of these organizations.

Sub- Committee Reports

Allocations- Dr. Victor Martinez provided committee with Allocations meeting briefing.

Needs Assessment/ Comprehensive Planning- Justin Irving provided committee with Needs Assessment/ Comp. Planning meeting summary and upcoming agenda topics.

Staff Report

- None

Hearing no objection, the meeting was adjourned at 8:14 p.m.