



**EXECUTIVE COMMITTEE MEETING
Minutes from the November 6, 2012 Executive Meeting**

MINUTES

Meeting Location: 1520 Rutherford Lane, Austin TX

Meeting Called to order at: 6:01 p.m.

Committee Members in attendance: Dr. Victor Martinez, Christopher Hamilton, Paul Hassell, and Justin Irving.

City of Austin Staff in attendance: Kimberly Pemberton

Community members in attendance: 0

Approve Minutes

- Minutes from the Executive meeting held on October 2, 2012 were approved with no corrections.

Chair report

- Dr. Victor Martinez reviewed the Attendance report and the Membership report.

Review membership new application

- Christopher Hamilton made a motion to accept Seth Shulman's new member application for membership. Paul seconded the motion: 5-favor; 0-opposed; motion passed.

Administrative Agent report

- Dr. Victor Martinez reviewed the Administrative Agent report.

Review Sub-Committee Assignments

For the year 2013 the sub-committee assignments will be as followed:

Allocations	Executive	Needs/Assessment Comprehensive Plan Evaluation/Quality Management
Dr. Victor Martinez	Dr. Victor Martinez	Justin Irving
Dr. David Barstow	Paul Hassell	Charlotte Simms
Amber Alvarez	Amelia Reinwald	Curtis Weidner
Shanika Cornelius	Justin Irving	Winifred Muhammad
	Shanika Cornelius	Leah Graham
		Paul Hassell
		Amelia Reinwald

Review Bylaw changes:

- The Executive Committee reviewed changes made to the bylaws after Kimberly Williams, Dr. Victor Martinez, and Paul Hassell met with Kay Boccella from the City of Austin legal department.

Committee Report:

Allocations:

- Dr. Victor Martinez stated the sub-committee will make re allocations recommendations.

Care Strategy:

- Christopher Hamilton stated that the sub-committee will talk to case managers about problems with the Transportation service category and there will be a meeting with Cap Metro representative.

Evaluations/Quality Management:

- Paul Hassell reviewed the Client Satisfaction Survey results.

Comprehensive Plan/Needs Assessment:

- The Comprehensive Planning sub-committee and the Needs Assessment sub-committee will develop ways to keep the evaluation of the Comprehensive Plan goals active.

Hearing no objection the meeting was adjourned at 7:54 p.m.

Approved