

**Meeting Minutes**  
**Sustainable Communities Planning Grant**  
**Meeting of the Coordinating Committee of the Consortium**  
**Tuesday, March 22, 2011 10 a.m. to Noon**  
**H-GAC Conference Room A, Second Floor**

**ATTENDEES:**

Dennis Basinger, Port of Houston Authority; Mayra Bontemps, Harris County; Jarred Briggs, Harris County; Toni Candis, Harris County; Sarah Cerrone, Chambers County; David Crossley, Houston Tomorrow; Joanne Ducharme, Montgomery County; D.C. Dunham, Bay City Community Development Corporation; Victoria Herrin, Houston Wilderness; Emiliano Herrera III, Neighborhood Centers, Inc.; David Hitchcock, Houston Advanced Research Center; Michael Kramer, City of Houston; Christy Lambright, Harris County; Curtis McMinn, United Way of Greater Houston; Cheryl Mergo, Houston-Galveston Area Council; Gina Mitteco, Houston-Galveston Area Council; Amar Mohite, City of Houston; Kelly Opt, Harris County; Diana Ponce De Leon, City of Houston; Allen Richey, Houston Wilderness; Mary Ruth Rodenbaugh, Brazoria County; Lori Schwarz, City of Galveston; Anna Sedillo, City of Houston; Jeff Taebel, Houston-Galveston Area Council; Andrea Tantillo, Houston-Galveston Area Council; Amanda Thorin, Houston-Galveston Area Council; Amanda Timm, Local Initiative Support Coalition; Monique Ward, METRO; Joe Webb, Blueprint Houston; Chuck Wemple, Gulf Coast Economic Development District; Nicholas Williams, Houston-Galveston Area Council; Maggie Yancey, Greater Houston Builders Association; and Chelsea Young, Houston-Galveston Area Council.

**1. Regular Business – Call to Order**

Chuck Wemple, Coordinating Committee Chairman, called the meeting to order at 10:04 a.m.

**2. Certify Quorum**

At least 51% of the member entities were represented, constituting a quorum.

**3. Approval of February 21, 2011 Meeting Minutes**

**Action:** Motion made by Dennis Bassinger, seconded by David Crossley to approve the meeting minutes as presented with the following changes:

Change the title from “Meeting Summary” to “Meeting Minutes” (page 1)

Change “The Coordinating Committee provisionally approved the Public Engagement Declaration” to “The Coordinating Committee provisionally approved the Request for Proposals” (page 3)

The Coordinating Committee approved the minutes with changes as noted.

**4. Regional Plan for Sustainable Development Process and Outcomes**

Jeff Taebel gave an overview of the proposed planning process and outcomes and HUD’s required elements and discussed the role of the Coordinating Committee in developing and implementing the plan.

**5. Sustainability: Origins, Dynamics, and Houston Roots**

David Crossley gave a thumbnail sketch of how sustainability had emerged throughout history with a particular emphasis on planning for sustainable growth in the Houston region.

## 6. Equitable Outcomes in Regional Planning

Amanda Timm gave an overview of considerations and options for social equity throughout the planning process with equitable outcomes in mind when pursuing a comprehensive sustainability agenda.

## 7. Proposed Workplan

Gina Mitteco, H-GAC staff, provided an overview of the draft workplan with a request for Coordinating Committee approval. The work plan narrative is a deliverable required by HUD on or before April 1, 2011. The workplan draft was reflective of the workplan initially proposed in the grant application, but was fleshed out in greater detail. HUD reviewed the draft narrative and provided some comments on the version that was included in the background materials. The following changes were made to address the comments:

Page 2: Task 1.4 (Added)– Public Engagement in Metric Development

Page 3: Task 3.2 (Added) Sustainability Gap Analysis

Page 3: Task 3.3 (Added) involvement of private sector partners

Page 4: Task 4.1 Reference data collected for grant application

Page 4: Task 5.1 Clarify the types of variables that will be looked at in scenarios

Page 6: Task 8.1 (rephrased) to include private sector partners and involvement of Governmental Advisory Committee to broaden support and buy-in.

Page 7: Task 10.4 (Added) to include outreach beyond local governments to other implementing entities (including private partners).

### *Points of Discussion:*

- Completing the visioning and goal setting task by January 2012 may be too aggressive. Consider changing the completion date to March 2012.
- The Coordinating Committee should determine what the questions are that will be asked of the public and frame them in a way that is meaningful to their daily lives.

**Action:** Motion made by Joanne Ducharme, seconded by Sarah Cerrone to approve workplan with the following modifications:

Strengthen Task 1.1 to indicate that the Coordinating Committee will lead and direct the public engagement consultant in developing the messaging strategies for public meetings

Task 2 timeline will be from July 2011 to March 2012

Extend Task 4 timeline to March 2012 or April 2012

Change Task 3 timeline start date to April 2011

The Coordinating Committee approved the workplan with changes as noted.

## 8. Proposed Public Engagement Consultant Evaluation Team Composition

Chuck Wemple presented two proposals from the Public Engagement Sub-Committee relating to the composition of the team that will evaluate the Public Engagement Consultant proposals.

The Sub-Committee proposed that the evaluation team include nine members representing a balance of knowledge in terms of geography and topic areas.

Proposal 1) 5 non-profit representatives  
3 governmental agencies  
1 H-GAC representative

Proposal 2) 4 non-profit representatives  
4 government agencies  
1 H-GAC representative

*Points of Discussion:*

- H-GAC is a government agency and will make political decisions in favor of government interests.
- H-GAC is the grant manager and will not evaluate the consultant with government interests in mind.
- Government entities will be responsible for implementing the plan and should have more representation on the evaluation team.
- Representation on the evaluation team should be equal.
- The proposals do not include business interests.
- The evaluation team could include members that aren't members of the Coordinating Committee.
- The evaluation team should only include members of the Coordinating Committee because non-members would not be familiar with all of the goals that need to be met.
- Some members of the Coordinating Committee are government agencies that represent business interests.
- More people could be included on the evaluation team.
- The evaluation process will be time consuming and we may not get the ideal balance based on who is available to serve on the evaluation team.

**Action:** Motion made by David Crossley, seconded by Victoria Herrin to approve the recommendation that the evaluation team include 5 non-profit organizations, three government agencies, and one representative from H-GAC. One of the positions on the team for non-profit organizations should be filled by a Coordinating Committee member representing business interests.

The Coordinating Committee approved the composition of the Public Engagement Consultant Evaluation team by a 12-5 vote.

*Follow-up discussion:*

The Executive Committee of the Coordinating Committee will review the list of interested team members and determine if they represent a balance of knowledge in terms of geography and topic areas. The Executive Committee may reach out to other Coordinating Committee members to volunteer as needed.

## 9. Memorandum of Agreement Update

Based on recent guidance from HUD, Nicholas Williams, H-GAC staff, provided an update on the MOA's. HUD is requesting more specific information in the MOA's than was initially anticipated. Staff goal is to provide the HUD-approved MOA draft to Coordinating Committee members by April 1, giving them 60 days to obtain needed approval and signatures. (The MOAs are due 120 days after the effective date of the grant contract, which was February 1, 2011.)

#### **10. Other Business**

No other business was brought before the Coordinating Committee.

#### **11. Announcements**

The Sustainability Peer Information Exchange will be Monday, March 28 at H-GAC.

Livable Houston Initiative, Stories of a growing region: Initial 2010 Census Analysis will be Wednesday, March 23, at H-GAC.

#### **12. Next Meeting Dates**

Wednesday, April 20, 2011, 10:00 AM  
H-GAC Conference Room A, Second Floor  
3555 Timmons Lane, Houston, TX 77027

Thursday, May 26, 2011, 10:00 AM  
H-GAC Conference Room A, Second Floor  
3555 Timmons Lane, Houston, TX 77027

Wednesday, June 29, 2011, 10:00 AM  
H-GAC Conference Room A, Second Floor  
3555 Timmons Lane, Houston, TX 77027

#### **13. Adjourn**

**Action:** The meeting adjourned at 12:05 P.M.

#### **QUESTIONS/COMMENTS:**

Please contact Gina Mitteco, H-GAC

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