

Meeting Minutes
Sustainable Communities Planning Grant
Meeting of the Coordinating Committee of the Consortium
Tuesday, March 27, 2012 10 a.m. to Noon
H-GAC Conference Room A, Second Floor

MEMBERS OF THE COORDINATING COMMITTEE IN ATTENDANCE:

Bay City Community Development Corp., D.C. Dunham
Blueprint Houston, Joe Webb
Center for Houston's Future, Donna Rybiski
City of Galveston, Lori Schwarz
City of Houston, Amar Mohite
City of Huntsville, Chandra Steinback
Fort Bend County, Ron Drachenberg
Gulf Coast Economic Development District, Chuck Wemple
HARC, David Hitchcock
Harris County, Mayra Bontemps
Houston Wilderness, Richard Cron
H-GAC, Jeff Taebel
Houston Tomorrow, Jay Crossley
LISC, Amanda Timm
METRO, Monique Ward
NCI, Emiliano Herrera
Sam Houston State University, Cheryl Hudec
United Way of Greater Houston, Curtis McMinn
UTMB, Alexandra Nolen

Also in attendance (based upon sign-in sheet available at the meeting and meeting participation)

Liz Drake, AECOM; Sylvia Cavazos, Cavazos Communications and Resources; Anna Sedillo, City of Houston; Melissa Bain, Amy Boyers, Allison Carr, Meredith Dang, Erin Livingston, Kelly Porter, Andrea Tantillo, Amanda, Thorin, Shelley Whitworth, Nicholas Williams, and Chelsea Young, H-GAC; Shaida Libhart, METRO; and Sarita Turner, PolicyLink.

1. Regular Business – Call to Order

Chuck Wemple, Coordinating Committee Chairman, called the meeting to order at 10:05 a.m.

2. Certify Quorum

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

3. Public Comment

Ginger Russell, citizen, provided public comment. Ms. Russell expressed concerns about the regional sustainable development planning effort.

4. Approval of February 28, 2012 Meeting Minutes

Action: Motion made by Donna Rybiski, seconded by Ron Drachenberg, to approve the meeting minutes.

The Coordinating Committee approved the minutes.

5. Metrics

Meredith Dang presented an update on the status of the Metrics Matrix.

The matrix was sent out to all work group members for additional consideration. H-GAC staff held matrix office hours for workgroup members who needed more information. Work group efforts were requested by April 2 to be compiled and discussed at the Goals and Metrics Symposium on April 13.

The draft structure for the day-long April 13 symposium is:

- Follow up on the goals and feedback

- Discussion on possible metrics

- Public engagement report

Discussion

Recommended format: Public engagement report and broad goals discussions in the morning and objectives and metrics discussions in the afternoon.

Do we have enough public input to move forward with this process? (AECOM will provide a draft of the public engagement report the week prior to April 13)

Workgroups may be mixed during discussions on goals, and back in their respective groups for metrics discussions since their technical expertise will be needed.

H-GAC staff will send a reminder e-mail about metrics to the workgroups this week.

Feedback from the committee is needed on the existing conditions report draft. The draft will be made available to the committee via Google docs or another document sharing program.

Can we show the workgroups how their goals match the broad goals?

Can we show the workgroup members what their roles are going to be?

6. Public Engagement (Information)

Liz Drake from AECOM presented an update on public engagement activities.

As of March 27, they had hosted 22 public meetings with approximately 700 attendees; 1,900 surveys had been completed; and 200 unique users were logging on and participating in MindMixer. Their goal is to have 3,000 survey responses. AECOM will provide an interim public engagement report on April 5.

The next step will be to host or attend standing community meetings or host additional community meeting to target specific audiences. The meeting presentations will be conducted by H-GAC and partners in addition to the AECOM team. AECOM has developed a tiered set of materials for meetings, including:

15- to 20-minute agenda item (distribute survey and give verbal overview)

30-minute session (distribute survey, give verbal overview, complete worksheet)

60-minute sessions (similar to public meetings, but without interactive, electronic voting element)

60-to 90-minute session (replicate public meeting, including interactive, electronic voting element)

Geographic priorities for the community meetings are Fort Bend, Galveston and Brazoria counties, with a goal of ensuring balance between urban, rural and suburban residents.

Targeted audiences include racial minorities, international populations, religious minorities, seniors, college students, disabled or mobility-impaired residents, lower income residents, homeless individuals and second shift workers.

Materials for these meetings will be on the engage site.

Discussion:

Did we have a media strategy to target specific groups? (Press releases were sent. Many were published in local newspapers, and a record is being kept.)

Did we set goals for participation? (There were no numerical goals set for participation. The goals were to focus on obtaining a more qualitative analysis.)

The meetings may not have been provided a representative sample of the community. Even though goals may not have been set at the beginning, we should look at participation now and schedule additional meetings to fill in any gaps.

The City of Houston produced a Mayor's PSA to play at meetings, encouraged people to complete the surveys and forwarded meeting information via CitizenNet.

How can we communicate upcoming community meetings to Coordinating Committee members? (Staff can produce a Google Docs to share with Coordinating Committee members.)

What was the general mood of the meetings? (The meetings were robust. The participants were engaged. Some participants expressed concerns. All feedback was recorded during the facilitated discussions.)

How are we following up with participants? (Participants have been added to the database to receive newsletters and updated. There will be a wrap-up follow up sent to participants.)

Additional meetings will be held in the fall.

There are concerns about the process for the meeting and the questions in the survey. Are we collecting these concerns?

Do we have enough input from the community to move forward with the April 13 workgroup meeting?

The April 13 meeting should occur as scheduled with acknowledgement that a gap analysis will be conducted and additional community feedback opportunities are being pursued.

From a technical standpoint, the Coordinating Committee will need to balance what they hear from the public, with what they hear from community groups and the Governmental Advisory Committee.

We need to consider ways to increase community input, including simplifying the message, asking workgroup members to forward the survey to their networks.

When does capacity building begin? (This summer, after the public meetings.)

What will be the process for incorporating the suggested new goals into the discussion? (That will be part of the dialog on April 13.)

Some of the new goals may be better fit as objectives. We need to make sure we show how the goals are considered in the process.

Each Coordinating Committee member should host or participate in a community meeting in the next six weeks.

7. Communications and Education Tools

Sarita Turner from PolicyLink presented information about tools and technical assistance available for grantees to successfully complete their planning processes. Limited funding is available from HUD for the technical assistance, but grantees can submit a request to HUD for consideration.

Coordinating Committee members directed H-GAC staff to make a request for technical assistance for the following:

- Social equity training for key stakeholders
- Performance metrics and social equity indicators.

8. Updates

GAC Feedback: Nine members of the Governmental Advisory Committee attended the first meeting. Comments and concerns included constituent concerns and ensuring the project does not have federal strings attached but is rather a good opportunity to identify best practices for the region. The next meeting will be June 19.

Financial Report: Meredith Dang presented the financial report.

9. Other Business and Announcements

On the next agenda, can we discuss some of the issues that came up at the Governmental Advisory Committee meeting, including education and communication?

10. Future Meeting Dates

April 24, 2012, 10 AM

H-GAC Conference Room A, Second Floor
3555 Timmons Lane, Houston, TX 77027

May 23, 2012, 2 PM

H-GAC Conference Room A, Second Floor
3555 Timmons Lane, Houston, TX 77027

June 26, 2012, 10 AM

H-GAC Conference Room A, Second Floor
3555 Timmons Lane, Houston, TX 77027

11. Adjourn

Chuck Wemple announced that the meeting was adjourned at 12:06 PM

QUESTIONS/COMMENTS:

Please contact Meredith Dang, H-GAC

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