

**Meeting Minutes**  
**Sustainable Communities Planning Grant**  
**Meeting of the Coordinating Committee of the Consortium**  
**Tuesday, October 23, 2012 10:00 a.m. to 12:00 pm**  
**H-GAC Conference Room A, Second Floor**

**MEMBERS AND ALTERNATES OF THE COORDINATING COMMITTEE IN ATTENDANCE:**

Bay City Community Development Corporation, D.C. Dunham  
Blueprint Houston, Joe Webb  
City of Houston, Mike Kramer  
City of Huntsville, Chandra Steinback  
Fort Bend County, Ron Drachenberg  
Gulf Coast Economic Development District, Chuck Wemple  
Houston Advanced Research Center, Jennifer Ronk  
Harris County, Christy Lambright  
Houston-Galveston Area Council, Jeff Taebel  
Houston Tomorrow, David Crossley  
Houston Wilderness, Richard Cron  
Local Initiatives Support Coalition, Amanda Timm  
METRO, Monique Ward  
Montgomery County, Dr. Joanne Ducharme  
Neighborhood Centers Inc., Emiliano Herrera  
Port of Houston Authority, Dennis Bassinger  
TSU- Dr. Carol Lewis  
Waller County Economic Development Partnership, Harvey Laas

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

Meredith Dang, Andrea Tantillo, Amanda Thorin, and Chelsea Young, H-GAC; and Jeffrey Effimy, NCI.

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

Chuck Wemple, Coordinating Committee Chair, called the meeting to order at 10:07 a.m.

**2. Certify Quorum**

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

**3. Public Comment**

No public comments were made.

**4. Approval of August 28, 2012, Meeting Minutes**

**Action:** Motion made by Dennis Bassinger, seconded by Harvey Laas, to approve the meeting minutes.

The Coordinating Committee approved the minutes as presented.

**5. Approval of September 25, 2012, Meeting Minutes**

**Action:** Motion made by Dennis Bassinger, seconded by Mike Kramer, to approve the meeting minutes.

The Coordinating Committee approved the minutes as presented.

**6. Meeting Frequency**

There was no quorum of members present at the September Coordinating Committee meeting. The Executive Committee recommends that, because of this and the fact that actionable agenda items have decreased, the Committee should meet every other month. This could lead to more substantive agendas and higher attendance.

**Action:** Motion by D.C. Dunham, seconded by Chandra Steinback, to meet every other month instead of monthly.

#### *Discussion*

The Committee has the flexibility to return to a monthly meeting schedule any time during the development of the plan if needed.

The Coordinating Committee unanimously agreed to a meeting schedule of every other month. The next meeting will be in December.

### **7. Meeting Attendance (Discussion)**

There was no quorum at the September meeting. The Executive Committee directed H-GAC staff to develop a list of members who had not been attending. H-GAC staff and the Executive Committee will follow up and reach out to members who have not been attending regularly to determine if additional alternates may be needed. Decreasing meeting frequency may also boost attendance. Follow-up will consist of both phone calls and letters.

### **8. Alternatives Survey (Discussion)**

The Survey for the Alternatives went live online on October 8. A link to the survey appears on the OurRegion.org web site. The site also includes some background information about each alternative in English, Spanish, Vietnamese, Korean, Simplified Chinese and Traditional Chinese. The survey is also available in those languages. On October 12, H-GAC sent out its first e-blast about the survey. As of today, we have had 771 responses. Our goal is to have 3,000 to 5,000 responses by the end of the survey period – November 16. H-GAC distributed post cards with links and a QR code to the survey to be distributed by committee members.

#### **Coordinating Committee promotion of the survey includes:**

##### **GCEDD**

- Forwarded the e-blast to the GCEDD Board
- Meredith Dang offered a presentation about the survey at the GCEDD Board meeting
- Forwarded the e-blast to the Galveston Bay Estuary Program, Houston Forestry, Food Policy Group, and the Bay Area Commercial Real Estate Council

##### **Waller County Economic Development Partnership**

- Plans to forward the e-blast to two groups in the area

##### **City of Houston**

- Plans to forward the e-blast as part of the CitizensNet, online citizen newsletter. The distribution for CitizensNet is 125,000, which includes all City of Houston employees as well as citizens that subscribe to CitizensNet.

##### **METRO**

- Will ask if the survey link can be included in an upcoming newsletter
- Will ask if the survey link can be included in an upcoming blog

## **NCI**

- In the process of conducting their own survey to develop report cards for the neighborhoods for which they serve. Will talk to the Community Development Department to find ways to combine efforts and results.

## **H-GAC**

- Link on Our Region Website and stories in H-GAC newsletter and newsletters for Community and Environmental and Transportation departments
- E-blast sent to 12,000 contacts on H-GAC contact list
- E-mail to H-GAC Board and Governmental Advisory Committee members
- Presentations at My Houston 2040, Texas Medical Center Sustainable Development Council, and student groups of TSU and U of H
- Urge members to forward this to personal contacts
- Over the next month we're going to try to get out and get as many face-to-face contacts as we can
- Will meet with Stephen Klineberg to discuss statistical significance

## **Huntsville**

- May be able to incorporate survey information in values workshops

## **Fort Bend County**

- Working with the County Judge's Office

## **TSU**

- Have hosted outreach activities
- Are committed to helping

## **Houston Wilderness**

- Distributed the survey via email

## **HARC**

- Sent the survey to people in the office
- Asked IT to put it on the Facebook page

## **Blueprint Houston**

- Included in Planning Matters eblast
- Sent to the Board

## **Houston Tomorrow**

- On Newsletter
- Passing out cards at various meetings

## **9. Next Steps (Discussion)**

Meredith Dang presented an overview of the tasks that have been completed, the tasks that are currently under way and the tasks that need to be completed regarding the Regional Plan for Sustainable Development.

### **Tasks underway**

- Alternatives Survey – October-November

### **Tasks to be completed**

- Analysis of alternatives survey – December
- Release results of alternatives survey – January
- Case studies – October – April
- FHEA – October – May
- CEDS – October – January 2014
- Coordinating Committee, workgroups, other key stakeholders, and focus groups as identified, review existing efforts - January – March
- Core plan writing – April – May
- Draft plan release – October 2013

We will need to identify additional key stakeholders and focus groups who are not already engaged in the Coordinating Committee, workgroups, or otherwise involved in the plan. H-GAC staff drafted a preliminary list of additional stakeholder groups and focus group organizations that could be included and requested the Coordinating Committee members help fill out the list.

We will need to have ongoing meetings with the people we are asking to support the plan throughout the writing of the plan, so when we bring the plan to them, it will be something they are more familiar with. We don't want the day we ask for support and resolutions for support to be the first time they have seen the plan.

### **Discussion**

Can we add the Collaborative for Children to the key stakeholders list?

There are some committees that are already in place that work with H-GAC that could help.

## **10. Updates**

### **Case Studies**

The five case studies that were approved by the H-GAC Board of Directors are under way. The contracts are completed, and kick-off meetings are scheduled in early November.

### **Fair Housing Equity Assessment**

Chuck Wemple presented the Fair Housing Equity Assessment update. The fair housing advisory workgroup met with the Kirwan Institute to discuss how their standard products can be tailored and meaningful to our region. We will have another update for the Coordinating Committee at the December meeting.

### **Public Engagement**

Amanda Thorin reported that AECOM has sent an e-blast about the survey to 15,000 contacts, with follow ups planned throughout the survey time.

The consultants are calling 50 to 65 businesses to discuss distribution. For example, these phone calls have resulted in Exxon agreeing to send the survey to their employees.

The video vignette trailer rough draft, 45 to 60 seconds, will be available soon.

The kiosks are available. If you have any suggestions of where the kiosks can go, please let Amanda know. All we need is power and internet connection. Three of the kiosks have been placed at the Houston Public Library.

We have sandwich boards and post cards available for displays.

We will also be going back to the communities where we held the initial community meetings. These community meetings may include underrepresented groups who may not have access to a computer or the internet.

### **Survey Results Meeting**

The Fall Champions Luncheon originally planned for November 30, has been re-thought and will now be a Coordinating Committee/workgroup event on December 10 to discuss the results of the survey. We don't have a formalized agenda yet, but the idea is two-fold:

- Share the results of the survey and begin analysis by transect or topic area
- Start to get Coordinating Committee/workgroup ideas for strategies and recommendations

### **Equity Technical Assistance**

We've been working with Policy Link to review our metrics and provide equity training. The training occurred in September, and we received feedback on our metrics. We also found out about another project they have developed, using our region as a case study. This Equity Profile was completed for the MSA region, and we asked if they could expand it to cover the 13-county region. They should have the revised version by the first week of November.

### **Discussion**

Will there be another opportunity for Policy Link to provide feedback in terms of equity as we complete the draft plan? We can ask if that's something they can accommodate.

### **Financial Report**

Meredith Dang presented the monthly financial report, showing expenditures, balance and match and reminded Coordinating Committee members to complete their match forms and send them to Cheryl Mergo.

## **11. Other Business and Announcements**

We will have a Food Policy presentation at the December meeting.

Officer nominations will need to be made during December meeting so we can have officers in place for 2013.

## **12. Announcements**

November 9 is the Fall Planning Workshop at H-GAC. This year's topic is Planning for Community Health.

## **13. Future Meeting Dates**

December 19, 2012, 10 AM  
H-GAC Conference Room A, Second Floor

3555 Timmons Lane, Houston, TX 77027

#### **14. Adjourn**

The meeting adjourned at 11:02 a.m.

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

Please contact Meredith Dang, H-GAC

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