

Meeting Minutes
Sustainable Communities Planning Grant
Meeting of the Coordinating Committee of the Consortium
Tuesday, November 29, 2011 10 a.m. to Noon
H-GAC Conference Room A, Second Floor

MEMBERS OF THE COORDINATING COMMITTEE IN ATTENDANCE:

Jay Blazek Crossley, Houston Tomorrow
Ronald Drachenberg, Fort Bend County
Joanne Ducharme, Montgomery County
DC Dunham, Bay City Community Development Corporation
Magda Herrera, Local Initiatives Support Corporation
Emiliano Herrera III, Neighborhood Centers Inc.
Victoria Herrin, Houston Wilderness
Michael Kramer, City of Houston
Christy Lambright, Harris County
Sherri McKibben, City of Huntsville
Donna Rybiski, Center for Houston's Future
Lori Schwarz, City of Galveston
Lalita Sen, Texas Southern University
Jeff Taebel, Houston Galveston Area Council
Monique Ward, METRO
Joe Douglas Webb, Blueprint Houston
Chuck Wemple, Gulf Coast Economic Development District

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

Katy Atkiss, Local Initiatives Support Corporation; Amy Boyers, Houston-Galveston Area Council; Toni Candis, Harris County; Richard Cron, Houston Wilderness; Meredith Dang, Houston-Galveston Area Council; Garrett Dolan, Rice University; Liz Drake, AECOM; Angela Martinez, Knudson, Inc.; Amar Mohite, City of Houston; Kelly Opot, Harris County; Quisheng Pan, Texas Southern University; Diana Ponce De Leon, City of Houston; Anna Sedillo, City of Houston; Andrea Tantillo, Houston-Galveston Area Council; and Chelsea Young, Houston-Galveston Area Council.

1. Regular Business – Call to Order

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

2. Certify Quorum

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

3. Public Comment

No public comments were provided.

4. Approval of September 27, 2011 Meeting Minutes

Action: Motion made by Victoria Herrin, seconded by Donna Rybiski, to approve the meeting minutes.

The Coordinating Committee approved the minutes.

5. Officer Nomination Process

Meredith Dang presented a draft process for nominating officers for the next term. A review of the Coordinating Committee by-laws revealed that three officers – a chair, first vice-chair and second vice chair – are elected to serve each year. Current officers’ terms expire following the December 19 meeting. Previous years’ officers can serve additional terms if elected. According to the by-laws, the Coordinating Committee must form a nominating sub-committee which will meet to review officer nominations. Anyone on the Coordinating Committee can nominate another member or themselves. The nominating sub-committee will ensure the nominations reflect diversity in both types of organizations nominated and geography. An electronic ballot will be sent to the Coordinating Committee to vote for officers, and the nominating subcommittee will present the results of that vote to the Coordinating Committee for approval. Ms. Dang recommended the following timeline:

Nominating sub-committee formed	November 29
Nominating form e-mailed to Coordinating Committee	December 5 (week of)
Nominations due	December 9
Nominating sub-committee meeting	December 12
Officer ballots to Coordinating Committee	December 12 (week of)
Ballots due	December 16
Slate of officers presented for Coordinating Committee approval	December 19

Action: Mike Kramer, Jay Crossley, Donna Rybiski, Emiliano Herrera and Kelly Opot volunteered to serve on the nominating subcommittee.

6. Public Engagement Workgroup Meetings

Meredith Dang provided an overview of the Regional Transect Group and Technical Advisory Group meetings. Both groups participated in a half-day metrics fundamentals workshop attended by 75 people each at both the live session and via webinar. On November 4, the Technical Advisory Groups met to develop draft goals and metrics. The groups started with goals and metrics that were provided as feedback during the August 2011 kickoff meeting, refined them and added additional goals and metrics. Those goals and metrics were made available to the group members online for additional refining. On November 17, the Regional Transect Groups met to review all the sets of goals and metrics and review them for applicability for their transects. The transect groups considered the preliminary metrics to identify which ones would need special consideration on a transect basis. The group reviewed the draft metrics from one of the technical advisory groups and were given the opportunity to review the rest online and provide feedback through a survey.

Next Steps:

- The Housing Technical Advisory Group has scheduled a follow up meeting in January.
- The Environment Technical Advisory Group may need an additional meeting to come to more of a consensus before the draft goals and metrics are presented to the public for continued refinement.
- Taking into account public and Governmental Advisory Group input, the Regional Transect Group and Technical Advisory Group will meet again to further refine the goals and metrics.

- The final goals and metrics reflected in the Regional Plan for Sustainable Development will be approved by the Coordinating Committee.

Discussion

- The goals and metrics are intended to be high level, so we are not necessarily down to specific strategies of how they relate to specific groups.
- For gaps in the group, Coordinating Committee members were asked to reach out to people to make sure we are getting the input and feedback we need to develop the most appropriate for the region.
- We can ask specifically for input from groups that may not be represented on the groups.
- How is the public going to engage this? Should we determine what sustainability is before defining goals and metrics? Exercises designed to gather this sort of feedback have not yet been developed, but the public engagement consultant is interested in input from the Coordinating Committee for this process.
- A subcommittee should be formed to develop meeting processes to avoid confusion or different activities being conducted by each group without a common end goal. The subcommittee should convene prior to the meetings to vet ideas and materials that will be presented to the workgroups to make sure we know where the information that we are gathering is leading us to and how it will be used.
- H-GAC staff presented a framework for the meetings, including a white paper, over the course of two to three Coordinating Committee meetings; however, workgroup meeting materials have not been sent to Coordinating Committee members prior to meetings due to quick turnaround times.
- It's a good idea to have someone who has been involved with the process the entire time to support the workgroups along with H-GAC to guide them along and help keep the bigger vision in mind.
- Being at the meetings, it was interesting to see what we have already so that we could dig deeper into it. We have a lot of different representatives from many different groups. Sometimes when you have different representation and different ideas, it may seem like you have an overlap or a gap, but the main thing is we are covering all topics and as we go we'll get into more of the details of each of them.
- Coordinating Committee members who have gone to all the meetings can become the ad hoc committee that can provide feedback from the meetings.
- There was good Coordinating Committee participation at all meetings.
- The original detailed framework, presented by H-GAC staff and approved by the Coordinating Committee, only covers the first meetings. This means that additional or alternate framework should be presented and considered for future meetings.
- Eventually we are going to have to look at what the workgroups are meeting about, filter it into something that actually makes sense and then give it to something that engagement can push out.
- Everyone on the Coordinating Committee should have input on the process for the workgroup meetings.

The Coordinating Committee decided they will meet for a half-day work session to review the current outputs from the nine workgroups and help chart a path forward the week of December 12.

7. Public Engagement

Public engagement team members provided an update on the Engagement Action Plan and answered questions.

Upcoming key dates include:

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| • Community Interviews | Ongoing |
| • Initial branding concepts on MindMixer | Dec 1 |
| • Feedback on branding concepts due | Dec 6 |
| • Revised branding | Dec 8 |
| • Survey/one-pager/draft EAP | Dec 9 |
| • Final comments on survey/EAP/one-pager due | Dec 14 |
| • MindMixer and project web site launch | Dec 16 |
| • Finalize large-format public meetings | Dec 16 |
| • Formal notification of public meetings | Dec 19 – 23 |
| • CAT Training | Jan 3 - 13 |
| • Focus groups | Jan 3 - 13 |
| • Large format public meetings | Jan 23 - Feb 10 |
| • Community meetings | Feb 13 - March 9 |

The public will be asked to complete a survey as the first step in defining “sustainability.” The public will also participate in free-flowing exercises during the public meetings.

The large format meetings will be held with the intent of reaching the largest number of people. The community meetings will be designed to target groups which were not represented adequately at the large format meetings.

The City of Houston will coordinate with other Houston agencies regarding possible locations for meetings.

8. Updates

a. Joinability Deadlines

The application deadline for any organization interested in participating as member of the Coordinating Committee is December 5. If any applications are received, the joinability subcommittee will be notified.

b. PolicyLink Equity Summit Feedback

Meredith Dang, Monique Ward and Emiliano Herrera gave brief overviews of what they learned during the Policy Link Equity Summit in Detroit in Detroit, Mich., November 8-11.

c. Livability Solutions Technical Assistance Application

On behalf of the Coordinating Committee, H-GAC applied for the EPA’s Livability Solutions Technical Assistance. Harris County wrote the application and collected 13 letters of support. We should learn whether or not we receive the assistance in January. If we do receive it, we’ll likely schedule the assistance for sometime in February.

d. **Fair Housing Equity Assessment**

HUD plans to have tools available in late December or January with an emphasis on making sure the work we do increases access to opportunities for everybody. More information will be available in January.

e. **Financial Report**

H-GAC staff distributed a financial report outlining financial expenditures, and requested that organizations providing in-kind match continue to report contributions. H-GAC staff will provide a financial statement each month as a standing agenda item.

f. **GAC Nominations**

The H-GAC board established a process for making nominations for the Governmental Advisory Board during its regular October meeting. A slate of recommended members will be presented and considered for approval during the Board's regular December meeting on December 20. H-GAC Board members are charged with nominating members, who must be elected officials.

9. Other Business

None.

10. Announcements

None.

11. Next Meeting Dates

December 19, 2011, 10 AM*
H-GAC Conference Room A, Second Floor
3555 Timmons Lane, Houston, TX 77027

January 24, 2012, 10 AM
H-GAC Conference Room A, Second Floor
3555 Timmons Lane, Houston, TX 77027

February 28, 2012, 10 AM
H-GAC Conference Room A, Second Floor
3555 Timmons Lane, Houston, TX 77027

*This meeting will be followed by a joint meeting with the Regional Transportation Plan subcommittee from noon to 1 PM at H-GAC.

12. Adjourn

Chuck Wemple announced that the meeting was adjourned at 11:35 AM.

QUESTIONS/COMMENTS:

Please contact Meredith Dang, H-GAC
713-993-2443

meredith.dang@h-gac.com