

Meeting Minutes
Sustainable Communities Planning Grant
Meeting of the Coordinating Committee of the Consortium
Wednesday, August 28, 2013, 10:00 a.m. to 12:00 pm
H-GAC Conference Room A, Second Floor

MEMBERS AND ALTERNATES OF THE COORDINATING COMMITTEE IN ATTENDANCE:

Blueprint Houston, Joe Webb and Martha Murphree
Center for Houston's Future, John Wilburn
Chambers County, Sarah Cerrone
Fort Bend County, Ron Drachenberg
City of Houston, Mike Kramer
Gulf Coast Economic Development District, Chuck Wemple
Houston Advanced Research Center, David Hitchcock
Harris County, Jared Briggs
Houston-Galveston Area Council, Jeff Taebel and Cheryl Mergo
Houston Tomorrow, David Crossley
Local Initiatives Support Corporation, Katy Atkiss
Montgomery County, Joanne Ducharme
Neighborhood Centers, Inc., Tanya Makany-Rivera
Texas Southern University, 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)

Anna Sedillo, City of Houston; and Meredith Dang, Kelly Porter, Josh Owens, Andrea Tantillo and Amanda Thorin, H-GAC.

1. Regular Business – Call to Order

Chuck Wemple, Coordinating Committee Chair, called the meeting to order at 10:11 a.m.

2. Certify Quorum

More than 51% of the member entities were present. There was a quorum of members at the meeting.

3. Public Comment

No public comments were made.

4. Approval of June 25, 2013, Meeting Minutes

Action: Motion made by Sarah Cerrone, seconded by Ron Drachenberg, to approve the meeting minutes.

Discussion:

The City of Houston Case Study section should have the following changes:
Change “Developed” to “Develop” in the fourth bullet. Add “creating” before “opt-in” in the fifth bullet.

The word “Chinese” should be spelled correctly under the Timeline and Next Steps section.

The Coordinating Committee approved the minutes as corrected.

5. Our Region 2040 Draft Plan

Meredith Dang presented the draft text for the Regional Plan for Sustainable Development (Our Region 2040) to be released to the public for comments. If approved, the text will be formatted by a graphic designer and printed in-house for distribution. The content will also be online. She requested that the Coordinating Committee review the text and approve it for public release.

Discussion:

Joanne Ducharme requested that “educating” be changed to “education” in the Economic Development Big Idea “What” section.

Ron Drachenberg requested that “erosion” be added to the list of Our Region’s vulnerabilities in the Resiliency Big Idea “What” section.

Harvey Laas requested that “subsidence” be added to the list of Our Region’s vulnerabilities in the Resiliency Big Idea “What” section.

Action: Motion made by Sarah Cerrone seconded by Joe Webb, to approve the text, with changes, to be formatted and released to the public for comments.

The Coordinating Committee approved the motion.

6. Public Engagement (Discussion)

Amanda Thorin presented the public engagement report, including the following upcoming activities:

- October - Draft release
- October - Media Release Event
- October - Open Houses at 5 locations across the region
- October/November – Comment Period

She asked Coordinating Committee members to consider how they will be able to promote the release and comment period for the plan, including:

- Attending the media release
- Attending and participating in one or more open houses (members were asked to complete a time availability form during the meeting)
- Include a link to the plan or open houses in mail outs (H-GAC will provide collateral materials for this effort)
- Help identify champions who will help support the plan

Discussion:

Question: What will you do with the feedback?

Answer: As comments come in we will enter them into a database which will be included as an appendix to the final plan. We will review the comments to determine if they need a direct response or reflect a need to make a change to the plan. This review will also be included in the appendix of the final plan.

Question: Why is there only one meeting in Houston, and is that location served by bus?

Answer: We are only scheduling five open houses across the region, and the location in Houston is served by transit.

Question: Will the draft plan be translated into different languages?

Answer: We will have Spanish interpreters at the open houses, the full, designed draft plan will be available in Spanish, and a key elements summary of the plan will be available online in English, Spanish, Vietnamese, Korean and Chinese.

7. Timeline and Next Steps (Discussion)

Meredith Dang presented the following next steps:

- November – Tweak draft plan based on comments; create final plan
- December – Take plan to the Government Advisory Committee for support
- January – Present the plan to the H-GAC Board of Directors for information
- February – Request adoption of the plan by the H-GAC Board of Directors
- November-February – Present the plan to Coordinating Committee leadership and other champions for support
- February – Grant period ends

Ms. Dang asked the Coordinating Committee members to start thinking about ways to keep up the momentum and continue to work toward the goals of the plan after the grant period ends.

8. Updates

Financial Report

Cheryl Mergo presented the financial report. All of the grants funds are contractually obligated, we are waiting for work to be completed before paying all invoices. The match for the project has been lowered, but we still need to do more to ensure we capture all needed match. If we don't meet the match for the grant, HUD can deduct the deficit from the reimbursement to H-GAC for the grant funds. Cheryl will follow up with Coordinating Committee members.

9. Other Business

No other business was presented.

10. Announcements

The next Livable Houston meeting (August 28) will feature the City of Houston's case study.

Houston Tomorrow is celebrating their 15th birthday by hosting the first Catalyst Awards (September 26).

Chuck Wemple acknowledged and thanked the H-GAC staff for their work on the project.

11. Future Meeting Dates

October 22, 10 AM
H-GAC Conference Room A, Second Floor
3555 Timmons Lane, Houston, TX 77027

12. Adjourn

Following a motion by Sarah Cerrone, seconded by Tanya Makany-Rivera, the meeting adjourned at 11:59 a.m.

QUESTIONS/COMMENTS:

Please contact Meredith Dang, H-GAC

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