



**COMPREHENSIVE PLANNING &
NEEDS ASSESSMENT JOINT
SUB-COMMITTEE**

**Meeting Location:
1520 Rutherford Lane Building 1, Ground Floor, Austin, TX 78754**

**MINUTES
October 9, 2012**

The meeting was called to order by joint sub-committee chair, Justin Irving, at 6:05 p.m. In attendance were committee members Justin Irving, Amelia Reinwald, and staff member, Kimberly Pemberton.

First order of business was to clarify that Shanika Cornelius was no longer a member of the subcommittee and was moved to the Allocations subcommittee roll.

Mr. Irving provided an update on how the needs assessment committee had approved the needs assessment update lead by staff member, John Waller. It was discussed how other Planning Councils operated with regard to their needs assessment committees. It was agreed that the needs assessment component of the committee would take a role in selecting a vendor for the comprehensive needs assessment projected for 2013.

The committee discussed short term goals of the combined committees and also cross areas between the committees.

A discussion on having a quarterly review of the comprehensive plan ensued. In order to help facilitate this, staff will develop a PCAT (Planning Council Activities Timeline).

The committee agreed to develop standards to gauge if goals have been met.

A review of public comments on the comprehensive plan was done. Staff agreed to make necessary grammatical changes.

Mr. Irving made a recommendation for committee members to research needs assessments from other EMA/TGAs. Amelia Reinwald would be responsible for the Dallas area. Justin Irving would be responsible for the San Antonio area.

The meeting adjourned at 7:05 p.m.