



**Applicant Review Panel Meeting
Friday, March 15, 2013
DRAFT**

The Applicant Review Panel convened in a regularly called meeting on Friday, March 15, 2013 2012, at 6:00 p.m. at Town Lake Center, Assembly Room (1st Floor), 721 Barton Springs Road, Austin, Texas 78701

Meeting was called to order at 6:02 pm by Jawana JJ Gutierrez, ARP staff liaison.

COMMITTEE MEMBERS IN ATTENDANCE:

Michelle DeFrance
Caroline Limaye

1. CITIZEN COMMUNCIATION: Frances McIntyre, Edwin English, Roger Burgett, Brad Parsons, Linda Curtis, and Steve Bickerstaff

2. NEW BUSINESS

The ARP may discuss and take action on the following agenda items:

A. Discuss approach to assessing applications, application merits, and work plan

The Panel members reviewed a spreadsheet with the summarized application data provided by the Office of the City Auditor. As the Panel discussed the assessment approach several questions were raised, such as: Should we interview applicants? Can Panel members speak with the applicants? What happens if a panel member knows an applicant personally? The Panel agreed it would be best to contact City of Austin's Legal department for answers to those specific questions.

After more discussion the Panel agreed to perform a test run of the application screening process using the following parameters:

- **Assess a subset of the applications, the 98 applications in Precinct 1**
- **Score each assessment category either 1-No, 2-Maybe, or 3-Yes**
- **Provide results to staff liaison for analysis and review during next meeting**

The Panel envisioned that it would require multiple rounds of scoring to eventually result in 13-17 applications from each Precinct. The Panel agreed to separate the student applicants from the non-student applicants due possible differences in assessment criteria. The Panel agreed to have the screening and scoring process finalized at the next meeting.

- B. Housekeeping matters, including resources on the City of Austin’s website, ARP member contact information, staff support, and scheduling future meetings

It was decided that the next meeting will be at 6 pm on Friday, March 22nd at the City Hall Boards and Commission Room, Room 1101. Future meetings will not be discussed and finalized until the third panel member is available for discussion.

Staff Liaison Gutierrez adjourned the meeting at 7:05 pm without objection.

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