



**Applicant Review Panel Meeting Minutes  
Friday, May 3, 2013**

The Applicant Review Panel convened in a regularly called meeting on Friday, May 3, 2013 6:00 p.m. at City Hall's Board and Commissioner's Room #1101, 301 W 2<sup>nd</sup> St, Austin, TX 78701

**Meeting was called to order at 6:00 pm by Jawana JJ Gutierrez, ARP staff liaison.**

**COMMITTEE MEMBERS IN ATTENDANCE:**

**Michelle DeFrance  
Carol Feller  
Caroline Limaye**

**1. CITIZEN COMMUNICATION: Edwin English**

**2. APPROVAL OF MINUTES: The draft minutes for the regular ARP meeting on April 26<sup>th</sup> were reviewed and approved. Member Limaye motioned to approve the minutes with the proposed amendments, member DeFrance seconded. Motion was passed on a vote of 3-0.**

**3. NEW BUSINESS:**

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

**A. Summary of Round 2 Scoring-review and preparation for Round 3**

**Panel members reviewed the remaining list of 73 applicants after two rounds of scoring. Panel members Limaye and DeFrance each selected 5 applicants to remove from the list based on the criteria in the City Charter, bringing the total down to 63. The panel members discussed selecting 58-non student applicants from the list and the top 2 student applicants. Member DeFrance motioned to include 2 students, and 58 non-students in the final list of 60 recommended applicants, member Feller seconded. Motion was passed on a vote of 2-1. It was also agreed that member Feller will choose 5 applicants to remove from the list based on the criteria in the City Charter and will provide her list to Liaison Gutierrez by the next meeting.**

B. Presentation of the recommended list to City Council

**Panel members discussed and reviewed a recommendation template to be given to the Board/Commission. The panel members decided to create a draft of their own recommendation letter and will discuss the details/content of the draft further in the next regularly scheduled ARP meeting.**

**4. OLD BUSINESS**

A. Finalize format of letters to applicants who were not selected

**Panel members reviewed the format and content of the draft letter that will be sent to the non-selected applicants. The panel members made suggestions for revisions; Liaison Gutierrez will bring the revised letter to the next meeting for the panel members' final approval.**

B. Review ARP work plan and future meeting dates

**Liaison Gutierrez discussed the ARP meeting schedule for the month of May. A list of final applicant recommendations must be adopted by the panel on May 16<sup>th</sup>. The list should be submitted to City Council members on that same day. Liaison Gutierrez also discussed that Council will have a work session on the 21<sup>st</sup> and she would try to get an allotted time blocked specifically so that the panel members who are available to make it, could be there to answer questions from Council. Panel members discussed designating Liaison Gutierrez as the recipient for receiving strikes from Councilmember's; Liaison Gutierrez discussed that Councilmember's strikes will then be submitted to the Office of the City Auditor (OCA). When all the strikes have been submitted to the OCA, the ARP's work will be complete.**

**5. FUTURE AGENDA ITEMS**

Request future agenda items, information, and reports

**Panel member Limaye suggested a process to collect the panel's thoughts so that future ARP panels could review the guidelines and processes used from this panel and follow it if they choose. The panel members agreed to this suggestion and said they will bring their interpretive thoughts to the next ARP meeting for further discussion.**

Staff Liaison Gutierrez adjourned the meeting at 6:54 pm without objection.