



**EXECUTIVE COMMITTEE MEETING
Minutes from the April 2, 2013 Executive Meeting**

MINUTES

Meeting Location: 1520 Rutherford Lane, Austin TX

Meeting Called to order at: 6:00p.m.

Committee Members in attendance: Dr. Victor Martinez, Paul Hassell, Shanika Cornelius, Amelia Reinwald and Justin Irving.

City of Austin Staff in attendance: John Waller

Approve Minutes

- Minutes from the Executive meeting held on March 5, 2013 were approved with no corrections.

Chair report

- Dr. Victor Martinez reviewed the Membership report and the attendance records. He also briefly discussed the HRSA site visit.

Review the time frame of the rapid reallocation policy

- The Executive Committee reviewed the rapid reallocation policy and the timeframe in which the Administrative Agent has to inform the Planning Council of Rapid reallocations.

Membership recruitment and review of printed recruitment materials

- Dr. Victor Martinez stated that he would like Kimberly Williams to make a draft version of the membership recruitment cards for the Executive members to review first.

Review printed recruitment materials

- The Executive Committee reviewed the printed recruitment materials, all noted changes were discussed.

Review new format of Membership Roster form

- The new format of the membership report was reviewed by the Executive Committee, the committee approved of the new format.

Review meeting schedule for future conflicts with holidays

- The Executive Committee reviewed a holiday calendar and discussed whether to adjust the remainder of meetings to the religious holidays.

Sub-Committee reports

Comprehensive Planning/Needs Assessment

- Justin Irving stated that John Waller will have the final draft the Needs Assessment project ready for review at the next sub-committee meeting and that the sub-committee will review the results of the Client Satisfaction Survey.

Allocations

- Dr. Victor Martinez stated that the sub-committee was given an incomplete and inaccurate Administrative Agent report to review.

Staff report

- John Waller gave the staff report the items discussed were:
Options for improving new member orientation and Child care options for consumers.
- Hearing no objection the meeting was adjourned at 8:02 p.m.

Approved