



**EXECUTIVE COMMITTEE MEETING
Minutes from the November 5, 2013 Meeting**

MINUTES

Meeting Location: 7201 Levander Loop, Austin TX

Meeting Called to order at: 6:08 p.m.

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

City of Austin Staff in attendance: Kimberly Williams

APPROVE MINUTES

- Minutes from the Executive meeting held on August 6, 2013 were reviewed and approved as submitted with no changes noted.

INTERVIEW NEW APPLICANT FOR MEMBERSHIP

- The Executive Committee interviewed new applicant Aubrey Staples. The motion to recommend Ms. Staples for membership was passed. Victor Martinez presented motion, Justin Irving seconded the motion. Motion passed: 4 – approved, 0 – opposed.

DISCUSSION AND VOTE ON RE-APPLICATION OF CURRENT MEMBER

- The Executive Committee reviewed and considered a re-application for member Winifred Muhammad. A discussion ensued on Ms. Muhammad's tenure with the Planning Council. A motion was made by Paul Hassell to recommend Ms. Muhammad for another 2-year term. Motion failed, 0 – approved: 4 – opposed.

CHAIR REPORT

- Dr. Victor Martinez introduced this month's Membership report and attendance record. Clarification was made that since approval of the most current bylaws, there no longer exists a Leave of Absence policy in effect.
- The secretary vacancy information was reviewed. It was noted that Justin Smith was being considered for appointment on the Executive committee.
- Membership terms were discussed and who will serve on what committee.
- Committee agreed that the Administrative Agent should plan to report on Quality Management activities (quarterly)
- Discussion ensued on Shanika Cornelius' membership status. It was agreed that Chair Martinez would contact Ms. Cornelius within the next week to discuss her attendance. Mr. Chair stated his intention to enhance the attendance policy and require doctor's notes from members who may require a leave of absence due to medical reasons. The topic led to a discussion on the abuse of medical absences.
- Amelia Reinwald announced her intention to resign from the Planning Council at the end of the month [November] due to relocation to Dallas.

MEMORANDUM OF UNDERSTANDING (MOU)

- Committee reviewed the draft MOU, with particular attention to Page four (4), Section five (5) "Planning Council Support and Staff." It was decided that language reporting status of administrative mechanism activities (as outlined in administrative mechanism assessment) should be included in MOU.

ADMINISTRATIVE MECHANISM SURVEY RESULTS

- Executive committee reviewed findings from the Administrative Mechanism Survey and agreed that a quarterly update be provided by the Administrative Agent. Survey results from the administrative mechanism will be presented at January business meeting and a directive will be formulated to track response to issues cited in survey findings. Chair Martinez will make edits to the directive pertaining to the administrative mechanism survey; he will then pass on to Vice-Chair Hassell for further edits, and then to staff, who will format it like a directive and add a topic heading.

