



**EXECUTIVE COMMITTEE MEETING
Minutes from the October 7, 2014 Executive Meeting**

MINUTES

Meeting Location: 7201 Levander Loop, Bldg. H, Austin TX

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

Committee Members in attendance: Dr. Victor Martinez, Justin Smith, and Justin Irving

Committee Members not in attendance: Shanika Cornelius

City of Austin Staff in attendance: Kimberly Williams

Guests/Community Members in attendance: 1

Citizen Communication & Community Announcements: None

Approve Minutes:

Minutes from September 2, 2014 Executive Meeting were reviewed and approved as submitted.

New Applicant Interview:

Committee interviewed new applicant Debra Washington. Committee voted unanimously to recommend Mrs. Washington for membership. Motion carried.

Chair Report

Dr. Victor Martinez reviewed the Membership Activity Report, Attendance Report, and Membership Roster with no reported changes. Committee would like to change attendance spreadsheet to add (2) columns: 1. Total meetings in twelve months; 2. Total unexcused absences.

Officer Eligibility Review

Committee verified eligibility for all nominated officers.

Bylaw review

Committee reviewed bylaws; revisions below:

- Research documentation for wording of attendance changes
- Section 4:2- delete references to "planning year"
- Section 4:3- strike last sentence
- Section 4- special elections
- Section 4:4- change percentage amounts
- Section 4:6- add section stating "If no officers present - with quorum established, anyone can preside over meeting.
- Section 5- change "ceremonial" to "official"
- To ensure consumer input, add verbiage about chair adding a consumer to executive committee.

Victor Martinez will draft letter to City Manager to request assistance (per bylaws)

Sub- Committee Reports

Allocations- Dr. Victor Martinez provided committee with Allocations briefing including:

- *Committee would like to query the AA to seek services that can use \$10,000- 20,000 additional funds; if there are, the committee will consider rapid re-allocations.*
- *Mental health is being asked to plead their case to committee if there are extenuating circumstances for lack of expending funds. For service providers that seek additional \$10,000 – 20,000 it must be justified.*
- *Committee wants to follow-up on CCU taking months to provide written feedback on audit/monitoring.*
- *Committee will be passing off close-out report to Comprehensive Planning/Needs Assessment Committee*
- *Committee will meet again on December 9th.*

Comprehensive Planning/ Needs Assessment- Justin Irving provided committee with overview of the previous meeting.

Committee discussed the Comprehensive Plan in general, Administrative Burden issues, along with strategies to put action in place. Committee reviewed the final Needs Assessment and made changes before approval

Staff Report

No current updates

Hearing no objection, the meeting was adjourned at 8:15 p.m.