

**Task Force on Community Engagement  
MINUTES****REGULAR MEETING  
July 30, 2015**

The Task Force on Community Engagement convened in a regular meeting on July 30, 2015 at the Street-Jones Building, 1000 E 11<sup>th</sup> Street, Room 400A, in Austin, Texas.

Facilitator Diane Miller, with Civic Collaboration called the Task Force Meeting to order at 6:05 p.m.

**Task Force Members in Attendance:**

*Celso Baez III, Jason Bram, Michael Clark-Madison, Richard Fonte, Andrea Hamilton, Chris Howe, Irfan Syed, Navvab Taylor, Sara Torres*

**Staff in Attendance:** Ray Baray, Matthew Chustz, Lara Foss, Jill Goodman, Douglas Matthews, Marion Sanchez, Larry Schooler

**Facilitators in Attendance:** Juli Fellows, Pat Korbus, Diane Miller

**1. OPENING REMARKS**

- a. Council Member Leslie Pool welcomed the group and thanked them for their generous contribution of time and talent to this important topic. Council Member Pool shared that Council agreed, particularly in light of this new 10-1 structure, that it is important to look at new ways to engage the public that are meaningful and transparent and involve people throughout Austin.
- b. Diane Miller provided an overview of the facilitators' roles and the meeting agenda.

**2. CITIZEN COMMUNICATION: GENERAL**

- a. John Woodley identified himself as an advocate for the disabled, as he is hearing impaired and shared his views.
- b. Natalie Gauldin announced that her primary concern is that some groups are underrepresented. She hopes when the Task Force members gather information, they will gather proportionate responses among the different groups.

**3. APPROVAL OF MINUTES**

- a. There were no previous minutes to approve since this is the first meeting of the Task Force.

**4. INTRODUCTIONS**

- a. Task Force members were briefly introduced and asked to state one thing they hope will happen as a result of the work of the Task Force. Following Task Force member introductions, the facilitators, executive liaison, and staff liaison to the Task Force were introduced.

**5. NEW BUSINESS****a. Collaborative Problem Solving, Positions & Interests**

The Task Force discussed the collaborative problem solving process. The facilitator requested the Task Force members to differentiate their positions and interest to gain perspective on their views.

**b. Task Force Decision-Making Process**

The Task Force reached consensus and adopted the consensus decision making process as proposed in the flow chart on page four of the back-up document titled "Proposed General Guidelines for TFCE."

**c. Timeline and Process for the Taskforce**

The group discussed the timeline referenced in Resolution No. 20150129-023 which initiated the development of the Task Force on Community Engagement.

The Task Force requested staff to look into the use of a Task Force message board and report back at the next meeting.

The Task Force agreed by consensus to, whenever possible, identify meeting topics for the next meetings at each meeting.

The Task Force reached a consensus and adopted the high level process flow, but added a step called "Needs Assessment" between "Today's Picture" and "Best Practices." The Needs Assessment will help frame best practices and will help focus the Task Force on what they will explore in more detail.

**d. Brainstorm Conversation Corps Questions**

As a group, the Task Force participated in brainstorming and discussion regarding questions for the Conversation Corps meeting being held in September.

The group decided further brainstorming would be required and requested the item be added to the August 13, 2015 Task Force meeting agenda.

**e. Proposed General Group Guidelines for the Task Force**

The Task Force approved and adopted, by consensus, the General Group Guidelines with the following changes and clarification:

- 1) What does it mean to include Fiscal Implications and what are Council's intentions regarding this? What are we really qualified to provide? The facilitators indicated they would report back with general guidelines on fiscal implications.
- 2) The Task Force requested clarity from City Council on the four topics of interest to Council Sponsors assigned to the Task Force. The Task Force identified two areas they would like to gain clarity, "Virtual/Online participation" and "District/neighborhood-centered engagement alternatives." The facilitator agreed to report back at the next meeting.
- 3) Task Force members had questions regarding ad hoc or subcommittee meetings and whether or not they need to meet the Texas Open Meetings Act requirements. The response from Doug Matthews, Executive Liaison for the Task Force, was that they do not need to meet the requirements as long as there is not a quorum of Task Force members present.
- 4) The group approved adding a bullet point under the discussion guideline stating "Speak clearly and enunciate consonants" to better accommodate those who are hearing impaired. The facilitator agreed to add this to the group guidelines.

**f. Task Force Meeting Schedule**

The Task Force agreed by consensus to meet on Thursday of every other week from 6:00 pm to 9:00 pm. The reoccurring meeting schedule begins with the first meeting of the Task Force on July 30, 2015 and ends in six months.

Thursday, July 30, 2015  
Thursday, August 13, 2015  
Thursday, August 27, 2015  
Thursday, September 10, 2015  
Thursday, September 24, 2015  
Thursday, October 08, 2015  
Thursday, October 22, 2015  
Thursday, November 05, 2015  
Thursday, November 19, 2015  
Thursday, December 03, 2015  
Thursday, December 17, 2015  
Thursday, December 31, 2015  
Thursday, January 14, 2016  
Thursday, January 28, 2016

**6. FUTURE AGENDA ITEMS**

- a. Selection of the Task Force Leadership – Elect a Chair and Vice-Chair
- b. Discussion on how to gather input from City Departments and residents
- c. Discussion of feedback and best-practices
- d. Finish proposing questions for Conversation Corps September Meeting Dialogue
- e. Begin to develop a plan on how to gather input from City Departments and community members.
- f. Staff presentation to Task Force Members to learn more about what the City does for Community Engagement (through brief question and answer, not formal presentation) so that the members better understand the current picture. Specific areas of focus include Conversation Corps, SpeakUp! Austin, e-Comment, and CityWorks Academy.

**7. ADJOURN**

Facilitator, Diane Miller adjourned the meeting at 9:00 p.m. without objection.