



**Task Force on Community Engagement  
MINUTES**

**REGULAR MEETING  
October 22, 2015**

The Task Force on Community Engagement convened in a regular meeting on October 22, 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 6:07 p.m.

**Task Force Members in Attendance:**

*Celso Baez III, Michael Clark-Madison, Margarita Decierdo, Richard Fonte, Joe Green, Andrea Hamilton, Chris Howe, Christopher Ledesma, Koreena Malone (via phone), Ken Rigsby, Irfan Syed, Navvab Taylor, Sara Torres*

**Staff in Attendance:** Larry Schooler, Matthew Chustz

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

**1. OPENING REMARKS**

- a. Diane Miller provided an overview of the meeting agenda.

**2. CITIZEN COMMUNICATION: GENERAL**

- a. No citizen communication

**3. APPROVAL OF MINUTES**

- a. The Task Force approved, by consensus, the minutes from the September 24, 2015 Task Force on Community Engagement (TFCE) Regular Meeting with no changes.
- b. The Task Force reviewed the meeting notes provided by the facilitator.

**4. OLD BUSINESS**

- a. Task Force members cancelled the December 31, 2015 TFCE Regular meeting.
- b. Task Force members discussed the community engagement surveys and progress. The Public Survey is live in English and Spanish (available at [www.speakupaustin.com](http://www.speakupaustin.com)), but the Asian language surveys are delayed due to problems with translations. Task Force members cited some organizations said they ran into technology and resource deficiencies when distributing the surveys for Organizations. Board & Commissions Community Engagement survey went out to their Chair, Co-Chair, and Staff Liaison.
- c. Deadline for Surveys was set to November 25, 2015 with a survey reminder to be distributed on November 16, 2015.

**5. NEW BUSINESS**

**a. Staff Briefing on Conversation Corps September conversations on Community Engagement**

Larry Schooler, Community Engagement Division Manager, provided the TFCE members with an overview of the September Conversation Corps conversation related to Community Engagement.

**b. TFCE Workgroups report on progress**

The Task Force workgroups each reported on the progress of their data collection efforts.

**c. Identifying Best Practices**

Task Force members decided to review materials posted to the [TFCE Bloomfire](#) site, make comments using the comment section on each posting, and be prepared to discuss the posted material during the Task Force meetings. Task Force members will continue to contribute additional materials for review at any time.

**d. Discussion of overall project time plan**

The Task Force worked together to complete the work plan based on the realistic workload ahead of them. The January 31, 2016 date will be the deadline for submitting DRAFT recommendations to City Council Members for their review and feedback. A final report will be prepared after that feedback has been received by the Task Force; tentative date is end of February 2016. The time plan has been amended (available on the October 22, 2015 Meeting Notes).

**e. Meeting Evaluation (standing agenda item)**

The facilitators lead the TFCE members in an evaluation of the meeting.

Task Force members consented to having the November 5, 2015 TFCE meeting shortened. The first hour (6-7 pm) will focus on the structure of the final report and review of early survey results, then workgroups will use the rest of the time to work on their respective groups. Each group will determine how long to stay and work.

**6. FUTURE AGENDA ITEMS**

- a.** During a November meeting, the Task Force will review remaining process steps and discuss a realistic end date for the Task Force on Community Engagement based on the realistic timeline and workload created.

**7. ADJOURNMENT**

Facilitator, Diane Miller adjourned the meeting at 9:15 p.m. without objection.