

Meeting Minutes
Sustainable Communities Planning Grant
Meeting of the Coordinating Committee of the Consortium
Wednesday, October 22, 2013, 10:00 a.m. to 12:00 pm
H-GAC Conference Room A, Second Floor

MEMBERS AND ALTERNATES OF THE COORDINATING COMMITTEE IN ATTENDANCE:

Center for Houston's Future, John Wilburn
Chambers County, Sarah Cerrone
City of Houston, Mike Kramer and Anna Sedillo
Fort Bend County, Ron Drachenberg
Gulf Coast Economic Development District, Chuck Wemple
Harris County, Jared Briggs
Houston-Galveston Area Council, Jeff Taebel and Cheryl Mergo
Local Initiatives Support Corporation, Amanda Timm
METRO, Monique Ward
Montgomery County, Joanne Ducharme
Neighborhood Centers, Inc., Tanya Makany-Rivera and Mike Lykes

Also in attendance (based upon sign-in sheet available at the meeting and meeting participation)

Meredith Dang, Andrew Pompei, Andrea Tantillo and Amanda Thorin, H-GAC.

1. Regular Business – Call to Order

Chuck Wemple, Coordinating Committee Chair, called the meeting to order at 10:09 a.m.

2. Certify Quorum

Less than 51% of the member entities were present. There was no quorum of members at the meeting.

3. Public Comment

No public comments were made.

4. Approval of August 28, 2013, Meeting Minutes

Due to no quorum at this meeting, this action item was deferred to the next meeting.

5. Our Great Region 2040 Endorsement Process

Meredith Dang presented the draft text for language that could be used as an endorsement or resolution to support the Regional Plan for Sustainable Development (*Our Great Region 2040*). She asked Coordinating Committee members to consider the text and what steps would need to be taken to facilitate their member organizations signing or adopting similar language. She also asked Coordinating Committee members to consider the text in terms of language to provide to other community groups, agencies and local governments across the region to garner their support for the plan as well. Ms. Dang added that as the H-GAC Board of Directors will consider the Regional Plan for Sustainable Development at their regular meeting in February, we would like to have resolutions or endorsements from all the Coordinating Committee member organizations by that time.

Discussion:

Monique Ward said she can try to get as much support from METRO as possible. Maybe Jeff Taebel could make a presentation to the Sustainability Committee (part of METRO's Board of Directors) and ask for a resolution.

Tanya Makany-Rivera said she could not speak fully for Neighborhood Centers Inc, but acknowledged the endorsement language looks like something the Board of Directors could sign. She requested a presentation from H-GAC to the Board, including how NCI could begin implementing the plan.

John Wilburn will present the plan and ask for an endorsement or resolution at the January meeting of the Board of Directors of Center for Houston's Future.

Sarah Cerrone will put consideration of a resolution on the November agenda for the Board (Chambers County).

Mike Kramer said a Houston City Council committee would need a presentation prior to recommending a resolution to the City Council.

Amanda Timm said she will request support from the Local Initiatives Support Corporation local Board of Directors and forward to the national Board. She said that LISC will support the Plan.

Joanne Ducharme said Montgomery County officials will need both a formal presentation and one-on-one briefings about the Plan.

Jared Briggs said staff can bring a Resolution before Harris County Commissioners Court, however, asking for a letter of support may be more effective.

Chuck Wemple will present the resolution at the January Gulf Coast Economic Development District meeting.

Meredith Dang said H-GAC can help facilitate presentations to committees and boards and asked the Coordinating Committee members to start looking at calendars to select appropriate dates. Monique Ward added that Coordinating Committee members should help with the presentations, including helping determine how the organizations can benefit from and offer support for the Plan.

We also want this group to be able to show their support for the Plan by way of a vote at the December meeting. The vote will not commit the member organizations to support the Plan.

6. Public Engagement (Discussion)

Amanda Thorin presented the public engagement report, including the following activities:

- October - Draft release
- October/November – Comment Period
- October/November – Reception Style Open Houses (Coordinating Committee members were asked to help facilitate at the open houses or just attend)

She asked Coordinating Committee members to consider how they will be able to promote the release and comment period for the plan, including:

Discussion:

H-GAC's outreach includes:

- Posting the Plan online in English and Spanish
- Posting a summary of the Plan online in English, Spanish, Vietnamese, Korean, and Chinese (simplified and traditional)
- Hosting an interactive feedback site for the Plan
- Collecting feedback on the Plan via the site, e-mail, and open houses
- Sending a letter to elected officials
- Recruiting champions from community groups and agencies not involved in the Coordinating Committee
- Distributing icons and links for newsletters
- Organizing and facilitating meetings
- Distributing post cards to community groups
- Directly distributing a link to the Plan by e-mail to contacts
- Participating in Coordinating Committee outreach
- Working with a consultant to secure media coverage for the comment period

Ms. Thorin asked the Coordinating Committee members to consider helping with outreach, including:

- Sending out dedicated e-mails
- Including a blurb in newsletters
- Putting a link on websites
- Attending open houses
- Generally helping get the word out

Coordinating Committee members committed to the following:

- NCI – Sending the information to the marketing department
- GCEDD- Sending out e-blast and handing out cards at quarterly meeting
- Harris County – Adding a link to the CSD website and sending an e-mail
- Center for Houston's Future – Adding a link to the website and possibly sending an e-mail
- Chambers County – Adding a link to the website and sending out an e-mail
- METRO – Forwarding the information to the public affairs team
- LISC – Adding the link to the website and promoting the comment period on Facebook
- H-GAC – Asking local governments to send the information to constituents, making key staff available for presentations and media interviews

7. Timeline and Next Steps (Discussion)

Meredith Dang presented the following next steps:

- November – Incorporate comments into the Plan
- November-February – Present the plan to Coordinating Committee leadership and other champions for support

- December – Coordinating Committee action to support the Plan. Meeting of the Governmental Advisory Committee.
- January – Present the plan to the H-GAC Board of Directors for information
- February –Request endorsement of the plan by the H-GAC Board of Directors
- February – Grant period ends

Ms. Dang asked the Coordinating Committee members to continue thinking about ways to continue to work toward the goals of the plan after the grant period ends.

8. Updates

Financial Report

Cheryl Mergo presented the financial report. All of the grants funds are contractually obligated. HUD confirmed that all of the match must be met. Groups that have already met their committed match can overmatch. Ms. Mergo will follow up with Coordinating Committee members.

Economic Opportunity Network

NCI announced the Economic Opportunity Network has been re-named the Houston-Galveston Opportunity Network and will continue to work on community engagement, workforce development, transportation matters and creating a communications structure.

9. Other Business

No other business was presented.

10. Announcements

Two of the case studies – the City of Houston and the City of Huntsville – were honored with planning awards at the Texas APA meeting in October.

11. Future Meeting Dates

Wednesday, December 18, 10 AM
H-GAC Conference Room A, Second Floor
3555 Timmons Lane, Houston, TX 77027

Meetings will also be scheduled in January and February after the H-GAC conference room schedule is made available.

12. Adjourn

The meeting adjourned at 11:00 a.m.

QUESTIONS/COMMENTS:

Please contact Meredith Dang, H-GAC
713-993-2443

meredith.dang@h-gac.com