COMMUNITY FLOOD RESILIENCE TASK FORCE

Executive Committee Meeting #2 Meeting Minutes

Wednesday, June 30, 2021 | 9 – 11 a.m.

Hybrid Meeting

2500 Summer Street, Suite 1130

Houston, Texas 77007

1. Community Norms
    a. Move up, move back.
    b. Assume the best.
    c. Respect pronouns.
    d. Listen to understand with respect.
    e. Acknowledge the many ways of knowing.
    f. Oops, ouch.
    g. Keep your video on as much as possible.
    h. Mute your microphone when you are not speaking.
    i. Contribute to the virtual space as much as possible.
    j. Be present for the time that we are meeting**.**

2. Executive Committee decision-making powers
    a. The Executive Committee requested to develop a policies and procedures document to be updated as needed. The Executive Committee requested the document would include the following:
        i. Define the role and structure of the Executive Committee to establish expectations for all members.
        ii. Define the roles of the Facilitation Team.
        iii. Define the vacancy process and selection process for new members (consult with the county attorney for guidance).
        iv. Define a grievances process.
        v. Define a member removal process.
        vi. Establish a nominations committee.

3. Communication with the entire Community Flood Resilience Task Force (CFRTF)
    a. The Executive Committee will require the CFRTF to fill out an agenda item request form to place items on the meeting agenda.
    b. The Executive Committee would like to incorporate a storytelling element to the CFRTF meetings but want to be mindful of the trauma and power of each story to show the importance of this work without exploiting their stories.

4. Coverage of committee meetings and meetings with the Infrastructure Resilience Team (IRT) or County Judge's Office
    a. The Executive Committee asked for all committees to report to the Executive Team.
    b. The Executive Committee discussed the need to have one representative at each committee meeting (assignees are subject to change).
        i. Yasmeen Davila to attend Finance Committee Meetings.

   ii. Iris Gonzalez to attend Overall Approach Committee Meetings.
   iii. Ken Williams to attend Community Outreach Committee Meetings.
c. The Executive Committee discussed the need for new committees and the purpose of each committee in an effort to organize the committees better and find out how they can better support each other.

5. Review of CFRTF bylaws
   a. All CFRTF amendments to the bylaws must be finalized by November 2021 to be presented at Commissioners Court in December 2021.

6. Facilitation Team contract updates
   a. The Facilitation Team will be on a blackout period from July 9 through July 20. No work will be allowed to be conducted by the Facilitation Team during this time period.

7. CFRTF Meeting #2
   a. Agenda
      i. The Executive Committee proposed to add training for all CFRTF members on bylaws and procedures to the agenda.
   b. The Executive Committee will support with public noticing for the upcoming CFRTF meeting on July 29, 2021, from 6 – 8 p.m. The Executive Team will share the information through their social media platforms, community groups and organizations, and What's App.

8. CFRTF online presence
   a. The Facilitation Committee will be live streaming all Executive Committee Meetings as requested by the County Judge's Office.

9. CFRTF Work Plan and training curriculum
   a. The Executive Committee proposed to bring in an expert who can explain the importance of equity and clarify the importance of pronouns.
   b. The Execute Committee briefly discussed the topics provided by the Facilitation Team in the CFRTF Training and Curriculum Plan.
      i. The Executive Committee will provide feedback on this plan by July 8, 2021.

10. Review of commitments
    a. The Facilitation Team will develop a graphic showing the relationship of all committees.
    b. The Facilitation Team will connect the Executive Committee with Harris County's IT Department for Zoom recordings and live streams.
    c. The Facilitation Team will draft a letter for the Commissioners' Court to reset the CFRTF timeline.
    d. The Facilitation Team will coordinate with Dr. Tane Ward to unpack historical information about the county.
    e. The Facilitation Team will prepare a document for members of the Executive Committee Team to reference when members of the Facilitation Team are out of office.

f. The Facilitation Team will find resources for the CFRTF to show best practices in the policies and procedures document.
g. The Facilitation Team will find a way to incorporate training on the importance of equity.
h. The Facilitation Team will incorporate edits and suggestions from the Executive Committee and provide an updated copy of the work plan by July 8, 2021.

11. Additional Notes
    a. Iris will be on vacation from July 12 – July 19.
    b. Yasmeen will be out on July 19.
    c. The Facilitation Team will be on a blackout period between July 9 – July 20. No work will be allowed to be conducted by the Facilitation Team during this time period.

12. Adjournment