

Northeast District Plan Working Group Charter

I. Overview

Working Group Name	Northeast District Plan Working Group
Working Group Formation Date	July 10, 2024
Project Requestor	City of Austin Planning Department and Travis County Economic Development & Strategic Investments
Project Staff Leads	Shanisha Johnson and Bill Wilson
Charter Creation Date	October 16, 2024 Revised, April 1, 2026

II. Purpose and Structure

Northeast District Plan Purpose	The Collaborative Northeast District Plan (NEDP) is a joint effort between Travis County and the City of Austin to address historic underinvestment, persistent disparities, and structural inequities in Northeast Austin and in Eastern Travis County. This includes assessing public transportation, housing, displacement, infrastructure, economic development, food access, and more for impacts on quality-of-life outcomes. Community input will be central to the planning process and will ultimately shape how the area moves toward an equitable future for the Northeast Planning District. The NEDP is a strategic effort to address long standing inequities and to seek investment and economic opportunities to achieve equitable outcomes for all who live, work, and play in the area.
Northeast District Plan Working Group Purpose	The Northeast District Plan Working Group (NEDPWG) is a diverse team of City of Austin and Travis County staff representing housing, economic, development, infrastructure, social services, and more. The NEDPWG is tasked to provide guidance and relevant departmental updates, develop work plans, and act as the project team to complete the Collaborative Northeast District Plan (NEDP) as outlined in the Interlocal Agreement (ILA).
Charter Purpose	This charter details the guidelines and ILA Scope of Work for the Northeast District Plan Working Group (NEDPWG) fulfilling the requirement of the Interlocal Agreement (ILA) for the Collaborative Northeast District Plan. This charter will guide the NEPDWG so that they may effectively fulfil the deliverables established by the ILA as approved by the City of Austin and Travis County.
Equity Statement	Equity is a both a process and condition when outcomes for marginalized communities are improved, whereby lifting outcomes for all. Because race is the most reliable indicator for quality-of-life outcomes in our community, we lead with racial equity. We commit to inclusive and accountable community

	engagement, data-driven decision making, root cause analysis, and the application of an equity lens in all aspects of planning.
Northeast District Working Group Structure	The NEDPWG consists of 12 members equally divided between the City of Austin and Travis County.
Project Staff	The City and County have identified individuals within their organizations to serve as project staff. Project staff will act as neutral facilitators and will provide meeting coordination, meeting summaries, and other logistical support. Any other responsibilities will be determined for each deliverable by the Working Group.

III. Working Group Membership List

Name	Agency	Department	Program	Email
Aaron Jenkins	City of Austin	Financial Services Dept.	Redevelopment	Aaron.Jenkins@austintexas.gov
Amanda Jasso	City of Austin	Equity and Inclusion	Equity	Amanda.Jasso@austintexas.gov
Angel Zambrano	City of Austin	Austin Public Health	Neighborhood Services Unit	Angel.Zambrano@austintexas.gov
Cathy McLaugherty	Travis County	Innovative Justice & Program Analysis	Innovative Justice & Program Analysis	Cathy.Mcclaugherty@traviscountytexas.gov
Patrick Phillips	Travis County	Emergency Services	Emergency Services	Patrick.Phillips@traviscountytexas.gov
Sravya Garladdenne	City of Austin	Transportation and Public Works Dept.	Transportation Systems Development	Sravya.Garladdenne@austintexas.gov
Edwin Marty	City of Austin	Climate Action & Resilience	Food Planning	Edwin.Marty@austintexas.gov
Genaro Peña	City of Austin	Housing Department	Housing Dev.- Real Estate	Genaro.Pena@austintexas.gov
Kirsten Siegfried	Travis County	Health & Human Services	Health & Human Services	Kirsten.Siegfried@traviscountytexas.gov
Michelle Meaux	Travis County	Transportation & Natural Resources	Long Range Planning	Michelle.Meaux@traviscountytexas.gov
Selena Muñoz	Travis County	Planning & Budget Office	Community & Strategic Engagement	Selena.Munoz@traviscountytexas.gov
Yaira Robinson	Travis County	Transportation and Natural Resources	Environmental Quality	Yaira.Robinson@traviscountytexas.gov

IV. Attendance, Absences, Proxies, Participation, and Replacement

<p>Minimum Attendance</p>	<p>Meetings of the NEDPWG are a high priority of both the City of Austin and Travis County. Members of the Working Group are expected to make every effort to attend and should prioritize being present.</p> <p>There must be at least three NEDPWG members present from each agency (total of six) to conduct a meeting, not including proxies. If pre-arranged, working group members can share comments from another working group member.</p>
<p>Absences</p>	<p>Meetings of the NEDPWG are a high priority of both the City of Austin and Travis County. Members of the Working Group are expected to make every effort to attend. If an absence is necessary, contact Project Staff Leads as early as possible so that absence information can be shared with the group.</p> <p>Members with a particular interest in a topic to be discussed during their absence should convey questions, issues, or concerns to other NEDPWG members or through their proxies.</p>
<p>Backups and Proxies</p>	<p>No back up members to the Working Group will attend.</p> <p>Proxies are allowed but not required when a member is going to be absent. A proxy can contribute to the discussion of issues but may not be included in consensus decisions.</p> <p>If members do experience challenges with meeting attendance, they are encouraged to share their feedback for consensus building during each meeting's standing agenda item.</p>
<p>Participation Guidelines</p>	<ul style="list-style-type: none"> • Share the space: speak up, hold back • Listen actively • Avoid assumptions, ask questions • Encourage full expression of individual ideas • Focus on interests (concerns or general needs that underlie each person's position), not positions (specific solutions or statements about what someone wants to happen, often in the form of demands or requests) • Share all relevant information • Explain your reasoning and intent • Avoid jargon and agree on what important words mean • Talk about the hard things
<p>Meeting Start Time</p>	<p>Meetings will start on time. If one or more members arrives after the start of a meeting, it is responsibility of the person arriving late to listen and catch up, rather than revisiting work missed, but clarification may be provided.</p>

Meeting Logistics	<p>The NEDPWG will meet generally every other Wednesday afternoon. Meetings will be approximately two hours in duration. There will be flexibility in scheduling each meeting depending on the planned agenda and activities. The next meeting’s logistics will be finalized at the preceding meeting. All NEDPWG members will be copied/included in email or chat communication directed to the working group and informed of upcoming meetings at least one week before next meeting.</p> <p>Homework may be assigned during a meeting. Completing work outside of meetings is essential for ensuring that progress on deliverables can be made and interdepartmental coordination for the city and for the county can be achieved. Project Staff Leads will include homework assignments in meeting summaries, including deadlines.</p>
In-Person or Virtual Meetings	<p>Decisions about meeting in-person or virtually will be made at the preceding meeting and will consider the complexity of agenda items, maximizing attendance, and inclusive participation. When meetings are held remotely, members are encouraged to stay “on camera” for the duration of the meeting.</p>
Hybrid Meeting	<p>Not the preferred method for meetings. When necessary, a member may be able to join an in-person meeting remotely. However, participating remotely is dependent on supporting technology and connectivity being available at the in-person location. Further, remote participation in an in-person meeting will limit interaction with members of the NEDPWG and should be treated as an exception to in-person attendance.</p>
Use of Technology and Devices	<p>Limit use of computers, laptops, and cell phones during Working Group meetings unless needed to support discussions. When in a virtual environment, avoid multi-tasking.</p>
Subject Matter Experts	<p>There may be occasions when specific expertise is needed for a given topic under consideration by the Working Group. In those instances, Working Group members will identify Subject Matter Experts and Project Staff Leads will coordinate inclusion of Subject Matter Experts as appropriate. Subject Matter Experts will not substitute for a Working Group member.</p>
Replacing a Working Group Member	<p>If a member of the NEDPWG leaves their current position or is otherwise unable to serve, their agency should identify a suitable replacement. Once approved by the replacement’s leadership, the new member will be provided appropriate information from Project Staff Leads and their agency’s Working Group members.</p>

V. Decision Making

Consensus Agreement	The NEDPWG will use a consensus approach for making decisions. Project Staff Leads will use a variety of tools (Fist-to-Five, Thumbs Up/Down, etc.) to measure levels of agreement. Consensus may not mean unanimous agreement, but the absence of active opposition. If homework is assigned during a meeting, the following meeting can be dedicated to decision-making.
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VI. Boundaries

Draft Documents	<p>Draft document preparation, input, and sharing should remain internal to the City of Austin and Travis County agencies as needed to accomplish deliverables. Draft documents should not be shared with external individuals, elected officials, organizations, partners, contractors, stakeholders, etc., unless sharing is a course of action approved by the Working Group.</p> <p>This guideline does not limit Working Group members from briefing their internal leadership and elected officials as needed.</p>
Deliberation and Discussions	Working Group meetings must be a space where members can have open and honest discussions. Deliberations and opinions shared during NEDPWG meetings should be confidential, unless requested and approved to be otherwise.
Recordings	NEDPWG meetings will not be recorded. A Meeting Summary will be prepared by Project Staff Leads and shared following each meeting. Once approved by the NEDPWG, Meeting Summaries will be posted on the NEDP websites for the City and County.

VII. Honoring Working Group Agreements

Member Expectations	Each member of the NEDPWG is expected to honor and follow the guidelines established in this Charter. The Group Charter will ground fidelity and baseline agreements.
Standing Agenda Item	There will be a standing agenda item for NEDPWG members to provide updates, share concerns or challenges, and ask questions about this Charter, guidelines, and its implementation.

VIII. Communication

Teams Channel	The City of Austin will host a Teams channel that will enable group chat, access to files, and meeting facilitation.
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Meeting Summaries	Project Staff Leads will prepare summaries following each Working Group meeting. Once approved by the NEDPWG, Meeting Summaries will be posted on the NEDP websites for the City and County.
Internal Communication	<p>For the NEDPWG Charter, the term “Internal” is used for City/County leadership, elected officials, departments, and staff within the City of Austin or Travis County.</p> <p>Draft document preparation, input, and sharing should remain internal to the City of Austin and Travis County agencies as needed to accomplish deliverables. Draft documents should not be shared with external individuals, elected officials or their representatives, organizations, partners, contractors, stakeholders, etc., unless sharing is a course of action approved by the Working Group.</p>
External Communication	Project Staff Leads will prepare a document (talking points) as needed that will summarize NEDPWG activities and actions. This summary may be used by NEDPWG members and Project Staff Leads to update external agencies, elected officials, organizations, and stakeholders. This document will help ensure consistent messaging and will honor the guidelines established in this charter.

IX. Scope of Work

Scope of Work	<p>The Collaborative Northeast District Plan ILA’s Scope of Work delineates the deliverables and collaborative efforts envisioned in the resolutions passed by both the City of Austin and Travis County. Any work in the ILA must be evaluated in advance by the Working Group no matter if the deliverable is tasked to one or both entities. The expectation is that, at a minimum, work that is proposed to address deliverables in the ILA will be brought to the Working Group for review and input, providing sufficient time for input of the Working Group to shape the work. The Working Group will make determinations about work plans throughout the planning process.</p> <p>The Interlocal Agreement between Travis County and the City of Austin for the Collaborative Northeast District Plan and its associated ILA Scope of Work can be found here: https://traviscotx.portal.civicclerk.com/event/3131/files/attachment/36384</p>
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