

## Meeting Minutes

### Lower-Level Council Chambers

57 E. First Street

Mesa, Arizona 85201

The Housing and Community Development Advisory Board (HCDAB) of the City of Mesa met on May 4, 2017, at 6:00 pm in the Lower Level City Council Chambers, 57 E. First Street.

#### MEMBERS PRESENT

Stephen Sparks – Chair  
Donna Bleyle – Vice Chair  
Derek Brosemann  
Diana Yazzie Devine  
Tom Stapley  
Linda Starr  
Kris Woolley

#### MEMBERS ABSENT

Susan Brenton  
Heather Kay  
Ericka Varela

#### STAFF PRESENT

Andrea Alicoate  
Constance Bachman  
Jenni Hale  
Liz Morales  
Dennis Newburn  
Patricia Pearson

#### GUESTS

### **I. Chair's Call to Order**

Stephen Sparks called the meeting to order at 6:00 pm.

### **II. Approval of Minutes**

- A. A motion to approve the HCDAB minutes from the March 2, 2017 meeting was made by Tom Stapley; seconded by Diana Yazzie Devine; the motion was carried by a vote of 7-0.
- B. A motion to approve the HCDAB minutes from the March 7, 2017 meeting was made by Tom Stapley; seconded by Diana Yazzie Devine; the motion was carried by a vote of 7-0.

### **III. Items from Citizens Present**

There were no items presented.

### **IV. Discussion and Action Items**

- A. **Review of FY2017/2018 Application Evaluation Process** – Dennis Newburn thanked the HCDAB Board (Board) for their participation in the FY1017/2018 application evaluation process. The Board's involvement and questions assisted Liz Morales and the Community and Cultural Development (CCD) Committee in making informed decisions about the activities to be funded.

The process was slightly different this year, with a tremendous emphasis placed on homelessness. Part of the planning process was to develop the budget based upon what funding was thought would be received, so the FY16/17 amount was used. At this point in time, it is still not known what funding to expect from the federal government.

Next Thursday, May 11<sup>th</sup>, at the City Council meeting, the Council will be asked to compile a series of resolutions in support of applying for CDBG funds, Emergency Shelter Grant funds, and HOME funds.

The Council will once again have the opportunity to take the recommendations of the CCD Committee and the Board and uphold them or develop their own program.

Dennis asked the Board for questions and comments on improving the application process for next year. Here are their comments/questions:

- Congratulations to all on cutting down on the speeches, especially with organizations that had multiple proposals. That made the process go smoothly. Some organizations may not have understood that the City staff was going to present their applications. That needs to be more clear.
- Although the process went very well, Board members would like to have a historical context. In the past, it was printed out and all had copies as they listened to the presentations. All Board members concurred that they would like the historical context, including what is being asked for now, compared to what was asked for previously, and whether they have done everything in accordance with their contract in the past. It would be helpful to know if they have complied and if they met their deadlines. Dennis commented that that information will be shared with the Board in the future.
- Dennis mentioned that there are some organizations that are considered mainstay organizations; they perform a very specific service that nobody else does (for example, the United Food Bank). When there are activities that are deemed critical to the health and welfare of the community, Dennis indicated that that information will be provided as well, so the Board will be aware. It would be helpful to know that the City had approached an organization to ask them to fill a gap that had been identified.
- Board members would like to verify that the organizations really do need the amount that was requested.
- Request for more of the accountability portion and how it was verified. Dennis confirmed that staff reviewed the financial viability of new organizations. If organizations do not have financial viability, it is staff's responsibility to provide that information to the Board.
- One board member added that it would be helpful if they knew how many Mesa citizens the organizations are serving. For organizations that are outside of Mesa, staff reviewed the applications to make certain that the majority of the persons that participate in the program are Mesa citizens. If not, there was the option of not funding the activity. The preferred option was to pro-rate the amount asked, based upon the total number of Mesa citizens that they serve. One board member mentioned that that information could be requested as part of the application process – the percentage and number. Dennis said that is something that the staff will provide to the Board in the future, and that the number of citizens served is included in the performance report that goes to HUD.
- Percentage of admin funds has always been 20%. If there is a reduction in the amount of CDBG dollars, there are a couple of options. Housing & Community Development (HCD) currently does not charge to projects and has staff that are affiliated with the housing rehab program – there could be some adjustments made there. For infrastructure improvement programs, staff time could be charged there. Staff is very aware of this and it is a legitimate concern.

- Try not to interject personal preferences in the presentations. This should be an objective process and the Board and HCD don't want to be accused of playing favorites. The presentations should be scripted. This gives the Board the chance to review the applications without bias, although the Board does need to know if the organizations are in compliance and have met all the threshold criteria. All organizations were reviewed by staff and were deemed to be in compliance.
- While other cities have this process, the model used here at the City is a cut above what other advisory boards do; the Board has a voice in the process. Liz Morales thanked the Board for the important work that they did and told them that their comments and recommendations have been very helpful.

**B. Overview of Bylaws and Board Chair Election** – Liz presented an overview of the HCDAB Bylaws (attached), as a refresher to the Board and information for the new Board member.

**C. Discussion on meeting agenda topics and agency tours for FY2017/2018** – The Board discussed and made recommendations for future agenda topics, including:

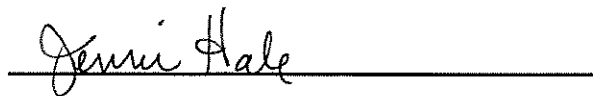
- Review the Point-in-Time count
- Have regular updates on the HUD money at each meeting
- Three meetings a year, meet on the site of the providers that we have funded and allow them to give a presentation. It is really helpful to see the work being done. Liz Morales asked the Board to provide her with names or organizations to visit. Maybe the Board could tour five agencies in one trip; have a quick tour.
- Visit some agencies that are "outside the box" so the Board can be aware of some of the lesser-known programs and see the people being served
- Ask the agencies that are being funded to provide volunteer opportunities
- Discuss housing opportunities along the light rail corridor

**V. Scheduling of meetings, future agenda items, and general information, including those set forth below**

**A. Next HCDAB Meeting – September 7, 2017, 6:00 p.m.**

**VI. Adjourn the meeting**

Derek Broseman motioned to adjourn; Donna Bleyle seconded, the motion was carried by a vote of 7-0. The meeting was adjourned at 7:07 pm.



Submitted by Jenni Hale, Administrative Support Assistant I

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