

Meeting Minutes

The Housing and Community Development Advisory Board (HCDAB) of the City of Mesa met on November 5, 2020, at 6:00 p.m. via a telephonic conferencing platform, with some staff attending telephonically/via Zoom and some staff attending at the Community Services office, 200 S. Center St., Building 1, Mesa, AZ 85210.

<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>	<u>STAFF PRESENT</u>	<u>Guests</u>
Johanna Richards – Chair Susan Brenton Derek Brosemann Chad Cluff Kevin Humphrey Monique Kennedy	Mara Benson – Vice-Chair – <i>Excused</i> Isarae Koval – <i>Excused</i> Mark Powell – <i>Excused</i> Shelley Reimann – <i>Excused</i>	Michelle Albanese Constance Bachman (<i>via Zoom</i>) Emily Greco Jessica Morales (<i>via Zoom</i>) Prisila Rivera (<i>via Zoom</i>)	

I. Chair's Call to Order

Johanna Richards called the meeting to order at 6:02 p.m.

A. Announcement of excused absences – Discussion only; no action was taken by the Board.

II. Approval of Minutes

It was moved by Johanna Richards, seconded by Monique Kennedy, to approve the HCDAB minutes from the October 1, 2020 meeting.

Upon tabulation of votes, it showed:

AYES – Brenton-Brosemann-Cluff-Humphrey-Kennedy-Richards

NAYS – None

III. Items from Citizens Present

There were no items presented.

IV. Discussion and Action Items

A. FY21/22 Funding Application Process – City of Mesa Housing and Community Development Director Michelle Albanese gave an update of the FY21/22 funding process. A first-ever funding kickoff meeting was held via Zoom on October 19, 2020. This kickoff meeting was open to all agencies, both new and returning. City staff gave the attendees general application process information, as well as inquired how the application process could improve. The application process opened on October 20, 2020 and it will close November 18, 2020. On October 26, 2020, there was an application orientation for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and Human Services. On October 27, 2020, there was an application orientation/technical assistance to help agencies navigate the funding application. For the past several years, agencies were required to submit a two-minute video highlighting the program for which they were applying. Michelle Albanese presented to the Board a total of three different agency presentation options for the FY21/22 application process:

- Presentation Option 1 – The agency would submit a two-minute video, along with their application and required supporting documentation, through ZoomGrants. HCDAB members will have access to ZoomGrants and be able to score the video and application. There would not be any agency presentations.
- Presentation Option 2 – The agency would submit a two-minute video, along with their application and required supporting documentation, through ZoomGrants. HCDAB members will have access to ZoomGrants and be able to score the video and application. The agencies would respond to any questions from HCDAB members during two special meetings via Zoom.
- Presentation Option 3 – There would not be a video requirement. The agency would submit their application and required supporting documentation through ZoomGrants. HCDAB members will have access to ZoomGrants and be able to score the application. The agencies would present and respond to any questions from the HCDAB via Zoom during two special HCDAB meetings. The HCDAB would score based on application and presentations.

It was moved by Derek Broseman, seconded by Susan Brenton, to use Option 3 for the agency presentations.

After discussion, it was decided to make modifications to Option 3. In addition, the HCDAB would like the agencies to add a PowerPoint presentation during the special meetings via Zoom, and for the agencies to have no time constraint while answering questions.

It was moved by Johanna Richards, seconded by Susan Benton, to modify Option 3 for the agency presentations.

Upon tabulation of votes, it showed:

AYES – Brenton-Broseman-Cluff-Humphrey-Kennedy-Richards

NAYS – None

- B. Schedule two special HCDAB Meetings** – Michelle Albanese and the HCDAB discussed the tentative dates reserved for agency presentations. The HCDAB discussed their availability and provided direction to start both special meetings at 5:00 p.m.

1. **Special Meeting** – Tuesday, January 12, 2021, at 5:00 p.m.

2. **Special Meeting** – Wednesday, January 13, 2021, at 5:00 p.m.

- C. Cancel the January 7, 2021 regular HCDAB Meeting** – Due to the two special meetings being held in January, the January 7, 2021 regular HCDAB meeting is cancelled.

- D. Meeting agenda topics for FY2020/2021** – Michelle Albanese asked the HCDAB for suggestions on topics that they would like to see presented in upcoming meetings. Suggestions included presentations from the City of Mesa Diversity, Community Engagement, and Animal Control divisions, the Continuum of Care program through Maricopa Association of Governments (MAG), Operation Off the Streets, a discussion on current trends and innovations being created to help low- to moderate-income residents of Mesa, and to visit a manufactured housing community, to name a few.

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

A. Next HCDAB Meeting – December 3, 2020

VI. Adjourn the meeting

It was moved by Derek Brosemann, seconded by Susan Brenton, to adjourn the meeting.

Upon tabulation of votes, it showed:

AYES – Brosemann-Brenton-Cluff-Humphrey-Kennedy-Richards

NAYS – None

The meeting was adjourned at 6:56 p.m.



Submitted by Jessica Morales, Program Assistant