

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
Minutes
July 14, 2005
DRAFT

The Development Center
445 W. Michigan Ave., Suite 101
Conference Room #1

Members Present: Mark Fricke, Chair; Charley Coss, Vice Chair; Tristan Brown;
Shirley Coleman; Jurel Fullerton; Doris Jackson; MonaLisa James;
Dave Kinsey; Pegg Osowski

Members Excused: Susan Oakes

City Staff: David C. Thomas, Neighborhood Development Specialist; Amy
Thomas, Recording Secretary

Guest Present: Danielle Hunt

CALL TO ORDER

Mr. Fricke called the meeting to order at 6:30 p.m.

ROLL CALL

It was determined during roll call that the aforementioned members were present.

EXCUSED ABSENCES

Ms. Oakes advised that she would not be present for the meeting.

APPROVAL OF AGENDA (July 14, 2005)

There were no changes to the agenda.

Ms. James, supported by Mr. Brown, moved approval of the July 14, 2005 CDAAC agenda. With a voice vote, the motion carried unanimously.

APPROVAL OF MINUTES (June 9, 2005)

There were no changes to the minutes.

Mr. Kinsey, supported by Ms. Coleman, moved to approve the June 9, 2005 CDAAC Minutes. With a voice vote, the motion carried unanimously.

CITIZENS' COMMENTS ON NON-AGENDA ITEMS

None

COMMUNICATIONS/MEMBERS REPORTS

None

OLD BUSINESS

Recommendation to renew a three-year term for MonaLisa James.

Mr. Thomas advised that a 3-year term renewal for Ms. James would be on the City Commission agenda for July 25, 2005.

Discussion followed with regard to the possibility of David Anderson joining the CDAAC board. Mr. Thomas advised that Mr. Anderson hasn't found someone to take over for him on the Housing Board of Appeals.

Update on City of Kalamazoo HUD Monitoring: June 22, 23, and 24

Mr. Thomas stated that HUD normally monitors municipalities once every three years; HUD has monitored the City of Kalamazoo for each of the past three years. Normally, HUD would do monitoring if there was a staff turn around, unusual circumstances or a complaint. Monitoring at the City of Kalamazoo is likely due to recent staff turn over at the city and the staff changes at HUD. Mr. Thomas noted that this was the first time the City of Kalamazoo's HOME program has been monitored during the five years he's been with the city.

(6:40 p.m. – Mr. Coss arrived.)

Mr. Thomas advised that the HUD representatives, Steve Spencer and Bob Cebulak met with representatives from Senior Services, the Northside Association for Community Development, LISC (Local Initiative Support Corp.), HRI (Housing Resources, Inc.), KAHC (Kalamazoo Area Housing Corp.) They visited the Rosewood Housing development and three city housing rehabilitation projects. The HUD representatives went through the amendment material to the PY2002, PY2003 & PY2004 Annual Action Plan and approved it. They also reviewed the Consolidated Plan and the Annual Action Plan. During an unrelated telephone conference call, Jeannette Harris from the HUD office advised Jeff Chamberlain, Director of Community Planning and Development, that the City of Kalamazoo is in compliance with both the CDBG and HOME programs but her staff will write up a couple of administrative concerns. The HUD representatives also commented that the City of Kalamazoo was creative with its use of HOME funds.

Mr. Fricke inquired as to who picked the sub-recipients that HUD visited. Mr. Thomas advised that HUD made the decision as to which sub-recipients would be monitored.

Mr. Fricke inquired if there were any concerns with regard to staffing levels at the City of Kalamazoo. Mr. Thomas stated that the HUD representatives advised that the City of Kalamazoo would benefit by increasing its staffing, especially at the “hands-on” administrative level. Mr. Fricke inquired if HUD would be providing more funding for the staffing increase. Mr. Thomas commented that federal regulations state that the city can use up to 20% of CDBG funds for administration. Mr. Fricke suggested that the city should look at allocating more funds for staffing due to the increase in the number of applications for CDBG funds.

Mr. Thomas advised that HUD usually has 30 days to write the report but they said they are over-worked and will probably not have the report completed until sometime during the fall of 2005.

Discussion of Possible Revisions to CDBG Application for PY2006

Mr. Fricke inquired if there was an update regarding the possibility of having an outside entity advise CDAAC on how best to update the CDBG applications. Mr. Thomas stated that Suprotik Stotz-Ghosh from the United Way is willing to help CDAAC rewrite the applications.

Mr. Fricke inquired if CDAAC would need to form a sub-committee for review of the CDBG applications. Discussion followed with regard to the members of the sub-committee. It was decided that the following people would be on the subcommittee: Mark Fricke, Shirley Coleman, MonaLisa James and Suprotik Stotz-Ghosh.

Mr. Thomas stated he had been told that Savannah, Georgia was a leader in its use of CDBG funds. Accordingly, Mr. Thomas located Savannah’s website and found considerable information, including their 26-page application. He reported that he didn’t find anything that he thought would be useful to Kalamazoo. Mr. Thomas also reviewed CDBG websites for Grand Rapids, East Lansing and Jackson. Jackson has almost the same amount of CDBG funds as Kalamazoo but they don’t have an application form or very much citizen participation.

Mr. Thomas commented that he thought the most interesting CDBG information was on Battle Creek’s website and that he had copied some information, including a draft application, for CDAAC’s review. Mr. Thomas spoke with a staff person from Battle Creek who advised that the funders in Calhoun County were trying to come up with a unified grant application to be used by the United Way, the city, the community foundation, etc. This would include other towns with community foundations such as Marshall and Albion. Mr. Thomas stated that Battle Creek’s approach is an interesting concept and would help provide various organizations with an overview of available funding and information about what everyone is doing with regard to CDBG funds.

(6:50 – Mr. Fullerton arrived.)

Mr. Thomas advised that he didn't know if it was possible to get to the point of having one unified CDBG application for all funders, but that it might be useful to see what other communities have on their applications.

Mr. Fricke mentioned that Erie, Pennsylvania is similar to Kalamazoo and they have been helpful in the past. Chattanooga, Tennessee and Lincoln, Nebraska were also suggested as good examples to follow.

Follow-Up to June 10, 2005 City Commission Meeting – Program Income

Mr. Fricke advised that he attended the special City Commission meeting last month regarding the expenditure of CDBG program income. He advised the City Commission that CDAAC had reservations about the City Commission's proposal for spending \$4,500 of the money on a block party. He further commented that Commissioner McKinney stated that she thought the members of CDAAC took their jobs seriously and that she expressed appreciation for their input on this issue. Mr. Fricke stated that he met with Mr. Chamberlain to let him know what happened at the meeting.

Ms. Jackson mentioned a summer job program that the Eastside Neighborhood has for teens. She indicated that the process for assigning the jobs was unfair since there was very short notice given to people who were interested in submitting an application. The people who were supposed to help the kids fill out applications were an hour late and people were given incomplete or false information over the phone when calling to inquire about the job openings. Consequently, many of the kids who were interesting in the jobs missed out on the employment opportunity.

Mr. Fricke stated that the summer job program on the Eastside is privately funded rather than CDBG funded. Ms. Jackson stated that the money came from the city and, private or not, it was not handled fairly. She further advised that the secretary of the Eastside Neighborhood Association had said that she thought the youth program was CDBG funded. Mr. Kinsey stated that the Edison Neighborhood was only given a one-week notice regarding the job openings for the youth program.

Mr. Fricke stated that he hoped the City Commission liaison would attend more CDAAC meetings so that he would know how the CDAAC members felt regarding certain issues.

Mr. Thomas requested that Mr. Fricke give an update regarding the proposed funding of block parties with program income. Mr. Fricke advised that there are to be 9 block parties: 3 parties in each of 3 CDBG-eligible neighborhoods. CDAAC was previously under the impression that the entire sum of money was to be used for only one block party. At the June 10, 2005 meeting, City Commissioner Hopewell had this item clarified.

NEW BUSINESS

PY 2005 Nominating Committee

Mr. Fricke advised that the nominating committee would review applications for people expressing interest in joining CDAAC. Mr. Kinsey and Mr. Coss expressed interest in being on the nominating committee. It was mentioned that Ms. Oakes might want to remain on the nominating committee and it was suggested that city staff call to inquire as to her preference on this matter.

Mr. Thomas stated that he had been asked by the director of the department to attend a meeting of the Poverty Reduction Committee earlier in the day. The subject of the meeting was affordable housing and it was held at the Park Club. Representatives from LISC (Local Initiative Support Corp), the Community Foundation, MOP (Michigan Organizing Project), ISAAC (Interfaith Strategy for Advocacy and Action in the Community) and the County of Kalamazoo were also present at the meeting. Seven sub-groups were formed to discuss affordable housing and Mr. Thomas requested that he be provided with the report from the sub-committees. The general consensus at the meeting was that there is a lot of duplication of efforts. Mr. Thomas stated that his opinion on the matter differed, and he thought there was some misconception among the members of the group as to the local issues involved. While there may be some capacity issues with some of the local housing providers, each has a specific mission, and duplication would not seem to be as large an issue as those at the table indicated. He stated that he would provide further updates to CDAAC from the housing group as the information becomes available.

Mr. Fricke stated that he would like to receive notice of the Poverty Reduction Committee meetings in the future.

CITIZEN COMMENTS

None

ADJOURNMENT

Mr. Brown, supported by Mr. Coss, moved to adjourn the July 14, 2005 CDAAC meeting. With a voice vote, the motion carried unanimously.

The meeting adjourned at 7:10 p.m.

Submitted by: _____ Dated: _____

Reviewed by: _____ Dated: _____

Approved by: _____ Dated: _____