

**COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
Minutes
April 12, 2007
*DRAFT***

Development Center
445 W. Michigan Ave., Suite 101
Kalamazoo, MI 49019

Members Present: Charley Coss, Chair; David Kinsey, Vice Chair; Shirley Coleman;
Mark Fricke; Pegg Osowski; Mildred Smith

Members Excused: Susan Oakes, Kathy Steppenwolf; Jennifer Mills; Doris Jackson

City Staff: David C. Thomas, Neighborhood Development Specialist

CALL TO ORDER

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

AGENDA (April 12, 2007)

There were no changes to the agenda.

Mr. Fricke, supported by Mr. Kinsey, moved approval of the April 12, 2007 CDAAC agenda. With a voice vote, the motion carried unanimously.

MINUTES (January 25, 2007 & March 15, 2007)

Mr. Coss referred to page 7 of the January 25th CDAAC minutes and requested that the word "reveal" be changed to "disclose."

There were no changes to the March 15th minutes.

Mr. Fricke, supported by Mr. Kinsey, moved approval of the January 25, 2007 CDAAC minutes as amended, and the March 15, 2007 CDAAC minutes as submitted. With a voice vote, the motion carried unanimously.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

None

COMMUNICATIONS/MEMBERS' REPORTS

Mr. Fricke requested that Mr. Coss refer to a letter from Kenneth P. Collard, City Manager. The letter was sent to CDAAC board members and other City volunteers to

thank them for volunteering to serve the City. Mr. Fricke advised that there will be a recognition at Monday's City Commission meeting for all volunteers who work on city boards and commissions. Mr. Coss stated that a pin was also included with the letter.

OLD BUSINESS

Nominating Committee Report:

i. **Reappointment of David Kinsey for a term to expire on March 31, 2010.**

Mr. Kinsey advised that he was not aware of any new prospective members for CDAAC, and Mr. Thomas stated that he hadn't received any new applications through the Clerk's office. He advised that there had been discussion within the department about the strategy of sharing among city staff and board members the names of other board members whose terms are expiring. The hope is that these people might volunteer for an opening on another board. Mr. Kinsey stated that he has agreed to serve another three-year term on CDAAC.

Ms. Osowski inquired if the members who were absent from tonight's meeting are still on the CDAAC board. Mr. Fricke advised that Mr. Kinsey's term was the only one up for renewal at this point. However, several terms will be expiring next March. Mr. Coss suggested stepping up efforts to recruit new CDAAC members

Ms. Osowski, supported by Ms. Coleman, moved to reappoint David Kinsey to another three-year term on CDAAC. The term will expire on March 31, 2010. With a voice vote, the motion carried unanimously.

ii. **Election of Chair and Vice Chair to 2007-2008.**

Mr. Coss inquired if there were any nominations for Chair and Vice Chair of CDAAC.

Ms. Osowski, supported by Mr. Fricke, moved to nominate David Kinsey as Chair of CDAAC. With a voice vote, the motion carried unanimously.

Mr. Fricke, supported by Ms. Osowski, moved to nominate Shirley Coleman as Vice Chair of CDAAC. With a voice vote, the motion carried unanimously.

Mr. Kinsey thanked Mr. Coss for serving as chair for the past year.

NEW BUSINESS

Mr. Thomas also referred to the volunteer week proclamation and stated that the CDAAC board members should be getting a letter inviting them to the City Commission meeting Monday. There will also be a reception held at 6:30 p.m., prior to the City Commission meeting to honor the volunteers.

Mr. Thomas announced that there will be a fair housing conference hosted by the Fair Housing Center of Southwest Michigan, which is funded with CDBG funds. This will be an all day event held at the Kalamazoo Association of Realtors.

Mr. Thomas referred to unfortunate news concerning the Northside Association for Community Development (NACD) and Mattie Jordan-Woods, the Executive Director of the NACD. Ms. Smith advised that Ms. Jordan Wood's sister passed away and the funeral will be held tomorrow at 1:00 p.m. at the Galilee Baptist Church. Ms. Jordan-Woods has been in Lansing receiving training in housing counseling services. It was the consensus of the CDAAC members that a condolence card should be sent by city staff on behalf of CDAAC to Ms. Jordan-Woods.

CITIZEN COMMENTS

Mr. Kinsey stated that there is a meeting tonight at 7:00 at the Bernhard Center (Western Michigan University). The topic of the meeting is the EPA and the PCBs from the Kalamazoo River that they are proposing to dump at the former Allied paper site.

Ms. Osowski stated that she had not been in contact recently with the Vine Neighborhood Board. Accordingly, she didn't have any information regarding recent events with the Executive Director position. She stated that she would contact the board to obtain more information. Mr. Thomas stated that he recently received correspondence from Erin Knott advising that the process is moving forward. Interviews were scheduled in March, but something happened which caused a delay. Ms. Osowski stated that she would ask for someone to replace her as the Vine Neighborhood representative to CDAAC next year.

Mr. Coss inquired as to the policy regarding alternates for neighborhood boards. It is in the CDAAC bylaws that each CDBG eligible neighborhood must elect a representative and an alternate for CDAAC. The alternate can attend the CDAAC meetings on behalf of the representative when needed.

Ms. Osowski referred to the monthly meetings of the Critical Care Committee that she attends at work. She asked if she could bring a guest to those meetings so they could see how the meetings are run. She stated that the CDAAC meetings are run very well and she suggested that members might also bring a guest to the meetings to familiarize potential new members with how the CDAAC process works.

Mr. Fricke requested clarification regarding whether or not it is important as to who fills the role as neighborhood representative or if the person is appointed for the term. Mr. Thomas advised that the neighborhood associations provide the name of their representative and city staff passes that information on to the City Commission. He inquired as to what would happen if Ms. Osowski were to stop attending the CDAAC meetings as the Vine Neighborhood representative; could she just send someone else in

her place or would the new person have to be approved by the City Commission to finish out the term? Mr. Thomas stated that the new person, if approved by the neighborhood association board of directors and the City Commission, could fill in for the remainder of the term. Mr. Coss inquired as to the point at which the neighborhood alternate would have to be officially appointed to fill the seat. Mr. Fricke advised that there is a policy (bylaws) to determine the course of action when someone vacates a seat or has several unexcused absences in a row. Mr. Coss suggested a review of the bylaws for the May meeting.

Mr. Coss stated that he was happy to have served as Chair of CDAAC. He commented that the CDAAC group is very supportive, which makes the Chair's job easier. The CDAAC members expressed their well wishes for Mr. Kinsey during his upcoming term as Chair. Ms. Osowski and Mr. Fricke mentioned that the communication from city staff is excellent. City staff provides the meeting agendas, packets and e-mails of meeting reminders well in advance of the meetings, which is helpful. Mr. Coss suggested that it would be helpful to have city staff communicate with the Chairperson prior to the meeting with regard to quorum. If it appears there won't be a quorum, it might be possible for someone to change their schedule to make quorum. Mr. Thomas advised that there had appeared to be quorum for the last meeting, but sometimes schedules change at the last minute.

ADJOURNMENT

Mr. Fricke, supported by Mr. Coss, moved to adjourn the April 12, 2007 CDAAC meeting. With a voice vote, the motion carried unanimously.

The meeting adjourned at 6:59 PM.

Submitted by: _____ Date: _____
(Recording Secretary)

Reviewed by: _____ Date: _____
(Staff Liaison)

Approved by: _____ Date: _____
(CDAAC Chair)