

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE  
(CDAAC)  
Minutes  
May 10, 2007

Development Center  
445 W. Michigan Ave.  
Kalamazoo, MI 49007

Members Present: David Kinsey, Chair; Shirley Coleman, Vice Chair; Doris Jackson; Jennifer Mills; Sue Oakes; Pegg Osowski; Mildred Smith

Members Excused: Kathy Steppenwolf, Charley Coss, Mark Fricke

**CALL TO ORDER**

Mr. Kinsey called the meeting to order at 6:35 p.m.  
(6:37 – Ms. Mills arrived.)

**AGENDA (May 10, 2007)**

There were no changes to the agenda.

**Ms. Osowski, supported by Ms. Oakes, moved approval of the May 10, 2007 CDAAC agenda as presented. With a voice vote, the motion carried unanimously.**

**MINUTES (April 12, 2007)**

There were no changes to the minutes.

**Ms. Jackson, supported by Ms. Coleman, moved approval of the April 12, 2007 CDAAC minutes as presented. With a voice vote, the motion carried unanimously.**

**CITIZEN COMMENTS ON NON-AGENDA ITEMS**

None

**COMMUNICATIONS/MEMBERS' REPORTS**

Ms. Smith stated that on May 19<sup>th</sup> the NACD (Northside Association for Community Development) and Wal-Mart will be working together on the new NACD facility/urban garden on Park St. They will be adding new lighting, paint, fencing, etc. The NACD board members, family and friends will volunteer to help with the project. Classes will be available for the children and informational tours will be provided. Wal-Mart is helping with the renovations.

Ms. Coleman stated that the Stuart Neighborhood Association is in the process of hiring a new director. The board will be interviewing applicants on May 22<sup>nd</sup> for the 20 hour per week position. A decision should be made by June 1<sup>st</sup> and a new director will be hired at

that time. Leslie Decker has been the Director of the Stuart Neighborhood Association for 27 years.

## **OLD BUSINESS**

### **Review of bylaws regarding membership**

Mr. Thomas advised that there were questions at the April CDAAC meeting regarding the status of the neighborhood representatives. In 2004, the CDAAC bylaws were amended to reduce the total number of CDAAC members from 15 to 13, for a total of 6 neighborhood representatives and 7 at-large members. Each neighborhood has the option of appointing an alternate to represent the neighborhood. If the main representative is not available, the alternate can vote on issues that are presented at the CDAAC meetings. None of the neighborhoods have alternates and there are no representatives from Fairmont at this time.

Mr. Kinsey inquired if the alternates would have to be approved by the City Commission. Ms. Jackson advised that they would have to be approved by the City Commission because the alternates have the authority to vote on issues that are discussed at the CDAAC meetings. She added that the alternates can attend the CDAAC meetings any time but only one vote from each neighborhood will be counted.

## **NEW BUSINESS**

### **PY2007 Emergency Shelter Grant Process**

Mr. Thomas stated that for PY2007, the City of Kalamazoo will once again have Emergency Shelter Grants (ESG) from the U.S. Department of Housing and Urban Development (HUD) in the amount of \$80,734. The allocation of ESG funds are tied directly to the level of Community Development Block Grant (CDBG) funds the City will receive, and Kalamazoo has not had any ESG since PY2003. City staff provided a legal notice to the Gazette to announce that the ESG funds are available and applications for these funds are due on May 29<sup>th</sup>. City staff will review the applications for eligibility, CDAAC will review the applications, and then the recommendations will be sent to the City Commission. The last time ESG funds were available through the city, four organizations received the money: The Ark (Catholic Family Services) received \$12,000; the County's shelter program received \$16,200; Housing Resources, Inc. (HRI) received \$26,300, and the YWCA received \$27,500. In response to a question, Mr. Thomas advised that the Gospel Mission has not applied for ESG in the past and seems to have a policy of not accepting federal dollars.

After a brief discussion, it was decided that all of the CDAAC members who were present would be on the ESG funding committee. Mr. Thomas stated that HUD requires that a homeless or formerly homeless person should serve on the committee that

distributes ESG funds. Mr. Thomas stated that he had someone in mind to serve in that capacity.

Ms. Oakes mentioned that My Own Home also has a similar requirement for client representation on its board, and that it is a good perspective to have. Ms. Jackson added that KNHS also had a similar requirement for its board several years ago.

### **Committee Appointments**

#### **Nominating Committee**

A brief discussion followed with regard to recruiting new members for the CDAAC board. Many of the members' terms expire in March of 2008 and efforts are underway to find qualified people to serve on the board. Ms. Coleman inquired about obtaining an application for prospective CDAAC members. City staff advised that the applications are available at the City Clerk's office or on the city's website.

Mr. Kinsey advised that anyone interesting in serving on CDAAC should provide an application to Mr. Thomas, who will then forward the information to the nominating committee for review. After review and approval by the nominating subcommittee, the applications will be forwarded to the City Commission for approval.

Ms. Mills, Ms. Jackson and Ms. Smith volunteered to be on the nominating committee.

Ms. Oakes suggested that it might be helpful for city staff to assemble informational packets to hand out to prospective CDAAC members.

#### **Citizen Participation Plan Update/Rewrite**

Mr. Thomas stated that he had been studying other communities to see what they do that might be different from the City of Kalamazoo with regard to distribution of HUD funds. The City of Flint has a Citizen Participation Plan that was updated in 2002. The City of Kalamazoo's Citizen Participation Plan was last written in 1998 and requires a re-write. A copy of the Plan was included in the CDAAC packets. The Department of Housing and Urban Development requires a Citizen Participation Plan for cities which receive HUD funding. Mr. Thomas requested that the CDAAC members review the Plan and suggest ways that it might be improved.

The general consensus was that it would be nice to have a copy of the Flint Plan as an example for comparison to the local plan. Mr. Kinsey suggested that the CDAAC members read the entire Plan (7 pages) and come to the next meeting prepared to discuss it. Mr. Thomas made copies of the Flint Plan and distributed them before everyone left the meeting.

### **HOME Funding Agreement Renewal**

#### **Housing Resources, Inc.: Family Self-Sufficiency**

Mr. Thomas advised that this is a HOME-funded program about which CDAAC should be aware. The program, administered through HRI, provides up to 3 months of rental assistance in certified rental units in the City of Kalamazoo. In the past, there has been \$250,000 in this fund. Last year it was decreased to \$200,000 and that is the amount being proposed for this year. These funds are earmarked for a minimum of 100 household payments during the next program year. This does not represent new funding but is a renewal of an ongoing agreement with HRI. CDAAC considers funding requests from HRI during the annual CDBG funding process and should be aware of the breadth of HRI's other programs and funding sources. He recommended that the agreement with HRI be renewed.

Ms. Osowski inquired about who keeps track of where the funds are going. Mr. Thomas advised that there are pages and pages of names and social security numbers that facilitate the tracking of this information. City staff is required to verify how much everyone receives and then enter that information into the HUD IDIS system. Use of social security numbers for identification is no longer permissible, and a new coding system will be implemented. At this point, city staff is using the last four digits of the social security numbers.

**Ms. Jackson, supported by Ms. Osowski, moved to recommend to the City Commission that the HOME funding agreement for the Housing Resources, Inc. Family Self-Sufficiency program be renewed. With a voice vote, the motion carried unanimously.**

### **CITIZEN COMMENTS**

None

### **ADJOURNMENT**

**Ms. Osowski, supported by Ms. Coleman, moved to adjourn the May 10, 2007 CDAAC meeting. With a voice vote, the motion carried unanimously.**

The meeting adjourned at 7:15 p.m.

Submitted by: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Recording Secretary)

Reviewed by: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Staff Liaison)

Approved by: \_\_\_\_\_ Dated: \_\_\_\_\_  
(CDAAC Chair)