

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
September 11, 2008
Minutes

Development Center
445 W. Michigan Ave., Suite 101
Kalamazoo, MI 49007

Members Present: Shirley Coleman, Chair; Wade Allen; David Bills; Charley Coss;
Buddy Hannah; Trent Hines; David Kinsey

Members Excused: Mildred Smith, Vice Chair

Members Absent: Mike Bracy; Kris Kronlein

Guests: None

City Staff: David Thomas, Neighborhood Development Supervisor;
Jackie Petto, Recording Secretary

CALL TO ORDER:

Ms. Coleman called the September 11, 2008 CDAAC meeting to order at 6:30 p.m.

AGENDA (September 11, 2008)

There were no changes to the agenda.

Mr. Kinsey, supported by Mr. Bills, moved approval of the September 11, 2008 CDAAC agenda as submitted. With a voice vote, the motion carried unanimously.

APPROVAL OF MINUTES (July 10, 2008) AND NOTES (August 14, 2008)

There were no changes to the July 10, 2008 minutes, or the notes from the August 14, 2008 meeting.

Mr. Kinsey, supported by Mr. Allen, moved approval of the July 10, 2008 CDAAC minutes as well as the August 14, 2008 CDAAC meeting notes as submitted. With a voice vote, the motion carried unanimously.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

None.

COMMUNICATIONS/MEMBERS' REPORTS

Ms. Coleman passed around the September 2008 Historic Stuart Neighborhood newsletter. She pointed out the front page article on Michigan State Housing Development Authority (MSHDA) and their Property Improvement Program (PIP).

OLD BUSINESS

Mr. Thomas stated he received a letter from Jeanette Harris, Director of the U.S. Department of Housing and Urban Development (HUD) Detroit Field Office, regarding the Gospel Mission's use of Emergency Shelter Grant funds. HUD regulations state that federally funded organizations may not discriminate regarding religious choices, but this may not apply to the hiring practices of faith-based groups. Mr. Thomas stated he received a phone call from a HUD representative who stated the Gospel Mission could receive ESG funds and still be in compliance with federal regulations, as long as the funding is not used for hiring or maintaining staff. Ms. Harris then rescinded the previous decision, stating no determination can be made at this time regarding the use of ESG funds by the Gospel Mission, and that she will be contacting HUD Headquarters for a definitive answer.

Mr. Coss asked if General Funds could be obtained by the Gospel Mission, or if any subsidization is an option. Mr. Thomas clarified that with City of Kalamazoo General Funds, the Gospel Mission could use funding for staffing purposes, but that there is no program under which they could apply at this time.

NEW BUSINESS

NOMINATING COMMITTEE UPDATE

Mr. Kinsey reported as Chair of the Nominating Committee. He stated there were two candidates for vacant CDAAC positions to be interviewed last week. The first candidate, William Kelly, did not arrive to the meeting. Mr. Kinsey advised that the second candidate, Steve Chervenak, did attend the interview and is an excellent candidate for the At-Large position.

Mr. Kinsey went on to discuss Mr. Chervenak's candidacy. He stated Mr. Chervenak lives in the Milwood area and has resided in the city for five years. Mr. Chervenak's initial desire was to participate in civic activity and get involved in local government. He did not have a specific preference for a City board or committee on which to serve, as indicated on his application. Mr. Kinsey stated once CDAAC was described to Mr. Chervenak, he became enthusiastic and asked questions about which organizations receive funds, where funding comes from, etc. Mr. Kinsey and Ms. Coleman stated they feel Mr. Chervenak is an excellent candidate for the At-Large vacancy. Mr. Kinsey, as Chair of the Nominating Committee, recommended accepting Mr. Chervenak's application for the At-Large position, and going forward with the process by recommending him to the City Commission.

Mr. Bills asked for more information on Mr. Chervenak's background. Mr. Kinsey and Ms. Coleman stated that Mr. Chervenak is a manager at Tractor Supply on Gull Road, he lived in Bay City for two to three years as well as various places within the state, he worked in retail management, including Wal-Mart, has four small children, and is originally from Illinois. Ms. Coleman stated Mr. Chervenak shows an interest in getting involved in Kalamazoo and serving the community as a citizen. She feels this is commendable. She also added that Mr. Chervenak has lived here long enough that he probably has a substantial grasp of city operations. Mr. Kinsey added that Mr. Chervenak lives on Vassar Drive. Ms. Coleman stated that she recommends Mr. Chervenak for the At-Large position.

Mr. Allen asked if Mr. Chervenak has made any notable statements on particular issues or previous city-specific activity. Mr. Kinsey stated as far as he knew, participation in CDAAC would be his first experience in such activity.

Mr. Coss added that having Mr. Chervenak on CDAAC would be beneficial for the different perspective he would bring, as CDAAC doesn't have anyone from that area of the city currently on board.

Mr. Thomas noted that the Vine and Eastside representative positions are still vacant. Mr. Hannah stated that he would speak with Pat Taylor of the Eastside Neighborhood Association about finding someone for CDAAC through that organization.

Mr. Kinsey, supported by Mr. Coss, moved to recommend Steve Chervenak to the City Commission for the vacant CDAAC At-Large position. With a voice vote, the motion carried unanimously.

Mr. Kinsey then explained that Ms. Smith's first term is expiring. He stated Ms. Smith is an asset to CDAAC, and is currently Vice Chair of the committee. Mr. Thomas commented that during their August meeting, the Northside Association for Community Development voted to keep Ms. Smith as a representative. The CDAAC Nominating Committee received a letter stating such.

Mr. Kinsey, supported by Mr. Coss, moved to approve reappointment of Mildred Smith as a representative of the Northside Neighborhood. With a voice vote, the motion carried.

2009 CITY COMMISSION INITIATIVE FUNDING UPDATE

Mr. Thomas stated that last year, the City Commission asked CDAAC to review Community Initiatives grant proposals and give its recommendations for funding. The City Commission has requested the same process for 2009 funds. Last year, City Initiative funding was \$70,000. Mr. Thomas then passed out copies of the Initiative Funds Application Quick Facts, which includes a timeline on page two. He stated the

City Manager's office informed him this timeline should not interfere with the CDBG timeline.

Distribution reminders and applications should be going out soon. The deadline for applications last year was October 15. During that week, applications were distributed to CDAAC members for review, discussion of which occurred a few weeks later at the following meeting. Mr. Thomas said that recommendations were made at the regular meeting and he prepared the full reports for the City Manager's office, but the rest of the timeline did not follow exactly as printed. Mr. Coss commented that he felt the process was fairly smooth last year. He agreed getting things off the table ahead of time so we can focus on CDBG fund distribution is a good strategy.

Mr. Bills asked if there was a way to direct people towards various funding opportunities, like a funding coalition group. Mr. Thomas commented that the United Way does that to some extent, but for the most part, public noticing and informal networking are the basic means to encourage CDBG applications. Mr. Kinsey added that Directors of various organizations talk with each other about sources of funding and word spreads accordingly.

Mr. Coss stated the Consolidated Five-year Plan is also a guide. He also advised that he and other civically active community members had discussed putting together a "metaboard" of neighborhood association representatives and partnering Kalamazoo community foundation leaders to help steer funding, but thus far there has been no coalescence.

Ms. Coleman then asked if neighborhood directors already meet regularly. Mr. Thomas indicated they do. Mr. Coss stated his plan was to have community leaders from different parts of the city present who can drive funding on a larger scale, partnering with the city, and other organizations such as the Kalamazoo Foundation to deliver dollars in a more strategic and effective manner. Mr. Coss then commented that he sees a lot of neighborhood associations as fragmented and uncoordinated. He stated nonstrategic issues are often discussed and would like to see more focus on neighborhood development.

Mr. Bills asked Mr. Thomas if he knew if the Community Foundation has good resources for discussion regarding different grant programs. Mr. Thomas stated that an informal network, a type of funders' forum, is composed of smaller foundations, and that the Community Foundation convenes that meeting. However, he has not heard from them recently. Mr. Bills stated he would be willing to speak with someone at such a meeting if CDAAC would allow him to be a representative. Mr. Allen stated he would also like to attend as a CDAAC representative. He explained he has sat in on a few meetings at the United Way, where a multipurpose collaborative body holds meetings regarding community development, but stated they aren't very active based on what he's seen and could benefit from more information.

Mr. Thomas then passed out the CDBG timeline, which compares important dates from last year with proposed dates for this year. He stated legal notices will be prepared by September 22 regarding subrecipient training on how to apply for CDBG. He stated he will prepare notebooks for CDAAC for review, which will probably be ready for the December CDAAC meeting. CDAAC then has until the end of January to finalize recommendations and move forward with the City Commission, who sends notices to the applicants regarding their approved funding level. Mr. Thomas said he will be available for applicants to come ask questions about their applications. He pointed out that March 3, 2009 is the night of the proposed City Commission Public Hearing on CDBG funding. Shortly thereafter, agreements will be drafted and the new program year begins June 1, 2009.

Mr. Coss commented that the January CDAAC meeting is generally the meeting in which issues are resolved. He strongly recommends having the City Commission liaison, or an alternate present, as there are always questions and input needed at that particular meeting. Mr. Kinsey asked for clarification on when CDAAC subcommittees would get the applications for review, which Mr. Thomas stated would be Thursday, December 11.

After a short discussion regarding schedules for subcommittees, Mr. Bills began a discussion on energy costs and weatherization programs. He advised State and Federal government is pushing for more conservation, and that new funding is supposedly going to be funneled through city programs. He asked if Mr. Thomas had heard of this. Mr. Thomas replied he had not. Mr. Bills stated he heard at a recent energy consortium that there was a CDBG type program from the State. Mr. Thomas clarified that if the program is through MSHDA, it would be a County run program, as MSHDA generally may not provide CDBG to the city. The County's weatherization program is run by Ms. Brenda Goorhouse.

Mr. Thomas stated a clearing house for weatherization and utility issues is Gryphon Place. He stated they have an emergency services guide with a flowchart of contacts for different situations. He stated churches are another source of funding, and that much of the coordination efforts are through the Department of Human Services. Ms. Coleman stated that as a former worker for Human Services, she knows that most organizations have a system in place wherein they seek information from each other and stay well informed, and that they have to or else people would be applying to various programs all over without any sort of checks and balances. After further discussion on communication between service organizations, Mr. Kinsey suggested information for the 2-1-1 Gryphon Place hotline should be advertised in the Kalamazoo Gazette. This led to a brief discussion on neighborhood associations and their newsletters, to which Mr. Thomas stated he would write up an article for the associations, as he has the deadlines for their newsletters. Ms. Coleman stated she would speak with Matthew Baldwin-Wilson of the Stuart Area Restoration Association about advertising the 2-1-1 services in their newsletter. Mr. Hannah stated he would check with the Eastside Association Director, Pat Taylor.

Mr. Coss then suggested that perhaps Gryphon Place could prepare a seminar for area associations. Mr. Bills then asked for a contact person for the Kalamazoo Foundation to discuss this. Mr. Allen then gave his email address to Mr. Bills for inclusion in that task. Mr. Hannah then stated that he could have a guest from Gryphon Place come speak on his radio show, Saturdays from 5:00 p.m. to 7:00 p.m.

Mr. Hines then advised that to his understanding, a major concern of CDAAC is a lack of funding for weatherization type programs. He stated it seems as if there is already an anticipation that funds for this year will run out. He inquired about fundraising activities to increase those money pools, or if that was outside of CDAAC's jurisdiction. He stated getting the word out about these programs is counterproductive if the funding is gone before winter is over.

Ms. Coleman agreed, stating that churches could collect extra money for this and funnel it into groups with good reputations for following through with these types of programs. Mr. Bills agreed but stated in his previous community, a similar strategy was not handled well by the churches, as it was difficult to track what money came from where. He suggested having one person or organization that handles the small pots of money from various churches as a more effective strategy.

Ms. Coleman added that we also have a need to catch the people who have "fallen through the cracks" of the system by getting information from various resources. Mr. Allen added that the County distributes their funds their own way as well and was interested in finding out what organizations they distribute funding to.

CITIZEN COMMENTS

None.

ADJOURNMENT

Mr. Kinsey, supported by Mr. Coss, moved to adjourn the September 11, 2008 CDAAC meeting. With a voice vote, the motion carried unanimously.

The meeting adjourned at 7:35 p.m.

Submitted by: _____ Dated: _____
(Recording Secretary)

Reviewed by: _____ Dated: _____
(Staff Liaison)

Approved by: _____ Dated: _____