

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE  
(CDAAC)  
Minutes  
November 10, 2005  
***DRAFT***

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

Members Present: Mark Fricke, Chair; Shirley Coleman; Doris Jackson; Dave Kinsey; Susan Oakes; Pegg Osowski; Mildred Smith

Members Excused: Charley Coss

Members Absent: Shawn Patrick Hawk

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

Guests: David Juarez, former City Commissioner  
Kathryn Steppenwolf, Eastside Nominee to CDAAC

**CALL TO ORDER**

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

**APPROVAL OF AGENDA (November 10, 2005)**

There were no changes to the agenda.

**APPROVAL OF MINUTES (October 13, 2005)**

There were no changes to the minutes.

**Ms. Jackson, supported by Ms. Oakes, moved approval of the October 13, 2005 CDAAC minutes. With a voice vote, the motion carried unanimously.**

**CITIZEN COMMENTS ON NON-AGENDA ITEMS**

None

**COMMUNICATIONS/MEMBERS REPORTS**

None

## **OLD BUSINESS**

### **Nominating Committee Update**

Mr. Kinsey stated that he had just received the applications of Danielle Hunt and Kathy Steppenwolf and that he would like to meet with Mr. Coss and the rest of the nominating committee to review the information. Ms. Steppenwolf was present at the meeting.

Concern was expressed that action should be taken on the applications at the November meeting so as to have the new CDAAC members approved in time to read the CDBG applications. Mr. Thomas advised that, under the new timeline, the deadline for CDBG applications is December 12<sup>th</sup> and the applications won't be approved by the City Commission until February of 2006. Accordingly, there is still time for the nominating committee to review the applications from potential new CDAAC members.

Mr. Thomas pointed out that Ms. Steppenwolf is paid through AARP to work at the Eastside Neighborhood office, and he suggested that this might be a potential conflict of interest. Ms. Steppenwolf is a resident of the Eastside Neighborhood.

(6:40 p.m. - Mr. Juarez arrived.)

Further discussion followed with regard to the potential conflict of interest. Mr. Fricke requested that the nominating committee postpone the decision regarding CDAAC applicants until the December meeting.

### **Resignation of MonaLisa James**

Mr. Kinsey advised that MonaLisa James submitted her resignation to city staff and the letter of resignation was provided to the CDAAC board.

### **Presubmission Training Update**

Mr. Thomas stated that he provided a two-day pre-submission training workshop for potential CDBG applicants. There were 13 attendees on each of the two days. The 26 attendees represented 21 organizations, and there were some new groups represented among the people who attended.

Mr. Thomas advised that he reviewed the changes in the CDBG application at the training session. He also advised the applicants of the need for brevity when responding to questions on the application.

Ms. Osowski inquired if groups who don't attend the training session would still be able to apply for CDBG funds and Mr. Thomas responded in the affirmative.

### **Sub-recipient Monitoring Schedule**

Mr. Thomas stated that HUD has advised that each sub-recipient should be monitored at least once every other year. He commented that city staff would have to monitor one sub-recipient per week if they were all to be monitored every year.

Mr. Fricke inquired if there was adequate city staff to conduct proper monitoring of sub-recipients. Mr. Thomas advised that it has been difficult, but so far city staff has been keeping up with the monitoring. He added that some groups who have received small amounts of CDBG funds and who are unfamiliar with federal guidelines tend to create more work for city staff to keep them in compliance.

Mr. Juarez advised that he needed to leave and that he had just stopped by to update CDAAC on his status with the City Commission. The CDAAC members thanked Mr. Juarez for his participation and guidance during his term as City Commission liaison to CDAAC. Mr. Juarez left the meeting at 6:50 p.m.

### **NEW BUSINESS**

#### **Conflict of Interest Policy**

Mr. Thomas stated that he had asked the City Clerk's office for guidance with regard to this matter. The Clerk's office has been busy with the recent election and was not able to address the questions regarding conflict of interest. Accordingly, Mr. Thomas reviewed the federal regulations and wrote a draft conflict of interest policy based on those regulations. Mr. Thomas reviewed the draft policy with CDAAC.

Mr. Fricke suggested that CDAAC take individual votes for each line item being approved for CDBG funds. This would allow CDAAC members to abstain from voting on items with which they might have a conflict of interest. In the past, CDAAC did one vote for all public service matters and one vote for all housing matters. Mr. Kinsey advised that he thought it was not the intention that he shouldn't be able to vote on matters concerning his neighborhood. Ms. Jackson mentioned that it was not solely up to CDAAC as to how matters regarding conflict of interest should be handled. Mr. Fricke commented that CDAAC is an advisory board and doesn't have approval status. He further commented that he is not uncomfortable with the current policy and that it may take 6 months to a year to change the policy. Mr. Fricke suggested addressing the conflict of interest issue after the current funding round.

**Ms. Jackson, supported by Ms. Osowski, moved to postpone a decision on the conflict of interest policy for CDAAC until after the current funding round is completed for 2005. With a voice vote, the motion carried unanimously.**

## **PY2006 Procedural Issues**

### Agency Presentations

Mr. Fricke inquired as to how the CDAAC members felt about having a formal period for applicants to make presentations. Ms. Oakes advised that she had been a presenter to CDAAC years ago. She stated that it was a 2-day session and she felt that the presentations didn't provide much more information than was already contained in the application. Ms. Jackson commented that the presentations basically allowed CDAAC to know which applicants had the best vocabulary and who dressed the best, etc. The presentations were similar to an interview and put a lot of pressure on the applicants. It was the general consensus among the CDAAC members that the CDBG applicants should not be required to make presentations to CDAAC.

### CDAAC Members Roles and Responsibilities

Mr. Fricke advised that this agenda item had already been addressed.

## **2005 Youth Summer Program**

Mr. Thomas advised that the City of Kalamazoo and KNHS rehabbed a house at 219 Reed St. earlier this year. CDBG funds were used for the rehab so the proceeds from the sale of the house were considered program income. Since the program income must be used for other CDBG eligible projects, the City Commission decided to fund the 2005 Youth Summer Program with this program income. Mr. Fricke reminded everyone that CDAAC took no action on this matter, and that program income does not normally come before CDAAC.

Mr. Thomas provided a brief review of the outcome of the 2005 Youth Summer Program, which included the following information: The program ran from July 5 through August 23 and there were 181 participants, including 155 youth and 26 crew leaders. The 6 CDBG eligible neighborhoods participated in the program. There were 93 projects at 41 sites. There were \$123,919.26 utilized for the youth program; \$25,300 of that money came from the sale of the house on Reed St.

Mr. Kinsey advised that the youth are not allowed to use power equipment or ladders, etc. so it's difficult to find anything for them to do.

Ms. Jackson requested that Ms. Steppenwolf tell the CDAAC members about her experience with the summer youth program. Ms. Steppenwolf advised that the announcement regarding the summer youth program was on the Eastside Neighborhood marquee. Several kids showed up to find out about the program, but the gentleman who was supposed to provide information never arrived.

Ms. Jackson commented that the Eastside Neighborhood gets left out a lot. For instance, she advised that she had not seen any police cars in the neighborhood in ages. After she suggested going to the City Commission about this issue, there was an increase in the number of police cars in the area.

Ms. Steppenwolf advised that one of the problems with the youth program is that kids from other neighborhoods were working in the Eastside neighborhood. There was concern that kids from the Eastside should have had the jobs in their own neighborhood. Mr. Kinsey mentioned that the report stated 41 Eastside kids were involved with the program, but Ms. Jackson stated that only about 3 Eastside youth had jobs through the summer youth program. Mr. Fricke commented that the City Commission has allocation authority and that CDAAC remained moot on this matter. Mr. Kinsey mentioned that CDAAC had made it clear to Commissioner Juarez that the jobs should be distributed evenly.

Ms. Coleman inquired if anyone had comments on the effectiveness of this program. Ms. Smith stated that the youth helped a lot of seniors with clean-up projects in the Northside Neighborhood. Ms. Coleman advised that the youth helped a lot in the Stuart Neighborhood also and that she hoped the city would sponsor this program again. Ms. Steppenwolf added that she thought the program was also worthwhile in the Eastside Neighborhood. Ms. Coleman commented that several people on CDAAC agreed the program was successful and that was the most important thing. Ms. Steppenwolf stated that the program had a positive effect on the kids when they got their paychecks.

### **CITIZEN COMMENTS**

None

### **OTHER BUSINESS**

Mr. Fricke suggested that city staff send a letter to Mr. Juarez to thank him for his work with CDAAC. Mr. Thomas advised that, depending on other assignments and responsibilities, David Anderson might be the new City Commission liaison to CDAAC.

Ms. Smith suggested that city staff also send a letter to Ms. James to thank her for her work with CDAAC.

### **ADJOURNMENT**

**Mr. Kinsey, supported by Ms. Coleman, moved to adjourn the November 10, 2005 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: \_\_\_\_\_  
(CDAAC Chair)