

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE  
(CDAAC)  
June 13, 2019  
*Minutes*

**Community Room, City Hall  
241 West South Street  
Kalamazoo, MI 49007**

Members Present: Margaret Wilson, Candice Howell, Tami Rey, Annie Sprague, Bill Wells (late), Jeanette Tarver (late)

Members Absent: Amina Shakir

Guest: Kevin Ford; Shared Prosperity Coordinator; Keith Hernandez; AICP Director of Community Planning and Development

City Staff: Venessa Collins-Smith, Compliance Specialist; Jennifer Gutierrez Community Investment Secretary; Dorla Bonner; Community Investment Manager (late)

**CALL TO ORDER**

Ms. Rey called the meeting to order at approximately 6:38 pm

**ROLL CALL**

Ms. Gutierrez conducted roll call of CDAAC members and determined quorum existed.

**APPROVAL OF AGENDA**

**Ms. Sprague, Supported by Ms. Howell, moved to accept the June 13, 2019 agenda. A voice vote was taken and the motion passed.**

**APPROVAL OF MINUTES**

- **May 9, 2019**

**Ms. Wilson, Supported by Ms. Howell, motioned to approve the May 9, 2019 minutes. A voice vote was taken and the motion passed.**

**CITIZEN COMMENTS ON NON-AGENDA ITEMS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

- **Keith E Hernandez, AICP Director of Community Planning and Development**

Mr. Hernandez explained that he is there to answer questions and concerns the CDAAC committee has about the group itself. Ms. Sprague mentioned that one of her concerns is the lack of citizen participation; she also mentioned that the internal process for citizen participation she doesn't feel is being fully followed. Mr. Hernandez mentioned that HUD does have their expectation for citizen participation and whilst discussed amongst the group and confirmed by Ms. Bonner and Ms. Collins – Smith they follow through the minimum requirements. It was also mentioned that the citizen participation plan process can always be updated as well. Ms. Sprague explained her concern about the possible SPK involvement and allotment with the same funding as CDAAC. Mr. Hernandez was unaware what SPK was and Ms. Bonner explained the committee to him.

Ms. Howell questioned exactly what Mr. Hernandez responsibilities are for HUD; Mr. Hernandez explained that basically to oversee compliance.

Ms. Howell questioned who controls the homeless funding, Mr. Hernandez began to briefly explain the COC's process in the homeless funding. Ms. Bonner asked for Mr. Hernandez to explain the Section 108 Program that is available. Mr. Hernandez explained that the program is a loan you can be eligible to receive from CDBG. When you apply for it, your yearly allocations times five is what you would be eligible for. You will have to pay the loan off within a twenty year time period. The committee began a discussion on their thoughts and input for the Section 108 program and gave other possible ideas.

- **SPK – Keith Ford**

Mr. Ford explained that the major part of the SPK (Shared Prosperity of Kalamazoo) committee is the participation from the goal team. He explained that they recently just finished reviewing and getting a few proposals approved, they also just completed an after action review about the process. He explained some of the work they have done with the goal team. He mentioned the times the SPK committee have their meetings and the goal teams meeting times.

Mr. Ford began a discussion on Neighbor Works, a training program that is being offered for the community. The communities will be the Eastside, Northside and Edison. He asked the CDAAC Committee to give two or three options of different that they believe would be beneficial for the community.

Ms. Howell questioned how they plan to decide what training programs to offer or if they will be offering all the training classes. Mr. Ford explained essentially it will be those that are voted with the most interests.

Ms. Sprague questioned rather the SPK committee have discussed rather to change the time of their meeting to a more feasible time for the public to attend. Mr. Ford responded that it has not been discussed currently.

The group started a discussion of their interpretation of both the CDAAC and SPK committees and their thoughts of their purpose with the communities.

- **Neighborhood Enhancement – Development of Targeted Neighborhood Committee Application**

Ms. Collins – Smith explained that she four new members for the neighborhood enhancement application committee. Ms. Collins – Smith explained that they would be getting together to review the communities of the three core neighborhoods plans.

- **By Laws – Discussion**

Ms. Collins – Smith handed out a copy of an outdated by – laws for CDACC. She requested the committee to review it for their next meeting to discuss their thoughts on revisions.

**COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES**

Ms. Bonner began a discussion about the contractors training program.

- **Affordable Housing Application Status**

Ms. Wilson mentioned that they set the dates for the next set of meetings. They had a very productive meeting. They had have added in approximately two sections to the application. Ms. Collins – Smith mentioned that for the affordable housing application they schedule the annual sub-recipient training for October 9<sup>th</sup>, there will be two meetings; one at 11 a.m. and one at 2 p.m. The applications will be due back on November 12<sup>th</sup> no later than 4:00 p.m. November 14<sup>th</sup> the applications will be distributed to the application committee; the review dates will be November 25<sup>th</sup>, December 9<sup>th</sup> and December 19<sup>th</sup>. The Committee will make recommendations to CDAAC and then the 30 Day public comment period. CDAAC public hearing will be March 12, 2020, and on May 9, 2020 they will be forwarding the action plan to HUD.

**CITIZEN COMMENTS**

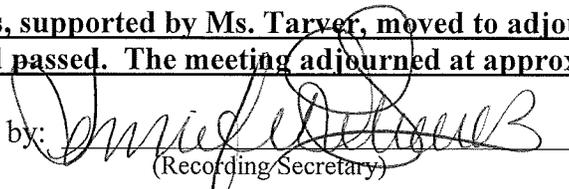
None

**MISCELLANEOUS**

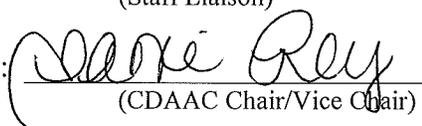
None

**ADJOURNMENT**

**Mr. Wells, supported by Ms. Tarver, moved to adjourn the meeting. A voice vote was taken and passed. The meeting adjourned at approximately 8:18 pm.**

Submitted by:  Dated: 7.12.19  
(Recording Secretary)

Reviewed by:  Dated: 7/12/19  
(Staff Liaison)

Approved by:  Dated: 7/11/19  
(CDAAC Chair/Vice Chair)