

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
September 12, 2019
Minutes

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

Members Present: Annie Schira, Bill Wells, Candice Howell, Margaret Wilson, Tami Rey, Jenette Tarver, Amina Shakir (late)

Members Absent:

Guest: None

City Staff: Jennifer Gutierrez; Community Investment Secretary; Dorla Bonner; Community Investment Manager; Venessa Collins-Smith, Community Development Coordinator; Chris Raschke, Compliance Specialist

CALL TO ORDER

Ms. Rey called the meeting to order at approximately 6:30 p.m.

ROLL CALL

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

APPROVAL OF AGENDA

Ms. Bonner informed the committee that she needs to add the analysis to impediments to new business.

Ms. Wilson, Supported by Mr. Well, moved to accept the September 12, 2019 agenda. A Vice Vote was taken, and motion passed.

APPROVAL OF MINUTES

- July 11, 2019

Mr. Wells, supported by Ms. Wilson, moved to accept the July 11, 2019 Minutes. A Vice Vote was taken, and motion passed.

- August 8, 2019

Ms. Gutierrez informed the group that there will be no approval vote for the August 2019 minutes due to last minute necessary revisions.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

None

OLD BUSINESS

Ms. Schira requested clarification on the by – laws. She questioned who was on the by – laws committee regarding who is responsible for making changes.

NEW BUSINESS

Ms. Wilson mentioned that there are two recommendations of candidates for the CDAAC committee, James Martin and Megan Buwalda. She gave a brief back history about James Martin, a long-term history in banking and numerous volunteer work, his retired and is interested in how things work with the city and how the city looks at its issues around housing. Ms. Wilson has reached out to Mr. Martin but has not received a response back and would like to hold his recommendation as pending until she can get in contact with him.

Ms. Wilson provided a brief history about Megan Buwalda, and how she has worked on some of the same issues in her current role that she holds with another organization. Ms. Wilson expressed that she feels that Ms. Buwalda has strong management skills that would benefit the committee.

The committee discussed their confusion regarding Ms. Buwalda's incomplete application to the committee. The committee did receive her resume and references and Ms. Bonner explained that she believed that Ms. Buwalda misunderstood that she still needed to proceed with the interview process before officially being offered a position with the CDAAC Committee.

Ms. Wilson informed the committee that she has noticed irregularities in the process for both recommended candidates. Three CDAAC members are supposed to be present during the interview process, and if necessary, the Chair or Vice Chair may fill in as a third member during the interview process.

The Committee agreed that they have already voted to accept Mr. Martin's application and was now pending Mr. Martin's decision. The Committee also agreed that for Ms. Buwalda, the committee decision will be pending until the committee receives a completed application.

Ms. Wilson and Ms. Howell briefly reviewed what was discussed at the interview with Ms. Buwalda. Ms. Howell informed the committee that her major concern was Ms. Buwalda's experience in community, verses her experience in finance. Ms. Howell believes Ms. Buwalda could be an asset to the committee

Motion was made by Ms. Howell, to forward both applicants to the commission for approval and supported by Mr. Wells, a voice vote was taken, and motion passed.

- **Analysis to Impediment (A.I.)**

Ms. Bonner began a discussion regarding the Analysis to Impediment. She gave the committee a copy of the summary, executive summary, the introduction, the impediments, the recommendations and the solutions. She informed the committee that the copies they were receiving currently was not the full report and that they will receive a copy of the data at a future date. She expressed that the major of concerns are in the data of the report. She mentioned that the impediments have been consistent through out the years. Ms. Bonner reviewed the packet and handed it out to CDAAC members. Ms. Bonner stated that all the recommendations included, could not be met due to insufficient funds available and staff capacity. Ms. Bonner included in the packet where they will be starting the work based on the consolidated plan and the partners involved.

Ms. Bonner discussed how other individuals/organizations complimented her work on the A.I. and the amount of engagement. She also mentions that she received requests to help mentor others.

Ms. Bonner informed the committee that the next step for them would be to vote to open the thirty-day public comment period for the A.I. However, this would be done at a later date.

Ms. Schira discussed the new landlord ordinance that is currently being reviewed. She briefly shared some of the potential changes that she is aware of and had no opposition to.

Ms. Bonner discussed some of the landlord's oppositional remarks that were brought up regarding the new potential ordinance at the landlord event conducted on September 11th.

- **2020 Census Update**

Ms. Bonner discussed the importance of having every individual fill out the upcoming census for 2020. The challenge for this will be the census will be conducted electronically.

COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES

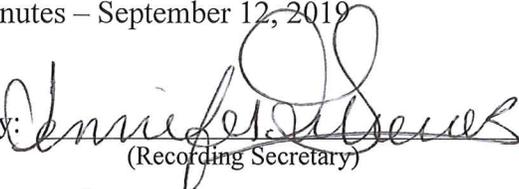
Ms. Bonner suggested having a retreat for the next CDAAC meeting in October. The Committee agreed to reschedule the CDAAC meeting on October 10, 2019 from 4 pm – 8 pm instead of 6:30 pm and relocate it to the Stockbridge location instead of City Hall. In this meeting the opening of the public comment period for the A.I. will be discussed, along with the consolidated plan. The official agenda will be discussed and sent out at a future date.

CITIZEN COMMENTS

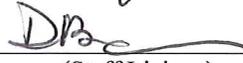
None

ADJOURNMENT

Ms. Rey adjourned the meeting at approximately 7:32 p.m.

Submitted by: 
(Recording Secretary)

Dated: 10/11/19

Reviewed by: 
(Staff Liaison)

Dated: 10/11/19

Approved by: 
(CDAAC Chair/Vice Chair)

Dated: 10/10/19