

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
December 12, 2019
Regular Meeting
Minutes

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

Members Present: Annie Schira, Tami Rey, Jennette Tarver (Late), Candice Howell, James Martin, Margaret Wilson, Megan Buwalda (Late), Amina Shakir

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 6:31 p.m.

ROLL CALL

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

APPROVAL OF AGENDA

Ms. Schira, Supported by Ms. Howell, moved to accept the December 12, 2019 agenda. A Voice Vote was taken, and motion passed.

APPROVAL OF MINUTES

- **October 2019 Minutes**

Ms. Schira, supported by Ms. Wilson, moved to accept the October 10, 2019 Minutes. A Voice Vote was taken, and motion passed.

- **November 2019 Minutes**

Ms. Schira informed Ms. Gutierrez and the committee that there was an error in the minutes. In the minutes Ms. Gutierrez labeled one of the committees as Fairhousing Committees and it's an Affordable Housing Application Committee. Ms. Bonner and Ms. Schira also discussed correcting the statement that Fairmount and Douglas were changed to At – Large when it was not changed.

Ms. Schira , supported by Mr. Martin, moved to accept the November 14, 2019 Minutes, contingent on the changes. A Voice Vote was taken, and motion passed.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

None Responded

OLD BUSINESS

- **By – Laws Discussion**

Ms. Schira wanted clarification on eligible neighborhoods. Her understanding is that neighborhoods need to be within an eligible census track and that she is confident that Oakwood is not in a eligible census track. (13 minutes/ 12 seconds)

Ms. Bonner reassured her that Oakwood is a CDBG HUD Eligibility Census track.

Ms. Bonner informed Ms. Schira that she will research Oakwood and get confirmation of its current Eligibility status.

Ms. Collins – Smith suggested that once they finished with their research and confirmed Oakwood’s Eligibility status, they will either leave Oakwood on the list of neighborhoods or remove it. (15 minutes/55 seconds)

The Committee discussed the CDAAC membership requirements and the requirement of a CDAAC member representing an eligible neighborhood with 501c3 status. Ms. Wilson questioned how the city is verifying the 501c3 status with the neighborhoods. Ms. Collins – Smith suggested a possible option. Ms. Collins – Smith suggested that they keep the 501c3 status for the neighborhoods that currently have it and they add to it that neighborhoods without 501c3 status, **they simply request/review a recommended candidate from the cities Community Activator Ms. Reilly or from a source within the neighborhood.** This way the can still decide on representative from the neighborhood and keep what they currently have.

Ms. Buwalda questioned what the risk would be if they decide to leave the statement “The membership shall be comprised of thirteen members” in the by – laws. Ms. Collins – Smith responded that they would not be meeting the standards that are in the by – laws. If they have “may” instead of “shall” they won’t be non – compliant to the requirement of needing to have thirteen members on the CDAAC committee.

The committee continued discussing their concerns and thoughts with the 501c3 status.

Ms. Wilson discussed possibly removing the requirement for neighborhoods to have an active neighborhood association to apply to be a CDAAC Member and the committee discussed back and forth their numerous concerns and thoughts on the idea.

Ms. Buwalda commented that she favors the fact the by – laws require that you recommend an individual from a neighborhood association. She doesn't want to remove the requirement for neighborhoods to have an active neighborhood association.

The committee agreed that they will keep the phrase “may be comprised of thirteen members” and remove “shall be comprised of thirteen members.”

Ms. Schira wanted clarification for the statement “The Nominating Committee, with assistance from City staff, shall begin outreach for new appointments in as needed to fill vacant position on CDAAC Board.” She was not sure if there was supposed to be a month indication instead of “as needed.” The committee agreed that they support the phrase “as needed” and not indicating a certain month of the year.

The committee changes the statement under the attendance policy that states “A membership shall be deemed vacated if the member is absent from more than 50 percent of the regular meetings of the board or commission within any six-month period” to now “A membership shall be deemed vacated if the member is absent for more than 50 percent of the regular meetings of the board or commission within any six-month period.”

Under the Neighborhood Representation, Ms. Wilson suggested adding the following statement “All efforts shall remain to recruit a representative from HUD Eligible Neighborhoods lacking an active neighborhood association.” The committee agreed in favor of adding the suggested statement.

The committee debated their thoughts and concerns regarding the statement “To make recommendations on funds set aside for competitive applications to the City Commission on the expenditure of Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), on an annual basis.”

Ms. Bonner explained that the core of the committee is to determine what to do with the competitive applications and to recommend the entire action plan. Ms. Buwalda explained that she does not like the idea of not being able to provide feedback regarding the fund's activity. Ms. Rey explained that the committee does not control funds not set aside for affordable housing.

Ms. Bonner suggested that they remove the phrase “On Funds set aside for competitive applications.” The Committee agrees with the change, in case the committee may be asked to address targeted neighborhood funding.

Ms. Schira questioned the statement “The Community Planning and Development Department shall prepare an annual report, consistent with current federal requirements and shall report progress to the committee.” Ms. Schira wanted clarification as to what the annual report exactly is that is required. Ms. Collins – Smith responded that it is the CAPER.

Ms. Collins – Smith mentioned that if they missed voting for the new Vice Chair and Chairperson last year and no one acknowledged it, they were advised to just proceed as if everyone was in agreeance.

Ms. Schira suggested if they could change the time for the CDAAC meetings from 6:30 pm to 5:30 pm instead. The committee was in agreement that time would unfortunately not work for the committee currently.

Ms. Bonner suggested taking the summer months off from CDAAC meeting and continuing in September of 2020. Ms. Schira expressed that she feels that three months would be too many. The committee agreed that they would take June and July 2020 off and that they would meet again in August in 2020 with an annual retreat meeting. The Committee discussed needing clarification regarding the statement “an annual report for the previous year shall be filed with the City Clerk.”.

The Committee also discussed that they will be voting in February instead of March.

Ms. Rey suggested adding language on “code of conduct” and gave an example that the committee could utilize. The committee agreed that the idea, and they would like a copy of the example that Ms. Rey presented and they would review and make any revisions/suggestions to it.

- **Census**

Ms. Rey informed the committee that due to the time constraint, they will reconvene the Census topic at a future date.

- **Scoring Committee**

Ms. Collins – Smith informed the committee that the last time they voted a scoring committee was back in 2018. The Committee discussed who is currently on the scoring committee. The following included

Scoring Committee 2018:

- Annie
- Candice
- Tami
- Dana

Ms. Schira mentioned that she will voluntarily resign from the scoring committee to assist in making room for other individuals. The Following are now in the scoring committee for 2020

Scoring Committee 2020:

- Candice
- Megan
- Tami
- James

NEW BUSINESS

None Responded

COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES

Ms. Buwalda reminded the committee that a previous CDAAC meeting there was a discussion regarding contacting Pat Taylor from the Eastside neighborhood, Ms. Buwalda was wondering if anyone has contacted Ms. Taylor has currently. Ms. Collins – Smith informed the committee that she has contacted Ms. Taylor and that she first needs to meet with Ms. Reilly the City Community Activator. Ms. Collins – Smith mentioned that in January they are having a meeting with Ms. Taylor and Ms. Reilly and the committee to discuss what Ms. Taylor would like to utilize the funds for. Ms. Collins – Smith mentioned that she will inform the CDAAC committee when the meeting is.

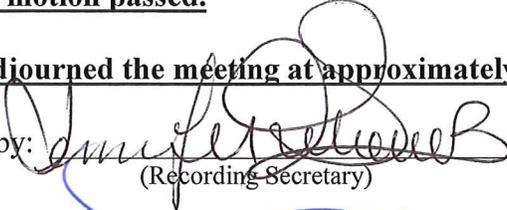
CITIZEN COMMENTS

None Responded

ADJOURNMENT

Ms. Buwalda supported by Ms. Schira motioned to adjourn the meeting. A Voice Vote was taken, and motion passed.

Ms. Rey adjourned the meeting at approximately 8:00 p.m.

Submitted by: 
(Recording Secretary)

Dated: 1.13.2020

Reviewed by: 
(Staff Liaison)

Dated: 1/13/20

Approved by: 
(CDAAC Chair/Vice Chair)

Dated: 1/8/2020