

COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
November 14, 2019
Regular Meeting
Minutes

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

Members Present: Annie Schira, Tami Rey, Jennette Tarver, James Martin, Megan Buwalda, Amina Shakir

Members Absent: Candice Howell, Margaret Wilson

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 6:36 p.m.

ROLL CALL

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

APPROVAL OF AGENDA

Ms. Collins – Smith suggested reviewing the Affordable Housing Application if time allows during the meeting under old business. She indicated that there are some areas that need to be addressed.

Ms. Schira, Supported by Ms. Buwalda, moved to accept the November 14, 2019 agenda. A Voice Vote was taken, and motion passed.

APPROVAL OF MINUTES

- **October 2019 Minutes**

Ms. Schira mentioned a few changes that she would like to make to the minutes regarding page three with the beginning discussion with Ms. Jordan – Woods and changes to page six discussing recruitment strategies and providing funding for landlords.

Mr. Martin, supported by Ms. Buwalda, moved to accept the October 10, 2019 Minutes, contingent on the changes. A Voice Vote was taken, and motion passed.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

None Responded

OLD BUSINESS

Ms. Collins – Smith Reviewed the 2020 Notice of Funding Availability Application for 2020. She went some of the questions and requirements and other sections of the application. Ms. Collins – Smith specifically wanted to address the scoring sheet section of the application.

The Committee made some revisions/additions to the N.O.F.A. Application that they would like to see.

Ms. Buwalda supported by Ms. Tarver motioned to approve the changes of the N.O.F.A. Application. A Voice Vote was taken, and motion passed.

- **New Applicant Recruitment Strategies**
 - **Pick an Activity & Identify Targeted Neighborhood**

The Committee discussed different ideas that were discussed at the last previous meeting. They discussed what ideas they would like to implement and how to implement the ideas for it to accomplish their goal of engaging with the community.

Ms. Schira indicated that she would like to focus on attempting to target new members from the Hispanic community (i.e. El Concilio), Landlords and Disability network. She would like to formulate recruitment strategies for this goal.

Ms. Schira referenced that Ms. Wilson suggested in her email that we look at neighborhoods that may not be represented yet

The Committee began reviewing the CDAAC Roster of current represented Neighborhoods and other possible neighborhoods. The Committee added Oakwood to one of the neighborhoods on the roster list. Ms. Schira questioned whether Oakwood was a CDBG-eligible neighborhood, stating that it wasn't in the past. City Staff informed members that Oakwood is a CDBG eligible neighborhood.

Ms. Bonner mentioned some minor issues with Stuart, Fairmont and Douglas Neighborhoods regarding recruitment, one being that those neighborhoods do not currently have a strong association in place.

Ms. Bonner did inform the committee that they would need to have a discussion and clarify with the city attorney regarding specific demographic to recruitment strategies notions they have proposed. They want to make sure there is no discrimination matters with the proposal.

Ms. Collins – Smith informed the committee, that the application committee will start to receive the applications in January of 2020, then they will make recommendations in February of 2020 and then it will be taken to the City Commission in March of 2020. They are looking at April 2020 for new CDAAC Committee Members to be joining.

The Committee agreed that they would conduct the recruitment in Spring and advertise it with phone calls, flyers, social media and presentations.

NEW BUSINESS

- **By – Laws Discussion**

Ms. Gutierrez informed the committee that the remarks on the side of the document are only suggestions, nothing has officially been changed.

The committee began discussing the membership section and The City of Kalamazoo's requirement for neighborhoods to have a 501c3 status. Their concern is that not every neighborhood has a 501c3 status, those neighborhoods potentially include Stuart and Fairmount/Douglas.

Ms. Bonner informed the committee that they would have to confirm as to the status of the neighborhoods.

The committee decided that are numerous changes and concerns that they will have to come back and review the by – laws at the next meeting.

- **Review Parking Lot Questions and Statements from Previous Meeting**

Ms. Collins – Smith mentioned that regarding the list of parking lot questions, there were only two questions while as the others were more of a statement. She wanted clarification as to what exactly they were asking.

Ms. Tarver clarified that the topic about courts, courts typically side with the tenants when it comes to eviction matters and wanted more fairness in the courts and wanted to know what they can do fix that in courts between landlords and tenants.

The Committee responded that the matter between the landlord and tenants' court issues is somethings that is out of their control.

Ms. Buwalda informed the Committee that she reached out the City Commission regarding her FFE questions she had from the previous meeting and was informed that it would be discussed at a future date.

- **Review Committee Member Roster**

The Committee discussed sub-committees and confusion as to who is on what sub-committee. The City Staff agreed to review minutes to find out who is on what committee regarding the Nominating Committee, and the Targeted Neighborhood Committee.

The Nominating Committee

- Margaret Wilson
- Candice Howell

The Targeted Neighborhood Committee

- Megan Buwalda
- Jennette Tarver
- Amina Shakir

This leaves Ms. Rey, Ms. Schira and Mr. Martin open to be on the Affordable Housing Application Committee, there was no official determination of the decision.

COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES

None Responded

CITIZEN COMMENTS

None Responded

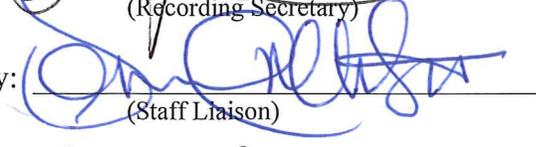
ADJOURNMENT

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

Ms. Rey adjourned the meeting at approximately 7:56 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