

**COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
MINUTES
05/27/2021**

ZOOM Virtual Public Meeting

Members Present: Margaret Wilson, Megan Buwalda, Amina Shakir, *Candice Howell, Tiffany Burns, Betsy Farner, Chelsea Viere

Members Absent: Tami Rey, James Martin

City Staff: Venessa Collins-Smith, Community Development Coordinator
Christopher Raschke, Community Development Compliance Specialist
Antonio Mitchell, Community Investment Manager
Jaime Marsman, Community Investment Secretary

CALL TO ORDER

The meeting was called to order at 5:32 p.m.

ROLL CALL (Quorum 6)

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

APPROVAL OF AGENDA

Ms. Farner, seconded by Ms. Shakir, motioned to approve the agenda as presented. A voice vote was taken, and the motion passed.

APPROVAL OF APRIL 2021 MINUTES

Mr. Shakir, seconded by Ms. Burns, motioned to approve the April 22, 2021 minutes. A voice vote was taken, and the motion passed.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

No citizen comments at this time.

OLD BUSINESS

New CDAAC Member Orientation Training

Ms. Collins-Smith walked everyone through the New Member Orientation and Citizen Overview.

The CDAAC Flowchart was shared.

Roles and responsibilities of CDAAC were shared:

- To work with the City of Kalamazoo – Community Investment Division staff to advise the City Commission on matters pertaining to community development within the City of Kalamazoo.
- To assist Community Investment staff in the development of both the Consolidated Plan and Action Plan, that identifies Community Development priorities for the City. The Consolidated Plan is completed once every five years and the Action Plan annually. The Action Plan addresses priorities annually.
- To manage the annual competitive process established by Community Investment Division staff to allocate federal funds.

- To make recommendations to the City Commission on the expenditure of Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) affordable housing dollars on an annual basis.
- To promote the community development activities within the City with special attention to the neighborhoods containing concentrations of low-and moderate-income households.
- To ensure citizen participation in all phases of the federal allocation process and to actively participate in the Consolidated Plan and Action Plan public hearings and special meetings, the budget allocation public hearing, the pre-submission training workshops, and other special meetings as applicable.
- To refrain from using Social Media or other communication methods to discuss and/or voice opinions about CDAAC affairs, during the funding decision cycle without committee consent.
- To perform such other duties and functions as assigned by the City Commission.

Topics Discussed under Roles and Responsibilities also included:

- Integrity
 - o Being a partnering steward with the City of Kalamazoo. The importance of integrity was emphasized.
- Effectiveness
 - o Strong Leadership
 - o Delegation
 - o Effective Leadership
 - o Broad Involvement
- Overseeing the Work of the Committee
 - o Awareness of vision, values and mission
 - o Awareness of strategic and operational plans
- Flexibility
 - o Roles may vary according to size/nature of the organization, however, all members are committing to upholding the values and objectives of the organization.
- Decision Making
 - o CDAAC, in partnership with Community Development, is responsible for major strategic decisions.
- Transparency and Accountability
 - o Members, in partnership with the City of Kalamazoo and the Community Investment Division, must be able to demonstrate accountability and be able to demonstrate a justifiable record of decisions.
- Segregation of Duties
 - o The City delegates certain tasks to CDAAC to ensure that neighborhood voices are heard. Members are the voices of the neighborhoods that they serve. Adequate supervision from the City of Kalamazoo and Community Investment Division is provided to safeguard from fraud and allegations.
- What is the Role of the Chair
 - o Scheduling Committee meetings, coordinating with City of Kalamazoo

Community Investment Division to ensure that meetings are ordered accordingly to the Bylaws, providing leadership and ensuring all agenda items are tended to in the allocated time.

- What is the Role of the Vice Chair
 - o To assume the duties of the chair in his/her absence.

Citizen Participation Plan discussion topics included:

- Targeted Groups were explained.
- Purpose
 - o To ensure maximum citizen participation and involvement in the development of the City's Consolidated and Action Plan and all substantial amendments.
- Public Information and Access to Reports
- Notice of Meetings, Public Hearings and Comment Periods
 - o Notice: Will be in the newspaper at least 15 days before Public hearing
 - o Public Hearings: Are held for the purpose of securing public comments. Meeting location and accessibility regulations were discussed.
 - o Public Comment: Any and all interested parties are given the opportunity to provide input both verbally and in writing.
- Complaints and Technical Assistance
 - o Complaints are responded to within 15 days when applicable
 - o Reasonable Technical Assistance will be provided
- Anti-Displacement Policy
 - o This policy that states that the City of Kalamazoo is committed to not displacing residents as a result of federally-assisted projects. This policy was discussed.
- Affirmatively Furthering Fair Housing Rule
 - o Consultation will occur with other agencies that provide housing, social service, services to children, elderly, disabilities, etc. This policy was discussed in detail.

Ms. Collins-Smith thanked everyone and closed the presentation.

NEW BUSINESS

None.

COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES

None.

CITIZEN COMMENTS

There are no citizen comments at this time.

ADJOURNMENT

Ms. Viere, seconded by Ms. Howell, motioned to adjourn the meeting. The meeting was adjourned at 5:58 p.m.