

**COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE
(CDAAC)
MINUTES
09/23/2021**

**ZOOM Virtual Public
Meeting**

Members Present: Tami Rey, Margaret Wilson, James Martin, Megan Buwalda, Candice Howell, Betsy Farmer, Chelsea Viere

Members Absent: Amina Shakir, Tiffany Burns

City Staff: 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 5:30 p.m.

ROLL CALL (Quorum 5)

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

APPROVAL OF AGENDA

Ms. Buwalda asked if there were any changes to the agenda.

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

APPROVAL OF AUGUST 2021 MINUTES

Ms. Buwalda asked if there were any changes/additions/deletions to the minutes from August 26, 2021.

Ms. Howell, seconded by Ms. Rey, motioned to approve the May 27, 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

None.

NEW BUSINESS

Ms. Buwalda stated that the items under New Business would be re-arranged slightly. The first item discussed was the Application Committee.

Application Committee

It was decided that the Application Committee would have their first meeting on Thursday, September 30 at 5:30 p.m.

Ms. Buwalda reminded everyone that the Application Committee's work is very important, as they finalize the application before it goes out (which will be in October).

Ms. Marsman affirmed that she would send the Application Committee a copy of last year's application before the meeting.

Update from City Staff on Transition Plan

Mr. Mitchell stated that the posting for Ms. Collins-Smith's position went out this week. The City will be looking to hire within the next 60 days. Mr. Mitchell stated that the City would like to ask the Chair to be on the Interview Team along with another CDAAC member. It was noted that the interviews will be during work hours, 9 a.m. -5 p.m., so daytime availability is needed. Ms. Rey stated that she was happy to participate. Ms. Howell stated that she would also be interested and available to attend.

Mr. Mitchell stated that Ms. Marsman will send information on the interview timeframe and that he would provide a brief training on the interview process.

Mr. Mitchell explained that, in the meantime, Chris Raschke, Sharilyn Parsons and himself are all filling in. We hope to have a new person hired by the end of the year. Mr. Mitchell invited Board Members to contact him with any questions. Ms. Marsman will provide his contact information to the Board.

CDAAC Public Hearing for PY2020 CAPER

Mr. Raschke presented the PY2020 Consolidated Annual Performance Evaluation Report (known as the CAPER). This is a review of the Action Plan that was in place between July 1, 2020 to June 30, 2021. This is an evaluation of the money that was drawn down for activities during that period.

It was noted that PY2020 (Program Year 2020) funding for the City of Kalamazoo was approved by HUD in October of 2020. As a result, Subrecipient agreements were not approved until 2021. Due to the COVID-19 pandemic, some 2020 activities were limited in performance to address health and safety.

The CAPER is the report and assessment of the progress made towards achieving prior year strategic plan goals. 2019-2023 Consolidated Plan Goals are:

- Goal 1: Improve the amount of decent and affordable housing
- Goal 2: Work towards ending homelessness within Kalamazoo County
- Goal 3: Advance the sustainability of our Core Neighborhoods: Eastside, Northside,

Edison, Vine and Douglas/Fairmont

- Goal 4: Support youth programming that develops well-adjusted adults
- Goal 5: Expand economic opportunity that influence growth and stability for small businesses.

Funding from HUD for PY2020-PY2021 were:

- CDBG (Community Development Block Grant)
 - o Primary Use: Housing and Community Development Programs and services
 - o Amount: \$1,864,783
- HOME
 - o Primary Use: Housing
 - o Amount: \$528,810
- Total funds: \$2,393,593

Subrecipient programs for this program year were discussed and data given on each in terms of type of program, funding received, expected program year, actual program year and percent complete. It was noted that the funds that HRI received are no longer needed by them and those funds will be re-allocated under the CARES Act. Mr. Mitchell affirmed that we would document this process with HUD and will give another report once that is completed to let everyone know what will happen to those dollars.

It was noted that United Way received funds to assist with Small Business Health Protection Grants for up to \$2500. Small businesses are encouraged to contact United Way for more information.

Racial and Ethnic Composition of the individuals served was shared (for the programs that collect this type of demographic data). Results are:

White: 25%

Black or African American: 75%

Hispanic: 0.2%

Mr. Raschke provided his contact information and invited Board members to contact him with any comments or questions on the report.

Ms. Buwalda asked if there were any comments or questions on the report.

Ms. Rey made a motion for the City Commission to open the Public Hearing for the 2020 Caper, seconded by Ms. Wilson. A voice vote was taken, and the motion passed.

COMMUNICATIONS/MEMBERS' REPORTS/STAFF UPDATES

Mr. Mitchell shared that the HMIS will be addressed next month. We hope to have a representative from United Way to speak about the HMIS system, how it works and to answer any questions. He stated that it is important for the community to understand the process and how we are tracking this.

CITIZEN COMMENTS

No citizen comments at this time.

ADJOURNMENT

Mr. Martin made a motion to adjourn, supported by Ms. Wilson. A voice vote was taken, and the motion passed. The meeting was adjourned at 6:04 p.m.