

CITIZEN ADVISORY COMMITTEE MEETING MINUTES
May 1, 2017

Members present: Classon, Heinrichs, Hodges, Hoepner, Huss, Kelly, Lopez, Lord, Obleton, Williams

Members excused: Joiner, Kiefer

Members Absent: None

Staff present: Cameron, Johnson, Pribyl

Meeting called to order at 6:00 PM

There were no citizens with business to present to the CAC.

Lord made a motion to approve the minutes of the April 3, 2017 meeting, Hodges seconded, and the motion passed.

Lopez made a motion to accept the financial report, Obleton seconded, and the motion passed.

The CAC reviewed the proposed outcomes and performance measures proposed by the subrecipients for their Year 43 agreements. There was discussion about how hard it is to have good proposed outcomes and performance measures. The group decided that since this is the first year the agreements will have only one outcome/performance measure each that the CAC should accept the proposed outcomes/measures and monitor the quality of the reporting over the next year. The CAC discussed the fact that the proposed outcomes/measures for United Neighbors are incomplete. Staff shared that these are actually the 2nd version of proposed outcomes/measures from UNI, the ones submitted with the applications in January did not have enough information in them and so staff requested they be updated at that time. These are the updated versions, which were still submitted with missing components. Lord moved to accept all of the proposed Year 43 outcomes and performance measures from all subrecipients with the exception of UNI. The UNI proposed outcomes/measures will be reviewed as part of the review of missing application items for the Year 43 set aside at the June meeting. Lopez seconded and the motion passed unanimously.

The CAC reviewed the Year 43 allocation process. Generally the group liked the changes that were made to the application for Year 43 and did not see the need for a subcommittee to make additional changes this year. Staff pointed out that some technical corrections by staff will be needed to make the application work better for the subrecipients completing it and to make clearer some language that applicants indicated was confusing. The CAC requested that staff make those corrections and bring it forward for review in the fall prior to the Year 44 application cycle. There was discussion of the fact that an incomplete application was accepted that was missing the audit as well as other financial requirements. The CAC asked how common it is that audits are not submitted on time. Staff responded that it has been a persistent problem. Previously, all subrecipients had to do was tell staff an extension was needed and the extension was given. However, there are agencies that request an extension every year, or that just miss the deadline without requesting an extension. About three years ago, staff started requiring that the auditor send a letter or email requesting the extension and explaining the reason why it was needed. That cut down on the late audits a little bit, but the problem persists, and the reasons stated by the auditors are always vague. Extensions requested by auditors are automatically granted. The CAC requested that Staff bring information on which

subrecipients are consistently late with audits to the June meeting. They also discussed that, for the purposes of applications for funding, the audits are critical to understanding the financial state and capacity of an applicant; therefore, they would like to be consulted if audit extensions are requested in the future. Heinrichs moved that all requests for audit extensions be submitted to staff by December 30 for consideration at the January meeting each year. The CAC will decide if an extension will be granted so that an incomplete application can be accepted. Hodges seconded and the motion passed unanimously.

Staff provided an update on the waiver request for NHS, which is still under review at HUD headquarters.

Staff updated the CAC on communication with United Neighbors. Information is still needed in three categories: operation of Year 42 Summer Youth Program, for which updated budget and program information will be required to proceed; items that were missing, incomplete, or not available for review during the Year 42 monitoring visit in April; and the missing Year 43 application items needed to review the set aside at the June meeting. A letter was sent to United Neighbors' Executive Director and Board on May 1 requesting this information by May 9.

Meeting adjourned at 7:13 PM