
CITIZEN ADVISORY COMMITTEE MEETING MINUTES

April 4, 2022

Members present: COOPER, GILMOUR, GLEASON, HOLLOWAY, JOHNSON (R), KEIFER, LORD, RASSO (ADELA), RASSO (ALAN), WILLS

Members excused: BIRD, NOLAN, OBELTON

Members Absent: PATEL

Staff present: JOHNSON (H), OVERTON

- A. Roll Call
 - a. Ten members present, three excused and one absent
- B. Meeting called to order at 6:01 PM by Chair Holloway
- C. Citizens with CAC business to present to the CAC
 - a. There were no citizens with business present
- D. Welcome new CAC members
 - a. Overview of CAC terms which begin the April after an election and are two year terms.
 - b. There are four new members this term: Cooper, Gleason, Rasso (Alan), and Wills (Note: Rasso (Alan) will be appointed at the 4/13/22 City Council Meeting)
 - c. Chair Holloway asked for introductions of all members
- E. Review of CDBG grant and CAC responsibilities
 - a. Staff provided an overview of CDBG and responsibilities of the CAC members.
 - i. CAC is comprised of 15 members with each council member appointing one member and the Mayor appointing five.
 - ii. One-third of the committee members must reside in low-mod areas (as determined by HUD/Census data)
 - iii. The CAC is a recommendation body that provides overview and input for CDBG
 - iv. Meetings are held the first Monday of each month unless there is no business then meeting can be cancelled that month (if decided upon by CAC)
 - v. CAC members can additionally be elected to the role of Chair and Vice Chair and be a member of the Grievance Sub-Committee.

1. Grievance sub-committee is made up of five members, three of which must reside in low-mod areas
 2. The purpose of the grievance sub-committee is to fill in for issues staff is unable to resolve.
- F. Review and approve minutes of the March 7, 2022 meeting
- a. Johnson (R) made a motion to approve with a second by Keifer. Motion approved.
- G. Review and accept financial report through December 2021
- a. Hodges made a motion to approve with a second by Lord. Motion approved.
- H. Election of Chair and Vice Chair
- a. Staff gave an overview of the Chair/Vice Chair positions. Each is a two year term and the same member can serve for two terms. The current Chair and Vice Chair have each served one term.
 - b. Motion to reappoint current Chair Holloway was made by Wills with Johnson (R) seconding the nomination.
 - c. Motion to reappoint current Vice Chair Bird was made by Hodges with Lord seconding the nomination.
 - d. Gilmour moved to close the nominations with a second by Wills.
 - e. Vote on Chair and Vice Chair nominations passed by all members. Holloway will serve as Chair and Bird as Vice Chair for the current term.
- I. Appointment of Grievance Subcommittee
- a. Staff gave an overview that members of the Grievance subcommittee are volunteer members and it does not require a vote. The Chair will make member recommendations to City Council.
 - b. Cooper, Hodges, Johnson (R), Rasso (Adela), and Wills volunteered to be on the committee
- J. Other Business
- a. Staff discussed the new required City Financial Disclosure Form that is required for all City Boards and Commissions
 - b. Staff discussed with the CAC that they are not planning on having business for the May meeting and that it up to the CAC if they would like to cancel. It was noted that if Year 48 allocations are released in May and they are more or less than the 15% estimate a special meeting would be required. Hodges made a motion to cancel the May meeting with Johnson (R) seconding. Meeting for May is cancelled.
 - c. Staff discussed that the third week in April is "CDBG Week" and that CAC members will be invited to planned activities.
- K. Adjourn
- a. Wills made a motion to adjourn and Keifer seconded. Meeting adjourned at 6:31 PM.