

## CITIZEN ADVISORY COMMITTEE MEETING MINUTES

March 1, 2021

Members present: Bird, Classon, Gilmour, Hodges, Holloway, R. Johnson, Kiefer, Lord, Miller, Nolan, Obleton

Members excused: Patel, Winckler

Members Absent: Kelly

Staff present: Cameron, H. Johnson, Overton

Meeting called to order by Holloway at 6:00 PM

Roll Call

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

The minutes of the February 1st meeting were reviewed. Classon made a motion to approve with a second by Miller. Motion carried.

The financial report through January was reviewed.  
Kiefer made a motion to approve with a second by Bird. Motion carried.

Staff discussed with the committee that Family Resources missed the last deadline for the submission of their complete audit and the agency requested an extension by letter to the committee. Miller made a motion to deny the latest extension request with a second by Kiefer.  
Roll Call Yes – 11 No-1, the motion passes.

Staff reviewed the formula allocation process, as approved by the CAC. Motion to fund based on formula calculated amounts requires a simple majority to pass. Motions to fund an amount different from the calculated amount requires a 2/3 majority and must identify the amount of the change, which applicant the funds would be moved from and which applicant the funds would be moved to, and the reason for the change.

Obleton made a motion to address the public services category first with a second by Classon.  
Roll Call Yes – 11 No – 0, the motion passes.

The CAC discussed the applicable caps placed on the public services category by HUD regulations.

The group discussed the criteria used by CAC members to review applications. Staff reviewed the items included on the report card for the agencies, which include late reports, missed presentations, inaccurate reports, late draws, monitoring findings, and audit issues, as well as success in meeting the stated participant numbers in previous years.

Miller made a motion to remove Family Resources from the application process as their application submitted was not complete as the financial audit was not included, Obleton seconded the motion.  
Roll Call Yes – 7 No – 4, the motion did not pass due to 2/3 majority.

Classon made a motion to remove all but \$5,000 from Family Resources and distribute the remainder to all seven agencies by formula calculation this was seconded by Obleton.

Roll Call Yes – 7 No – 2, the motion passes.

R. Johnson made a motion to move from Salvation Army; \$2,173 to Project Renewal and \$1,314 to Vera French with a second from Gilmour.

Roll Call Yes – 9 No – 2, the motion passes.

Kiefer made a motion to move \$2,217 from Salvation Army to Non Public Services, Housing Programs with a second from Gilmour.

Roll Call Yes- 4 No-7, the motion did not pass.

Gilmour made a motion to accept the public service allocation as posted with a second by Classon.

Roll Call Yes- 7 No – 4, the motion did not pass due to 2/3 majority.

R. Johnson restated the motion to accept the public service allocation as posted with a second by Classon.

Roll Call Yes – 8 No-3, the motion passes.

Kiefer made a motion to recommend fully funding City Planning and Administration (staff and operations) and City Housing Rehab/Neighborhood Revitalization (staff and operations) at the requested amounts. Hodges seconded the motion.

Roll Call Yes – 11 No-0, the motion passes.

Classon made a motion to award the remaining non-public service allocation to Housing Rehabilitation and Neighborhood Revitalization Programs with a second from Miller.

Roll Call Yes – 11, No -0 , the motion passes.

Classon made a motion to recommend the Economic Development Staff be allowed to use program income to fund 20% of staff salary with a second by Kiefer.

Roll Call Yes – 8 No -3, the motion passes.

Hodges made a motion to approve the entire slate of public services and non-public services as calculated by the formula and amended by the motions presented and passed with a second from Classon.

Roll Call Yes – 9 No – 2, the motion passes.

Classon made a motion recommending across the board cuts or increases (but not above the amount requested) if the City's actual entitlement amount is +/- 15% of the initial estimate. Any changes to the City's entitlement amount above or below the +/- 15% would be brought back to the CAC for action. Obleton seconded the motion.

Roll Call Yes – 11 No- 0, the motion passes.

Staff reminded the CAC that the recommendations would be brought forward to City Council for approval.

Staff discussed with the CAC that they are welcome at the council meeting in which their recommendations will be presented to council.

Classon made a motion that unless there was pressing business for the CAC, the committee meet again in July 2021 with a second from Bird. The motion passes.

Miller made a motion to adjourn and Classon seconded the motion. Meeting adjourned 8:00 pm.