

CITIZEN ADVISORY COMMITTEE MEETING MINUTES
January 8, 2018

Members present: Classon, Heinrichs, Hodges, Hoepner, Holloway, Kelly, Kiefer, Lopez, Lord, Obleton
Members excused: Genge, Joiner, Williams
Members absent: None
Staff present: Cameron, Johnson, Pribyl

Meeting called to order at 6:00 PM

There were no members of the public present with business for the CAC.

Heinrichs made a motion to approve the minutes of the November 6, 2017 meeting, Lord seconded, and the motion passed.

Lopez made a motion to accept the financial report through November, Hodges seconded, and the motion passed. Staff reminded the CAC that Humility of Mary Housing and Humility of Mary Shelter are still reflected as \$0 on the report because they had errors on their initial requests that were not corrected and resubmitted in time to be paid in November. When the corrections are made, expenses can be reimbursed retroactive to July 1.

Staff summarized the applications for Year 44 CDBG funding received. Johnson noted that Humility of Mary Housing and Humility of Mary Shelter, which are currently two legally separate entities, intend to merge into one organization effective July 1, 2018. They submitted one application in the public service category for the combined organization.

Staff informed the CAC that Big Brothers/Big Sisters did not submit their application on time. The application was brought in incomplete and without the necessary attachments and copies shortly after the 12:00 PM deadline on January 4. City staff informed the person dropping off the application that the decision on whether to accept the late application would be left to the CAC. The completed application with all required attachments and copies was submitted at approximately 3:00 PM on the day it was due. The CAC discussed whether the late application should be accepted. Members discussed that the evaluation criteria and scoring allow the opportunity to account for the late application. Lopez made a motion to accept, Classon seconded, and the motion passed 7-2.

The CAC discussed the February presentations meeting. In prior years, when there were more subrecipient agencies, presentations were held on two nights. Last year, all presentations were heard on one night. The CAC decided to hold the presentations on one night, on Monday February 5. Staff reminded the CAC that the February CAC meeting will be recorded for playback on the City's website and cable channel. CAC members should arrive 10 minutes early to learn how to use the microphone system.

Staff reminded the CAC that the CAC worksessions to review applications will be held January 16 & 18. Usually, one night is enough to review all applications, but two nights were reserved in case more time is needed.

Johnson informed the CAC that Joseph Huss submitted his resignation from the CAC.

Lord moved to adjourn, Lopez seconded and the motion carried unanimously. The meeting adjourned at 6:40 PM.