



Housing and Community Development Advisory Board

Meeting Minutes

Stephen Sparks – Chair
Donna Bleyle – Vice Chair

Susan Brenton
Diana Yazzie Devine
Heather Kay
Heather Landvatter
Tom Stapley

Linda Starr
Ericka Varela
Kent Westover
Kris Woolley

Thursday, September 3, 2015

6:00 p.m.

Upper-Level Council Chambers
57 E. First Street
Mesa, Arizona, 85201

I. Welcome and Introductions

1. All HCDAB members were present at the meeting and introduced themselves. Welcome to new Board member Ericka Varela, District 3. Ms. Varela's appointment fills the financial provider vacancy. Her partial term will expire June 30, 2016.
2. Staff present at the meeting included Natalie Lewis, Ruth Giese, Liz Morales, Ra'Chel'Ni Mar'Na, Dennis Newburn, Constance Bachman, Maurice Brundidge, and Deanna Grogan.

II. Approval of Minutes

1. Susan Brenton made a motion to approve the HCDAB minutes from the April 2, 2015 meeting. The motion was seconded by Linda Starr and was carried by a vote of 11-0.

III. Items from Citizens Present

No members of the citizens present wished to address the Board.

IV. Discussion and Action Items

A. FY 2015/2019 Consolidated Plan (ConPlan) and Analysis of Impediments (AI) –

Dennis Newburn provided an overview of the FY 2015/2019 Consolidated Plan (ConPlan) and Analysis of Impediments (AI) and how the documents are utilized together as the roadmap for future projects in an effort to meet the priority needs of our community. This was a discussion item; no action was required by the HCDAB.

B. FY2016/17 Application Process

1. **HOME application process** – Ra’Chel’Ni Mar’Na provided an overview of the current HOME application process, which follows a strict timeline similar to the CDBG/ESG/HS funding schedule; this type of funding schedule poses many challenges to the developers, and to the staff members that are responsible for reviewing and scoring the projects. Ra’Chel’Ni proposed the option of going back to an application process that would allow HOME application proposals to be submitted throughout the year; an open process (“Over-the-Counter”) application process would help to alleviate some of the challenges and allow for a more realistic analysis of the project budget costs.

Staff recommendations: instituting an open process (“Over-the-Counter”) for FY2016/17 HOME applications; process estimated to begin in November 2015.

Action: Diana Yazzie Devine made a motion to approve the changes in the HOME application process per staff recommendations. The motion was seconded by Susan Brenton and was carried by a vote of 11-0.

2. **CDBG/ESG/HS application process** – Dennis Newburn provided an overview of the current CDBG/ESG/HS application process and the funding schedule utilized in previous years. Dennis provided the additional details on how the AI and ConPlan will drive the application process in order to meet the priority needs; the priorities listed in the ConPlan and the AI will need to be reviewed and discussed further at the next meeting in order to move forward in notifying the public through the notice of funds available and requesting proposals that will address these priorities. Deanna Grogan and Dennis will be the leads during the FY2016/2017 process. Deanna and Dennis proposed the new timeline to beginning the application process in January 2016; this will eliminate some of the issues and conflicts our applicants have been faced with when submitting to other municipalities in terms of the due dates, public hearings and presentations. Dennis also mentioned the new software – ZoomGrants, which will be used for the FY 2016/2017 CDBG/ESG/HS application process, and will serve as a great resource and tool for grants management – to be used for the

CDBG/ESG/HS programs. More information on ZoomGrants will be available at the next HCDAB meeting.

Staff recommendations: Staff recommends the Notice of Funds Available provide the guidelines and eligible activities for which proposals will be accepted in accordance with the priorities outlined in the 2015/2019 ConPlan and AI. Application process to open in early January 2016.

Action: Diana Yazzie Devine made a motion to approve the changes to the Notice of Funds Available and to begin the CDBG/ESG/HS application process in January 2016, per staff recommendations. The motion was seconded by Kent Westover and was carried by a vote of 11-0.

3. **Overview of Boards, Committees, and City Council** – Ruth Giese provided an overview of the HCDAB’s role and the importance of being a voice for the City of Mesa’s residents. Ruth provided information about the “One Mesa” Community Pledge and encouraged our Board members to go online to the City’s website to sign the pledge and to spread the word.

Natalie Lewis provided information on the role of the CCD Committee, as well as City Council’s role in the HOME/CDBG/ESG/HS application process. Natalie is excited to have the opportunity to oversee the department and to be a part of the work we do that makes a difference.

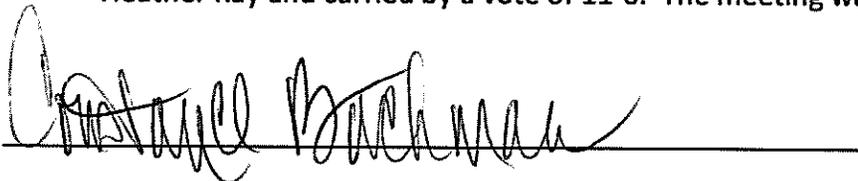
Liz Morales provided the overview of HUD’s role and the responsibilities placed on City Staff in order to ensure compliance. Liz expressed her appreciation for her staff and the professionalism each of them have demonstrated. She will continue to support training opportunities, as needed to keep the department up to date and knowledgeable in order to continue growing and doing great work.

V. Staff Announcements/Reminders

- A. Fair Housing Conference - "Dare to be Fair" on September 22, 2015
- B. Next HCDAB Meeting – October 1, 2015 at 6:00 p.m.

VI. Adjourn the meeting

Linda Starr made a motion to adjourn the meeting. The motion was seconded by Heather Kay and carried by a vote of 11-0. The meeting was adjourned at 7:40 p.m.



Submitted by Constance Bachman, Community Revitalization Specialist