



Housing and Community Development Advisory Board

Minutes

Stephen Sparks – Chair
Stan Hosac – Vice Chair

Donna Bleyle
Haydee Dawson
Diana Yazzie Devine
Christian Karas

Heather Kay (Absent)
Heather Landvatter
Linda Starr

Thursday, December 5, 2013

6:00 p.m.

Lower-Level Council Chambers

57 E. First Street

Mesa, Arizona, 85201

I. **Welcome and Introductions – meeting was called to order at 6:06 p.m.**

Stephen Sparks introduced the members of the Board. HCDAB members present included: Stephen Sparks, Linda Starr, Heather Landvatter, Diana Yazzie Devine, Donna Bleyle, Haydee Dawson, and Stan Hosac. HCDAB member absent: Heather Kay. Staff present at meeting included: Constance Bachman, Ray Thimesch, Tammy Albright, and Scott Clapp.

New board member Heather Landvatter, District 1. Ms. Landvatter is an architectural designer with Architekton. She holds a master of architecture degree from Arizona State University. She serves in the community through Habitat for Humanity, Feed My Starving Children and Architecture for Humanity. Her appointment fills a vacancy created by the resignation of Kristina Ambri. Her partial term expires June 30, 2016.

II. **Board Member Resignation Announcement**

Siri Amrit Kaur Khalsa will be resigning her post as soon as a replacement has been found. The Board would like to recognize the important element that Ms. Khalsa brought to the board and to the community. Her voice will be missed and the Board would like to wish her well.

III. **Approval of Minutes**

Stan Hosac made a motion to approve the HCDAB minutes from the November 7, 2013 meeting. The motion was seconded by Diana Yazzie Devine. Motion carried 7 - 0.

IV. Items from Citizens Present

There were no items from Citizens present.

V. Discussion Items

- A. Permanent Support Housing Presentation and Discussion** – Lead by Charlene Flaherty, Associate Director, Corporation for Supportive Housing. The PowerPoint presentation was distributed to the Board.
- B. Housing Master Plan – Status Update.** Staff is working on an analysis of the Plan's goals vs. accomplishments so they can bring it back to the Board for further discussion.
- C. FY 2014/15 CDBG/HOME/ESG and Human Services funding cycle and Annual Action Plan**
 - 1. Housing & Community Development Advisory Board – Proposal Evaluations**
FY14/15 applicants will present to the Board and staff in the Lower Level Council Chambers, starting at 6:00 p.m. on the following days:
 - Thursday, January 2, 2014
 - Wednesday, January 8, 2014
 - Thursday, January 9, 2014

The Board would like to explore other options in order to cancel the January 2nd meeting. Staff will look into other dates and possibly changing the start time of the presentations to begin earlier. An email will be sent to the Board as a follow up.

Staff provided an overview of the process for new board members. The Board will receive the spreadsheet with the overall staff rating listed for each of the applications, rather than the actual evaluation tool that was completed for each application. The goal date to provide the Board with the electronic applications is December 16, 2013. The Board will be contacted when the applications are available on the thumb drives; they will have an option to pick up or staff can mail. Diana Yazzie Devine inquired about the past performance of the applicants, if this is rated. Staff informed the Board of the various elements that are looked at in rating the past performance. The Board received the staff evaluation tool during the November 7th meeting; the tool was emailed to the Board, along with the evaluation tool that the Board will utilize in rating the presentations. Linda Starr inquired

about the funds that were not spent and if this is information that could be available. Staff clarified the difference between unexpended funds utilized for capital projects, which is due to several variables in preparing for construction, versus the unexpended funds from public service activities and Human Services activities. The public service and Human Services should not have an excessive amount of unspent funds because these activities typically involve salaries of those providing the services. It would be most beneficial for the Board to look at the public service activities if they are interested in which applicants or activities that had funds remaining.

2. Applications Received – CDBG/HOME/ESG and Human Services

- CDBG - 23
- HOME - 2
- ESG – 6
- Human Services - 31

VI. Action Items

There were no action items on December 5, 2013.

VII. Staff Reports and Announcements - Department Update – Status Report

CDBG

- A. La Mesita Shelter** – the consultant is finalizing the environmental review and we will be preparing the Notice of Intent to Request Release of Funds (NOI/RROF) and preparing a final draft of the contract, which will be executed after HUD signs the RROF.
- B. Los Ninos Hospital** – the environmental review is in its final stages and will be complete soon; however, hospitals are determined to be critical activities as related to the 500 year floodplain, which will require us to complete an 8-step process. The contract will be finalized and ready for execution as soon as the 8-step process is complete.
- C. Oakwood Creative Center** – is ready and moving forward with the renovations.

As staff receives event invitations for completed projects, the information will be shared with the Board.

The Board requested that we send out the link to the State’s website that will list projects awarded with Low Income Housing Tax Credits.

VIII. Adjourn the meeting

Donna Bleyle made a motion to adjourn the meeting. Christian Karas seconded the motion. The motion carried unanimously by a vote of 7- 0, and the meeting adjourned at 7:29 p.m.

***Members of the audience may address the Board on any item. State statute prohibits the Housing Advisory Board from discussing an item that is not on the agenda; however, the Board does listen to your concerns and has staff follow up on any questions you raise.**

Submitted by

Constance Bachman, Community Revitalization Specialist

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