mesa·az

Housing and Community Development Advisory Board

Meeting Minutes

Stephen Sparks – Chair
Vacant – Vice Chair

Donna Bleyle
Susan Brenton
Haydee Dawson
Diana Yazzie Devine
Christian Karas
Heather Kay
Heather Landvatter
Linda Starr
Kent Westover

Thursday, August 7, 2014

6:00 p.m.
Lower-Level Council Chambers
57 E. First Street
Mesa, Arizona, 85201

I. Welcome and Introductions

A. HCDAB members present at meeting - Board members introduced themselves. All were present except Diana Yazzie Devine, Christian Karas, Heather Kay and Heather Landvatter.

B. Staff present at meeting - The following staff were present at the meeting: Tammy Albright, Rob Schweitzer, and Constance Bachman.

C. New board member Kent Westover, District 6. Mr. Westover is a retired civil engineer having worked with various federal agencies performing civil and environmental engineering and construction management. He holds a bachelor of science in civil engineering from California State University, Chico. Mr. Westover served as a planning commissioner and on the Housing Advisory Committee and ADA Facilities Committee in California and Washington. His term expires June 30, 2016.

II. Approval of Minutes

A. Motion to approve the HCDAB minutes from the April 3, 2014 meeting –

Susan Brenton made a motion to approve the minutes from the April 3, 2014 HCDAB meeting. The motion was seconded by Kent Westover and carried by a vote of 6-0.

B. **Motion to approve the HCDAB minutes from the June 5, 2014 meeting –** Susan Brenton made a motion to approve the minutes from the April 3, 2014 HCDAB meeting. The motion was seconded by Kent Westover and carried by a vote of 6-0.

III. **Items from Citizens Present –**
There were no items from citizens present.

IV. **Discussion Items**

A. **Change in preference for our programs –**

Discuss preferences for housing programs utilizing NSP/HOME funds.

B. **Regular Meetings –**

Move to next meeting to discuss frequency of HCDAB meetings. Currently, regular meetings are on the first Thursday of every month.

V. **Action Items**

A. **Appointment of Vice Chair –**
Susan Brenton made a motion to appoint Donna Bleyle as the HCDAB Vice Chair. The motion was seconded by Haydee Dawson and carried by a vote of 6-0.

B. **Revision of the Grant Proposal Presentation Scoring Tool –**
Haydee Dawson made a motion to model the current scoring tool after Prescott's Scoring Tool. The motion was seconded by Kent Westover and carried by a vote of 6-0.

C. **Staff Announcements/Updates Consolidated Plan** – WFN Progress Report – Draft of Consolidated Plan and Analysis of Impediment was presented to us on August 14, 2014.

Final documents will be presented to City Council on November 3, 2014.

The final FY 13/14 CAPER will be submitted to the on September 29, 2014 for submission to HUD on September 30, 2014.

D. **FY 14/15 Annual Action Plan Substantial Amendment** – Went before Council on August 18th.

E. **Mesa Hydration Donation Campaign - June 2 through September 12 –**
Eleven locations throughout Mesa collected bottled water to help the homeless and unsheltered during the summer.

Number of bottles collected as of 9/7/14 – **366,000 bottles**

F. **Environmental Reviews** – Utilizing three consultants. Currently have 5 reviews in process for FY 14/15 rehab and/or construction projects.

G. **Davis-Bacon/Section 3/MBE-WBE** – RQS issued to secure qualified consultants; closed on 8/11/2014.

H. **Upgrading the CTK Apricot System** for the FY 15/16 application process. Have included additional tools for review & scoring purposes for both staff and the HCDAB.

I. **Staff Changes** – Scott Clapp accepted a Management Assistant position for the City's Energy Resources Department.

VI. Adjourn the meeting

Deanna Grogan

Submitted by Deanna Grogan, Community Revitalization Specialist