



## Housing and Community Development Advisory Board

# Meeting Agenda

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 18<sup>th</sup>.

**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**