

Community Development Board  
Meeting Minutes  
December 2, 2008

Members Present: Jim Hartung, Duane Loken, Kamber Parker, Sandy Weiss, Uriah Edmunds

Members Absent: David Goodridge, Emily Shaffer, Kathy Walters

Staff Present: Candi Beaudry, Brenda Beckett, Linda Woods, Dina Billington, Doris Cole, Miranda Dye

Others Present: None.

The meeting was called to order by Chair Loken at 3:00 pm. Beckett introduced Miranda Dye, VISTA volunteer for the Mayor's Committee on Homelessness.

**Public Comment Period:** None.

**Minutes:** Minutes from October 14, October 29, and November 18 were corrected to reflect Kamber Kelly's new name as Parker. **Weiss moved that all three sets of minutes be approved as corrected. Hartung seconded the motion and it passed unanimously.**

**CDBG/HOME Application Review/Approval:** *An opportunity to make changes to the CDBG/HOME Application and accompanying materials. Action is required for release of application as planned on December 5, 2008. Staff is requesting additional questions be removed from the allocation Process.*

Beckett noted that she added a mandatory sub-recipient training meeting to discuss reporting requirements and discussed the agenda for this meeting. She then discussed changes to the quarterly report form to make it clearer. Beckett then recommended that the additional questions for applicants be eliminated from the allocation process. Weiss noted her concern about the disqualification of an excellent project that is under \$15,000 or over \$30,000 in the application. Beckett noted that the applicant has recourse to go to City Council to discuss their project. It was also noted that staff may disqualify an applicant based on non-conformance to federal regulations for CDBG and HOME. Parker suggested that sub-recipients verify gross income rather than utilize client self-reporting methods. **A motion was made by Parker, seconded by Weiss to approve the application and guidelines with the addition of a net/gross income question and an updated list of task force officers. Motion passed anonymously.**

**Tentative Schedule Review:** *An opportunity for the Board to review the tentative schedule and make changes. Staff is requesting additional questions for the allocation process be deleted.*

Loiken reiterated that the budget hearing questions will no longer be asked and that it means eliminating the meeting to discuss them. Beckett noted that last year the board moved the meeting a week to accommodate the school district's Spring Break and wanted to know if the board would like to do that again in March. **Weiss moved, seconded by Parker, to approve the tentative schedule with changes that have been deleted with the budget questions and approve the rest of it as it is. Motion approved unanimously.**

**Staff Reports:** *Staff will report on current programs and progress to date on projects.*

Beaudry reported that she just got back from vacation and had nothing to report. Woods reported she currently has 24 active Minor Home Repair clients and room for six more. She also has 12 active rehab clients. She has been doing home visits and the programs are doing well. Dye reported that Project Homeless Connect will be January 30, 2009. Beckett discussed Dye's position and what will happen once Dye vacates the position and the application that is expected to accomplish the goals of the Mayor's Committee on Homelessness. Beckett also reported that a written staff report will be forwarded to the board when completed and that Billington is in training this week.

**Neighborhood Concerns:** *Opportunity for board members to share information or concerns.*

None.

**Set Next Meeting Agenda and Adjournment:** The next meeting will be January 6, 2009. Loiken will not be able to attend that meeting and noted that officers are to be elected at that time. Meeting adjourned at 3:45 p.m.