

City of Worcester, Massachusetts

Edward M. Augustus, Jr.
City Manager

Michael E. Traynor
Chief Development Officer
Executive Office of Economic Development



Gregory J. Baker, Director
Neighborhood Development Division

Community Development Advisory Committee
City Hall, 3rd Floor
Levi Lincoln Chamber
455 Main Street
Worcester, MA
Tuesday, March 3, 2015
6:30 PM

MEETING MINUTES

CDAC present: Edward Moynihan (Chair), Mark Borenstein (Vice Chair), Martha Assefa, Etel Capacchione, Tracey Pakstis-Claiborne, Dana Strong, Paula Stuart, Daniel Whalen, Matthew Yalouris

CDAC absent: Michael Larkin

City Staff: Greg Baker, Stephen Connelly, Steve Hill, Miguel Rivera, Jeanette Roach

1) Call to Order

The meeting was called to order by Chairman Ed Moynihan at 6:29 P.M.

2) Review and Approval of 02/17/15 and 2/24/15 Minutes

There were no changes suggested to the 02/17/15 and 2/24/15 CDAC meeting minutes, and a motion was seconded and passed to vote for their approval.

3) Housing Development Division Director on Coordinating June 2 Housing Projects Update

Neighborhood Development Division Director, Greg Baker, distributed a copy of the CDAC-approved proposal for CDAC oversight and input related to Housing Development Division Programs as a reminder for CDAC members.

Housing Development Division Director, Miguel Rivera, distributed a CDBG Project Template to CDAC members and presented the proposed format for reporting on affordable housing projects. The template provides information about the project including the grantee, type of project, area served, amount of CDBG funds allocated,

total project cost, the year that activity was funded, project start and completion date, other funds leveraged, number of jobs created/retained, project partners, and a project summary.

A CDAC member raised questions regarding the hiring of locals for jobs created through housing projects. In response, Mr. Rivera noted the local Responsible Employer Ordinance and the Section 3 clause included in subrecipient agreements. The CDAC member suggested that HDD collaborate with the Worcester Community Labor Coalition for future projects.

It was generally agreed that the CDBG Project Template captures the information CDAC seeks to receive regarding housing projects and that the bi-annual reporting is satisfactory.

Further clarifying discussion focused on the status of the Down Payment Assistance program, eligibility requirements, and policy and procedural revisions that have been made to improve program implementation.

Mr. Rivera suggested that the housing projects update be separated into two reports, with the first containing approved and completed projects, and the second containing suspended programs. Greg Baker recommended that reports also include updates on projects that are in the application process and unsupported projects.

Mr. Baker also put forth that Owner-Occupied Rehabilitation and Rental Rehabilitation programs should be revisited during the Year 42 process, in the framework of the Consolidated Plan, given that these programs are relatively new.

4) Discussion of CDAC Representation Concerns for District 2

Ed Moynihan reported that his final attempts to reach the CDAC member representing District 2 with more than six consecutive unexcused absences did not result in a response.

CDAC member Paula Stuart made a motion to notify the City Manager of the member's absences and CDAC's desire to re-fill the position. The motion was seconded and unanimously approved.

5) Finalization of CDAC's Draft Letter to City Manager for CDBG Year 41

The draft CDAC Recommendations for YR. 41/Fiscal Yr. 2016 Community Development Block Grant Funding letter to the City Manager was distributed to CDAC members. There was general agreement that the letter is well-written and contains the desired elements identified during the 2/24/15 CDAC meeting.

Ed Moynihan made a motion to accept the letter which was seconded and the motion was unanimously approved.

6) CDAC Annual Committee Evaluation

The Board Self-Evaluation was distributed to CDAC members. CDAC member Paula Stuart motioned to eliminate the Board Self-Evaluation. No second was obtained and the motion was not considered by CDAC.

There was discussion amongst city staff and CDAC members with regard to the importance of and procedures for CDAC self-evaluations. It was noted that this type of evaluation has been occurring organically in CDAC and that it is important to codify the evaluation. Other suggestions for the self-evaluation put forth included:

- Revise the evaluation to be more critical.
- Implement the evaluation at the first meeting of each fiscal year.
- Include setting and assessing CDAC goals for the year as part of an evaluation process.

Further discussion focused on CDAC goals for the Year 42 CDBG allocation process. The following suggestions were put forth:

- Ensure greater participation in the community input sessions.
- Provide additional support to applicants in crafting proposals. In response, staff and CDAC members referred to the annual CDBG RFP technical assistance workshop, and noted that additional supports could be provided to build the capacity of agencies to craft effective proposals.
- Consider how to better inform applicants about RFP scoring metrics, perhaps by integrating them within the RFP itself or through other means.

Ed Moynihan outlined next steps in the Year 41 CDBG allocation process:

- The CDAC Recommendations for YR. 41/Fiscal Yr. 2016 Community Development Block Grant Funding letter will be transmitted to the City Manager.
- The City Manager will present recommendations for Year 41/Fiscal Year 2016 Community Development Block Grant funding before City Council.
- Recommendations for Year 41/Fiscal Year 2016 Community Development Block Grant funding will go before the Committee on Public Health & Human Services.
- The Housing Development Division update on housing projects will be held in June 2015.

CDAC members are allowed and encouraged to attend the public meetings outlined above.

Ed Moynihan was thanked by CDAC members and city staff for his efforts and contributions as the CDAC Chair throughout the Year 41 CDBG allocation process.

7) Adjournment

As there were no more items for discussion, the meeting adjourned at 7:30 PM.