COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
Meeting Minutes
Levi Lincoln Chamber, City Hall
11/05/13

Attendance:
CDAC: Dana Strong, Edward Moynihan, Jim Spillane, Mathew Yaloris, Cherylann Holman, Tracy Pakstis-Claiborne
EOED Staff: Tim McGourthy, Greg Baker, Andy Taylor, Miguel Rivera, Tony Miloski, Steve Hill, Hung Nguyen
Guests: none

1) Call To Order
CDAC member Jim Spillane called the meeting to order at 5:30 p.m. as the Committee has no chair or vice-chairperson at the moment. Introductions were made all around.

2) Role of the CDAC
Chief Development Officer Tim McGourthy reviewed the past operations of the Community Development Block Grant (CDBG) entitlement program and how the CDAC interacted with City Staff during the process of funding recommendations. CDAC often felt disconnected while CDBG funds were routinely awarded to the same organizations with perceived minimal input from the CDAC membership. Mr. McGourthy described recent difficulties with the funding of programs for ineligible uses according to the standards of HUD. This will result in payback of some funds to HUD after final monitoring findings are decided.

Mr. McGourthy described changes implemented during the past year in both the Citizen participation process and documentation of program achievements. The CDAC was given more direct responsibility for the CDBG allocation process. This resulted in a difficult transition but one that facilitated feelings of accomplishment among members.

Mr. McGourthy encouraged the CDAC to become an active working group that reviews funding applications carefully against a high standard. Applicants will present their programs to the CDAC and funding recommendations by the CDAC will be given due consideration, in their advisory role, by the Administration.

3) Overview and Orientation to the CDBG
Neighborhood Development Director narrated a powerpoint presentation describing the history, purposes and basic eligibility for the HUD entitlement programs. Mr. Baker also
outlined the application process for CDBG to include the scoring criteria and schedule
for the allocation process. CDAC participation will be integral to the process. Emphasis
was placed on compliant use of funds, compatibility with the City’s community
development Action Plan objectives and efficiency of programs.

4) Establishing CDAC Meeting Protocols and Next Steps
The Committee currently lacks officers due to the resignations of both the Chair and Vice
Chairperson. After some discussion, Ed Moynihan was nominated as Chair which he
accepted. Matt Yaloris accepted a nomination for Vice-Chair. Both were elected on a
vote of 6-0.

Members were canvased as to best meeting days. Tuesdays and Thursday were
selected as convenient for the majority. The next significant milestone is a required
Community Needs Assessment proposed for December 10 at City Hall. Attendance
by CDAC is not required but members are highly encouraged to hear input from the
community.

The Request for Proposals (RFP or funding application) will be released in late
November with a due date of early January. Applications will be distributed to CDAC on
January 21 with subsequent meetings scheduled to discuss, score and recommend
programs for funding.

5) Adjournment
On a motion by Jim Spillane and seconded by Cherylnann Holman, Chairperson Ed
Moynihan adjourned the meeting at 6:50 p.m. The next meeting was set for January 21,
2014 to begin at 5:15