

**CITY OF GLENDALE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
GLENDALE CITY HALL – ROOM B-3
5850 W. GLENDALE AVENUE**

FINAL MINUTES

**Thursday, November 17th, 2011
6:30 p.m.**

MEMBERS PRESENT: Madelin Page, Chair
Gina Schmitz
Glenn O'Bannon
Pattie Johnston
Chris Flippen
Sharon Wixon
John Torres
Shirley Wong
Randy Miller

MEMBERS ABSENT: Karen Mankoski, Vice Chair
Richard Schwartz

STAFF PRESENT: Gilbert Lopez, Revitalization Administrator
Mona Francis-Spellman, Revitalization Supervisor
Rebecca Daniel, Community Action Program
Elizabeth Garcia, Revitalization Coordinator

I. Call to Order and Introductions

Chair Page called the meeting to order at 6:34 p.m.

II. Roll Call

Chair Page took roll call, introduced all Committee-members present, and welcomed everyone to the meeting.

III. Approval of Meeting Minutes – September 15th, 2011

Committee-member Miller motioned to approve the September 15, 2011 meeting minutes as written. Committee-member Flippen made the second. The motion passed 9 – 0.

IV. Business from the Floor

None.

V. FY2012-13 Grant Application Books for the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and the Emergency Shelter Grants (ESG)

Each Committee-member was given a binder which contains the applications and other documentation from all agencies that have applied for funding. Committee-members are to review the information contained in the binder before the January hearings.

Mr. Lopez explained that staff is watching the federal budget proceedings very closely, the results of which may impact the Committee's funding decisions. With a tight budget and a difficult economy, covering basic needs is the first priority.

Ms. Francis-Spellman summarized the contents of the grant binder for the Committee-members. Highlights include:

- A CDAC Evaluation Tool which is to be used to facilitate the review and evaluation process. Committee-members can use the tool during hearings to score the applications as they are presented and to take notes.
- An Agency Funding Request List, which includes all agencies that have requested funding.
- Staff evaluations of the applications, which are based on prior experience with the applying agency, audit results, prior issues experienced with the agency, and staff comments.
- New agencies do not have a staff evaluation, but pertinent financial data is included.
- A sample application for review.
- Audits of existing agencies are available to Committee-members upon request.

Mr. Lopez will send an email to the Committee-members containing information about how grant funds are dispersed, as it will be useful for new Committee-members to understand the allocation process. Mr. Lopez also noted that the goal of Staff is to provide Committee-members with as much information as possible in order to make informed decisions. Staff is available for any questions from the Committee-members at any time.

Committee-members shared advice on how to best review the grant applications and materials in the binder.

Committee-member Miller wondered if the Committee-members could obtain any additional documentation to be provided by the agencies at the grant hearings in advance. Committee-member Miller explained that this would provide the Committee-members enough time to read through the information thoroughly. Ms. Francis-Spellman replied that staff will give the applying agencies a deadline for the submittal of additional documentation.

VI. Revision to the FY2012-13 Grant Funding Calendar for January 2012 Hearing Date for the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and the Emergency Shelter Grants (ESG)

Mr. Lopez proposed a revision to the January 2012 grant hearing dates.

Committee-member Miller motioned to pass the proposed calendar changes. Committee-member Flippen made the second. The motion passed 9 - 0.

VII. Committee Comments and Suggestions

Mr. Lopez opened the discussion to Committee-member comments and suggestions for the upcoming year.

Committee-member Schmitz reported on a recently taken tour of the St. Mary's Food Bank, as did some of the other Committee-members. The Committee-members all agreed that this trip provided the benefit of observing the operation in person and how greatly the services are needed. Ms. Francis-Spellman announced that another tour of the Food Bank could be scheduled for the Committee-members who were not able to attend. Ms. Garcia agreed to arrange a date after the holidays.

VII. Adjournment

Committee-member Miller motioned to adjourn the meeting at 7:02 p.m. Committee-member Torres made the second. The motion passed 9 – 0.

Respectfully submitted,

Recording Secretary
Jill Jensen