

**City of Cleveland Heights
Citizens Advisory Committee
May 16, 2017**

Executive Conference Room, Cleveland Heights City Hall

MEMBERS PRESENT

David Benson	Allison McCallum
Vetella Camper	Gretchen Mettler
Bradley Eckert	T. Nadas
Dawn Ellis	Donalene Poduska
Cory Farmer	Steve Titchenal
Jonathan Goldman	Meg Vanderbilt
Christine Henry	Sarah West
Robin Koslen	Parker Zabell
Gail Larson	

MEMBERS ABSENT

Kim DeNero-Ackroyd (exc.)	Amanda Shaffer (exc.)
Menachem Lubling (exc.)	Katura Simmons
Marian Morton (exc.)	

GUESTS PRESENT

Keesha Allen, HRRC

STAFF PRESENT

Nancy McLaughlin

CALL TO ORDER

Steve Titchenal called the meeting to order at 7:30. Cory Farmer called the roll; a quorum was present.

PRESENTATION

Keesha Allen, Executive Director of HRRC, presented their request to reprogram \$10,000 from Assist 0% to Assist Incentive Grant. The grant offers assistance for major repairs for furnaces, roofs, plumbing and electrical systems. The Assist 0% program pays the interest charge on a bank loan for larger repairs. In recent years there has been much more demand for the Incentive Grant and there is currently a waiting list. Fewer clients are using the Assist 0% program as credit is not as accessible. The request to move this money should allow the Incentive Grant program to continue through the end of the year. The 2017 allocation for Incentive Grant will add another \$5000 in July.

MINUTES

Minutes of the April 4, 2017 meeting were approved as presented.

STAFF REPORTS

Nancy McLaughlin reviewed the financial statement noting that there were no unusual expenditures. HUD has 60 days to inform the City of the amount of our 2017 grant from the time that Congress passed the budget. That puts us at late June for learning how much funding we will receive this year. 2018 remains a huge question as the current budget proposal from the White House calls for eliminating CDBG entirely. Nancy feels that the estimate for the City's 2018 CDBG budget should be made at a cut of at least 30%. All applicants will be told to be realistic about their requests given the uncertainty going forward.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

HRRC reprogramming

Gail Larson made a motion to approve the request to reprogram \$10,000 from HRRC 0% Assist Program to HRRC Assist Incentive Grant. Christine Henry seconded. The motion carried 16-0-0.

Review Local Goals and Objectives

CAC considered the Goals and Objectives as shown below. A motion was made to accept the Goals and Objectives as presented. Donalene Poduska made a motion to approve the goals and objectives be approved as presented. Christine Henry seconded. That motion was passed 16-0-0.

GOAL I.

Ensure the availability and sustainability of decent housing and a suitable living environment for all Cleveland Heights residents.

OBJECTIVE A: Preserve and maintain the housing stock and create housing opportunities especially for low- and moderate-income persons.

OBJECTIVE B: Encourage the integration of population groups within the community and promote an increase in the diversity and vitality of neighborhoods.

OBJECTIVE C: Maximize the independence of targeted population groups by providing services which expand choices.

OBJECTIVE D: Maintain safe, functional, and healthy neighborhoods by providing services which improve the physical environment, especially in low- and moderate-income areas.

OBJECTIVE E: Provide support services to youth, identifiable low- and moderate-income persons and special population groups* in the community.

GOAL II.

Expand economic opportunities for persons of low- and moderate-income.

OBJECTIVE A: Alleviate physical and economic distress and create viable commercial areas through prevention of the deterioration of commercial districts.

OBJECTIVE B: Stimulate private investment to create and retain employment and entrepreneurial opportunities, especially for low- and moderate-income persons.

*As of this date, HUD defined special population groups as the following: Elderly, Frail Elderly, Severe Mental Illness, Physical Disability, Developmental Disability, Alcohol/Drug Abuse, HIV/AIDS and Victims of Domestic Violence.

Annual vote on Standing Rules

The committee reviewed the “standing rules” including the additions suggested by Donalene Poduska as shown below. These are required to be approved annually.

I want to propose these three amendments to the Standing Rules.

The first two are in current practice and should be in our SR so that they don't get lost in changes of staff and/or committee membership.

1) Members shall include information on the Subcommittee Selection Sheet that indicates any organization(s) that they or their immediate family members are associated with who are current CDBG subrecipients or would possibly apply for funding in the next CDBG fiscal year.

2) Members shall abstain from voting on any recommendation pertaining to the request of any organization(s) that they or their immediate family members are associated with who are requesting CDBG funds. Such should be noted in the minutes of the meeting when the action took place and in the report to City Council.

3) A member shall not serve as an officer or chair of a subcommittee until s/he has been on CAC for one year.

Rationale: *When I attended my third CAC meeting in 1987, nominations for officers were made from the floor. I was nominated for secretary. Before I could say anything, the chair said that I was not eligible because the bylaws stated that a member had to be on CAC for a year before serving as an officer or a subcommittee chair. She said that members need to learn about CAC before accepting any responsibility on the executive committee. When the bylaws were amended to change the term limits on officers, I think that this sentence was left out inadvertently with the reprinting -- the sentence on term limits was the sentence before this one in Article IV, Section 5. Neither I nor another member knowledgeable about parliamentary procedure caught the omission.*

There were questions as to what constitutes “family members”. Also, members requested clarification on whether volunteering for an organization constitutes “associated with” and whether that member must abstain from voting on funding for funding for that agency. Nancy McLaughlin will get clarification from the Law Department and inform CAC members. The vote was postponed until such time as this question is clarified.

Minority Business Report

Nancy McLaughlin presented the Minority Business Report for the period October 1, 2016 – March 30, 2017. During this time period a total of \$484,031 was expended on contracts. Of

this amount \$30,089 or 6% was awarded to minority business enterprises. This is below our historic goal of 27%. It is important to note that our major infrastructure projects are required by codified ordinance to follow a formal competitive bidding process. If these project expenses are pulled out of the equation our MBE percentage is 19%.

There will be an orientation session for all CDBG applicants who wish to attend on June 7 at 10:00 a.m. Application packets will be available that day. Applications are due back to the City by July 17 at 5:00 p.m. Nancy encouraged CAC members to share the information with any organization that might be interested in applying.

Nancy announced that she will be retiring this summer. Her last meeting will be in June and Karen Knittel will be taken over on an interim basis until someone is hired into the position.

With no other business, the meeting adjourned at 8:30.

Stephen Titchenal, Chair

Cory Farmer, Secretary