

DRAFT MINUTES

**CITY OF GLENDALE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MUNICIPAL OFFICE COMPLEX
5850 W. GLENDALE AVENUE
GLENDALE, ARIZONA 85301
APRIL 16, 2020
6:30 p.m.**

MEMBERS PRESENT: Dorlisa Dvorak, Chair
Lisa Baker, Vice Chair
Kirstin Flores
Theodora Hackenberg
Marcia Hopp-Newman
Leslee Miele
Alicia Rubio
Lynda Vescio
Tim Wayne

MEMBERS ABSENT: Elida Feltus
David Giles
Vivian Lizarraga

STAFF PRESENT: Matthew Hess, Revitalization Administrator
Ismael Cantu, CAP Administrator
Jean Moreno, Community Services Interim Director

The meeting was conducted via a Zoom online conference.

1. CALL TO ORDER

Chair Dvorak called the meeting to order at 6:30 p.m.

2. ROLL CALL

Roll taken.

3. CITIZEN COMMENTS

None.

4. APPROVAL OF THE MINUTES

Motion by Committee-member Hackenberg, second by Vice Chair Baker, to approve the February 20, 2020 CDAC meeting minutes as written. The motion carried 9 – 0.

5. OLD BUSINESS

None.

6. NEW BUSINESS

a. Amendment to Community Development Advisory Committee Bylaws

Mr. Cantu announced that the Arizona Department of Economic Security (DES) requires all public Community Action Agencies (CAAs) to maintain a tripartite Advisory Board that is structured as

follows: one-third of members are elected public officials currently holding office or such officials' representatives, at least one-third of members are low-income or have previously been low-income, reside in the service area in which they represent, and have been democratically selected by other low-income representatives residing in the same service area, and the remaining members are representatives of major groups and interests in the community. Mr. Cantu reported that the current bylaws of the CDAC do not reflect this structure. Mr. Cantu stated that on February 11, 2020, City Council approved and adopted Ordinance No. 020-16, which amended Glendale City Code, Chapter 28, Article III by changing the composition of the CDAC from thirteen members to twelve members and establishing a tripartite structure. Mr. Cantu stated the suggested changes to the bylaws, specifically only to Section 1.3, allow for appropriate alignment with Ordinance No. 020-16 and to comply with DES contractual requirements.

Committee-member Miele requested clarification of the term "democratically selected". Mr. Cantu replied that going forward, as vacancies are filled for this one-third of the CDAC, a democratic process would be utilized, for example using another low-income board such as Head Start, to offer a nomination.

Vice Chair Baker asked if any changes in committee-members were needed in order to be in alignment with the Ordinance. Mr. Cantu stated that CDAC is currently in alignment and clarified the number of members was changed to twelve, so that there are one-third of the members representing each category.

Motion by Committee-member Rubio, second by Vice Chair Baker, to accept the proposed changes to the Community Development Advisory Committee bylaws to be in line with City of Glendale Ordinance No. 020-16. The motion carried 9 – 0.

b. City of Glendale, Arizona FY19 Single Audit

Mr. Cantu announced that as part of oversight of all Arizona CAAs funding through CDBG funds, DES requires CAAs to meet a minimum of 80% of the Organizational Standards it developed for Arizona CAAs. Mr. Cantu relayed that Section 8, Standard 8.3, requires that all public CAAs provide their advisory board the most recent single audit from the local government supporting the CAA. Mr. Cantu stated the purpose of this agenda item was to document the receipt of the FY19 City of Glendale, Arizona Single Audit Acts report by the members of CDAC.

Mr. Cantu reported that there were no findings in the audit.

The agenda item was concluded.

c. City of Glendale FY20-22 Community Action Program Community Needs Assessment and Strategic Work Plan

Mr. Cantu announced that as part of oversight of all Arizona CAAs funding through CDBG funds, DES requires CAAs to meet a minimum of 80% of the Organizational Standards it developed for Arizona CAAs. Mr. Cantu relayed that Section 1, Standard 1.3, requires that a statistically valid customer satisfaction survey is conducted at least one time per year which represents the geographic area served and the survey results are analyzed and reviewed by the advisory board. Mr. Cantu stated that Section 3, Standard 3.5 requires that the tripartite advisory body formally accept the completed community assessment. Mr. Cantu stated that Section 6, Standard 6.1, requires that the CAA,

Glendale CAP, has a strategic plan or comparable planning document in place that has been reviewed and accepted by the tripartite advisory body within the past five years.

Mr. Cantu provided the CDAC members with the FY20-22 City of Glendale Community Action Program Community Needs Assessment/Strategic Work Plan, including satisfaction survey results. Mr. Cantu presented detailed information from the report, which included identified service gaps, goals, and the survey results.

Chair Dvorak noted the number of survey respondents of approximately 52 appeared low and asked if this was the traditional response. Mr. Cantu stated the response was low and could be due to the change in method of survey to online and noted that the survey was sent out a little later in the process this time. Mr. Cantu said the intention going forward is to provide the survey to every CAP client on a quarterly basis and to report on the survey quarterly.

Committee-member Rubio stated the plan was a two-year plan and asked if the survey could be conducted annually and the plan revised to include those changes. Mr. Cantu replied he would like to conduct ongoing surveys and stated that suggestions for questions were encouraged. Committee-member Rubio said she was impressed with the survey and ease of answering the questions. Committee-member Rubio stated it would be interesting to see how responses change as barriers are removed or change and would like to see more real time comments from the respondents. Committee-member Rubio was pleased to see that staff was open to ongoing surveys.

Committee-member Hopp-Newman suggested sending the survey link to customers any time a communication goes out to clients, with a phrase such as “Help us improve Glendale.”

Mr. Cantu noted that typically the Committee would vote to approve the Strategic Plan, however, this agenda item was posted for information only, not voting. Mr. Hess confirmed the item then could not be voted on at this meeting. Mr. Cantu stated the meeting minutes will reflect that the item was discussed and if this was not acceptable with DES, the item will be brought back to CDAC for a vote.

d. CAP Third Quarter Expenditure Report

Mr. Cantu stated that CDBG recipients are required to administer their programs in accordance with the Organizational Standards set by the national Community Action Partnership. Mr. Cantu stated that Organizational Standards 4.4, 5.9, 6.5, 8.7, and 8.9 all require regular reporting to the advisory committee on issues of finances, outcomes, and performance a minimum of four times annually. Mr. Cantu provided the CDAC with a summary of the FY20 Third Quarter, July 1, 2019 to March 31, 2020, expenditures for review and comment.

Committee-member Hackenberg inquired as to what would happen when the \$50,000 water bill assistance fund runs out. Mr. Cantu replied that staff would keep an eye on this and hopefully, with the new fiscal year, additional funding would be allocated.

Committee-member Rubio asked if the City was receiving additional CDBG funds due to COVID-19. Mr. Cantu replied that this matter would be discussed during an upcoming agenda item.

The agenda item was concluded.

e. City of Glendale, Arizona Whistle-Blower Policy and Training

Mr. Cantu announced that as part of oversight of all Arizona CAAs funding through CDBG funds, DES requires CAAs to meet a minimum of 80% of the Organizational Standards it developed for Arizona CAAs. Mr. Cantu relayed that Section 7, Standard 7.7, requires that all public CAAs provide a copy of any existing local government whistle-blower policy to members of the tripartite board/advisory body at the time of orientation.

Mr. Cantu provided the CDAC members with a copy of City of Glendale HR Policy No. 513, which included reference to whistle-blower as well as the revised Government Services Committee Board and Commission Policy, which established a uniform process for the training of new board and commission members, including whistle-blower training. Mr. Cantu stated that the City intends to develop a policy more specific to board members, as the current one is more general. Mr. Cantu reported that the boards and commission training did not include whistle-blowing, however, the training will be changed in the future to include whistle-blowing and confidentiality.

Chair Dvorak asked if the training was done for all Commissioners. Mr. Cantu explained that it is offered at orientation, and if a Commissioner has already had training, this portion may be offered retroactively.

Mr. Hess announced that Ms. Stephanie Small was no longer with the City of Glendale and Ms. Jean Moreno is currently serving as the Interim Community Services Director as well as in her existing position of Director of Organizational Performance. Ms. Moreno gave a brief background of herself and stated she was looking forward to serving in this new capacity.

f. 2020-2024 HUD Consolidated Plan & 2020-2021 Annual Action Plan

Mr. Hess provided an update on the 2020-24 HUD Consolidated Plan and 2020-21 Annual Action Plan, which included the following information:

- The City will receive additional CDBG funding due to the CARES Act as put in place on March 27th by the President.
- The City will receive an additional \$1.5 million in CDBG funds and an additional \$750,000 in ESG funds.
- The decision has been made to withhold submission of the Consolidated Plan and the Annual Action Plan until the best use of these additional funds has been determined.
- The City has been conducting internal discussions regarding the COVID-19 approach.
- The State of Arizona has allocated approximately \$100 million to a variety of services and the City is waiting to see the impact of the state funding.
- According to the HOME Consortium, the City must submit its Consolidated Plan and Annual Action Plan at the same time. The members of the Consortium agreed that July 15th would be the deadline by which all questions and discussions would be taken to the respective Consortium member Councils.

Committee-member Rubio expressed concern about school children who may not have the technology for remote learning as is now required due to COVID-19 and suggested using funds for this need. Committee-member Hopp-Newman reported that chrome books have been distributed to students in need in the Glendale Union High School district, Cox Cable has added two months of free internet access for those who qualify, all teachers are expected to work online with the students, and a very good plan was put in place. Committee-member Miele reported that chrome books were distributed to

all families who needed them and Cox was providing free internet to those in need at Title 1 schools. Committee-member Miele also shared information on the meals that have been distributed to the school children. Committee-member Rubio was pleased to hear that the school districts have fast-tracked the procurement process for these technology needs. Mr. Hess commended the work of the school districts.

Mr. Hess stated staff will confer with Council regarding plans for the additional funding and will bring back the agenda item to the CDAC at a later date.

7. COMMITTEE-MEMBER COMMENTS AND SUGGESTIONS

None.

8. NEXT MEETING

The next regular meeting of the Community Development Advisory Committee will be held on May 21, 2020 at 6:30 p.m.

9. ADJOURNMENT

Motion by Committee-member Hopp-Newman, second by Committee-member Rubio, to adjourn the meeting at 7:26 p.m. Motion carried 9 – 0.

Respectfully submitted,

Denise Kazmierczak