

DRAFT MINUTES
CITY OF GLENDALE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
VIRTUAL MEETING
MAY 20, 2021
6:30 p.m.

MEMBERS PRESENT: Lisa Baker, Chair
Leslee Miele, Vice Chair
Kelly Carbello
Elida Feltus
Kirstin Flores
David Giles
Theodora Hackenberg
Vivian Lizarraga
Ezekiel Ojo
Elizabeth “Cooki” Peverini
Alicia Rubio

MEMBERS ABSENT: Abby Vick

STAFF PRESENT: Jean Moreno, Director, Community Services Director
Ismael Cantu, CAP Administrator
Donald Paredez, Housing Administrator
Trilese DiLeo, Community Revitalization
Monica Schroeder, Administrative Support Specialist
Michelle Yates, Community Engagement Manager
Pam Bridge, Community Legal Services

The meeting was conducted via Zoom online.

1. CALL TO ORDER

Chair Baker called the meeting to order at 6:32 p.m.

2. ROLL CALL

Roll taken. Introductions were made.

3. CITIZEN COMMENTS

No comments received. No citizens present.

4. APPROVAL OF THE MINUTES

Motion by Committee-member Peverini, second by Committee-member Hackenburg, to approve the March 18, 2021 CDAC meeting minutes with a change to include Commissioner Peverini to the Members Present section. The motion carried 11 – 0.

5. OLD BUSINESS

None.

6. NEW BUSINESS

a. Community Legal Services Assistance to Glendale Residents

Ms. Pam Bridge of Community Legal Services gave an overview of the services offered by the non-profit agency to the City's low-and-moderate income residents. Highlights of the presentation include the following:

- Service Area
 - Counties: Maricopa, Yavapai, Mohave, La Paz, Yuma
- Eligibility
 - Low income families and individuals 125% of the federal poverty line (higher for veterans with tax issues and victims of domestic violence)
 - Legally in the United States (besides victims of domestic violence and is case related)
- Areas of Practice
 - Health and Economic Stability Unit
 - AHCCCS, ALTCS
 - SSI/SSDI
 - SNAP (food stamps)
 - Employment, Tax, and Farmworker Law
 - Set Asides of Criminal Convictions
 - Wage and hour
 - Discrimination
 - Unemployment Insurance
 - Farmworker Employment Issues
 - Federal Tax Issues
 - Housing Law
 - Tenants rights in evictions
 - Foreclosure
 - Habitability
 - Discrimination
 - Family Law
 - Divorce, Custody, and Modifications
 - Emphasis on Domestic Violence
 - Family Law Assistance Project
 - Guardianship
 - Probate Lawyers Assistance Project
 - Consumer Law
 - Student Loans
 - Debt collection
 - Contract violations
 - Car buying and repair
- How to Reach Us
 - Phone 602-258-3434
 - www.azlawhelp.org/accesstojustice.cfm
 - www.clsaz.org

Committee-member Flores inquired if individuals had to apply for a free 30-minute consultation. Ms. Bridge replied that a person only needed to call for the consultation, however, if they could afford to pay the \$40.00 for the thirty-minutes, they would be asked to do so.

Mr. Cantu asked for confirmation that legal status did not need to be proven for domestic violence assistance. Ms. Bridge confirmed.

Committee-member Rubio inquired about the free Friday legal sessions. Ms. Bridge replied that the information was posted on the agency's website. Committee-member Rubio asked if bi-lingual attorneys were available. Ms. Bridge replied in the positive. Committee-member Rubio noted that she knew of Community Legal Services, however, learned more about the agency at this meeting.

Ms. Moreno relayed that Ms. Bridge and Community Legal Services have been generous to the City of Glendale and City staff appreciated their partnership and service to the community.

b. Recommendations for Chair and Vice Chair Positions

The Committee is required to recommend a new Chair and Vice Chair for FY2021-22.

Motion by Vice Chair Miele, second by Committee-member Rubio, to recommend Committee-member Baker as Chair of the CDAC for FY2021-22.

Committee-member Baker accepted.

Motion by Committee-member Rubio, second by Committee-member Flores, to recommend Committee-member Miele as Vice Chair of the CDAC for FY2021-22.

Committee-member Miele accepted.

No other recommendations were made. A roll call vote was taken for both motions.

Both motions carried 11 – 0.

c. Annual Retreat and Goal Setting

Ms. Moreno facilitated discussion on the upcoming CDAC Annual Retreat.

Ms. Moreno asked if there was Committee consensus to continue to advance the current CDAC goals, as set by the August 2020 retreat:

1. Increase affordable housing options and total units.
2. Improve new member orientation for CDAC.
3. Improve the grant solicitation, review, and award process to ensure strategic alignment with City Council.
4. Improve performance reporting for programs and sub-recipient contracts.

No opposition was voiced. Ms. Moreno confirmed consensus.

Ms. Moreno asked if there were any specific topics the Committee would like to discuss at the upcoming Annual Retreat.

- Vice Chair Miele suggested a review of what has been achieved so far regarding the goals, an update on affordable housing, an update on COVID Small Business Assistance, and next steps for advancing the goals next year.
- Committee-member Rubio concurred with Vice Chair Miele's suggestions.
- Ms. Moreno suggested potentially touring a Public Housing unit that was remodeled for ADA compliance.
- Vice Chair Miele suggested a presentation from the Director of CASS.
- Chair Baker suggested information on how a CAP staff member was trained to process a housing assistance application.

- Committee-member Rubio suggested a presentation on legal issues regarding the homeless, such as what the police can or cannot do.

No opposition was voiced to holding the retreat on a Saturday morning. Ms. Moreno will coordinate a specific date.

d. FY2020-21 3rd Quarter Report – Grant Programs

The purpose of this item is for staff to provide an overview of FY2020-21 Third Quarter expenditures, performance, and general operational updates related to the grant-funded programs administered by Community Services divisions including Community Action Program, Housing Administration, and Community Revitalization.

Mr. Cantu gave a presentation on the Community Action Program (CAP), which included information on the following:

- Expenditure Overview – through 3rd Quarter FY2020-21
 - Households Served: 2,235
 - Services Provided: 9,671
 - Assistance Provided: \$10,269,692
 - Percent Expended: 58%
 - Funds Available: \$7,429,247
- Details on Housing Assistance Programs and Utility Assistance Programs were provided.
 - 3 new full-time positions approved for FY21-22
 - Emergency Rent Assistance Program
 - ERA-1: \$7,678,833.50 received
 - ERA-2: \$6,075,901.60 applied
 - Will carry over into next fiscal year
 - Additional Allocations Expected
 - LIHEAP energy assistance
 - LIWAP water assistance

Mr. Cantu gave a presentation on the Public Housing and Housing Choice Voucher Programs, which included information on the following:

- Expenditure Overview – through 3rd Quarter FY2020-21
 - Public Housing: \$1,041,709
 - Housing Choice Vouchers: \$9,332,832
 - Percent Expended: 77%
 - Funds Available: \$3,016,191
- A Performance Overview for Public Housing and Housing Choice Voucher Programs was provided.
- Operational Updates
 - Foster Youth to Independence Program
 - 10 Leased
 - 5 Issued, Pending Leas3
 - 5 Referrals Pending
 - Care basket distribution
 - Emergency Housing Voucher Program
 - Administrative Plan Improvements

Ms. Moreno stated that a lot of work would have to go into the Emergency Housing Voucher Program, however, City staff was probably ahead of the curve in relation to other cities. Ms. Moreno stated vouchers would be issued through a referral process via the Maricopa Continuum of Care and City staff has a goal of issuing 100% of vouchers within four months. Ms. Moreno expressed pride in the hard work of staff.

Ms. Carbello asked how a person would know to access the Maricopa Continuum of Care to obtain a voucher referral. Ms. Moreno replied staff was working out the details for this specific program and provided examples of referral processes for existing programs.

Ms. DiLeo gave an update on the Community Revitalization Department.

Vice Chair Miele commented on how all that staff and the Committee have been working on was coming to fruition. Vice Chair Miele applauded Ms. Moreno and all staff for engaging the sub-committees and including input from the sub-committees. Vice Chair Miele thanked staff for taking feedback from the CDAC and sub-committees and making the feedback come alive. Chair Baker concurred.

7. DIRECTOR'S REPORT

Ms. Moreno gave a report, which included the following information:

- Care Portal: This is an opportunity to connect a need from our community with a faith-based organization.
- Ms. Yates participated in a hosted event in downtown Glendale to provide resources to CAP clients.
- Ms. Yates has been working with Sleep In Heavenly Peace, an organization that builds beds for children who do not have a bed to sleep in. The City of Glendale will partner with this agency via the Cares Portal.

Ms. Yates stated that she will be recruiting volunteers to build beds for Sleep In Heavenly Peace and hoped to see the Committee-members participating.

8. COMMITTEE MEMBER COMMENTS AND SUGGESTIONS

None.

9. NEXT MEETING

The next regular meeting of the Community Development Advisory Committee will be held on June 17, 2021 at 6:30 p.m., virtually or in conference room B-3 of the Municipal Office Complex, located at 5850 W. Glendale Ave., Glendale, Arizona 85301.

10. ADJOURNMENT

Motion by Committee-member Rubio, second by Committee-member Peverini, to adjourn the meeting at 8:11 p.m. Motion carried 11 – 0.