

**DRAFT MINUTES**  
**CITY OF GLENDALE**  
**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**  
**VIRTUAL MEETING**  
**JUNE 16, 2022**  
**6:30 p.m.**

MEMBERS PRESENT: Lisa Baker, Chair  
Leslee Miele, Vice Chair  
Kelly Carbello  
Kirstin Flores  
David Giles

MEMBERS ABSENT: Theodora Hackenberg  
Ezekiel Ojo

STAFF PRESENT: Jean Moreno, Director, Community Services Director  
Matthew Hess, Revitalization Administrator  
Ismael Cantu, CAP Administrator  
Heather Grant, Administrative Support Specialist

**1. CALL TO ORDER**

Chair Baker called the meeting to order at 6:45 p.m.

**2. ROLL CALL**

Roll Call was taken.

**3. CITIZEN COMMENTS**

No comments were received via email or voicemail.

**4. APPROVAL OF THE MINUTES**

**Motion by Committee-member Giles, second by Vice Chair Miele, to approve the February 17, 2022 minutes of the Community Development Advisory Committee as written. The motion carried 5 – 0.**

**5. OLD BUSINESS**

None.

**6. NEW BUSINESS**

**a. Bi-Annual By-Law, Conflict of Interest, and Training Requirements**

Mr. Cantu announced that Community Services Block Grant (CSBG) funding received by the City required several reporting and performance standards. He said that CSBG recipients must provide certain documentation and training to members of their Tripartite Board at least once every two years. He relayed that Glendale's CDAC functions as the Tripartite Board and as such, the CDAC members must:

1. Receive a copy of the committee bylaws; and
2. Sign a conflict-of-interest policy; and
3. Receive training regarding Board member duties

Mr. Cantu relayed that in order to comply with the requirements:

1. The Committee-members were provided with a copy of the committee bylaws in the agenda packet for tonight's meeting.
2. Staff will email an acknowledgement of receipt of the conflict of interest policy provided to each member at tonight's meeting that can be electronically signed and returned via email.
3. The CDAC will view Why Are You Here? at tonight's meeting. This video was created by Community Action Program Legal Services, Inc. (CAPLAW) and provides a brief overview of the role and function of the Community Action Agency Tripartite Boards.

The Committee viewed the training video.

#### **b. CAP Programmatic Update**

Mr. Cantu provided a briefing on the Glendale Community Action Program (CAP), which included the following highlights:

- CAP recently received \$7 million from the Treasury and is on pace to have it expended by the end of September.
- The department has expanded to thirty employees during the COVID period, which are mostly temporary employees. Measures have begun to decrease staff and so far, seven people have found other positions with the City.
- Assistance vouchers will now be handled via an online portal. This is a change to how CAP has been running for the last forty years.

Ms. Moreno explained that CAP's delivery service model was being changed and will include the development of a success coaching program. She said coaching will be used to assist clients with achieving goals. She relayed that staff was working on the framework now and anticipated presenting a plan to CDAC in August. She stressed that poverty in Glendale needs to be reduced as it was too high. She displayed and explained the statistics on the CAP performance dashboard.

Ms. Moreno announced that for FY2022, approximately \$22 million was expended through June 15, 2022, with 5,721 unique households served and 24,438 services provided. She reported that approximately \$20 million was expended on housing and \$2 million on utility assistance. She announced that the sunset of ERA1 occurs September 30, 2022, the City received \$6.2 million for the first phase of ERA2, and staff will look for the opportunity to request additional ERA2 funds.

Mr. Cantu reported that the City received approximately \$303,000 in CSBG Cares funds, which was used to provide diapers for the Family Hub, heat relief for the homeless, creating totes for the homeless, and the purchase of graphic calculators for Glendale High School.

Committee-member Carbello asked for further clarification of the new software program. Ms. Moreno said the program would be discussed further in the agenda. Ms. Moreno relayed that the Success Coaching part of the technology program would be used for client goal setting and achievement and tracking of progress; with the goal of getting people into homeownership to build equity. Ms. Moreno said staff was developing a list of community resources and connections.

Committee-member Carbello asked if staff was utilizing peers to review the new program. Ms. Moreno said that staff was working with Maricopa County, as it implemented this type of program

pre-pandemic. Ms. Moreno explained staff adopted what it could from the county's program and the county has offered training.

**c. CDAC Meeting Schedule and Preferences**

Mr. Hess recalled that at the January 20, 2022 CDAC meeting, Committee-member Carbello requested a future discussion on changing the schedule of the CDAC meetings. Mr. Hess relayed a change would require an amendment to the by-laws, which would be requested through a formal vote of five or more members. He explained, if passed, the recommendation would be sent to the Government Services Committee (GSC) for review and possible action. The GSC's next meeting is August 2, 2022. Mr. Hess announced Council approved the reduction in the number of CDAC members from twelve to nine.

The committee-members discussed potential time and date changes.

**Motion by Committee-member Carbello, second by Committee-member Giles, to recommend changing the time of the Community Development Advisory Committee monthly meetings to 5:30 p.m. with the date remaining on the third Thursday of the month. The motion carried 5 – 0.**

Mr. Hess said the recommendation will be given to the GSC and if approved, would be in effect for the September 2022 CDAC meeting.

**d. Annual Retreat and Goal Setting**

Ms. Moreno announced that the CDAC typically held its retreat in July or August. She explained the primary purpose of the retreat was to set goals and receive training on various topics. She stated that she would like invite a trainer from ROMA, which was a process improvement cycle used by community action agencies for use with community action boards. She relayed there would be new members appointed to fill CDAC vacancies, but was not sure of the timing. Ms. Moreno looked into the possibility of a sub-committee to work on a retreat agenda; however, this was not included in the scope of subcommittee duties approved in the CDAC ordinance. She facilitated discussion on suggestions for the retreat.

Committee-member Flores said she liked the tour that was taken at the last retreat.

Vice Chair Miele announced she would like to include a presentation on the Five Protected Factors that Build Strong Families, which provided information on how to build sustainability. She said she has a contact that could provide the training.

Committee-member Carbello recommended a presentation on Community Prevention, Protection, and Partnerships, which provided information on situational awareness and preparedness.

Location possibilities for where the meeting could be held were discussed.

Ms. Moreno achieved consensus on a general retreat agenda of a facility tour, goal setting, and training and will prepare an agenda based on the suggestions provided.

**e. Revitalization Division Update**

Mr. Hess provided an update on the Revitalization Division's progress on the following projects and programs undertaken in FY2022-23:

- Oracle Grants Management Technology Update: A soft launch of the program was done. The program will be used for grant applications, spending tracking, and contract management. In FY24, agencies will be able to apply for grants in the system and scoring will be done in the system via a matrix. Two orientation meetings are scheduled for the subrecipients; July 20<sup>th</sup> in the morning at the main library and September 8<sup>th</sup> in the morning at Foothills Library. The Committee-members were welcomed to attend. The training will also be taped for viewing at any time. Success Coaching will be another module to the program. The program will include tracking of KPI's as well.
- 2022-23 HUD Annual Action Plan: Council approved the AAP in April. The final allocation from HUD for Public Services was 4% lower than anticipated and the decrease was prorated across all awards. The final AAP will be submitted to HUD next week.
- HOME-ARP Allocation Plan: A needs assessment was completed for this \$2.8 million funding. Approximately \$2 million will be awarded to CASS for the Homelessness Master Services Agreement (MSA) and \$650,000 will be retained for Success Coaches. The City will submit the funding agreements as soon as possible because the MSA will be running out of funding this fall.
- Cesar Chavez Foundation Affordable Housing Project: A history of the project was shared. The project will include 80 units at 50% AMI or below, should be completed in the spring, and leased up in the fall.
- Centerline Affordable Housing Project: The project will include approximately 360 units at 67<sup>th</sup> Avenue just south of Glendale Avenue and will be built by Gorman Construction. It is the first development to receive state tax credits. A tour will be scheduled for Council and the CDAC will be invited as well. The project is currently in the environmental review phase.
- Physical Improvement Program: Phase 1 of the Café Lighting Project, along Glendale Avenue between 58<sup>th</sup> Avenue and 58<sup>th</sup> Drive, was completed and a formal lighting ceremony will be held on June 30<sup>th</sup> at 7:30 p.m. Phase 2 is in design. Council gave consensus to upgrade a number of ramps to ADA standards, from Glendale Avenue to Orangewood and 59<sup>th</sup> Avenue to 51<sup>st</sup> Avenue. This will not include arterial streets. The contractor will begin work at the end of July and the project will take approximately eight to ten weeks.
- Workforce Development Program: An agreement was in place with Maricopa County for workforce development at the Glendale Community Center; however, there were recruitment challenges. Phoenix Rescue Mission has a workforce component within Glendale Works and an agreement with the same scope will be put in place with Phoenix Rescue Mission instead.
- Pandemic Small Business Assistance Program: CBDG Cares Act funding was awarded to Chicanos Por La Causa, which has given grants to approximately 27 businesses in Glendale. The agency is re-opening a second phase of its grant program in order to expend the remaining funds.
- Home Repair Program: Ongoing.
- Tenant-Based Rental Assistance Program: Approximately 50 households received vouchers and approximately 36 are housed and 14 are looking for units.
- Landlord Liaison Program: The new liaison was hired and is currently working with landlords.
- Homelessness Master Services Agreement: Approximately 667 people were housed or diverted from homelessness. The program has seen good success.

Mr. Hess reported that the City's Consolidated Annual Performance and Evaluation Report (CAPER) is the division's formal annual report to HUD for CDBG and ESG funding is due to HUD by September 30, 2022. The CDAC will be provided with the draft report and there will also be a public commentary period.

**f. CDAC Training**

Ms. Moreno noted that suggestions for training topics were previously discussed earlier in the meeting. She asked Committee-members to send staff any additional suggestions for topics.

**7. DIRECTOR'S REPORT**

Ms. Moreno gave the Director's Report, which included the following information:

- The City's FY22-23 Budget was adopted on Tuesday, June 14<sup>th</sup>. Community Services received a \$134,000 ongoing contribution from the General Fund for the Glendale Works Program, which is a testament to Councils' belief in the program. Scottsdale and Phoenix are looking at implementing similar programs.
- An Assistant Director position was newly established for the department. Recruitment will be done this summer.
- A temporary position for the Community Engagement Program was newly opened.
- Recruitment was underway to fill CDAC vacancies.
- Mr. Donald Paredez, former Housing Administrator, accepted a position with the City of Tucson. Ms. Karen Mofford will serve as Interim Administrator until the position is permanently filled.
- A new Human Service Coordinator position has been established to oversee the MSA and other programs. The position was filled by an internal candidate who will soon start in the new role.
- CAP Oracle Program: Staff is working with the Phoenix arm of the Arizona@Work job fairs.
- At the Arizona legislature, a subcommittee over the summer will study zoning and affordable housing and how to provide more of it. Ms. Moreno has been asked to serve on this subcommittee.
- Senate Bill 1581 would allocate \$50 million in one-time funds for temporary housing for the homeless and has been posed as sanctioned camping sites. The City would not support this type of housing, but would support temporary or bridge housing which would allow work with CASS and other agencies to appropriately shelter individuals.
- The Glendale Employee Network will conduct four projects annually. These are projects by which Glendale employees give back to the community. Recent projects include Adopt-A-Family, a pillow drive for Sleep in Heavenly Peace, the Homeless Hope Totes Drive, and a school drive benefitting GESD schools.

**8. COMMITTEE MEMBER COMMENTS AND SUGGESTIONS**

Vice Chair Miele thanked Ms. Moreno, staff, and Glendale employees for putting together the school supply drive and thanked Mr. Cantu for coordinating the diaper donation program.

Committee-member Giles asked if the reduction of CDAC members from twelve to nine was due to attrition. Ms. Moreno explained it was through attrition, expiring positions, and vacancies. She relayed the ordinance was passed under an emergency in order to have quorum for tonight's meeting as the CDAC has not had quorum for the last three meetings.

**9. NEXT MEETING**

The next regular meeting of the Community Development Advisory Committee will be held on July 21, 2022 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 Giles, second by Vice Chair Miele, to adjourn the meeting at 8:46 p.m. Motion carried – 0.**

The Community Development Advisory Committee meeting minutes of February 17, 2022 were submitted and approved this 16th day of June, 2022.

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Denise Kazmierczak  
Recording Secretary