

**DRAFT MINUTES**

**CITY OF GLENDALE  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
GLENDALE COMMUNITY CENTER  
5401 W. OCOTILLO ROAD  
GLENDALE, AZ 85301  
AUGUST 27, 2022  
8:45 a.m.**

MEMBERS PRESENT: Lisa Baker, Chair  
Leslee Miele, Vice Chair  
Kirstin Flores  
David Giles  
Theodora Hackenberg

MEMBERS ABSENT: Kelly Carbello  
Ezekiel Ojo

STAFF PRESENT: Jean Moreno, Director, Community Services Director  
Matthew Hess, Revitalization Administrator  
Ismael Cantu, CAP Administrator  
Karen Mofford, Housing Supervisor  
Trilese DiLeo, Revitalization Grants Supervisor  
Heather Grant, Administrative Support Specialist

**1. CALL TO ORDER**

Chair Baker called the meeting to order at 8:50 a.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 June 16, 2022 minutes of the Community Development Advisory Committee as written. The motion carried 5 – 0.**

**5. OLD BUSINESS**

None.

**6. NEW BUSINESS**

**a. Results Oriented Management and Accountability (ROMA) Training for Boards  
Presented by: Dr. PJ Davis, Certified National Trainer (virtually)**

**Motion by Committee-member Giles, second by Committee-member Hackenberg, to table the ROMA Training agenda item to a future meeting due to technical issues with the virtual presentation. The motion carried 5 – 0.**

**b. Recommendations for Chair and Vice Chair Positions**

Committee-member Flores asked if the current Chair and Vice Chair, Committee-members Baker and Miele, respectively, were willing to continue to serve in these roles. Committee-members Baker and Miele agreed.

**Motion by Committee-member Flores, second by Committee-member Hackenberg, to re-appoint Committee-member Baker as Chair and Committee-member Miele as Vice Chair of the Community Development Advisory Committee. The motion carried 5 – 0.**

**c. Annual Goal Setting**

Ms. Moreno gave a presentation on goal setting for CDAC for FY22-23, which included the following information:

- Current Goals and Accomplishments
  - Increase Affordable Housing
    - Project Based Vouchers
      - HUD approved action plan in July
      - Expect to make awards this year
    - Affordable Developments
      - 1,269 units either already constructed or in process of development
      - Dominion, 605 units
      - Gorman, 368 units (eligible for project based vouchers)
      - Mercy, 144 units (eligible for project based vouchers)
      - Cielo Apartments, 80 units
      - Bethany Crossing, 72 units
  - Improve New Member Orientation
    - Subcommittee Discussions
      - Focus on CDAC purpose and role, less City processes
      - Overview of all funding sources
      - Individual division contributions
      - Review planning documents (CDAC ‘road map’)
      - High level accomplishments
      - Varied educational opportunities
  - Improve Grant Process
    - Glendale Connect implementation underway
    - Council-approved investment opportunities
  - Improve Performance Reporting
    - Focus has been on implementation of Glendale Connect
    - Continued use of CAP dashboard for internal monitoring
    - Intend to scope some projects with Organizational Performance for public-facing dashboards
- Department Strategic Objectives
  - Mission: We build community through impactful services.
  - Vision: We are the national model for innovative community services.
  - Our Organization:
    - Increase Staff Training
  - Our Processes:

- Improve Policies and Procedures
  - Decrease Processing Time
  - Increase Community Education
- Our Finances
  - Increase Flexible Funding
  - Improve and Increase Partnerships
- Our Community:
  - Improve Community Outcomes
- CDAC Functions
  - To advise, counsel, and aid the City in developing, implementing, and evaluating the City's community development block program.
  - To advise, counsel, and aid the City regarding rules, regulations, and policies governing the maintenance and operation of housing programs and proposals for development of additional housing.
  - To advise, counsel, and aid the City in developing, implementing, and evaluating the City's Community Action Program and community needs assessment.

Chair Baker asked how training would be administered to existing members. Ms. Moreno replied that training could be held by watching a video and conducting training outside of a meeting or inside of a meeting while being mindful of the agenda. Chair Baker indicated having training during a meeting would be beneficial to the public as well.

Vice Chair Miele suggested a document listing funding sources and acronyms and how all of the different City departments connect.

Committee-member Flores asked if the number of CDAC members had been reduced. Ms. Moreno replied in the positive and said the number was reduced due to the challenges achieving quorum. She said there are now nine members on the Committee and the tripartite was still maintained.

Chair Baker suggested having an opportunity for committee-members to come into the office and shadow staff in housing and other areas.

Mr. Hess stated that Glendale Connect was the Oracle project. He explained that if a grant application was approved, the system would track the grant project through the whole process. Ms. Moreno said an agenda item would be scheduled to show the Committee the new system.

Ms. Moreno and Mr. Hess facilitated a brainstorming session and discussion on goal topics for the upcoming year for the Committee. Various topics of focus and concern were expressed by committee-members, including but not limited to, the following:

- Sustainable and affordable housing
- Rental and eviction assistance
- Homeless navigation, shelter, mental health, and addiction assistance
- Spread out affordable housing, geographic disbursement
- Continue to look at CDAC accomplishments and training opportunities
- Lack of funding to cover requests
- Generate more funding and grant opportunities

- Importance of new Committee-member orientation
- Foster client desire for self-improvement and self-sufficiency
- Pay-It-Forward approach
- Inspire to aspire
- Increase the amount of quality accessibility to a variety of housing options
- Advertise community services so people are aware of availability
- Build family resilience
- Programs for vulnerable populations

Ms. Moreno suggested narrowing the focus to two goals for the upcoming year and facilitated discussion.

**Motion by Vice Chair Miele, second by Committee-member Giles, to adopt the following two goals for the CDAC for this year:**

- **Housing: Diversity and Sustainability**
- **Funding: Diversity and Partnerships**

**The motion carried 5 – 0.**

## **7. DIRECTOR'S REPORT**

Ms. Moreno announced there was no report.

## **8. COMMITTEE MEMBER COMMENTS AND SUGGESTIONS**

None.

## **9. NEXT MEETING**

Consensus was obtained from the Committee to hold the September meeting in person.

The next regular meeting of the Community Development Advisory Committee will be held on September 15, 2022 at 5:30 p.m. 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 Hackenberg, second by Committee-member Giles, to adjourn the meeting at 10:55 a.m. Motion carried 5 – 0.**

The Community Development Advisory Committee meeting minutes of June 16, 2022 were submitted and approved this 27th day of August, 2022.

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Denise Kazmierczak  
Recording Secretary