

DRAFT



MINUTES

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MUNICIPAL OFFICE COMPLEX
CONFERENCE ROOM B-3
5850 W. GLENDALE AVE.
GLENDALE, ARIZONA 85301**

**MARCH 16, 2023
5:30P.M.**

1. CALL TO ORDER

Chair Baker called the meeting to order at 5:43 p.m.

2. ROLL CALL

Roll Call was taken.

Present: Lisa Baker, Chair
Kelly Carbello, Committee Member
Kirstin Flores, Committee Member
David Giles, Committee Member
Theodora Hackenberg, Committee Member
Carlos Vargas, Committee Member
Moises Gallegos, Committee Member
Brandon Hiller, Committee Member (arrived during agenda item 6d)

Absent: Leslee Miele, Vice Chair

Also Present: Matthew Hess, Community Revitalization Administrator
Ismael Cantu, Community Action Program Administrator
Karen Mofford, Housing Administrator
Yolanda Poole, Administrative Support Specialist

3. CITIZEN COMMENTS

No comments were received via email or voicemail.

4. **APPROVAL OF THE MINUTES**

Motion by Committee-member Hackenberg, second by Committee-member Giles, to approve the February 16, 2023 minutes of the Community Development Advisory Committee as written. The motion carried 7 – 0. [Committee-member Hiller was not yet present.]

- a. Community Development Advisory Committee Minutes of February 16, 2023.

5. **OLD BUSINESS**

None.

6. **NEW BUSINESS**

a. **Public Hearing: FY 2023-24 Annual Housing Plan, Housing Administration, and ACOP Changes and Capital Fund Five Year Plan.**

Ms. Mofford gave a presentation on the FY2023-24 Annual Housing Plan, Housing Administration and ACOP Changes and Capital Fund Five-Year Plan.

Committee-member Carbello inquired about the roll of Mercy Care. Ms. Mofford explained that Mercy Care provided wrap-around services, mainly with seniors.

There were no public comments.

Ms. Mofford closed the Public Hearing for public Comment at 5:58 p.m.

- a. • Public Hearing - FY 2023-24 Annual Housing Plan, Housing Admin and ACOP Changes and Capital Fund Five Year Plan. For information, discussion and to conduct a public hearing.

b. **CAP Plan/Organizational Standard 4.4.**

Mr. Cantu gave a detailed presentation on the Annual CAP Plan. He announced that as part of the plan, staff would like to recruit up to four success coaches. He relayed staff was in the final phases of providing the necessary documents to allow for additional recruitment.

Committee-member Gallegos inquired about any impact from the changes with LIHEAP. Mr. Cantu said that LIHEAP did not lead into more case management and explained the LIHEAP changes.

Mr. Cantu announced that the CAP Resource Fair and Job Fair will be held on April 15, 2023 at Glendale Community College.

Committee-member Flores asked how success would be measured.

Mr. Cantu said he was working on his proposal of several KPI's, which could include achieving a livable income, raising household income, saving money, obtaining some sort of certification, or taking a career readiness program.

Committee-member Carbello inquired about other programs staff reviewed when designing the case management program. She also asked what was considered as participation.

Mr. Cantu noted people may say they want to participate, but the goal was to get people engaged for a period of time so they come out of the timeframe better than when they began. He indicated staff would like to hire a low-level Customer Service Representative to support the coaches. He said as long

as people were moving forward, the coaches would continue to work with them.

Committee-member Gallegos asked if staff was using a self-sufficiency matrix. He noted that WACOG agency that was creating a Community Resource Navigator and explained how the person would network.

Mr. Cantu indicated staff used the same matrix as WACOG.

The agenda item was concluded.

c. CAP Budget and Program Adjustments/Organizational Standard 8.9, 9.3.

Mr. Cantu announced the FY2023 award for CBDG funding to CAP was \$213,000. He indicated staff's intention was to request \$121,000 to be converted into voucher funds to supplement the very limited rent assistance resources, as well as utilize as much as \$20,000 for professional and contractual services to help complete the 3-year Community Needs Assessment, a requirement for Community Service Block Grant recipients. He relayed staff was currently negotiating with ASU to develop a scope of work. He estimated the assessment would be completed by the end of May 2023.

Committee-member Carbello asked about the partners in the CAP event at Glendale Community College. Mr. Cantu said Ms. Poole will send a flyer to the committee-members. He said there would be high schoolers volunteering at the event. He announced some of the partners as the City of Phoenix, the City of Glendale, Valleywise, healthcare vendors, and utility partners. He relayed there would be raffles and prizes as well.

Committee-member Vargas asked if there would be a follow-up component for the case management program, such as a mentorship element. Mr. Cantu said there would be weekly check-ins, either by phone or in person.

Committee-member Vargas suggested the use of a mentor, such as someone who has gone through a similar type of program, in addition to a case worker. He said a mentor would be a different type of relationship.

Mr. Cantu took note of the suggestion. He indicated that Mr. Hess will be looking for success coaches who have a lean towards homelessness.

Committee-member Gallego suggested staff partner with others doing the same type of work for the Community Needs Assessment in order to achieve cost savings. Mr. Cantu agreed and stated that he did inform ASU that the West Side Head Start was willing to share information. Mr. Cantu noted that other agencies are willing as well, however, the timing of their reports and information are sometimes different.

d. CDAC New Member Onboarding Process.

[Committee-member Hiller entered the meeting during the agenda item.]

Mr. Hess announced Committee-member Hiller and Committee-member Vargas were newly appointed to the Committee.

Mr. Hess presented the recommendations from the CDAC subcommittee regarding the New Member Onboarding Process for review.

Committee-members complimented the recommendations.

Committee-member Vargas indicated he read over previous CDAC minutes, which was very helpful and suggested that could be required as well.

Mr. Hess announced staff was looking for consensus to put more details together on each of the recommendations.

Chair Baker confirmed consensus.

7. DIRECTOR'S REPORT

Mr. Hess announced the CDAC would be able to meet in conference room B-3 through June 2023, however, would have to decide on a different location after that due to the City Hall remodel.

Mr. Hess announced staff will be presenting the CDAC's CDBG recommendations to Council at the March 28, 2023 workshop. He invited the committee-members to attend in person or watch the workshop live or taped.

8. COMMITTEE MEMBER COMMENTS AND SUGGESTIONS

Committee-member Hackenberg complimented all of the committee-members for their thoughtful questions and appreciated their knowledge.

9. NEXT MEETING

The next regular meeting of the Community Development Advisory Committee will be held on April 20, 2023, at 5:30 p.m., in conference room B-3 of the Municipal Office Complex, located at 5850 W. Glendale Ave., Glendale, Arizona, 85301, or other location to be determined.

10. ADJOURNMENT

Motion by Committee-member Gallegos, second by Committee-member Carbello, to adjourn the meeting at 6:50 p.m. Motion carried 8 – 0.

The Community Development Advisory Committee meeting minutes of March 16, 2023 were submitted and approved this 20th day of April 2023.

Denise Kazmierczak
Recording Secretary