

DRAFT



MINUTES

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
GLENDALE CIVIC CENTER
SAPPHIRE ROOM
5750 W. GLENN DR.
GLENDALE, ARIZONA 85301**

**MAY 16, 2024
5:30 P.M.**

1. CALL TO ORDER

Chair Baker called the meeting to order at 5:38 p.m.

2. ROLL CALL

Present: Lisa Baker, Chair
Moises Gallegos, Vice Chair
Kelly Carbello, Committee Member
David Giles, Committee Member
Theodora Hackenberg, Committee Member
Brandon Hiller, Committee Member

Absent: Kirstin Flores, Committee Member
Carlos Vargas, Committee Member

Also Present: Matthew Hess, Community Revitalization Administrator
Ismael Cantu, Community Action Program Administrator
Trilese DiLeo, Community Revitalization Grants Supervisor
Yolanda Poole, Administrative Support Specialist

3. CITIZEN COMMENTS

None.

4. APPROVAL OF THE MINUTES

- a. Chair Lisa Baker requested to amend the minutes in item 6 d. to include the word **not** in the 5th paragraph.

Motioned by Vice Chair Moises Gallegos, seconded by Committee Member Kelly Carbello Motion to approve the minutes as amended carried 6 – 0.

AYE: Chair Lisa Baker
Vice Chair Moises Gallegos
Committee Member Kelly Carbello
Committee Member David Giles
Committee Member Theodora Hackenberg
Committee Member Brandon Hiller
Other: Committee Member Kirstin Flores (ABSENT)
Committee Member Carlos Vargas (ABSENT)
Passed

5. OLD BUSINESS

None.

6. NEW BUSINESS

- a. DISCUSSION AND INFORMATION REGARDING BI- ANNUAL BYLAW, CONFLICT OF INTEREST AND TRAINING REQUIREMENTS FOR THE CDAC AS THEY FUNCTION AS THE TRIPARTITE BOARD

Mr. Cantu presented information regarding the Community Services Block Grant (CSBG) funding received by the city and the performance standards established by the U.S. Department of Health and Human Services and administered by the Arizona Department of Economic Security (DES). The Committee received a copy of Standard 5.4, the committee by-laws; Standard 5.6, a conflict of interest form; and Standard 5.8, which included watching a seven-minute training video regarding board member duties.

The Committee discussed the information.

Vice Chair Gallegos noted he is a board member for Wildfire, but always recuses himself with any matters related to Glendale.

- b. DISCUSSION OF CAP PROGRAMMATIC UPDATE AND SATISFACTION SURVEY RESULTS

Mr. Cantu discussed Organizational Standard 1.3, which requires the Community Action Agency (Glendale CAP) to develop a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the Tripartite Advisory Board. Mr. Cantu further discussed Organizational Standard 5.9 and gave programmatic updates regarding the Satisfaction Survey Results for the Glendale Community Action Program (CAP).

The Committee discussed the results.

7. DIRECTOR'S REPORT

Mr. Hess announced that the CDAC Committee will receive an email invitation to attend the City Council meeting on May 28, 2024. At this meeting, the Mayor will issue a proclamation for National Affordable Housing Month. Mr. Hess also let the Committee know he was still gathering data to complete the Glendale Works dashboards that the committee previously requested. Once they were completed, he would email them out soon.

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 20th at 5:30 p.m., in the Sapphire Room at the Glendale Civic Center, located at 5750 W. Glenn Dr.; Glendale, Arizona, 85301.

10. ADJOURNMENT

Chair Baker adjourned the meeting at 6:11 p.m.

Motioned by Committee Member David Giles, seconded by Vice Chair Moises Gallegos

AYE: Chair Lisa Baker

Vice Chair Moises Gallegos

Committee Member Kelly Carbello

Committee Member David Giles

Committee Member Theodora Hackenberg

Committee Member Brandon Hiller

Other: Committee Member Kirstin Flores (ABSENT)

Committee Member Carlos Vargas (ABSENT)

Passed

The Community Development Advisory Committee meeting minutes of May 16, 2024, were submitted and approved on the 20th day of June 2024.

Yolanda Poole
Recording Secretary