



Citizens' Advisory Board

Meeting Minutes

Wednesday, February 6, 2019, 6:00 p.m.

Location: 3602 Pacific Avenue, Suite 200, Tacoma, WA 98418

Sound View Conference Room 1

Members Present:

Sally Porter Smith, Chair
Susan Johnson, Vice-Chair
Donald Tilley, Jr.
Nathan Zink
Noemi Cagatin-Porter
Rhonda Brown
Robin Farris
Sherry Martin
Yvonne Starks

Members Absent:

Adriane Wilson
Bryan Yambe
Kenneth Delgado

Staff Present:

Lauren Lee
Stephanie Bray
Bryan Schmid

1. Call to Order

The meeting was called to order by Sally Porter Smith, Chair, at 6:03 p.m.

2. Approval of Agenda

Sally asked for a motion to approve the agenda. Sherry motioned, Robin seconded; unanimously approved.

3. Approval of Minutes

- Sally asked for a motion to approve the **November 7, 2018**, minutes. Robin motioned, Sherry seconded; unanimously approved.
- Sally asked for a motion to approve the **January 23, 2019**, CDBG Public Facilities Review Panel. Nate motioned, Sherry seconded; unanimously approved from those who attended the meeting.
- Sally asked for a motion to approve the **October 3, 2018**, minutes. Robin motioned, Susan seconded; unanimously approved.

4. Staff Report

- Welcome Noemi!

5. Community Action Programs Staff Report

Lauren reported the following:

- Community Action Programs 2018 Community Needs Assessment was finalized and can be found on the Pierce County Human Services website (<https://www.co.pierce.wa.us/97/Human-Services>).
- Annual Information Survey report is due in February.
- Finishing budget for 2018-2020 contract, focusing primarily on the dollars in ECEAP, weatherization, and agency capacity building.
- CAB is looking to recruit new members.

- Quarterly Customer Satisfaction Survey was sent out to all clients and results will be reported at the next meeting.
- Selected to be part of Prosperity Partner's Future Project.
- Working with Commerce on a Poverty Simulation.
- Division Staff meetings to focus on ROMA (Results Oriented Management and Accountability).

6. Substantial Amendment to 2018 Plan

Bryan Schmid, Pierce County Human Services, went over the Substantial Amendment to the 2018 plan:

- The purpose of this amendment is to correct the HOME program income amount in the 2018 Action Plan to the actual amount collected (\$1,318,049.88) for Program Year 2017.
- Three activities were amended for the HOME program.
 - Affordable Housing Preservation and Development
 - Homeowner Rehabilitation
 - Pierce County Community Development Corporation/CDC HOME Administration

7. Public Hearing – Substantial Amendment to 2018 Plan

Public Hearing opened at 6:25 pm and closed at 6:26 pm. No public comment.

8. Action Item: Committee Approves Substantial Amendment to 2018 Plan

Sally asked for a motion to approve the Substantial Amendment to 2018 Plan. Susan motioned; Rhonda seconded. Bryan explained why activities above were selected and says you cannot bank HOME dollars. There is two years to commit and a certain period of time after that to disperse those dollars. The Committee unanimously approved.

9. CDBG Public Facilities Review Panel Reports FY 2019 Funding Recommendations to Committee of the Whole

- CDBG Review Panel (Sally, Nate, and Yvonne) had approximately 1,000,000 to allocate.
- Two applications were received (Vadis and YWCA).
- Nate and Sally gave an overview of the two projects and what they were requesting.
- Both projects were recommended to be fully funded, leaving a balance of \$410,000 unallocated funds.

10. Action Item: Committee of the Whole Approves FY 2019 CDBG Public Facilities Funding Recommendations

Sally asked for a motion to approve the 2019 CDBG Public Facilities Funding Recommendations. Nate motioned, Robin seconded; unanimously approved.

11. Discussion on unallocated FY 2019 CDBG Public Facilities Funds

- Stephanie reiterated that this is just an estimate as we do not know our 2019 funds until the Spring, sometimes we will receive an extra \$100-200 thousand dollars.
- Stephanie offers the following options for the unallocated funds and asks the Committee if they have a preference on which option to recommend:
 - Minor Home Repair Program (internal)
 - Community Development Corporation's (CDC) Major Home Rehabilitation Program
 - Capital Projects (current)
 - 2018 applications that did not get funded
 - Issuing a new NOFA.

- Feedback from Committee:
 - Robin inquired if they can use it on Energy Assistance and Stephanie explains that would be more Public Service funds, and these funds would need to be used on capital projects.
 - Sherry suggested going through the current program and projects.
 - Sally would be interested in looking at the 2018 programs to see if there are any viable projects.
 - Robin suggested looking at the greatest demand and balancing it with feedback on capital projects.
 - Susan liked minor home repair because there are a lot of older homes, seniors, and low-income individuals.
- Stephanie states at the April meeting, they will be presenting the 1-Year Action Plan for 2019, which will include these projects and where the \$400,000 will go.

12. Public Comment

None

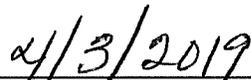
13. Good of the Order

- Bryan states as part of the next consolidated plan, we must do an analysis to impediments to fair housing. An RFP was issued, responses are due on February 15, and the work will probably take place in March.
- Sally, Sherry, and Robin said they were interested in being part of the review panel.

14. Adjournment

Sally Porter Smith adjourned the meeting at 7:17 p.m.


Chair Signature


Date

