

MINUTES  
FROM THE  
COMMUNITY DEVELOPMENT & CAPITAL IMPROVEMENT PROJECTS  
BOARD MEETING (CDCIP)  
Monday, October 24, 2016  
451 South State Street, **Room 118**  
City & County Building  
Salt Lake City, Utah  
*5:30 p.m.*

**1. Board Members**

Jade Sarver  
Donald Butterfield  
Jennifer McGrath  
Mike Walton  
Pamela Silberman  
Julie Bjornstad  
Loree Hagen  
Sheila Walsh-McDonald

**Also Present**

Michael Akerlow  
Melissa Jensen  
Jen Schumann  
Emily Strong  
Kalli Ruiz  
Jaysen Oldroyd

**2. Staff Updates**

There were no updates by staff.

**3. Approval of the minutes of the (DATE) meeting.**

There were no minutes for approval.

**4. Business**

A. Welcome

Mr. Mike Akerlow welcomed the CDCIP Members and thanked them for their willingness to contribute to the Board. He then asked that each member in attendance introduce themselves to the group. Mr. Akerlow briefly spoke of the Consolidated Plan that staff uses as a guide to make the decisions for funding appropriations. He stated that both Ms. Jensen and Ms. Schumann would further detail this plan.

## B. Open Meetings Training

Mr. Jaysen Oldroyd provided Open Meetings Training to the CDCIP Board Members. He explained the requirements of following the procedures for public notification of meetings held by any City Board. Mr. Oldroyd asked if the members had any questions. There were no questions.

## C. Elect Chair & Vice-Chair

Ms. Jennifer Schumann explained that the CDCIP Board must elect both a Chairperson and Vice-Chairperson to Chair its meetings. She asked if there were any nominations for this position.

Mr. Donald Butterfield nominated Pamela Silberman for the CDCIP Chairperson. Ms. Julie Bjornstad seconded the motion. The motion carried unanimously.

Ms. Pamela Silberman nominated Ms. Jennifer McGrath for the CDCIP Vice-Chairperson. Ms. Julie Bjornstad seconded the motion. The motion carried unanimously.

## D. Implementation, Purpose/Role of the Board

Ms. Melissa Jensen mentioned that over the past three years, Staff has become more strategic in the decision making process of the funds distribution for CDCIP. She touched on the importance of understanding the parameters used to allocate of the funds. Ms. Jensen explained that the goal is to make fund distributions that will have the most impact on the community, and that HAND Staff is working collaboratively inside the City to decide what application are submitted for funding to strategically align resources with community needs and City plans.

Ms. Melissa Jensen discussed the Westside Master Plan, one of the City priorities, and how to concentrate resources to best set the plan up for success. She asked that the Board contemplate two things as they make their decisions on funding allocation; 1) How does the application align with the City's Consolidated Plan, and 2) Does it align with the Westside Master Plan. Ms. Jensen elaborated on the importance referencing these Plans in the process of Board deliberation. She stated that the goal is to think about who will benefit from the funds and the ability of the applicant Organization to meet the needs of those who are seeking the help.

Ms. Jennifer Schumann gave an overview of the Board function and asked for any feedback Board Members may have. She stated that there have been numerous changes over time, but that constant feedback will help to better the process and help best serve the clients that rely on the funding. Ms. Pamela Silberman added that if the Board has questions that in the past, Staff has always been willing to communicate with the applicants to get those questions answered to evaluate the applications effectively.

Ms. Jennifer Schumann discussed the new changes to the application. She said that there is a minimum funding amount of \$30,000 and that the Board will need to use this amount when considering the applicant funding needs. Ms. Melissa Jensen noted that there had been a community outreach for feedback on these applications, and that the feedback had a part in

deciding the current changes. Ms. Schumann added that HUD now requires each application to go through a risk analysis. Lastly, she stated that staff has been reaching out through existing community events for citizen feedback on priority issues in their communities as a means to help the Board when making funding recommendations.

Ms. Jennifer Schumann stated that there had been some concern over the lack of time that the Board had been able to meet with applicants in the past. She explained that to create more time the Board will have small group sessions with each applicant and that there would be further details on that process to come. Ms. Schumann informed the Board of the two required Public Hearings, but said that those dates have yet to be determined.

#### E. Review of Plan to Date Accomplishments

Ms. Jennifer Schumann reviewed the current applications for determination. She discussed the four applicants that do not qualify based on the new structured process and a lack of meeting the CDBG regulations and consolidated plan requirements for funding. Ms. Melissa Jensen clarified that it was Staff recommendation that those four applicants do not go any further in the process. Ms. Emily Strong listed the goals and objectives of the Consolidated Plan. She stated that of the Plan's 10 goals, the eight listed are those that we will be moving forward through the rest of the Consolidated Plan period.

Mr. Donald Butterfield asked about the possibility of using the suggested RDA funds toward Affordable Housing. Ms. Melissa Jensen said that should the RDA, Council, and the Administration determine that to be available funding for affordable housing, it would be allocated separately, and that the current goals listed are specifically accounting for the monies received from HUD.

Ms. Jennifer Schumann provided an overview of Zoomgrants, the software application in which the Board will be working. She presented, in detail, the different functions of the software and options for navigating the software, scoring the applications, recommending funding, and using the internal discussion boards. Ms. Schumann asked if the Board had any questions. There were no questions.

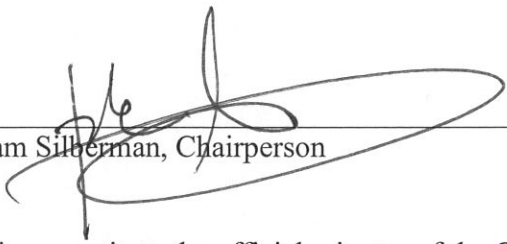
Ms. Sheila Walsh-McDonald asked about any conflicts of interests with applicants. Ms. Pamela Silberman stated that in the past the Board member with the conflict would just abstain from the vote on that particular application.

#### F. Other Business

Ms. Jennifer Schumann identified the Board Meeting schedule. She asked that members come ready to discuss each application in detail, and noted that the final funding recommendation meeting will be December 12, 2016.

### **5. Adjournment**

There being no further business. The meeting was adjourned at 6:59PM.



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Pam Silberman, Chairperson

This document along with the digital recording constitute the official minutes of the CDCIP Board meeting held ~~November 14,~~ *October 24,* 2016.