

MINUTES
FROM THE
COMMUNITY DEVELOPMENT & CAPITAL IMPROVEMENT PROJECTS
BOARD MEETING (CDCIP)
Monday, October 23, 2017
451 South State Street, **Room 118**
City & County Building
Salt Lake City, Utah
5:30 p.m.

1. Board Members

Logan Darling
Loree Hagen
Hannah Lockhart
Jennifer McGrath
Andrew Saalfield
Jade Sarver
Pamela Silberman
Courtney Swedenburg
Brooke Young

Also Present

Melissa Jensen
Lani Eggersten-Goff
Jen Schumann
Emily Strong
Shyann Hugoe
Kimberly Chytraus

2. Staff Updates

There were no updates by staff.

3. Approval of the minutes of the March 20, 2017 meeting.

There we no minutes to approve.

4. Business

A. Welcome

Ms. Melissa Jensen welcomed the CDCIP Members and thanked them for their willingness to contribute to the Board. She then asked that each member in attendance introduce themselves to the group.

B. Open Meetings Training

Ms. Kimberly Chytraus provided Open Meetings Training to the CDCIP Board Members. She explained the requirements of following the procedures for public notification of meetings held by any City Board. Ms. Chytraus 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. Pamela Silberman nominated Jennifer McGrath for the CDCIP Chairperson. Mr. Jade Sarver seconded the motion. The motion carried unanimously.

D. Implementation, Purpose/Role of the Board

Ms. Schumann spoke about the process of how the board operates each week. Ms. Jensen discussed the development of the board's decision towards funding and how it proceeds to the Mayor and then to the Council. Ms. Schumann discussed the application process and explained that there was a minimum funding amount of \$30,000. She said that within the application process the applicants now have more questions to provide answers to per the Boards request last year. 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. Schumann touched base on the Nano Sessions and how to best structure them with time management. She informed the Board of the two required Public Hearings, one is the General Needs Hearing and the other one is hosted by the City Council where each applicant has an opportunity to come and speak.

Mr. Sarver asked about any conflicts of interests with applicants. Ms. Schumann stated that any Board member with the conflict would just abstain from the vote on that particular application.

E. Review of Plan to Date Accomplishments

Ms. Jennifer Schumann reviewed the current applications for funding. 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.

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 11, 2017.

5. Adjournment

There being no further business. The meeting was adjourned at 6:53 PM.



CDCIP Board Chairperson

This document along with the digital recording constitute the official minutes of the CDCIP Board meeting held October 23, 2017.