

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

MINUTES

Thursday, October 27, 2022

VIRTUAL CPAB MEETING

[\(LINK\)](#)

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> • Yegin Chen, Council District 1 • Brenda Campbell, Council District 4 • Peter Dennehy, Council District 9 • Rich Thesing, Council District 7 • Victoria Barba, Council District 8 • Abena Bradford, Council District 3 • Patrick Batten, Council District 5 	<ul style="list-style-type: none"> • VACANT, Council District 6 • VACANT, Council District 2

STAFF PRESENT	ATTENDANCE
<ul style="list-style-type: none"> • Angela Nazareno Clark, Program Manager • Michele Marano, Community Development Coordinator • Nadine Hassoun, Community Development Specialist • Ashley Gain, Community Development Project Manager 	<p><i>(Public had access to meeting via Zoom Webinar and YouTube link)</i></p>

Call to Order

1. CPAB Chair Peter Dennehy called the meeting to order at 10:00 a.m. Peter Dennehy took role call; seven board members were present. Quorum was achieved at the same time.
2. Community Development Project Manager Nadine Hassoun reviewed meeting rules including that the meeting will be streamed live.

Board Member Announcements

3. *No board member announcements were made*

Staff Announcements

4. Community Development Coordinator Michele Marano announced that regular announcements would be forgone and that the staff announcements have been communicated via email distribution.
5. Community Development Coordinator Michele Marano introduced new CPAB member Abena Bradford appointed in early September. Abena has assisted in creating joint venture agreements with community development corporations and private developers

to build shopping centers, create small business opportunities and construct low-income housing. She is an appointee of Council District 3.

Approval of Minutes

1. Motion to approve minutes from previous meeting by Rich Thesing, seconded by Brenda Campbell. Abstention from board member Abena Bradford. Minutes approved, 6-0-1.

Non-agenda Public Comment

2. *No non-agenda public comments were received.*

Action Items

3. **Fiscal Year Scoring Criteria Recommendations**
 - a. Community Development Project Manager Nadine Hassoun presented on the draft Fiscal Year 2024 CDBG Scoring Criteria for the RFP Phase. Ad Hoc committees met to review the scoring policy. Suggested revisions include:
 - i. Section 1. D: Organization Capacity, update to modify language from Covid-19 centered to organization’s resiliency;
 - ii. Section 4. D: Project Benefits, update to modify language to address the “ongoing” impacts of Covid-19;
 - iii. Section 6. B: Project Eligibility, update to reinstate deductions based on prior year’s performance.
 - b. Abena Bradford asked a clarifying question about whether organizations submitting for funding are current grantees. Michele Marano stated that it varies, staff will be evaluating the past performance of organizations that were previously awarded CDBG funding from the City and have a completed project from Fiscal Year 2022.
 - c. Yegin Chen asked a technical question on fractional deductions based off of prior year’s performance and asked if fractional responses would be possible with CPAB scores. Michele Marano answered no, CPAB scores will be whole points but that fractional scores will be possible based off staff deductions. Fractional scores are also possible as final CPAB scores are averaged.
 - d. Rich Thesing stated that next year, questions could be updated based off of feedback. He stated that there are currently three questions on the impact of COVID-19, and suggested that next year we will no longer ask those questions. Nadine Hassoun stated that the FY24 RFP application includes one question on COVID-19, and others were updated to ask about organizational resiliency. Rich thanked individuals who worked on the Ad-Hoc committee to update the scoring criteria.
 - e. Patrick Batten motioned to approve the recommendations, seconded by Victoria Barba. Abstention from board member Abena Bradford. Motion approved 6-0-1.
4. **Calendar Year 2023 Meeting Schedule**
 - a. CPAB to meet second Wednesday of every month in 2023. It is likely the November and December meetings will be adjourned as there are no items for board approval.
 - b. Rich Thesing motioned to approve the calendar, seconded by Brenda Campbell. Approved 7-0.

Discussion Items

None

Other Items

1. Update on Previous Subgrantee

- a. CPAB Member Rich Thesing informed meeting attendees that previous grantee Workshop for Warriors just received the County's small business award. He wanted to commend the organization and the board for the support provided to the organization.

Adjournment

Meeting was adjourned at 10:29 a.m.

DRAFT