

**Meeting Minutes**  
Housing & Community Development Advisory Council  
Wednesday, April 3, 2024, at 4:00 pm  
Location: 2101 O'Neil Avenue, Room 104

**Attendees:**

- Chair: Wendy Soto (Zoom)
- Steve Ganison, Vice Chair
- Councilman: Ramon Moya
- Secretary: Liz Haigler
- Councilman: J.C. Manalo
- Councilman: Justin Huntley
- City Councilman: Ken Esquibel

**City Staff Present:**

- Economic Development Administrator: Renee Smith & Community Development Manager (CDM): Amy Gorbey
- After the meeting was called to order, there were issues with the Zoom meeting. The screen was black, and no footage of the meeting was recorded, just the sound. Chair Soto joined briefly via Zoom, and the video recording started.

**I. Call to Order**

- Vice Chair Ganison called the meeting to order at 4:11 pm. The CDM explained that she had spoken to Chair Soto, who was running late and had recommended that the meeting be called to order and that the council wait to approve the minutes and the Sub-recipient Monitoring Policy until she can attend on Zoom.

**II. Staff Updates**

- The CDM explained that Sub-recipients were providing monitoring reports on time and that the Sub-recipient Monitoring Policy that Council Moya and Secretary Haigler assisted with developing the new Sub-Recipient Monitoring Policy. She gave an overview of the subrecipient's grant balances.

**III. Financial Report**

The CDM explained that HUD has a timeliness requirement, and the deadline is May 1, 2024. We will be making a drawdown that will allow us to meet our timeliness goal. Renee Smith reported that the Housing & Community Development Division will be moved under the Mayor's office, which will help to increase the capacity to impact the community.

#### **IV. Annual Action Plan**

The CDM presented a PowerPoint presentation on the Annual Action Plan (AAP) process. The AAP will be available to the public and break down the grants the Advisory Council awarded applicants for Program Year 2024. The current plan states we are using an “anticipated” allocation based on HUD’s 2023 Program Year allocation. The citizen participation and public hearing schedule were discussed. The CDM invited the Advisory Council to attend. The Council requested calendar invitations to the meetings. Vice Chair Gunnison recommended having community listening sessions in the Southside churches.

#### **V. Approval of the Minutes for February 2024**

- Chair Soto joined the meeting at 4:31. We had a quorum. At 4:31 p.m., the minutes for March 2024 were approved as written.
- Motion: Secretary Haigler
- Second: Councilman Manalo
- Discussion: None

#### **VI. Adopt the Monitoring Policy**

- The CDM gave a quick overview of the policy. Chair Soto complimented the Committee for the work and commented that it was helpful to have the policy language if it was needed. Secretary Haigler gave an overview of how the Tier system allowed for opportunities for coaching and support and said the experience was good. The Council discussed that there would be flexibility with the policy.
- A motion was made to adopt the Sub-recipient Monitoring Policy at 4:38
- Motion: Councilman Bainbridge
- Second: Secretary Haigler
- Discussion: None

#### **VII. Other Business**

- The CDM explained that she had the training to attend Region 8 in Denver and cannot attend the next Advisory Council Meeting. Safehouse offered to host a site visit during the next regularly scheduled meeting on Wednesday, May 1, 2024.
- The Advisory Council was excited to see the Safehouse Barrier Wall project,
- Vice Chair Ganison motioned to change the Council meeting to a site visit at Safehouse at 4:42 pm.
  - Motion: Secretary Haigler
  - Second: Councilman Manalo

#### **VIII. Adjournment**

- The meeting was adjourned at 4:44 pm.
- Chair Soto thanked the Council for accommodating her.

**Next Meeting:** The next meeting is scheduled for May 1, 2024, at 4:00 p.m.