



		MEETING MINUTES DRAFT		
				SPECIAL MEETING
CITY OF SEASIDE				OLDEMEYER CENTER 986 HILBY AVE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE				Monday, March 14, 2016
				6:30 P.M.
1.	CALL TO ORDER AT – 6:30 p.m.			
2.	ROLL CALL – ESTABLISHMENT OF QUORUM			
	MEMBERS	John Francis, Sue Hawthorne, Sharrline Napoleon, Jessica Piombo, Rebecca Pieken, Clementine Bonner Klein		
	PRESENT:	Francis, Piombo, Pieken, Bonner Klein		
	ABSENT:	Hawthorne, Napoleon		
3.	PUBLIC COMMENT –			
	None			
	APPROVAL OF MINUTES			
4.	February 24, 2016			
	On motion by Member Piombo and Seconded by Member Pieken and carried out by the following vote, the CDAC approved the Meeting Minutes for the February 24, 2016 Special Meeting			
	AYES	4	COMMITTEE MEMBERS	Francis, Piombo, Pieken, Bonner Klein
	NOES	0	COMMITTEE MEMBERS	None
	ABSENT	2	COMMITTEE MEMBERS	Hawthorne, Napoleon
	RECUSED	0	COMMITTEE MEMBERS	None
	OLD BUSINESS			
5.	A. UPDATE ON SECOND QUARTER REPORTING/PAYMENT STATUS OF FOOD BANK OF MONTEREY COUNTY			
	PURPOSE: The purpose of this item is to inform the CDAC that multiple discussions have taken place to clarify procedures regarding processing of CDBG funding noting that the Food Bank’s service to the community is greatly appreciated. The delay in processing quarterly payments was solely due to			

miscommunication concerning details of reporting client data. The Food Bank Second Quarter payment has been processed per CDAC recommendation.

RECOMMENDATION: It is recommended that the CDAC receive the update.

*Member Hawthorne joined the meeting at this point

**B. UPDATE ON OCTOBER 2015 SUBRECIPIENT MONITORING-
DEBARMENT OF CENTRAL COAST HIV-AIDS SERVICES**

PURPOSE: The purpose of this item is to update the CDAC that the HUD recommended process of debarment of Central Coast HIV-Aids Services has been completed. Attempts to conduct a monitoring visit as a follow up to their receipt of 2014-2015 CDBG funds from the City of Seaside were unsuccessful. Per HUD instruction, staff has completed the debarment process.

In general, **records are to be retained for 4 years** from the date of submission of the grantee's CAPER in which the specific activity is reported for the last time. Representatives of the grantee, HUD, the Comptroller General of the United States, or of other authorized governmental agencies have the right of access to any pertinent records of a subrecipient to make audits, examinations, excerpts, and transcripts. (24 CFR 85.10 (e) and 84.53 (e) Consistent with applicable state and local laws regarding privacy and obligations of confidentiality, the subrecipient also must provide citizens with reasonable access to records on the past use of CDBG funds. (24 CFR 570.508)

RECOMMENDATION: It is recommended that the CDAC receive the report. Central Coast HIV-Aids is no longer serving the area and they have closed their doors permanently. Efforts for monitoring their 2014-2015 CDBG program were unsuccessful. Although it is extremely unlikely that they will ask for future funds, Central Coast HIV-Aids is no longer eligible to receive CDBG funding from the City of Seaside. The debarment process is connected with accessibility to records and is not a reflection on the quality of services they performed in our community while they were operating.

Sharon Mikesell, Staff, reported to CDAC that the debarment process for Central Coast HIV-Aids Services has been completed and will not be eligible to apply for future CDBG funding.

**C. RECOMMENDATION TO THE CITY COUNCIL FOR FUNDING
ALLOCATIONS FOR PUBLIC SERVICES ACTIVITIES AND CDBG
FUNDED PROJECTS FOR THE 2016-2017 ACTION PLAN.**

PURPOSE: The purpose of this item is to determine the funding allocation amounts to be recommended to City Council for the Public Service and CDBG capital projects for the 2016-2017 Fiscal Year to be included in the Annual Action Plan. Scoring was accepted as submitted at the February 24, 2016.

RECOMMENDATION: It is recommended that the CDAC determine the funding allocation amounts to be recommended to City Council for the Public Service and capital projects for the 2016-2017 Fiscal Year to be included in the Annual Action Plan.

	Following a brief discussion and review of applicant requests, and calculation, it was determined that each applicant will receive 100% of funds requested, leaving a total of \$5496.00 which will be split evenly among the five applicants for a total of \$1099.20 more for each organization.
6.	NEW BUSINESS A. UPDATE ON PROGRESS OF THE 2016-2017 ANNUAL ACTION PLAN PURPOSE: The purpose of this item is to hear an update on the progress of preparation of the 2016-2017 Annual Action Plan. The current Long Range Calendar indicates an administrative draft will be emailed to the CDAC on March 25, 2016 with a special CDAC meeting scheduled for April 6, 2016 to review the plan prior to the public comment period beginning on April 7, 2016 with a public hearing at City Council on May 7, 2016. RECOMMENDATION: It is recommended that the CDAC receive the report and provide direction as necessary. Sharon Mikesell, Staff, informed the CDAC that the 2016-2017 Annual Action Plan was in the works and that she would be emailing an administrative draft to Committee members on March 25, 2016. B. REVIEW AND REVISE CDAC LONG RANGE CALENDAR PURPOSE: The purpose of this item is to review the CDAC long range calendar and make adjustments if needed. The current calendar calls for a special meeting on April 6, 2016 and a regular meeting on April 20, 2016 if needed. RECOMMENDATION: It is recommended that the CDAC review the long range calendar and make adjustments if needed. The CDAC decided to leave the long range calendar as is, however, possibly cancel the regular meeting scheduled for April 20, 2016 at the Special meeting scheduled for April 6, 2016.
7.	REPORTS FROM COMMITTEE MEMBERS None
8.	REPORTS BY STAFF None

9.	ADJOURNMENT at 6:56 p.m.		
<i>On motion by Member Hawthorne and Seconded by Member Pieken and carried out by the following vote, the CDAC adjourned the Speicial Meeting at 6:56 p.m.</i>			
AYES	5	COMMITTEE MEMBERS	Francis, Hawthorne, Piombo, Pieken, Bonner Klein
NOES	0	COMMITTEE MEMBERS	None
ABSENT	1	COMMITTEE MEMBERS	Napoleon
RECUSED	0	COMMITTEE MEMBERS	None