Citizens Advisory Committee for Community Development
Wednesday, June 26, 2018
Busch Building – 2 West Conference Room
6:00 P.M.

Members Present:	Delilah Jackson, Chair; Angela Dowler-Pryor, Vice Chair; Erin Gray; Earle Doman; Christina Dicken; Kate Stockton*; David Carr; and Brandy McShane *Kate Stockton arrived at approximately 6:05 pm
Absent	None
Staff	Bob Atchley, Planning and Development; Tom Rykowski, Law; Brendan Griesemer, Planning and Development; Glenda Troop, Planning and Development; and Lisa Gateley, Planning and Development
Attendance	Delilah Jackson, Chairwoman, called the meeting to order at approximately 6:02 p.m. in the 2nd Floor West Conference Room of the Busch Municipal Building. Attendance was taken.
Welcome and Introductions	Introductions of the new members and existing members made.
Approval of Minutes	The Committee reviewed the following draft meeting minutes: January 23, 2018 – Joint City Council and CACCD Annual Action Plan Public Hearing February 27, 2018 – CACCD Meeting March 27, 2018 – CACCD Meeting April 4, 2018 – CACCD Meeting April 24, 2018 – CACCD Meeting May 22, 2018 – Cancelled due to lack of quorum Chair Delilah Jackson moved to approve the minutes as presented. Erin Gray seconded the motion, and it was approved by the following vote: Ayes: Angela Dowler-Pryor, Christina Dicken, and Earle Doman. Nays: None. Abstain: Kate Stockton, David Carr, and Brandy McShane. Ms. Dicken made a request to receive the minutes in a timelier manner for review and approval.
Discussion and Possible Vote on Draft Amended CACCD Bylaws and CDBG Funds Policy	Senior Planner Bob Atchley provided the Committee with a review of the updates to the Bylaws to comply with the Resolution, and the CDBG Discretionary Funds Procedure are written policy procedures for the members as a guidance tool. Ms. Dowler-Pryor provided the new members with some background information of the Committee's concerns with the funding process and recommendations as well as their concern for City Council not hearing their comments. Ms. Dowler-Pryor made a motion to table the vote on the amended Bylaws and CDBG Funds

Policy until the July meeting in order to provide the new and current members with time to review. Christina Dicken seconded the motion, and it was approved by the following vote: Ayes: Erin Gray, Earle Doman, Delilah Jackson, Brandy McShane, Kate Stockton, and David Carr. Nays: None. Abstain: None.

Ms. Dowler-Pryor originally requested to table the Citizen Participation Plan (CPP) as well; however, Mr. Atchley went over the changes for the CPP and advised that the CPP had already been voted on by the CACCD and this vote is just for the changes requested by HUD.

Ms. Dowler-Pryor posed the question "What is their purpose moving forward?"

Mr. Atchley provided details about the two separate issues: Citizen Participation Plan which is a HUD requirement is currently dated back to 1996. The largest changes to this is the consultation processes that are going to be utilized. The HUD representative would like to see more community involvement, and it has been increased this year even though not adopted yet. CPP does not speak to the authority of the CACCD, but more to the policies, procedures and guidance for providing citizen participation.
Bylaws and Resolution speaks directly to the authority of the CACCD.

Ms. Dowler-Pryor posed the question "What is the authority of the Committee?"

Mr. Atchley advised that currently with the Resolution, it speaks to comments. Comments will then be forwarded to the City Council. In the proposal it is worded to have minutes forwarded to City Council as well as to include any written Committee member comments.

Mr. Atchley spoke about the Annual Action Plan being the application to HUD and how the CACCD minutes have been included with that as well.

Assistant Director Griesemer advised that staff is following the Resolution as well as trying to improve the process.

Ms. Dowler-Pryor expressed concern for how their comments are going to get to City Council. Mr. Atchley advised that the Bylaws have been amended so that minutes as well as any written comments provided by the members will be forwarded to the City Council.

Further discussion about the Committee providing a companion document with their comments to be provided to City Council along with the meeting minutes. Consensus that their specific comments would be better identified in a separate document than in the meeting minutes.

Ms. Dicken recommended that the staff members that do the scoring of the applicants be at the CACCD meeting to answer questions and provide information about the scoring and the process.

Ms. Dowler-Pryor expressed concern for how applicants should be scored.

Mr. Carr requested information on how projects are presented.

Mr. Atchley advised that in the past they have been presented as a couple of different proposals. Percentages were based on the final score. The Resolution speaks to rating from high, medium to low. In presentation provided, the rating is provided.

	Mr. Doman suggested to make some recommendations to the criteria.
	Ms. Gray mentioned the recommendation made previously by the CACCD to have the CACCD members involved in the scoring of the applicants. Further discussion about how this would provide the Committee members with better information and ability to make sound, knowledgeable recommendations.
	Mr. Doman made the recommendation to amend the wording in Article IX of the Bylaws to remove "his" in reference of the chairperson.
	Ms. Gray requested clarification for tabling the items and make sure that it will not throw off the timeline for HUD.
	Mr. Atchley advised that the expectation with HUD is to have the CPP in place by July.
	Ms. Dowler-Pryor withdrew her motion to table the Bylaws, CDBG Funds Policy and CPP until the July meeting and Ms. Dicken agreed.
	Ms. Dowler-Pryor made the motion to table the Bylaws and the CDBG Funds Policy until the July meeting. Ms. Dicken seconded the motion, and it was approved by the following vote: Ayes: Erin Gray, Earle Doman, Delilah Jackson, Brandy McShane, Kate Stockton, and David Carr. Nays: None. Abstain: None.
	Discussion of Sunshine Law and how they may discuss these items prior to the next meeting.
Review and Discussion of Amendments to Draft Citizen Participation Plan	Discussion of why certain 15-day notice wording is being removed in the revisions on page 8 and page 12 as it is a duplication. This information can be left in. Discussion of the yellow highlights are additions requested by HUD to the original voted on CPP and the additional green highlighted revision is one that HUD requested after the original revisions had been sent out to the CACCD members. Page 10 references the AFFH, and it was supposed to go into effect this year; however, it has been suspended for 7 years. HUD is okay with leaving this in, but may need to add some wording advising that it was suspended to make it clear to citizens.
Public Comments	No public in attendance and no public comments made during the meeting.
Possible Vote on Amendments to Draft Citizen Participation Plan	Mr. Doman made the motion to approve the amendments to the Draft Citizen Participation Plan with the 15-day notice wording not to be removed from pages 8 and 12 and the additional wording to be added on page 10. Ms. Dowler-Pryor seconded the motion, and it was approved by the following vote: Ayes: Erin Gray, Christina Dicken, Delilah Jackson, Brandy McShane, Kate Stockton, and David Carr. Nays: None. Abstain: None.
New Business	Assistant Director Griesemer mentioned the special announcement from the Community Partnership of the Ozarks that will take place on Friday, June 29th at 2:00 p.m. at the former Pepperdine School (1518 E. Dale Street).
Next Meeting:	July 24, 2018, 6:00 p.m. Busch Municipal Building – 2nd Floor West Conference Room
Adjournment:	Chairwoman Jackson thanked everyone for their meeting attendance.

Angela Dowler-Pryor motioned for the meeting to adjourn. Christina Dicken seconded the motion, and it was approved by the following vote: Ayes: Erin Gray, Earle Doman, Delilah Jackson, Brandy McShane, Kate Stockton, and David Carr. Nays: None. Abstain: None.

There being no further business, the meeting adjourned at approximately 6:30 p.m.

Prepared by Lisa Gateley

Delilah Jackson, Chair

The minutes of the June 26, 2018 meeting of the Citizens Advisory Committee for Community Development was approved at the July 24, 2018 meeting of the Citizens Advisory Committee for Community Development.