

Citizens Advisory Committee for Community Development
Tuesday, September 17, 2019
Busch Building – 2 West Conference Room
6:00 P.M.

Members Present	Kate Stockton; Brandy McShane; David Carr; and Trish Hubbell
Absent	Delilah Walls; and Angela Dowler-Pryor
Staff	Bob Atchley, Senior Planner, Planning and Development; Bob Jones, Grants Administrator, Planning and Development; Lisa Gateley, Administrative Assistant, Planning and Development; and Monica Meador, Financial Analyst, Planning and Development
Others Present	None
Attendance	There was not a quorum present. The hearing began at 6:00 pm.
Welcome and Introductions	Welcome by Senior Planner Bob Atchley and introduction of the Grants Administrator Bob Jones.
Approval of Minutes	The minutes were not reviewed or voted on due to the lack of quorum.
Discussion and Review – Fiscal Year 2018 Consolidated Annual Performance and Evaluation Report (CAPER)	Mr. Jones advised that there are opportunities for the public to comment and provide feedback until September 26, 2019. There are copies of the draft CAPER in the libraries, social media and online for public review. The CAPER stands for Consolidated Annual Performance Evaluation Report, and the report is generated from HUD’s IDIS (Integrated Disbursement Information System). This is an electronic disbursement management system. The CAPER is due to HUD by the end of September and will provide projects that were completed in the fiscal year June 30, 2018 to July 1, 2019. The Consolidated Plan is a five-year plan that provides the priorities for the next five years of funding. Once that is submitted and approved, an Annual Action Plan must be submitted to HUD every year that provides the planned funding for that fiscal year. The CAPER tells how close we came to the funding goals and what it was spent on. Mr. Jones provided a PowerPoint Presentation with a brief overview of the sections in the CAPER. The CAPER is organized into ten different sections and they all have questions that either a narrative is needed or table with data along with a narrative. During the overview, the Committee and staff discussed the internal checks and balances of the funding and the accountability. Start up businesses were discussed and how they are not a good fit for this specific funding due to HUD requirements, as leveraging is not typically something start up businesses have.
New Business	None
Public Comments	None
Next Meeting	CACCD Meeting – August 27, 2019, 6:00 p.m. Busch Municipal Building – 2 nd Floor West Conference Room

Adjournment

Mr. Atchley thanked everyone for their attendance.

There being no further discussion, the hearing adjourned at approximately 7:15 p.m.

Prepared by Lisa Gateley

Delilah Walls, Chair

The meeting minutes of the September 17, 2019 meeting of the Citizens' Advisory Committee for the Community Development were approved at the October 22, 2019 meeting of the Citizens' Advisory Committee for Community Development.