

**HOUSING AND NEIGHBORHOOD ECONOMIC
DEVELOPMENT FUND COMMITTEE
(UDAG)**

Tuesday, June 29, 2021

3:00pm to 4:30pm

Zoom Meeting

Members Present:	Members Absent:	City Staff:
Lopez, Jesse	Colonel, Gwen	Chacon, Briana
Lopez, Margaret	Miera, Bernadette	Krantz, Yolanda
Nelson, Robert (Chair)	Plaza, Andrea	Lovato, Megan
Nordhaus, Richard	Sanchez, Pat	Lara, Damian
Senye, Kelle	Vigil, Deacon Robert	Lujan, Anna Marie
		Montoya, Monica
	HR&A Staff:	Guests:
		Dorn-Jones, Diana

Quorum for today's meeting was met.

I. Welcome and Introductions

Introductions of committee members, City staff and guests were done.

II. Changes/Additions to the Agenda

Richard asked for a discussion of the HR&A survey and the POP process.

- ❖ A motion was made by Robert Nelson to approve the agenda with Richard's addition. Kelle Senye moved to approve the agenda with the amendment. Margaret Lopez seconded the motion and the agenda was unanimously approved.

III. Approval of Meeting Minutes

A review of the Minutes from the May 25, 2021 meeting was done. Richard asked that the Committee Business section A, section XXV, the sentence be changed to say "Richard also stated that 'if' it was also determined."

- ❖ A motion was made by Robert Nelson to approve the minutes with the above mentioned change. The motion was approved by Kelle Senye and seconded by Richard Nordhaus. The minutes were unanimously approved.

IV. Committee Business

a. In Person Meeting Guidance

- i. City staff stated that they received guidance from the Boards and Commissions department about holding meetings in person for the July meeting. City staff asked how the committee would like to proceed with meetings either in person, via Zoom, or using a hybrid of both. The committee stated that in person or via Zoom would be fine. City staff stated that the meetings could be held in person and then City Staff could also set up Zoom during the in person meeting for those who are unable to meet in person. City staff and the committee stated that it might be better to hold the July meeting through Zoom to allow people to get

used to everything opening up again and then at that meeting decided how future meetings would be held.

b. Rules of Conduct and Procedure

- i. City staff mentioned that they received guidance from the Mayor's office about committees adopting Rules of Conduct because the committee does not currently have any in place.
- ii. City staff had sent out a draft of the Rules of Conduct to the committee prior to this meeting and asked if anyone had thoughts or questions about them.
- iii. City staff stated that as part of the rules the committee would need to elect a new committee Chair and Vice Chair. The committee stated that to be fair they would prefer to hold elections and the approval of the Rules of Conduct at the July meeting because not everyone from the committee was present at the meeting. City staff stated that moving those items to the next meeting wouldn't be a problem.
- iv. Robert had a question on if the Rule of Conduct were universally applied to every committee and what was the reason for the Mayor's office asking for these rules to be implemented? City staff stated that every board and commission is required to have rules of conduct or bylaws. With that, city staff was able to find, through asking other City boards and commissions, a generic listing of rules of conduct and was able to use that template make it specific to the HNEDF committee.
- v. Robert asked if there was anything in the Rules of Conduct that differs from other committees. City staff stated that rules do not differ from other committees and they align with other committees and the City ordinance.
- vi. Richard also had a question about number 11 on the Rules of Conduct which is communicating between committee members. He asked why there was a limit of 3 committee members for a subcommittee working group and if that was a legal issue even if the group is meeting but not making decisions and not violating the Open Meetings Act. Richard asked if the committee could have a meeting outside of the normal monthly meeting that would not make decisions but would be with the HR&A staff to discuss the plan and provide feedback. City staff stated that the City's legal person would be the best person to answer those questions and since she is not at the meeting it would be best to ask her during the Rule of Conduct review in July.
- vii. Jesse mentioned that he is concerned with how the Martineztown lawsuit against the City would impact the committee's plan and how that plan works with their neighborhood.
- viii. Robert stated that it's important for the Rules of Conduct to also be adaptable to ensure that they are not too stringent.
- ix. City stated they would let the committee know that at the July meeting we will be voting on new officer roles and have a review of the Rule of Conduct.

c. Discussion of the HR&A Survey

- i. Richard stated that he has concerns about the role the committee is playing in the consultant's process with developing the plan. Richard asked if a more active role needed to be taken by the committee or if the committee was ok with having a more passive role. Richard stated that he would like to be more active in providing guidance. Richard also stated that the subcommittee's role was supposed to be more active in doing this but does not feel that is currently happening. Richard stated that one example of that was he felt the committee did not have a lot of input or time with the consultant in drafting the survey. Richard stated he would like to have a meeting with the consultants to discuss the survey and also discuss the visioning session.

- ii. Diana stated that HR&A did update the survey and fixed some of the issues with it like being unable to select more than one response. Diana also stated that some of the questions might need to be reworded to make it easier for people to respond to the questions; for example, many people do not know what a business incubator is. It was also mentioned that many people who were also sent the survey also asked if there would be focus groups. Richard stated that the committee should also be involved in that process. City staff stated they would try to meet with HR&A to take some of those revisions to them to update the survey. City staff stated that they could have a special meeting but due to time constraints it might be hard to do for HR&A.
- iii. Margaret stated that HR&A has been responsive in updating the survey with changes that the committee submitted but the July 19th due date for the survey seems like it would be too short of a turn around.
- iv. Robert stated that he agrees with Diana's and Richard's comments and that the survey did not seem to be written with the local neighborhoods in mind and was written more from a business perspective. City staff asked if HR&A was made aware of the concerns. Richard stated that the concerns were communicated to the HR&A staff through individual emails but the process felt rushed and it would have been more beneficial for the subcommittee to hold a meeting with HR&A to discuss the issues instead of using email.
- v. Robert stated that he is concerned because HR&A has stated that they are talking to people within the community but the committee is not kept in the loop on who they are talking to. Robert also stated that he would like a little more transparency from HR&A about what they are they doing in terms of how they are/will be engaging the community. Robert also asked if a meeting with the consultant could be scheduled prior to the July meeting to discuss some of these concerns.
- vi. Jesse stated that he is concerned that Martineztown will participate in the survey but nothing will be done for the neighborhood especially because of the zoning issues.
- vii. Diana stated that communities of color are very suspicious of survey's because often times nothing happens after the survey is completed, the question about the need for the survey was brought up because focus groups could also be used instead of a survey to document similar outputs. City staff stated they would relay all the concerns to HR&A and discuss the issues, and if needed, a meeting with HR&A and the subcommittee could be planned to further address the issues.

V. Announcements

None

VI. Summary of Decisions and Assignments

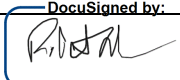
City staff will email the committees concerns to HR&A and possibly schedule a meeting with the subcommittee and HR&A to discuss the issues.

VII. Public Comments

None

VIII. Next Meeting Date

The next meeting will be July 27, 2021 at 3:00pm; City staff will send out the Zoom link to the committee prior to the meeting or inform the committee if the meeting will be held in person.

<p>Chairperson's Signature: </p> <p>Prepared by: <u>Briana Chacon</u></p>	<p>DocuSigned by: B00005E9138B427...</p>
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