

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

Tuesday, July 27, 2021

3:00pm to 4:30pm

Zoom/In Person Meeting

Members Present:	Members Absent:	City Staff:
Colonel, Gwen	Miera, Bernadette	Chacon, Briana
Lopez, Jesse	Plaza, Andrea	Krantz, Yolanda
Lopez, Margaret	Senye, Kelle	Lithgow, Ciaran
Nelson, Robert (Chair) *Via Zoom		Lovato, Megan
Nordhaus, Richard	HR&A Staff:	Lujan, Anna Marie
Sanchez, Pat	Kubaczyk, Mark	Montoya, Monica
Vigil, Deacon Robert *Via Zoom	Negrette, Michelle	Padrino, Patricia
	Silvern, Paul	Guests:
	Stokes, Alex	Dorn-Jones, Diana
		Gonzales, Elena
		Naranjo Lopez, Loretta
		Sandoval-Griego, Melissa
		Vigil, Angela

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

There was one change to the meeting agenda made by City staff. A public comment section was added to the agenda which gives guests a chance to comment on the issues discussed during the committee business section. City staff asked that guests hold their comments until the end during the public comment portion of the meeting.

- ❖ A motion was made by Robert Nelson to approve the agenda with the addition. Margaret Lopez moved to approve the agenda with the amendment. Pat Sanchez seconded the motion and the agenda was unanimously approved.

III. Approval of Meeting Minutes

A review of the Minutes from the June 29, 2021 meeting was done.

- ❖ 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. HR&A Update

- i. HR&A provided the committee with an update on some of the things that they have been working on and the progress towards the development of the 10 year plan.

- ii. HR&A stated they are getting things ready for the upcoming visioning session on August 10th and that meeting will be both in person or via zoom so people will be able to attend both ways. HR&A provided the committee with a draft of the agenda and slideshow they will go over during that meeting.
- iii. HR&A stated they will have a City staff introduce staff and a committee member will do the same. Then they will provide an overview of what the committee does and how the committee was formed along with providing statistics about the neighborhoods in the Pocket of Poverty, two guest speakers will give a brief overview of past projects that were funded. They have also reached out to WESST and GAHP to see if they would be willing to share their experiences with the funding and committee.
- iv. Once that is done breakout groups will be made to allow for group discussion on what issues the neighbors have.
- v. HR&A also stated they are still working on going through the survey responses and working on getting more responses, and following up with any responses that warrant it. They have emailed and shared the survey in English and Spanish with various community partners, neighborhood associations. They have also posted flyers with the survey information at grocery stores, churches, and libraries. They also stated they have a couple community meetings scheduled.
- vi. They stated that so far they have had 44 respondents to the survey. The most popular answer they have seen so far from the surveys is home repair or maintenance along with affordability. Living wage also seemed to be a popular response.
- vii. They are beginning to draft the 10 year plan using input from the survey and various meetings with community people or agencies.
- viii. Michelle stated that if any of the committee members wanted to have her meet with a specific organization she would give them her email so they could email her the organization's information and she would be happy to set up that meeting.
- ix. Margaret asked if the HR&A staff had an overall number for the amount of people in the pocket of poverty neighborhoods. HR&A stated that it's about 35,000. Margaret asked if HR&A will really be deliberate in how they present the slides during the visioning session because they just rushed through it now and some of that information really needs to be explained to allow for absorption. HR&A stated that they will definitely present the information in a slower way during the visioning session to allow for the people present to understand it.
- x. Margaret asked if HR&A had a baseline number for the amount of survey responses. HR&A stated that they do not have a number in place they just want to ensure that there is a good amount of representation from all of the neighborhoods and communities. They also stated if they could have about 150 responses that would be an ok number but the most important thing is to have good representation from the neighborhoods. Margaret stated that 150 surveys compared to 35,000 people does not seem like an adequate representation. HR&A stated that they understand that but it is also challenging to get people to participate in the surveys and they are trying to get the survey out there. Also, the focus groups and visioning session are also tools that are being used to get the public's insight.
- xi. Richard stated that some of the slides on the slideshow for the visioning session contain too much information and that can make it difficult for people to grasp the issues. Margaret agreed and stated that some of the slides are too detailed. HR&A stated they would look at that and try to focus people's attention.
- xii. Robert asked if City staff would be able to provide childcare for the visioning session because the time the session will take place. City staff stated they would ask and see if that is something they could provide but typically for public meetings the City doesn't normally

provide child care. Another thing that would have to be taken into account is would we have to pay for it and if so is it an allowable expense. City staff will look into the childcare issue.

- xiii. City staff stated the visioning session will probably be at a community center.
- xiv. Robert asked if there would be any other language interpretations present other than Spanish. City staff stated that any presentation or material will be available in English and Spanish and if another interpretation is needed it must be requested prior to the meeting to be accommodated.
- xv. Richard asked if the HR&A presentation would be made available to the committee. HR&A staff said it would be once it is finalized.

b. Rules of Conduct and Procedure

- i. City staff mentioned that they received guidance from the City's Boards and Commissions in regards to the committee meetings and quorum for the meetings being met only by members that physically attend the meetings. The committee members stated that they did not agree with this guidance. City staff agreed and said they understand the committee's concerns but they have to follow the guidance. Robert mentioned that he understands the City staff has no control of the guidance but he emailed the Mayor's Office and the City's Boards and Commissions Office to let them know the guidance is premature and unsafe. City staff stated they would also bring up the committee's concerns with the guidance to the City's Boards and Commissions department.
- ii. The committee also asked if the Chair of the Committee is attending the meeting virtually is the Chair still responsible for running the meeting? City staff stated they asked that question along with if the committee members attending virtually are still able to vote and have their vote counted if the guidance stated quorum has to be made up by members who are physically present. City staff stated they emailed Helen at the Boards and Commissions department and had not heard anything yet but once they do they will share that information with the committee.
- iii. 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.
- iv. City staff stated it was brought up by the Boards and Commission Department that every committee needed to have rules in place.
- v. City staff drafted a general Rules of Conduct for the HNEDF committee. City staff stated they would like the committee to vote on adopting the Rules of Conduct now and would then elect a new committee Chair and Vice Chair at the next meeting.
- vi. Richard asked if training sessions require prior notification to abide by the open meetings act requirements. City staff stated they do not because trainings would be specific to just the committee.
- vii. Richard stated he has a concern with the City staff setting the agenda and feels like the Chair should be the one setting the agenda along with City staff. Section 7 should be changed to say the committee Chair in consultation with City staff will draft the meeting agendas.
- viii. Margaret stated that the required timeframe for people with disabilities to request accommodations was five days but the special meeting timeframe is three days which means people with disabilities would not be able to attend the meeting and the numbers should coincide. City staff changed the request for accommodations to three days prior to the meeting to allow it to coincide with the special meeting timeframe.
- ix. Richard asked about the amount of committee members that could serve on the subcommittee. The rules state study or working groups of not more than three members can meet outside of the regularly scheduled committee meetings. City staff stated that number directly relates to the amount of people serving on the committee at the time. The open meetings act states that

if the committee members are going to meet outside of the normally scheduled meetings the amount of members meeting has to be less than the committee’s quorum. Richard asked if the rule could be changed to say study or working groups of less than a quorum of existing committee members may convene.

- ❖ A motion was made by Robert Nelson to approve the Committee Rules of Conduct with the above mentioned changes. Pat Sanchez moved to approve the agenda with the amendment. Margaret Lopez seconded the motion and the Rules of Conduct was unanimously approved.

V. Announcements

- Jesse stated that San Ignacio Catholic Church would be celebrating their fiestas this weekend at the church after the 12pm Sunday mass.

VI. Summary of Decisions and Assignments

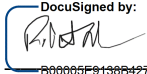
- City staff will follow up with Helen from the boards and commissions department to get answers for some of the committee’s questions about if the committee members meeting online can vote and if the Chair is allowed to run the meeting regardless of meeting in person or online.
- City staff will also finalize a meeting place for the August 10th visioning meeting and send out the invitation.

VII. Public Comments

None

VIII. Next Meeting Date

The next meeting will be August 31, 2021 at 3:00pm; City staff will send out the Zoom link to the committee prior to the meeting and will also physically attend the meeting in person for those that would like to participate that way.

Chairperson’s Signature:	 <small>DocuSigned by:</small> <small>B00005E8138B427...</small>	9/24/2021 2:13 PM PDT
Prepared by:	Briana Chacon	