

**City of Cleveland Heights
Citizens Advisory Committee
June 20, 2017**

Executive Conference Room, Cleveland Heights City Hall

MEMBERS PRESENT

David Benson

Vetella Camper

Kim DeNero-Ackroyd

Bradley Eckert

Dawn Ellis

Cory Farmer

Christine Henry

Robin Koslen

Gail Larson

Gretchen Mettler

Marian Morton

T. Nadas

Donalene Poduska

Steve Titchenal

Sarah West

Parker Zabell

MEMBERS ABSENT

Jonathan Goldman (exc.)

Menachem Lubling (exc.)

Allison McCallum (exc.)

Katura Simmons

Amanda Shaffer (exc.)

Meg Vanderbilt (exc.)

GUEST PRESENT

Emma Ruth Gann

STAFF PRESENT

Karen Knittel

Nancy McLaughlin

CALL TO ORDER

Chairman Steve Titchenal called the meeting to order. Cory Farmer called the roll; a quorum was present.

MINUTES

Minutes of the May 16, 2017 meeting were approved as amended.

STAFF REPORTS

Nancy McLaughlin reviewed the financial statement, noting that there were no unusual expenditures. The City has received notification of the amount of our 2017 grant. It is \$1,437,209, which is \$2,791 less than Nancy had estimated last fall. The City's final CDBG budget was approved using \$45,000 of contingency funds. This slight shortfall will be covered by moving \$2,791 from the Commercial Loan fund which has a current balance of more than \$685,000. This does not need CAC or Council approval as it is less than 10% of the budget, the threshold set by our Local Goals and Definitions. The City

Manager has agreed that this is the most prudent action to take.

UNFINISHED BUSINESS

Changes to the Standing Rules which were discussed at the May meeting were discussed again to include some clarifications.

Avoiding Conflict of Interest

Members shall include information on the Subcommittee Selection Sheet that indicates any organization(s) that they or their family members are associated with** who are current CDBG subrecipients or would possibly apply for funding in the next CDBG fiscal year.*

Members shall abstain from voting on any recommendation pertaining to the request of any organization(s) that they or their family members are associated with** who are requesting CDBG funds. Such abstention should be noted in the minutes of the meeting when the action took place and in the report to City Council.*

* Any spouse, domestic partner, parent, grandparent, child, grandchild, sibling, step-child or any other person related by blood who resides in the same household as the CAC member or any other person related by marriage who resides in the same household as the CAC member. For example, a daughter or brother on the Board would call for a abstention regardless of where they live, but a daughter-in-law or uncle requires an abstention only if they reside with the CAC member.

** An employee of or member of any board of organization(s).

Eligibility for officers and subcommittee chairs

A member shall not serve as an officer or chair of a subcommittee until s/he has been on CAC for one year.

The Standing Rules as amended were unanimously approved.

NEW BUSINESS

Nancy announced that the applications for 2018 funding were made available on June 7 and will be due back on July 17. Public Hearings will be on August 8 and 15 at 7:00 p.m. in Council Chambers. She also asked which members would like their August packets sent electronically rather than paper. All other members will receive paper copies, delivered to their homes during the last week of July.

Karen Knittel will be staffing CAC and handling CDBG until a new staff person is hired. She will also work closely with that person once hired.

Members asked if there had been any response to the letters sent by CAC to local Federal and State representatives in support of the CDBG program. Nancy McLaughlin replied that nothing had been received to date. Several members were interested in

pursuing those contacts and will consider contacting the representatives personally or as a small group.

Members also were interested in the current discussion of the possible development of the former Coventry School site which could result in the displacement of several CDBG subrecipients. Steve Titchenal will draft a letter from CAC in support of those organizations.

With no further business to discuss, the meeting was adjourned at 8:10.

Stephen Titchenal, Chair

Cory Farmer, Secretary