

**City of Cleveland Heights
Citizens Advisory Committee
January 13, 2015
Council Chambers, Cleveland Heights City Hall**

MEMBERS PRESENT

Jeff Bendix	Donalene Poduska
David Benson	Kahlil Seren
Melissa Bilancini	Amanda Shaffer
Vetella Camper	Keba Sylla
Kim DeNero-Ackroyd	Steve Titchenal
Douglas Dykes	Diana Wellman
Jonathan Goldman	Sarah West
Anthony Mattox, Jr.	George Witherspoon
Allison McCallum	Kevin Ziegler
Marian Morton	

MEMBERS ABSENT

Jessica Cohen	(exc.)	Parker Zabell (exc.)
Christine Henry		

GUEST PRESENT

Alex Fox, NDCL student

COUNCIL PRESENT

Cheryl Stephens

STAFF PRESENT

Nancy McLaughlin

CALL TO ORDER

Chairman Keba Sylla called the meeting to order. Secretary Steve Titchenal called the roll; a quorum was present.

Keba asked all new and returning members to introduce themselves.

MINUTES

Minutes of the November 18, 2014 meeting were approved as presented.

STAFF REPORTS

Nancy McLaughlin noted that the agenda called for Kara Hamley O'Donnell and Greg Zucca to present information on the Storefront Renovation Program. They had to postpone until February. Nancy reported that there were no unusual expenditures to close out the end of 2014. The budget report shows that the most of the City programs used the majority of their funding by the end of the year. Congress passed the 2015 budget in mid-December, so HUD should have grant amounts determined by the end of January. Once we have the final number, we have 60 days to submit the 5 year and Annual Plans to HUD. Once they have been approved we will receive our grant agreement. It is unclear how long that process will take. City programs that involve payroll will have funds advanced until we receive our grant allocation. Subrecipients' contracts run from July 1 through June 30, so their programs can continue uninterrupted until that time.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Local Definitions

Nancy McLaughlin reviewed the local definitions with CAC. There were no changes proposed. A motion was made to adopt the local definitions for 2015. It was seconded and approved unanimously.

Nancy reminded CAC of the discussion at the end of 2014 about possibly scheduling fewer meetings during the year. She explained that she was concerned about scheduling fewer meetings when we never know when there may be business that needs to be dealt with in a timely manner. It's easier to cancel a meeting than to try to schedule one. Donalene Poduska suggested wording to change the by-laws that would allow this (changes in bold):

ARTICLE III. MEETINGS

Section 1. Meetings. The CAC shall hold ... may call a meeting at any other time. **Except for the two public hearings where proposals for CDBG funding are presented and the two meetings where subcommittee and CAC recommendations are considered, the chairperson and/or staff liaison from the city may cancel or postpone a meeting due to inclement weather or lack of business needing immediate action.** All meetings shall be subject ... provisions of said Chapter 107.

A committee comprised of Anthony Mattox, Jr., Kahlil Seren and Diana Wellman was formed to review the by-laws for this and possible other changes. Diana will act as chair

and will present recommendations next month.

Nancy told the committee that there Jessica Cohen and Amanda Shaffer were recently appointed to the Board of FutureHeights as was Parker Zabell's wife. As FutureHeights is a new subrecipient for 2015, Nancy asked the Law Department to provide specific guidance on how to proceed with any discussions regarding that organization. Liz Rothenberg, Assistant Director of Law, provided the following:

"We recommend that any member who sits on CAC and also sits on the board of an entity applying for CDBG funds or whose spouse sits on the board or otherwise is employed by an entity applying for CDBG funds should withdraw from all discussions relating to the entity's CDBG application and abstain from voting on that matter."

It was suggested that members be asked to disclose any affiliations that they have when they make their requests for subcommittee assignments.

Nancy will send the updated member list to everyone. New members were asked to let Nancy know if they would like to receive their packets electronically.

Cheryl Stephens gave an update on the city.

With no further business to discuss, the meeting was adjourned at 9:10.

Keba Sylla, Chair

Steve Titchenal, Secretary