

**CITY OF ALBANY
COMMUNITY DEVELOPMENT COMMISSION
Willamette Room, 333 Broadalbin Street
Monday, June 16, 2014
12:00 p.m.**

MINUTES

Community Development Commissioners Present: Iris Carrasco; Tara Dixson; Chris Equinoa; Cortney Hall; Sharon Konopa; Danon Kroessein, Jo Zimmer; Dick Olsen

Staff Excused: Wanda Kinney

Staff present: Anne Catlin, Planner III; Edene Rice, Administrative Assistant; Mark Shepard, Community Development Director

CALL TO ORDER:

Chair Zimmer called the meeting of the Community Development Commission (CDC) meeting to order at 12:00 p.m.

WELCOME AND INTRODUCTIONS:

Two new Commissioners were introduced. Chris Equinoa is the Human Resources Commission appointment and Councilor Dick Olsen is the economic development appointment. Irene Mann will be providing administrative support in the future and taking minutes, as Edene Rice has accepted another job and will be leaving the City.

SMALL BUSINESS GRANT PROGRAM REVIEW:

Catlin referred to the draft business grant program brochures in Attachments A-1 and A-2. She asked the CDC if they supported allowing non-profit businesses to apply for the grants. Commissioners agreed that if they created jobs they should be eligible.

Catlin asked the CDC for direction on whether or not to include a list of ineligible business types. The Commissioners thought it was a good idea to include the list if HUD confirmed it was allowed to exclude certain types of businesses.

Catlin asked if the CDC wished to evaluate applications quarterly or as they are submitted, noting that quarterly may generate competition. The Commission suggested reviewing the applications on an as needed basis. She then asked for direction on the proposed grant application evaluation criteria and suggested points. Tara Dixson suggested decreasing the points from 20 to 15 for “demonstrated ability to achieve the objectives proposed in the application”; and to increase the points from 10 to 15 for “project costs are reasonable”. Commissioners supported the suggested point allocations.

Dixson also suggested that additional consideration be given to businesses that create jobs for felons. All concurred.

FY 15-16 PROGRAM PLANNING TIMELINE:

Catlin referred to Attachment B, a draft schedule of tasks and Commission meetings over the next year. She asked for input on how the Commission wanted to assess needs and determine program funding for the FY

2015-2016 Action Plan. Catlin distributed a handout from the Basically CDBG Manual - Chapter 2, Activity Selection and Implementation. She explained that the CDC could take the same approach to allocating funding to programs as was done in the first two action plans, which allocated some funding to a variety of programs – housing, homelessness, economic development, public facilities and public services. Or, the CDC could take a different approach and focus on one or two specific goals or areas, for example. Direction is needed in order to plan for future CDC meetings. Catlin asked if more data or information is needed to assess programming needs, for example, should colleagues or specific agencies need to attend for topical discussions, and/or should the CDC seek community input through a public process or charette.

After some discussion, Zimmer suggested a subcommittee work with staff to develop a proposal to bring to the CDC in September. Zimmer and Iris Carrasco volunteered to serve on the subcommittee.

Catlin noted that the timeline included no CDC meetings in July and August.

ADJOURN:

Chair Zimmer adjourned the meeting at 1:15 p.m.

NEXT MEETING: September 15, 2014

Submitted by

Signature on File

Anne Catlin
Planner III