



Citizens' Advisory Board

Minutes

Wednesday, September 19, 2018, 6:00 p.m.

Location: 3602 Pacific Avenue, Suite 200, Tacoma, WA 98418

Sound View Conference Room 1

Members Present:

Nathan Zink, Chair
Sally Porter Smith, Vice Chair
Adriane Wilson
Donald Tilley, Jr.
Fred Hoheim
Susan Johnson
Yvonne Starks

Members Absent:

Bryan Yambe
Kenneth Delgado
Robin Farris
Sherry Martin (excused)

Staff Present:

Stephanie Bray
Bryan Schmid
Jeff Rodgers
Vy Yun

1. Call to Order

The meeting was called to order by Nate Zink at 6:02 pm.

2. Approval of Agenda

Nate called for a motion to approve the September 19, 2018, agenda. Susan Johnson motioned, Yvonne Starks seconded; unanimously approved.

3. Approval of Minutes

Minutes for September 5, 2018, will need to be corrected by taking Yvonne Stark's motion to approve agenda out. Nate motioned to approve corrected minutes, Fred Hoheim seconded, unanimously approved.

4. Staff Report

Stephanie Bray, Community Services, notified the next CAB meeting will be October 3, 2018.

5. 2017 CAPER

Stephanie Bray, Bryan Schmid, and Jeff Rodgers presented the 2017 CAPER (Consolidated Annual Performance & Evaluation Report).

HUD requires the County to submit an annual report of outcomes from the previous program year. The report compares goals in the Annual Action Plan to the actual outcomes.

Annual goals:

1. Provide Basic Needs and Services (Stephanie Bray, Community Development Supervisor)
 - 271,081 low income individuals were served by CDBG public services funds.
2. Economic Development (Stephanie Bray, Community Development Supervisor)
 - CAREER program provided education and training to 69 low-income individuals to obtain paid employment.
 - P&J Machining acquired equipment and created seven jobs.
3. Neighborhood and Community Development (Stephanie Bray, Community Development Supervisor)
 - 5 CDBG Public Facilities projects completed
 - 107 homeowner housing rehabilitations completed
4. Affordable Housing Preservation and Development (Bryan Schmid, Housing Supervisor)
 - Rental funds committed 131 new units of affordable housing, and preserved 61 units of existing affordable housing
 - Homeownership completed 7 new units, 4 units in development, and 2 units received direct financial assistance
 - 12 owner rehabilitation loans recorded and booked
5. Mitigation of Homelessness (Jeff Rodgers, Homeless Supervisor)
 - Provided total of 79,558 bed nights
 - 97.74 % capacity utilization
 - 2 Emergency Shelter projects funded
 - 3 Rapid Re-Housing projects funded
 - 1156 total number of households served

6. Public Comment

None.

7. Action Items – CAB Approval of 2017 CAPER

Nate called for a motion to approve the 2017 CAPER. Donald motioned to approve, Susan seconded; unanimously approved.

8. Substantial Amendment 2018 One Year Action Plan

Stephanie Bray and Bryan Schmid presented the Substantial Amendment to the 2018 One Year Action Plan:

1. Pierce County's Community Action Agency/Minor Home Repair (MHR) Program
 - Revises MHR 2018 CDBG award amount to include \$825,000 from 2018 CDBG public facilities entitlement funds, \$33,843 from 2017 CDBG public facilities funds, and \$100,000 of 2017 CDBG public facilities funds, for a total 2018 award amount of \$958,843.

2. Pierce County Community Development Corporation (CDC)/Housing CDBG Rehab Revolving Loan (RLF) Program
 - The total 2018 CDBG awards to the CDC are \$169,453 of CDBG Admin for the HOME Program and \$695,881 for the Rehab RLF Program.

9. Public Hearing

None.

10. Action Item – CAB Approval – Substantial Amendment to 2018 One Year Action Plan

Nate called for a motion to approve the Substantial Amendment to 2018 One Year Action Plan. Sally motioned to approve, Yvonne seconded, unanimously approved.

11. CAB Discussion – FY 2019 CDBG Public Facilities Funding Priorities

Stephanie Bray, Community Services, asked the Board to vote on funding priorities for the CDBG Public Facilities NOFA anticipated to release in November. In the past the priorities have been in ranked order:

1. Shelter and Housing Needs
2. Infrastructure Improvements

12. Action Item – CAB Approval – Substantial Amendment to 2018 One Year Action Plan

Nate proposes to keep the funding recommendations as is, in ranked order, Fred seconded, unanimously approved.

1. Shelter and Housing Needs
2. Infrastructure Improvements

13. Action Item – Elect Chair & Vice Chair

According to Bylaws of the Human Services Citizens' Advisory Board:

No member shall be eligible to serve successive terms in the same office. Unless otherwise decided by majority of the Board, the Vice Chair shall automatically succeed to the office of Chair at the end of the Chair's term of office. (page 3)

Nate motioned Sally Porter Smith to Chair and Susan Johnson to Vice-Chair. Donald seconded, unanimously approved.

14. Public Comment

None.

15. Good of the Order

- Thank you, Nate, for serving as chair for the last year.
- Q: How many meetings can a member miss to still be considered a member?
A: If a member is absent (unexcused or excused) for three of the last six meetings, they may receive notice that failure to attend the next regular meeting of the Board will jeopardize their position on the Board. Membership on the Board may be automatically terminated if any member is absent (unexcused) three consecutive meetings of the Board.

16. Adjournment

Nate adjourned the meeting at 6:57 p.m.

Sally Pate Smith
Chair Signature

10/3/2018
Date