

HOUSING AND PUBLIC SERVICES GRANT AD-HOC COMMITTEE
September 20, 2018
CONFERENCE ROOM 1A
CITY HALL
77 FAIR DRIVE
COSTA MESA, CA 92628

FINAL MINUTES

CALLED TO ORDER: Mike Linares called the meeting to order at 6:00 PM.

ROLL CALL
Yvonne Rowden – Present
Eric Vu – Present
Rebecca Trahan – Absent
Dave Goodman - Present
Tim Takeshita –Absent
Michael Habitz -Present
Damon Burris-Present
Christopher Cubeiro - Absent
Ted Ngo - Absent
Byron de Arakal - Absent

Also in Attendance:

Willa Bouwens-Killeen, Principal Planner
Jacqueline Y. Reeves, Management Analyst
Mike Linares, CDBG/HOME Coordinator

PUBLIC COMMENTS: None

INTRODUCTION OF NEW MEMBERS: Committee members were provided an opportunity for self-introductions, including new members.

APPROVAL OF MINUTES Dave Goodman motion to approve the minutes; Motion Seconded by Michael Habitz. Motion carried. Five Ayes. None Opposed.

Yvonne Rowden – Aye
Eric Vu – Aye
Dave Goodman – Aye
Michael Habitz – Aye
Damon Burris – Aye

OPENING REMARKS: Mike Linares began his remarks by introducing committee members and staff. He explained that the Housing and Public Service Grant Ad Hoc Committee was charged by the City Council to review applications for CDBG funded public service grants. He also, explained the primary role of committee to make recommendations to the Council regarding Public Service Grants.

Mike further stated that the City Council has approved policies and procedures for the Committee to use for the process. Staff will provide samples of notices, forms and documents to be used by the Committee to review grant applications and complete the recommendation process.

OLD BUSINESS: None

NEW BUSINESS:

- 2017 – 2018 Consolidated Annual Performance and Evaluation Report (CAPER): Mike gave an overview of the 2017-2018 year-end performance report for the CDBG and HOME programs and asked the Committee for comments on the report.

Note: It was recommended that the Quarterly report ask how many requested assistance
How many received assistance? and
How many were turned away for Public Service Grant?

- Next Meeting: Mike Linares provided information regarding the Committee's role in the CDBG public service grant application review process. Related materials were provided including current policies and procedures. It was stated that the next meeting will be sometime in late February or March, depending on when the 2019 federal budget is approved.

Motion made to adjourn by Eric Vu and seconded by Michael Habitz.

ADJOURN: Motion carried. Meeting Adjourned 8:15 PM.