

**HOUSING AND PUBLIC SERVICES GRANT AD-HOC COMMITTEE**

**September 23, 2021**

Meeting took Place via Zoom

6:00 PM

**DRAFT MINUTES**

**CALL TO ORDER:** Mike Linares called the meeting to order at 6:05 PM

**ROLL CALL:**

Lisa Buchanan	Absent
Aaron Craddolph	Present
Gabriel Godinez	Present (arrived after approval of minutes)
Haley Horton	Present
Cristy Martinez	Absent
Michelle Murphy	Present
Jenny Vavra	Present
Ginny Walker	Present
Justin Fong	Present

**Alternate Member**

Chris Cubeiro Absent

**Also in Attendance Committee Liaison/City Staff:**

Mike Linares, CDBG Consultant  
Jacqueline Reeves, Management Analyst  
Amber Miranda, Office Specialist II  
Jennifer Le, Director  
Scott Drapkin, Assistant Director

**COUNCIL LIAISONS:**

Manuel Chavez, Councilmember, City Council Liaison

**OPENING REMARKS:** Mike Linares opening comments gave directions to the committee regarding participation in the meeting via zoom. Mike introduced new Committee Member Justin Fong and announced there were enough committee members present to have a quorum. Mike introduced Director Jennifer Le and new Assistant Director Scott Drapkin

**PUBLIC ATTENDEES:** Terrence Campbell

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES:** The committee voted to approve the meeting minutes from the previous committee meeting on March 24, 2021.

- Lisa Buchanan Absent
- Aaron Craddolph Present
- Gabriel Godinez Present
- Haley Horton Present
- Cristy Martinez Absent
- Michelle Murphy Present
- Jenny Vavra Present
- Ginny Walker Present
- Justin Fong Present

**OLD BUSINESS:** None

**NEW BUSINESS:** Mike Linares gave an overview of the 2020/2021 Consolidated Annual Performance and Evaluation (CAPER) Report. The Consolidated Annual Performance and Evaluation Report is the city's year-end report to City Council, to members of the public, and to US Department of Housing and Urban Development (HUD), on the city's use of Community Development Block Grant and Home Investment Partnership funds. The CAPER under is for Fiscal Year 2020/2021, which covers the time-period of July 1, 2020 through June 30, 2021. This is the first year of the 2020-2024 Consolidated Plan cycle. He informed the committee to take into consideration any additional public input regarding performance in the City and the CAPER report. The committee was asked to recommend the staff to submit the CAPER to HUD. The CAPER will be submitted to HUD by the end of the week, upon approval.

**QUESTIONS/COMMENTS:** Mike Linares addressed questions and/or concerns brought forth by the committee members.

Mike Linares announced the taking of a voice vote for the recommendation from the committee to direct staff to submit the CAPER to HUD.

**APPROVAL OF CAPER:**

- Lisa Buchanan Absent
- Aaron Craddolph Present
- Gabriel Godinez Present
- Haley Horton Present
- Cristy Martinez Absent
- Michelle Murphy Present
- Jenny Vavra Present
- Ginny Walker Present
- Justin Fong Present

**ADJOURN:**

Mike Linares adjourned the meeting at 6:40 PM