

**HOUSING AND PUBLIC SERVICES GRANT COMMITTEE**  
**November 13, 2023**

City Hall-Community Room  
77 Fair Drive  
Costa Mesa, CA 92626

6:00 PM

**DRAFT MINUTES**

**CALL TO ORDER:** Mikelle Daily called the meeting to order at 6:03 PM

**ROLL CALL:**

|                  |                            |
|------------------|----------------------------|
| Lisa Buchanan    | Present                    |
| Aaron Craddolph  | Absent                     |
| Becks Heyhoe     | Absent                     |
| Andrea Schmidt   | Present                    |
| Christian Sotelo | Present-Arrived at 6:12 pm |
| Michael Tou      | Present                    |
| Ginny Walker     | Present                    |

**Also in Attendance:**

Mikelle Daily, Grant Administrator  
Amber Miranda, Management Analyst

**COUNCIL LIAISONS:**

Manuel Chavez, Councilmember Present  
Don Harper, Councilmember

**PLANNING COMMISSION LIAISON:**

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES** Ginny Walker voted to approve the meeting minutes from the previous committee meeting on March 15, 2023. Motion Seconded by Michael Tou. Motion Carried. None opposed.

|                  |   |     |
|------------------|---|-----|
| Lisa Buchanan    | - | Yes |
| Andrea Schmidt   | - | Yes |
| Christian Sotelo | - | Yes |
| Michael Tou      | - | Yes |
| Ginny Walker     | - | Yes |

**OPENING REMARKS:** Mikelle Daily gave directions to the committee regarding participation in the meeting. Mikelle announced there were enough committee members present to have a quorum.

**OLD BUISNESS:** None

**NEW BUSINESS:**

Mikelle Daily gave an overview of the 2022/2023 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 is for Fiscal Year 2022/2023, which covers the time-period of July 1, 2022, through June 30, 2023. This is the third year of the 2020-2024 Consolidated Plan cycle. She informed the committee to take into consideration any additional public input regarding performance in the City and the CAPER report. The committee was advised the CAPER report was submitted to HUD by September 28, 2023.

**QUESTIONS/COMMENTS:**

Mikelle Daily addressed questions and/or concerns brought forth by the committee members.

**PUBLIC COMMENTS:**

None

**APPROVAL OF CAPER:**

Michael Tou motioned to acknowledge the submission of the CAPER to HUD. Motion seconded by Andrea Schmidt. Motion Carried. None opposed.

- Lisa Buchanan - Yes
- Andrea Schmidt - Yes
- Christian Sotelo - Yes
- Michael Tou - Yes
- Ginny Walker - Yes

**NEXT MEETING:**

Mikelle Daily explained that the PSG application would be released earlier for 2023-2024 than it was for 2022-2023 and the Housing and Public Services Grant Committee would meet again to review and rate applications in early March 2024.

**ADJOURN:**

Motion made to adjourn and seconded. Motion carried.

Mikelle Daily adjourned the meeting at 6:24 PM.