



THE CITY OF SAN DIEGO

**CONSOLIDATED PLAN ADVISORY BOARD  
NOTES FOR SPECIAL MEETING**

THURSDAY, MAY 3, 2012

1200 THIRD AVENUE, SUITE 1400, MS 56D  
SAN DIEGO, CA 92101

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
Jennifer Litwak, Council District 2 Vicki Granowitz, Council District 3, Vice Chair Robert McNamara, Council District 6 Aaron Friberg, Council District 8 Michael C. Morrison, Mayor’s Office	William Moore, Council District 1 Audie de Castro, Council District 4, Chair Mathew Kostrinsky, Council District 7

<b>CDBG STAFF</b>
Beth Murray, Deputy Director, Economic Development Maureen Ostrye, CDBG Program Administrator Ulysses Panganiban, CDBG Project Manager Lydia Goularte, CDBG Fiscal Unit Project Manager Rosalia Hernandez, CDBG Administrative Aide

**Call to Order**

- The Consolidated Plan Advisory Board meeting was called to order by Board Vice Chair Vicki Granowitz at 4:14 p.m. A quorum was established.

**CDBG Introductions**

- Newly appointed (Mayor’s appointee) Board Member Michael C. Morrison introduced himself; current Board Members reintroduced themselves.
- Newly transferred City Staff introduced themselves: Maureen Ostrye, CDBG Program Administrator; Ulysses Panganiban, CDBG Project Manager; Lydia Goularte, CDBG Fiscal Unit Project Manager.

## Information/Discussion Items

- Ms. Murray introduced the FY 2013 Annual Action Plan (Plan) for discussion and approval. The Plan is a HUD-required document and is the City's yearly application to HUD listing all entitlement programs covered under the Consolidated Plan, including the CDBG Program, the ESG (Emergencies Solutions Grant) Program, the HOME Investment Partnerships Program administered by the San Diego Housing Commission (SDHC), and the Housing Opportunities for People Living with AIDS (HOPWA) Program administered by the County of San Diego. The Plan is on the CDBG website and has been available for public review and comments since April 10. The Plan is scheduled to be heard before City Council on May 8. The public comment period closes May 9, and the final approved Plan is due to HUD by May 15.
  - Board Member Friberg inquired as to how funding is allocated for the ESG, HOME, and HOPWA programs. CDBG and SDHC staff responded that allocation decisions are done by the administering agency based on HUD requirements.
  - Board Member McNamara addressed the public comments/suggestions section regarding improving the process and noted most had been addressed at the April 18, 2012 PS&NS Committee meeting.
  - Several Board members had questions regarding administration and oversight of the ESG, HOME, and HOPWA Programs. Ms. Murray responded that this decision was made by City Council since the City is the grantee of these federal funds. It was decided that the Consolidated Plan Advisory Board would monitor these programs in addition to the CDBG program. The Board requested staff reports for all the programs they monitored. SDHC offered to give a presentation on the HOME Program at next Board meeting. Board members will be added to SDHC's distribution lists.
- Ms. Murray discussed the Survey Monkey link that was distributed to the various CDBG e-mail lists as part of the public outreach component. To date, the survey had generated 26 comments, six of which were open-ended.
- The Board briefly reviewed an availability matrix for future set meetings. It was requested that an 8:00 a.m. to 9:00 a.m. slot and a 5:00 p.m. to 6:00 p.m. slot be added to the options available to meet. The Board will discuss again at their next meeting.

## Public Comment (Non-Agenda and Agenda)

- Elizabeth Schott, Executive Director, ACCIÓN San Diego, felt it was helpful to have the Survey Monkey. Her main suggestion was providing applicants a public platform to clarify any issues before the Board met to allocate funds.
- R. Daniel Hernandez, La Maestra Family Clinic, suggested reverse-feedback from the Board to the applicants on their submitted applications. He suggested possibly including a terminology sheet as part of the application packet to help future applicants through the

process. He also inquired as to the release of FY 2014 application materials. Ms. Murray responded that the goal was to start the process at least two months earlier; however, this would be dependent on the logistics involved in closing out the prior year programs, preparing new year application materials, etc. and would be addressed at a future Board meeting.

- Amy Fitzpatrick, San Diego Volunteer Lawyer Program, inquired as to which Board Member Mr. Morrison was replacing and if the rest of the Board was to stay the same. Mr. Morrison was appointed by the Mayor to replace Todd Phillips who stepped down due to a conflict of interest. It was noted that the current Board Members had different termination dates and would likely be present through the FY 2014 process.
- Board Members and CDBG staff acknowledged the challenges involved with this year's application process and that these issues will be addressed at a future subcommittee/workshop meeting.

#### **Action Items**

- Mr. McNamara moved to recommend approval of the City of San Diego Draft Annual Action Plan FY 2013 and forward to City Council on May 8, 2012; Ms. Litwak seconded. Motion passed 5-0 (Aye – Friberg, Granowitz, Litwak, McNamara, Morrison; Absent – de Castro, Kostrinsky, Moore).
- Mr. McNamara moved to adjourn meeting; Ms. Litwak seconded. Motion passed 5-0 (Aye – Friberg, Granowitz, Litwak, McNamara, Morrison; Absent – de Castro, Kostrinsky, Moore).

#### **Adjournment**

- Meeting adjourned at 4:55 p.m.