

CONSOLIDATED PLAN ADVISORY BOARD (CPAB)

MINUTES

Wednesday, January 11, 2023

VIRTUAL CPAB MEETING

[\(LINK\)](#)

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> • Yegin Chen, Council District 1 • Peter Dennehy, Council District 9 • Rich Thesing, Council District 7 • Abena Bradford, Council District 3 • Patrick Batten, Council District 5 • Lauren Garces, Council District 5 • Victoria Barba, Council District 8 	<ul style="list-style-type: none"> • VACANT, Council District 6 • VACANT, Council District 2 • VACANT, Council District 4

STAFF PRESENT	ATTENDANCE
<ul style="list-style-type: none"> • Angela Nazareno Clark, Program Manager • Michele Marano, Community Development Coordinator • Nadine Hassoun, Community Development Specialist • Ashley Gain, Community Development Project Manager 	<p><i>(Public had access to meeting via Zoom Webinar and YouTube link)</i></p>

Call to Order

1. CPAB Chair Peter Dennehy called the meeting to order at 10:00 a.m. Peter Dennehy took roll call; six board members were present. Quorum was achieved at the same time.
2. Community Development Specialist Nadine Hassoun reviewed meeting rules including that the meeting will be streamed live.

Board Member Announcements

3. *No board member announcements were made*

Staff Announcements

4. Community Development Coordinator Michele Marano thanked member Patrick Batten for his service to the CPAB. He has been on the board for close to two and a half years. Marano introduced Councilmember Marni Von Wilpert to make comments. Councilmember Von Wilpert stated she had just spoken with the Fire Chief and he thanked Batten for his service as well. CM Von Wilpert thanked Batten for all he has done

for Rancho Bernardo including the Home Investment Partnership program, CDBG program, first time home buyer work and thanked him for all of the work with Southwest Strategies. He is a wealth of information and knowledge. She stated they are now proclaiming January 11th, 2023 to be Patrick Batten day in the City of San Diego. Mr. Batten thanked her for her kind words and thanked his fellow board members. He also thanked staff for their guidance through CPAB programs and their work to improve the city and community as a whole.

5. Community Development Coordinator Michele Marano introduced new CPAB member Lauren Garces appointed in December. Garces has experience working as an event producer and artist focusing on diverse community empowerment and sustainability. She creates cultural impact with community leaders and organizations, as well as directing marketing and outreach with the Asian Business Association in San Diego. Garces said she is honored to serve San Diego. She wants to work to make sure that this funding is accessible.
6. Community Development Coordinator Michele Marano announced that Dr. Brenda Campbell has resigned her position on the CPAB. She reminded board members that as their position is expiring on the board to please make sure they resubmit their application to the Office of Boards and Commissions.
7. Community Development Coordinator Michele Marano announced that based on the pending expiration of the State of Emergency in the State of California there will likely be updates to the Brown Act that will return CPAB meetings to be in person. The February meeting will still be held virtually, but please plan to return to in-person meetings in March. Peter asked if meetings would return to be 9 am and Michele stated we will add that to next month's agenda to discuss as a group.
8. Community Development Project Manager Ashley Gain announced Community Development Division staff is beginning the FY25-29 Consolidated Plan planning process. The Consolidated Plan is prepared every five years, and its planning process serves as the framework for a community-wide dialogue to identify housing, economic, and community development needs and priorities. The Consolidated Plan and related items will be presented to the new Community and Neighborhood Services City Council Committee, prior to presenting to the City Council for approval.
9. Community Development Project Manager Ashley Gain provided an update on the RFP process. She gave a timeline of the process so far and stated that the RFP submission deadline is January 13th 2023 at 5:00 p.m. Community Development Division staff will review proposals from January 16 - January 27 before releasing materials to CPAB on February 1st. CPAB members will review materials from February 1st to March 3rd with potential ad hoc committee meetings in that time. Scores will be presented to City Council in April/May of 2023.
10. Community Development Project Manager Ashley Gain announced starting February 2nd the Community Development Division will be holding ad hoc committee meetings to address questions or concerns regarding the 2024 RFP applications. A maximum of 3 CPAB members may attend each meeting.

Approval of Minutes

1. Community Development Specialist Nadine Hassoun announced that the previous meeting minutes needed to be updated to indicate that it was a special meeting, and to fix a typo.
2. Motion to approve minutes, with the recommended revisions, from previous meeting by Rich Thesing, seconded by Victoria Barba. Minutes approved, 6-0.

Non-agenda Public Comment

3. *No non-agenda public comments were received.*

Action Items

4. **Election of Vice Chair for Remainder of FY 2023**
 - a. Abena Bradford asked what the duties of Vice Chair are. Community Development Specialist Nadine Hassoun said that the duties are facilitating meetings if the Chair is unavailable. The Community Development Division provides a script to facilitate the meeting as well.
 - b. CPAB member Rich Thesing nominated Abena Bradford. Nomination approved 6-0.

Discussion Items

5. **Presentation on Conflict of Interest/Brown Act/Public Records Act Policies**
 - a. The City's Attorney's Office played the following video regarding the Brown Act: ([Link](#)).
 - b. Deputy City Attorney Bill Witt reviewed the updated rules regarding teleconferencing and the Brown Act, the City's conflict of interest policies, the Brown Act and the Public Records Act as it pertains to CPAB members and staff.
 - c. CPAB member Yegin Chen asked what constituted a personal reason to recuse oneself from CPAB evaluation. Mr. Witt stated that it comes back to there being a personal financial conflict of interest. Mr. Chen also asked if a CPAB member is very familiar with an organization or having previously worked with them, if that constitutes a conflict of interest. Mr. Witt advised to address it on a case by case basis and that staff can direct CPAB members to the appropriate answers.
 - d. CPAB member Abena Bradford asked if her company pursuing a contract with the city would constitute a conflict of interest. Mr. Witt said it would if her decisions on the CPAB would affect her material interests.
 - e. CPAB member Rich Thesing asked if him donating to an organization would constitute a conflict. Mr. Witt stated that it would only be a conflict if there was a financial benefit to Mr. Thesing, and that typically donating to an organization would not rise to that level.
 - f. CPAB member Lauren Garces asked if there is a conflict who is the best person to notify. Mr. Witt said to work with the staff liaison to the board and utilize the materials to identify if it's a true conflict of interest.
6. **CPAB Handbook and Attachments for Fiscal Year 2024 Request for Proposals**
 - a. Community Development Specialist Nadine Hassoun presented on the FY 2024 CPAB Handbook. The presentation included the status of requests for the RFP process, considerations, FY24 updates and changes, past performance indicators and next steps.
 - b. CPAB member Abena Bradford asked if applications will be eliminated during staff review. Community Development Coordinator Michele Marano answered that CDD staff

Community Development

- will be eliminating applications if they do not meet the eligibility requirements laid out the RFP. CPAB will only see eligible applications. CPAB will not see all applications prior to scoring, but they will be able to after the NOFA process is completed.
- c. CPAB member Rich Thesing asked who to contact in case of challenges with the ED Grants portal. Community Development Specialist Nadine Hassoun said he could reach out to her.
 - d. CPAB member Lauren Garces asked if CPAB would be able to know how many applications were submitted. Ms. Hassoun and Ms. Marano said yes, there will be a summary provided and a presentation in April or May on the outcomes of the process and ways to improve it in the future.
 - e. CPAB Chair Peter Dennehy asked if printed copies of the applications would be available. Ms. Hassoun said yes, and asked if people have that request they contact staff.
 - f. CPAB member Abena Bradford asked about registering for ED Grants, Ms. Hassoun said CDD staff would send the information to both Ms. Bradford and Mr. Chen.
 - g. CPAB member Rich Thesing thanked staff for their work on this process and thanked CPAB members because this process is a lot of work. He stated his appreciation.

Other Items

7. *No other items were discussed.*

Adjournment

8. Meeting closed at 11:22 a.m.