



CONSOLIDATED PLAN ADVISORY BOARD

AGENDA FOR THE REGULAR MEETING OF

Wednesday, February 8, 2022

at 10:00 a.m. to 11:30 a.m.

Virtual Meeting

VIRTUAL MEETING

Please click the link below to view the meeting live:

[CLICK HERE](#)

Please click the link below to join the meeting as an attendee:

[CLICK HERE](#)

Note: This link is inactive until the date and time of the CPAB meeting listed above.

Members:

Yegin Chen, Council District 1

Abena Bradford, Council District 3

Lauren Garces, Council District 5

Rich Thesing, Council District 7

Victoria Barba, Council District 8

Peter Dennehy, Council District 9

Staff Liaison: Nadine Hassoun

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MEETING ACCESS AND PUBLIC COMMENT DURING COVID-19:

Until further notice, meetings of the Consolidated Plan Advisory Board (CPAB) will be conducted pursuant to the provisions of California Government Code section 54953(e), added by Assembly Bill 361, which allows the CPAB to use teleconferencing and to provide the public an opportunity to address the CPAB via a call-in option or an internet-based service option during a proclaimed state of emergency. The San Diego City Council declared an existing proclaimed state of emergency and that their finding applies to all boards, commissions, and committees of the City of San Diego.

During the proclaimed state of emergency related to the COVID-19 pandemic and in the interest of public health and safety, some, if not all, CPAB members may be participating in the CPAB meeting via a virtual teleconference platform.

In lieu of in-person attendance, members of the public may participate and provide comment via call-in option, internet-service option, or written comment using the webform, as follows:

Via Virtual Teleconference Platform:

Members of the public wishing to address the CPAB under public comment in writing may submit a webform prior to the meeting. The webform can be found [here](#). Instructions for word limitations and important submittal deadlines will be noted on the webform. Pursuant to open meeting laws, no discussion or action, other than a referral, shall be taken by the CPAB on any comment brought forth under non-agenda public comment.

Members of the public in attendance via internet-service option, using the [meeting link](#), please click the button to raise your hand during the portion of the meeting you wish to comment on to indicate that you would like to speak and staff will prompt you to unmute yourself and enable you to speak. When staff calls your name, please state it for the record, and you will have three minutes (or a time that is allotted by the Chair) to provide comment. You will be placed on mute once your time to comment ends.

Via Call-In Option:

Members of the public in attendance via call-in option and wishing to address the CPAB, press star 9 to raise your hand during the portion of the meeting you wish to comment on to indicate that you would like to speak. Staff will call on you by the last four digits of your phone number. When staff calls on you, press star 6 to unmute yourself and proceed with providing comment during your allotted time.

Please click the link below to join the meeting:

<https://sandiego.zoomgov.com/j/1612889234>

Or One tap mobile:

US: +16692545252, 1612889234# or +16692161590,1612889234#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 254 5252 or +1 669 216 1590 or +1 551 285 1373 or +1 646 828 7666 or +1 833 568 8864 (Toll Free)

Webinar ID: 161 288 9234

Or an H.323/SIP room system:

H.323: 161.199.138.10 (US West) or 161.199.136.10 (US East)

Meeting ID: 161 288 9234

SIP: 1612889234@sip.zoomgov.com

Assistance for Individuals with Disabilities and Questions Regarding Agenda Items:

This information is available in alternative formats and can be requested by calling (619) 236-6700 or emailing CDBG@sandiego.gov at least three business days prior to the meeting to ensure availability.

AGENDA ITEMS**1. Call to Order****2. Approval of CPAB Virtual Meeting Minutes: January 11, 2023****3. Board Member Announcements****4. Staff Announcements****5. Non-Agenda & Agenda Public Comments****6. Action Item(s):**

None.

7. Discussion Item(s):**a. Transition to In-Person CPAB Meetings**

Due to the implementation of AB 2449 and the pending expiration of the State of Emergency in the State of California, CPAB will return to in-person meetings. Staff will provide updates on potential meeting locations and lead a discussion on the 2023 meeting schedule.

b. Sample Application Review

Staff will review the sample/practice application that was provided to the CPAB members to score.

8. Other Items

This Item will be open for CPAB to comment or request future agenda items.

9. Adjournment

Unfinished business shall be tabled and placed on the agenda of the following meeting.

Tentative Future Meeting Dates/Times

Subject to change.

CPAB meetings are usually scheduled the second Wednesday of the month.

*Check CDBG website at <http://www.sandiego.gov/cdbg>
for latest information, locations, and special meetings.*

Please note, all CPAB meetings will be held in-person or in a hybrid setting .
Calendar Year 2023 meetings listed below:

- Wednesday, March 8, 2023 at 10 a.m.
- Wednesday, April 12, 2023 at 10 a.m.
- Wednesday, May 10, 2023 at 10 a.m.
- Wednesday, June 14, 2023 at 10 a.m. *(possible adjournment)*
- Wednesday, July 12, 2023 at 10 a.m.
- Wednesday, August 9, 2023 at 10 a.m.
- Wednesday, September 13, 2023 at 10 a.m.
- Wednesday, October 11, 2023 at 10 a.m.
- Wednesday, November 8, 2023 at 10 a.m.
- Wednesday, December 13, 2023 at 10 a.m. *(possible adjournment)*

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.