



Meeting Minutes

I. Call to Order

Ron Hue called to order the regular meeting of the Block Grant Advisory Committee at 4:00 p.m. on March 22, 2023 at City Hall Council Chambers.

II. Attendance

The following persons were present:

Committee Members	Council & Staff Members
Chair – Ron Hue x	<i>Council Liaison</i> – Jim Millbauer x
Vice-Chair – Bobbie Littrell <i>excused</i>	
Carlo D'Alessandro x	<i>Staff</i> – Kylie Peel x
Bruce Donner x	<i>Staff</i> – Christina Palmer x
Jerry Martin x	
Christy Watts <i>excused</i>	Visitor – Terri Wright, City Clerk
Vel Wright x	

III. Approval of Minutes from Last Meeting

Ron Hue opened the discussion on the February 22, 2023 minutes and asked for a motion. Bruce Donner motioned for the minutes to be approved as written. Vel Wright seconded the motion – vote approved unanimously.

IV. Public Hearing

None.

V. Open Issues

None.

VI. New Business

- a) **Overview of Committee Roles & Responsibilities** – Christina Palmer provided an overview to the committee regarding key responsibilities. The primary role of the committee is focused on allocation of CDBG funding. While there is some overlap between CDBG and HOME in terms of projects, the administration and reporting of HOME funds falls under the Consortium formed between the Cities of Kennewick, Richland and Pasco. When an item regarding HOME funding is on the agenda, it is for informational purpose only. Richland is the lead agency with HOME funding and more information can be found on their website or within their CAPER. While HUD does require CAPERS to include information on both CDBG and HOME, both Kennewick's & Pasco's CAPERS include statements that HOME funds for this region are awarded to the Consortium (rather than individual cities) and that activity is solely reported under Richlands report since they are the Lead Agency.

- b) **CivicClerk Board Portal Discussion** – Terri Wright gave a demonstration of what the new Board Portal will look like and how it functions. Christina Palmer explained there is no set launch date as of today, but hopefully will be rolling out within the next month or so. Members of the committee will be receiving an email that is inviting them to join the Board Portal and they must accept it to be able to view agenda's and minutes.

Kylie Peel will put out a practice agenda for everyone to go in and play around with to get a good feel of the new system.

A link from Council Workshop will be sent out as this contains a video where the new system is walked through to help assist members.

- c) **2023 HUD Allocation Notice** – Kylie Peel reviewed the 2023 HUD allocation notice the City received. She explained it is lower than anticipated but we will be able to fund all projects as originally recommended by the committee, and approved by the City Council in November 2022, by using prior year unallocated funds.
- d) **2022 CAPER** – Kylie Peel informed the committee that the CAPER was submitted to HUD for review earlier that day, March 22, 2023. HUD has 90 days to review and send any feedback.

VII. Adjournment

The meeting adjourned at 4:31 p.m.

Next scheduled meeting is set for April 26th.