

CDBG Advisory Board Orientation
January 30, 2018
6:00pm

Board Members present: Chol Dhoor, Lizzie Haskell, Gabrielle Sealy, Jonathan Chapple-Sokol, Samuel Beall, Alex Farrell, Erica Spiegel, Brian MacDonald, Andrew Champagne, Alexander Friend, Jane Helmstetter, Chris Trombly

Staff: Marcy Esbjerg, Val Russell, Noelle MacKay

The meeting opened at 6:05 PM with introductions.

CEDO Director, Noelle MacKay thanked the Advisory Board for their participation, answered Board Member questions, and gave the Board background information regarding the Community Development Block Grant (CDBG) from her perspective.

Mike MacNamara, the Vermont Field Office Director for the Department of Housing and Urban Development (HUD) gave the Board a history and overview of CDBG and some historic uses of the funds in Burlington.

Next, Marcy reviewed the ground rules:

1. Be on time - start and end on time
2. Everyone participates – and encourage everyone to speak - but pass if you wish
3. Share the air; be brief and don't speak twice until all have had a chance to speak
4. Move on when opinions are established
5. Tell or ask about assumptions and conclusions
6. Respect opinions - disagree respectfully
7. Facilitator will acknowledge speakers. One speaker at a time - don't interrupt - let each speaker finish
8. Pose, accept and explore difficult questions
9. Operate by consensus; vote when needed
10. For Board members...what is said here stays here (except for the content of minutes) – don't have outside discussions about Board work (i.e., no lobbying by applicant agencies).

Then Marcy presented a PowerPoint to review the Evaluation Criteria that Board Members will use to score applications.

BREAK 7:40 pm

Next, Marcy gave an overview of the CDBG process and general funding policies (see Background Data and Info in the CDBG binder). Then the group reviewed the contents of the CDBG Advisory Board notebook including the Consolidated Plan Outcomes, Community Data, the Rating and Budget sheets and process.

Next Marcy explained the allocation process, and how to score and rate the applications. The group went over the homework, deadlines, pass fail questions, ex parte conversations, and conflicts of interest. Marcy noted that digital copies of the Budget sheets will be emailed to the Board. She asked that as the Board reviews the Development applications they email her any pass/fail questions by February 7th and she will respond to the entire group with the answer as soon as possible.

Homework:

- Read and Rate all Development Applications
- Send any Pass/Fail Questions to mesbjerg@burlingtonvt.gov ASAP (by Feb 7th if possible)
- Return completed Development Rating/Budget Spreadsheet to vrussell@burlingtonvt.gov by **Tuesday, February 13, 2018 at 4:00 pm**

A discussion followed regarding the rating and budget allocation process. Board members who have been through this process suggested reading the applications once through before scoring, taking notes about why you choose your scores and your budget allocations, score in pencil, and clarified rules for new Board members.

To close the Board members reflected on what worked in this meeting and what could be improved:

Plus (what worked well)

Food was great

Marcy did a great job presenting

Delta (what could be improved for future meetings)

Meeting adjourned at 8:40 pm

Respectfully Submitted,

Valerie Russell
Community Development Specialist

DRAFT