

CDBG Advisory Board Orientation  
January 26, 2017  
6:00pm

Board Members present: Peter Ireland, Dana Kamencik, Austin Robert Davis, Anne Brena, Andrew Champagne, Michelle Mraz, Rita Neopaney, Erica Spiegel, Cassie Lindsay, Jane Helmstetter, Chris Trombly, Paco DeFrancis

Staff: Marcy Esbjerg, Val Russell, Noelle MacKay

The meeting opened at 6:05 PM with introductions and an overview of the updated agenda.

Noelle thanked the Advisory Board for their participation and gave the Board background information regarding CDBG from her perspective.

Next, Marcy read a letter from the Mayor to the CDBG Advisory Board, thanking them for their volunteerism and contributions to the City's anti-poverty efforts.

The Board then took a moment to recognize Karen Freudenberger, a 3 year Advisory Board alumni, who passed away in December. Board Members who served with Karen, talked about her contributions to the Board and service to the community.

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).

Next, Marcy gave an overview of the CDBG process and general funding policies (see Background Data and Info in the CDBG binder).

Then Marcy presented a PowerPoint to review the Evaluation Criteria.

BREAK 7:35 pm

Marcy then reviewed the contents of the CDBG Advisory Board notebook including the Consolidated Plan, Community Data, the Rating and Budget sheets and process, the Public Service applications, and the Development applications.

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 Public Service applications they email her any pass/fail questions and she will respond to the entire group with the answer as soon as possible.

**Homework:**

- Read and Rate all Public Service Applications
- Send any Pass/Fail Questions to [mesbjerg@burlingtonvt.gov](mailto:mesbjerg@burlingtonvt.gov) ASAP
- Return completed Public Service Rating/Budget Spreadsheet to [vrussell@burlingtonvt.gov](mailto:vrussell@burlingtonvt.gov) by *Tuesday, February 14, 2017 at 4:00 pm*

A discussion followed regarding the rating and budget allocation process. It was suggested that all applications are read through once before scoring. Board members who have been through this process suggested 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**

Appreciated the balloons  
Excellent preparation/organization  
Ahead of schedule

**Delta**

Would have liked to have the Mayor come and speak to the group

DRAFT