

**MEETING MINUTES**  
**HOUSING AND COMMUNITY DEVELOPMENT COMMISSION (HCDC)**

February 22, 2017  
Fresno City Hall, Room 2165-A (2<sup>nd</sup> Floor)  
2600 Fresno Street, Fresno, California 93721

**Commission Members Present:**

Barbara Fiske, Chairperson  
Brad Hardie, Vice Chairperson  
Marina Harutyunyan, Commissioner  
Debra McKenzie, Commissioner  
Bob Reyes, Commissioner  
Barry Falke, Commissioner  
Bob Farrar, Commissioner

**Commission Members Absent:**

**Staff Members Present:**

Jennifer K. Clark, AICP, HDFP, Director  
Development and Resource  
Management Department  
Kelli Furtado, Assistant Director  
Development and Resource  
Management Department  
Talia Kolluri, Supervising Deputy City  
Attorney, City Attorney's Office

**Staff Members Present:**

Thomas Morgan, Housing and Neighborhood  
Revitalization Manager  
Dan Casey, Project Manager  
Susie Williams, Recording Secretary

**A. CALL TO ORDER**

The meeting was called to order by Chairperson Barbara Fiske at 5:04 p.m.

**B. ROLL CALL**

Chair Fiske took roll call. All Commissioners were present.

**C. COMMUNICATIONS**

None.

**D. APPROVAL OF AGENDA**

MOTION: Commissioner Farrar made a motion to approve the Agenda for February 22.

SECONDED: Commissioner Reyes

AYES: Chair Fiske, Vice Chair Hardie, Commissioners Harutyunyan, McKenzie, Reyes, Farrar, and Falke.

NOES: None

ABSTAIN: None

## **E) APPROVAL OF MINUTES**

None

## **F) GENERAL ADMINISTRATION**

WORKSHOP – Consolidated Notice of Funding Availability (NOFA) Application Scoring Process.  
(No action requested)

Mr. Thomas Morgan, Development and Resource Management Department, Housing and Neighborhood Revitalization Manager, provided an overview of the workshop, preparing the HCDC for the upcoming March 22 meeting. Mr. Morgan discussed scoring and methodology and requested HCDC feedback.

Mr. Morgan reviewed the 2017-2018 Annual Action Plan and related timelines. He announced that the Consolidated NOFA was published and made available for public review on February 10, 2017. Community Development Block Grant (CDBG) applications are due on March 3, 2017. Housing Opportunities for People with Aids/HIV (HOPWA) and Emergency Solutions Grant (ESG) applications are due March 6, 2017. HOME Partnership Investment Program applications are due April 3, 2017.

Mr. Morgan continued to present the application and scoring process through a PowerPoint presentation, including the following:

- City of Fresno's methodology for scoring HUD entitlement applications.
- Annual Action Plan timelines.
- Scoring, ranking and award recommendations for CDBG.
- ESG and HOPWA scoring and how it differs from CDBG scoring.
- ESG allocations approved by Continuum of Care.
- HOME program application scoring and recommendation process.

Commissioner Falke and McKenzie discussed criteria and whether or not the HCDC will be able to review applications that do not meet eligibility criteria. Mr. Morgan stated that if eligible, the CDBG applications will be advanced to the HCDC for consideration.

He elaborated to differentiate between the process for CDBG, and ESG/HOPWA in which an evaluation panel rather than the HCDC would review and make recommendations.

Chair Fiske asked if there were any other questions or comments.

Commissioners discussed the process to evaluate potential conflicts of interest and how best to address conflicts. City Attorney Talia Kolluri stated that each situation would be evaluated separately, and the HCDC was encouraged to communicate with her directly to complete a conflict analysis.

Commissioner Falke initiated discussion related to process of scoring and limiting the staff scores so that it does not unintentionally influence the HCDC scoring. It was agreed that the public comments portion should come after all presentations are completed by CDBG funding category. Vice Chair Hardie inquired about current year metrics and accomplishments. Director Clark

indicated that staff would evaluate this request and provide, if possible, but presenters would be asked to be prepared to discuss accomplishments.

Chair Fisk confirmed with Mr. Morgan that applicants will receive information on the Consolidated Plan priorities and scoring criteria at the March 22, 2017 meeting? She also discussed the Public Service Cap and confirmed that the total amount of funds for HCDC consideration is \$1.7 million, significantly more than the previous year. Mr. Morgan listed the priorities.

Chair Fiske reminded that Item F-1 requires no action to be taken by the Commission.

#### **G) INFORMATIONAL REPORTS**

None.

#### **H) COMMISSIONER ITEMS**

None.

#### **I) UNSCHEDULED ORAL COMMUNICATION**

None.

#### **J. ADJOURNMENT**

There being no further business to bring before the Housing and Community Development Commission, the meeting adjourned at 6:17 p.m.

The next scheduled Commission meeting is **March 8, 2017.**

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Barbara Fiske, HCDC Chairperson

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Kelli Furtado, Assistant Director  
Development and Resource Management