

# MEETING MINUTES

City of Santa Barbara  
**COMMUNITY DEVELOPMENT AND HUMAN SERVICES COMMITTEE**

Tuesday, January 22, 2008  
Public Works Conference Room  
630 Garden Street  
**(6:00 p.m.)**

1. **ROLL CALL:**

Barbara Allen	<u>  X  </u>	Veronica Loza	<u>  X  </u>
Bonnie Elliott	<u>  X  </u>	Alice O'Connor	<u>  X  </u>
Michael Getto	<u>  X  </u>	Ella Surman	<u>  X  </u>
Karena Jew, Chair	<u>  X  </u>	Josephine Tapia	<u>  X  </u>
Laura Knight	<u>  X  </u>	Josephine Torres	<u>  X  </u>
James Kyriaco, Jr., Vice Chair	<u>  X  </u>	Catherine Woodford	<u>  X  </u>

X = Present    A = Absent    E = Excused

2. **PUBLIC COMMENT:**

There was no public comment.

3. **ACTION-APPROVE MINUTES OF NOVEMBER 27, 2007 MEETING**

The minutes of November 27, 2007 were approved as submitted (M-Allen/S-Woodford).

4. **INTRODUCE NEW COMMITTEE MEMBERS/HAND OUT NEW COMMITTEE ROSTER**

New committee members Michael Getto, Alice O'Connor and Josephine Torres introduced themselves to the committee.

5. **ACTION-SELECT NEW CHAIR AND VICE CHAIR**

Veronica Loza, speaking on behalf of the chair/vice chair selection subcommittee, nominated Catherine Woodford for chair and James Kyriaco for vice-chair. The motion passed unanimously.

6. **REVIEW CORRESPONDENCE TO CDHSC**

There was no correspondence.

7. **DISTRIBUTE FY 2008/09 CDBG/HS APPLICATIONS**

Staff distributed the FY 08/09 applications.

8. **REVIEW SCHEDULE, PRIORITIES, PROTOCOL, CONFLICT OF INTEREST, FUNDING & FOOD**

Staff reviewed the interview schedule and reminded the committee of funding priorities. Interview protocol, including conflict of interest, was discussed. Committee members with conflicts of interest were asked to identify them and step down during the conflicted applicant's interview and refrain from discussing the application and voting on the recommendation. Staff reviewed the funding amounts available in each category.

9. **REPORT-HUMAN SERVICES & CDBG FUNDING UPDATE**

Staff distributed a revised CDBG/Human Services funding table which contains the actual amount of CDBG funds that the City is expected to receive for FY 08-09.

#### 10. REPORT-SIX MONTH PROGRESS REPORTS FROM FUNDED PROGRAMS

Staff handed out and reviewed the FY 2007-08 Mid Year Reports on CDBG and Human Services funded agencies.

#### 11. REPORTS BY COMMITTEE MEMBERS-AGENCY SITE VISITS

Committee members reported on the 2007 agency site visits. All visits have been completed. Committee members were reminded to turn in their site visit forms.

#### 12. NEW APPLICANT SITE VISITS SIGN UP

Staff handed out a schedule for new applicant site visits. These visits need to be conducted prior to the interview dates. Committee members were asked to sign up for visits.

#### 13. REPORT-LIVING WAGE INCENTIVE QUESTIONNAIRE

Staff reviewed a draft survey that will be conducted at the end of the application cycle, which will be used to evaluate the Living Wage Incentive Program. This survey was requested by the Living Wage Ordinance Committee.

#### 14. ADMINISTRATIVE ISSUES ON HUMAN SERVICES, CDBG AND HOME PROGRAMS

Staff informed the committee that administration of the SART program has been shifted from SB Rape Crisis Center to the Santa Barbara County District Attorney's Victim Witness Office. An Assignment of Agreement was approved by the Santa Barbara City Council.

#### 15. NEW BUSINESS

There was no new business.

#### 16. ADJOURNMENT

The meeting was adjourned at 7:43 p.m.