

## CDAC Meeting Summary

Date: November 16, 2015

### Member Attendees:

Mr. Martin "Marty" Doorey, (7<sup>th</sup> District), Chairperson  
Mr. Robert "Bob" Weslar (1<sup>st</sup> District), Vice Chair  
Mr. John Young (2<sup>nd</sup> District)  
Ms. Majeedah Razzaq (4<sup>th</sup> District)  
Ms. Suzanne Clark (5<sup>th</sup> District)  
Ms. Pam Post (6<sup>th</sup> District)  
Ms. Tania Alameda-Lawson (Mayoral App.)  
Ms. JoAnne Hanrahan (Mayoral App.)  
Ms. Debra Hogan (Mayoral App.)

### Staff Members Attending:

Mr. Stephen "Steve" Carson, Grants Administrator (GA)

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Meeting Called to Order: 6:05 PM

- Return of disclosure statements
- Process Improvements
  - When asking what minimum needed in RFPs, ask if that would involve layoff
  - Minutes: GA will try and keep up or use interns
  - Agenda: GA get to Chair by Thursday for initial approval and out to CDAC by Friday
  - Contact/communication: Email works as good as Basecamp
  - Schedule:
    - FY42 AP- Early June
    - Pay attention to Council Schedules
    - Number of meetings per month: based on amount of activity to get done

-----Recorder ended due to low battery-----

-----Following based on GA notes-----

- Let city department heads know will be expected to attend one or more CDAC meetings in early 2016
- More direct media outreach via radio/TV/press releases
  - Create a seminar for potential CDBG/ESG recipients in league with media campaign
- Do the monitoring visits earlier
- Discuss comments at end of public sessions
- Have a spokesperson discuss issues with Council Business Meetings
- Create program specific RFPs linked to the Action Plan
- Deal with ESG earlier/have CoC members attend CDAC meetings
- Create meetings similar to meetings held for the Comprehensive Plan
- District Assembly Infrastructure
- Discuss Pro Rate Stipend Plan with Corp Counsel
- Have meetings during the first two months in January.