

**Minutes**  
**Community Development Steering Committee Meeting**  
**Thursday, October 4, 2012 – 5:30 p.m.**  
**Two Civic Center Plaza**  
**8<sup>th</sup> Floor Conference Room**

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There being a quorum, Joyce Palmer called the meeting to order at 5:33 p.m.

**Members Present**

Hector Arellano  
Celia Corral  
Jorge Diaz  
Joyce Palmer  
Sudy Todd

**Members Absent**

Carol Molloy

**Late Arrivals**

None

**Early Departures**

None

**Staff Present**

Anthony Shaar, Deputy Director  
Natalie Nevarez-Straight, Senior Grant Planner  
Michelle Ellington, Grant Planner  
Roxanne Varela, Grant Planner  
Kevin Pitts, Grant Planner

**A G E N D A**

Discussion and Action on:

1. Call to Order – Joyce Palmer, Vice-Chairperson
2. Discussion and Action on Steering Committee Absences – Joyce Palmer, Vice-Chairperson
3. Approval of Steering Committee Minutes of August 9, 2012, September 17, 2012, and September 18, 2012 – Joyce Palmer, Vice-Chairperson
4. Election of Officers for the 2012-2013 Steering Committee
5. Discussion and Action on Composition of the 2012-2013 Appeals/Grievance Subcommittee – Natalie Nevarez-Straight, Senior Grant Planner
6. Discussion and Action on the Materials to be Provided to the Steering Committee by CD Staff during the Proposal Review Process – Michele Ellington, Grant Planner and Natalie Nevarez-Straight, Senior Grant Planner
7. Discussion and Action on the Following Proposed Amendments to the 2011-2012 and 2012-2013 Annual Action Plans of the Consolidated Plan for 2010-2015:

- A. Accessible Housing Units Database - \$50,000 – Delete from 37th Year (2011-2012) CDBG Program – Rhoda Tillman, CDBG Contract Administrator
- B. Accessible Housing Units Database - \$25,000 – Delete from 38th Year (2012-2013) CDBG Program – Rhoda Tillman, CDBG Contract Administrator
- C. Texas Rio Grande Legal Aid – Fair Housing Testing – \$15,000 – Add to the 38th Year (2012-2013) CDBG Program – Rhoda Tillman, CDBG Contract Administrator
- D. Lutheran Social Services of the South – Community Support Program - \$30,000 – Delete from the 38th Year (2012-2013) CDBG Program – Michele Ellington – Grant Planner
- E. Assistance League of El Paso – Operation School Bell - \$30,000 – Add to the 38th Year (2012-2013) CDBG Program – Michele Ellington, Grant Planner
- F. Dame La Mano - \$10,000 – Delete from the 2011-2012 ESG Program – Anthony Shaar, Deputy Director
- G. Salvation Army – Red Shield Family Center Meals - \$10,000 – Add to the 2011-2012 ESG Program – Anthony Shaar, Deputy Director

7. Public Comments on Agenda Items

8. Adjournment

**Item 1: Call to order**

**Item 2: Steering Committee Absences**

A motion was made by Celia Corral, seconded by Sudy Todd and unanimously passed to excuse Ms. Molloy.

AYES: Mr. Arellano, Ms. Corral, Mr. Diaz and Ms. Todd

NAYS: None

ABSENT: Ms. Molloy

**Item 3: Approval of Steering Committee Minutes of August 9, 2012, September 17, 2012, and September 18, 2012 – Joyce Palmer, Vice-Chairperson**

A motion was made by Sudy Todd, seconded by Hector Arellano and unanimously passed to approve the minutes.

AYES: Mr. Arellano, Ms. Corral, Mr. Diaz and Ms. Todd

NAYS: None

ABSENT: Ms. Molloy

**Item 4: Election of Officers for the 2012-2013 Steering Committee**

A motion was made by Hector Arellano, seconded by Sudy Todd and unanimously passed to appoint Joyce Palmer as Chair.

AYES: Mr. Arellano, Ms. Corral, Mr. Diaz and Ms. Todd

NAYS: None

ABSENT: Ms. Molloy

A motion was made by Hector Arellano, seconded by Celia Corral and unanimously passed to appoint Sudy Todd as Vice-chair.

AYES: Mr. Arellano, Ms. Corral, Mr. Diaz and Ms. Todd

NAYS: None

ABSENT: Ms. Molloy

**Item 5: Discussion and Action on Composition of the 2012-2013 Appeals/Grievance Subcommittee – Natalie Nevarez-Straight, Senior Grant Planner**

Sudy Todd, as Vice-chair will chair the Appeals/Grievance Sub-committee. Hector Arellano and Jorge Diaz volunteered to serve on the committee.

**Item 6: Discussion and Action on the Materials to be Provided to the Steering Committee by CD Staff during the Proposal Review Process – Michele Ellington, Grant Planner and Natalie Nevarez-Straight, Senior Grant Planner**

A motion was made by Sudy Todd, seconded by Hector Arellano and unanimously passed to provide the materials described by staff members.

AYES: Mr. Arellano, Ms. Corral, Mr. Diaz and Ms. Todd

NAYS: None

ABSENT: Ms. Molloy

**Item 7: Discussion and Action on the Following Proposed Amendments to the 2011-2012 and 2012-2013 Annual Action Plans of the Consolidated Plan for 2010-2015:**

A. Accessible Housing Units Database - \$50,000 – Delete from 37th Year (2011-2012) CDBG Program – Rhoda Tillman, CDBG Contract Administrator

A motion was made by Hector Arellano, seconded by Jorge Diaz and unanimously passed to delete this project and return funds to the Contingency Account.

AYES: Mr. Arellano, Ms. Corral, Mr. Diaz and Ms. Todd

NAYS: None

ABSENT: Ms. Molloy

B. Accessible Housing Units Database - \$25,000 – Delete from 38th Year (2012-2013) CDBG Program – Rhoda Tillman, CDBG Contract Administrator

This item was deleted by staff.

C. Texas Rio Grande Legal Aid – Fair Housing Testing – \$15,000 – Add to the 38th Year (2012-2013) CDBG Program – Rhoda Tillman, CDBG Contract Administrator

This item was deleted by staff.

D. Lutheran Social Services of the South – Community Support Program - \$30,000 – Delete from the 38th Year (2012-2013) CDBG Program – Michele Ellington – Grant Planner

A motion was made by Celia Corral, seconded by Sudy Todd and unanimously passed to delete this program.

AYES: Mr. Arellano, Ms. Corral, Mr. Diaz and Ms. Todd

NAYS: None

ABSENT: Ms. Molloy

E. Assistance League of El Paso – Operation School Bell - \$30,000 – Add to the 38th Year (2012-2013) CDBG Program – Michele Ellington, Grant Planner

A motion was made by Sudy Todd, seconded by Hector Arellano and unanimously passed to fund this program.

AYES: Mr. Arellano, Ms. Corral, Mr. Diaz and Ms. Todd

NAYS: None

ABSENT: Ms. Molloy

F. Dame La Mano - \$10,000 – Delete from the 2011-2012 ESG Program – Anthony Shaar, Deputy Director

A motion was made by Hector Arellano, seconded by Jorge Diaz and passed to delete this program.

AYES: Mr. Arellano, Ms. Corral, and Mr. Diaz

NAYS: None

ABSTENTION: Ms. Todd

ABSENT: Ms. Molloy

G. Salvation Army – Red Shield Family Center Meals - \$10,000 – Add to the 2011-2012 ESG Program – Anthony Shaar, Deputy Director

A motion was made by Sudy Todd, seconded by Celia Corral and unanimously passed to fund this program.

AYES: Mr. Arellano, Ms. Corral, Mr. Diaz and Ms. Todd

NAYS: None

ABSENT: Ms. Molloy

#### 7. Public Comments on Agenda Items

Public comment was taken on each item before each vote.

#### 8. Adjournment

The meeting was adjourned at 6:17 p.m.