



CITIZENS ADVISORY COMMITTEE

Department of Community Development
807 E. Main Street, Durham, NC 27701
Golden Belt Building 2, Suite 200



Minutes - Special Meeting Continuum of Care (CoC) Training Session August 6, 2012

The Durham Citizens Advisory Committee met on the above date and time with the following members present: DeWarren Langley (Chairman), SaKoyra Bullock (Vice-Chairman), April Johnson (Secretary), Dilcy Burton, Alice Cheek, Clark Grundler, Roger Loyd, Anthony Royster (via phone), and Will Sutton

Excused Absence: Delvin Davis and Paula Thomas

Absent: Richard Fuqua and Lynn Holloway

Others Present: Reginald Johnson (Interim Director, Department of Community Development) and Lloyd Schmeidler (Project Manager, Department of Community Development)

Subject: Call to Order

The meeting was called to order by Chairman Langley at 6:09pm who welcomed everyone.

Chairman Langley explained that the purpose of the meeting to receive training necessary to evaluate and vote on the Continuum of Care (CoC) Applications. The training session is in compliance with the CDBG Application Process Performance Audit Report [December 2011] of the Audit Services Department of the City of Durham which the Department of Community Development fully agreed with.

Subject: Roll Call

Chairman Langley called roll. Chairman Langley noted that he received prior notification from Committee Members Davis and Thomas of their inability to attend the meeting thus their absences were excused.

He acknowledged the presence of a quorum.

Subject: Action on Agenda

Chairman Langley asked the Committee to review the agenda and make any additions and/or modifications followed by action on the agenda.

Motion by Chairman Langley and seconded by Vice Chairwoman Bullock to approve the agenda. The motion was approved unanimously.

Subject: Action on Minutes

Chairman Langley asked the Committee to review the minutes from the regular meeting held on June 25, 2012 and make any additions and/or modifications followed by action on the minutes.

Motion by Committee Member Loyd and seconded by Committee Member Sutton to approve the minutes from the regular meeting held on June 25, 2012 with corrections. The motion was approved unanimously.

Subject: Introduction to the Continuum of Care (CoC) & Application Evaluation Process

Chairman Langley explained that pursuant to the Homelessness & Homeless Prevention: An Evaluation & Recommendation Report [March 24, 2011], the Committee provides an initial evaluation, rank and recommendations of applications pertaining to the Continuum of Care Grant Competition Program and other homeless initiatives to the Homeless Services Advisory Committee (HSAC).

He explained that the HSAC advises the Durham City Council and the Durham Board of County commissioners on the implementation of collaborative initiatives to prevent and end homelessness in Durham.

Lloyd Schmeidler, Project Manager for the Department of Community Development, lead the discussion explaining the CoC application process. Schmeidler disseminated a printed copy of Durham CoC project descriptions, a CoC Overview presentation and reviewed the information in the presentation with the Committee including the U.S. Department of Housing & Urban Development's (HUD) definition of CoC, the purpose of the CoC and its responsibilities, how the CoC is funded, an approximate timeline for the application process, components of the program, and eligible activities.

As for the CoC timeline, Schmeidler noted that the CoC Interim Rule was published in the Federal Register on July 31, 2012 and that during this time the rule is open for public comment and review. The Interim Rule should be released on August 30, 2012, which then allows for the Notice of Funding Availability (NOFA) to be released. The NOFA is a notice published by the Federal Register providing information about funding for HUD related programs on a competitive basis and includes instructions for applying for such funding. Mr. Schmeidler stated that the CoC registration process is still unclear at this time. CoC applications can be released after registration that is hoped to be by early September. The CoC application deadline is usually 45-60 days after the application release date, which is possibly no later than November.

Mr. Schmeidler answered questions asked by members of the Committee.

Chairman Langley asked who manages Durham's Homeless Management Information System (HMIS), an eligible activity under the CoC grant. Schmeidler responded by stating that the North Carolina Housing Coalition manages Durham's HMIS.

Committee Member Burton asked how much in CoC funds Durham received last year and Mr. Schmeidler answered approximately \$900,000.

Committee Member Grundler asked if the Committee will receive reports on funded projects. Mr. Schmeidler answered that that would depend on the request of the Committee.

Committee Member Burton asked if bottle necks in the CoC evaluation process has been resolved. Mr. Schmeidler answered that progress has been made which included the development of an action plan and an in-take system.

Subject: Conflict of Interest Statement

Chairman Langley explained that pursuant to CDBG Application Process Performance Audit Report (Audit Report), members of the Citizens Advisory Committee (CAC) are required to annually sign a Conflict of Interest Statement prior to evaluating applications for Community Development Block Grant (CDBG) Funds, HOME Investment Partnership Funds (HOME), Emergency Solutions Grant (ESG) Funds and Continuum of Care (CoC) funds.

Reginald Johnson, Interim Director of the Department of Community Development explained and read the Conflict of Interest Statement to the Committee. Mr. Johnson explained that each member of the CAC has an on-going duty to disclose to the full Committee any potential conflict of interest that is known or that may later become known. Each member of the CAC should strive to avoid even the appearance of conflict of interest.

Chairman Langley stated that should a conflict of interest or appearance of conflict of interest arise, the member must disclose this knowledge in writing to the full Committee addressed to the Chairman and signed. The member must then be excused from participating from any discussion, deliberation, or decision-making regarding the applicant.

Each member present signed the statement and returned it to Mr. Johnson.

Subject: Questions, Concerns and/or Comments

Chairman Langley asked members of the Committee if there were any questions, concerns or suggestions.

Committee Member Sutton asked if there would be a regular meeting for August. Chairman Langley responded that he would contact the Committee and let us know since it would depend on whether the Department of Community Development had agenda items.

Subject: Announcements

Chairman Langley reminded and encouraged the Committee to attend their neighborhood's respective National Night Out (NNO) events on Tuesday, August 7, 2012. Mr. Johnson gave a brief overview of NNO.

Member Cheek also commented on NNO as a long time organizer for Northeast Central Durham.

Mr. Johnson noted that Durham is rated #4 in the nation for its participation in NNO.

Subject: Adjournment

With no further business before the Committee, the meeting was adjourned at 7:15pm.

Respectfully Submitted,
April Johnson, Secretary

Minutes approved on August 27, 2012.