



CITIZENS ADVISORY COMMITTEE

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



Minutes - Regular Meeting

May 13, 2013

6:00PM

The Durham Citizens Advisory Committee met on the above date and time with the following members present: DeWarren K. Langley (Chairman), April Johnson (Secretary), Alice Cheek, Anitra Bailey, Dilcy Burton, Richard Fuqua, Edward Kwon, Roger L. Loyd, Anthony Royster (via phone), and Etienne Thomas.

Others Present: Wilmur Conyers (Federal Programs Coordinator, Department of Community Development)

Excused Absent: SaKoyra L. Bullock (Vice Chairwoman), Delvin Davis, Raushan Gross, Will Sutton and Gregory Ward.

Subject: Call to Order

The meeting was called to order at 6:10pm by Chairman Langley who welcomed everyone.

Subject: Roll Call

Chairman Langley called roll and acknowledged the presence of a quorum.

Subject: Action on the 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 Committee Member Loyd and seconded by Committee Member Baily to approve the agenda. The motion was approved unanimously.

Subject: Action on Minutes

Chairman Langley asked the Committee to review the minutes of the regular meeting held on April 22, 2013.

Motion by Chairman Langley and seconded by Committee Member Baily to approve the minutes of the regular meeting held on April 22, 2013. The motion was approved unanimously.

Subject: FY 2013-2014 Election of Officers

Chairman Langley explained that pursuant to Article IV, Section 2, of the Bylaws of the Committee, the members of the Committee shall elect a Chairman, Vice Chairman, and Secretary at its June meeting. He noted that no Chairman, Vice Chairman, or Secretary shall serve more than two consecutive terms in the same office. Chairman Langley stated that newly elected officers would take office at the beginning of the fiscal year.

Chairman Langley opened the floor for nominations for Chairman.

Committee Member Langley was nominated for Chairman.

Motion by Committee Member Loyd and seconded by Committee Member Fuqua to close nominations for Chairman.

Motion by Committee Member Baily and seconded by Committee Member Fuqua to elect Committee Member Langley as Chairman. The motion was approved unanimously.

Chairman Langley opened the floor for nominations for Vice Chairman.

Committee Member Sutton was nominated for Vice Chairman.

Motion by Chairman Langley and seconded by Committee Member Fuqua to close nominations for Vice Chairman.

Motion by Chairman Langley and seconded by Committee Member Kwon to elect Committee Member Sutton as Vice Chairman. The motion was approved unanimously.

Chairman Langley opened the floor for nominations for Secretary.

Committee Member Johnson was nominated for Secretary.

Motion by Chairman Langley and seconded by Committee Member Loyd to close nominations for Secretary. The motion was approved unanimously.

Motion by Chairman Langley and seconded by Committee Member Fuqua to elect Committee Member Johnson as Secretary. The motion was approved unanimously.

Chairman Langley explained that the Committee would appoint a liaison to represent the Committee by attending meetings related to the Choice Neighborhood Planning Grant obtained by the Durham Housing Authority. He noted that Committee Member Burton was willing to serve as liaison.

Motion by Chairman Langley and seconded by Committee Member Kwon to appoint Committee Member Burton as the liaison to the Choice Neighborhood Planning Grant of the Durham Housing Authority.

Subject: FY 2013-2014 Schedule of Meetings

Chairman Langley disseminated copies of the 2013-2014 meeting schedule.

Chairman Langley noted that the Committee meets on the fourth Monday of each month at 6PM in the Conference Room of the Department of Community Development, 807 E. Main Street, Durham, NC 27701, Golden Belt Building 2, Suite 200. He explained that the Committee holds special

meetings when necessary to efficiently and effectively conduct business that arise in-between regular meetings.

Motion by Chairman Langley and seconded by Bailey to approve the schedule of regular meetings.

Subject: FY 2013-2014 Goals

Chairman Langley explained that goals are statements of the desired future the Committee wishes to achieve as it relates to preserving and improving the quality of life of citizens of Durham. The goals should be SMART - specific, measurable, attainable, relevant and time-bound. He noted that goals serve as an internal source of motivation & commitment and provide a guide to action as well as a means of measuring performance.

Chairman Langley asked the Committee to make suggestions for Committee goals for fiscal year 2013-2014.

Secretary Johnson suggested working closely with like-minded organizations to engage the community on community development issues. She also recommended the committed stay abreast on general community development topics nationwide that could help the community think ahead on how to solve or handle challenges in community development.

Committee Member Kwon recommended members attend meetings of community organizations such as the People's Alliance, Durham Congregations In Action, and End Poverty Durham to communicate the activities of the Committee and receive input from individuals attending those meetings.

Committee Member Fuqua suggested tying recommendations on community development and affordable housing to funding sources and priorities. He also suggested connecting with and coordinating with other agencies working on issues of similar concern.

Chairman Langley thanked members for their input.

Subject: FY 2012-2013 Evaluation & Recommendations for Committee Operations

Chairman Langley asked members of the Committee to evaluate how the Committee operated for fiscal year 2012-2013 and make recommendations to improve operations.

Committee Member Fuqua suggested using Dropbox or Google Drive for the files associated with the work of the Committee.

Chairman Langley thanked members for their input.

Subject: Update | draft FY 2012-2013 Annual Action Plan & Public Hearings

Wilmur Conyers, Federal Programs Coordinator for the Department of Community Development provided an update on the draft FY 2012-2013 Annual Action Plan & Public Hearings.

Ms. Conyers reported that the draft FY 2012-2013 Annual Action Plan was available for public review beginning March 15, 2013 through April 15, 2013 for 30 days.

She explained that the Annual Action Plan describes how the City of Durham intends to invest its

Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and General funds during a specific fiscal year. The Plan also identifies actions that the City of Durham and other local organizations will pursue to further the strategies and priorities in the 2010-2015 Consolidated Plan. Ms. Conyers noted that the goal of the Plan is to extend and strengthen partnerships among the public and private sector to provide decent housing, establish & maintain a suitable living environment and expand opportunities.

Chairman Langley commented that the Committee independently evaluated each application for CDBG, ESG and General Funds and voted to concur with staff funding allocation recommendations.

Ms. Conyers explained that the City Council held a public hearing on Monday, April 15, 2013 and the Board of County Commissioners held a public hearing on Monday, April 22, 2013 to receive citizen comments on the draft FY 2013-2014 Annual Action Plan. Chairman Langley noted that he and Secretary Johnson made the remarks before the City Council and Board of County Commissioners respectively on behalf of the Committee. He explained that the remarks emphasize the need to focus on strategies to expand economic opportunity by creating synergy between economic development and transportation thereby improving the quality of life for low-to-moderate income families and increasing employment opportunities.

Ms. Conyers reported that the figures stated at the hearings were estimates based on assumptions by the Department of Community Development. She explained that the U.S. Department of Housing & Urban Development had not release the final allocation amounts for entitlement jurisdictions. Ms. Conyers further explained that once allocations are announced, there will be a slight adjustment in the final allocations. She noted that the statutory deadline for submission of the Plan is May 15 and the Department submitted the Plan on May 10. Ms. Conyers explained that the Department should receive a response form the U.S. Department of Housing & Urban Development by August. She explained that once the Plan is approved, subrecipients will be notified of the funding approved by the U.S. Department of Housing & Urban Development, contracts be developed & executed and a project manager will be assigned to monitor progress of the project.

Chairman Langley inquired as to when the Department would begin working on the Consolidated Annual Performance and Evaluation Report (CAPER).

Ms. Conyers explained that the CAPER details the housing and community development activities and accomplishments of the City of Durham for the specified fiscal year. She noted that she will begin the CAPER at the end of the fiscal year once all funds for contracts have been expended.

Subject: Update | Southside Revitalization Project

Chairman Langley reported that he received a call from Reginald Johnson, Director of the Department of Community Development that he would not be available for the meeting and would provide an update on the Southside Revitalization Project via email.

Subject: Committee, Concerns, Suggestions & Ideas

Chairman Langley asked members if there were any questions, concerns, and/or suggestions for Committee information or consideration.

There were no questions, concerns, or suggestions.

Subject: Announcements

Chairman Langley asked Ms. Conyers if there were any upcoming affordable housing & community development events which may interest other members or impact the work of the Committee.

Ms. Conyers reserved comment and suggested following up with Mr. Johnson.

Subject: Adjournment

With no further business, the meeting was adjourned at 7:05pm.

Respectfully Submitted,
April Johnson, Secretary

Minutes approved on August 26, 2013