

Approved Minutes of
Regular Meeting
COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE
Village of Oak Park
Tuesday, October 29, 2013, 7:00 p.m.
Oak Park Conservatory, 615 Garfield Street, Oak Park

CALL TO ORDER: Meeting was called to order by Chair Glynne Gervais at 7:06 p.m.

ROLL CALL:

PRESENT: Chair Glynne Gervais, Annabel Abraham, Walter Afable, Kevin Hooper, Lynn Kessen, Phyllis Logan, Phyllis Russell & Sharon Stolz

ABSENT: Larissa Hisatomi

STAFF PRESENT: Mark Dwyer, Grants Supervisor (& Recording Secretary)

REVIEW AND APPROVAL OF MEETING AGENDA: Chair Gervais asked if there were any changes to the Agenda. Noting none, Agenda approved unanimously.

NON-AGENDA PUBLIC COMMENT: Noting none, Chair Gervais asked the first scheduled applicant for PY 2014 CDBG funds to present on its application.

PY 2014 APPLICANT PRESENTATIONS (all are CDBG Public Services proposals). The following agencies gave presentations and answered questions about their PY 2014 grant applications:

1. African American Christian Foundation, \$14,379
2. Catholic Charities-Accolade, \$18,000
3. Children's Clinic, \$25,000 (Cook County Gap grant request: \$5,238)
4. Community Support Services, \$20,000 (Cook County Gap grant request: \$5,000)
5. Heartland-Vital Bridges, \$8,000 (Cook County Gap grant request: \$2,000)
6. Hephzibah, \$18,226

African American Christian Foundation, Catholic Charities-Accolade and the Children's Clinic distributed materials to members.

African American Christian Foundation was asked to provide to the CDCAC supplemental information on proposed beneficiaries that fully explain specific population segments such as Oak Park persons, adults and youth. The agency was also asked to provide more details on exactly what CDBG funds will be spent on. The agency stated that it will provide these items to Village staff.

All the details of the presentations and subsequent questions can be heard by contacting Village of Oak Park Housing & CDBG Programs.

APPROVAL OF MINUTES: A motion was made by Mr. Hooper to approve the minutes of August 14, 2013 as drafted, seconded by Mr. Afable. Approval of the minutes as drafted passed by unanimous voice vote.

APPROVAL OF 2014 CDCAC WORK PLAN: A motion was made by Ms. Kessen to approve the 2014 CDCAC Work Plan, seconded by Ms. Stolz. Approval of the Work Plan as drafted passed by unanimous voice vote.

DISCUSSION OF LITEN GENIE SKOLAN APPEAL OF AN APPLICATION NOT SUBMITTED: Mark Dwyer provided information on Liten Genie Skolan, an agency that did not submit an application but wrote a letter of appeal “to ask for submission” of their draft application. The Village was able to pull down the agency’s latest draft and it was missing the budget, budget cost information and all additional information requested. In addition, the beneficiary numbers and percentages were not accurate. The agency did not seek any technical assistance during the application process.

After discussion, a motion was made by Ms. Russell that Liten Genie Skolan will be informed in a letter from the Village that the draft application that was reviewed by the CDCAC cannot be accepted because it was not submitted on time and it was substantially incomplete. The letter to Liten Genie Skolan will encourage the agency to apply for PY 2015 CDBG funds and to work with Village staff before the application deadline to ensure that any technical issues are resolved. Approval of the motion passed by unanimous voice vote.

Other Business: Ms. Kessen stated that she wants to bring in food for the November 5, 2013 meeting (Presentations III). Members thanked her. More details will be discussed at the October 30, 2013 meeting.

ADJOURNMENT (voice vote): Meeting adjourned at 9:04 p.m.

Respectfully submitted,
Mark Dwyer