

Approved Minutes of  
Regular Meeting  
**COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE**  
Village of Oak Park  
Tuesday, December 17, 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 7:09 p.m.

**ROLL CALL:**

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

**ABSENT:** Larissa Hisatomi, Phyllis Logan, Phyllis Russell

**CIC REP:** Kristen Hollinden

**STAFF PRESENT:** Mark Dwyer, Grants Supervisor (Staff Liaison & 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 persons who signed up to provide comments.

**Public Comments** The following persons thanked the CDCAC for recommending PY 2014 funding for their agencies or, in one case, for recommending that the agency move on to the Second Round for CDBG facility improvement funds:

1. Kaye Masters & Rocio Perez from Community Support Services, which was recommended for CDBG funding;
2. Sharece Davis from Catholic Charities-Accolade Adults Day Services, which was recommended for CDBG funding;
3. Laura Soteno from Easter Seals Metropolitan Chicago, which was recommended to move on to the Second Round for CDBG public facility improvement funds;
4. Kimm Pilditch from Hephzibah Children's Association, which was recommended for CDBG funding;
5. Lynda Schueler from West Suburban PADS, which was recommended for CDBG and ESG funding;
6. Jennifer Hill from the Alliance to End Homelessness in Suburban Cook County, which was recommended for ESG funding.

**APPROVAL OF MINUTES:** A motion was made by Ms. Kessen to approve the minutes of December 3, 2013 as drafted, seconded by Mr. Afable. Approval of the minutes as drafted passed by unanimous voice vote.

**New Business:** Village committee and commission rules require members to attend most scheduled meetings. This is especially important for CDCAC members, as funding recommendation process meetings occur over a two-month period and every meeting is vital. The goal is 100% participation but realistically some members will miss one meeting during this concentrated process. The CDCAC and Mr. Dwyer discussed the repercussions of a member missing multiple meetings. Ms. Hollinden, representing the Village Community Involvement Commission, said she would provide additional information and guidance to Chair Gervais in order to assure that appropriate actions are taken in matters of multiple absences.

**Other Business:** Mark Dwyer discussed next steps for the CDCAC with regard to the PY 2014 funding recommendation process. The plan is to estimate the amount of facility improvement funds available for PY 2014 only when the Village knows what the full 2014 award amount will be. If it appears that there are enough funds to cover the two proposed facility improvements, it will then be time for Mr. Dwyer to work with the 2<sup>nd</sup> Round applicants on the bidding process. When bids come in, a final CDCAC meeting will be scheduled, the agencies will present their results, and the CDCAC will make final decisions. Afterward, all of the recommendations will be submitted to the Village Board. The 2014 Action Plan, with all approved funding levels, will be submitted to HUD on May 15, 2014.

**ADJOURNMENT (voice vote):** Meeting adjourned at 7:47 p.m.

Respectfully submitted,  
Mark Dwyer