

Economic Development Department

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COMMUNITY DEVELOPMENT ADVISORY BOARD

MEETING MINUTES

October 18, 2023

CALL TO ORDER

The Community Development Advisory Board (CDAB) met on October 18, 2023, at 12:30 PM, via a hybrid model including in-person (at 9 E. Vermijo Avenue, Colorado Springs, CO 80903) and the virtual Microsoft Teams Meeting platform. **Board Vice Chair, Ms. Cindy Tompkins, called the meeting to order at 12:37 PM.**

ROLL CALL

The Community Development Advisory Board members **present** were:

- Matt Buffington (D2)
- Emily Peacock (D3)
- Tamara Estes (D4)
- Denise Howell (Manitou Springs)
- Rachel Starr (D1) – virtual
- Cindy Tompkins (Calhan/Ramah) (Vice Chair)
- Madeline VanDenHoek (Monument)

The Community Development Advisory Board members **absent** were:

- Robert Null (D5)
- Tyler Stevens (GMF) (Chair)
- Todd Evans (Fountain)
- Samantha Padgett (Palmer Lake)
- El Paso County Commissioner, Holly Williams (Commissioner Liaison)

Other persons present at the meeting were:

- Luke Houser (Community Development Analyst, Economic Development Department & Staff Liaison)
- Randi Davis (Housing Analyst, Economic Development Department)

- I. Welcome & Introductions
 - A. EPC Staff

- i. CDAB Members: Name, Agency, Board Seat
CDAB members present introduced themselves, providing their district and professional background.
- II. Consideration of April 19, 2023, Meeting Minutes (12:40-12:45)
A Motion was made to consider the minutes as read by Chair Tompkins. Ms. Howell seconded and it was so moved.
- III. 2023 PY CDBG Project List (12:45-1:00)
*Discussion about unapproved funding for **The Place** occurred. Ms. Howell asked if there was anything additional CDAB could have done to help prepare/anticipate the BoCC decision. Mr. Houser reassured CDAB that the decision was made through no fault of their review and that it was entirely the decision of the EPC BoCC.*
- IV. Plan of Action: 2024 January Open Application Cycle
Mr. Houser informed CDAB of the review process for 2024 including a scrupulous focus being placed on Public Service 2024 Applicants who do/do not include a detailed overview of how CDBG funding will grow/expand their program rather than simply sustaining pre-existing programming. A discussion about edits made to the 2024 application was discussed. Additionally, the Public Service 'year of rest' was explained to CDAB.
 - A. Review of Open Application Cycle timeline (January 4th – February 2nd, 2024)
Mr. Houser reviewed a Timeline for the 2024 Application Cycle with no questions or concerns from CDAB.
 - B. CDBG 2024 Applicants Webinar (week of January 15, 2024)
Mr. Houser explained that there are no set dates for these webinars. Ms. Estes inquired about the requirement to attend these webinars, and it was explained that most of these training sessions are specific to those potential Subrecipients who are unfamiliar with the CDBG application process.
 - C. Review of CDBG Goals (Consolidated Plan 2022 – 2026)
Mr. Houser reviewed the 2022-2026 ConPlan goals – explaining that these are what we adhere to when categorizing applications. Additionally, it was explained that these are not subject to change until 2026. Ms. Howell indicated that the Housing Goals could use revision, specific to goal H2. Ms. Howell indicated that she believed that homelessness was a community issue that should continue to be looked at/supported.
 - D. Review of CDAB Process (February – April, 2024)
Mr. Houser explained the expectations of CDAB members to be available during these crucial determination months. A further explanation was provided about our meetings occurring on the third Wednesday of every month between this timeframe, asking that CDAB members make themselves available for review of applications (specifically for Quorum).
- V. Other Business
 - A. Upcoming Meetings
 - i. February 21, 2024, at 12:30 pm
 - B. Other Business
 - i. Comments from Board members
None
 - ii. Public Comment
No public present.
- VI. Adjournment
The meeting was adjourned by Ms. Tompkins at 1:06 PM.

Cindy Tompkins, Vice Chair of the Community Development Advisory Board, presided.

Public notice for the meeting posted online via the El Paso County Agenda Suite, October 9, 2023.