

**RECORD OF PROCEEDINGS OF THE  
COMMUNITY DEVELOPMENT ADVISORY BOARD  
CITY OF BELLINGHAM, WASHINGTON**

**THURSDAY**  
**October 8, 2020**  
Audio-recorded

**6:00 P.M.**  
**Online - Zoom Meeting**  
[www.cob.org](http://www.cob.org)

**CALL TO ORDER:** The meeting was called to order by Leah Wainman, Chair

*Members Present:* Leah Wainman (Chair), Javier Flores (Vice-Chair), Alycia Hawkins, Aran Clauson, Brien Thane, Cassidy Thornton, Elaine Woods, Greg Arnold, Kathleen Roy and Kaylee Galloway

*Staff (PCDD):* Samya Lutz, *Housing & Services Program Manager*; Kate Bartholomew, *Development Specialist*; Heather Aven, *Administrative Secretary*

*Members Absent:* Liz Jennings

**APPROVAL OF MINUTES:**

Minutes from September 10, 2020 were approved by general consensus.

**ANNOUNCEMENTS**

October 12-16 will be Housing Week – it will all be online, and both national and local panelist will be presenting.

It was announced that the Eviction Moratorium was extended throughout the remainder of 2020.

**PUBLIC COMMENT:**

No public in attendance.

**AGENDA ITEMS:**

**CLOSE-OUT REPORT SUMMARY**

Kate Bartholomew provided a summary of each of the grantees and the beneficiaries they served during the grant year. She shared some of the issues that staff identified in this round and the systems set in place to address them. There was a brief discussion about the consideration that should be given to the way the beneficiaries report is filled out. There was concern expressed that the reports do not provide a whole picture with regard to ethnicity and racial equity.

**NOFA APPLICATION**

Kate explained the new 3-page application and reminded the group of the reasons why a common application was being done with United Way. The following comments were received by the group:

- There was a discussion related to the equity and social justice question. It was suggested that the question be moved to the common application from the City's addendum. It was also suggested that it be moved closer to the top of the addendum to ensure that the importance of this matter is highlighted.
- There was a discussion about whether or not it was necessary to join with United Way on a common application at this point in time, especially if the social and equity question could not be part of the common application. Staff reported they would revisit the issue with United Way.
- There was general consensus that it could still be a two-step application process.
- There was support expressed for the layout of the addendum.

## **OTHER BUSINESS:**

### Legislative Update:

### Staff Updates:

Samya spoke to a few of items going before City Council on Monday.

She announced that City Staff will be required to take furlough days next year.

She reported on the additional funds that the City will be receiving from HUD and pointed out that an Action Plan amendment will be needed.

She also mentioned the second round of childcare CARES funding is ready to be awarded, with the application for that funding being posted on Tuesday.

### Future Agenda Items:

- Presentation on role of non-profit vs role of government entity and ways they overlap and how they differ
- Consider inviting Washington Low-Income Housing Alliance to give a presentation
- Balance home-ownership and the gap in funding.
- Additional discussion on ways to measure equity.
- Equity and social justice/diversity and inclusion – requirement for grantees in the future. Need to align metrics so that we're not adding on multiple requirements. (Leah has info about this)
- Grantee close-out reports review and discussion (Heather)

## **Adjourned**

Minutes prepared by:

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Heather Aven, Administrative Secretary  
Minutes edited by Housing & Services Program Manager.