

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

**THURSDAY  
January 14, 2021**  
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 Liz Jennings**

*Members Present:*        Alycia Hawkins, Aran Clauson, Brien Thane, Cassidy Thornton, Javier Flores (Vice-Chair), Kathleen Roy, Kaylee Galloway, Hollie Huthman (City Council rep) and Liz Jennings

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

*Guests:*                    Michael Lilliquist, City Councilmember

*Members Absent:*        Leah Wainman (Chair), Greg Arnold

**APPROVAL OF MINUTES:**

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

**ANNOUNCEMENTS:**

Brien Thane spoke to the fact that HUD has lifted the restrictions on new housing vouchers and the wait lists for the Bellingham Housing Authority will be open within the next 60 days.

Kathleen Roy announced that the Whatcom County Health Department will with be recipient of the new Federal rental assistance dollars (one-time funds of over \$6 million).

**AGENDA ITEMS:**

**Nominate/Elect Chair and Vice-Chair**

This action was tabled and will be discussed at the February meeting.

**NOFA Discussion**

Samya Lutz announced that the NOFAs had been released and are due back to the City by January 25<sup>th</sup>. She spoke to the process that will follow and explained what the members could expect at the February meeting. She reminded the group that this would be the basis for the 2021-2022 Action Plan, which will come before the Board in the Spring.

Kate Bartholomew walked the group through mock scenarios (based on historical data) that were created to show how the funding allocations would change depending on which method of ranking the group chose to use.

**Board Member Discussion:**

- What does it mean to get partial funding – is it better to get nothing rather than a small sliver of your request?
  - Past recipients shared that a reduced funding allocation could be the difference between expanding services verses maintaining services.
  - It was suggested that staff reach out to the agencies that may possibly receive partial funding to see if that would be something that would work for them to still accept the grant (ie, how scalable is the program?)

- Are there any opportunities for grantees to learn how to make their application more robust?
  - Yes, there is a training video online and a Q&A webinar was offered on January 14, 2020.

There was a discussion about which of the options, presented in the scenario exercise, seemed to be supported by the members of the Board. Many members were drawn to the 4<sup>th</sup> option, but also to the 3<sup>rd</sup>. It was suggested to consider an alternative option – split the total budget amount and honor the full request to the programs in the top tier and use the other ½ of the budget amount and distribute amongst the lower tier at reduced levels. It was pointed out that tier 1 should be diverse in priorities and populations served.

#### Review Calendar / Membership

Staff spoke to the 2021 Calendar and spoke to the current vacancies on the Board.

#### **OTHER BUSINESS:**

##### Staff Updates:

Samya Lutz spoke about the local projects that also were selected to receive federal funding.

##### Future Agenda Items:

- Consider including a regular check-in time during CDAB meetings for members to bring back 'buzz' issues that are relevant to CDAB, and utilized board expertise to help with communications strategies back to the various organizations/neighborhoods represented.
- Presentation on role of non-profit vs role of government entity and ways they overlap and how they differ.
- Balance homeownership and the gap in funding.
- Additional discussion on ways to measure equity.

#### **Adjourned**

Minutes prepared by:

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