

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

**THURSDAY  
March 11, 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 Alycia Hawkins

*Members Present:*     Alycia Hawkins (Chair), Aran Clauson, Brien Thane, Christopher Pasquale, Elizabeth Jennings, Hollie Huthman (City Council Rep), Kathleen Roy, Kaylee Galloway, Leah Wainman (Vice-Chair) and Yin-Ho Lai

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

*Members Absent:*       Cassidy Thornton, Greg Arnold and Javier Flores

**APPROVAL OF MINUTES:**

Minutes from February 11, 2021 were approved by general consensus.

**ANNOUNCEMENTS:**

None provided.

**AGENDA ITEMS:**

**Committee Report**

Four members of the Board, Leah Wainman, Liz Jennings, Kaylee Galloway and Javier Flores, expressed interest in meeting outside of the regular meeting time to discuss different ways the Community Development Advisory Board could assist the City in some of the current challenges it is facing.

Two members were able to meet and shared their ideas with the group.

**2021 Action Plan – Public Hearing**

Samya Lutz spoke to the process staff is following and presented the funding requests from agencies for each NOFA. She showed PowerPoint presentation slides summarizing the total funding proposed for the 2021-2022 Action Plan year. There was a brief conversation on the additional COVID funding that the City has received. Staff shared how the public can access the draft plan (on the City website and through the Engage Bellingham platform), with the written public comment period open through April 1.

**Public Hearing Comment Period Open**

There were no comments received.

**Public Hearing Comment Period Closed**

## Overview of NOFA Scoring and Ranking

Kate Bartholomew shared the ranking strategy that was chosen by board members over the course of previous meetings, as applied it to the actual applications received and scores given. She encouraged members to review the applications and/or summary sheets provided, and to rank applicants by recommended funding Tiers, rather than specific dollar amounts. The final funding recommendations will need to be approved by the board at the next (April 1) meeting.

## **OTHER BUSINESS:**

### Staff Updates:

There was a brief update about the Geri Field encampment, and services offered to the campers. Members requested that they be informed of things more in advance when possible so that they can share that information with the public as appropriate.

### 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 different.
- 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.