

**Meeting Agenda**  
**State College Borough**  
**CDBG Citizens' Advisory Committee**  
**February 5, 2019**  
**12:00 p.m.**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
- IV. Public Hour - Hearing of Citizens**
- V. February 2019 Ice Breaker**
- VI. Chair Report**
- VII. CDBG & HOME Policy Update**
- VIII. 2017 CAPER (Consolidated Annual Performance and Evaluation Report)**
- IX. CDBG & HOME Program Fund Recipients Site Visits**
- X. Upcoming Meeting(s)**
- XI. Adjournment**

*Documents:*

*[Complete CDBG Citizens Advisory Committee Agenda - February 5, 2019.pdf](#)*

**Meeting Agenda  
State College Borough  
CDBG/Citizen's Advisory Committee  
February 5, 2019  
Room 241 / Noon**

**I. Call to Order**

**II. Roll Call**

Selden Smith, Chairman  
Rebecca Misangyi, Vice-Chairman  
Alexis Burke  
David Gaines  
Jason Olcese  
Marcia Patterson  
Vacant

**III. Approval of Minutes – January 8, 2019**

**IV. Public Hour - Hearing of Citizens**

**V. February 2019 Ice Breaker**

The number of new committee members, and the recent freezing temperatures, call for some “ice breaking” activity. Members and staff are asked to share a vehicle vanity plate that they would chose and explain why it fits them so well.

**VI. Chair Report**

East Fairmount Park Improvement Project - FY 2020 CDBG funds (\$32,000) are budgeted to make improvements to the East Fairmount Park. The Borough plans to contribute \$10,000 toward the improvements and has contracted with Landscape Architect, Daniel Jones, to provide a site design that is needed to compete for a grant from the PA Department of Conservation and Natural Resources grant program (Community Conservation Partnership Program). All local and federal funds and in-kind contributions can be matched dollar for dollar by the grant. Efforts are underway to gather public input on the improvements needed and on the park design. A committee of volunteers met on January 31, 2019 to review a concept plan based on input from two prior public meetings.

**VII. CDBG & HOME Policy Update**

Federal grant requirements include compliance with federal laws including the Davis-Bacon Act and the Civil Rights Act of 1964, as amended. A compliance requirement involves naming a Labor Compliance Officer and a Fair Housing Officer. The Committee's review of this proposal is requested.

**Staff recommendation:** Staff recommends that the Labor Compliance Officer be named Denise Rhoads and the Fair Housing Officer be named Maureen Safko.

**Action Needed:** This action requires a committee review and vote.

**VIII. 2017 CAPER (Consolidated Annual Performance and Evaluation Report)**

The 2018 CAPER will be provided to the Committee for review at the meeting in March. To prepare for this effort, the report from 2017 will be provided either via email or hardcopy so that new members in particular will have an opportunity to become familiar with the format and content of the annual report.

**Action Needed:** Committee members should notify staff of their preference for receipt of the 2017 CAPER.

**IX. CDBG & HOME Program Fund Recipients Site Visits**

CDBG funds are provided to supplement the budgets of five housing related public service agencies. Those committee members interested in visiting the sites of these agencies will be given the opportunity to sign up for a site visit to be arranged by staff in March. The timing of the visits will coincide well, being after the committee's review of the CAPER, which will take place at the March meeting of the CDBG/Citizen's Advisory Committee.

**Action Needed:** Interested members should sign up to visit sites. No formal action needed.

**X. Upcoming Meeting**

Tuesday, March 12, 2019

**XI. Adjournment**

**Meeting Minutes  
State College Borough  
CDBG/Citizen's Advisory Committee  
January 8, 2019**

The State College Borough Community Development Block Grant/Citizen's Advisory Committee (CDBG/CAC) meeting was called to order by Ms. Safko on Tuesday, January 7, 2019 at 12:00 p.m. in the Municipal Building, 243 South Allen Street.

Ms. Safko thanked Mr. Meashey for his years of service to the committee and wished him well in his academic pursuits.

**Members Present**

Jay Meashey, Chairman; Selden Smith, Vice-Chairman; Alexis Burke; David Gaines; Rebecca Misangyi; Jason Olcese; and Marcia Patterson

**Others Present**

Maureen Safko, Senior Planner; and Denise L. Rhoads, Administrative Assistant

**Election of Officers**

A motion was made by Ms. Misangyi and seconded by Mr. Meashey to nominate Mr. Smith to serve as Chairman. The vote was unanimously in favor.

A motion was made by Ms. Patterson and seconded by Mr. Meashey to nominate Ms. Misangyi to serve as Vice-Chair. The vote was unanimously in favor.

**Approval of Minutes**

A motion was made by Ms. Patterson and seconded by Ms. Misangyi to approve the December 4, 2018 minutes as submitted. The vote was unanimously in favor.

**Chair Report**

Chairman Smith had nothing to report.

Former Chairman Meashey noted Mr. Olcese and Ms. Burke were appointed by Council to the committee. He stated he put together a welcome packet to each of them and stated he would share with the members.

**Public Hour**

There were no members of the public in attendance and no discussion of items not on the agenda.

## 2019 Schedule of Federal Grant Program Activities

Ms. Safko stated during 2019, a total of three federal grant planning documents and one performance review document must be completed. These included:

- 2018 Consolidated Annual Performance Evaluation Report (CAPER) – due to HUD prior to March 31, 2019.
- 2020 – 2024 Consolidated Plan (CP) – completed by November 15, 2019.
- 2020 Annual Action Plan (AAP) - completed by November 15, 2019.
- 2020 - 2024 Fair Housing Analysis Update (FHAU) - completed by November 15, 2019.

Ms. Safko's tentative schedule included:

- Staff is waiting for updated America's Community Survey data for the CP and FHAU, with input from a Pennsylvania State University (PSU) professor, who is also on the Temporary Housing Foundation, Inc. board as well as information from the Center for Rural Pennsylvania.
- The ACS survey sample size was too small to be very reliable.
- Lisa Beede is contracted by the Borough to prepare much of the information for these four plans.
- In December, Planning staff reviewed activities in the Integrated Disbursement and Information System (IDIS), and updated accomplishment data, closed out some activities, and performed end of year data clean up.
- The next step will be to consult with a large number of community groups and service providers regarding community needs.
- A public hearing will be scheduled in February to discuss the CAPER which listed accomplishments from the previous year, and then will be presented to the CAC before being submitted to Housing and Urban Development (HUD) at the end of March 2019.
- Two extra public meetings will be held in March to get input on community needs. She noted there will be a joint meeting with the Planning Commission and the neighborhood association leaders regarding community needs. There was a suggestion to have the neighborhood leaders invite their residents as well.
- The second meeting would be for the human service agencies who would report on Fair Housing and human service needs and issues.

Ms. Safko noted if staff did not invite the general public to these meetings, they would have an opportunity to speak at a public hearing on February 7. She asked if staff should invite the public through the neighborhood associations or would it be overwhelming to have too many people present. Mr. Meashey stated it might be better if the neighborhood association leaders publicized it.

Ms. Burke noted, in her experience, there should be some type of social media presence announcing the public meetings. Mr. Meashey suggested using the Borough's Twitter and website accounts. Mr. Smith reiterated that staff would keep the committee up-to-date on meeting schedules as time goes on.

## **State College Borough Policies and Procedures Manual to be Updated in 2019**

Ms. Safko stated during 2019, staff anticipated updating the State College Borough Policies and Procedures Manual for compliance with CDBG and HOME Program regulations. Each update would be brought to the CAC for review.

She noted staff received a HOME Investment Partnerships Program (HOME) contract from the Department of Community and Economic Development (DCED) and it was more in depth than a HUD contract.

She highlighted the document touched on every aspect of our program and staff needed to have guidelines in place for things such as our fiscal responsibilities, and the fair housing component.

She distributed a summary of DCED master file plans and policies along with a Table of Contents from the current policies and procedures manual.

She noted an Equal Employment Opportunity Officer needed to be named in our policy and we needed to adopt an excessive force policy. Staff had not appointed a Fair Housing Officer.

Ms. Patterson asked if the committee would help put together a policy on excessive force. Ms. Safko stated they could, and she would check with the Borough's police department to see if such a policy is already in place.

Mr. Meashey asked if these updates would be looked at all at once. Mr. Smith suggested whatever put the least burden on staff. Ms. Safko stated staff would put items of discussion on agendas as they came up.

She also noted staff needed to do some more research to see if the Borough had a Section 504 plan.

Ms. Burke asked if the ADA improvements applied to buildings funded by CDBG funds. Ms. Safko stated the human service agencies agree to meet ADA requirements as part of the subrecipient agreements they enter into with the Borough each year.

Ms. Safko stated staff would also verify if there is a need to update the Travel Policy.

### **2019 Conflict of Interest Policy**

Ms. Safko stated the policy was distributed annually to all members regarding the Borough's code of conduct. This document was distributed at this meeting.

Mr. Smith asked new members to introduce themselves.

Mr. Olcese stated he had lived in State College for 16 years. He had an undergraduate degree in Psychology and was now pursuing a music career. He stated he was the owner and operator of "My Hero Zero".

Ms. Burke stated she is a student at PSU. She noted she had an internship last summer with a non-profit group that worked with CDBG funds. She conducted community engagement activities there. A friend told her about the opportunity to participate in Borough committees.

Other committee members and staff introduced themselves.

### **Upcoming Meeting**

Tuesday, February 5, 2019 at Noon

### **Adjournment**

With no further business to discuss, the meeting was adjourned at 12:58 p.m. by Mr. Meashey and seconded by Ms. Patterson.

Respectfully submitted,

Denise L. Rhoads,  
Administrative Assistant