



POLICY ADVISORY BOARD (PAB)

Overseeing administration of federal funding by the Office of Community Development

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **November 14th, 2024 7:00 pm** via Zoom.

Zoom link: [November 14th 2024 POLICY ADVISORY BOARD \(PAB\)](#)

POLICY ADVISORY BOARD MEETING MINUTES

1. CALL TO ORDER at 7:15pm by Chair S. Jones
2. ROLL CALL

Board Members

City of Banks	*Stephanie Jones (Chair)
City of Beaverton	Javier Mena
City of Cornelius	*Eden Lopez
City of Forest Grove	*Mariana Valenzuela
City of Gaston	ABSENT
City of Hillsboro	Chris Hartye
City of North Plains	*Trista Papen
City of Sherwood	*Kim Young
City of Tigard	*Maureen Wolf
City of Tualatin	ABSENT
King City	*Jan Tysoe
Washington County	ABSENT

*Denotes Primary Member

OCD Staff Members

Shannon Wilson	Program Manager
Eva Pauley	Housing & Community Development Specialist
Kelvin Valdovinos	Housing & Community Development Specialist
Lauren Calo	Housing & Community Development Specialist
	Housing & Community Development Specialist
Pablo Garnica	Administrative Specialist II (Secretary)

Guest

Ann Hawkins	City of Hillsboro, CDBG Program Coordinator
Marsha Kirk	City of Banks PAB Alternate

3. PUBLIC COMMENT
 - None

4. ACTION ITEM - Approval of Minutes, October 10, 2024 Meeting
- **M. Wolf** Moved to approve. **SECONDED** by **T. Papen**. Motion **CARRIED**.
Vote: (9 yes, 0 no, 0 abstention)
5. ACTION ITEM – Community Development Block Grant (CDBG) Proposed Policy Manual Updates
- **S. Wilson** presented proposed updates to the CDBG policy manual, which included:
 - Updates to references and hyperlinks to federal regulations.
 - Integration of the Community Development Plan previously included in the Consolidated Plan into the CDBG policies.
 - Increasing the maximum contingency fund approval limit for the Program Manager from \$10,000 to \$25,000.
 - Requiring project sponsors to assign dedicated project managers for facilities projects.
 - Aligning the policy manual with federal audit threshold changes and consolidated plan goals.
 - **K. Young** and **M. Wolf** noted benefits of the changes and requested that future updates include a redlined document or the original version for comparison. Staff committed to sending the board the previous version of the document following the meeting.

K. Young MOVED for the board endorsed the proposed CDBG policy changes. **SECONDED** by **M. Valenzuela**. **MOTION CARRIED UNANIMOUSLY**.

Vote: (7 yes, 0 no, 2 abstention)

6. ACTION ITEM – Community Development Block Grant (CDBG) Proposed Application Updates
- **L. Calo** reviewed changes to the CDBG and ESG applications and scoring criteria, including:
 - Revisions to equity-related questions and minor corrections.
 - Updates to reflect consolidated plan goals for 2025-2029.
 - The board reviewed and agreed with proposed changes.
- K. Young MOVED** to approve the updated CDBG application and scoring criteria. **SECONDED** by **E. Lopez**. **MOTION CARRIED**.
- CDBG Vote: (7 yes, 0 no, 2 abstention)
ESG Vote: (9 yes, 0 no, 0 abstention)

7. ACTION ITEM – HOME ARP Allocation Plan Substantial Amendment
- **K. Valdivinos** presented a substantial amendment to the HOME-ARP allocation plan, recommending a preference for families experiencing homelessness based on consultations with service agencies and

community needs. The amendment aligns existing allocations with identified subpopulation preferences.

K. Young MOTIONED endorse the home ARP allocation plan substantial amendment for preferences to better align with recipients of home ARP funds to support both homelessness assistance and supportive services. **SECONDED by J. Menez. MOTION CARRIED.**

Vote: (9 yes, 0 no, 0 abstention)

8. INFORMATIONAL ITEM – Consolidated Plan Update

- **E. Pauley** provided an update on the consolidated plan timeline:
 - Draft plan completion is scheduled for December, with reviews by community partners in January. Public comment will open in March, with a final hearing in April.
 - A public hearing will be held on December 4, 2024, to gather additional feedback.

9. INFORMATIONAL ITEM – MISCELLANEOUS AND ANNOUNCEMENTS

- **L. Calo** shared updates on the Just Compassion safe parking project in Tigard and the anticipated expansion to a second site.
- **K. Valdivinos** highlighted two HOME-funded housing projects expected to close in December: El Monica (Beaverton) and Woodland Hearth (Tigard).
- **S. Wilson** shared future meeting updates: A potential need for a December PAB meeting. A January presentation on Washington County's Center for Addiction and Treatment Triage was announced.

10. ADJOURNMENT - The meeting was adjourned at **7:44pm by Chair S. Jones**

Next Policy Advisory Meeting scheduled December 12th 2024.