

NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

Board of Directors Meeting
Washington, D.C.
January 24, 2002

A regularly scheduled meeting of the NCDA Board of Directors was held on Thursday, January 24, 2002 at the Marriott at Metro Center Hotel in Washington, D.C. The meeting was held in conjunction to the 2002 Winter Meeting scheduled for January 23-26, 2002.

1. ROLL CALL

NCDA President Greg Hoover, Housing and Neighborhood Development Manager for the Davenport, Iowa, called the meeting to order. The following members of the Board and staff were in attendance:

Board Members

Para Rosario	Bridgeport, CT
Patrick Sullivan	New Bedford, MA
Angelito Santos	Quincy, MA
Thomas McColgan	Springfield, MA
Nancy Remington	East Providence, RI
John Sasso	Newport, RI
Amintha Cinotti	Providence, RI
Calvin Parker	New York, NY
Tom Tiffin	Birmingham, AL
Emory Counts	Daytona Beach, FL
Chester Wheeler, III	Macon, GA
Roslyn Phillips	Jacksonville, FL
Robert Harkrader	Burlington, NC
Willie Day, Jr.	Anderson, SC
Michael Morrissey	Wausau, WI
Ellen Lee	New Orleans, LA
Marti Luick	Albuquerque, NM
Vicki Covey	Amarillo, TX
Paul Hilgers	Austin, TX
W. Thomas Utter	Corpus Christi, TX
Barbara Ross	Denton, TX
Nancy Haney	Lubbock, TX
Greg Hoover	Davenport, IA
Stan Barrett	Kansas City, MO
Emily Nottingham	Tucson, AZ
Scott Stevenson	Los Angeles County, CA
David Thompson	Richmond, CA
Stephen Young	Sacramento, CA
Pamela David	San Francisco, CA
Hazel Bhang	Seattle, WA

Staff

Chandra Western
Vicki Watson
Jeffrey Falcusan
Karen Means
Tamara Jackson

Invited Guests

Thomas McCloskey	Fall River, MA
James Vaughn	Kansas City, MO
Norbert Hart	Corpus Christi, TX
Susan Utter	Corpus Christi, TX
Donna Hart	Corpus Christi, TX

II. APPROVAL OF THE MINUTES

Upon completion of the roll call, a motion was made by Thomas McColgan, Economic Development Director for Springfield, Massachusetts and second by Ellen Lee, Neighborhood Development Director for New Orleans, Louisiana, to accept the minutes of the previous Board meeting held on October 11, 2001 in Tucson, Arizona.

III. ORGANIZATIONAL ISSUES

FY 2001/2002 Mid-Year Financial Report

NCDA=s Secretary-Treasurer Roslyn Phillips, and Business Development Director for Jacksonville, Florida, gave a brief report on the mid-year financial report. She informed Board members that, with regard to the total income mid-year, NCDA had collected more than 50% in membership dues. She also stated that NCDA was well under the half-way mark as it related to expenses.

After her remarks, Ms. Phillips called for questions and/or comments on the mid-year financial report that was included in Board packets. She also stated that staff was doing a good job in the collection of income and the monitoring of expenditures for the Association.

Upon completion of discussion on the finances of the Association, a motion was made by Amintha Cinotti, Associate Community Development Director for Providence, Rhode Island, and second by Tom Utter, Assistant City Manager for Corpus Christi, Texas, to accept the Mid-Year Financial Status Report as presented to the Board.

2001/2002 Work Plan

Chandra Western, NCDA=s Executive Director, provided the Board with a brief summary of the work plan. She pointed out that NCDA will continue to work with the Conference of Mayors (USCM) and other sister association on affordable housing programs.

Ms. Western also pointed out that the US Conference of Mayors (USCM) was given the task to come up with a HOME Land Security Block Grant Program, using CDBG as the model, and asked NCDA to assist them in writing the article for that issue. A copy of the December 17th issue of USMAYOR was provided to the Board.

After her discussion, Ms. Western entertain questions and/or comments regarding the Work Plan.

Pamela David, Director, Mayor=s Office of Community Development for San Francisco, California, suggested that the Work Plan should also set goals and outcomes that NCDA would like to accomplish and be held accountable. She mentioned that it would help the Association market itself to the membership if it included clear priorities and goals that were being worked towards.

Ms. Western asked the Board for guidance in implementing Ms. David=s suggestion.

Several Board members made suggestions as to ways the Work Plan could implement goals and outcomes. After a brief discussion, Ms. Western informed members that NCDA would use committee structures to come up with goals for the next Board meeting.

After a lengthy discussion, Greg Hoover stated that there was a consensus where staff would work on the plan and report back to the Board at the next meeting as they attempt to set more definitive goals for the Association and look at further committee structures.

Program and Policy Committee Reports/Recommendations

Following are the recommendations and reports from the various committees:

- C **Community Development** - Committee Co-Chair Scott Stevenson, Community Development Manager for Los Angeles County, California: Recommended that the Board accept the legislative priorities.

Ms. Western stated that the list of priorities was approved with one addition. The additional item is to have a committee dedicated to working with HUD on performance issues related to the Consolidated Plan. The Committee on Performance Measures would look at the Association=s members to come up with any performance measures that might be suitable that members are already implementing within their own annual plans for the city budget.

A motion was made and second to accept the recommendations from the Committee.

- C **Housing** - Committee Co-Chair Nancy Remington, Community Development Coordinator for East Providence, Rhode Island: Recommended that the Board accept the legislative and regulatory priorities proposed.

Vicki Watson, NCDA=s Legislative Director, explained that the National Council for State Housing Agencies (NCSHA) formed a working group of national interest groups to look at changes to the HOME program. She stated that the final recommendations should be forthcoming soon. The working group would then meet with HUD, after which the recommendations would then be brought to the Housing Committee for review.

A motion was made and second to accept the recommendations from the Committee.

- C **Planning and Professional Development** - Committee Co-Chair Amintha Cinotti: After the discussion of the first certification training held in Region VI, the following recommendations were made:

- C Registrants will receive a pre-test and a CD rom with the manual
- C Test has been revised based on the evaluations
- C Homework will be a part of the base course at the end of each day, no more than 5 questions
- C Third day will be expanded so that the morning session will be review and the test given in the afternoon
- C Pass/Fail test, grades will not be assigned
- C Certification test can be taken at any time and will be provided on-line
- C Training will accommodate up to 30 persons in a session; if necessary, 2 classes will be given
- C Manual will be sold to individuals for \$100

Ms. Cinotti mentioned that the committee is moving forward to develop a module for intermediate and different types of focus areas after the first year of the course.

A motion was made and second to accept the recommendations from the Committee.

- C **Technology** - Committee Co-Chair Barbara Ross, Community Development Administrator for Denton, Texas: Recommended that the Board allow NCDA to provide free advertisement on the website for six months, after which a bill would be generated if they wish to continue advertising.

David Thompson, Community Development Director for Richmond, California, presented a substitute recommendations. He suggested that NCDA study the Committee=s recommendation for six months and discuss it at the Annual Conference.

Several members voiced their concern regarding the recommendation. Some of their concerns were 1) researching individuals who wanted to advertise on the website; 2) monitoring those who advertised; 3) whether current advertisers received business directly as a result of advertising on the website; 4) is this recommendation fair to individuals or companies already advertising on the website; and 5) does NCDA should have a protocol for advertisers.

Ending the lengthy discussion, a motion was made and second to accept the substitute recommendation of David Thompson.

IV. NCDA MEMBERSHIP ISSUES

Staff Report

Chandra Western gave a brief report on the staff activity report that was included in Board packets previously sent to members.

There being no further discussion or comments, a motion was made and second to accept the Staff Report as presented.

NAHTI Report

Vicki Watson informed the Board that the NAHTI report was included in the Staff Report. She also encouraged members to continue to have HOME workshops at regional meetings.

Ms. Watson briefed Board members on the afternoon session on the CHDO training manual. She mentioned that the manual was being developed in conjunction with the National Association of Housing and Redevelopment Officials (NAHRO), National Association for County Community Economic Development (NACCED), and Council of State Community Development Agencies (COSCDA). She stated that each organization hope to have trainings at their conferences once the manual is developed.

Membership Report

Emory Counts, Membership Committee Co-Chair and Community Development Director for Daytona Beach, Florida, provided the Board with the recommendations from the committee.

C Admitting State Community Development Associations

The Committee recommended that NCDA put together a price structure for each Association based on the number of cities in their membership and whether under the auspices of a Council of Governments, charging each community \$375.00 per city/participating jurisdiction, up to \$2,500.00, for their NCDA membership.

Staff was charged with the responsibility of conducting background research on a price structure of state CD associations and what they would get for their membership and report back in June at the Annual Conference.

C Corporate Memberships

The Committee recommended that NCDA research what other associations are doing regarding corporate memberships, a price structure and what they would get for their membership. This information would also be reported at the Annual Conference.

A motion was made and second to accept the recommendations of the Committee.

C Increase in NCDA=s Membership Dues

The Committee debated on whether or not to increase membership dues for the upcoming fiscal year, July 1, 2002 through Jun 30, 2003. During the discussion, the Committee voted on 1) not raising the dues; 2) raising the dues 1%; or raising the dues 2%.

Committee members responded by recommending that NCDA maintain dues at present level for fiscal year 02/03; membership dues would be raised for fiscal year 03/04. The members also suggested that NCDA get as much mileage as possible (good PR) about the Association not raising dues this year.

V. NEXT MEETING

Greg Hoover announced that the next meeting of the Board of Directors would be held on June 13th in Providence, Rhode Island.

Amintha Cinotti announced that she is looking forward to seeing members in Providence for the 2002 Annual Conference. She provided the Board with a brief description of what the agenda would entail.

VI. OTHER BUSINESS

In recognition of their longevity in the field of community development and housing, supporting the Association, and in celebration of their retirement, John Sasso, Secretary/Treasurer for the Community Development Training Institute, presented gifts to Thomas McCloskey, former Executive Director for the Fall River Community Development Agency; Thomas Utter; and James Vaughn, former Housing and Community Development Director for Kansas City, Missouri.

There being no further business, the meeting was adjourned and Board members went into Executive Session.