

NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

Board of Directors Meeting

Austin, Texas

May 20, 2005

A regularly scheduled meeting of the NCDA Board of Directors was held on Wednesday, May 18, 2005 at the Hyatt Regency Austin in Austin, Texas. The meeting was held during the 2005 Annual Conference - May 18 - 21, 2005.

NCDA President Amintha Cinotti, Deputy Director of Planning and Development for Providence, Rhode Island, called the meeting to order. The following members of the Board and staff were in attendance:

BOARD MEMBERS

Larry Wagner	Danbury, CT
TJ Martzial	Bangor, ME
Gail Lewis	Brookline, MA
Patrick Sullivan	New Bedford, MA
Stephen Gartrell	Newton, MA
Amintha Cinotti	Providence, RI
Calvin Parker	New York, NY
Richard Bellisario	Pittsburgh, PA
Tom Tiffin	Birmingham, AL
Dr. James Huger	Daytona Beach, FL
Emory Counts	Daytona Beach, FL
Roslyn Phillips	Jacksonville, FL
Robert Harkrader	Burlington, NC
Willie Day, Jr.	Anderson, SC
James Caruso	Rockford, IL
LaShea Smith	Dayton, OH
Michael Morrissey	Wausau, WI
Yolanda Fields	Fayetteville, AR
Marti Luick	Albuquerque, NM
Jacqueline Howell	Monroe, LA
Ellen Lee	New Orleans, LA
Paul Hilgers	Austin, TX
W. Thomas Utter	Corpus Christi, TX
Barbara Ross	Denton, TX
Nancy Haney	Lubbock, TX
Maria Piedad Martinez	McAllen, TX
Jo Anne Longoria	Mission, TX

Bob Buffington
Rita Pribyl
Aggie Tauke
Greg Hoover
Emily Nottingham
Scott Stevenson
Stephen Young
Larry Del Carlo

Plano, TX
Davenport, IA
Dubuque, IA
Grand Forks, ND
Tucson, AZ
Los Angeles County, CA
Sacramento, CA
San Francisco, CA

Staff

Chandra Western
Vicki Watson
Karen Parker

Following completion of the roll call, a motion was and second to accept the minutes of the previous Board Meeting held on January 20, 2005 in Washington, D.C.

ORGANIZATIONAL ISSUES

Proposed Budget for FY 2005/2006

Nancy Haney and Chandra Western submitted the proposed budget for FY 2005/2006. The most recent Budget to Actuals was discussed. Chandra explained that Budget was based on direction from the Board at the September Board meeting to reduce the expense line by \$30,000. She indicated the areas that were cut, and how staff would make up the short fall. Ms. Western indicated that staffing levels would be reassessed after the audit was received.

Barbara Ross asked Chandra if she felt the staff could maintain the level of work with a reduced staff. Chandra indicated that she didn't see a problem at this time, however when the CDBG Subrecipient Contract came on board, a part time person would be sought to assist with the contract work.

There being no further discussion, the proposed budget was approved.

NOMINATIONS AND ELECTIONS COMMITTEE REPORT

Slate of Officers

Ms. Phillips stated that the Nominations Committee, comprised of past presidents, offered the following slate of officers for 05/06:

President: Scott Stevenson (Los Angeles County, CA)
Vice President: Nancy Haney (Lubbock, TX)
Secretary/Treasurer: Emory Counts (Daytona Beach, FL)
Immediate Past President: Amintha Cinotti (Providence, RI)

A motion was moved and second to accept the slate of officers.

Ms. Cinotti congratulated Emory Counts on becoming NCDA's Secretary/Treasurer.

Program and Policy Committee Reports/Recommendations

Planning & Professional Development:

Steve Young, Committee Co-chair and Community Development Director for Sacramento, California, reported the following recommendations to the Board:

C Survey

- Prepare and distribute a survey to address what kind of issues people are facing with subrecipients and what topics they would like to see addressed, to include the process of selecting non-profits and subrecipients and day-to-day issues in managing subrecipients
- Upon receipt of the survey, NCDA would distribute a RFP for a consultant to develop and deliver a training module (The committee has a list of potential consultants); and
- The second part is that HUD would like to see Peer-to-Peer services where communities that have issues with nonprofits could access member communities who could travel to those communities or have a rep from communities talk in more detail about performance management issues with subrecipients.

C CDBG Basics Course - After reviewing the surveys submitted, the Committee felt that the following comments should be address:

- Participants feel that there is too much information to retain for the time allotted;
- Participants feel that too much time is being geared toward pre-test;
- Test should be administered and scored onsite and not be allowed to be taken out of training room; and
- Participants feel that trainers should keep discussion at the basic level and not become distracted by questions that are too advanced for basic training

- Conference Planning
 - In the future, have the first day of the conference dedicated to only committee and board meetings and subsequent day(s) dedicated to conference content;
 - PPD Committee have more input in conference content; and
 - As part of the marketing for the conference, contact membership and ask for their input on the kinds of topics they would like to have addressed at the conference and what topics they are able to personally deliver or have specific expertise that they could provide to conference participants.

No Board action required.

Economic Development Program and Policy:

Rita Pribyl, Committee Co-Chair and Sr. Manager for Community and Economic Development for Davenport, Iowa, stated that the Committee reinforced its discussions during the Strategic Planning and that NCDA needs committee meetings and work sessions.

She also stated that the Committee adopted a mission statement:

To maximize collaborative revitalization efforts within communities.

Action Steps:

1. To ensure that local elected officials recognize the value of the community development practitioner as a member of the community's revitalization team.
2. To ensure that regulatory requirements of community development programs are recognized when seeking to use CDBG and other funds to undertake revitalization efforts.
3. To set regular meetings with economic development directors or appropriate redevelopment staff to ensure that plans, deals or projects are discussed to maximize the use of funds.
4. To seek to create a "revitalization culture" that recognizes that economic development is but one component of a community development strategy.

A motion was made and second to accept the mission statement of the Economic Development Program and Policy Sub-Committee.

Technology:

Aggie Tauke, Committee Co-chair and Community Development Specialist for Dubuque, Iowa, reported that the Committee discussed, in detail, how IDIS and the new Performance Measurement system would work and that there would be focus groups held this summer to get input and concurrence from grantees. She also stated that LaShea Smith, Committee Co-chair and Community Development Director for Dayton, Ohio, provided the Committee with a user-friendly CAPER that could be used as a helpful tool other communities.

The discussion within the Committee meeting was focused on ensuring that the ConPlan, the Caper and the Action plans were connected. Chandra informed the group that this was HUD's intent– to minimize duplication of effort. Many thought that the CMP Tool was useful, and were already incorporating performance measures information into their ConPlans.

Chandra Western, indicated that NCDA Executive Committee and the staff would attend the focus groups.

No Board action required.

NCDA MEMBERSHIP ISSUES**Staff Report**

Chandra Western, NCDA Executive Director, indicated that the Staff Report was included in Board packets. She mentioned that the report was a compilation of staff activities during the past four months. She also informed the Board that NCDA and the CDBG Coalition would be testifying at an upcoming hearing on CDBG and performance measures, as well as on eligibility.

Ms. Western explained to the Board, in detail, how the Coalition was established and the broad support the Coalition has provided. She informed the Board that the Coalition was comprised of 12 members: NCDA, USCM, COSCDA, NACCED, NACo, NAHRO, NLC, LISC, National Conference of Black Mayors, Enterprise Foundation, Habitat and the Housing Assistance Council.

Legislative Update

Vicki Watson, NCDA Legislative Director, recognized the efforts of the Northeast-Midwest Coalition (NMC) in the Senate and the House in assisting the CDBG Coalition in supporting the CDBG program this year. She stated that the NMC has been influential in spearheading the signature letters on CDBG in the House and Senate as well as coordinating briefings for congressional staff on the program.

She also recognized Ms. Cinotti for participating in a congressional briefing on April 11th in the House where different entities of the Coalition educated House staffers about the CDBG program; in turn, this helped raise the focus of the program in Congress.

Ms. Watson stated that in working with the CDBG Coalition and the Northeast-Midwest Coalition, NCDA was able to get language in the Budget Resolution stating that economic development and community development programs, particularly CDBG, should be funded at their FY05 level.

Ms. Watson then provided the Board with an update on issues including the Strengthening America's Communities Initiative (SACI) and the GSE Reform.

Membership Report

Karen Parker, NCDA Operations Manager, indicated that the Financial Report was included in Board packets. She stated that there were a few additions to the Budget-to-Actuals regarding increases in some line items. She explained what these were; reduction in the capital equipment and the professional services lines and how they came about. The Board accepted the Membership Report with no action required

NAHTI Report

Ms. Watson indicated that the NAHTI Report was included in the Staff Report. There being no action required, the NAHTI Report was accepted.

OTHER BUSINESS

NCDA Strategic Planning Session

Ms. Cinotti reported at length the discussion that came out of the Strategic Planning Session. She informed the Board that five working groups had been established: Financial, Marketing and Sales, Operations, Human Capital, and Products and Services. The goals of the strategic planning effort was to assess the following:

- C Identify the Strengths and weaknesses at NCDA; and
- C Continue to build on the strategies, identify a work plan; and
- C Finalize the plan in October at the Region VI Annual Meeting in Albuquerque.

Directly following the Strategic Plan Session, the Board would meet so that a final plan can be adopted that will give us the jumping point to the new work plan, constructed in the way we want the direction of the organization to go to.

Ms. Cinotti then identified those individuals that would chair the above-mentioned committee. The following Board members agreed to be committee chairs.

Finance - Greg Hoover

Operations - Patrick Sullivan

Human Capital - Steve Gartrell

Marketing - Emily Nottingham

Products and Services - Barbara Ross

Upon completion of the discussion on the Strategic Planning Session, Ms. Cinotti thanked Board members, on behalf of the Executive Committee, for taking the extra two days out of their schedule to come to Austin.

Policy Discussion on the CDBG Formula and Strengthening America's Communities

Ms. Cinotti stated that before the Board goes into a policy discussion, the Executive Committee would like to propose is that a subcommittee be established that takes the benefit of the formula discussions and the information that is produced at field hearings to try to come up with a working paper on what the policy issues are and will be when it comes to the formula and strengthening America's communities.

Steve Gartrell, Associate Director for Housing and Community Development for Newton, Massachusetts, and Steve Young, Community Development Director for Sacramento, California, volunteered to serve on the subcommittee.

No Board action was taken on this proposal.

UPCOMING MEETINGS

Ms. Cinotti informed the Board of upcoming meetings:

- Region I: September 26-30, 2005 Pawtucket, Rhode Island
- Region VI: October 26-29, 2005 Albuquerque, New Mexico

Regarding the Winter Meeting, the Board discussed whether or not to hold the meeting in conjunction with the US Conference of Mayors or after the President's budget is published. It was determined that

the Winter Meeting should continue to be held in conjunction with the US Conference of Mayors meeting.

There being no further business, the Board went into Executive Session.