

MINUTES
FROM THE
COMMUNITY DEVELOPMENT & CAPITAL IMPROVEMENT PROJECTS
BOARD MEETING (CDCIP)
Monday, December 11th, 2023
5:00pm

1. **Board Members**

Joseph Murphy
Teresa Gregori
Jacob Skog
Devon Schechinger
Heidi Steed
Andrea Schaefer
Jenny Bonk (Chair)

Board Members Not Present

Miranda Indra-Cask
Brad Christensen

Staff Present

Dennis Rutledge
Dillon Hase
Tyler Durfee
Kerry Thomas
Rae Steinke
Ruth Ruach

Also Present

2. **Approval of the Minutes**

Jacob Skog motioned to approve the meeting minutes from December 4th, 2023, Teresa Gregori seconded this motion.

Joseph Murphy Y
Devon Schechinger Y
Heidi Steed Y
Andrea Schaefer Y
Jenny Bonk Y

Minutes were approved.

3. **Discuss HOME and Other Applicant Questions/Responses**

Kerry Thomas gave a quick explanation that there were no responses received by the few applicants that received questioning from the board members.

4. **Discuss HOPWA and HOME-ARP Applications**

Kerry Thomas explained each application that applied under the HOPWA and HOME-ARP funding.

Devon Schechinger requested clarification from the First Step House for the TBRA program. She is wondering if the correct number of beneficiaries can be clarified. As it is

listed, 30 individuals will be served but there will be 100 beneficiaries.

5. Update and Adopt Board Bylaws

Kerry Thomas and Dillon Hase gave a brief explanation of the current Board Bylaws, and what updates are currently needed.

It was clarified that to update the Bylaws to recognize the Board makes recommendations on other grant funds in addition to CDBH and ESG. To clarify that the board meetings are a hybrid, with in-person and electronic participation allowed. As well as ensuring electronic participants can't count towards the quorum.

Joseph Murphy motioned to update the language of the Bylaws; Devon Schechinger seconded the motion.

Tersea Gregori Y

Jacob Skog Y

Heidi Steed Y

Andrea Schaefer Y

Jenny Bonk Y

Updates were approved by the board.

6. Other business

Andrea Schaefer asked for more explanation on the following Nano Session. The board members were able to clarify that the intentions of the interviews are to make connections with the applicants.

The Board discussed which board members would be partnered together for the nano sessions.

Dillon Hase made a note to email the applicants a reminder that the Board as read their applications and a complete program overview is unnecessary, due to limited time each applicant has to respond to questions.

7. Adjourn

Jacob Skog motioned to adjourn the meeting and Jenny Bonk seconded the motion and the meeting was adjourned at 6:19pm.

X 

CDCIP Board Chair

This document along with the digital recording constitutes the official minutes of the CDCIP Board meeting held December 11th, 2023.