

CITIZENS ADVISORY COMMITTEE ON HOUSING
AND COMMUNITY DEVELOPMENT

January 14, 2020

6:30 p.m.

Members Present: Marcella Barnett, Lynn Bittel, Vince Chowdhury, Teri Marquantte, Bill Moran, Hayley Reddish, Jason Schneider, Catalina Vielma, and Charlene Wisner-Howard.

Members Absent: None.

*Excused

Late Arrivals/

Early Departures: Catalina Vielma.

Staff Present: Aimee Bart and Jessica Prosser.

Guests Present: None.

Chairperson Lynn Bittel called the meeting to order at 6:30 p.m.

Roll Call

Approval of Agenda

Charlene Wisner-Howard motioned to approve the agenda as presented. Bill Moran seconded the motion. The motion passed unanimously.

Approval of Minutes

Teri Marquantte motioned to approve the minutes of the December 10, 2019 meeting as presented. Marcella Barnett seconded the motion. The motion passed unanimously.

Public Comment

This is a new addition to the agenda as a regular item. Chairperson Bittel requested feedback from the committee if we should have the Public Comment at the beginning of the meeting or at the end. Discussion ensued. The committee agreed to keep it at the beginning.

No guests were present to comment.

Collection of Conflict of Interest and Volunteer forms and review of committee members contact and address information

Aimee Bart passed out the Conflict of Interest and Volunteer forms. She reminded them that this is a yearly requirement for serving on the committee and requested the committee review the contact information on the Volunteer forms and correct any information if needed. Committee members signed both forms and returned them.

Brief Introduction of All Committee Members

Each committee member introduced themselves including Community Development's new manager, Jessica Prosser.

- Vince Chowdhury has served on the committee for 10 years and believes this is a very important committee and that housing is a very important issue. He is a small business owner and appreciates the business this committee conducts and believes that attendance is a very important aspect so that everyone's experiences can be taken into consideration.
- Jason Schneider is serving his first term on the committee and has been an Aurora resident since 2017. When moving to Aurora, he decided he wanted to be more engaged in the City processes and is now on 3 committees. He has worked in various aspects of real estate since 2003, including development, sales, broker management, etc. Currently he does real estate photography for new listings.
- Teri Marquante has served on the committee for approximately 8 years. She has been in property management since 1973, and affordable housing since 1993. She has worked with Low Income Housing Tax Credit Properties, including applications and development. She also has experience working with the State Division of Housing doing monitoring for HOME and CDBG. She believes housing is one of the cores of society and it's the one thing you need to have before you can have anything else. She currently owns her own property management company and works consistently with affordable housing properties.
- Hayley Reddish has served on the committee for one year and has been an Aurora resident since 2017. She has in Title 1 schools around Colorado as a teacher. She currently works for a research organization working on K-12 policy. She has seen first hand on the impact housing can make on families and education.
- Marcella Barnett has served on the committee since 1993. She has experiences as a real estate broker and a property manager. She has a heart for low-income individuals and a realization that the definition of affordable is not always affordable for everyone who needs it.
- Charlene Wisner-Howard has served on the committee for approximately 2 years and has no background in housing however has a passion for making a difference in the community and having something meaningful and purposeful. She will expand more on her background in the following briefing.
- Catalina Vielma has served on the committee for one year. She is originally from Chicago, has lived in the Denver Metro area for 6 years, and has lived in Aurora for 2 years. As a first time home-owner, she wanted to be involved in local citizenship and wanted to share her expertise. She will expand more on her background in the following briefing.
- Bill Moran has served on the committee for approximately 11 years. He is a Colorado native, having grown up in Denver and has lived in Aurora for 25 years. He has no background in housing and has been in banking for many years. The manager at the time liked what he had to say and thought he would be a good fit for this committee.
- Lynn Bittel is a veteran, after leaving the service he spent 10 years in banking. Afterwards, he went into the bowling business, and eventually sold his bowling lanes, retiring in 1985. He enjoys community service and serves on two other committees as well as this one.
- Jessica Prosser, Manager introduced herself and expressed her excitement in working with a Citizen Committee in her new role. She is coming from the City of Arvada, where she worked for 13 years. She is passionate about local government and enjoys the direct connection and seeing change happening in the community.

She has a master's degree in Urban and Regional Planning and for 10 years, she worked in the City Managers office on special projects. She oversaw Housing and Neighborhood Engagement and in the past few years was a part of starting their Homelessness Services programs in Arvada. She had been watching Aurora for 5-6 years and was drawn to the idea of working here. The committee welcomed Jessica.

Discussion ensued.

Introduction of New Committee Member

a. Linda Savage

Aimee Bart informed the committee that Ms. Savage had been sent a letter from the City Clerk and had followed up with an e-mail to Ms. Savage. Discussion ensued regarding a follow up call not being made to Ms. Savage. Some members discussed the letter being unclear whether you must attend the swearing in ceremony prior to attending any meetings. The committee discussed that Ms. Savage should not be counted as absent since a follow-up phone call was not made and there could have been a misunderstanding, and that she will introduce herself at the next meeting.

Election of Officers

Elections were held for one Chairperson and two Vice-Chairpersons.

Vince Chowdhury nominated **Lynn Bittel** as Chairperson. Marcella Barnett seconded the nomination. Mr. Bittel accepted the nomination. Bill Moran nominated **Teri Marquantte**. Ms. Marquantte declined the nomination. No other nominations were made.

- **The motion to approve the election of Lynn Bittel as Chairperson passed unanimously.**

Catalina Vielma nominated **Teri Marquantte** as 1st Vice-Chairperson. Marcella Barnett seconded the nomination. Ms. Marquantte accepted the nomination. No other nominations were made.

- **The motion to approve the election of Teri Marquantte as 1st Vice-Chairperson passed unanimously.**

Bill Moran nominated **Jason Schneider** as 2nd Vice-Chairperson. Mr. Schneider declined the nomination. Teri Marquantte nominated **Hayley Reddish** as 2nd Vice-Chairperson. Vince Chowdhury seconded the nomination. Ms. Reddish accepted the nomination. No other nominations were made.

- **The motion to approve the election of Hayley Reddish as 2nd Vice-Chairperson passed unanimously.**

Committee Member Briefings

a. Charlene Wisner-Howard

Charlene Wisner-Howard thanked Chairperson Bittel for requesting these briefings as it will help everyone get to know each other on a little deeper level. She believes this committee is very rewarding and looks forward to attending these meetings. She moved to Lakewood from Delaware in 1996. She worked for Dupont in agriculture for 10-12 years. She transferred with her company to Colorado to be closer to the growers using pesticides,

making the distribution easier. After one year of working for Dupont here, she left to go to seminary. While in seminary, she worked with Cap Gemini Ernst & Young as well as RE/MAX. She is now an ordained minister, a pastor of her own congregation of about 30 people. On top of running her own congregation, she has worked for the State of Colorado, Department of Labor and Employment in Human Resources for 12 years, and she hopes to retire from after 20 years with them. Every Tuesday and Thursday, her congregation does tutoring for grades 2-8 from 4:00 – 6:00 PM. They're also opening their Community Center and will be giving out food on the 3rd Friday's of the month.

b. Catalina Vielma

Catalina Vielma grew up on the west side of Chicago in a predominately lower-income area. As a child, her parents succeeded in protecting her awareness from the crime that happened in her neighborhood and she didn't recognize it until a few years ago as an adult. Her mother was a developer of low-income housing working for non-profit groups in the Chicago area. In the early 2000's, the area she lived in began to gentrify very quickly since it was so close to downtown. Her sophomore year of high school, the Housing Authority public housing near her school and she knew very early on that she wanted to be involved in low-income housing. After college, she was able to get a job as an underwriter for a syndicator of low-income housing tax credits, the broker between the banks that want to buy the low-income tax credits and the developers that get awarded them from the state. She was responsible for looking at the market studies, the owner's financials, and the operating costs of deals from all over the country that were ready to close. Afterwards, she worked with HUD for about 5 years working on the mortgage lending side and then became involved with a program called RAD, which was the biggest public housing program since public housing began in 1935. She moved from Chicago to DC to work in that program, leading 12 underwriters. DC was not a feasible place to buy a home and start a family, so she moved to Denver about 5 years ago, and has been working on the sales side, working directly with the Developers. Her expertise strongly lies with the finance side of the low-income housing world and multi-family housing and is always willing to share and be as helpful as she can, especially when developers are coming to the group and requesting funding.

Communications from Staff

a. CD Manager Updates – Jessica Prosser, Manager

Jessica Prosser presented the following updates to the Committee.

- A brief update on the Housing Strategy was given. A good portion of the information in the Housing Strategy is also in the Consolidated Plan which the committee has seen. The draft plan houses the highlights of data that the consultant, Root Policy, and the internal committee thought was important to share with City Council to draw attention to why we're talking about affordable housing and why we need to create a strategy. The entire draft plan will be sent out to the Committee and we would like to hold another meeting with any Committee Members that can participate to discuss the plan in more depth and any suggested changes before it goes to back to City Council in early March. Several Committee Members expressed their interest in participating.
- An update about the Private Activity Bond was given. A handout from DOLA was passed around showing the PAB allocations from 2019. Based on that information, we anticipate our 2020 allocation to be approximately \$20,000,000. The deadline for allocation to a

project is September 15th. Since we have several entities interested this year, we will be implementing an application process and are requesting that the Committee assist in selection.

Discussion ensued. Staff answered the Committee members' questions.

b. Loan Write-Offs – Jessica Prosser, Manager

Jessica Prosser reported that there were no loan write-offs for the month of December 2019.

During the month of December 2019, \$35,565.56 in Program Income was received.

Program	Income	Year to Date Income
HOME	\$23,737.50	\$1,103,001.26
CDBG	\$11,828.06	\$125,050.62
NSP1	\$0.00	\$0.00
NSP3	\$0.00	\$7,153.68
AVAILABLE UNCOMMITTED FUNDS FOR NEW PROJECTS (APPROXIMATE):		
HOME	\$1,700,000.00	
CDBG	\$130,000.00	

We have received approval to convert the small amount of NSP3 Program Income to CDBG funds.


Discussion ensued. Staff answered the Committee members' questions.

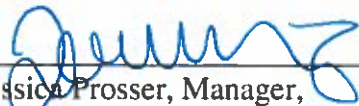
Communications from Committee

- a. **Jason Schneider** announced that there was an advertisement for Boards and Commissions on NextDoor.
- b. **Vince Chowdhury** announced that there will be a few upcoming meetings regarding hiring the new police chief.

Adjournment

- **Marcella Barnett** motioned and **Charlene Wisler-Howard** seconded the motion to adjourn the meeting. The meeting adjourned at 8:10 p.m.

Minutes taken by: 
Aimee Bart, Administrative Specialist

Minutes reviewed by: 
Jessica Prosser, Manager,
Community Development Division

Minutes approved by:  Feb 11, 2020
Date