



CITIZENS ADVISORY COMMITTEE (CAC)

November 15, 2022

MEETING Minutes

A Public Meeting of the CAC was held **in-person in the Executive Conference Room of City Hall and online via Zoom.**

Attending: Justin Alcorn, David Benson, Laura Black, William Frank, Jon Goldman, Chris Henry, Marc Lefkowitz, Allison McCallum, Gretchen Mettler, Jessica Schantz, Al Snodgrass, Patti Substelny, Elizabeth Van der Leest

Excused: Susan Dean Dyke, Brad Eckert, Susan Efromyson

Absent: Lee Barbee, Martin Constantino

The meeting began at 7:05, called to order by Jessica Schantz, Chair.

APPROVAL OF MINUTES, no minutes were submitted for approval

STAFF REPORTS

No financial report was provided because October was not closed by the time the agenda was sent out, nor by the meeting. Those financials will be submitted for the January meeting. There are a couple of changes to next year's calendar because of conflicts with City Council. MBE report was sent with the agenda and reviewed. Brian's and CAC recommendations now match. Jessica will present CAC recommendations at City Council meeting

On December 2, 2022 open comment period begins for 30 days. Council will vote in January on the block grant recommendations.

Reallocate from Neighborhood Relations

Future Heights funds for Cedar Lee Mini Park. City will use funds to improve; any remaining finds will be used to improve accessibility on public lands.

There may be some reallocation to CB funds, trying to avoid having funds left over.

**UNFINISHED BUSINESS**

Jessica will present a more concise report to Council than has been done in the past. Brian will print out the applications for packets for the Council members. Jessica will need emailed copies of committee reports to summarize for City Council. There are 3 of 4 committee reports available. Jessica asked anyone who voted "no" or abstained that they send her a short message explaining their vote.

**NEW BUSINESS**

Bill Frank asked when the right time in the meeting is to ask questions about things he is not clear on. In the moment is appropriate. Jessica is available to meet for coffee or send email questions to the group. Chris Henry offered that the questions should be posed during in the meeting. Jessica said maybe new business.

In the past, has anyone verified the 501(3)c status? Zoom grants will verify based on tax ID. Brian has recently found out that a couple are not registered with the State of Ohio. At the time of application, they must be 501(3)c/nonprofit (the city agencies are not 501(3)c).

If an agency has applied, but is not approved, they must partner with another organization that is



501(3)c approved. If it is still pending when it is time to award the funds, the fiscal agent would be awarded the funds, not the agency that would use the funds. Anyone can go to Guidestar.org. It has every nonprofit's tax numbers along with income, board members and other information. The tax ID number indicates the agency has a nonprofit status.

Chris Henry asked whether the committee members remain okay with hybrid meetings and most of the members being on Zoom? Are we just as effective? We may be losing some of the interpersonal benefits. All attending agreed that it is okay if there are both options.

By laws change:

Amended language to the committee by laws for public participation in our meetings. Article III, Section 1 ("Meetings"): As of the date of this proposal, the final sentence of the section reads:

*All meetings shall be open to the general public unless an executive session is authorized under the applicable provisions of said Chapter 107.*

Secondly, Article V ("Subcommittees"), Section 4 ("Public Participation"): As of the date of this proposal, the section reads:

*At those meeting designated CAC public hearings held, the public shall be given the opportunity to comment as directed by the Chairperson or to submit comments in writing later.*

Jessica proposed the following amendments:

- Remove Section 4 ("Public Participation"), from Article V.
- Article III, Section 1 (Meetings), say the following:

*If members of the public attending a regular meeting would like to speak during recorded minutes, they will be permitted time at the end of the meeting, after the CAC has completed the items on its agenda. Each speaker will be allotted up to five minutes to speak.*

*At those meeting designated CAC public hearings, the public shall be given the opportunity to comment as directed by the Chairperson or to submit comments in writing later.*

*At both meeting types, subject matter addressed in public comment must only pertain to the allocation and use of CDBG funds in Cleveland Heights.*

\*Per CAC's current bylaws, under Article VII ("Amendments of the Bylaws"), "bylaws may be amended by the vote of a majority of the total current membership of the CAC provided that the amendment has been submitted in writing to all CAC members at least seven days in advance of the meeting where a vote will be held on the amendment."

Relocate Section 4 to Section 3.



These changes were approved. There were no "no" votes.

The meeting was adjourned at 8:05 pm.

Respectfully submitted  
Gretchen Mettler, Secretary