

**MINUTES OF THE COMMUNITY DEVELOPMENT  
ADVISORY COMMITTEE MEETING (CDAC)  
December 20, 2022**

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The meeting was held virtually via Cisco Webex on **Tuesday, December 20, 2022**, to meet the requirements set forth in the Declaration of Emergency Directive 006 issued by Governor Steve Sisolak on March 12, 2020, to facilitate the State's response to the COVID-19 pandemic.

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**OPENING CEREMONIES**

Ms. Donna Darden, Chairperson, called the meeting to order and led the group in the Pledge of Allegiance.

Ms. Darden explained that due to COVID-19 and in-person gathering restrictions, the meeting will take place virtually via Webex. She gave instruction on how to join the meeting via phone or internet as well as brief instructions on how to use Webex.

**I. Swearing-In Ceremony**

In light of virtual meetings, Chairperson Darden provided instructions on submitting the Oath of Office, in which members are asked to take the Oath to a notary and send back their notarized originals as soon as possible to Karen Schneider at Clark County Social Service, Community Resources Management, 1600 Pinto Lane, Las Vegas, NV 89106. Ms. Darden informed the membership that the County can reimburse for notary expenses if desired.

**II. Public Comment – At this time, the Committee will hear comments from the public regarding items listed on the agenda as posted**

No public comments.

**III. Recognize and introduce 2022/2023 Community Development Advisory Committee (CDAC) members and CRM staff**

Chairperson Darden acknowledged new members and thanked them for their representation and service. She thanked returning members for their tireless dedication to the people of Clark County. Karen Schneider then took roll call.

**IV. ACTION – Approve minutes from February 1, 2022, meeting**

Christopher Lee made a motion was made to approve the minutes from February 1, 2022, meeting. Monica Gresser seconded the motion, and the motion was approved.

**V. Welcome by Karen Schneider, Manager, Clark County Social Service**

Ms. Schneider welcomed and thanked new and returning CDAC members. She thanked the membership in advance for thorough review of the HOME applications for affordable housing development projects, attention during the developer presentations the next month, and thoughtful suggestions for funding recommendations at the February meeting. She then introduced CRM team members.

**VI. General discussion of purpose of CDAC, proposed meeting schedule, and duties of representatives**

Kerri Medill, Grants Coordinator, stated the purpose of CDAC is to provide input on what the community needs are. She explained the ground rules for the meeting. Protocol items were discussed such as Oath of Office, Declaration of Emergency Directive 006 and the navigation of Webex and virtual meetings. She explained the CDAC process. Applications are made available through ZoomGrants. All related materials are then submitted electronically and reviewed by CRM staff to ensure certain thresholds are met, including project eligibility, completed application, and all requested documents have been provided.

Ms. Medill informed members of the CDAC schedule. The next meeting is on January 17, 2023. HOME applicants will present at the January 17, 2023, meeting. CDAC Recommendations for HOME/AAHTF and the recommendation review from the ESG/CoC working group will take place on February 21, 2023. All meetings will be held via Webex and begin at 6 pm. She discussed project approval and the funding schedule.

**Program contacts:**

Kerri Medill, CDAC, [Kerri.Medill@ClarkCountyNV.gov](mailto:Kerri.Medill@ClarkCountyNV.gov)  
Kent Golangco, CDBG, [Kent.Golangco@ClarkCountyNV.gov](mailto:Kent.Golangco@ClarkCountyNV.gov)  
Tameca Ulmer, ESG, [Tameca.Ulmer@ClarkCountyNV.gov](mailto:Tameca.Ulmer@ClarkCountyNV.gov)  
Melissa Tate, HOME/AAHTF, [Melissa.Tate@clarkcountyNV.gov](mailto:Melissa.Tate@clarkcountyNV.gov)  
Principal Planner, Deanna Judkins, [Deanna.Judkins@ClarkCountyNV.gov](mailto:Deanna.Judkins@ClarkCountyNV.gov)

Ms. Medill provided the address and number for CRM. Ms. Medill provided important website links, for the CRM website, the CRM Program Guide, and the ZoomGrants Website. Ms. Medill briefly discussed the orientation packet and the items included.

**VII. General discussion of the Clark County code of conduct and ethics policy**

Letty Bonilla, Clark County Office of Diversity, discussed discrimination, harassment, and bullying awareness and how it pertains to the CDAC committee members and meetings. She gave an in-depth overview of the County's Non-Discrimination and Anti-harassment policy.

**VIII. Review of Consolidated Plan and Annual Action Plan**

Deanna Judkins, Assistant Manager, Community Resources Management, discussed the HUD Consolidated Plan process, which includes a 5-Year Consolidated Plan, Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER) 6/30/2025 (end of 5-year plan). Ms. Judkins stated the Consolidated Plan, and the Annual Action Plan are required by the U.S. Department of Housing and Urban Development (HUD). She explained that citizen participation must be included in the development of the plan and that the plan identifies community needs and prioritizes strategies for project funding. She explained Clark County uses the funds to meet the objectives of the HUD program, which are: creating and preserving public facilities for low/ moderate income households.

**IX. Provide overview of the Continuum of Care**

Mary Duff, CoC Grant Coordinator, gave an overview of the Southern Nevada Homelessness Continuum of Care Program. The program was established by the HEARTH ACT in 2009. The mission of the CoC is to provide housing, services, and funding for individuals and families experiencing homelessness. She discussed ways in which CoC can reduce the occurrence of the homelessness through prevention, reduce the time people are experiencing homelessness, and quickly transition them into permanent housing.

**X. Provide overview on the Emergency Solutions Grant (ESG) program and discuss the CDAC ESG ad-hoc committee**

Ms. Tameca Ulmer, Grants Coordinator, Community Resources Management provided an overview on the purpose and functions of ESG as well as a general idea of the distribution of funds.

Ms. Ulmer introduced herself and began to briefly explain the purpose of the ESG funding and how it relates to the CoC. The purpose of the Emergency Solutions Grant (ESG) is to engage individuals and families living on the streets and prevent homelessness when possible. Applicants are non-profit service providers in the community who will provide services to people experiencing homelessness or attempting to avoid homelessness with a variety of services. Ms. Ulmer briefly discussed the funding which is estimated based off of the amounts from the previous year. The ESG review panel and process was discussed. Ms. Ulmer also discussed the approved ESG pre-applications for ESG 2022-2023.

**XI. Provide overview on the Community Development Block Grant Program (CDBG) and discuss updates**

Kent Golangco, Grant Coordinator, stated the purpose of the CDBG Program. He shared how it will benefit low- and moderate-income households by developing viable communities which include Decent housing, a suitable living environment and expanded economic opportunities.

He explained the CDBG Capital Improvement Plan (CIP) purpose and its focus on 5-Year Pre-Award Capital Improvement Plan- "Projects of Significance". He gave an overview of how the pre-award approval allows the County or Community Partner to advance or "loan" funds to complete a large capital project. He also shared information regarding how the funds are then reimbursed upon receipt of the subsequent CDBG awards. Due to the pandemic, there has been a significant increase in construction costs. Mr. Golangco expressed the ability to receive additional funds for the projects has been the biggest challenge; and that currently CRM was able to reallocate some funds for 6 of the projects (highlighted in green on the slides) from administrative cost savings.

**XII. Provide overview of HOME Investment Partnerships Program/Account for Affordable Housing Trust Fund (HOME/AAHTF) Program and discuss threshold review results**

Ms. Melissa Tate, Grants Coordinator, Community Resources Management, provided an overview on the HOME Investment Partnerships Act (HOME)/Affordable Housing Trust Fund Grant (AAHTF). HOME funds are provided through the U.S. Department of Housing and Urban Development (HUD). The HOME program was established by Congress in 1990, to provide formula grants to States and local participating jurisdictions (PJ's). These resources are used to strengthen public and private partnerships and are designed to expand the supply of affordable housing for low- and very-low-income households. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

Formerly known as Low Income Housing Trust Fund, Affordable Housing Trust Fund Grant was established by the State of Nevada in 1989 and administered by the State of Nevada, Nevada Housing Division (NHD). These funds are allocated by formula to local governments and are designed to expand the supply of affordable housing for low- and very-low-income households. They are used as non-federal match to satisfy HOME requirements.

Major program requirements:

- ❖ All assisted households must be at or below 80% AMI.

❖ Rental – 90% of all units developed in a year must be initially occupied by households at or below 60% AMI.

❖ In projects with 5 or more assisted units, a minimum of 20% must be initially occupied by households at or below 50% AMI.

❖ The project must stay “affordable” for a mandatory period of time

Public funds fill the GAP; public subsidy is used to make up the gap in development budget. The “benefit” is the development of quality housing - that housing becomes available and affordable to lower income households. Other benefits: long term affordability, special needs and community revitalization.

15% of allocated funds are to be set-aside for Community Housing Development Organization (CHDO). A CHDO is a private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. In order to qualify for designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience.

**XIII. Public Comment – At this time, the Committee will hear comments from the public regarding items not listed on the agenda as posted.**

No public comments.

**XIV. Adjourn**

Anita Wood made a motion to adjourn the meeting; John Delibos seconded the motion; the motion was approved.

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**ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

Clark County’s Community Resources Management Division meetings are held in accessible facilities. Citizens requiring an accommodation should notify the Division of specific needs at least five days prior to the date of the event by contacting Community Resources Management at (702) 455-5025 or TT/TDD Relay Nevada Toll-Free: (800) 326-6868 or TT/TDD Relay Nevada Toll-Free: (800) 877-1219 (Spanish) or [CRMInfo@clarkcountynv.gov](mailto:CRMInfo@clarkcountynv.gov). (Examples of accommodations include

interpreter for the deaf, large print materials, and accessible seating arrangements.)

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**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING  
MEMBERS, STAFF, AND GUESTS PRESENT**

Donna Darden (Chairperson)	Member-at-Large (Kirkpatrick)
Monica Gresser	Member-at-Large (Gibson)
Irene Boylan	Member-at-Large (Gibson)
Eric Jeng	Member-at-Large (Jones)
Anita Wood	Member-at-Large (Kirkpatrick)
Jacqueline Ingram	Member-at-Large (McCurdy)
Christopher Lee	Member-at-Large (Naft)
Nancy Ramirez Ayala	Member-at-Large (Segerblom)
Cynthia Swanson	Representative (Boulder City)
Jeff Alpert	Representative (North Las Vegas)
Colleen Hicks	Representative (Goodsprings)
Kathy Ochs	Representative (Laughlin)
Misty Haji-Sheikh	Representative (Mt. Charleston)
Michele Brown	Representative (Searchlight)
Karen Miller	Representative (Whitney)
John Delibos	Representative (Winchester)
Kerri Medill	Clark County Social Service, CRM
Deanna Judkins	Clark County Social Service, CRM
Tameca Ulmer	Clark County Social Service, CRM
Kent Golangco	Clark County Social Service, CRM
Melissa Tate	Clark County Social Service, CRM
Karen Schneider	Clark County Social Service, CRM
Letty Bonilla	Clark County Office of Diversity
Mary Duff	Clark County Social Service, RAD