

**MINUTES**  
**HOUSING and URBAN DEVELOPMENT ADVISORY COMMITTEE**

Wednesday, November 30, 2011, 5:00 PM  
350 Commercial ST NE, Salem, OR 97301

This Action Agenda/Minutes is supplemented by an electronic recording of the meeting, which may be reviewed at:  
<http://www.cityofsalem.net/Departments/UrbanDevelopment/BoardsAndCommittees/Pages/HousingandUrbanDevelopmentAdvisoryCommittee.aspx>.

**1. CALL TO ORDER:** Chair Roth called the meeting to order at 5:09 PM. **ROLL CALL:** Chair Roth, Vice Chair Michael Bufalino, Darr Goss, Nate Levin, Levi Herrera, Joan Lloyd, Leah McMillan, Dmitry White, Shawn Range, Nancy Stempek. **ABSENT:** None, **STAFF:** Rena Peck, Toni Payseno, Brett Mattson, **GUESTS:** None

**2. APPROVAL OF AGENDA:** Motion to accept the agenda as presented:  
**MOTION BY:** Mr. Goss **SECONDED BY:** Ms. Stempek, **VOTE:** Aye: Unanimous Nay: None

**3. APPROVAL OF MINUTES:** Motion to accept previous meeting minutes of September 14th, 2011 as presented: **MOTION BY:** Mr. Levin **SECONDED BY:** Mr. Goss, **VOTE:** Aye: Unanimous Nay: None

**4. APPEARANCE OF INTERESTED CITIZENS:** No guests were in attendance.

**5. DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST:** None of the members present disclosed any conflicts.

**6. 2012-2013 APPLICATION CYCLE:**

a.) Funding Policies: Ms. Peck passed out this year's funding guidelines booklet and explained the contents concerning application guidelines, ground rules, and what restrictions apply. The Board then held a short discussion regarding leveraging and funds matching. At the conclusion, the Board members had no changes to the information provided.

b.) Scoring Sheet Review: Ms. Peck displayed and informed the Board on the improvements made to this web-based score sheet. She went on to explain the terms used and how they apply to the various agencies and projects. The Board held a short discussion regarding scoring strategies and pointed out a correction regarding "perception and range" and identified one grammatical error.

c.) Web Based Review: Ms. Payseno and Ms. Peck utilized the computer and projector to instruct Board members how to log on to [www.salemgrants.org](http://www.salemgrants.org), obtain logon credentials, along with scoring methodology.

d.) Project Sponsor Presentation: The Board discussed the aspects of having each requesting agency address the Board concerning their funding request/application. The Board agreed that they would like to have the agencies (that wished to do so), provide a short presentation regarding their funding application. They also agreed that the best time for a tour/visit to each of the requester's facilities between the 1<sup>st</sup> and 2<sup>nd</sup> funding cycle.

**DISCUSSION:** Adopt the Funding Policy, automated score sheets and supporting documentation as presented, with noted corrections? **MOTION BY:** Ms. McMillan **SECONDED BY:** Mr. Herrera, **VOTE:** Aye: Unanimous Nay: None

**7. BOARD VACANCY:** Ms. Peck noted that a vacancy exists in the Housing Advisory Commission.

**8. ADJOURN:** Chair Roth adjourned the meeting at 6:10 PM, noting the next meeting will be held January 25<sup>th</sup>, 2013, unless the Chair calls for an earlier meeting.

Visit the Department web site at [www.cityofsalem.net](http://www.cityofsalem.net) > Departments > Urban Development.  
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