

Citizen Advisory Committee
Minutes PY 47
Final Budget Approval
April 13, 2021
Tall Oaks Building, Painter Park, 190 Kelsey Avenue
6:10 p.m.

The meeting was called to order at 6:30 p.m. by Mark Bisaccia.

Present: Committee Members: Roberta Garlock, Michele Miller, Colleen O'Connor, Jeffrey Moreno, Victor Borrás, Carol Eagles. CDA Staff: Mark Bisaccia, Rosa Richardson.

Absent: CDA Staff John Bernardo.

Clifford Beers- Guidance Clinic: Clifford Beers had to postpone the previous week due to illness. Then there was a miscommunication. After reaching out to Staff, CDA had agreed to review their application and contact them via phone if there were any questions. Mr. Bisaccia was able to inform the new members of the services provided by this agency.

Mr. Bisaccia had developed a spread sheet and handed a printed copy to each Committee Member. He also created an excel spread sheet and displayed the spread sheet from a laptop computer onto a wall. This would allow the Committee Members to adjust funding amounts and make any changes deemed appropriate. He then explained the amount limits associated with General Administration as well as Social Services. The increase in Administration, he explained, is due to contractual increases.

The Committee then began the process of reviewing the funding amounts received by each agency/ organization in the previous program year. They then compared the requested amounts in PY 47 July 1, 2021 – June 30, 2022. Mr. Bisaccia explained that they can make any changes they deem appropriate, despite what they received the previous year.

Committee member asked Mr. Bisaccia if the City has to use their budgeted funds before they can use CDBG allocated funds. Mr. Bisaccia explained that CDBG funds are used to supplement city funds but not supplant.

Mr. Moreno suggested that Mr. Bisaccia enter the allocated funding amount from the previous year to each agency as a starting point for the Committee. This will give them a constant bottom line figure when they start adjusting funding amounts. The Committee members agreed by general consensus to Mr. Moreno's suggestion.

Committee Member O'Connor put a motion on the floor that a letter of clarification be sent to City Council and Mayor with regard to the amendment process and funding for Living Word Ministries. This motion was seconded by Member Carol Eagles. Motion passed by unanimous vote.

The Committee then proceeded to make changes to the various agency funding amounts. They deliberated each agency request and made any changes they deemed appropriate until they were satisfied that each agency would receive what they believed to be a fair and appropriate number.

Each year, as other funding sources continue to dwindle, agencies/ organizations look to CDA for more funding. This makes the task of allocating funds all the more difficult.

Once deliberations were complete and the budget finalized, all Committee Members unanimously agreed to accept the budget as proposed (see attachment).

Mr. Bisaccia thanked the Committee for their time and commitment to the City of West Haven and its' residents. He commended each of them for their volunteer time and dedication to CDA.

A motion to adjourn was made by Committee Member Eagles. Seconded by Committee Member Moreno. Meeting adjourned at 8:15 p.m.

Respectfully submitted by,

Rosa Richardson